

Suzanne Chittenden

From: Jane Fan
Sent: Friday, 8 December 2017 3:06 p.m.
To: Suzanne Chittenden; Yvonne Ayrton
Cc: Michelle Riwai
Subject: CAP Report - November 2017
Attachments: CAP Report - CURRENT.xlsx

Good afternoon ladies,

Please find the attached CAP monthly report for November 2017. There have been some savings (favourable variances) against budget in November which also helped bring the previous months' overspend back. Please find more details in the report.

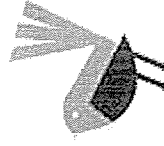
Cheers,

Jane Fan
Business Analyst | Wellington City Council
P | M | F
E Jane.Fan@wcc.govt.nz | W.Wellington.govt.nz | 

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Suzanne Chittenden

From: Jane Fan
Sent: Thursday, 16 November 2017 11:40 a.m.
To: Suzanne Chittenden
Subject: RE: Info re CAP team budget, P&L
Attachments: 3.3 CAP Report - September 2017.xlsx

Hi Suz,

I do a monthly report for CAP – please find the attached September report FYI.

I'm currently working on Oct reporting package and will be able to send Oct CAP report to you later today or tomorrow 😊

Cheers,
Jane

From: Suzanne Chittenden
Sent: Thursday, 16 November 2017 11:26 a.m.
To: Jane Fan
Subject: Info re CAP team budget, P&L

Hi Jane

I now have the Community Action programme team under me and I wanted some financial information which Michelle said you could provide.

Could I get information please on the profit and loss lines for the CAP budget and any other CAP related financials – happy to chat and explain if you need more info.

Cheers
Suzanne

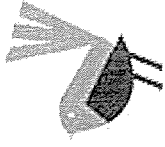
Suzanne Chittenden
Operations Manager | | Wellington City Council
P 04-803 8630 | M 021 227 8630 | F

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Suzanne Chittenden

From: Joanna Burlleigh
Sent: Wednesday, 22 November 2017 10:20 a.m.
To: Suzanne Chittenden; Yvonne Ayrton
Subject: CAP Budget 2017-18 (2) Jane emailed.xlsx

CAP Budget 2017-18 (2) Jane emailed.xlsx (<http://wcccem/otcs/lisapi.dll?func=ll&objaction=overview&objid=21219814>)

Suzanne Chittenden

From: Joanna Burleigh
Sent: Wednesday, 22 November 2017 10:20 a.m.
To: Suzanne Chittenden; Yvonne Ayrton
Subject: CAP Position Report 2017 - 2018.xlsx
Attachments: CAP Position Report 2017 - 2018.xlsx

Hi Suzanne and Yvonne,

Further to Mondays CAP team meeting where we discussed the CAP 17/18 programme and the budget that we were working to up to mid-October – attached is the tracking tool I created.

You may decide not to use this...It may also require further explaining. Happy to explain it in more detail.

Jan Fan (CH BA) hasn't provided the October figures so they are not included.

As discussed on Monday the personnel figures includes the ceased CAP Manager costs too so clearly there is a cost savings right there too.

Regards Jo

Jane Fan

From: Jane Fan
Sent: Thursday, 28 September 2017 2:12 p.m.
To: Joanna Burleigh
Subject: RE: CAP Report - July 2017.xlsx

Well, by the look of the Activity code her salary is being charged to Housing Operations (Suz)...

Cheers,
Jane

From: Joanna Burleigh
Sent: Thursday, 28 September 2017 11:36 a.m.
To: Jane Fan
Subject: RE: CAP Report - July 2017.xlsx

██████████ paid for by the C125 budget

Joanna Burleigh
Sra Community Advisor Projects | City Housing | Wellington City Council
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100 Te Atatu Road



From: Jane Fan
Sent: Thursday, 28 September 2017 9:32 a.m.
To: Joanna Burleigh
Subject: RE: CAP Report - July 2017.xlsx

Good Moring Jo,

I'm still reviewing the CC & Activity codes of Housing staff and got a quick question for you: does ██████████ belong to CAP? He's not in the list you gave me in below email, but he is under CAP in Housing Org Chart. A bit confusing...

Cheers,
Jane

From: Joanna Burleigh
Sent: Friday, 25 August 2017 12:07 p.m.

To: Jane Fan
Cc: John McDonald; Corrina McGregor
Subject: RE: CAP Report - July 2017.xlsx

Hi Jane,

Thanks for looking into this.


