

PARAPARAUMU SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

School Directory

Ministry Number:	2949
Principal:	Steve Caldwell
School Address:	Ruapehu Street Paraparaumu Kapiti Coast 5032
School Postal Address:	
School Phone:	04-298-7900
School Email:	office@paraparaumu.school.nz

Members of the Board of Trustees

Position		Name	Term ends
Chair Person		Ben Wakefield	May-22
Principal	ex officio	Steve Caldwell	
Parent Rep		Daniel Cottrell	May-22
Parent Rep		Cat Francis	May-22
Parent Rep		C Wylde	May-22
Parent Rep		Carla Nicolson	May-22
Parent Rep	Co opted	Adam Robati Busby	Dec-20
Staff Rep		A Chaber Murray	

Accountant / Service Provider:

Davidson Dickson Ltd

PARAPARAUMU SCHOOL

Annual Report - For the year ended 31 December 2020

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PARAPARAUMU SCHOOL

Statement of Responsibility

For the year ended 31 December 2020

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 2020 fairly reflects the financial position and operations of the school.

The School's 2020 financial statements are authorised for issue by the Board.

Ben Wakefield

Full Name of Board Chairperson

[Signature]

Signature of Board Chairperson

21/09/21

Date:

Steen Gabriel

Full Name of Principal

Signature of Principal

21/09/21

Date:

PARAPARAUMU SCHOOL**Statement of Comprehensive Revenue and Expense**

For the year ended 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Revenue				
Government Grants	2	2,501,466	2,260,544	2,311,067
Locally Raised Funds	3	121,269	28,000	77,529
Interest income		6,110	2,000	6,562
		<u>2,628,845</u>	<u>2,290,544</u>	<u>2,395,158</u>
Expenses				
Locally Raised Funds	3	35,892	20,000	50,104
Learning Resources	4	1,710,338	1,467,556	1,600,430
Administration	5	126,598	116,850	113,525
Finance		792	-	730
Property	6	625,360	615,755	603,385
Depreciation	7	44,990	45,000	44,083
Loss on Disposal of Property, Plant and Equipment		-	-	-
		<u>2,543,968</u>	<u>2,265,161</u>	<u>2,412,257</u>
Net Surplus / (Deficit) for the year		84,877	25,383	(17,099)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>84,877</u>	<u>25,383</u>	<u>(17,099)</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.

PARAPARAUMU SCHOOL**Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2020

	Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
Balance at 1 January		588,339	572,776	599,414
Total comprehensive revenue and expense for the year		84,877	25,383	(17,099)
Capital Contributions from the Ministry of Education Contribution - Furniture and Equipment Grant		-	-	6,024
Equity at 31 December	23	673,216	598,159	588,339
Retained Earnings		673,216	598,159	588,339
Equity at 31 December		673,216	598,159	588,339

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.

PARAPARAUMU SCHOOL
Statement of Financial Position
As at 31 December 2020

		2020	2020	2019
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
Current Assets				
Cash and Cash Equivalents	8	247,195	426,491	345,533
Accounts Receivable	9	101,534	100,000	99,456
GST Receivable		13,037	-	(0)
Prepayments		5,344	2,000	4,374
Inventories	10	2,043	1,000	1,599
Investments	11	315,645	61,244	159,906
Funds due for Capital Works Projects	17	11,210	-	-
		<u>696,008</u>	<u>590,735</u>	<u>610,868</u>
Current Liabilities				
GST Payable		-	-	2,714
Accounts Payable	13	181,136	137,928	159,099
Revenue Received in Advance	14	20,808	-	2,620
Provision for Cyclical Maintenance	15	7,111	-	-
Finance Lease Liability - Current Portion	16	6,244	5,000	4,135
Funds held for Capital Works Projects	17	39,597	-	27,000
		<u>254,896</u>	<u>142,928</u>	<u>195,568</u>
Working Capital Surplus/(Deficit)		<u>441,112</u>	<u>447,807</u>	<u>415,300</u>
Non-current Assets				
Property, Plant and Equipment	12	293,820	216,596	231,596
		<u>293,820</u>	<u>216,596</u>	<u>231,596</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	15	55,273	61,244	56,244
Finance Lease Liability	16	6,443	5,000	2,313
		<u>61,716</u>	<u>66,244</u>	<u>58,557</u>
Net Assets		<u><u>673,216</u></u>	<u><u>598,159</u></u>	<u><u>588,339</u></u>
Equity	23	<u><u>673,216</u></u>	<u><u>598,159</u></u>	<u><u>588,339</u></u>

