

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/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>
Please read that in full first.

In the following worksheets, cells shaded light green 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/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>

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	New Zealand Symphony Orchestra
Chief Executive**	Christopher Blake (1 July - 13 December 2019) & Peter Biggs (14 December 19 - 30 June 20)
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
Agency totals check	Data and totals have not yet been checked and confirmed for any sheet
Chief Executive approval****	This disclosure has not yet been approved by the Chief Executive
Other sign-off****	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
Travel expenses	\$12,555.10	Figures exclude GST		Number offered	0
Hospitality	\$4,297.15	Figures exclude GST		Number accepted	0
Other expenses	\$962.65	Figures include GST (where applicable)		Number declined	0
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$8,550.54	Figures exclude GST			
Local Travel	\$4,004.56	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	New Zealand Symphony Orchestra
Chief Executive	Christopher Blake (1 July - 13 December 2019) & Peter Biggs (14 December 19 - 30 June 20)
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 have NOT YET BEEN 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)
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)
18 July 2019	\$74.00	Airport - City taxi for NZSO Foundation Meeting 19th July	Taxi x1	Auckland
19 July 2019	\$145.48	WLG - AKL for NZSO Foundation Meeting 19th July	Accommodation x1	Auckland
19 July 2019	\$74.00	City - Airport taxi after NZSO Foundation Meeting 19th July	Taxi x1	Auckland
18 July 2019	\$20.87	Remuera - Fort Street for NZSO Foundation meeting	Taxi x1	Auckland
19 July 2019	\$292.17	Accommodation for NZSO Foundation Meeting 19th July	Accommodation x1	Auckland
20 July 2019	\$229.57	Accommodation for Mataranga Concert in Hamilton 19th July	Accommodation x1	Hamilton
20 July 2019	\$52.00	HLZ City - HLZ Airport after Mataranga Concert 19th July	Taxi x1	Hamilton
31 July 2019	\$78.00	Airport - City for NZSO Foundation Meeting 19th July	Taxi x1	Auckland
15 July 2019	\$252.00	WLG-AKL Beethoven Festival Destiny 16 Aug	Airfares x1	Auckland
16 August 2019	\$78.00	Airport - City for Beethoven Festival Destiny 16th July	Taxi x1	Auckland
18 August 2019	\$606.52	Accommodation for Beethoven Festival Destiny 17th Aug	Accommodation x1	Auckland
18 August 2019	\$78.00	City - Airport for Beethoven Festival Destiny 18th Aug	Taxi x1	Auckland
15 July 2019	\$166.78	WLG-AKL for NZSO Foundation Meeting & Beethoven Festival Pastoral 22 Aug	Airfares x1	Auckland
22 August 2019	\$78.00	Airport - City for NZSO Foundation Meeting & Beethoven Pastoral 23rd Aug	Taxi x1	Auckland
25 August 2019	\$888.70	Accommodation for NZSO Foundation Meeting & Beethoven Fest: Pastoral 23rd Aug	Accommodation x1	Auckland
25 August 2019	\$78.00	City - Airport for Beethoven Festival Pastoral 23rd Aug	Taxi x1	Auckland
2 September 2019	\$328.52	WLG-CHC Flight for Transfiguration CHC 14th Sept	Airfares x1	Christchurch
14 September 2019	\$41.83	CHC Airport - CHC City Transfiguration CHC 14 Sept	Taxi x1	Christchurch
15 September 2019	\$199.57	Accommodation for Transfiguration CHC 14th Sept	Accommodation x1	Christchurch

