

# REDWOOD SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### School Directory

**Ministry Number:** 2976

**Principal:** Zac Mills

**School Address:** 71A Redwood Tce  
Tawa  
Wellington 5028

**School Postal Address:**

**School Phone:** 04-232-7704

**School Email:** [office@redwood.school.nz](mailto:office@redwood.school.nz)

#### Members of the Board of Trustees

Term expires	Position	Name
	Principal ex Officio	Zac Mills
Jun-22	Chair Person	Anna Scott
	Staff rep	Belinda Evans
	Parent Rep	Sarah Rees
	Parent Rep	Tamzin Linnell
	Parent Rep	Bridget Roper
	Parent Rep	Jessica McMillan
	Outgoing Board members	
Jun-19	Parent Rep	Deryn Scott
	Parent Rep	Nathan Murrell
	Parent Rep	Rebecca Simms
	Parent Rep	Prakash Kanji
Mar-19	Parent Rep	Aja Allen
Jun-19	Staff Rep	Emma O'Leary

**Accountant / Service Provider:** Davidson Dickson Ltd

# REDWOOD SCHOOL

Annual Report - For the year ended 31 December 2019

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# REDWOOD SCHOOL

## 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.

Anny Scott

Full Name of Board Chairperson

Zac Mills

Full Name of Principal

*Anny Scott*

Signature of Board Chairperson

*Zac Mills*

Signature of Principal

28/5/2020

Date:

28/5/2020

Date:

**REDWOOD SCHOOL****Statement of Comprehensive Revenue and Expense**

For the year ended 31 December 2019

		2019	2019	2018
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Revenue</b>				
Government Grants	2	2,762,297	2,693,360	2,648,172
Locally Raised Funds	3	210,670	95,200	216,180
Interest income		11,143	6,000	11,672
		<u>2,984,110</u>	<u>2,794,560</u>	<u>2,876,024</u>
<b>Expenses</b>				
Locally Raised Funds	3	81,181	-	116,622
Learning Resources	4	2,010,046	2,011,963	1,900,372
Administration	5	117,271	127,761	114,689
Finance		3,338	-	3,298
Property	6	660,558	660,747	679,174
Depreciation	7	79,918	60,000	77,886
Loss on Disposal of Property, Plant and Equipment		1,764	-	2,107
		<u>2,954,076</u>	<u>2,860,471</u>	<u>2,894,147</u>
<b>Net Surplus / (Deficit) for the year</b>		30,034	(65,911)	(18,123)
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u>30,034</u>	<u>(65,911)</u>	<u>(18,123)</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.

**REDWOOD SCHOOL****Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2019

	Notes	Actual 2019 \$	Budget (Unaudited) 2019 \$	Actual 2018 \$
<b>Balance at 1 January</b>		<u>581,882</u>	<u>492,484</u>	<u>600,005</u>
Total comprehensive revenue and expense for the year		30,034	(65,911)	(18,123)
Capital Contributions from the Ministry of Education Contribution - Furniture and Equipment Grant		9,837	-	-
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9				
<b>Equity at 31 December</b>	23	<u>621,753</u>	<u>426,573</u>	<u>581,882</u>
Retained Earnings		621,753	426,573	581,882
Reserves		-	-	-
<b>Equity at 31 December</b>		<u>621,753</u>	<u>426,573</u>	<u>581,882</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.

**REDWOOD SCHOOL**  
**Statement of Financial Position**

As at 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	142,732	36,004	38,223
Accounts Receivable	9	110,541	101,000	101,991
GST Receivable		6,297	10,000	13,437
Prepayments		12,674	10,000	8,935
Inventories	10	2,674	-	2,674
Investments	11	217,147	100,000	275,179
		<u>492,065</u>	<u>257,004</u>	<u>440,439</u>
<b>Current Liabilities</b>				
GST Payable		-	-	-
Accounts Payable	13	131,230	127,500	171,128
Revenue Received in Advance	14	18,970	-	-
Provision for Cyclical Maintenance	15	30,534	-	31,711
Finance Lease Liability - Current Portion	16	16,119	15,000	18,093
Funds held for Capital Works Projects	17	-	-	(4,326)
		<u>196,853</u>	<u>142,500</u>	<u>216,606</u>
<b>Working Capital Surplus/(Deficit)</b>		295,212	114,504	223,832
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	377,640	368,445	414,656
		<u>377,640</u>	<u>368,445</u>	<u>414,656</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	15	29,613	46,376	40,642
Finance Lease Liability	16	21,486	10,000	15,965
		<u>51,099</u>	<u>56,376</u>	<u>56,607</u>
<b>Net Assets</b>		<u>621,753</u>	<u>426,573</u>	<u>581,882</u>
<b>Equity</b>	23	<u>621,753</u>	<u>426,573</u>	<u>581,882</u>

