

# Sensitive Expenditure Policy

## 1. Policy Statement

- 1.1 This policy provides guidance for sensitive expenditure. It should be read in conjunction with other South Port New Zealand (SPNZ) policies such as the **travel policy** and the **delegated authority schedule**.

## 2. Purpose

- 2.1 To outline SPNZ's guidelines and expectations where sensitive expenditure is incurred on SPNZ's behalf.

## 3. Scope

- 3.1 The policy applies to all SPNZ employees, directors, contractors and those employed on a fixed term or casual basis.

## 4. General

- 4.1 Sensitive expenditure is expenditure that could be seen as giving some private benefit to an individual staff member that is additional to the business benefit to the entity of the expenditure. Travel, accommodation and hospitality expenses are examples of areas where questions may arise. It also includes expenditure that could be considered unusual for the entity's purpose and/or functions. Sensitive expenditure should comply with the Controller and Auditor-General's guidelines on *Controlling Sensitive Expenditure for Public Entities* (<http://www.oag.govt.nz/2007/sensitive-expenditure>).

## 5. Expenditure on Travel and Accommodation

- 5.1 Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, personal health, security and safety considerations. See SPNZ Travel policy for details. Prudence needs to be displayed in choosing accommodation. The price of accommodation should be conservative taking into account location and security of employees.
- 5.2 Approved or preferred accommodation providers should be utilised where possible. Alternatives to these may be used if there is limited or no availability of the approved accommodation.
- 5.3 Where possible, special accommodation discounts and offers made by event organisers will be accessed.
- 5.4 Where the stay is with a friend or relative rather than in commercial accommodation, reimbursement of costs to the host should be made in accordance with the SPNZ travel policy.

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5.5 The traveller must return a copy of the accommodation invoice, whether paid directly by SPNZ or not, to ensure accurate records are kept.

## 6. Meals

6.1 SPNZ will cover reasonable cost of meals while employees are travelling. These costs need to be modest and conservative and will be monitored. Refer to the travel policy for the maximum daily meal allowance.

## 7. Transportation

7.1 All transportation should be selected based on prudence and practicality. Taxis or hotel transport may be used. Where practical, transportation should be shared to reduce costs. Transportation expenses will be monitored.

## 8. Entertainment and hospitality expenditure

8.1 Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items such as entity-funded entry to a sporting or cultural event. Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit and the wide range of opinion as to what is appropriate.

8.2 SPNZ's general approach is that where, for legitimate business purposes, prudent expenditure that is within approved budgetary limits, has been incurred on entertainment and/or hospitality for an event involving customers, stakeholders, employees or SPNZ board members, then in such cases this will be covered by SPNZ. Examples of legitimate business purposes where such expenditure may be considered appropriate include:

- Expenditure incurred to support internal organisational development, such as coming together as a team or as an organisation, to recognise a positive outcome, achievement or milestone;
- Expenditure incurred to host customers, stakeholders and market participants or acknowledge a milestone or an achievement of SPNZ or to facilitate or publicise objectives of SPNZ.

8.3 Where such approval is proposed, prior written approval should be obtained from senior management in line with the delegated authority policy in place.

## 9. Alcohol expenditure

9.1 Moderation and prudence needs to be displayed for all alcohol expenses. SPNZ will generally not meet the alcohol expenses incurred by employees unless such expenditure is permitted under this policy or have been pre-approved by the relevant manager.

9.2 Please also refer to the travel policy and the Company drug and alcohol policy.

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## 10. Credit Card Cash Advances

10.1 Business credit cards should not be used to obtain cash advances unless:

- Cash is required in an emergency (must be related to travel for the entity);
- A senior manager is in a foreign country where credit cards are not widely accepted and cash is required to pay for meals and other business-related expenses. In these rare circumstances all receipts and excess cash must be returned to the Finance Manager upon their return to work.

## 11. Internet Purchases Using Credit Cards

11.1 Credit card payments over the internet need to reflect good security practice, such as only purchasing from established reputable companies known to the entity. The card holder is required to keep a copy of any online order forms completed when undertaking the purchase. Purchasing by credit card over the internet needs to be consistent with SPNZ's normal purchasing controls.

## 12. Farewells and Retirements

12.1 Expenditure on farewells and retirements includes spending on functions, gifts, and other items when staff are leaving or retiring from SPNZ. Expenditure should not be extravagant or inappropriate for the occasion and must be approved by the CEO.

## 13. Donations

13.1 A donation is a payment (in money or by way of goods or services) made voluntarily and without expectation of receiving goods or services in return. SPNZ management must approve all donations and must ensure they are for purposes that are consistent with the business of SPNZ and make sure the size of the donation is appropriate in the circumstances.

## 14. Sale of Surplus Assets to Staff

14.1 As part of normal business, SPNZ will from time to time dispose of assets if they have become obsolete, worn out or surplus to requirements. SPNZ is not allowed to sell assets at a discounted rate to staff if a greater value could be realised by an alternative method of disposal. All assets must be disposed of in a fair and transparent manner.

## 15. Internal Controls

15.1 Internal controls are in place to enable SPNZ to monitor and manage items of sensitive expenditure. Related controls include:

- SPNZ Code of Ethics;
- Senior management approval of all expenditure in accordance with SPNZ schedule of delegated authority;

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- Monthly review and approval of all credit card expenditure completed by the Finance Manager and CEO;
- Board oversight of spending analysis including quarterly reviews of all credit card expenditure completed by the Audit and Risk Committee Chair.

***SPNZ reserves the right to amend, update or withdraw this policy without prior notice and will review this policy as required in the event of a change in legislation or practice.***

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