



21 May 2021

The Chairperson  
Board of Trustees  
Te Atatu Intermediate School  
8 Harbour View Road  
Te Atatu Peninsula  
Auckland 0610

**RSM Hayes Audit**

PO Box 9588  
Newmarket, Auckland 1149  
Level 1, 1 Broadway  
Newmarket, Auckland 1023  
T +64 (9) 367 1656  
[www.rsmnz.co.nz](http://www.rsmnz.co.nz)

Dear Mr Hirst

## Audit of your Financial Statements For the year ended 31 December 2020

We have substantially completed the audit of your financial statements for the year ended 31 December 2020.

Upon completion of your audit, we will enclose a complete set of your school's financial statements together with our formal audit report issued on behalf of the Controller and Auditor-General, as required by legislation.

Please note that a PDF copy of the audit report and signed financial statements is required to be uploaded to the MOE's school's data portal by 31 May 2021. We also remind you that you are now also required to publish the final audited version of your annual report on your website.

This letter and accompanying report of Audit Findings includes observations on the school's accounting procedures. As the trustees are responsible for the financial operations of the school, we suggest this letter be considered at the next finance committee meeting and tabled at the next full board meeting.

### Scope of the audit

Our audit is designed to provide an independent opinion on the board's financial statements which are a public document. As a secondary output of this work, we also report on matters relevant to your financial and management systems that have come to our attention and are significant.

We have performed procedures to audit the information presented in your annual financial statements. We have also relied on representations made by your school's management team, including your accounting service provider. We assess the results of procedures and representations made when forming our audit opinion.

To ensure your school receives the maximum benefit from our audit we have turned our focus to the future and set out in the attached report some matters for the attention of your board. Our motive is to offer objective and constructive advice so that the accounting function and related issues can be improved in the future. Please note that this letter is sent only to you, with a copy to the Office of the Controller & Auditor-General. We do not send a copy of this letter to the Ministry of Education or any other party.

### The audit doesn't end with our audit report

If you wish, we would be pleased to discuss with you our recommendations in this letter or any other aspect of the school's audit. If it is of value to your board, one of our audit directors or managers would be happy to attend a board meeting to discuss any finance related issues you have.

In recognition of the value we place on our association with your school, we think it is appropriate to waive our normal fee for attending a meeting. Please contact our office if you wish to take up this offer.

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

RSM Hayes Audit is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

### Our sincere thanks

We would like to take this opportunity to thank your principal, Lloyd Evans, and executive officer, Linda Squires, for their assistance and co-operation during our audit. The assistance from the school team greatly influences the efficiency of the whole audit process.

We would also like to thank the trustees for selecting RSM Hayes Audit as your auditors. The 2020 year represents the final year of our three-year cyclical appointment as your auditors. We have appreciated our relationship with your school over that time. The formal tender and appointment processes for the next three years will be initiated by the Office of the Auditor General and carried out during 2021.

Yours sincerely

A handwritten signature in blue ink that reads "Kumar Aravinda".

**Kumar Aravinda**  
Audit Partner





## Te Atatu Intermediate School

### Audit Findings

For the year ended 31 December 2020

1. Introduction
2. Expected Content Of Our Formal Audit Report
3. Governance
4. The Financial Statements
5. The Day To Day Accounting System

## 1. Introduction

We set out below our findings from the audit work we have performed during the audit of your financial statements for the 2020 financial year. Matters raised in this report have been discussed with your management team during the audit fieldwork.

Our work focussed on the systems and controls set by your board and implemented by your management team, to the extent necessary in forming an audit opinion. Any matters arising from the audit are detailed in this letter.

## 2. Expected content of our formal audit report

Subject to receipt of signed financial statements, letter of representation, minor narrative adjustments to the financial statements, and final update of events subsequent to balance date, we expect to issue an unmodified audit report in our standard wording.

## 3. Governance

### Areas of significant audit focus

We believe it is best practice to communicate with you as the governing body regarding matters which form an important part of our audit process.

An independent audit of your financial statements is a key part of ensuring that your organisation has appropriate controls in place regarding financial management and financial reporting. However, ultimately it is you, the governing body that remains responsible for your financial systems, internal controls including the detection and prevention of fraud, and financial statements.

