

<b>Subject</b>	<b>2018–21 NLTP – Year–end Procedures for 2019/20</b>
<b>Circulation</b>	All Approved Organisations Waka Kotahi (Transport Services) Local Government New Zealand Office of the Auditor General
<b>Circulated by</b>	John Coulter, Senior Manager Operational Policy, Planning and Performance (Investment & Finance)
<b>Date</b>	17 May 2020

---

## PURPOSE

To advise all organisations responsible for delivering the National Land Transport Programme (NLTP) of the year–end timeline, procedures and requirements for the second year of the 2018–21 NLTP.

## TIME LINE

A timeline setting out when submissions are to be provided to Waka Kotahi NZ Transport Agency is set out in Attachment 1.

As per usual Waka Kotahi financial systems will close on the 10<sup>th</sup> working day of July (12 noon, Tuesday 14<sup>th</sup> July 2020). However, we ask that all Approved Organisation create their draft final claim by Tuesday 7<sup>th</sup> July and, if they are able, submit this claim as soon as possible after this date. This allows time to process supplementary requests, adjust non–Normal FARs (e.g. for Emergency Works) and authorise the claims.

## FINAL CLAIMS AND SUPPLEMENTARY REQUESTS

Approved Organisations are required to create their final claims and submit any supplementary requests for the 2019/20 financial year by Tuesday 7 July 2020.

Supplementary review requests will only be accepted for amounts less than \$50,000 where final accrued expenditure has exceeded the approved funds for the year, and the review request is supported by the Investment Advisor. Approved Organisations are requested to anticipate any potential requests for additional allocations or cash flows from 2020/21, and submit these requests by Tuesday 7 July, this should be in conjunction with discussions with Waka Kotahi Investment Advisors. The earlier these supplementary requests are submitted, the earlier they can be considered and the final claims submitted.

All supplementary requests are to be entered as cash flow advances other than where insufficient allocation exists in forward years, in which case the request should be for a cost/scope adjustment.

Waka Kotahi will consider the supplementary requests from Wednesday 8 July, with the decisions actioned in TIO no later than 9am Monday 13 July 2020. Approved Organisations will then have until 5pm Monday 13 July

to submit supplementary claims against the increased allocations, and will need to ensure that staff with TIO system experience are available at this time. This is the only opportunity Approved Organisations will have to submit their supplementary claims before TIO closes for year-end.

Claims submitted after 5pm Monday 13 July will not be considered for authorisation and will be unsubmitted. Once TIO reopens after year-end processing, the claim can be resubmitted.

Any Approved Organisation that anticipates any difficulty in working to this timeframe should discuss its situation with their Waka Kotahi Investment Advisor. Please note that claims can be made on an accruals basis i.e. based on a reasonable expectation of what costs are likely to be – as per the [P & I Knowledge Base](#).

## END OF YEAR RECONCILIATION (CARRY-OVER OF UNCLAIMED ALLOCATION)

Reconciliation is the year-end process to carry over unspent allocations for both improvement activities and continuous programmes into the next financial year, and will take place during the period 14–28 July (inclusive) after supplementary claims are approved. This will enable the TIO rollover (from 2019/20 to 2020/21). TIO will re-open 8am Wednesday 29 July 2019.

The TIO system will automatically create requests to cash flow the unclaimed allocation against all approved improvement activities from 2019/20 over into 2020/2021. However, if the unspent funds for the phase are less than \$1,000, they will be surplus instead. If Approved Organisations wish to seek additional funds in 2020/21, they can submit a request as per normal once TIO reopens.

Where improvements activities are complete, Approved Organisations need to check that there are no approved funds remaining. These unrequired funds need to be identified and declared surplus before year-end to ensure they are not needlessly carried over into the forward year. Any completed phase with remaining funds can be marked as “claiming complete” on the TIO phase page and a review request will automatically be created to surplus unclaimed funds. Surplusing unrequired funds frees up funds for further approvals, this is particularly important this year given the impacts of COVID-19. Note that if there is a submitted claim which has not been approved, the review item will not be created until after the claim is approved. If you are in doubt, as to how to perform this function in TIO then please contact your Investment Advisor.