15 September 2019	\$40.26	CHC City - CHC Airport Transfiguration CHC 15 Sept	Taxi x1	Christchurch
16 September 2019	\$192.87	WLG-AKL Flight for NZSO Foundation Meeting 11 Oct & Frankenstein!! 11 Oct	Airfares x1	Auckland
11 October 2019	\$78.00	AKL Airport - City for NZSO Foundation Meeting & Frankenstein!! 11 Oct	Taxi x1	Auckland
12 October 2019	\$265.22	Accommodation for NZSO Foundation Meeting & Frankenstein!! 11 Oct	Accommodation x1	Auckland
12 October 2019	\$78.00	AKL City - AKL Airport after NZSO Foundation Meeting & Frankenstein!! 11 Oct	Taxi x1	Auckland
24 October 2019	\$333.31	WLG-AKL Flight for The Great 9 Nov	Airfares x1	Auckland
11 November 2019	\$244.35	Accommodation to The Great 9 Nov	Accommodation x1	Auckland
10 November 2019	\$78.00	City - Airport for The Great 9 Nov	Taxi x1	Auckland
10 November 2019	\$78.00	Airport - City after The Great 9 Nov	Taxi x1	Auckland
25 October 2019	\$256.34	WLG-CHC Flight to The Great CHC 14 Nov	Airfares x1	Christchurch
15 November 2019	\$331.30	Accommodation for The Great CHC 14 Nov	Accommodation x1	Christchurch
25 October 2019	\$158.95	CHC-DUD Flight for The Great in DUN 15 Nov	Airfares x1	Dunedin
16 November 2019	\$256.96	Accommodation for The Great in DUN 15 Nov	Accommodation x1	Dunedin
16 November 2019	\$73.91	City - Airport after The Great 15 Nov	Taxi x1	Dunedin
25 October 2019	\$158.96	DUD-CHC Return Flight from The Great DUD 16 Nov	Airfares x1	Christchurch
21 November 2019	\$78.00	Airport - City for NZSO Foundation meeting 22 Nov	Taxi x1	Auckland
21 November 2019	\$41.56	Hotel - City for NZSO Foundation meeting 22 Nov	Taxi x1	Auckland
24 October 2019	\$111.13	WLG-AKL Flight for NZSO Foundation meeting 22 Nov	Airfares x1	Auckland
22 November 2019	\$235.65	Accommodation for NZSO Foundation meeting 23 Nov	Accommodation x1	Auckland
23 November 2019	\$78.00	Airport - City Resurrection 23 Nov	Taxi x1	Auckland
24 October 2019	\$229.39	WLG-AKL Flight for Resurrection Concert 23 Nov	Airfares x1	Auckland
24 November 2019	\$218.26	Accommodation for Resurrection Concert 23 Nov	Accommodation x1	Auckland
24 November 2019	\$78.00	City - Airport Resurrection 23 Nov	Taxi x1	Auckland
24 January 2020	\$132.44	WLG - AKL for Auckland Philharmonic Orchestra Meeting 10 Feb	Airfares x1	Auckland
10 February 2020	\$97.80	AKL Airport - City for Auckland Philharmonic Orchestra Meeting 10 Feb	Taxi x1	Auckland
10 February 2020	\$97.00	AKL Town Hall - AKL Airport Auckland Philharmonic Orchestra Meeting 10 Feb	Taxi x1	Auckland
22 January 2020	\$171.13	WLG - NSN for Nelson Opera in the Park 15 Feb	Airfares x1	Nelson
20 February 2020	\$139.83	WLG - AKL NZSO Foundation Meeting 20 Mar	Airfares x1	Auckland
20 February 2020	\$139.83	AKL - CHC for Mavericks Concert (cancelled due to covid) 20 Mar	Airfares x1	Christchurch
9 June 2020	\$192.87	WLG- AKL for NZSO Foundation meeting (cancelled) 18/6/20	Airfares x1	Auckland
18 June 2020	\$3.47	WLG - AKL for NZSO Foundation meeting / APO concert 8 Jul - 10 Jul	Airfares x1	Auckland
26 June 2020	\$119.74	WLG- AKL to go to Whakatane to meet with Tuhoe re: collaboration 14 Jul	Airfares x1	Auckland
Subtotal - domestic travel		\$8,550.54	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 July 2019	\$10.26	NZSO Offices - The Terrace for MCH meeting 9 July	Taxi x1	Wellington
13 July 2019	\$25.22	Home - City NZSO Offices 13 July	Taxi x1	Wellington
14 July 2019	\$28.87	City - Home after concert Mataranga 14 July	Taxi x1	Wellington
15 July 2019	\$252.00	AKL-WLG Return Flight from Beethoven Festival Destiny 18 Aug	Airfare x1	Wellington
15 July 2019	\$166.78	AKL-WLG Return Foundation Meeting and Beethoven Festival Pastoral 25 Aug	Airfare x1	Wellington
18 July 2019	\$50.43	Home - WLG Airport after Foundation Meeting AKL 18 July	Taxi x1	Wellington
20 July 2019	\$47.57	WLG Airport - Home Mataranga 19 July	Taxi x1	Wellington
25 July 2019	\$23.74	Home - Lambton Quay MCH meeting 25 July	Taxi x1	Wellington
25 July 2019	\$22.87	Lambton Quay - Home 25 July	Taxi x1	Wellington
31 July 2019	\$28.61	Home - City NZSO Offices 31 July	Taxi x1	Wellington
31 July 2019	\$31.91	Home - Kelburn Taxi Service National Music Centre Black Tie Dinner 31 July WLG	Taxi x1	Wellington
31 July 2019	\$26.17	Kelburn - Home Taxi Service from National Music Centre Black Tie Dinner 31 July WLG	Taxi x1	Wellington
9 August 2019	\$31.39	Home-City Taxi to NZSO offices 9 Aug WLG	Taxi x1	Wellington

