# Secretary and Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Public Service Secretaries and Chief Executive Expense Disclosures: A Guide for Agency Staff" 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 secretaries and/or chief executive's expenses is to provide transparency and accountability for discretionary expenditure by Public Service agencies and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the Public service.

#### What is covered?

All expenses for items offered, accepted or declined by secretaries or chief executives 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.

Secretary and chief executive 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 secretaries or chief executive's budget or paid by their credit card are excluded.

Expense disclosures cover the full period of the report, and are completed by each secretary or chief executive, including in Acting roles - Complete a separate workbook for each.

#### How does it work?

Secretaries or chief executives disclose the expenses, gifts & hospitality they have expended or been offered using this Excel workbook.

Secretaries or chief executives formally approve completed Excel workbooks and an appropriate person reviews them (see guidance).

They are posted on agency websites and linked to www.data.govt.nz. See: <a href="https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/">https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/</a>

#### 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 secretaries or chief executives 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 secretary or chief executive to people external to Public Service agenices and statutory Crown entities.

#### All other expenses

All other expenses incurred by the secretary or chief executive 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, offered, accepted or declined by the secretary or chief executive from people external to Public Service agencies and statutory Crown entities are disclosed. A brief explanation of what the secretary or chief executive 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 such as a cultural gift).

#### How to present information

Provide information using this Excel workbook: https://www.publicservice.govt.nz/resources/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, secretary or chief executive 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 secretary or chief executive, including those in Acting roles.

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.

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# Further assistance

The above is a summary from "Secretary or Chief Executive Expense Disclosures: A Guide for Agency Staff": https://www.publicservice.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf Please read that in full first.

If you have any questions please contact <a href="mailto:ceexpenses@publicservice.govt.nz">ceexpenses@publicservice.govt.nz</a>

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 the Commissions Excel workbook - Click Here

CE Expense Disclosure Workbook 2018
Worksheet - Guidance

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

Organisation Name\*

Secretary or Chief Executive\*\*

Disclosure period start\*\*\*

Disclosure period end\*\*\*

Agency totals check

Secretary or Chief Executive approval\*\*\*\*

Other sign-off\*\*\*\*

Ministry for Ethnic Communites

Mervin Singham

1 July 2021

30 June 2022

Some data and totals have not yet been checked and confirmed

This disclosure has been approved by the Departmental Secretary or Chief Executive

Deputy Chief Executive - Systems, Capability and Programmes

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	\$4,894.27	excluding		Number offered	1
Hospitality	\$0.00	excluding		Number accepted	1
Other expenses	\$901.50	excluding		Number declined	0
International Travel	\$0.00	excluding			
Domestic Travel	\$4,894.27	excluding			
Local Travel	\$0.00	excluding			
Notes					
* Headings on following tabs will pre populat	e with what you enter on thi	s tab			
** Create a new workbook for a new or Actin	g Departmental secretary o	r Chief Executive			
*** Update if a shorter or different period is c					
**** This disclosure must be approved by the	Departmental secretary or	Chief Executive and another appropriate	party	, e.g. Board Chair, Chief Financial O	fficer or Audit and Risk

Public Service Secretary or Chief Executive Expense Disclosure						
Organisation Name	Ministry for Ethnic Communites					
Public Service Secretary or Chief Executive	Mervin Singham					
Disclosure period start	1 July 2021					
Disclosure period end	30 June 2022					
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 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)	
		Nil			
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient i	nformation	

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)	
15 July 2021-16 July 2021	\$761.94	Visiting Auckland office, meetings with external stakeholders, Ministry launch (AKL)	Hotel, airfares, taxis and meals	Auckland City	
23 July 2021 - 30 July 2021	\$721.06	Visiting Christchurch office, meetings with external stakeholders, Ministry Launch (CHC)	Hotel, airfares, taxis and meals	Christchurch	
6-7 August 2021	\$463.23	Meetings with external stakeholders	Hotel, airfares, taxis and meals	Auckland and Hamilton	
16-17 August 2022	\$164.00	Meetings with external stakeholders and Ministry Launch	Accommodation only	Palmerston North	
10-11 November 2021	\$602.00	Meetings with external stakeholders (Dunedin), visit with Christchurch staff and external stakeholders (Christchurch	Hotel, airfares, taxis and meals	Dunedin and Christchurch	
12-17 May 2022	\$625.29	Visiting Auckland office, meetings with external stakeholders	Hotel, airfares, taxis and meals	Auckland	
31 May 2022-2 June 2022	\$1,010.28	Meetings with external stakeholders in Auckland	Hotel, airfares, taxis and meals	Auckland	
20-22 June 2022	\$546.47	Kapuia hui, visiting Christchurch office and external stakeholders.	Hotel, airfares, taxis and meals	Christchurch	
Subtotal - domestic travel	\$4,894.27	Check - there are no hidden rows with data	Check - each entry provides sufficient in		