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

PARAPARAUMU SCHOOL**Statement of Cash Flows**

For the year ended 31 December 2020

		2020	2020	2019
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		591,901	567,725	552,551
Locally Raised Funds		139,457	27,500	79,650
Goods and Services Tax (net)		(15,749)	-	1,449
Payments to Employees		(302,698)	(286,456)	(321,848)
Payments to Suppliers		(261,424)	(239,959)	(244,311)
Cyclical Maintenance Payments in the year		-	5,648	-
Interest Paid		(792)	-	(730)
Interest Received		6,293	2,000	6,751
Net cash from / (to) Operating Activities		156,988	76,458	73,512
Cash flows from Investing Activities				
Purchase of PPE (and Intangibles)		(95,162)	(44,607)	(19,744)
Purchase of Investments		(155,738)	28,756	(70,566)
Proceeds from Sale of Investments		-	-	-
Net cash (to) / from Investing Activities		(250,900)	(15,851)	(90,310)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	6,024
Finance Lease Payments		(5,813)	(167)	(5,563)
Funds Held for Capital Works Projects		1,387	-	(39,261)
Net cash from / (to) Financing Activities		(4,426)	(167)	(38,800)
Net increase/(decrease) in cash and cash equivalents		(98,338)	60,440	(55,598)
Cash and cash equivalents at the beginning of the year	8	345,533	366,051	401,131
Cash and cash equivalents at the end of the year	8	247,195	426,491	345,533

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

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

PARAPARAUMU SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2020

1. Statement of Accounting Policies

a) Reporting Entity

Paraparaumu 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 2020 to 31 December 2020 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Useful lives of property, plant and equipment

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

Cyclical Maintenance provision

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 long term maintenance plan which is prepared as part of its 10 year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at Note 15.

Critical Judgements in applying accounting policies

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

Classification of leases

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

Recognition of grants

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

c) Revenue Recognition

Government Grants

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

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

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

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

Short-term receivables are recorded at the amount due, less an allowance for credit losses (uncollectable debts). The schools 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.

i) Inventories

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

j) Investments

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

k) Property, Plant and Equipment

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

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

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

Property, plant and equipment acquired with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

Building improvements to Crown Owned Assets	50 years
Furniture and equipment	5-14 years
Information and communication technology	5 years
Leased assets held under a Finance Lease	3-5 years term of lease
Library resources	12.5% Diminishing value

l) Intangible Assets

Software costs

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

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

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

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

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

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

Non cash generating assets

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

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

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

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

n) Accounts Payable

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

o) Employee Entitlements

Short-term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

p) Revenue Received in Advance

Revenue received in advance relates to fees received from students 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.

q) Funds Held in Trust

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

r) Shared Funds

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

s) Provision for Cyclical Maintenance

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

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

t) Financial 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 categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

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

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

u) Borrowings

Borrowings 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.

Grants determined by the Minister of Education for operational activities includes all items (core components) included in the Operational Funding notice.

Borrowings include but not limited to bank overdrafts, operating leases, finance leases, painting contracts and term loans.

v) Goods and Services Tax (GST)

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

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

Commitments and contingencies are disclosed exclusive of GST.

w) Budget Figures

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

x) Services received in-kind

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

2. Government Grants

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Operational Grants	535,234	511,138	415,968
Teachers' Salaries Grants	1,390,833	1,200,000	1,291,611
Use of Land and Buildings Grants	482,649	475,000	466,904
Resource Teachers Learning and Behaviour Grants	1,746	-	2,693
Other MoE Grants	91,004	74,406	133,890
	2,501,466	2,260,544	2,311,067

The school has opted in to the donations scheme for this year. Total amount received was \$41,400.

Other MOE Grants total includes additional COVID-19 funding totalling \$11,434 for the year ended 31 December 2020.

