



Renee Gillies <renee@terangihakahaka.school.nz>

FW: INVITATION - 27 January 2018

1 message

Roana BENNETT <roana@taumata.org.nz>

Fri, May 4, 2018 at 10:17 AM

To: Renee Gillies <renee@terangihakahaka.school.nz>

From: Roana BENNETT**Sent:** Sunday, 21 January 2018 10:32 a.m.

To: principal@horohoro.school.nz; asharples@mas.school.nz; brentg@whp.school.nz; debbie@galatea.school.nz; debra@aorangi.school.nz; depp@mokoia.school.nz; gary@mamaku.school.nz; h.warnes@chapman.school.nz; J Gemmel <admin@whhs.school.nz>; jnaera@rp.school.nz; katiemc@mihi.school.nz; lorraine.taylor@lynmore.school.nz; lwoon@otonga.school.nz; lynne.balvert@standforchildren.org.nz; matarua@xtra.co.nz; nmacfarlane@glenholme.school.nz; para@rotoiti.school.nz; patriciam@lakerere.school.nz; pem.tawhiuau@gmail.com; principal@broadlands.school.nz; principal@horohoro.school.nz; principal@huiarau.school.nz; principal@jpc.school.nz; principal@kaharoa.school.nz; principal@kaitao.school.nz; principal@lakerotoma.school.nz; principal@malfroy.school.nz; principal@ngakuru.school.nz; principal@ngongotaha.school.nz; principal@rep.school.nz; principal@reporoa.school.nz; principal@rghs.school.nz; principal@rotokawa.school.nz; principal@rotorua-intermediate.org.nz; principal@rotorualakes.school.nz; principal@ruamata.school.nz; principal@sda.rotorua.school.nz; principal@selwynschool.school.nz; principal@stmarys.rotorua.school.nz; principal@stmichaelsrotorua.school.nz; principal@sunset.school.nz; principal@tewhaiti.school.nz; principal@upperatiamuri.school.nz; principal@waikitevalley.school.nz; principal@westbrook.school.nz; principal@whakarewarewa.school.nz; principal@whangamarino.school.nz; rotoruabhs@xtra.co.nz; sherie@keastreet.ac.nz; sinclaira@kawaha-point.school.nz; stilesb@owhata.school.nz; uen_fai@koutu.school.nz

Subject: INVITATION - 27 January 2018

Tēnā koutou

We wish to extend an invitation for you to join Ngāti Whakaue at the official opening of Te Rangihakahaka Centre for Science & Technology.

Saturday 27 January at the Turipuku Campus – corner of Lake Road and Dinsdale Street, Rotorua.

KARAKIA

4.15am Gather on site at Turipuku

4.30am Pre-dawn karakia

5.30am Planting and blessing of native trees

6.00am Breakfast

6.30am People are free to go home and rest

CELEBRATIONS

10.00am Welcome, speeches

10.30am Entertainment and activities

11.30am Hangi lunch

12.00pm Entertainment continues

1.30pm ALIEN WEAPONRY* takes the stage

2.30pm Karakia whakamutunga

Please feel free to attend all or part of the day's proceedings. You are welcome to bring members of your family and / or to pass this invitation on to your staff.

Ngā mihi maioha!

Nā,

- Trustees, Te Taumata o Ngati Whakaue Iho-Ake Trust
- Directors, Te Rangihakahaka Company Limited

*NOTE: Alien Weaponry are a young "thrash metal" band from Waipu who sing in Te Reo Maori and use references to our history and haka in their lyrics.

Roana Bennett
Pou Ahorangi / General Manager
DDI: 027 353 5360

NGĀTI WHAKAUE
ACHIEVING ASPIRATIONS
THROUGH EDUCATION



**TE TAUMATA O
NGĀTI WHAKAUE IHO AKE**
2C Ranolf Street | Rotorua
PO Box 12-017 | Tel: 07 346 0095
www.taumataofe.it

From: Pem Bird [mailto: [REDACTED]] **S9(2)(a) OIA**
Sent: Saturday, 23 December 2017 5:21 a.m.
To: Roana BENNETT <roana@taumata.org.nz>
Subject: Re: Final Update for 2017

Youre awesome Roana!

Sent from my iPhone

From: Josephine Gage [mailto:Principal@tewhaiti.school.nz]
Sent: Saturday, 23 December 2017 10:50 a.m.
To: Roana BENNETT <roana@taumata.org.nz>
Subject: RE: Final Update for 2017

Nga mihi nui ki a koe Roana. Te Kura Toitu o Te Whaiti-nui-a-Toi wish you success in providing exciting opportunities for your learners. They are fortunate to have you and your team to lead them on this journey.

Best wishes for the upcoming break - considering the challenges ahead - you will need it.

Naku noa na

Josephine Gage

Tumuaki

Te Kura Toitu o Te Whaiti-nui-a-Toi

06/05/2018

Te Rangihakahaka Mail - FW: Final Update for 2017

To: Roana BENNETT <roana@taumata.org.nz>
Subject: Re: Final Update for 2017

Kia ora Roana

Happy New Year.

Great news about the science and the books. Good luck for the Charter school.

Greetings

Linda Woon

Principal

Otonga Road School

Rotorua

From: Garry de Thierry [mailto:principal@rotorua-intermediate.org.nz]
Sent: Monday, 8 January 2018 10:25 a.m.
To: Roana BENNETT <roana@taumata.org.nz>
Subject: Re: Final Update for 2017

Kia Ora Roane

Thanks for the up date. I wish you and your team all the very best for the new and exciting learning pathway you will be providing.

