

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

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/>

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*

Organisation Name	Te Māngai Pāho
Chief Executive**	Larry Parr
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	
Other sign-off****	

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
Travel expenses	\$21,020.41	Figures exclude GST		Number offered	0
Hospitality	\$240.70	Figures exclude GST		Number accepted	0
Other expenses	\$3,606.55	Figures exclude GST		Number declined	0
International Travel	\$2,961.49	Figures exclude GST			
Domestic Travel	\$17,773.40	Figures exclude GST			
Local Travel	\$285.52	Figures exclude GST			
Notes					
* 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

Organisation Name	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
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)
26 November 2019	\$266.60	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Accommodation/Meals	Australia
26 November 2019	\$702.40	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Travel allowance	Australia
26 November 2019	\$10.00	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Fees for foreign currency	Australia
26 November 2019	\$460.62	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Airfares	Australia
26 November 2019	\$1,330.32	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Accommodation/Meals	Australia
26 November 2019	\$49.07	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Taxis	Australia
26 November 2019	\$142.48	FIRST NATIONS CONVERGE CONFERENCE ALICE SPRINGS	Taxis	Australia
Subtotal - international travel	\$2,961.49	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

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)
12 February 2020	\$15.00	HINEWEHI POWHIRI TO APRA	Travel fees	Auckland
12 February 2020	\$15.00	HINEWEHI POWHIRI TO APRA	Travel fees	Auckland
02-05/02/20	\$23.01	IWI CHAIRS FORUM WAITANGI	Travel fees	Waitangi
02-05/02/20	\$15.00	IWI CHAIRS FORUM WAITANGI	Travel fees	Waitangi
02-05/02/20	(\$162.70)	IWI CHAIRS FORUM WAITANGI	Airfares	Waitangi
02-05/02/20	\$377.06	IWI CHAIRS FORUM WAITANGI	Airfares	Waitangi
02-05/02/20	\$391.74	IWI CHAIRS FORUM WAITANGI	Rental Car	Waitangi
02-05/02/20	\$15.00	IWI CHAIRS FORUM WAITANGI	Travel fees	Waitangi
02-05/02/20	\$56.24	IWI CHAIRS FORUM WAITANGI	Taxis	Waitangi
02-05/02/20	\$43.48	IWI CHAIRS FORUM WAITANGI	Travel fees	Waitangi
16-18/10/19	\$575.93	MEETING WITH MTS AND TE MATATINI	Airfares	Auckland
16-18/10/19	\$168.30	MEETING WITH MTS AND TE MATATINI	Airfares	Auckland
16-18/10/19	\$67.00	MEETING WITH MTS AND TE MATATINI	Rental Car	Auckland
16-18/10/19	\$23.01	MEETING WITH MTS AND TE MATATINI	Travel fees	Auckland
16-18/10/19	\$15.00	MEETING WITH MTS AND TE MATATINI	Travel fees	Auckland
16-18/10/19	\$34.91	MEETING WITH MTS AND TE MATATINI	Taxis	Auckland
16-18/10/19	\$32.33	MEETING WITH MTS AND TE MATATINI	Taxis	Auckland
16-17 JULY2019	\$242.04	NZOA 30 YEAR EVENT	Accommodation/Meals	Auckland
16-17 JULY2019	\$307.76	NZOA 30 YEAR EVENT	Airfares	Auckland
16-17 JULY2019	\$89.05	NZOA 30 YEAR EVENT	Rental Car	Auckland
16-17 JULY2019	\$15.00	NZOA 30 YEAR EVENT	Travel fees	Auckland
16-17 JULY2019	\$24.68	NZOA 30 YEAR EVENT	Taxis	Auckland
16-17 JULY2019	\$33.96	NZOA 30 YEAR EVENT	Taxis	Auckland
16-17 JULY2019	\$26.21	NZOA 30 YEAR EVENT	Taxis	Auckland
16-17 JULY2019	\$40.94	NZOA 30 YEAR EVENT	Taxis	Auckland
13-14/2/20	\$175.87	TAHU TAXI LAUNCH	Accommodation/Meals	Christchurch

