

KAPITI SCHOOL

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

School Directory

Ministry Number: 2873

Principal: Brent McDowell

School Address: 20 Iver Trask Place
Paraparaumu

School Postal Address: P O Box 134, Kapiti,

School Phone: 04-298-5605

School Email: admin@kapiti.school.nz

Members of the Board

Position	How Position Gained	Name	Term Expired/ Expires
Presiding Member	Elected	Ben Murphy	Sep-25
Principal ex Officio	Of right	Brent McDowell	ongoing
Parent Representative	Elected	Natalie Deihl	Sep-25
Parent Representative	Co Opted	Megan Rowe	Sep-25
Parent Representative	Elected	Zeke Lytollis	Sep-25
Parent Representative	Selected	Sade Thani	Sep-25
Parent Representative	Co=Opted	Robyn Taylor	Sep-25
Staff Representative	Elected	Casey Eastham	Sep-25

Left office

Parent Representative	Elected	Peter Steenberg	Mar-23
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Accountant / Service Provider: Davidson Dickson Ltd

KAPITI SCHOOL

Annual Financial Statements - For the year ended 31 December 2023

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Kapiti School

Statement of Responsibility

For the year ended 31 December 2023

The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2023 fairly reflects the financial position and operations of the school.

The School's 2023 financial statements are authorised for issue by the Board.

Megan Rowe

Full Name of Presiding Member

Brent McDowell

Full Name of Principal

[Signature]

Signature of Presiding Member

[Signature]

Signature of Principal

12/6/24

Date:

12/6/24

Date:

Kapiti School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue				
Government Grants	2	1,582,314	1,708,726	1,550,052
Locally Raised Funds	3	119,696	91,000	87,889
Interest Income		47,422	22,500	20,983
Other Revenue		1,200	-	-
Total Revenue		1,750,632	1,822,226	1,658,924
Expenses				
Locally Raised Funds	3	3,090	-	1,440
Learning Resources	4	1,165,401	1,365,049	1,088,232
Administration	5	153,954	169,043	140,120
Finance		1,027	-	1,128
Property	6	480,130	463,075	393,544
Loss on Disposal of Property, Plant and Equipment		-	-	1,979
		1,803,602	1,997,167	1,626,443
Net Surplus / (Deficit) for the year		(52,970)	(174,941)	32,481
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		(52,970)	(174,941)	32,481

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



Kapiti School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Equity at 1 January		1,369,490	1,357,497	1,337,009
Total comprehensive revenue and expense for the year		(52,970)	(174,941)	32,481
Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	-
Contribution - Te Mana Tuhono Grant		15,229	-	-
Equity at 31 December		1,331,749	1,182,556	1,369,490
Accumulated comprehensive revenue and expense		1,331,749	1,182,556	1,369,490
Reserves		-	-	-
Equity at 31 December		1,331,749	1,182,556	1,369,490

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.



Kapiti School

Statement of Financial Position

As at 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Assets				
Cash and Cash Equivalents	7	211,165	73,769	330,202
Accounts Receivable	8	81,669	70,000	74,974
GST Receivable		62,774	10,000	-
Prepayments		1,774	1,500	1,534
Investments	9	555,866	700,000	940,978
Funds Receivable for Capital Works Projects	15	327,377	-	25,746
		<u>1,240,625</u>	<u>855,269</u>	<u>1,373,434</u>
Current Liabilities				
GST Payable		-	-	20,693
Accounts Payable	11	226,243	97,763	104,250
Revenue Received in Advance	12	3,510	-	58,389
Provision for Cyclical Maintenance	13	33,591	29,547	11,916
Finance Lease Liability	14	6,201	5,000	6,799
Funds held for Capital Works Projects	15	127,290	-	264,081
		<u>396,835</u>	<u>132,310</u>	<u>466,128</u>
Working Capital Surplus/(Deficit)		843,790	722,959	907,306
Non-current Assets				
Property, Plant and Equipment	10	504,447	499,448	499,448
		<u>504,447</u>	<u>499,448</u>	<u>499,448</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	13	13,385	33,351	28,989
Finance Lease Liability	14	3,103	6,500	8,275
		<u>16,488</u>	<u>39,851</u>	<u>37,264</u>
Net Assets		<u><u>1,331,749</u></u>	<u><u>1,182,556</u></u>	<u><u>1,369,490</u></u>
Equity		<u><u>1,331,749</u></u>	<u><u>1,182,556</u></u>	<u><u>1,369,490</u></u>

