

ST JOSEPH'S CATHOLIC SCHOOL (PUKEKOHE)

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

School Directory

Ministry Number: 1497
Principal: Ursula Hall
School Address: 94 Seddon Street, Pukekohe
School Postal Address: PO Box 1292, Pukekohe, 2340
School Phone: 09 2387745
School Email: stjoesoffice@stjosephs.co.nz

Members of the Board of Trustees

Name	Position	How Position Gained	Term Expires/ Expired
Aaron de Farias	Chair Person	Elected	1/05/2019
Ursula Hall	Principal	ex Officio	-
Erin van der Gulik	Parent Rep	Elected	1/05/2019
Paul Shaw	Parent Rep	Co-opted	1/05/2019
Nichola Tarapa	Parent Rep	Elected	1/05/2019
Malakai Tohi	Parent Rep	Elected	1/05/2019
Lori Mravicich	Staff Rep	Elected	1/05/2019
Raewyn Austen	Proprietors Rep	Appointed	1/05/2019
Sandra Hawke	Proprietors Rep	Appointed	1/05/2019
Father Robert Steele	Proprietors Rep	Appointed	-
Losa Helu	Proprietors Rep	Appointed	-

Accountant / Service Provider: Education Services Ltd

ST JOSEPH'S CATHOLIC SCHOOL (PUKEKOHE)

Annual Report - For the year ended 31 December 2018

Index

Page	Statement
	Financial Statements
1	Statement of Responsibility
2	Statement of Comprehensive Revenue and Expense
3	Statement of Changes in Net Assets/Equity
4	Statement of Financial Position
5	Statement of Cash Flows
6 - 11	Statement of Accounting Policies
12 - 20	Notes to the Financial Statements
	Other Information
	Analysis of Variance
	Kiwisport

St Joseph's Catholic School (Pukekohe)

Statement of Responsibility

For the year ended 31 December 2018

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 2018 fairly reflects the financial position and operations of the school.

The School's 2018 financial statements are authorised for issue by the Board.

Aaron de Farices

Full Name of Board Chairperson

Ursula Mary Hall

Full Name of Principal

UUMF

Signature of Board Chairperson

u.m.h.

Signature of Principal

15 May 2019

Date:

15/05/19

Date:

St Joseph's Catholic School (Pukekohe)
Statement of Comprehensive Revenue and Expense
For the year ended 31 December 2018

		2018	2018	2017
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Revenue				
Government Grants	2	2,245,948	2,205,892	2,321,823
Locally Raised Funds	3	70,217	99,442	81,863
Use of Land and Buildings Integrated		545,913	545,913	545,913
Interest Earned		16,384	8,107	17,023
Gain on Sale of Property, Plant and Equipment		160	-	-
International Students	4	19,913	-	15,904
		<u>2,898,535</u>	<u>2,859,354</u>	<u>2,982,526</u>
Expenses				
Locally Raised Funds	3	65,281	62,049	75,046
International Students	4	10,137	-	7,113
Learning Resources	5	1,853,802	1,834,558	1,950,614
Administration	6	155,412	164,300	156,583
Finance Costs		964	1,000	1,418
Property	7	717,339	717,124	724,744
Depreciation	8	81,740	71,000	82,898
Loss on Disposal of Property, Plant and Equipment		462	-	866
Amortisation of Equitable Lease		4,491	4,491	4,491
		<u>2,889,628</u>	<u>2,854,522</u>	<u>3,003,773</u>
Net Surplus / (Deficit)		8,907	4,832	(21,247)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>8,907</u>	<u>4,832</u>	<u>(21,247)</u>

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

St Joseph's Catholic School (Pukekohe)
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2018

	Actual 2018 \$	Budget (Unaudited) 2018 \$	Actual 2017 \$
Balance at 1 January	<u>855,755</u>	<u>879,188</u>	<u>877,002</u>
Total comprehensive revenue and expense for the year	8,907	4,832	(21,247)
Capital Contributions from the Ministry of Education			
Equity at 31 December	<u>864,662</u>	<u>884,020</u>	<u>855,755</u>
Retained Earnings	864,662	884,020	855,755
Equity at 31 December	<u>864,662</u>	<u>884,020</u>	<u>855,755</u>

