

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/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
Please read that in full first.

In the following worksheets, cells shaded light blue 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/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
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	Te Reo Whakapuaki Iirangi operating as Te Māngai Pāho
Chief Executive**	Larry Parr
Disclosure period start***	1 July 2025
Disclosure period end***	30 June 2026
Agency totals check	Some data and totals have not yet been checked and confirmed
Chief Executive approval****	This disclosure has been approved by the Chief Executive 
Other sign-off****	This disclosure has been approved by the Finance Manager 

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 blue.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
Travel expenses	\$17,178.26	Figures Exclude GST		Number offered	0
Hospitality	\$0.00	Figures Exclude GST		Number accepted	0
Other expenses	\$16,814.38	Figures Exclude GST		Number declined	0
International Travel	\$0.00	Figures Exclude GST			
Domestic Travel	\$17,108.44	Figures Exclude GST			
Local Travel	\$69.82	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	Te Reo Whakapuaki Iirangi operating as Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2025
Disclosure period end	30 June 2026
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)
		There is no International Travel to disclose this period.		
Subtotal - international travel	\$ -	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)
08-Jul-25	\$ 20.00	Conference	Air Fares	Auckland
22-Jul-25	\$ 284.35	Board Dinner	Meals	Wellington
22-Jul-25	\$ 93.84	Board Lunch	Meals	Wellington
18-Aug-25	\$ 614.93	NCA ASSESSMENT MEETING INPERSON	Air Fares	Auckland
18-Aug-25	\$ 3.50	TOKONA TE RAKI WORKSHOP	Air Fares	Christchurch
31-Aug-25	\$ 381.76	SILVER SCROLLS	Air Fares	Christchurch
31-Aug-25	\$ 520.67	TOKONA TE RAKI WORKSHOP	Air Fares	Christchurch
31-Aug-25	\$ 3.50	SILVER SCROLLS	Air Fares	Christchurch
09-Sep-25	\$ 3.50	HUI A TE POARI	Air Fares	Wellington
16-Sep-25	\$ 3.50	HUI A TE POARI	Air Fares	Wellington
16-Sep-25	\$ 10.00	HUI A TE POARI	Air Fares	Wellington
30-Sep-25	\$ 614.73	SPADA CONFERENCE	Air Fares	Auckland
30-Sep-25	\$ 260.77	Auckland Airport	Taxi Charge	Auckland
06-Oct-25	\$ 3.50	NGA TOHU REO	Air Fares	Auckland
06-Oct-25	\$ 3.50	HUI A TE POARI	Air Fares	Wellington
21-Oct-25	\$ 635.73	NEWS AND CURRENT AFFAIRS ASSESSMENT	Air Fares	Auckland
21-Oct-25	\$ 3.50	IWI RADIO AWARDS	Air Fares	Auckland
29-Oct-25	\$ 615.93	TAMARIKI RESEARCH LAUNCH	Air Fares	Auckland
30-Oct-25	\$ 55.00	Christchurch Airport	Car rental	Christchurch
31-Oct-25	\$ 635.73	INDUSTRY MEETING	Air Fares	Auckland
31-Oct-25	\$ 20.00	SPADA CONFERENCE	Air Fares	Auckland
31-Oct-25	\$ 3.50	INDUSTRY MEETING TE WHARE O TE REO MAURIORA	Air Fares	Auckland
31-Oct-25	\$ 3.50	TOITU TE REO	Air Fares	Auckland
04-Nov-25	\$ 20.00	TAMARIKI RESEARCH LAUNCH	Air Fares	Auckland
04-Nov-25	\$ 30.00	INDUSTRY MEETING	Air Fares	Auckland
10-Nov-25	\$ 20.00	SPADA CONFERENCE	Air Fares	Auckland

