



Headquarters
New Zealand Defence Force
Defence House
Private Bag 39997
Wellington Mail Centre
Lower Hutt 5045
New Zealand

OIA-2026-5677

12th
March 2026

Hamish Kirk
fyi-request-33804-57b4f1eb@requests.fyi.org.nz

Dear Hamish Kirk

I refer to your email of 22 February 2026 requesting, under the Official Information Act 1982 (OIA):

1. *How many Chaplains have left the RNZChD Corps Fund in each year from 2010 until 2025 inclusive?*
2. *How many chapel prints were gifted to exiting RNZChD Corps Fund chaplains each year from 2010 to 2025 inclusive?*
3. *In any particular year where a chaplain had left the RNZChD Corps Fund but did not received their chapel print, What was the year? Who was the Principal Chaplain Army for that year?*
4. *I request a copy of the RNZChD Corps Fund constitution.*
5. *I request a copy of the motion concerning the chapel prints.*
6. *I request a copy of the last audit into the RNZChD Corps Fund.*
7. *When is the RNZChD Corps Fund next due an audit?*

In 2013, 2017, 2018, 2020, 2021 and 2023, one chaplain left the RNZChD Corps Fund (the Fund). In 2016 and 2022, two chaplains left the Fund. In 2024, three chaplains left the Fund. Information is not held for the years prior to 2012.

Enclosed are copies of the Fund's Constitution, and the last audit of the Fund. The next audit is planned for completion by 1 August 2026.

As chapel prints are not subject to the provisions of the Fund, this information is not held. For this reason, there are no motions concerning the chapel prints. These requests are therefore refused under section 18(e) of the OIA.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

GA Motley
Brigadier
Chief of Staff HQNZDF

Enclosures:

1. RNZChD Corps Fund Constitution
2. RNZChD Corps Fund Audit

CONSTITUTION OF THE
ROYAL NEW ZEALAND CHAPLAINS' DEPARTMENT
CORPS FUND

Reference: A. DFO (A) Vol 8 Non Public Fund Accounting

TITLE

1. The Corps fund of the Royal New Zealand Chaplains' Department will be known hereinafter as the RNZChD Corps Fund

OBJECTIVES

2. The objectives of the RNZChD Corps Fund shall be:
- a. To benefit the Corps as a whole and not individuals (although individuals may benefit from being able to purchase Corps items at a reduced cost).
 - b. To meet Corps obligations which the Corps should honour, namely:
Corps wreaths and presentations;
Significant contribution to the Corps itself;
Contributions to significant Corps birthdays e.g. 150th; and other key Chaplaincy projects supported by the Corps.
 - c. To meet welfare requirements as follows:
 - i. The purchase of flowers or suitable alternative on the hospitalisation or death of serving Corps members or their spouse.
 - ii. The purchase of flowers or suitable alternative on the hospitalisation or death of an Ex Corps member who completed 3 years service.

MANAGEMENT AND APPOINTMENTS

3. The management of the RNZChD Corps Fund is to be conducted in accordance with DFO(A) Vol 8 and by any other relevant rules and regulations of the NZDF.

4. The RNZChD Corps Fund Administrative committee shall be empowered to authorise all routine purchases and expenditures required for the day to day functioning of the Corps Fund. *This committee may meet and consult each other either in person, by telephone, or by electronic*

communication as the need arises. The administrative committee shall consist of:

- | | | |
|----|----------------------------|---------------------|
| a. | Regimental Colonel [PC(A)] | Chairman |
| b. | RF Chaplain | Secretary/Treasurer |
| c. | Reserve Chaplain | Member |

5. The administrative committee is to meet with RNZChD Corps Fund members as often as necessary for the efficient management of the Corps Fund.

6. A quorum for any meeting shall consist of the Chairman, Sec/Treasurer and at least six members of the RNZChD Corps Fund.

MEMBERSHIP

7. All serving Regular and Territorial Force Chaplains are members of the RNZChD Corps Fund. If the PDC is promoted to the position from the Army, they shall become an honorary member of the Fund.

8. All persons who contribute to the RNZChD Corps Fund by way of personal Levy shall be deemed financial for the period of the payment and be classified as members of the RNZChD Corps Fund.

9. Levies:

- a. shall be treated as an individual donation.
- b. may be paid yearly, six-monthly or by fortnightly pay allotment.
- c. The levy shall be \$130.00 per year (\$5/fortnight).
- d. The levy may be changed at an AGM by simple majority vote, and the change is to be published to all corps members.
- e. The collection of levies shall be the responsibility of the Treasurer.

