

DUNTROON SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022



School Directory

Ministry Number: 3732
Principal: Mike Turner
School Address: Campbell Street, Duntroon
School Postal Address: 1 Livingstone Street, RD5K, Oamaru 9494
School Phone: 03 431 2829
School Email: office@duntroon.school.nz

Members of the Board

| Name | Position | How Position Gained | Term Expired/ Expires |
|-------------------|----------------------|---------------------|-----------------------|
| Jason Sanford | Presiding Member | Elected | Jun-23 |
| Mike Turner | Principal ex Officio | | |
| Katherine Horne | Member | Elected | Jun-22 |
| Otto Dogterom | Member | Elected | Jun-23 |
| Linda Mullenger | Member | Elected | Jun-22 |
| Paige Wills | Member | Elected | Jun-22 |
| Lowri O'Callaghan | Member | Elected | Jun-25 |
| Hannah Parsons | Member of Staff | Elected | Dec-22 |
| Loretta Tait | Member of Staff | Elected | Jun-25 |

Accountant / Service Provider:

On Point Accounting Limited

DUNTROON SCHOOL

Annual Report - For the year ended 31 December 2022

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Duntroon School

Statement of Responsibility

For the year ended 31 December 2022

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 2022 fairly reflects the financial position and operations of the school.

The School's 2022 financial statements are authorised for issue by the Board.

Jason Sanford

Full Name of Presiding Member

Jason Sanford

Signature of Presiding Member

30/5/23

Date:

Mike Turner

Full Name of Principal

Mike Turner

Signature of Principal

30.5.23

Date:

Duntroon School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2022

| | Notes | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|---|-------|----------------------|-------------------------------------|----------------------|
| Revenue | | | | |
| Government Grants | 2 | 755,035 | 671,350 | 680,832 |
| Locally Raised Funds | 3 | 64,255 | 48,500 | 84,269 |
| Interest Income | | 1,876 | 1,000 | 137 |
| Total Revenue | | 821,166 | 720,850 | 765,238 |
| Expenses | | | | |
| Locally Raised Funds | 3 | 15,746 | 7,400 | 14,885 |
| Learning Resources | 4 | 548,950 | 504,586 | 516,038 |
| Administration | 5 | 128,748 | 108,935 | 110,360 |
| Finance | | 286 | 30 | 260 |
| Property | 6 | 134,321 | 99,496 | 120,677 |
| | | 828,051 | 720,447 | 762,220 |
| Net Surplus / (Deficit) for the Year | | (6,885) | 403 | 3,018 |
| Other Comprehensive Revenue and Expense | | - | - | - |
| Total Comprehensive Revenue and Expense for the Year | | (6,885) | 403 | 3,018 |

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

Duntroon School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2022

| | Notes | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--|-------|----------------------|-------------------------------------|----------------------|
| Equity at 1 January | | 331,310 | 330,907 | 328,591 |
| Total Comprehensive Revenue and Expense for the Year | | (6,885) | 403 | 3,018 |
| Contributions from the Ministry of Education | | | | |
| Contribution - Furniture and Equipment Grant | | - | - | 2,121 |
| Contribution - Te Mana Tuhono Grant | | 5,135 | - | - |
| Distribution - Property Project | | - | - | (2,420) |
| Equity at 31 December | | 329,560 | 331,310 | 331,310 |
| Accumulated Comprehensive Revenue and Expense | | 660,870 | 662,621 | 662,919 |
| Reserves | | (331,310) | (331,311) | (331,609) |
| Equity at 31 December | | 329,560 | 331,310 | 331,310 |

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.

