

Blockhouse Bay Primary School

Annual Report for the year ended 31 December 2018

| | |
|-------------------------------|--|
| Ministry Number: | 1233 |
| Principal: | Neil Robinson |
| School Address: | 584 Blockhouse Bay Road, Auckland |
| School Postal Address: | 584 Blockhouse Bay Road, Auckland 0600 |
| School Phone: | 09 627 9940 |
| School Email: | office@blockhousebay.school.nz |
| Service Provider: | Edtech Financial Services Ltd |

Blockhouse Bay Primary School

Members of the Board of Trustees

For the year ended 31 December 2018

| Name | Position | How position on Board gained | Occupation | Term expired/expires |
|----------------|------------------|-------------------------------------|-------------------|-----------------------------|
| Craig Holt | Chairperson | voted on | Principal | 2019 |
| Stephen Dallow | Treasurer | voted on | Real Estate | 2019 |
| Neil Robinson | Principal | | | |
| Carly Arghand | Secretary | voted on | Child Care | 2019 |
| Sheereen Ali | Personal | voted on | Education | 2019 |
| Travis Brown | Property | voted on | Sport | 2019 |
| Mandy Barrett | Staff rep | voted on | Teacher | 2019 |
| Leanne Hems | Minute Secretary | | | |

Blockhouse Bay Primary School

Annual Report

For the year ended 31 December 2018

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Blockhouse Bay Primary School
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.

Sheereen Ali

Full Name of Board Chairperson

Neil Robinson

Full Name of Principal

[Signature]

Signature of Board Chairperson

[Signature]

Signature of Principal

30.5.2019

Date:

30.5.2019

Date:

Blockhouse Bay Primary School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2018

| | Notes | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---|-------|----------------------|-------------------------------------|----------------------|
| Revenue | | | | |
| Government Grants | 2 | 4,691,883 | 3,598,001 | 4,588,656 |
| Locally Raised Funds | 3 | 213,697 | 90,300 | 348,485 |
| Interest Earned | | 4,750 | 1,800 | 4,434 |
| Gain on Sale of Property, Plant and Equipment | | - | - | 16,248 |
| International Students | 4 | 112,570 | 111,300 | 122,409 |
| | | <hr/> | <hr/> | <hr/> |
| | | 5,022,900 | 3,801,401 | 5,080,232 |
| Expenses | | | | |
| Locally Raised Funds | 3 | 92,833 | 2,200 | 143,207 |
| International Students | 4 | 16,278 | 3,620 | 7,179 |
| Learning Resources | 5 | 3,011,959 | 2,565,828 | 2,892,823 |
| Administration | 6 | 295,142 | 298,542 | 273,587 |
| Finance Costs | | 4,271 | - | 845 |
| Property | 7 | 1,421,281 | 791,211 | 1,466,956 |
| Depreciation | 8 | 202,431 | 140,000 | 184,422 |
| Loss on Disposal of Property, Plant and Equipment | | 9,430 | - | - |
| | | <hr/> | <hr/> | <hr/> |
| | | 5,053,625 | 3,801,401 | 4,969,019 |
| Net Surplus / (Deficit) for the year | | (30,725) | - | 111,213 |
| Other Comprehensive Revenue and Expenses | | - | - | - |
| Total Comprehensive Revenue and Expense for the Year | | <hr/> <hr/> (30,725) | <hr/> <hr/> - | <hr/> <hr/> 111,213 |

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

Blockhouse Bay Primary School
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2018

| | 2018 | 2018 | 2017 |
|--|---------------|--------------------|---------------|
| | Actual | Budget | Actual |
| | \$ | (Unaudited) | \$ |
| | \$ | \$ | \$ |
| Balance at 1 January | 2,043,851 | 2,043,851 | 1,915,150 |
| Total comprehensive revenue and expense for the year | (30,725) | - | 111,213 |
| Capital Contributions from the Ministry of Education | | | |
| Contribution - Furniture and Equipment Grant | - | - | 17,488 |
| Equity at 31 December | 2,013,126 | 2,043,851 | 2,043,851 |
| Retained Earnings | 2,013,126 | 2,043,851 | 2,043,851 |
| Equity at 31 December | 2,013,126 | 2,043,851 | 2,043,851 |

