

# How to read your monthly Plan Report Statement



On the first of each month, you will receive an email containing your latest monthly Plan Report Statement.

The statement contains useful information about your remaining budget and the invoices that have been claimed in the previous month.

In the email you will receive a summary of the amount remaining in each of your plan managed categories.

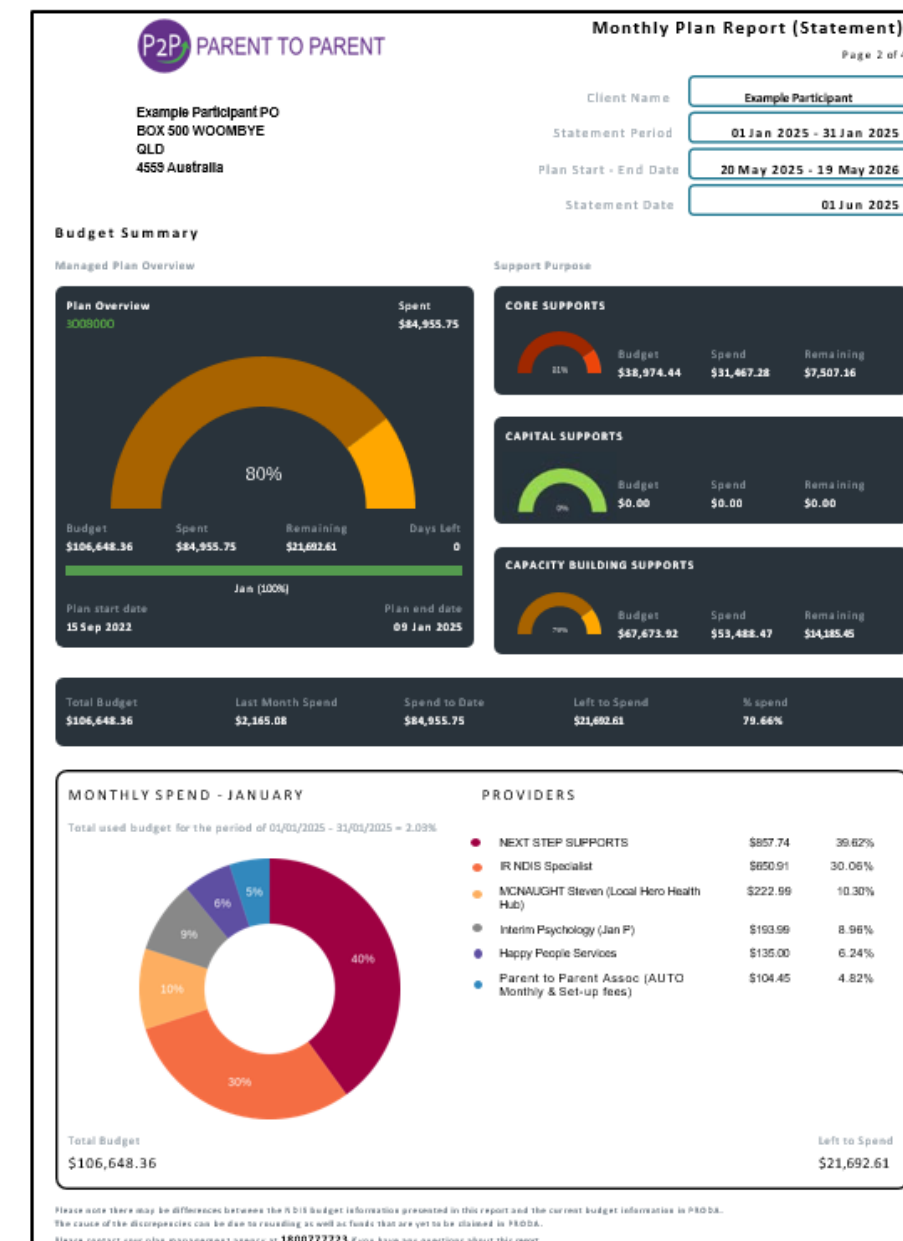
To read your full report, click on the view report button at the end of the email.

