

# BAYSWATER SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### School Directory

**Ministry Number:** 1221

**Principal:** Lindsay Joanna Child

**School Address:** Bayswater Auckland

**School Postal Address:**

**School Phone:** (09) 445 - 6226

**School Email:** [admin@bayswaterschool.co.nz](mailto:admin@bayswaterschool.co.nz)

#### Members of the Board of Trustees

Name	Position	How Position Gained	Occupation	Term Expired/ Expires
Jeffrey Reddecliffe	Chair Person	Elected	Engineer	May-22
Lindsay Child	Principal	ex Officio	Principal	
Craig Erskine	Parent Rep	Co-opted	Accountant	May-22
Christian Wehrle	Parent Rep	Elected	IT Consultant	Dec-20
Heather Goodey	Parent Rep	Elected	Teacher	Dec-20
Anne Dunne	Parent Rep	Elected	Supply Chain Manager	May-22
Marianne Coldham	Staff Rep	Elected	Deputy Principal	May-22

**Accountant / Service Provider:**  
M & M Accounting and Business Consultants Limited

# BAYSWATER SCHOOL

Annual Report - For the year ended 31 December 2019

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# Bayswater School

## Statement of Responsibility

For the year ended 31 December 2019

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 2019 fairly reflects the financial position and operations of the school.

The School's 2019 financial statements are authorised for issue by the Board.



Full Name of Board Chairperson



Signature of Board Chairperson

5 Aug 2020

Date:



Full Name of Principal



Signature of Principal

3rd August 2020

Date:

**Bayswater School**  
**Statement of Comprehensive Revenue and Expense**  
For the year ended 31 December 2019

		2019	2019	2018
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Revenue</b>				
Government Grants	2	2,789,398	2,706,576	2,757,096
Locally Raised Funds	3	312,752	195,870	133,075
Interest income		8,445	6,000	9,179
International Students	4	80,076	54,310	48,228
		<u>3,190,671</u>	<u>2,962,756</u>	<u>2,947,578</u>
<b>Expenses</b>				
Locally Raised Funds	3	25,203	22,000	44,281
International Students	4	11,669	4,310	3,052
Learning Resources	5	1,452,675	1,329,881	1,360,109
Administration	6	118,052	129,278	121,345
Finance		583	1,500	913
Property	7	1,388,216	1,462,478	1,435,120
Depreciation	8	55,880	70,500	57,710
		<u>3,052,278</u>	<u>3,019,947</u>	<u>3,022,530</u>
<b>Net Surplus / (Deficit) for the year</b>		138,393	(57,191)	(74,952)
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><u>138,393</u></u>	<u><u>(57,191)</u></u>	<u><u>(74,952)</u></u>

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

**Bayswater School****Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2019

	Notes	Actual 2019 \$	Budget (Unaudited) 2019 \$	Actual 2018 \$
<b>Balance at 1 January</b>		<u>443,116</u>	<u>443,116</u>	<u>518,068</u>
Total comprehensive revenue and expense for the year		138,393	(57,191)	(74,952)
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	-
<b>Equity at 31 December</b>	25	<u>581,509</u>	<u>385,925</u>	<u>443,116</u>
Retained Earnings		581,509	385,925	443,116
Reserves		-	-	-
<b>Equity at 31 December</b>		<u>581,509</u>	<u>385,925</u>	<u>443,116</u>

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.

