
Making “cents” of your dollars

Stuart Durston

NZNO Management Accountant



Finance procedures



Two signatures/approvals required from chair, co-chair, treasurer, and secretary

Sub/regional-committees the same plus national committee chair as final approver

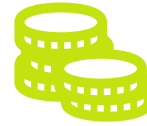
Signing authorisers cannot approve a claim or expense in their name



Payment runs every Friday

Strict 11 am cut off on Wednesdays

Three-digit bank account GL code required on all payments



Bottom-up budgeting approach as of 2025-26 year onwards



Monthly reporting available as of January 2025

Expense claims



ENSURE THAT THE
INFORMATION IS CLEAR
AND UNDERSTANDABLE.



INCLUDE ALL RELEVANT
RECEIPTS IN THE ORDER
THAT THEY APPEAR ON THE
EXPENSE CLAIM FORM.



NO ALCOHOL
REIMBURSEMENTS.

Delegated financial authority policy

Colleges and Sections – Expenses of:	Approved by any two of:					
	Chair	Co-Chair	Treasurer	Secretary		
Chair		✓	✓	✓		
Co-Chair	✓		✓	✓		
Treasurer	✓	✓		✓		
Secretary	✓	✓	✓			
Other	✓	✓	✓	✓		
Regional Hub Expenses for:	Approved by any two of:				And any one of:	
					National Chair	National Co-Chair
Chair		✓	✓	✓	✓	✓
Co-Chair	✓		✓	✓	✓	✓
Treasurer	✓	✓		✓	✓	✓
Secretary	✓	✓	✓		✓	✓
Other	✓	✓	✓	✓	✓	✓

Budgeting

Initial phase of budgeting should begin around 5-6 months before the end of the financial year



Different elements of CS activities impact the expected cost of the year's activities

Committee activities

- Number of CS committee members, number of face to face meetings to be held
- Flights, accommodation, meals

Education activities

- Education grants
- Sponsored registrations

Conference activities

- Venue hire

Specific items in the annual plans

- Framework reviews

SIG/regional activities

- Could be small scale
- Could greatly impact the CS budget

Budgeting

Once these expected costs are recognised,
then planning around covering these costs
can begin

Core funding is intended to cover the cost of a standard committee of 8 to meet for two face to face meetings.

Can you source advertisers in your journal/newsletter?

Can you source sponsorship for education grants?

Advertisers, exhibitors, sponsorships.

Conference organisers have a lot of connections.

Can you source funding to do your framework review?

SIG/regional activities also cost and similar considerations need to be made for them.

Budgeting

Prepare our budget

Committee activities
income and costs.

Education activities
income and costs.

Conference activities
income and cost.

SIG/regional activities
income and cost.



Final questions for yourselves

Have we budgeted a net
surplus for the year?

Is everything
reasonable?

Has there been enough
engagement with our
SIG/regional
committees?

Are we happy and
comfortable with the
numbers we are
presenting?

Reporting



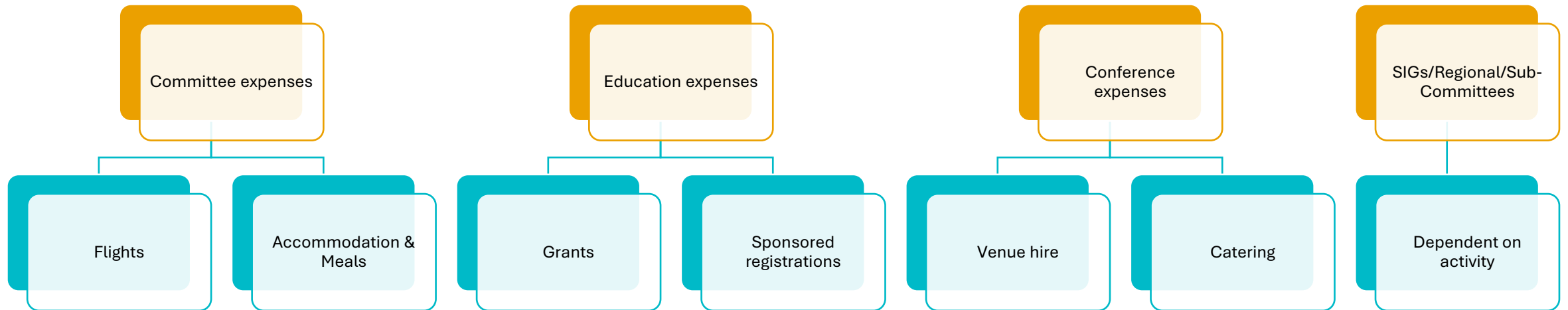
Monthly reporting available as of January 2025.

Reporting shows how the CS is performing on an accruals basis.

Two columns of reporting per reporting line, month and year to date.

Year to date account transactions report available for oversight of expenses.

Reporting - common items



Key Contacts

CSFinance@nzno.org.nz

- For all payments and expense claims to be reimbursed
- Payment and claim queries
- Emailing Stuart regarding claims and expenses is not recommended as it is a personal box, if he is sick or on leave your query could take some time to respond to
- CS Finance inbox is checked regularly

stuart.durston@nzno.org.nz

- For any specific queries relating to the accounts/reports
- Questions that you are okay with a delay on

