

## Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>  
Please read that in full first.

In the following worksheets, cells shaded light blue require input. All other cells are locked to prevent change.

### Purpose

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

### What is covered?

All expenses for items experienced, used or declined by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced. This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment. CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance. Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

### How does it work?

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook. CEs formally approve completed Excel workbooks and an appropriate person reviews them. They are posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

### When and how often are disclosures made?

Disclosures cover the year to 30 June and are expected to be published by 31 July.

### Disclosed Information - this workbook includes a tab for each of the following categories:

#### Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

#### Travel

All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, accommodation, meals, and taxis.

#### Hospitality

All work-related hospitality expenses provided by the CE to people external to Public Service departments and statutory Crown entities.

#### All other expenses

All other expenses incurred by the CE that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, membership fees, conference fees, and professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

#### Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the Official Information Act.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence).

## How to present information

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, CE name and reporting period) will pre-populate once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as "no travel expenses to disclose for this period"; "no gifts received" or "no hospitality provided". Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include separate disclosures for each CE, including Acting CEs.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: "(This agency) is disclosing the Chief Executive's expenses, gifts and hospitality as part of its commitment to transparency and accountability".

## Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>  
Please read that in full first.

If you have any questions, contact the team at [ceexpenses@ssc.govt.nz](mailto:ceexpenses@ssc.govt.nz)

For help with publishing on data.govt contact [info@data.govt.nz](mailto:info@data.govt.nz).

Expenses should be posted on agency websites and linked to [www.data.govt.nz](http://www.data.govt.nz). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

## Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off\*

<b>Organisation Name</b>	Social Investment Agency
<b>Chief Executive**</b>	Dorothy Adams
<b>Disclosure period start***</b>	1 July 2018
<b>Disclosure period end***</b>	30 June 2019
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	
<b>Other sign-off****</b>	

This summary page updates automatically from the 'Travel', 'Hospitality', 'All other expenses', and 'Gifts and benefits' tabs.

**Throughout this workbook, input cells are shaded light blue.**

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
<b>Travel expenses</b>	<b>\$17,083.09</b>	Figures exclude GST		<b>Number offered</b>	<b>5</b>
<b>Hospitality</b>	<b>\$151.59</b>	Figures exclude GST		<b>Number accepted</b>	<b>4</b>
<b>Other expenses</b>	<b>\$5,830.38</b>	Figures exclude GST		<b>Number declined</b>	<b>1</b>
<b>International Travel</b>	<b>\$8,982.13</b>	Figures exclude GST			
<b>Domestic Travel</b>	<b>\$7,787.71</b>	Figures exclude GST			
<b>Local Travel</b>	<b>\$313.25</b>	Figures exclude GST			
<b>Notes</b>					
* Headings on following tabs will pre populate with what you enter on this tab					
** Create a new workbook for a new Chief Executive					
*** Update if a shorter or different period is covered					
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member					

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Social Investment Agency
<b>Chief Executive</b>	Dorothy Adams
<b>Disclosure period start</b>	1 July 2018
<b>Disclosure period end</b>	30 June 2019
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### International, domestic and local travel expenses

*All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.*

#### International Travel (including travel within NZ at beginning and end of overseas trip)

Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
18 - 27 August 2018	\$3,646.53	Attended Singularity Conference for one week	Air fares (2,123.60) Accommodation (1,304.11) Taxis (205.85) Meals (12.97)	San Francisco, USA
20 - 24 October 2018	\$3,890.04	Attended Global Evidence & Implementation Summit for 4 days	Registration (904.81) Air fares (1,104.59) Accommodation (1,407.30) Taxis (192.32) Meals (281.02)	Melbourne, Australia
11 - 12 February 2019	\$1,445.56	Attended Their Futures Matter Conference for 1 day	Air fares (937.38) Accommodation (311.43) Taxis and buses (125.57) Meals (71.18)	Sydney, Australia
<b>Subtotal - international travel</b>	<b>\$8,982.13</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