Duntroon School

Statement of Financial Position

As at 31 December 2022

| | Notes | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|---|-------|----------------------|-------------------------------------|----------------------|
| Current Assets | | | | |
| Cash and Cash Equivalents | 7 | 163,991 | 198,614 | 198,614 |
| Accounts Receivable | 8 | 37,526 | 42,683 | 42,682 |
| GST Receivable | | 4,154 | - | - |
| Prepayments | | 3,282 | 3,623 | 3,623 |
| Inventories | 9 | 2,550 | 2,550 | 2,550 |
| Funds Receivable for Capital Works Projects | 14 | 7,860 | 12,295 | 12,295 |
| | | <u>219,363</u> | <u>259,765</u> | <u>259,764</u> |
| Current Liabilities | | | | |
| GST Payable | | - | 1,478 | 1,478 |
| Accounts Payable | 11 | 45,820 | 43,894 | 43,894 |
| Provision for Cyclical Maintenance | 12 | 15,429 | 31,500 | 31,500 |
| Finance Lease Liability | 13 | 2,043 | 2,006 | 2,006 |
| Funds Held for Capital Works Projects | 14 | 3,270 | - | - |
| Funds Held on Behalf of WRSN Cluster | 15 | 1,717 | 1,560 | 1,560 |
| | | <u>68,279</u> | <u>80,438</u> | <u>80,438</u> |
| Working Capital Surplus/(Deficit) | | 151,084 | 179,327 | 179,327 |
| Non-current Assets | | | | |
| Property, Plant and Equipment | 10 | 192,372 | 181,477 | 181,477 |
| | | <u>192,372</u> | <u>181,477</u> | <u>181,477</u> |
| Non-current Liabilities | | | | |
| Provision for Cyclical Maintenance | 12 | 11,866 | 27,682 | 27,682 |
| Finance Lease Liability | 13 | 2,030 | 1,812 | 1,812 |
| | | <u>13,896</u> | <u>29,494</u> | <u>29,494</u> |
| Net Assets | | <u>329,560</u> | <u>331,310</u> | <u>331,310</u> |
| Equity | | <u>329,560</u> | <u>331,310</u> | <u>331,310</u> |

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

Duntroon School

Statement of Cash Flows

For the year ended 31 December 2022

| | Note | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--|------|----------------------|-------------------------------------|----------------------|
| Cash Flows from Operating Activities | | | | |
| Government Grants | | 238,594 | 188,473 | 217,179 |
| Locally Raised Funds | | 64,255 | 48,500 | 27,115 |
| Goods and Services Tax (net) | | (5,633) | - | (24,916) |
| Payments to Employees | | (120,425) | (89,376) | (97,301) |
| Payments to Suppliers | | (185,286) | (123,567) | (96,854) |
| Interest Paid | | (286) | (30) | - |
| Interest Received | | 1,855 | 1,000 | 879 |
| Net Cash from/(to) Operating Activities | | (6,926) | 25,000 | 26,102 |
| Cash Flows from Investing Activities | | | | |
| Proceeds from Sale of Property Plant & Equipment (and Intangibles) | | - | 4,007 | |
| Purchase of Property Plant & Equipment (and Intangibles) | | (43,963) | (29,007) | (44,723) |
| Proceeds from Sale of Investments | | - | - | 1,304 |
| Net Cash from/(to) Investing Activities | | (43,963) | (25,000) | (43,419) |
| Cash flows from Financing Activities | | | | |
| Furniture and Equipment Grant | | 8,149 | - | |
| Finance Lease Payments | | 255 | - | (3,810) |
| Funds Administered on Behalf of Third Parties | | 7,862 | - | (137,666) |
| Net Cash from/(to) Financing Activities | | 16,266 | - | (141,476) |
| Net increase/(decrease) in cash and cash equivalents | | (34,623) | - | (158,793) |
| Cash and Cash Equivalents at the Beginning of the Year | 7 | 198,614 | 198,614 | 355,117 |
| Cash and Cash Equivalents at the End of the Year | 7 | 163,991 | 198,614 | 198,614 |

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

Duntroon School

Notes to the Financial Statements

For the year ended 31 December 2022

1. Statement of Accounting Policies

a) Reporting Entity

Duntroon 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 statements have been prepared for the period 1 January 2022 to 31 December 2022 and in accordance with the requirements of the Education and Training Act 2020.

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 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 expense 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.

Cyclical maintenance

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 10.

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 13.

Recognition of grants

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward 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.

Other Grants where conditions exist

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 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) 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.

e) 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.

f) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for expected 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.

g) Inventories

Inventories are consumable items held for sale and comprised 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.

h) 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.