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

St Joseph's Catholic School (Pukekohe)
Statement of Financial Position

As at 31 December 2018

		2018	2018	2017
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	9	551,275	274,301	161,940
Accounts Receivable	10	103,142	94,149	104,595
GST Receivable		7,531	19,831	8,261
Prepayments		7,602	6,360	7,680
Inventories	11	173	367	310
Investments	12	-	317,241	332,544
		<u>669,723</u>	<u>712,249</u>	<u>615,330</u>
Current Liabilities				
Accounts Payable	15	148,708	180,122	148,479
Revenue Received in Advance	16	5,351	1,961	3,981
Provision for Cyclical Maintenance	17	42,314	38,610	16,207
Finance Lease Liability - Current Portion	18	5,042	8,359	7,729
		<u>201,415</u>	<u>229,052</u>	<u>176,396</u>
Working Capital Surplus/(Deficit)		468,308	483,197	438,934
Non-current Assets				
Property, Plant and Equipment	13	406,383	418,000	432,985
Equitable Leasehold Interest	14	67,368	67,368	71,859
		<u>473,751</u>	<u>485,368</u>	<u>504,844</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	17	75,083	78,796	83,078
Finance Lease Liability	18	2,314	5,749	4,945
		<u>77,397</u>	<u>84,545</u>	<u>88,023</u>
Net Assets		<u>864,662</u>	<u>884,020</u>	<u>855,755</u>
Equity		<u>864,662</u>	<u>884,020</u>	<u>855,755</u>

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

St Joseph's Catholic School (Pukekohe)

Statement of Cash Flows

For the year ended 31 December 2018

		2018	2018	2017
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
		\$	\$	\$
Cash flows from Operating Activities				
Government Grants		649,317	673,674	681,748
Locally Raised Funds		68,250	99,442	84,831
International Students		19,913	-	15,904
Goods and Services Tax (net)		730	-	11,569
Payments to Employees		(341,895)	(303,731)	(360,532)
Payments to Suppliers		(299,609)	(410,191)	(371,269)
Cyclical Maintenance Payments in the year		-	-	(2,572)
Interest Paid		(964)	1,000	-
Interest Received		14,769	8,107	15,736
Net cash from / (to) the Operating Activities		110,511	68,301	75,415
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		-	-	4,134
Purchase of PPE (and Intangibles)		(51,101)	(69,000)	(74,363)
Purchase of Investments		-	-	(15,303)
Proceeds from Sale of Investments		332,544	-	-
Net cash from / (to) the Investing Activities		281,443	(69,000)	(85,532)
Cash flows from Financing Activities				
Finance Lease Payments		(2,619)	-	(7,029)
Net cash from Financing Activities		(2,619)	-	(7,029)
Net increase/(decrease) in cash and cash equivalents		389,335	(699)	(17,146)
Cash and cash equivalents at the beginning of the year	9	161,940	275,000	179,086
Cash and cash equivalents at the end of the year	9	551,275	274,301	161,940

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.

St Joseph's Catholic School (Pukekohe)

Notes to the Financial Statements

1. Statement of Accounting Policies

For the year ended 31 December 2018

a) Reporting Entity

St Joseph's Catholic School (Pukekohe) (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 2018 to 31 December 2018 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 13.

Critical Judgements in applying accounting policies

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

Classification of leases

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 18.

Recognition of grants

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

c) Revenue Recognition

Government Grants

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

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

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

Other Grants

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

Grants for the use of land and buildings are also 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 Proprietor. Use of land and building grants are recorded as income in the period the school uses the land and building.

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 Proprietor. The expense is based on an assumed market rental yield on the land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Proprietor.

e) Operating Lease Payments

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

f) Finance Lease Payments

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

g) Cash and Cash Equivalents

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

h) Accounts Receivable

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

i) Inventories

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

j) Investments

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

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

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

The School has met the requirements of Schedule 6 para 28 of the Education Act 1989 in relation to the acquisition of investment securities.

k) Property, Plant and Equipment

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

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 \$1000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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

Leased Assets

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

Depreciation

Property, plant and equipment 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:

Leased assets are depreciated over the life of the lease.

l) Intangible Assets

Software costs

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

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

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. Its fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

The carrying value of software is amortised on a straight line basis over its useful life. The useful life of software is estimated as three years. The amortisation charge for each period and any impairment loss is recorded in the Statement of Comprehensive Revenue and Expense.

m) Impairment of property, plant, and equipment and intangible assets

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit.

n) Accounts Payable

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

o) Employee Entitlements*Short-term employee entitlements*

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

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows

p) Revenue Received in Advance

Revenue received in advance relates to fees received from students and grants received where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

