

MATUA SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

School Directory

Ministry Number:	1820
Principal:	Craig Wallis
School Address:	145 Levers Road, Matua, Tauranga
School Postal Address:	145 Levers Road, Matua, Tauranga
School Phone:	07 576 9027
School Email:	office@matua.school.nz

Members of the Board of Trustees

Name	Position	How Position Gained	Occupation	Term Expired/ Expires
Cameron Hays	Chair Person	Re-Elected July 2017	Teacher	Jul-20
Craig Wallis	Principal	ex Officio	Principal	
Sheldon Nesdale	Parent Rep	Elected December 2017	Consultant	Jul-20
Fiona Lavin	Parent Rep	Elected June 2019	Human Resources	Jun-22
Kate Ferris	Parent Rep	Elected June 2019	Community Psychologist	Jun-22
Ross Mosley	Parent Rep	Elected June 2019	Accountant	Jun-22
Anushiya Ponniah	Parent Rep	Co-Opted October 2017	Health Consultant	Jul-20
Lindsay Crisp	Staff Rep	Elected October 2017	Teacher	Jul-20

Accountant / Service Provider:	Manning Warner Browne Ltd
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MATUA SCHOOL

Annual Report - For the year ended 31 December 2019

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Matua School

Statement of Responsibility

For the year ended 31 December 2019

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

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2019 fairly reflects the financial position and operations of the school.

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

CAMERON HAYS

Full Name of Board Chairperson



Signature of Board Chairperson

27 MAY 2020

Date:

MARCUS NORRISH

Full Name of Principal



Signature of Principal

27 MAY 2020

Date:

Matua School**Statement of Comprehensive Revenue and Expense**

For the year ended 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue				
Government Grants	2	3,481,788	3,306,159	3,272,547
Locally Raised Funds	3	231,984	124,830	252,080
Interest income		18,088	20,000	20,176
Gain on Sale of Property, Plant and Equipment		-		2,444
International Students	4	155,919	127,230	180,430
		<u>3,887,778</u>	<u>3,578,219</u>	<u>3,727,677</u>
Expenses				
Locally Raised Funds	3	109,963	7,300	62,782
International Students	4	116,333	111,723	121,886
Learning Resources	5	2,524,500	2,313,322	2,328,202
Administration	6	182,549	187,600	168,338
Finance		4,906	-	6,466
Property	7	905,706	904,800	846,271
Depreciation	8	113,044	105,000	101,949
Loss on Disposal of Property, Plant and Equipment		1	-	-
		<u>3,957,001</u>	<u>3,629,745</u>	<u>3,635,893</u>
Net Surplus / (Deficit) for the year		(69,224)	(51,526)	91,784
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>(69,224)</u>	<u>(51,526)</u>	<u>91,784</u>

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



Matua School**Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2019

	Notes	Actual 2019 \$	Budget (Unaudited) 2019 \$	Actual 2018 \$
Balance at 1 January		1,132,832	1,118,833	1,036,163
Total comprehensive revenue and expense for the year		(69,224)	(51,526)	91,784
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		14,115	-	4,885
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9		-	-	-
Equity at 31 December	25	1,077,724	1,067,307	1,132,832
Retained Earnings		1,077,724	1,067,307	1,132,832
Reserves		-	-	-
Equity at 31 December		1,077,724	1,067,307	1,132,832

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.



Matua School
Statement of Financial Position
As at 31 December 2019

		2019	2019	2018
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	9	98,784	45,902	98,865
Accounts Receivable	10	188,281	160,900	160,703
Prepayments		25,083	10,700	10,755
Inventories	11	3,025	3,000	3,050
Investments	12	493,417	500,000	498,439
		<u>808,591</u>	<u>720,502</u>	<u>771,811</u>
Current Liabilities				
GST Payable		16,361	11,300	11,321
Accounts Payable	14	192,758	180,900	180,619
Revenue Received in Advance	15	195,361	92,000	92,203
Finance Lease Liability - Current Portion	17	22,310	29,000	24,680
Funds held on behalf of Kiwi Park Cluster	19	-	-	12,682
		<u>426,790</u>	<u>313,200</u>	<u>321,505</u>
Working Capital Surplus/(Deficit)		381,801	407,302	450,306
Non-current Assets				
Property, Plant and Equipment	13	<u>763,314</u>	<u>771,433</u>	<u>776,173</u>
		763,314	771,433	776,173
Non-current Liabilities				
Provision for Cyclical Maintenance	16	44,669	80,428	65,428
Finance Lease Liability	17	22,722	31,000	28,219
		<u>67,391</u>	<u>111,428</u>	<u>93,647</u>
Net Assets		<u>1,077,724</u>	<u>1,067,307</u>	<u>1,132,832</u>
Equity	25	<u>1,077,724</u>	<u>1,067,307</u>	<u>1,132,832</u>

