

TITAHI BAY INTERMEDIATE

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

School Directory

Ministry Number:	3043
Principal:	Dairne Kaimoana
School Address:	Kahutea Terrace, Titahi Bay, Porirua
School Postal Address:	Kahutea Terrace, Titahi Bay, PORIRUA, 5022
School Phone:	04 236 8588
School Email:	office@bayintermediate.school.nz

Members of the Board of Trustees

Name	Position	How Position Gained	Occupation	Term Expires/ Expired
Greg Ellis	Chairperson	Elected	Freelance Marketing	2022
Dairne Kaimoana	Principal	ex Officio		
Louise Carter	Parent Rep	Elected	Teacher	2022
Jeff Chapman	Parent Rep	Elected	Teacher	2022
Joan Adam	Parent Rep	Elected	Teacher Aide	2022
Jo Tuau	Parent Rep	Elected		Resigned 21/10/2019
Fay Woodall	Staff Rep	Elected	Teacher	

Accountant / Service Provider: Education Services Ltd

TITAHI BAY INTERMEDIATE

Annual Report - For the year ended 31 December 2019

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Titahi Bay Intermediate

Statement of Responsibility

For the year ended 31 December 2019

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 2019 fairly reflects the financial position and operations of the school.

The School's 2019 financial statements are authorised for issue by the Board.

Full Name of Board Chairperson

Full Name of Principal

Signature of Board Chairperson

Signature of Principal

Date:

Date:

Titahi Bay Intermediate

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue				
Government Grants	2	1,744,446	1,381,611	1,535,937
Locally Raised Funds	3	63,055	14,000	87,680
Interest income		16,940	15,000	22,485
Gain on Sale of Property, Plant and Equipment		3,570	-	-
		<hr/>	<hr/>	<hr/>
		1,828,011	1,410,611	1,646,102
Expenses				
Locally Raised Funds	3	52,669	26,600	67,699
Learning Resources	4	1,047,629	839,927	902,563
Administration	5	143,101	141,080	127,286
Finance		1,524	1,000	991
Property	6	497,086	440,929	425,734
Depreciation	7	67,716	60,000	50,224
Loss on Disposal of Property, Plant and Equipment		860	-	-
		<hr/>	<hr/>	<hr/>
		1,810,585	1,509,536	1,574,497
Net Surplus / (Deficit) for the year		17,426	(98,925)	71,605
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
		17,426	(98,925)	71,605

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

Titahi Bay Intermediate
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2019

	Notes	Actual 2019 \$	Budget (Unaudited) 2019 \$	Actual 2018 \$
Balance at 1 January		1,002,347	921,877	922,097
Total comprehensive revenue and expense for the year		17,426	(98,925)	71,605
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	8,645
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9		-	-	-
Equity at 31 December	21	1,019,773	822,952	1,002,347
Retained Earnings		1,019,773	822,952	1,002,347
Equity at 31 December		1,019,773	822,952	1,002,347

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.

Titahi Bay Intermediate Statement of Financial Position

As at 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Assets				
Cash and Cash Equivalents	8	238,587	315,748	265,257
Accounts Receivable	9	119,958	31,864	100,325
GST Receivable		-	5,246	5,175
Prepayments		2,429	7,516	1,715
Investments	10	331,642	-	413,826
		<u>692,616</u>	<u>360,374</u>	<u>786,298</u>
Current Liabilities				
GST Payable		7,632	-	-
Accounts Payable	12	73,334	51,034	66,426
Provision for Cyclical Maintenance	13	34,600	25,075	31,250
Finance Lease Liability - Current Portion	14	5,763	-	5,752
Funds held for Capital Works Projects	15	34,719	-	88,290
		<u>156,048</u>	<u>76,109</u>	<u>191,718</u>
Working Capital Surplus/(Deficit)		536,568	284,265	594,580
Non-current Assets				
Property, Plant and Equipment	11	510,871	581,668	450,816
		<u>510,871</u>	<u>581,668</u>	<u>450,816</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	13	19,722	42,981	30,500
Finance Lease Liability	14	7,944	-	12,549
		<u>27,666</u>	<u>42,981</u>	<u>43,049</u>
Net Assets		<u>1,019,773</u>	<u>822,952</u>	<u>1,002,347</u>
Equity		<u>1,019,773</u>	<u>822,952</u>	<u>1,002,347</u>

