

Financial Policies, Procedures and Processes

1. Bank

- a. Three Bank accounts are held at ANZ Bank of New Zealand; also one Paypal account is used for receipts of membership fees
 - New Zealand chapter main operating account - 00,
 - A linked interest-bearing on-line savings account - 03. Funds can only be moved from the on-line account to a TINZ operating account
 - Pacific Support Programme operating account for all transactions associated with the TI Pacific Support Programme - 06. Small balance only while financial support to Pacific being reviewed.
 - Paypal account for receipt of membership payments
- b. There are currently three signatories to the bank accounts
 - i. Chairperson
 - ii. TINZ Board Member – TINZ Treasurer
 - iii. TINZ Board member
- c. All transactions from the operating accounts require two signatures.

It is the policy of Transparency International (New Zealand) that signatories for either approving an account or for cheque signing must not be a beneficiary of a payment.
- d. The Finance Officer has authority to transfer funds between the operating accounts and the on-line interest-bearing accounts but does not have authority for any transactions from the operating accounts to any other party.
- e. Bank accounts are reconciled regularly between Xero accounting system and actual balance held at the bank.

2. Authorising Procedures

General Accounts

- a. Finance Officer reviews incoming accounts payable, addresses any queries, and codes to the appropriate budget line in Xero.
- b. Invoices from contractors and suppliers are approved by at least one Board member or CEO before submitting for payment.
- c. Payments are entered to ANZ Online Direct banking system by Finance Officer. These batches require two factor authentications to authorise the processing of all domestic and international payments. Only signatories to the account have a handheld device which provides the code necessary for authentication. The batch summary and copies of all invoices are sent to two signatories. Receipt of a response code from each of these signatories allows the Finance Officer to release a payment batch for processing.

- d. ANZ Direct Online banking system is used for all payments except those on TINZ credit card.
- e. Also see Financial Delegations Policy TINZ

3. Reports to Transparency International (New Zealand) Board

- a. Financial reports are presented to the Board on a monthly basis. When the Board is not physically meeting the reports are distributed electronically.
- b. The content of the Financial reports to the Transparency International (New Zealand) Board include;
 - i. Income and expenditure statement for the month and the YTD with comparisons against budget. Written comment is included with special note of any extraordinary items or where actual income or expenditure is not consistent with budgetary expectations.
 - ii. Income and expenditure projections for the balance of the year, with special reference to any extraordinary anticipated items.
 - iii. Position statement as at the end of the month
 - iv. Summary list of payments made during the previous month
 - v. Bank account balances
 - vi. Creditors and Debtors list as at the end of the month
- c. The financial report is considered by the Board and a motion is put to the board for acceptance of the financial report and approval for monthly disbursements

4. External Audit

The accounts of Transparency International (New Zealand) are externally audited on an annual basis. The auditor is currently KPMG.

5. Reports to TI-Secretariat

The audited accounts of Transparency International (New Zealand) will be forwarded to TI-S not later than six months after the end of the financial year, together with a report of its activities of the past year, and a summary financial statement in the form prescribed by TI-S.

TINZ will submit to TI-S before the end of each financial year its budget for the following financial year.

TINZ will be open to, and cooperate with, any inquiry or review of its internal policies, procedures, operations, finances or other aspects, as may be required to be undertaken by TI-S in order to protect the integrity of the movement and its reputation.