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

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <a href="http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf">http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf</a> Please read that in full first.

In the following worksheets, cells shaded light green 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. 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.

CE Expense Disclosure Workbook 2018
Worksheet - Guidance

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: <a href="http://www.ssc.govt.nz/ce-expenses-disclosure">http://www.ssc.govt.nz/ce-expenses-disclosure</a>

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": <a href="http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf">http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf</a>
Please read that in full first.

If you have any questions, contact the team at ceexpenses@ssc.govt.nz

For help with publishing on data.govt contact info@data.govt.nz.

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

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CE Expense Disclosure Workbook 2018

Worksheet - Guidance

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

Organisation Name External Reporting Board

Chief Executive\*\*

April Mackenzie

Disclosure period start\*\*\* 1 July 2021

Disclosure period end\*\*\* 30 June 2022

Agency totals check

Data and totals checked on all sheets

Chief Executive approval\*\*\*\*

This disclosure has been approved by the Chief Executive

Other sign-off\*\*\*\* the Acting Chair of External Reporting Board Jane Taylor

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 green.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$6,778.26	Figures exclude GST	Number offered	0
Hospitality	\$107.23	Figures exclude GST	Number accepted	0
Other expenses	\$11,594.95	Figures exclude GST	Number declined	0
International Travel	\$0.00	Figures exclude GST		
Domestic Travel	\$6,758.87	Figures exclude GST		
Local Travel	\$19.39	Figures exclude GST		
Notes				
* Headings on following tabs will pre populat	e with what you enter on this	tab		
** Create a new workbook for a new Chief E	xecutive			
*** Update if a shorter or different period is o				
**** This disclosure must be approved by the	Chief Executive and anothe	r appropriate party, e.g. Board Chair,	Chief Financial Officer or Audit and Risk C	ommittee member

Chief Executive Expense Disclosure				
Organisation Name	External Reporting Board			
Chief Executive	April Mackenzie			
Disclosure period start	1 July 2021			
Disclosure period end	30 June 2022			
GST on costs	Figures exclude GST			
Agency totals check	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)	
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient inf	ormation	

	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 day	ys)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
2 July 202	21 \$43.4	8 Climate related disclosures (CRD) m	neeting Auckland	Parking at Queenstown Airport	Queenstown
2 July 202	21 \$99.6	5 Climate related disclosures (CRD) m	neeting Auckland	Taxi-Central Taxi Auckland	Auckland
7 July 202	21 \$86.7	8 Climate related disclosures (CRD) m	neeting Auckland	Taxi-Crown Cabs Ltd Auckland	Auckland
2 July 202	21 \$23.0	4 Climate related disclosures (CRD) m	neeting Auckland	Meal at Sectra Café Auckland	Auckland
9 July 202	21 \$43.0	4 Climate related disclosures (CRD) m	neeting Auckland	Meal-Ortolana Auckland	Auckland
2 July 202	21 \$315.9	7 Climate related disclosures (CRD) m	neeting Auckland	Accommodation - the Hotel Britomart	Auckland
1 July 202	21 \$471.6	5 Climate related disclosures (CRD) m	neeting Auckland	Return flights between Queenstown & Auckland	Queenstown/Auckland
31 July 202	21 \$102.4	3 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Flight Auckland to Wellington	Auckland/Wellington
31 July 202	21 \$350.2	6 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Flight Queenstown to Auckland	Queenstown/Auckland
3 August 202	21 \$91.8	3 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Taxi-Central Taxi Auckland	Auckland
3 August 202	\$93.9	1 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Taxi-Central Taxi Auckland	Auckland
3 August 202	21 \$9.7	6 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Meal - QT Auckland	Auckland
3 August 202	21 \$398.2	6 FMA Board meeing CRD -Michele E	mbling and April Mackenzie	Accommodation - QT Auckland	Auckland
9 August 202	21 \$767.3	Attending Strategy meeting for inflen	ncing international accounting standard setting	Return flights between Queenstown and Wellington	Queenstown/Wellington
30 August 202	\$532.7	0 Attending meeting in Wellington and	Christchurch CRD Wanaga	Return flights between Queenstown and Wellington and Christchurch	Queenstown/Wellington
7 October 202		4 Integrated reporting brainstorm		Flight Sound Air Wanaka and Christchurch	Wanaka/Christchurch
30 November 202	\$151.0	Meeting with staff member Joanne S Wotton (Nelson based)	Scott and meeting with Executive Coach Andy	Transportation- NZ Rent a Car Nelson	Nelson