**Bayswater School**  
**Statement of Financial Position**  
As at 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	9	211,353	56,037	31,301
Accounts Receivable	10	58,502	80,000	97,242
GST Receivable		-	-	-
Prepayments		10,144	5,000	5,628
Inventories	11	2,094	2,500	2,220
Investments	12	-	-	235,643
Funds held for Capital Work Projects		11,593	55,500	25,997
		<u>293,686</u>	<u>199,037</u>	<u>398,031</u>
<b>Current Liabilities</b>				
GST Payable		1,480	10,000	4,112
Accounts Payable	14	107,631	127,165	135,312
Revenue Received in Advance	15	37,667	50,000	97,551
Provision for Cyclical Maintenance	16	4,680	4,680	31,535
Painting Contract Liability - Current Portion	17	-	-	6,841
Finance Lease Liability - Current Portion	18	2,632	6,009	5,982
		<u>154,090</u>	<u>197,854</u>	<u>281,333</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>139,596</b>	<b>1,183</b>	<b>116,698</b>
<b>Non-current Assets</b>				
Investments	12	-	-	-
Property, Plant and Equipment	13	453,166	403,543	338,043
		<u>453,166</u>	<u>403,543</u>	<u>338,043</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	16	9,400	9,400	9,360
Finance Lease Liability	18	1,853	9,401	2,265
		<u>11,253</u>	<u>18,801</u>	<u>11,625</u>
<b>Net Assets</b>		<u><u>581,509</u></u>	<u><u>385,925</u></u>	<u><u>443,116</u></u>
<b>Equity</b>	25	<u><u>581,509</u></u>	<u><u>385,925</u></u>	<u><u>443,116</u></u>

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

**Bayswater School**  
**Statement of Cash Flows**  
For the year ended 31 December 2019

	Note	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Cash flows from Operating Activities</b>				
Government Grants		472,888	403,376	457,074
Locally Raised Funds		264,286	146,175	126,945
International Students		68,431	57,193	90,345
Goods and Services Tax (net)		(2,632)	5,888	1,396
Payments to Employees		(424,273)	(371,135)	(358,619)
Payments to Suppliers		(276,900)	(254,861)	(262,888)
Cyclical Maintenance Payments in the year		-	(36,811)	-
Interest Paid		(583)	(1,500)	(913)
Interest Received		10,395	5,950	9,034
Net cash from Operating Activities		111,612	(45,725)	62,374
<b>Cash flows from Investing Activities</b>				
Purchase of PPE (and Intangibles)		(168,368)	(136,000)	(39,024)
Purchase of Investments		-	-	(85,643)
Proceeds from Sale of Investments		235,643	235,643	-
Net cash from Investing Activities		67,275	99,643	(124,667)
<b>Cash flows from Financing Activities</b>				
Finance Lease Payments		(6,397)	7,163	(5,736)
Painting contract payments		(6,841)	(6,841)	(10,464)
Funds Held for Capital Works Projects		14,403	(29,504)	(39,045)
Net cash from Financing Activities		1,165	(29,182)	(55,245)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>180,052</b>	<b>24,736</b>	<b>(117,538)</b>
Cash and cash equivalents at the beginning of the year	9	31,301	31,301	148,839
<b>Cash and cash equivalents at the end of the year</b>	9	<b>211,353</b>	<b>56,037</b>	<b>31,301</b>

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been excluded.

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

# **Bayswater School**

## **Notes to the Financial Statements**

### **For the year ended 31 December 2019**

#### **1. Statement of Accounting Policies**

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

Bayswater 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 2019 to 31 December 2019 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".

###### ***Standard early adopted***

In line with the Financial Statements of the Government, the School has elected to early adopt PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. Information about the adoption of PBE IFRS 9 is provided in Note 28.

###### ***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 notes.

#### **Critical Judgements in applying accounting policies**

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

##### *Classification of leases*

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised.

##### *Recognition of grants*

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

#### **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 Grants**

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

##### **Donations, Gifts and Bequests**

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

##### **Interest Revenue**

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

#### **d) Use of Land and Buildings Expense**

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

#### **e) Operating Lease Payments**

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

**f) Finance Lease Payments**

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

**g) Cash and Cash Equivalents**

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

**h) Accounts Receivable**

Short-term receivables are recorded at the amount due, less an allowance for credit losses. The school applies the simplified expected credit loss model of recognising lifetime expected credit losses for receivables. In measuring expected credit losses, short-term receivables have been assessed on a collective basis as they possess shared credit risk characteristics. They have been grouped based on the days past due. Short-term receivables are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include the debtor being in liquidation.