Proactively released

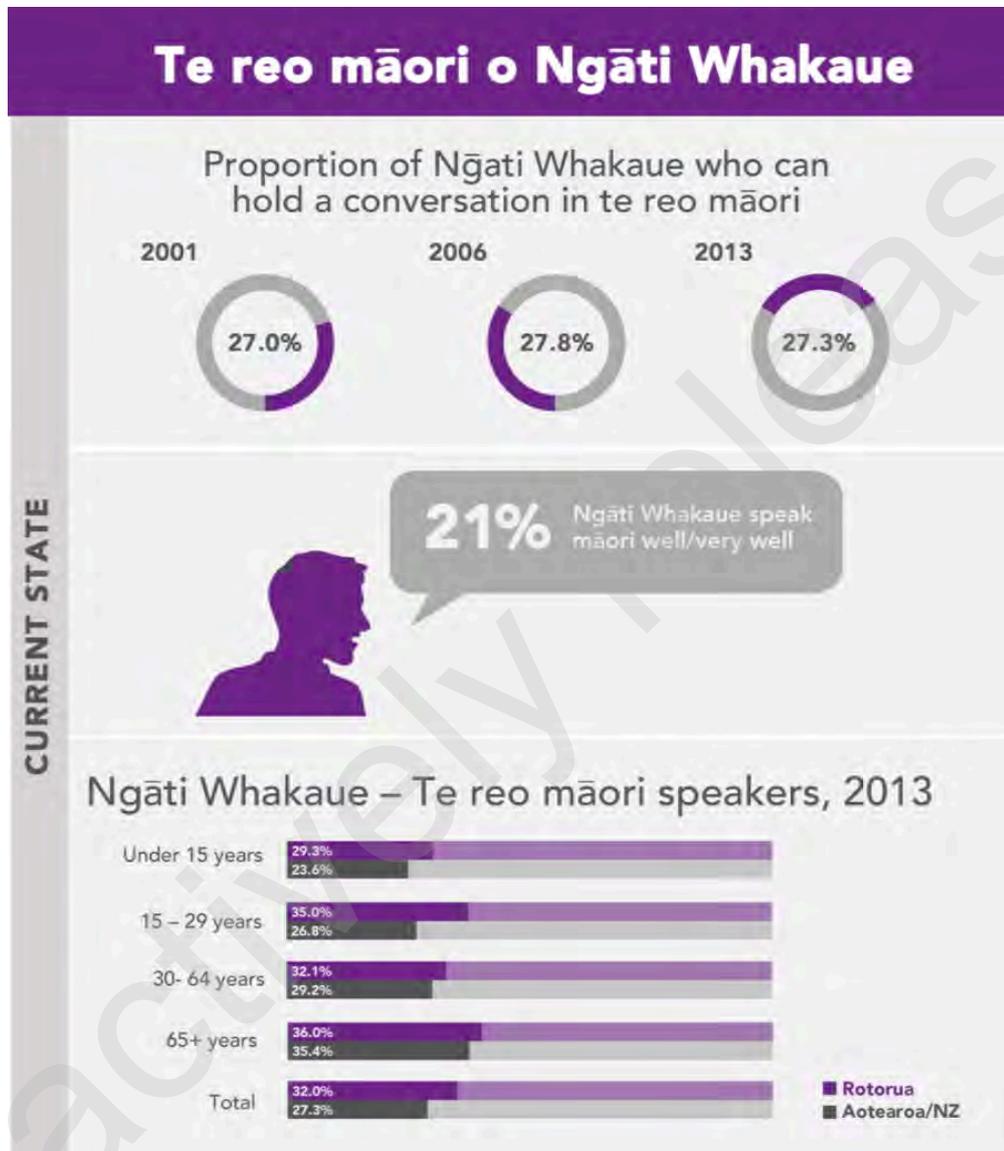
TE RANGIHAKAHAKA MĀORI LANGUAGE STRATEGY

1.	Introduction: <i>Tis Ngongotahā, the precipice of the water basin known as Rotorua At which Hinemoa swam to meet her fierce combatant Tūtānekai He, who silenced the multitudes on the battle grounds of primordial times United in lawful wedlock on the sacred mat and begat progenies of Whakaue The sheltering abode of Te Rangihakahaka The domain of Tūporo hailing one and all</i> Nā Anaha Hiini
2.	Mission Statement: <i>“Whāia te mātauranga hei whitiki mō tō iwi, kia toa ai, kia tū rangatira ai”.</i> <i>Seek ye from the fountain of knowledge so the people may be uplifted, thrive and prosper</i>
3.	Vision: <i>For Te Rangihakahaka to think collaboratively to ensure that the language and customs thrive like that of yesteryear for the language to survive and prosper in years to come.</i>
4.	Rational: <i>The poor state of the language within Ngāti Whakaue on their various marae, in their schools and their homes has been widely noticed by the elders of the tribe, comparable to the state of the language 60 years ago.</i> <i>If the language is not revived, it will surely die. Te Rangihakahaka’s duty is to, first and foremost, instil the desire in to all of those who have an affiliation to the school, secondly, to teach the language, and, of course, speak the language in order for it t survive.</i> <i>History and genealogy is a must, in order for one to know who they are. Pepeha must be learnt in order for one to know where they are from. The revival of song, proverbs, and aspects of the language that pertain to the tribe are vital so that they do not become</i>

extinct.

5. Statistics:

Below are statistics pertaining to speakers of the Māori language within Ngāti Whakaue:



Below are statistics pertaining to speakers of the Māori language within Ngāti Whakaue in years gone by:

Census	2001	2006	2013
Ngāti Whakaue	5,061	7,311	8,337

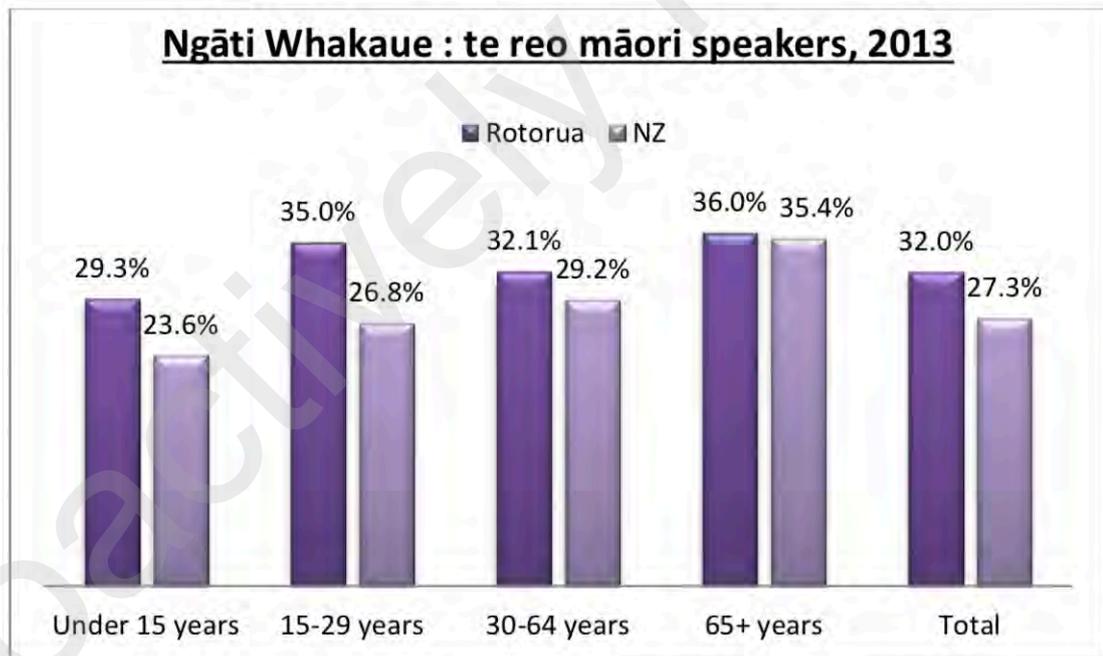
Source: Census 2001, 2006, 2013 – Statistics New Zealand

Below are statistics pertaining to speakers of the Māori language within Ngāti Whakaue, however, categorised in age groups:



Source: Census 2013 – Statistics New Zealand

Below are statistics pertaining to speakers of the Māori language within Ngāti Whakaue compared to speakers of the language nation-wide:



Source: Census 2013, Iwi Tables – Statistics New Zealand

Below are statistics pertaining to speakers of the Māori language within Ngāti Whakaue:



**21% speak te reo
māori well/very well**

**31% feel Culture is
very important**



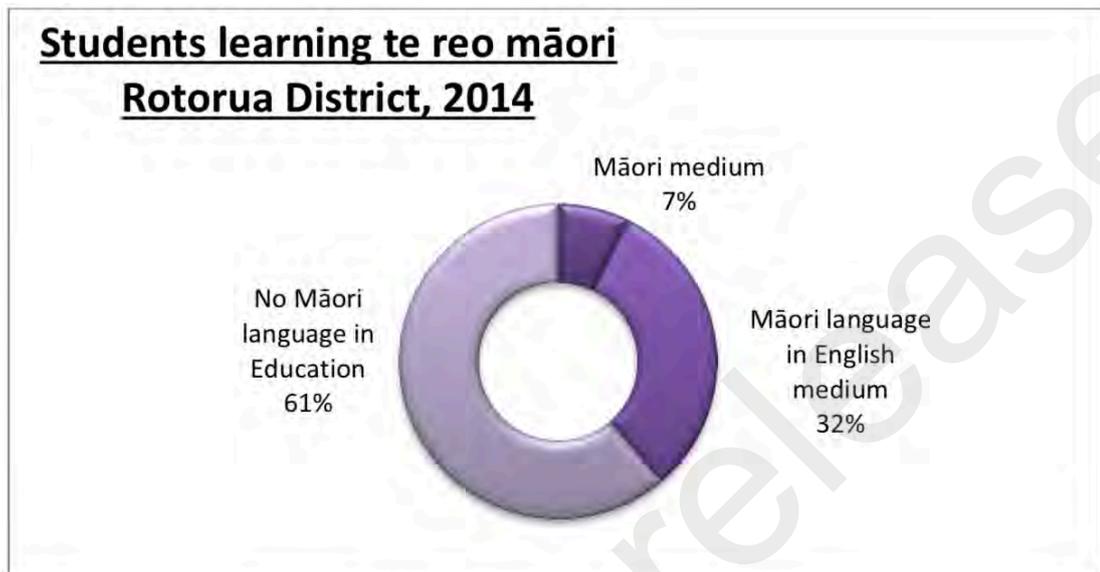
**35% have very strong
Tūrangawaewae
links**

