

**REQUEST FOR**

**Community Organisation Grants Scheme COGS Manawatu / Horowhenua COGS-2016-44387 Pasifika for Tomorrow**



**▼ STAFF INFORMATION ▼ Requesting Bulk Updates by SD+**

**1. Workflow step changes:**

GCMS Admin can move requests to a different workflow step for all workflow steps **except:**

- forward into stage 20 (ie if review cards do not exist)
- from stage 36 to stage 37

We will only move from stage 23 to stage 28/stage 27 if the Presiding Member is having technical difficulties **and** there is a record of the Presiding Member's authorisation attached to the meeting card or to the request.

Log a SD+ ticket when you are ready.

**2. Updating fields:**

GCMS Admin can add the **same information** into a field for multiple requests - eg decision date, \$0 into grant awarded field for all declines.

**Except:**

- subprogramme
- field round
- reviewer set group
- 

Log a SD+ ticket when you are ready.

**▼ Bulk Updates After the meeting**

**1. Email notifications**

GCMS admin can send email notifications (decline and approves).

Log a SD+ ticket when you are ready.

**2. Creating reports and payments:**

GCMS Admin can add a final results report to the requests

- **But** still investigating whether payments can also be created this way.

Log a SD+ ticket when you are ready and specify the due dates.

**Status** 37 Granted

**Programme:**

Community Organisation Grants Scheme

**Sub Programme:**

COGS Manawatu / Horowhenua

Financial Year:

Submit Date: 8 June 2016

**Manager:**

Janice Roxburgh-Gair

Released under the Official Information Act 1982

**Committee Coordinator:** S9 (2) (a)

**Advisor:** S9 (2) (a)

▼ COMMITTEE

To assign committee member assessments:

1. Select individual reviewer's name
2. Select review state 13 committee assessment
3. Select COGS assessment form

To assign committee reviews:

1. Select COGS committee from list of reviewer groups
2. Select review state 20 committee reviewer
3. Select COGS review form

Note: When you move the request to stage 13 Pending Committee Assessment, the system will create the COGS Assessment form for the committee member.

Leave the request at stage 13 Pending Committee Assessment until the committee member has finished their assessment. If you move the request to the next stage, the committee member can no longer edit their COGS assessment form.

Reviewers

**Review States:** 13 Pending Committee Assessment

**Reviewers:** Te Uira Kerehoma

**Theme:** COGS Outcomes Assessment Form

**Review States:** 20 Pending Committee Review

**Reviewer Group:** COGS Manawatu / Horowhenua LDC

**Theme:** COGS Review Form

▼ COMMITTEE MEETING

Link the requests to the appropriate meeting card before the meeting occurs.

To find meeting card, search by meeting ID or search term you have added to the search field in the meeting card

Meeting

▼ <sup>S9 (2) (a)</sup> testing

**Assessor assigned:**

ORGANISATION DETAILS

**Organisation:** Pasifika for Tomorrow

**city/town:** Levin,

**Primary contact for this request** Terisa Ngobi

**Person authorised to accept Terms and Conditions** Terisa Ngobi

## ▼ REQUEST DETAILS

**Request Created on Behalf of Customer:**

**Which Committee are you applying to?** Manawatu/Horowhenua

**Provide the name and phone number of someone from your group we can contact to discuss your request.**

Terisa Ngobi  
S9 (2) (a)

This person may be contacted by a committee member as part of the assessment of your request

**What do you want funding for?**

We have recently established 'Pasifika Fa'atili foe moe le a'e. Pasifika for Tomorrow'. This group supports and connects Pasifika Peoples in Horowhenua.

We would like funding assistance with set up costs for our group. We will be mobile and will need a laptop for our records and to assist our Pasifika community to access online government services. Further, we will need a laptop for any power point presentations to our community and to other social service providers and government agencies.

We are planning a soft launch in the middle of September 2016. We will need resourcing in regards to venue hire, marketing material including invitations and have our logo designed and on letter head and our uniforms. We would also like to present our strategic plan and Pasifika community action plan to our community. We would love to look the part - professionalism and show a commitment to this work and to Pasifika for Tomorrow, therefore we would love to be able to purchase uniforms.

