



ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

School Directory

Ministry Number: 4005

Principal: Fiona Cavanagh

School Address: 20 Robins Road, Queenstown, 9300

School Phone: 03 442 9120

School Email: accounts@queenstown.school.nz

QUEENSTOWN PRIMARY SCHOOL

Annual Report - For the year ended 31 December 2022

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Queenstown Primary School

Statement of Responsibility

For the year ended 31 December 2022

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

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2022 fairly reflects the financial position and operations of the School.

The School's 2022 financial statements are authorised for issue by the Board.

Jeannie Galavani

Full Name of Presiding Member

Flora Cavanagh

Full Name of Principal

Jeannie Galavani

Signature of Presiding Member

Flora Cavanagh

Signature of Principal

27 JULY 2023

Date:

27 JULY 2023

Date:

Queenstown Primary School

Members of the Board

For the year ended 31 December 2022

Name	Position	How Position Gained	Term Expired/ Expires
Jeannie Galavazi	Presiding Member	Elected	Sep 2025
Fiona Cavanagh	Principal	ex Officio	
Debbie Hutton	Parent Representative	Elected	Sep 2025
Michelle Clark	Parent Representative	Elected	Sep 2022
Richie Heap	Parent Representative	Elected	Sep 2025
Katie Hart	Staff Representative	Elected	Sep 2025
Newell Hodgson	Parent Representative	Elected	Sep 2025
Amanda Robinson	Parent Representative	Elected	Sep 2025
Kim Arnold	Parent Representative	Co-opted	Dec 2022

In Attendance

Carly Blackburn

Board Secretary

Queenstown Primary School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2022

		2022	2022	2021
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Revenue				
Government Grants	2	6,256,391	5,259,282	5,884,594
Locally Raised Funds	3	496,191	339,742	540,671
Interest Income		9,517	5,000	4,204
		<u>6,762,099</u>	<u>5,604,024</u>	<u>6,429,469</u>
Expenses				
Locally Raised Funds	3	112,519	124,350	190,799
Learning Resources	4	3,904,083	3,335,254	3,901,711
Administration	5	343,853	291,193	277,383
Finance		10,365	3,425	7,303
Property	6	2,101,116	1,868,143	1,954,459
Loss on Disposal of Property, Plant and Equipment		5,154	-	-
		<u>6,477,090</u>	<u>5,622,365</u>	<u>6,331,655</u>
Net Surplus / (Deficit) for the year		285,009	(18,341)	97,814
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>285,009</u>	<u>(18,341)</u>	<u>97,814</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.

Queenstown Primary School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2022

	Notes	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Equity at 1 January		1,573,030	1,573,030	1,452,663
Total comprehensive revenue and expense for the year		285,009	(18,341)	97,814
Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	22,553
Equity at 31 December		1,858,039	1,554,689	1,573,030
Accumulated comprehensive revenue and expense		1,858,039	1,554,689	1,573,030
Equity at 31 December		1,858,039	1,554,689	1,573,030

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.

Queenstown Primary School

Statement of Financial Position

As at 31 December 2022

		2022	2022	2021
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	7	470,164	43,013	13,229
Accounts Receivable	8	412,201	284,443	284,443
GST Receivable		8,137	30,141	30,141
Prepayments		23,749	23,539	23,539
Inventories	9	761	2,388	2,388
Investments	10	271,333	267,961	267,961
Funds Receivable for Capital Works Projects	17	-	152,522	152,522
		<u>1,186,345</u>	<u>804,007</u>	<u>774,223</u>
Current Liabilities				
Accounts Payable	12	374,891	337,508	337,508
Revenue Received in Advance	13	80,936	35,387	35,387
Provision for Cyclical Maintenance	14	37,428	18,667	55,833
Finance Lease Liability	15	40,713	32,797	32,797
Funds held in Trust	16	1,147	1,347	1,347
Funds held for Capital Works Projects	17	52,072	43,282	43,282
		<u>587,187</u>	<u>468,988</u>	<u>506,154</u>
Working Capital Surplus/(Deficit)		599,158	335,019	268,069
Non-current Assets				
Property, Plant and Equipment	11	1,382,992	1,280,325	1,388,519
		<u>1,382,992</u>	<u>1,280,325</u>	<u>1,388,519</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	14	75,316	13,431	36,334
Finance Lease Liability	15	48,795	47,224	47,224
		<u>124,111</u>	<u>60,655</u>	<u>83,558</u>
Net Assets		<u>1,858,039</u>	<u>1,554,689</u>	<u>1,573,030</u>
Equity		<u>1,858,039</u>	<u>1,554,689</u>	<u>1,573,030</u>