ACCOUNTING

10. The books of account shall be maintained in accordance with DFO(A) Vol 8 Part 2.

11. The administrative Committee shall cause proper accounts to be kept:

- a. Of all sums of money received and expended by the RNZChD Corps Fund and the matters in respect of which such receipt and expenditure takes place, and
- b. Of all the assets and property of the RNZChD Corps Fund including those items of property which are purchased for resale to members.

12. The books of account shall be kept in the NPF office at Trentham and shall be open for inspection of any credited member at such reasonable times and places as shall be determined by the Administrative Committee.

13. All monies received shall be banked immediately into the RNZChD Corps Fund account and entered into the Fund books. Payments shall be by cheque signed by the NPF Clerk at Trentham on the authority of the Secretary/Treasurer. All payments shall be reported at the next RNZChD Corps Fund meeting following the payment.

14. The accounting period for the RNZChD Corps Fund shall be 1 July – 30 June annually. At the end of each accounting period the Administrative Committee shall take all actions required (in accordance with DFO(A) Vol 8) to prepare the accounts for Audit. Auditing shall take place in accordance with the requirements of Ref A.

INDIVIDUAL LOANS

15. No monies associated with the RNZChD Corps Fund are to be made available to personnel as individual loans.

ALTERATION OF CONSTITUTION

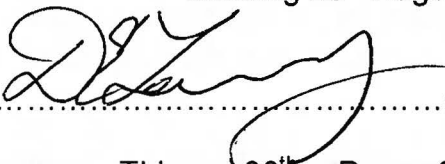
16. This constitution may be altered or repealed, or given new rules during any general, special general, or extraordinary meeting by the members of the RNZChD Corps Fund, provided that notice is given of the changes before the meeting is convened, and that two-thirds majority vote of those present in the meeting is made in favour of such alteration, and that the Regimental Colonel subsequently consents to the changes.

INTERPRETATION

17. Any situation not provided for in the constitution, provided it is not contrary to the instructions set out in DFO(A) Vol 8 shall be decided upon by the Regimental Colonel.

Approved at a founding meeting of RNZChD Chaplains,
Trentham Military Camp, 25 June 2008
Amendments approved at a Meeting of the Corp Membership,
Waiouru Military Camp 20 September 2011

Amendments approved at a meeting of the Corp Membership,
Devonport Naval Base 17th September 2012
Amendments approved during Zoom Corps Membership
Meeting 26th August 2021

Signed..........(PC(A) and Regimental Colonel)

This.....30th ...Day,...September..., 2021

2nd Combat Service Support Battalion, 1 (NZ) Brigade

MINUTE

27 Apr 21

7045/1

CHAPCL2 D LACEY

For information

TMC UPF TREASURER (CAPT WAIARIKI)

RNZChD TREASURER (CHAPCL3 KIRK)

AFNZ59 CHECK OF THE ROYAL NZ CHAPLAINS DEPARTMENT (RNZCHD)

Reference

- A. DFO (A) Volume 8
- B. Email: CAPT Waiariki, 3 Mar 2021

Purpose

- 1. In accordance with Ref A, an AFNZ59 check was carried out on the RNZChD on 27 Apr 21, for the period May 21 – Apr 22.
- 2. The check found that procedures had generally been adhered to correctly. This is a small fund with all transactions made electronic.

Recommendations

- 3. Overall the RNZChD fund meets the required standards in accordance with Ref A. This is a small fund with 15 members and only 4 payments made during the financial year. Members approve payments via email before payment occurs.
- 4. It is recommend that meeting are held on a more regular bases, this could be conducted virtually.



CM ALLEN

SSGT

AFNZ 59 CHECKING OFFICER

DTelN (0369) 7093

Enclosure(s)

- 1. AFNZ 59 RNZChD dated 27 Arp 21



Name of Fund: Royal NZ Chaplains Department Corps

Location: Linton

PERIODIC CHECK CERTIFICATE FOR NON-PUBLIC FUNDS

1. The commanding officer of every fund is to check that the fund is:
 - a. Authorised in accordance with DFO(A) Vol 8, Part 1, Chapter 1.
 - b. That rules which accord with DFO(A) Vol 8, have been produced and promulgated.
 - c. That checking officers are appointed and that checks are being carried out.

2. The check set out in this form is to be carried out as follows:
 - a. MONTHLY For all funds in continuous trading and whose gross annual incomes exceeds \$10,000.
 - b. THREE MONTHLY For funds where gross annual incomes exceeds \$1000 but is below \$9999.
 - c. AS DIRECTED As directed by the commanding officer for the fund or higher authority who may direct checks be carried out more frequently than required above.