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

**REDWOOD SCHOOL**  
**Statement of Cash Flows**  
For the year ended 31 December 2019

		2019	2019	2018
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		600,937	532,001	575,296
Locally Raised Funds		224,447	95,200	207,963
Goods and Services Tax (net)		7,137	-	(2,172)
Payments to Employees		(302,874)	(293,383)	(298,202)
Payments to Suppliers		(436,143)	(335,729)	(354,454)
Cyclical Maintenance Payments in the year		(27,850)	-	-
Interest Paid		(3,338)	-	(3,298)
Interest Received		11,114	6,000	13,704
Net cash from Operating Activities		<u>73,430</u>	<u>4,089</u>	<u>138,837</u>
<b>Cash flows from Investing Activities</b>				
Proceeds from Sale of PPE (and Intangibles)		(1,764)	-	237
Purchase of PPE (and Intangibles)		(23,601)	(3,000)	(86,179)
Purchase of Investments		58,033	-	-
Proceeds from Sale of Investments		-	-	(35,191)
Net cash from Investing Activities		<u>32,668</u>	<u>(3,000)</u>	<u>(121,133)</u>
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		9,837	-	-
Finance Lease Payments		(15,753)	-	(16,594)
Funds Held for Capital Works Projects		4,327	-	(407)
Net cash from Financing Activities		<u>(1,589)</u>	<u>-</u>	<u>(17,001)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<u>104,509</u>	<u>1,089</u>	<u>703</u>
Cash and cash equivalents at the beginning of the year	8	38,223	34,915	37,520
<b>Cash and cash equivalents at the end of the year</b>	8	<u>142,732</u>	<u>36,004</u>	<u>38,223</u>

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..

# REDWOOD SCHOOL

## Notes to the Financial Statements

### For the year ended 31 December 2019

#### 1. Statement of Accounting Policies

##### a) Reporting Entity

Redwood School (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 27.

###### *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 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 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.

#### ***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 Schooled 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 Consolidated 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 \$1,000 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 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	20-50 years
Furniture and equipment	5-10 years
Information and communication technology	3-5 years
Motor vehicles	5 years
Textbooks	3 years
Leased assets held under a Finance Lease	3-5 years term of lease
Library resources	12.5% Diminishing value

**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. It's 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 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	496,052	480,000	473,601
Teachers' Salaries Grants	1,697,088	1,697,087	1,606,066
Use of Land and Buildings Grants	464,272	464,272	466,810
Resource Teachers Learning and Behaviour Grants	3,837	-	3,011
Other MoE Grants	100,369	52,001	98,684
Other Government Grants	679	-	-
	<u>2,762,297</u>	<u>2,693,360</u>	<u>2,648,172</u>

## 3. Locally Raised Funds

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Revenue</b>			
Donations	57,990	45,000	56,598
Bequests & Grants	4,000	-	-
Activities	64,049	-	81,960
Trading	350	200	2,203
Fundraising	84,281	50,000	75,419
	<u>210,670</u>	<u>95,200</u>	<u>216,180</u>
<b>Expenses</b>			
Activities	66,528	-	100,069
Trading	-	-	1,831
Fundraising (Costs of Raising Funds)	14,653	-	14,722
	<u>81,181</u>	<u>-</u>	<u>116,622</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>129,489</u>	<u>95,200</u>	<u>99,558</u>

**4. Learning Resources**

	<b>2019</b>	<b>2019 Budget</b>	<b>2018</b>
	<b>Actual</b>	<b>(Unaudited)</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Curricular	38,389	50,493	29,378
Equipment Repairs	1,909	5,000	3,746
Information and Communication Technology	6,805	12,000	9,531
Library Resources	1,776	3,000	3,066
Employee Benefits - Salaries	1,944,749	1,921,470	1,838,903
Staff Development	16,418	20,000	15,748
	<u>2,010,046</u>	<u>2,011,963</u>	<u>1,900,372</u>

**5. Administration**

	<b>2019</b>	<b>2019 Budget</b>	<b>2018</b>
	<b>Actual</b>	<b>(Unaudited)</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Audit Fee	5,676	5,700	5,511
Board of Trustees Fees	2,980	4,000	2,980
Board of Trustees Expenses	7,605	10,571	8,669
Communication	4,858	4,400	4,857
Consumables	4,870	9,600	4,745
Other	9,628	10,790	8,340
Employee Benefits - Salaries	67,513	69,000	65,529
Insurance	8,841	8,400	8,758
Service Providers, Contractors and Consultancy	5,300	5,300	5,300
	<u>117,271</u>	<u>127,761</u>	<u>114,689</u>