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

Blockhouse Bay Primary School

Statement of Financial Position

As at 31 December 2018

| | | 2018 | 2018 | 2017 |
|---|-------|-------------|-------------|-------------|
| | Notes | Actual | Budget | Actual |
| | | \$ | (Unaudited) | \$ |
| | | | \$ | |
| Current Assets | | | | |
| Cash and Cash Equivalents | 9 | 194,467 | 137,683 | 193,108 |
| Accounts Receivable | 10 | 266,903 | 148,000 | 173,940 |
| GST Receivable | | 33,468 | 24,000 | 24,587 |
| Prepayments | | 12,542 | 17,000 | 17,494 |
| Inventories | 11 | 716 | 18,000 | 18,186 |
| Investments | 12 | 106,674 | 103,000 | 103,887 |
| | | <hr/> | <hr/> | <hr/> |
| | | 614,770 | 447,683 | 531,202 |
| Current Liabilities | | | | |
| Accounts Payable | 14 | 264,789 | 184,500 | 190,848 |
| Borrowings - Due in one year | 15 | - | - | 5,939 |
| Revenue Received in Advance | 16 | 25,002 | 77,000 | 81,895 |
| Provision for Cyclical Maintenance | 17 | 31,560 | 5,100 | 51,403 |
| Finance Lease Liability - Current Portion | 18 | 29,055 | 21,000 | 4,700 |
| Funds Held for Capital Works Projects | 19 | 18,818 | - | 12,093 |
| | | <hr/> | <hr/> | <hr/> |
| | | 369,224 | 287,600 | 346,878 |
| Working Capital Surplus/(Deficit) | | 245,546 | 160,083 | 184,324 |
| Non-current Assets | | | | |
| Property, Plant and Equipment | 13 | 1,893,385 | 2,003,568 | 1,941,568 |
| | | <hr/> | <hr/> | <hr/> |
| | | 1,893,385 | 2,003,568 | 1,941,568 |
| Non-current Liabilities | | | | |
| Provision for Cyclical Maintenance | 17 | 85,884 | 91,800 | 78,646 |
| Finance Lease Liability | 18 | 39,921 | 28,000 | 3,395 |
| | | <hr/> | <hr/> | <hr/> |
| | | 125,805 | 119,800 | 82,041 |
| Net Assets | | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |
| | | 2,013,126 | 2,043,851 | 2,043,851 |
| Equity | | | | |
| | | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |
| | | 2,013,126 | 2,043,851 | 2,043,851 |

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

Blockhouse Bay Primary School

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 | | 1,022,898 | 853,320 | 957,594 |
| Locally Raised Funds | | 193,680 | 107,300 | 316,113 |
| International Students | | 70,370 | 134,300 | 146,577 |
| Goods and Services Tax (net) | | (8,881) | (20,000) | (20,539) |
| Payments to Employees | | (593,982) | (441,478) | (589,675) |
| Payments to Suppliers | | (502,277) | (513,842) | (572,459) |
| Cyclical Maintenance Payments in the year | | (11,245) | - | (46,295) |
| Interest Paid | | (4,271) | - | (845) |
| Interest Received | | 3,018 | 2,600 | 5,801 |
| Net cash from / (to) the Operating Activities | | 169,310 | 122,200 | 196,272 |
| Cash flows from Investing Activities | | | | |
| Proceeds from Sale of PPE (and Intangibles) | | (9,430) | - | 16,248 |
| Purchase of PPE (and Intangibles) | | (73,784) | (231,719) | (321,755) |
| Purchase of Investments | | (2,787) | (3,000) | (3,887) |
| Net cash from / (to) the Investing Activities | | (86,001) | (234,719) | (309,394) |
| Cash flows from Financing Activities | | | | |
| Furniture and Equipment Grant | | - | - | 17,488 |
| Finance Lease Payments | | (11,564) | 40,600 | (800) |
| Loans Received/ Repayment of Loans | | (5,939) | - | 5,939 |
| Funds Held for Capital Works Projects | | (64,447) | - | (22,411) |
| Net cash from / (to) Financing Activities | | (81,950) | 40,600 | 216 |
| Net increase/(decrease) in cash and cash equivalents | | 1,359 | (71,919) | (112,906) |
| Cash and cash equivalents at the beginning of the year | 9 | 193,108 | 209,602 | 306,014 |
| Cash and cash equivalents at the end of the year | 9 | 194,467 | 137,683 | 193,108 |

