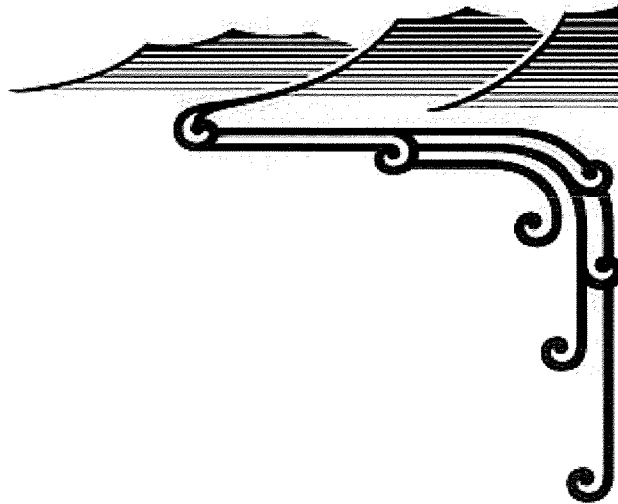


WAITOHU SCHOOL

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023



Ministry Number:	3065
Principal:	Christopher Maine Curtis
School Address:	Te Manuao Road, Otaki 5512
School Phone:	06 364 8272
School Email:	office@waitohu.school.nz
Accounting Provider:	Accounting for Schools Limited

WAITOHU SCHOOL

Annual Financial Statements - For the year ended 31 December 2023

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WAITOHU SCHOOL

Statement of Responsibility

For the year ended 31 December 2023

The Board 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 2023 fairly reflects the financial position and operations of the school.

The School's 2023 financial statements are authorised for issue by the Board.

Lis Watson

Full Name of Presiding Member



Signature of Presiding Member

23/10/2024

Date:

Christopher Maine Curtis

Full Name of Principal



Signature of Principal

23/10/24

Date:

WAITOHU SCHOOL

Statement of Comprehensive Revenue and Expense For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue				
Government Grants	2	2,697,297	2,293,656	2,772,099
Locally Raised Funds	3	37,759	5,300	20,763
Interest		13,638	2,000	3,443
Total Revenue		2,748,694	2,300,956	2,796,305
Expenses				
Locally Raised Funds	3	24,968	1,700	14,811
Learning Resources	4	1,786,547	1,785,668	1,757,442
Administration	5	441,569	151,248	461,581
Interest		744	-	725
Property	6	413,464	362,180	385,297
Total Expense		2,667,292	2,300,796	2,619,856
Net Surplus / (Deficit) for the year		81,402	160	176,449
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		81,402	160	176,449

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

WAITOHU SCHOOL

Statement of Changes in Net Assets/Equity For the year ended 31 December 2023

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Balance at 1 January	844,279	721,619	683,916
Total comprehensive revenue and expense for the year	81,402	160	176,449
Contributions from /(Distributions to) the Ministry of Education Contribution - Furniture and Equipment Grant	-	-	-
Capital Contributions to the Ministry of Education	(122,492)	-	(16,086)
Equity at 31 December	803,189	721,779	844,279
Accumulated comprehensive revenue and expense	803,189	721,779	844,279
Equity at 31 December	803,189	721,779	844,279

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.

WAITOHU SCHOOL

Statement of Financial Position

As at 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Assets				
Cash and Cash Equivalents	7	344,273	189,209	105,364
Accounts Receivable	8	126,336	115,000	259,993
GST Receivable		34,670	3,500	3,094
Funds receivable for Capital Works Projects	16	4,000	-	4,000
Inventories	9	1,500	500	1,500
Investments	10	73,550	75,000	79,542
Prepayments		2,603	-	-
		586,932	383,209	454,008
Current Liabilities				
Accounts Payable	12	138,322	145,000	133,530
Revenue Received in Advance	13	3,523	2,500	3,245
Finance Lease Liability - Current Portion	15	4,561	4,500	4,365
Funds held for Capital Works Projects	16	115,451	-	-
Funds held on behalf of Otaki Kapiti Cluster	17	1,887	3,500	3,706
		263,744	155,500	144,846
Working Capital Surplus		323,188	227,709	309,162
Non-current Assets				
Investments	10	46,386	37,500	38,550
Property, Plant and Equipment	11	459,662	481,670	516,670
		506,048	519,170	555,220
Non-current Liabilities				
Provision for Cyclical Maintenance	14	21,600	21,600	15,800
Finance Lease Liability	15	4,447	3,500	4,303
		26,047	25,100	20,103
Net Assets		803,189	721,779	844,279
Equity		803,189	721,779	844,279