#### Domestic Travel (within NZ, including travel to and from local airport)

Date(s)*	Cost in NZ\$	Purpose of travel (e.g. visiting district office for two days...)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
21 June 2018	\$199.59	Adams Dorothy AKL 21/06/2018	Accommodation	Auckland
9 - 13 July 2018	\$1,892.35	Data Protection and Use Policy (DPUP) Engagement Workshops	Air fares (851.41) Accommodation (636.70) Rental car (264.04) Taxis (59.33) Meals (80.87)	Kerikeri, Kaikohe, Kaitaia and Whangarei
24 - 25 July 2018	\$978.82	DPUP Engagement Workshop	Air fares (723.93) Accommodation (143.76) Taxis (82.00) Meals (29.13)	Invercargill
10 August 2018	\$132.16	Te Tihi Governance Meeting	Rental car	Palmerston North
16 - 17 August 2018	\$842.20	DPUP Engagement Workshops	Air fares (465.90) Rental car (49.00) Taxis (192.86) Meals (134.44)	Hamilton Christchurch
7 September 2018	\$570.41	DPUP Engagement Workshop	Air fares (448.33) Taxis (122.08)	Auckland
12 October 2018	\$555.93	Presentation to International Indigenous Youth Employment Symposium	Air fares (463.40) Rental car (67.66) Taxi (24.87)	Hastings
29 October 2018	\$535.56	Visit to Tamaki Regeneration & The Southern Initiative	Air fares (349.63) Taxis (185.93)	Auckland
19 December 2018	\$359.64	Visit to Wise Group	Air fares (335.90) Taxi (23.74)	Hamilton

14 -17 April 2019	\$1,268.60	3 day frontline visits - multiple visits	Air fares (290.57) Accommodation (564.02) Taxis (51.74) Rental Car (261.79) Meals (100.48)	Dunedin
20 June 2019	\$452.45	Visit to Mangere Refugee Resettlement centre and Datacom	Air fares (347.64) Rental car (47.42) Taxi (57.39)	Auckland
<b>Subtotal - domestic travel</b>		<b>\$7,787.71</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>

**Local Travel** (within City, excluding travel to airport)

Date(s)*	Cost in NZ\$	Purpose of travel (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)
2 July 2018	\$17.74	Business meeting	Taxi	Wellington
8 August 2018	\$39.04	Engagement Workshops	2x Taxi	Wellington
29 August 2018	\$6.52	Business meeting	Taxi	Wellington
11 September 2018	\$49.66	SSC Leadership Retreat	Rental car	Wellington
26 September 2018	\$75.52	SSC Leadership Retreat	Rental car	Wellington
27 September 2018	\$17.22	Business meeting	Taxi	Wellington
8 October 2018	\$10.43	Ministers meeting Parliament	Taxi	Wellington
19 October 2018	\$14.78	Business meeting	Taxi	Wellington
21 November 2018	\$12.35	SSC Leadership Retreat	Taxi	Wellington
6 December 2018	\$27.47	SAANZ Conference	2x Taxis	Wellington
21 December 2018	\$31.39	Women's Refuge event	2x Taxis	Wellington
11 April 2019	\$11.13	Sport NZ fundraising dinner	Taxis	Wellington
<b>Subtotal - local travel</b>		<b>\$313.25</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>