## 6. Property

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Caretaking and Cleaning Consumables	15,605	14,000	14,249
Consultancy and Contract Services	110,403	107,000	106,882
Cyclical Maintenance Provision	15,644	10,000	32,610
Grounds	2,761	3,000	6,423
Heat, Light and Water	22,979	19,517	22,536
Rates	1,811	2,000	1,888
Repairs and Maintenance	16,267	30,958	18,107
Use of Land and Buildings	464,272	464,272	466,810
Security	10,816	10,000	9,669
	660,558	660,747	679,174

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
	\$	\$	\$
Buildings - School	8,728	7,500	9,235
Furniture and Equipment	36,041	37,500	26,819
Information and Communication Technology	11,374	10,000	19,791
Leased Assets	18,291	-	16,391
Library Resources	5,484	5,000	5,650
	79,918	60,000	77,886

## 8. Cash and Cash Equivalents

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Bank Current Account	47,124	36,004	37,529
Bank Call Account	231	-	693
Short-term Bank Deposits	95,377	-	-
	142,732	36,004	38,223

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



**9. Accounts Receivable**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
Receivables	5,296	1,000	105
Receivables from the Ministry of Education	1,919	-	1,919
Interest Receivable	1,131	-	1,101
Teacher Salaries Grant Receivable	102,195	100,000	98,866
	<u>110,541</u>	<u>101,000</u>	<u>101,991</u>
Receivables from Exchange Transactions	6,427	1,000	1,206
Receivables from Non-Exchange Transactions	104,114	100,000	100,786
	<u>110,541</u>	<u>101,000</u>	<u>101,991</u>

**10. Inventories**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
Stationery	2,674	-	2,674
	<u>2,674</u>	<u>-</u>	<u>2,674</u>

**11. Investments**

The School's investment activities are classified as follows:

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
Current Asset			
Short-term Bank Deposits	217,147	100,000	275,179
	<u>217,147</u>	<u>100,000</u>	<u>275,179</u>
Total Investments			

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Buildings	156,806	15,752	-	-	(8,728)	163,830
Furniture and Equipment	155,843	4,339	-	-	(36,041)	124,141
Information and Communication	23,019	-	-	-	(11,374)	11,645
Leased Assets	33,231	19,300	-	-	(18,291)	34,240
Library Resources	45,757	5,415	(1,904)	-	(5,484)	43,784
<b>Balance at 31 December 2019</b>	<b>414,656</b>	<b>44,806</b>	<b>(1,904)</b>	<b>-</b>	<b>(79,918)</b>	<b>377,640</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Buildings	333,821	(169,991)	163,830
Furniture and Equipment	444,812	(320,671)	124,141
Information and Communication	121,891	(110,246)	11,645
Leased Assets	82,008	(47,768)	34,240
Library Resources	158,645	(114,862)	43,784
<b>Balance at 31 December 2019</b>	<b>1,141,177</b>	<b>(763,538)</b>	<b>377,640</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Buildings	166,041	-	-	-	(9,235)	156,806
Furniture and Equipment	110,898	71,764	-	-	(26,819)	155,843
Information and Communication Technology	34,616	8,194	-	-	(19,791)	23,019
Leased Assets	27,703	21,919	-	-	(16,391)	33,231
Library Resources	47,530	6,220	(2,343)	-	(5,650)	45,757
<b>Balance at 31 December 2018</b>	<b>386,788</b>	<b>108,097</b>	<b>(2,343)</b>	<b>-</b>	<b>(77,886)</b>	<b>414,656</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Buildings	318,069	(161,263)	156,806
Furniture and Equipment	440,473	(284,630)	155,843
Information and Communication Technology	121,891	(98,872)	23,019
Leased Assets	62,708	(29,477)	33,231
Library Resources	159,887	(114,129)	45,757
<b>Balance at 31 December 2018</b>	<b>1,103,028</b>	<b>(688,371)</b>	<b>414,656</b>

**13. Accounts Payable**

	2019	2019 Budget	2018
	Actual	(Unaudited)	Actual
	\$	\$	\$
Operating Creditors	9,236	20,000	64,929
Accruals	5,676	5,500	5,511
Employee Entitlements - Salaries	114,082	100,000	98,866
Employee Entitlements - Leave Accrual	2,236	2,000	1,822
	<u>131,230</u>	<u>127,500</u>	<u>171,128</u>
Payables for Exchange Transactions	131,230	127,500	171,128
	<u>131,230</u>	<u>127,500</u>	<u>171,128</u>

The carrying value of payables approximates their fair value.