3. Locally Raised Funds

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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Revenue			
Donations	78,380	8,000	18,330
Activities	27,203	20,000	33,165
Trading	8,424	-	12,168
Fundraising	7,262	-	12,782
Other Revenue	-	-	1,084
	121,269	28,000	77,529
Expenses			
Activities	26,216	20,000	39,393
Trading	9,676	-	9,920
Fundraising (Costs of Raising Funds)	-	-	791
	35,892	20,000	50,104
Surplus/ (Deficit) for the year Locally raised funds	85,377	8,000	27,425

4. Learning Resources

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Curricular	102,195	80,750	45,737
Information and Communication Technology	2,455	1,600	10,749
Library Resources	-	-	163
Employee Benefits - Salaries	1,595,139	1,372,456	1,530,257
Staff Development	10,549	12,750	13,524
	1,710,338	1,467,556	1,600,430

5. Administration

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Audit Fee	6,010	5,800	5,935
Board of Trustees Fees	1,865	3,000	2,485
Board of Trustees Expenses	8,609	12,100	14,286
Communication	2,372	2,250	1,890
Consumables	10,396	10,500	11,994
Operating Lease	630	610	618
Other	9,445	9,750	6,084
Employee Benefits - Salaries	77,926	64,000	61,149
Insurance	3,243	2,740	2,969
Service Providers, Contractors and Consultancy	6,100	6,100	6,117
	126,596	116,850	113,525

6. Property

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Caretaking and Cleaning Consumables	16,698	14,020	15,284
Consultancy and Contract Services	-	-	5,943
Cyclical Maintenance Provision	6,140	5,000	10,648
Grounds	1,391	1,000	679
Heat, Light and Water	10,611	7,995	12,394
Rates	3,893	3,500	3,782
Repairs and Maintenance	26,927	43,240	24,082
Use of Land and Buildings	482,649	475,000	466,904
Security	4,270	3,500	4,612
Employee Benefits - Salaries	72,781	62,500	59,055
	625,360	615,755	603,385

The use of land and buildings figure represents 8% 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. Depreciation

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Buildings - School	931	-	931
Furniture and Equipment	19,283	27,500	21,209
Information and Communication Technology	14,876	15,000	14,246
Leased Assets	7,288	-	4,712
Library Resources	2,612	2,500	2,985
	44,990	45,000	44,083

8. Cash and Cash Equivalents

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash on Hand	14	-	14
Bank Current Account	90,242	26,491	38,804
Bank Call Account	156,939	400,000	306,715
Cash and cash equivalents for Cash Flow Statement	247,195	426,491	345,533

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

9. Accounts Receivable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Interest Receivable	727	-	909
Teacher Salaries Grant Receivable	100,807	100,000	98,547
	101,534	100,000	99,456
Receivables from Exchange Transactions	727	-	909
Receivables from Non-Exchange Transactions	100,808	100,000	98,546
	101,534	100,000	99,456

10. Inventories

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Stationery	1,633	1,000	1,002
School Uniforms	410	-	597
	2,043	1,000	1,599

11. Investments

The School's investment activities are classified as follows:

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Current Asset			
Short-term Bank Deposits	315,645	61,244	159,906
Non-current Asset			
Long-term Bank Deposits	-	-	-
Total Investments	315,645	61,244	159,906

12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Buildings	30,282	-	-	-	(931)	29,351
Furniture and Equipment	140,679	55,424	-	-	(19,283)	176,820
Information and Communication Technology	29,259	39,738	-	-	(14,876)	54,121
Leased Assets	10,475	12,052	-	-	(7,288)	15,239
Library Resources	20,901	-	-	-	(2,612)	18,289
Balance at 31 December 2020	231,596	107,214	-	-	(44,990)	293,820

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Buildings	46,529	(17,178)	29,351
Furniture and Equipment	346,107	(169,287)	176,820
Information and Communication Technology	159,903	(105,781)	54,121
Leased Assets	32,911	(17,672)	15,239
Library Resources	40,667	(22,378)	18,289
Balance at 31 December 2020	626,116	(332,296)	293,820

	Opening Balance (NBV)	Additions	Disposals	Category transfer	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Buildings	31,213	-	-	-	(931)	30,282
Furniture and Equipment	144,337	13,644	-	-	(17,302)	140,679
Information and Communication Technology	41,313	6,099	-	-	(18,153)	29,259
Leased Assets	11,240	3,947	-	-	(4,712)	10,475
Library Resources	23,886	-	-	-	(2,985)	20,901
Balance at 31 December 2019	251,989	23,690	-	-	(44,083)	231,596

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Buildings	46,529	(16,247)	30,282
Furniture and Equipment	290,683	(150,004)	140,679
Information and Communication Technology	120,164	(90,905)	29,259
Leased Assets	20,859	(10,384)	10,475
Library Resources	40,667	(19,766)	20,901
Balance at 31 December 2019	518,902	(287,306)	231,596

13. Accounts Payable

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Operating Creditors	14,496	21,928	13,462
Accruals	6,010	3,500	3,501
Banking Staffing Overuse	36,083	-	36,083
Employee Entitlements - Salaries	115,507	105,000	98,546
Employee Entitlements - Leave Accrual	9,040	7,500	7,507
	<u>181,136</u>	<u>137,928</u>	<u>159,099</u>

Payables for Exchange Transactions	181,136	137,928	159,099
	<u>181,136</u>	<u>137,928</u>	<u>159,099</u>

The carrying value of payables approximates their fair value.