9 August 2019	\$24.87	City- Home Taxi from NZSO Offices 9 Aug WLG	Taxi x1	Wellington
16 August 2019	\$25.57	Home - City Taxi to NZSO Offices 16 Aug WLG	Taxi x1	Wellington
16 August 2019	\$30.70	City - Aiport from NZSO Offices for Beethoven Destiny 16 Aug WLG	Taxi x1	Wellington
18 August 2019	\$45.65	WLG Airport - Home after returning from Auckland for Beethoven Destiny 18 Aug	Taxi x1	Wellington
22 August 2019	\$26.43	Home - City to NZSO Offices 22 Aug WLG	Taxi x1	Wellington
22 August 2019	\$55.74	Home - WLG Aiport for travel to Auckland 22 Aug WLG	Taxi x1	Wellington
25 August 2019	\$48.61	WLG Airport - Home after returning from Auckland for Foundation Meeting 25 Aug	Taxi x1	Wellington
31 August 2019	\$24.35	Home - City to NZSO Offices 31 Aug	Taxi x1	Wellington
2 September 2019	\$328.52	CHC-WLG Return flight for Transfiguration CHC 15 September	Airfare x1	Wellington
3 September 2019	\$14.09	Wellington Taxi to attend seminar at Victoria Univeristy	Taxi x1	Wellington
10 September 2019	\$11.57	Wellington Cabds to attend MCH meeting	Taxi x1	Wellington
14 September 2019	\$53.21	Home - WLG Airport Transfiguration CHC 14 Sept	Taxi x1	Wellington
15 September 2019	\$46.00	WLG Airport - Home Transfiguration CHC 15 Sept	Taxi x1	Wellington
16 September 2019	\$192.87	AKL-WLG Return Flight for Foundation Meeting 11 Oct & Frankenstein!! 12 Oct	Airfare x1	Wellington
10 October 2019	\$27.83	City - Home Taxi from NZSO Offices 10 Oct	Taxi x1	Wellington
11 October 2019	\$47.57	Home - WLG Airport for travel to Foundation Meeting in AKL 11 Oct	Taxi x1	Wellington
12 October 2019	\$46.51	WLG Airport - Home after arrival back from Foundation meeting in AKL 12 Oct	Taxi x1	Wellington
24 October 2019	\$25.48	City - Home Taxi from NZSO Offices 24 Oct	Taxi x1	Wellington
24 October 2019	\$333.31	AKL-WLG Return Flight for The Great 10 Nov	Airfare x1	Wellington
24 October 2019	\$111.13	AKL-WLG Return Flight for Foundation meeting & Resurrection 23 Nov	Airfare x1	Wellington
24 October 2019	\$229.40	AKL-WLG Return Flight for Resurrection Concert 24 Nov	Airfare x1	Wellington
25 October 2019	\$256.35	CHC-WLG Return Flight from The Great 17 Nov	Airfare x1	Wellington
9 November 2019	\$57.13	Home - WLG Airport The Great AKL 9 Nov	Taxi x1	Wellington
10 November 2019	\$47.74	WLG Airport - Home The Great AKL 10 Nov	Taxi x1	Wellington
14 November 2019	\$55.83	Home - WLG Airport The Great 14 Nov	Taxi x1	Wellington
17 November 2019	\$48.43	WLG Airport - Home After The Great CHC/DUD 17 Nov	Taxi x1	Wellington
20 November 2019	\$9.22	City - Cambridge/MT Vic Michael Quigg QC meeting 20 Nov	Taxi x1	Wellington
21 November 2019	\$25.83	Home - City to NZSO Offices 21 Nov	Taxi x1	Wellington
22 November 2019	\$37.74	WLG Airport - City NZSO Offices 22 Nov	Taxi x1	Wellington
22 November 2019	\$24.09	City - Home from NZSO Offices 22 Nov	Taxi x1	Wellington
23 November 2019	\$51.65	Home - WLG Airport Resurrection AKL 23 Nov	Taxi x1	Wellington
24 November 2019	\$46.70	WLG - Home Resurrection AKL 24 Nov	Taxi x1	Wellington
29 November 2019	\$25.30	Home - City to NZSO Offices 29 Nov	Taxi x1	Wellington
29 November 2019	\$25.39	City - Home from NZSO Offices 29 Nov	Taxi x1	Wellington
30 November 2019	\$28.35	Home - Cambridge/MtVic Taxi for Shed Series Unwound 30 Nov	Taxi x1	Wellington
30 November 2019	\$28.00	Cambridge - Home Taxi for Shed Series Unwound 30 Nov	Taxi x1	Wellington
7 December 2019	\$25.48	Home - City Taxi to NZSO Offices Messiah Concert 7 Dec	Taxi x1	Wellington
7 December 2019	\$24.17	City - Home from NZSO Offices Messiah Concert 7 Dec	Taxi x1	Wellington
10 December 2019	\$25.57	City - Home from NZSO Offices Ocean Design NCM meeting 10 Dec	Taxi x1	Wellington
13 December 2019	\$31.57	City - Home from NZSO Offices SLT Christmas Lunch 13 Dec	Taxi x1	Wellington
22 January 2020	\$171.13	NSN - WLG For Nelson Opera in the Park 16 Feb	Airfare x1	Wellington
24 January 2020	\$132.43	AKL - WLG for Foundation Meeting 10 Feb	Airfare x1	Wellington
26 May 2020	\$9.65	NZSO Offices - Kelburn Taxi to NCFM Meeting at Victoria University 26 May	Taxi x1	Wellington
22 June 2020	\$8.96	Lambton Quay - Lambton Quay For Te Matatini Society inc meeeting 22 Jun	Taxi x1	Wellington
9 June 2020	\$192.88	AKL - WLG NZSO Foundation Meeting (cancelled) 19/6/20	Airfare x1	Wellington
26 June 2020	\$119.74	AKL WLG to meeting with Tuhoe in Whakatane 15 Jul	Airfare x1	Wellington