While our audit necessarily involves evaluating your overall system of financial controls and reporting, the following are areas and issues we assessed as potentially significant risk areas in relation to your school during our audit. Accordingly we believe that they are important issues that should be of interest to you in your governance capacity. In the case of your organisation in the current year these assessed areas of significant focus were as follows:

- Recognition and recording of locally raised funds income and expenditure and treatment of income in advance;
- Risk from limited segregation of duties;
- Expenditure being valid and appropriate for your school's purposes (probity of expenditure);
- Cyclical maintenance expense and provisioning being appropriate;
- Appropriate treatment of capital works funding and expenditure;
- Recognition and disclosure of related party transactions; and
- Payroll controls in place at your school and accurate recording of payroll accruals.

In addition, we sought to ensure that your financial statements were in compliance with generally accepted accounting practice in New Zealand as appropriate to public benefit entities that qualify for Tier 2 reporting. That is that Public Benefit Entity Standards - Reduced Disclosure Regime (PBE Standards RDR) have been appropriately adopted and that the mandatory Kiwi Park model has been followed.

We are pleased to advise that our testing of these assessed risks did not identify any significant issues or concerns. Any observations and recommendations related to these topics are detailed below.



## Required communications

We are required by auditing standards to report specific matters to you as follows:

- We have had no disagreements with management during our audit nor any serious difficulties in dealing with management;
- We have not identified any breaches of legislation during our audit;
- We have not identified any instances of fraud involving management, or any other frauds that caused a material misstatement of the financial statements; and
- We have not noted any significant risks or exposures that are required to be separately disclosed in the financial statements.

## Audit Independence

We reaffirm we are independent of your school, and that we have no relationship with your school that could impair our independence.

## 4. The Financial Statements

### Unadjusted differences

Appendix A details unadjusted journal differences that we identified during the audit.

### Adjustments made

There were no journal adjustments made to the financial statements as a result of our audit.

### Budgeted Cash Flow Statement

Schools are required by S87(3)(i) of the Education and Training Act 2020 to report budgeted figures for the cash flow statement that is now mandatory in your financial statements. Further, we consider that it is important to monitor the cash position of your school to ensure that funds are always available to meet day to day financial obligations.

We note that while your school has presented a cash flow statement budget in your year-end financial statements, this has been generated from your income statement and balance sheet budgets as part of the financial statements preparation process.

In future, we recommend that the preparation of a cash flow budget be integrated into your annual budgeting cycle so that this is available to your board and management for monitoring purposes at the commencement of the year, as well as to enable this to easily be included in the annual financial statements.

### Deficit budget

A deficit budget of \$52,702 has been prepared and approved by the board for the upcoming year.

We are concerned that ongoing deficit budgeting, if achieved, will result in deterioration of your school's equity and working capital. Whilst deficit budgeting may appear to be warranted when preparing the budget for a particular year, we urge caution in the use of this approach as it is unlikely to be a sustainable one long-term.

We recommend that the board seeks to avoid deficit budgeting in the future wherever possible so as the schools budget reflects the ability for it to live within its means.

## 5. The day to day accounting system

It is important that we report any observations and areas for improvement in respect of the financial control environment at your school. As part of the RSM audit approach we review the accounting systems established by the board to the extent that they could have a significant impact on the annual financial statements. The following observations are brought to your attention.

### Segregation of Duties

In any organisation it is important that no single person has control over, or access to, all aspects of recording and control of school funds. Not only does this provide opportunity for abuse of the school funds, but also puts a great responsibility and burden of trust upon the person who has this control.

The separation of key accounting responsibilities is a critical internal control in any system to prevent misappropriation of funds, error, or unrecorded transactions.

Significant portions of the day to day accounting functions are solely under control of executive officer, Linda Squires. One area of her duties that we wish to point out is that she has the ability to update supplier bank account details in Xero, while also having the ability to authorise payments as a signatory for the bank. We note that there are mitigating controls already in place for these circumstances, such as the bank requiring two signatories to authorise any payments, and invoices being approved by the Principal.

We wish to point out that nothing in our review of your systems has led us in any way to question the integrity of this employee. We appreciate that it would be difficult to segregate Linda's duties but with careful monitoring and oversight by management and the board this risk can be mitigated. A further control is someone else on your team being able to perform these tasks and this occurring occasionally such as when the key person takes leave.