14. Revenue Received in Advance

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Other	20,808	-	2,620
	<u>20,808</u>	<u>-</u>	<u>2,620</u>

15. Provision for Cyclical Maintenance

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	56,244	56,244	45,596
Increase/ (decrease) to the Provision During the Year	6,140	5,000	10,648
Use of the Provision During the Year	-	-	-
Provision at the End of the Year	<u>62,384</u>	<u>61,244</u>	<u>56,244</u>
Cyclical Maintenance - Current	7,111	-	-
Cyclical Maintenance - Term	55,273	61,244	56,244
	<u>62,384</u>	<u>61,244</u>	<u>56,244</u>

16. Finance Lease Liability

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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
No Later than One Year	6,244	-	4,135
Later than One Year and no Later than Five Years	6,443	-	2,313
	<u>12,687</u>	<u>-</u>	<u>6,448</u>

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:

	2020	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions	Closing Balances \$
Upgrade toilet Rm 1 to 12	<i>on going</i>	-	-	(9,250)	-	(9,250)
Refurbish 2 TS	<i>on going</i>	-	63,831	(65,791)	-	(1,960)
SIP Playground	<i>on going</i>	-	90,270	(50,673)	-	39,597
Heat pumps	<i>completed</i>	27,000	2,554	(29,554)	-	-
Totals		<u>27,000</u>	<u>156,655</u>	<u>(155,268)</u>	<u>-</u>	<u>28,387</u>

Represented by:

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

39,597
<u>11,210</u>
<u>28,387</u>

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT contribution	Closing Balances \$
New classroom	<i>completed</i>	670	-	(7,120)	6,450	-
Roof	<i>completed</i>	65,591	35,364	(100,955)	-	-
Heat pumps	<i>in progress</i>	-	27,000	-	-	27,000
Totals		<u>66,261</u>	<u>62,364</u>	<u>(108,075)</u>	<u>6,450</u>	<u>27,000</u>

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 Principals and Heads of Departments.

	2020 Actual \$	2019 Actual \$
Board Members		
Remuneration	1,865	2,485
Full-time equivalent members	0.09	0.09
Leadership Team		
Remuneration	245,840	229,209
Full-time equivalent members	2	2
Total key management personnel remuneration	247,705	231,694
Total full-time equivalent personnel	2.09	2.09

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:

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140-150	120-130
Benefits and Other Emoluments	0-5	3-4
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2020 FTE Number	2019 FTE Number
100-110	2.00	0.00
	2.00	0.00

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 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:

	2020 Actual	2019 Actual
Total	-	-
Number of People	-	-

21. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2020 (Contingent liabilities and assets at 31 December 2019: nil).

Holidays Act Compliance – schools payroll

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

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

To the extent that any obligation cannot reasonably be quantified at 31 December 2020, a contingent liability for the school may exist.

22. Commitments

(a) Capital Commitments

As at 31 December 2020 the Board had not entered into any contract agreements for capital works.

(Capital commitments at 31 December 2019: \$Nil)

(b) Operating Commitments

As at 31 December 2020 the Board has entered into the following contracts:

(a) operating lease of a EFTPOS Machine;

	2020 Actual \$	2019 Actual \$
No later than One Year	-	450
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	-	450

23. 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.

24. 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

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash and Cash Equivalents	247,195	426,491	345,533
Receivables	101,534	100,000	99,456
Investments - Term Deposits	315,645	61,244	159,906
Total Financial assets measured at amortised cost	664,372	587,735	604,896

Financial liabilities measured at amortised cost

Payables	181,136	137,928	159,099
Finance Leases	12,687	10,000	6,448
Total Financial Liabilities Measured at Amortised Cost	193,823	147,928	165,547

25. Events After Balance Date

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

26. Comparatives

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



Paraparaumu School

Learners Today...Leaders Tomorrow.