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



Matua School
Statement of Cash Flows
For the year ended 31 December 2019

		2019	2019	2018
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
		\$	\$	\$
Cash flows from Operating Activities				
Government Grants		657,907	610,188	681,611
Locally Raised Funds		238,676	124,879	246,080
Hostel		-	-	-
International Students		261,032	126,982	150,018
Goods and Services Tax (net)		5,040	(21)	13,571
Payments to Employees		(539,293)	(455,379)	(520,675)
Payments to Suppliers		(537,903)	(372,142)	(438,827)
Cyclical Maintenance Payments in the year		-	-	(6,824)
Interest Paid		(4,906)	-	(6,466)
Interest Received		20,965	19,932	18,357
Net cash from Operating Activities		101,517	54,439	136,845
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		-	-	7,386
Purchase of PPE (and Intangibles)		(53,829)	(146,823)	(169,443)
Purchase of Investments		5,021	(1,561)	92,177
Net cash from Investing Activities		(48,808)	(148,384)	(69,880)
Cash flows from Financing Activities				
Furniture and Equipment Grant		14,115	-	4,885
Finance Lease Payments		(54,223)	53,664	1,299
Funds Administered on Behalf of Third Parties		(12,682)	(12,682)	12,682
Funds Held for Capital Works Projects		-	-	(644)
Net cash from Financing Activities		(52,791)	40,982	18,222
Net increase/(decrease) in cash and cash equivalents		(81)	(52,963)	85,187
Cash and cash equivalents at the beginning of the year	9	98,865	98,865	13,677
Cash and cash equivalents at the end of the year	9	98,784	45,902	98,864

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

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



Matua School

Notes to the Financial Statements

For the year ended 31 December 2019

1. Statement of Accounting Policies

a) Reporting Entity

Matua School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2019 to 31 December 2019 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

Standard early adopted

In line with the Financial Statements of the Government, the School has elected to early adopt PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. Information about the adoption of PBE IFRS 9 is provided in Note 28.

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 13.

Critical Judgements in applying accounting policies

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

Classification of leases

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

Recognition of grants

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

c) Revenue Recognition

Government Grants

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

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

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

For Non-integrated schools only:

Other Grants

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



Donations, Gifts and Bequests

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

Interest Revenue

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

d) Use of Land and Buildings Expense

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

e) Operating Lease Payments

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

f) Finance Lease Payments

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

g) Cash and Cash Equivalents

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

h) Accounts Receivable

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

Prior Year Policy

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

i) Inventories

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



j) Investments

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

Prior Year Policy

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

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

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

k) Property, Plant and Equipment

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

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

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

Property, plant and equipment acquired with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

Building improvements to Crown Owned Assets	50 years
Furniture and equipment	5-10 years
Information and communication technology	4-5 years
Leased assets held under a Finance Lease	3-4 years
Library resources	12.5% Diminishing value



l) Intangible Assets

Software costs

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

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

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. 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 International Students where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

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

q) Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

r) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of school control. These amounts are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

s) Provision for Cyclical Maintenance

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

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

t) Financial Assets and Liabilities

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

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

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

u) Borrowings

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

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

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



v) Goods and Services Tax (GST)

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

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

Commitments and contingencies are disclosed exclusive of GST.

w) Budget Figures

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

x) Services received in-kind

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



2. Government Grants

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational Grants	598,717	593,806	581,276
Teachers' Salaries Grants	2,105,949	2,002,000	1,961,463
Use of Land and Buildings Grants	702,314	680,000	638,256
Resource Teachers Learning and Behaviour Grants	1,200	-	5,920
Other MoE Grants	73,607	30,353	85,632
	3,481,788	3,306,159	3,272,547

3. Locally Raised Funds

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

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
Donations	90,813	98,000	125,463
Activities	103,583	6,500	79,633
Trading	19,341	18,180	17,746
Fundraising	9,206	2,150	5,812
Other Revenue	9,041	-	23,426
	231,984	124,830	252,080
Expenses			
Activities	103,850	3,000	57,227
Trading	3,768	4,300	4,633
Fundraising (Costs of Raising Funds)	2,345	-	921
	109,963	7,300	62,782
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	122,021	117,530	189,298