### Changes to standing data

We have noted in our discussions with the executive officer, Linda Squires, that Xero sends exception reports when bank account data is changed in the system. However, these reports are currently sent to Linda, who is sometimes the one who is making the change to the standing data. We recommend that the board investigate the options of sending the exception report to another personnel, who can then check that the change is correct, or that the exception report could be printed and subsequently approved by another independent person.

Lack of review over changes to standing data can provide an opportunity for employees to manipulate financial results or misappropriate funds. This is just an observation of improvement to your system, and we did not identify anything that would bring into question the integrity of any of your employees involved in these processes.

We are pleased to hear that the Principal and executive officer are performing bank account spot checks when they are making payments which is a mitigating control for the risk associated with changes to standing data.

### Accounting treatment of building refurbishment

We identified an item of a capital nature, in particular, the refurbishment of the small room off of the hall amounting to \$17,783 that was expensed to the statement of comprehensive revenue and expense instead of being capitalised and carried on the statement of financial position. This resulted in a proposed audit adjustment to correct this in the final financial statements. As the value is not significant, the adjustment has been left "unadjusted".

We suggest that, when you do not know whether items should be capitalised or expensed, you should refer to the accounting standards, in particular, *PBE IPSAS 17: Property, Plant and Equipment*. We are also happy to assist should there be any significant items where doubt exists as to whether it is capital or maintenance in nature.

## Appendix A

### Unadjusted differences arising from our audit

The following differences have been identified during our audit and remain unadjusted at the conclusion of our work. Whilst we request that these do be amended, given their value, we nevertheless are still able to provide an unmodified opinion should they remain unadjusted in the final approved financial statements.

Name	Income Statement		Balance Sheet	
	DR	(CR)	DR	(CR)
R & M Buildings		(17,783)		
Orig - Cost - Building Improvements			17,783	
To capitalise refurbishment of small room off hall				





# TE ATATU INTERMEDIATE SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### School Directory

<b>Ministry Number:</b>	1530
<b>Principal:</b>	Lloyd Evans
<b>School Address:</b>	8 Harbour View Road, Te Atau Peninsula, Auckland
<b>School Postal Address:</b>	8 Harbour View Road, Te Atau Peninsula, Auckland
<b>School Phone:</b>	09 834 5371
<b>School Email:</b>	admin@teatatu.school.nz

#### Members of the Board of Trustees

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Term Expired/ Expire</b>
Amy Fraser	Parent Rep	Elected	May-22
Chris Larking	Parent Rep	Elected	May-22
Darren White	Parent Rep	Co-opted	May-22
Haley McNickle	Parent Rep	Elected	May-22
Lloyd Evans	Principal	Appointed	Current
Mike Hirst	Chairperson	Elected	May-22
Nathan Hooker	Parent Rep	Co-opted	May-22
Tere Tamarua	Staff rep	Elected	May-22

#### Accountant / Service Provider:

Leading Edge Services (2017) Ltd, PO Box 20496, Glen Eden, Auckland



# TE ATATU INTERMEDIATE SCHOOL

Annual Report - For the year ended 31 December 2020

## Index

Page	Statement
------	-----------

	<b>Financial Statements</b>
--	-----------------------------

<a href="#">1</a>	Statement of Responsibility
-------------------	-----------------------------

<a href="#">2</a>	Statement of Comprehensive Revenue and Expense
-------------------	--

<a href="#">3</a>	Statement of Changes in Net Assets/Equity
-------------------	---

<a href="#">4</a>	Statement of Financial Position
-------------------	---------------------------------

<a href="#">5</a>	Statement of Cash Flows
-------------------	-------------------------

<a href="#">6 - 18</a>	Notes to the Financial Statements
------------------------	-----------------------------------

	<b>Other Information</b>
--	--------------------------

	Analysis of Variance
--	----------------------

	Kiwisport
--	-----------

# Te Atatu Intermediate School

## Statement of Responsibility

For the year ended 31 December 2020


The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2020 fairly reflects the financial position and operations of the school.

The School's 2020 financial statements are authorised for issue by the Board.