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)	
		Nil			
Subtotal - local travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient in	formation	

CE Expense Disclosure Workbook 2018

Worksheet - Travel

#### 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).

CE Expense Disclosure Workbook 2018 Worksheet - Travel

		Public Service Secretary or Chief Executive Ex	xpense Disclosure	
Organisation Name	Ministry for E	thnic Communites		
Public Service Secretary or Chief Executive	Mervin Singh	am		
Disclosure period start	1 July 2021			
Disclosure period end	30 June 2022			
GST on costs				
Agency totals check				
		Hospitality Offered to Third Parties*		
All hospital	ity expenses provi	ded by the Public Service secretary or chief executive in the context of their job to a	anyone external to the Public Service or statutory Crown entitie	<b>9</b> S.
Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	<b>Type of expense</b> (what and for how many e.g. dinner for 5)	Location(s)
		Nil		
Total hospitality expenses	\$0.0	Check - there are no hidden rows with data	Check - each entry provides suffic	lent information
Notes				
	tions external to t	l he public service or statutory Crown entities.		
** Any non-standard date format or date ou	ıtside 1 July - 30 J	une will raise an alert. Check entry and select 'Yes' to accept/continue.		
		(left of screen) and select Insert - this will insert a row above selected row.		
Total cost will appear automatically once you		in rows above.  note to this effect in the 'Date' column (column A).		

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

Public Service secretary or Chief Executive  I July 2021  30 June 2022  GST on costs  Agency totals check  Data and totals on this worksheet checked and confirmed  All Other Expenses  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.  S August 2021  S 469.13 Koru Club membership  S 4937.37 Phone and laptop  Total other expenses  \$ 901.50  Clack Book as a satisfactor foots with foots with fees and the costs.  Clack Book as a satisfactor foots with fees and the costs.  Wellington  Annual membership fees  Wellington  Wellington  Total other expenses  \$ 901.50  Clack Book as a satisfactor foots with fees and the costs.  Wellington  Annual phone and data costs.  Wellington			Public Service Secretary or Chief Executive Expe	ense Disclosure				
Mervin Singham  Executive  I July 2021  30 June 2022  GST on costs  Agency totals check  Data and totals on this worksheet checked and confirmed  All Other Expenses  All other expenditure incurred by the Public Service secretary or chief executive that is not travel, nospitality or gifts.  Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.  Date(p)*  Cost in NZS  Purpose of expense  S40:13 Konr Club membership  All Other expenditure incurred by the Public Service secretary or chief executive that is not travel, nospitality or gifts.  Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.  Type of expense  S40:13 Konr Club membership fees period with PSO in and data costs, membership fees)  Location(s)  (e.g. phone and data costs, membership fees)  Wellington  Annual phone and data costs  Wellington  Total other expenses  \$901.50  thock - there are no includes incur with class  Annual phone and data costs  Wellington  Total other expenses  \$901.50  thock - there are no includes incur with class  Class - technically passible subficient includes  Wellington  Annual phone and data costs  Wellington  Total other expenses  \$901.50  thock - there are no includes incur with class  Class - technically passible subficient includes  Wellington  Total other expenses  \$901.50  thock - there are no includes incur with class  Class - technically passible subficient includes  Wellington  Annual phone and data costs  Wellington  Annual phone and data costs  Wellington  Total other expenses  \$901.50  thock - there are no includes incur and incurse and includes incur and incurse and includes incur and incurse and incurted incurse and incurted incurse and incurted incurse and incurted incurred to a cost and incurted	Organisation Name	Ministry for Et	Ministry for Ethnic Communites					
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* 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.								
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Total cost will appear automatically once you put information in rows above.								

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure							
Organisation Name	Ministry for Ethnic Communites						
Public Service Secretary or Chief Executive							
Disclosure period start	1 July 2021						
Disclosure period end	30 June 2022						
GST on values							
Agency totals check	Data and totals on this worksheet checked and	confirmed					
Agency totals check	Data and totals on this worksheet shocked and	oorminied .					
	Gi	fts and Benefits over	\$50 annual value				
Include all gifts,	invitations to events and other hospitality , of \$50 or mo Include all gifts,		ffered to the Public Service sec ty whether accepted or decli	• • • • •	the Public Service.		
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?)		
1 July 2021	Wall mounted taonga and mauri stone	Accepted	Dept of Internal Affairs	\$500 - \$1,000			
Total count of gift/benefit entries:	Offered	1		Check - each entry provi	des sufficient information		
	Accepted						
	Declined						
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.						
· ·	close - provide a note to this effect in the 'Date' column (col	umn A).					

CE Expense Disclosure Workbook 2018

Worksheet - Gifts and benefits