

SELWYN PARK SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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SELWYN PARK SCHOOL

Financial Statements - For the year ended 31 December 2017

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Selwyn Park School

Statement of Responsibility

For the year ended 31 December 2017

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

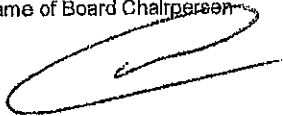
The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2017 fairly reflects the financial position and operations of the school.

The School's 2017 financial statements are authorised for issue by the Board.

Dr Tamarina Herman

Full Name of Board Chairperson



Signature of Board Chairperson

Date:

28/5/18

Neville Ross Boon (Relieving Princ.)

Full Name of Principal



Signature of Principal

Date:

Selwyn Park School
Statement of Comprehensive Revenue and Expense
For the year ended 31 December 2017

	Notes	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Revenue				
Government Grants	2	1,117,918	1,032,020	1,100,356
Locally Raised Funds	3	25,809	22,500	27,778
Interest Earned		1,269	1,000	1,617
Gain on Sale of Property, Plant and Equipment		4,420	-	-
		<u>1,149,416</u>	<u>1,055,520</u>	<u>1,129,751</u>
Expenses				
Locally Raised Funds	3	29,002	18,200	18,735
Learning Resources	4	719,943	702,907	777,763
Administration	5	84,962	76,699	82,215
Finance Costs		2,345	1,293	3,812
Property	6	260,104	220,314	284,829
Depreciation	7	28,959	26,329	27,216
		<u>1,125,315</u>	<u>1,045,742</u>	<u>1,194,570</u>
Net Surplus / (Deficit)		24,101	9,778	(64,819)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>24,101</u>	<u>9,778</u>	<u>(64,819)</u>

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



Selwyn Park School
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2017

	Actual 2017 \$	Budget (Unaudited) 2017 \$	Actual 2016 \$
Balance at 1 January	46,542	46,542	108,038
Total comprehensive revenue and expense for the year	24,101	9,778	(64,819)
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	-	-	3,323
Equity at 31 December	70,643	56,320	46,542
Retained Earnings	70,643	56,320	46,542
Equity at 31 December	70,643	56,320	46,542

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



Selwyn Park School
Statement of Financial Position
As at 31 December 2017

		2017	2017	2016
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	8	368,930	14,552	66,903
Accounts Receivable	9	36,375	54,876	44,541
GST Receivable		-	2,703	34,326
Prepayments		5,157	4,072	4,571
Inventories	10	1,530	2,911	1,832
Funds owed for Capital Works Projects	16	-	-	7,738
		<u>411,992</u>	<u>79,114</u>	<u>159,911</u>
Current Liabilities				
GST Payable		34,361	-	-
Accounts Payable	12	85,356	89,661	102,687
Provision for Cyclical Maintenance	13	67,742	-	60,960
Painting Contract Liability - Current Portion	14	-	-	2,821
Finance Lease Liability - Current Portion	15	6,637	3,162	7,932
Funds held for Capital Works Projects	16	225,283	-	-
Bank Overdraft		-	-	24,273
		<u>419,379</u>	<u>92,823</u>	<u>198,673</u>
Working Capital Surplus/(Deficit)		(7,387)	(13,709)	(38,762)
Non-current Assets				
Property, Plant and Equipment	11	98,462	71,481	104,301
		<u>98,462</u>	<u>71,481</u>	<u>104,301</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	13	-	-	4,320
Finance Lease Liability	15	20,432	1,452	14,677
		<u>20,432</u>	<u>1,452</u>	<u>18,997</u>
Net Assets		<u><u>70,643</u></u>	<u><u>56,320</u></u>	<u><u>46,542</u></u>
Equity		<u><u>70,643</u></u>	<u><u>56,320</u></u>	<u><u>46,542</u></u>