The following people need to be on the 152 – 1126 Community Action Code:

Rosie Gallen – [REDACTED]
Corrina McGregor
Joanna Burleigh
Shelley Wilson
Ruth Locker
Bobby Semau
Rosalina Ngakopu
Tom (Yu) Kong
Fraser Wall - casual

Steven Peterson starts with CAP as a Computer Hub Coordinator on Monday 28th August.

This has occurred more than once before! Rosie would check this a couple of times a year. John can you please confirm with HR that the above staff are being coded correctly going forward? Jane are you able to adjust the August report to reflect the correct personnel costs for July and August periods.

Regards

Joanna Burleigh
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From: Jane Fan
Sent: Friday, 25 August 2017 10:57 a.m.
To: Joanna Burleigh
Subject: RE: CAP Report - July 2017.xlsx

Hi Jo,

I received the payroll report for CAP (cost centre 152 activity 1126) and I noticed only below people are included in CAP. Your name showed up under HUP (CC152 activity 1125) and that's why the personnel cost was lower than budget. Please take a look and let me know if there's anyone else missing?

Corrina
McGregor
Fraser Wall
Rosita Gallen
Shelley Wilson

Once I have your confirmation I can journal over the personnel cost to correct place and have the code updated by HR.

Cheers,
Jane

From: Jane Fan
Sent: Monday, 21 August 2017 11:50 a.m.
To: Joanna Burleigh
Cc: Rosie Gallen
Subject: CAP Report - July 2017.xlsx

Good Morning Jo,

Please find the attached CAP monthly report for July. I am aware that Personnel Cost is much lower than budget and am investigating that. Will get back to you once I hear from HR.

Let me know if there's any question ☺

Cheers,

Jane Fan

Business Analyst | | Wellington City Council
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Jane Fan

From: Jane Fan
Sent: Friday, 18 August 2017 2:51 p.m.
To: Joanna Burleigh
Subject: RE: 2017/18 Budget Seasonalisation

No worries - didn't forget that one. Currently I'm only working on 2017/18's originally approved budget, not including any carry forward. But I had a chat with Adam this week and he said it's very unlikely the carry forward will not be approved.

I'll let you know once it comes through. Have a nice weekend! ☺

Cheers,
Jane

From: Joanna Burleigh
Sent: Friday, 18 August 2017 2:28 p.m.
To: Jane Fan
Subject: RE: 2017/18 Budget Seasonalisation

Thanks Jane, that works for me. Remember to incorporate the care forward too.

Sent from my Windows Phone

From: [Jane Fan](#)
Sent: 18/08/2017 11:39 a.m.
To: [Joanna Burleigh](#)
Subject: RE: 2017/18 Budget Seasonalisation

Hi Jo,

Got the budget paper on your desk, thanks. One thing we wouldn't have time to discuss before end of today is timing of the spending. Based on our last conversation, since it's almost end of August, I'd suggest to put the \$123,000 budget in quarter 2-4 equally, i.e. \$41,000 per quarter. I'll put \$41,000 in December, March, and June respectively, hopefully this will give you flexibility on when you plan to spend the money.

Please give me a yell if you have different idea, or I'll go ahead and put the numbers in. Thanks ☺

Cheers,
Jane

From: Joanna Burleigh
Sent: Friday, 18 August 2017 10:04 a.m.
To: Jane Fan
Subject: RE: 2017/18 Budget Seasonalisation

Iv left the building. But I've left you the capex budget face down on my desk. Call me if it doesn't make sense.
Jo.

Sent from my Windows Phone

From: [Jane Fan](#)
Sent: 18/08/2017 9:59 a.m.

To: Joanna Burleigh

Subject: RE: 2017/18 Budget Seasonalisation

Hi Jo,

Sorry about that. Monday is too late for the budget seasonalisation as today is my submission deadline. If you'd be able to send me a monthly or quarterly breakdown of CAPEX budget \$123,000 that'll be great, or we'll just divide your annual budget by 12 months and put evenly every month – let me know if that's OK. Thanks.

Cheers,
Jane

-----Original Appointment-----

From: Joanna Burleigh

Sent: Friday, 18 August 2017 9:56 a.m.

To: Jane Fan

Subject: Declined: 2017/18 Budget Seasonalisation

When: Friday, 18 August 2017 10:30 a.m.-11:00 a.m. (UTC+12:00) Auckland, Wellington.

Where: Your desk

Hi Jane, Our team have just ahd some sad news and we are going off site. So sorry about this. Can we meet up on Monday.

