



**NATIONAL SUPERANNUATION FUND LIMITED**

**RESERVING MANAGEMENT POLICY**

**DOCUMENT CONTROL**

<b>DOCUMENT OWNER</b>	General Manager- Investments
<b>POLICY NAME</b>	Reserving Management Policy

**DOCUMENT VERSION CONTROL**

VERSION	CHANGE	APPROVAL DATE	AUTHOR
1.0	Create Policy	08 October 2015	Dominic Beange
1.1	Review Policy	29 June 2016	Rajeev Sharma
2.0	Update Policy	25 October 2016	David Brown
3.0	Review Policy	19 August 2020	Judah Waffi
4.0	Review Policy	18 November 2020	F J Nelson & J. Waffi
5.0	Review Policy	25 November 2021	Fiona J Nelson
6.0	Review Policy	23 August 2022	Fiona J Nelson
7.0	Review Policy	23 August 2023	Fiona J Nelson

**DOCUMENT ENDORSEMENT AND APPROVAL**

COMMITTEE/BOARD	MEETING NO.	DATE
Investment Committee	IC Meeting No. 72	29 August 2022
Board	Board Meeting No. 145	08 September 2022
Investment Committee	IC Meeting No. 79	21 August 2023
Board	Board Meeting No. 153	06 September 2023

**DOCUMENT APPROVAL AND SIGN OFF**

APPROVED	TITLE	DATE	SIGNATURE
Tamzin Wardley	Chairwoman	06 September 2023	
Rajeev Sharma	CEO	06 September 2023	

**PUBLICATION**

SITE	EVIDENCE
Annual Report	Included in Annual Report for 2017
Public section of NASFUND web site	Uploaded to web site on Sept-2022

**SUBMISSION OF POLICY TO BPNG**

VERSION	DATE SUBMITTED
Submitted V4.0	3 December 2020
Submitted V5.0	9 December 2021

**DOCUMENT REVIEW**

Effective Date	
Last Review Date	August 2024

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**1. PURPOSE OF THE RESERVING MANAGEMENT POLICY**

1.1 The purpose of this policy is to provide a framework for the Trustee Board when determining the approach to reserves (if any), and investment of any reserves.

**2. LEGISLATIVE REQUIREMENTS**

2.1 The primary legislative document governing the superannuation industry is the Superannuation Act 2000 (as amended). Section 71A of the Act refers to Reserves.

2.2 The Trustee Board is also required to adhere to various Prudential Standards and in relation to reserving management and the investment of any funds held in reserve. *Superannuation Prudential Standard 1/2014* Authorised Superannuation Fund Investments (PS 1/2014) refers. Paragraphs 14 and 15 refer in detail to Reserving Policy, and investment of any reserves (if applicable).

**3. WHAT ARE RESERVES, AND WHY WOULD NASFUND HOLD RESERVES?**

3.1 Superannuation funds generally seek to pay out all, or virtually all, earnings for a period to the members in the Fund at that time. This is generally seen as a fair and equitable distribution to all members, whether they be current, exiting or prospective members, as those members current at any time receive current earnings (which can be negative as well as positive).

3.2 Reserves are part of the earnings of a given period, which are not paid out in that period, and are kept “in reserve” for a future period.

3.3 Not all unallocated monies constitute reserves. Unallocated monies that are not reserves include accounting constructs such as suspense accounts, and accounts for accrued expenses and provisions for administration expenses, taxation or building maintenance as well as any provisions required pursuant to accounting standards.

3.4 Superannuation funds may want to keep a level of reserves from one period to be spent or allocated to member accounts in a future period.

- 3.5 A common type of reserve is one used to smooth Crediting Rates over time, in this paper referred to as an Investment Fluctuation Reserve (IFR). Some members of Superannuation Funds feel more secure if Crediting Rates were smoother, rather than having volatile returns from year to year. Other members, particularly those close to retirement, may feel disadvantaged if earnings are not distributed in full.
- 3.6 Other common reserves include funds held to pay for multi-year expenses such as system upgrades (Administration Reserves), funds held instead of paying insurance premiums (Self Insurance Reserves), or funds held in case of a future expense arising from unexpected human or system failure (Operational Risk Reserves).
- 3.7 The Trustee Board of NASFUND is mindful of the competing interests of separate groups of members, especially the possibility that some members may pay towards a reserve and leave the Fund without receiving a corresponding benefit. For reasons of member fairness therefore, NASFUND Trustee Board expects Crediting Rates to reflect Fund earnings in the relevant period (which may be positive or negative).
- 3.8 Where reserves are maintained, the Trustee Board will establish a comprehensive management strategy which will contain appropriate objectives for which the reserves are established as well as measures to manage the reserves.
- 3.9 Before establishing a reserve, the Trustee Board will clearly describe why the reserve is to be established, and its ongoing purpose. If reserves are to be established, the Trustee Board may establish a separate reserve for each identified purpose or may cover more than one purpose through a single reserve account.
- 3.10 If more than one purpose is to be covered through one reserve, the Trustee Board would only do so if the identified purposes are fundamentally similar in nature, and if the management of one reserve is adequate to prudently manage the separate purposes over time.
- 3.11 Other types of reserves that might be maintained by Superannuation Funds include Contributions Reserves, Compliance Reserves, and Liquidity Reserves. The Trustee Board does not intend to open reserves to manage these risks at this time.