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



Selwyn Park School
Statement of Cash Flows
For the year ended 31 December 2017

		2017	2017	2016
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		380,769	317,511	361,526
Locally Raised Funds		35,253	13,500	23,090
Goods and Services Tax (net)		68,687	-	(31,623)
Payments to Employees		(220,640)	(181,000)	(238,862)
Payments to Suppliers		(170,896)	(250,245)	(144,246)
Interest Paid		(2,345)	(1,293)	(3,812)
Interest Received		1,606	1,000	1,381
Net cash from / (to) the Operating Activities		92,434	(100,527)	(32,546)
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		1,478	-	-
Purchase of PPE (and Intangibles)		(8,239)	(6,000)	(10,238)
Proceeds from Sale of Investments		-	-	20,523
Net cash from / (to) the Investing Activities		(6,761)	(6,000)	10,285
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	3,323
Finance Lease Payments		(7,564)	(6,505)	(10,446)
Painting contract payments		2,821	-	(8,005)
Funds Administered on Behalf of Third Parties		-	-	1,555
Funds Held for Capital Works Projects		221,097	-	4,767
Net cash from Financing Activities		216,354	(6,505)	(8,806)
Net increase/(decrease) in cash and cash equivalents		302,027	(113,032)	(31,067)
Cash and cash equivalents at the beginning of the year	8	66,903	127,584	97,970
Cash and cash equivalents at the end of the year	8	368,930	14,552	66,903

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



Selwyn Park School

Notes to the Financial Statements

1. Statement of Accounting Policies

For the year ended 31 December 2017

a) Reporting Entity

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

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2017 to 31 December 2017 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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



Useful lives of property, plant and equipment

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

Critical Judgements in applying accounting policies

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

Classification of leases

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 15.

Recognition of grants

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

c) Revenue Recognition

Government Grants

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

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

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

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

Other Grants

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

Donations, Gifts and Bequests

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

Interest Revenue

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

d) Use of Land and Buildings Expense

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



e) Operating Lease Payments

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

f) Finance Lease Payments

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

g) Cash and Cash Equivalents

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

h) Accounts Receivable

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

i) Inventories

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

j) Investments

Bank term deposits for periods exceeding 90 days are classified as investments and are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. After initial recognition bank term deposits are measured at amortised cost using the effective interest method less impairment.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards. Share investments are recognised initially by the School at fair value plus transaction costs. At balance date the School has assessed whether there is any evidence that an investment is impaired. Any impairment, gains or losses are recognised in the Statement of Comprehensive Revenue and Expense.

After initial recognition any investments categorised as available for sale are measured at their fair value without any deduction for transaction costs the school may incur on sale or other disposal.

The School has met the requirements under section 28 of schedule 6 of the Education Act 1989 in relation to the acquisition of securities.

k) Property, Plant and Equipment

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

Land and buildings owned by the Proprietor are excluded from these financial statements. The Board's use of the land and improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

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

Property, plant and equipment acquired with individual values under \$1000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.



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

Leased Assets

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

Depreciation

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

The estimated useful lives of the assets are:

Buildings	40 years
Furniture and Equipment	5-18 years
Information and Communication	4 years
Leased Assets	4 years
Library Resources	8 years

Leased assets are depreciated over the life of the lease.

l) Intangible Assets

Software costs

Computer software acquired by the School are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with subsequent maintenance or licensing of software are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software licences with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. Its fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

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

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

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

Non cash generating assets

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

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

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

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



n) Accounts Payable

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

o) Employee Entitlements

Short-term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

p) Revenue Received in Advance

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

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

q) Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

r) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of school control. These amounts are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

s) Provision for Cyclical Maintenance

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

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

t) Financial Assets and Liabilities

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.



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

u) Borrowings

Borrowings are recognised at the amount borrowed. 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 the balance date.

v) Goods and Services Tax (GST)

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

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

Commitments and contingencies are disclosed exclusive of GST.

w) Budget Figures

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

x) Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.



