

Year-end Procedures for 2022/23 – Updated claims deadline

NLTP Management Helpfile

Treasury and Cashflow team

14 June 2023

Purpose

To provide all organisations with information on the end of the 2022-23 financial year processes.

Also provides instructions for specific policies where they impact on the final claim amount and how Approved Organisations (AOs) can request additional approved funds if they are consistent with funding policy.

Key dates for year-end claims

Waka Kotahi financial systems will close for two weeks between Tuesday 18 July and Friday 28 July to process claims and carry over unspent allocations into the next financial year.

To achieve this, all final claims need to be submitted in TIO by **5pm, Monday 17 July 2023** and authorised by Investment Advisors by 10am, Tuesday 18th July 2023.

However, to give us time to process, adjust Funding Assistance Rates (FARs) and authorise your claims, please:

- Create your draft final claims in TIO by **Monday 10 July** and, if possible, submit them as soon as you can.
- Submit any final claims for activities where adjustments need to be made to take account of FAR policy (e.g. Emergency Works) by **Monday 10 July**.
Submit any supplementary review requests by **Monday 10 July**.
- Claims should be made on an accrual basis as work is completed. Claims can be based on certified work done, progress reports, or invoices received.

Also, please submit your Annual Achievement Returns by **5pm, Monday 17 July**. These will be available in TIO from 19 June. Currently scheduled for 19 June – TIO news will be updated when it is released.

Please refer to the timeline at the end of this document for more detail.

Claims and FAR Adjustments

Claims

Please ensure that you submit your final claims by 5pm, Monday 17 July 2023. If you miss the final date you will have to wait until TIO rolls over to the 2023/24 financial year before making your claim.

To give us time to adjust Funding Assistance Rates and authorise your claims, we ask that you please create your final claim and submit any supplementary requests for the 2022/23 financial year by Monday 10 July 2023. Please submit your claim as soon as possible after this date.

If supplementary requests for small (less than \$50,000 Total Cost for Approval) increases are not required, then the claim should be submitted by Monday 10 July 2023.

Request for supplementary funds or return of previously surplused funds should be submitted by Monday 10 July 2023. Once the supplementary funds have been approved, the final claim will only require a quick update before it is submitted.

From Tuesday 11 July to Thursday 13 July, any supplementary requests will be reviewed by the Investment Advisor and the Regional Office Recommendation fields completed. If the advisor is recommending approval, the decision status will be set to "Pending decision by Chief Financial Officer".

Each morning during this period, a report with the recommendations for approval will be signed off by the Chief Financial Officer and actioned in TIO.

Note that ticking the "Claiming complete" button on a phase will automatically create a review item to surplus remaining approved funds. This facility is available for all phases within non-programme activities. If there is a submitted claim which has not been approved, the review item will not be created when the "Claiming complete" button is selected, but after the claim is approved and an overnight script is run.

Excessive year end claims

AOs must not make substantially higher, 'catch-up' claims at the end of the financial year. We reserve the right to defer payment of end of year claims (i.e. made after 5 June until financial close on the 10th working day of July) where these exceed 15% of the AO's total claim for the year.

Details of this policy can be found at [NLTP investment claims and obligations policy](#).

Emergency Works

The following policy issues complicate the end of year claims process, hence Waka Kotahi require all Emergency Claims to be submitted by Monday 10 July 2023.

1. The [Emergency Works policy](#) sets the lower limit of Emergency Works activities to \$100,000 (noting that there should be one activity per event). If any AO declares a surplus on an Emergency Works activity, the new total activity cost must be \$100,000 or greater. If it is less, then the AO will have to surplus all of the funds (after removing the claim) and move the claim to Minor Events (WC140) in their maintenance programmes.
2. The Higher FAR is applied when funds are approved, hence the final claim for some Approved Organisations may require some adjustments to be consistent with the Emergency Works (E/W) policy. This is normally when an Approved Organisation has multiple EW activities and

claiming against the Normal FAR activity(s) has been less than expected (and below 10% of their original maintenance allocation).

3. The Waka Kotahi Special FAR for emergency works **response** activity undertaken by Approved Organisations impacted by the North Island Weather Events (NIWE - Auckland Anniversary Weekend event and Cyclone Gabrielle) has been extended into the 2023/24 financial year, so any approved funding carried forward will remain eligible for the normal FAR +40% (up to 100%). Until the Waka Kotahi Board approves further FAR enhancements in relation to the **recovery** phase, these funding approvals will be subject to normal Emergency Works FAR policy.”

TIO reconciliation process

While end of year reconciliation takes place, activities cannot be under review. Please ensure all reviews are either actioned or un-submitted by 5pm, Tuesday 18 July 2023.

The Reviews module will not be locked down until then, so please ensure that review items are not created after 10 July 2023 until TIO reopens for the 2023/24 year.

During end of year reconciliation, we will make the following changes:

- Unclaimed 2022/23 funding will be cash flowed into 2023/24.
- Higher FARS for E/W activities will be set up for the 2023/24 financial year.

Note that where AOs have transitioning FARs, these cashflow adjustments will produce a cost-scope adjustment.

TIO 2023/24 financial year

On Friday 28 July 2023 TIO will re-open for the 2023/24 year. Claims and requests to update existing funding can take place from this time.

Enquiries

Please contact us on nlt@nzta.govt.nz if you have any questions about the end of year claims process.

Timeline for 2022/23 year-end procedures

Date - 2023	Activity
June	Approved Organisations should submit carry-over and bring forward requests into TIO for NZTA staff to action.
Monday 10 July	Approved Organisations need to create their final claim in TIO.
Monday 10 July	Approved Organisations need to submit requests for supplementary funding or return of previously surplused funds.
Monday 10 July	Final claims for the following: <ul style="list-style-type: none"> Emergency works where the Approved Organisation has EW activities at the Higher FAR and has not claimed all funds at Normal FAR <p>Note: once the FARs have been adjusted further E/W claims cannot not be made until TIO reopens for 2023/24</p>
Tuesday 11 to Thursday 13 July	Investment Advisors will evaluate and make recommendations for supplementary review requests
July	Supplementary review requests which are recommended for approval will be actioned in TIO within 24 hours of the recommendation
By 9am Monday 17 July	All supplementary review requests will be approved in TIO
By 5pm Monday 17 July	All final claim for the 2022/23 financial year submitted in TIO
By 10am Tuesday 18 July	All claims authorised in TIO
By 5pm Monday 17 July	Approved Organisations annual achievement returns due
Friday 28 July	Automated reconciliation completed
Friday 28 July	TIO rollover from 2022/23 to 2023/24
Friday 28 July	TIO reopens for 2023/24
August	Waka Kotahi follow-up on reconciliation issues