**Prior Year Policy**

*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 are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

**Prior Year Policy**

*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.*

**k) Property, Plant and Equipment**

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

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

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

Property, plant and equipment acquired with individual values under \$1,000 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.

#### **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 to Crown Owned Assets	03-10 years
Furniture and equipment	02-05 years
Information and communication technology	03-10 years
Leased assets held under a Finance Lease	03-05 years
Library resources	12.5% Diminishing value

#### **l) 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.

#### **m) 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.

#### **n) 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.

#### **o) Revenue Received in Advance**

Revenue received in advance relates to fees received from international foreign Fees and Camp Income, 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.

#### **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 for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

#### **q) 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.

#### **r) Goods and Services Tax (GST)**

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

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

Commitments and contingencies are disclosed exclusive of GST.

#### **s) Budget Figures**

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

#### **t) Services received in-kind**

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

## 2. Government Grants

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Operational Grants	332,251	300,676	295,579
Teachers' Salaries Grants	1,040,946	1,000,000	1,037,138
Use of Land and Buildings Grants	1,272,364	1,300,000	1,287,115
Resource Teachers Learning and Behaviour Grants	4,757	5,000	4,931
Other MoE Grants	108,390	74,100	108,070
Other Government Grants	30,690	26,800	24,263
	<u>2,789,398</u>	<u>2,706,576</u>	<u>2,757,096</u>

## 3. Locally Raised Funds

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Revenue</b>			
Donations	237,719	138,990	46,740
Activities	16,433	15,000	40,609
Trading	13,567	14,000	17,881
Other Revenue	45,033	27,880	27,845
	<u>312,752</u>	<u>195,870</u>	<u>133,075</u>
<b>Expenses</b>			
Activities	18,212	15,000	-
Trading	6,973	7,000	38,348
Fundraising (Costs of Raising Funds)	-	-	5,933
Other Locally Raised Funds Expenditure	18	-	-
	<u>25,203</u>	<u>22,000</u>	<u>44,281</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>287,549</u>	<u>173,870</u>	<u>88,794</u>

#### 4. International Student Revenue and Expenses

	2019 Actual Number	2019 Budget (Unaudited) Number	2018 Actual Number
International Student Roll	5	16	16
	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
<b>Revenue</b>			
International Student Fees	80,076	54,310	48,228
<b>Expenses</b>			
Recruitment	8,860	2,000	-
International Student Levy	1,559	1,000	1,595
Other Expenses	1,250	1,310	1,457
	11,669	4,310	3,052
<i>Surplus/ (Deficit) for the year International Students'</i>	68,407	50,000	45,176

#### 5. Learning Resources

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Curricular	27,282	34,699	23,823
Equipment Repairs	15,413	16,999	14,078
Library Resources	560	999	863
Employee Benefits - Salaries	1,396,603	1,267,400	1,312,806
Staff Development	12,817	9,784	8,539
	1,452,675	1,329,881	1,360,109

#### 6. Administration

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Audit Fee	5,284	7,165	7,165
Board of Trustees Fees	3,028	4,250	4,250
Board of Trustees Expenses	3,418	1,650	2,897
Communication	3,192	5,200	4,393
Consumables	1,599	2,850	2,479
Operating Lease	2,950	5,000	4,427
Other	14,397	11,811	11,116
Employee Benefits - Salaries	69,776	77,102	69,322
Insurance	3,658	3,500	3,446
Service Providers, Contractors and Consultancy	10,750	10,750	11,850
	118,052	129,278	121,345

**7. Property**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Caretaking and Cleaning Consumables	9,127	9,656	9,149
Consultancy and Contract Services	39,936	42,000	40,897
Cyclical Maintenance Provision	(26,815)	9,996	(6,972)
Grounds	12,626	12,900	17,912
Heat, Light and Water	27,102	24,500	25,865
Rates	103	100	88
Repairs and Maintenance	20,575	28,832	26,592
Use of Land and Buildings	1,272,364	1,299,996	1,287,115
Security	4,829	4,000	5,932
Employee Benefits - Salaries	28,369	30,498	28,542
	<u>1,388,216</u>	<u>1,462,478</u>	<u>1,435,120</u>