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

Queenstown Primary School

Statement of Cash Flows

For the year ended 31 December 2022

		2022	2022	2021
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
		\$	\$	\$
Cash flows from Operating Activities				
Government Grants		1,270,562	1,150,706	1,448,196
Locally Raised Funds		414,574	309,742	266,315
International Students		103,608	30,000	39,652
Goods and Services Tax (net)		22,004	-	(52,570)
Payments to Employees		(651,717)	(670,544)	(833,324)
Payments to Suppliers		(690,034)	(788,120)	(707,515)
Interest Received		6,330	5,000	6,187
Net cash from/(to) Operating Activities		475,327	36,784	166,941
Cash flows from Investing Activities				
Purchase of Property Plant & Equipment (and Intangibles)		(65,503)	(7,000)	(55,140)
Purchase of Investments		(3,372)	-	(4,783)
Net cash (to)/from Investing Activities		(68,875)	(7,000)	(59,923)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	22,553
Finance Lease Payments		(44,100)	-	(41,272)
Funds Administered on Behalf of Third Parties		94,583	-	(252,789)
Net cash from/(to) Financing Activities		50,483	-	(271,508)
Net increase/(decrease) in cash and cash equivalents				
		456,935	29,784	(164,490)
Cash and cash equivalents at the beginning of the year	7	13,229	13,229	177,719
Cash and cash equivalents at the end of the year	7	470,164	43,013	13,229

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

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

Queenstown Primary School

Notes to the Financial Statements

For the year ended 31 December 2022

1. Statement of Accounting Policies

1.1. Reporting Entity

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

1.2. Basis of Preparation

Reporting Period

The financial statements have been prepared for the period 1 January 2022 to 31 December 2022 and in accordance with the requirements of the Education and Training Act 2020.

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the 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 whole dollar.

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Cyclical Maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 14.

Useful lives of property, plant and equipment

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

Critical Judgements in applying accounting policies

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

Classification of leases

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 15. Future operating lease commitments are disclosed in note 22b.

Recognition of grants

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

1.3. 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 to which they relate. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

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

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

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

Other Grants where conditions exist

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

Donations, Gifts and Bequests

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

Interest Revenue

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

1.4. 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.

1.5. 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.

1.6. 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.

1.7. Accounts Receivable

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

1.8. Inventories

Inventories are consumable items held for sale and comprised of stationery, canteen 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.

1.9. 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.

1.10. Property, Plant and Equipment

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

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

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

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

Building improvements	10-50 years
Furniture and equipment	4–15 years
Information and communication technology	3–7 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value

1.11. 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. If such indication exists, the School estimates the asset's recoverable service amount. An impairment loss is recognised as the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

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

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information.

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 Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss is recognised in the Statement of Comprehensive Revenue and Expense. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

1.12. 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.

1.13. Employee Entitlements

Short-term employee entitlements

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

Long-term employee entitlements

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

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

1.14. Revenue Received in Advance

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

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

1.15. Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Comprehensive Revenue and Expense.

