

# TOKOROA CENTRAL SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### School Directory

<b>Ministry Number:</b>	2035
<b>Principal:</b>	Debbie Follas
<b>School Address:</b>	Clyde Street
<b>School Postal Address:</b>	P O Box 643, Tokoroa, 3444
<b>School Phone:</b>	07 886 6780
<b>School Email:</b>	office@tokoroacentral.school.nz

#### Members of the Board of Trustees

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Term Expires/ Expired</b>
Johnny Dryden	Chairperson	Elected	Jun 2022
Debbie Follas	Principal	ex Officio	
Quintin True	Parent Rep	Elected	Jun 2022
Koni Tuau	Parent Rep	Elected	Jun 2022
Brady Sheck	Staff Rep	Elected	Jun 2022

**Accountant / Service Provider:** Education Services Ltd

# TOKOROA CENTRAL SCHOOL

Annual Report - For the year ended 31 December 2020

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# Tokoroa Central School

## Statement of Responsibility

For the year ended 31 December 2020

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 2020 fairly reflects the financial position and operations of the school.

The School's 2020 financial statements are authorised for issue by the Board.

JOHN DRYDEN

Full Name of Board Chairperson

[Signature]

Signature of Board Chairperson

1/6/2021

Date:

Debra Marie Follis

Full Name of Principal

[Signature]

Signature of Principal

1/6/2021

Date:

**Tokoroa Central School**  
**Statement of Comprehensive Revenue and Expense**  
For the year ended 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
<b>Revenue</b>				
Government Grants	2	1,658,210	1,541,201	1,541,591
Locally Raised Funds	3	70,336	55,400	26,820
Interest income		967	3,500	3,432
		<u>1,729,513</u>	<u>1,600,101</u>	<u>1,571,843</u>
<b>Expenses</b>				
Locally Raised Funds	3	2,989	13,500	32,789
Learning Resources	4	1,090,350	994,648	980,392
Administration	5	77,759	111,296	100,180
Finance		1,219	260	3,011
Property	6	386,074	382,563	317,964
Depreciation	7	73,740	61,413	67,413
Loss on Disposal of Property, Plant and Equipment		-	-	33,165
		<u>1,632,131</u>	<u>1,563,680</u>	<u>1,534,914</u>
<b>Net Surplus / (Deficit) for the year</b>		<b>97,382</b>	<b>36,421</b>	<b>36,929</b>
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><b>97,382</b></u>	<u><b>36,421</b></u>	<u><b>36,929</b></u>

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



**Tokoroa Central School**  
**Statement of Changes in Net Assets/Equity**  
For the year ended 31 December 2020

	Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
<b>Balance at 1 January</b>		807,755	727,608	770,826
Total comprehensive revenue and expense for the year Capital Contributions from the Ministry of Education		97,382	36,421	36,929
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9		-	-	-
<b>Equity at 31 December</b>	22	905,137	764,029	807,755
Retained Earnings		905,137	764,029	807,755
<b>Equity at 31 December</b>		905,137	764,029	807,755

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.



# Tokoroa Central School

## Statement of Financial Position

As at 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	272,784	71,120	335,825
Accounts Receivable	9	117,188	50,370	83,484
GST Receivable		77,180	10,334	10,517
Prepayments		3,665	257	1,009
Inventories	10	3,875	1,408	1,203
Funds owed for Capital Works Projects	16	187,072	-	573
		<u>661,764</u>	<u>133,489</u>	<u>432,611</u>
<b>Current Liabilities</b>				
Accounts Payable	12	316,918	77,372	108,791
Revenue Received in Advance	13	3,476	1,076	3,101
Provision for Cyclical Maintenance		-	-	-
Finance Lease Liability - Current Portion	15	16,970	12,688	13,750
		<u>337,364</u>	<u>91,136</u>	<u>125,642</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>324,400</b>	<b>42,353</b>	<b>306,969</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	11	618,963	758,527	517,725
		<u>618,963</u>	<u>758,527</u>	<u>517,725</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	14	20,970	20,970	10,485
Finance Lease Liability	15	17,256	15,881	6,454
		<u>38,226</u>	<u>36,851</u>	<u>16,939</u>
<b>Net Assets</b>		<u><u>905,137</u></u>	<u><u>764,029</u></u>	<u><u>807,755</u></u>
<b>Equity</b>		<u><u>905,137</u></u>	<u><u>764,029</u></u>	<u><u>807,755</u></u>

