

# HOUGHTON VALLEY SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### School Directory

<b>Ministry Number:</b>	2861
<b>Principal:</b>	Luana Carroll
<b>School Address:</b>	110 Houghton Bay Road, Houghton Bay
<b>School Postal Address:</b>	110 Houghton Bay Road, Houghton Bay, Wellington, 6023
<b>School Phone:</b>	04 939 3318
<b>School Email:</b>	admin@houghton.school.nz

#### Members of the Board of Trustees

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Term Expires/ Expired</b>
Richard Carroll	Chairperson	Elected	Jun 2021
Luana Carroll	Principal	ex Officio	
Susan Hall	Parent Rep	Elected	Jun 2021
Teneti Ririnui	Parent Rep	Elected	Jun 2022
Angela Williams	Parent Rep	Elected	Jun 2022
Bret McKenzie	Parent Rep	Elected	Jun 2022
Stephanie Bosch	Staff Rep	Elected	Jun 2022

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

# HOUGHTON VALLEY SCHOOL

Annual Report - For the year ended 31 December 2020

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# Houghton Valley 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.

Bret McKenzie

Full Name of Board Chairperson

Luana Carroll

Full Name of Principal

Bret McKenzie

Signature of Board Chairperson

Luana Carroll

Signature of Principal

27.5.2021

Date:

27.5.2021

Date:

**Houghton Valley 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	1,936,979	1,545,087	1,667,829
Locally Raised Funds	3	127,880	84,000	133,833
Interest income		4,799	5,000	7,336
Gain on Sale of Property, Plant and Equipment		-	-	1,818
		<u>2,069,658</u>	<u>1,634,087</u>	<u>1,810,816</u>
<b>Expenses</b>				
Locally Raised Funds	3	25,143	19,000	58,553
Learning Resources	4	1,339,172	1,164,789	1,226,861
Administration	5	104,206	96,396	93,464
Finance		1,672	1,500	1,651
Property	6	526,442	329,039	369,408
Depreciation	7	50,806	52,146	53,967
Loss on Disposal of Property, Plant and Equipment		-	-	4,485
		<u>2,047,441</u>	<u>1,662,870</u>	<u>1,808,389</u>
<b>Net Surplus / (Deficit) for the year</b>		<b>22,217</b>	<b>(28,783)</b>	<b>2,427</b>
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><u>22,217</u></u>	<u><u>(28,783)</u></u>	<u><u>2,427</u></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.

**Houghton Valley 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>		601,876	573,442	594,810
Total comprehensive revenue and expense for the year		22,217	(28,783)	2,427
Capital Contributions from the Ministry of Education Contribution - Furniture and Equipment Grant		-	-	4,639
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9		-	-	-
<b>Equity at 31 December</b>	23	624,093	544,659	601,876
Retained Earnings		624,093	544,659	601,876
<b>Equity at 31 December</b>		624,093	544,659	601,876

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.

# Houghton Valley 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	291,084	79,996	94,584
Accounts Receivable	9	107,161	62,971	76,752
GST Receivable		8,140	-	2,717
Prepayments		4,006	23,513	5,034
Inventories	10	2,488	1,477	2,829
Investments	11	214,842	203,869	154,679
Funds owed for Capital Works Projects	17	-	-	17,556
		<u>627,721</u>	<u>371,826</u>	<u>354,151</u>
<b>Current Liabilities</b>				
GST Payable		-	6,913	-
Accounts Payable	13	146,367	98,426	90,413
Revenue Received in Advance	14	5,400	826	-
Provision for Cyclical Maintenance	15	3,312	-	-
Finance Lease Liability - Current Portion	16	7,352	5,977	6,305
Funds held for Capital Works Projects	17	177,661	-	-
		<u>340,092</u>	<u>112,142</u>	<u>96,718</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>287,629</b>	<b>259,684</b>	<b>257,433</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	371,364	330,481	391,148
		<u>371,364</u>	<u>330,481</u>	<u>391,148</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	15	26,094	38,050	34,881
Finance Lease Liability	16	8,806	7,456	11,824
		<u>34,900</u>	<u>45,506</u>	<u>46,705</u>
<b>Net Assets</b>		<u><u>624,093</u></u>	<u><u>544,659</u></u>	<u><u>601,876</u></u>
<b>Equity</b>		<u><u>624,093</u></u>	<u><u>544,659</u></u>	<u><u>601,876</u></u>

