

Client Statement Guidelines

Please find attached Manawanui's client statement as at 31 December 2013.

Please note that not all of it may apply to your particular circumstances.

- 1 **Mailing Address and e-mail Address** – As personal information is continually changing please let us know if you have moved, changed your e-mail address or if any information on this statement is incorrect.
- 2 **NASC Review Date** – This is that date that this current funding period will cease. If this date is within two months, then you will need to contact your local NASC to organise a review.

Features

The client statement shows two columns with figures relating to both the ***Funds spent for the month*** (left hand column) and the ***Total Funds allocated and spent for the funding period*** (right hand column), up to the **Statement Date**.

- 4 **Statement Month (left column)** – This column shows the total amount spent for each item for the current month. The figure above the heading "**December 2013**" is your total balance as at the date of your previous statement or if this is the first statement of your new funding allocation will be the same as the total funds shown in the right hand column.

- 6 **Expenses Paid** – Depending on which payment method you use, there will be a figure relating to either Payroll or Reimbursement. (If you have changed your payment method within the last month you may have a figure under each of these).

- 7 **Manawanui Fees** – This is the amount of Manawanui Fees you have paid for this statement month.

- 8 **Liability Insurance** – If you have opted to take out Liability Insurance through Manawanui and we have paid your premium this month, it will be reflected here.

Money Saved for Future Payments

This is the amounts which are deducted for payments that will occur in the future and Manawanui will pay for you as they arise.

- 10 **Holiday and Alternative Holiday Pay Accrual** – This is the amount of holiday pay and alternative holiday pay your employees have earned in the past month.

- 9 **ACC** – This is the amount of ACC deducted for this month.

Other Funding Received

- 11 **Alternative Holiday Pay Accrual Credit Received**

To ensure that only the movement of alternative holiday pay for your current period is deducted from your funding, MIC has credited you with the opening balance as at the start of your current period.

If this is your first funding period with Manawanui this will be zero.

This month, to calculate the actual amount for '*Total Funds Spent This Period*', deduct the 'Alternative Holiday Pay Accrual Credit Received' from this amount.

12 **Funding Period (Right column)**

13 **Total Funds Allocated by NASC for this Funding Period** – This is the total amount of funds allocated to you by the NASC for your current allocation period.

All figures in this right hand column relate to your total amount of funding used **since your current NASC allocation began**. As for the monthly totals, the categories are the same: Reimbursement **or** Payroll, Manawanui Fees, Liability Insurance, Holiday Pay and ACC.

Explanation of Totals

14 ***Total funds spent this Period*** – this is the total of all the figures in the left column.

15 ***Total Funds Spent*** – this is the total of all the figures in the right column and is a total of all funds spent since your current NASC allocation began.

16 ***Total Funds remaining*** – this is the balance of your current allocation up to the date of this statement (*if you have overspent your current allocation there will be no remaining balance entered here*).

17 ***Total Funds -Overspent*** – this will show a negative figure (in red) if you have exceeded your current allocation.

(Please note, if you have an overspent amount on your statement – please ensure you contact your IF Coach urgently for further assistance)

18 ***Total Holiday and Alternative Holiday Pay Accrued as at*** – This is the total amount of holiday pay and alternative holiday pay that is owed to your employees as at the date stated on the right of the statement.

Transaction Descriptions (on following page) – this will help you identify what the expenditure is for.

If December is your NASC review month

If your funding has been reviewed during *December*, you will receive 2 statements for *December*, one showing the expenditure (if any) recorded against your (now) old allocation and a second statement showing the expenditure (if any) for your new funding allocation.

If you have specific questions about your client statement please contact your IF coach via our free phone line 0508 IFCOACH (i.e. 0508 432 622) or email us at info@incharge.org.nz

Kind Regards

Rodney Draper
Chief Financial Officer
Manawanui In Charge Limited.

Client Statement

Ministry of Health

To: **1**

Client Name:
Client NHI:

Client Code:
Statement Date: 30/09/2013 **3**

Current Funding Start Date: 08/03/2013

NASC Review Date: 06/03/2014 **2**

Email Address: **1**

Total Funds Allocated by NASC for this Funding period:
Funding Remaining from Last Statement

	4	13
	\$40,803.71	\$50,000.00
5 September 2013		Total to Date
6 Payroll	\$7,353.28	\$15,631.15
Reimbursement	\$0.00	\$0.00
7 MIC Fees	\$253.22	\$1,281.75
8 Liability Insurance	\$0.00	\$0.00
9 **ACC Accrual	\$14.70	\$46.50
10 **Holiday and Alternative Holiday Pay Accrual	\$0.00	\$0.00
11 Additional Funding Received	\$0.00	\$0.00
Alternative Holiday Pay Accrual Credit Received	\$0.00	-\$141.91
14 Total Funds Spent This Period	\$7,621.20	
15 Total Funds Spent		\$16,817.49
16 Total Funds Remaining		\$33,182.51
17 Total Funds -Overspent		\$0.00

Expenses Paid

Payroll
Reimbursement
MIC Fees
Liability Insurance

Money Saved For Future Payments

**ACC Accrual
**Holiday and Alternative Holiday Pay Accrual

Other Funding Received

Additional Funding Received
Alternative Holiday Pay Accrual Credit Received

** Please note that these figures are indicative only

18 Total Holiday and Alternative Holiday Pay Accrued at 30/09/2013 \$0.00
(this amount has already been deducted from your funding)