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



**Tokoroa Central School**  
**Statement of Cash Flows**  
For the year ended 31 December 2020

		2020	2020	2019
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		533,712	552,275	492,570
Locally Raised Funds		69,961	86,100	28,736
Goods and Services Tax (net)		(66,663)	-	(183)
Payments to Employees		(162,575)	(168,000)	(142,750)
Payments to Suppliers		(282,056)	(408,490)	(229,652)
Interest Paid		(1,219)	(260)	(3,011)
Interest Received		977	3,500	3,422
<b>Net cash from/(to) Operating Activities</b>		<b>92,137</b>	<b>65,125</b>	<b>149,132</b>
<b>Cash flows from Investing Activities</b>				
Purchase of Property Plant & Equipment (and Intangibles)		(142,563)	(176,700)	(17,520)
<b>Net cash from/(to) Investing Activities</b>		<b>(142,563)</b>	<b>(176,700)</b>	<b>(17,520)</b>
<b>Cash flows from Financing Activities</b>				
Finance Lease Payments		(17,308)	(19,781)	(10,630)
Funds Held for Capital Works Projects		4,693	-	12,367
<b>Net cash from/(to) Financing Activities</b>		<b>(12,615)</b>	<b>(19,781)</b>	<b>1,737</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(63,041)</b>	<b>(131,356)</b>	<b>133,349</b>
Cash and cash equivalents at the beginning of the year	8	335,825	202,476	202,476
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>272,784</b>	<b>71,120</b>	<b>335,825</b>

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

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



# Tokoroa Central School

## Notes to the Financial Statements

### For the year ended 31 December 2020

#### 1. Statement of Accounting Policies

##### a) Reporting Entity

Tokoroa Central 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 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 2020 to 31 December 2020 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 and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

###### *PBE Accounting Standards Reduced Disclosure Regime*

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

###### *Measurement Base*

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

###### *Presentation Currency*

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

###### *Specific Accounting Policies*

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





### ***Critical Accounting Estimates And Assumptions***

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

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

#### ***Cyclical maintenance***

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

#### ***Useful lives of property, plant and equipment***

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

### ***Critical Judgements in applying accounting policies***

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

#### ***Classification of leases***

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

#### ***Recognition of grants***

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

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.



**Other Grants**

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

**Donations, Gifts and Bequests**

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

**Interest Revenue**

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

**d) Use of Land and Buildings Expense**

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

**e) Operating Lease Payments**

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

**f) Finance Lease Payments**

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

**g) Cash and Cash Equivalents**

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

**h) Accounts Receivable**

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

**i) Inventories**

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



## **j) Investments**

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

## **k) Property, Plant and Equipment**

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

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

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

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

### **Finance Leases**

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

### **Depreciation**

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

The estimated useful lives of the assets are:

Building Improvements	18-40 years
Furniture and Equipment	5-15 years
Information and Communication	5-15 years
Library Resources	8 years DV
Leased assets held under a Finance Lease	Term of 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 that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. It's fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

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

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

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

### *Non cash generating assets*

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

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

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

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

## **n) Accounts Payable**

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



#### **o) Employee Entitlements**

##### *Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

##### *Long-term employee entitlements*

Employee benefits that are 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 the School's control. These amounts are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

#### **s) Provision for Cyclical Maintenance**

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

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

#### **t) Financial 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 categorised as 'financial assets measured at amortised cost' for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards.

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



**u) Borrowings**

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

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

**v) Goods and Services Tax (GST)**

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

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

Commitments and contingencies are disclosed exclusive of GST.

**w) Budget Figures**

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

**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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Operational Grants	482,687	512,073	463,783
Teachers' Salaries Grants	954,703	801,448	865,598
Use of Land and Buildings Grants	186,837	207,478	181,127
Resource Teachers Learning and Behaviour Grants	2,491	1,000	1,301
Other MoE Grants	31,492	19,202	29,782
	<u>1,658,210</u>	<u>1,541,201</u>	<u>1,541,591</u>

The school has opted in to the donations scheme for this year. Total amount received was \$29,400.