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:

| | |
|--|-------------------------|
| Buildings & Improvements | 10–75 years |
| Furniture & Equipment | 10–15 years |
| Information & Communication Technology | 4–5 years |
| Motor Vehicles | 5 years |
| Leased Assets Held under a Finance Lease | Term of Lease |
| Library Resources | 12.5% Diminishing value |

i) 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.).

j) 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.

k) Employee Entitlements

Short-term employee entitlements

Employee entitlements that are expected to be settled within 12 months after the end of the reporting period in which the employees provide 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, 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.

l) 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.

m) 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.

n) 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 Revenue and Expense. In instances where the school is determined to be the principal for providing the service related to the Shared Funds (such as the RTLB programme), all income and expenditure related to the provision of the service is recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

o) 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.

p) 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.

q) 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.

r) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board.

s) 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

| | 2022 Actual | 2022 Budget (Unaudited) | 2021 Actual |
|---|----------------|-------------------------------|----------------|
| | \$ | \$ | \$ |
| Government Grants - Ministry of Education | 231,717 | 182,000 | 191,482 |
| Teachers' Salaries Grants | 425,774 | 414,286 | 414,286 |
| Use of Land and Buildings Grants | 97,544 | 75,064 | 75,064 |
| | <u>755,035</u> | <u>671,350</u> | <u>680,832</u> |

3. Locally Raised Funds

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

| | 2022 Actual | 2022 Budget (Unaudited) | 2021 Actual |
|---|----------------|-------------------------------|----------------|
| | \$ | \$ | \$ |
| Revenue | | | |
| Donations & Bequests | 32,382 | 34,500 | 39,984 |
| Fees for Extra Curricular Activities | 14,014 | 8,200 | 8,730 |
| Trading | 2,533 | - | 3,224 |
| Fundraising & Community Grants | 12,207 | 1,000 | 29,714 |
| Other Revenue | 3,119 | 4,800 | 2,617 |
| | <u>64,255</u> | <u>48,500</u> | <u>84,269</u> |
| Expenses | | | |
| Extra Curricular Activities Costs | 11,522 | 4,200 | 7,894 |
| Trading | 2,551 | 3,000 | 5,132 |
| Fundraising and Community Grant Costs | 1,673 | 200 | 1,859 |
| | <u>15,746</u> | <u>7,400</u> | <u>14,885</u> |
| <i>Surplus/ (Deficit) for the Year Locally Raised Funds</i> | <u>48,509</u> | <u>41,100</u> | <u>69,384</u> |

4. Learning Resources

| | 2022 Actual | 2022 Budget (Unaudited) | 2021 Actual |
|------------------------------|----------------|-------------------------------|----------------|
| | \$ | \$ | \$ |
| Curricular | 33,453 | 23,600 | 35,151 |
| Equipment Repairs | 1,092 | 5,000 | 4,631 |
| Library Resources | 182 | 2,500 | 654 |
| Employee Benefits - Salaries | 479,855 | 445,786 | 442,642 |
| Staff Development | 4,313 | 2,700 | 2,957 |
| Depreciation | 30,055 | 25,000 | 30,003 |
| | <u>548,950</u> | <u>504,586</u> | <u>516,038</u> |

5. Administration

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Audit Fee | 4,439 | 7,000 | 4,310 |
| Board Fees | 2,855 | 3,000 | 3,020 |
| Board Expenses | 13,151 | 10,500 | 15,320 |
| Communication | 3,585 | 2,300 | 1,877 |
| Other | 28,601 | 26,635 | 22,577 |
| Employee Benefits - Salaries | 67,771 | 51,000 | 56,062 |
| Insurance | 4,279 | 3,500 | 3,167 |
| Service Providers, Contractors and Consultancy | 4,067 | 5,000 | 4,027 |
| | 128,748 | 108,935 | 110,360 |

6. Property

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|-------------------------------------|----------------------|-------------------------------------|----------------------|
| Caretaking and Cleaning Consumables | 2,853 | 2,200 | 2,139 |
| Cyclical Maintenance Provision | 11,426 | 5,000 | 19,909 |
| Grounds | 5,387 | 4,500 | 4,222 |
| Heat, Light and Water | 6,564 | 5,000 | 6,858 |
| Rates | 1,523 | 1,732 | 1,298 |
| Repairs and Maintenance | 9,024 | 6,000 | 11,187 |
| Use of Land and Buildings | 97,544 | 75,064 | 75,064 |
| | 134,321 | 99,496 | 120,677 |

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

7. Cash and Cash Equivalents

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Bank Accounts | 163,991 | 198,614 | 198,614 |
| Cash and cash equivalents for Statement of Cash Flows | 163,991 | 198,614 | 198,614 |

Of the \$163,991 Cash and Cash Equivalents, \$1,717 is held by the School on behalf of the WRSN cluster. See note 15 for details of how the funding received for the cluster has been spent in the year.