Notes:

 1. *Funds which only carry out trading once a year (e.g. an Annual Exercise) are required to be audited after trading ceases and a check is not required.*
 2. *Where the date of check coincides with an audit date a check is not required.*
 3. *Minor funds whose gross annual receipts are less than \$999, the ACWF, and Army Group Assurance Funds are subject to audit only.*

3. The checks are to be carried out within one week of due date.

4. Where on the date of any of these checks, the person handling the cash of the fund is also handling the cash of other non-public funds, the cash of all these funds is to be counted at the one time.

5. The answers to questions set out in this form are to be 'Yes', 'No', or 'N/A' (Not Applicable will apply if the question has no relationship with the current fund). If any question is answered 'No', the checking officer is to give details in a report that is to be kept with this certificate and handed to the commanding officer or supervising officer.


6. This check is to be carried out by an officer (or if no officer is available a WO/SNCO) who is not concerned with the administration of the fund. The column in which the answers are put is to be signed by the checking officer and dated within the column on page 3. Action on any 'No' answers is to be taken promptly and the form retained in the headquarters concerned until it is re-issued for the next check.

7. This check is not an audit. It falls short of the degree of check required for an audit. The aim is to establish regularly that the fund is being correctly administered. Where the transactions referred to in any question are numerous, a check of 10% – 25% only is required – enough to enable the checking officer to feel reasonably satisfied that they can answer the question.

PART 1	INWARD CASH			
a.	Are receipt forms being issued:			
(1)	Correctly? (is the MD11 receipt form used, dated, signed, and other details completed) ⁽¹⁾	N/A		
(2)	Promptly?	N/A		
(3)	in unbroken sequence?, and	N/A		
(4)	written into the cashbook? ⁽¹⁾	N/A		
b.	Are bar and other trading proceeds:			
(1)	being handed to the Treasurer promptly?,	N/A		
(2)	receipts issued promptly?, and	N/A		
(3)	details entered into the cashbook? (See Part 7e.)	N/A		
c.	Are the proceeds of any other fundraising activity:			
(1)	being handed to the Treasurer promptly?,	N/A		
(2)	received promptly?, and	N/A		
(3)	details entered into the cashbook? (See Part 8).	N/A		
d.	Are all takings being banked promptly (never held longer than a week) – large sums being banked immediately? (Check NPF receipt dates against Cashbook)			
e.	Do bankings include all takings received up to the time of banking?			
f.	Is cash in hand at the actual date of check correct?			
g.	If the person handling this cash is also handling the cash of other funds, has the other cash been checked at the same time? (Part 5, Annex A, Para 4)			
PART 2	OUTWARD CASH			
a.	Are all payments made by cheque? ⁽²⁾		No	
b.	Do the individuals authorised to sign checks from the fund view the supporting documents that certify that services or stores have been received, before signing?		Yes	
c.	Are all payments authorised in the minutes? ⁽³⁾		Yes	
d.	Are payments made promptly?		Yes	
e.	Where casual staff, paid entertainment, bands etc are employed, are tax deductions debited by the fund, where applicable, for repayment in accordance with DFO(A) Vol 8 para 2502.		N/A	
f.	Are all payments supported by receipts or paid cheques?		N/A	
g.	Are all cheque payments written into the cashbook?		N/A	
PART 3	CASHBOOK			
a.	Is GST recorded in a separate column in the cashbook? DFO(A) Vol 8 Part 2 Para 2515		N/A	
b.	Has the cashbook been reconciled with the bank statements up to the end of the period under check? ⁽⁴⁾		Yes	
c.	Where the fund is registered for GST in accordance with the DFO(A) Vol 8, Part 2, Chap 11, are regular returns being furnished to the IRD and payment or claims made		N/A	
PART 4	PETTY CASH			

