

# **TITAHI BAY SCHOOL**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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Ministry Number: 3045

# TITAHI BAY SCHOOL

Financial Statements - For the year ended 31 December 2017

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# Titahi Bay School

## Statement of Responsibility

For the year ended 31 December 2017

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 2017 fairly reflects the financial position and operations of the school.

The School's 2017 financial statements are authorised for issue by the Board.

SARAH CAMPBELL  
Full Name of Board Chairperson

Kerry Delaney  
Full Name of Principal

Sarah Campbell  
Signature of Board Chairperson

K Delaney  
Signature of Principal

31/5/18  
Date:

31 May 2018  
Date:

**Titahi Bay School**  
**Statement of Comprehensive Revenue and Expense**  
For the year ended 31 December 2017

	Notes	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
<b>Revenue</b>				
Government Grants	2	3,027,862	697,834	2,811,875
Locally Raised Funds	3	155,719	85,450	126,307
Interest Earned		24,477	12,000	20,084
		<u>3,208,058</u>	<u>795,284</u>	<u>2,958,266</u>
<b>Expenses</b>				
Locally Raised Funds	3	50,336	-	31,610
Learning Resources	4	2,141,482	411,700	2,091,708
Administration	5	119,832	125,800	114,973
Finance Costs		690	-	2,740
Property	6	552,639	159,800	514,466
Depreciation	7	126,940	98,000	118,732
Loss on Disposal of Property, Plant and Equipment		7,422	-	-
		<u>2,999,341</u>	<u>795,300</u>	<u>2,874,229</u>
<b>Net Surplus / (Deficit)</b>		208,717	(16)	84,037
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><u>208,717</u></u>	<u><u>(16)</u></u>	<u><u>84,037</u></u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

**Titahi Bay School****Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2017

	Actual 2017 \$	Budget (Unaudited) 2017 \$	Actual 2016 \$
<b>Balance at 1 January</b>	<b>1,170,456</b>	<b>1,170,456</b>	<b>1,078,963</b>
Total comprehensive revenue and expense for the year	208,717	(16)	84,037
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	13,513	-	7,456
<b>Equity at 31 December</b>	<b>1,392,686</b>	<b>1,170,440</b>	<b>1,170,456</b>
 Retained Earnings	 1,392,686	 1,170,440	 1,170,456
<b>Equity at 31 December</b>	<b>1,392,686</b>	<b>1,170,440</b>	<b>1,170,456</b>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

**Titahi Bay School**  
**Statement of Financial Position**  
As at 31 December 2017

		2017	2017	2016
	Notes	Actual \$	Budget (Unaudited) \$	Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	623,348	581,745	65,982
Accounts Receivable	9	157,722	106,289	106,289
GST Receivable		40,351	18,567	18,567
Prepayments		1,864	-	-
Inventories	10	812	950	950
Investments	11	287,780	-	508,494
Funds owed for Capital Works Projects	17	-	-	9,939
		<u>1,111,877</u>	<u>707,551</u>	<u>710,221</u>
<b>Current Liabilities</b>				
Accounts Payable	13	247,156	136,975	136,975
Provision for Cyclical Maintenance	14	99,000	84,545	84,545
Finance Lease Liability - Current Portion	15	11,853	7,678	7,678
Funds held in Trust	16	8,863	-	2,654
Funds held for Capital Works Projects	17	93,401	-	-
		<u>460,273</u>	<u>229,198</u>	<u>231,852</u>
<b>Working Capital Surplus/(Deficit)</b>		<u>651,604</u>	<u>478,353</u>	<u>478,369</u>
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	769,911	738,175	738,175
		<u>769,911</u>	<u>738,175</u>	<u>738,175</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	14	6,000	19,400	19,400
Finance Lease Liability	15	22,829	26,688	26,688
		<u>28,829</u>	<u>46,088</u>	<u>46,088</u>
<b>Net Assets</b>		<u>1,392,686</u>	<u>1,170,440</u>	<u>1,170,456</u>
<b>Equity</b>		<u>1,392,686</u>	<u>1,170,440</u>	<u>1,170,456</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