13-14/2/20		\$573.34	TAHU TAXI LAUNCH	Airfares	Christchurch
13-14/2/20		\$23.01	TAHU TAXI LAUNCH	Travel fees	Christchurch
13-14/2/20		\$42.95	TAHU TAXI LAUNCH	Taxis	Christchurch
13-14/2/20		\$84.65	TAHU TAXI LAUNCH	Taxis	Christchurch
13-14/2/20		\$40.75	TAHU TAXI LAUNCH	Taxis	Christchurch
13-14/2/20		\$40.46	TAHU TAXI LAUNCH	Taxis	Christchurch
	12 September 2019	\$519.96	BOARD MEETING AND MAORI MUSIC AWARDS	Airfares	Auckland
	12 September 2019	\$43.48	BOARD MEETING AND MAORI MUSIC AWARDS	Airfares	Auckland
	12 September 2019	\$154.38	BOARD MEETING AND MAORI MUSIC AWARDS	Rental Car	Auckland
	12 September 2019	\$15.00	BOARD MEETING AND MAORI MUSIC AWARDS	Travel fees	Auckland
	12 September 2019	\$23.01	BOARD MEETING AND MAORI MUSIC AWARDS	Travel fees	Auckland
13-15/11/19		\$581.09	BOARD MEETING AND MUSIC AWARDS	Airfares	Auckland
13-15/11/19		\$43.48	BOARD MEETING AND MUSIC AWARDS	Airfares	Auckland
13-15/11/19		\$162.64	BOARD MEETING AND MUSIC AWARDS	Rental Car	Auckland
13-15/11/19		\$23.01	BOARD MEETING AND MUSIC AWARDS	Travel fees	Auckland
13-15/11/19		\$15.00	BOARD MEETING AND MUSIC AWARDS	Travel fees	Auckland
13-15/11/19		\$47.73	BOARD MEETING AND MUSIC AWARDS	Taxis	Auckland
13-15/11/19		\$49.83	BOARD MEETING AND MUSIC AWARDS	Taxis	Auckland
	12 February 2020	\$142.48	HINEWEHI POWHIRI TO APRA	Airfares	Auckland
	12 February 2020	\$75.78	HINEWEHI POWHIRI TO APRA	Rental Car	Auckland
	12 February 2020	\$331.22	HINEWEHI POWHIRI TO APRA	Accommodation/Meals	Auckland
	12 February 2020	\$38.36	HINEWEHI POWHIRI TO APRA	Taxis	Auckland
	12 February 2020	\$50.60	HINEWEHI POWHIRI TO APRA	Taxis	Auckland
	5 August 2019	\$445.92	HUI WITH MAORI TELEVISION	Airfares	Auckland
	5 August 2019	\$84.32	HUI WITH MAORI TELEVISION	Rental Car	Auckland
	5 August 2019	\$23.01	HUI WITH MAORI TELEVISION	Travel fees	Auckland
	5 August 2019	\$40.08	HUI WITH MAORI TELEVISION	Taxis	Auckland
	5 August 2019	\$50.12	HUI WITH MAORI TELEVISION	Taxis	Auckland
	6 September 2019	\$544.94	IWI RADIO WANANGA	Airfares	Auckland
	6 September 2019	\$98.71	IWI RADIO WANANGA	Rental Car	Auckland
	6 September 2019	\$15.00	IWI RADIO WANANGA	Travel fees	Auckland
	6 September 2019	\$23.01	IWI RADIO WANANGA	Travel fees	Auckland
	6 September 2019	\$50.03	IWI RADIO WANANGA	Taxis	Auckland
	6 September 2019	\$52.61	IWI RADIO WANANGA	Taxis	Auckland
	14 September 2019	\$15.00	IWI TRAVEL	Travel fees	Auckland
	28 August 2019	\$445.94	MAORI TV TE PUAHATANGA DEMONSTRATION	Airfares	Auckland
	28 August 2019	\$83.50	MAORI TV TE PUAHATANGA DEMONSTRATION	Rental Car	Auckland
	28 August 2019	\$23.01	MAORI TV TE PUAHATANGA DEMONSTRATION	Travel fees	Auckland
02-03 OCT19		\$251.61	MEETING	Accommodation/Meals	Auckland
	28 October 2019	\$43.48	MEETING	Airfares	Christchurch
	28 October 2019	\$15.00	MEETING	Travel fees	Christchurch
	9 June 2020	\$38.00	Meeting	Travel fees	Auckland
	9 June 2020	\$262.90	Meeting	Accommodation/Meals	Auckland
02-03 OCT19		\$114.07	MEETING	Airfares	Auckland
02-03 OCT19		\$199.30	MEETING	Airfares	Auckland
02-03 OCT19		\$78.43	MEETING	Rental Car	Auckland
02-03 OCT19		\$15.00	MEETING	Travel fees	Auckland
02-03 OCT19		\$15.00	MEETING	Travel fees	Auckland
02-03 OCT19		\$40.08	MEETING	Taxis	Auckland
02-03 OCT19		\$40.56	MEETING	Taxis	Auckland
18/02/2020 - 19/02/2020		\$302.17	NAW AND WHA HUI	Accommodation/Meals	Auckland
18/02/2020 - 19/02/2020		\$420.11	NAW AND WHA HUI	Airfares	Auckland
18/02/2020 - 19/02/2020		\$94.49	NAW AND WHA HUI	Rental Car	Auckland
18/02/2020 - 19/02/2020		\$15.00	NAW AND WHA HUI	Travel fees	Auckland
18/02/2020 - 19/02/2020		\$23.01	NAW AND WHA HUI	Airfares	Auckland
18/02/2020 - 19/02/2020		\$44.10	NAW AND WHA HUI	Taxis	Auckland
16-17 JULY2019		\$144.64	NZOA 30 YEAR EVENT	Airfares	Auckland
16-17 JULY2019		\$23.01	NZOA 30 YEAR EVENT	Travel fees	Auckland
	21 November 2019	\$344.78	NZTV AWARDS	Accommodation/Meals	Auckland
21- 22/01/2020		\$194.22	PIRI TANGI	Accommodation/Meals	Napier
21- 22/01/2020		\$15.00	PIRI TANGI	Travel fees	Napier
04-07/12/2019		\$330.04	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Accommodation/Meals	Auckland