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



Kapiti School

Statement of Cash Flows

For the year ended 31 December 2023

		2023	2023	2022
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
		\$	\$	\$
Cash flows from Operating Activities				
Government Grants		357,723	485,423	506,349
Locally Raised Funds		105,484	91,000	80,989
Goods and Services Tax (net)		(83,468)	(10,000)	13,804
Payments to Employees		(287,530)	(356,689)	(275,495)
Payments to Suppliers		(131,872)	(264,072)	(217,874)
Interest Paid		(1,027)	-	(1,128)
Interest Received		47,774	22,500	18,039
Net cash from/(to) Operating Activities		7,084	(31,838)	124,684
Cash flows from Investing Activities				
Purchase of Property Plant & Equipment (and Intangibles)		(82,269)	(208,860)	(210,848)
Purchase of Investments		385,112	250,000	-
Proceeds from Sale of Investments		-	-	116,859
Net cash from/(to) Investing Activities		302,843	41,140	(93,989)
Cash flows from Financing Activities				
Furniture and Equipment Grant		15,229	-	-
Finance Lease Payments		(5,770)	-	(5,898)
Funds Administered on Behalf of Third Parties		(438,423)	-	96,945
Net cash from/(to) Financing Activities		(428,964)	-	91,047
Net increase/(decrease) in cash and cash equivalents		(119,037)	9,302	121,742
Cash and cash equivalents at the beginning of the year	7	330,202	64,467	208,460
Cash and cash equivalents at the end of the year	7	211,165	73,769	330,202

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.



Kapiti School

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

a) Reporting Entity

Kapiti School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation

Reporting Period

The financial statements have been prepared for the period 1 January 2023 to 31 December 2023 and in accordance with the requirements of the Education and Training Act 2020.

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Cyclical maintenance

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 best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 13.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the significant accounting policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 10.



Critical Judgements in applying accounting policies

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

Classification of leases

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 14. Future operating lease commitments are disclosed in note 20b.

Recognition of grants

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

c) Revenue Recognition

Government Grants

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

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

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

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. Grants for the use of land and buildings are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes.

This is a non-cash revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

Other Grants where conditions exist

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

Donations, Gifts and Bequests

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

Interest Revenue

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

d) 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.

e) 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.

f) 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.



g) Accounts Receivable

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

h) 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.

i) Property, Plant and Equipment

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

Improvements (funded by the Board) to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

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

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

Building improvements	10-50 years
Board Owned Buildings	10-50 years
Furniture and equipment	2-10 years
Information and communication technology	5 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value

j) 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 and research expenditure are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

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.

k) 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.



l) Employee Entitlements

Short-term employee entitlements

Employee entitlements that are expected to be settled within 12 months after the end of the reporting period in which the employees provide the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned, by non teaching staff, to but not yet taken at balance date.

Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

The calculations are based on the likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information, and the present value of the estimated future cash flows. Remeasurements are recognised in surplus or deficit in the period in which they arise.

m) 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.

n) Funds held for Capital works

The school directly receives funding from the Ministry of Education for capital works projects that are included in the School five year capital works agreement. These funds are held on behalf and for a specified purpose as such these transactions are not recorded in the Statement of Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

o) Provision for Cyclical Maintenance

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

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The schools carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

p) Financial Instruments

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

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. On initial recognition of an equity investment that is not held for trading, the School may irrevocably elect to present subsequent changes in the investment's fair value in other comprehensive revenue and expense. This election has been made for investments that are shares. Subsequent to initial recognition, these assets are measured at fair value. Dividends are recognised as income in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment. Other net gains and losses are recognised in other comprehensive revenue and expense and are never reclassified to surplus or deficit.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in surplus or deficit.

q) 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.

r) 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.

s) Budget Figures

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

t) 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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Government Grants - Ministry of Education	398,637	369,505	481,267
Teachers' Salaries Grants	844,456	1,000,000	775,551
Use of Land and Buildings Grants	339,221	339,221	293,234
Other Government Grants	-	-	-
	<u>1,582,314</u>	<u>1,708,726</u>	<u>1,550,052</u>

The school has opted in to the donations scheme for this year. Total amount received was \$(24,505).