**8. Depreciation**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Buildings - School	13,453	17,010	12,260
Furniture and Equipment	15,973	17,313	16,313
Information and Communication Technology	18,971	26,255	21,592
Leased Assets	5,969	7,000	5,815
Library Resources	1,514	2,922	1,730
	<u>55,880</u>	<u>70,500</u>	<u>57,710</u>

**9. Cash and Cash Equivalents**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash on Hand	100	100	100
Bank Current Account	211,253	31,437	28,692
Bank Call Account	-	24,500	2,509
	<u>211,353</u>	<u>56,037</u>	<u>31,301</u>

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

**10. Accounts Receivable**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Receivables	8,966	8,000	8,739
Receivables from the Ministry of Education	-	-	13,466
Interest Receivable	-	2,000	1,950
Teacher Salaries Grant Receivable	49,536	70,000	73,087
	<u>58,502</u>	<u>80,000</u>	<u>97,242</u>
Receivables from Exchange Transactions	8,966	10,000	10,689
Receivables from Non-Exchange Transactions	49,536	70,000	86,553
	<u>58,502</u>	<u>80,000</u>	<u>97,242</u>

**11. Inventories**

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Stationery	2,094	2,500	2,220
	<u>2,094</u>	<u>2,500</u>	<u>2,220</u>

**12. Investments**

The School's investment activities are classified as follows:

	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>(Unaudited)</b>	<b>\$</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Current Asset			
Short-term Bank Deposits	-	-	235,643
Non-current Asset			
Long-term Bank Deposits	-	-	-
Total Investments	<u>-</u>	<u>-</u>	<u>235,643</u>



### 13. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Buildings	233,327	134,457	-	-	(13,453)	354,331
Furniture and Equipment	54,902	25,300	-	-	(15,973)	64,229
Information and Communication	29,926	8,610	-	-	(18,971)	19,565
Leased Assets	7,776	2,636	-	-	(5,969)	4,443
Library Resources	12,112	-	-	-	(1,514)	10,598
	-	-	-	-	-	-
<b>Balance at 31 December 2019</b>	<b>338,043</b>	<b>171,003</b>	<b>-</b>	<b>-</b>	<b>(55,880)</b>	<b>453,166</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Buildings	528,137	(173,806)	354,331
Furniture and Equipment	466,128	(401,899)	64,229
Information and Communication	130,528	(110,963)	19,565
Leased Assets	21,345	(16,902)	4,443
Library Resources	31,064	(20,466)	10,598
	-	-	-
<b>Balance at 31 December 2019</b>	<b>1,177,202</b>	<b>(724,036)</b>	<b>453,166</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Land	-	-	-	-	-	-
Buildings	245,587	-	-	-	(12,260)	233,327
Furniture and Equipment	44,452	26,763	-	-	(16,313)	54,902
Information and Communication	-	12,262	-	-	(21,592)	29,926
Technology	39,256	-	-	-	-	39,256
Leased Assets	8,539	5,052	-	-	(5,815)	7,776
Library Resources	13,842	-	-	-	(1,730)	12,112
	-	-	-	-	-	-
<b>Balance at 31 December 2018</b>	<b>351,676</b>	<b>44,077</b>	<b>-</b>	<b>-</b>	<b>(57,710)</b>	<b>338,043</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Buildings	393,680	(160,353)	233,327
Furniture and Equipment	440,828	(385,926)	54,902
Information and Communication Technology	121,918	(91,992)	29,926
Leased Assets	18,710	(10,934)	7,776
Library Resources	31,064	(18,952)	12,112
	-	-	-
<b>Balance at 31 December 2018</b>	<b>1,006,200</b>	<b>(668,157)</b>	<b>338,043</b>

#### 14. Accounts Payable

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Operating Creditors	11,019	20,000	19,504
Accruals	11,412	27,165	19,920
Banking Staffing Overuse	-	-	16,666
Employee Entitlements - Salaries	85,200	80,000	75,629
Employee Entitlements - Leave Accrual	-	-	3,593
	<u>107,631</u>	<u>127,165</u>	<u>135,312</u>
Payables for Exchange Transactions	107,631	127,165	135,312
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)			
Payables for Non-exchange Transactions - Other			
	<u>107,631</u>	<u>127,165</u>	<u>135,312</u>

The carrying value of payables approximates their fair value.