## FUNDING BENEFIT LOCATION

Where will the benefit of this grant request be realised?

Location

Horowhenua District

## NGĀ HUA/OUTCOMES

**What are the expected benefits/outcomes?**

Inspiring Pasifika people to reach their full potential

Working cooperatively and in consultation with our Pasifika leaders and community, as well as, with others in the Pasifika area

Maintain the highest standards of professionalism and integrity

**How do you know this is needed?**

We know that the Horowhenua are the second fastest growing Pasifika population in NZ

We also know that we have the highest referrals to the Children's Team Nationally

We know that our Pasifika people in the Horowhenua are not utilising or accessing current mainstream social service agencies

**How will you address the need?**

Provide and deliver programmes and initiatives based on Pasifika ethos and perspectives

Provide advocacy, advice and guidance from a Pasifika perspective

Ensure Horowhenua Pasifika community has access and awareness regarding social services and initiatives

Have a strong foundation to support collaboration in the Pasifika community

**How will you show you have achieved it?**

An increase in Pasifika participation in education, training and employment

An increase in the uptake of social services within the Horowhenua region

A decrease in Pasifika offending

A decrease on Pasifika dependency on social welfare

An increase in Pasifika social workers within the Horowhenua community

An increase in Pasifika completing their qualifications

An increase in Pasifika inclusion in to the Horowhenua wider community

**How does your request align with the purpose or priorities of this fund?**

We will work with Pasifika peoples in the Horowhenua community as well as, working with and education nonPasifika social service providers.

We have designed specific programmes for Pasifika women around safe relationships in response to the Horowhenua's second highest per capita reports of domestic and family violence

We have designed Samoan and Tongan language and cultural programmes

We will support and walk along side our elderly Pasifika leaders in advocacy and advice when accessing social services and government agencies

We will work with whole Pasifika community and our families

We have specifically designed programmes for our young people and our babies/children. Further we will support our children and families when working with non Pasifika social services .i.e. Children's Team

We will provide employment and education and further tertiary advices and services for example working with our people to produce CV's and attend job interviews, or assisting with scholarship and further tertiary enrolments

**FUNDING BENEFIT ETHNICITY**

Which ethnic groups or communities will benefit from your activities or project? Ethnicity

Pacific Peoples

If "(Please Define)" was selected for any ethnicity option, please enter details in "Other Ethnicity"

**Other Ethnicity:**

## FINANCIAL INFORMATION

### What is the total grant you are \$5,000.00 requesting?

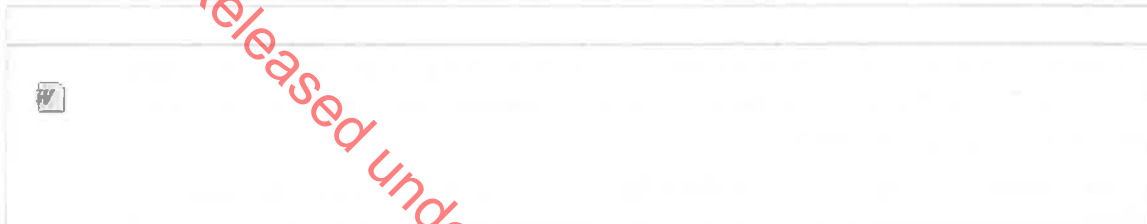
If you are GST registered this amount should be exclusive of GST. If you are not GST registered this amount should be inclusive of GST.

## SUPPORTING DOCUMENTATION

Required documents:

1. Budget for this request is *Required*.

Refer to *Community Matters About budgets*



## ▼ INFORMATION FOR STAFF

Deleting Documents

Customers and Contact Centre staff can delete documents when the request is in state 'draft' Staff can delete documents at any state when they can edit the request form

Notes:

1. if you delete a mandatory document that is **Required**, you will not able to progress the request to the next step in the workflow until the required document has been uploaded.
2. If you delete a document, it is deleted permanently and cannot be recovered.