**Titahi Bay School**  
**Statement of Cash Flows**  
For the year ended 31 December 2017

		2017	2017	2016
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		791,374	697,834	752,609
Locally Raised Funds		158,510	85,450	117,304
Goods and Services Tax (net)		(20,965)	-	(14,364)
Payments to Employees		(314,024)	(368,000)	(402,730)
Payments to Suppliers		(348,987)	186,479	(289,249)
Interest Paid		(690)	-	(203)
Interest Received		22,019	12,000	16,768
Net cash from / (to) the Operating Activities		287,237	613,763	180,135
<b>Cash flows from Investing Activities</b>				
Purchase of PPE (and Intangibles)		(166,556)	(98,000)	(253,054)
Purchase of Investments		-	-	(508,494)
Proceeds from Sale of Investments		230,298	-	-
Net cash from / (to) the Investing Activities		63,742	(98,000)	(761,548)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		13,513	-	7,456
Finance Lease Payments		(870)	-	(619)
Funds Administered on Behalf of Third Parties		3,542	-	3,005
Funds Held for Capital Works Projects		190,202	-	(3,342)
Net cash from Financing Activities		206,387	-	6,500
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>557,366</b>	<b>515,763</b>	<b>(574,913)</b>
Cash and cash equivalents at the beginning of the year	8	65,982	65,982	640,895
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>623,348</b>	<b>581,745</b>	<b>65,982</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 Cash Flow Statement should be read in conjunction with the accompanying notes.

# Titahi Bay School

## Notes to the Financial Statements

### 1. Statement of Accounting Policies

For the year ended 31 December 2017

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

Titahi Bay 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 2017 to 31 December 2017 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".

##### ***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***

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 15.

#### ***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**

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 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.

The School has met the requirements under section 28 of schedule 6 of the Education Act 1989 in relation to the acquisition of securities.

## **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 \$250 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.

### **Leased Assets**

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

### **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	20 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 are recognised at the amount borrowed. 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 the balance date.

**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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Operational grants	605,641	601,334	593,920
Teachers' salaries grants	1,802,429	-	1,686,293
Use of Land and Buildings grants	392,834	-	363,346
Resource teachers learning and behaviour grants	111,207	-	123,709
Other MoE Grants	101,540	96,500	39,880
Other government grants	14,211	-	4,727
	<u>3,027,862</u>	<u>697,834</u>	<u>2,811,875</u>

## 3. Locally Raised Funds

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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
<b>Revenue</b>			
Donations	67,020	41,000	70,272
Fundraising	11,682	11,250	18,807
Trading	2,791	-	1,940
Activities	74,226	33,200	35,288
	<u>155,719</u>	<u>85,450</u>	<u>126,307</u>
<b>Expenses</b>			
Activities	45,879	-	22,150
Trading	2,144	-	1,591
Fundraising (costs of raising funds)	2,313	-	7,869
	<u>50,336</u>	<u>-</u>	<u>31,610</u>
<i>Surplus for the year Locally raised funds</i>	<u>105,383</u>	<u>85,450</u>	<u>94,697</u>

## 4. Learning Resources

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Curricular	94,058	113,000	82,613
Library resources	30,669	31,800	28,904
Employee benefits - salaries	1,986,123	236,500	1,954,534
Staff development	30,632	30,400	25,657
	<u>2,141,482</u>	<u>411,700</u>	<u>2,091,708</u>

## 5. Administration

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Audit Fee	5,919	6,500	5,919
Board of Trustees Fees	3,655	5,000	4,085
Board of Trustees Expenses	5,289	4,000	3,740
Communication	5,713	5,350	6,467
Consumables	4,542	8,500	3,224
Operating Lease	1,890	3,500	10,178
Other	10,893	11,950	9,884
Employee Benefits - Salaries	64,746	62,500	54,930
Insurance	2,485	2,500	2,326
Service Providers, Contractors and Consultancy	14,700	16,000	14,220
	<u>119,832</u>	<u>125,800</u>	<u>114,973</u>