CE Expense Disclosure Workbook 2018

Worksheet - Travel

Subtotal - domestic travel		\$6,758.87	Check - there are no hidden rows with data	Check - each entry provides sufficient in	formation
	19 June 2022	\$5/6.8/	XRB Board meeting (20 Jun) and Climate SteerCo group meeting (21 Jun)	Return flight Queentown and Auckland	Queenstown/Auckland
	22 June 2022 19 June 2022		XRB Board meeting (20 Jun) and Climate SteerCo group meeting (21 Jun)	Accommodation - the Parnell Auckland	Auckland
	22 June 2022		XRB Board meeting (20 Jun) and Climate SteerCo group meeting (21 Jun)	Taxi- Auckland Co OP Taxis to Auckland airport	Auckland
			XRB Board meeting (20 Jun) and Climate SteerCo group meeting (21 Jun)	Transportation - BRAR TRANSPORT-from airport to hotel	Auckland
	26 May 2022 19 June 2022		Meeting with Executive Coach Andy Wotton	Transportation-Kiwi Cabs	Nelson
	25 May 2022		Meeting with Executive Coach Andy Wotton	Transportation-Nelson Taxi	Nelson
	25 May 2022		Meeting with Executive Coach Andy Wotton	Return flights Wellington and Nelson	Wellington/Nelson
	19 May 2022		Suppliers selection XRB Nga Pou Ote Kawa Ora framework for ESG	Return flights Queentown to Wellington	Queenstown/Wellington
20	) January 2022		Meeting with Executive Coach Andy Wotton Nelson based	Taxis - Neslon 20/1	Nelson
	) January 2022		Meeting with Executive Coach Andy Wotton Nelson based	Return flights Wellington and Nelson	Wellington/Nelson
	January 2022		Team meeting in Christchurch	Return flight Wankaka and Christchurch	Wanaka/Christchurch
30 N	lovember 2021		Meeting with staff member Joanne Scott and meeting with Executive Coach Andy Wotton (Nelson based)	Parking Wgtn Airport - day trip to Nelson	Wellington
30 N	lovember 2021	\$257.74	Meeting with staff member Joanne Scott and meeting with Executive Coach Andy Wotton (Nelson based)	Return flights Wellington and Nelson	Wellington/Nelson

	Local Travel (within City, excluding travel to airport)				
Date(s)*		Purpose of travel (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)	
19 November 2021		Attending Communications Team Day meeting	Taxi	Office to Berhampore/Kingston	
Subtotal - local travel	\$19.39	Check - there are no hidden rows with data	Check - each entry provides sufficient in	ormation	

Total travel expenses \$6,778.26

#### Notes

- \* Any non-standard date format or date outside 1 July 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.
- \*\* Note that GST may not apply to overseas purchases.

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.

Group expenditure relating to each overseas trip.

Subtotals and totals will appear 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) for each travel category (local, domestic and international).

CE Expense Disclosure Workbook 2018 Worksheet - Travel

<sup>\*\*\*</sup> Please include sufficient information to explain the trip and its costs including destination and duration.