MICHAEL JOHN HARST  
Full Name of Board Chairperson

  
Signature of Board Chairperson

27/05/2021  
Date:

LLOYD DOUGLAS EVANS  
Full Name of Principal

  
Signature of Principal

27/05/2021  
Date:

# Te Atatu Intermediate School

## Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
<b>Revenue</b>				
Government Grants	2	4,863,893	4,417,927	4,399,009
Locally Raised Funds	3	62,946	155,400	158,477
Interest income		9,398	18,000	16,146
International Students	4	-	10,000	19,022
		<u>4,936,237</u>	<u>4,601,327</u>	<u>4,592,654</u>
<b>Expenses</b>				
Locally Raised Funds	3	35,522	123,700	88,028
International Students	4	168	2,390	2,616
Learning Resources	5	2,734,020	2,342,008	2,379,462
Administration	6	238,171	242,110	210,620
Finance		2,780	3,100	3,025
Property	7	1,769,790	1,867,784	1,782,096
Depreciation	8	141,333	122,000	123,385
Loss on Disposal of Property, Plant and Equipment		-	-	1,104
		<u>4,921,784</u>	<u>4,703,092</u>	<u>4,590,336</u>
<b>Net Surplus / (Deficit) for the year</b>		14,453	(101,765)	2,318
Other Comprehensive Revenue and Expense		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><u>14,453</u></u>	<u><u>(101,765)</u></u>	<u><u>2,318</u></u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.



# Te Atatu Intermediate School

## Statement of Changes in Net Assets/Equity

For the year ended 31 December 2020

	Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
<b>Balance at 1 January</b>		<u>1,374,697</u>	<u>1,374,697</u>	<u>1,372,379</u>
Total comprehensive revenue and expense for the year		14,453	(101,765)	2,318
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		31,901	-	-
<b>Equity at 31 December</b>	24	<u>1,421,051</u>	<u>1,272,932</u>	<u>1,374,697</u>
Retained Earnings		1,421,051	1,272,932	1,374,697
<b>Equity at 31 December</b>		<u>1,421,051</u>	<u>1,272,932</u>	<u>1,374,697</u>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.

# Te Atatu Intermediate School

## Statement of Financial Position

As at 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	9	464,275	545,256	619,122
Accounts Receivable	10	196,655	184,217	184,216
GST Receivable		14,145	11,965	11,965
Prepayments		26,891	15,533	15,533
Funds due for Capital Works Projects	18	14,270	49,129	49,129
Investments	11	403,845	161,329	161,329
		<u>1,120,081</u>	<u>967,429</u>	<u>1,041,294</u>
<b>Current Liabilities</b>				
Accounts Payable	13	247,411	204,508	204,508
Revenue Received in Advance	14	6,700	300	300
Provision for Cyclical Maintenance	15	19,711	48,508	48,508
Finance Lease Liability - Current Portion	16	16,371	14,755	14,755
Funds held in Trust	17	700	700	700
		<u>290,893</u>	<u>268,771</u>	<u>268,771</u>
<b>Working Capital Surplus/(Deficit)</b>		829,188	698,658	772,523
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	<u>722,021</u>	<u>702,406</u>	<u>730,306</u>
		722,021	702,406	730,306
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	15	118,907	110,113	110,113
Finance Lease Liability	16	11,251	18,019	18,019
		<u>130,158</u>	<u>128,132</u>	<u>128,132</u>
<b>Net Assets</b>		<u>1,421,051</u>	<u>1,272,932</u>	<u>1,374,697</u>
<b>Equity</b>	24	<u>1,421,051</u>	<u>1,272,932</u>	<u>1,374,697</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.

