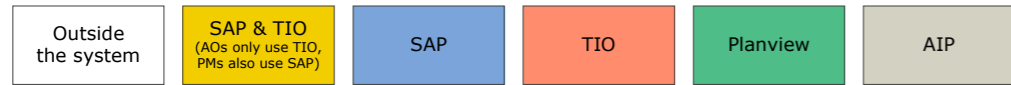
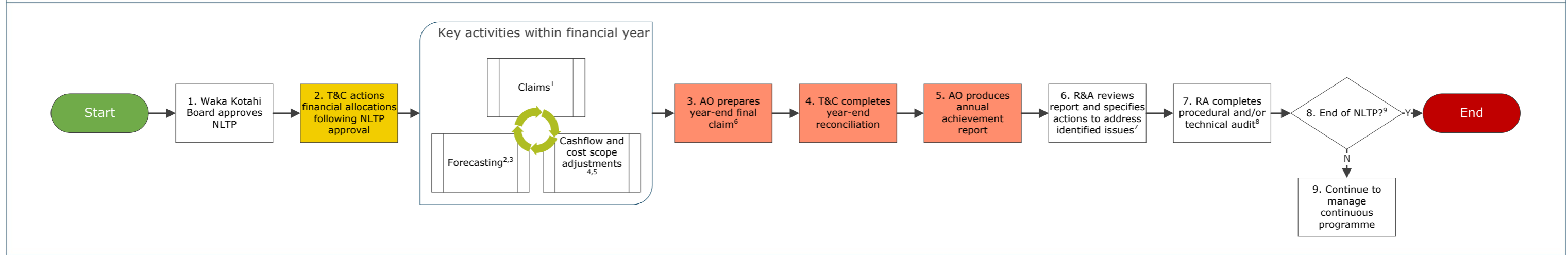


# NLTP funds management processes

## Approved organisations management of continuous programmes – high level



### Waka Kotahi NZ Transport Agency team/role abbreviations

Transport Services (TS): System Management: Investment Advisor (SM), Local Government Partnership: Investment Advisor (LGP), Programme & Standards, Activity Class Manager (ACM)  
 Corporate Support (CS): Treasury and Cashflow (T&C), Financial Processing (FP), Research & Analytics (R&A), Risk Assurance (RA), Chief Financial Officer (CFO)

### Other abbreviations

NLTF: National Land Transport Fund  
 NLTP: National Land Transport Programme  
 AO: Approved organisation  
 SAP: System Analysis Program Development; Waka Kotahi financial management system  
 TIO: Transport Investment Online; system for managing funding applications and approvals  
 AIP: Automated Invoice Processing; Waka Kotahi system for invoice processing  
 GL: General ledger

### Footnotes

- <sup>1</sup> Claims for maintenance, operations and renewals programme are generally completed by AOs on a monthly basis.
- <sup>2</sup> AOs are required to complete quarterly forecast updates in September, December and March to inform Waka Kotahi of their intended future claims. AOs should update their forecasts whenever new material information becomes available.
- <sup>3</sup> When AOs are completing their quarterly forecasts, they should also consider whether their forecast works (maintenance, operations & renewals) and/or forecast performance (public transport) needs updating to ensure these forecasts reconcile.
- <sup>4</sup> AOs must inform their Waka Kotahi representative as soon as they are aware of the need for any cost scope or cashflow adjustment. This includes the release of any surplus funds that are not required to deliver the planned activities. Waka Kotahi commits that, when an AO declares surplus funds and later finds that it requires some or all of those funds to deliver its approved activities, that AO will have first call on available NLTF funds to enable it to complete delivery.

- <sup>5</sup> Cost scope adjustments are generally not considered appropriate until the third year of the programme. Instead, AOs are encouraged by investment advisors to carry out cashflow adjustments until the final year.
- <sup>6</sup> End-of-year claims may require a supplementary request, in which case a cashflow/cost scope adjustment is submitted.
- <sup>7</sup> R&A review the quality of data submitted. Investment advisors will also perform a cursive review of the data for accuracy.
- <sup>8</sup> Procedural and/or technical audits are only required for AOs that investment audit reports have been scheduled for.
- <sup>9</sup> Remaining funds for continuous or low cost low risk programmes are surpluses at the end of the NLTP.

Note: This is a live document and is subject to change.