## ▼ TERMS AND CONDITIONS

1. A grant recipient must:

- a. Spend the grant within 12 months of a grant request being approved.
- b. Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Community Organisation Grants Scheme (COGS) Local Distribution committee.
- c. Return to the Department of Internal Affairs any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
- d. Complete a results report when the grant has been fully spent, or within 12 months after the grant has been approved, or upon request by the Department of Internal Affairs.
- e. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by the Department of Internal Affairs.

- f. Keep financial records that demonstrate how the grant was spent for seven years after the end of the agreement term.
- g. Acknowledge the receipt of a COGS grant as a separate entry in its accounts, or in a note to its accounts in its organisation's annual report.
- h. Inform the Department of Internal Affairs of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (eg changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
- i. Agree to notify the Department of Internal Affairs immediately if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
- j. Agree that the Department of Internal Affairs has approval to publish that the grant has been made to the grant recipient for this purpose.
2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement.
3. A grant must not be spent on any item that falls within the COGS exclusions - *What COGS does not fund?* (Community Matters website).
4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in the Department of Internal Affairs terminating this agreement and:
- requiring repayment of all or part of the grant
  - withholding payment of this and other Department of Internal Affairs' administered grants until issues are resolved
  - imposing additional terms and conditions before any Department of Internal Affairs' administered funding is approved
  - recommending to funding committees of Department of Internal Affairs' administered grants, to decline future funding.
5. For the purpose of gaining or providing information relevant to the funding of the organisation, the Department of Internal Affairs may disclose to, or obtain information from, any other government department or agency, private person or organisation.
6. The Department of Internal Affairs is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.

## DECLARATION

I confirm that I have the authority to make this request and to accept these terms and conditions on behalf of my organisation and declare that:

- I understand and accept the terms and conditions set out above, which will form a legally binding agreement with the Secretary of the Department of Internal Affairs if our organisation is successful in receiving a grant.
- All the information provided for this request is true and correct to the best of my knowledge.
- I have notified the Department of Internal Affairs of any conflicts of interest of which I am aware.
- Our organisation is fully compliant with all applicable legislation, including the requirements under the Vulnerable Children Act 2014 (if applicable).
- I have been duly authorised by our governing body to commit our organisation to this agreement.

Our organisation has the following minimum set of internal controls in place:

- Two signatories to bank accounts.
- Maintenance of a cash book or computer equivalent.
- A person responsible for maintaining financial records.
- Regular financial reporting to every full meeting of the governing body.
- The ability to provide an income and expenditure statement, which reports what happened against the budget presented with our request.

## ACCEPTED TERMS AND CONDITIONS

---

I, Terisa Ngobi, confirm that I have the authority to accept these Terms and Conditions on behalf of Pasifika for Tomorrow and I accept these Terms and Conditions

**Terms and Conditions Acceptance by authorised person:** I accept

## ▼ CONFLICT OF INTEREST

---

### **Conflict of Interests that show here:**

- all conflict of interests that were created from here
- any conflict of interest with the organisation making this request

### **Recording a Conflict of Interest (COI)**

Only add a COI here if the COI is with one of the individuals associated with this request; either the primary contact or authorisor.

-If the COI is with the organisation making this request, add the COI on the organisation card.

-If the COI is with another person linked to the organisation making this request, add the COI on the personal profile card.

### **To add a Conflict of Interest (COI)**

1. click on the green button with the white plus sign
2. enter name of person who has the conflict (staff member or committee member)
3. select 'user' in the COI dropdown
4. select customer name from the list of names in the dropdown
5. add details to the conflict of interest description field

---

NGĀKAU KŌNATUNATU / CONFLICT OF INTEREST

---

## ▼ DOCUMENT CHECK

---

**Does customer need to be notified due to No incomplete request?**

## ▼ ASSESSMENT

---

### **INTERNAL ASSESSMENT WORKBOOK**

## ELIGIBILITY AND FUND CRITERIA REQUIREMENTS

---

**All required eligibility support information Yes has been provided:**

**The customer meets the eligibility Yes requirements for this fund:**

**The request meets the eligibility criteria Yes for this fund for this funding round?**

**The project is retrospective:** No

**Expected grant completion date:** 8/8/2017

**REPORT COMMENT - Request eligibility and alignment with fund criteria:**

The request aligns with the key fund criteria.