4. International Student Revenue and Expenses

	2019	2019	2018
	Actual	Budget	Actual
	Number	(Unaudited)	Number
International Student Roll	16	11	19
	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
International Student Fees	155,919	127,230	180,430
Expenses			
Recruitment	29,801	28,450	21,500
International Student Levy	5,422	4,273	6,046
Employee Benefit - Salaries	75,880	73,500	89,412
Other Expenses	5,229	5,500	4,929
	116,333	111,723	121,886
<i>Surplus/ (Deficit) for the year International Students'</i>	39,586	15,507	58,543



5. Learning Resources

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	37,382	41,290	31,258
Equipment Repairs	1,892	2,000	1,947
Information and Communication Technology	6,549	13,400	12,828
Library Resources	3,496	6,050	4,100
Employee Benefits - Salaries	2,433,113	2,208,568	2,227,504
Staff Development	42,068	42,014	50,565
	2,524,500	2,313,322	2,328,202

6. Administration

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	5,375	5,250	5,220
Board of Trustees Fees	3,730	4,400	4,265
Board of Trustees Expenses	11,997	4,300	3,549
Communication	4,428	3,800	2,857
Consumables	18,313	10,200	17,204
Operating Lease	656	29,000	941
Other	15,008	14,750	13,077
Employee Benefits - Salaries	100,060	96,000	101,513
Insurance	11,587	11,500	11,470
Service Providers, Contractors and Consultancy	11,394	8,400	8,242
	182,549	187,600	168,338

7. Property

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	14,809	18,300	19,130
Consultancy and Contract Services	83,539	23,000	20,388
Cyclical Maintenance Provision	(20,759)	15,000	13,912
Grounds	10,096	11,800	11,475
Heat, Light and Water	33,373	35,000	34,095
Rates	10,400	9,800	9,283
Repairs and Maintenance	49,960	32,600	28,611
Use of Land and Buildings	702,314	680,000	638,256
Employee Benefits - Salaries	21,974	79,300	71,121
	905,706	904,800	846,271

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



8. Depreciation

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Buildings - School	11,549	11,500	11,547
Furniture and Equipment	44,097	54,300	47,605
Information and Communication Technology	20,118	20,000	23,540
Motor Vehicles	-	-	58
Leased Assets	26,553	15,000	14,910
Library Resources	10,728	4,200	4,289
	<u>113,044</u>	<u>105,000</u>	<u>101,949</u>

9. Cash and Cash Equivalents

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash on Hand	300	300	300
Bank Current Account	98,000	45,122	98,085
Bank Call Account	484	480	480
Cash and cash equivalents for Cash Flow Statement	<u>98,784</u>	<u>45,902</u>	<u>98,865</u>

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

Of the \$98,784, Cash and Cash Equivalents, \$195,360 is held by the School on behalf of International Student Fees received in advance.

10. Accounts Receivable

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	857	9,500	9,504
Receivables from the Ministry of Education	23,546	7,900	7,929
Allowance for credit/ losses	-	-	-
Interest Receivable	3,055	6,000	5,932
Banking Staffing Underuse	14,238	-	-
Teacher Salaries Grant Receivable	146,585	137,500	137,338
	<u>188,281</u>	<u>160,900</u>	<u>160,703</u>
Receivables from Exchange Transactions	3,912	15,500	15,436
Receivables from Non-Exchange Transactions	184,370	145,400	145,267
	<u>188,281</u>	<u>160,900</u>	<u>160,703</u>



11. Inventories

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Stationery	2,080	2,000	2,030
School Uniforms	945	1,000	1,020
	<u>3,025</u>	<u>3,000</u>	<u>3,050</u>

12. Investments

The School's investment activities are classified as follows:

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Asset Short-term Bank Deposits	493,417	500,000	498,439
Total Investments	<u>493,417</u>	<u>500,000</u>	<u>498,439</u>

13. Property, Plant and Equipment

	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
2019						
Buildings	358,912	-	-	-	(11,549)	347,364
Furniture and Equipment	309,841	73,018	-	-	(44,097)	338,762
Information and Communication Technology	56,319	-	-	-	(20,118)	36,201
Leased Assets	21,075	18,619	-	-	(26,553)	13,141
Library Resources	30,026	9,123	(575)	-	(10,728)	27,846
Balance at 31 December 2019	<u>776,173</u>	<u>100,760</u>	<u>(575)</u>	<u>-</u>	<u>(113,044)</u>	<u>763,314</u>

