



Official information request reference 2020-004



12 February 2021

Dear [REDACTED]

Thank you for your email of 7 December 2020, where you requested:

We request a copy of all general ledger transactions made since 1 January 2020 up until 31 December 2020 (or today's date if the information is able to be provided before year end).

Please exclude all payroll transactions except for the total amounts paid in each pay run.*

Please ensure the data extract includes:

- 1. the supplier / vendor / payee*
- 2. the notation made in your accounting system*
- 3. the transaction amount and date*
- 4. the cost centre and general ledger assigned to the transaction.*

Please also provide to us your chart of accounts and cost centres – and descriptions of each.

**Based on experience running these types of reports, we recommend running the report to exclude all payroll transactions and providing the net payroll information as a separate report (this avoids private payroll information being accidentally disclosed).*

Given the volume of information, we request it be made available in a suitable excel format.

My responses to your requests are given below.

A copy of all general ledger transactions made since 1 January up until 31 December 2020, including:

- a. the notation made in your accounting system*
- b. the transaction amount and date*
- c. the general ledger and reference number assigned to the transaction.*



Please find attached two extracts from our accounting system showing all transactions in the period. We have removed the payroll information as suggested and it is supplied as a separate file.

There are two files that cover the period in your request as this period sits across two financial years (our financial year runs from 1 July to 30 June). The transactions in the file covering the period 1 January to 30 June 2020 have been audited and are final. It is important to note that those in the second file covering the period 1 July to 31 December 2021 have not yet been subject to audit and therefore are not definitive, especially in their coding to cost centres and the general ledger.

The information requested has required a considerable amount of resource to extract and review. In line with the OIA's principle of availability a huge effort has been made to meet your request. All information you have requested has been supplied with the exception of "the supplier/ vendor / payee name". The information relevant to this part of your request is withheld on the basis that releasing this information may:

- go against a need to "Protect the privacy of natural persons" s 9(2)(a); and/or
- "unreasonably to prejudice the commercial position of the person who has supplied or is the subject of the information" s 9(2)(b)(ii); and/or
- prevent "a Minister of the Crown or any public agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)" s 9(2)(j).

Given the volume of information, the number of third parties involved and the resourcing available to the Commission, the Commission cannot reasonably undertake the consultations necessary for a decision on this element of the request. However, efforts have been made to ensure the nature of each transaction is evident.

Net payroll information for the same period

Please find attached a copy of the net payroll transactions for 2020. The Commission only began paying its staff directly from February 2020 – prior to that, staff were paid via the Ministry for the Environment's payroll system.

Chart of accounts and cost centres, with descriptions of each

Please find attached copies of our Chart of Accounts and Cost Centre structure.

Information is in suitable excel format

The extracts have been provided in Microsoft Excel.

I hope this information meets your needs. The Commission is a small organisation with a targeted mandate laid out in legislation. In our commitment to working as transparently as we can and providing access to information and evidence, Commission staff have spent over 60 hours on this request during a time when we are seeking to have a conversation with New Zealand on climate action.

It is a function of the Ombudsmen to review and investigate any decisions made under the Official Information Act 1982(OIA). For information on "Review of Decisions", please refer to Part 5 of the OIA.

Please note that the Commission has a policy of proactive release of OIA responses to help others have access to more information so this letter will shortly be published on the website with your name and contact details redacted to protect your privacy.

Kind regards,



Jo Hendy
Chief Executive
He Pou a Rangi – Climate Change Commission

Attachments:

Transaction listing covering January to June 2020 (excluding payroll);
Transaction listing covering July 2020 to December 2020 (excluding payroll); and
Summarised payroll transaction listing.