**80% have been to
their Marae**

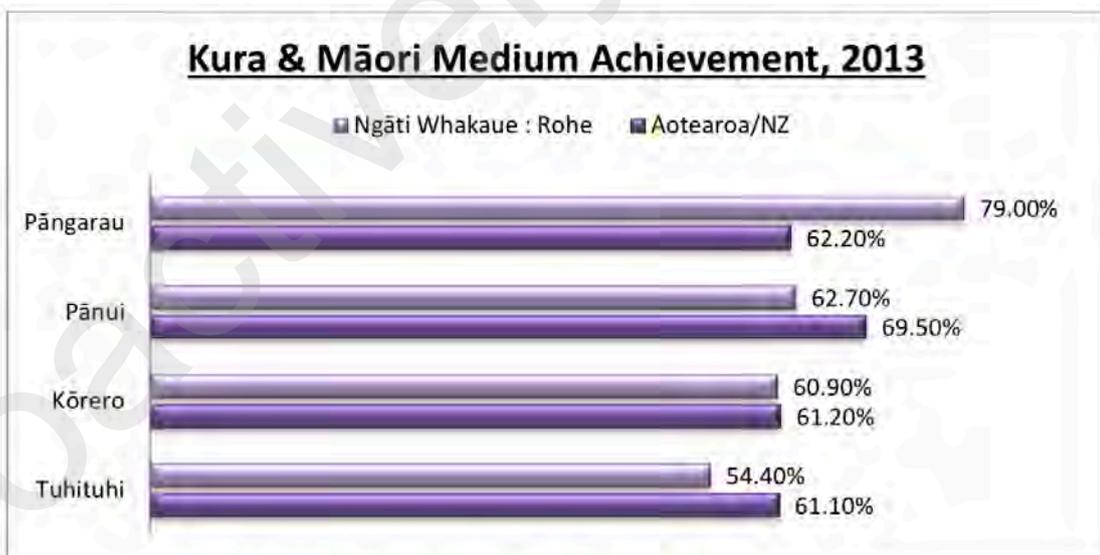


Source: Te Kupenga 2013 – Statistics New Zealand

Below are statistics pertaining to learners of the Māori language within Ngāti Whakaue, as well as other curriculum areas that they are succeeding in:



Source: Student tables 2014 – Ministry of Education



Source: Iwi Education profile: Rohe – Ministry of Education

6. Objectives:

1. For the students to become proficient in the Māori language.
2. For the speaking population within the school to increase.

	<ol style="list-style-type: none"> 3. <i>For the student to know a variety of songs from Ngāti Whakaue and Te Arawa wide, both contemporary and ancient.</i> 4. <i>For the students to know their genealogy.</i> 5. <i>For the students to know and understand various proverbs.</i> 6. <i>For the language to return to its original state.</i> 7. <i>For the student to think from a Māori perspective while speaking the language.</i>
<p>7.</p>	<p>Pursue the distant pathways of your dreams so they may become your reality.</p> <p>The short-term goal:</p> <p><i>Within one year:</i></p> <ol style="list-style-type: none"> 1. <i>The students have taken a liking to the Māori world view.</i> 2. <i>The students have learnt their genealogy from Pūhaorangi, through to Whakaue and down to themselves.</i> 3. <i>The students have learnt an ancient prayer.</i> 4. <i>The students have learnt an ancient, traditional chant.</i> 5. <i>In 3 - 5 years (2018 - 2021), these goals have been set, and, the student are speaking the Māori language no matter what the level of each student may be.</i> <p>The long-term goal:</p> <ol style="list-style-type: none"> 1. <i>In 10 years (2028), students and teachers are speaking the Māori language.</i> 2. <i>The Māori language has the same integrity as the English language.</i> 3. <i>Both student and teacher are proficient in the language.</i> 4. <i>The student is able to speak from a Māori perspective, from a Māori way of thinking.</i> 5. <i>The Māori language within Te Rangihakahaka is thriving.</i>
<p>8.</p>	<p>Subjects to be taught:</p> <p><i>Te reo Māori: Four aspects of the language will be taught, namely, grammar, pronunciation, flow and thinking from a Māori perspective.</i></p>

	<p>Genealogy: <i>If one does not know where they are from, where they have come from, how will they ever know where they are headed?</i></p> <p>History: <i>One must first and foremost know their own history, pepeha and tribal proverbial sayings, and then be introduced to outside history involving other tribes to become au fait with relevant connections in order for one to correctly address others.</i></p> <p>Prayer: <i>Pre-European arrival, like many, Ngāti Whakaue was well known for its tradition of carrying out the sacred day to day rituals by way of ancient Māori karakia, a skill seen within the high priests of Ngāti Whakaue, namely, Pango Ngāwene. Traditional Māori prayer will be taught to the students of Te Rangihakahaka to teach them the pre-colonised Māori belief in order for it not to become extinct.</i></p> <p>Song: <i>An array of traditional and contemporary songs will be taught.</i></p>
<p>9.</p>	<p>Cohorts:</p> <ol style="list-style-type: none"> 1. <i>There is one cohort for the following topics: Genealogy, history and song.</i> 2. <i>There are six different levels for the language:</i> <ul style="list-style-type: none"> - <i>Those with little to no knowledge of the Māori language (Groups 1 & 2)</i> - <i>Those with some knowledge of the Māori language (Groups 3 & 4)</i> - <i>Those who know how to speak the Māori language (Groups 5 & 6)</i> <p><i>Groups are not sorted by age, however, ability to speak the language which eliminates intimidation from higher level speakers creating a sense of comfortableness despite the difference in age within each cohort. Therefore, the groups are a mixture of younger and older students and the lessons are taught at a suitable level for each particular cohort.</i></p>

<p>10.</p>	<p>Succession Plan:</p> <p>Knowledge is endless. Te Rangihakahaka’s desire is to achieve the aforementioned outcomes.</p> <p style="text-align: center;">‘The older and younger siblings keep each other on the straight and narrow’</p> <p>It is important for the older and younger students of Te Rangihakahaka to look after and guide each other. This has been accomplished within the mixture of different age groups enabling the older student to look after and guide the younger and vice versa, to ensure the success on all levels.</p> <p style="text-align: center;">‘When one falls, another takes their place’</p> <p>In due course, the elders of Ngāti Whakaue will no longer be with us, therefore, the question is asked, “who will be here to guide the people?” The answer to this is simple, the next generation will fill the shoes of those who have left us to guide, direct and teach the traditions left by their fore-fathers.</p>
<p>11.</p>	<p>The state of the paepae:</p> <p><i>Ngāti Whakaue’s paepae is not as strong as it has been in the century gone by in the time of the likes of Kepa Ehau, Hamu Mitchell, Tenga Rangitauira and others. They were definitely the true embodiment of the proverb “Te Arawa Māngai Nui”, or the Oratorical Virtuosos of the Te Arawa confederation of tribes.</i></p> <p><i>These long-standing spokesmen were not only the mouth piece of Ngāti Whakaue, but also, of Te Arawa. They were scholars, linguists, orators, knowledgeable men in all aspects of Māoridom pertaining to the ancient world who personified the proverbial saying, “E raka te katau, e raka hoki te mauī”, which speaks about being ambidextrous, however, pertaining it to the two languages, Māori and English, both at a very high standard. These</i></p>

men were able to articulate their thought in both languages, causing goose bumps on the skin of the audience to rise whenever a speech was delivered.

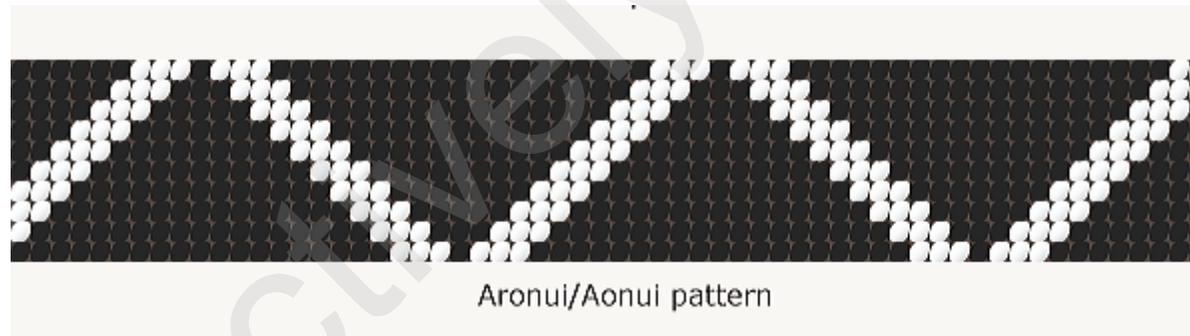
Another proverbial saying that pertains to our great speakers is, **'Te Arawa Māngai nui, ūpoko takitahi, e kore e nuku'**. In days gone by, we had great orators and callers on our paepae, however, in this day and age, the paepae is still alive, but, not as healthy and great as the paepae sixty years prior.

These elders wove the cloak of the vernacular. Their current descendants job has been to sew the finer embroidery, meaning, that they set the platform, and it has been left to us to embellish. The task has been set for us to achieve, which started with baby food, it was mashed, it became solid which then satisfied the people.