## 6. Property

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	9,074	8,250	8,330
Cyclical Maintenance Expense	1,055	15,000	2,900
Grounds	7,257	8,200	5,864
Heat, Light and Water	24,646	20,500	23,986
Rates	3,350	2,500	2,919
Repairs and Maintenance	48,015	34,350	35,581
Use of Land and Buildings	392,834	-	363,346
Security	824	2,000	2,573
Employee Benefits - Salaries	65,584	69,000	68,967
	<u>552,639</u>	<u>159,800</u>	<u>514,466</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. 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

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements	25,951	19,767	23,949
Furniture and Equipment	46,608	27,171	32,918
Information and Communication Technology	39,510	40,708	49,320
Leased Assets	10,859	7,122	8,629
Library Resources	4,012	3,232	3,916
	<u>126,940</u>	<u>98,000</u>	<u>118,732</u>

## 8. Cash and Cash Equivalents

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
ASB 776-00	57,977	581,745	64,298
ASB 776-50	2,224	-	1,684
Short-term Bank Deposits	563,147	-	-
Cash equivalents and bank overdraft for Cash Flow Statement	<u>623,348</u>	<u>581,745</u>	<u>65,982</u>

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

Of the \$623,348 Cash and Cash Equivalents, \$93,401 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2018 on Crown owned school buildings under the School's Five Year Property Plan.

## 9. Accounts Receivable

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Receivables	1,567	(8,473)	5,291
Receivables from the Ministry of Education	38,935	-	-
Interest Receivable	2,458	-	3,316
Teacher Salaries Grant Receivable	114,762	114,762	97,682
	<u>157,722</u>	<u>106,289</u>	<u>106,289</u>
Receivables from Exchange Transactions	4,025	(8,473)	8,607
Receivables from Non-Exchange Transactions	153,697	114,762	97,682
	<u>157,722</u>	<u>106,289</u>	<u>106,289</u>

## 10. Inventories

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Stationery	812	950	950
	<u>812</u>	<u>950</u>	<u>950</u>

## 11. Investments

The School's investment activities are classified as follows:

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Current Asset			
Short-term Bank Deposits	287,780	-	508,494



## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Building Improvements	380,416	260	(6,351)	-	(25,951)	348,375
Furniture and Equipment	226,878	106,246	(484)	-	(46,608)	286,032
Information and Communication Tech	82,776	42,889	(587)	-	(39,510)	85,568
Leased Assets	33,450	12,800	-	-	(10,859)	35,391
Library Resources	14,655	3,902	-	-	(4,012)	14,545
<b>Balance at 31 December 2017</b>	<b>738,175</b>	<b>166,097</b>	<b>(7,422)</b>	<b>-</b>	<b>(126,940)</b>	<b>769,911</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Building Improvements	586,447	(238,072)	348,375
Furniture and Equipment	547,385	(261,353)	286,032
Information and Communication	304,735	(219,167)	85,568
Leased Assets	54,879	(19,488)	35,391
Library Resources	57,279	(42,734)	14,545
<b>Balance at 31 December 2017</b>	<b>1,550,725</b>	<b>(780,814)</b>	<b>769,911</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2016	\$	\$	\$	\$	\$	\$
Building Improvements	177,522	226,843	-	-	(23,949)	380,416
Furniture and Equipment	231,267	1,847	-	-	(32,918)	200,196
Information and Communication Tech	126,827	31,951	-	-	(49,320)	109,458
Leased Assets	-	42,079	-	-	(8,629)	33,450
Library Resources	14,954	3,617	-	-	(3,916)	14,655
<b>Balance at 31 December 2016</b>	<b>550,570</b>	<b>306,337</b>	<b>-</b>	<b>-</b>	<b>(118,732)</b>	<b>738,175</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2016	\$	\$	\$
Building Improvements	603,673	(223,257)	380,416
Furniture and Equipment	384,620	(184,424)	200,196
Information and Communication	435,901	(326,443)	109,458
Leased Assets	42,079	(8,629)	33,450
Library Resources	57,671	(43,016)	14,655
<b>Balance at 31 December 2016</b>	<b>1,523,944</b>	<b>(785,769)</b>	<b>738,175</b>

### 13. Accounts Payable

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Operating creditors	121,018	21,709	11,780
Accruals	5,919	-	6,807
Capital accruals for PPE items	-	-	15,249
Employee Entitlements - salaries	114,762	114,762	97,682
Employee Entitlements - leave accrual	5,457	504	5,457
	<u>247,156</u>	<u>136,975</u>	<u>136,975</u>
Payables for Exchange Transactions	247,156	136,975	136,975
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>247,156</u>	<u>136,975</u>	<u>136,975</u>

The carrying value of payables approximates their fair value.

