

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

Organisation Name*	New Zealand Symphony Orchestra
Secretary or Chief Executive**	Kirsten Mason (Acting CE - also covers Director Development & Supporter Engagement)
Disclosure period start***	1 July 2023
Disclosure period end***	30 June 2024
Agency totals check	Data and totals checked on all sheets
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive
Other sign-off****	This disclosure has been signed off by the NZSO Board Chair and the NZSO's Director Finance & Corporate Services

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	\$1,579.80	Figures include GST (where applicable)		Number offered	1
Hospitality	\$211.60	Figures include GST (where applicable)		Number accepted	1
Other expenses	\$28.42	Figures include GST (where applicable)		Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)			
Domestic Travel	\$1,270.51	Figures include GST (where applicable)			
Local Travel	\$309.29	Figures include GST (where applicable)			
Notes					
* Headings on following tabs will pre populate with what you enter on this tab					
** Create a new workbook for a new or Acting Departmental secretary or Chief Executive					
*** Update if a shorter or different period is covered					
**** This disclosure must be approved by the Departmental secretary or Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk					

Public Service Secretary or Chief Executive Expense Disclosure	
Organisation Name	New Zealand Symphony Orchestra
Public Service Secretary or Chief Executive	Kirsten Mason (Acting CE - also covers Director Development & Supporter Engagement)
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by Public Service secretary or 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 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)
10 May 2024	\$200.00	APOA Meeting	Hotel	Christchurch
17 May 2024	\$279.00	Hotel for Tchaikovsky 5	Hotel	Auckland
17 May 2024	\$619.83	Flights to/from Auckland 17May24 Tchaikovsky	Airfares	Auckland
20 May 2024	\$106.26	Taxi to Crown Plaza - Tchaik 5 concert from Auckland Airport	Taxi	Auckland
18 May 2024	\$65.42	Uber Crown Plaza to Auckland Airport Tchaik 5 concert	Taxi	Auckland
Subtotal - domestic travel	\$1,270.51	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)
9 May 2024	\$80.50	APOA Meeting in Christchurch (wellington airport)	Parking	Wellington
14 May 2024	\$2.00	Porirua City Council -Submission NMC Funding	Parking	Porirua
17 May 2024	\$65.50	Tchaikovsky 5 concert in Auckland	Parking	Wellington
18 May 2024	\$12.00	Te Papa - Storytime Concert	Parking	Wellington
20 May 2024	\$92.40	Taxi to Crown Plaza - Tchaik 5 concert from Auckland Airport	Taxi	Auckland
18 May 2024	\$56.89	Uber Crown Plaza to Auckland Airport Tchaik 5 concert	Taxi	Auckland
Subtotal - local travel	\$309.29	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Total travel expenses	\$1,579.80
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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).

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Disclosure period end	30 June 2024			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
Hospitality Offered to Third Parties*				
All hospitality expenses provided by the Public Service secretary or chief executive in the context of their 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)
Meals/Coffee				
10 May 2024	\$60.00	Staff dinner at APOA Meeting Rangoon Rugby	Dinner 4pax	Christchurch
11 May 2024	\$7.30	CE Coffee Christchurch Airport after APOA Meeting	Coffee	Christchurch
17 May 2024	\$28.42	Meeting at Crowne Plaza regarding NZSO instrument purchase	4pax	Auckland
29 May 2024	\$64.64	Pickle & Pie - Lunch with Artist Manager -2pax	Lunch 2pax	Wellington
25 June 2024	\$11.40	Mojo The Terrace - meeting (NMC)	Coffee 2 pax	Wellington
19 June 2024	\$12.30	Nikau Café - Meeting with NMC project manager	Coffee 2 pax	Wellington
14 June 2024	\$10.00	Kyriani Café - Meeting (RNZ)	Coffee 2 pax	Wellington
14 June 2024	\$17.54	Meeting with Artistic Planning Consultant	Coffee 2 pax	Wellington
Total hospitality expenses	\$211.60	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 - 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).				

Public Service Secretary or Chief Executive Expense Disclosure

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Agency totals check	Data and totals on this worksheet checked and confirmed

	All Other Expenses
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*All other expenditure incurred by the Public Service secretary or 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.*

[illegible]

Total other expenses	\$28.42	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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.		
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Total cost will appear automatically once you put information in rows above.			
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Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).		
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Public Service Secretary or Chief Executive Gifts and Benefits Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Public Service Secretary or Chief Executive	Kirsten Mason (Acting CE - also covers Director Development & Supporter Engagement)				
Disclosure period start	1 July 2023				
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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 <i>Include all gifts, invitations to events and other hospitality , of \$50 or more in total value per year, offered to the Public Service secretary or chief executive by people external to the Public Service.</i> <i>Include all gifts, invitations or other hospitality whether accepted or declined.</i>					
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 June 2024	2 tickets to opera Le Comte d'Ory	Accepted	New Zealand Opera	\$300.00	
Total count of gift/benefit entries:	Offered	1	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	1			
	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).					