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

Titahi Bay Intermediate
Statement of Cash Flows
For the year ended 31 December 2019

	2019	2019	2018
Note	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Cash flows from Operating Activities			
Government Grants	460,269	435,705	390,037
Locally Raised Funds	63,019	12,500	87,680
Goods and Services Tax (net)	12,807	-	71
Payments to Employees	(232,572)	(268,500)	(188,749)
Payments to Suppliers	(219,609)	306,828	(221,769)
Cyclical Maintenance Payments in the year	(20,780)	-	(27,946)
Interest Paid	(1,659)	(4,000)	(856)
Interest Received	17,380	15,000	20,240
Net cash from Operating Activities	78,855	497,533	58,708
Cash flows from Investing Activities			
Proceeds from Sale of PPE (and Intangibles)	3,570	-	-
Purchase of PPE (and Intangibles)	(128,211)	(270,000)	(110,183)
Purchase of Investments	(10,774)	-	-
Proceeds from Sale of Investments	92,958	-	96,933
Net cash from Investing Activities	(42,457)	(270,000)	(13,250)
Cash flows from Financing Activities			
Furniture and Equipment Grant	-	-	8,645
Finance Lease Payments	(3,746)	(2,531)	(2,396)
Painting contract payments	-	(25,000)	-
Funds Held for Capital Works Projects	(59,322)	-	97,804
Net cash from Financing Activities	(63,068)	(27,531)	104,053
Net increase/(decrease) in cash and cash equivalents	(26,670)	200,002	149,511
Cash and cash equivalents at the beginning of the year	8 265,257	115,746	115,746
Cash and cash equivalents at the end of the year	8 238,587	315,748	265,257

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

Titahi Bay Intermediate

Notes to the Financial Statements

For the year ended 31 December 2019

1. Statement of Accounting Policies

a) Reporting Entity

Titahi Bay Intermediate (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. 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 2019 to 31 December 2019 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 Act 1989 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".

Standard early adopted

In line with the Financial Statements of the Government, the School has elected to early adopt PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. Information about the adoption of PBE IFRS 9 is provided in Note 25.

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.

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 11.

Cyclical Maintenance Provision

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 13.

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 carryforward 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) Operating Lease Payments

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

f) 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.

g) 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.

h) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for credit losses. The school applies the simplified expected credit loss model of recognising lifetime expected credit losses for receivables. In measuring expected credit losses, short-term receivables have been assessed on a collective basis as they possess shared credit risk characteristics. They have been grouped based on the days past due. Short-term receivables are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include the debtor being in liquidation.

Prior Year Policy

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

i) Inventories

Inventories are consumable items held for sale and comprise of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

j) 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.

Prior Year Policy

Bank term deposits for periods exceeding 90 days are classified as investments and are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. After initial recognition bank term deposits are measured at amortised cost using the effective interest method less impairment.

Investments that are shares are categorised as “available for sale” for accounting purposes in accordance with financial reporting standards. Share investments are recognised initially by the School at fair value plus transaction costs. At balance date the School has assessed whether there is any evidence that an investment is impaired. Any impairment, gains or losses are recognised in the Statement of Comprehensive Revenue and Expense.

After initial recognition any investments categorised as available for sale are measured at their fair value without any deduction for transaction costs the school may incur on sale or other disposal.

k) 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.

Property, plant and equipment acquired with individual values under \$500 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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 are depreciated over their estimated useful lives on a straight line 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	50 years
Furniture and Equipment	10 years
Information and Communication	5 years
Library Resources	8 years

Leased assets are depreciated over the life of the lease.

l) Intangible Assets

Software costs

Computer software acquired by the School are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with subsequent maintenance or licensing of software are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software licences with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. Its fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

The carrying value of software is amortised on a straight line basis over its useful life. The useful life of software is estimated as three years. The amortisation charge for each period and any impairment loss is recorded in the Statement of Comprehensive Revenue and Expense.

m) 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.

n) 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.

o) 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, annual leave earned to but not yet taken at balance date.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

p) Revenue Received in Advance

Revenue received in advance relates to fees received from 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.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the services to which they relate.

q) 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.

r) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of school control. These amounts 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.

s) 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).

t) Financial Assets and Liabilities

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 "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" 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.

u) Borrowings

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. Borrowings are classified as current liabilities unless the school has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Grants determined by the Minister of Education for operational activities includes all items (core components) included in the Operational Funding notice.