11-Nov-25	\$	20.00	TOITU TE REO	Air Fares	Auckland
24-Nov-25	\$	25.00	HUI A TE POARI	Air Fares	Wellington
24-Nov-25	\$	20.00	SPADA CONFERENCE	Air Fares	Auckland
30-Nov-25	\$	370.37	Auckland Airport	Taxi Charge	Auckland
30-Nov-25	\$	30.00	MEETING WITH IWI RADIO	Air Fares	Auckland
30-Nov-25	\$	3.50	WHA MEETING	Air Fares	Auckland
30-Nov-25	\$	616.53	MEETING WITH IWI RADIO	Air Fares	Auckland
03-Dec-25	\$	50.43	Parking	Parking	Auckland
16-Dec-25	\$	12.50	SCREENING AND BOARD MEETING	Air Fares	Wellington
16-Dec-25	\$	35.00	WHA MEETING	Air Fares	Auckland
30-Dec-25	\$	624.73	WAITANGI IWI CHAIRS FORUM	Air Fares	Auckland
31-Dec-25	\$	831.66	WHA MEETING	Air Fares	Auckland
28-Jan-26	\$	30.00	WAITANGI IWI CHAIRS FORUM	Air Fares	Auckland
27-Feb-26	\$	614.73	SECTOR CONSULTATION	Air Fares	Auckland
27-Feb-26	\$	634.53	NEWS PROVIDER MEETING	Air Fares	Auckland
28-Feb-26	\$	105.70	Auckland Airport	Taxi Charge	Auckland
17-Mar-26	\$	89.00	Auckland Airport	Car rental	Auckland
17-Mar-26	\$	20.00	TE IHO PRESENTATION	Air Fares	Auckland
17-Mar-26	\$	615.13	TE IHO PRESENTATION	Air Fares	Auckland
14-Apr-26	\$	3.50	HUI A TE POARI	Air Fares	Wellington
20-Apr-26	\$	30.00	SECTOR CONSULTATION	Air Fares	Auckland
20-Apr-26	\$	30.00	TANGIHANGA	Air Fares	Auckland
20-Apr-26	\$	737.87	TANGIHANGA	Air Fares	Auckland
29-Apr-26	\$	462.09	SECTOR CONSULTATIONS	Air Fares	Auckland
30-Apr-26	\$	113.45	Auckland Airport	Car rental	Auckland
30-Apr-26	\$	243.70	SECTOR CONSULTATIONS	Air Fares	Auckland
30-Apr-26	\$	365.58	SECTOR CONSULTATIONS	Air Fares	Auckland
05-May-26	\$	3.50	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
11-May-26	\$	20.00	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
26-May-26	\$	476.79	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
26-May-26	\$	476.99	NZ ON SCREEN PLATFORM RELAUNCH	Air Fares	Auckland
31-May-26	\$	126.97	Auckland Airport	Car rental	Auckland
31-May-26	\$	505.24	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
31-May-26	\$	0.37	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
31-May-26	\$	30.00	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
31-May-26	\$	30.00	AOTEAROA MUSIC AWARDS	Air Fares	Auckland
05-Jun-26	\$	77.95	NZ ON SCREEN PLATFORM RELAUNCH	Air Fares	Auckland
23-Jun-26	\$	3.50	MATARIKI AND BOARD MEETING	Air Fares	Auckland
30-Sep-25	\$	624.33	INDUSTY MEETING	Air Fares	Auckland
23-Jun-26	\$	120.60	NZ ON SCREEN PLATFORM RELAUNCH	Air Fares	Auckland
23 Sep 2025	\$	181.78	HUI A TE POARI	Accommodation	Wellington
28 Oct 2025	\$	174.57	IWI RADIO AWARDS	Accommodation	Auckland
29 Oct 2025	\$	170.22	HUI A TE POARI	Accommodation	Wellington
04 Nov 2025	\$	239.87	SILVER SCROLLS	Accommodation	Christchurch
24 Nov 2025	\$	210.04	INDUSTRY MEETING TE WHARE O TE REO MAURIORA	Accommodation	Auckland
30 Nov 2025	\$	259.35	NGA TOHU REO	Accommodation	Auckland
09 Dec 2025	\$	204.57	WHA MEETING	Accommodation	Auckland
16 Dec 2025	\$	139.78	WHA MEETING	Accommodation	Auckland
29 Dec 2025	\$	417.22	SCREENING AND BOARD MEETING	Accommodation	Wellington
30 Dec 2025	\$	213.70	HUI A TE POARI	Accommodation	Wellington
30 Dec 2025	\$	385.87	SPADA CONFERENCE	Accommodation	Auckland
06 Mar 2026	\$	195.00	WAITANGI IWI CHAIRS FORUM	Accommodation	Kerikeri
16 Jun 2026	\$	220.29	AOTEAROA MUSIC AWARDS	Accommodation	Auckland
Subtotal - domestic travel			\$ 17,108.44	Check - each entry provides sufficient information	

