

Regional Finances Fact Sheet

1. Leadership Councillors expenses (home office and travel)
2. Where there is no leadership councillor
3. Regional Expenses
4. Regional Reserve

Leadership Councillors expenses

In December 2016 the RWNZ Board decided that facilities and travel allowances, which had been paid in the past to Regional Councillors, would be replaced by reimbursement of actual and reasonable expenses for home office expenses and travel, effective from December 2016.

1. The facilities allowance paid in the past to regional councillors has been replaced by reimbursement of actual and reasonable home office expenses, payable on the production of GST invoices, receipts or other evidence of expenditure.
2. The travel allowance paid in the past to regional councillors has been replaced by reimbursement of actual and reasonable mileage. Details of trips taken (when, where, why and how far) is to be provided to support a claim. Travel allowance per region is capped at \$1140 p.a..

Where there is no leadership councillor

In a region where there is no leadership councillor the above reimbursements may be paid to the Chair of the Area Committee. If there are two Area Committees the total reimbursement available is divided equally between the two.

Timing of payment of expense reimbursements

All expense reimbursements (Board, Leadership Councillor, Area Committee Chair where applicable) will be paid the 20th of the month following the month the claim is submitted.

Regional Expenses

Total of \$8000 per annum per region. Responsibility for managing the Budget rests with the Area committee or committees, with input from the Regional Councillor.

In the past the regional expenses were divided into three accounts: administration and support; activities, education and training; and charitable (charitable was known and is still often referred to as the Pat Evans Charitable Fund, or simply "Pat Evans"). It is felt that the discretion as to how regional funds are spent between those three categories should lie with the regions and not be determined centrally. However, for the benefit of reporting to

the Regions the expenditure is coded in the accounting systems by the three categories and the regions will be able to receive a report for each category of the expenditure.

All Charitable (Pat Evans) expenditure will align to the Statement of Service Performance measure (SSP) Charitable Giving-Back. Much if not all of Activities & Training expenditure and possibly some of Administration and Support will also align with one or more of the SSP measures. Please indicate which when putting in claims.

Payment of regional expenses

As well as including information of SSP measure being met, requests for payment must include evidence of the expense incurred or charitable activity being funded.

With the exception of charitable and emergency relief payments the general rule will be that regional payments will be paid the 20th of the month following the month the claim is submitted. If an exception is requested for example because the expense to be reimbursed is unusually large, then contact the National Finance Chair on rachael.dean@ruralwomen.org.nz

Regional Reserve

A report on the transactions in - and balance of - your Regional Reserve can also be produced from XERO. If it is to come from, or is a donation to, the Regional Reserve then please indicate that also. That way at year end all regions can receive a report of their transactions during the year and the balance in the Regional Reserve.

All expenditure is to be for activities that support and can be aligned to one or more of RWNZ's three performance measures in RWNZ's statement of service provision (repeated below for convenience).

Statement of Service Performance

- 1. Charitable Giving-Back:*** funds are allocated to ensure quality outcomes for all involved.
- 2. Collaboration & Community Relationships:*** work more effectively with other Community based organisations to achieve resilience in rural communities and to increase RWNZ' profile within these communities; and
- 3. Authoritative Rural Voice:*** to lead in promoting & informing on rural health, education, land & social issues and become the trusted authoritative voice to listen & act in issues impacting on rural communities.