## 3. Locally Raised Funds

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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
<b>Revenue</b>			
Donations	1,909	5,000	70
Bequests & Grants	60,000	60,000	-
Activities	802	6,100	11,144
Trading	5,876	(15,700)	14,776
Fundraising	1,400	-	475
Other Revenue	349	-	355
	<u>70,336</u>	<u>55,400</u>	<u>26,820</u>
<b>Expenses</b>			
Activities	1,026	-	18,132
Trading	2,050	13,500	13,531
Fundraising (Costs of Raising Funds)	(87)	-	1,126
	<u>2,989</u>	<u>13,500</u>	<u>32,789</u>
<i>Surplus/(Deficit) for the year Locally raised funds</i>	<u>67,347</u>	<u>41,900</u>	<u>(5,969)</u>

## 4. Learning Resources

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Curricular	46,846	78,900	42,365
Library Resources	1,526	1,400	1,453
Employee Benefits - Salaries	1,034,718	893,848	921,803
Staff Development	7,260	20,500	14,771
	<u>1,090,350</u>	<u>994,648</u>	<u>980,392</u>



## 5. Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
	\$	\$	\$
Audit Fee	4,997	4,546	4,546
Board of Trustees Fees	2,915	3,300	3,310
Board of Trustees Expenses	1,168	3,000	2,855
Communication	4,167	4,800	4,377
Consumables	8,084	9,900	9,068
Operating Lease	-	4,000	-
Other	16,285	20,850	12,709
Employee Benefits - Salaries	26,010	45,000	48,012
Insurance	4,293	3,900	3,869
Service Providers, Contractors and Consultancy	9,840	12,000	11,434
	<u>77,759</u>	<u>111,296</u>	<u>100,180</u>

## 6. Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
	\$	\$	\$
Caretaking and Cleaning Consumables	40,842	37,900	18,230
Cyclical Maintenance Expense	10,485	10,485	10,485
Grounds	25,417	24,000	6,114
Heat, Light and Water	16,035	20,500	21,096
Rates	6,078	6,200	6,126
Repairs and Maintenance	84,535	57,000	44,495
Use of Land and Buildings	186,837	207,478	181,127
Security	509	4,000	2,418
Employee Benefits - Salaries	15,336	15,000	20,895
Consultancy And Contract Services	-	-	6,978
	<u>386,074</u>	<u>382,563</u>	<u>317,964</u>

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

## 7. Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
	\$	\$	\$
Building Improvements	15,519	13,795	15,143
Furniture and Equipment	28,885	22,457	24,651
Information and Communication Technology	8,246	10,750	11,800
Leased Assets	20,362	13,653	14,987
Library Resources	728	758	832
	<u>73,740</u>	<u>61,413</u>	<u>67,413</u>





### 8. Cash and Cash Equivalents

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash on Hand	100	-	100
Bank Current Account	203,318	27,641	251,909
Bank Call Account	18,461	43,479	33,204
Short-term Bank Deposits	50,905	-	50,612
Cash and cash equivalents for Statement of Cash Flows	<u>272,784</u>	<u>71,120</u>	<u>335,825</u>

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

Of the \$272,784 Cash and Cash Equivalents \$1,240 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2021 on Crown owned school buildings under the School's Five Year Property Plan.

### 9. Accounts Receivable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Receivables	3,734	2,875	2,984
Receivables from the Ministry of Education	1,782	-	-
Banking Staffing Underuse	42,955	1,608	22,051
Interest Receivable	-	-	10
Teacher Salaries Grant Receivable	68,717	45,887	58,439
	<u>117,188</u>	<u>50,370</u>	<u>83,484</u>
Receivables from Exchange Transactions	5,516	2,875	2,994
Receivables from Non-Exchange Transactions	111,672	47,495	80,490
	<u>117,188</u>	<u>50,370</u>	<u>83,484</u>

### 10. Inventories

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Stationery	3,528	808	712
Lunches	347	600	491
	<u>3,875</u>	<u>1,408</u>	<u>1,203</u>