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

1.16. Funds held for Capital Works

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

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

1.17. Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. In instances where funds are outside of the School's control, these amounts are not recorded in the Statement of Comprehensive Revenue and Expense. In instances where the school is determined to be the principal for providing the service related to the Shared Funds (such as the Resource Teachers of Learning & Behaviour programme), all income and expenditure related to the provision of the service is recorded in the Statement of Comprehensive Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

1.18. 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.

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

The School carries out painting maintenance of the whole school over a variety of periods in accordance with the conditional assessment of each area of the school. The economic outflow of this is dependent on the plan established by the School to meet this obligation and is detailed in the notes and disclosures of these accounts.

1.19. Financial Instruments

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

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

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

1.20. Borrowings

Borrowings, on normal commercial terms, are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. Borrowings are classified as current liabilities unless the school has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

1.21. 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.

1.22. Budget Figures

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

1.23. 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

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Government Grants - Ministry of Education	1,275,311	1,108,956	1,211,862
Teachers' Salaries Grants	3,212,666	2,600,000	3,022,313
Use of Land and Buildings Grants	1,768,414	1,550,326	1,650,419
	<u>6,256,391</u>	<u>5,259,282</u>	<u>5,884,594</u>

3. Locally Raised Funds

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

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
Donations & Bequests	199,553	157,812	255,269
Fees for Extra Curricular Activities	12,781	13,000	15,806
Trading	105,268	36,000	43,963
Fundraising & Community Grants	45,037	63,540	81,886
Other Revenue	75,074	39,390	55,561
International Student Fees	58,478	30,000	88,186
	<u>496,191</u>	<u>339,742</u>	<u>540,671</u>
Expenses			
Extra Curricular Activities Costs	91,788	102,000	162,524
Trading	13,042	15,500	14,184
Fundraising & Community Grant Costs	5,352	5,500	9,115
International Student - Student Recruitment	574	350	1,748
International Student - Other Expenses	1,763	1,000	3,228
	<u>112,519</u>	<u>124,350</u>	<u>190,799</u>
	<u>383,672</u>	<u>215,392</u>	<u>349,872</u>

Surplus / (Deficit) for the year Locally raised funds

During the year the School hosted 5 International students (2021:6)

4. Learning Resources

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	131,272	138,390	127,362
Equipment Repairs	4,728	4,500	925
Information and Communication Technology	21,817	19,000	18,640
Library Resources	2,329	2,400	2,489
Employee Benefits - Salaries	3,557,953	2,964,770	3,567,391
Staff Development	55,330	45,000	61,083
Depreciation	130,654	161,194	123,821
	<u>3,904,083</u>	<u>3,335,254</u>	<u>3,901,711</u>

5. Administration

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	5,879	5,719	5,398
Board Fees	3,085	3,500	3,095
Board Expenses	4,269	6,600	2,662
Communication	9,864	10,000	10,024
Consumables	19,792	27,300	18,486
Legal Fees	360	-	-
Other	21,616	18,800	16,511
Employee Benefits - Salaries	261,571	202,774	205,877
Insurance	8,896	9,000	7,010
Service Providers, Contractors and Consultancy	8,521	7,500	8,320
	<u>343,853</u>	<u>291,193</u>	<u>277,383</u>

6. Property

	2022	2022 Budget	2021
	Actual	(Unaudited)	Actual
	\$	\$	\$
Caretaking and Cleaning Consumables	4,968	5,500	5,594
Consultancy and Contract Services	90,317	91,000	84,297
Cyclical Maintenance Provision	20,577	9,917	(48,727)
Grounds	39,424	29,750	28,607
Heat, Light and Water	81,371	72,000	71,994
Rates	9,667	10,800	9,673
Repairs and Maintenance	22,254	35,800	87,924
Use of Land and Buildings	1,768,414	1,550,326	1,650,419
Security	2,568	1,800	6,505
Employee Benefits - Salaries	61,556	61,250	58,173
	<u>2,101,116</u>	<u>1,868,143</u>	<u>1,954,459</u>

