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

Organisation Name New Zealand Lotteries Commission

Chief Executive\*\*

Christopher Lyman

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 not yet been approved by the Chief Executive

Other sign-off\*\*\*\* Dan Balasoglou (Chief Financial Officer)

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	\$18,124.81	Figures exclude GST		Number offered	3
Hospitality	\$98.70	Figures exclude GST		Number accepted	3
Other expenses	\$9,793.52	Figures exclude GST		Number declined	0
International Travel	\$11,589.82	Figures exclude GST			
Domestic Travel	\$5,915.35	Figures exclude GST			
Local Travel	\$619.64	Figures exclude GST			
Notes					
* Headings on following tabs will pre populat	e with what you enter on th	is tab			
** Create a new workbook for a new Chief E	xecutive				
*** Update if a shorter or different period is o					
**** This disclosure must be approved by the	Chief Executive and anoth	ner appropriate party, e.g. Board Chair	, Chief	Financial Officer or Audit and Risk	Committee member

Chief Executive Expense Disclosure						
Organisation Name	rganisation Name New Zealand Lotteries Commission					
Chief Executive	Christopher Lyman					
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 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 to (e.g. attending	ravel g XYZ conference for 3 days)***		Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
14-18 October 2019	\$949.08 Attending Asia	a-Pacific Lottery Association (APLA) Region	onal Conference	Airfares	Australia
14-18 October 2019	\$1,102.37 Attending Asia	a-Pacific Lottery Association (APLA) Region	onal Conference	Accommodation	Australia
14-18 October 2019	\$119.96 Attending Asia	a-Pacific Lottery Association (APLA) Region	onal Conference	Meals	Australia
14-18 October 2019	\$204.04 Attending Asia	a-Pacific Lottery Association (APLA) Region	onal Conference	Taxi fares	Australia
14-18 October 2019	\$1,905.82 Attending Asia	a-Pacific Lottery Association (APLA) Region	onal Conference	Registration fee	Australia
2-4 February 2020	\$5,171.93 Attending ICE	London Conference		Airfares	United Kingdom
2-4 February 2020	\$1,782.08 Attending ICE	London Conference		Accommodation	United Kingdom
2-4 February 2020	\$157.23 Attending ICE	London Conference		Meals	United Kingdom
2-4 February 2020	\$197.31 Attending ICE	London Conference		Taxi fares	United Kingdom
Subtotal - international travel	\$11,589.82				

Domestic Travel (within NZ, including travel to and from local airport)					
Date(s)*		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)
1 July 2019-30 June 2020	\$453.22	Meetings with staff/suppliers/NZLGB/go	vernment agencies/Ministers	Parking	New Zealand
1 July 2019-30 June 2020	\$530.88	Meetings with staff/suppliers/NZLGB/go	vernment agencies/Ministers	Mileage	New Zealand
1 July 2019-30 June 2020	\$4,604.72	Meetings with staff/suppliers/NZLGB/go	vernment agencies/Ministers	Airfares	New Zealand
1 July 2019-30 June 2020	\$161.31	Meetings with staff/suppliers/NZLGB/go	vernment agencies/Ministers	Accommodation	New Zealand
1 July 2019-30 June 2020	\$165.22	Meetings with staff/suppliers/NZLGB/go	vernment agencies/Ministers	Taxi fares	New Zealand
Subtotal - domestic travel	\$5,915.35				

	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)		
	1 July 2019-30 June 2020	\$619.64	Meetings with staff/suppliers/NZLGB/government agencies/Ministers	Taxi fares	New Zealand		

CE Expense Disclosure Workbook 2018

Worksheet - Travel

Subtotal - local travel	\$619.64	Check - each entry provides sufficient information
Total travel expenses	\$18,124.81	