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

q) Funds Held in Trust

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

r) Shared Funds

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

s) Provision for Cyclical Maintenance

The property from which the school operates is owned by the Proprietor. The Board is responsible for maintaining the land, building 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 provisions for cyclical maintenance represents the obligations the Board has to the Proprietor and is based on the Board's ten year property plan (10YPP).

t) Financial Assets and Liabilities

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

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

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

u) Borrowings

Borrowings are recognised at the amount borrowed. Borrowings are classified as current liabilities unless the School has an unconditional right to defer settlement of the liability for at least 12 months after the balance date.

v) Goods and Services Tax (GST)

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

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

Commitments and contingencies are disclosed exclusive of GST.

w) Budget Figures

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

x) Services received in-kind

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

2. Government Grants

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operational grants	515,200	521,439	513,294
Teachers' salaries grants	1,584,815	1,532,218	1,658,597
Other MoE Grants	145,758	144,735	140,134
Other government grants	175	7,500	9,798
	<u>2,245,948</u>	<u>2,205,892</u>	<u>2,321,823</u>

3. Locally Raised Funds

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

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Revenue			
Donations	9,407	-	1,330
Bequests & Grants	-	10,000	21,395
Activities	39,283	59,442	39,227
Trading	4,693	-	7,955
Fundraising	16,834	-	11,956
Other Revenue	-	30,000	-
	<u>70,217</u>	<u>99,442</u>	<u>81,863</u>
Expenses			
Activities	49,238	62,049	63,573
Trading	5,139	-	11,473
Fundraising costs	10,904	-	-
	<u>65,281</u>	<u>62,049</u>	<u>75,046</u>
<i>Surplus for the year Locally raised funds</i>	<u>4,936</u>	<u>37,393</u>	<u>6,817</u>

4. International Student Revenue and Expenses

	2018 Actual Number	2018 Budget (Unaudited) Number	2017 Actual Number
International Student Roll	11	0	11
	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Revenue			
International student fees	19,913	-	15,904
Expenses			
International student levy	43	-	-
Other Expenses	10,094	-	7,113
	<u>10,137</u>	<u>-</u>	<u>7,113</u>
<i>Surplus for the year International Students'</i>	<u>9,776</u>	<u>-</u>	<u>8,791</u>

5. Learning Resources

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	51,753	51,609	51,898
Library resources	1,514	1,500	1,443
Employee benefits - salaries	1,779,658	1,693,949	1,870,205
Staff development	20,877	87,500	27,068
	<u>1,853,802</u>	<u>1,834,558</u>	<u>1,950,614</u>

6. Administration

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	5,984	6,000	5,810
Board of Trustees Fees	3,441	7,200	4,460
Board of Trustees Expenses	8,844	7,700	7,520
Communication	6,472	4,950	3,544
Consumables	9,037	13,500	12,563
Operating Lease	395	2,800	393
Other	22,359	26,850	22,338
Employee Benefits - Salaries	88,506	89,000	92,962
Insurance	6,574	6,300	6,993
Service Providers, Contractors and Consultancy	3,800	-	-
	<u>155,412</u>	<u>164,300</u>	<u>156,583</u>

7. Property

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	41,811	44,700	43,023
Cyclical Maintenance Expense	18,112	19,211	22,219
Grounds	2,696	2,800	2,513
Heat, Light and Water	25,014	26,000	24,445
Repairs and Maintenance	22,624	22,500	26,849
Use of Land and Buildings	545,913	545,913	545,913
Security	4,154	3,000	2,803
Employee Benefits - Salaries	57,015	53,000	56,979
	<u>717,339</u>	<u>717,124</u>	<u>724,744</u>

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

8. Depreciation

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements	587	402	469
Furniture and Equipment	37,831	35,339	41,262
Information and Communication Technology	30,363	24,481	28,583
Leased Assets	7,962	6,268	7,318
Library Resources	4,997	4,510	5,266
	<u>81,740</u>	<u>71,000</u>	<u>82,898</u>

9. Cash and Cash Equivalents

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash on Hand	50	-	50
Bank Current Account	111,714	274,301	85,178
Bank Call Account	1,741	-	1,124
Short-term Bank Deposits	437,770	-	75,588
Cash equivalents and bank overdraft for Cash Flow Statement	<u>551,275</u>	<u>274,301</u>	<u>161,940</u>