Borrowings include but not limited to bank overdrafts, operating leases, finance leases, painting contracts and term loans.

v) 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.

w) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

x) 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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Operational Grants	379,199	380,705	367,689
Teachers' Salaries Grants	941,758	657,377	838,786
Use of Land and Buildings Grants	382,282	323,529	304,217
Resource Teachers Learning and Behaviour Grants	755	-	-
Other MoE Grants	36,119	20,000	23,745
Other Government Grants	4,333	-	1,500
	<u>1,744,446</u>	<u>1,381,611</u>	<u>1,535,937</u>

3. Locally Raised Funds

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue			
Donations	1,622	1,000	8,528
Bequests & Grants	8,696	-	-
Activities	20,507	7,000	47,833
Trading	12,518	-	24,188
Fundraising	5,736	6,000	7,131
Nz Aims	13,976	-	-
	<u>63,055</u>	<u>14,000</u>	<u>87,680</u>
Expenses			
Activities	12,120	15,900	49,014
Trading	18,817	700	16,819
Fundraising (Costs of Raising Funds)	2,720	-	-
Nz Aims	19,012	10,000	1,866
	<u>52,669</u>	<u>26,600</u>	<u>67,699</u>
<i>Surplus/(Deficit) for the year Locally raised funds</i>	<u>10,386</u>	<u>(12,600)</u>	<u>19,981</u>

4. Learning Resources

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Curricular	25,971	49,300	32,492
Library Resources	476	250	646
Employee Benefits - Salaries	1,005,201	772,877	857,095
Staff Development	15,981	17,500	12,330
	<u>1,047,629</u>	<u>839,927</u>	<u>902,563</u>

5. Administration

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Audit Fee	5,676	6,500	5,561
Board of Trustees Fees	3,340	4,000	3,800
Board of Trustees Expenses	13,792	6,000	2,394
Communication	4,165	3,500	3,864
Consumables	7,140	7,000	7,282
Operating Lease	79	1,000	2,185
Other	13,049	14,580	9,940
Employee Benefits - Salaries	84,843	89,000	82,933
Insurance	2,617	1,500	1,647
Service Providers, Contractors and Consultancy	8,400	8,000	7,680
	<u>143,101</u>	<u>141,080</u>	<u>127,286</u>

6. Property

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Caretaking and Cleaning Consumables	10,977	10,900	11,879
Cyclical Maintenance Expense	13,352	20,000	25,899
Grounds	769	1,500	369
Heat, Light and Water	25,477	27,500	26,415
Rates	6,905	3,500	2,547
Repairs and Maintenance	15,498	19,800	19,010
Use of Land and Buildings	382,282	323,529	304,217
Security	1,247	1,000	880
Employee Benefits - Salaries	31,981	29,000	29,597
Contractor & Consultancy	8,598	4,200	4,921
	<u>497,086</u>	<u>440,929</u>	<u>425,734</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.

7. Depreciation

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Building Improvements	15,813	16,138	13,509
Furniture and Equipment	22,850	11,798	9,875
Information and Communication Technology	22,246	25,079	20,993
Leased Assets	5,868	5,873	4,916
Library Resources	939	1,112	931
	<u>67,716</u>	<u>60,000</u>	<u>50,224</u>

8. Cash and Cash Equivalents

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Bank Current Account	20,687	315,748	42,328
Bank Call Account	100,277	-	20,222
Short-term Bank Deposits	117,623	-	202,707
Cash equivalents for Cash Flow Statement	<u>238,587</u>	<u>315,748</u>	<u>265,257</u>

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

Of the \$238,587 Cash and Cash Equivalents, \$66,259 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2020 on Crown owned school buildings under the School's Five Year Property Plan.

