



update

for finance contacts

ISSUE 6 – MARCH 2011

Me mahi taahi tārew working together for children and young people with high and complex needs

Hi Everyone

In this update we're letting you know of some changes in process that will affect you:

- Stopping the quarterly financial reviews
- Introducing monthly monitoring of services delivered
- New resources to help you
- Monthly funding summaries
- A change in how costs are reimbursed for services coordinators (CYF only).

We no longer require quarterly financial reviews

Many of you told us that you found the quarterly financial review difficult to do. So we have decided to stop the need for you to do them.

Increased demand for funding

There are more and more children and young people accessing HCN funding (a 22% increase in clients this year alone). Given this, we need to know more accurately what our commitments are each month – so money that is not going to be used can be allocated to others.

New process - monthly confirmation that services have been delivered

As demand on the fund increases, we are carefully examining how we monitor expenditure. Starting this month we have asked that Lead Agency Managers confirm that all interventions occurred as planned for each client who receives HCN funding. If interventions didn't occur as planned, then we need a [Funding Change Request form](#) completed each month, returning or re-phasing funding that is no longer required for each client **before the 10th of each month** to hcn@cyf.govt.nz. If there is no funding to return, we still need confirmation of this to hcn@cyf.govt.nz confirming this.

While the manager is responsible to ensure this occurs, you may be asked to help the services coordinator to get this done.

Updated resources to help you

To help you monitor the approved funding and expenditure we have created a spreadsheet with formulas in it, called the [Lead Agency Funding Record](#). It is on our website and we will send it out with all new plan approvals.

Updated handbooks for Finance Contacts, including the new process, are in the Finance Contact section of our website: www.hcn.govt.nz.

Funding Summaries will be sent monthly

Many of you like to receive these regularly. We will send these out between the 15th and 20th of each month and it will be up-to-date with any changes and returns from the previous month.

We will send the Funding Summary to the lead agency manager, services coordinator and the finance contact. You can use this to update your own records.

CYF lead only - services coordinator payments from March 2011

Just a quick reminder that we no longer credit the site for these automatically and reimbursement should be claimed via journal for all payments for March onwards.

These changes should make it easier for you to monitor expenditure going forward. Please contact me if you have any queries on 04 918 9271 or email Emma.Petry003@cyf.govt.nz

Emma Petry - HCN Administration Support