

# Year and NLTP End Procedures for 2023/24

## NLTP Management Helpfile

Treasury and Cashflow team

May 2024

### Purpose

To provide all organisations with information on the end of the 2023-24 financial year processes. As this is the 3<sup>rd</sup> year of the current NLTP, it will also include information on what funding will be automatically surplus. It will also explain how funding will be managed between start of the 2024/25 financial year and the adoption of the 2024-27 NLTP.

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 16 July and Friday 26 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, Friday 12 July 2024** and authorised by Investment Advisors by 10am, Monday 15<sup>th</sup> July 2024.

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 8 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 8 July**. Note this includes NIWE Recovery activities which are subject to the normal FAR policy for emergency works.  
Submit any supplementary review requests by **Monday 8 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 15 July**. These will be available in TIO from 17 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, Friday 12 July 2024. If you miss the final date you will have to wait until TIO rolls over to the 2024/25 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 2023/24 financial year by Monday 8 July 2024. 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 8 July 2024.

Request for supplementary funds or return of previously surplused funds should be submitted by Monday 8 July 2024. Once the supplementary funds have been approved, the final claim should only require a quick update before it is submitted.

From Tuesday 9 July to Friday 12 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 to create the review

## 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 8 July 2024.

1. 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).

## 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 16 July 2024.

The Reviews module will not be locked down until then, so please ensure that review items are not created after Monday 8 July 2024 until TIO reopens for the 2024/25 year.

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

- Unclaimed 2023/24 funding will be cash flowed into 2024/25. Note that where AOs have transitioning FARS, these cashflow adjustments will produce a cost-scope adjustment.
- As this is the end of an NLTP, unclaimed Maintenance, PT Programme, LCLR Programme, RSP Programme and AMP Improvement funds will be surplused.
- Also, unclaimed RLTP Management funding for the 2021-24 NLTP will be surplused. Any regional council requiring RLTP Management funding for the 2024-27 NLTP will need to include in their Transport Programmes a new activity using the “Regional Land Transport Planning Management 2024-27” template.
- Higher FARS for E/W activities will be set up for the 2024/25 financial year. Note that since the 2024-27 NLTP will not be adopted until the end of August, the thresholds will be calculated using the indicative funding for the combined Pothole Prevention, Operations and Walking & Cycling Maintenance.

## TIO 2024/25 financial year

On Friday 26 July 2024 TIO will re-open for the 2024/25 year. Claims and requests to update existing funding can take place from this time.

Activities and phases that were not submitted for inclusion in the 2024-27 NLTP can be archived or deleted at any time, but a final tidy up should be done at this time to reduce future effort managing the transport programme during the 2024-27 NLTP.

## 2024 – 27 NLTP Interim Funding

The NZTA Board will meet late August to adopt the 2024-27 National Land Transport Programme. Until that point funding approvals and bulk funding will be subject to the following process;

- Indicative funding for continuous programmes will be approved and released by the end of May 2024, but will not be available to be claimed at the start of the 2024/25 financial year. The NZTA Board will also approve interim funding to allow claims for continuous programmes. If Approved Organisations need to make a claim for continuous programmes and committed low cost low risk (LCLR) activities during August they can contact [heather.benwood@nzta.govt.nz](mailto:heather.benwood@nzta.govt.nz) for support with this process.
- New activities/phases will need to be assessed according to the 2024-27 NLTP IPM and submitted to the NZTA Board for inclusion and funding approval. Councils will be unable to submit claims for new LCLR projects until the Board has adopted the 2024-27 NLTP and they have been notified about their programme funding.

## Enquiries

Please contact us on [nltip@nzta.govt.nz](mailto:nltip@nzta.govt.nz) if you have any questions about the end of year claims or interim funding process.

## Timeline for 2023/24 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 8 July	Approved Organisations need to create their final claim in TIO.
Monday 8 July	Approved Organisations need to submit requests for supplementary funding or return of previously surplused funds.
Monday 8 July	<p>Final claims for the following:</p> <ul style="list-style-type: none"> <li>Emergency works where the Approved Organisation has EW activities at the Higher FAR and has not claimed all funds at Normal FAR</li> </ul> <p><b>Note: once the FARs have been adjusted further E/W claims cannot not be made until TIO reopens for 2024/25</b></p>
Tuesday 9 to Friday 12 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 Friday 12 July	All supplementary review requests will be approved in TIO
By 5pm Friday 12 July	All final claim for the 2023/24 financial year submitted in TIO
By 10am Monday 15 July	All claims authorised in TIO
By 5pm Monday 15 July	Approved Organisations annual achievement returns due
Friday 26 July	Automated reconciliation completed
Friday 26 July	TIO rollover from 2023/24 to 2024/25
Friday 26 July	TIO reopens for 2024/25
August	Waka Kotahi follow-up on reconciliation issues