**'Te Rangihakahaka, who desist to allow the sun to set upon
the crepuscular light of the Māori vernacular'**

Te Whareaonui

The name, Te Whareaonui, draws inspiration from the traditional tāniko pattern *Aronui* or *Aonui* which depicts the pursuit of knowledge about the natural world. Throughout each Matakōkiri wānanga we are always in the pursuit of new knowledge and experiences that enlighten and inform us about the world we live in, and motivates us to be active kaitiaki of our environment.



TŪĀPAPA

Laying down the foundation, aligning it with the correct direction, your focussing question.



NGA POUTĀUHU

Your foresight and prediction. Start at the back and work forwards.

Hypothesis.



TĀHUHU

Takes you along the pathway to follow. The method you will use.



NGĀ POUPOU

Developing the 'structure' so by the last pou you have a solid, robust structure. Investigation



NGĀ HEKE

**Indicators, markers of what you saw, heard,
what you observed along the path. Results**



KŌWHAIWHAI

Elaboration, Discussion, Reflection. Talking about your results



TURAPA

Summary, wrapping it all up. Conclusion



MĀRAMATANGA

Gaining wisdom, Enlightenment- Te Whareaonui



Table 14. *The Eight Beating Hearts: Ngā Pūmanawa*

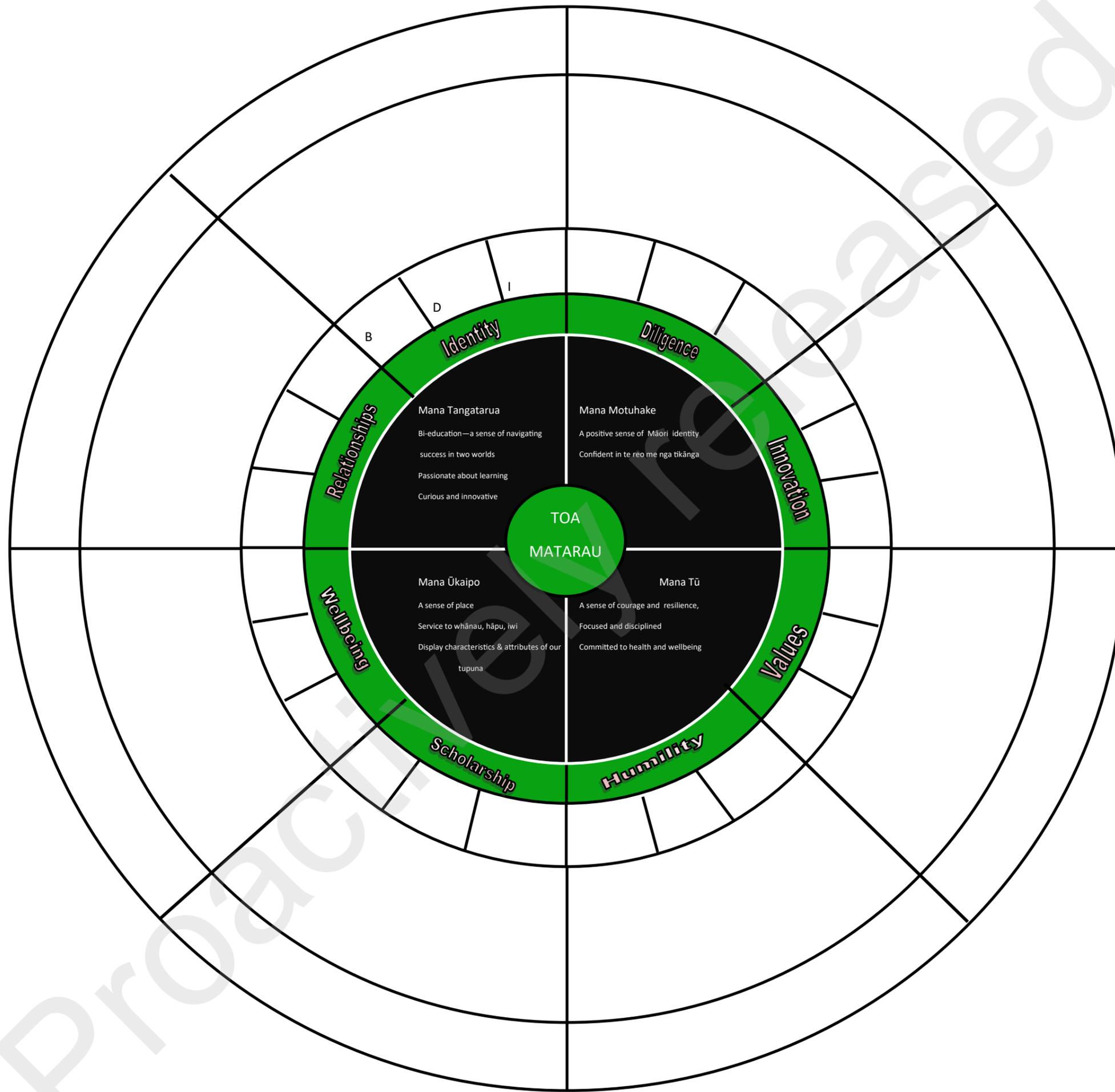
Quality (Exemplar)	Characteristics	Application
Identity (Tamatekapua)	A belief in and knowledge of one's self; strength of character, strength of personality; a strong will; boldness and a tendency to take risks.	<ul style="list-style-type: none"> • Te Ao Māori • Te reo me ōna tikanga • Whenua
Diligence (Frederick Bennett)	Patience, commitment and a sacrifice of time and effort; an ability to overcome difficulties; resolute confidence often balanced with a quiet, unruffled calm.	<ul style="list-style-type: none"> • Discipline • Motivation • Attentiveness
Relationships (Te Ao Kapurangi)	The ability to sustain relationships that are premised on a balance of assertiveness and warmth (manaaki) because this provides sustenance for the inner person.	<ul style="list-style-type: none"> • Whānau encouragement • Teacher relationships • Peer relationships
Innovation (Ihenga)	An enquiring mind which probes, draws conclusions and makes associations; an exploratory orientation that is exploited in social and academic activities.	<ul style="list-style-type: none"> • Courage • Competitiveness • Curiosity
Wellbeing (Bubbles Mihinui)	The sound physical, spiritual and mental health that are needed to flourish at school, affirming the inexplicable link between wellness and learning.	<ul style="list-style-type: none"> • Health care • Fitness care • Resourceful
Scholarship (Makereti)	An aptitude for things; scholarly is a quality that is instilled in those students who excel at examinations and assignments.	<ul style="list-style-type: none"> • Application • Fastidiousness • Aspirational
Humility (Hiko Hohepa)	A quality which is often a cultural point of difference because it is about service to others and putting others before the self.	<ul style="list-style-type: none"> • Puts others before self • Accepts criticism • Service to others
Values (Hapi Winiata)	A synthesising of the most meaningful qualities in Māoritanga portrayed by way of unbridled care, inclusion and spirituality.	<ul style="list-style-type: none"> • Manaakitanga • Kotahitanga • Wairuatanga

Literacy Progressions	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	

Math Progressions	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	

Science Progressions	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	

Tech Progressions	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	





Te Rangihakahaka
Company Limited

FINANCE POLICIES

Proactively released

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4.1 BUDGETS

Finance Policies

Policy	Te Rangihakahaka Company Limited will develop and approve an annual budget to assist in providing financial control over income and expenditure for each year.
Applies To	Board of Directors and all employees.
Definitions	Budget control is one mechanism used by the Company to regulate, direct and coordinate its activities. The annual budget is a statement of proposed income and expenditure for each financial year. The budget, stated in NZ dollars and for a given period of time (one year) provides guidance when executing the strategic and business plans.
Procedure	<p>Te Rangihakahaka Company Limited will develop and implement a comprehensive budgeting process, linked to the Company's strategic and business plans. The Board of Directors will approve the following budgets before the beginning of each financial year:</p> <ul style="list-style-type: none">• An annual budget for the next 12-months;• Annual operating budgets for each of its business units; and• An annual capital budget. <p>The Pou Whakarite will provide financial reports to the Board of Directors one week prior to the board hui, comparing actual against budget income and expenditure. The report should identify and comment on significant variances and risks, and incorporate a forecast year-end financial position.</p>
References	Nil
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.2 BUSINESS EXPENDITURE