### 14. Provision for Cyclical Maintenance

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Provision at the Start of the Year	103,945	184,945	101,045
Increase to the Provision During the Year	1,055	15,000	2,900
Use of the Provision During the Year	-	(96,000)	-
Provision at the End of the Year	<u>105,000</u>	<u>103,945</u>	<u>103,945</u>
Cyclical Maintenance - Current	99,000	84,545	84,545
Cyclical Maintenance - Term	6,000	19,400	19,400
	<u>105,000</u>	<u>103,945</u>	<u>103,945</u>

### 15. Finance Lease Liability

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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
No Later than One Year	14,562	7,678	10,387
Later than One Year and no Later than Five Years	24,863	26,688	28,722
Future finance charges	(4,743)	-	(4,743)
	<u>34,682</u>	<u>34,366</u>	<u>34,366</u>

## 16. Funds held in Trust

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	8,863	-	2,654
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	<u>8,863</u>	<u>-</u>	<u>2,654</u>

These funds are held where the school is agent for representative amounts and therefore these are not included in the Statement of Comprehensive Revenue and Expense.

## 17. 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:

2017	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Special Needs Mod - Fencing & Gates <i>completed</i>	(8,317)	8,758	441	-	-
Refurbishment Classroom 12 & 13 <i>in progress</i>	(1,622)	237,474	142,451	-	93,401
Totals	<u>(9,939)</u>	<u>246,232</u>	<u>142,892</u>	<u>-</u>	<u>93,401</u>

### Represented by:

Funds Held on Behalf of the Ministry of Education	93,401
Funds Due from the Ministry of Education	-
	<u>93,401</u>

2016	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Special Needs Mod - Fencing & Gates <i>in progress</i>	(6,597)	-	1,720	-	(8,317)
Refurbishment Classroom 12 & 13 <i>in progress</i>	-	20,258	21,880	-	(1,622)
Totals	<u>(6,597)</u>	<u>20,258</u>	<u>23,600</u>	<u>-</u>	<u>(9,939)</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.

	2017 Actual \$	2016 Actual \$
<i>Board Members</i>		
Remuneration	3,655	4,085
Full-time equivalent members	0.34	0.34
<i>Leadership Team</i>		
Remuneration	414,466	390,671
Full-time equivalent members	4.00	4.00
Total key management personnel remuneration	418,121	394,756
Total full-time equivalent personnel	4.34	4.34

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:

	2017 Actual \$000	2016 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140 - 150	120-130
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:

Remuneration \$000	2017 FTE Number	2016 FTE Number
100 - 110	-	-
	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:

	2017 Actual	2016 Actual
Total	-	-
Number of People	-	-

## 21. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2017 (Contingent liabilities and assets at 31 December 2016: nil).

## 22. Commitments

### (a) Capital Commitments

There are no capital commitments as at 31 December 2017 (Capital commitments at 31 December 2016: nil).

### (b) Operating Commitments

As at 31 December 2017 the Board has entered into the following contracts:

(a) operating lease of laptops;

	2017 Actual \$	2016 Actual \$
No later than One Year	-	1,979
Later than One Year and No Later than Five Years	-	181
Later than Five Years	-	-
	-	2,160

## 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:

### Loans and receivables

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Cash and Cash Equivalents	623,348	581,745	65,982
Receivables	157,722	106,289	106,289
Investments - Term Deposits	287,780	-	508,494
Total Loans and Receivables	1,068,850	688,034	680,765

### Financial liabilities measured at amortised cost

Payables	247,156	136,975	136,975
Borrowings - Loans	-	-	-
Finance Leases	34,682	34,366	34,366
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	281,838	171,341	171,341

## 25. Events After Balance Date

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

# **TITAHİ BAY SCHOOL**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

School Address: Kura Street, Titahi Bay, Porirua

School Postal Address: PO Box 50441, Porirua, PORIRUA, 5240

School Phone: 04 236 8399

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

Ministry Number: 3045

# TITAHI BAY SCHOOL

Financial Statements - For the year ended 31 December 2017

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# Titahi Bay School

## Statement of Responsibility

For the year ended 31 December 2017

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 2017 fairly reflects the financial position and operations of the school.

