

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

<b>Organisation Name</b>	Public Trust
<b>Chief Executive**</b>	Glenys Talivai
<b>Disclosure period start***</b>	1 July 2019
<b>Disclosure period end***</b>	30 June 2020
<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>	Type here who else has approved this disclosure

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
<b>Travel expenses</b>	<b>\$12,727.58</b>	Figures exclude GST		<b>Number offered</b>	<b>19</b>
<b>Hospitality</b>	<b>\$102.62</b>	Figures exclude GST		<b>Number accepted</b>	<b>15</b>
<b>Other expenses</b>	<b>\$6,643.91</b>	Figures exclude GST		<b>Number declined</b>	<b>4</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures exclude GST			
<b>Domestic Travel</b>	<b>\$12,505.56</b>	Figures exclude GST			
<b>Local Travel</b>	<b>\$222.02</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>	Public Trust
<b>Chief Executive</b>	Glenys Talivai
<b>Disclosure period start</b>	1 July 2019
<b>Disclosure period end</b>	30 June 2020
<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)
<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)
27 June 2019	\$30.00	Wellington Centres visit	Meal - Dinner 1 Person	Wellington
28 June 2019	\$21.84	Taxi Wellington	Taxi	Wellington
	\$7.48	Parking Wellington visit (pool car used)	Parking	Wellington
4 July 2019	\$121.74	Timaru customer centre visit - non-refundable	Timaru Accomodation	Timaru
	\$5.00	Timaru customer centre visit - non-refundable	Airport Parking	Auckland
31 July 2019	\$187.67	Wellington - State Services Commission workshop	Airfare	AKL/WLG
	\$18.03		Taxi	Wellington
	\$38.26		Airport Parking	Auckland
22 August 2019	\$615.53	Wellington- Treasury meeting	Airfare	AKL/WLG/AKL
	\$21.97		Taxi	Wellington
	\$39.83		Taxi	Wellington
	\$38.26		Airport Parking	Auckland
26 August 2019	\$420.11	Christchurch - Client Meeting	Airfare	AKL/CHC/AKL
	\$24.72		Taxi	Christchurch
	\$38.26		Airport Parking	Auckland
9 September 2019	\$27.31	Invercargill, Dunedin & Timaru Customer centre visit	Taxi	Auckland
	\$480.38		Airfare	AKL/INV/CHC/AKL
	\$193.04		Accomodation	Invercargill
	\$403.71		Rental Car	Invercargill
10 September 2019	\$41.74	Invercargill, Dunedin & Timaru Customer centre visit	Lunch x 3	Gore
	\$106.96		Dinner x 3	Timaru
	\$126.09		Accomodation	Timaru
11 September 2019	\$48.43	Invercargill, Dunedin & Timaru Customer centre visit	Breakfast x 3	Timaru
	\$53.04		Taxi	Auckland