a.	Does the fund operate Petty Cash? ⁽¹⁾ (If not then go directly to Part 5)	N/A					
b.	Are supporting evidence of payments held?	N/A					
c.	Is cash on hand correct?	N/A					
d.	Is the amount held at any time no more than sufficient to enable small payments to be made?	N/A					
PART 5 SECURITY OF CASH							
a.	Is the cash on hand and safe keys adequately safeguarded:	N/A					
(1)	whilst in the premises?	N/A					
(2)	outside the premises? (at Accounts/Duty Hut), and	N/A					
(3)	whilst under transport between locations?	N/A					
PART 6 MONEY OWING TO THE FUND							
a.	Where subscriptions or mess fees are paid, are records of fees paid, and debts incurred, kept for each member of the fund?	Yes					
b.	If a direct debit system is used, are these records cross-referenced to bank or PAYE statements?	Yes					
c.	If receipts are issued for subscriptions of fees, are receipt numbers entered on individual membership records?	N/A					
d.	Are these records up to date?	Yes					
e.	In Officers Mess, is there a satisfactory system for maintaining a record of bar sales on credit throughout the month?	N/A					
f.	Are accounts being rendered promptly?	Yes					
g.	Is the collection of accounts timely in accordance with the rules?	Yes					
PART 7 TRADING ACTIVITIES							
a.	What type of stock records is held for bar stock? (M for Manual, E for Electronic ie spreadsheet)	N/A					
(1)	If Electronic records are maintained is it possible to change numbers, falsify records and accounts to hide theft. Check that appropriate electronic locks or write protections are in place and ensure that figures are substantiated with invoices or other independent records/totals.	N/A					
b.	Are these records up to date?	N/A					
c.	Can all payments shown in the cashbook for stock purchases be checked against the stock records to see that the goods have been received and brought on charge?	N/A					
d.	Are stock purchases shown in invoices, delivery dockets and the order book being progressively recorded in the stock records? (even though payment may not have been made)	N/A					
e.	Is stock on hand being regularly stock-checked at least weekly? ⁽¹⁾⁽⁴⁾	N/A					
f.	Are such checks recorded in the stock records? ⁽⁶⁾⁽⁴⁾	N/A					
g.	Have cash sales shown in the cashbook, and credit sales shown in members accounts, been reconciled with apparent sales as disclosed by the bar reconciliation? ⁽⁶⁾⁽⁴⁾	N/A					
h.	If a bar till paper-tape printout is used and retained in support of reconciliation is the master tape secure from bar staff?	N/A					

i.	Have the sales/cash reconciliations been prepared and checked by different people?	N/A					
j.	Have all marked differences revealed by the checks and the reconciliation been investigated and explained to the PMC in accordance with DFO(A) Vol 8 Part 3 para 30.41 ⁶ ?	N/A					
PART 8 MONEY RAISING ACTIVITIES							
a.	Are you satisfied with the way any money raised by activities such as raffles is recorded and accounted for?	N/A					
b.	Have gaming licences been obtained for any raffles, over \$500, that were run by the fund?	N/A					
c.	If gaming machines are held:	N/A					
(1)	does the fund hold valid licences for these machines?	N/A					
(2)	is the revenue banked into an account called the "Gaming Machine Account" in accordance with Internal Affairs rules and regulations?	N/A					
PART 9 COMMITTEE MEETINGS AND MINUTES							
a.	Are meetings of the Committee held regularly – at least often enough to approve payments from the fund promptly? (Committees of mess and other large funds at least monthly or more often if required)	No					
b.	Are written minutes up to date and confirmed at the following meeting?	Yes					
PART 10 RECORD KEEPING and DOCUMENT RETENTION							
a.	Are permanent and up to date files established and maintained for retention of:						
(1)	All committee minutes and correspondence	Yes					
(2)	Annual set of accounts and Audit reports	N/A					
(3)	NPF Charter or Constitution and Establishment Authority	Yes					
b.	In accordance with the NZ Income Tax Act are all accounting documents (such as receipts, invoices, bank statements and accounts) being retained for a mandatory seven year period?	Yes					
PART 11 SCHEDULE OF ASSETS, FURNITURE AND FITTINGS, CHATTELS ETC.							
a.	Is a complete and up to date schedule ⁹ held to record ownership of:						
(1)	All assets	N/A					
(2)	Furniture and Fittings	N/A					
(3)	Other Chattels or items	N/A					
(4)	Is adequate insurance held to cover stock and other mess or UPF property for loss by fire, theft and any other likely contingency.	N/A					
PART 12 APPOINTMENTS and RESPONSIBILITIES							
a.	Have all appointments been made?	Yes					
b.	Are appointees adequately trained and are they aware of DFO(A) Vol 8 requirements?	Yes					
c.	Are the appointees carrying out their responsibilities?	Yes					
d.	If a new treasurer has been appointed, was the handover adequate?	Yes					
e.	Has the treasurer completed an MSI Club Treasurer course and or appropriate modules for managing NZ Army Financial Systems?	Yes					

