

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

<b>Organisation Name</b>	External Reporting Board
<b>Chief Executive**</b>	April Mackenzie
<b>Disclosure period start***</b>	1 July 2020
<b>Disclosure period end***</b>	30 June 2021
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	Chair of the External Reporting Board Ms Michele Embling

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>\$3,909.43</b>	Figures include GST (where applicable)	<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$427.50</b>	Figures include GST (where applicable)	<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$1,468.55</b>	Figures include GST (where applicable)	<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$3,876.13</b>	Figures include GST (where applicable)		
<b>Local Travel</b>	<b>\$33.30</b>	Figures include GST (where applicable)		
<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>	External Reporting Board
<b>Chief Executive</b>	April Mackenzie
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures include GST (where applicable)
<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)
<b>Subtotal - international travel</b>	<b>\$0.00</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)
13.05.21	\$50.10	Michele Embling & April Mackenzie: WLG city to airport for Financial Service Council Conference	Taxi: 2 people	Wellington
13.05.21	\$87.50	Michele Embling & April Mackenzie: AKL Airport to Financial Service Council	Taxi: 2 people	Auckland
13.05.21	\$784.60	Flight to Auckland for Financial Service Council Conference	Flights: 1 x person	Auckland
14.05.21	\$360.95	Attending Financial Service Council Conference	Accommodation: 1 x person	Auckland
01.06.21	\$490.60	Flight to Auckland from Queenstown - Reasonable Investment New Zealand	Flights: 1 x person	Queenstown
03.06.21	\$630.36	Accommodation - Reasonable Investment New Zealand	Accommodation: 1 x person	Auckland
03.06.21	\$358.80	Flight back to Wellington after Auckland trip - Reasonable Investment New Zealand	Flights: 1 x person	Auckland
22.06.21	\$175.92	Flight back to Queenstown from Auckland - XRB Meeting	Flights: 1 x person	Queenstown
23.06.21	\$112.80	From Auckland Airport into city for XRB meeting	Taxi: 1 x person	Auckland
23.06.21	\$16.75	Lunch while in Auckland for XRB meeting/visit	Meals: 1 x person	Auckland
23.06.21	\$75.00	Queenstown airport parking for XRB meeting in Auckland	Parking: 1 x person	Queenstown
25.06.21	\$12.75	Lunch while in Auckland for XRB meeting/visit	Meals: 1 x person	Auckland
25.06.21	\$646.00	Accommodation for XRB Auckland meeting (2 x nights)	Accommodation: 1 x person	Auckland
30.06.21	\$74.00	Airport to hotel: Auckland meeting with Insurance Council	Taxis: 1 x person	Auckland
<b>Subtotal - domestic travel</b>	<b>\$3,876.13</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)				
16.03.21	\$15.00	April Mackenzie: to parliament for meeting	Taxi: 1 x person	Wellington
13.05.21	\$18.30	Michele Embling, April Mackenzie & Emily Marden to Minister Shaw	Taxi: 3 people	Wellington
<b>Subtotal - local travel</b>	<b>\$33.30</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>\$3,909.43</b>
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**Notes**

\* 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.

\*\* Note that GST may not apply to overseas purchases.

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

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).

## Chief Executive Expense Disclosure

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<b>Agency totals check</b>	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)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
13.05.21	\$38.00	Lunch with Michele Embling (Chair XRB Board) & April Mackenzie between meetings with Minister Shaw & Independent Crown Entities	Meals: 2 x people	Wellington
09.06.21	\$44.00	Lunch with Michele Embling (Chair XRB Board) & April Mackenzie following Financial Markets Authority meeting	Meals: 2 x people	Wellington
14.06.21	\$10.00	Coffee with prospective staff member for TCFD department	Meals: 2 x people	Wellington
16.06.21	\$41.50	Lunch meeting with Michele Embling (Chair XRB Board) regarding New Zealand Stock Exchange meeting	Meals: 2 x people	Wellington
24.06.21	\$294.00	Dinner with Australian Accounting Standards Board Members during XRB meeting/visit	Meals: 3 x people	Auckland

<b>Total hospitality expenses</b>	<b>\$427.50</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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**Notes**

\* Third parties include people and organisations external to the public service or statutory Crown entities.

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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).

## Chief Executive Expense Disclosure

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### 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)
18.07.20	\$52.16	Cellphone	Cellphone	New Zealand
18.08.20	\$52.93	Cellphone	Cellphone	New Zealand
18.09.20	\$55.08	Cellphone	Cellphone	New Zealand
18.10.20	\$53.70	Cellphone	Cellphone	New Zealand
18.11.20	\$52.33	Cellphone	Cellphone	New Zealand
18.12.20	\$53.62	Cellphone	Cellphone	New Zealand
18.01.21	\$52.93	Cellphone	Cellphone	New Zealand
18.02.21	\$52.16	Cellphone	Cellphone	New Zealand
18.03.21	\$53.02	Cellphone	Cellphone	New Zealand
18.04.21	\$52.16	Cellphone	Cellphone	New Zealand
18.05.21	\$60.48	Cellphone	Cellphone	New Zealand
18.06.21	\$59.98	Cellphone	Cellphone	New Zealand
28.06.21	\$818.00	CAANZ Membership	Membership	New Zealand

<b>Total other expenses</b>	<b>\$1,468.55</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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**Notes**

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 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).

## Chief Executive Gifts and Benefits Disclosure

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### 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?)

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	0	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	0		
	Declined	0		

**Notes**

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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).