



Churton Park School
Report to the Board of Trustees
for the year ended 31 December 2023

Aspire with assurance

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11 June 2024

The Board of Trustees
Churton Park School
90 Churton Drive
Churton Park, Wellington
6037

Dear Trustees

Report to the Board of Trustees for the year ended 31 December 2023

In accordance with our normal practice, we include in the attached report all matters arising from our audit of the School's financial statements for the year ended 31 December 2023 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 and Accounting for Schools 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
On behalf of the Auditor-General

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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 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 2023 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 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 outstanding matters

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;
 - Adoption of the financial statements and signing of the directors' report by the directors;
-

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

2.1 Provision for Cyclical Maintenance

The provision for cyclical maintenance balance requires a significant level of management judgement, and the balance is often material to the financial statements. These judgements are made through the 10-year property plan (10YPP). To audit the provision for cyclical maintenance, the Board should:

- 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.

We have examined the School's 10YPP and calculation of the cyclical maintenance provision and confirmed that:

- 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.

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.

Please refer to Section 4.4 for further information.

2.2 Office of the Auditor-General ("OAG") audit brief matters

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. Schools are required to publish its Annual Report online. We have been asked to remind you of this requirement. These areas of focus remain similar to previous years including:

- classification of associated entities such as fundraising trusts;
- overseas travel;
- sensitive expenditure;
- financial difficulty risk factors; and
- legislative compliance.

Our audit procedures considered these matters as relevant and in accordance with OAG expectations.

No specific concerns or findings were noted.

2.3 Statement of compliance with employment policy

Section 597 of the Education and Training Act 2020 requires the Board to have an employment policy that complies with the principle of being a good employer. The Board must make the policy available to employees, ensure its compliance with the policy, and report on the extent of that compliance in its annual report. The annual report is the information that is attached to the financial statements.

Our audit procedures considered these matters as relevant and in accordance with OAG expectations.

No specific concerns or findings were noted.

3. Assessment of internal controls

Our audit approach requires us to obtain an understanding of the School's internal controls, sufficient to identify and assess the risks of material misstatement of 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 School's 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 Edpay system, 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 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.

3.2 Update on matters raised in the prior year

We have made enquiries and observations about the remedial action taken on last year's management letter observations and report as follows:

Issue raised in the prior year	Current year update
Payroll controls	Refer to section 4.1 for further information
Provision for Cyclical Maintenance	Refer to Section 4.4 for further information

4. Accounting matters arising

4.1 Payroll controls

We consider the main risk to the accuracy of payroll payments is transactions being incorrectly processed, because of either fraud or error. The EdPay system relies on Schools checking the accuracy of the payroll transactions processed by the School, as this information is not checked centrally.

To ensure the accuracy of payroll payments, our expectation has been that Schools had the following key controls:

- effective access controls to EdPay, limiting access to “authorised users”;
- changes to masterfile data – such as bank account changes, new starters, or payments to non-salaried staff (such as relievers) - have appropriate supporting documentation and are appropriately authorised;
- checking of the fortnightly draft payroll (SUE) report and Novopay Online transactions report for accuracy; and
- review of the final fortnightly payroll (SUE) report by someone independent of staff who has access to EdPay.

Since 2021, sufficient reporting was not available in EdPay for Schools to provide evidence that all transactions had been appropriately reviewed.

We do not consider that the review of the SUE report on its own is a strong enough control for Schools to rely on to detect fraud or error, because it does not include details of changes to pay, or masterfile changes. The lack of a complete masterfile change report could also potentially provide an opportunity for a fraud to go undetected.

At the beginning of the 2024 financial year, we have been made aware that masterfile changes (those made to personal details, except for address changes) are now included in the activity history report available in EdPay. We understand that guidance on how to use this report to review masterfile changes has yet to be communicated to Schools and this may mean that Schools have not begun checking using this report.