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 omitted.

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Blockhouse Bay Primary School

Notes to the Financial Statements

For the year ended 31 December 2018

1. Statement of Accounting Policies

Reporting Entity

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

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".

The School has early adopted PBE IFRS 9 Financial Instruments from the year ended 31 December 2018 (although not mandatory until periods beginning on or after 1 January 2022). This accounting standard introduces new requirements for the classification and measurement of financial assets and financial liabilities, impairment of assets, and rules for hedge accounting. The Board of Trustees is of the view that there is no material impact to the recognition or measurement of financial instruments and disclosure of the school's financial assets and liabilities for the current period and each prior period presented.

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.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

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.

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.

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.

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.

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.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

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.

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.

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.

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 under Schedule 6 Section 28 of the Education Act 1989 in relation to the acquisition of investment securities.

Property, Plant and Equipment

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

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

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

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

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

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

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:

| | |
|--|-------------------------|
| Buildings - School | 40 years |
| Furniture and equipment | 5-40 years |
| Information and communication technology | 4-5 years |
| Leased assets held under a Finance Lease | 3 years |
| Library resources | 12.5% Diminishing value |

Impairment of property, plant, and equipment

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 are 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.

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.

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.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

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.

Revenue Received in Advance

Revenue received in advance relates to fees received from international students, outdoor education, pool key bonds, 2019 activity fees and hall bonds 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 this revenue received in advance, should the School be unable to provide the services to which they relate.

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).

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 and finance lease liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

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 Statement of Cash Flows.

Commitments and contingencies are disclosed exclusive of GST.

Budget Figures

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

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.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

2 Government Grants

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Operational grants | 764,414 | 716,977 | 724,581 |
| Teachers' salaries grants | 2,467,249 | 2,200,000 | 2,402,651 |
| Use of Land and Buildings grants | 1,191,397 | 544,681 | 1,199,621 |
| Resource teachers learning and behaviour grants | 7,372 | 8,478 | 3,326 |
| Other MoE Grants | 261,451 | 126,365 | 251,887 |
| Other government grants | - | 1,500 | 6,590 |
| | <u>4,691,883</u> | <u>3,598,001</u> | <u>4,588,656</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 | 102,623 | 68,000 | 141,032 |
| Fundraising | 31,344 | - | 57,943 |
| Other Revenue | 10,237 | 10,500 | 19,661 |
| Trading | 49,278 | 8,000 | 75,062 |
| Activities | 20,215 | 3,800 | 54,787 |
| | <u>213,697</u> | <u>90,300</u> | <u>348,485</u> |
| Expenses | | | |
| Activities | 19,939 | 2,200 | 59,612 |
| Trading | 59,723 | - | 64,847 |
| Fundraising costs | 13,171 | - | 18,748 |
| | <u>92,833</u> | <u>2,200</u> | <u>143,207</u> |
| | <u>120,864</u> | <u>88,100</u> | <u>205,278</u> |