3. Locally Raised Funds

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue			
Donations & Bequests	53,538	48,000	27,501
Fees for Extra Curricular Activities	9,358	-	2,528
Fundraising & Community Grants	49,042	41,000	53,062
Other Revenue	7,758	2,000	4,798
	<u>119,696</u>	<u>91,000</u>	<u>87,889</u>
Expenses			
Extra Curricular Activities Costs	2,707	-	1,440
Fundraising and Community Grant Costs	383	-	-
	<u>3,090</u>	<u>-</u>	<u>1,440</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>116,606</u>	<u>91,000</u>	<u>86,449</u>

4. Learning Resources

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Curricular	61,770	61,900	63,114
Information and Communication Technology	6,658	7,500	7,042
Library Resources	190	500	1,677
Employee Benefits - Salaries	1,004,441	1,236,649	935,177
Staff Development	15,072	18,500	15,764
Depreciation	77,270	40,000	65,458
	<u>1,165,401</u>	<u>1,365,049</u>	<u>1,088,232</u>



5. Administration

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Audit Fee	7,673	9,103	9,103
Board Fees	2,945	3,240	2,749
Board Expenses	4,922	9,900	10,659
Intervention Costs & Expenses - LSM	25,889	25,000	-
Communication	2,228	3,250	3,176
Consumables	5,802	5,000	4,086
Operating Lease	1,344	-	209
Other	4,944	8,450	4,372
Employee Benefits - Salaries	85,267	93,000	95,142
Insurance	5,040	4,200	2,724
Service Providers, Contractors and Consultancy	7,900	7,900	7,900
	<u>153,954</u>	<u>169,043</u>	<u>140,120</u>

6. Property

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Caretaking and Cleaning Consumables	7,615	7,500	6,939
Consultancy and Contract Services	30,465	30,000	27,892
Cyclical Maintenance Provision	17,811	10,000	(1,266)
Grounds	1,315	3,700	1,079
Heat, Light and Water	18,059	14,818	14,936
Rates	6,348	6,250	6,204
Repairs and Maintenance	26,817	22,046	17,734
Use of Land and Buildings	339,221	339,221	293,234
Security	4,755	2,500	1,640
Employee Benefits - Salaries	27,724	27,040	25,152
	<u>480,130</u>	<u>463,075</u>	<u>393,544</u>

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

7. Cash and Cash Equivalents

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Bank Accounts	45,868	73,769	100,091
Saver account	137,121	-	230,099
Saver	28,176	-	12
Cash and cash equivalents for Statement of Cash Flows	<u>211,165</u>	<u>73,769</u>	<u>330,202</u>

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

Of the \$211,165 Cash and Cash Equivalents, \$127,290 is held by the School on behalf of the Ministry of Education. These funds have been provided by the Ministry as part of the school's 5 Year Agreement funding for upgrades to the school's buildings. The funds are required to be spent in 2024 on Crown owned school buildings.



8. Accounts Receivable

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Receivables	6	-	14,799
Interest Receivable	4,374	-	4,726
Banking Staffing Underuse	16,241	-	-
Teacher Salaries Grant Receivable	61,048	70,000	55,449
	<u>81,669</u>	<u>70,000</u>	<u>74,974</u>
Receivables from Exchange Transactions	4,380	-	19,525
Receivables from Non-Exchange Transactions	77,289	70,000	55,449
	<u>81,669</u>	<u>70,000</u>	<u>74,974</u>

9. Investments

The School's investment activities are classified as follows:

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	555,866	700,000	940,978
Non-current Asset			
Long-term Bank Deposits	-	-	-
Total Investments	<u>555,866</u>	<u>700,000</u>	<u>940,978</u>