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

WAITOHU SCHOOL

Statement of Cash Flows

For the year ended 31 December 2023

	2023	2023	2022
Note	Actual \$	Budget (Unaudited) \$	Actual \$
Cash flows from Operating Activities			
Government Grants	1,104,598	679,957	852,007
Locally Raised Funds	39,665	8,033	17,484
Goods and Services Tax (net)	(31,572)	(404)	6,037
Payments to Employees	(347,041)	(303,980)	(213,383)
Payments to Suppliers	(584,536)	(223,769)	(620,863)
Interest Paid	(744)	-	(725)
Interest Received	11,380	2,436	2,251
Net cash from / (to) the Operating Activities	191,750	162,273	42,808
Cash flows from Investing Activities			
Purchase of PPE (and Intangibles)	62,302	45,853	(68,400)
Purchase of Investments	(79,095)	43,092	(78,301)
Proceeds from Sale of Investments	77,251	(37,500)	77,251
Net cash from / (to) the Investing Activities	60,458	51,445	(69,450)
Cash flows from Financing Activities			
Furniture and Equipment Grant	(122,492)	-	(16,086)
Finance Lease Payments	(4,951)	(11,519)	(5,902)
Funds Administered on Behalf of DP Cluster	(1,819)	(206)	(1,241)
Funds Administered on Behalf of Other Parties	115,963	4,512	54,975
Net cash from Financing Activities	(13,299)	(7,213)	31,746
Net increase/(decrease) in cash and cash equivalents	238,909	206,505	5,104
Cash and cash equivalents at the beginning of the year	7 105,364	105,364	100,260
Cash and cash equivalents at the end of the year	7 344,273	311,869	105,364

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

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

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

a) Reporting Entity

Waitohu School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board 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 2023 to 31 December 2023 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

The financial reports have been prepared for the period 1 January 2023 to 31 December 2023 and in accordance with the requirements of the Education and Training Act 2020.

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 11.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

Cyclical Maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 14.

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. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. 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. Finance lease liability disclosures are contained in note 15. Future operating lease commitments are disclosed in note 21b.

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 Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. Grants for the use of land and buildings 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. 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 revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

Other Grants where conditions exist

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

Donations, Gifts and Bequests

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

Interest Revenue

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

d) 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.

e) Finance Lease Payments

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

f) Cash and Cash Equivalents

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

g) Accounts Receivable

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

h) 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.

i) 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.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

j) 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 (funded by the Board) to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

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

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

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

Finance Leases

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

Depreciation

Property, plant and equipment 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	10 - 50 years
Furniture and equipment	5 - 15 years
Information Technology	3 - 5 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

k) 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. If such indication exists, the School estimates the asset's recoverable service amount. 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.

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information. The valuation is based on [details of the valuer's approach to determining market value (i.e. what valuation techniques have been employed, comparison to recent market transaction etc.)].

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. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

l) 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.

m) Employee Entitlements

Short-term employee entitlements

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

Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

The calculations are based on the likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information, and the present value of the estimated future cash flows. Remeasurements are recognised in surplus or deficit in the period in which they arise.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

n) Revenue Received in Advance

Revenue received in advance relates to fees received from parents 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 and grants, should the School be unable to provide the services to which they relate.

o) Funds held for Capital Works

The school directly receives funding from the Ministry of Education for capital works projects that are included in the School five year capital works agreement. These funds are held on behalf and for a specified purpose as such 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.

p) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. In instances where funds are outside of the School's control, these amounts are not recorded in the Statement of Comprehensive Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

q) 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 is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The schools carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

r) Financial Instruments

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in surplus or deficit.

s) 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.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

t) Budget Figures

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

u) 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.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

2. Government Grants

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Government Grants - Ministry of Education	925,184	558,334	937,051
Teachers' salaries grants	1,484,878	1,484,878	1,580,476
Use of Land and Buildings grants	250,444	250,444	196,993
Other Government Grants	36,791	-	57,579
	<u>2,697,297</u>	<u>2,293,656</u>	<u>2,772,099</u>

The school has opted in to the donations scheme for this year. Total amount received was \$40,534 (2022: \$42,450).