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

7. Cash and Cash Equivalents

	2022	2022 Budget	2021
	Actual	(Unaudited)	Actual
	\$	\$	\$
Bank Accounts	470,164	43,013	13,229
Cash and Cash Equivalents for Statement of Cash Flows	<u>470,164</u>	<u>43,013</u>	<u>13,229</u>

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

8. Accounts Receivable

	2022	2022 Budget	2021
	Actual	(Unaudited)	Actual
	\$	\$	\$
Receivables	35,478	1,920	1,920
Receivables from the Ministry of Education	79,197	22,906	22,906
Interest Receivable	4,954	1,767	1,767
Banking Staffing Underuse	-	41,750	41,750
Teacher Salaries Grant Receivable	292,572	216,100	216,100
	<u>412,201</u>	<u>284,443</u>	<u>284,443</u>
Receivables from Exchange Transactions	40,432	3,687	3,687
Receivables from Non-Exchange Transactions	371,769	280,756	280,756
	<u>412,201</u>	<u>284,443</u>	<u>284,443</u>

9. Inventories

	2022	2022 Budget	2021
	Actual	(Unaudited)	Actual
	\$	\$	\$
Stationery	761	2,388	2,388
	<u>761</u>	<u>2,388</u>	<u>2,388</u>

10. Investments

The School's investment activities are classified as follows:

	2022	2022 Budget	2021
	Actual	(Unaudited)	Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	271,333	267,961	267,961
Total Investments	<u>271,333</u>	<u>267,961</u>	<u>267,961</u>

11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2022	\$	\$	\$	\$	\$	\$
Building Improvements	1,160,361	29,456	-	-	(47,629)	1,142,188
Furniture and Equipment	117,064	33,784	-	-	(34,313)	116,535
Information and Communication Technology	9,710	8,793	-	-	(2,535)	15,968
Leased Assets	81,725	53,173	-	-	(43,730)	91,168
Library Resources	19,659	5,076	(5,155)	-	(2,447)	17,133
Balance at 31 December 2022	1,388,519	130,282	(5,155)	-	(130,654)	1,382,992

The net carrying value of equipment held under a finance lease is \$91,168 (2021: \$81,725)

Restrictions

With the exception of the contractual restrictions relating to the above noted finance leases, there are no other restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2022 Cost or Valuation	2022 Accumulated Depreciation	2022 Net Book Value	2021 Cost or Valuation	2021 Accumulated Depreciation	2021 Net Book Value
	\$	\$	\$	\$	\$	\$
Building Improvements	1,752,349	(610,161)	1,142,188	1,722,853	(562,492)	1,160,361
Furniture and Equipment	661,035	(544,500)	116,535	633,290	(516,226)	117,064
Information and Communication Technology	201,380	(185,412)	15,968	212,663	(202,953)	9,710
Leased Assets	191,042	(99,874)	91,168	201,726	(120,001)	81,725
Library Resources	59,806	(42,673)	17,133	74,179	(54,520)	19,659
Balance at 31 December	2,865,612	(1,482,620)	1,382,992	2,844,711	(1,456,192)	1,388,519

12. Accounts Payable

	2022 Actual	2022 Budget (Unaudited)	2021 Actual
	\$	\$	\$
Creditors	66,160	93,876	93,876
Accruals	5,719	5,398	5,398
Banking Staffing Overuse	4,849	-	-
Employee Entitlements - Salaries	295,155	233,176	233,176
Employee Entitlements - Leave Accrual	3,008	5,058	5,058
	374,891	337,508	337,508
Payables for Exchange Transactions	374,891	337,508	337,508
	374,891	337,508	337,508

The carrying value of payables approximates their fair value.