Chief Executive April Mackenzie  Disclosure period start  1 July 2021  30 June 2022  GST on costs Agency totals check  Data and totals on this worksheet checked and confirmed  Hospitality Offered to Third Parties*  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.  Date(s)**  Cost in NZ\$ Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)  17 August 2021 28 September 2021 31 2.61 Coffee with potential EA candidate 28 September 2021 31 2.61 Coffee with potential candidate 32 September 2022 34 1.57 Interview a new employee 35 May 2022 34 1.55 Meeting with potential senior staff Meal for 2 people Pickle & Pie Wellington			Chief Executive Expense Discl	osure	
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Figures exclude GST Data and totals on this worksheet checked and confirmed  Hospitality Offered to Third Parties*  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.  Date(s)**  Cost in NZ\$ Purpose of hospitality (e.g. hospitality (e.g. hospitality) (for the for 2 people (hat and for how many e.g. dinner for 5) (hat and for how many e.g. dinner for 5) (For fee for 2 people (hat and for how many e.g. dinner for 5) (For fee for 2 people (hat and for how many e.g. dinner for 5) (For fee for 2 people (hat and for how many e.g. dinner for 5) (For fee for 2 people (hat and for how many e.g. dinner for 5) (For fee for 2 people (hat and for for 2 people (hat and for people (hat and for 2 people (hat and fo	Disclosure period start	1 July 2021			
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CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

Chief Executive Expense Disclosure			
Organisation Name	External Reporting Board		
Chief Executive	April Mackenzie		
Disclosure period start	1 July 2021		
Disclosure period end	30 June 2022		
GST on costs	Figures exclude GST		
Agency totals check	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)  18 July 2021 \$53.02 Cellphone monthly plan Cellphone data costs  18 September 2021 \$53.02 Cellphone monthly plan Cellphone data costs  18 October 2021 \$52.90 Cellphone monthly plan Cellphone data costs  18 November 2021 \$52.90 Cellphone monthly plan Cellphone data costs  18 December 2021 \$52.90 Cellphone monthly plan Cellphone data costs  18 Juneary 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 Juneary 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 February 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 Juneary 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 Juneary 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 April 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 April 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 June 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 June 2022 \$53.02 Cellphone monthly plan Cellphone data costs  18 June 2022 \$53.03 Cellphone monthly plan Cellphone data costs  18 June 2022 \$53.03 Cellphone monthly plan Cellphone data costs  20 December 2021 \$731.74 SamSung cellphone Cellphone 3 June 2022 \$731.75 Cannothly and Cellphone Cellphone Cellphone 26 June 2021 \$731.75 Cannothly and Cellphone Cellphone Cellphone Cellphone Cellphone Cellphone data costs Cellphone Cellphone data costs Cellpho	
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Notes  * Any non-standard date format or date outside 1 July - 30 June 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.	
* Any non-standard date format or date outside 1 July - 30 June 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.	
* Any non-standard date format or date outside 1 July - 30 June 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.	
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.	
Total cost will appear 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).	

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

	Chief Ex	ecutive Gifts and	l Benefits Disclos	sure				
Organisation Name	External Reporting Board							
Chief Executive	April Mackenzie							
isclosure period start	1 July 2021							
isclosure period end	30 June 2022							
ST on values	Figures exclude GST							
		lf:						
gency totals check	Data and totals on this worksheet checked and	i confirmed						
		Gifts and Benefits over	\$50 annual value					
lı	nclude all gifts, invitations to events and other hospitali		lue per year, offered to the city whether accepted or dec		ation.			
ate(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	Other comments (e.g. if given to others, whom?)			
				value if possible)				
otal count of gift/benefit entries:	Offered	0	Check - there are no hide rows with data	Check - each entry prov				
	Accepted	0						
	Declined							
otes								
	utside 1 July - 30 June will raise an alert. Check entry and s	elect 'Yes' to accept/continue	9.					
sert additional rows as needed: right cli	ck on a row number (left of screen) and select Insert - this w	vill insert a row above selecte						
	not included, but if the offer is made more than once a year							
	ons and events, event tickets, gifts from overseas counterp	arts and commercial organis	ations (including that accepte	d by immediate family members).				
clude gifts and benefits that are decline	d.   natically once you put information in rows above.							
April aleasis if the section is the information to al	isclose - provide a note to this effect in the 'Date' column (c	olumn A)	1					

CE Expense Disclosure Workbook 2018

Worksheet - Gifts and benefits