PART 13 GOVERNANCE and RISK							
a.	Where relevant, confirmation of the existence and relevance for an up to date.						
(1)	Constitution	Yes					
(2)	Charter	No					
(3)	Rules pertaining to operation and conduct	Yes					
(4)	SOPs	No					
b.	Has the committee of management met regularly as required and fore filled all of its management responsibilities?	No					
c.	Are you satisfied that the NPF is operating effectively and in accordance with its intended purpose and establishment authority?	Yes					
d.	Are you aware of any risks or issues affecting the NPF in any way that might have a material effect now or in the near future.?	No					
<p>SSGT Allen</p>  <p>Signature of Checking Officer</p>							
<p>27 Apr 2021</p> <p>Date Check Completed</p>							
<p>Seen by CO (Initials)</p>							

NOTES

1. **Issue of Receipt Forms for Inwards Cash.** For unit, unit education, and corps funds, Army receipt form MD11 should be used. Other funds should obtain NPF1 receipt books from the nearest NPF Office or direct from the Army NPF. Receipts must be issued promptly and the original given to the payer. It is not necessary, although permissible, to issue a receipt form for each small individual payment such as a cash sale or the sale of a raffle ticket. These amounts must, however, be capable of being checked against supporting documents and the totals must be receipted. (See Parts 7 and 8 of the checklist.)
2. **Payments by Cheque.** It is not permissible to make payments from the fund out of inwards cash. All payments from the fund must come from the bank account. Each payment from the fund must be drawn as an individual cheque that is given to the payee except when a payment is from petty cash (see Note 5). To answer question 2. a. you should look at the cheque butts to ensure cheques are made out to firms and individuals, not to cash. A cheque to reimburse petty cash is to be negotiable and made out to the name of the person who is to cash it.
3. **Authorisation of Payments.** All payments should have prior authorisation recorded in the minutes, but in the case of routine payments of a recurring nature it is acceptable that, to avoid delay, the payments are made without prior authorisation, and ratified in the minutes at the earliest possible occasion. All cheques drawn for petty cash must be authorised in the minutes. Individual payments from petty cash need not be.
4. **Reconciliation of Cashbook with Bank Statement.** The bank statement will show the same information as the cashbook and transactions can be reconciled item by item. This check will probably show some cheques have yet to be cashed, and may show a lodgement has not yet been recorded on the statement. To reconcile the cashbook with the bank statement, subtract from the statement balance the unpresented cheques and add any lodgement not yet credited. The total should be the same as the cashbook balance. You should also have the bank lodgement butt or NPF receipt for any lodgement not yet credited.
5. **Petty Cash.** If a petty cash account is kept it should be quite separate from the cashbook with a separate cashbook of its own. Amounts held for petty cash should be drawn from the fund by cheque. They should be in small amounts just sufficient to enable petty cash payments to be made and evidence of payment should normally be obtained from the payees and kept. Receipts for small sums (under \$5) need not be obtained if it is difficult to do so.
6. **Stock Records.** Wherever trading activities are conducted stock records must be kept. They can be kept either in manual or electronic formats, but it is essential that they include the following:
 - a. The quantity of each commodity on hand at the beginning of the period.
 - b. The quantity of each commodity purchased from suppliers during the period, purchase by purchase.
 - c. Issues made during the period.
 - d. The actual quantities of each commodity found at periodic stocktakings. These stocktakings should be carried out, at least weekly, by a responsible person involved with the administration of the fund, but never less than once monthly. The person checking is to sign the stock records accordingly.
 - e. Reconciliations must show the value of apparent sales revealed by bar stock checks, with the actual cash received, plus the amount for members credit sales (if applicable) and PMC's hospitality, up to the time of the bar reconciliation. The value of stock sold at selling price should reconcile with the total of cash received, credit recorded, and PMC's hospitality authorised. Small discrepancies, including a small percentage of sales under or over, can be accepted but consistent losses or greater differences must be investigated and explanations recorded.
7. **Money Raising Activities.** Where the fund carries on any money raising activities such as raffles, "housie", et cetera, it is necessary that adequate records of these be kept – the type of record varying with the activity. For raffles it should be sufficient to show that the books of tickets are all accounted for reconciling cash received plus unsold tickets. The essentials of any system, however, are that a record was made and checked by an independent person. It is also necessary to ensure that raffles conducted by the mess have been made in accordance with Internal Affairs procedures, including obtaining a licence for any raffles over \$500 in value.
8. **Schedule of Assets, Furniture and Fittings, Chattels etc.** Note that quantity, and simple, clear descriptions are given together with unique serial number or identifier if they exist.