Jane Fan

From: Jane Fan
Sent: Friday, 28 July 2017 2:18 p.m.
To: Joanna Burleigh
Subject: RE: CAPEX sub-project work

Thanks Joanna. I'll follow up and get back to you ☺

Cheers,
Jane

From: Joanna Burleigh
Sent: Friday, 28 July 2017 2:04 p.m.
To: Jane Fan
Cc: Corrina McGregor; John McDonald; Rosie Gallen
Subject: FW: CAPEX sub-project work

Hi Jane,

Here is the Carry Forward request for the \$110K sent to Mark dated 21st – 22nd February 2017

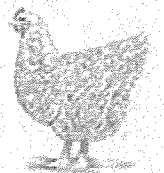
Joanna Burleigh
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From: Mark Hudson
Sent: Wednesday, 22 February 2017 4:25 p.m.
To: Rosie Gallen
Cc: Joanna Burleigh
Subject: RE: CAPEX sub-project work

Thanks Rosie,

That's perfect

Mark Hudson
Business Analyst | Wellington City Council
P 04 801 3216 |
E Mark.Hudson@wcc.govt.nz | W.Wellington.govt.nz |  | 

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From: Rosie Gallen
Sent: Wednesday, 22 February 2017 11:14 a.m.
To: Mark Hudson
Cc: Joanna Burleigh
Subject: RE: CAPEX sub-project work

Hi Mark

Our plan is to carry forward \$110k from this year's capital programme to 17/18 leaving \$13k to be spent on Duncan Terrace in 16/17 (this year).

Cheers

Rosie Gallen

Community Action & Eng Manager | City Housing | Wellington City Council

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From: Mark Hudson
Sent: Tuesday, 21 February 2017 10:24 a.m.
To: Rosie Gallen
Cc: Joanna Burleigh
Subject: RE: CAPEX sub-project work

If we just have an estimate of the \$\$ for Duncan Terrace, that should be OK for now.



We shouldn't need the breakdown of all the smaller projects at this stage as long as they are under that \$123,000, which is currently in the template.

Cheers

Mark Hudson

Business Analyst | | Wellington City Council

P 04 801 3216 |

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Me Heke Ki Pōneke

From: Rosie Gallen

Sent: Tuesday, 21 February 2017 10:17 a.m.

To: Mark Hudson

Cc: Joanna Burleigh



Subject: RE: CAPEX sub-project work

Yes that's right. What do you require now for the report? Jo and I will discuss what smaller CAPex projects we will be undertaking and get back to you tomorrow.

Rosie Gallen

Community Action & Eng Manager | City Housing | Wellington City Council

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From: Mark Hudson

Sent: Tuesday, 21 February 2017 10:13 a.m.

To: Rosie Gallen

Cc: Joanna Burleigh

Subject: RE: CAPEX sub-project work

No worries, actually we did discuss that a while ago.

That makes sense to me. So we would have \$123,000 + the carry forward from this financial year for Duncan Terrace.



Cheers Rosie

Mark

Mark Hudson

Business Analyst | | Wellington City Council

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Me Heke Ki Pōneke

From: Rosie Gallen
Sent: Tuesday, 21 February 2017 10:12 a.m.
To: Mark Hudson
Cc: Joanna Burleigh
Subject: RE: CAPEX sub-project work

Hi

We have recently discovered that our Duncan Tce project requires a resource consent which will delay our project as well as a Renewals project happening on the same site which would get rather messy. We intend to carry forward the capital into 2017/18 as a result. We will come back to you with a revised timeline for this tomorrow.

Any queries, give me a call

Rosie Gallen

Community Action & Eng Manager | City Housing | Wellington City Council

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From: Mark Hudson
Sent: Tuesday, 21 February 2017 9:23 a.m.
To: Rosie Gallen; John McDonald; Carol Gould
Subject: CAPEX sub-project work

Hi guys,

We are currently preparing a breakdown of our CAPEX and sub-projects.

Hopefully you are familiar with this work as it is the same as the milestone template you complete on a monthly basis and also completed last year as well.

If you can please cast your eye over the attached and let me know any changes you'd like to make to the projects that relate to you guys.

I've already run this past Ivan, Zac and Becky as the bulk of the projects relate to them.