13. Revenue Received in Advance

	2022 Actual	2022 Budget (Unaudited)	2021 Actual
	\$	\$	\$
Grants in Advance - Ministry of Education	-	10,000	10,000
International Student Fees in Advance	53,826	8,696	8,696
Other Revenue in Advance	27,110	16,691	16,691
	80,936	35,387	35,387

14. Provision for Cyclical Maintenance

	2022	2022	2021
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	92,167	92,167	140,894
Increase to the Provision During the Year	22,738	9,917	(48,727)
Other Adjustments	(2,161)	-	-
Use of the Provision During the Year	-	(69,986)	-
Provision at the End of the Year	112,744	32,098	92,167
Cyclical Maintenance - Current	37,428	18,667	55,833
Cyclical Maintenance - Non current	75,316	13,431	36,334
	112,744	32,098	92,167

The School's cyclical maintenance schedule details annual painting & other significant cyclical maintenance work to be undertaken. The costs associated with this annual work will vary depending on the requirements during the year. This plan is based on the School's most recent 10 Year Property plan, adjusted as identified and confirmed appropriate by the Board, to other reliable sources of evidence.

15. Finance Lease Liability

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

	2022	2022	2021
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
No Later than One Year	47,971	39,453	39,453
Later than One Year and no Later than Five Years	52,255	52,413	52,413
Future Finance Charges	(10,718)	(11,845)	(11,845)
	89,508	80,021	80,021
Represented by:			
Finance lease liability - Current	40,713	32,797	32,797
Finance lease liability - Non current	48,795	47,224	47,224
	89,508	80,021	80,021

16. Funds Held in Trust

	2022	2022	2021
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Funds Held in Trust on Behalf of Third Parties - Current	1,147	1,347	1,347
	1,147	1,347	1,347

These funds relate to arrangements where the School is acting as an agent. These amounts are not revenue or expenditure of the school and therefore are not included in the Statement of Comprehensive Revenue and Expense.

17. Funds Held for Capital Works Projects

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

2022	Opening Balances	Receipts from MoE	Payments	Board Contributions	Closing Balances
	\$	\$	\$	\$	\$
D Block, ILE conversion 204208	(32,882)	32,870	12	-	-
5YA SIP Projects (school entrance) 220614	(108,848)	108,848	-	-	-
Block Q Soundproofing 220615	43,282	23,771	(67,053)	-	-
Basement Flood Damage 225845	(10,792)	12,947	(2,155)	-	-
RM Damage Repairs 235686	-	6,860	(6,860)	-	-
Reroofing 233730	-	55,920	(3,848)	-	52,072
Totals	(109,240)	241,216	(79,904)	-	52,072

Represented by:

Funds Held on Behalf of the Ministry of Education

52,072

2021	Opening Balances	Receipts from MoE	Payments	Board Contributions	Closing Balances
	\$	\$	\$	\$	\$
B Block, ILE conversion 204208	50,302	-	(83,184)	-	(32,882)
Block E toilets	116,576	13,943	(130,519)	-	-
Drainage (Block A&B sewer replacement)	7,199	4,186	(11,385)	-	-
Special Needs Modifications 2020	27,363	2,680	(30,043)	-	-
Block L Break Out Space Upgrade	71,115	8,249	(79,364)	-	-
5YA SIP Projects (school entrance) 220614	3,278	250,000	(362,126)	-	(108,848)
Library Soundproofing	(932)	932	-	-	-
Block A & Hall Lighting Upgrade	22,022	4,277	(26,299)	-	-
Block Q Soundproofing 220615	8,892	87,154	(52,764)	-	43,282
Basement Flood Damage 235686	-	-	(10,792)	-	(10,792)
Totals	305,815	371,421	(786,476)	-	(109,240)

Represented by:

Funds Held on Behalf of the Ministry of Education	43,282
Funds Receivable from the Ministry of Education	(152,522)

18. 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.

