

22 January 2021

Taxpayers' Union

s 9(2)(a)

Talofa lava

RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 7 December 2020, you contacted the Ministry for Pacific Peoples (the Ministry) requesting, under the Official Information Act 1982 (the Act), information in relation to the Ministry's financial controls.

For the sake of clarity, I will address each of your questions in turn.

1. *The name and version of the financial software used by your agency.*

SAP Business One, version 9.2.

2. *A description of the accounts payable, and approvals process – including the physical location of relevant staff, and any approval systems or software used.*

Invoices are emailed to a shared accounts mailbox and converted to PDF (if not already in this format). Invoices are then loaded to the FACT/Ferret approval workflow system, and a workflow is created. The workflow is directed to an appropriate person to confirm that the goods/services have been received.

Following confirmation, the workflow is directed to the appropriate financial delegation holder for approval. Approved workflows are batched and exported to 'SAP Business One,' at least daily. A payment run is generated weekly from 'SAP Business One' capturing any invoices available to pay in the resultant file. These are reviewed and exported to Westpac Business OnLine (WBOL). The entries to WBOL are authorised by two people with rights to do so.

The Ministry has offices in Auckland, Palmerston North, Wellington, Porirua, Christchurch, and Invercargill. Employees certifying goods/services received could be in any of those offices. Financial delegation holders are located in Wellington, with one located in Auckland.

3. *The same information applicable to purchase/credit/debit cards owned by your agency.*

Monthly statements are distributed to cardholders. Cardholders return the statement to the Finance team together with the relevant receipts. These are loaded to the FACT/Ferret approval workflow system, and a workflow is created. The workflow is directed to the cardholder person to confirm that the goods/services have been received.

Following confirmation, the workflow is directed to the appropriate financial delegation holder for approval. Approved workflows are batched and exported to 'SAP Business One,' at least daily. Payment of the credit card balance is made by the bank operating a direct debit. Because of this, the vendor master record is 'on hold' in 'SAP Business One' so that no payment is generated in the weekly payment run.

4. *The same information applicable to staff reimbursements processing.*

Employees are required to complete a claim form and attach the relevant receipts of their purchase. The claim form needs to be signed by the employee's manager to indicate they support the claim. Finally, the claim follows the same process as supplier invoices detailed in our response to question two of your request.

5. *A description of the agency's budget process and reporting against the same.*

All budget processes are led by the Ministry's Performance and Planning Team, who partner with Business Units to guide them through what is required of them. Business Units are required to compile their work plan for the following year. The work plan includes resources required to deliver it, and anticipated costs of those resources. Those costs form the basis of the proposed budget for the following year.

The Ministry's Finance team reconciles the proposed budget against available funding and makes recommendations for consideration to Senior Managers (Tautua). Tautua discusses the Ministry's priorities to determine how available funding should be allocated, and the budget for the next year. Reforecasts and/or reallocation processes are run, as necessary.

Each month, Finance generates a report which shows the expenditure against the proposed budget and is presented to Tautua for their consideration.

6. *A list of all positions/job titles at the agency who have purchase / credit / debit cards owned by your agency.*

Please see below a list of all credit card holders, by position/job title:

- Chief Executive
- Chief Financial Officer
- Deputy Chief Executive Office of the Chief Executive
- Deputy Chief Executive Policy, Research and Evaluation, Languages, and Housing
- Deputy Chief Executive Regional Partnerships
- Director Regional Partnerships, Northern
- Director Regional Partnerships, Central
- Director Regional Partnerships, Southern
- Director Strategy and Performance
- Director Research and Evaluation
- Director Languages
- Director National Programmes
- Director Communications Media and Marketing
- Office Manager Regional Partnerships

In support of the principles and purposes of the Act, the Ministry now proactively publishes its responses to Official Information Act requests. As such, this letter will be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact the Ministry at: contact@mpp.govt.nz.

If you are dissatisfied with this response you have the right, under section 28(3) of the Act, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

la manuia

P.P.



Tofilau Iris Webster
**Deputy Chief Executive,
Office of the Chief Executive**