It looks like this.



On the next pages you can learn more about the statement and the information that it contains.

If you have questions about your plan report statement, contact P2P for assistance.

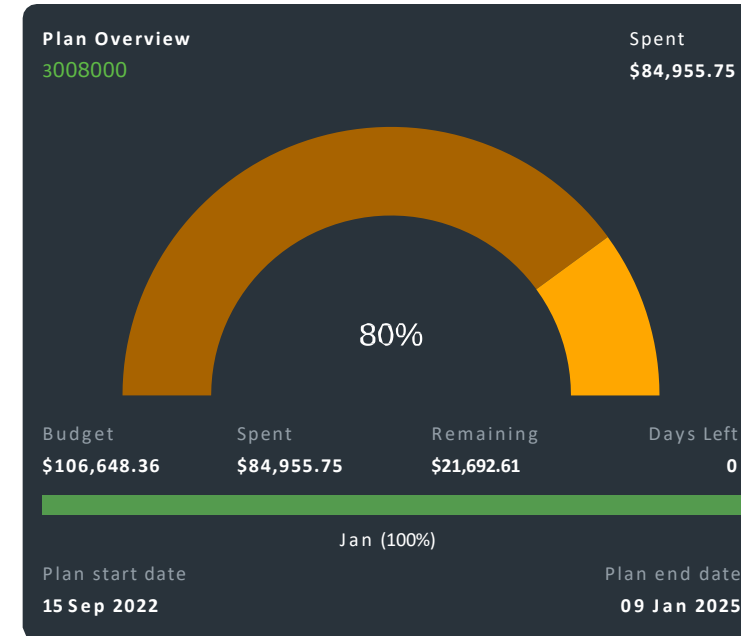


Example Participant PO  
 BOX 500 WOOMBYE  
 QLD  
 4559 Australia

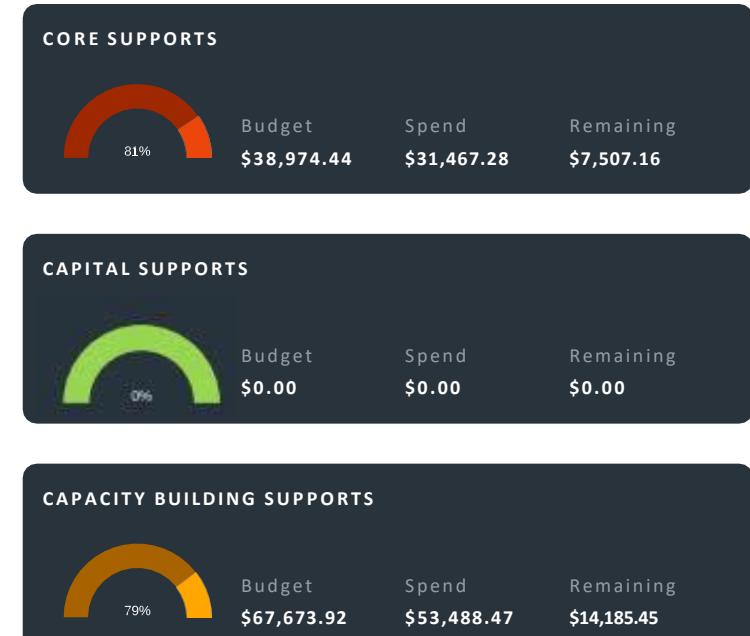
Client Name: **Example Participant**  
 Statement Period: **01 Jan 2025 - 31 Jan 2025**  
 Plan Start - End Date: **20 May 2025 - 19 May 2026**  
 Statement Date: **01 Jun 2025**