Surplus/ (Deficit) for the year Locally Raised Funds

4 International Student Revenue and Expenses

| | 2018 Actual Number | 2018 Budget (Unaudited) Number | 2017 Actual Number |
|----------------------------|--------------------------|---|--------------------------|
| International Student Roll | 4 | 4 | 4 |
| | | | |
| | | | |
| Revenue | | | |
| International student fees | 112,570 | 111,300 | 122,409 |
| Expenses | | | |
| Commissions | 11,471 | 1,120 | 4,221 |
| International student levy | 4,807 | 2,500 | 2,958 |
| | <u>16,278</u> | <u>3,620</u> | <u>7,179</u> |
| | <u>96,292</u> | <u>107,680</u> | <u>115,230</u> |

Surplus/ (Deficit) for the year International Students

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

5 Learning Resources

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Curricular | 66,787 | 67,600 | 51,138 |
| Information and communication technology | 39,922 | 47,800 | 61,054 |
| Library resources | 1,975 | 1,700 | 991 |
| Employee benefits - salaries | 2,882,332 | 2,426,478 | 2,755,881 |
| Staff development | 20,943 | 22,250 | 23,759 |
| | <u>3,011,959</u> | <u>2,565,828</u> | <u>2,892,823</u> |

Australia Trip - This was a trip to Australia for a conference which two teachers attended. This trip was funded by the school. The total expense for this trip was \$8,813 which is included in the staff development line above.

6 Administration

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Audit Fee | 6,364 | 7,000 | 6,179 |
| Board of Trustees Fees | 5,510 | 5,000 | 5,005 |
| Board of Trustees Expenses | 16,224 | 14,200 | 12,808 |
| Communication | 6,345 | 6,300 | 5,998 |
| Consumables | 18,926 | 20,200 | 20,735 |
| Operating Lease | 8,534 | 8,700 | 8,587 |
| Other | 22,544 | 19,642 | 19,745 |
| Employee Benefits - Salaries | 193,999 | 202,000 | 180,357 |
| Insurance | 9,030 | 8,000 | 7,606 |
| Service Providers, Contractors and Consultancy | 7,666 | 7,500 | 6,567 |
| | <u>295,142</u> | <u>298,542</u> | <u>273,587</u> |

7 Property

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|-------------------------------------|----------------------|-------------------------------------|----------------------|
| Caretaking and Cleaning Consumables | 19,438 | 19,880 | 17,381 |
| Consultancy and Contract Services | 110,379 | 118,450 | 65,214 |
| Cyclical Maintenance Expense | (1,359) | 30,000 | 48,385 |
| Grounds | 23,352 | 13,200 | 18,238 |
| Heat, Light and Water | 44,069 | 39,500 | 40,147 |
| Repairs and Maintenance | 22,118 | 16,000 | 36,083 |
| Use of Land and Buildings | 1,191,397 | 544,681 | 1,199,621 |
| Security | 11,887 | 9,500 | 8,777 |
| Employee Benefits - Salaries | - | - | 33,110 |
| | <u>1,421,281</u> | <u>791,211</u> | <u>1,466,956</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.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

8 Depreciation

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Buildings | 36,901 | 26,800 | 36,900 |
| Furniture and Equipment | 91,965 | 70,750 | 84,534 |
| Information and Communication Technology | 49,637 | 36,450 | 54,821 |
| Leased Assets | 20,407 | 3,215 | 4,347 |
| Library Resources | 3,521 | 2,785 | 3,820 |
| | <u>202,431</u> | <u>140,000</u> | <u>184,422</u> |

9 Cash and Cash Equivalents

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Bank Current Account | 28,245 | 4,683 | - |
| Bank Call Account | 166,222 | 133,000 | 193,108 |
| Cash and cash equivalents for Cash Flow Statement | <u>194,467</u> | <u>137,683</u> | <u>193,108</u> |

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

Of the \$194,467 Cash and Cash Equivalents, \$18,818 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2019 on Crown owned school buildings under the School's Five Year Property Plan.