	Cost or Valuation \$	Accumulated Depreciation \$	Net Book Value \$
2019			
Buildings	574,425	(227,062)	347,364
Furniture and Equipment	775,099	(473,570)	301,529
Information and Communication Technology	168,967	(132,766)	36,201
Leased Assets	90,442	(40,068)	50,374
Library Resources	85,827	(57,981)	27,845
Balance at 31 December 2019	<u>1,694,760</u>	<u>(931,447)</u>	<u>763,314</u>



	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
2018						
Buildings	370,459	-	-	-	(11,547)	358,912
Furniture and Equipment	209,922	155,954	(11,402)	-	(47,605)	306,869
Information and Communication Technology	66,899	15,991	-	-	(23,540)	59,350
Leased Assets	33,052	2,932	-	-	(14,910)	21,074
Library Resources	30,356	5,444	(1,485)	-	(4,289)	30,026
Balance at 31 December 2018	710,688	180,321	(12,887)	-	(101,949)	776,173

	Cost or Valuation \$	Accumulated Depreciation \$	Net Book Value \$
2018			
Buildings	574,425	(215,513)	358,912
Furniture and Equipment	739,314	(429,473)	309,841
Information and Communication Technology	168,967	(112,648)	56,319
Leased Assets	46,563	(25,488)	21,075
Library Resources	78,201	(48,175)	30,026
Balance at 31 December 2018	1,607,470	(831,297)	776,173

14. Accounts Payable

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Operating Creditors	18,659	15,700	15,717
Accruals	7,281	7,500	7,353
Banking Staffing Overuse	-	-	-
Employee Entitlements - Salaries	159,817	148,000	147,879
Employee Entitlements - Leave Accrual	7,001	9,700	9,670
	192,758	180,900	180,619
Payables for Exchange Transactions	192,758	180,900	180,619
	192,758	180,900	180,619

The carrying value of payables approximates their fair value.



15. Revenue Received in Advance

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
International Student Fees	195,361	90,000	90,248
Other	-	2,000	1,955
	195,361	92,000	92,203

16. Provision for Cyclical Maintenance

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	65,428	65,428	58,340
Increase/ (decrease) to the Provision During the Year	(20,759)	15,000	36,699
Use of the Provision During the Year	-	-	(6,824)
Adjustment to Provision	-	-	(22,787)
Provision at the End of the Year	44,669	80,428	65,428
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Term	44,669	80,428	65,428
	44,669	80,428	65,428

17. Finance Lease Liability

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

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
No Later than One Year	25,766	-	29,095
Later than One Year and no Later than Five Years	22,722	-	31,131
	48,487	-	60,226



18. Funds Held for Capital Works Projects

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

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions	Closing Balances \$
5 year Property Plan Preparation	<i>Completed</i>	-	6,450	(6,775)	325	-
Totals		-	6,450	(6,775)	325	-

Represented by:

Funds Held on Behalf of the Ministry of Education	-
Funds Due from the Ministry of Education	-
	-

	2018	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions	Closing Balances \$
Block A & P Refurbishment	<i>Completed</i>	(29,736)	32,923	(14,298)	11,112	-
Retaining Wall	<i>Completed</i>	-	16,341	(16,341)	-	-
Relocate Junior Playground	<i>Completed</i>	30,380	-	(30,366)	(14)	-
Totals		644	49,264	(61,005)	11,098	-

19. Funds Held on Behalf of CoL Cluster

Matua School is the lead school and holds funds on behalf of the CoL Cluster, a group of schools funded by the Ministry.

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Funds Held at Beginning of the Year	12,682	-	-
Funds Received from Cluster Members	-	-	24,788
Funds Received from MoE	-	-	-
Funds Spent on Behalf of the Cluster	(12,682)	-	(12,105)
Funds Held at Year End	-	-	12,682

These assets and liabilities form part of the school's assets and liabilities and are presented on the school's statement of financial position.

Current Assets

Cash at bank	-	-	12,682
Equity	-	-	12,682



20. 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.