8. Accounts Receivable

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Receivables from the Ministry of Education | - | - | 3,068 |
| Interest Receivable | 21 | - | - |
| Banking Staffing Underuse | - | - | 3,808 |
| Teacher Salaries Grant Receivable | 37,505 | 42,683 | 35,806 |
| | <u>37,526</u> | <u>42,683</u> | <u>42,682</u> |
| Receivables from Exchange Transactions | 21 | - | 3,068 |
| Receivables from Non-Exchange Transactions | 37,505 | 42,683 | 39,614 |
| | <u>37,526</u> | <u>42,683</u> | <u>42,682</u> |

9. Inventories

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|-----------------|----------------------|-------------------------------------|----------------------|
| School Uniforms | 2,550 | 2,550 | 2,550 |
| | <u>2,550</u> | <u>2,550</u> | <u>2,550</u> |

10. Property, Plant and Equipment

| | Opening Balance (NBV) \$ | Additions \$ | Disposals \$ | Impairment \$ | Depreciation \$ | Total (NBV) \$ |
|---|-----------------------------------|-----------------|-----------------|------------------|--------------------|-------------------|
| 2022 | | | | | | |
| Building Improvements | 97,267 | 13,650 | - | - | (6,760) | 104,157 |
| Furniture & Equipment | 19,547 | 8,798 | - | - | (4,173) | 24,172 |
| Information & Communication Technology | 24,210 | 13,609 | - | - | (9,610) | 28,209 |
| Motor Vehicles | 30,341 | - | - | - | (6,870) | 23,471 |
| Textbooks | - | - | - | - | - | - |
| Leased Assets | 3,718 | 2,632 | - | - | (1,805) | 4,545 |
| Library Resources | 6,394 | 2,261 | - | - | (837) | 7,818 |
| Balance at 31 December 2022 | <u>181,477</u> | <u>40,950</u> | <u>-</u> | <u>-</u> | <u>(30,055)</u> | <u>192,372</u> |

Restrictions

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.

| | 2022 | 2022 | 2022 | 2021 | 2021 | 2021 |
|---|----------------------|-----------------------------|-------------------|----------------------|-----------------------------|-------------------|
| | Cost or Valuation | Accumulated Depreciation | Net Book Value | Cost or Valuation | Accumulated Depreciation | Net Book Value |
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Building Improvements | 260,553 | (156,396) | 104,157 | 246,903 | (149,636) | 97,267 |
| Furniture & Equipment | 199,932 | (175,759) | 24,173 | 191,232 | (171,685) | 19,547 |
| Information & Communication Technology | 62,663 | (34,454) | 28,209 | 49,054 | (24,844) | 24,210 |
| Motor Vehicles | 34,348 | (10,877) | 23,471 | 34,348 | (4,007) | 30,341 |
| Leased Assets | 26,848 | (22,304) | 4,544 | 24,217 | (20,499) | 3,718 |
| Library Resources | 46,304 | (38,486) | 7,818 | 44,043 | (37,649) | 6,394 |
| Balance at 31 December | 630,648 | (438,276) | 192,372 | 589,797 | (408,320) | 181,477 |

11. Accounts Payable

| | 2022 | 2022 | 2021 |
|---|---------------|-----------------------|---------------|
| | Actual | Budget (Unaudited) | Actual |
| | \$ | \$ | \$ |
| Creditors | 1,521 | 2,850 | 2,850 |
| Accruals | 4,439 | 4,310 | 4,310 |
| Employee Entitlements - Salaries | 39,860 | 35,806 | 35,806 |
| Employee Entitlements - Leave Accrual | - | 928 | 928 |
| | 45,820 | 43,894 | 43,894 |
| Payables for Exchange Transactions | 45,820 | 43,894 | 43,894 |
| Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates) | - | - | - |
| Payables for Non-exchange Transactions - Other | - | - | - |
| | 45,820 | 43,894 | 43,894 |

The carrying value of payables approximates their fair value.