Let me know any questions,

Cheers

Mark Hudson

Business Analyst | | Wellington City Council

P 04 801 3216 |

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Me Heke Ki Pōneke

Jane Fan

From: Jane Fan
Sent: Friday, 28 July 2017 12:41 p.m.
To: Joanna Burleigh
Cc: Corrina McGregor; John McDonald; Adam Howard-Brumby; Rosie Gallen
Subject: RE: CAP 17/18 Budget
Attachments: CAP Budget 2017-18.xlsx

Hi Joanna,

Please note there have been some updates to 17/18 budget. I've updated the file with the latest numbers for your perusal. Please let me know if there's any question.

Carry forward of 16/17 Capex budget \$110K hasn't been confirmed yet. Could you please send me related email so I can keep track of it?

Cheers,
Jane

From: Joanna Burleigh
Sent: Friday, 28 July 2017 8:56 a.m.
To: Jane Fan
Cc: Corrina McGregor; John McDonald; Adam Howard-Brumby; Rosie Gallen
Subject: CAP 17/18 Budget

Hi Jane,

Can you please confirm the Community Action Programme 17/18 Budget figures that CAP are working toward this financial year, are as detailed in the attached CAP Report – on the CAP Budget page:

CAP Budget 17/18

Opex 17/18 \$ 1033280.58 including overheads

Capex 17/18 \$123000 plus the carry forward **16/17 CAPex** \$110000 for the Duncan Terrace Community Room.

Joanna Burleigh

Snr Community Advisor Projects | City Housing | Wellington City Council
P 04 803 8790 | M 021 247 8790

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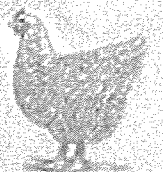
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Jane Fan

From: Jane Fan
Sent: Monday, 31 July 2017 11:35 a.m.
To: Joanna Burleigh
Cc: Rosie Gallen
Subject: RE: CAP Report - June 2017

Hi Joanna,

Sorry for my late reply and thank you for the input.

I noticed the significantly low personnel cost for June as well when I was preparing the report. After checking the details, June salary related costs were actually \$50K which seems to be similar to most of the months. However, there was about -\$30K adjustment in Annual Leave account which I assume should be year-end adjustment by HR.

Regarding the furniture transaction \$6,909, since it happened in last financial year it's a bit too late to put it back into CAPEX. But as discussed with Adam, since the amount is not significant we're not too concerned about it. We'll just need to make sure proper CAPEX work order is in place for the purchasing in 2017/18.

The Flexi card transactions for the people you listed were all in for the year, although about \$150 were posted to CC152 Activity 1125 in June which is not a big issue any way.

Please feel free to give me a call at ext. 3157 if you want to discuss further details. Or catch me next time when I'm in Housing office (probably this Thursday or Friday) 😊

Cheers,
Jane

From: Joanna Burleigh
Sent: Wednesday, 19 July 2017 10:18 a.m.
To: Jane Fan
Cc: Rosie Gallen
Subject: RE: CAP Report - June 2017

Hi Jane,

Thank you for sending out the report.



On first glance the personnel figure for June looks to be on the low side, half of the amount anticipated for the month? Can you please check that all of the personal expenses have been included including the two fortnightly salaries and wages.

I note too that the CAPex figures Office furniture 2 u transaction \$6909 is remaining in the opex due to the coding issues that we have re CAPex.

Can you also please confirm that all of the Flexi card transactions for the year have been included for Shelley Wilson, Jo Burleigh, Corrina McGregor and Rosie Gallen.

Thanks Jane.

Joanna Burleigh
Snr Community Advisor Projects | City Housing | Wellington City Council
P 04 803 8790 | M 021 247 8790

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Me Heke Ki Pōneke

From: Jane Fan
Sent: Wednesday, 19 July 2017 9:50 a.m.
To: Joanna Burleigh
Cc: Rosie Gallen
Subject: CAP Report - June 2017

Good Morning Jo,

Please find the attached CAP report for June 2017 ☺

Kind Regards,

Jane Fan

Business Analyst | Wellington City Council
P | M 021 517 975 | F

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Me Heke Ki Pōneke

Jane Fan

From: Ed Churchouse
Sent: Monday, 10 July 2017 4:08 p.m.
To: Jane Fan; Shelley Wilson
Cc: Joanna Burleigh; Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jane,

Sorry for the delay, I have been able to remove the cancel status from this task. If you need me to do anything else, please let me know.