The Emergency Works (E/W) policy may require some adjustments to the final claim for some Approved Organisations. This will be where they have E/W activities at the Higher FAR but have not claimed the correct amount (below 10% of their original maintenance allocation) at Normal FAR. See the P&I Knowledge Base (<http://nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/activity-classes-and-work-categories/road-maintenance/work-category-141-emergency-works/>) for all details of this policy. Any Emergency Works activities carried over into 2020/21 will have their FARs set up for next year by the system.

Low Cost Low Risk activities in the Safe Network Programme that have a high or very high results alignment are eligible for TEFAR, which will be paid via a weighted FAR for the 2019/20 financial year. Note that since the NLTF share will not be increased (i.e. the Total Cost for Approval will be decreased), it is only worth applying for TEFAR if the Approved Organisation is unable to spend all of their LC/LR funding.

Unclaimed funds for improvement activities will be carried over into the 2020/21 financial year, unless the unspent funds for the phase is less than \$1,000, which will be surplus.

## TIO ROLLOVER TO 2020/21 YEAR

TIO will not be available for claims or reviews during the End Of Year reconciliation, but activity details can be updated during this period.

TIO will be rolled over to the 2020/21 year and will be available 8am Wednesday 29 July, after which time Approved Organisations will be able to submit claims and review requests for the new financial year.

## ANNUAL ACHIEVEMENT RETURN – NON-FINANCIAL INFORMATION

Annual achievement returns are required to be completed by Friday 17 July 2020. The achievement return module can be accessed in TIO under the “More” tab and is scheduled to be available from Thursday 25 June 2020. If this date needs to be changed, TIO Users will receive a broadcast email informing them of the new date.

## SUPERGOLD CARD

Note that where the final cost of SuperGold Card journeys varies from the approved 2019/20 funding allocation, forward years will be adjusted year-on-year to reflect both proportional change in SuperGold patronage and proportional change in the cost of off-peak services.

## INTERNAL CIRCULATION

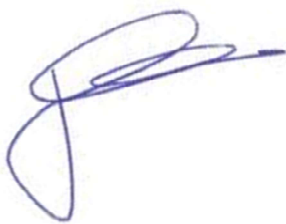
Please ensure that this circular is also distributed to finance staff in your organisation who are involved in the NLTP claiming process.

## ENQUIRIES

All enquiries relating to this circular should be directed to your local contact within the Waka Kotahi.

## ATTACHMENT

Attachment 1: Timeline for year-end procedures



John Coulter

Senior Manager, Operational Policy, Planning, & Performance (Investment & Finance)

Waka Kotahi

# ATTACHMENT 1

## TIMELINE FOR 2019/20 YEAR– ENDPROCEDURES – UPDATE

Date	Activity
June	<b>Approved Organisations</b> should submit carry-over requests into TIO for NZTA staff to action.
Tuesday 7 July	Approved Organisations final claims and supplementary review requests due and the draft claim created in TIO. Note that there is still time to make some final changes before submitted, but Waka Kotahi ask that Approved Organisations submit as soon as possible.  These could be combined with the supplementary claim (see below), note it is highly recommended that Approved Organisations should create their draft claim while waiting for the supplementary review request to be processed.
Wednesday 8 July	Final claims for the following: <ul style="list-style-type: none"><li>• Emergency works where the Approved Organisation has EW activities at the Higher FAR</li><li>• LC/LR programmes which have activities that are eligible for TEFAR</li></ul> <b>Note: once the E/W FARs have been adjusted further claims should not be made until TIO reopens for 2020/21</b>
Wednesday 8 to Friday 10 July	Waka Kotahi staff evaluate and make recommendations for supplementary review requests
Wednesday 8 to Friday 10 July	Supplementary review requests which are recommended for approval will be actioned in TIO within 24 hours of the recommendation
By 9am Monday 13 July	Waka Kotahi actions supplementary review requests in TIO
By 5pm Monday 13 July	Approved Organisations to electronically submit final claim for the 2019/20 financial year.
By 10am Tuesday 14 July	Waka Kotahi Regional staff to approve supplementary claims  (Note that the regular payment cycle will continue during July for lodged claims)
Friday 17th July	Approved Organisations annual achievement returns due
Monday 27 July	Automated reconciliation completed
Tuesday 28 July	TIO rollover from 2019/20 to 2020/21
Wednesday 29 July	TIO reopens for 2020/21
August	Waka Kotahi follow-up on reconciliation issues