# Te Atatu Intermediate School

## Statement of Cash Flows

For the year ended 31 December 2020

		2020	2020	2019
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		993,061	892,058	809,106
Locally Raised Funds		86,662	137,557	140,634
International Students		-	10,000	19,022
Goods and Services Tax (net)		(2,180)	7,009	7,009
Payments to Employees		(403,775)	(304,463)	(247,755)
Payments to Suppliers		(479,897)	(520,916)	(520,916)
Cyclical Maintenance Payments in the year		(40,213)	(37,758)	(32,699)
Interest Paid		(2,780)	(3,100)	(3,025)
Interest Received		8,231	18,842	16,988
Net cash from/(to) Operating Activities		159,109	199,229	188,364
<b>Cash flows from Investing Activities</b>				
Purchase of Property Plant & Equipment (and Intangibles)		(120,599)	(121,336)	(128,184)
Purchase of Investments		(242,516)	(161,329)	-
Proceeds from Sale of Investments		-	129,473	385,508
Net cash from/(to) Investing Activities		(363,115)	(153,192)	257,324
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		31,901	-	-
Finance Lease Payments		(17,601)	(7,313)	(15,894)
Funds Held for Capital Works Projects		34,859	(112,590)	(112,590)
Net cash from/(to) Financing Activities		49,159	(119,903)	(128,484)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(154,847)</b>	<b>(73,866)</b>	<b>317,204</b>
Cash and cash equivalents at the beginning of the year	9	619,122	619,122	301,915
<b>Cash and cash equivalents at the end of the year</b>	<b>9</b>	<b>464,275</b>	<b>545,256</b>	<b>619,122</b>

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been excluded.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes which form part of these financial statements.



# **Te Atatu Intermediate School**

## **Notes to the Financial Statements**

### **For the year ended 31 December 2020**

#### **1. Statement of Accounting Policies**

##### **a) Reporting Entity**

Te Atatu Intermediate School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

##### **b) Basis of Preparation**

###### ***Reporting Period***

The financial reports have been prepared for the period 1 January 2020 to 31 December 2020 and in accordance with the requirements of the Public Finance Act 1989.

###### ***Basis of Preparation***

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

###### ***Financial Reporting Standards Applied***

The Education and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as 'having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders'.

###### ***PBE Accounting Standards Reduced Disclosure Regime***

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

###### ***Measurement Base***

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

###### ***Presentation Currency***

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

###### ***Specific Accounting Policies***

The accounting policies used in the preparation of these financial statements are set out below.

###### ***Critical Accounting Estimates And Assumptions***

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.



#### *Cyclical maintenance*

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 15.

#### *Useful lives of property, plant and equipment*

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the significant accounting policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 12.

#### **Critical Judgements in applying accounting policies**

Management has exercised the following critical judgements in applying accounting policies:

#### *Classification of leases*

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised.

#### *Recognition of grants*

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

### **c) Revenue Recognition**

#### **Government Grants**

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives.

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.

#### **Other Grants**

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

#### **Donations, Gifts and Bequests**

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

#### **Interest Revenue**

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

### **d) Use of Land and Buildings Expense**

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

### **e) Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

#### **f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

#### **g) Accounts Receivable**

Short-term receivables are recorded at the amount due, less an allowance for credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

#### **h) Investments**

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

#### **i) Property, Plant and Equipment**

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

#### **Finance Leases**

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

#### **Depreciation**

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building improvements to Crown Owned Assets	40 years
Furniture and equipment	10 years
Information and communication technology	4 years
Leased assets held under a Finance Lease	3-5 years
Library resources	12.5% Diminishing value

#### **j) Impairment of property, plant, and equipment and intangible assets**

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

##### *Non cash generating assets*

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit.

#### **k) Accounts Payable**

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **l) Employee Entitlements**

##### *Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

#### **m) Revenue Received in Advance**

Revenue received in advance relates to fees received from international students and grants received where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

#### **n) Funds Held in Trust**

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

#### **o) Provision for Cyclical Maintenance**

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

#### **p) Financial Instruments**

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as 'financial assets measured at amortised cost' for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. All of these financial liabilities are categorised as 'financial liabilities measured at amortised cost' for accounting purposes in accordance with financial reporting standards.

#### **q) Goods and Services Tax (GST)**

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

#### **r) Budget Figures**

The budget figures are extracted from the School budget that was approved by the Board.

#### **s) Services received in-kind**

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.



## 2. Government Grants

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational Grants	791,607	788,373	732,788
Teachers' Salaries Grants	2,355,626	1,969,790	2,092,881
Use of Land and Buildings Grants	1,515,206	1,557,738	1,497,022
Resource Teachers Learning and Behaviour Grants	79,182	82,026	45,396
Other MoE Grants	121,787	20,000	17,059
Other Government Grants	485	-	13,863
	<b>4,863,893</b>	<b>4,417,927</b>	<b>4,399,009</b>

The school has opted in to the donations scheme for this year. Total amount received was \$69,300.

Other MOE Grants total includes additional COVID-19 funding totalling \$17,419 for the year ended 31 December 2020.