**14. Revenue Received in Advance**

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Other	18,970	-	-
	<u>18,970</u>	<u>-</u>	<u>-</u>

**15. Provision for Cyclical Maintenance**

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Provision at the Start of the Year	72,353	72,353	43,588
Increase/ (decrease) to the Provision During the Year	15,644	10,000	32,610
Use of the Provision During the Year	(27,850)	-	(3,845)
Provision at the End of the Year	<u>60,147</u>	<u>82,353</u>	<u>72,353</u>
Cyclical Maintenance - Current	30,534	-	31,711
Cyclical Maintenance - Term	29,613	46,376	40,642
	<u>60,147</u>	<u>46,376</u>	<u>72,353</u>

## 16. Finance Lease Liability

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

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
	\$	\$	\$
No Later than One Year	16,119	-	18,093
Later than One Year and no Later than Five Years	21,486	-	15,965
Later than Five Years	-	-	-
	<u>37,605</u>	<u>-</u>	<u>34,058</u>

## 17. 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:

	2019	Opening Balances	Receipts from MoE	Payments	BOT Contributions	Closing Balances
		\$	\$	\$		\$
B Block Admin	<i>in progress</i>	(2,965)			2,965	-
Rm 9,10, Toilet floors	<i>in progress</i>	(10,388)	5,831	(11,194)	15,751	-
Special Needs	<i>in progress</i>	9,027	-	(9,027)	-	-
	<i>in progress</i>	-	-	-	-	-
Totals		<u>(4,326)</u>	<u>5,831</u>	<u>(20,221)</u>	<u>18,716</u>	<u>-</u>

	2018	Opening Balances	Receipts from MoE	Payments		Closing Balances
		\$	\$	\$		\$
B Block Admin	<i>in progress</i>	(3,920)	357,840	(356,885)	-	(2,965)
Rm 9,10, Toilet floors	<i>in progress</i>		52,479	(62,867)	-	(10,388)
Special Needs	<i>in progress</i>	-	51,612	(42,585)	-	9,027
Totals		<u>(3,920)</u>	<u>461,931</u>	<u>(462,337)</u>	<u>-</u>	<u>(4,326)</u>

## 18. 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.

**19. Remuneration**

*Key management personnel compensation*

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

	<b>2019 Actual \$</b>	<b>2018 Actual \$</b>
<i>Board Members</i>		
Remuneration	2,980	2,980
Full-time equivalent members	0.46	0.49
<i>Leadership Team</i>		
Remuneration	334,453	325,305
Full-time equivalent members	3	3
Total key management personnel remuneration	337,433	328,285
Total full-time equivalent personnel	3.46	3.49

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:

	<b>2019 Actual \$000</b>	<b>2018 Actual \$000</b>
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	130-140	130-140
Benefits and Other Emoluments	3-4	3-4
Termination Benefits	-	-

*Other Employees*

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

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

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

**20. 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 Actual	2018 Actual
Total	-	-
Number of People	-	-

**21. 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.

**22. Commitments**

**(a) Capital Commitments**

As at 31 December 2019 the Board has entered into contract agreements for capital works as follows:

(Capital commitments at 31 December 2018: \$Nil)

**(b) Operating Commitments**

As at 31 December 2019 the Board has entered into the following contracts:

	2019 Actual \$	2018 Actual \$
No later than One Year	-	-
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	<hr/> <hr/>	<hr/> <hr/>

## 23. 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.

## 24 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	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	142,732	36,004	38,223
Receivables	110,541	101,000	101,991
Investments - Term Deposits	217,147	100,000	275,179
Total Financial assets measured at amortised cost	<u>470,420</u>	<u>237,004</u>	<u>415,393</u>

### Financial liabilities measured at amortised cost

Payables	131,230	127,500	171,128
Finance Leases	37,605	25,000	34,058
Total Financial Liabilities Measured at Amortised Cost	<u>168,835</u>	<u>152,500</u>	<u>205,186</u>

## 25. Events After Balance Date

There was one significant event after the balance date that impact these financial statements.

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 to level 4 and a nationwide lockdown commenced. As part of this lockdown all schools were closed until 18 May 2020

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 was physically closed but open for tuition, the school 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.

## 26. Comparatives

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

## 27. 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 11 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