<b>Total travel expenses</b>	<b>\$17,083.09</b>
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<b>Organisation Name</b>	Social Investment Agency			
<b>Chief Executive</b>	Dorothy Adams			
<b>Disclosure period start</b>	1 July 2018			
<b>Disclosure period end</b>	30 June 2019			
<b>GST on costs</b>	Figures exclude GST			
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed			
<b>Hospitality Offered to Third Parties*</b>				
<i>All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.</i>				
<b>Date(s)**</b>	<b>Cost in NZ\$</b>	<b>Purpose of hospitality</b> (e.g. hosting delegation from China, building relationships, team building)	<b>Type of expense</b> (what and for how many e.g. dinner for 5)	<b>Location(s)</b>
10 September 2018	\$79.00	Lunch for external interview panellists	Pravda, Customhouse Quay	Wellington
4 October 2018	\$72.59	Office of the Children's Commissioner Meeting - Hosting Swedish Academics	Where's Charlie Lambton Quay	Wellington
<b>Total hospitality expenses</b>	<b>\$151.59</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Organisation Name</b>	Social Investment Agency
<b>Chief Executive</b>	Dorothy Adams
<b>Disclosure period start</b>	1 July 2018
<b>Disclosure period end</b>	30 June 2019
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.  
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
30 June 2018	\$7.70	Balance of June Vodafone costs	Phone	Wellington
23 July 2018	\$325.00	Coaching session	Coaching	Wellington
10 August 2018	\$162.50	Coaching session	Coaching	Wellington
10 September 2018	\$162.50	Coaching session	Coaching	Wellington
13 September 2018	\$487.50	Coaching session	Coaching	Wellington
28 September 2018	\$325.00	Coaching session	Coaching	Wellington
31 October 2018	\$246.00	Thank you lunch for external interview panellists at Annam Restaurant	Meals	Wellington
31 October 2018	\$49.43	Leading Transformation Book - Amazon	Publication	Wellington
31 October 2018	\$325.00	Coaching session	Coaching	Wellington
29 November 2018	\$325.00	Coaching session	Coaching	Wellington
1 December 2018	\$304.35	Eye test (as per SIA policy)	Glasses	Wellington
29 January 2019	\$325.00	Coaching session	Coaching	Wellington
27 February 2019	\$325.00	Coaching session	Coaching	Wellington
31 July 2018	\$20.24	July Vodafone	Phone	Wellington
31 August 2018	\$79.50	August Vodafone	Phone	Wellington
30 September 2018	\$50.02	September Vodafone	Phone	Wellington
31 October 2018	\$68.87	October Vodafone	Phone	Wellington
30 November 2018	\$46.54	November Vodafone	Phone	Wellington
31 December 2018	\$43.70	December Vodafone	Phone	Wellington
31 January 2019	\$62.44	January Vodafone	Phone	Wellington
26 March 2019	\$325.00	Coaching session	Coaching	Wellington
28 February 2019	\$52.88	February Vodafone	Phone	Wellington
31 March 2019	\$43.39	March Vodafone	Phone	Wellington
30 April 2019	\$73.32	April Vodafone	Phone	Wellington
30 April 2019	\$350.00	Coaching session	Coaching	Wellington
30 May 2019	\$272.25	May Vodafone	Phone	Wellington
30 May 2019	\$350.00	Coaching session	Coaching	Wellington
30 June 2019	\$272.25	June Vodafone	Phone	Wellington
30 June 2019	\$350.00	Coaching session	Coaching	Wellington

<b>Total other expenses</b>	<b>\$5,830.38</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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## Chief Executive Gifts and Benefits Disclosure

<b>Organisation Name</b>	Social Investment Agency
<b>Chief Executive</b>	Dorothy Adams
<b>Disclosure period start</b>	1 July 2018
<b>Disclosure period end</b>	30 June 2019
<b>GST on values</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation.  
Include all gifts, invitations or other hospitality **whether accepted or declined.***

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)
6 July 2018	Invitation to attend a Wellington on a Plate dinner	Declined	Ernst & Young	\$50.00	
27 September 2018	Gift - Australian Artist Roseanne Murray picture	Accepted	Hon Simone McGurk MP, Australia	\$50.00	
6 November 2018	Gift - Qelada Necklace	Accepted	Minister for Happiness & Wellbeing, UAE	\$100.00	
4 December 2018	Gift - Lacquer Business Card Holder	Accepted	Ministry of Health, Singapore	\$50.00	
11 April 2019	Invitation to attend a Sport New Zealand fundraising dinner	Accepted	SportNZ		

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>5</b>	<b>Check - there are no hidden rows with data</b>	<b>Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"</b>
	Accepted	4		
	Declined	1		

<b>Notes</b>				
* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.				
Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.				
A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.				
Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).				
Include gifts and benefits that are declined.				
Number of gifts/benefits will update automatically once you put information in rows above.				
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).				