



# update

## for finance contacts

ISSUE 7 – December 2011

**He mahi tāhi tātau** working together for children and young people with high and complex needs

### Hi Everyone

It has been a very busy year for the HCN Unit and no doubt for you, also. The countdown is on to the summer holidays!

This update includes the following:

- provider invoice exemplar
- change of Private Bag number for MSD Accounting Centre
- updated Finance Contact handbooks
- CYRAS client reports
- HCN Unit staff changes
- survey feedback
- Xmas financial deadlines.

### Provider invoice exemplar

Earlier in the month we sent out an invoice exemplar for suppliers to use when they are invoicing you as the Lead Agency. We wanted to give practitioners an idea of what information you might find helpful when matching with budget approvals. It is optional for them to use the template. You can access it on our [Finance Forms and Templates](#) website page.

### Change of MSD Accounting Centre Private Bag number

The MSD National Accounting Centre has closed the Private Bag number that we have used previously. For HCN Unit cases, this will mainly only affect Ministry of Education and health or disability lead agencies who send their invoices to the accounting centre for processing. The new address is:

**MSD Accounts Payable**  
**Private Bag 3050**  
**Rotorua 3046**

### Updated resources to help you

The long-awaited updated handbooks for Finance Contacts are now on [Financial Administration Processes](#) website page. They contain a lot of useful information, so please take a look and/or print them out for your reference.

### CYF CYRAS Client Reports

For HCN Unit clients that have Child, Youth and Family as the lead agency, the funding summaries and financial information we give you is now slightly different and not as streamlined. We are currently still working with IT on improving these and we expect this will not be addressed until next year.

### CYF Journal codes

We now use only three nominal codes against the HCN cost centre. These are:

- 15733 – for bednights
- 15701 – for Services Coordinator costs
- 15702 – all other client costs.

You can now start using these on your journals.

### HCN staff changes

We currently have an Acting Manager, Fiona Coy, who is with us up until the new year. From 9 January until 30 June Carmel McKee will be joining us; she will be on secondment from her role as Executive Manager – Central Region, Child, Youth and Family.

We also still have two vacancies at the HCN Unit: one for an [HCN Advisor for Region 4](#), and one for the Leader Professional Practice and Development. These positions are not being advertised until next year.

### HCN Unit Pathways Survey update

Thank you to everyone who participated in the HCN Unit Pathways Survey. The HCN Unit team met on 3 November to discuss the results and to look into potential changes to improve streamlining the process.

Overall, the feedback to us is that people:

- value the HCN Unit
- find the HCN Advisors' advice invaluable
- agencies appreciate having a Services Coordinator to assist with the process
- would like to receive more training / information / forums / advice from the HCN Unit
- feel the process takes too long
- would like to see the amount of paperwork reduced
- would like to see less repetition in the interagency plan and application templates.

### Xmas financial deadlines

- MOE and MOH/Disability Lead Agency – Please have all invoices to the MSD Accounting Centre by 16 December.
- Child, Youth and Family Lead Agency – Please have all journals to me by 16 December. I will be available to approve CYRAS orders up until 21 December and not available again until 9 January.

Feel free to contact me if you have any queries on 04 918 9271 or email [Emma.Petry003@cyf.govt.nz](mailto:Emma.Petry003@cyf.govt.nz)

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