2. Government Grants

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Operational grants	332,796	304,511	308,987
Teachers' salaries grants	557,359	589,457	594,345
Use of Land and Buildings grants	163,331	125,052	141,757
Resource teachers learning and behaviour grants	13,877	5,000	16,562
Other MoE Grants	50,555	8,000	38,705
	<u>1,117,918</u>	<u>1,032,020</u>	<u>1,100,356</u>

3. Locally Raised Funds

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

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Revenue			
Donations	5,136	1,000	1,673
Fundraising	2,806	3,500	4,275
Other revenue	9,920	12,000	12,040
Trading	3,213	4,500	4,701
Activities	4,734	1,500	5,089
	<u>25,809</u>	<u>22,500</u>	<u>27,778</u>
Expenses			
Activities	12,273	9,000	4,914
Trading	8,010	4,500	7,392
Fundraising (costs of raising funds)	1,772	-	1,120
Other Locally Raised Funds Expenditure	6,947	4,700	5,309
	<u>29,002</u>	<u>18,200</u>	<u>18,735</u>
<i>Surplus for the year Locally raised funds</i>	<u>(3,193)</u>	<u>4,300</u>	<u>9,043</u>

4. Learning Resources

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Curricular	23,706	13,950	18,342
Library resources	855	1,000	955
Employee benefits - salaries	688,269	680,957	752,348
Staff development	2,771	4,500	3,170
R&m & Purchases <\$1,000	4,342	2,500	2,948
	<u>719,943</u>	<u>702,907</u>	<u>777,763</u>



5. Administration

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	3,120	3,120	3,070
Board of Trustees Fees	3,755	3,000	3,390
Board of Trustees Expenses	-	400	835
Communication	2,391	3,820	3,443
Consumables	9,024	6,300	6,808
Operating Lease	914	2,359	4,502
Other	11,185	9,600	10,190
Employee Benefits - Salaries	44,552	38,000	40,265
Insurance	2,821	3,000	2,512
Service Providers, Contractors and Consultancy	7,200	7,300	7,200
	<u>84,962</u>	<u>76,699</u>	<u>82,215</u>

6. Property

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	7,267	6,400	6,493
Cyclical Maintenance Expense	2,462	12,912	12,912
Grounds	8,185	5,250	8,740
Heat, Light and Water	11,074	10,000	16,055
Rates	2,639	3,000	2,315
Repairs and Maintenance	6,974	6,000	15,587
Use of Land and Buildings	183,331	125,052	141,757
Security	1,092	200	1,356
Employee Benefits - Salaries	55,929	51,500	71,866
Consultancy And Contract Services	1,151	-	7,748
	<u>260,104</u>	<u>220,314</u>	<u>284,829</u>

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

7. Depreciation

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Buildings	832	806	833
Building Improvements	3,890	4,860	5,024
Furniture and Equipment	11,835	11,735	12,129
Information and Communication Technology	2,021	2,396	2,477
Leased Assets	9,524	5,655	5,846
Library Resources	857	877	907
	<u>28,959</u>	<u>26,329</u>	<u>27,216</u>



8. Cash and Cash Equivalents

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Cash on Hand	300	-	4,111
ASB 01 Main Account	306,871	14,552	-
ASB 51 Account	26,159	-	-
ASB 02 Business Saver	34,619	-	-
Westpac Bank Account	200	-	-
Westpac Business Saver	179	-	2,157
Cash on Hand	602	-	-
Short-term Bank Deposits	-	-	60,635
Cash equivalents and bank overdraft for Cash Flow Statement	<u>368,930</u>	<u>14,552</u>	<u>66,903</u>

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

Of the \$368,930 Cash and Cash Equivalents, \$256,425 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2018 on Crown owned school buildings under the School's Five Year Property Plan.

9. Accounts Receivable

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Receivables	1,023	6,066	11,410
Interest Receivable	-	101	337
Teacher Salaries Grant Receivable	35,352	48,709	32,794
	<u>36,375</u>	<u>54,876</u>	<u>44,541</u>
Receivables from Exchange Transactions	1,023	6,167	11,747
Receivables from Non-Exchange Transactions	35,352	48,709	32,794
	<u>36,375</u>	<u>54,876</u>	<u>44,541</u>

10. Inventories

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Lunch Sales	534	416	732
Stationery Sales	636	1,347	700
Uniforms	360	1,148	400
	<u>1,530</u>	<u>2,911</u>	<u>1,832</u>



