

Creating a Spending Tracker

As a self-managed NDIS participant, keeping a close eye on your spending helps to make sure your funds are used effectively. The NDIS encourages you to actively manage your budget. A spending tracker is a vital tool for this purpose. Here is a straightforward guide to setting up a spending tracker for easy monitoring.

Step 1: Choose Your Format

Decide whether you want to use a digital tool (like a spreadsheet, budgeting app, or the [My NDIS App](#)) or a physical notebook. Digital tools can automate some tasks and provide real-time updates, but choose what you're comfortable with.

Step 2: Structure Your Tracker

Your spending tracker should have columns for:

- **Date:** When did the expense happen?
- **Provider:** Who gave you the service or support?
- **Service Type:** What kind of service or support did you get?
- **Category:** Which NDIS budget category does this expense belong to? (e.g., Core, Capacity Building)
- **Amount:** How much did the service or support cost?
- **Invoice Received:** Did you get the invoice? (Tick a box or write "Yes" if you did.)
- **Payment Status:** What is the payment status? Is it Paid, Pending, or Unpaid?
 - *Paid:* Have you completed the payment?
 - *Pending:* Is the payment still in progress?
 - *Unpaid:* Have you not made any payment yet?
- **Notes:** Is there any extra information? (e.g., What was it for? Are there any issues?)

Example Tracker Table

Date	Provider	Service Type	Category	Amount (\$)	Invoice Received	Payment Status	Notes
1/1/24	ABC Therapies	Occupational Therapy	Capacity Building	150	✓	Paid	Monthly
15/1/24	XYZ Mobility	Wheelchair Maintenance	Core Support	75	✓	Pending	Annual

Step 3: Regularly Update Your Tracker

It is important to keep accurate records. As soon as you have an expense, add it to your tracker. This habit prevents a backlog or confusion, and ensures accuracy. Also, check to make sure all invoices have been received and payments made.

Step 4: Monitor Your Budget

Regularly review your expenses, either weekly or monthly. Compare them against your budget to ensure you're not overspending. Check for patterns where you might be spending more or less than expected, and look for reasons why there might be differences.

Step 5: Adjust Your Budget or Spending as Required

If you notice that your spending habits don't align with your plan goals or budget, consider adjusting your services or supports. If you're unsure of how to adjust, contact the NDIS for support.

Additional Tools for Tracking Spending

Consider using the [My NDIS App](#) to track your spending digitally. This app is designed specifically for managing your NDIS plan and can make tracking easier. You can view your budget in real-time and keep all your information in one place.

You can use the [myplace portal](#) to view your current plan, check your budget, and create payment requests. This secure online platform makes it easier to keep track of your expenses and manage your NDIS funding effectively.

To further assist with managing your NDIS funds, consider using the [NDIS Budget Calculator](#). This tool can help you understand how much support you have available in your plan based on your funding and time remaining, allowing you to estimate your spending and stay within your budget effectively.

Alternatively, apps like [Leap in!](#) and [Blitzit](#) also offer features for tracking expenses and managing budgets effectively.