04-07/12/2019		\$617.25	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Airfares	Auckland
04-07/12/2019		\$201.00	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Rental Car	Auckland
04-07/12/2019		\$235.26	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Accommodation/Meals	Auckland
04-07/12/2019		\$23.01	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Travel fees	Auckland
04-07/12/2019		\$15.00	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Travel fees	Auckland
04-07/12/2019		\$15.00	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Travel fees	Auckland
04-07/12/2019		\$37.02	RANGATAHI SUMMIT AND MAORI LANGUAGE AWARDS	Taxis	Auckland
	10 December 2019	\$316.81	SCREEN SECTOR STRATEGY 2020 TO 2030	Airfares	Auckland
	10 December 2019	\$87.13	SCREEN SECTOR STRATEGY 2020 TO 2030	Rental Car	Auckland
	10 December 2019	\$23.01	SCREEN SECTOR STRATEGY 2020 TO 2030	Travel fees	Auckland
	10 December 2019	\$36.44	SCREEN SECTOR STRATEGY 2020 TO 2030	Taxis	Auckland
	10 December 2019	\$47.16	SCREEN SECTOR STRATEGY 2020 TO 2030	Taxis	Auckland
21-22/11/19		\$628.45	Sector Booking NZTV AWARDS	Airfares	Auckland
21-22/11/19		\$43.48	Sector Booking NZTV AWARDS	Airfares	Auckland
21-22/11/19		\$67.00	Sector Booking NZTV AWARDS	Rental Car	Auckland
21-22/11/19		\$15.00	Sector Booking NZTV AWARDS	Travel fees	Auckland
21-22/11/19		\$23.01	Sector Booking NZTV AWARDS	Travel fees	Auckland
21-22/11/19		\$77.86	Sector Booking NZTV AWARDS	Taxis	Auckland
21-22/11/19		\$52.13	Sector Booking NZTV AWARDS	Taxis	Auckland
21-22/11/19		\$48.11	Sector Booking NZTV AWARDS	Taxis	Auckland
23-Apr-2020		\$23.01	TE MATAWAI RESEARCH SYMPOSIUM	Travel fees	Auckland
23-Apr-2020		\$15.00	TE MATAWAI RESEARCH SYMPOSIUM	Travel fees	Auckland
	18 September 2019	\$445.92	TE PAE TAWHITI AND NAW HUI	Airfares	Auckland
	18 September 2019	\$98.24	TE PAE TAWHITI AND NAW HUI	Rental Car	Auckland
	18 September 2019	\$23.01	TE PAE TAWHITI AND NAW HUI	Travel fees	Auckland
	18 September 2019	\$53.47	TE PAE TAWHITI AND NAW HUI	Taxis	Auckland
	18 September 2019	\$49.26	TE PAE TAWHITI AND NAW HUI	Taxis	Auckland
	4 September 2019	\$248.30	WAIATA ANTHEMS LAUNCH	Accommodation/Meals	Auckland
	4 September 2019	\$700.76	WAIATA ANTHEMS LAUNCH	Airfares	Auckland
	4 September 2019	\$112.00	WAIATA ANTHEMS LAUNCH	Rental Car	Auckland
	4 September 2019	\$23.01	WAIATA ANTHEMS LAUNCH	Travel fees	Auckland
	4 September 2019	\$46.10	WAIATA ANTHEMS LAUNCH	Taxis	Auckland
	4 September 2019	\$17.60	WAIATA ANTHEMS LAUNCH	Taxis	Auckland
	4 September 2019	\$11.86	WAIATA ANTHEMS LAUNCH	Taxis	Auckland
	4 September 2019	\$19.13	WAIATA ANTHEMS LAUNCH	Taxis	Auckland
8-9 Sep 2019		\$42.18	WATCH MOJO MAORI BREAKFAST	Taxis	Auckland
8-9 Sep 2019		\$197.61	WATCH MOJO MAORI BREAKFAST	Accommodation/Meals	Auckland
8-9 Sep 2019		\$493.30	WATCH MOJO MAORI BREAKFAST	Airfares	Auckland
8-9 Sep 2019		\$85.21	WATCH MOJO MAORI BREAKFAST	Rental Car	Auckland
8-9 Sep 2019		\$23.01	WATCH MOJO MAORI BREAKFAST	Travel fees	Auckland
	30 August 2019	\$337.17	WHA HUI	Accommodation/Meals	Auckland
	30 August 2019	\$445.94	WHA HUI	Airfares	Auckland
	30 August 2019	\$80.99	WHA HUI	Rental Car	Auckland
	30 August 2019	\$23.01	WHA HUI	Travel fees	Auckland
	30 August 2019	\$50.12	WHA HUI	Taxis	Auckland
	30 August 2019	\$50.98	WHA HUI	Taxis	Auckland
09-10 JUN20		\$99.66	WAIATA ANTHEMS LAUNCH	Rental Car	Auckland
09-10 JUN20		\$506.19	WAIATA ANTHEMS LAUNCH	Airfares	Auckland