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

**Houghton Valley 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		354,615	305,396	321,452
Locally Raised Funds		130,968	77,000	147,133
Goods and Services Tax (net)		(5,423)	-	(9,630)
Payments to Employees		(216,852)	(174,500)	(192,040)
Payments to Suppliers		(180,451)	(339,631)	(200,867)
Cyclical Maintenance Payments in the year		4,483	-	-
Interest Paid		(1,672)	(1,500)	(1,651)
Interest Received		5,147	5,000	7,269
<b>Net cash from/(to) Operating Activities</b>		<b>90,815</b>	<b>(128,235)</b>	<b>71,666</b>
<b>Cash flows from Investing Activities</b>				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		-	-	10,435
Purchase of Property Plant & Equipment (and Intangibles)		(25,618)	(21,500)	(58,914)
Purchase of Investments		(60,163)	-	(154,679)
<b>Net cash from/(to) Investing Activities</b>		<b>(85,781)</b>	<b>(21,500)</b>	<b>(203,158)</b>
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		-	-	4,639
Finance Lease Payments		(3,751)	(4,210)	(3,391)
Funds Held for Capital Works Projects		195,217	-	(9,113)
<b>Net cash from/(to) Financing Activities</b>		<b>191,466</b>	<b>(4,210)</b>	<b>(7,865)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>196,500</b>	<b>(153,945)</b>	<b>(139,357)</b>
Cash and cash equivalents at the beginning of the year	8	94,584	233,941	233,941
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>291,084</b>	<b>79,996</b>	<b>94,584</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.

# Houghton Valley School

## Notes to the Financial Statements

### For the year ended 31 December 2020

#### 1. Statement of Accounting Policies

##### **a) Reporting Entity**

Houghton Valley 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 15.

#### ***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 12.

### ***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 are depreciated over their estimated useful lives on a straight line 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	20 years
Furniture and Equipment	10 years
Information and Communication	5 years
Library Resources	8 years
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 licences with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. 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	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational Grants	303,120	294,590	291,499
Teachers' Salaries Grants	1,061,284	997,089	1,053,189
Use of Land and Buildings Grants	435,768	242,602	288,367
Resource Teachers Learning and Behaviour Grants	2,213	-	930
Other MoE Grants	114,426	2,806	28,625
Other Government Grants	20,168	8,000	5,219
	<u>1,936,979</u>	<u>1,545,087</u>	<u>1,667,829</u>

The school is not entitled to the donations scheme for this year.

Other MOE Grants total includes additional COVID-19 funding totalling \$3,682 for the year ended 31 December 2020.

## 3. Locally Raised Funds

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

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
<b>Revenue</b>			
Donations	88,833	58,000	67,617
Bequests & Grants	2,000	-	-
Activities	22,959	19,000	57,890
Trading	6,385	7,000	7,578
Fundraising	7,703	-	748
	<u>127,880</u>	<u>84,000</u>	<u>133,833</u>
<b>Expenses</b>			
Activities	19,751	12,000	51,613
Trading	5,392	7,000	6,514
Fundraising (Costs of Raising Funds)	-	-	426
	<u>25,143</u>	<u>19,000</u>	<u>58,553</u>
<i>Surplus for the year Locally raised funds</i>	<u>102,737</u>	<u>65,000</u>	<u>75,280</u>

## 4. Learning Resources

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	54,274	42,500	27,611
Library Resources	1,160	1,200	1,220
Employee Benefits - Salaries	1,270,879	1,097,089	1,170,786
Staff Development	12,859	24,000	27,244
	<u>1,339,172</u>	<u>1,164,789</u>	<u>1,226,861</u>

## 5. Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	5,846	5,846	5,676
Board of Trustees Fees	4,235	5,000	3,665
Board of Trustees Expenses	7,846	2,700	4,576
Communication	2,505	2,700	2,775
Consumables	7,306	9,500	9,367
Operating Lease	-	-	108
Other	15,331	11,050	6,820
Employee Benefits - Salaries	48,055	48,500	47,461
Insurance	2,282	600	2,216
Service Providers, Contractors and Consultancy	10,800	10,500	10,800
	<u>104,206</u>	<u>96,396</u>	<u>93,464</u>