Masterfile changes report in EdPay

No report in EdPay to check and approve masterfile changes during the 2023 financial year

The online activity history for masterfile changes, such as bank account and other changes to personal details within EdPay is now available for use. The 2022 payroll guidance provided interim procedures to assist Schools while this report was completed. However, as this could not provide a list of all changes made, this remained an area susceptible to fraud for the 2023 audit.

Recommendation

We recommend that the Board ask management for assurance that appropriate controls are in place at the School over payroll transactions, consistent with the updated guidance. This should include the adoption and use of the updated transaction history reports to ensure any changes to pay or personal details are valid for the 2024 financial year.

4.2 Sensitive expenditure – Wellbeing support payment

In 2023 and 2024, Principals can access funding of up to \$6,000 each year for professional coaching and support for their leadership role. This funding is similar to the \$12,500 wellbeing support payment paid to newly appointed Principals in 2022. This wellbeing support payment was paid to all Principals who have signed the new collective agreements during the 2023 financial year for professional coaching and well-being support.

Guidance on the wellbeing support payment is available

Guidance on the payment was circulated when the payment was made during the 2023 financial year and is available on the Ministry of Education's website. This outlines the intended purpose of the payment and expected actions required by the Board and Principal of each School. The Ministry recommends:

- The funding is intended to be for the purposes of professional coaching and support for Principals
- Each Schools use of the funding should be in accordance with its policies relating to professional development and sensitive expenditure
- Where possible, Schools engage providers that are appropriately qualified and accredited; and
- Use of the fund focuses on supporting Principal's development in their capacity as the chief executive of the School in terms of management and control
- The funding is a minimum entitlement and does not prevent Principals and their Boards agreeing to additional coaching and support in excess of \$6,000
- Principals will be required to make an annual declaration to their Boards regarding their uptake and use of the funding
- As with all spending, Principals and their Boards should have regard to Government Procurement Rules, follow best practice, seek to achieve public value for money, and avoid any conflicts of interest when choosing how to use their funding.

Recommendation

We recommend the Board work with the Principal to ensure the uptake of the \$6,000 for the 2024 financial year follows the guidelines set out by the Ministry of Education. At a minimum, this would include:

- Appropriate one up approval of all expenditure
- Ensuring spending is in line with the Schools sensitive expenditure policy; and
- Obtaining an annual declaration from the Principal on how the funds have been utilised.

4.3 Timely review of Policies

Observation:

Whilst testing sensitive expenditure we identified that the Documentation and Self Review policy was last reviewed in August 2020. We have noted that this is over 3 years ago and is overdue for review.

Implication:

If policies aren't updated and reviewed regularly, it may result in a policy not reflecting the changing circumstances of the school if any or the updated requirements set forth by the OAG under the Good Practice Guide.

Recommendation:

For best practice, we recommend the Churton Park School reviews it's polices on a timely basis (every 3 years).

4.4 Provision for Cyclical Maintenance

Observation

The provision included in the annual accounts is based on a 10-year maintenance plan that was prepared in 2019.

Implication

The provision may not be an accurate assessment of the amount the School will need to carry out the cyclical maintenance required under its Occupancy Agreement particularly given inflation over this period.

Recommendation

A new 10-year maintenance plan is established, when the outcome of current discussions is known, and is used as a basis of calculating the Provision in future accounts.

5. Summary of financial statement matters arising

In performing our audit for the year ended 31 December 2023 we have not identified any uncorrected misstatements that management believe could, either individually or in aggregate, have a material effect on the financial statements for the year ended 31 December 2023.

6. Summary of omitted disclosures assessed by management as not being material

We have identified the following omitted disclosures assessed by management as not being material that have not been adjusted in the financial statements. Management has determined that these uncorrected disclosures do not result in the material misstatement of the financial statements or non-compliance with the applicable legislative framework.

Omitted disclosures assessed by management as not being material	Amount (where applicable)	Management's response
Incorrect disclosure of ICT and Furniture & Equipment cost or valuation	\$7,167	Adjustment is immaterial to the overall position.

Notes: Immaterial balance sheet and income statement reclassifications have not been included in the summary of unadjusted differences.