10. Property, Plant and Equipment

	Opening Balance	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Buildings	56,918	-			(2,035)	54,883
Building Improvements	274,013	-			(33,207)	240,806
Furniture and Equipment	100,903	44,900			(22,085)	123,718
Information and Communication Technology	31,418	15,229			(12,385)	34,262
Work In Progress	8,838	21,900			-	30,738
Leased Assets	13,840	-			(5,867)	7,973
Library Resources	13,518	240			(1,691)	12,067
Balance at 31 December 2023	499,448	82,269	-	-	(77,270)	504,447

Restrictions

There are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2023	2023	2023	2022	2022	2022
	Cost or Valuation	Accumulated Depreciation	Net Book Value	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$	\$	\$	\$
Buildings	101,737	(46,854)	54,883	101,737	(44,819)	56,918
Building Improvements	337,781	(96,975)	240,806	337,781	(63,768)	274,013
Furniture and Equipment	315,206	(191,488)	123,718	270,306	(169,403)	100,903
Information and Communication Technology	121,739	(87,477)	34,262	106,510	(75,092)	31,418
Work in Progress	30,738	-	30,738	8,838	-	8,838
Leased Assets	21,697	(13,724)	7,973	47,140	(33,300)	13,840
Library Resources	71,681	(59,614)	12,067	71,441	(57,923)	13,518
Balance at 31 December	1,000,579	(496,132)	504,447	943,753	(444,305)	499,448



11. Accounts Payable

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Creditors	148,163	12,763	17,488
Accruals	9,376	5,000	9,103
Employee Entitlements - Salaries	64,945	75,000	64,699
Employee Entitlements - Leave Accrual	3,759	5,000	12,960
	<u>226,243</u>	<u>97,763</u>	<u>104,250</u>
Payables for Exchange Transactions	226,243	97,763	104,250
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)			
Payables for Non-exchange Transactions - Other			
	<u>226,243</u>	<u>97,763</u>	<u>104,250</u>

The carrying value of payables approximates their fair value.

12. Revenue Received in Advance

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Grants in Advance - Ministry of Education	409	-	25,082
Other revenue in Advance	3,101	-	33,307
	<u>3,510</u>	<u>-</u>	<u>58,389</u>

13. Provision for Cyclical Maintenance

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Provision at the Start of the Year	40,905	40,905	56,870
Increase to the Provision During the Year	17,811	21,993	(1,266)
Use of the Provision During the Year	(11,740)	-	(14,699)
Provision at the End of the Year	<u>46,976</u>	<u>62,898</u>	<u>40,905</u>
Cyclical Maintenance - Current	33,591	29,547	11,916
Cyclical Maintenance - Non current	13,385	33,351	28,989
	<u>46,976</u>	<u>62,898</u>	<u>40,905</u>

The schools cyclical maintenance schedule details annual painting to be undertaken, the costs associated to this annual work will vary dependent on the requirements during the year. This plan is based on the schools 10 Year Property plan and quoted work price schedule.



14. Finance Lease Liability

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
No Later than One Year	6,865	5,000	7,826
Later than One Year and no Later than Five Years	3,223	6,500	8,911
Future Finance Charges	(784)	-	(1,663)
	<u>9,304</u>	<u>11,500</u>	<u>15,074</u>
Represented by			
Finance lease liability - Current	6,201	5,000	6,799
Finance lease liability - Non current	3,103	6,500	8,275
	<u>9,304</u>	<u>11,500</u>	<u>15,074</u>

15. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects. The amount of cash held on behalf of the Ministry for capital works project is included under cash and cash equivalents in note 7.

	2023	Opening Balances \$	Receipts from MoE \$	Payments \$	Transfer project \$	Closing Balances \$
Universal Bathroom	<i>ongoing</i>	(12,445)	130,000	(113,960)	-	3,595
Block N	<i>ongoing</i>	(13,301)	692,094	(970,619)	18,203	(273,623)
AMS Combined stage 2	<i>ongoing</i>	192,757	74,747	(143,809)	-	123,695
Cladding transfer to N Block	<i>ongoing</i>	18,203	-	-	(18,203)	-
SIP Caretaker shed, breakout		53,122	-	(106,876)	-	(53,754)
Totals		<u>238,336</u>	<u>896,841</u>	<u>(1,335,264)</u>	<u>-</u>	<u>(200,087)</u>

Represented by:

Funds Held on Behalf of the Ministry of Education	127,290
Funds Receivable from the Ministry of Education	(327,377)