## 3. Locally Raised Funds

Local funds raised within the School's community are made up of:

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
<b>Revenue</b>			
Donations	4,165	7,000	13,795
Activities	14,295	108,300	88,431
Trading	1,923	5,800	7,570
Fundraising	42,563	34,300	48,681
	<b>62,946</b>	<b>155,400</b>	<b>158,477</b>
<b>Expenses</b>			
Activities	21,421	106,700	71,286
Trading	-	-	3,017
Fundraising (Costs of Raising Funds)	14,101	17,000	13,725
	<b>35,522</b>	<b>123,700</b>	<b>88,028</b>
	<b>27,424</b>	<b>31,700</b>	<b>70,449</b>

*Surplus/ (Deficit) for the year Locally raised funds*

## 4. International Student Revenue and Expenses

	2020	2020	2019
	Actual	Budget	Actual
	Number	(Unaudited)	Number
International Student Roll	0	1	2
	<b>2020</b>	<b>2020</b>	<b>2019</b>
	Actual	Budget	Actual
	\$	(Unaudited)	\$
<b>Revenue</b>			
International Student Fees	-	10,000	19,022
<b>Expenses</b>			
Commissions	-	1,500	1,345
International Student Levy	168	550	1,271
Other Expenses	-	340	-
	<b>168</b>	<b>2,390</b>	<b>2,616</b>
	<b>(168)</b>	<b>7,610</b>	<b>16,406</b>

*Surplus/ (Deficit) for the year International Students*



## 5. Learning Resources

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	128,307	138,990	119,922
Equipment Repairs	4,520	-	6,706
Library Resources	2,811	3,000	2,412
Employee Benefits - Salaries	2,589,645	2,183,018	2,238,794
Staff Development	8,737	17,000	11,628
	<u>2,734,020</u>	<u>2,342,008</u>	<u>2,379,462</u>

## 6. Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	6,100	7,200	6,260
Board of Trustees Fees	3,190	4,000	3,520
Board of Trustees Expenses	11,136	3,500	3,616
Communication	7,548	10,000	9,950
Consumables	34,618	48,000	18,112
Other	26,985	32,865	27,592
Employee Benefits - Salaries	126,189	113,016	120,814
Insurance	6,121	7,245	6,398
Service Providers, Contractors and Consultancy	16,284	16,284	14,358
	<u>238,171</u>	<u>242,110</u>	<u>210,620</u>

## 7. Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	74,880	107,050	67,944
Cyclical Maintenance Provision	20,210	50,000	44,941
Grounds	4,763	8,500	6,583
Heat, Light and Water	45,166	48,000	49,723
Rates	114	100	96
Repairs and Maintenance	48,621	38,500	54,768
Use of Land and Buildings	1,515,206	1,557,738	1,497,022
Security	6,863	6,000	6,315
Employee Benefits - Salaries	53,967	51,896	54,704
	<u>1,769,790</u>	<u>1,867,784</u>	<u>1,782,096</u>

The use of land and buildings figure represents 8% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

## 8. Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements - Crown	13,459	11,618	12,138
Furniture and Equipment	44,166	38,125	39,437
Information and Communication Technology	60,815	52,496	47,983
Motor Vehicles	-	-	622
Leased Assets	17,737	15,311	18,102
Library Resources	5,156	4,450	5,103
	<u>141,333</u>	<u>122,000</u>	<u>123,385</u>

## 9. Cash and Cash Equivalents

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash on Hand	70	70	70
Bank Current Account	429,493	359,670	433,536
Bank Call Account	34,712	34,689	34,689
Short-term Bank Deposits	-	150,827	150,827
Cash and cash equivalents for Statement of Cash Flows	<u>464,275</u>	<u>545,256</u>	<u>619,122</u>

The carrying value of short-term deposits with original maturity dates of 90 days or less approximates their fair value.