Finance Policies

Policy	Te Rangihakahaka Company Limited will ensure that expenditure incurred in the course of its business meets the highest financial and ethical standards, falls within the financial delegations and is in line with the annual budget/s. This policy also sets out procedures for reimbursement of actual and reasonable expenses incurred by Directors and employees.
Applies To	Board of Directors and all employees.
Definitions	Business expenditure is incurred in the process of conducting Company business and includes all types of operating and capital expenditure.
Procedure	<p>Expenditure principles</p> <p>The following principles apply to the Company's business expenditure:</p> <ol style="list-style-type: none">1. Discretion must be exercised at all times in the spending of the Company's funds. It is essential that expenditure is:<ul style="list-style-type: none">• Reasonable;• Non-extravagant;• Relevant to the activities of the Company;• Able to withstand Iwi scrutiny; and• Viewed as providing good value for money.2. Expenditure must be supported by relevant documents to facilitate a review, should one be required, and managed so that any suggestion of impropriety is avoided. Original or source documents should form the basis of any evidence supporting the expenditure.3. Expenditure must be in accordance with the Company's policies and not be a potential source of embarrassment.4. Authorisation and approval of business expenditure must be in accordance with delegated financial authority and must be on at least a 'one-level-up' basis for personal or position related expenses.5. Actual and reasonable "out of pocket" expenditure will be reimbursed in accordance with Organisational Policies unless alternative arrangements are allowed for under other policies or by contractual arrangements (e.g. daily allowances).6. Except where provided for in this, or other Company policies, the cost of alcohol is regarded as personal expenditure.7. Under no circumstances are multiple claims for the same expenditure, including claims for the same expenditure to other entities, allowable.

Monitoring

To ensure that adequate monitoring can take place, Directors and employees incurring business expenditure must ensure that clear descriptions of the nature of the expenditure is provided.

Before approving claims for business expenditure, approvers should ensure that the expenditure falls within policy principles. If there is any doubt, then the Pou Whakarite should be contacted before the expenditure is incurred.

References	Nil
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.3 CAPITAL EXPENDITURE

Finance Policies

Policy	The Board of Directors and Pou Whakarite will ensure there are effective controls for capital expenditure over \$500.
Applies To	Board of Directors and all employees.
Definitions	Capital expenditure can be classified into three main types: <ul style="list-style-type: none">• Investment/replacement: This expenditure is usually for the purchase of new equipment or buildings.• Enhancement: This expenditure is for the upgrading of existing assets to extend their useful lives or increase their performance.• Major maintenance: This expenditure is often regarded as a significant upgrade of an existing asset.

Procedure	Authorisation Levels: The three levels of approval are as follows: <ol style="list-style-type: none">1. Asset purchases greater than \$500, but less than \$3,000 and in budget.2. Asset purchases greater than \$3,000 and in budget.3. Asset purchases out of budget.
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The following table summarises the requirements for each level of expenditure:

Requirement	>\$500 <\$3,000	>\$3,000	Out of budget
	In budget		
Approval from the Pou Whakarite	Yes	No	No
Approval from Directors	Yes	Yes	Yes
Two individual quotes required	No	Yes	Yes
Capital Expenditure Proposal completed for Board of Directors	No	Yes	Yes
Completed and signed purchase order	Yes	Yes	Yes

Information requirements

The following information should be included in a capital expenditure proposal:

- A detailed description of the asset to be purchased including make, model and technical specifications (include plans and diagrams, if appropriate);
- Capital cost of the asset:

- Actual cost of the asset;
- Delivery cost;
- Design fees/legal fees;
- Installation costs;
- Any other costs associated with purchasing the asset.
- The nature of the expenditure (i.e., whether the expenditure is for investment, replacement, enhancement, or maintenance);
- Proceeds from disposal of existing assets to be replaced. This should be supported by trade-in details if this is an option;
- Expected salvage value of the new asset at the end of its useful life (where appropriate);
- Useful life of the new asset. This will depend on the amount of use the asset is expected to incur and the past experience of the manufacturer and other users;
- An indication of the timing of the project:
 - The timing of the project is important especially when alternative temporary facilities will be necessary;
 - If the project is part of a larger project, this should be mentioned and details of the larger project given;
- An overview of each of the available alternatives is necessary and this should also detail the implications of each alternative in terms of the:
 - Capital cost of each alternative;
 - Other costs associated with each alternative;
 - Tangible and intangible benefits; and
 - Tangible and intangible risks.

Financial justification

All projects must be financially justifiable, to best utilise the financial resources of the Company in the most efficient manner.

Risk management

Provide details of identified risks associated with the capital expenditure and mitigating actions that may be taken to counter each of the identified risks.

Approval

The Pou Whakarite will request authorisation, based on the delegations policy. The proposal will be presented to the Board of Directors for approval, if applicable.

References	Delegations of Authority Policy
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.3 CASH HANDLING

Finance Policies

Policy	To prevent the mishandling or loss of cash, and situations where charges of cash mishandling can be raised against staff.
Applies To	All employees.
Definitions	Cash received is incurred in the process of conducting Company business.
Procedure	<p>Project Specific Participation Fees</p> <ul style="list-style-type: none">• Any cash received totalling under \$400 to be managed by Pou Whakarite.• All cash should be securely stored in a locked container with access restricted to the Pou Whakahaere and another authorised staff member.• A receipt should be issued to the payer/donor immediately on receipt and a copy retained and filed.• Cash used for project expenses should be noted on a reconciliation spreadsheet with all receipts attached.• A reconciliation should be done tallying cash received against expenses.• Any cash totalling more than \$400 to be given to a senior staff member to receipt and either the Finance Manager or Office Administrator to bank. <p>Fundraising Procedure as per above. Any funds banked will be set aside for the sole purpose of the fundraising.</p>
References	Nil
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.5 CONSULTANTS & INDEPENDENT CONTRACTORS

Finance Policies

Policy	<p>Te Rangihakahaka Company Limited may purchase professional services to accomplish the objectives of the Company, where these services are specialised and cannot be performed by Company employees. The Company will ensure that it is protected when contracting an independent contractor, consultant or supplier.</p>
Applies To	<p>Board of Directors, all contractors and employees.</p>
Definitions	<p>Contract means a mutual, written agreement between Te Rangihakahaka Company Limited and another entity or person whereby each party is required to perform certain obligations to satisfy the agreement.</p> <p>A contractor is either a business entity or an individual (who is not a Company employee) who is contracted by the Company to perform a service. An employee is any individual currently employed by Te Rangihakahaka Company Limited.</p> <p>Employer-employee relationship exists when an employer has the right to direct and control the work of an employee and the means by which the results are accomplished.</p> <p>An independent contractor is an individual who performs services wherein the employer has the right to control or direct only the result of the work, but not the means and methods of accomplishing the result.</p>
Procedure	<p>When contracting out is necessary</p> <p>Te Rangihakahaka Company Limited may form a contract with a consultant or independent contractor or other supplier where:</p> <ul style="list-style-type: none">• It is determined that the services cannot be performed more economically or satisfactorily by Company employees;• An appropriate selection process, based on the level of expenditure is used to secure the most qualified firm or person available (subject to the constraints of timeliness and costs);• Charges are appropriate considering the qualifications of the independent contractor, the contractor's normal fees and the nature of the services;• A conflict of interest is avoided. In general, a conflict of interest is defined as any financial or other interest that conflicts with the Company or contractor because it affects the individual's objectivity and impartiality or creates an unfair advantage for any person or other entity.• Possible conflicts arising from the activities of related parties,

include:

- Family;
 - Other employment;
 - Interests in business enterprises or professional practices;
 - Share ownership; and
 - Beneficial interests in Company business.
- If the services are to be provided by an individual and not by a business entity or firm, the service provider is properly identified and classified as an independent contractor rather than an employee.

Payment

Payment for services rendered will be as per the signed contract. Standard payment terms for contractors will be the 20th of the month following date of invoice.