Subtotal - domestic travel \$17,773.40 Check - there are no hidden rows with data Not all lines have an entry for "Cost in NZ\$" and "Type of expense"

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)	
11 July 2019	\$13.30	Matariki Celebration	Taxis	Wellington	
22 July 2019	\$12.15	Meeting with Te Matatini	Taxis	Wellington	
1 August 2019	\$33.00	Function at Government House	Taxis	Wellington	
1 August 2019	\$15.21	TWOTRM Launch	Taxis	Wellington	
7 August 2019	\$11.57	Staff Member Farewell Function	Taxis	Wellington	
27 August 2019	\$21.43	TWOTRM Meeting	Taxis	Wellington	
3 September 2019	\$22.38	WAIATA ANTHEMS LAUNCH	Taxis	Wellington	

Chief Executive Expense Disclosure

Organisation Name	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures exclude GST
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)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
24 January 2020	\$240.70	Dinner for CEO and 3 staff attending tangihanga for former TMP Board Chair	Meals	Wellington
Total hospitality expenses		\$240.70	Check - there are no hidden rows with data	Check - each entry provides sufficient information

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

Organisation Name	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
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)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
5 September 2019	\$242.61	JB Hifi Group (NZ) Limited - Apple airpods with charging case	Hardware	Wellington
11 October 2019	\$94.92	NZ Transport Agency - Larry vehicle cost	Car registration	Wellington
4 September 2019	\$308.14	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
7 October 2019	\$255.56	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 November 2019	\$319.34	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 December 2019	\$418.13	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
14 January 2020	\$347.44	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 February 2020	\$410.34	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 March 2020	\$557.70	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
6 April 2020	\$212.61	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 May 2020	\$97.00	Cardlink Systems Limited - Monthly charges	Fuel	Wellington
4 June 2020	\$342.76	Cardlink Systems Limited - Monthly charges	Fuel	Wellington

Total other expenses	\$3,606.55	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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.	
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

Organisation Name	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on values	Figures exclude GST
Agency totals check	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?)

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

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.
 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).