Principal: Steven Caldwell Dip Tchg BA(Hons)

21/09/2021

Hamish Anton
Deloitte Limited
Chartered Accountants
PO Box 1990
WELLINGTON 6011

REPRESENTATION LETTER FOR THE YEAR ENDED 31 DECEMBER 2019

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the financial statements of Paraparaumu School (the School) for the year ended 31 December 2019 for the purpose of expressing an independent opinion about whether the financial statements:

- present fairly, in all material respects:
 - the financial position as at 31 December 2019; and
 - the 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.

We understand that your audit was carried out in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the International Standards on Auditing (New Zealand).

General representations

To the best of our knowledge and belief:

- the resources, activities, under our control have been operating effectively and efficiently;
- we have complied with our statutory obligations including laws, regulations and contractual requirements;
- we have carried out our decisions and actions with due regard to minimising waste;
- we have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector (that is we have carried out our decisions and actions with due regard to probity); and
- any decisions or actions have been taken with due regard to financial prudence.

We also acknowledge that we have responsibility for designing, implementing, and maintaining internal control (to the extent that is reasonably practical given the size of the School) to prevent and detect fraud.

Representations for the financial statements

We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements, and that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have fulfilled our responsibilities for preparing and presenting the financial statements as required by section 87(3) of the Education Act 1989 and, in particular, that the financial statements:
 - present fairly, in all material respects:
 - the financial position as at 31 December 2019; and
 - the 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.
- we believe the significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable;
- we have appropriately accounted for and disclosed the related party relationships and transactions in the financial statements;
- we have adjusted or disclosed all events subsequent to the date of the financial statements that require adjustment or disclosure; and
- we believe the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- we have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. Where applicable, such litigation and claims have been accounted for and disclosed in accordance with Public Sector – Public Benefit Entity Standards, Reduced Disclosure Regime.

Representations about the provision of information

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have provided you with:
 - all information, such as records and documentation, and other matters that are relevant to preparing and presenting the financial statements and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence;
- we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- we have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements;
- we have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others;
- we have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements;
- we have disclosed the identity of the related parties, all of their relationships, and all of their transactions of which we are aware; and
- we have provided you with all the other documents ("other information") which will accompany the financial statements which are consistent with one another, and the other information does not contain any material misstatements.

Going concern basis of accounting

We confirm that, to the best of our knowledge and belief, the School has adequate resources to continue operations at its current level for the foreseeable future. For this reason, the Board of Trustees continues to adopt the going concern basis of accounting in preparing the financial statements for the year ended 31 December 2019. We have reached this conclusion after making enquiries and having regard to circumstances that we consider likely to affect the School during the period of one year from the date of signing the financial statements, and to circumstances that we know will occur after that date which could affect the validity of the going concern basis of accounting.

We consider that the financial statements adequately disclose the circumstances, and any uncertainties, surrounding the adoption of the going concern basis of accounting by the School.

The representations in this letter are made at your request, and to supplement information obtained by you from the records of the School and to confirm information given to you orally.

Publication of the financial statements and related audit report on a website

We confirm that we are responsible for the electronic presentation of the audited financial statements, and:

- that the electronic version of the audited financial statements and the related audit report presented on the website are the same as the final signed version of the audited financial statements and audit report.
- that the audited and unaudited information on the website has been clearly differentiated and we understand the risk of potential misrepresentation without appropriate controls.
- that we have assessed the security controls over audited financial information and the related audit report and are satisfied that procedures are adequate to ensure the integrity of the information provided.
- that the full financial statements have been provided on the website.

The representations in this letter are made at your request, and to supplement information obtained by you from the records of the School and to confirm information given to you orally.

Yours faithfully

Chairperson

Principal

21/09/21

21/09/21

Text Cross Reference Appendix

Source Entity Name	Source Entity Type	Target Entity Name	Target Entity Type
30052 Representation letter 2020	Word Working Paper	962693168 Obtain written representations from management. Evaluate the implications of any non-compliance in relation to the reliability of written representations, and take appropriate action.	Engagement Procedure

Deloitte.



Paraparaumu School

Report to the Board of Trustees
for the year ended 31 December 2020

23 September 2021

The Board of Trustees
Paraparaumu School
Ruapehu Street
Paraparaumu
Kapiti Coast, 5032

Dear Trustees

In accordance with our normal practice, we include in the attached report all matters arising from our audit of the Paraparaumu School's for the year ended 31 December 2020 which we consider appropriate for the attention of the Board of Trustees ("the Board"). These matters have been discussed with management and their comments have been included, where appropriate.