9. Accounts Receivable

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Receivables	241	-	-
Banking Staffing Underuse	62,524	-	53,223
Interest Receivable	1,805	-	2,245
Teacher Salaries Grant Receivable	55,388	31,864	44,857
	<u>119,958</u>	<u>31,864</u>	<u>100,325</u>

Receivables from Exchange Transactions	2,046	-	2,245
Receivables from Non-Exchange Transactions	117,912	31,864	98,080
	<u>119,958</u>	<u>31,864</u>	<u>100,325</u>

10. Investments

The School's investment activities are classified as follows:

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Asset			
Short-term Bank Deposits	331,642	-	413,826
Total Investments	<u>331,642</u>	<u>-</u>	<u>413,826</u>

11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	321,242	4,666	(860)	-	(15,813)	309,234
Furniture and Equipment	64,655	103,238	-	-	(22,850)	145,044
Information and Communication	45,138	15,019	-	-	(22,246)	37,912
Leased Assets	16,912	4,338	-	-	(5,868)	15,381
Library Resources	2,870	1,370	-	-	(939)	3,300
Balance at 31 December 2019	450,817	128,631	(860)	-	(67,716)	510,871

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	369,267	(60,033)	309,234
Furniture and Equipment	275,941	(130,897)	145,044
Information and Communication	173,675	(135,763)	37,912
Leased Assets	24,831	(9,450)	15,381
Library Resources	91,254	(87,954)	3,300
Balance at 31 December 2019	934,968	(424,097)	510,871

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Building Improvements	274,671	60,080	-	-	(13,509)	321,242
Furniture and Equipment	41,574	32,955	-	-	(9,875)	64,655
Information and Communication	45,509	20,623	-	-	(20,993)	45,138
Leased Assets	1,334	20,493	-	-	(4,916)	16,912
Library Resources	2,977	824	-	-	(931)	2,869
Balance at 31 December 2018	366,065	134,975	-	-	(50,224)	450,816

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Building Improvements	365,586	(44,344)	321,242
Furniture and Equipment	194,780	(130,125)	64,655
Information and Communication	161,024	(115,886)	45,138
Leased Assets	24,424	(7,512)	16,912
Library Resources	89,885	(87,016)	2,869
Balance at 31 December 2018	835,699	(384,883)	450,816

12. Accounts Payable

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Operating Creditors	6,004	8,489	10,140
Accruals	5,676	5,300	3,307
Capital Accruals for PPE items	3,506	-	7,424
Employee Entitlements - Salaries	55,388	31,864	44,857
Employee Entitlements - Leave Accrual	2,760	5,381	698
	<u>73,334</u>	<u>51,034</u>	<u>66,426</u>
Payables for Exchange Transactions	73,334	51,034	66,426
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>73,334</u>	<u>51,034</u>	<u>66,426</u>

The carrying value of payables approximates their fair value.

13. Provision for Cyclical Maintenance

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	61,750	48,056	63,797
Increase to the Provision During the Year	13,352	20,000	11,607
Adjustment to the Provision	-	-	692
Use of the Provision During the Year	(20,780)	-	(14,346)
Provision at the End of the Year	<u>54,322</u>	<u>68,056</u>	<u>61,750</u>
Cyclical Maintenance - Current	34,600	25,075	31,250
Cyclical Maintenance - Term	19,722	42,981	30,500
	<u>54,322</u>	<u>68,056</u>	<u>61,750</u>

14. Finance Lease Liability

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

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
No Later than One Year	6,592	-	5,752
Later than One Year and no Later than Five Years	9,740	-	12,549
	<u>16,332</u>	<u>-</u>	<u>18,301</u>

15. Funds Held (Owed) for Capital Works Projects

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

	2019	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
Heating Pipes Replacement	<i>completed</i>	(1)	-	(1)	-	-
Hall Floor Replacement	<i>in progress</i>	(3,376)	-	-	-	(3,376)
Room 8 Toilets/Bathroom	<i>completed</i>	(3,862)	-	(3,862)	-	-
Block B - Refurbish Classrooms 4 & 5	<i>in progress</i>	25,529	-	46,914	-	(21,385)
Blk E - Toilet&Bathroom improvement	<i>in progress</i>	70,000	90,124	166,903	-	(6,779)
Roof Replacement	<i>in progress</i>	-	55,000	23,525	-	31,475
Block G -ILE Refurbishment	<i>in progress</i>	-	31,967	-	-	31,967
S/N Fencing	<i>in progress</i>	-	20,000	17,183	-	2,817
Totals		88,290	197,091	250,662	-	34,719

Represented by:

Funds Held on Behalf of the Ministry of Education	66,259
Funds Due from the Ministry of Education	(31,540)
	<u>34,719</u>

	2018	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
Classroom Modernisation	<i>completed</i>	2,174	-	2,174	-	-
Heating Pipes Replacement	<i>in progress</i>	-	-	1	-	(1)
Hall Floor Replacement	<i>in progress</i>	(7,759)	-	(4,383)	-	(3,376)
Admin/staffroom carpet	<i>completed</i>	(14,650)	13,607	(1,043)	-	-
Window Replacement	<i>completed</i>	16,472	-	16,472	-	-
Room 8 Toilets/Bathroom	<i>in progress</i>	-	-	3,862	-	(3,862)
Block B - Refurbish Classrooms 4 & 5	<i>in progress</i>	-	214,373	188,844	-	25,529
Blk E - Toilet&Bathroom improvement	<i>in progress</i>	-	70,000	-	-	70,000
Totals		(3,763)	297,980	205,927	-	88,290

16. 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.

