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

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|---|---|
| **Organisation Name*** | Government Superannuation Fund Authority |
| **Secretary or Chief Executive**** | Tim Mitchell |
| **Disclosure period start**** | 4 January 2023 |
| **Disclosure period end**** | 30 June 2023 |
| **Agency totals check** | Data and totals checked on all sheets |
| **Secretary or Chief Executive approval***** | This disclosure has been approved by the Departmental Secretary or Chief Executive |
| **Other sign-off***** | GSFA 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** | $0.00 | Figures include GST (where applicable) | | **Number offered** | 1 |
| **Hospitality** | $0.00 | Figures include GST (where applicable) | | **Number accepted** | 1 |
| **Other expenses** | $0.00 | Figures include GST (where applicable) | | **Number declined** | 0 |
| | | | | | |
| International Travel | $0.00 | Figures include GST (where applicable) | | | |
| Domestic Travel | $0.00 | Figures include GST (where applicable) | | | |
| Local Travel | $0.00 | Figures include GST (where applicable) | | | |
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**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

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|---|---|
| **Organisation Name** | Government Superannuation Fund Authority |
| **Public Service Secretary or Chief Executive** | Tim Mitchell |
| **Disclosure period start** | 4 January 2023 |
| **Disclosure period end** | 30 June 2023 |
| **GST on costs** | Figures include GST (where applicable) |
| **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) |
|---|---|---|---|---|
| There is no information to disclose | | | | |
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| **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) |
|---|---|---|---|---|
| There is no information to disclose | | | | |
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| **Subtotal - domestic travel** | **$0.00** | 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) |
|---|---|---|---|---|
| There is no information to disclose | | | | |
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| **Subtotal - local travel** | **$0.00** | **Check - there are no hidden rows with data** | | **Check - each entry provides sufficient information** |

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| **Total travel expenses** | **$0.00** |

**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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| **GST on costs** | Figures include GST (where applicable) |
| **Agency totals check** | Data and totals on this worksheet checked and confirmed |

## 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) |
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| **There is no information to disclose** | | | | |
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| **Total hospitality expenses** | **$0.00** | **Check - there are no hidden rows with data** | **Check - each entry provides sufficient information** | |

| **Notes** |
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| * 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). |

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### 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.*

| 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) |
|---|---|---|---|---|
| There is no information to disclose | | | | |
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| **Total other expenses** | **$0.00** | **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

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|---|---|
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| **Public Service Secretary or Chief Executive** | Tim Mitchell |
| **Disclosure period start** | 4 January 2023 |
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| **GST on values** | Figures include GST (where applicable) |
| **Agency totals check** | Data and totals on this worksheet checked and confirmed |

### Gifts and Benefits over $50 annual value

*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 .*

| 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?) |
|---|---|---|---|---|---|
| 16 February 2023 | Lunch | Accepted | DLA Piper | $50.00 | |
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| **Total count of gift/benefit entries:** | **Offered** | **1** | *Check - there are no hidden rows with data* | *Check - each entry provides sufficient information* | |
| | **Accepted** | **1** | | | |
| | **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).