## ASSESSMENT OF ABILITY TO DELIVER

**Comment on previous grants history from legacy systems and any watchlist issues identified:**

The group has no grant history with this committee.

**First time applicant:** Yes

**Current issues identified:**

None

**Having reviewed the customer's grants history, is the level of funds requested here uncharacteristic?**

**Is the budget and proposed expenditure No appropriate?**

**▲ Issues with budget proposed: High Risk Indicator**

**Is the planning provided appropriate to Yes the scale and complexity of the proposal?**

**Are there appropriate resources available Yes to undertake and complete this initiative?**

**Is the organisation experienced in Yes delivering activities of similar scope, scale and complexity?**

**REPORT COMMENT - Ability to deliver: summary comment on governance, management, and financial performance, and previous experience of initiatives of similar scope:**

There are no issues identified within governance or management and the group's ability to deliver.

The organisation is recently established and has no income or expenditure so has submitted a statement of financial performance using nil accounting. The organisation is working with community advisors to ensure that there is sufficient capability to track and account for this grant.

The submitted budget only indicates the cost of the food items (\$1,570) but not the anticipated cost of the laptop, uniform, or logo design. It is implied that these costs will be worked out based on what the remainder of the grant is after the umu.

## ▼ ASSESSMENT OF RISK

### RISK INDICATORS

Org High Risk Indicator: Length of Operation

High Risk Indicator: Issues with budget proposed

### Likelihood of non compliance

**Failing to supply Results Report on time 3 (1=low risk; 5=high risk)**



Failing to supply Results Report at all 3 (1=low risk;  
5=high risk)

Advisor's opinion of request risk (1=low 3 risk;  
5=high risk)

Provide comment on why you identified this level of risk:

REPORT COMMENT - Organisation's capacity, maturity, and capability in relation to the amount of funding requested and complexity of what is proposed:

The group has no grant history with this committee, however the group has been working with a Community Advisor over the last year with assistance with becoming an incorporate society and governance advice.

## COMMITTEE MEMBER ASSESSMENT

### COGS OUTCOMES ASSESSMENT

#### Recommendation

Recommended by	Recommend	Amount	Reason
----------------	-----------	--------	--------

#### Committee Member COI Declaration

Assessed by	COI	Conflict Details
-------------	-----	------------------

#### Community Outcomes

Community Outcome	Community Need	Community Collaboration	Community Benefit
-------------------	----------------	-------------------------	-------------------

#### Alignment with Fund Purpose and Outcomes

Meets Outcomes
----------------

#### Alignment with Funder's Priorities

Priorities	Alignment
------------	-----------

### ▼ RECOMMENDATIONS

#### Recommended excluded costs or expenditure (fund specific)

Laptops valued over \$1,000  
Uniform costs exceeding \$1,000

#### Recommended additional terms and conditions to manage risks:

If a grant is recommended for this request, the:

Grant start date would be: 10/8/2016

Grant end date would be: 9/8/2017

#### Which other fund could assist the applicant?

Lottery Manawatu/Whanganui Community Committee  
Eastern and Central Community Trust

▼ OUTCOMES Common Investment Type

---

Events

Community Organisation Running Costs

Equipment

Tātai Pūtea Funding Scheme Outcomes

---

Participation in communities encouraged

Community leadership promoted Community  
capability developed

Released under the Official Information Act 1982

---

Social, economic and cultural equity promoted

### COGS Priority Sectors

Families  
Pacific communities  
Youth and children

### Komiti Pūtea Funding Committee Outcomes

---

Community wellbeing and connectedness through: volunteering / pride / rural – urban / collaboration  
Community wellbeing through: Overcoming Isolation: transportation / access

#### ▼ DECISION

---

**Decision :** Partially Fund  
**Decision Date:** 10/8/2016  
**Grant Awarded:** \$1,500.00  
**Decision Reason:** the Committee considered that your request aligns well with local priorities and funding criteria.

**How the decision reason appears in the notification emails:**

- "It was noted that <decision reason>"
- "...your request <request ID> was unsuccessful because <decision reason>"

---

**Include Excluded Costs or Expenditure:** No

**Include additional terms and conditions:** No

#### NOTIFICATION OF DECISION

---

*Decision information that displays to customer*

**Decision:** Partially Fund

**Grant Awarded:** \$1,500.00

**Decision Reason:** It was noted that the Committee considered that your request aligns well with local priorities and funding criteria.