Subtotal - local travel	\$4,004.56	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Total travel expenses	\$12,555.10
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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				
Organisation Name	New Zealand Symphony Orchestra			
Chief Executive	Christopher Blake (1 July - 13 December 2019) & Peter Biggs (14 December 19 - 30 June 20)			
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 have NOT YET BEEN 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)
9 July 2019	\$34.74	Wrapping Mat for departing Chair's gift	Gift Wrapping x1	Wellington
9 July 2019	\$46.96	Hosting Lunch with Music Director of Auckland Chamber Orchestra	Lunch x2	
9 July 2019	\$11.29	Gift cards for departing Chair's farewell	Gift Card x1	Wellington
9 July 2019	\$11.30	Post Ministry of Culture & Heritage meeting w/ Head of Corporate Services	Lunch x2	Wellington
19 July 2019	\$69.91	NZSO Foundation Lunch- Fundraising Exec, Head of Corporate Services, Head of Marketing & Development, P Rowe, C Hainstock, T Wilkinson	Lunch x7	Auckland
20 July 2019	\$195.65	Post concert hosting for Mataranga HLZ- C Kalmar and guest, S Osborne, M Norris	Post Concert Dinner x4	Hamilton
14 August 2019	\$408.70	Post concert hosting for Mataranga WLG - C Kalmar, S Osborne, M Norris, Head of Artistic Planning & Orchestra Manager	Post Concert Dinner x6	Wellington
14 August 2019	\$79.57	Lunch with Music Director and Head of Artistic	Lunch x3	Wellington
18 August 2019	\$54.26	NZSO Foundation Sub Committee Lunch- Head of Corporate Services & Head of Marketing & Development	Lunch x3	Auckland
23 August 2019	\$76.96	NZSO Foundation Lunch - Fundraising Executive, Head of Corproate Services, Development Manager, Peter Rowe, Christine Hainstock	Lunch x6	Auckland
9 September 2019	\$65.00	Catering for Cultural Agency Chief Executive Meeting 9 September	Catering x3	Wellington
16 September 2019	\$38.26	Hosting Lunch with Boardworks Consultant	Lunch x2	Wellington
4 November 2019	\$136.87	Working dinner with Music Director and Head of Artistic Planning	Lunch x3	Wellington
20 November 2019	\$224.00	Gift for departing Music Director	Gift x1	Wellington
21 November 2019	\$19.57	Hosting drinks for VIP's from Chinese National Orchestra	VIP Hosting post concert x6	Wellington
22 November 2019	\$837.39	NZSO Foundation Christmas Lunch - Invoiced to NZSO Foundation	Lunch x11	Auckland
23 November 2019	\$1,040.00	Post concert farewell dinner for Music Director - Music Director and guest, Head of Artistic Plannig, Head of Projects, Orchestra Management Team, Resident Conductor, Soloists A Larsson & L Snouffer, Dave Bremner	Lunch x11	Auckland
29 November 2019	\$65.00	Catering for Auckland Philharmonic Orchestra Association meeting 29 November	Catering x5	Wellington
13 December 2019	\$90.50	Catering for Arts Wellington meeting 13 December	Catering x9	Wellington
13 January 2020	\$49.22	Working lunch with Concertmaster	Lunch x2	Wellington
17 January 2020	\$90.50	Catering for Arts Wellington Meeting	Catering x9	Wellington
24 January 2020	\$90.50	Catering for Arts Wellington Meeting	Catering x9	Wellington
29 January 2020	\$194.63	Lunch with Head of Project and N Young from Wellington City Council	Lunch x3	Wellington
3 February 2020	\$5.22	Flowers for K Prendergast ex Wellington Mayor	Flowers x1	Wellington
3 February 2020	\$41.30	Working lunch with Concertmaster, Resident Conductor and Head of Artistic Planning	Lunch x3	Wellington
16 February 2020	\$41.40	Catering for Creative NZ breakfast meeting 16/2/20	Catering x4	Wellington
18 February 2020	\$8.75	Catering for meeting with Board member P McArthur	Catering x2	Wellington
20 February 2020	\$10.41	Meeting with J Alver from Ministry of Foreign Affairs & Trade	Catering x2	Wellington
27 February 2020	\$30.78	Meeting with Louise Lenhard from Ministrv of Culture & Heritage	Catering x2	Wellington