**Budget Summary**

Managed Plan Overview



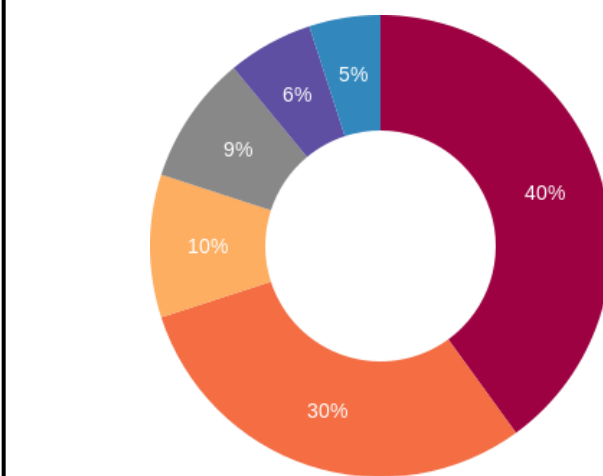
Support Purpose



Total Budget	Last Month Spend	Spend to Date	Left to Spend	% spend
\$106,648.36	\$2,165.08	\$84,955.75	\$21,692.61	79.66%

**MONTHLY SPEND - JANUARY**

Total used budget for the period of 01/01/2025 - 31/01/2025 = 2.03%



**PROVIDERS**

Provider	Amount	Percentage
NEXT STEP SUPPORTS	\$857.74	39.62%
IR NDIS Specialist	\$650.91	30.06%
MCNAUGHT Steven (Local Hero Health Hub)	\$222.99	10.30%
Interim Psychology (Jan P)	\$193.99	8.96%
Happy People Services	\$135.00	6.24%
Parent to Parent Assoc (AUTO Monthly & Set-up fees)	\$104.45	4.82%

Total Budget  
 \$106,648.36

Left to Spend  
 \$21,692.61

Please note there may be differences between the NDIS budget information presented in this report and the current budget information in PRODA. The cause of the discrepancies can be due to rounding as well as funds that are yet to be claimed in PRODA. Please contact your plan management agency at **180077723** if you have any questions about this report.

**Plan Overview:**

This is the total amount available, spent amount and remaining amount of all of the Plan Managed categories.

**Spend Overview:**

This shows the spending amounts this month, total spent and the amount left to spend.

**Monthly Provider Breakdown**

This shows the percentage and the amount spent by each service provider during the statement period.

**Statement Details:**

Statement period, plan start and finish dates and the date this was generated

**Statement Details:**

This section shows details of the budget, spent amount and remaining amount by Core, Capital and Capacity Building categories.

**Budget Summary Colours**

- Spending is low or good.
- Spending is average or high
- Spending is very high or overspent

### Category Utilisation Summary:

This page provides examples of the total spending for the plan managed categories individually.

This lists each plan managed category that is available in the plan.

You can see the total amount, spent amount last statement period, spent amount this statement period and amount remaining for each category.

### Capacity Building Supports

Capacity Building categories are not flexible and can only be used for the type of funding that has been approved.

If the category is low it means that you need to be careful of your spending or request a early review.

Example Participant PO  
BOX 500 WOOMBYE  
QLD  
4559 Australia

Client Name: Example Participant  
Statement Period: 01 Jan 2025 - 31 Jan 2025  
Plan Start - End Date: 20 May 2025 - 19 May 2026  
Statement Date: 01 Jun 2025

#### Category Utilisation Summary

Total used budget for the period of 01/01/2025 - 31/01/2025 = 2.03%

		Budget	Spend	Remaining		
<b>CORE SUPPORTS</b>		<b>\$38,974.44</b>	<b>\$31,467.28</b>	<b>\$7,507.16</b>		
No.	Support Category	Allocated	Last Month	Spend to Date	Left to Spend	% Spend
1	Assistance with Daily Life (Includes SIL)	\$18,788.95	\$265.00	\$15,173.46	\$3,615.49	80.76%
2	Transport	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
3	Consumables	\$5,333.43	\$0.00	\$2,189.12	\$3,144.31	41.05%
4	Assistance with Social, Economic and Community Participation	\$14,852.06	\$727.74	\$14,104.70	\$747.36	94.97%
<b>Total</b>		<b>\$38,974.44</b>	<b>\$992.74</b>	<b>\$31,467.28</b>	<b>\$7,507.16</b>	<b>80.74%</b>