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

10. Accounts Receivable

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	1,184	1,664	716
Receivables from the Ministry of Education	175	-	-
Interest Receivable	3,488	586	1,873
Teacher Salaries Grant Receivable	98,295	91,899	102,006
	<u>103,142</u>	<u>94,149</u>	<u>104,595</u>
Receivables from Exchange Transactions	4,847	2,250	2,589
Receivables from Non-Exchange Transactions	98,295	91,899	102,006
	<u>103,142</u>	<u>94,149</u>	<u>104,595</u>

11. Inventories

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Stationery	173	367	310
	<u>173</u>	<u>367</u>	<u>310</u>

12. Investments

The School's investment activities are classified as follows:

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Current Asset			
Short-term Bank Deposits	-	317,241	332,544

13. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Building Improvements	15,900	-	-	-	(587)	15,313
Furniture and Equipment	307,113	19,045	(462)	-	(37,831)	287,865
Information and Communication Technology	61,105	28,327	-	-	(30,363)	59,069
Leased Assets	12,009	3,360	(579)	-	(7,962)	6,828
Library Resources	36,858	5,447	-	-	(4,997)	37,308
Balance at 31 December 2018	432,985	56,179	(1,041)	-	(81,740)	406,383

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Building Improvements	23,464	(8,151)	15,313
Furniture and Equipment	729,199	(441,334)	287,865
Information and Communication Technology	322,348	(263,279)	59,069
Leased Assets	25,323	(18,495)	6,828
Library Resources	119,418	(82,110)	37,308
Balance at 31 December 2018	1,219,752	(813,369)	406,383

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Building Improvements	16,369	-	-	-	(469)	15,900
Furniture and Equipment	303,562	44,820	(4)	-	(41,262)	307,116
Information and Communication Technology	69,731	20,324	(368)	-	(28,583)	61,104
Leased Assets	13,732	5,595	-	-	(7,318)	12,009
Library Resources	37,531	5,665	(1,074)	-	(5,266)	36,856
Balance at 31 December 2017	440,925	76,404	(1,446)	-	(82,898)	432,985

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Building Improvements	23,464	(7,564)	15,900
Furniture and Equipment	821,109	(513,993)	307,116
Information and Communication Technology	296,431	(235,327)	61,104
Leased Assets	23,353	(11,344)	12,009
Library Resources	113,971	(77,115)	36,856
Balance at 31 December 2017	1,278,328	(845,343)	432,985

14. Equitable Leasehold Interest

An equitable leasehold interest recognises an interest in an asset without transferring ownership or creating a charge over the asset. This equitable leasehold interest represents the board's interest in capital works assets owned by the proprietor but paid for in whole or in part by the Board of Trustees, either from Government funding or from community raised funds.

A lease between the board and the proprietor records the terms of the equitable leasehold interest and includes a detailed schedule of capital works assets. The equitable leasehold interest is amortised over 10-40 years based on the economic life of the capital works asset(s) involved. The interest may be realised on the sale of the capital works by the proprietor of the closure of the school.

The major capital works assets included in the equitable leasehold interest are:

	2018 Actual \$	2018 Budget \$	2017 Actual \$
Three classrooms	67,368	67,368	71,859
	<u>67,368</u>	<u>67,368</u>	<u>71,859</u>

15. Accounts Payable

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operating creditors	27,759	69,760	30,638
Accruals	8,354	5,984	-
Employee Entitlements - salaries	98,295	91,899	102,006
Employee Entitlements - leave accrual	14,300	12,479	15,835
	<u>148,708</u>	<u>180,122</u>	<u>148,479</u>

Payables for Exchange Transactions	153,172	180,122	148,479
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>153,172</u>	<u>180,122</u>	<u>148,479</u>

The carrying value of payables approximates their fair value.

16. Revenue Received in Advance

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Income in Advance	5,351	1,961	3,981
	<u>5,351</u>	<u>1,961</u>	<u>3,981</u>

17. Provision for Cyclical Maintenance

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Provision at the Start of the Year	99,285	98,195	79,638
Increase to the Provision During the Year	18,112	19,211	22,219
Use of the Provision During the Year	-	-	(2,572)
Provision at the End of the Year	<u>117,397</u>	<u>117,406</u>	<u>99,285</u>
Cyclical Maintenance - Current	42,314	38,610	16,207
Cyclical Maintenance - Term	75,083	78,796	83,078
	<u>117,397</u>	<u>117,406</u>	<u>99,285</u>

18. Finance Lease Liability

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

	2018 Actual	2018 Budget (Unaudited)	2017 Actual
No Later than One Year	\$ 5,042	\$ 8,359	\$ 7,729
Later than One Year and no Later than Five Years	2,314	5,749	4,945
	<u>7,356</u>	<u>14,108</u>	<u>12,674</u>

19. 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.