11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Buildings	17,216	-	-	-	(832)	16,384
Building Improvements	14,565	-	-	-	(3,890)	10,675
Furniture and Equipment	42,859	6,750	(440)	-	(11,835)	37,334
Information and Communication Tech	5,769	-	-	-	(2,021)	3,748
Leased Assets	20,597	23,174	(7,853)	-	(9,524)	26,393
Library Resources	3,295	1,490	-	-	(857)	3,928
Balance at 31 December 2017	104,301	31,414	(8,293)	-	(28,959)	98,462

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Buildings	33,295	(16,911)	16,384
Building Improvements	91,052	(80,377)	10,675
Furniture and Equipment	205,112	(167,778)	37,334
Information and Communication	21,733	(17,985)	3,748
Leased Assets	31,844	(5,451)	26,393
Library Resources	56,489	(52,561)	3,928
Balance at 31 December 2017	439,525	(341,063)	98,462

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2016	\$	\$	\$	\$	\$	\$
Buildings	18,049	-	-	-	(833)	17,216
Building Improvements	19,589	-	-	-	(5,024)	14,565
Furniture and Equipment	53,923	1,064	-	-	(12,129)	42,858
Information and Communication Tech	2,224	6,022	-	-	(2,477)	5,769
Leased Assets	17,772	8,671	-	-	(5,846)	20,597
Library Resources	3,153	1,050	-	-	(907)	3,296
Balance at 31 December 2016	114,710	16,807	-	-	(27,216)	104,301

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2016	\$	\$	\$
Buildings	33,295	(16,079)	17,216
Building Improvements	91,052	(76,487)	14,565
Furniture and Equipment	204,447	(161,589)	42,858
Information and Communication	21,733	(15,964)	5,769
Leased Assets	33,467	(12,870)	20,597
Library Resources	55,000	(51,704)	3,296
Balance at 31 December 2016	438,994	(334,693)	104,301



12. Accounts Payable

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Operating creditors	8,801	31,180	25,318
Accruals	3,120	-	3,531
Banking staffing overuse	-	-	13,713
Employee Entitlements - salaries	35,352	48,709	32,794
Employee Entitlements - leave accrual	38,083	9,772	27,331
	<u>85,356</u>	<u>89,661</u>	<u>102,687</u>
Payables for Exchange Transactions	85,356	89,661	88,974
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	13,713
	<u>85,356</u>	<u>89,661</u>	<u>102,687</u>

The carrying value of payables approximates their fair value.

13. Provision for Cyclical Maintenance

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Provision at the Start of the Year	65,280	60,240	52,368
Increase to the Provision During the Year	2,462	12,912	12,912
Use of the Provision During the Year	-	(73,152)	-
Provision at the End of the Year	<u>67,742</u>	<u>-</u>	<u>65,280</u>
Cyclical Maintenance - Current	67,742	-	60,960
Cyclical Maintenance - Term	-	-	4,320
	<u>67,742</u>	<u>-</u>	<u>65,280</u>

14. Painting Contract Liability

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
Current Liability	-	-	2,821
Non Current Liability	-	-	-
	<u>-</u>	<u>-</u>	<u>2,821</u>

In 2005 the Board signed an agreement with Programmed Property Services Ltd (the contractor) for an agreed programme of work covering a 12 year period. The programme provides for 2 exterior repaints of the Ministry owned buildings in 2005 and 2011, with regular maintenance in subsequent years. The agreement has an annual commitment of \$11,282. The liability is the best estimate of the actual amount of work performed by the contractor for which the contractor has not been paid at balance sheet date. The liability has not been adjusted for inflation and the effect of the time value of money.