7. Other professional communications

The following matters relevant to our audit for the year ended 31 December 2023 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.
Accounting policies and financial reporting	There were no changes in accounting policies during the year ended 31 December 2023. 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, need to be communicated to the Board.
Other information	We have read the other information (the financial and non-financial information other than the financial statements) contained within the annual report to consider whether there are material inconsistencies with the financial statements.



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INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF CHURTON PARK SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Auditor-General is the auditor of Churton Park 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 21, that comprise the statement of financial position as at 31 December 2023, 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 2023 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 31 May 2024. 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 arise from section 134 of the Education and Training Act 2020.

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 school 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 including List of Board of Trustees, Statement of Responsibility, KiwiSport Report and Statement of Compliance with Employment Policy, 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 (including International Independence Standards) (New Zealand) (PES 1)* issued by the New Zealand Auditing and Assurance Standards Board.

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



Hamish Anton
Partner
for Deloitte Limited
On behalf of the Auditor-General
Wellington, New Zealand

CHURTON PARK SCHOOL

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023



Ministry Number:	2824
Principal:	Mathew Stanley
School Address:	90 Churton Drive, Churton Park
School Postal Address:	90 Churton Drive, Churton Park, Wellington, 6037
School Phone:	04 478 4282
School Email:	office@churtonpark.school.nz
Accountant / Service Provider:	Accounting For Schools Limited

CHURTON PARK SCHOOL

Annual Financial Statements - For the year ended 31 December 2023

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CHURTON PARK SCHOOL

Statement of Responsibility

For the year ended 31 December 2023

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 2023 fairly reflects the financial position and operations of the School.

The School's 2023 financial statements are authorised for issue by the Board.

Stephen Matthew Fitzpatrick CLARKE

Full Name of Presiding Member



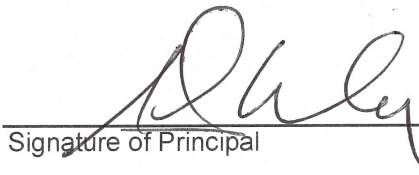
Signature of Presiding Member

31/5/24

Date:

MATTHEW SAMUEL STANLEY

Full Name of Principal



Signature of Principal

31/05/24

Date:

CHURTON PARK SCHOOL

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue				
Government Grants	2	3,698,452	2,911,603	3,243,106
Locally Raised Funds	3	298,754	289,711	251,499
Interest		41,951	30,000	15,244
		4,039,157	3,231,314	3,509,849
Expenses				
Locally Raised Funds	3	109,032	168,464	95,226
Learning Resources	4	2,294,135	2,225,379	2,208,122
Administration	5	240,406	246,485	217,167
Interest		2,944	572	1,345
Property	6	1,280,498	586,221	988,098
Loss on Disposal of Property, Plant and Equipment		-	-	28,265
		3,927,015	3,227,121	3,538,223
Net Surplus / (Deficit) for the year		112,142	4,193	(28,374)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		112,142	4,193	(28,374)

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

CHURTON PARK SCHOOL

Statement of Changes in Net Assets/Equity For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Balance at 1 January		1,342,851	1,342,851	1,360,663
Total comprehensive revenue and expense for the year		112,142	4,193	(28,374)
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	10,562
Equity at 31 December		1,454,993	1,347,044	1,342,851
Accumulated comprehensive revenue and expense		1,454,993	1,347,044	1,342,851
Equity at 31 December		1,454,993	1,347,044	1,342,851

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.

