

**Lunchtime**  
**WEBINAR SERIES**

## GOOD PRACTICE IN GRANT MANAGEMENT AND REPORTING

**The webinar will begin shortly.**

- Make sure your computer's sound (volume) is un-muted (  icon)
- We recommend using headphones for better sound quality

**CHARITIES SERVICES**  
Ngā Rāroanga Kaupapa Aotahiwi

 **Te Tari Taiwhenua**  
Internal Affairs

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**CHARITIES SERVICES**  
Ngā Rāroanga Kaupapa Aotahiwi

## INTRODUCTION

**WELCOME**



Jamie Cattell will present the webinar on managing and reporting on grants today.

Jamie is a Chartered Accountant with previous experience in financial audit as well as controls and other assurances services at PwC. As the Capability Accountant at Charities Services, Jamie provides guidance to the not-for-profit sector with respect financial reporting standards and their requirements.

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## LOGISTICS

**Can you hear us?**

- Make sure your computer's sound is un-muted. **Ignore** the  icon.
- Echoing or distortion? Try using headphones
- Sound cutting out intermittently? Check your internet connection and wait and see if it comes back
- Webinar is being recorded – you will receive a link to the recording **tomorrow**
- Listen-only webinar. Click  icon to type questions. If your question doesn't get answered during the webinar, email us at [info@charities.govt.nz](mailto:info@charities.govt.nz)
- Download the handout (click on  icon on right panel of screen)

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## OVERVIEW

- General grant management
  - Grant cycle
  - Who is responsible?
- Managing particular grants
  - Some suggestions for internal controls
    - Invoice approval
    - Dual authorisation of payments
    - Grant tracking system
- Reporting on grants

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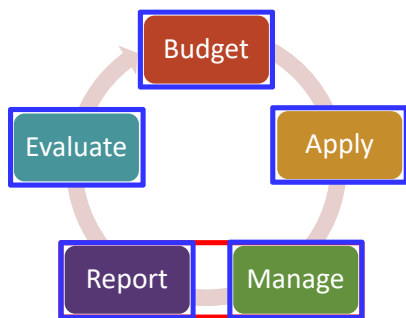
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## GENERAL GRANT MANAGEMENT



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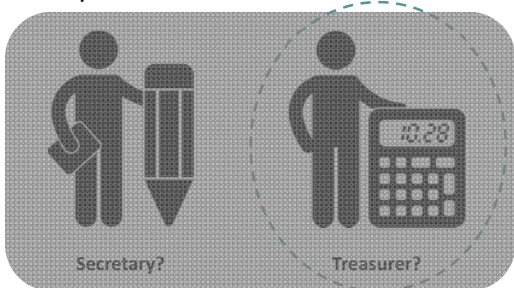
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## GENERAL GRANT MANAGEMENT

Who is responsible?



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### GENERAL GRANT MANAGEMENT



Grants Officer

Everyone

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### GENERAL GRANT MANAGEMENT

- Grant applications
  - Research suitable grants
  - Prepare applications
- Keep minutes of all meetings
  - Matters discussed and decisions
  - Financial information used
  - Protects both the officers and the charity
- Have a grant toolkit



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### GENERAL GRANT MANAGEMENT

- Spending of grants to date
  - Compliance with terms and conditions
  - Restricted vs Unrestricted funds
- General financial matters
  - Budget vs Real
  - Annual Reporting



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## MANAGING SPECIFIC GRANTS

### Funder requirements

- Conditions
  - Time requirements
  - Types of spending
  - Return unspent grants
- Other requirements
  - Minimum number of committee members
  - Specific processes in place
- Variations may be an option



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## INTERNAL CONTROLS FOR FINANCES

- Approval of invoices
  - Independent or one-up approval
- Dual authorisation of payments
  - Two to approve bank payments
- System to track grant spending



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## INVOICE APPROVAL

- Prior to payment
- Independent or one-up
- Signature and date
  - Emails work too
- Verifies costs
- Track discrepancies



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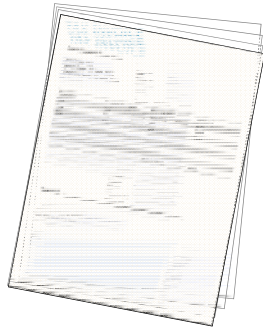
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## INVOICE APPROVAL

- Use batches for multiple invoices
- No need for separate signatures
- Present at board meetings
- Easy to match to online batch payments




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## INVOICE APPROVAL

- Financial Delegations
  - Who can approve invoices
  - How much
- Can specify by name or position
- Approve at meeting
- Review Annually

**Financial Delegations**  
 Date of Policy: 21 June 2018  
 Expiry/Review Date: 21 June 2019  
 Date Approved: 30 June 2018

Authority Level	Authority Position
A.	Board Chair
B.	Treasurer
C.	Finance
D.	Manager