The Proprietor of the School (The Roman Catholic Bishop of Auckland) is a related party of the Board because the proprietor appoints representatives to the Board, giving the proprietor significant influence over the Board. Any services or contributions between the Board and Proprietor that are material transactions that have occurred has been disclosed appropriately.

The Proprietor provides land and buildings free of charge for use by the Board as noted in Note 1(c). The estimated value of this use during 2018 is included in the Statement of Comprehensive Revenue and Expense as "Use of land and buildings".

20. Remuneration

Key management personnel compensation

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

	2018 Actual \$	2017 Actual \$
<i>Board Members</i>		
Remuneration	3,441	3,575
Full-time equivalent members	0.26	0.23
<i>Leadership Team</i>		
Remuneration	317,334	324,239
Full-time equivalent members	3.00	3.00
Total key management personnel remuneration	320,775	327,814
Total full-time equivalent personnel	3.26	3.23

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:

	2018 Actual \$000	2017 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	130 - 140	130-140
Benefits and Other Emoluments	3 - 4	-
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2018 FTE Number	2017 FTE Number
100 - 110	1.00	1.00
	1.00	1.00

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

21. 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:

	2018 Actual	2017 Actual
Total	-	-
Number of People	-	-

22. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2018 except as noted below. (Contingent liabilities and assets at 31 December 2017: nil).

There is a contingent asset for a cash repayment from the Ministry for underspending the School's banking staffing entitlement during 2018. The Ministry has yet to decide how much it will pay to the School. We cannot reliably measure the cash repayment at the date of signing these financial statements, as it may be less than the full value of the banking staffing entitlement underspend at 31 December 2018, (\$7,013) We will record the amount we receive as revenue in the 2019 financial year.

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, however the potential impact on any specific school or individual and any associated historical liability will not be known until further detailed analysis has been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2018, a contingent liability for the school may exist.

23. Commitments

(a) Capital Commitments

In 2018 the school accepted a quote for a full wash and re-paint of the administration block in term 1 2019, total cost \$17,991 plus GST. (2017:Nil).

(b) Operating Commitments

As at 31 December 2018 the Board has entered into the following contracts:

(a) operating lease of laptops;

	2018 Actual \$	2017 Actual \$
No later than One Year	-	135
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	<u>-</u>	<u>135</u>

24. 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.

25. Financial Instruments

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

Loans and receivables

	2018	2018	2017
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Cash and Cash Equivalents	551,275	274,301	161,940
Receivables	103,142	94,149	104,595
Investments - Term Deposits	-	317,241	332,544
Total Loans and Receivables	<u>654,417</u>	<u>685,691</u>	<u>599,079</u>

Financial liabilities measured at amortised cost

Payables	148,708	180,122	148,479
Borrowings - Loans	-	-	-
Finance Leases	7,356	14,108	12,674
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>156,064</u>	<u>194,230</u>	<u>161,153</u>

26. Events After Balance Date

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

27. Comparatives

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

Independent Auditor's Report

To the Readers of St Joseph's Catholic School (Pukekohe)'s Financial Statements For the Year Ended 31 December 2018

The Auditor-General is the auditor of St Joseph's Catholic School (Pukekohe) (the School). The Auditor-General has appointed me, Darren Wright, using the staff and resources of William Buck Audit (NZ) Limited, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 2 to 20, that comprise the statement of financial position as at 31 December 2018, 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 2018; 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 PBE Accounting Standards (PBE IPSAS) Reduced Disclosure Regime.

Our audit was completed on 15 May 2019. This is the date at which our opinion is expressed.

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

Basis for our opinion

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

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

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

CHARTERED ACCOUNTANTS & ADVISORS

Level 4, 21 Queen Street
Auckland 1010, New Zealand
PO Box 106 090
Auckland 1143, New Zealand
Telephone: +64 9 366 5000
williambuck.co.nz

William Buck (NZ) Limited.

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 controls.
- 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 in the Annual Report. The other information comprises the information included on page 1 and on pages entitled Other Information, 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 (Revised): 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.

A handwritten signature in blue ink, appearing to read 'D Wright'.

Darren Wright

William Buck Audit (NZ) Limited

On behalf of the Auditor-General
Auckland, New Zealand