

Glenbrook School

Annual Report for the year ended 31 December 2019

Ministry Number:	1292
Principal:	Lysandra Stuart
School Address:	459 Glenbrook Rd, RD1, Waiuku 2681
School Postal Address:	459 Glenbrook Rd, RD1, Waiuku 2681
School Phone:	09 235 3888
School Email:	admin@glenbrook.school.nz
Service Provider:	Edtech Financial Services Ltd

Glenbrook School

Members of the Board of Trustees

For the year ended 31 December 2019

Name	Position	How position on Board gained	Occupation	Term expired/expires
Andrew Maddock	Parent Rep	Elected	CFO TPT Group	May 2022
Paul Blue	Parent Rep	Elected	GM - Network Counties Power	May 2022
Chelsea Cameron	Parent Rep	Elected	Speech Language Therapist	May 2022
Sam Colquhoun	Parent Rep	Elected	Civil Engineer	Dec 2020
Matthew Murphy	Parent Rep	Elected	Self Employed	Dec 2020
Lysandra Stuart	Principal		Principal	
Monique Shuker	Staff Representative	Elected	Teacher	Dec 2020

Glenbrook School

Annual Report

For the year ended 31 December 2019

Index

Page	Statement
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	Financial Statements
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1	Statement of Responsibility
2	Statement of Comprehensive Revenue and Expense
3	Statement of Changes in Net Assets/Equity
4	Statement of Financial Position
5	Statement of Cash Flows
6 - 10	Statement of Accounting Policies
11 - 18	Notes to the Financial Statements

	Other Information
--	--------------------------

19 - 21	Analysis of Variance
22	Kiwisport
23 - 25	Audit Report

Glenbrook School Statement of Responsibility

For the year ended 31 December 2019

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

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2019 fairly reflects the financial position and operations of the school.

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

ANDREW RHYE MADDOCK

Full Name of Board Chairperson

A. R. Maddock

Signature of Board Chairperson

26/5/20

Date:

MSA

Full Name of Principal

CYNDRA MARLANE
STUART

Signature of Principal

26/5/20

Date:

Glenbrook School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue				
Government Grants	2	1,971,321	1,629,089	1,759,790
Locally Raised Funds	3	203,072	93,850	204,013
Interest Income		11,417	7,000	11,702
		<u>2,185,810</u>	<u>1,729,939</u>	<u>1,975,505</u>
Expenses				
Locally Raised Funds	3	126,905	54,300	84,015
Learning Resources	4	1,369,245	1,070,050	1,166,168
Administration	5	128,559	103,865	122,945
Finance		784	-	1,382
Property	6	494,924	481,548	467,091
Depreciation	7	62,081	45,000	51,685
Loss on Disposal of Property, Plant and Equipment		1,404	-	82
		<u>2,183,902</u>	<u>1,754,763</u>	<u>1,893,368</u>
Net Surplus / (Deficit) for the year		1,908	(24,824)	82,137
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>1,908</u>	<u>(24,824)</u>	<u>82,137</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.

Glenbrook School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Balance at 1 January		939,399	939,399	850,131
Total comprehensive revenue and expense for the year		1,908	(24,824)	82,137
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	7,131
Equity at 31 December	23	941,307	914,575	939,399
Retained Earnings		941,307	914,575	939,399
Equity at 31 December		941,307	914,575	939,399

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.

Glenbrook School

Statement of Financial Position

As at 31 December 2019

	Notes	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Assets				
Cash and Cash Equivalents	8	441,652	332,873	312,006
Accounts Receivable	9	79,719	72,950	74,145
GST Receivable		15,273	11,500	11,790
Prepayments		7,553	9,500	9,987
Inventories	10	8,302	10,000	10,251
Investments	11	-	100,000	101,762
		552,499	536,823	519,941
Current Liabilities				
Accounts Payable	13	101,662	93,500	94,808
Revenue Received in Advance	14	2,776	15,000	16,986
Provision for Cyclical Maintenance	15	40,297	43,500	43,500
Finance Lease Liability - Current Portion	16	4,476	6,902	6,902
Funds Held for Capital Works Projects	17	51,362	-	-
		200,573	158,902	162,196
Working Capital Surplus/(Deficit)		351,926	377,921	357,745
Non-current Assets				
Property, Plant and Equipment	12	601,523	549,261	594,261
		601,523	549,261	594,261
Non-current Liabilities				
Provision for Cyclical Maintenance	15	11,886	7,875	7,875
Finance Lease Liability	16	256	4,732	4,732
		12,142	12,607	12,607
Net Assets		941,307	914,575	939,399
Equity	23	941,307	914,575	939,399