Check - there are no hidden rows with data

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)	
31-Dec-25	\$ 34.24	Wellington	Taxi Charge	Wellington	
31-Mar-26	\$ 35.58	Wellington	Taxi Charge	Wellington	
Subtotal - local travel	\$ 69.82	Check - there are no hidden rows with data		Check - each entry provides sufficient information	
Total travel expenses	\$ 17,178.26				

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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	Te Reo Whakapuaki Iirangi operating as Te Māngai Pāho			
Chief Executive	Larry Parr			
Disclosure period start	1 July 2025			
Disclosure period end	30 June 2026			
GST on costs	Figures Exclude GST			
Agency totals check	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)
		There are no Hospitality Costs to disclose this period.		
Total hospitality expenses	\$0.00	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 2018 - 30 June 2019 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	Te Reo Whakapuaki Irirangi operating as Te Māngai Pāho					
Chief Executive	Larry Parr					
Disclosure period start	1 July 2025					
Disclosure period end	30 June 2026					
GST on costs	Figures Exclude GST					
Agency totals check	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)		
01-Jul-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Aug-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Sep-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Oct-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Nov-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Dec-25	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Jan-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Feb-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Mar-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Apr-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-May-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
01-Jun-26	\$ 477.58	Fring Benefit tax for vehicle	Fring Benefit Tax	Wellington		
29 Apr 2026	\$ 2,497.20	Apple Macbook Pro - Replacement	Computer Equipment	Wellington		
16-Sep-25	\$ 900.00	Gift for our departing board member Paraone Kohipō	Staff	Wellington		
16-Sep-25	\$ 800.00	Gift for our departing Board Chair Eruera Tarena	Staff	Wellington		
12-Sep-25	\$ 63.86	Dinner with CE from Nga Taonga	Staff	Wellington		
14-Jul-25	\$ 354.21	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-Aug-25	\$ 66.77	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
15-Sep-25	\$ 309.78	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-Oct-25	\$ 283.00	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-Nov-25	\$ 311.30	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
15-Dec-25	\$ 521.38	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-Jan-26	\$ 483.40	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
16-Feb-26	\$ 105.62	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
16-Mar-26	\$ 372.55	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-Apr-26	\$ 504.69	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
14-May-26	\$ 266.47	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
15-Jun-26	\$ 568.78	Cardlink Systems (DD) - DRIVECARD	Fuel	Wellington		
25-Mar-26	\$ 129.84	AA Whanganui - Car registration	Vehicle Maintenance	Whanganui		
22 Jul 2025	\$ 94.49	Petrol	Fuel	Whanganui		
30-Apr-26	\$ 339.13	TRC Toyota Whanganui - Carry out 135,000km/9 Year Service Plus	Vehicle Maintenance	Whanganui		
11-Aug-25	\$ 151.30	TRC Toyota Whanganui - JOB 1 Carry out WOF inspection	Vehicle Maintenance	Whanganui		
18-Dec-25	\$ 1,959.65	TRC Toyota Whanganui - Remove and replace the vehicles windscreen	Vehicle Maintenance	Whanganui		
Total other expenses	\$16,814.38	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 2018 - 30 June 2019 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	Te Reo Whakapuaki Iirangi operating as Te Māngai Pāho				
Chief Executive	Larry Parr				
Disclosure period start	1 July 2025				
Disclosure period end	30 June 2026				
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 2018 - 30 June 2019 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).					