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:

	2017 Actual \$	2017 Budget (Unaudited) \$	2016 Actual \$
No Later than One Year	8,958	3,162	9,225
Later than One Year and no Later than Five Years	24,224	1,452	15,480
Future finance charges	(6,113)	-	(2,096)
	<u>27,069</u>	<u>4,614</u>	<u>22,609</u>

16. Funds Held (Owed) for Capital Works Projects

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

	2017	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Toilet & Carpet Refurbishment	<i>in progress</i>	(19,285)	19,306	31,163	-	(31,142)
Special Needs Modifications	<i>in progress</i>	11,367	2,075	-	-	13,442
Water Pipe Leak	<i>in progress</i>	180	-	-	-	180
Water Main Project	<i>in progress</i>	-	71,296	68,924	-	2,372
Roofing & Other Capital Works	<i>in progress</i>	-	250,000	9,569	-	240,431
Totals		<u>(7,738)</u>	<u>342,677</u>	<u>109,656</u>	<u>-</u>	<u>225,283</u>

Represented by:

Funds Held on Behalf of the Ministry of Education	256,425
Funds Due from the Ministry of Education	(31,142)
	<u>225,283</u>

	2016	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Toilet & Carpet Refurbishment	<i>in progress</i>	(2,461)	203,063	219,887	-	(19,285)
Special Needs Modifications	<i>in progress</i>	1,006	19,428	9,067	-	11,367
Water Pipe Leak	<i>in progress</i>	180	-	-	-	180
Totals		<u>(1,275)</u>	<u>222,491</u>	<u>228,954</u>	<u>-</u>	<u>(7,738)</u>

17. Related Party Transactions

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

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



18. Remuneration

Key management personnel compensation

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

	2017 Actual \$	2016 Actual \$
<i>Board Members</i>		
Remuneration	3,755	3,390
Full-time equivalent members	0.13	0.08
<i>Leadership Team</i>		
Remuneration	286,218	289,611
Full-time equivalent members	3.00	3.00
Total key management personnel remuneration	289,973	293,001
Total full-time equivalent personnel	3.13	3.08

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

Principal

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

	2017 Actual \$000	2016 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	120 - 130	120 - 130
Benefits and Other Emoluments	3 - 4	3 - 4
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2017 FTE Number	2016 FTE Number
100 - 110	-	-
	0.00	0.00

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

19. Compensation and Other Benefits Upon Leaving

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

	2017 Actual	2016 Actual
Total	-	-
Number of People	-	-

20. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2017 (Contingent liabilities and assets at 31 December 2016: nil).



21. Commitments

(a) Capital Commitments

As at 31 December 2017 the Board has entered into contract agreements for capital works as follows:

(a) contract for special needs modifications as agent for the Ministry of Education. This project is fully funded by the Ministry and \$21,5030 has been received of which \$9,067 has been spent on the project to balance date.

(b) contract for Water Projects as agent for the Ministry of Education. This project is fully funded by the Ministry and \$71,296 has been received of which \$69,104 has been spent on the project to balance date.

(c) contract for Roofing and Other Capital Works as agent for the Ministry of Education. This project is fully funded by the Ministry and \$250,000 has been received of which \$9,569 has been spent on the project to balance date.

(Capital commitments at 31 December 2016: (a) \$78,000 replacement of water lines with Plumbing and Heating as agent for the Ministry of Education.)

(b) Operating Commitments

As at 31 December 2017 the Board has entered into the following contracts:

(a) operating lease of laptops;

	2017 Actual \$	2016 Actual \$
No later than One Year	178	876
Later than One Year and No Later than Five Years	-	178
Later than Five Years	-	-
	<u>178</u>	<u>1,054</u>

(b) The School has entered into an agreement with Programmed Maintenance Services Ltd for painting of the School's buildings. The amount committed on the contract is:

	2017 Actual \$	2016 Actual \$
No later than One Year	-	-
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	<u>-</u>	<u>-</u>

22. Managing Capital

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



23. Financial Instruments

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

Loans and receivables

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	368,930	14,552	66,903
Receivables	36,375	54,876	44,541
Investments - Term Deposits	-	-	-
Total Loans and Receivables	405,305	69,428	111,444

Financial liabilities measured at amortised cost

Payables	85,356	89,661	102,687
Borrowings - Loans	-	-	-
Finance Leases	27,069	4,614	22,609
Painting Contract Liability	-	-	2,821
Total Financial Liabilities Measured at Amortised Cost	112,425	94,275	128,117

24. Events After Balance Date

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

25. Comparative Figures

Some figures have been restated to ensure compliance with the Ministry of Education's Kiwi Park School model financial statements. This change does not materially alter the financial statements.



**INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
SELWYN PARK SCHOOL'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

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The Auditor-General is the auditor of Selwyn Park School (the School). The Auditor-General has appointed me, Steve Bennett, using the staff and resources of Bennett & Associates, 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 20, that comprise the statement of financial position as at 31 December 2017, 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 2017; and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards Reduced Disclosure Regime.

Our audit was completed on 30 May 2018. 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 of Trustees 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 of Trustees for the financial statements

The Board of Trustees is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Trustees is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, the Board of Trustees is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board of Trustees 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 of Trustees' responsibilities arise from the Education Act 1989.

Responsibilities of the auditor for the audit of the financial statements

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

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

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

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

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

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



- We assess the risk of material misstatement arising from the Novopay payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board of Trustees 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 Analysis of Variance, the Kiwi Sport Statement, the List of Trustees and Statement of Responsibility which form part of the Annual Report, but does not include the financial statements, and our auditor's report thereon.

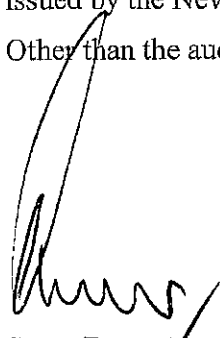
Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

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

Independence

We are independent of the School in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): *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.



Steve Bennett
BENNETT & ASSOCIATES
On behalf of the Auditor-General
Whangarei, New Zealand



Board Members 2017

Tama Herman	Chairperson
Vern Stevens	Principal
Jenni Harsant	Secretary
Karen Cole	Member
Sarah Lucich	Member
Tina Manukeu	Member
Kathleen Kelly	Member



SELWYN PARK SCHOOL

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Kiwisport is a Government funding initiative to support student's participation in organised sport. In 2017 the school received total Kiwisport funding of \$1609.34(excluding GST). The funding was spent on access to the local pool, funding for transport to regional sporting events, sports equipment and paying subs for Rugby and Netball. The number of students participating in organised sport was 65%. In considering that figure it is worth noting that there is no organised netball for girls under 8.

Regards

Vern Stevens

Selwyn Park School

Strategic Plan 2018-2019

AIM HIGH TITIRO KI TE MATAURANGA

PLANNED PRIORITIES	WHO	BUDGET	WHEN	EXPECTED OUTCOME	ANALYSIS OF VARIANCE
1/ Assessing children as New Entrants and at 6 years. Retest these children in year 6, 2022. Compare the 2011 N.E. cohort data & make a statement about their progress and levels at the end of their yr 6 Regular checks on progress. Programmes for underachievers.	Ass Principal Deputy Principal Principal Class Teachers Class Teachers	\$0.00 \$0.00 \$0.00 \$0.00 \$500.00	As children enter school & when they turn 6. November Assessment Quarterly Reviewed quarterly	By early December 2017 we will have collated the information on 2010's New Entrant cohort. We expect to see 95% of these children in yr 6 scoring at or above the expected level.	The six children who remained at Selwyn Park from the 2010 N.E. cohort achieved 100% at or above the expected standard in Reading & maths, at the end of year 6 assessment.
2/ First self assessment for all students in yrs 4, 5 & 6 included in Term 1 Portfolios. Co-construct a Graduation Profile Guide/Rubric. Explicit teaching of Graduation Profile across the school. Final self assessment & discussion with teacher in end of year report	Class Teachers School Community	\$0.00 \$500.00	Term 1 & Term 2 Term 1. Term 1 Term 4	By the end of Term 1, all senior children will have a thorough understanding of the Graduation Profile and will have completed one self assessment.	This never really got off the ground and will be the emphasis for 2018.
3/ Teacher appraisal linked to Practising Teacher Criteria. Focus on Tataiako	Senior Staff		Job descriptions Term 1 Formal appraisals in Terms 2, 3 and final meeting	Teacher appraisal will follow the time tabled course and conducted as per the Practising Teacher Criteria and the Job Description requirements. Individual teacher P.D. needs will be identified through the system.	This is a in work progress as we search for an appropriate Google App to make this easy. See Strategic Plan .5
4/ Set priorities and complete 10yr and 5 yr Property Plan	B.O.T. Property Consultant Liz McKenzie	\$5000.00	Assessment Terms 1 & 2	After consultation with the Board, the 10 yr & 5 yr Property Plans will be completed and signed by the Board Chair.	This was completed and work will begin in January on the roofing project and Jnr Toilet conversion.