## 6. Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	6,091	9,500	12,422
Cyclical Maintenance Expense	24,413	7,037	7,037
Grounds	1,141	11,000	1,195
Heat, Light and Water	7,543	9,200	9,663
Rates	979	700	707
Repairs and Maintenance	11,429	14,500	14,564
Use of Land and Buildings	435,768	242,602	288,367
Security	1,492	1,500	2,183
Employee Benefits - Salaries	29,786	26,000	25,297
Consultancy And Contract Services	7,800	7,000	7,973
	<u>526,442</u>	<u>329,039</u>	<u>369,408</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	11,346	10,824	11,202
Furniture and Equipment	16,773	16,944	17,536
Information and Communication Technology	12,113	15,039	15,564
Leased Assets	7,917	7,000	7,244
Library Resources	2,657	2,339	2,421
	<u>50,806</u>	<u>52,146</u>	<u>53,967</u>



## 8. Cash and Cash Equivalents

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash on Hand	200	-	200
Bank Current Account	290,592	79,699	38,830
Bank Call Account	292	297	292
Short-term Bank Deposits	-	-	55,262
Cash and cash equivalents for Statement of Cash Flows	291,084	79,996	94,584

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

Of the \$291,084 Cash and Cash Equivalents \$184,220 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	4,282	941	1,970
Receivables from the Ministry of Education	9,716	-	-
Interest Receivable	430	711	778
Teacher Salaries Grant Receivable	92,733	61,319	74,004
	107,161	62,971	76,752
Receivables from Exchange Transactions	14,428	1,652	2,748
Receivables from Non-Exchange Transactions	92,733	61,319	74,004
	107,161	62,971	76,752

## 10. Inventories

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Stationery	604	380	919
Uniforms	1,884	1,097	1,910
	2,488	1,477	2,829

## 11. Investments

The School's investment activities are classified as follows:

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Current Asset			
Short-term Bank Deposits	214,842	203,869	154,679
Total Investments	214,842	203,869	154,679

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Building Improvements	235,554	17,500	-	-	(11,346)	241,708
Furniture and Equipment	99,666	5,060	-	-	(16,773)	87,953
Information and Communication Tech	32,340	1,903	-	-	(12,113)	22,130
Leased Assets	13,986	4,679	-	-	(7,917)	10,748
Library Resources	9,602	1,880	-	-	(2,657)	8,825
<b>Balance at 31 December 2020</b>	<b>391,148</b>	<b>31,022</b>	<b>-</b>	<b>-</b>	<b>(50,806)</b>	<b>371,364</b>

The net carrying value of equipment held under a finance lease is \$10,748 (2019: \$13,986)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Building Improvements	372,436	(130,728)	241,708
Furniture and Equipment	398,395	(310,442)	87,953
Information and Communication	169,383	(147,253)	22,130
Leased Assets	25,692	(14,944)	10,748
Library Resources	74,972	(66,147)	8,825
<b>Balance at 31 December 2020</b>	<b>1,040,878</b>	<b>(669,514)</b>	<b>371,364</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	246,757	-	-	-	(11,202)	235,554
Furniture and Equipment	103,997	23,815	(10,610)	-	(17,536)	99,666
Information and Communication Tech	41,771	9,213	(3,081)	-	(15,564)	32,340
Leased Assets	9,723	10,918	(589)	-	(7,244)	13,986
Library Resources	9,661	2,362	-	-	(2,421)	9,602
<b>Balance at 31 December 2019</b>	<b>411,909</b>	<b>46,308</b>	<b>(13,102)</b>	<b>-</b>	<b>(53,967)</b>	<b>391,148</b>

The net carrying value of equipment held under a finance lease is \$13,986 (2018: \$9,723)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	354,936	(119,382)	235,554
Furniture and Equipment	393,334	(293,668)	99,666
Information and Communication	167,480	(135,140)	32,340
Leased Assets	26,479	(12,493)	13,986
Library Resources	73,092	(63,490)	9,602
<b>Balance at 31 December 2019</b>	<b>1,015,321</b>	<b>(624,173)</b>	<b>391,148</b>

### 13. Accounts Payable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Operating Creditors	43,808	28,536	5,846
Accruals	3,508	3,307	5,676
Capital Accruals for PPE items	725	-	-
Employee Entitlements - Salaries	92,733	61,319	74,004
Employee Entitlements - Leave Accrual	5,593	5,264	4,887
	<u>146,367</u>	<u>98,426</u>	<u>90,413</u>
Payables for Exchange Transactions	146,367	98,426	90,413
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>146,367</u>	<u>98,426</u>	<u>90,413</u>

The carrying value of payables approximates their fair value.