We look forward to the opportunity to discuss these at a Board meeting should you wish to discuss this report. In the interim should you require clarification on any matter in this report please do not hesitate to contact us.

This report is intended for the Board only and should not be distributed further.

We would like to take this opportunity to extend our appreciation to management for their assistance and cooperation during the course of our audit.

If you would like to discuss any matters raised in this report please do not hesitate to contact us.

Yours faithfully
DELOITTE LIMITED



Hamish Anton
Appointed Auditor

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1. Purpose of report and responsibility statement

This report has been prepared for the Board and is part of our ongoing discussions as auditor in accordance with our engagement letter and master terms of business and as required by the Office of the Auditor General requirements, which include New Zealand auditing standards.

This report is intended for the Board and should not be distributed further. We do not accept any responsibility for reliance that a third party might place on this report should they obtain a copy without our consent.

This report includes only those matters that have come to our attention as a result of performing our audit procedures and which we believe are appropriate to communicate to the Board. The ultimate responsibility for the preparation of the financial statements rests with the Board.

We are responsible for conducting an audit of the School for the year ended 31 December 2020 in accordance with New Zealand auditing standards issued by the New Zealand Auditing and Assurance Standards Board. Our audit is performed pursuant to the requirements of the Education and Training Act 2020, arise from section 87 of the Education Act 1989, with the objective of forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of the Board. The audit of the financial statements does not relieve management or the Board of their responsibilities.

Our audit is not designed to provide assurance as to the overall effectiveness of the School's controls but we will provide you with any recommendations on controls that we might have identified during the course of our audit work.

2. Status of the audit and areas of focus

Our audit of the financial statements is substantially complete, subject to the completion of the following matters:

Items outstanding

- Appropriate procedures relating to subsequent events up to the date of our audit opinion;
- Receipt of the signed management representation letter; and
- Adoption of the financial statements and signing of the financial statements by the Board.

We understand that these will be approved by the Board under delegation to specified Trustees.

Areas of focus	
Matter Identified	Audit Response
<p>1.1 Provision for Cyclical Maintenance</p> <p>The provision for cyclical maintenance balance requires a significant level of management judgement, and the balance is often material to the financial statements.</p> <p>These judgements are made through the 10 year property plan (10YPP). To audit the provision for cyclical maintenance, the Board should:</p> <ul style="list-style-type: none"> • Ensure that your 10YPP has been professionally reviewed in the past three years, or more recently if there has been changes in the properties since the last review; and • Ensure that the 10YPP aligns with your provision for cyclical maintenance calculation. 	<p>We have examined the school 10YPP and calculation of the cyclical maintenance provision and confirmed that:</p> <ul style="list-style-type: none"> • the 10YPP has been subject to necessary levels of professional review; • the calculation of the cyclical maintenance provision is reasonable and accurate; and • disclosures included in the financial statements are materially in line with the underlying calculation and with financial reporting requirements. <p>You are reminded that it is important to ensure sufficient funds can be set aside each year to manage the impact these costs will have on the School's cashflow during the period where works are undertaken.</p> <p>No specific concerns or findings were noted.</p>
<p>1.2 Office of the Auditor-General ("OAG") audit brief matters</p> <p>As you are aware our audit is completed under contract from the OAG and annually we are asked to specifically consider certain potential matters of interest.</p> <p>Schools are required to publish its Annual Report online. We have been asked to remind you of this requirement.</p> <p>These areas of focus remain similar to previous years including:</p> <ul style="list-style-type: none"> • classification of associated entities such as fundraising trusts; • overseas travel; • sensitive expenditure; • financial difficulty risk factors; and • legislative compliance. 	<p>Our audit procedures considered these matters as relevant and in accordance with OAG expectations.</p> <p>No specific concerns or findings were noted.</p>

3. Assessment of internal controls

Our audit requires us to obtain an undertaking of the School's internal controls, sufficient to identify and assess the risks of material misstatement in the financial statements.

We remind you that our audit is not designed to express an opinion on the effectiveness of the controls operating within the School, although we have reported to management any recommendations on controls that we identified during the course of our audit work. Any of our recommendations for improvement should be assessed by you for their full commercial implications before they are implemented.

