Date Received of Gift/Benefit	Description of Gift/Benefit	\$Value	Reasons for Acceptance	Decision on what will happen with Gift/Benefit?	Approved by Manager?	Recorded in Register Folio and Placed on Personal File
27/03/2015	x I Bottle of Wine	\$30	Delivering information session on workplace bullying	Donated to team member	Yes	Yes
14/08/2014	Travel Expenses	\$1,500	Invitation to present keynote address interstate	Not given	Yes	Yes
8/12/2014	x I Bottle of Wine	\$35	Not given	To be shared at work social function	Yes	Yes
17/12/2014	Chocolates	\$85	Not given	To be shared and consumed by staff	Unknown	Yes
11/12/2014	Flowers	\$50-\$60	Not given	Not given	Yes	Yes
11/12/2014	X 3 Watsonia Bulbs	\$10	Not given	Not given	Yes	Yes
15/12/2014	Rechargable Battery Pack	Not given	Not given	Sent back to donor	Unknown	Yes
7/10/2014	x I Bottle of red Wine	\$10	Speaking engagement	Donated to office social club	Yes	Yes
23/06/2015	Dinner	\$20	Not given	N/A	Unknown	Yes
26/02/2015	Bunch of Flowers	\$50	Appreciation	Decorate Office	Yes	Yes
26/02/2015	X I Bottle Wine	\$14	Appreciation for presentations	Not given	Yes	Yes
25/02/2015	Lindt Chocolate	\$4.00	Appreciation for Presentations	Personal use	Yes	Yes

Date Received of Gift/Benefit	Description of Gift/Benefit	\$Value	Reasons for Acceptance	Decision on what will happen with Gift/Benefit?	Approved by Manager?	Recorded in Register Folio and Placed on Personal File
26/02/2015	X I Bottle of Wine	\$25	Not given	To be used for staff social functions	Yes	Yes
26/03/2015	Company Showbag	Not given	Not given	Not given	Yes	Yes
15/05/2015	x I Bottle of Sparkling Wine	\$20	Not given	Not given	Yes	Yes
20/03/2015	x I Bottle of Wine	\$30-\$50	Participation in Panel Session	Consumption	Unknown	Yes
19/03/2015	x I Bottle of wine and box of chocolates	\$25	Not given	Keep wine for personal consumption and share chocolates with staff	Yes	Yes
20/03/2015	x I Bottle of Wine	\$30-\$35	Appreciation for presentation	Personal use	Yes	Yes
12/03/2015	x 3 Home grown apples	less than \$1	Not given	Shared	Unknown	Yes
2/03/2015	x I Bottle of Wine	\$35.00	Appreciation for presentation	Not given	Yes	Yes
4/06/2015	x I Bottle of wine	\$25-\$30	Appreciation	Personal use	Yes	Yes
28/05/2015	Dinner	\$50	Attendance at annual dinner	N/A	Yes	Yes
19/05/2015	Fridge Magnet and Book Mark	\$5	Appreciation	Office use	Yes	Yes
28/05/2015	Dinner	\$50	Attendance at annual dinner	N/A	Yes	Yes
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	Description of Gift/Benefit	\$Value	Reasons for Acceptance	Decision on what will happen with Gift/Benefit?	Approved by Manager?	Recorded in Register Folio and Placed on Personal File
7/04/2015	Invitation to annual industry dinner	\$100	Judge for Annual dinner	N/A	Yes	Yes
0/05/2015	Watercolour painting	\$50	Not given	Not given	Yes	Yes
0/05/2015	Lunch x 2	\$100	Leadership Diversity Lunch	N/A	Yes	Yes
6/03/2015	Dinner and performance	\$100	Not given	N/A	Yes	Yes
7/02/2015	Solar Phone Charger x 4	\$20 each	Gift sent back	N/A	Yes	Yes
9/02/2015	Box of Haighs Chocolates	\$20	Appreciation for chairing panel	Personal use	Yes	Yes
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