CHURTON PARK SCHOOL

Statement of Financial Position

As at 31 December 2023

		2023	2023	2022
	Notes	Actual \$	Budget (Unaudited) \$	Actual \$
Current Assets				
Cash and Cash Equivalents	7	9,600	5,000	124,961
Accounts Receivable	8	167,499	168,000	149,675
Funds receivable for Capital Works Projects	16	11,428	-	3,637
GST Receivable		20,593	20,000	10,864
Prepayments		12,144	10,000	9,520
Inventories	9	1,112	1,000	1,112
Investments	10	768,525	658,044	619,293
		990,901	862,044	919,062
Current Liabilities				
Accounts Payable	12	174,869	170,000	164,365
Revenue Received in Advance	13	19,917	20,000	11,917
Provision for Cyclical Maintenance	14	52,375	50,000	42,319
Finance Lease Liability	15	12,260	10,000	9,678
Funds held for Capital Works Projects	16	20,910	5,000	35,066
		280,331	255,000	263,345
Working Capital Surplus/(Deficit)		710,570	607,044	655,717
Non-current Assets				
Property, Plant and Equipment	11	769,880	770,000	708,146
		769,880	770,000	708,146
Non-current Liabilities				
Provision for Cyclical Maintenance	14	3,750	10,000	6,875
Finance Lease Liability	15	21,707	20,000	14,137
		25,457	30,000	21,012
Net Assets		1,454,993	1,347,044	1,342,851
Equity		1,454,993	1,347,044	1,342,851

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

CHURTON PARK SCHOOL

Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Cash flows from Operating Activities				
Government Grants		735,832	652,141	697,487
Locally Raised Funds		236,659	270,711	229,286
International Students		71,070	25,000	30,500
Goods and Services Tax (net)		(9,727)	-	22,492
Payments to Employees		(495,103)	(409,821)	(452,055)
Payments to Suppliers		(388,823)	(428,077)	(447,582)
Interest Paid		(2,944)	(572)	(1,345)
Interest Received		31,957	30,000	13,421
Net cash from Operating Activities		178,921	139,382	92,204
Cash flows from Investing Activities				
Purchase of PPE (and Intangibles)		(111,576)	(103,000)	(52,968)
Purchase of Investments		(768,525)	-	(191,457)
Proceeds from Sale of Investments		619,293	-	210,660
Net cash from Investing Activities		(260,808)	(103,000)	(33,765)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	10,562
Finance Lease Payments		(11,527)	(4,734)	(8,444)
Funds on behalf of Third Parties		(21,947)	-	(67,531)
Net cash from Financing Activities		(33,474)	(4,734)	(65,413)
Net increase/(decrease) in cash and cash equivalents		(115,361)	31,648	(6,974)
Cash and cash equivalents at the beginning of the year	7	124,961	131,935	131,935
Cash and cash equivalents at the end of the year	7	9,600	163,583	124,961

The Statement of Cash Flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries, use of land and buildings grant and expense and other notional items have been excluded

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

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

a) Reporting Entity

Churton Park 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.

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2023 to 31 December 2023 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 dollar.

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Useful lives of property, plant and equipment

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

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

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 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 14.

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 21b.

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.

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. 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.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

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 released to 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.

d) 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.

e) 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.

f) 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.

g) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for expected 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.

h) 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.

i) 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.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

j) 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.

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 - 15 years
Information and communication technology	3 - 5 years
Motor vehicles	5 years
Textbooks	3 - 5 years
Leased assets held under a Finance Lease	4 years
Library resources	12.5% Diminishing value

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

k) 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 and research expenditure 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.

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

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

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If such indication exists, the School estimates the asset's recoverable service amount. 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. 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.

m) Accounts Payable

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

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

n) Employee Entitlements

Short-term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to 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 surplus or deficit in the period in which they arise.

o) 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.

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

p) Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party 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.

q) 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 Revenue and Expense.

r) 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 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 RTL programme), all income and expenditure related to the provision of the service is 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 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 Schools carries out painting maintenance of the whole School over a 7 to 10 year period, 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.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

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 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' for accounting purposes 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 investment's 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 surplus or deficit 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 surplus or deficit.

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 surplus or deficit.

