

WOODBURY SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

Ministry Number: 3599

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Members of the Board of Trustees

Name	Position	How position on	Term expires
Keith Tyler Smith	Chairperson	Elected May 2016	December 2019
Janene Adams	Parent Representative	Elected May 2016	December 2019
Danette Mckeown	Parent Representative	Re elected June 2019	May 2022
Kate Mckeown	Parent Representative	Re elected June 2019	May 2022
Alister Holmes	Parent Representative	Re elected June 2019	May 2022
Rebecca Talbot	Staff representative	Re elected June 2019	May 2022
Kirstin Ross	Parent Representative	Co-opted parent	May 2022
Tim Saywell	Parent Representative	Co-opted parent	May 2022
Bec Lees	Parent Representative	Co-opted parent	May 2022
Mike de Joux	Principal		

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WOODBURY SCHOOL

Financial Statements - For the year ended 31 December 2019

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Woodbury 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.

Alistair Holmes
Full Name of Board Chairperson

Michael de Joux
Full Name of Principal

AC Holmes
Signature of Board Chairperson

[Signature]
Signature of Principal

20
31 June 2020
Date:

20.6.20
Date:

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

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue				
Government Grants	2	937,683	907,198	835,644
Locally Raised Funds	3	89,651	38,920	72,143
Interest Received		4,288	4,000	4,889
		<u>1,031,622</u>	<u>950,118</u>	<u>912,676</u>
Expenses				
Locally Raised Funds	3	17,971	7,130	16,620
Learning Resources	4	619,230	640,043	574,300
Administration	5	63,874	58,315	59,950
Finance Costs		389	-	530
Property	6	217,193	199,485	174,003
Depreciation	7	32,467	28,000	36,157
Loss on Disposal of Property, Plant and Equipment		712	-	215
Transport		43,482	40,000	43,229
		<u>995,318</u>	<u>972,973</u>	<u>905,004</u>
Net Surplus / (Deficit)		36,304	(22,855)	7,672
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u><u>36,304</u></u>	<u><u>(22,855)</u></u>	<u><u>7,672</u></u>

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



Woodbury School
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2019

	Actual 2019 \$	Budget (Unaudited) 2019 \$	Actual 2018 \$
Balance at 1 January	<u>366,000</u>	<u>366,000</u>	<u>358,328</u>
Total comprehensive revenue and expense for the year	36,304	(22,855)	7,672
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	3,272	-	-
Equity at 31 December	<u>405,576</u>	<u>343,145</u>	<u>366,000</u>
Retained Earnings	405,576	343,145	366,000
Reserves			
Equity at 31 December	<u>405,576</u>	<u>343,145</u>	<u>366,000</u>

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



Woodbury School Statement of Financial Position

As at 31 December 2019

		2019	2019	2018
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	8	48,698	19,745	33,350
Accounts Receivable	9	37,436	36,848	32,625
GST Receivable		3,689	-	2,316
Prepayments		717	-	4,149
Inventories	10	-	-	218
Investments	11	133,000	120,000	134,000
		<u>223,540</u>	<u>176,593</u>	<u>206,658</u>
Current Liabilities				
GST Payable		-	-	-
Accounts Payable	13	56,559	50,448	43,483
Provision for Cyclical Maintenance	14	-	-	22,389
Finance Lease Liability - Current Portion	15	2,679	6,000	6,573
Funds held for Capital Works Projects	16	-	-	-
		<u>59,678</u>	<u>56,448</u>	<u>72,445</u>
Working Capital Surplus/(Deficit)		163,862	120,145	134,213
Non-current Assets				
Property, Plant and Equipment	12	259,022	240,000	245,767
		<u>259,022</u>	<u>240,000</u>	<u>245,767</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	14	15,221	15,000	11,948
Finance Lease Liability	15	2,087	2,000	2,032
		<u>17,308</u>	<u>17,000</u>	<u>13,980</u>
Net Assets		<u>405,576</u>	<u>343,145</u>	<u>366,000</u>
Equity		<u>405,576</u>	<u>343,145</u>	<u>366,000</u>

