

Pukekohe Hill School

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

Ministry Number:	1451
Principal:	Simon Williams
School Address:	12 Green Lane, Pukekohe
School Postal Address:	12 Green Lane, Pukekohe
School Phone:	09 238 6374
School Email:	exec@pukehill.school.nz
Accountant / Service Provider:	School Finance Hub

Pukekohe Hill School

Members of the Board of Trustees

For the year ended 31 December 2023

Members of the Board of Trustees - Term 14th September 2022 to 13th September 2025

Elected September 2022

Name	Position	How position on Board gained	Occupation/ Employer	Term expires
Current Board Members				
Roselle Hollard	Chairperson	Elected Sept 2022	Insurance Consultant - MW Insurance	September 2025
Davide Teixeira	Treasurer	Elected Sept 2022	General Manager of Operations - Cater Plus NZ	September 2025
Emma Kim	Parent Representative	Elected Sept 2022	Director of Disruption - Manurewa College	September 2025
Stuart White	Parent Representative	Elected Sept 2022	Police Sergeant - New Zealand Police	September 2025
James Christie	Parent Representative	Elected Sept 2022	Deputy Principal - Puni School	September 2025
Simon Williams	Principal		Principal - Pukekohe Hill School	September 2025
Rick de Kock	Staff Representative	Elected Sept 2022	Teacher - Pukekohe Hill School	September 2025

Pukekohe Hill School

Annual Financial Statements - For the year ended 31 December 2023

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Pukekohe Hill 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.

Roselle Holland

Full Name of Presiding Member



Signature of Presiding Member

Date:

29/5/2024

Simon Williams

Full Name of Principal



Signature of Principal

29 / 5 / 2024

Date:

Pukekohe Hill 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	5,980,366	5,550,608	5,820,933
Locally Raised Funds	3	84,767	55,100	51,897
Interest		37,123	20,000	13,891
Total Revenue		<u>6,102,256</u>	<u>5,625,708</u>	<u>5,886,721</u>
Expense				
Locally Raised Funds	3	4,735	3,500	7,213
Learning Resources	4	4,477,828	4,374,780	4,559,514
Administration	5	270,992	277,505	301,346
Interest		2,958	4,000	3,197
Property	6	1,365,304	984,448	1,100,495
Loss on Disposal of Property, Plant and Equipment		1,509	-	6,572
Total Expense		<u>6,123,326</u>	<u>5,644,233</u>	<u>5,978,337</u>
Net Surplus / (Deficit) for the year		(21,070)	(18,525)	(91,616)
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>(21,070)</u>	<u>(18,525)</u>	<u>(91,616)</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.

Pukekohe Hill 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	1,725,578	1,725,578	1,817,194
Total comprehensive revenue and expense for the year	(21,070)	(18,525)	(91,616)
Contribution - Furniture and Equipment Grant	133,380	-	-
Equity at 31 December	1,837,888	1,707,053	1,725,578
Accumulated comprehensive revenue and expense	1,837,888	1,707,053	1,725,578
Equity at 31 December	1,837,888	1,707,053	1,725,578

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.

Pukekohe Hill 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	266,468	152,757	183,125
Accounts Receivable	8	318,754	350,500	353,147
GST Receivable		17,658	15,000	20,718
Prepayments		52,977	32,000	40,479
Inventories	9	2,612	4,000	3,549
Investments	10	500,000	400,000	500,000
Funds Receivable for Capital Works Projects	16	14,570	-	-
		<u>1,173,039</u>	<u>954,257</u>	<u>1,101,018</u>
Current Liabilities				
Accounts Payable	12	377,331	433,000	467,200
Revenue Received in Advance	13	435	-	-
Provision for Cyclical Maintenance	14	7,961	-	11,069
Finance Lease Liability	15	15,888	12,915	17,749
Funds held for Capital Works Projects	16	-	-	-
		<u>401,615</u>	<u>445,915</u>	<u>496,018</u>
Working Capital Surplus/(Deficit)		771,424	508,342	605,000
Non-current Assets				
Property, Plant and Equipment	11	1,229,118	1,297,892	1,144,802
Intangible Assets	11	-	-	43,090
		<u>1,229,118</u>	<u>1,297,892</u>	<u>1,187,892</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	14	149,926	91,411	56,531
Finance Lease Liability	15	12,728	7,770	10,783
		<u>162,654</u>	<u>99,181</u>	<u>67,314</u>
Net Assets		<u><u>1,837,888</u></u>	<u><u>1,707,053</u></u>	<u><u>1,725,578</u></u>
Equity		<u><u>1,837,888</u></u>	<u><u>1,707,053</u></u>	<u><u>1,725,578</u></u>