3. Locally Raised Funds

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

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
Donations & Bequests	15,050	5,000	2,856
Fundraising & Community Grants	3,000	-	4,020
Other revenue	2,026	-	200
Trading	5,380	-	5,348
Fees for Extra Curricular Activities	12,303	300	8,339
	<u>37,759</u>	<u>5,300</u>	<u>20,763</u>
Expenses			
Extra Curricular Activities Costs	16,665	1,700	9,512
Trading	6,069	-	5,299
Fundraising and Community Grant Costs	2,234	-	-
	<u>24,968</u>	<u>1,700</u>	<u>14,811</u>
<i>Surplus for the year Locally raised funds</i>	<u>12,791</u>	<u>3,600</u>	<u>5,952</u>

4. Learning Resources

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	45,130	55,890	40,113
Depreciation	64,503	-	63,207
Employee Benefits - Salaries	1,654,107	1,679,178	1,626,796
Equipment Repairs	-	4,000	1,382
Information and Communication Technology	9,279	34,000	11,105
Library Resources	2,407	2,600	1,619
Staff Development	11,121	10,000	13,220
	<u>1,786,547</u>	<u>1,785,668</u>	<u>1,757,442</u>

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

5. Administration

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	6,951	8,000	6,748
Board of Trustees Fees	2,180	3,000	1,795
Board of Trustees Expenses	-	1,222	1,590
Communication	2,953	3,100	2,802
Consumables	13,186	15,500	12,455
Employee Benefits - Salaries	157,780	99,800	138,661
Insurance	3,495	-	2,949
School Lunches Programme Expenses	233,913	-	272,695
Other	18,611	17,826	19,336
Service Providers, Contractors and Consultancy	2,500	2,800	2,550
	441,569	151,248	461,581

6. Property

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	22,568	11,850	16,081
Consultancy and Contract Services	1,546	1,000	1,568
Cyclical Maintenance Expense	16,765	850	11,703
Employee Benefits - Salaries	35,765	42,500	39,325
Grounds	21,454	14,700	22,192
Heat, Light and Water	9,825	12,000	12,944
Rates	5,260	6,100	5,141
Repairs and Maintenance	48,632	21,236	75,637
Security	1,205	1,500	3,713
Use of Land and Buildings	250,444	250,444	196,993
	413,464	362,180	385,297

The use of land and buildings figure represents 5% of the school's total property value. Property values are established as part of the nationwide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7. Cash and Cash Equivalents

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Current Account	344,273	189,209	105,364
Cash and cash equivalents for Cash Flow Statement	344,273	189,209	105,364

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

Of the \$344,273 Cash and Cash Equivalents, \$115,451 is held by the School on behalf of the Ministry of Education. These funds have been provided for the Ministry as part of the school's 5 Year Agreement funding for upgrades to the school's buildings. The funds are required to be spent in 2024 on Crown owned school buildings.

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

8. Accounts Receivable

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Receivables	3,850	2,000	5,478
Receivables from the Ministry of Education	-	21,000	24,227
Banking Staffing Underuse	-	-	118,396
Interest Receivable	4,694	2,000	2,436
Teacher Salaries Grant Receivable	117,792	90,000	109,456
	<u>126,336</u>	<u>115,000</u>	<u>259,993</u>
Receivables from Exchange Transactions	8,544	4,000	7,914
Receivables from Non-Exchange Transactions	117,792	111,000	252,079
	<u>126,336</u>	<u>115,000</u>	<u>259,993</u>

9. Inventories

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Stationery	1,500	500	1,500
	<u>1,500</u>	<u>500</u>	<u>1,500</u>

10. Investments

The School's investment activities are classified as follows:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Asset			
Short-term Bank Deposits	73,550	75,000	79,542
Non-current Asset			
Long-term Bank Deposits	46,386	37,500	38,550
	<u>119,936</u>	<u>112,500</u>	<u>118,092</u>

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Buildings	198,322	-	-	-	(8,655)	189,667
Building Improvements	112,863	-	-	-	(9,168)	103,695
Furniture and Equipment	88,480	3,927	(1,724)	-	(15,689)	74,695
Information Technology	102,035	-	-	-	(25,551)	76,783
Leased Assets	9,063	5,291	-	-	(4,700)	9,654
Library Resources	5,907	-	-	-	(740)	5,167
Balance at 31 December 2023	516,671	9,218	(1,724)	-	(64,503)	459,661

The net carrying value of equipment held under a finance lease is \$9,654 (2022: \$9,063).