Authority Level	Authority Position	Authority Approval
Single Invoice of £1,000 or more	A or B	
Single Invoice of £500 to £999	B or Higher	
Single Invoice of £250 to £499	C or Higher	
Single Invoice of up to £250	D or Higher	

Authority Level	Authority Position	Authority Approval
Total Value £2,000 or more	A or B (Individual Approval from Chair Higher)	
Total Value £1,000 to £1,999	B or Higher	
Total Value £500 to £999	C or Higher	
Total Value up to £499	D or Higher	

Chair Approval: Jane Doe 30/06/18 ←

Treasurer Approval: John Smith 30/06/18 ←

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## DUAL AUTHORISATION

- Traditionally two to sign cheques
- Ensure all payments are
  - accurate
  - valid
- Set up with your bank
- Online banking now offers this




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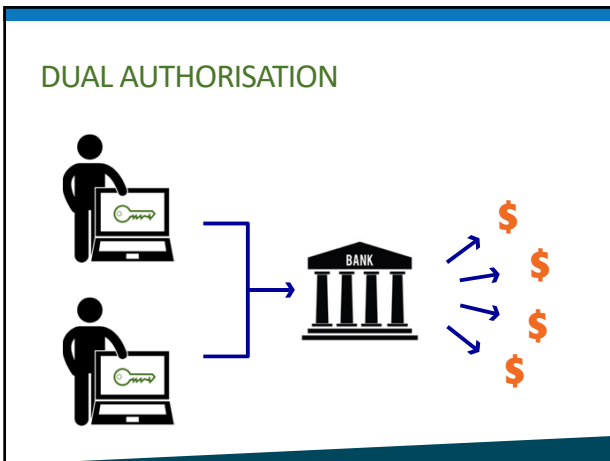
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### GRANT TRACKING

- Similar tracking to:
  - Statement of Receipts and Payments (Tier 4)
  - Statement of Cash Flows (Tier 3)
- Multiple options
  - Most accounting packages allow you to track
  - Can also use Excel

An icon of a person standing next to a computer monitor, representing the user of the tracking system.

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### GRANT TRACKING

**Expenses / Payments**

Date	Reference	Amount	Tracking
xx/xx/xx	xxxx	50	Grant 1
xx/xx/xx	xxxx	100	Grant 1
xx/xx/xx	xxxx	60	Grant 3
xx/xx/xx	xxxx	35	
xx/xx/xx	xxxx	80	Grant 1
xx/xx/xx	xxxx	72	
xx/xx/xx	xxxx	47	Grant 2

**GRANT 1**

An icon of a sieve, representing the filtering process of the grant tracking system. An orange arrow points from the first table to the sieve, and another orange arrow points from the sieve to the second table.

**Expenses / Payments**

Date	Reference	Amount	Tracking
xx/xx/xx	xxxx	50	Grant 1
xx/xx/xx	xxxx	100	Grant 1
xx/xx/xx	xxxx	80	Grant 1

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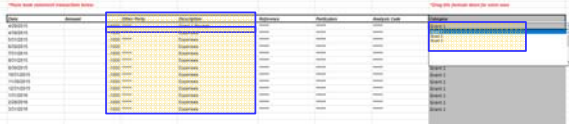

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### GRANT TRACKING



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### REPORTING ON GRANTS

- Funder reporting
  - Performance Report
  - Detailed accountability report
  - Both or neither?
  - When?
- Audit or review?



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### REPORTING ON GRANTS

- Grants in your Performance Report
  - Tier 3 may be different
- Can be different for each grant
  - Use or Return conditions
- Use the notes to provide more information



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## REPORTING ON GRANTS

### Performance Report – Extra notes

Additional Information	
Restricted Cash	
Bank accounts and Cash	2,000
Unspent Community Funders Inc Grant	3,000
Unrestricted Cash	-

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## REPORTING ON GRANTS

### Performance Report – Statement of Service Performance

Description and Quantification (to the extent practicable) of the Entity's Outputs**	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Number of meals provided across our region of service. All meals were prepared from ingredients purchased using grant funding provided by Community Funders Inc.		1,200	

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## RECAP

- Everyone is responsible for grants
  - Assign a grants officer to help
- Have good processes in manage payments
  - Invoice approval
  - Dual authorisation
  - Track all payments
- Report correctly
- Talk to your funders




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### WHERE TO FIND HELP

- Visit our website – [www.charities.govt.nz](http://www.charities.govt.nz)
- Look for the videos, guidebooks, information sheets, templates, guidance notes and tutorials
- Sign up for our blogs and newsletters
- Give us feedback for future webinars

#### Contact Us

- Email us on:
  - [nrs.charities@dia.govt.nz](mailto:nrs.charities@dia.govt.nz)
  - [info@charities.govt.nz](mailto:info@charities.govt.nz)
- Phone 0508 CHARITIES (0508 242 748)



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### QUESTIONS

- Do funders really look at my Performance Report?
- Multiple year grants?
- Applying for grants if in a group?

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### THANK YOU



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