

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

<b>Organisation Name</b>	Social Workers Registration Board
<b>Chief Executive**</b>	Sarah Clark
<b>Disclosure period start***</b>	1 July 2020
<b>Disclosure period end****</b>	30 June 2021
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval*****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off*****</b>	This disclosure has been approved by the Board Chair

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
<b>Travel expenses</b>	<b>\$1,327.22</b>	Figures exclude GST		<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$75.49</b>	Figures exclude GST		<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$5,580.20</b>	Figures exclude GST		<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures exclude GST			
<b>Domestic Travel</b>	<b>\$1,316.87</b>	Figures exclude GST			
<b>Local Travel</b>	<b>\$10.35</b>	Figures exclude GST			
<b>Notes</b>					
* 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

<b>Organisation Name</b>	Social Workers Registration Board
<b>Chief Executive</b>	Sarah Clark
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	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)
Nothing to disclose				
<b>Subtotal - international travel</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

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 February 2021	\$667.16	Te Pukenga social work educative forum and sector engagement	Airfare	Christchurch
18 February 2021	\$50.00	Te Pukenga social work educative forum and sector engagement	Airfare	Christchurch
18 March 2021	\$402.86	CE of ANZASW farewell event in Christchurch	Airfare	Christchurch
18 March 2021	\$22.26	CE of ANZASW farewell event in Christchurch	Taxi	Christchurch
11 May 2021	\$174.59	one way travel from Christchurch for Board business planning	Airfare	Christchurch
<b>Subtotal - domestic travel</b>	<b>\$1,316.87</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

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)
24 May 2021	\$10.35	Attend SSPA summit for social sector leaders	Taxi	Featherston St to Cable St
<b>Subtotal - local travel</b>	<b>\$10.35</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

Total travel expenses

\$1,327.22

**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

<b>Organisation Name</b>	Social Workers Registration Board
<b>Chief Executive</b>	Sarah Clark
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	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)
5 November 2020	\$21.20	Meeting with Womens Refuge	Breakfast for 2	Fidels Café, Wellington
10 February 2021	\$17.39	Meeting with Waitomo Papakainga	Coffee for 3	Two Grey, Wellington
31 March 2021	\$18.90	Meeting with Te Tumu Paeroa	Coffee for 4	Trade Kitchen, Wellington
11 September 2020	\$18.00	Meeting with Families Centre	coffee meeting	Gold Mine, Wellington NZ

<b>Total hospitality expenses</b>	<b>\$75.49</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
-----------------------------------	----------------	---	---

<b>Notes</b>			
* 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

<b>Organisation Name</b>	Social Workers Registration Board
<b>Chief Executive</b>	Sarah Clark
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### 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)
30 May 2021	\$5,000.00	Professional development fees (Leadership Training Ltd)	Training	Wellington
17 September 2020	\$150.00	G-Reg Wellington	Training	Wellington
01 July - 30 June	\$430.20	Mobile Phone plan @\$35.85 per month	communication	Wellington
<b>Total other expenses</b>	<b>\$5,580.20</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

**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).