		Budget	Spend	Remaining		
<b>CAPITAL SUPPORTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
No.	Support Category	Budget	Last Month	Spend to Date	Left to Spend	% Spend
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

		Budget	Spend	Remaining		
<b>CAPACITY BUILDING SUPPORTS</b>		<b>\$67,673.92</b>	<b>\$53,488.47</b>	<b>\$14,185.45</b>		
No.	Support Category	Budget	Last Month	Spend to Date	Left to Spend	% Spend
7	Support Coordination	\$7,196.94	\$650.91	\$6,033.54	\$1,163.40	83.83%
14	Improved Life Choices	\$3,888.10	\$104.45	\$3,156.95	\$731.15	81.20%
15	Improved Daily Living Skills	\$56,588.88	\$416.98	\$44,297.98	\$12,290.90	78.28%
<b>Total</b>		<b>\$67,673.92</b>	<b>\$1,172.34</b>	<b>\$53,488.47</b>	<b>\$14,185.45</b>	<b>79.04%</b>

### Core Supports

The Core budget is flexible. The remaining amounts can be moved between the categories\* and this will happen automatically if needed to pay an invoice.

\*With the exception of Home & Living 16 in PACE plans which is not flexible.

Sometimes you may not have all of your core categories plan managed and then they are not flexible between budgets that are differently managed. Only the plan managed categories will appear on the statement.

### Capital Supports

Capital Supports are typically for assistive technology equipment (or repairs), home modifications or Specialist Disability Accommodation.

This is stated funding and is for specific things.

Sometimes the budget may quickly be emptied if the funded item is purchased.

### Paid Invoice Summary:

This page gives a list of invoices that have been submitted to the NDIA for payment during the statement period.

The information is shown by category. Which means that if a provider claims from more than one category the same invoice might be split across different parts of the plan. See example invoice CD023 which is part in assistance with daily life and assistance with social participation.

### Provider Information

You can find the provider's name, invoice number.

Example Participant PO  
BOX 500 WOOMBYE  
QLD  
4559 Australia

Client Name: **Example Participant**  
Statement Period: **01 Jan 2025 - 31 Jan 2025**  
Plan Start - End Date: **20 May 2025 - 19 May 2026**  
Statement Date: **01 Jun 2025**

#### Paid Invoice Summaries

The following invoices were paid to your service providers during the statement period.

##### Assistance with Daily Life (Includes SIL)

Inv Date	Submit Date	Inv No.	Provider	Serv Date	Item No. / Description	Type	Qty	Amount
10/01/2025	10/01/2025	CD023	NEXT STEPS SUPPORT	08/01/2025 08/01/2025	01_011_0107_1_1 Assistance with Daily Life (includes SIL)		5	\$265.00
<b>Total</b>								\$265.00

##### Assistance with Social, Economic and Community Participation

Inv Date	Submit Date	Inv No.	Provider	Serv Date	Item No. / Description	Type	Qty	Amount
10/01/2025	10/01/2025	JS-023	NEXT STEPS SUPPORT	06/01/2025 06/01/2025	04_104_0125_6_1 Assistance with Social, Economic and Community Participation		5	\$265.00
10/01/2025	10/01/2025	IH-023	NEXT STEPS SUPPORT	06/01/2025 06/01/2025	04_799_0125_6_1 Assistance with Social, Economic and Community Participation	TRAN	62.74	\$62.74
13/01/2025	13/01/2025	CD023	NEXT STEPS SUPPORT	09/01/2025 09/01/2025	04_104_0125_6_1 Assistance with Social, Economic and Community Participation	CANC		
15/01/2025	15/01/2025	INV-53941a	Happy People Services	03/01/2025 03/01/2025	04_104_0125_6_1 Assistance with Social, Economic and Community Participation		3	\$135.00
<b>Total</b>								\$727.74