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



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

		2019	2019	2018
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		257,300	223,940	247,265
Locally Raised Funds		90,148	38,920	71,966
Goods and Services Tax (net)		(1,373)	-	1,430
Payments to Employees		(104,122)	(122,400)	(107,014)
Payments to Suppliers		(184,643)	(119,883)	(171,581)
Interest Paid		(389)	-	(530)
Interest Received		4,428	4,000	4,573
Net cash from / (to) the Operating Activities		61,349	24,577	46,109
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		(712)	(7,000)	(215)
Purchase of PPE (and Intangibles)		(46,198)	(21,000)	(36,153)
Proceeds from Investments		1,000	-	(29,000)
Net cash from / (to) the Investing Activities		(45,910)	(28,000)	(65,368)
Cash flows from Financing Activities				
Furniture and Equipment Grant		3,272	-	-
Finance Lease Payments		(3,363)	(5,000)	(6,906)
Funds Administered on Behalf of Third Parties		-	-	8,511
Net cash from Financing Activities		(91)	(5,000)	1,605
Net increase/(decrease) in cash and cash equivalents		15,348	(8,423)	(17,654)
Cash and cash equivalents at the beginning of the year	8	33,350	28,168	51,004
Cash and cash equivalents at the end of the year	8	48,698	19,745	33,350

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 omitted.

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



Woodbury School

Notes to the Financial Statements

1 Statement of Accounting Policies

For the year ended 31 December 2019

a) Reporting Entity

Woodbury 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 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 26.

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.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 12.

Critical Judgements in applying accounting policies

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

Classification of leases

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 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.

The School has met the requirements of Schedule 6, Part 3, section 28 of the Education Amendment Act 2017 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.

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 \$500 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 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 – Crown	40 years
Furniture and equipment	5-10 years
Information and communication technology	5 years
Motor vehicles	6 years
Leased assets held under a Finance Lease	3-4 years
Library resources	10 years

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.

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 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 should the School be unable to provide the services to which they relate.

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

q) 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).

r) 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 and finance lease liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

s) 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.

t) Budget Figures

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

u) 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	183,044	165,000	174,111
Teachers' salaries grants	534,543	534,543	477,266
Use of Land and Buildings grants	148,715	148,715	112,741
Other MoE Grants	9,945	3,800	13,184
Transport grants	61,436	55,140	58,342
	<u>937,683</u>	<u>907,198</u>	<u>835,644</u>

3 Locally Raised Funds

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue			
Donations	36,650	1,900	17,003
Fundraising	19,745	3,000	23,836
Other revenue	12,480	11,520	10,200
Trading	2,798	1,000	1,982
Activities	17,978	21,500	19,122
	<u>89,651</u>	<u>38,920</u>	<u>72,143</u>
Expenses			
Activities	12,733	5,000	12,929
Trading	4,180	1,000	2,002
Other Locally Raised Funds Expenditure	1,058	1,130	1,689
	<u>17,971</u>	<u>7,130</u>	<u>16,620</u>
<i>Surplus for the year Locally raised funds</i>	<u>71,680</u>	<u>31,790</u>	<u>55,523</u>

4 Learning Resources

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Employee benefits - salaries	594,769	615,243	550,667
Resource/attached teacher costs	16,128	16,300	15,123
Staff development	8,333	8,500	8,510
	<u>619,230</u>	<u>640,043</u>	<u>574,300</u>

5 Administration

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Audit Fee	3,279	3,100	3,184
Board of Trustees Fees	5,363	4,100	4,455
Board of Trustees Expenses	2,752	2,600	2,173
Communication	1,150	2,050	1,184
Consumables	3,259	2,000	1,892
Operating Lease	-	-	254
Other	19,653	20,015	16,807
Employee Benefits - Salaries	27,002	24,000	28,497
Insurance	1,416	450	1,504
	<u>63,874</u>	<u>58,315</u>	<u>59,950</u>



6 Property

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	2,003	1,500	2,205
Consultancy and Contract Services	7,312	7,300	19,053
Cyclical Maintenance Provision	(9,890)	3,000	3,582
Grounds	5,988	3,000	5,234
Heat, Light and Water	7,435	7,020	9,478
Rates	2,285	2,200	2,194
Repairs and Maintenance	36,575	9,050	14,673
Use of Land and Buildings - Non Integrated	148,715	148,715	112,741
Employee Benefits - Salaries	16,770	17,700	4,843
	<u>217,193</u>	<u>199,485</u>	<u>174,003</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 of Property, Plant and Equipment

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements - Crown	4,800	5,000	4,614
Furniture and Equipment	9,864	7,000	8,963
Information and Communication Technology	8,515	7,000	7,519
Motor Vehicles	2,606	7,000	7,818
Leased Assets	6,385	1,500	6,909
Library Resources	297	500	334
	<u>32,467</u>	<u>28,000</u>	<u>36,157</u>