References	Delegations of Authority Policy
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.6 CREDIT & DEBIT CARDS

Finance Policies

Policy	The Chairman, Finance Manager and Pou Whakarite will ensure the appropriate use of credit and debit cards issued in the name of Te Rangihakahaka Company Limited.
Applies To	Board of Directors and all employees.
Definitions	Nil.
Procedure	<p>Credit/debit cards are a common method of paying for sensitive expenditure. Some risks include credit/debit cards being used:</p> <ul style="list-style-type: none">• For inappropriate expenditure (in both quantity and type);• To obtain cash, with subsequent expenditure being poorly documented or justified; and• For personal benefit, by obtaining cash or paying for personal items. <p>Te Rangihakahaka Company Limited may provide authorised Directors or employees with a credit/debit card to facilitate financial transactions. In these cases, the following procedures apply:</p> <ul style="list-style-type: none">• The Directors will approve the issuing of Company credit/debit cards;• The Pou Whakarite is responsible for managing the acquisition of cards, and monitoring and reporting on their use;• The credit/debit card expenditure is to be authorised by the Pou Whakarite, or where the expenditure is by the Pou Whakarite it is to be authorised by the Chairman;• The Pou Whakarite will store the Company credit/debit card in the Company's secure safe;• The Pou Whakarite will cancel and destroy any cards that are no longer required by the Company;• Credit/debit limits are to be set by the Board of Directors (not by the card holder) at the minimum necessary to enable the card holder to undertake their duties;• The use of Company credit/debit cards for private expenditure or private credit/debit is strictly prohibited;• Company credit/debit cards should not be used to obtain cash advances unless it is required in an emergency (usually related to travel);• It is essential that original supporting documentation is retained to explain and corroborate all transactions;• Card-holders must report the loss of a credit/debit card immediately to the issuing financial institution and the Police in the case of suspected theft; and• The card-holder is responsible for the unauthorised use, and/or misuse of the card, if they have not taken reasonable steps to

ensure its security.

Credit/debit card payments over the Internet need to reflect good security practice, such as only purchasing from established reputable companies known to the Company. The card holder needs to keep a copy of any online order forms completed when purchasing, and purchasing by credit/debit card over the Internet needs to be consistent with the entity's normal purchasing controls. Online purchases using public computers (e.g. internet café) should be avoided.

Usage

The Company credit card is to be issued in the name of the Pou Whakarite.

All monthly statements are to be referred to the Chairman for approval.

A Company EFTPOS card in the name of the Pou Whakarite will be approved for use by staff for approved purchases whereby neither the invoicing nor petty cash systems are optimal.

Credit limits and daily balances be approved as follows:

- Credit Card: a limit of \$3,000
- EFTPOS card: a maximum limit of \$1,000

References Nil

Policy Owner Chairperson

Approval Date Dec 2017

Review date Dec 2018

4.7 DELEGATIONS OF AUTHORITY

Finance Policies

Policy	Te Taumata o Ngāti Whakaue Iho Ake Board of Directors have authority to incur costs and expenses on behalf of the Company. The Board will also delegate from time to time, limited authority to incur expenditure and other powers to the Pou Whakarite and employees. This policy sets out the conditions under which delegations may be authorised.
References	To view policy go to: TRCL DoA Final 2017 10 09
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.8 ENTERTAINMENT / HOSTING

Finance Policies

Policy	Te Rangihakahaka Company Limited will ensure that expenditure relating to entertainment or hosting is correctly approved and contained within the appropriate limits to avoid unbudgeted and unsubstantiated entertainment expenditure.
Applies To	Board of Directors and all employees.
Definitions	Entertainment and hosting encompasses all costs associated with hosting internal and external functions related to the Company's business.
Procedure	<p>Guidelines for entertainment expenditure</p> <ul style="list-style-type: none">• Food or refreshment expenses are those incurred where an external party is involved and the purpose of the expenditure is to represent the Company or provide reciprocity of hospitality or build business relationships in pursuit of the Company's goals;• Expenditure on entertainment should be made against pre-approved budgets with a pre-approved purpose. Deviations from budgets should be reported to the Pou Whakarite;• All entertainment related documents must identify the date, venue, costs, recipients and the benefits derived and/or reasons for the event;• All claims for payment should be supported by tax invoices, receipts or other validating documents, and submitted as soon as possible after the expenditure is incurred. Supporting documents should clearly state the business purpose of such expenditure, ensuring no private benefit was derived from it; and• The Company will not pay for any expenditure on alcohol. <p>Making an expense claim</p> <p>Employees are to complete an expense claim form and attach supporting documents including tax invoices. Employees are to submit the expense claim form to the Pou Whakarite for approval and payment. The Pou Whakarite will review the expenditure for reasonableness. The entertainment expenditure should be necessary and reasonable in the context of accountability expectations. Wasteful or excessive expenditure is not acceptable.</p>
References	www.ird.govt.nz
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.9 FINANCIAL REPORTING

Finance Policies

Policy	<p>This policy provides for the financial reporting requirements to ensure that Board of Directors are made aware of relevant trends and any material changes to Te Rangihakahaka Company Limited's financial position.</p>
Applies To	<p>Board of Directors and all employees.</p>
Definitions	<p>A Statement of Financial Performance compares the actual and budget figures for income and expenses and profitability, and reflects the trading result.</p> <p>A Statement of Financial Position shows what each entity owns, and owes at a given date, including balances of the bank accounts, accounts receivable and payable and indicates the financial solvency.</p> <p>A Capital expenditure report details all capital assets purchased against the approved annual budget set by the Board of each entity. Additional commentary on the capital expenditure programme should be provided.</p> <p>Financial commentary contains the following:</p> <ul style="list-style-type: none">• An overview of the current financial performance;• Consideration of any possible risks;• Explanations of any variance from budget (favourable or unfavourable) >10%; and• Comment/s on financial position and issues.
Procedure	<p>Responsibilities</p> <p>The Pou Whakarite must ensure that the Board is regularly informed of their relevant entity's financial position. The Pou Whakarite is responsible for reporting to the Board any changes in the assumptions upon which any of the Companies' policies and plans have previously been established and report on the activities for which Pou Whakarite is responsible. In addition, the Pou Whakarite should submit the information in a timely, accurate and understandable fashion, directly addressing key issues.</p> <p>Board reporting</p> <p>The following reports must be provided to the Board seven days before a Board meeting in the monthly Board pack (if applicable):</p> <ul style="list-style-type: none">• Statement of Financial Performance;• Statement of Financial Position;• Capital expenditure report budget vs. actual; and• Financial commentary.

Annual financial reporting

The annual financial statements summarise the entity's financial performance. The Pou Whakarite and accountant will ensure that annual financial statements are prepared in a timely manner, according to generally accepted accounting practice and forwarded to the auditor to complete the audit process in accordance with the rules and regulations of the Company.

Annual financial statements include:

- Statement of Financial Performance;
- Statement of Financial Position;
- Statement of Movements in Equity;
- Statement of Fixed Assets and Depreciation; and
- Notes to the Accounts.

Appointment of Auditors

At each Annual General Meeting, auditors will be appointed by the Company as per Clause 13 of the constitution.

References	TRCL Constitution
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.10 FRAUD

Finance Policies

Policy	This policy is to protect the financial and physical resources of Te Rangihakahaka Company Limited from theft and fraud.
Applies To	Board of Directors and all employees.
Definitions	Fraud is when a person or group of people wrongfully or criminally deceive others for financial gain (for example, creating false invoices or cheques) or personal gain (for example, gaining employment on the basis of false claims as to ones qualifications).
Procedure	<p>Responsibilities</p> <p>The Chairperson and the Pou Whakarite have primary responsibility for preventing and detecting theft and fraudulent actions by persons who are employed or contracted by the Company or who are suppliers, investors or customers of the Company. However, all employees have a duty to report fraud or theft to the Pou Whakarite if they suspect or detect this.</p> <p>The Board accepts that any investigation into any theft or fraud will conform to the principles of natural justice and is procedurally just and fair. The Board, therefore, requires the Pou Whakarite to establish systems and procedures to guard against theft and fraud. The Pou Whakarite is to report such actions to the Chairperson.</p> <p>General principles</p> <p>The Board requires the Pou Whakarite to ensure that:</p> <ul style="list-style-type: none">• The Company's physical resources are kept secure and accounted for;• The Company's financial systems are designed to prevent and detect occurrence of fraud. All such systems must meet the standards that are generally accepted accounting practice promulgated and supported by the New Zealand Institute of Chartered Accountants;• Employees who are formally delegated responsibility for the custody of physical and financial resources by the Pou Whakarite are competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities; and• All employees are aware of their responsibility to immediately inform the Pou Whakarite should they suspect or be aware of any improper or fraudulent actions by employees, suppliers, contractors, or other persons associated with the Company. <p>Responding to an allegation</p> <p>In the event of an allegation of theft or fraud the Pou Whakarite shall act in accordance with the following procedures:</p>

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- Decide to either immediately report the matter to the New Zealand Police, or
 - So far as it is possible and within 24 hours:
 - Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud;
 - Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other employees about the person who is the subject of the allegation;
 - Request a written statement from the person who has informed the Pou Whakarite, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft; and
 - Inform the Chairperson of the information received and consult with him or her as appropriate.