10 Accounts Receivable

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| Receivables | 6,031 | 1,000 | 707 |
| Receivables from the Ministry of Education | 96,962 | - | 25,790 |
| Interest Receivable | 1,732 | - | - |
| Teacher Salaries Grant Receivable | 162,178 | 147,000 | 147,443 |
| | <u>266,903</u> | <u>148,000</u> | <u>173,940</u> |
| Receivables from Exchange Transactions | 7,763 | 1,000 | 707 |
| Receivables from Non-Exchange Transactions | 259,140 | 147,000 | 173,233 |
| | <u>266,903</u> | <u>148,000</u> | <u>173,940</u> |

11 Inventories

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|-----------------|----------------------|-------------------------------------|----------------------|
| Stationery | 716 | 500 | 554 |
| School Uniforms | - | 17,500 | 17,632 |
| | <u>716</u> | <u>18,000</u> | <u>18,186</u> |

12 Investments

The School's investment activities are classified as follows:

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--------------------------|----------------------|-------------------------------------|----------------------|
| Current Asset | | | |
| Short-term Bank Deposits | 106,674 | 103,000 | 103,887 |
| | <u>106,674</u> | <u>103,000</u> | <u>103,887</u> |



Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

13 Property, Plant and Equipment

| | Opening Balance (NBV) | Additions | Disposals | Impairment | Depreciation | Total (NBV) |
|--|--------------------------|----------------|----------------|------------|------------------|------------------|
| 2018 | \$ | \$ | \$ | \$ | \$ | \$ |
| Buildings | 1,106,758 | - | - | - | (36,901) | 1,069,857 |
| Furniture and equipment | 706,699 | 72,822 | (1,508) | - | (91,965) | 686,048 |
| Information and communication technology | 94,002 | 4,408 | (3,367) | - | (49,637) | 45,406 |
| Leased assets | 7,367 | 80,464 | - | - | (20,407) | 67,424 |
| Library resources | 26,742 | 5,984 | (4,555) | - | (3,521) | 24,650 |
| Balance at 31 December 2018 | 1,941,568 | 163,678 | (9,430) | - | (202,431) | 1,893,385 |

| | Cost or Valuation | Accumulated Depreciation | Net Book Value |
|--|----------------------|-----------------------------|------------------|
| 2018 | \$ | \$ | \$ |
| Buildings | 1,476,039 | (406,182) | 1,069,857 |
| Furniture and equipment | 1,641,409 | (955,361) | 686,048 |
| Information and communication technology | 251,500 | (206,094) | 45,406 |
| Leased assets | 94,214 | (26,790) | 67,424 |
| Library resources | 86,948 | (62,298) | 24,650 |
| Balance at 31 December 2018 | 3,550,110 | (1,656,725) | 1,893,385 |

The Board considers that no assets have suffered an impairment during the year.

The net carrying value of equipment held under a finance lease is \$67,424 (2017: \$7,367).

| | Opening Balance (NBV) | Additions | Disposals | Impairment | Depreciation | Total (NBV) |
|--|--------------------------|----------------|----------------|------------|------------------|------------------|
| 2017 | \$ | \$ | \$ | \$ | \$ | \$ |
| Buildings | 1,143,658 | - | - | - | (36,900) | 1,106,758 |
| Furniture and equipment | 514,883 | 276,350 | - | - | (84,534) | 706,699 |
| Information and communication technology | 112,041 | 38,376 | (1,594) | - | (54,821) | 94,002 |
| Leased assets | 8,458 | 3,256 | - | - | (4,347) | 7,367 |
| Library resources | 25,309 | 7,030 | (1,777) | - | (3,820) | 26,742 |
| Balance at 31 December 2017 | 1,804,349 | 325,012 | (3,371) | - | (184,422) | 1,941,568 |

| | Cost or Valuation | Accumulated Depreciation | Net Book Value |
|--|----------------------|-----------------------------|------------------|
| 2017 | \$ | \$ | \$ |
| Buildings | 1,476,039 | (369,281) | 1,106,758 |
| Furniture and equipment | 1,599,558 | (892,859) | 706,699 |
| Information and communication technology | 443,408 | (349,406) | 94,002 |
| Leased assets | 13,750 | (6,383) | 7,367 |
| Library resources | 97,586 | (70,844) | 26,742 |
| Balance at 31 December 2017 | 3,630,341 | (1,688,773) | 1,941,568 |