8 Cash and Cash Equivalents

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Current Account	48,698	19,745	33,350
Bank Call Account	-	-	-
Short-term Bank Deposits	-	-	-
Net cash and cash equivalents and bank overdraft for Cash Flow Statement	<u>48,698</u>	<u>19,745</u>	<u>33,350</u>

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

9 Accounts Receivable

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	480	-	537
Receivables from the Ministry of Education	-	-	2,875
Interest Receivable	508	400	648
Teacher Salaries Grant Receivable	36,448	36,448	28,565
	<u>37,436</u>	<u>36,848</u>	<u>32,625</u>
Receivables from Exchange Transactions	988	400	1,185
Receivables from Non-Exchange Transactions	36,448	36,448	31,440
	<u>37,436</u>	<u>36,848</u>	<u>32,625</u>



10 Inventories

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Stationery	-	-	218
School Uniforms	-	-	-
	<u>-</u>	<u>-</u>	<u>218</u>

11 Investments

The School's investment activities are classified as follows:

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Asset			
Short-term Bank Deposits	133,000	120,000	134,000
Non-current Asset			
Long-term Bank Deposits	-	-	-

The carrying value of long term deposits longer than 12 months approximates their fair value at 31 December 2019.

12 Property, Plant and Equipment

	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
2019						
Land - School	5,100	-	-	-	-	5,100
Building Improvements - Crown	156,244	24,877	-	-	(4,800)	176,320
Furniture and Equipment	45,776	13,364	-	-	(9,864)	49,276
Information and Communication Tec	26,034	5,238	-	-	(8,515)	22,758
Motor Vehicles	2,606	-	-	-	(2,606)	-
Leased Assets	8,772	2,955	(712)	-	(6,385)	4,630
Library Resources	1,235	-	-	-	(297)	938
Balance at 31 December 2019	<u>245,767</u>	<u>46,434</u>	<u>(712)</u>	<u>-</u>	<u>(32,467)</u>	<u>259,022</u>

Accumulated Depreciation

	Cost or Valuation \$	Accumulated Depreciation \$	Net Book Value \$
2019			
Land - School	5,100	-	5,100
Building Improvements - Crown	216,470	(40,150)	176,320
Furniture and Equipment	125,545	(76,269)	49,276
Information and Communication Technology	108,411	(85,653)	22,758
Motor Vehicles	48,860	(48,860)	-
Leased Assets	29,048	(24,418)	4,630
Library Resources	8,949	(8,011)	938
Balance at 31 December 2019	<u>542,383</u>	<u>(283,361)</u>	<u>259,022</u>

	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
2018						
Land - School	5,100	-	-	-	-	5,100
Building Improvements - Crown	153,626	7,232	-	-	(4,614)	156,244
Furniture and Equipment	44,079	10,660	-	-	(8,963)	45,776
Information and Communication Tec	15,078	18,475	-	-	(7,519)	26,034
Motor Vehicles	10,424	-	-	-	(7,818)	2,606
Leased Assets	14,184	1,496	-	-	(6,909)	8,771
Library Resources	1,784	-	(214)	-	(334)	1,236
Balance at 31 December 2018	<u>244,275</u>	<u>37,863</u>	<u>(214)</u>	<u>-</u>	<u>(36,157)</u>	<u>245,767</u>



Accumulated Depreciation

2018

Land - School
Building Improvements - Crown
Furniture and Equipment
Information and Communication Technology
Motor Vehicles
Leased Assets
Library Resources
Balance at 31 December 2018

Cost or Valuation \$	Accumulated Depreciation \$	Net Book Value \$
5,100	-	5,100
191,593	(35,349)	156,244
112,181	(66,405)	45,776
103,172	(77,138)	26,034
48,860	(46,254)	2,606
29,524	(20,752)	8,772
8,949	(7,714)	1,235
499,379	(253,612)	245,767

13 Accounts Payable

Operating creditors
Accruals
Banking staffing overuse
Employee Entitlements - salaries
Employee Entitlements - leave accrual
Payables for Exchange Transactions
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)
Payables for Non-exchange Transactions - Other

2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
13,145	8,000	7,973
4,979	4,000	4,834
-	-	-
36,448	36,448	28,565
1,987	2,000	2,111
56,559	50,448	43,483
56,559	50,448	43,483
56,559	50,448	43,483

The carrying value of payables approximates their fair value.