Restrictions

With the exception of the contractual restrictions related to the above noted finance leases, there are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2023 Cost or Valuation	2023 Accumulated Depreciation	2023 Net Book Value	2022 Cost or Valuation	2022 Accumulated Depreciation	2022 Net Book Value
	\$	\$	\$	\$	\$	\$
Buildings	325,652	(135,985)	189,667	325,653	(127,331)	198,322
Building Improvements	229,205	(125,511)	103,695	229,206	(116,343)	112,863
Furniture and Equipment	372,585	(297,889)	74,696	370,426	(281,946)	88,480
Information Technology	341,562	(264,779)	76,783	341,561	(239,526)	102,035
Leased Assets	64,440	(54,786)	9,654	59,149	(50,086)	9,063
Library Resources	44,155	(38,988)	5,167	44,155	(38,248)	5,907
Balance at 31 December	1,377,599	(917,938)	459,662	1,370,150	(853,480)	516,670

12. Accounts Payable

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Creditors	8,874	13,000	13,045
Accruals	6,771	5,000	6,649
Employee Entitlements - Salaries	117,897	123,000	109,483
Employee Entitlements - Leave Accrual	4,780	4,000	4,353
	138,322	145,000	133,530
Payables for Exchange Transactions	138,322	145,000	133,530
	138,322	145,000	133,530

The carrying value of payables approximates their fair value.

WAITOHU SCHOOL

Notes to the Financial Statements For the year ended 31 December 2023

13. Revenue Received in Advance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Other Revenue in Advance	3,523	2,500	3,245
	3,523	2,500	3,245

14. Provision for Cyclical Maintenance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Provision at the Start of the Year	15,800	15,800	4,097
Increase/ (decrease) to the Provision During the Year	5,800	5,800	11,703
Use of the Provision During the Year	-	-	-
Provision at the End of the Year	21,600	21,600	15,800
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Non Current	21,600	21,600	15,800
	21,600	21,600	15,800

The schools cyclical maintenance schedule details annual painting to be undertaken, the costs associated to this annual work will vary dependent on the requirements during the year. This plan is based on the schools 10 Year Property plan.

Adjustment to the provision was made to incorporate inflation to the estimated cost used in the provision based on the three year average inflation rate in New Zealand.

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:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
No Later than One Year	5,177	4,500	4,948
Later than One Year and no Later than Five Years	4,751	3,500	4,624
Future Finance Charges	(920)	-	(904)
	9,008	8,000	8,668
Represented by			
Finance lease liability - Current	4,561	4,500	4,365
Finance lease liability - Non Current	4,447	3,500	4,303
	9,008	8,000	8,668

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

16. 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. The amount of cash held on behalf of the Ministry for capital works project is included under cash and cash equivalents in note 7.

		Opening Balances	Receipts from MoE	Payments	BOT Contributions/ Adjustments	Closing Balances
		\$	\$	\$	\$	\$
2023						
Blocks A, B, I - Upgrade Bathrooms	201040	(3,510)	468,000	(539,531)	122,492	47,451
Block H - Water Damage	236999	(1,002)	1,002	-	-	-
LSM Universal Bathroom		-	70,000	(2,000)	-	68,000
Blocks A,D,E,H,I,J - Roofing Replacement		-	-	(4,000)	-	(4,000)
Totals		(4,512)	539,002	(545,531)	122,492	111,451

Represented by:

Funds Held on Behalf of the Ministry of Education	115,451
Funds Due from the Ministry of Education	(4,000)
	111,451

		Opening Balances	Receipts from MoE	Payments	BOT Contributions	Closing Balances
		\$	\$	\$	\$	\$
2022						
Blocks A, B, I - Upgrade Bathrooms	201040	-	-	(3,510)	-	(3,510)
Block H - Water Damage	236999	-	13,522	(15,213)	689	(1,002)
Totals		(59,487)	35,511	3,378	16,086	(4,512)

Represented by:

Funds Held on Behalf of the Ministry of Education	-
Funds Due from the Ministry of Education	(4,512)
	(4,512)

17. Funds Held on Behalf of Otaki Kapiti Cluster

Waituho School is the lead school and holds funds on behalf of the Otaki-Kapiti AP/DP cluster, a group of schools funded by the Ministry.

