

FamilyBoost quarterly statement example

This example shows the information you must include on your FamilyBoost quarterly statements. For more information visit ird.govt.nz/familyboost/early-childhood-education-providers

EXAMPLE

FamilyBoost Quarterly Statement 1

ECE/Te Kōhanga Reo Name 2
Address
Address line 2

Licence Number 12345 3

Caregiver name 4
Caregiver address
Caregiver address line 2

GST Number 000-000-000 5
Issue date 30/09/24
Period 01/07/24 to 30/09/24
Statement Number 1234567
Customer ID 123456789

Child Name 1 6

Child Fees	2511.00
Childcare Subsidies/Donation/Discounts	-00.00
Sub-total	2511.00 7

Child Name 2

Child Fees	3561.00
Childcare Subsidies/Donation/Discounts	-61.00
Sub-total	3500.00

Total net fee payable for period 01/07/24 to 30/09/24 8 **6011.00**

Information required on a FamilyBoost quarterly statement:

- 1 Title** showing this is a 'FamilyBoost Quarterly Statement'.
- 2 Service name and service address** of the ECE, homebased educator or Te Kōhanga Reo. A logo or branding may also be included.
- 3 Licence number** of the ECE, homebased service provider or educator, or Te Kōhanga Reo.
- 4 Full name of the caregiver.** The caregiver's address can also be included.
- 5 Statement identifiers.** This must include the:
 - GST number of the service (if registered)
 - issue date of the statement
 - start and end date of the period covered by the fees
 - statement number or unique identifier

You can also include any other details, such as customer ID.
- 6 Full name of the child/ren** the statement (fees) relate to.
- 7 Fee information.** Breakdown per child of the childcare fees (including optional charges relating to the education and care of the child) and any subsidies, donations, or discounts applied.
- 8 Final amount invoiced after any other subsidies, discounts or donations are applied** (for example, 'total net fee payable for the period').

Please ensure names and dates fit on a single line, and that titles appear on the same line as the details (for example, issue date 30/09/24).