Regards, Ed

From: Jane Fan
Sent: Thursday, 6 July 2017 5:37 p.m.
To: Ed Churchouse; Shelley Wilson
Cc: Joanna Burleigh; Rosie Gallen
Subject: FW: Task No. for Duncan Terrace Community Room Project

Hi Ed,

Background – there were some payments under Project Code CAP101047 that are currently sitting in General Ledger but need to be recoded to Works and Assets before year-end closing. Shelley provided me Work Order CAP00000331 but it's Inactive in the system (see screenshot in below email chain). Adam suggests I reach out to you and see if you could help re-activate this Work Order in the system. If not, Is it possible for you to create a new Work Order for CAP Program 2017/18 CAPEX? Given that we're running out of time for year-end closing it would be highly appreciated if you could get this done at your earliest convenience.

Hi Shelley,

My understanding is that CAPEX coding to General Ledger directly is no longer allowed and will be blocked by the system. So we'd need an active CAPEX work order to accommodate future expenditures...

Thanks much for your help.

Cheers,
Jane

From: Shelley Wilson
Sent: Thursday, 6 July 2017 4:07 p.m.
To: Jane Fan; Joanna Burleigh
Cc: Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Hi Jane

I don't think there is an active code for the project – this is why these POs are raised as OPex (although I had assumed the Gellatley PO was raised as CAPEX as I used the 2059 activity code – but apparently that's not how it works, and the system would not accept that coding when I raised the office furniture PO with

2059, and, because of this, and because the CAPex bucket was closed, is why we raised Office Furniture 2U as OPex).

Do we need to set up a new CAPex bucket? It would be good if there was/is a way to raise CAPEX POs on the general ledger, as we have been doing for OPex.

Hope that makes sense?!


Cheers

Shelley

Shelley Wilson

Programme Administrator Community Action | City Housing | Wellington City Council

P 04 803 8531 | M 021 227 8531

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Me Heke Ki Pōneke

From: Jane Fan
Sent: Thursday, 6 July 2017 3:32 p.m.
To: Shelley Wilson; Joanna Burleigh
Cc: Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Thanks Shelley. Looks like CAP00000331 is an Inactive code with description "Cancelled". Do you have another code that links to the same project?

Thanks much for your help.

Cheers,
Jane

WCC Works and Assets Officer - Te

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Management help back forward home close clear retrieve

Task

Work System: CAP WORK Capital Works

Task: CAP00000331 CAP Program - 2016/17 CAP

Details Task Breakdown Asset(s)

Details

Description: CAP Program - 2016/17 CAPEX Required By Date:

Narration: Cancelled - CAP Program - 2016/17 CAPEX Est Start Date/Time:

Est Finish Date/Time:

Start Date/Time:

Finish Date/Time:

Expected Duration (hr):

General

Status: Inactive Percent Complete: 0

Task Stage: Cancelled Source: Work System

Type: Capital

Level: Sub Task

Header Task:

Responsible Person: BURLEI2J Joanna Burleigh

Project Code: CAP101047 Community Action Programme - 16/17 CAI

Activity Code: SALL All Activities

Priority: NA Not Applicable

Work Type: NA Not Applicable

Location:

Preceding Task:

Following Task:

ALERTS Configure your alerts Workflow Power

From: Shelley Wilson
Sent: Thursday, 6 July 2017 3:20 p.m.
To: Jane Fan; Joanna Burleigh
Cc: Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Hi Jane



I think it's CAP00000331

Thanks

Shelley Wilson

Programme Administrator Community Action | City Housing | Wellington City Council

P 04 803 8531 | M 021 227 8531

E Shelley.Wilson@wcc.govt.nz | W Wellington.govt.nz |  

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Absolutely Positively Wellington City Council

Me Heke Ki Pōneke

From: Jane Fan
Sent: Thursday, 6 July 2017 3:16 p.m.
To: Joanna Burleigh
Cc: Shelley Wilson; Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Hi Joanna,

Thank you very much for the explanation of the background of this case.

Unfortunately CAP101047 is not a Task/Work Order number (it's actually a PJ project number). A Task/Work Order number starts with CAP followed by an 8-digit number, such as CAP00000651, CAP00007183, etc. Would you be able to find anything like that for me?

Thanks,
Jane

From: Joanna Burleigh
Sent: Thursday, 6 July 2017 2:16 p.m.
To: Jane Fan
Cc: Shelley Wilson; Rosie Gallen
Subject: RE: Task No. for Duncan Terrace Community Room Project

Hi Jane,

Welcome to our world!

Thank you so much for following up on this.

Due to issues when initially attempting to raise CAPex POs in the early days of One Council – Mark suggested that we use just one bucket for all of our transactions, given that the CAPex transactions would be so few. Prior to leaving indicated that he left them in the ledger to be moved over to CAPex from Opex.