#### 15. Revenue Received in Advance

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
International Student Fees	30,472	45,000	42,117
Other	7,195	5,000	55,434
	<u>37,667</u>	<u>50,000</u>	<u>97,551</u>

#### 16. Provision for Cyclical Maintenance

	2019	2019	2018
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	40,895	40,895	47,867
Increase/ (decrease) to the Provision During the Year	(26,815)	9,996	(6,972)
Use of the Provision During the Year	-	(36,811)	-
Provision at the End of the Year	<u>14,080</u>	<u>14,080</u>	<u>40,895</u>
Cyclical Maintenance - Current	4,680	4,680	31,535
Cyclical Maintenance - Term	9,400	9,400	9,360
	<u>14,080</u>	<u>14,080</u>	<u>40,895</u>

### 17. Painting Contract Liability

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Current Liability	-	-	6,841
Non Current Liability	-	-	-
	-	-	6,841

### 18. Finance Lease Liability

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
No Later than One Year	(2,632)	(6,009)	5,982
Later than One Year and no Later than Five Years	(1,853)	(9,401)	2,265
Later than Five Years			
	(4,485)	(15,410)	8,247

### 19. Funds Held for Capital Works Projects

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

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions	Closing Balances \$
Playground Relocation	<i>completed</i>	15,000	-	(15,000)	-	-
Senior Block	<i>in progress</i>	(40,997)	440,144	(410,740)	-	(11,593)
Totals		(25,997)	440,144	(425,740)	-	(11,593)

#### Represented by:

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

11,594

(11,594)

	2018	Opening Balances \$	Receipts from \$	Payments \$	Closing Balances \$
Playground Relocation	<i>in progress</i>	15,000	-	-	15,000
Senior Block	<i>in progress</i>	(1,952)	-	(39,045)	(40,997)
Totals		13,048	-	(39,045)	(25,997)

## 20. Related Party Transactions

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

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

## 21. Remuneration

### *Key management personnel compensation*

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

	2019 Actual \$	2018 Actual \$
<i>Board Members</i>		
Remuneration	3,028	4,250
Full-time equivalent members	0.15	0.10
<i>Leadership Team</i>		
Remuneration	224,132	468,621
Full-time equivalent members	2.00	5.00
Total key management personnel remuneration	227,160	472,871
Total full-time equivalent personnel	2.15	5.10

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:

	2019 Actual \$000	2018 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	2019 FTE Number	2018 FTE Number
100 - 110	0.00	0.00
	<u>0.00</u>	<u>0.00</u>

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

## 22. 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:

	2019 Actual	2018 Actual
Total	-	-
Number of People	-	-

## 23. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at **31 December 2019** (Contingent liabilities and assets at **31 December 2018**: nil).

### Holidays Act Compliance – schools payroll

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

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance. The Ministry has recognised an estimated provision based on the analysis of sample data, which may not be wholly representative of the total dataset for Teacher and Support Staff Entitlements. A more accurate estimate will be possible after further analysis of non-compliance has been completed, and this work is ongoing. Final calculations and potential impact on any specific individual will not be known until further detailed analysis has been completed

To the extent that any obligation cannot reasonably be quantified at 31 December 2019, a contingent liability for the school may exist.