## 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).

CE Expense Disclosure Workbook 2018

Worksheet - Travel

		Chief Executive Expense Disclo	sure			
Organisation Name	New Zealand Lotteries Commission					
chief Executive	Christopher Ly	yman				
isclosure period start	1 July 2019					
isclosure period end	30 June 2020					
SST on costs	Figures exclud	de GST				
gency totals check	_	ls on this worksheet checked and confirmed				
gency totals election	Data and total	Hospitality Offered to Third Parties*				
		The option of the control of the con				
	All hospitality exp	penses 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)		
24 October 2019		Meetings with suppliers	Meal	New Zealand		
5 March 2020	\$14.35	Meetings with suppliers	Coffee	New Zealand		
otal hospitality expenses	\$98.70	Check - there are no hidden rows with data	Check - each ontry provides out	ficient information		
otal hospitality expenses	\$98.70	Check - there are no hidden rows with date	Check - each untry provides suf	ficient information		
otes Third parties include people and organisati	ions external to the	public service or statutory Crown entities.	Check - each entry provides suf	ficient information		
otes Third parties include people and organisati Any non-standard date format or date out	ions external to the	public service or statutory Crown entities.  ne will raise an alert. Check entry and select 'Yes' to accept/continue.	Check - each entry provides suf	ficient information		
otes Third parties include people and organisati Any non-standard date format or date out	ions external to the tside 1 July - 30 Jur on a row number (I	public service or statutory Crown entities.  ne will raise an alert. Check entry and select 'Yes' to accept/continue.  left of screen) and select Insert - this will insert a row above selected row.	Check - each untry provides suf	ficient information		

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

		Chief Executive Expense Disclosu	re			
Organisation Name	New Zealand	Lotteries Commission				
hief Executive	Christopher Lyman					
Disclosure period start	1 July 2019					
Disclosure period end	30 June 2020					
GST on costs	Figures exclud	le GST				
Agency totals check	Data and total	s on this worksheet checked and confirmed				
		All Other Expenses				
	Include e.g. į	All other expenditure incurred by the chief executive that is not travel, ho phone and data costs, subscriptions, membership fees, conference fees, professional de				
Pate(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)		
1 July 2019-30 June 2020		Phone and data costs	Phone and data costs	New Zealand		
1 July 2019-30 June 2020 1 July 2019-30 June 2020		Professional development  Meetings with staff	Training Meals/Coffee	New Zealand New Zealand		
,	,	J				
otal other expenses	\$9,793.52					
lotes						
****	de 1 July - 30 Jun	e will raise an alert. Check entry and select 'Yes' to accept/continue.				
sert additional rows as needed: right click o	n a row number (	eft of screen) and select Insert - this will insert a row above selected row.				
otal cost will appear automatically once you						
Mark clearly if there is no information to discl	ose - provide a no	te to this effect in the 'Date' column (column A).				

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

	Chief Exe	cutive Gifts and	l Benefits Disclosu	re					
Organisation Name	New Zealand Lotteries Commission								
Chief Executive	Christopher Lyman								
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							
<b>33</b>	Gi	fts and Benefits over	\$50 annual value						
Inc	lude all gifts, invitations to events and other hospitality			executive by people external to the organisat	ion.				
			ty whether accepted or decline						
Date(s)*		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?)				
		Accepted	Datacom	Estimate not possible	CE and partner attended				
	Ü	Accepted Accepted	Sport NZ DDB	Estimate not possible Estimate not possible	CE and partner attended				
<u>'</u>									
Total count of gift/benefit entries:	Offered	3	Check - there are no hidden rows with data	Check - each entry provi	des sufficient information				
	Accepted	3							
	Declined								
Notes									
******	ide 1 July - 30 June will raise an alert. Check entry and sel	ect '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							
	t included, but if the offer is made more than once a year, it		tions (including that age: +  +-	immediate family mambars)					
include items such as invitations to functions Include gifts and benefits that are declined.	s and events, event tickets, gifts from overseas counterpart	s and commercial organisa	itions (including that accepted by	immediate family members).					
Number of gifts/benefits will update automat	ically once you put information in rows above.								
Mark clearly if there is no information to disc	lose - provide a note to this effect in the 'Date' column (colu	ımn A).							

CE Expense Disclosure Workbook 2018 Worksheet - Gifts and benefits