The following two Purchase Orders are the only two CAPex payments I can recall that need to be transferred into the CAP 16/17 CAPex Budget.

In addition to this \$110K CAPEX was carried forward from 16/17 – to 17/18 year due to the Duncan Terrace community room construction being delayed.

We believe the Task/Work Order number is CAP101047.

Shelley and I are unsure of the resource codes so have provided you with the following info relating to each transaction.

M J Gellatly Limited - P0014394 (three invoices received for the one PO) Duncan Terrace Community room

1. \$747.50 Consultant – Structural Engineer – Penetrometer testing
2. \$1316.75 Consultant – Land Surveyor - Topographic surveying
3. \$4647.67 Consultant – Architectural - Drawing services

Office Furniture 2 U – P1006093

1. \$ 6190.45 (One invoice received) for furniture as part of the fit-out for the Duncan Terrace community Room.

Can we please confirm the process of how we can raise CAPEX purchase orders in the future?

It would also be lovely to meet you in person!

Kind regards

Joanna Burleigh

Snr Community Advisor Projects | City Housing | Wellington City Council

P 04 803 8790 | M 021 247 8790

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Our Wellington
Tō Tātou Pōneke

The insider's guide to takurua in your city
16 June-31 August 2016

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Wellington City Council
Our Values & Principles



From: Jane Fan

Sent: Thursday, 6 July 2017 12:12 p.m.

To: Joanna Burleigh

Subject: Task No. for Duncan Terrace Community Room Project

Hi Joanna,

I'm the new BA replacing Mark Hudson ☺

During my year-end closing process, I came across this invoice for Duncan Terrace Community Room project which is sitting in an expense account currently, and I believe it needs to be put under CAPEX.

I'm attaching the invoice for your quick reference.

Cheers,

Jane Fan

Business Analyst | | Wellington City Council

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Me Heke Ki Pōneke

Jane Fan

From: Jane Fan
Sent: Tuesday, 26 September 2017 2:30 p.m.
To: Corrina McGregor
Cc: Joanna Burleigh
Subject: RE: September month end forecasting due 5PM Thursday 5 October

No worries Corrina. Actually, I'd hate to give you more work to do, so if you recon there's no change needed for this round, that's totally fine. We're still at the early stage of this financial year and we don't really anticipate to have a lot of updates for now 😊

Cheers,
Jane

From: Corrina McGregor
Sent: Tuesday, 26 September 2017 1:21 p.m.
To: Jane Fan
Cc: Joanna Burleigh
Subject: RE: September month end forecasting due 5PM Thursday 5 October

Oh thanks Jane.
That's the problem with assertive people like me, always looking for work when we got enough to do!

Cheers,

Corrina McGregor
Senior Advisor CommunityAction | City Housing | Wellington City Council
P 04 803 8794 | M 021 247 8794 | F 04 801 3034
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We cannot succeed without the support of those around us



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Me Heke Ki Pōneke

From: Jane Fan
Sent: Tuesday, 26 September 2017 12:40 p.m.
To: Corrina McGregor
Cc: Joanna Burleigh
Subject: RE: September month end forecasting due 5PM Thursday 5 October

Hi Corrina,

Sorry for not making it clear...the template is for us finance to use, not for the BUs ☺ if you could refer to the figures in August financial reports and mark down what you want to change, we can sit together to review later and I'll put the changes in the template.

Cheers,
Jane

From: Corrina McGregor
Sent: Tuesday, 26 September 2017 12:36 p.m.
To: Jane Fan
Cc: Joanna Burleigh
Subject: RE: September month end forecasting due 5PM Thursday 5 October

Hey Jane,

Tried to open the link in the email below from Brendan and unable to do that.

Can you give us access to this?

Corrina McGregor
Senior Advisor CommunityAction | City Housing | Wellington City Council
P 04 803 8794 | M 021 247 8794 | F 04 801 3034
E corrina.mcgregor@wcc.govt.nz | W Wellington.govt.nz |  | 

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Me Heke Ki Pōneke

From: Jane Fan
Sent: Tuesday, 26 September 2017 11:20 a.m.
To: John McDonald; Zac Jordan; Suzanne Chittenden; Julie Rushton; Erica Richards; Joanna Burleigh; Corrina McGregor
Subject: FW: September month end forecasting due 5PM Thursday 5 October

Good Morning all,

The first round of Forecast for this financial year is coming. This will need to be completed by next Thursday, 5th October.