27 September 2019	\$55.83	PT Central Leavers Function	Rental Car	Wellington
	\$625.85		Airfare	AKL/WLG/AKL
10 October 2019	\$671.48	Wellington - Client Presentation	Airfare	AKL/WLG/TRG
	\$27.23		Taxi	Auckland
	\$38.52		Taxi	Wellington
	\$19.90		Taxi	Wellington
22 October 2019	\$38.26	Wellington - Treasury meeting	Airport Parking	Auckland
	\$579.37	Treasury Quarterly Meeting	Airfare	AKL/WLG/AKL
	\$19.65		Parking	Wellington
	\$50.61		Taxi	Wellington
31 October 2019	\$445.92	TG McCarthy Board Meeting	Airfare	AKL/WLG/AKL
	\$47.30		Taxi	Auckland
	\$36.84		Taxi	Wellington
	\$27.54		Taxi	Auckland
31 October 2019	\$38.26	TG McCarthy Board Meeting	Airport Parking	Auckland
12 November 2019	\$190.43	Christchurch - Client Meeting and Customer Centre	Airfare	AKL/CHC
	\$367.59		Airfare	CHC/AKL
	\$38.26		Airport Parking	Auckland
	\$54.26		Taxi	Christchurch
	\$10.89		Taxi	Christchurch
	\$25.97		Taxi	Christchurch
22 November 2019	\$628.45	Wellington - Client Meeting	Airfare	AKL/WLG/AKL
	\$40.87		Airport Parking	Auckland
	\$40.87		Taxi	Wellington
25 November 2019	\$325.41	Napier - Farms Workshop	Airfare	AKL/NPE/AKL
	\$38.26		Airport Parking	Auckland
9 December 2019	\$228.14	Wellington - MOJ Meeting	Airfare	AKL/WLG/AKL
	\$83.51	change fee	Airfare	Auckland
	\$351.23		Airfare	AKL/WLG/AKL
	\$239.57		Accommodation	Wellington
	\$73.04		Airport Parking	Auckland
	\$34.52		Taxi	Wellington
10 December 2019	\$30.66		Taxi	Wellington
30 January 2020	\$394.28	Christchurch - Client Meetings	Airfare	AKL/CHC/AKL
	\$40.87		Airport Parking	Auckland
31 January 2020	\$49.20		Taxi	Christchurch
3 February 2020	\$29.04		Taxi	Christchurch
5 February 2020	\$79.13	Wellington - MOJ Meeting and 180 Anniversary Signing Gov House	Airport Parking	Auckland
	\$231.59		Airfare	AKL/WLG
	\$57.39		Airfare	WLG/AKL
	\$455.65		Accommodation x 2 nights	Wellington
	\$351.31		Rental Car	Wellington
	\$9.50		Parking	Wellington
	\$8.60		Parking	Wellington
	\$79.13		Parking	Auckland
5 February 2020	\$45.40		Lunch x 2	Wellington
	\$33.69		Taxi	Wellington
	\$6.50		Taxi	Wellington
	\$25.92		Taxi	Wellington
11 February 2020	\$532.02	Client Meeting	Airfare	AKL/CHC/AKL
	\$118.80	Change fee	Airfare	Auckland
	\$40.87		Airport Parking	Auckland
14 February 2020	\$42.61	Christchurch - Client Meeting	Taxi	Christchurch
	\$25.27		Taxi	Christchurch
17 February 2020	\$7.19	Wellington - Treasury Meeting	Taxi	Wellington
18 February 2020	\$506.19	Wellington - Quarterly Treasury meeting	Airfare	AKL/WLG/AKL
	\$40.87		Airport Parking	Auckland

	\$27.83	Wellington - Treasury/Client meetings	Taxi	Wellington
	\$26.81		Taxi	Wellington
3 June 2020	\$45.22		Airport Parking	Auckland
	\$480.36	Wellington - Minister Meeting	Airfare	AKL/WLG/AKL
	\$42.17		Taxi	Wellington
	\$38.26		Taxi	Wellington
<b>Subtotal - domestic travel</b>				
	\$12,505.56	Check - there are no hidden rows with data		Check - each entry provides sufficient information

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)
19 September 2019	\$15.82	Client Meeting	Taxi	Auckland
29 October 2019	\$11.64	Women of Influence Awards	Taxi	Auckland
	\$11.52		Taxi	Auckland
5 December 2019	\$41.52	Deloitte Top 200 awards	Taxi	Auckland
	\$42.43	Deloitte Top 200 awards	Taxi	Auckland
19 February 2020	\$4.78	Callaghan Institute - Executive Breakfast	Parking	Auckland
19 February 2020	\$7.48	The Great FMA Debate	Parking	Auckland
20 February 2020	\$10.88	KiwiBank Awards	Taxi	Auckland
20 February 2020	\$11.17	KiwiBank Awards	Taxi	Auckland
21 May 2020	\$13.24	Executive Team Function	Taxi	Auckland
	\$13.62		Taxi	Auckland
28 May 2020	\$13.43	Farewell CFIO	Taxi	Auckland
	\$13.62		Taxi	Auckland
24 June 2020	\$10.87	Welcome Function - CIO	Parking	Auckland
<b>Subtotal - local travel</b>				
	\$222.02	Check - there are no hidden rows with data		Check - each entry provides sufficient information

<b>Total travel expenses</b>	<b>\$12,727.58</b>			
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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.

\*\* 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

<b>Organisation Name</b>	Public Trust
<b>Chief Executive</b>	Glenys Talivai
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<b>GST on costs</b>	Figures exclude GST
<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)
16 December 2019	\$11.74	Dementia New Zealand - key partner	3 x people	Pavilion, Auckland
18 December 2019	\$7.83	Client Meeting	3 x people	Pavilion, Auckland
17 February 2020	\$15.22	Christchurch Client Meeting	3 x people	Boulevard Café and Bar, Christchurch
6 March 2020	\$67.83	Client Meeting	Lunch 2 x people	Hugos Bistro, Auckland

<b>Total hospitality expenses</b>	<b>\$102.62</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.