29 February 2020	\$228.51	Hosting RNZ members, Resident Conductor and Concertmaster and SLT	Lunch x12	Wellington
Total hospitality expenses \$4,297.15 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).				

Chief Executive Expense Disclosure				
Organisation Name	New Zealand Symphony Orchestra			
Chief Executive	Christopher Blake (1 July - 13 December 2019) & Peter Biggs (14 December 19 - 30 June 20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check				
All Other Expenses				
<i>All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.</i> <i>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 SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
9 July 2019	\$59.00	Phone bills are paid as per Agreement \$59.00/month	Mobile Phone Plan July	Wellington
3 September 2019	\$59.00	Phone bills are paid as per Agreement \$59.00/month	Mobile Phone Plan August	Wellington
28 November 2019	\$177.00	Phone bills are paid as per Agreement \$59.00/month	Mobile Phone Plan September - November	Wellington
31 January 2020	\$193.35	Phone bills as per Company Spark Account	Mobile Phone Plan January	Wellington
29 February 2020	\$123.82	Phone bills as per Company Spark Account	Mobile Phone Plan February	Wellington
31 March 2020	\$118.19	Phone bills as per Company Spark Account	Mobile Phone Plan March	Wellington
30 April 2020	\$125.23	Phone bills as per Company Spark Account	Mobile Phone Plan April	Wellington
31 May 2020	\$107.06	Phone bills as per Company Spark Account	Mobile Phone Plan May	Wellington
Total other expenses	\$962.65	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).				

Chief Executive Gifts and Benefits Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Chief Executive	Christopher Blake (1 July - 13 December 2019) & Peter Biggs (14 December 19 - 30 June 20)				
Disclosure period start	1 July 2019				
Disclosure period end	30 June 2020				
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 chief executive by people external to the organisation. 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).					