21. Remuneration

Key management personnel compensation

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

	2019 Actual \$	2018 Actual \$
<i>Board Members</i>		
Remuneration	3,730	4,265
Full-time equivalent members	0.37	0.30
<i>Leadership Team</i>		
Remuneration	240,491	231,791
Full-time equivalent members	2	2
Total key management personnel remuneration	244,221	236,056
Total full-time equivalent personnel	2.37	2.30

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

Principal

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

	2019 Actual \$000	2018 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140 - 150	130 - 140
Benefits and Other Emoluments	0 - 10	0 - 10
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2019 FTE Number	2018 FTE Number
0	0.00	0.00
	0.00	0.00

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



22. Compensation and Other Benefits Upon Leaving

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

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

23. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at **31 December 2019** (Contingent liabilities and assets at **31 December 2018**: nil).

Holidays Act Compliance – schools payroll

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

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance. The Ministry has recognised an estimated provision based on the analysis of sample data, which may not be wholly representative of the total dataset for Teacher and Support Staff Entitlements. A more accurate estimate will be possible after further analysis of non-compliance has been completed, and this work is ongoing. Final calculations and potential impact on any specific individual will not be known until further detailed analysis has been completed

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

24. Commitments

(a) Capital Commitments

As at 31 December 2019 the Board has entered into no contract agreements.

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

(b) Operating Commitments

As at 31 December 2019 the Board has entered into no Operating contracts.

25. 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.



26. Financial Instruments

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

Financial assets measured at amortised cost (2018: Loans and receivables)

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash and Cash Equivalents	98,784	45,902	98,865
Receivables	188,281	160,900	160,703
Investments - Term Deposits	493,417	500,000	498,439
Total Financial assets measured at amortised cost	780,482	706,802	758,006

Financial liabilities measured at amortised cost

Payables	192,758	180,900	180,619
Finance Leases	45,032	60,000	52,899
Total Financial Liabilities Measured at Amortised Cost	237,790	240,900	233,518

27. Events After Balance Date

On March 11 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March, New Zealand increased its COVID-19 alert to level 4 and a nationwide lockdown commenced. As part of this lockdown all Schools were closed. Subsequently all Schools and Kura reopened on the 18 May 2020.

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

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

28. Adoption of PBE IFRS 9 Financial Instruments

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

- Note 10 Receivables: This policy has been updated to reflect that the impairment of short-term receivables is now determined by applying an expected credit loss model.
- Note 12 Investments:

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

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

29. Breach of Law

The Board of Trustees did not comply with section 87A (1) of the Education Act 1989 in that it did not submit its annual Financial Statements for audit by the 31 March 2020. On March 11 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later on 26 March, New Zealand increased its' COVID-19 alert level to level 4 and a nationwide lockdown commenced which has caused delays and resulted in a breach of Section 87A(1) of the Education Act. As this situation is out of the Board of Trustees control no audit qualification has been issued for breach of Section 87A(1) of the Education Act.



Tel: +64 7 571 6280
Fax: +64 7 571 6281
tauranga@bdo.co.nz
www.bdo.co.nz

BDO Tauranga
Level 1 The Hub, 525 Cameron
Road, Tauranga 3110
P O Box 15660, Tauranga 3144
New Zealand

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF MATUA SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

The Auditor-General is the auditor of Matua School (the School). The Auditor-General has appointed me, Fraser Lellman, using the staff and resources of BDO Tauranga 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 22, that comprise the statement of financial position as at 31 December 2019, 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 2019 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 as applicable to entities that qualify as tier 2.

Our audit was completed on 28 May 2020. This is the date at which our opinion is expressed.

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

Emphasis of Matter – COVID-19

Without modifying our opinion, we draw attention to the disclosures in note 27 on page 22 which outline the possible effects of the Alert Level 4 lockdown as a result of the COVID-19 pandemic.

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.

PARTNERS: Fraser Lellman CA Kenneth Brown CA Janine Hellyer CA Jenny Lee CA
Donna Taylor CA Paul Manning CA

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

Responsibilities of the Board of Trustees for the financial statements

The Board of Trustees 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 of Trustees 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 of Trustees is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board of Trustees 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 of Trustees' responsibilities arise from the Education Act 1989.

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 of Trustees.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Trustees 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 Novopay 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 of Trustees 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 of Trustees is responsible for the other information. The other information comprises the Analysis of Variance, Board of Trustees Listing and Kiwisport Report, 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* issued by the New Zealand Auditing and Assurance Standards Board.

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



Fraser Lellman
BDO Tauranga
On behalf of the Auditor-General
Tauranga, New Zealand