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

14 Accounts Payable

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---------------------------------------|----------------------|-------------------------------------|----------------------|
| Operating creditors | 64,831 | 21,000 | 21,046 |
| Accruals | 6,500 | 6,500 | 6,179 |
| Employee Entitlements - salaries | 183,637 | 147,000 | 153,802 |
| Employee Entitlements - leave accrual | 9,821 | 10,000 | 9,821 |
| | <u>264,789</u> | <u>184,500</u> | <u>190,848</u> |
| | | | |
| Payables for Exchange Transactions | 264,789 | 184,500 | 190,848 |
| | <u>264,789</u> | <u>184,500</u> | <u>190,848</u> |

The carrying value of payables approximates their fair value.

15 Borrowings

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|-----------------|----------------------|-------------------------------------|----------------------|
| Due in One Year | - | - | 5,939 |
| | <u>-</u> | <u>-</u> | <u>5,939</u> |

16 Revenue Received in Advance

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|----------------------------|----------------------|-------------------------------------|----------------------|
| International Student Fees | 10,663 | 52,000 | 52,863 |
| Other | 14,339 | 25,000 | 29,032 |
| | <u>25,002</u> | <u>77,000</u> | <u>81,895</u> |

17 Provision for Cyclical Maintenance

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Provision at the Start of the Year | 130,049 | 130,049 | 127,959 |
| Increase to the Provision During the Year | (1,359) | 30,000 | 48,385 |
| Use of the Provision During the Year | (11,246) | (63,149) | (46,295) |
| Provision at the End of the Year | <u>117,444</u> | <u>96,900</u> | <u>130,049</u> |
| | | | |
| Cyclical Maintenance - Current | 31,560 | 5,100 | 51,403 |
| Cyclical Maintenance - Term | 85,884 | 91,800 | 78,646 |
| | <u>117,444</u> | <u>96,900</u> | <u>130,049</u> |

18 Finance Lease Liability

The school has entered into a number of finance lease agreements for laptops.
Minimum lease payments payable (includes interest portion):

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|--|----------------------|-------------------------------------|----------------------|
| No Later than One Year | 33,547 | 21,000 | 5,241 |
| Later than One Year and no Later than Five Years | 42,310 | 28,000 | 3,552 |
| | <u>75,857</u> | <u>49,000</u> | <u>8,793</u> |

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

19 Funds Held for Capital Works Projects

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

| | | BOT | | | | |
|------------------------|--------------------|---------------------|----------------------|----------------|--|---------------------|
| | 2018 | Opening Balances | Receipts from MoE | Payments | Contribution/ (Write-off to R&M) | Closing Balances |
| | | \$ | \$ | \$ | | \$ |
| Swimming Pool Fence | <i>completed</i> | (707) | - | - | 707 | - |
| Refurbishment Blk 1 | <i>In progress</i> | 12,093 | - | - | - | 12,093 |
| Re-roof R21 Classroom | <i>In progress</i> | (25,083) | 594,260 | 611,582 | - | (42,405) |
| Historic Block Roofing | <i>In progress</i> | - | - | 51,655 | - | (51,655) |
| Heat Pumps & Boiler | <i>In progress</i> | - | 66,566 | 60,759 | - | 5,807 |
| Subsidence project | <i>In progress</i> | - | - | 2,902 | - | (2,902) |
| PAC Floor | - | - | 20,256 | 19,338 | - | 918 |
| Totals | | <u>(13,697)</u> | <u>681,082</u> | <u>746,236</u> | <u>707</u> | <u>(78,144)</u> |

