

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

Organisation Name	Social Workers Registration Board
Chief Executive**	Sarah Clark
Disclosure period start***	1 July 2021
Disclosure period end***	30 June 2022
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	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
Travel expenses	\$573.54	Figures exclude GST		Number offered	0
Hospitality	\$35.00	Figures exclude GST		Number accepted	0
Other expenses	\$3,657.90	Figures exclude GST		Number declined	0
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$497.24	Figures exclude GST			
Local Travel	\$76.30	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	Social Workers Registration Board
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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 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				
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)
23 May 2022	\$264.80	Programme Recognition Standards hui	Return airfare only	Auckland
23 May 2022	\$232.44	Heritage Auckland (22nd May) one night in preparation for PRS hui in Auckland	One night accommodation	Auckland
Subtotal - domestic travel	\$497.24	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)
6 May 2022	\$23.80	Taxi from Government House - SWRB Chair investiture	Local Taxi	Wellington
23 May 2022	\$52.50	Taxi from Heritage Hotel to PRS hui venue	Local Taxi	Auckland

Subtotal - local travel	\$76.30	Check - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses	\$573.54		

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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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)
31 May 2022	\$23.00	Meeting with Social Service Providers Aotearoa	Coffee/light refreshment - 2 persons	Nikau Café, Wellington
13 January 2022	\$12.00	Meeting w NGO pay equity lead	Coffee x2 persons	Dilingers

Total hospitality expenses	\$35.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Notes	<p>* Third parties include people and organisations external to the public service or statutory Crown entities.</p> <p>** Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.</p> <p>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.</p> <p>Total cost will appear automatically once you put information in rows above.</p> <p>Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).</p>	
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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)
01 July 2021 to 31 June 2022	\$430.20	Mobile phone plan @ \$35.85 per month	Communications technology	Wellington
01 July 2021 to 31 June 2022	\$1,502.70	Professional wellbeing management supervision - Cavana	Wellbeing supervision	Wellington
May to June 2022	\$1,725.00	G-Reg Masterclass	Training	Wellington

Total other expenses	\$3,657.90	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Notes

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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).