**Date notified:**

#### COMMITMENT

---

Funding Sources

---

---

Amount: \$1,500.00  
Source: Community Organisation Grants Scheme 16/17  
Initiatives: Community Organisation Grants Scheme, COGS Manawatu / Horowhenua  
Fiscal Year: 2017

---

**\$1,500.00 Total Funding**  
\$1,500.00 Grant Amount  
\$0.00 Difference

**Amount Paid to Date:** \$1,500.00  
**Pending Payment:** \$0.00

#### REPORTS Report

---

Name: Otinga Kōrero Final Results Report  
Due: 9/8/2017  
Status: Report Pending

#### PAYMENTS

---

The refund that is added here should be the amount refunded exclusive of any GST (ie calculate the GST exclusive amount)

##### Payments

---

Amount: \$1,500.00  
Due:  
Status: Paid

Report Dependencies: No dependencies

**Total Payments: \$1,500.00**

#### GRANT AWARDED

---

**Grant Awarded On:** 1/9/2016

This is confirmation that you have been awarded a Community Organisation Grants Scheme grant of **\$1,500.00** from COGS Manawatu / Horowhenua to support you to achieve the outcomes described in your request.

The term of this grant is from **10 August 2016** to **9 August 2017**

## Reporting and Payments

You must provide the following reports:

REPORTING SCHEDULE	Report Type
Report Due By	Otinga Kōrero Final Results Report
9/8/2017	

The Department of Internal Affairs will pay the grant as set out in the following payment schedule:

PAYMENTS SCHEDULE	Payment
Scheduled Date	\$1,500.00

## OTINGA KŌRERO/RESULTS REPORT SAMPLE

At the end of the term of this grant, you will need to complete a results report that includes the following questions and requirements.

What happened?

Who participated or benefited?

What was achieved?

What other community benefits or outcomes were achieved?

Is there anything else you would like to tell us?

Please upload an income and expenditure statement which reports what happened against the budget presented with your request. The Community Organisation Grants Scheme grant and any other grants or income should be clearly stated in the summary, along with all the expenses incurred.

How did you use the grant?

Did you use the entire grant?

How much is your refund?

Is there anything else we need to know about the financial statement in relation to the budget?

▼ MONITOR AND CLOSE

**Common Investment Type:**

**Pūtake Pūtea Funding Source Outcomes: Tātai**

**Pūtea Funding Scheme Outcomes:**

Komiti Putea Funding Committee Outcomes Closed COGS outcomes Manawatu / Horowhenua

**Priorities:**

RELATED INFORMATION & DOCUMENTS

▼ Tasks (0 tasks)

Ad Hoc Emails

From: S9 (2) (a) @dia.govt.nz  
To: CommunityAdviceandGrants@dia.govt.nz  
Subject: FW: COGS template  
Date: 30/6/2016   
image001.png