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Funds Held at Beginning of the Year	3,706	3,500	4,947
Funds Received from Cluster Members	-	-	140
Funds Spent on Behalf of the Cluster	(1,819)	-	(1,381)
Funds Held at Year End	1,887	3,500	3,706

WAITOHU SCHOOL

Notes to the Financial Statements For the year ended 31 December 2023

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.

	2023 Actual \$	2022 Actual \$
<i>Board Members</i>		
Remuneration	2,180	1,795
<i>Leadership Team</i>		
Remuneration	396,594	371,804
Full-time equivalent members	3.00	3.00
Total key management personnel remuneration	398,774	373,599

There are 6 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. As well as these regular meetings, including preparation time, the Presiding Member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Principal

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

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	160 - 170	150 - 160
Benefits and Other Emoluments	4 - 5	4 - 5

Other Employees

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

Remuneration \$000	2023 FTE Number	2022 FTE Number
100 - 110	2	1
110 - 120	-	1
	2	2

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

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

20. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2023 (Contingent liabilities and assets at 31 December 2022: nil).

Holidays Act Compliance – Schools Payroll

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

The Ministry continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

Pay equity settlement wash-up amounts

In 2023 the Ministry of Education provided additional funding for non-teaching collective and pay equity agreements. The school is yet to receive a final wash-up that adjusts the estimated quarterly instalments for the actual eligible staff members employed in 2023. The Ministry is in the process of determining wash-up payments or receipts for the year ended 31 December 2023. However, as at the reporting date, this amount had not been calculated and therefore is not recorded in these financial statements.

21. Commitments

(a) Capital Commitments

At 31 December 2023, the Board had capital commitments of \$288,192 (2022: \$154,189) as a result of entering the following contracts:

Contract Name	Contract Amount	Spend To Date	Remaining Capital Commitment
	\$	\$	\$
Blocks A,B,I Upgrade Student & Staff	520,000	420,518	99,482
Block H Water Drainage	15,213	15,213	-
LSM Universal Bathroom Unit	88,990	2,000	86,990
Blocks A,D,E,H,I,J - Roofing Replacement	105,720	4,000	101,720
Total	729,923	441,731	288,192

(b) Operating Commitments

As at 31 December 2023 the Board has not entered into any operating contracts (31 December 2022: nil).

22. Financial Instruments

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

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Financial assets measured at amortised cost			
Cash and Cash Equivalents	344,273	189,209	105,364
Receivables	126,336	115,000	259,993
Investments - Term Deposits	119,936	112,500	118,092
Total Financial Assets Measured at Amortised Cost	590,545	416,709	483,449
Financial liabilities measured at amortised cost			
Payables	138,322	145,000	133,530
Finance Leases	9,008	8,000	8,668
Total Financial Liabilities Measured at Amortised Cost	147,330	153,000	142,198

WAITOHU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

23. Events After Balance Date

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

24. Comparatives

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

WAITOHU SCHOOL

Members of the Board

For the year ended 31 December 2023

Name	Position	How position on Board gained	Occupation	Term expired/expires
Lis Watson	Presiding Member	Re-elected August 2022	Nurse	Sept 2025
Maine Curtis	Principal	Appointed	Principal	
Megan Nelson - Latu	Secretary	Re-elected August 2022	Teacher	Sept 2025
Michele Matheson	Staff Rep	Re-elected August 2022	Teacher	Sept 2025
Shay-Marie Peneha	Member	Re-elected August 2022	Bank Officer	Sept 2025
Derek Kelly	Member	Elected August 2022	Real Estate Agent	Sept 2025
Shelly Hill	Member	Co-opted Sept 2022	Parent	Sept 2025

WAITOHU SCHOOL

Kiwisport / Statement of Compliance with Employment Policy For the year ended 31 December 2023

Kiwisport is a Government funded initiative to support sport for school aged children.

We received \$3,926 (2022: \$4,606) as part of the Operational Grant Funding from the Ministry of Education.

Opportunities were provided for students to develop their skills and to participate in Inter School cross country, rippa rugby, touch rugby, soccer, swimming, athletics and netball.