We have not identified any significant deficiencies in internal controls which would impact upon our ability to provide our opinion.

3.1 Segregation of duties

As is the case for most schools, the number of people involved in the administration and accounting functions is very limited, meaning that there is an increased inherent risk that errors and omissions may occur and go undetected.

The number of people involved in the schools administration and accounting functions also imposes limitations on the controls and processes schools have in place to monitor and approve changes made to information technology ("IT") systems responsible for processing transactions. These systems include but are not limited to the Novopay and Edpay systems, creditor processes and bank payment systems. The absence of controls to monitor and approve changes within these systems increases the risk of assets being misappropriated.

It is important that you are aware of these risks as it is your responsibility to ensure the School's internal controls operate effectively and that the resultant financial statements are accurate. You should ensure that sufficient financial oversight is exercised by the Board or a delegated nominee on a regular basis in order to reduce the likelihood of error or omission to a level that the Board is comfortable with.

This oversight should include consideration of payment approval and bank authorisation monitoring. As a simple example, we encourage all Boards to specifically review the electronic banking system authorities and levels as part of their consideration of the delegated authority considerations. Our experience is that the frauds being perpetrated are often arising from changes to bank account details after invoice approval. The historical lack of oversight in this area should be specifically considered by the Board as part of its regular financial monitoring.

4. Summary of financial statement matters arising

In performing our audit for the year ended 31 December 2020 we have not identified any uncorrected misstatements or omitted disclosures that management believe could, either individually or in aggregate, have a material effect on the financial statements for the year ended 31 December 2020.

5. Other professional communications

The following matters relevant to our audit for the year ended 31 December 2020 are communicated in accordance with the requirements of New Zealand auditing standards.

Matter to be communicated	Response
Written representations	A copy of the representation letter to be signed on behalf of the Board has been circulated separately.
Non-compliance with applicable laws and regulations	We did not become aware of any non-compliance with applicable laws and regulations that may have an impact on the determination of material amounts and disclosures in the financial statements.
Fraud	No matters relating to fraud, concerning either employees or management have been advised or came to our attention.
Accounting policies and financial reporting	There were no changes in the accounting policies during the year ended 31 December 2020. We have not become aware of any significant qualitative aspects of the School's accounting practices, including judgements about accounting policies, accounting estimates and financial statement disclosures that need to be communicated to the Board, other than those already communicated in this report.
Related parties	No significant related party matters other than those reflected in the financial statements came to our attention that, in our professional judgement, needs to be communicated to the Board.

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INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF PARAPARAUMU SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

The Auditor-General is the auditor of Paraparaumu School (the School). The Auditor-General has appointed me, Hamish Anton, 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 2 to 20, that comprise the statement of financial position as at 31 December 2020, 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 2020; 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 21 September 2021. 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.

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.

Paraparaumu School

“Learners today...Leaders tomorrow”

“Tae taura mai...Haere rangatira atu”

2020 Analysis of Variance

Paraparaumu School Student Achievement Target 1 2020: Key Area Writing. Year 4 and 5 boys.

<u>Vision</u>	<u>Strategic Goal</u>	<u>Target</u>
"Collectively create a challenging and exciting learning environment aimed at developing independent and co-operative well educated students, who have the respect for the beliefs and attitudes of others."	"Confident active Learners." Students who are confident in their learning and are willing to take risks in their learning and are proud of their personal achievements. They will also seek new challenges in their learning.	To reduce the number of year 4 and 5 boys working below expected curriculum levels in writing. We want the students to achieve good to accelerated progress towards working at their expected curriculum level.

Baseline data (evidence):

Analysis of our writing assessment data indicates that we have a group of year 4 and 5 boys achieving below expectations for writing. They have shown slow rates of progress in the past. Total Numbers: In this cohort we are targeting 9 students.