Represented by:

| | |
|---|-----------------|
| Funds Held on Behalf of the Ministry of Education | 18,818 |
| Funds Due from the Ministry of Education | <u>(96,962)</u> |
| | <u>(78,144)</u> |

| | | BOT | | | | |
|-----------------------|--------------------|---------------------|----------------------|---------------|--|---------------------|
| | 2017 | Opening Balances | Receipts from MoE | Payments | Contribution/ (Write-off to R&M) | Closing Balances |
| | | \$ | \$ | \$ | \$ | \$ |
| Refurbishment Blk 1 | <i>in progress</i> | 12,093 | - | - | - | 12,093 |
| Re-roof R21 Classroom | <i>in progress</i> | - | - | 25,083 | - | (25,083) |
| Swimming Pool fence | <i>completed</i> | 22,412 | - | 23,119 | - | (707) |
| Totals | | <u>34,505</u> | <u>-</u> | <u>48,202</u> | <u>-</u> | <u>(13,697)</u> |

20 Related Party Transactions

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

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

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

21 Remuneration

Key management personnel compensation

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

| | 2018 Actual \$ | 2017 Actual \$ |
|---|----------------------|----------------------|
| <i>Board Members</i> | | |
| Remuneration | 5,510 | 5,005 |
| Full-time equivalent members | - | - |
| <i>Leadership Team</i> | | |
| Remuneration | 426,250 | 391,590 |
| Full-time equivalent members | 4.00 | 4.00 |
| Total key management personnel remuneration | 431,760 | 396,595 |
| Total full-time equivalent personnel | 4.00 | 4.00 |

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 | 150-160 | 140-150 |
| Benefits and Other Emoluments | 0-10 | 0-10 |
| Termination Benefits | - | - |

Other Employees

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

| Remuneration \$000 | 2018 FTE Number | 2017 FTE Number |
|-----------------------|--------------------|--------------------|
| 100-110 | 1 | - |
| | 1 | - |

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

22 Compensation and Other Benefits Upon Leaving

There were no compensation or other benefits paid or payable to persons upon leaving.

Blockhouse Bay Primary School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2018

23 Contingencies

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

(Contingent liabilities and assets as at 31 December 2017: nil)

Holidays Act Compliance – schools payroll

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

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance, 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.

24 Commitments

(a) Capital Commitments

The Board considers there to be no contractual commitments at the above date other than those disclosed in the preceding financial statements and detailed below.

(Capital commitments as at 31 December 2017: nil)

(b) Operating Commitments

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

- operating lease for laptops(TELA)
- operating lease of a photocopier

No later than One Year

Later than One Year and No Later than Five Years

| | 2018 Actual \$ | 2017 Actual \$ |
|--|----------------------|----------------------|
| No later than One Year | 7,915 | 18,701 |
| Later than One Year and No Later than Five Years | 2,638 | 10,553 |
| | <u>10,553</u> | <u>29,254</u> |

25 Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but "attempts" to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

26 Financial Instruments

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

| | 2018 Actual \$ | 2018 Budget (Unaudited) \$ | 2017 Actual \$ |
|---|----------------------|-------------------------------------|----------------------|
| Loans and Receivables | | | |
| Cash and Cash Equivalents | 194,467 | 137,683 | 193,108 |
| Receivables | 266,903 | 148,000 | 173,940 |
| Investments - Term Deposits | 106,674 | 103,000 | 103,887 |
| Total Loans and Receivables | <u>568,044</u> | <u>388,683</u> | <u>470,935</u> |
| Financial liabilities measured at amortised cost | | | |
| Payables | 264,789 | 184,500 | 190,848 |
| Borrowings - Loans | - | - | 5,939 |
| Finance Leases | 68,976 | 49,000 | 8,095 |
| Total Financial Liabilities Measured at Amortised Cost | <u>333,765</u> | <u>233,500</u> | <u>204,882</u> |

27 Events After Balance Date

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

28 Comparatives

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