The School's 2017 financial statements are authorised for issue by the Board.

SARAH CAMPBELL  
Full Name of Board Chairperson

Kerry Debnay  
Full Name of Principal

Sarah Campbell  
Signature of Board Chairperson

K Debnay  
Signature of Principal

31/5/18  
Date:

31 May 2018  
Date:



**Titahi Bay School****Statement of Comprehensive Revenue and Expense**

For the year ended 31 December 2017

		2017	2017	2016
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Revenue</b>				
Government Grants	2	3,027,862	697,834	2,811,875
Locally Raised Funds	3	155,719	85,450	126,307
Interest Earned		24,477	12,000	20,084
		<u>3,208,058</u>	<u>795,284</u>	<u>2,958,266</u>
<b>Expenses</b>				
Locally Raised Funds	3	50,336	-	31,610
Learning Resources	4	2,141,482	411,700	2,091,708
Administration	5	119,832	125,800	114,973
Finance Costs		690	-	2,740
Property	6	552,639	159,800	514,466
Depreciation	7	126,940	98,000	118,732
Loss on Disposal of Property, Plant and Equipment		7,422	-	-
		<u>2,999,341</u>	<u>795,300</u>	<u>2,874,229</u>
<b>Net Surplus / (Deficit)</b>		208,717	(16)	84,037
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u>208,717</u>	<u>(16)</u>	<u>84,037</u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

**Titahi Bay School**  
**Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2017

	Actual 2017 \$	Budget (Unaudited) 2017 \$	Actual 2016 \$
<b>Balance at 1 January</b>	1,170,456	1,170,456	1,078,963
Total comprehensive revenue and expense for the year	208,717	(16)	84,037
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	13,513	-	7,456
<b>Equity at 31 December</b>	<b>1,392,686</b>	<b>1,170,440</b>	<b>1,170,456</b>
 Retained Earnings	 1,392,686	 1,170,440	 1,170,456
<b>Equity at 31 December</b>	<b>1,392,686</b>	<b>1,170,440</b>	<b>1,170,456</b>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

**Titahi Bay School**  
**Statement of Financial Position**  
As at 31 December 2017

		2017	2017	2016
	Notes	Actual \$	Budget (Unaudited) \$	Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	623,348	581,745	65,982
Accounts Receivable	9	157,722	106,289	106,289
GST Receivable		40,351	18,567	18,567
Prepayments		1,864	-	-
Inventories	10	812	950	950
Investments	11	287,780	-	508,494
Funds owed for Capital Works Projects	17	-	-	9,939
		<u>1,111,877</u>	<u>707,551</u>	<u>710,221</u>
<b>Current Liabilities</b>				
Accounts Payable	13	247,156	136,975	136,975
Provision for Cyclical Maintenance	14	99,000	84,545	84,545
Finance Lease Liability - Current Portion	15	11,853	7,678	7,678
Funds held in Trust	16	8,863	-	2,654
Funds held for Capital Works Projects	17	93,401	-	-
		<u>460,273</u>	<u>229,198</u>	<u>231,852</u>
<b>Working Capital Surplus/(Deficit)</b>		<u>651,604</u>	<u>478,353</u>	<u>478,369</u>
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	769,911	738,175	738,175
		<u>769,911</u>	<u>738,175</u>	<u>738,175</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	14	6,000	19,400	19,400
Finance Lease Liability	15	22,829	26,688	26,688
		<u>28,829</u>	<u>46,088</u>	<u>46,088</u>
<b>Net Assets</b>		<u>1,392,686</u>	<u>1,170,440</u>	<u>1,170,456</u>
<b>Equity</b>		<u>1,392,686</u>	<u>1,170,440</u>	<u>1,170,456</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