	2022	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions \$	Closing Balances \$
Universal Bathroom		-	-	(12,445)	-	(12,445)
Block N		12,591	-	(25,892)	-	(13,301)
AMS Combined stage 2		26,368	200,000	(33,612)	-	192,757
Cladding		21,203	-	(3,000)	-	18,203
SIP Caretaker shed, breakout		81,229	-	(28,107)	-	53,122
Totals		<u>141,391</u>	<u>200,000</u>	<u>(103,056)</u>	<u>-</u>	<u>238,336</u>

Represented by:

Funds Held on Behalf of the Ministry of Education	264,081
Funds Receivable from the Ministry of Education	25,746



16. Related Party Transactions

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

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

During 2023, a family member of the Principal was paid \$1,843 for landscaping work during the year. (2022: Nil)

17. Remuneration

Key management personnel compensation

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

	2023 Actual \$	2022 Actual \$
<i>Board Members</i>		
Remuneration	2,945	2,749
<i>Leadership Team</i>		
Remuneration	259,870	242,297
Full-time equivalent members	2	2
Total key management personnel remuneration	262,815	245,046

There are 7 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has Finance meeting (10) and Property that meet when required. As well as these regular meetings, including preparation time, the Presiding member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Principal 1

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

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140-150	13-140
Benefits and Other Emoluments	0-5	0-5
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2023 FTE Number	2022 FTE Number
100 - 110	1.00	1.00
110-120	1.00	0.00
	2.00	1.00

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



18. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be board members, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2023 Actual	2022 Actual
Total	-	-
Number of People	-	-

19. Contingencies

There are no contingent liabilities and no contingent assets (except as noted below) as at 31 December 2023 (Contingent liabilities and assets at 31 December 2022: nil).

Holidays Act Compliance – schools payroll

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

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

To the extent that any obligation cannot reasonably be quantified at 31 December 2023, a contingent liability for the school may exist.

Pay Equity settlement wash-up amounts

In 2023 the Ministry of Education provided additional funding for non-teaching collective and pay equity agreements. The school is yet to receive a final wash-up that adjusts the estimated quarterly instalments for the actual eligible staff members employed in 2023. The Ministry is in the process of determining wash-up payments or receipts for the year ended 31 December 2023. However, as at the reporting date, this amount has not been calculated and therefore is not recorded in these financial statements.

20. Commitments

(a) Capital Commitments

At 31 December 2023, the Board had capital commitments of \$26,455 (2022:\$356,984) as a result of entering the following contracts:

Contract Name	Contract Amount	Spend To Date	Remaining Capital Commitment
	\$	\$	\$
Weathertight - Cladding remediation	859,541	996,511	-
AMS Combined Stage 2	345,449	185,396	160,053
SiP Caretaker Shed	158,163	160,605	-
Total	1,363,153	1,342,512	160,053

(b) Operating Commitments

As at 31 December 2023 the Board had no operating contracts:

(2022: Nil).



21. Financial Instruments

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

Financial assets measured at amortised cost

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Cash and Cash Equivalents	211,165	73,769	330,202
Receivables	81,669	70,000	74,974
Investments - Term Deposits	555,866	700,000	940,978
Total Financial assets measured at amortised cost	<u>848,700</u>	<u>843,769</u>	<u>1,346,154</u>

Financial liabilities measured at amortised cost

Payables	226,243	97,763	104,250
Finance Leases	9,304	11,500	15,074
Total Financial Liabilities Measured at Amortised Cost	<u>235,547</u>	<u>109,263</u>	<u>119,324</u>

22. Events After Balance Date

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

23. Comparatives

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



KIWI SPORT FUNDING

Kiwi Sport Funding is a Government initiative to support students' participation in organised sport. In 2023, the funding of \$1963.12 was used for a schoolwide swimming programme.

Statement of Compliance with Employment Policy

For the year ended 31st December 2023 the Kapiti School Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspects of their employment.
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer and complies with the conditions contained in the employment contracts of all staff employed by the Board.
- Ensures all employees and applicants for employment are treated according to their skills, qualifications, and abilities, without bias or discrimination.

Meets all Equal Employment Opportunities requirements.