2017 TARGETS AND ANALYSIS OF VARIANCE: SELWYN PARK SCHOOL

HISTORICAL POSITION	TARGETS	ACHIEVEMENT METHODS	RESULT	REVIEW COMMENTS
<p>TARGET GROUP: Whole school</p> <p>Reading: End of year 2016 National Standards data showed 85% of the children in the school at or above the N.S. However this year's year 4 only managed 66%</p>	<p>To maintain the level of performance from 2016 and to lift the yr 4 cohort to 70%.</p>	<p>Flexible Grouping: Target children in each class carefully monitored. Use of the Learning Staircase/Steps. Digital Technologies to support and extend the Reading programme. Assessment: STAR, OTJ's, Running Records and National Standards Reading Samples.</p>	<p>We achieved our goal with 77% achieving at or above the National Standards</p>	<p>This is a satisfying result and brings our level back to where it has been historically.</p>
<p>Writing: End of 2016 National Standards data showed good improvement to 70% at or above. The 2017 year 5 cohort lagged behind with 57% at or above</p>	<p>To maintain and improve on 2016 results. Lift the yr 5 cohort to 70% at or above.</p>	<p>Target children and boys especially to be closely monitored throughout the year. Cameo Writing will be used with moderation using National Standard samples and OTJ's. Writing programmes will be based on the resource, "I've got something to say" by Gail Loane. Writing will be enhanced by use of Digital Technologies.</p>	<p>We achieved our first target, with 80% achieving at or above the National Standards. We were unable to lift the yr 5 cohort to 70% and this cohort remained at the same level as 2016.</p>	<p>This is a remarkable result for writing and seems inflated. We didn't carry out a robust moderation process this year and this amazing result may well be a result of that. In 2018 we will return to our previous assessment protocols.</p>

Selwyn Park School

Strategic Plan 2018-2019

AIM HIGH TITIRO KI TE MATAURANGA

PLANNED PRIORITIES	WHO	BUDGET	WHEN	EXPECTED OUTCOME	ANALYSIS OF VARIANCE
<p>1/ Assessing children as New Entrants and at 6 years.</p> <p>Retest these children in year 6, 2022.</p> <p>Compare the 2011 N.E. cohort data & make a statement about their progress and levels at the end of their yr 6</p> <p>Regular checks on progress.</p> <p>Programmes for underachievers.</p>	<p>Ass Principal</p> <p>Deputy Principal</p> <p>Principal</p> <p>Class Teachers</p> <p>Class Teachers</p>	<p>\$0.00</p> <p>\$0.00</p> <p>\$0.00</p> <p>\$0.00</p> <p>\$500.00</p>	<p>As children enter school & when they turn 6.</p> <p>November Assessment</p> <p>Quarterly</p> <p>Reviewed quarterly</p>	<p>By early December 2017 we will have collated the information on 2010's New Entrant cohort. We expect to see 95% of these children in yr 6 scoring at or above the expected level.</p>	<p>The six children who remained at Selwyn Park from the 2010 N.E. cohort achieved 100% at or above the expected standard in Reading & maths, at the end of year 6 assessment.</p>
<p>2/ First self assessment for all students in yrs 4, 5 & 6 included in Term 1 Portfolios.</p> <p>Co-construct a Graduation Profile Guide/Rubric.</p> <p>Explicit teaching of Graduation Profile across the school.</p> <p>Final self assessment & discussion with teacher in end of year report</p>	<p>Class Teachers</p> <p>School Community</p>	<p>\$0.00</p> <p>\$500.00</p>	<p>Term 1 & Term 2</p> <p>Term 1</p> <p>Term 1</p> <p>Term 4</p>	<p>By the end of Term 1, all senior children will have a thorough understanding of the Graduation Profile and will have completed one self assessment.</p>	<p>This never really got off the ground and will be the emphasis for 2018.</p>
<p>3/ Teacher appraisal linked to Practising Teacher Criteria. Focus on Tataiako</p>	<p>Senior Staff</p>		<p>Job descriptions Term 1</p> <p>Formal appraisals in Terms 2, 3 and final meeting</p>	<p>Teacher appraisal will follow the time tabled course and conducted as per the Practising Teacher Criteria and the Job Description requirements. Individual teacher P.D. needs will be identified through the system.</p>	<p>This is a in work progress as we search for an appropriate Google App to make this easy. See Strategic Plan .5</p>
<p>4/ Set priorities and complete 10yr and 5 yr Property Plan</p>	<p>B.O.T.</p> <p>Property Consultant</p> <p>Liz McKenzie</p>	<p>\$5000.00</p>	<p>Assessment Terms 1 & 2</p>	<p>After consultation with the Board, the 10 yr & 5 yr Property Plans will be completed and signed by the Board Chair.</p>	<p>This was completed and work will begin in January on the roofing project and Jnr Toilet conversion.</p>