17. Remuneration

Key management personnel compensation

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

	2019	2018
	Actual	Actual
	\$	\$
<i>Board Members</i>		
Remuneration	3,340	3,800
Full-time equivalent members	0.07	0.07
<i>Leadership Team</i>		
Remuneration	313,323	262,707
Full-time equivalent members	3.00	3.00
Total key management personnel remuneration	<u>316,663</u>	<u>266,507</u>
Total full-time equivalent personnel	<u>3.07</u>	<u>3.07</u>

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:

	2019	2018
	Actual	Actual
	\$000	\$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	120 - 130	110 - 120
Benefits and Other Emoluments	2 - 3	2 - 3
Termination Benefits	-	-

Other Employees

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

Remuneration	2019	2018
\$000	FTE Number	FTE Number
100 - 110	-	-
	<u>0.00</u>	<u>0.00</u>

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

18. 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:

	2019	2018
	Actual	Actual
Total	-	-
Number of People	-	-

19. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2019 (Contingent liabilities and assets at 31 December 2018: 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 has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance. The Ministry has recognised an estimated provision based on the analysis of sample data, which may not be wholly representative of the total dataset for Teacher and Support Staff Entitlements. A more accurate estimate will be possible after further analysis of non-compliance has been completed, and this work is ongoing. Final calculations and potential impact on any specific individual will not be known until further detailed analysis has been completed

To the extent that any obligation cannot reasonably be quantified at 31 December 2019, a contingent liability for the school may exist.

20. Commitments

(a) Capital Commitments

There are no capital commitments as at 31 December 2019 (Capital commitments at 31 December 2018: nil).

(b) Operating Commitments

There are no operating commitments as at 31 December 2019 (Operating commitments at 31 December 2018: nil).

21. 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.

22. 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 (2018: Loans and receivables)

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash and Cash Equivalents	238,587	315,748	265,257
Receivables	119,958	31,864	100,325
Investments - Term Deposits	331,642	-	413,826
Total Financial assets measured at amortised cost	<u>690,187</u>	<u>347,612</u>	<u>779,408</u>

Financial liabilities measured at amortised cost

Payables	73,334	51,034	66,426
Borrowings - Loans	-	-	-
Finance Leases	13,707	-	18,301
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>87,041</u>	<u>51,034</u>	<u>84,727</u>

23. Events After Balance Date

On March 11, 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March, New Zealand increased its' COVID-19 alert level to level 4 and a nationwide lockdown commenced. As part of this lockdown all schools were closed. While the disruption is currently expected to be temporary, there is a level of uncertainty around the duration of the closure.

At the date of issuing the financial statements, the school has been able to absorb the majority of the impact from the nationwide lockdown as it was decided to start the annual Easter School holidays early. In the periods the school is open for tuition, the school has switched to alternative methods of delivering the curriculum, so students can learn remotely.

At this time the full financial impact of the COVID-19 pandemic is not able to be determined, but it is not expected to be significant to the school. The school will continue to receive funding from the Ministry of Education, even while closed.

24. Comparatives

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

25. Adoption of PBE IFRS 9 Financial Instruments

In accordance with the transitional provisions of PBE IFRS 9, the school has elected not to restate the information for previous years to comply with PBE IFRS 9. Adjustments arising from the adoption of PBE IFRS 9 are recognised in opening equity at 1 January 2019. Accounting policies have been updated to comply with PBE IFRS 9. The main updates are:

- Note 9 Receivables: This policy has been updated to reflect that the impairment of short-term receivables is now determined by applying an expected credit loss model.

- Note 10 Investments:

Term deposits: This policy has been updated to explain that a loss allowance for expected credit losses is recognised only if the estimated loss allowance is not trivial.

Upon transition to PBE IFRS9 there were no material adjustments to these financial statements