**Titahi Bay School**  
**Statement of Cash Flows**  
For the year ended 31 December 2017

		2017	2017	2016
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Cash flows from Operating Activities</b>				
Government Grants		791,374	697,834	752,609
Locally Raised Funds		158,510	85,450	117,304
Goods and Services Tax (net)		(20,965)	-	(14,364)
Payments to Employees		(314,024)	(368,000)	(402,730)
Payments to Suppliers		(348,987)	186,479	(289,249)
Interest Paid		(690)	-	(203)
Interest Received		22,019	12,000	16,768
Net cash from / (to) the Operating Activities		287,237	613,763	180,135
<b>Cash flows from Investing Activities</b>				
Purchase of PPE (and Intangibles)		(166,556)	(98,000)	(253,054)
Purchase of Investments		-	-	(508,494)
Proceeds from Sale of Investments		230,298	-	-
Net cash from / (to) the Investing Activities		63,742	(98,000)	(761,548)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		13,513	-	7,456
Finance Lease Payments		(870)	-	(619)
Funds Administered on Behalf of Third Parties		3,542	-	3,005
Funds Held for Capital Works Projects		190,202	-	(3,342)
Net cash from Financing Activities		206,387	-	6,500
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>557,366</b>	<b>515,763</b>	<b>(574,913)</b>
Cash and cash equivalents at the beginning of the year	8	65,982	65,982	640,895
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>623,348</b>	<b>581,745</b>	<b>65,982</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 Cash Flow Statement should be read in conjunction with the accompanying notes.

# Titahi Bay School

## Notes to the Financial Statements

### 1. Statement of Accounting Policies

For the year ended 31 December 2017

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

Titahi Bay 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 2017 to 31 December 2017 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".

##### ***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***

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 15.

#### ***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**

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 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.

The School has met the requirements under section 28 of schedule 6 of the Education Act 1989 in relation to the acquisition of securities.

## **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 \$250 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.

### **Leased Assets**

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

### **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	20 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. 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 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 are recognised at the amount borrowed. 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 the balance date.

**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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Operational grants	605,641	601,334	593,920
Teachers' salaries grants	1,802,429	-	1,686,293
Use of Land and Buildings grants	392,834	-	363,346
Resource teachers learning and behaviour grants	111,207	-	123,709
Other MoE Grants	101,540	96,500	39,880
Other government grants	14,211	-	4,727
	<u>3,027,862</u>	<u>697,834</u>	<u>2,811,875</u>

## 3. Locally Raised Funds

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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
<b>Revenue</b>			
Donations	67,020	41,000	70,272
Fundraising	11,682	11,250	18,807
Trading	2,791	-	1,940
Activities	74,226	33,200	35,288
	<u>155,719</u>	<u>85,450</u>	<u>126,307</u>
<b>Expenses</b>			
Activities	45,879	-	22,150
Trading	2,144	-	1,591
Fundraising (costs of raising funds)	2,313	-	7,869
	<u>50,336</u>	<u>-</u>	<u>31,610</u>
<i>Surplus for the year Locally raised funds</i>	<u>105,383</u>	<u>85,450</u>	<u>94,697</u>

## 4. Learning Resources

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Curricular	94,058	113,000	82,613
Library resources	30,669	31,800	28,904
Employee benefits - salaries	1,986,123	236,500	1,954,534
Staff development	30,632	30,400	25,657
	<u>2,141,482</u>	<u>411,700</u>	<u>2,091,708</u>

## 5. Administration

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Audit Fee	5,919	6,500	5,919
Board of Trustees Fees	3,655	5,000	4,085
Board of Trustees Expenses	5,289	4,000	3,740
Communication	5,713	5,350	6,467
Consumables	4,542	8,500	3,224
Operating Lease	1,890	3,500	10,178
Other	10,893	11,950	9,884
Employee Benefits - Salaries	64,746	62,500	54,930
Insurance	2,485	2,500	2,326
Service Providers, Contractors and Consultancy	14,700	16,000	14,220
	<u>119,832</u>	<u>125,800</u>	<u>114,973</u>