Statement of Compliance with Employment Policy

For the year ended 31 December 2023 Waitohu School Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspect of their employment.
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer and complies with the conditions contained in the employment contract of all staff employed by the Board.
- Ensures all employees and applicants for employment are treated according to their skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.

Principal's Annual Report 2023

1. Professional Development of Staff

Our goal of furthering the capability of staff to provide quality learning programmes was met by

1.1 The provision of in-service opportunities in the following areas:

- a) Leadership
- b) Structured Literacy
- c) Learn, Create, Share
- d) Structured Numeracy
- e) Te Reo and Tikanga Māori
- f) Neuroscience
- g) Choice Theory

1.2 The ongoing professional/personal development of staff through the cyclic appraisal and self – review process.

2. Assessment, Evaluation and Reporting

2.1 Statement of Analysis of Variance

Our specific academic target that all Māori priority learners below expectations in reading, meet expectations or improve in their achievement, was not met. Overall 70% of Māori learners met or exceeded schoolwide year level expectations within reading. 50% of targeted Māori priority learners below expectations made improvement – 28% making accelerated improvement.

2.2 Kiwi Sport

Opportunities were provided for students to develop their skills and to participate in Inter School cross country, rippa rugby, touch rugby, soccer, swimming, athletics and netball.

3. Supports to Classroom Learning Programmes

Goals in supporting classroom learning programmes were met by:

3.1.1 The provision of special needs programmes ie: Language groups working with a Part-Time Teachers and Teacher Aides who support children and small groups identified as high needs by their teachers.

3.1.2 The provision of cultural and academic extension programmes through kapahaka, choir, specialist music lessons, whole school visit to local marae and targeted extension groupings.

3.1.3 The holding of a 3 day Year 6 Outdoor Education Camp at El Rancho in Waikanae. The camp was well organised, had great parent support and was a success.

3.1.4 Further extra-curricula activities, in inter-school sport (netball, touch rugby, rippa rugby, athletics, soccer and cross country) and Year 5's visit to Kāpiti Island.

NB: Items 3.1.3 and 3.1.4 were dependent on the extensive support, freely given, by the parents and/or staff.

4. Resource Development

Our goal of providing the best quality staff within a safe environment was met by:

4.1 Human Resources

Maintaining a full entitlement of teachers, all of whom were registered.

Extensively advertising and interviewing for all teaching vacancies and for administration vacancies.

4.2 Staff Development

Provision of funding for specific targeted professional development.

4.3 Property Resources

The maintenance and enhancing of the physical environment through

- a) The purchasing of classroom furniture.
- b) The regular survey of all playground equipment and other buildings by the caretaker.
- c) The regular maintenance of property based on the 10 year property plan and items arising from the regular survey.

5. Parental Involvement

Our goals of consultation with parents, reporting on pupil progress and involving parents in school activities were met by:

5.1 Holding Parent/Student/Teacher interviews in February and June as well as providing a written report in June and December.

5.2 Promoting an open door policy to encourage parents into the school.

5.3 Keeping parents informed of programmes and activities through weekly newsletters.

5.4 The Home and School Committee were instrumental in organising very successful fundraising activities.

Acknowledgments

I wish to commend the Board, the Staff and the Parents for their commitment to providing a quality education, in all areas of the children's development, for all of the children. This partnership in pursuit of enabling us all 'To Be Our Best', is in my opinion, the greatest strength of the school.

Ngā mihi

Maine Curtis
Principal



INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF WAITOHU SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Auditor-General is the auditor of Waitohu School (the School). The Auditor-General has appointed me, Pam Thompson, using the staff and resources of Deloitte Limited, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 2 to 21, that comprise the statement of financial position as at 31 December 2023, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
 - its financial position as at 31 December 2023 and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector – Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 23 October 2024. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Board for the financial statements

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, the Board is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board's responsibilities arise from section 134 of the Education and Training Act 2020.

Responsibilities of the auditor for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

For the budget information reported in the financial statements, our procedures were limited to checking that the information agreed to the School's approved budget.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



- We assess the risk of material misstatement arising from the School payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Board is responsible for the other information. The other information comprises the information including List of Board of Trustees, Statement of Responsibility, KiwiSport Report and Statement of Compliance with Employment Policy, but does not include the financial statements, and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the School in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) (PES 1)* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the School.

Pam Thompson
Partner
for Deloitte Limited
On behalf of the Auditor-General
Wellington, New Zealand