\*\* 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.

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

<b>Organisation Name</b>	Public Trust
<b>Chief Executive</b>	Glenys Talivai
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<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)
27 June 2019	\$86.96	Staff Farewell Gifts	Staff Gift	Auckland
	\$4.00	Invoice Chargeback	Travel Booking Fees	Auckland
	\$4.00	Invoice Chargeback	Travel Booking Fees	Auckland
4 July 2019	\$4.00	Invoice Chargeback	Travel Booking Fees	Auckland
	\$10.00	Refund Fee	Travel Booking Fees	Auckland
	\$20.00	Cancellation Domestic Offline	Travel Booking Fees	Auckland
	\$20.00	Change Fee	Travel Booking Fees	Auckland
	\$17.75	New Booking Fee	Travel Booking Fees	Auckland
31 July 2019	\$20.00	Cancellation Domestic Offline	Travel Booking Fees	Auckland
	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
	\$4.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
2 August 2019	30.43	Executive Strategy meeting	Strategic Meeting refreshments	Auckland
15 August 2019	24.35	Executive Strategy meeting	ET Meeting refreshments	Auckland
	36.09	Executive Strategy meeting	ET Meeting refreshments	Auckland
	12.17	Executive Strategy meeting	ET Meeting refreshments	Auckland
22 August 2019	\$10.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
	\$4.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
26 August 2019	\$14.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
	\$20.00	FCM Travel Change Fee	Travel Booking Fees	Auckland
	\$4.00	FCM Travel Change Fee	Travel Booking Fees	Auckland
29 August 2019	\$160.79	Farewell Lunch for Interim People & Culture GM	Lunch 8 x people	Auckland
31 August 2019	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
	\$1,214.78	General Manager CTS Farewell	Dinner 8 x people	Auckland
9 September 2019	\$4.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
	\$4.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
	\$4.00	FCM Travel Booking Fee	Travel Booking Fees	Auckland
	\$14.00	FCM Travel Change Fee	Travel Booking Fees	Auckland
20 September 2019	\$35.57	Final Meeting with GM Marketing	2 x people	Auckland
24 September 2019	\$436.52	Farewell Dinner for Chief Risk Officer	Dinner 8 x people	Auckland
27 September 2019	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
30 September 2019	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
10 October 2019	\$20.00	Change Fee	Travel Booking Fees	Auckland
	\$20.00	Flight change fee to earlier time	Travel Booking Fees	Auckland
22 October 2019	\$10.00	Travel Booking Fees	Travel Booking Fees	Auckland

	\$20.00	Change Fee to Add Valet Parking	Travel Booking Fees	Auckland
	\$20.00	Change Fee to change flight time to earlier time	Travel Booking Fees	Auckland
	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
29 October 2019	\$70.87	Meeting Senior Leaders and offsite with People & Culture GM and Jo Nicol	Breakfast 3 x people	Auckland
31 October 2019	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$14.00	Travel Booking Fees	Travel Booking Fees	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
12 November 2019	\$10.00	Travel Booking Fees	Travel Booking Fees	Auckland
13 November 2019	\$6.96	Jetstar Online seat change	Travel Booking Fees	Auckland
	\$912.37	Farewell Board member	Lunch 14 x people	Auckland
22 November 2019	\$10.00	Travel Booking Fees	Travel Booking Fees	Auckland
	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
25 November 2019	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
	\$14.00	Travel Booking Fees	Travel Booking Fees	Auckland
30 November 2019	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
9 December 2019	\$4.00	Travel Booking Fees	Travel Booking Fees	Auckland
	\$10.00	Refund Fee	Travel Booking Fees	Auckland
	\$20.00	Offline Domestic Change Fee	Travel Booking Fees	Auckland
	\$20.00	Offline Domestic Change Fee	Travel Booking Fees	Auckland
	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
11 December 2019	\$4.00	Chargeback Handling Fees	Travel Booking Fees	Auckland
23 December 2019	\$367.97	Farewell Dinner for GM Legal	Dinner 8 x people	Ostro bar
31 December 2019	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
10 January 2020	\$17.82	Executive Team meeting	8 x people	Auckland
28 January 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
30 January 2020	\$14.00	Travel Booking Fees	Travel Booking Fees	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
2 February 2020	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
5 February 2020	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
	\$14.00	Flight changes fees	Travel Booking Fees	Auckland
	\$10.00	Specialised services fees	Travel Booking Fees	Auckland
	\$20.00	Flight changes fees	Travel Booking Fees	Auckland
14 February 2020	\$20.00	Flight changes fees	Travel Booking Fees	Auckland
	\$10.00	Specialised services fees	Travel Booking Fees	Auckland
	\$20.00	Flight changes fees	Travel Booking Fees	Auckland
	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
18 February 2020	\$4.00	Travel Booking fees	Travel Booking Fees	Auckland
	\$14.00	Travel Booking fees	Travel Booking Fees	Auckland
28 February 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
8 March 2020	\$314.16	Round the Bays - post fun-run event for staff	23 x Staff	Auckland
9 March 2020	\$20.00	Flight Change fee	Travel Booking Fees	Auckland
	\$14.00	Travel Booking fee	Travel Booking Fees	Auckland
	\$4.00	Travel Booking Fee	Travel Booking Fees	Auckland
	\$10.00	Travel Booking Refund fee	Travel Booking Fees	Auckland
18 March 2020	\$14.00	Travel Booking fees	Travel Booking Fees	Auckland
	\$20.00	Flight changes fee	Travel Booking Fees	Auckland
	\$20.00	Flight Cancellation fee	Travel Booking Fees	Auckland
	\$10.00	Refund Travel Booking Fee	Travel Booking Fees	Auckland
	\$4.00	Travel Booking Fee	Travel Booking Fees	Auckland
27 March 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland

29 April 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
1 May 2020	\$465.22	Institute of Directors New Zealand	Annual Membership	Auckland
8 May 2020	\$34.78	Thank you gift	Staff Gift	Auckland
21 May 2020	\$118.26	Executive Strategy meeting	Executive Team Function	Auckland
28 May 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland
	\$153.91	Farewell CIFO	Farewell Function	Auckland
	\$482.17	Farewell CIFO	Farewell Function	Auckland
24 June 2020	\$489.57	Dinner Welcome CIO	Welcome Function	Auckland
29 June 2020	\$4.37	Monthly Account Fee	BNZ Monthly Account Fee	Auckland
	\$38.00	2Degrees phone and data costs	Cellphone and tablet data charges	Auckland

<b>Total other expenses</b>	<b>\$6,643.91</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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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.

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	Public Trust
Chief Executive	Glenys Talivali
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 to events and 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 August 2019	CE luncheon	Declined	Grant Thornton	under \$100	
17 August 2019	Diamonds and Stars High Tea & Auction	Declined	DLA Piper	\$100 - \$500	
4 September 2019	Working lunch	Accepted	DGA	under \$100	
3 October 2019	Client milestone celebration	Accepted	Simplicity	Under \$100	
9 October 2019	Aotearoa Circle Breakfast with Sir Jonathan Porritt	Accepted	The Aotearoa Circle	under \$100	
17 October 2019	EY entrepreneur of the year awards	Accepted	Ernst & Young	\$100 - \$500	
24 October 2019	Women of Influence Awards	Accepted	DLA Piper	\$100.00	
1 November 2019	The Business of Wellbeing	Accepted	Anthem Sessions	under \$100	
7 November 2019	Southern Cross Wellbeing Breakfast	Accepted	Southern Cross	under \$100	
8 November 2019	Still Me Gala Ball - Public Trust Hosted Table	Accepted	Dementia NZ	\$250.00	
	Magnolia "Still Me" necklace	Accepted	Dementia NZ	\$169.00	
21 November 2019	Campaign Gala Celebration	Declined	The University of Auckland	\$100.00	
25 November 2018	Find Recruitment Christmas Function	Accepted	Find Recruitment	Under \$100	
28 November 2019	INSIDE Recruitment 10th Chirstmas Breakfast	Accepted	Inside Recruitment	Under \$100	
3 December 2019	Women and Securitistation Event	Accepted	Mayne Wetherell	Under \$100	
5 December 2019	Deloitte Top 200 Awards	Accepted	Deloitte	\$100.00	
6 February 2020	180th Anniversary of the Signing of the Treaty of Waitangi	Accepted	Government House	\$100-\$200	
19 February 2020	Executive Breakfast	Accepted	Callaghan Institute	Under \$100	
19 February 2020	The Great FMA Debate	Accepted	Financial Market Authority	Under \$100	
20 February 2020	Kiwibank New Zealander of the year awards 2020	Accepted	KiwiBank	\$100-\$250	
20 February 2020	Alumni Awards Dinners	Declined	The University of Auckland	\$150.00	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>19</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	Accepted	15		
	Declined	4		

**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.  
 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).