## 24. Commitments

### (a) Capital Commitments

As at 31 December 2019 the Board hasn't entered any contract agreements for capital works.:

### (b) Operating Commitments

As at 31 December 2019 the Board has entered into the following contracts:

(a) operating lease of a Photocopier

	2019 Actual \$	2018 Actual \$
No later than One Year	2,040	3,060
Later than One Year and No Later than Five Years	-	2,040
Later than Five Years	-	-
	<u>2,040</u>	<u>5,100</u>

## 25. Managing Capital

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

## 26. Financial Instruments

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

### Financial assets measured at amortised cost (2018: Loans and receivables)

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash and Cash Equivalents	211,353	56,037	31,301
Receivables	58,502	80,000	97,242
Investments - Term Deposits	-	-	235,643
Total Financial assets measured at amortised cost	<u>269,855</u>	<u>136,037</u>	<u>364,186</u>

### Financial liabilities measured at amortised cost

Payables	107,631	127,165	135,312
Borrowings - Loans	-	-	-
Finance Leases	4,485	15,410	8,247
Painting Contract Liability	-	-	6,841
Total Financial Liabilities Measured at Amortised Cost	<u>112,116</u>	<u>142,575</u>	<u>150,400</u>

## **27. Events After Balance Date**

On March 11, 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March, New Zealand increased its' COVID-19 alert level to level 4 and a nationwide lockdown commenced. As part of this lockdown all schools were closed. Subsequently all schools and kura reopened on the 18th of May 2020.

At the date of issuing the financial statements, the school has been able to absorb the majority of the impact from the nationwide lockdown as it was decided to start the annual Easter School holidays early. In the periods the school is open for tuition, the school has switched to alternative methods of delivering the curriculum, so students can learn remotely.

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

## **28. Comparatives**

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

## **29. Adoption of PBE IFRS 9 Financial Instruments**

In accordance with the transitional provisions of PBE IFRS 9, the school has elected not to restate the information for previous years to comply with PBE IFRS 9. Adjustments arising from the adoption of PBE IFRS 9 are recognised in opening equity at 1 January 2019. Accounting policies have been updated to comply with PBE IFRS 9. The main updates are:

- Note 10 Receivables: This policy has been updated to reflect that the impairment of short-term receivables is now determined by applying an expected credit loss model.
- Note 12 Investments:

Term deposits: This policy has been updated to explain that a loss allowance for expected credit losses is recognised only if the estimated loss allowance is not trivial.

Upon transition to PBE IFRS9 there were no material adjustments to these financial statements

## **30. Failure to comply with section 87 of the Education Act 1989**

The Board of Trustees has failed to comply with Section 87 of the Education Act 1989, as the Board were unable to provide their audited financial statements to the Ministry of Education by 31 May 2020. The disruption caused by the Covid-19 restrictions, including the closure of the school, meant that the audit could not progress as planned. This resulted in the school missing the statutory deadline.

## Independent Auditor's Report

### To the readers of Bayswater School's Financial statements For the year ended 31 December 2019

**RSM Hayes Audit**

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Newmarket, Auckland 1149  
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Newmarket, Auckland 1023

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[www.rsmnz.co.nz](http://www.rsmnz.co.nz)

The Auditor-General is the auditor of Bayswater School (the School). The Auditor-General has appointed me, Don Aue, using the staff and resources of RSM Hayes Audit, 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 21, that comprise the statement of financial position as at 31 December 2019, 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 2019; 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 Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime.

Our audit was completed on 18 August 2020. This is the date at which our opinion is expressed.

The basis for our opinion is explained below and we draw your attention to other matters. 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.

### Emphasis of matter – COVID-19

Without modifying our opinion, we draw attention to the disclosures in note 27 on page 21 which outline the possible effects of the Alert Level 4 lockdown as a result of the COVID-19 pandemic.

### Basis of 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 arise from the Public Audit Act 2001.

### **Other information**

The Board of Trustees is responsible for the other information. The other information includes the statement of responsibility, board member list, analysis of variance, and kiwisport 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 Bayswater School.

A handwritten signature in black ink, appearing to read 'Don Aue', written in a cursive style.

**Don Aue**  
RSM Hayes Audit  
On behalf of the Auditor-General  
Auckland, New Zealand