

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

Organisation Name*	New Zealand Symphony Orchestra
Secretary or Chief Executive**	Kirsten Mason
Disclosure period start***	1 July 2024
Disclosure period end***	30 June 2025
Agency totals check	Data and totals have not yet been checked and confirmed for any sheet
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive
Other sign-off****	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	\$5,164.59	Figures exclude GST		Number offered	0
Hospitality	\$2,360.48	Figures exclude GST		Number accepted	0
Other expenses	\$99.99	Figures exclude GST		Number declined	0
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$3,879.32	Figures exclude GST			
Local Travel	\$1,285.27	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 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
Disclosure period start	1 July 2024
Disclosure period end	30 June 2025
GST on costs	Figures exclude GST
Agency totals check	

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)
27 July 2024	\$208.34	Domestic Ticket Chc-Wlg Ein Heldenleben	Airfares	Christchurch
28 July 2024	\$145.92	Domestic Ticket Wlg-Chc Ein Heldenleben	Airfares	Christchurch
18 August 2024	\$142.30	Air New Zealand - Wlg to Akl to attend Winter Festival	Airfares	Auckland
27 August 2024	\$160.20	Air New Zealand Wlg to Rot to attend La Mer	Airfares	Rotorua
28 August 2024	\$249.68	Air New Zealand Rot to Wlg return attending La Mer	Airfares	Rotorua
20 September 2024	\$161.91	Air New Zealand Npe to Akl to attend Jupiter	Airfares	Napier
22 September 2024	\$158.57	Air New Zealand Akl to Wlg attending Jupiter	Airfares	Auckland
27 September 2024	\$143.14	Air New Zealand Wlg to Chc to attend Jupiter	Airfares	Christchurch
28 September 2024	\$145.92	Air New Zealand Chc to Wlg attending Jupiter	Airfares	Christchurch
15 October 2024	\$310.85	Domestic Ticket Akl-Wlg Auckland Business Chamber	Airfares	Auckland
25 October 2024	\$317.61	Air New Zealand Wlg to Akl to attend Arias	Airfares	Auckland
26 October 2024	\$305.30	Air New Zealand Akl to Wlg attending Arias	Airfares	Auckland
27 October 2024	\$126.28	Air New Zealand Akl to Wgtm attending Arias	Airfares	Auckland
28 October 2024	\$438.26	Jetstar Wgtm - Akl-Wlg Meet with Board Members	Airfares	Auckland
16 November 2024	\$139.17	Air New Zealand Wlg - Akl to attend Season Closing performance	Airfares	Auckland
17 November 2024	\$319.14	Jetstar Akl-Wlg attending Season Closing performance	Airfares	Auckland
23 November 2024	\$251.95	Air New Zealand Wlg - Akl return to attend The Planets	Airfares	Auckland
27 November 2024	\$154.78	Jetstar Wlg-Akl -Wlg Meeting in Akl with potenial sponsorship	Airfares	Auckland

* 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).

Public Service Secretary or Chief Executive Expense Disclosure				
Organisation Name	New Zealand Symphony Orchestra			
Public Service Secretary or Chief Executive	Kirsten Mason			
Disclosure period start	1 July 2024			
Disclosure period end	30 June 2025			
GST on costs	Figures exclude GST			
Agency totals check				
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				
25 July 2024	\$207.05	Veni Vidi Vici Café Wellington	Dinner - 4 pax following A Heroes Live - concert at the Michael Fowler Centre (no alcohol purchased)	Wellington
27 July 2024	\$28.46	Mashwee	Dinner after A Hero's Life concert	Chirstchurch
12 August 2024	\$168.10	Veni Vidi Cici Café	Dinner 4 pax	Wellington
13 August 2024	\$9.50	Wellington Club	Meeting 3 pax	Wellington
13 August 2024	\$112.20	Juliette Florist	Flowers for NZSO Donor	Wellington
14 August 2024	\$13.83	Floriditas	Meeting with Conductor	Wellington
19 August 2024	\$401.84	Amano Auckland	Dinner with Chair and Conductor	Auckland
15 August 2024	\$364.08	Shed 5 Wellington	Dinner with artist, conductor and sponsors 7pax	Wellington
22 August 2024	\$4.49	New World Metro Willis St - kitchen supplies	Artist Advisory Panel Meeting	Wellington
23 August 2024	\$232.16	Veni Vidi Cici Café	Dinner with artists 4pax	Wellington
29 August 2024	\$22.95	Terrace Airside Rotorua	Dinner - on tour	Wellington
11 September 2024	\$12.12	Pickle & Pie Wellington	Meeting re NMC Fundraising	Wellington
21 September 2024	\$28.00	Scarecrow Auckland	Lunch - on tour	Auckland
27 September 2024	\$57.00	Kie Chan Cho	Dinner - on tour	Christchurch
9 October 2024	\$13.13	Pickle & Pie Wellington	Coffee with sponsor 2pax	Wellington
11 October 2024	\$16.16	Pickle & Pie Wellington	Coffee with Creative NZ 2pax	Wellington
24 October 2024	\$245.49	Veni Vidi Vici Café	Meeting - with donor 2pax	Wellington
26 October 2024	\$20.50	Nam Nam Harbour Auckland	Dinner - on tour	Auckland
26 October 2024	\$11.70	Kokako Auckland	Lunch - on tour	Auckland
26 October 2024	\$16.95	Tank Commercial Auckland	Lunch - on tour	Auckland
28 October 2024	\$134.89	Scopa Pizzeria Wellington	Lunch (planning meeting) ADAP with management (4pax)	Wellington
29 October 2024	\$14.50	Be Soul Orgin Auckland	Dinner at Akld Airport after meeting with Board	Auckland
14 November 2024	\$19.19	Pickle & Pie Wellington	Meeting with Artist	Wellington
15 November 2024	\$13.91	Mojo The Terrace Wellington	Meeting with WCC and VUW	Wellington
16 November 2024	\$25.50	Oji Sushi Harbour Eats Auckland	Lunch - Concert	Auckland
16 November 2024	\$22.04	Woolworths VI Auckland Metro	Dinner - Concert	Auckland
23 November 2024	\$18.63	Woolworths VI Auckland Metro	Dinner - Concert	Auckland
25 November 2024	\$21.40	Flows Café	Coffees for interview panel ELT vacancy	Wellington
27 November 2024	\$14.90	Med & Kaz Auckland	Lunch for sponsor meeting	Auckland
28 November 2024	\$17.39	Pravda	Meeting 2pax	Wellington
2 December 2024	\$72.42	Café Neo	Breakfast with board member	Wellington
Total hospitality expenses	\$2,360.48	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				
Organisation Name	New Zealand Symphony Orchestra			
Public Service secretary or Chief Executive	Kirsten Mason			
Disclosure period start	1 July 2024			
Disclosure period end	30 June 2025			
GST on costs	Figures exclude GST			
Agency totals check				
All Other Expenses				
<i>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.</i>				
Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with PSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
12 December 2024	\$99.99	Farewell gift	gift	Wellington
Total other expenses	\$99.99	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 - 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 Gifts and Benefits Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Public Service Secretary or Chief Executive	Kirsten Mason				
Disclosure period start	1 July 2024				
Disclosure period end	30 June 2025				
GST on values					
Agency totals check					
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. 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?)
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 - 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).					