## 10. Accounts Receivable

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	827	18,143	18,143
Interest Receivable	1,647	480	480
Teacher Salaries Grant Receivable	194,181	165,594	165,593
	<u>196,655</u>	<u>184,217</u>	<u>184,216</u>
Receivables from Exchange Transactions	2,474	18,623	18,623
Receivables from Non-Exchange Transactions	194,181	165,594	165,593
	<u>196,655</u>	<u>184,217</u>	<u>184,216</u>

## 11. Investments

The School's investment activities are classified as follows:

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Current Asset			
Short-term Bank Deposits	403,845	161,329	161,329
Total Investments	<u>403,845</u>	<u>161,329</u>	<u>161,329</u>

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Building Improvements	333,936	-	-	-	(13,459)	320,477
Furniture and Equipment	230,227	36,451	-	-	(44,166)	222,512
Information and Communication Technology	105,680	79,714	-	-	(60,815)	124,579
Leased Assets	24,744	11,358	-	-	(17,737)	18,365
Library Resources	35,719	5,525	-	-	(5,156)	36,088
<b>Balance at 31 December 2020</b>	<b>730,306</b>	<b>133,048</b>	<b>-</b>	<b>-</b>	<b>(141,333)</b>	<b>722,021</b>

The net carrying value of equipment held under a finance lease is \$18,365 (2019: \$24,744)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Building Improvements	538,578	(218,102)	320,476
Furniture and Equipment	591,924	(369,413)	222,511
Information and Communication Technology	340,600	(216,020)	124,580
Motor Vehicles	37,333	(37,333)	-
Leased Assets	53,718	(35,353)	18,365
Library Resources	102,443	(66,354)	36,089
<b>Balance at 31 December 2020</b>	<b>1,664,596</b>	<b>(942,575)</b>	<b>722,021</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	266,459	79,614	-	-	(12,138)	333,936
Furniture and Equipment	181,525	88,139	-	-	(39,437)	230,227
Information and Communication Technology	119,747	34,809	(893)	-	(47,983)	105,680
Motor Vehicles	622	-	-	-	(622)	-
Leased Assets	20,959	21,886	-	-	(18,102)	24,744
Library Resources	32,487	8,546	(211)	-	(5,103)	35,719
<b>Balance at 31 December 2019</b>	<b>621,799</b>	<b>232,994</b>	<b>(1,104)</b>	<b>-</b>	<b>(123,385)</b>	<b>730,306</b>

The net carrying value of equipment held under a finance lease is \$24,744 (2018: \$20,959)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	538,578	(204,642)	333,936
Furniture and Equipment	555,473	(325,246)	230,227
Information and Communication Technology	285,502	(179,822)	105,680
Motor Vehicles	37,333	(37,333)	-
Leased Assets	52,132	(27,388)	24,744
Library Resources	96,918	(61,199)	35,719
<b>Balance at 31 December 2019</b>	<b>1,565,936</b>	<b>(835,630)</b>	<b>730,306</b>

**13. Accounts Payable**

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operating Creditors	19,212	15,137	15,137
Accruals	6,102	6,260	6,262
Banking Staffing Overuse	4,527	-	-
Employee Entitlements - Salaries	194,181	165,595	165,593
Employee Entitlements - Leave Accrual	23,389	17,516	17,516
	<u>247,411</u>	<u>204,508</u>	<u>204,508</u>
Payables for Exchange Transactions	247,411	204,508	204,508
	<u>247,411</u>	<u>204,508</u>	<u>204,508</u>

The carrying value of payables approximates their fair value.

**14. Revenue Received in Advance**

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Other	6,700	300	300
	<u>6,700</u>	<u>300</u>	<u>300</u>

**15. Provision for Cyclical Maintenance**

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Provision at the Start of the Year	158,621	158,621	146,379
Increase/ (decrease) to the Provision During the Year	20,210	50,000	44,941
Use of the Provision During the Year	(40,213)	(50,000)	(32,699)
Provision at the End of the Year	<u>138,618</u>	<u>158,621</u>	<u>158,621</u>
Cyclical Maintenance - Current	19,711	48,508	48,508
Cyclical Maintenance - Term	118,907	110,113	110,113
	<u>138,618</u>	<u>158,621</u>	<u>158,621</u>



## 16. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers and other ICT equipment. Minimum lease payments payable:

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
No Later than One Year	18,179	14,755	17,074
Later than One Year and no Later than Five Years	11,882	18,019	19,291
Later than Five Years	-	-	-
	<u>30,061</u>	<u>32,774</u>	<u>36,365</u>

## 17. Funds held in Trust

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	700	700	700
	<u>700</u>	<u>700</u>	<u>700</u>

These funds relate to arrangements where the school is acting as an agent. These amounts are not revenue or expenditure of the school and therefore are not included in the Statement of Comprehensive Revenue and Expense.