On the basis of advice received and after consultation with the Chairperson, the Pou Whakarite should decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.

Suspected theft or fraud

If fraud or theft is suspected, the Pou Whakarite shall then carry out the following procedures:

- Investigate the matter further;
- If a prima facie case is thought to exist to continue with their investigation;
- Seek legal advice;
- Suspend on full pay the person the subject of the complaint, while the investigation continues;
- Invoke any disciplinary procedures contained in the Individual Employment Agreement should the person be an employee;
- If necessary, commission an independent expert investigation;
- In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
- Lay a complaint with the New Zealand Police (if appropriate); and
- Inform the auditors (if appropriate).

Once all available evidence is obtained, the Pou Whakarite should consult the Chairperson. If a prima facie case is established, it is advisable for the Pou Whakarite to seek legal advice as to what action should be taken.

If a case is considered to exist, the Pou Whakarite or a person designated by them shall adhere to the following (unless another course of action is more appropriate):

- Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present;
- Meet with the person who is the subject of the allegation of theft

or fraud and their representatives to explain the complaint against them;

- Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present); and
- Advise the person in writing of the processes to be involved from this point on.

Any intimation or written statement made on behalf of the Company and related to any instance of supposed or actual theft or fraud shall be made by the Chairperson who shall do so after consultation with the Pou Whakarite and legal advice.

The Board recognise that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated employee or any other employee improperly disclose information, the Pou Whakarite shall consider if that person or persons are in breach of their terms of employment.

Allegations concerning the Pou Whakarite or a Board member

Any allegation concerning the Pou Whakarite should be made to the Chairperson. The Chairperson will investigate the matter in accordance with this policy. Any allegation concerning a member of the Board should be made to the Pou Whakarite. The Pou Whakarite will then investigate in accordance with this policy.

References	Nil
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.11 INSURANCE

Finance Policies

Policy	Te Rangihakahaka Company Limited will ensure that it has adequate insurance cover for its property and liability risks, and specific circumstances and/or events.
Applies To	Board of Directors, all contractors and employees.
Definitions	<p>Common insurance policies include the following (in bold):</p> <p>Directors' liability means cover intended to protect the Board against liability claims from people who allege that in conducting the business of the Company, the Board breached a legal duty to them.</p> <p>Statutory liability cover provides protection to businesses for:</p> <ul style="list-style-type: none">• Defence costs associated with alleged breaches of the Building Act, Consumer Guarantees Act, Fair Trading Act, Privacy Act, Resource Management Act and most other statutes affecting commercial and land use activities. The notable exceptions are police prosecutions and taxation legislation;• The costs of representation at an investigation or inquiry; and• Any fine or cash penalty payable by the insured following conviction for an offence under the insured statutes, except under the Health & Safety in Employment Act where only the "reparation" costs can be legally insured. <p>Motor vehicle cover is a comprehensive insurance policy for accidental damage to, or loss of, motor vehicles. In addition, it covers accidental damage an employee incurs to another party's property or vehicle. This also includes other costs such as salvage and towing fees.</p> <p>Where our insurer declines to meet the claim because the driver is uninsurable the Employer will seek to recover costs from the driver.</p> <p>Where the vehicle allocated to the staff person is involved in an accident which is found to be the fault of the driver of our vehicle, the position in regard to payment of any excess is:</p> <ul style="list-style-type: none">• If the employee is on business the Employer will meet the cost, except where careless use is the cause (e.g. hitting a stationary object). The Employer may require the employee to meet all or part of the excess where careless use is the cause.• Under any other circumstances the <u>employee</u> will be responsible for the excess, and any other costs incurred. <p>Buildings and contents covers buildings and their contents against fire and other perils such as earthquake, lightning, storms, impact, malicious damage, explosion and accidental damage.</p>

Indemnity covers contractors, (including subcontractors), consultants, service providers, and/or vendors who provide goods or services to the Company; outsiders and individuals who use the Company's premises and/or facilities, and indemnifies the Company against all loss, damage, and expense that they cause.

Business interruption cover is insurance for sudden and unforeseen events that can cause loss of income and increased costs.

Procedure

Procuring insurance

The Pou Whakarite has been delegated responsibility for the procurement of insurance, including the following types (as relevant):

- Director Liability;
- Statutory Liability;
- Motor vehicles;
- Building and contents;
- Indemnity for contractors ; and
- Business interruption.

Competitive bids are to be used in the procurement of insurance. Insurance cover will be reviewed annually to ensure cover is adequate and appropriate, and that the Company is receiving value for money.

References

Nil

Policy Owner

Pou Whakarite

Approval Date

Dec 2017

Review date

Dec 2018

4.12 INVESTMENT

Finance Policies

Policy	<p>Te Rangihakahaka Company Limited will invest all funds under its control in a prudent and competent manner, in line with an investment policy. The investment policy is to protect the Company's investment capital, minimise the risk of loss and optimise the investment value and return. Te Rangihakahaka Company Limited will also ensure investments provide the Company with funds when required. The Company will target investments that fit within the approved risk profile.</p>
Applies To	Board of Directors
Definitions	SIPO means Statement of Investment Policies and Objectives. This is a policy statement setting out the investment objectives, strategy, constraints and performance measures for the assets of the Company
Procedure	<p>Statement of Investment Policies and Objectives</p> <p>The Company will develop a Statement of Investment Policies and Objectives (SIPO) which provides for the prudent investment of the company's assets. The Board will review the SIPO at least annually. Investment of the Company's financial and other assets must comply with all legal requirements.</p> <p>Delegation approval</p> <p>The Board has the power to approve transactions provided they are within the scope of this policy. The Pou Whakarite is responsible for the operation of the investment programme. No employee may engage in an investment transaction except as provided under the terms of this policy.</p> <p>Liquidity</p> <p>The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature to coincide with cash needs to meet anticipated demands (static liquidity).</p> <p>Cash management</p> <p>Surplus monies not immediately required are placed on call or in term investments. Clear separation of operational and investment accounts is reflected in the general ledger accounts with interest earned allocated on a monthly basis. All bank accounts are reconciled on a monthly basis.</p> <p>Investment committee</p> <ul style="list-style-type: none">• The Board may form an Investment Committee, comprising appropriately qualified individuals, to advise the Directors on

investment issues, proposed distributions from the Company to the members of the Iwi and / or the shareholder and policies and strategies dealing with shortfalls in cash flows and returns. The Investment Committee may recommend the appointment of a specialist Investment Advisor, based on a robust competitive process, to the Board. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present;

- Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them;
- Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present); and
- Advise the person in writing of the processes to be involved from this point on.

Standards of care

Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard states that "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived".

Ethics and conflicts of interest

The investment officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment programme, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could present a conflict.

Reporting

The Pou Whakarite or if appointed, the Investment Advisor, shall prepare an investment report on a quarterly basis, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last month.

This management summary will be prepared in a manner which will allow the Company to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Board and included in the Board's monthly meeting pack. The report will include the following:

- Listing of individual investments held at the end of the reporting period;

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- Listing of investment by maturity date;
 - Percentage of the total portfolio which each type of investment represents; and
 - Net percentage return on each individual investment.
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References	Nil
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Policy Owner	Pou Whakarite
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Approval Date	Dec 2017
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Review date	Dec 2018
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4.13 KOHA

Finance Policies

Policy	Te Rangihakahaka Company Limited must ensure that any donations or koha are transparent, comply with relevant tax laws, will stand up to appropriate scrutiny and that tikanga Māori values associated with koha are upheld and the expenditure fits within the Company's budget.
Applies To	Board of Directors and all employees.
Definitions	<p>"Donation" or "koha" means an unconditional gift which complies with the following IRD definition:</p> <p>An "unconditional gift" is a payment and there is no liability for tax if it:</p> <ul style="list-style-type: none">• Is made voluntarily;• Is paid to any non-profit body or organisation; and• Does not directly benefit the payer, their whānau or associates. <p>It is not:</p> <ul style="list-style-type: none">• A fee or charge;• A payment for goods and / or services received or expected; or• A business or commercial transaction.
Procedure	<p>When does koha apply?</p> <p>This policy applies to all employees and Directors who may need to distribute koha on behalf of the Company. All koha must be managed and recorded in accordance with the requirements of relevant Income Tax legislation. Koha is subject to the same internal control and accountability processes as any other financial transactions. The Company must ensure that no payment is made as "koha" (i.e. tax free) when the actual circumstances surrounding the payment carry an obligation to pay tax.</p> <p>Eligibility for koha</p> <p>Koha may be paid out where It can be clearly demonstrated that the koha satisfies the compliance obligations of this policy and is either justified in cultural terms, or is justified in terms of its alignment with the Company's vision and strategic goals.</p> <p>Payment procedure</p> <p>All requests for koha must be made in advance of any koha actually being given. Claims for reimbursement will not be approved.</p> <p>Requests should be made in writing using the appropriate form. Any payment in excess of \$300 is subject to the approval of the Pou Whakarite or Chairperson.</p>