19. Remuneration

Key management personnel compensation

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

	2022 Actual	2021 Actual
	\$	\$
<i>Board Members</i>		
Remuneration	3,085	3,095
<i>Leadership Team</i>		
Remuneration	402,753	490,706
Full-time equivalent members	3.00	4.00
Total key management personnel remuneration	405,838	493,801

There are 7 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has Finance (3 members) and Property (2 members) that meet 8 times a year. As well as these regular meetings, including preparation time, the Presiding member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Principal

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

	2022 Actual	2021 Actual
	\$000	\$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	160-170	160-170
Benefits and Other Emoluments	0-5	0-0
Termination Benefits	0-0	0-0

Other Employees

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

Remuneration \$000	2022 FTE Number	2021 FTE Number
100 -110	3.00	5.00
110 -120	1.00	1.00
120 - 130	1.00	-
	<u>5.00</u>	<u>6.00</u>

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

20. 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 members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2022 Actual	2021 Actual
Total	\$ -	\$ -
Number of People	-	-

21. Contingencies

There are no contingent liabilities and no contingent assets except as noted below as at 31 December 2022 (Contingent liabilities and assets at 31 December 2021: nil).

Holidays Act Compliance – schools payroll

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

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

To the extent that any obligation cannot reasonably be quantified at 31 December 2022, a contingent liability for the school may exist.

Additional funding wash up payment

In 2022 the Ministry of Education provided additional funding for both the Support Staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The Ministry is in the process of determining wash up payments for the year ended 31 December 2022 however as at the reporting date this amount had not been calculated and therefore is not recorded in these financial statements.

22. Commitments

(a) Capital Commitments

As at 31 December 2022 the Board has entered into the following contract agreements for capital works.

(a) The school has contracted for Site A, C, E, L, M Core Infrastructure Renewals design fees, this design work is for reroofing. The total cost of this design project is estimated to be \$55,920. The project is fully funded by the Ministry. No funding has been received from the Ministry for this project, and \$3,848 has been spent on the project to balance date. This project has been approved by the Ministry.

(Capital commitments in relation to Ministry projects at 31 December 2021: nil)

(b) Operating Commitments

As at 31 December 2022 the Board has not entered into any operating contracts.

(Operating commitments at 31 December 2021: nil)

23. 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

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	470,164	43,013	13,229
Receivables	412,201	284,443	284,443
Investments - Term Deposits	271,333	267,961	267,961
Total Financial assets measured at amortised cost	<u>1,153,698</u>	<u>595,417</u>	<u>565,633</u>

Financial liabilities measured at amortised cost

Payables	374,891	337,508	337,508
Finance Leases	89,508	80,021	80,021
Total Financial liabilities measured at amortised Cost	<u>464,399</u>	<u>417,529</u>	<u>417,529</u>

24. Events After Balance Date

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

25. Comparatives

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

Queenstown Primary School

20 Robins Road, Queenstown
Phone (03) 442 9120
Email office@queenstown.school.nz
Web www.queenstown.school.nz



27 July 2023

Compliance with the Good Employer Policy

The School Board of Queenstown Primary School:

- Has developed and implemented appropriate policies which promote high levels of staff performance and recognise the needs of students;
- Has reviewed its compliance with these policies and can report that it meets all the requirements identified and is in accordance with best practice;
- Is a good employer and complies with all conditions included within employee contracts;
- Ensures all employees are treated fairly, without bias or discrimination;
- Meets all EEO requirements.

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF QUEENSTOWN PRIMARY SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

The Auditor-General is the auditor of Queenstown Primary School (the School). The Auditor-General has appointed me, Mike Hawken, using the staff and resources of Deloitte Limited, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 3 to 18, that comprise the statement of financial position as at 31 December 2022, 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 2022; 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 Standards, Reduced Disclosure Regime.

Our audit was completed on 27 July 2023. This is the date at which our opinion is expressed.

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

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Board for the financial statements

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

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

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

The Board's responsibilities, in terms of the requirements of the Education and Training Act 2020, arise from section 87 of 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.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- We assess the risk of material misstatement arising from the 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 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 is responsible for the other information. The other information comprises the information included on pages accompanying the financial statements 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.



Mike Hawken
for Deloitte Limited
On behalf of the Auditor-General
Dunedin, New Zealand