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

Pukekohe Hill School

Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Cash flows from Operating Activities				
Government Grants		1,444,650	1,438,608	1,365,218
Locally Raised Funds		110,675	53,382	88,690
Goods and Services Tax (net)		3,060	5,718	(10,803)
Payments to Employees		(893,792)	(811,823)	(927,169)
Payments to Suppliers		(529,861)	(530,660)	(376,155)
Interest Paid		(2,958)	(4,000)	(3,197)
Interest Received		30,529	26,254	7,137
Net cash from/(to) Operating Activities		162,303	177,479	143,721
Cash flows from Investing Activities				
Purchase of Property Plant & Equipment (and Intangibles)		(92,202)	(282,000)	(191,592)
Purchase of Investments		-	100,000	(500,000)
Net cash from/(to) Investing Activities		(92,202)	(182,000)	(691,592)
Cash flows from Financing Activities				
Furniture and Equipment Grant		37,766	-	-
Finance Lease Payments		(9,954)	(25,847)	(13,412)
Funds Administered on Behalf of Other Parties		(14,570)	-	(6,900)
Net cash from/(to) Financing Activities		13,242	(25,847)	(20,312)
Net increase/(decrease) in cash and cash equivalents		83,343	(30,368)	(568,183)
Cash and cash equivalents at the beginning of the year	7	183,125	183,125	751,308
Cash and cash equivalents at the end of the year	7	266,468	152,757	183,125

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

Pukekohe Hill School

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

a) Reporting Entity

Pukekohe Hill 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 reports 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 14.

Useful lives of property, plant and equipment

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

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

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 15. Future operating lease commitments are disclosed in note 21.

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.

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

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 School's 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) Inventories

Inventories are consumable items held for sale and comprised 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.

i) 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 material.

j) 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
Furniture and equipment	5-10 years
Information and communication technology	5 years
Leased assets held under a Finance Lease	3-5 years
Library resources	12.5% Diminishing value

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

k) 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 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. If such indication exists, the School estimates the asset's recoverable service amount. 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.

In determining fair value less costs to sell, the School engages an independent valuer to assess market value based on the best available information. The valuation is based on the valuer's approach to determining market value.

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. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

l) 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.

m) 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 and 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.

n) Revenue Received in Advance

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

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

o) 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's 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 Comprehensive Revenue and Expense.

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

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

p) 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 School carries out painting maintenance of the whole school over a 7-10 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.

q) 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.

The School's financial liabilities comprise accounts payable and finance lease 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.

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 Statement 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.

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

2. Government Grants

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Government Grants - Ministry of Education	1,456,773	1,438,608	1,371,476
Teachers' Salaries Grants	3,524,722	3,434,000	3,604,671
Use of Land and Buildings Grants	992,178	678,000	840,132
Other Government Grants	6,693	-	4,654
	5,980,366	5,550,608	5,820,933

The school has opted in to the donations scheme for this year. Total amount received was \$91,393.

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	47,189	15,500	7,248
Curriculum related Activities - Purchase of goods and services	3,827	4,000	2,480
Fees for Extra Curricular Activities	207	100	174
Trading	4,705	3,500	4,678
Fundraising & Community Grants	-	-	118
Other Revenue	28,839	32,000	37,199
	84,767	55,100	51,897
Expense			
Extra Curricular Activities Costs	-	-	3,629
Trading	3,831	3,500	3,584
Fundraising and Community Grant Costs	904	-	-
	4,735	3,500	7,213
<i>Surplus / (Deficit) for the year Locally Raised Funds</i>	80,032	51,600	44,684

Donations include a \$43,925 donation from the Pukekohe Hill School PTA.

4. Learning Resources

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Curricular	140,073	184,680	128,417
Equipment Repairs	861	1,500	1,090
Information and Communication Technology	46,748	73,200	54,800
Library Resources	2,112	2,200	2,094
Employee Benefits - Salaries	4,083,551	3,890,100	4,169,476
Staff Development	27,344	33,100	27,802
Depreciation	177,139	190,000	175,835
	4,477,828	4,374,780	4,559,514

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

5. Administration

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Audit Fees	7,300	7,300	7,008
Board Fees	2,910	3,240	2,925
Board Expenses	4,703	5,415	10,497
Communication	4,586	5,600	4,876
Consumables	3,131	4,500	3,811
Other	18,058	17,750	12,348
Employee Benefits - Salaries	206,038	216,100	243,353
Insurance	18,321	12,000	10,893
Service Providers, Contractors and Consultancy	5,945	5,600	5,635
	270,992	277,505	301,346