Actions	Outcomes	Target Achieved	Target not achieved. Reasons for variance.	Success indicators
<p>All staff will continue to take part in Ministry funded PLD provided by Jan Baynes.</p> <p>All the targeted students will be identified and be part of each teacher's appraisal goals for 2020.</p>	<p>The student's progress was arrived at using the e-asTTle writing rubrics which we have been using since 2018. Children's term 1 writing samples were assessed using the rubrics and then compared to the second writing sample taken in term 3 which was also assessed using the e-asTTle writing rubrics.</p>	<p>On the basis of the evidence we have, we have achieved this target.</p>	<p>N/A</p>	<p>We are very pleased with these results. These students are some of our hard to move students. The Ministry funded PLD led by Jan Baynes has been very effective. The bank of strategies teachers have now got are excellent and still increasing.</p>

<p>The BOT has further increased teacher aide hours from 2019 to further target students who are below expectations in writing.</p> <p>In depth analysis of our student writing samples using the e-asTTle writing rubrics tool results will occur to ensure gaps in knowledge can be identified and addressed.</p> <p>The BOT of trustees will receive reports of student achievement in writing</p>	<p><u>9 boys were identified in this group.</u></p> <p>3 boys made accelerated progress.</p> <p>6 made expected progress</p> <p>0 student remained the same</p> <p>0 students regressed in their achievement.</p>			
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Paraparaumu School Student Achievement Target 2 2020: Key Area Writing Ruma Toru

<u>Vision</u>	<u>Strategic Goal</u>	<u>Target</u>
"Collectively create a challenging and exciting learning environment aimed at developing independent and co-operative well educated students, who have the respect for the beliefs and attitudes of others."	"Confident active Learners." Students who are confident in their learning and are willing to take risks in their learning and are proud of their personal achievements. They will also seek new challenges in their learning.	To reduce the number of Maori students in Ruma Toru working below expected curriculum levels in writing. We want the students to achieve good to accelerated progress towards working at their expected curriculum level.

Baseline data (evidence):

Analysis of our writing assessment data indicates that we have a high proportion of our Maori students in Ruma Toru achieving below expectations for writing. Total Numbers: We are targeting 6 students, two are year 4, three are year 5 and one is year six.

<u>Actions</u>	<u>Outcomes</u>	<u>Target Achieved</u>	<u>Target not achieved</u>	<u>Evaluation</u>
<p>All staff will continue to take part in Ministry funded PLD provided by Jan Baynes.</p> <p>All the targeted students will be identified and be part of each teacher's appraisal goals for 2020.</p>	<p>The student's progress was arrived at using the e-asTTle writing rubrics which we have been using since 2018. Children's term 1 writing samples were assessed using the rubrics and then compared to the second writing sample taken in term 3 which was also assessed using the e-asTTle writing rubrics.</p>	<p>On the basis of the evidence we have, we have achieved this target.</p>	<p>N/A</p>	<p>We are extremely pleased with these results. These students are some of our hard to move students. The Ministry funded PLD led by Jan Baynes has been very effective. The bank of strategies teachers have now got are excellent and still increasing.</p>

Paraparaumu School Student Achievement Target 3 2020: Key Area Writing Year 4 and 5 girls

<u>Vision</u>	<u>Strategic Goal</u>	<u>Target</u>
“Collectively create a challenging and exciting learning environment aimed at developing independent and co-operative well educated students, who have the respect for the beliefs and attitudes of others.”	“ Confident active Learners. ” Students who are confident in their learning and are willing to take risks in their learning and are proud of their personal achievements. They will also seek new challenges in their learning.	To reduce the number of year 4 and 5 girls working below expected curriculum levels in writing. We want the students to achieve good to accelerated progress towards working at their expected curriculum level.

Baseline data (evidence):

Analysis of our writing assessment data indicates that we have a group of year 4 and 5 girls achieving below expectations for writing. They have shown slow rates of progress in the past. Total Numbers: In this cohort we are targeting 6 students.

Actions	Outcomes	Target Achieved	Target not achieved. Reasons for variance	Evaluation
All staff will continue to take part in Ministry funded PLD provided by Jan Baynes.	The student's progress was arrived at using the e-asTTle writing rubrics which we have been using since 2018. Children's term 1 writing samples were assessed using the rubrics and then compared to the second writing sample taken in term 3 which was also assessed using the e-asTTle writing rubrics.			
All the targeted students will be identified and be part of each teacher's appraisal goals for 2020.				

<p>The BOT has further increase teacher aide hours from 2019 to further target students who are below expectations in writing.</p> <p>In depth analysis of our student writing samples using the e-asTTle writing rubrics will occur to ensure gaps in knowledge can be identified and addressed.</p> <p>The BOT of trustees will receive reports of student achievement in writing</p>	<p>6 students were identified in <u>this group</u>.</p> <p>3 students made accelerated progress.</p> <p>1 student made expected progress</p> <p>1 student remained the same</p> <p>0 students regressed in their achievement.</p> <p>1 child left Paraparaumu School.</p>			
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