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

Organisation Name New Zealand Qualifications Authority

Chief Executive** Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)

Disclosure period start*** 1 July 2019

Disclosure period end*** 30 June 2020

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**** The disclosure has been approved by the CFO

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	\$1,341.99	Figures exclude GST	Number offered	0	
Hospitality	\$0.00	Figures exclude GST	Number accepted	0	
Other expenses	\$1,857.67	Figures exclude GST	Number declined	0	
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$1,341.99	Figures exclude GST			
Local Travel	\$0.00	Figures exclude GST			

		Chief Executive Expense Disclosure	•		
Organisation Name	New Zealand	Qualifications Authority			
Chief Executive	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)				
Disclosure period start					
· ·	1 July 2019				
Disclosure period end	30 June 2020				
GST on costs	Figures exclude GST				
Agency totals check	Data and totals on this worksheet checked and confirmed				
		International, domestic and local travel expense	s		
	All	expenses incurred by chief executive during international, domestic and local travel. Group	o expenses relating to each trip.		
		International Travel (including travel within NZ at beginning and en	d of overseas trip)		
Date(s)*	Cost in NZ\$**	Purpose of travel	Type of expense	Location(s)	
		(e.g. attending XYZ conference for 3 days)***	(e.g. hotel, airfares, taxis, meals & for how many people)	· · · · · · · · · · · · · · · · · · ·	
		None			
Subtotal - international travel	\$0.00				
		Domestic Travel (within NZ, including travel to and from loc	cal airport)		
		Purpose of travel	Type of expense		
Date(s)*	Cost in NZ\$	(e.g. visiting district office for two days)***	(e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)	
December 19	\$538.15	Costs associated with attending Maori Language Commission awards where NZQA won	Car hire, parking, hotel and flights	Auckland	
July 19 - April 20		Government Award - K Poutasi Visiting various educational and government agencies around Wellington and NZ - K Poutasi	Taxis and car hire	Various	
July 19 - April 20	COT 70	Other transit has black for a read a consent absence about a the consent K Decited	Booking fees and charges	Various	
June 20	\$479.16	Flight costs to attend powhiri in July 20 for new Chief Executive of newly created New	Flights	Hamilton	
April 20 - June 20		Zealand Institute of Technology - G Klinkum Other travel booking fees and account charges during the year - G Klinkum	Booking fees and charges	Various	
·					
Subtotal - domestic travel	\$1,341.99				
		Local Travel (within City, excluding travel to airpor	t)		
Delectory.	0 1 - 1 - 1 - 1 - 1	Purpose of travel	Type of expense		
Date(s)*	Cost in NZ\$	(e.g. meeting with Minister)***	(e.g. taxi, parking, bus)	Location(s)	
Included within domestic travel above					
meiadea within domestic travel above					
Subtotal - local travel	\$0.00				
Total travel expenses	\$1,341.99				

CE Expense Disclosure Workbook 2020 Worksheet - Travel

		Chief Executive Expense Disclo	sure	
Organisation Name	New Zealand	Qualifications Authority		
hief Executive	Dr Karen Po	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)		
Disclosure period start	1 July 2019			
isclosure period end	30 June 2020	30 June 2020		
ST on costs	Figures exclude GST			
gency totals check	Data and tota	Data and totals on this worksheet checked and confirmed		
		Hospitality Offered to Third Parties*		
	All hospitality ex	xpenses provided by the chief executive in the context of his/her job to anyone exter	rnal to the Public Service or statutory Crown entities.	
ate(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)
		(c.g	()	
		None		
otal haanitality aynanaa	¢0.0			<u> </u>
otal hospitality expenses	\$0.0			

CE Expense Disclosure Workbook 2020

Worksheet - Hospitality

		Chief Executive Expense Disclosure	-	
Organisation Name	New Zealand (Qualifications Authority		
Chief Executive	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)			
Disclosure period start	1 July 2019			
isclosure period end	30 June 2020			
SST on costs	Figures exclude GST			
gency totals check	Data and totals on this worksheet checked and confirmed			
		All Other Expenses		
	<u> </u>	All other expenditure incurred by the chief executive that is not travel, hosp thone and data costs, subscriptions, membership fees, conference fees, professional dev	relopment costs, books and anything else.	
ate(s)*	Cost in N7\$, ,	Location(s)
· · ·	Cost in NZ\$	hone and data costs, subscriptions, membership fees, conference fees, professional dev Purpose of expense	relopment costs, books and anything else. Type of expense (e.g. phone and data costs, membership fees)	Location(s) Wellington
igust 19 eptember 19	Cost in NZ\$ \$535.01 \$683.59	hone and data costs, subscriptions, membership fees, conference fees, professional dev Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC) Catering and engraving costs for NZQA Chief Executive Awards ceremony - K Poutasi Medical Council of New Zealand - K Poutasi	relopment costs, books and anything else. Type of expense	Wellington n/a
igust 19 eptember 19 nuary 20	Cost in NZ\$ \$535.01 \$683.59 \$91.30	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC) Catering and engraving costs for NZQA Chief Executive Awards ceremony - K Poutasi Medical Council of New Zealand - K Poutasi Flowers to Deputy Chief Executive following death in family - K Poutasi	relopment costs, books and anything else. Type of expense (e.g. phone and data costs, membership fees) Catering and awards Subscription fees Flowers	Wellington n/a Wellington
ugust 19 eptember 19 anuary 20 uly 19 - April 20	\$535.01 \$683.59 \$91.30 \$445.22	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC) Catering and engraving costs for NZQA Chief Executive Awards ceremony - K Poutasi Medical Council of New Zealand - K Poutasi Flowers to Deputy Chief Executive following death in family - K Poutasi Mobile and other telephone charges for the year - K Poutasi	relopment costs, books and anything else. Type of expense (e.g. phone and data costs, membership fees) Catering and awards Subscription fees Flowers Telephone	Wellington n/a Wellington n/a
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CE Expense Disclosure Workbook 2020

Worksheet - All other expenses

	Chief Ex	coutive Cifte one	d Benefits Disclos	uro		
		eculive Girls and	Deneniis Disclos	ure		
Organisation Name	New Zealand Qualifications Authority					
Chief Executive	Dr Karen Poutasi (until 13 April 2020) & Dr Gra	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)				
Disclosure period start	1 July 2019					
Disclosure period end	30 June 2020					
GST on values	Figures exclude GST					
Agency totals check	Data and totals on this worksheet checked and	confirmed				
		Gifts and Benefits over	\$50 annual value			
		onto ana Denento Over	450 amidai value			
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.						
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?)	
	None during the year					
otal count of gift/benefit entries	: Offered	0				
	Accepted					
	Declined					

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Worksheet - Gifts and benefits