

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

Organisation Name	Public Trust
Chief Executive**	Robert Smith
Disclosure period start***	1 July 2018
Disclosure period end***	21 December 2018
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****	

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	\$3,310.27	Figures exclude GST	Number offered	6
Hospitality	\$47.39	Figures exclude GST	Number accepted	2
Other expenses	\$596.84	Figures exclude GST	Number declined	4
International Travel	\$925.50	Figures exclude GST		
Domestic Travel	\$2,384.77	Figures exclude GST		
Local Travel	\$0.00	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	Public Trust
Chief Executive	Robert Smith
Disclosure period start	1 July 2018
Disclosure period end	21 December 2018
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)
16 October 2018	\$620.50	Meetings with Touchstone and NSW Trustee	Airfares	AKL/SYD/AKL
16 October 2018	\$305.00	Meetings with Touchstone and NSW Trustee	Airfares	AKL/SYD/AKL
Subtotal - international travel	\$925.50	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)
22 May 2018	\$34.43	Treasury Meeting and GM Retail Introduction	Parking	Auckland
11 June 2018	\$63.73	Christchurch Customer Centre Visit and Contact Centre	Car Hire	Christchurch
11 June 2018	\$34.43	Christchurch Customer Centre Visit and Contact Centre	Parking	Auckland
15 June 2018	\$34.43	Travel to Palmerston North and Kapiti with New GM Retail	Parking	Auckland
20 August 2018	\$46.70	Treasury Meeting	Hire Car	AKL/WLG/AKL
20 August 2018	\$52.56	Treasury Meeting	Petrol for Hire Car	AKL/WLG/AKL
20 August 2018	\$36.26	Airport to Accomodation after Rental Return	Taxi	Wellington
20 August 2018	\$4.35	Customer Centre Visit	Parking	Palmerston North
21 August 2018	\$37.88	Treasury Meeting	Parking	AKL/WLG/AKL
21 August 2018	\$476.06	Treasury Meeting	Airfares	AKL/WLG/AKL
21 August 2018	\$35.57	CBD Wellington to Airport	Taxi	Wellington
21 August 2018	\$71.74	Airport to Home - Wellington Visit	Taxi	Auckland
21 August 2018	\$168.70	Wellington / Kapiti / Palmerston North Trip - Accomodation	Hotel	Wellington
21 August 2018	\$44.78	Wellington / Kapiti / Palmerston North Trip - Meals	Meal	Wellington
3 September 2018	\$31.22	Airport to Accomodation - Treasury Breakfast	Taxi	Wellington
3 September 2018	\$64.78	Office to Airport - Treasury Breakfast	Taxi	Auckland
4 September 2018	\$32.09	Ministers Office to Airport	Taxi	Wellington
4 September 2018	\$39.30	PT Central to CBD Meeting with Board Chair	Taxi	Wellington
4 September 2018	\$46.70	Wellington CBD to PT Central	Taxi	Wellington

4 September 2018	\$66.87	Airport to Home - Treasury Breakfast & Meeting	Taxi	Auckland
5 September 2018	\$64.78	Home to Airport for Christchurch Flight	Taxi	Auckland
5 September 2018	\$73.48	Dinner in Christchurch with Board Director - Treasury Trip	Meal	Christchurch
6 September 2018	\$43.30	Christchurch CBD to Airport - Treasury Breakfast	Taxi	Christchurch
6 September 2018	\$64.78	Airport to Home - Christchurch Treasury Function	Taxi	Auckland
25 September 2018	\$38.26	Legal and Governance Workshop	Parking	AKL/WLG/AKL
25 September 2018	\$513.94	Legal and Governance Workshop	Airfares	AKL/WLG/AKL
25 September 2018	\$34.70	Cab to Wellington for Meeting with Board Chair	Taxi	Wellington
25 September 2018	\$43.04	Wellington CBD to Airport	Taxi	Wellington
25 September 2018	\$75.91	Airport to PT Central	Taxi	Wellington
25 September 2018	\$5.00	Legal and Governance Workshop	Parking	Auckland
27 September 2018	\$5.00	Fee related to cancelled travel	Parking	Auckland

Subtotal - domestic travel	\$2,384.77	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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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)

Subtotal - local travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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Total travel expenses	\$3,310.27
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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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Disclosure period end	21 December 2018
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)
30 September 2018	\$28.26	Lunch Business planning meeting with facilitator	Lunch	Auckland
25 November 2018	\$10.43	Meeting with possible CTS GM candidate	Coffee	Auckland
20 December 2018	\$8.70	Meeting with Colin Thomson (ex PT staff)	Coffee	Auckland