##### Support Coordination

Inv Date	Submit Date	Inv No.	Provider	Serv Date	Item No. / Description	Type	Qty	Amount
21/01/2025	21/01/2025	33355	IR NDIS Specialist	29/11/2024 09/01/2025	07_002_0106_8_3 Support Coordination	NF2F	6.5	\$650.91
<b>Total</b>								\$650.91

### Claim Information

You can find the service dates and details of the support type that has been claimed.

### Service Type

You can see if the type of service was different from a normal service.  
TRAN – Provider Travel  
CANC - Cancellation  
NF2F – Non Face to Face Support  
THLT – Telehealth Services  
REPW – NDIA Required Report  
If blank – it is a standard service.

### Amount Claimed

You can see the total number of hours (or units) claimed and the total amount.

## Funding Period Schedule

This page provides information to show how much funding has been released and when the next funding period is going to start.

Each category of funding is broken down into different funding periods and the available budget is released across time.

You need to keep your spending within the funding periods as it is not possible to access future periods early.

## Funding Period Dates

This section show the date range for the funding periods.

The length of time may be different for each type of category of funding.

You can only access funding in the current (and past) period.

Example Participant PO  
BOX 500 WOOMBYE  
QLD  
4559 Australia

Client Name: **Example Participant**  
Statement Period: **01 Jan 2025 - 31 Jan 2025**  
Plan Start - End Date: **20 May 2025 - 19 May 2026**  
Statement Date: **01 Jun 2025**

### Funding Period Schedule

Any unspent funding will roll-over to the next funding period.

#### Assistance with Daily Life (Includes SIL)

Funding Period	Length	Amount	Released
20 May 2025 - 19 Aug 2025	3 months	\$10,738.22	Yes
20 Aug 2025 - 19 Nov 2025	3 months	\$10,738.22	Not yet released
20 Nov 2025 - 19 Feb 2026	3 months	\$10,738.22	Not yet released
20 Feb 2026 - 19 May 2026	3 months	\$10,738.20	Not yet released
<b>Total</b>		<b>\$42,952.86</b>	<b>\$10,738.22</b>

#### Consumables

Funding Period	Length	Amount	Released
20 May 2025 - 19 Aug 2025	3 months	\$87.50	Yes
20 Aug 2025 - 19 Nov 2025	3 months	\$87.50	Not yet released
20 Nov 2025 - 19 Feb 2026	3 months	\$87.50	Not yet released
20 Feb 2026 - 19 May 2026	3 months	\$87.50	Not yet released
<b>Total</b>		<b>\$350.00</b>	<b>\$87.50</b>

#### Improved Daily Living Skills

Funding Period	Length	Amount	Released
20 May 2025 - 19 Aug 2025	3 months	\$3,288.98	Yes
20 Aug 2025 - 19 Nov 2025	3 months	\$3,288.98	Not yet released
20 Nov 2025 - 19 Feb 2026	3 months	\$3,288.98	Not yet released
20 Feb 2026 - 19 May 2026	3 months	\$3,288.96	Not yet released
<b>Total</b>		<b>\$13,155.90</b>	<b>\$3,288.98</b>

## Funding Period Amount

This shows the amount of funding that has been released in the current funding period.

If there is more than one released period, all amounts released are available.

If you have left over funding from the last period, you can keep using this until the plan ends.

## Funding Period Release Information

If the funding period is released, this will show as yes. This means that this budget can be used.

If the funding period shows not yet released, you are unable to access this money until the start date is reached.