To speed up the process, can I ask for your kind help by starting to think about what needs to be updated in this forecast cycle. I'll book time with each of you to go through the changes before end of this week.

I'm attaching August financial reports for your quick reference.

Thanks and please let me know if you have any question ☺

Cheers,
Jane

From: Brendan Eckert
Sent: Tuesday, 26 September 2017 9:49 a.m.
To: GRP: Finance Bus Analysts
Cc: Alina Manko; Deirdre Reidy; Chris Edwards; Leslie Boardman
Subject: September month end forecasting due 5PM Thursday 5 October

Good morning,

Please follow the link for this month's forecast template. This needs to be completed by 5PM Thursday 5 October.

Note that forecast variances must be discussed with the relevant business unit manager and director before entering numbers into the template.

The sheet blank as this is the first round of forecasting for 2017/18, we do not have any prior adjustments included, going forward we will carry adjustments forward month to month.

If you have any questions about this approach please see Barry Hayman or myself for further discussion.

<\\wcc\dfs\groups\mgmtact\Common\2017-18\Models\FORECAST\3 Sep\3 2017-18 Forecast template.xlsx>

The spreadsheet is the same as last year's forecasting template, remember to;

- enter the full account string necessary for each ledger, enter text where text is required – if the lookups aren't working, either an invalid code has been used or entered as a number when text is required.
- toggle the correct ledger in Column A – Make sure you have the full string for each ledger, please follow this link to details on the [chart of accounts](#). If your string isn't complete, the transaction will be rejected before it gets into T1.

- enter your variances using accounting convention, as the forecast variances will be loaded as journal adjustments against the full year revised budget to give the full year forecast balance

Let me know if you have any questions.



Regards

Brendan

Brendan Eckert

T/I Financial Planning | | Wellington City Council

P +6448038201 | M +64212478201 | F

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Me Heke Ki Pōneke

Jane Fan

From: Jane Fan
Sent: Monday, 9 October 2017 5:38 p.m.
To: Corrina McGregor; Joanna Burleigh
Subject: CAP Report - Sep.17
Attachments: CAP Report - CURRENT.xlsx

Hi Jo, Corrina,

I hope you both had a great weekend 😊

Please find the attached September financial report for CAP. We had overspending in Personnel Cost as expected, which contributed to the overall CAP overrun in Q1. But as I mentioned in the comments section, this is expected to drop in October to reflect Rosie's departure.

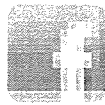
One thing I'd like to remind, if you had any CAPEX spending in Q1 that was coded into OPEX accounts, please send them to me to journal over to CAPEX Work Orders in October.

Let me know if you have any question.

Cheers,

Jane Fan

Business Analyst | | Wellington City Council
P 04 801 3157 | M 021 517 975 | F



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Jane Fan

From: Jane Fan
Sent: Tuesday, 12 September 2017 5:05 p.m.
To: Joanna Burleigh; Corrina McGregor
Cc: John McDonald
Subject: CAP Report - August 2017
Attachments: CAP Report - CURRENT.xlsx

Good Afternoon,

Please find the attached August report for CAP. Give me a shout if anything doesn't seem right.

Note that CAPEX carry forward budgets haven't been added into the system yet hence you'd find your CAPEX budget is still \$123,000; don't worry about it, it'll be in there at end of September when we produce quarterly reports.

Cheers,

Jane Fan

Business Analyst | | Wellington City Council
P 04 801 3157 | M 021 517 975 | F



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Jane Fan

From: Jane Fan
Sent: Friday, 10 November 2017 11:43 a.m.
To: Yvonne Ayrton
Subject: RE: Wages details - [REDACTED]

Thank you Yvonne!! ☺

Cheers
Jane

From: Yvonne Ayrton
Sent: Friday, 10 November 2017 11:13 a.m.
To: Jane Fan
Subject: FW: Wages details [REDACTED]

Hi Jane

The below is what I have been provided with.

Cheers
Yvonne

From: Jane Fan
Sent: Thursday, 9 November 2017 4:12 p.m.
To: Yvonne Ayrton
Subject: FW: Wages details [REDACTED]
Importance: High

Hi Yvonne,

Appreciate if you could help on this matter. I'd highly appreciate if I can get the details before end of Friday as I have a Monday deadline. Thank you!