## 6. Property

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	9,074	8,250	8,330
Cyclical Maintenance Expense	1,055	15,000	2,900
Grounds	7,257	8,200	5,864
Heat, Light and Water	24,646	20,500	23,986
Rates	3,350	2,500	2,919
Repairs and Maintenance	48,015	34,350	35,581
Use of Land and Buildings	392,834	-	363,346
Security	824	2,000	2,573
Employee Benefits - Salaries	65,584	69,000	68,967
	<u>552,639</u>	<u>159,800</u>	<u>514,466</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. 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

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements	25,951	19,767	23,949
Furniture and Equipment	46,608	27,171	32,918
Information and Communication Technology	39,510	40,708	49,320
Leased Assets	10,859	7,122	8,629
Library Resources	4,012	3,232	3,916
	<u>126,940</u>	<u>98,000</u>	<u>118,732</u>

## 8. Cash and Cash Equivalents

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
ASB 776-00	57,977	581,745	64,298
ASB 776-50	2,224	-	1,684
Short-term Bank Deposits	563,147	-	-
Cash equivalents and bank overdraft for Cash Flow Statement	<u>623,348</u>	<u>581,745</u>	<u>65,982</u>

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

Of the \$623,348 Cash and Cash Equivalents, \$93,401 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2018 on Crown owned school buildings under the School's Five Year Property Plan.

## 9. Accounts Receivable

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Receivables	1,567	(8,473)	5,291
Receivables from the Ministry of Education	38,935	-	-
Interest Receivable	2,458	-	3,316
Teacher Salaries Grant Receivable	114,762	114,762	97,682
	<u>157,722</u>	<u>106,289</u>	<u>106,289</u>
Receivables from Exchange Transactions	4,025	(8,473)	8,607
Receivables from Non-Exchange Transactions	153,697	114,762	97,682
	<u>157,722</u>	<u>106,289</u>	<u>106,289</u>

## 10. Inventories

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Stationery	812	950	950
	<u>812</u>	<u>950</u>	<u>950</u>

## 11. Investments

The School's investment activities are classified as follows:

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Current Asset			
Short-term Bank Deposits	287,780	-	508,494

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Building Improvements	380,416	260	(6,351)	-	(25,951)	348,375
Furniture and Equipment	226,878	106,246	(484)	-	(46,608)	286,032
Information and Communication Tech	82,776	42,889	(587)	-	(39,510)	85,568
Leased Assets	33,450	12,800	-	-	(10,859)	35,391
Library Resources	14,655	3,902	-	-	(4,012)	14,545
<b>Balance at 31 December 2017</b>	<b>738,175</b>	<b>166,097</b>	<b>(7,422)</b>	<b>-</b>	<b>(126,940)</b>	<b>769,911</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Building Improvements	586,447	(238,072)	348,375
Furniture and Equipment	547,385	(261,353)	286,032
Information and Communication	304,735	(219,167)	85,568
Leased Assets	54,879	(19,488)	35,391
Library Resources	57,279	(42,734)	14,545
<b>Balance at 31 December 2017</b>	<b>1,550,725</b>	<b>(780,814)</b>	<b>769,911</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2016	\$	\$	\$	\$	\$	\$
Building Improvements	177,522	226,843	-	-	(23,949)	380,416
Furniture and Equipment	231,267	1,847	-	-	(32,918)	200,196
Information and Communication Tech	126,827	31,951	-	-	(49,320)	109,458
Leased Assets	-	42,079	-	-	(8,629)	33,450
Library Resources	14,954	3,617	-	-	(3,916)	14,655
<b>Balance at 31 December 2016</b>	<b>550,570</b>	<b>306,337</b>	<b>-</b>	<b>-</b>	<b>(118,732)</b>	<b>738,175</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2016	\$	\$	\$
Building Improvements	603,673	(223,257)	380,416
Furniture and Equipment	384,620	(184,424)	200,196
Information and Communication	435,901	(326,443)	109,458
Leased Assets	42,079	(8,629)	33,450
Library Resources	57,671	(43,016)	14,655
<b>Balance at 31 December 2016</b>	<b>1,523,944</b>	<b>(785,769)</b>	<b>738,175</b>

### 13. Accounts Payable

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operating creditors	121,018	21,709	11,780
Accruals	5,919	-	6,807
Capital accruals for PPE items	-	-	15,249
Employee Entitlements - salaries	114,762	114,762	97,682
Employee Entitlements - leave accrual	5,457	504	5,457
	<u>247,156</u>	<u>136,975</u>	<u>136,975</u>
Payables for Exchange Transactions	247,156	136,975	136,975
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>247,156</u>	<u>136,975</u>	<u>136,975</u>

The carrying value of payables approximates their fair value.