- 3.12 The Trustee Board has decided to limit the possible reserves to manage just three specific categories: Administration, Investment Fluctuation and Operational Risk.
- 3.13 If reserves are maintained these are not expected to be “large” (Section 71A of the Superannuation Act suggests reserves in aggregate should not exceed 2% of the Fund’s assets), and not be allowed to have a negative value.

#### **4. ADMINISTRATION RESERVE AND ASSOCIATED INVESTMENT STRATEGY**

- 4.1 The Trustee Board reserves the right to create/maintain an Administration Reserve.
- 4.2 An Administration Reserve would be maintained to hold funds ready for future administration expenses, to ensure the Trustee’s solvency and support its business operations. Such a reserve may have merit as the Trustee for National Superannuation Fund (NASFUND) is a not-for-profit trustee, and therefore does not have access to accrued earnings in the event of emergency. Such a reserve, therefore, may be seen as similar to minimum capital requirements for banks and insurance companies.
- 4.3 If the Trustee Board chooses to maintain an Administration Reserve, such a reserve is not expected to be more than 0.5% of the Net Assets of Fund, and to never be negative. At the time of writing, the Trustee Board *does not maintain an Administration Reserve*.
- 4.4 Associated investment strategy: Funds held in an Administration Reserve will be separately accounted for, apart from the general investment pool of member’s funds. Given that such a reserve is intended to be called on to cover unexpected administration costs, the Administration Reserve funds would be invested conservatively, and in low-risk investments such as bank deposits or Treasury Bills (guaranteed by the State of Papua New Guinea). The Fund will account for such reserves separately, but the actual funds may be invested along with other Fund investments of a similar nature.

**5. INVESTMENT FLUCTUATION RESERVE AND ASSOCIATED INVESTMENT STRATEGY**

5.1 The Trustee Board reserves the right to create/maintain an Investment Fluctuation Reserve.

5.2 An Investment Fluctuation Reserve (IFR) would be maintained to hold funds for future years, in order to minimize the impact of market fluctuations on members' account balances and to smooth Crediting Rates over a number of years. For example, to increase the Crediting Rate in a year in which earnings are temporarily low, or to reduce the Crediting Rate in a year in which earnings are temporarily high.

5.3 If the Trustee Board chooses to maintain an IFR, such a reserve is not expected to be more than 2.0% of the Net Assets of Fund, and to never be negative. At the time of writing, the Trustee Board *maintains an Investment Fluctuation Reserve*.

5.4 Associated investment strategy: Funds held in an Investment Fluctuation Reserve will be separately accounted for, apart from the general investment pool of member's funds. Given that such a reserve is intended to be called on to smooth Crediting Rates in periods of temporary volatility, the IFR funds would be invested conservatively, and in low-risk investments such as bank deposits or Treasury Bills (guaranteed by the State of Papua New Guinea). The Fund will account for such reserves separately, but the actual funds may be invested along with other Fund investments of a similar nature.

**6. OPERATIONAL RISK RESERVE AND ASSOCIATED INVESTMENT STRATEGY**

6.1 The Trustee Board reserves the right to create/maintain an Operational Risk Reserve.

6.2 An Operational Risk Reserve would be maintained to hold funds for future years, in order to have funds available in the event of an operational error such as system or human error.

6.3 The Fund seeks to reduce operational risks to a minimum through robust policies and procedures and policing these procedures through regular internal and external audits. The Fund has a Risk Management Framework and holds insurance policies



against losses due to operational error (including fraud), and the Trustee Board does not see an Operational Risk Reserve as a substitute for proper care and diligence.

6.4 The Trustee Board expects third party providers to make good their own errors, and insurance policies are maintained as well. However, claims against a service provider or insurance policy, even if lodged immediately, will often be paid with a delay, may be settled for less than the full amount or may not be accepted by the insurance company or service provider, resulting in litigation and associated costs. An appropriate Operational Risk Reserve would assist the Trustee to meet the costs of rectifying errors without having to await the outcome of recovery action against third parties, thus benefitting members through continuity of service. At the time of writing the Trustee Board does not maintain an Operational Risk Reserve.

6.5 Associated investment strategy: Funds held in an Operational Risk Reserve will be separately accounted for, apart from the general investment pool of member's funds. Given that such a reserve is intended to be called on to make good the costs of operational errors, the Operational Risk Reserve funds would be invested conservatively, and in low-risk investments such as bank deposits or Treasury Bills (guaranteed by the State of Papua New Guinea). The Fund will account for such reserves separately, but the actual funds may be invested along with other Fund investments of a similar nature.

## **7. ANNUAL REVIEW OF RESERVING MANAGEMENT POLICY**

7.1 The Trustee Board in consultation with the Licensed Investment Manager will review the Reserving Management Policy on a regular basis and at least annually.