Cheers
Jane

From: Jane Fan
Sent: Wednesday, 8 November 2017 4:55 p.m.
To: Corrina McGregor
Subject: Wages details - [REDACTED]
Importance: High

Hi Corrina,

I understand [REDACTED] is a waged staff of CAP team. Could you please provide below details for budgeting purpose:

Hourly Rate [REDACTED]
Kiwi Saver (Y/N) [REDACTED]
Allowance (if any) [REDACTED]
Working hours per month [REDACTED]



Appreciate if you could get back to me with these details before 4pm tomorrow. Thank you ☺

Regards,

Jane Fan

Business Analyst | | Wellington City Council

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Me Heke Ki Pōneke

Michelle Riwai

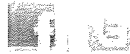
From: Michelle Riwai
Sent: Thursday, 16 November 2017 3:51 p.m.
To: Yvonne Ayrton
Cc: Suzanne Chittenden
Subject: FW: Re: Community Action Programme 2017-18
Attachments: CAP Plan 2017-2018.doc

Follow Up Flag: Follow up
Flag Status: Flagged

FYI too

Michelle Riwai
City Housing Manager | Wellington City Council
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Me Heke Ki Pōneke

From: Corrina McGregor
Sent: Monday, 16 October 2017 3:03 p.m.
To: Michelle Riwai
Subject: Re: Community Action Programme 2017-18

Kia ora Michelle,

Here's the current Community Action programme for 2017 -18.

If there is anything else you need, I'm happy to help.

Nga mihi nui

Corrina McGregor

Senior Advisor CommunityAction | City Housing | Wellington City Council
P 04 803 8794 | M 021 247 8794 | F 04 801 3034
E corrina.mcgregor@wcc.govt.nz | W Wellington.govt.nz |  

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Me Heke Ki Pōneke

Michelle Riwai

From: Michelle Riwai
Sent: Thursday, 16 November 2017 4:09 p.m.
To: Yvonne Ayrton; Suzanne Chittenden
Cc: Jane Fan
Subject: FW: CAP Report - Sep.17
Attachments: CAP Report - CURRENT.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged


Hi ladies,

October month end budgets haven't come out yet – delayed by LTP preparations. I will forward them as soon as they arrive. I appreciate you may not have seen these reports before so if you have questions and/or want to go through them together please let me or Jane Fan know. Actually jane is probably your best bet!!!

Kind regards

Michelle Riwai

City Housing Manager | Wellington City Council
P 04 830 1235 | M 021 2708135

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Me Heke Ki Pōneke

From: Jane Fan
Sent: Thursday, 19 October 2017 1:53 p.m.
To: Michelle Riwai
Subject: FW: CAP Report - Sep.17

Hi Michelle,

Please find CAP September report which I sent to Corrina and Jo earlier.

Cheers,
Jane

From: Jane Fan
Sent: Monday, 9 October 2017 5:37 p.m.
To: Corrina McGregor; Joanna Burleigh
Subject: CAP Report - Sep.17

Hi Jo, Corrina,

I hope you both had a great weekend 😊

Please find the attached September financial report for CAP. We had overspending in Personnel Cost as expected, which contributed to the overall CAP overrun in Q1. But as I mentioned in the comments section, this is expected to drop in October to reflect Rosie's departure.

One thing I'd like to remind, if you had any CAPEX spending in Q1 that was coded into OPEX accounts, please send them to me to journal over to CAPEX Work Orders in October.

Let me know if you have any question.

Cheers,

Jane Fan
Business Analyst | | Wellington City Council
P 04 801 3157 | M 021 517 975 | F



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Michelle Riwai

From: Jane Fan
Sent: Friday, 17 November 2017 3:25 p.m.
To: Suzanne Chittenden; Yvonne Ayrton
Cc: Michelle Riwai
Subject: CAP Report - Oct 2017
Attachments: CAP Report - CURRENT.xlsx

Good Afternoon,

Please find the attached report for CAP team spending for October 2017. Please feel free to let me know if there's any question.

Cheers,

Jane Fan

Business Analyst | | Wellington City Council

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Me Heke Ki Pōneke

Michelle Riwai

From: Jane Fan
Sent: Friday, 8 December 2017 3:06 p.m.
To: Suzanne Chittenden; Yvonne Ayrton
Cc: Michelle Riwai
Subject: CAP Report - November 2017
Attachments: CAP Report - CURRENT.xlsx

Good afternoon ladies,

Please find the attached CAP monthly report for November 2017. There have been some savings (favourable variances) against budget in November which also helped bring the previous months' overspend back. Please find more details in the report.

Cheers,

Jane Fan

Business Analyst | | Wellington City Council

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