### 14. Provision for Cyclical Maintenance

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Provision at the Start of the Year	103,945	184,945	101,045
Increase to the Provision During the Year	1,055	15,000	2,900
Use of the Provision During the Year	-	(96,000)	-
Provision at the End of the Year	<u>105,000</u>	<u>103,945</u>	<u>103,945</u>
Cyclical Maintenance - Current	99,000	84,545	84,545
Cyclical Maintenance - Term	6,000	19,400	19,400
	<u>105,000</u>	<u>103,945</u>	<u>103,945</u>

### 15. Finance Lease Liability

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

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
No Later than One Year	14,562	7,678	10,387
Later than One Year and no Later than Five Years	24,863	26,688	28,722
Future finance charges	(4,743)	-	(4,743)
	<u>34,682</u>	<u>34,366</u>	<u>34,366</u>

## 16. Funds held in Trust

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	8,863	-	2,654
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	<u>8,863</u>	<u>-</u>	<u>2,654</u>

These funds are held where the school is agent for representative amounts and therefore these are not included in the Statement of Comprehensive Revenue and Expense.

## 17. 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:

2017	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Special Needs Mod - Fencing & Gates <i>completed</i>	(8,317)	8,758	441	-	-
Refurbishment Classroom 12 & 13 <i>in progress</i>	(1,622)	237,474	142,451	-	93,401
Totals	<u>(9,939)</u>	<u>246,232</u>	<u>142,892</u>	<u>-</u>	<u>93,401</u>

### Represented by:

Funds Held on Behalf of the Ministry of Education	93,401
Funds Due from the Ministry of Education	-
	<u>93,401</u>

2016	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Special Needs Mod - Fencing & Gates <i>in progress</i>	(6,597)	-	1,720	-	(8,317)
Refurbishment Classroom 12 & 13 <i>in progress</i>	-	20,258	21,880	-	(1,622)
Totals	<u>(6,597)</u>	<u>20,258</u>	<u>23,600</u>	<u>-</u>	<u>(9,939)</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.

	2017 Actual \$	2016 Actual \$
<i>Board Members</i>		
Remuneration	3,655	4,085
Full-time equivalent members	0.34	0.34
<i>Leadership Team</i>		
Remuneration	414,466	390,671
Full-time equivalent members	4.00	4.00
Total key management personnel remuneration	418,121	394,756
Total full-time equivalent personnel	4.34	4.34

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:

	2017 Actual \$000	2016 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140 - 150	120-130
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:

Remuneration \$000	2017 FTE Number	2016 FTE Number
100 - 110	-	-
	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:

	2017 Actual	2016 Actual
Total	-	-
Number of People	-	-

## 21. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2017 (Contingent liabilities and assets at 31 December 2016: nil).

## 22. Commitments

### (a) Capital Commitments

There are no capital commitments as at 31 December 2017 (Capital commitments at 31 December 2016: nil).

### (b) Operating Commitments

As at 31 December 2017 the Board has entered into the following contracts:

#### (a) operating lease of laptops;

	2017 Actual \$	2016 Actual \$
No later than One Year	-	1,979
Later than One Year and No Later than Five Years	-	181
Later than Five Years	-	-
	-	2,160

## 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:

### Loans and receivables

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Cash and Cash Equivalents	623,348	581,745	65,982
Receivables	157,722	106,289	106,289
Investments - Term Deposits	287,780	-	508,494
Total Loans and Receivables	1,068,850	688,034	680,765

### Financial liabilities measured at amortised cost

Payables	247,156	136,975	136,975
Borrowings - Loans	-	-	-
Finance Leases	34,682	34,366	34,366
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	281,838	171,341	171,341

## 25. Events After Balance Date

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