



Official information request reference 2020-005



12 February 2021

Dear [REDACTED]

Thank you for your email of 7 December 2020, requesting a range of information about the Commission's financial control systems. Our responses to your questions are given below.

1. *The name and version of the financial software used by your agency*

The Commission uses TechnologyOne Financials, and the version is 2020A.

2. *A description of the accounts payable, and approvals process – including the physical location of relevant staff, and any approval systems or software used*

Please see appendix for Figure 1: Invoice Payment Process Flow Diagram

The Commission staff are generally located in our Wellington office. The Commission utilises the shared services unit of the Treasury for its financial management information system and the processing of financial transactions. Staff involved in this process are located at the Treasury's Wellington office and are physically separated from the Commission.

The approvals process utilises the workflow module and functionality of the financial management system. Both organisations have fully operational remote working arrangements that enable full performance of all financial functions remotely.

3. *The same information applicable to purchase/credit/debit cards owned by your agency*

Please see appendix for Figure 2: Credit Card Payment Process Flow

This process also uses the workflow module and functionality of the financial management system.

4. *The same information applicable to staff reimbursements processing*

Please see appendix for Figure 3: Expense Reimbursement Process Flow Diagram

This process also uses the workflow module and functionality of the financial management system



5. **A description of the agency's budget process and reporting against the same**

The Commission uses TechnologyOne to build out its bottom-up expenses for the budget in the enterprise budgeting module of the financial management system. All relevant managers are consulted around resource requirements.

Decisions around priorities are decided at the Senior Leadership level and approved by the Board to ensure the Commission sets an achievable budget within the parameters set by the Board. The Commission then uses TechnologyOne again to forecast quarterly, ensuring tracking of costs is adequate.

6. **A list of all positions/job titles at the agency who have purchase / credit / debit cards owned by your agency.**

The following current positions hold credit cards owned by the Climate Change Commission:

- Board Chair
- Chief Executive
- Chief Science Advisor
- General Manager Strategy, Planning and Engagement
- General Manager Governance and Corporate Services
- Comms and Engagement Manager

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

Appendix 1

Figure 1: Invoice Payment Process Flow Diagram

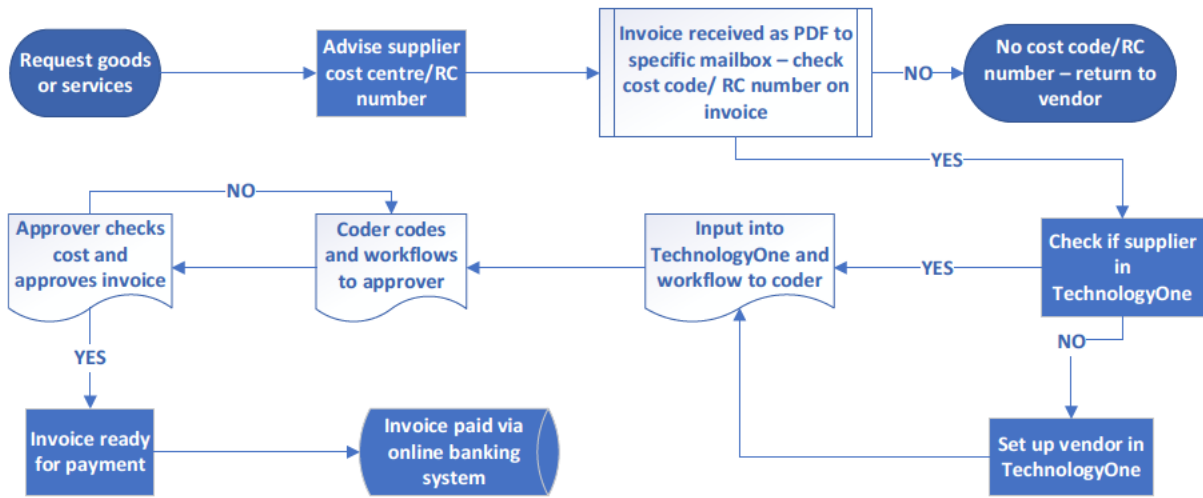


Figure 2: Credit Card Payment Process Flow Diagram

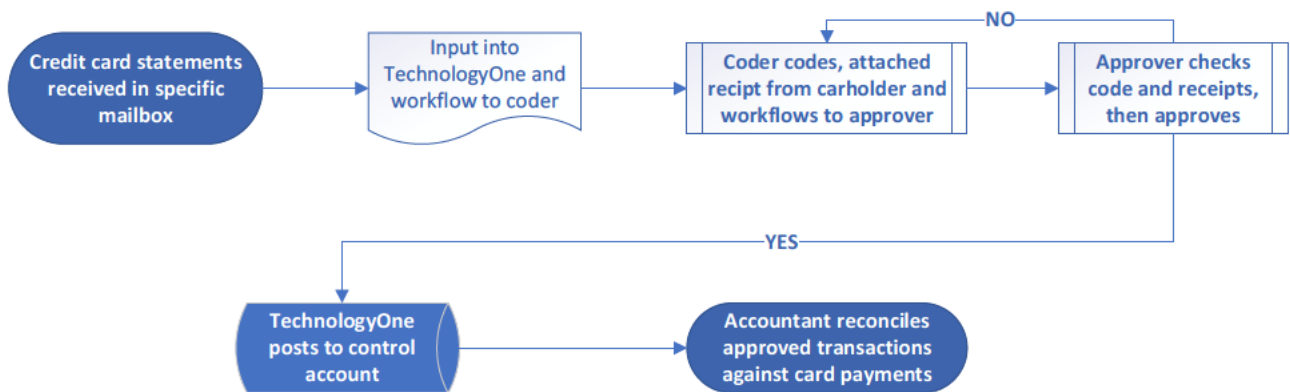


Figure 3: Expense Reimbursement Process Flow Diagram