6. Property

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Caretaking and Cleaning Consumables	17,905	18,500	16,578
Cyclical Maintenance	103,529	27,098	23,742
Grounds	33,572	37,500	21,986
Heat, Light and Water	33,354	39,000	35,596
Repairs and Maintenance	31,209	38,100	17,110
Use of Land and Buildings	992,178	678,000	840,132
Security	4,049	2,000	1,542
Employee Benefits - Salaries	149,508	144,250	143,809
	1,365,304	984,448	1,100,495

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	266,468	152,757	183,125
Cash and cash equivalents for Statement of Cash Flows	266,468	152,757	183,125

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

8. Accounts Receivable

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Receivables	2,809	30,000	28,282
Receivables from the Ministry of Education	18,816	-	-
Interest Receivable	13,348	500	6,754
Teacher Salaries Grant Receivable	283,781	320,000	318,111
	<u>318,754</u>	<u>350,500</u>	<u>353,147</u>
Receivables from Exchange Transactions	16,157	30,500	35,036
Receivables from Non-Exchange Transactions	302,597	320,000	318,111
	<u>318,754</u>	<u>350,500</u>	<u>353,147</u>

9. Inventories

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Stationery	752	2,000	1,844
School Uniforms	1,860	2,000	1,705
	<u>2,612</u>	<u>4,000</u>	<u>3,549</u>

10. Investments

The School's investment activities are classified as follows:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Asset			
Short-term Bank Deposits	500,000	400,000	500,000
	<u>500,000</u>	<u>400,000</u>	<u>500,000</u>
Total Investments	500,000	400,000	500,000

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Building improvements - Crown	643,835	102,256	-	-	(34,873)	711,218
Furniture and Equipment	266,335	16,464	-	-	(48,509)	234,290
Information and Communication Technology	179,253	115,860	-	-	(74,793)	220,320
Leased Assets	16,064	22,135	-	-	(13,457)	24,742
Library Resources	39,315	6,249	(1,509)	-	(5,507)	38,548
Balance at 31 December 2023	1,144,802	262,964	(1,509)	-	(177,139)	1,229,118

The net carrying value of furniture and equipment held under a finance lease is \$24,742 (2022: \$16,063)

Restrictions

With the exception of the contractual restrictions related to the above noted finance leases, 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
	\$	\$	\$	\$	\$	\$
Building improvements - Crown	981,912	(270,694)	711,218	914,685	(270,850)	643,835
Furniture and Equipment	707,701	(473,411)	234,290	698,604	(432,269)	266,335
Information and Communication Technology	952,942	(732,622)	220,320	871,831	(692,578)	179,253
Leased Assets	77,260	(52,518)	24,742	89,357	(73,293)	16,064
Library Resources	122,755	(84,207)	38,548	121,158	(81,843)	39,315
Balance at 31 December 2023	2,842,570	(1,613,452)	1,229,118	2,695,635	(1,550,833)	1,144,802

12. Accounts Payable

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Creditors	17,391	50,000	93,364
Accruals	5,203	8,000	5,352
Employee Entitlements - Salaries	321,763	340,000	337,102
Employee Entitlements - Leave Accrual	32,974	35,000	31,382
	377,331	433,000	467,200
Payables for Exchange Transactions	377,331	433,000	467,200
	377,331	433,000	467,200

The carrying value of payables approximates their fair value.

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

13. Revenue Received in Advance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Other Revenue in Advance	435	-	-
	435	-	-
	435	-	-

14. Provision for Cyclical Maintenance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Provision at the Start of the Year	67,600	67,600	81,515
Increase to the Provision During the Year	103,529	27,098	23,742
Use of the Provision During the Year	(13,242)	(3,287)	(37,657)
Provision at the End of the Year	157,887	91,411	67,600
Cyclical Maintenance - Current	7,961	-	11,069
Cyclical Maintenance - Non current	149,926	91,411	56,531
	157,887	91,411	67,600
	157,887	91,411	67,600

The School's cyclical maintenance schedule details annual painting to be undertaken. The costs associated with this annual work will vary depending on the requirements during the year. The plan is based on invoices / estimates.