Total hospitality expenses	\$47.39	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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 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

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GST on costs	Figures exclude GST
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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)
11 June 2018	\$3.00	Christchurch Customer Centre Visit And Contact Centre	Travel Booking Fees	Auckland
15 June 2018	\$3.00	Travel to Palmerston North and Kapiti with New GM Retail	Travel Booking Fees	Auckland
30 July 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
31 July 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges* [*Public Trust cellphone and mobile data charges are invoiced under a entity wide plan. These charges are allocated to Public Trust staff based on mobile sim cards in use.]	Auckland
8 August 2018	\$17.39	Lunch with CTS GM	Internal Hospitality	Auckland
20 August 2018	\$3.00	Treasury Meeting	Travel Booking Fees	Auckland
20 August 2018	\$17.75	Treasury Meeting	Travel Booking Fees	Auckland
20 August 2018	\$17.75	Treasury Meeting	Travel Booking Fees	Auckland
21 August 2018	\$17.75	Treasury Meeting	Travel Booking Fees	Auckland
21 August 2018	\$12.64	Treasury Meeting	Travel Booking Fees	Auckland
29 August 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
31 August 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges*	Auckland
3 September 2018	\$10.00	Treasury Presentation	Travel Booking Fees	Auckland
3 September 2018	\$12.64	Treasury Presentation	Travel Booking Fees	Auckland
5 September 2018	\$10.00	Treasury Breakfasts	Travel Booking Fees	Auckland
5 September 2018	\$12.64	Treasury Breakfasts	Travel Booking Fees	Auckland
17 September 2018	\$10.00	Hastings Customer Centre Visit	Travel Booking Fees	Auckland
17 September 2018	\$17.75	Hastings Customer Centre Visit	Travel Booking Fees	Auckland
17 September 2018	\$12.64	Hastings Customer Centre Visit	Travel Booking Fees	Auckland
25 September 2018	\$3.00	Legal and Governance Workshop	Travel Booking Fees	Auckland
25 September 2018	\$17.75	Legal and Governance Workshop	Travel Booking Fees	Auckland
25 September 2018	\$17.75	Legal and Governance Workshop	Travel Booking Fees	Auckland
25 September 2018	\$12.64	Legal and Governance Workshop	Travel Booking Fees	Auckland
27 September 2018	\$10.00	BNZ Invitation to Wow (subsequently cancelled)	Travel Booking Fees	Auckland
27 September 2018	\$17.75	BNZ Invitation to Wow (subsequently cancelled)	Travel Booking Fees	Auckland
27 September 2018	\$12.64	BNZ Invitation to Wow (subsequently cancelled)	Travel Booking Fees	Auckland
27 September 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
30 September 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges*	Auckland
16 October 2018	\$17.75	Meetings with Touchstone	Travel Booking Fees	Auckland
16 October 2018	\$15.00	Meetings with Touchstone	Travel Booking Fees	Auckland
16 October 2018	\$12.64	Meetings with Touchstone	Travel Booking Fees	Auckland
29 October 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
31 October 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges*	Auckland

5 November 2018	\$10.00	Visit South Island Customer Centres	Travel Booking Fees	Auckland
5 November 2018	\$17.75	Visit South Island Customer Centres	Travel Booking Fees	Auckland
28 November 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
30 November 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges*	Auckland
28 December 2018	\$4.37	Monthly Account Fee	Business Purchasing Card Fee	Auckland
31 December 2018	\$38.00	Phone and Data Costs	Cellphone and iPad Data Charges*	Auckland
Total other expenses	\$596.84	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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	Public Trust
Chief Executive	Robert Smith
Disclosure period start	1 July 2018
Disclosure period end	21 December 2018
GST on values	Figures include GST (where applicable)
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?)
13 September 2018	Speaker talking on Health and Safety with refreshments offered	Declined	MinterEllisonRuddWatts	Under \$100	
19 September 2018	Executive and directors cocktail function	Declined	Westpac	Under \$100	
21 September 2018	Listen to guest speaker Stephen Toplis (Head of Research at BNZ) and lunch	Accepted	BNZ	Under \$100	
27 September 2018	World of Wearable (Wow) Arts at Wellington	Declined	BNZ	\$100 - \$500	
15 November 2018	The Chancellor's Dinner	Declined	Auckland University	\$100 - \$500	
Other items offered to CE on behalf of the organisation:					
13 September 2018	Traditional Souvenirs	Accepted	Public Trust Samoa	\$100 - \$500	Held at Public Trust corporate office

Total count of gift/benefit entries:	Offered	6	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	2		
	Declined	4		

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).