### 14. Revenue Received in Advance

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Income In Advance	5,400	-	-
Kapa Haka Festival	-	826	-
	<u>5,400</u>	<u>826</u>	<u>-</u>

### 15. Provision for Cyclical Maintenance

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Provision at the Start of the Year	34,881	31,013	27,844
Increase to the Provision During the Year	7,483	7,037	7,037
Adjustment to the Provision	16,930	-	-
Use of the Provision During the Year	(29,888)	-	-
Provision at the End of the Year	<u>29,406</u>	<u>38,050</u>	<u>34,881</u>
Cyclical Maintenance - Current	3,312	-	-
Cyclical Maintenance - Term	26,094	38,050	34,881
	<u>29,406</u>	<u>38,050</u>	<u>34,881</u>

## 16. 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	8,660	5,977	7,129
Later than One Year and no Later than Five Years	9,479	7,456	12,735
	<u>18,139</u>	<u>13,433</u>	<u>19,864</u>

## 17. Funds Held (Owed) 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 \$
Carpet/Admin	<i>completed</i>	2,014	-	(2,014)	-	-
Classroom Upgrade Rms 1&2	<i>completed</i>	(20,203)	(1,592)	21,795	-	-
Gas Leak	<i>completed</i>	633	-	(633)	-	-
Retaining Wall Project	<i>in progress</i>	-	12,208	(18,767)	-	(6,559)
Library Project	<i>in progress</i>	-	186,366	(2,146)	-	184,220
Totals		<u>(17,556)</u>	<u>196,982</u>	<u>(1,765)</u>	<u>-</u>	<u>177,661</u>

### Represented by:

Funds Held on Behalf of the Ministry of Education	184,220
Funds Due from the Ministry of Education	(6,559)
	<u>177,661</u>

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Carpet/Admin	<i>in progress</i>	1,325	689	-	-	2,014
Sewer Upgrade	<i>completed</i>	1	-	(1)	-	-
Classroom Upgrade Rms 1&2	<i>in progress</i>	(20,202)	(10,616)	10,615	-	(20,203)
Joinery	<i>completed</i>	10,435	-	(10,435)	-	-
Fire & Security System	<i>completed</i>	-	10,616	(10,616)	-	-
Gas Leak	<i>in progress</i>	-	21,301	(20,668)	-	633
Totals		<u>(8,441)</u>	<u>21,990</u>	<u>(31,105)</u>	<u>-</u>	<u>(17,556)</u>

## 18. 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.

## 19. 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	4,235	3,665
Full-time equivalent members	0.16	0.28
<i>Leadership Team</i>		
Remuneration	428,356	385,478
Full-time equivalent members	4.89	4.00
Total key management personnel remuneration	432,591	389,143
Total full-time equivalent personnel	5.05	4.28

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	130 - 140	120 - 130
Benefits and Other Emoluments	3 - 4	3 - 4
Termination Benefits	-	-

### Other Employees

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

Remuneration \$000	2020 FTE Number	2019 FTE Number
100 - 110	1.00	-
	1.00	0.00

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

## 20. 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	-	-

## 21. 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.

## 22. 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).

## 23. 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.

## 24. 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	291,084	79,996	94,584
Receivables	107,161	62,971	76,752
Investments - Term Deposits	214,842	203,869	154,679
Total Financial assets measured at amortised cost	<u>613,087</u>	<u>346,836</u>	<u>326,015</u>

### Financial liabilities measured at amortised cost

Payables	146,367	98,426	90,413
Borrowings - Loans	-	-	-
Finance Leases	16,158	13,433	18,129
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>162,525</u>	<u>111,859</u>	<u>108,542</u>

## 25. Events After Balance Date

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

## 26. Comparatives

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

**Houghton Valley School**

**Kiwisport**

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2020, the school received total Kiwisport funding of \$2,971 (excluding GST). The funding was spent on sporting endeavours.