30 May 2018

Mr Tama Herman
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Dear Mr Herman

Audit of Financial Statements for the Year Ended 31 December 2017

We are pleased to advise that we have completed the audit of your financial statements for the year ended 31 December 2017.

We enclose a complete set of your school's financial statements together with our formal audit report issued on behalf of the Controller and Auditor-General, as required by the Public Finance Act 1989.

Previously we have been able to email your accounts to the MOE for you but this year they have changed it so that they are uploaded into their portal by each school. Here is the link to the page on the MOE website which refers to and has a link to the school data portal where you will need to login and upload your accounts:

<https://education.govt.nz/school/running-a-school/school-finances/model-financial-report-kiwi-park-school/>

Near the bottom of the page under Annual Report Checklist is where to you click to go to the data portal.

This letter includes observations on the school's accounting procedures. As the trustees are responsible for the financial operations of the school we suggest this letter be considered at the next finance committee meeting and tabled at the next full board meeting.

Why we write this letter

The primary aim of our audit is to form an opinion as to whether the financial statements fairly reflect the results of your school's activities for the year and your financial position at 31 December 2017. The audit report expresses this opinion.

To ensure your school receives the maximum benefit from our audit we have turned our focus to the future and set out below some matters for the attention of your board. Our motive is to offer constructive advice so that the accounting functions and related issues can be improved in the future. Please note that this letter is sent only to you, with a copy to the Office of the Controller & Auditor-General. We do not send a copy of this letter to the Ministry of Education.

Governance Issues

GST claims on expenses

During our control testing on expenses we noted two instances in which GST was claimed on items of a non taxable nature. These items included Koha and Gift Cards.

We recommend that items including mileage, koha and gifts cards are double checked on entry to ensure that GST has been correctly coded. This will ensure that the School's GST is recorded accurately.



The Day-to-Day Accounting System

Overall, based on our knowledge of your school and the results of our audit procedures, we again found the financial control environment in place at your school to be good. The attitude towards controls and ensuring your school is being governed effectively is very positive. We were also impressed that your board appears concerned about planning and performance monitoring.

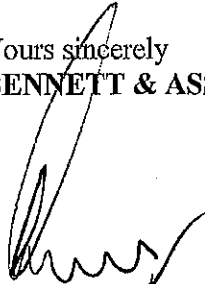
Our Sincere Thanks

We would like to take this opportunity to thank the Principal and Financial Administrator for their assistance and co-operation during our audit. The assistance from the school team greatly influences the efficiency of the whole audit process.

We would also like to thank the trustees for selecting Bennett & Associates as your auditors. We appreciate our relationship with your school and look forward to continuing to provide a valuable service to you.

Yours sincerely

BENNETT & ASSOCIATES



SK BENNETT