15. Finance Lease Liability

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

Minimum lease payments payable:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
No Later than One Year	17,699	12,915	19,569
Later than One Year and no Later than Five Years	13,534	7,770	11,362
Future Finance Charges	(2,617)	-	(2,399)
	28,616	20,685	28,532
Represented by			
Finance Lease Liability - Current	15,888	12,915	17,749
Finance Lease Liability - Non current	12,728	7,770	10,783
	28,616	20,685	28,532
	28,616	20,685	28,532

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

16. 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 / Receivable from MOE \$	Payments \$	Board Contributions \$	Closing Balances \$
Fire System Upgrade		-	-	980	-	980
Replacement Roofing		-	-	13,590	-	13,590
Totals		-	-	14,570	-	14,570

Represented by:

Funds Held on Behalf of the Ministry of Education
Funds Receivable from the Ministry of Education

14,570

-

14,570

	2022	Opening Balances \$	Receipts / Receivable from MOE \$	Payments \$	Board Contributions \$	Closing Balances \$
Block 6 & 8 Stage 2		3,713	5,561	(3,814)	(5,460)	-
Toilet Block refurbishment		3,187	-	(3,187)	-	-
Totals		6,900	5,561	(7,001)	(5,460)	-

17. Related Party Transactions

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

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

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

18. Remuneration

Key management personnel compensation

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

	2023	2022
	Actual	Actual
	\$	\$
<i>Board Members</i>		
Remuneration	2,910	2,925
<i>Leadership Team</i>		
Remuneration	428,344	314,786
Full-time equivalent members	3	3
Total key management personnel remuneration	<u>431,254</u>	<u>317,711</u>

There are 6 members of the Board excluding the Principal. The Board has held 8 full meetings of the Board in the year. The Board also has Finance (3 members) that meet monthly. 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

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

	2023	2022
	Actual	Actual
	\$000	\$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	170 - 180	160 - 170
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:

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

Remuneration	2023	2022
\$000	FTE Number	FTE Number
120 - 130	2.00	-
110 - 120	2.00	1.00
100 - 110	9.00	4.00
	<u>13.00</u>	<u>5.00</u>

19. 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	2022
	Actual	Actual
Total	-	-
Number of People	-	-

Pukekohe Hill School

Notes to the Financial Statements (cont'd)

For the year ended 31 December 2023

20. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets 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 continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

21. Commitments

(a) Capital Commitments

As at 31 December 2023 the Board has entered into no contract agreements for capital works (2022: Nil)

(b) Operating Commitments

As at 31 December 2023, the Board has no operating commitments (2022: Nil)

22. Financial Instruments

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

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Financial assets measured at amortised cost			
Cash and Cash Equivalents	266,468	152,757	183,125
Receivables	318,754	350,500	353,147
Investments - Term Deposits	500,000	400,000	500,000
Total financial assets measured at amortised cost	<u>1,085,222</u>	<u>903,257</u>	<u>1,036,272</u>
Financial liabilities measured at amortised cost			
Payables	377,331	433,000	467,200
Finance Leases	28,616	20,685	28,532
Total financial liabilities measured at amortised cost	<u>405,947</u>	<u>453,685</u>	<u>495,732</u>

23. Events After Balance Date

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

24. Comparatives

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

Independent Auditor's Report

To the Readers of Pukekohe Hill School's Financial Statements

For the Year Ended 31 December 2023

The Auditor-General is the auditor of Pukekohe Hill School (the School). The Auditor-General has appointed me, Myriam Gros, using the staff and resources of William Buck Audit (NZ) Limited, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 2 to 18, that comprise the statement of financial position as at 31 December 2023, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
 - its financial position as at 31 December 2023; and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with PBE Accounting Standards (PBE IPSAS) Reduced Disclosure Regime.

Our audit was completed on 31 May 2024. This is the date at which our opinion is expressed.

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

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board.

Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report. We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Board for the financial statements

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board's responsibilities, arise from section 134 of the Education and training Act 2020.

Responsibilities of the auditor for the audit of the financial statements

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

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

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

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

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

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

opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the school payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arises from the Public Audit Act 2001.

Other information

The Board of Trustees is responsible for the other information. The other information comprises the information included in the annual report being the Review of 2023, Report on how the school has given effect to Te Tiriti o Waitangi, Statement of compliance with employment policy and Members of the Board of, but does not include the financial statements, and our auditor's report thereon.

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

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

Independence

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

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



Myriam Gros
William Buck Audit (NZ) Limited
On behalf of the Auditor-General
Auckland, New Zealand



STATEMENT OF COMPLIANCE WITH EMPLOYMENT POLICY

For the year ended 31st December 2023

The Pukekohe Hill 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 identifies 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 the skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.