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.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

2. Government Grants

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Government Grants - Ministry of Education	726,978	557,131	704,057
Teachers' Salaries Grants	1,862,434	1,940,501	1,716,587
Use of Land and Buildings Grants	1,100,186	413,971	820,544
Other Government Grants	8,854	-	1,918
	<u>3,698,452</u>	<u>2,911,603</u>	<u>3,243,106</u>

3. Locally Raised Funds

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue			
Donations & Bequests	99,935	131,000	94,356
Fees for Extra Curricular Activities	35,060	8,761	17,971
Trading	1,978	2,350	1,925
Fundraising & Community Grants	2,474	-	6,452
International Students	68,025	25,000	18,875
Afterschool Care	91,282	122,600	111,920
	<u>298,754</u>	<u>289,711</u>	<u>251,499</u>
Expenses			
Extra Curricular Activities Costs	46,426	87,314	11,153
Trading	1,825	2,050	2,506
Fundraising and Community Grant Costs	-	-	1,229
Afterschool Care	56,805	78,000	77,949
International Students - Advertising	825	1,000	-
International Students - Other Expenses	601	100	64
International Students - Student Recruitment	2,550	-	2,325
	<u>109,032</u>	<u>168,464</u>	<u>95,226</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>189,722</u>	<u>121,247</u>	<u>156,273</u>

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

4. Learning Resources

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	21,350	-	63,450
Library Resources	919	1,000	785
Employee benefits - salaries	2,170,012	2,111,291	2,039,617
Staff Development	29,313	27,000	30,175
Depreciation	72,541	86,088	74,095
	2,294,135	2,225,379	2,208,122

5. Administration

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	8,664	8,664	8,412
Board of Trustees Fees	3,680	3,800	3,460
Board of Trustees Expenses	16,908	11,500	11,484
Communication	2,980	3,500	2,563
Consumables	5,800	13,000	7,234
Operating Lease	-	-	139
Other	14,472	17,200	17,061
Employee Benefits - Salaries	145,392	141,821	122,501
Insurance	5,708	7,000	7,250
Service Providers, Contractors and Consultancy	10,028	10,000	10,320
ICT - Administration	26,774	30,000	26,743
	240,406	246,485	217,167

6. Property

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	19,531	16,000	13,996
Consultancy and Contract Services	103,108	100,000	101,353
Cyclical Maintenance Provision	6,931	7,250	4,694
Grounds	8,104	6,500	9,553
Heat, Light and Water	23,734	26,500	25,226
Rates	2,568	2,500	2,197
Repairs and Maintenance	9,502	6,500	4,369
Use of Land and Buildings	1,100,186	413,971	820,544
Security	6,834	7,000	6,166
	1,280,498	586,221	988,098

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.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

7. Cash and Cash Equivalents

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Current Account	9,600	5,000	124,961
Cash and cash equivalents for Cash Flow Statement	9,600	5,000	124,961

8. Accounts Receivable

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	8,545	8,000	2,522
Interest Receivable	13,394	10,000	3,400
Teacher Salaries Grant Receivable	145,560	150,000	143,753
	167,499	168,000	149,675
Receivables from Exchange Transactions	145,560	150,000	5,922
Receivables from Non-Exchange Transactions	21,939	18,000	143,753
	167,499	168,000	149,675

9. Inventories

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Stationery	542	-	542
School Uniforms	570	-	570
	1,112	-	1,112

10. Investments

The School's investment activities are classified as follows:

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Current Asset			
Short-term Bank Deposits	768,525	658,044	619,293
Total Investments	768,525	658,044	619,293

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

11. Property, Plant and Equipment

	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
2023						
Building Improvements	390,530	32,318	-	-	(234)	422,614
Furniture and Equipment	158,831	42,784	-	-	(33,278)	168,337
Information Technology	105,621	32,475	-	-	(23,151)	114,945
Leased Assets	27,706	22,700	-	-	(12,220)	38,186
Library Resources	25,458	3,998	-	-	(3,658)	25,798
Balance at 31 December 2023	708,146	134,275	-	-	(72,541)	769,880

The net carrying value of equipment held under a finance lease is \$38,186 (2022: \$27,706).