14 Provision for Cyclical Maintenance

Provision at the Start of the Year
Increase to the Provision During the Year
Adjustment to the Provision
Use of the Provision During the Year
Provision at the End of the Year

2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
34,337	34,337	30,755
-	3,000	3,582
(9,890)	-	-
(9,226)	-	-
15,221	37,337	34,337
-	-	22,389
15,221	15,000	11,948
15,221	15,000	34,337

Cyclical Maintenance - Current
Cyclical Maintenance - Term



15 Finance Lease Liability

The School has entered into a number of finance lease agreements for laptops and a photocopier. Minimum lease payments payable:

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
No Later than One Year	2,679	6,000	6,573
Later than One Year and no Later than Five Years	2,087	2,000	2,032
Later than Five Years	-	-	-
	4,766	8,000	8,605

16 Funds Held for Capital Works Projects

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

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M) \$	Closing Balances \$
Toilet Upgrade	<i>completed</i>	-	10,712	11,496	(784)	-
Totals		-	10,712	11,496	(784)	-

Represented by:

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

-
-
-

	2018	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M) \$	Closing Balances \$
New Classroom	<i>completed</i>	(8,511)	8,511	-	-	-
Totals		(8,511)	8,511	-	-	-

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.

	2019 Actual \$	2018 Actual \$
<i>Board Members</i>		
Remuneration	5,363	4,455
Full-time equivalent members	0.07	0.10
<i>Leadership Team</i>		
Remuneration	267,530	188,667
Full-time equivalent members	3.00	2.00
Total key management personnel remuneration	<u>272,893</u>	<u>193,122</u>
Total full-time equivalent personnel	<u>3.07</u>	<u>2.10</u>

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	110-120	100-110
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
	-	-
	<u>-</u>	<u>-</u>

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:

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

20 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).



21 Commitments

(a) Capital Commitments

As at 31 December 2019 the Board has entered into no contract agreements for capital works:

(Capital commitments at 31 December 2018: nil)

(b) Operating Commitments

As at 31 December 2019 the Board has not entered any new contracts:

(a) operating lease of computer equipment;

No later than One Year

Later than One Year and No Later than Five Years

	2019 Actual \$	2018 Actual \$
	-	-
	-	-
	-	-

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash and Cash Equivalents	48,698	19,745	33,350
Receivables	37,436	36,848	32,625
Investments - Term Deposits	133,000	120,000	134,000
Total Loans and Receivables	<u>219,134</u>	<u>176,593</u>	<u>199,975</u>

Financial liabilities measured at amortised cost

Payables	56,559	50,448	43,483
Borrowings - Loans	-	-	-
Finance Leases	4,766	8,000	8,605
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>61,325</u>	<u>58,448</u>	<u>52,088</u>

24 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 until 18 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.

At this time the full financial impact of the COVID-19 pandemic is not able to be determined, but it is not expected to be significant to the school. The school will continue to receive funding from the Ministry of Education, even while closed.



Holidays Act Compliance - schools payroll

The Ministry of Education performs payroll processing and payments on behalf of school boards to 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, however the potential impact on any specific school or individual and any associated historical liability will not be known until further detailed analysis has been completed.

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

25 Breach of Deadline

The Board of Trustees has failed to comply with section 87C of the Education Act 1989 in that the Board did not report by 31 May 2020, the date fixed by the Ministry of Education, by which schools were required to have sent their financial statements to the Ministry of Education. The delay was due to a nationwide lockdown commenced on 26 March 2020 after the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic.

26 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 9 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 11 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



INDEPENDENT AUDITOR'S REPORT**TO THE READERS OF WOODBURY SCHOOL'S FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

The Auditor-General is the auditor of Woodbury School (the "School"). The Auditor-General has appointed me, Jane Jackman, using the staff and resources of Nexia Audit Christchurch, 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 3 to 18, 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 the Public Sector – Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 20th June 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 24 on page 17 which outline the possible effects of the Alert Level 4 lockdown as a result of the COVID-19 pandemic.

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 arise from the Public Audit Act 2001.

Other information

The Board of Trustees is responsible for the other information. The other information comprises the Statement of Kiwisports Funding and Analysis of Variance information, but does not include the financial statements, and our auditor's report thereon.

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

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

Independence

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

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



Jane Jackman

Nexia Audit Christchurch
On behalf of the Auditor-General
Christchurch, New Zealand