References	www.ird.govt.nz
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

Proactively released

4.14 LEASE VERSUS PURCHASE

Finance Policies

Policy	Te Rangihakahaka Company Limited requires a lease versus buy analysis for all assets costing \$20,000 or more (e.g., vehicles, computer equipment, buildings).
Applies To	Board of Directors and all employees.
Definitions	<p>Finance lease is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset to the lessee (the Company). Title may or may not eventually be transferred. This definition of a finance lease includes contracts for the hire of assets, which contain a provision transferring title to the asset upon the fulfillment of agreed conditions.</p> <p>Operating lease is an arrangement where the lessee has the use of an asset in return for the payment of a rental fee. At no time does the lessee obtain title to or ownership of the asset. Operating leases can usually be cancelled at relatively short notice.</p> <p>Fixed asset is an asset which possesses a physical form and which is intended to be used in the business on a long-term basis in order to earn income or to produce goods and services.</p> <p>Capital projects involve the construction of an asset (e.g., a building project). The asset cannot be 'bought off the shelf'. Rather, the asset may require development or construction over time. There may be high operating costs associated with the project.</p>
Procedure	<p>Comparison: Lease vs. buy</p> <p>A proposal detailing the nature of the asset to be purchased or leased and relevant issues must be presented to the Pou Whakarite and/or the Board of Directors. This must include the reason for the purchase, estimates of costs and a minimum of two quotes attached. The following information should be outlined in the proposal, as well as a recommendation:</p> <ul style="list-style-type: none">• Financial viability;• Depreciation;• Tax benefits;• Servicing, support and maintenance;• Term of leasing arrangement;• Payment options;• Cash flow; and• Fringe benefit tax.

Lease vs. buy analysis

Before entering into any lease agreement, the economic soundness of leasing vs. buying must be analysed. Points to consider in deciding to lease or buy are:

- Is there a budget for the expenditure in the capital expenditure budget;
- How long the equipment is to be used? If the period of use is relatively short, leasing may be preferred over purchase;
- When will the equipment become obsolete? Leasing may be advisable when obsolescence is a factor;
- Likelihood of continued use beyond the lease term;
- Type of lease (operating vs. finance) and its financial impact; and
- The total cost of the lease must be compared with the total cost of purchase taking into consideration such factors as asset cost, maintenance costs, interest, tax and insurance.

The advantage of operating leases is that the Company does not assume ownership risks, including obsolescence. If major technological changes are likely to occur, it may be cheaper in the long term to lease equipment, e.g. computer equipment.

Decision process

Once the case has been made, approval for expenditure involved in a lease or purchase decision should be made consistent with the financial delegations and business expenditure policies. If the lease or purchase decision involves expenditure that is unbudgeted, the proposal must be approved by the Board of Directors.

References	Delegations of Authority Policy
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.15 PETTY CASH

Finance Policies

Policy	Te Rangihakahaka Company Limited must ensure that all purchases and requests for reimbursement of business expenses made through petty cash are properly accounted for.
Applies To	Board of Directors and all employees.
Definitions	Nil.
Procedure	<p>Provision of petty cash</p> <p>Te Rangihakahaka Company Limited permits a petty cash fund to be maintained. The Pou Whakarite is responsible for the adequate security and control of the petty cash fund. The fund should be secured at all times in a locked place.</p> <p>Prohibitions</p> <p>Petty cash should not be used for the following:</p> <ul style="list-style-type: none">• Payment for items that are to be purchased through the purchasing system;• Payments to independent contractors, consultants and non-Te Rangihakahaka Company Limited employees;• Payments to employees for services; and• Travel expense reimbursements and advances. <p>Petty cash guidelines</p> <ul style="list-style-type: none">• A business expense of \$100.00 or less may be reimbursed through petty cash;• A petty cash form needs to be completed and the business purpose of the request should be explained;• Supporting documents in the form of original tax invoices or receipts should be attached to the petty cash form; and• All requests for petty cash need to be approved by an authorised signature i.e. the Senior Pouako or Pou Whakarite.
References	Nil
Policy Owner	Pou Whakarite
Approval Date	Dec 2017
Review date	Dec 2018

4.16 PURCHASING

Finance Policies

Policy	<p>Te Rangihakahaka Company Limited will obtain quality goods and services at the lowest reasonable cost. Purchasing authority is delegated from the Board of Directors to the Pou Whakarite. Purchasing covers the procurement of any of the following:</p> <ul style="list-style-type: none">• Goods and services;• Repairs and maintenance; and• Fixed assets (capital works or capital items).
Applies To	Board of Directors and all employees.
Definitions	Nil.
Procedure	<p>Rights and responsibilities of purchasers</p> <p>All employees involved in purchasing decisions will uphold the highest standards of ethical practice. This includes:</p> <ul style="list-style-type: none">• Maintaining a high standard of integrity and impartiality in business relationships and dealings;• Guarding against influences which may compromise making a purchasing decision;• Ensuring authority to act on behalf of the Board will at all times be used in the best interests of the Company;• Employees must disclose in advance, any purchasing decision in which they could be seen to personally benefit directly or indirectly in some way;• Employees have an obligation to declare personal interests to the Pou Whakarite even if they consider the benefit or other gain to be remote;• Purchasers must ensure the goods and services they wish to procure are clearly described before purchasing begins;• Purchasers must ensure that the procurement of goods and services are within the constraints of their departmental budgets and the limitations imposed by the Delegations of Authority Policy;• Subject to any obligatory or preferred supplier arrangements that have been established by the Company, purchasers have the option of nominating specific suppliers and/or types/brands of goods; and• Where employees nominate a supplier, evidence must be submitted that demonstrates better or more favourable terms have been negotiated. <p>Obligatory and preferred suppliers</p> <p>The Pou Whakarite will:</p> <ul style="list-style-type: none">• Select and maintain a base of reliable suppliers of goods and services;• Ensure preferred supplier status is given to suppliers on the basis of

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- demonstrated superior service, quality and price; and
 - Where there are no relevant obligatory or preferred supplier arrangements in place, product or service selection is the decision of the appropriate budget holder.

Purchasing process

The Pou Whakarite will:

- Assist in the negotiation of terms and conditions, price and delivery dates;
- Raise purchase orders against requisitions received, through the appropriate delegated system;
- Transmit specifications to tenders, solicit and accept quotations and other supply proposals as required;
- Ensure the purchase of goods and services are made through the established Company systems; and
- Ensure suppliers honour their contractual responsibilities to the Company.

Emergency purchases may create exceptions to the purchasing policy but only in cases where clients, Iwi members or employee safety may be compromised. If this situation arises it will be necessary to satisfy the authorisation and system requirements of this policy in retrospect. Company purchase documents should accompany the correct goods received. These goods should be receipted against a valid delivery advice note and quantity price matched to the suppliers invoice. Payment will be delayed where the invoice is in dispute. Purchase orders are not required for the following:

- Approved financial transactions e.g. bank fees and charges;
- Regular monthly outgoings e.g. telephone and power invoices;
- Automatic payments and direct debit payments; and
- Items purchased through petty cash.

Segregation of duties – internal control best practice

Whenever practicable, the duties of employees should be segregated in the purchasing cycle. Employees should not perform more than one of the following actions for any individual purchase transaction;

- Authorising a purchase order; and
- Confirming the receipt of goods and services.

Payment of invoices

An invoice that satisfies the following requirements will be authorised and paid by 20th of the month following the invoice date unless exceptional circumstances requires earlier payment. The following conditions must also be met:

- The invoice has a valid purchase order number;
- Appropriate notification of receipt of the goods or services has been received;
- The invoice complies with GST laws, if GST applies; and
- The invoice amount agrees with the purchase order amount.

References	www.ird.govt.nz
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Policy Owner	Pou Whakarite
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