Restrictions

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

	2023 Cost or Valuation \$	2023 Accumulated Depreciation \$	2023 Net Book Value \$	2022 Cost or Valuation \$	2022 Accumulated Depreciation \$	2022 Net Book Value \$
Building Improvements	754,696	(332,082)	422,614	722,378	(331,848)	390,530
Furniture and Equipment	392,474	(216,970)	168,337	342,523	(183,692)	158,831
Information Technology	210,803	(103,025)	114,945	185,494	(79,873)	105,621
Leased Assets	66,931	(28,745)	38,186	44,231	(16,525)	27,706
Library Resources	115,719	(89,921)	25,798	111,721	(86,263)	25,458
Balance at 31 December	1,540,623	(770,743)	769,880	1,406,347	(698,201)	708,146

12. Accounts Payable

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Creditors	4,689	5,000	287
Accruals	5,198	5,000	8,412
Employee Entitlements - Salaries	154,093	150,000	143,753
Employee Entitlements - Leave Accrual	10,889	10,000	11,913
	174,869	170,000	164,365
Payables for Exchange Transactions	174,869	170,000	164,365
	174,869	170,000	164,365

The carrying value of payables approximates their fair value.

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

13. Revenue Received in Advance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Grants in Advance - Ministry of Education	5,055	-	-
International Student Fees	14,670	15,000	11,625
Other	192	5,000	292
	19,917	20,000	11,917

14. Provision for Cyclical Maintenance

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Provision at the Start of the Year	49,194	49,194	44,500
Increase/ (decrease) to the Provision During the Year	6,931	7,250	6,931
Other Adjustments	-	3,556	(2,237)
Provision at the End of the Year	56,125	60,000	49,194
Cyclical Maintenance - Current	52,375	50,000	42,319
Cyclical Maintenance - Non Current	3,750	10,000	6,875
	56,125	60,000	49,194

The Schools cyclical maintenance schedule details annual painting to be undertaken, the costs associated to this annual work will vary dependent on the requirements during the year. This plan is based on the Schools 10 Year Property plan.

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:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
No Later than One Year	14,815	13,000	11,348
Later than One Year and no Later than Five Years	23,783	21,000	15,328
Future Finance Charges	(4,631)	(4,000)	(2,861)
	33,967	30,000	23,815
Represented by			
Finance lease liability - Current	12,260	10,000	9,678
Finance lease liability - Non Current	21,707	20,000	14,137
	33,967	30,000	23,815

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

16. Funds Held for Capital Works Projects

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

		Opening Balances	Receipts from MoE	Payments	BOT Contributions /Write Off	Closing Balances
	2023	\$	\$	\$	\$	\$
Pathway Modifications	<i>In Progress</i>	618	-	-	-	618
New Playground	<i>In Progress</i>	3,990	-	-	-	3,990
SIP - Fence Replacements	<i>Complete</i>	(3,637)	-	-	3,637	-
SIP - Sandpit Replacement	<i>In Progress</i>	14,156	-	(25,584)	-	(11,428)
SIP - Handrail Project	<i>In Progress</i>	16,302	-	-	-	16,302
Totals		31,429	-	(25,584)	3,637	9,482

Represented by:

Funds Held on Behalf of the Ministry of Education	20,910
Funds Due from the Ministry of Education	(11,428)
	9,482

		Opening Balances	Receipts from MoE	Payments	BOT Contributions	Closing Balances
	2022	\$	\$	\$	\$	\$
Pathway Modifications		618	-	-	-	618
Design & Installation of New Playground		98,374	10,472	(104,856)	-	3,990
SIP - Carpet Tiles		750	544	(1,294)	-	-
SIP - Fence Replacements		(569)	-	(3,068)	-	(3,637)
Sandpit Replacement - SIP		(213)	16,985	(2,616)	-	14,156
SIP - Handrail Project		-	17,091	(789)	-	16,302
Totals		98,960	45,092	(112,623)	-	31,429

Represented by:

Funds Held on Behalf of the Ministry of Education	35,066
Funds Due from the Ministry of Education	(3,637)
	31,429