12. Provision for Cyclical Maintenance

| | 2022 | 2022 | 2021 |
|---|---------------|-----------------------|---------------|
| | Actual | Budget (Unaudited) | Actual |
| | \$ | \$ | \$ |
| Provision at the Start of the Year | 59,182 | 59,182 | 39,273 |
| Increase to the Provision During the Year | 11,426 | 5,000 | 19,909 |
| Use of the Provision During the Year | (43,313) | (5,000) | - |
| Other Adjustments | - | - | - |
| Provision at the End of the Year | 27,295 | 59,182 | 59,182 |
| Cyclical Maintenance - Current | 15,429 | 31,500 | 31,500 |
| Cyclical Maintenance - Non current | 11,866 | 27,682 | 27,682 |
| | 27,295 | 59,182 | 59,182 |

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 / Property consultant review.

13. Finance Lease Liability

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

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| No Later than One Year | 2,043 | 2,006 | 2,006 |
| Later than One Year and no Later than Five Years | 2,377 | 2,216 | 2,216 |
| Future Finance Charges | (347) | (404) | (404) |
| | <u>4,073</u> | <u>3,818</u> | <u>3,818</u> |
| Represented by | | | |
| Finance Lease Liability - Current | 2,043 | 2,006 | 2,006 |
| Finance Lease Liability - Non current | 2,030 | 1,812 | 1,812 |
| | <u>4,073</u> | <u>3,818</u> | <u>3,818</u> |

14. 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 9.

| 2022 | Opening Balances \$ | Receipts from MoE \$ | Payments \$ | Board Contributions \$ | Closing Balances \$ |
|--------------------------|---------------------------|----------------------------|-----------------|------------------------------|---------------------------|
| Dental Clinic Conversion | (7,860) | - | - | - | (7,860) |
| Room 4 Modernisation | (4,435) | 2,649 | 1,786 | - | - |
| Carpet Replacement | - | 36,788 | (33,518) | - | 3,270 |
| Water Fountain | - | 7,220 | (7,220) | - | - |
| Totals | <u>(12,295)</u> | <u>46,657</u> | <u>(38,952)</u> | <u>-</u> | <u>(4,590)</u> |

Represented by:

| | |
|---|---------|
| Funds Held on Behalf of the Ministry of Education | 3,270 |
| Funds Receivable from the Ministry of Education | (7,860) |

| 2021 | Opening Balances \$ | Receipts from MoE \$ | Payments \$ | Board Contributions \$ | Closing Balances \$ |
|--------------------------|---------------------------|----------------------------|------------------|------------------------------|---------------------------|
| Dental Clinic Conversion | - | (2,420) | - | 2,420 | - |
| Playground Development | (2,449) | 2,449 | - | - | - |
| Heat Pump Project | - | 21,790 | (21,790) | - | - |
| Roofing Project | - | 55,000 | (55,000) | - | - |
| Room 4 Modernisation | - | 67,944 | (80,239) | - | (12,295) |
| Solar Panel Project | - | 51,861 | (51,861) | - | - |
| Totals | <u>(2,449)</u> | <u>196,624</u> | <u>(208,890)</u> | <u>2,420</u> | <u>(12,295)</u> |

Represented by:

| | |
|---|----------|
| Funds Held on Behalf of the Ministry of Education | - |
| Funds Receivable from the Ministry of Education | (12,295) |

15. Funds Held on Behalf of Cluster / Transport Network

Duntroon School is the lead school and holds funds on behalf of the cluster, a group of schools funded by the Ministry.

