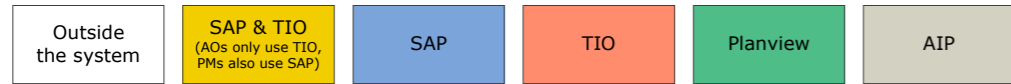
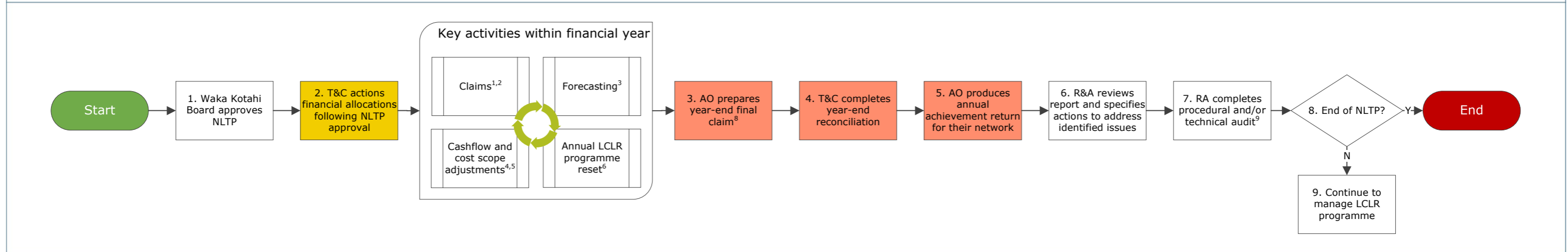


# NLTP funds management processes

Approved organisations management of low-cost, low-risk programme – high level



## Waka Kotahi NZ Transport Agency team/role abbreviations

Transport Services (TS): Investment Advisor (IA), 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

## 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

LCLR: Low-cost, low-risk

## Footnotes

<sup>1</sup> Claims for LCLR programmes are generally completed by AOs on a monthly basis.

<sup>2</sup> AOs are required to update their LCLR template by 31 August for each of the second and third years to reflect actual project expenditure in the previous year and cashflows for committed activities and projects planned to commence in the balance of the NLTP period. Claiming for LCLR programmes is placed on hold until this condition is met.

<sup>3</sup> AOs are required to complete quarterly Programme Monitor 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>4</sup> LCLR programmes are managed as a three-year maximum allocation. 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> Annual reset is the minimum requirement for managing your LCLR programme. Approved organisations should complete more regular programme resets as required to effectively manage their programme. The LCLR activity template list is expected to be maintained and updated regularly. There is a minimum requirement for AOs to update their LCLR programmes annually (by 31 August of each year). Larger AOs are expected to update their programmes quarterly.

<sup>7</sup> For public transport service trials, service performance actual results, and updated forecasts, also need to be provided in the low cost low risk spreadsheet.

<sup>8</sup> End-of-year claims may require a supplementary request, in which case a cashflow/cost scope adjustment is submitted.

<sup>9</sup> Procedural and/or technical audits are only required for AOs when investment audit reports have been scheduled. Recommendations resulting from the audit are followed up to confirm implementation.

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