Relationships

Released under the Official Information Act 1982

COMMUNITY OPERATIONS INTERNAL DOCUMENTS

ALERT COMMUNICATIONS

NOTES

**36 Promote to Grant → 37 Granted**

By Janice Roxburgh-Gair Added at 1:24 PM on 1 September 2016

**28 Generate Grant Agreement → 36 Promote to Grant**

By S9 (2) (a) Added at 1:53 PM on 30 August 2016

**23 Decision → 28 Generate Grant Agreement**

By S9 (2) (a) Added at 5:38 PM on 29 August 2016

**21 Decision Meeting → 23 Decision**

By S9 (2) (a) Added at 11:31 AM on 17 August 2016

**13 Pending Committee Assessment → 21 Decision Meeting**

By S9 (2) (a) Added at 9:55 AM on 9 August 2016

**12 Assign Committee Assessment → 13 Pending Committee Assessment**

By S9 (2) (a) Added at 12:37 PM on 7 July 2016

**10 Assessment → 12 Assign Committee Assessment**

By S9 (2) (a) Added at 10:20 AM on 30 June 2016

**9 Allocation → 10 Assessment**

By S9 (2) (a) Added at 8:41 AM on 29 June 2016

**6 Document Check → 9 Allocation**

By S9 (2) (a) Added at 11:13 AM on 15 June 2016

**1 Draft → 6 Document Check**

By Terisa Ngobi Added at 10:00 PM on 8 June 2016

HISTORY

Show History

Released under the Official Information Act 1982

COGS COMMITTEE OUTCOMES ASSESSMENT

For: COGS-2016-44387

Pasifika for Tomorrow

Assessed by: Te Uira Kerehoma

Status

Retired

Conflict of Interest? no

CUSTOMER ENGAGEMENT FOR THIS REQUEST

Observations and report on customer discussion (phone, skype, email)

Visit/customer engagement date:

COMMUNITY OUTCOMES

Will contribute to support community yes achieve it's outcomes /aspirations?

Community need? yes

Evidence of community collaboration? yes

Will project achieve intended community benefit?

ALIGNMENT WITH FUND PURPOSE AND OUTCOMES

Organisations requesting grants should also demonstrate how their services or projects will contribute to the wider COGS outcomes and benefits of

- encouraging participation in communities
- promoting community leadership
- developing community capability
- promoting social, economic and cultural equity

Evidence that the request meets fund Yes purpose, outcomes and/or objectives:

EVIDENCE THAT REQUEST MEETS FUNDER'S PRIORITIES COGS Sector Priorities

Other ethnic communities

Pacific communities

Youth and children



3/6/2017Community Advice and Grants  
Aligns to Sector Priorities? somewhat aligns

### RECOMMENDATIONS (FOR DECISION-MAKING MEETING)

Recommendation: Partially Fund

Total grant recommended: \$1.50

Recommended Decision Reason: Contributes to local outcomes and/or priorities

[https://communityadviceandgrants.dia.govt.nz/request\\_reviews/87466?printable=11/2](https://communityadviceandgrants.dia.govt.nz/request_reviews/87466?printable=11/2) 3/6/2017Community Advice and Grants

DOCUMENTS
NOTES
Submitted → Retired By S9 (2) (a) Added at 4:12 AM on 15 December 2016
Draft → Submitted By Te Uira Kerehoma Added at 12:34 PM on 28 July 2016
HISTORY
Show History

Released under the Official Information Act 1982

[https://communityadviceandgrants.dia.govt.nz/request\\_reviews/87466?printable=12/2](https://communityadviceandgrants.dia.govt.nz/request_reviews/87466?printable=12/2)

From: S9 (2) (a) @dia.govt.nz  
To: CommunityAdviceandGrants@dia.govt.nz  
Subject: FW: COGS template  
Date: 30/6/2016  
GrantRequest: Pasifika for Tomorrow COGS-2016-44387 \$1,500.00  
From: Terisa Watters S9 (2) (a)  
Sent: Thursday, 30 June 2016 9:59 a.m.  
To: S9 (2) (a)  
Subject: Re: COGS template

Talofa <sup>S9 (2) (a)</sup>

Template is fine and happy for this to be uploaded to my profile.

Fa'afetai tele ia manuia

Terisa Ngobi

---

From: S9 (2) (a) >  
Sent: Thursday, 30 June 2016 9:43 a.m.  
To: S9 (2) (a)  
Subject: COGS template

Dear Terisa

I have attached a template set of accounts for new organisations which will allow me to assess your COGS grant as complete. Could you have a quick read over it and just email me back to let me know if you are happy for me to upload this to your profile for you.

Cheers,

S9 (2) (a) | Community Advisor | Community Operations  
The Department of Internal Affairs Te Tari Taiwhenua  
Direct Dial: S9 (2) (a) | Extn: <sup>S9(2) (a)</sup> | Fax: +64 6 355 8084  
PO Box 247, Palmerston North 4440, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)  
The Department of Internal Affairs Te Tari Taiwhenua - dia ...  
[www.dia.govt.nz](http://www.dia.govt.nz)

Possible scam targeting citizenship applicants. The Department of Internal Affairs has been made aware of a possible scam targeting people applying for New Zealand ...