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

17. Related Party Transactions

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

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

18. Remuneration

Key management personnel compensation

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

	2023 Actual \$	2022 Actual \$
<i>Board Members</i>		
Remuneration	3,680	3,460
<i>Leadership Team</i>		
Remuneration	685,280	627,436
Full-time equivalent members	6	6
Total key management personnel remuneration	688,960	630,896

There are six members of the Board excluding the Principal. The Board had held eight full meetings of the Board in the 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:

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	150 - 160	140 - 150
Benefits and Other Emoluments	4 - 5	4 - 5

Other Employees

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

Remuneration \$000	2023 FTE Number	2022 FTE Number
100 - 110	4	3
110 - 120	2	-
	6	3

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

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

19. Compensation and Other Benefits Upon Leaving

The total value of compensation

	2023 Actual	2022 Actual
Total	-	-
Number of People	-	-

20. Contingencies

There are no contingent liabilities and no contingent assets (except as noted below) as at 31 December 2023 (Contingent liabilities and assets at 31 December 2022: 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 continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

Pay equity settlement wash-up amounts

In 2023 the Ministry of Education provided additional funding for non-teaching collective and pay equity agreements. The school is yet to receive a final wash-up that adjusts the estimated quarterly instalments for the actual eligible staff members employed in 2023. The Ministry is in the process of determining wash-up payments or receipts for the year ended 31 December 2023. However, as at the reporting date, this amount had not been calculated and therefore is not recorded in these financial statements.

21. Commitments

(a) Capital Commitments

At 31 December 2023, the Board had capital commitments of \$28,910 (2022: \$281,472) as a result of entering the following contracts:

Contract Name	Contract Amount	Spend To Date	Remaining Capital Commitment
	\$	\$	\$
Pathway Modifications	22,565	21,607	958
Design & Installation of New Playground	202,662	195,482	7,180
SIP - Sandpit Replacement	30,984	28,413	2,571
SIP - Handrail Project	18,990	789	18,201
Total	275,201	246,291	28,910

(b) Operating Commitments

As at 31 December 2023 the Board has not entered into any operating contracts.
(Operating commitments at 31 December 2022: nil).

CHURTON PARK SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2023

22. 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	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Cash and Cash Equivalents	9,600	5,000	124,961
Receivables	167,499	168,000	149,675
Investments - Term Deposits	768,525	658,044	619,293
	<u>945,624</u>	<u>831,044</u>	<u>893,929</u>
Total Financial assets measured at amortised cost			
Financial liabilities measured at amortised cost			
Payables	174,869	170,000	164,365
Finance Leases	33,967	30,000	23,815
Total Financial Liabilities Measured at Amortised Cost	<u>208,836</u>	<u>200,000</u>	<u>188,180</u>

23. Events After Balance Date

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

24. Comparatives

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

CHURTON PARK SCHOOL

Members of the Board

For the year ended 31 December 2023

Name	Position	How position on Board gained	Term expired/expires
Stephen Clarke	Presiding Member	Elected	Aug 2025
Matthew Stanley	Principal	Ex Officio	
Joshua Isaac	Parent Rep	Elected/Co-opted	Oct 2026
Nicole Hodgson	Parent Rep	Elected	Oct 2026
Christopher Rodgers	Parent Rep	Elected	Oct 2026
Anderlize De Beer	Parent Rep	Elected	Aug 2025
Amanda Hossack	Parent Rep	Elected	Aug 2025
Victoria Sharp	Staff Rep	Elected	Aug 2025

CHURTON PARK SCHOOL

Kiwisport / Statement of Compliance with Employment Policy For the year ended 31 December 2023

Kiwisport is a Government funding initiative to support students' participation in organised sport.

In 2023, the School received total Kiwisport funding of \$5,318 (2022: \$4,949).

The funding was spent on Swim Magic lessons. The number of students participating in organized sport was 100% of the School roll.

Statement of Compliance with Employment Policy

For the year ended 31 December 2023 the Churton Park School Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspect of their employment
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer and complies with the conditions contained in the employment contract of all staff employed by the Board.
- Ensures all employees and applicants for employments are treated according to their skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.