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|--------------------------------------|----------------------|-------------------------------------|----------------------|
| Funds Held at Beginning of the Year | 1,560 | 1,560 | |
| Funds Received from Cluster Members | 4,374 | - | 5,500 |
| Total funds received | <u>4,374</u> | <u>-</u> | <u>5,500</u> |
| Funds Spent on Behalf of the Cluster | 4,217 | - | 3,940 |
| Funds remaining | <u>157</u> | <u>-</u> | <u>1,560</u> |
| Funds Held at Year End | <u><u>1,717</u></u> | <u><u>1,560</u></u> | <u><u>1,560</u></u> |

16. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

17. Remuneration

Key management personnel compensation

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

| | 2022 Actual \$ | 2021 Actual \$ |
|---|-----------------------|-----------------------|
| <i>Board Members</i> Remuneration | 2,855 | 3,020 |
| <i>Leadership Team</i> Remuneration | 113,645 | 110,517 |
| Full-time equivalent members | 1.00 | 1.00 |
| Total key management personnel remuneration | <u><u>116,500</u></u> | <u><u>113,537</u></u> |

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 1

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

| | 2022 Actual \$000 | 2021 Actual \$000 |
|--|-------------------------|-------------------------|
| Salaries and Other Short-term Employee Benefits: | | |
| Salary and Other Payments | 110 - 120 | 100 - 110 |
| Benefits and Other Emoluments | 3 - 4 | 3 - 4 |
| Termination Benefits | - | - |

Other Employees

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

| Remuneration \$000 | 2022 FTE Number | 2021 FTE Number |
|-----------------------|--------------------|--------------------|
| 100 - 110 | - | - |
| | <u>0.00</u> | <u>0.00</u> |

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

18. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be board members, committee members, 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:

| | 2022 Actual \$0.00 | 2021 Actual \$0.00 |
|---------------------------|--------------------------|--------------------------|
| Total Number of People | - | - |

19. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2022 (Contingent liabilities and assets at 31 December 2021: nil).

The Ministry of Education provided additional funding for both the Support Staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The School has not been notified of the final wash up calculation relating to 31 December 2022. The final calculations impact on the financial statements is unable to be determined at the date of reporting.

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's review of the schools sector payroll to ensure compliance with the Holidays Act 2003 is ongoing. Final calculations and potential impact on any specific individual will not be known until further detailed analysis and solutions have been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2022, a contingent liability for the school may exist.

20. Commitments

(a) Capital Commitments

As at 31 December 2022 the Board has entered into contract agreements for capital works as follows:

(b) \$70,593 contract to complete the Room 4 modernisation as agent for the Ministry of Education. This project is fully funded by the Ministry and was fully completed in 2022. This project has been approved by the Ministry; and

(c) \$37,673 contract to replace carpet as agent for the Ministry of Education. The project is fully funded by the Ministry and \$36,788 has been received of which \$33,518 has been spent on the project to balance date. This project has been approved by the Ministry.

(Capital commitments at 31 December 2021: \$70,660)

21. 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

| | 2022 Actual \$ | 2022 Budget (Unaudited) \$ | 2021 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Cash and Cash Equivalents | 163,991 | 198,614 | 198,614 |
| Receivables | 37,526 | 42,683 | 42,682 |
| Total Financial Assets Measured at Amortised Cost | <u>201,517</u> | <u>241,297</u> | <u>241,296</u> |

Financial Liabilities Measured at Amortised Cost

| | | | |
|--|---------------|---------------|---------------|
| Payables | 45,820 | 43,894 | 43,894 |
| Finance Leases | 4,073 | 3,818 | 3,818 |
| Total Financial Liabilities Measured at Amortised Cost | <u>49,893</u> | <u>47,712</u> | <u>47,712</u> |

22. Events After Balance Date

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

23. Comparatives

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

Duntroon School

Kiwisport Report

For the year ended 31 December 2022

During the year the Board was the recipient of additional Government funding for specific purposes:

Kiwisport is a Government funded initiative to support students' participation in organised sport. In 2022, the school received total Kiwisport funding of \$1,298 (excluding GST). The funding was spent on coaching seminars provided by Youthtown.

The number of students participating in organised sport was 100% of the school roll.

Personnel Policy Compliance (s73 and s74 Public Service Act 2020)

For the year ended 31 December 2022

The Duntroon School Board:

- 1 Has developed and implemented personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
- 2 Has reviewed its compliance against both its personnel policy and procedures and Education Review Office Board assurance Statement Personnel (Section 4) and can report that it meets all requirements and identified best practice;
- 3 Is a good employer as defined by the Public Service Act 2020 and complies with the conditions contained in the employment contracts applying to teaching and non-teaching staff;
- 4 Ensures all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without bias or discrimination;
- 5 Meets all EEO requirements