[[http://www.dia.govt.nz/diawebsite.nsf/Files/DIAlogo/\\$file/DIAlogo.png](http://www.dia.govt.nz/diawebsite.nsf/Files/DIAlogo/$file/DIAlogo.png)]

---

[fluxx: grant\_request/20195965]

Released under the Official Information Act 1982

**Statement of Financial Performance for Pasifika for Tomorrow March '16 – June '16**

Our organisation has been recently established and, as such, has no formal accounting procedures in place.

We are currently working with advisors from the Department of Internal Affairs to improve our record keeping so that we may operate effectively and so that we may account for grants and contracts.

<b>Income</b>	
Grants	Nil
Donations	Nil
Total	Nil
<b>Expenditure</b>	
Total	Nil
Surplus/(Deficit)	Nil

Released under the Official Information Act 1982

**\$1,500.00**

ID: 11194

Payment 1 of 1

\$1,500.00 total granted

COGS-2016-44387 - Pasifika for Tomorrow

Status

Paid

Fund: Community Organisation Grants Scheme Committee: COGS Manawatu / Horowhenua

#### ▼ INFORMATION FOR STAFF: PROCESSING PAYMENTS

##### Payment Processing Summary

##### 1. Batching of Payments

After the manager approves the payment, (payment state change to "approved for payment"), the payment then gets batched with all the other payments that have been approved for payment (either crown or LGB), on alternate days (payment state change to "paid")

##### 2. Sending the Batch to Finance

The system passes the batch across to IRD for processing at 8:00 in the morning; the system creates a SAP payment report which contains all the payments in the batch, and transfers these files across the network to IRD. The SAP payment report ID is added into the payment details, and on the side tab of the payment you can navigate to view the SAP payment report.

Note: Batches are only sent on weekdays, not on weekends.

##### 3. Batch upload into Finance System

When the files arrive at IRD ( approx 10:00 in the morning) it is automatically uploaded into the SAP system (unless the file can't be uploaded at all due to errors - if this happens this holds the whole batch up)

##### 4. Payment Processing

The payment processing team receive the information and start processing the payments. (If they find errors in a particular payment , the rest of the payments are processed, only the payment with the error is held up). Note: Processing payments is only done on weekdays, so on Monday they may have a backlog to process.

##### 5. Customer Receiving Payment

Money is transferred into the bank account, depending on the processing runs within 1 or 2 days of being processed. When the payment has been processed and money is paid into the bank account, a remittance advice/tax invoice, referencing the request number, is emailed to the email address in the organisation profile.

Any payment queries on behalf of customers, please email [OPBI.Support@dia.govt.nz](mailto:OPBI.Support@dia.govt.nz)

#### Payee

ID: 10040563

Payee (Individual)

Payee (Organisation) : Pasifika for Tomorrow

### PAYEE DETAILS

Email address S9 (2) (a)

GST Registration No  
GST Number

Postcode: 5510

Postcode should not wrap onto next line (indicates a space)  
GST number should have no spaces or dashes

### BANK ACCOUNT DETAILS

Verified 30/6/2016

Bank Account Name Pasifika for Tomorro

Bank Account Number

S9 (2) (e)

S (9) (2) (e)

Bank and Branch

Account and Suffix

### PAYMENT

Amount Paid: \$1,500.00

Date approved for payment: 6/9/2016  
Date Batched for SAP: 11/9/2016  
Date Sent to SAP: 12/9/2016  
SAP Payment Report ID: 205916

### SAP ISSUES

### INVOICE DOCUMENTS

Record issues with processin AP  
SAP issue:

### Funding Sources

Amount: \$1,500.00  
Source: Community Organisation Grants Scheme 16/17  
Initiatives: Community Organisation Grants Scheme, COGS Manawatu / Horowhenua  
Spending Year: 2017

Total: \$1,500.00

#### NOTES

Payment approved → Paid  
By S9 (2) (a) Added at 8:21 AM on 12 September 2016

Ready for Payment → Payment approved  
By Janice Roxburgh-Gair Added at 10:49 AM on 7 September 2016

Scheduled → Ready for Payment  
By S9 (2) (a) Added at 10:04 AM on 7 September 2016

#### HISTORY

Show History

Released under the Official Information Act 1982