

# Year-end procedures for 2021/22

## NLTP management helpfile

Treasury and Cashflow team

6 May 2022

Version 1.0

## Purpose

To provide all organisations with information on the end of the 2021-22 financial year processes.

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

## Key dates for year-end claims

Waka Kotahi financial systems will close for two weeks between Thursday 14 July and Thursday 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, Wednesday 13 July 2022 and authorised by Investment Advisors by 10am, Thursday 14 July 2022.

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 **Thursday 7 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 **Thursday 7 July**.

Submit any supplementary review requests by **Thursday 7 July**.

Also, please submit your Annual Achievement Returns by Friday 15 July. These will be available in TIO from 24 June.

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, Wednesday 13 July 2022. If you miss the final date you will have to wait until TIO rolls over to the 2022/23 financial year before making your claim.

To give us time to process claims, adjust Funding Assistance Rates and authorise your claims, we ask that you please create your final claim and submit any supplementary requests for the 2021/22 financial year by Thursday 7 July 2022. 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 Friday 8 July 2022.

Request for supplementary funds or return of previously surplused funds should be submitted by Thursday 7 July 2022. Once the supplementary funds have been approved, the final claim will only require a quick update before it is submitted.

From Friday 8 July to Tuesday 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.

## 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 Thursday, 7 July 2022.

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).

## 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 Tuesday 19 July 2022.

The Reviews module will not be locked down until then, so please ensure that review items are not created after 7 July 2022 until TIO reopens for the 2022/23 year.

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

- Unclaimed 2021/22 funding will be cash flowed into 2022/23.
- Higher FARS for E/W activities will be set up.

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

## TIO2022/23 financial year

On Thursday 28 July 2022 TIO will re-open for the 2022/23 year. Claims and requests to update existing funding can take place from this time.

## 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 process.

## Timeline for 2021/22 year-end procedures

Date - 2022	Activity
June	Approved Organisations should submit carry-over requests into TIO for NZTA staff to action.
Thursday 7 July	Approved Organisations need to create their final claim in TIO.
Thursday 7 July	Approved Organisations need to submit requests for supplementary funding or return of previously surplused funds.
Friday 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 2022/23</b></p>
Friday 8 to Tuesday 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 Wednesday 13 July	All supplementary review requests will be approved in TIO
By 5pm Wednesday 13 July	All final claim for the 2021/22 financial year submitted in TIO
By 10am Thursday 14 July	All claims authorised in TIO
Friday 15 July	Approved Organisations annual achievement returns due
Wednesday 27 July	Automated reconciliation completed
Wednesday 27 July	TIO rollover from 2021/22 to 2022/23
Thursday 28 July	TIO reopens for 2022/23
August	Waka Kotahi follow-up on reconciliation issues