## 11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Building Improvements	299,669	84,720	-	-	(15,519)	368,870
Furniture and Equipment	169,647	56,828	-	-	(28,885)	197,591
Information and Communication Tech	26,264	-	-	-	(8,246)	18,018
Leased Assets	16,317	33,430	-	-	(20,362)	29,385
Library Resources	5,828	-	-	-	(728)	5,099
<b>Balance at 31 December 2020</b>	<b>517,725</b>	<b>174,978</b>	<b>-</b>	<b>-</b>	<b>(73,740)</b>	<b>618,963</b>

The net carrying value of equipment held under a finance lease is \$29,385 (2019: \$16,317)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Building Improvements	480,110	(111,240)	368,870
Furniture and Equipment	454,830	(257,239)	197,591
Information and Communication	142,414	(124,396)	18,018
Leased Assets	93,160	(63,775)	29,385
Library Resources	46,404	(41,305)	5,099
<b>Balance at 31 December 2020</b>	<b>1,216,918</b>	<b>(597,955)</b>	<b>618,963</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	347,022	860	(33,070)	-	(15,143)	299,669
Furniture and Equipment	181,550	12,748	-	-	(24,651)	169,647
Information and Communication Tech	38,064	-	-	-	(11,800)	26,264
Leased Assets	26,801	4,704	(201)	-	(14,987)	16,317
Library Resources	6,621	39	-	-	(832)	5,828
<b>Balance at 31 December 2019</b>	<b>600,058</b>	<b>18,351</b>	<b>(33,271)</b>	<b>-</b>	<b>(67,413)</b>	<b>517,725</b>

The net carrying value of equipment held under a finance lease is \$16,317 (2018: \$26,801)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	395,390	(95,721)	299,669
Furniture and Equipment	398,001	(228,354)	169,647
Information and Communication	142,414	(116,150)	26,264
Leased Assets	59,730	(43,413)	16,317
Library Resources	46,404	(40,576)	5,828
<b>Balance at 31 December 2019</b>	<b>1,041,939</b>	<b>(524,214)</b>	<b>517,725</b>



## 12. Accounts Payable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Operating Creditors	238,708	24,928	42,614
Accruals	4,452	3,555	3,426
Capital Accruals for PPE items	-	-	1,015
Employee Entitlements - Salaries	68,717	45,887	58,439
Employee Entitlements - Leave Accrual	5,041	3,002	3,297
	<u>316,918</u>	<u>77,372</u>	<u>108,791</u>
Payables for Exchange Transactions	316,918	77,372	108,791
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>316,918</u>	<u>77,372</u>	<u>108,791</u>

The carrying value of payables approximates their fair value.

## 13. Revenue Received in Advance

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Income in Advance	3,476	1,076	3,101
	<u>3,476</u>	<u>1,076</u>	<u>3,101</u>

## 14. Provision for Cyclical Maintenance

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Provision at the Start of the Year	10,485	10,485	-
Increase to the Provision During the Year	10,485	10,485	10,485
Provision at the End of the Year	<u>20,970</u>	<u>20,970</u>	<u>10,485</u>
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Term	20,970	20,970	10,485
	<u>20,970</u>	<u>20,970</u>	<u>10,485</u>

## 15. Finance Lease Liability

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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
No Later than One Year	17,528	12,688	13,750
Later than One Year and no Later than Five Years	17,580	15,881	6,454
	<u>35,108</u>	<u>28,569</u>	<u>20,204</u>



## 16. Funds Owed (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:

2020		Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
A:B Classroom Modern Learning	<i>in progress</i>	10,057	204,105	(216,726)	(22,770)	22,678
Special Needs Electronic Door	<i>in progress</i>	(9,484)	-	(8,244)	-	(1,240)
LSC - Dental Clinic	<i>in progress</i>	-	-	(2,600)	-	2,600
SIP/AMS Blk B: Teaching Space	<i>in progress</i>	-	200,000	(363,034)	-	163,034
<b>Totals</b>		<b>573</b>	<b>404,105</b>	<b>(590,604)</b>	<b>(22,770)</b>	<b>187,072</b>

### Represented by:

Funds Held on Behalf of the Ministry of Education	(1,240)
Funds Due from the Ministry of Education	188,312
	<u>187,072</u>