## 18. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects:

	2020	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions \$	Closing Balances \$
Drainage	<i>completed</i>	(4,979)	4,982	(3)	-	-
New PA System	<i>in progress</i>	(4,591)	-	-	-	(4,591)
Block 1 Re-roofing	<i>completed</i>	(4,987)	4,987	-	-	-
Block 1 Classroom Flooring	<i>completed</i>	(4,899)	4,899	-	-	-
Roofing Blocks 1,4,5 & 10	<i>completed</i>	(8,503)	8,503	-	-	-
Block 3 Asbestos Removal	<i>completed</i>	(21,170)	21,170	-	-	-
Install Warm Water to Toilets	<i>in progress</i>	-	89,189	(98,868)	-	(9,679)
Totals		<u>(49,129)</u>	<u>133,730</u>	<u>(98,871)</u>	<u>-</u>	<u>(14,270)</u>

### Represented by:

Funds Due from the Ministry of Education	14,270
	<u>14,270</u>

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions \$	Closing Balances \$
Drainage	<i>in progress</i>	(4,979)	-	-	-	(4,979)
New PA System	<i>in progress</i>	(4,591)	-	-	-	(4,591)
Block 1 Re-roofing	<i>in progress</i>	-	-	(4,987)	-	(4,987)
Block 1 Classroom Flooring	<i>in progress</i>	-	44,093	(48,993)	-	(4,899)
Roofing Blocks 1,4,5 & 10	<i>in progress</i>	73,031	-	(81,534)	-	(8,503)
Block 3 Asbestos Removal	<i>in progress</i>	-	-	(21,170)	-	(21,170)
Totals		<u>63,461</u>	<u>44,093</u>	<u>(156,684)</u>	<u>-</u>	<u>(49,129)</u>

## 19. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

## 20. Remuneration

### Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, Deputy Principals and Heads of Departments.

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	3,190	3,520
Full-time equivalent members	0.11	0.11
<i>Leadership Team</i>		
Remuneration	352,676	332,295
Full-time equivalent members	3	3
Total key management personnel remuneration	355,866	335,815
Total full-time equivalent personnel	3.11	3.11

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

### Principal

The total value of remuneration paid or payable to the Principal was in the following bands:

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140-150	130-140
Benefits and Other Emoluments	0-5	0-5
Termination Benefits	-	-

### Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2020 FTE Number	2019 FTE Number
100-110	2.00	1.00
	2.00	1.00

The disclosure for 'Other Employees' does not include remuneration of the Principal.

## 21. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee member, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2020 Actual	2019 Actual
Total	\$4,000	-
Number of People	1	-

## 22. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2020 (Contingent liabilities and assets at 31 December 2019: nil).

### *Holidays Act Compliance – schools payroll*

The Ministry of Education performs payroll processing and payments on behalf of school boards of trustees, through payroll service provider Education Payroll Limited.

The Ministry's review of the schools sector payroll to ensure compliance with the Holidays Act 2003 is ongoing. The current phase of this review is to design potential solutions for any compliance breaches discovered in the initial phase of the Programme. Final calculations and potential impact on any specific individual will not be known until further detailed analysis and solutions have been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2020, a contingent liability for the school may exist.

## 23. Commitments

### (a) Capital Commitments

As at 31 December 2020 the Board has entered into no contract agreements for capital works.

(Capital commitments at 31 December 2019: \$nil)

## 24. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

## 25. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

### Financial assets measured at amortised cost

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	464,275	545,256	619,122
Receivables	196,655	184,217	184,216
Investments - Term Deposits	403,845	161,329	161,329
Total Financial assets measured at amortised cost	<u>1,064,775</u>	<u>890,802</u>	<u>964,667</u>

### Financial liabilities measured at amortised cost

Payables	247,411	204,508	204,508
Finance Leases	27,622	32,774	32,774
Total Financial Liabilities Measured at Amortised Cost	<u>275,033</u>	<u>237,282</u>	<u>237,282</u>

## 26. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

## 27. Comparatives

There have been a number of prior period comparatives which have been reclassified to make disclosure consistent with the current year.