2019		Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
Accessible Bathroom	<i>completed</i>	3,834	6,250	(2,416)	-	-
Special Needs Site Fencing	<i>completed</i>	4,756	-	4,756	-	-
A:B Classroom Modern Learning	<i>in progress</i>	4,350	-	(5,707)	-	10,057
Special Needs Electronic Door	<i>in progress</i>	-	12,883	(3,399)	-	(9,484)
<b>Totals</b>		<b>12,940</b>	<b>19,133</b>	<b>(6,766)</b>	<b>-</b>	<b>573</b>

## 17. 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.



## 18. Remuneration

### Key management personnel compensation

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

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	2,915	3,310
Full-time equivalent members	0.24	0.20
<i>Leadership Team</i>		
Remuneration	500,264	408,469
Full-time equivalent members	5.15	4.00
Total key management personnel remuneration	503,179	411,779
Total full-time equivalent personnel	5.39	4.20

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:

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140 - 150	130 - 140
Benefits and Other Emoluments	4 - 5	3 - 4
Termination Benefits	-	-

### Other Employees

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

Remuneration \$000	2020 FTE Number	2019 FTE Number
100 - 110	-	-
	0.00	0.00

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

## 19. 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:

	2020 Actual	2019 Actual
Total	-	-
Number of People	-	-



## 20. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2020 (Contingent liabilities and assets at 31 December 2019: nil).

### Holidays Act Compliance – schools payroll

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

The Ministry's review of the schools sector payroll to ensure compliance with the Holidays Act 2003 is ongoing. The current phase of this review is to design potential solutions for any compliance breaches discovered in the initial phase of the Programme. 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 2020, a contingent liability for the school may exist.

## 21. Commitments

### (a) Capital Commitments

There are no capital commitments as at 31 December 2020 (Capital commitments at 31 December 2019: nil).

### (b) Operating Commitments

There are no operating commitments as at 31 December 2020 (Operating commitments at 31 December 2019: nil).

## 22. 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.

## 23. 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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash and Cash Equivalents	272,784	71,120	335,825
Receivables	117,188	50,370	83,484
Investments - Term Deposits	-	-	-
<b>Total Financial assets measured at amortised cost</b>	<b>389,972</b>	<b>121,490</b>	<b>419,309</b>

### Financial liabilities measured at amortised cost

Payables	316,918	77,372	108,791
Borrowings - Loans	-	-	-
Finance Leases	34,226	28,569	20,204
Painting Contract Liability	-	-	-
<b>Total Financial Liabilities Measured at Amortised Cost</b>	<b>351,144</b>	<b>105,941</b>	<b>128,995</b>



#### 24. Events After Balance Date

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

#### 25. Comparatives

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



## **Tokoroa Central School**

### **Kiwisport**

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2020, the school received total Kiwisport funding of \$2,515 (excluding GST). The funding was spent on sporting endeavours.





Tel: +64 07 571 6280  
Fax: +64 07 571 6281  
www.bdo.nz

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

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF TOKOROA CENTRAL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

The Auditor-General is the auditor of Tokoroa Central School (the School). The Auditor-General has appointed me, Fraser Lellman, using the staff and resources of BDO Tauranga, to carry out the audit of the financial statements of the School on his behalf.

#### Opinion

We have audited the financial statements of the School on pages 2 to 21, that comprise the statement of financial position as at 31 December 2020, 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 2020; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector Public Benefit Entity Standards Reduced Disclosure Regime as applicable to entities that qualify as Tier 2.

Our audit was completed on 14 June 2021. This is the date at which our opinion is expressed.

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

#### Basis for our opinion

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

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

**PARTNERS:** Fraser Lellman CA  
Donna Taylor CA

Kenneth Brown CA  
Paul Manning CA

Janine Hellyer CA  
Jenny Lee CA

**ASSOCIATE:** Michael Lim CA

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

### **Responsibilities of the Board for the financial statements**

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board 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 is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board's responsibilities, in terms of the requirements of the Education and Training Act 2020, arise from section 87 of the Education Act 1989.

### **Responsibilities of the auditor for the audit of the financial statements**

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

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

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

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

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

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

to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the 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 regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

#### **Other information**

The Board is responsible for the other information. The other information comprises the analysis of variance, Board of Trustees listing and Kwisport report, but does not include the financial statements, and our auditor's report thereon.

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

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

#### **Independence**

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

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



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