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

Glenbrook School

Statement of Cash Flows

For the year ended 31 December 2019

	Note	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash flows from Operating Activities				
Government Grants		475,093	380,091	400,143
Locally Raised Funds		200,197	91,861	187,125
Goods and Services Tax (net)		(3,483)	290	(621)
Payments to Employees		(233,859)	(179,688)	(193,199)
Payments to Suppliers		(400,042)	(280,477)	(315,192)
Interest Paid		(784)	-	(1,382)
Interest Received		12,245	7,028	12,079
Net cash from Operating Activities		49,367	19,105	88,953
Cash flows from Investing Activities				
Proceeds from Sale of PPE		-	(5,733)	-
Purchase of PPE		(70,747)	(14,377)	(108,392)
Purchase of Investments		101,762	-	(1,762)
Proceeds from Sale of Investments		-	1,762	-
Net cash from Investing Activities		31,015	(18,348)	(110,154)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	7,131
Finance Lease Payments		(2,098)	20,110	(1,605)
Funds Held for Capital Works Projects		51,362	-	-
Net cash from Financing Activities		49,264	20,110	5,526
Net increase/(decrease) in cash and cash equivalents		129,646	20,867	(15,675)
Cash and cash equivalents at the beginning of the year	8	312,006	312,006	327,681
Cash and cash equivalents at the end of the year	8	441,652	332,873	312,006

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.

Notes to the Financial Statements

For the year ended 31 December 2019

1. Statement of Accounting Policies

Reporting Entity

Glenbrook 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.

Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2019 to 31 December 2019 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

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

Standard Early Adopted

In line with the Financial Statements of the Government, the School has elected to early adopt PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. Information about the adoption of PBE IFRS 9 is provided in Note 26.

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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.

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

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.

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.

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.

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.

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.

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

Accounts Receivable

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

Prior Year Policy

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

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.

Investments

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

Prior Year Policy

Bank term deposits for periods exceeding 90 days are classified as investments and are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. After initial recognition bank term deposits are measured at amortised cost using the effective interest method less impairment.

After initial recognition any investments categorised as available for sale are measured at their fair value without any deduction for transaction costs the School may incur on sale or other disposal.

The School has met the requirements under Schedule 6 Section 28 of the Education Act 1989 in relation to the acquisition of investment securities.

Property, Plant and Equipment

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

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

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

Property, plant and equipment acquired with individual values under \$500 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

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 - Crown	20-40 years
Furniture and equipment	15 years
Information and communication technology	4 years
Motor vehicles	5 years
Leased assets held under a Finance Lease	3 years
Library resources	12.5% Diminishing value

Impairment of property, plant, and equipment

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 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.

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.

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.

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

Revenue Received in Advance

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

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

Funds Held in Trust

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

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).

Financial Assets and Liabilities

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

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

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 Statement of Cash Flows.

Commitments and contingencies are disclosed exclusive of GST.

Budget Figures

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

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.

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

2 Government Grants

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Operational Grants	394,130	355,991	368,646
Teachers' Salaries Grants	1,131,557	880,000	985,525
Use of Land and Buildings Grants	359,867	368,998	368,998
Resource Teachers Learning and Behaviour Grants	(157)	-	1,676
Other MoE Grants	85,924	24,100	34,945
	<u>1,971,321</u>	<u>1,629,089</u>	<u>1,759,790</u>

3 Locally Raised Funds

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

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Revenue			
Donations	29,557	33,250	55,517
Activities	81,219	38,800	68,047
Trading	28,579	20,000	26,054
Fundraising	28,872	-	26,732
Other Revenue	34,845	1,800	27,663
	<u>203,072</u>	<u>93,850</u>	<u>204,013</u>
Expenses			
Activities	86,897	30,300	64,918
Trading	24,917	20,000	18,137
Fundraising (Costs of Raising Funds)	10,368	-	372
Other Locally Raised Funds Expenditure	4,723	4,000	588
	<u>126,905</u>	<u>54,300</u>	<u>84,015</u>
<i>Surplus/ (Deficit) for the year Locally Raised Funds</i>	<u>76,167</u>	<u>39,550</u>	<u>119,998</u>

4 Learning Resources

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Curricular	40,620	22,000	35,502
Information and Communication Technology	10,807	17,500	13,681
Library Resources	1,340	1,550	1,320
Employee Benefits - Salaries	1,271,131	972,000	1,085,244
Staff Development	45,347	57,000	30,421
	<u>1,369,245</u>	<u>1,070,050</u>	<u>1,166,168</u>

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

5 Administration

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Audit Fee	5,491	7,000	4,631
Board of Trustees Fees	4,290	4,000	3,720
Board of Trustees Expenses	7,898	7,300	5,045
Communication	5,528	4,000	4,885
Consumables	16,349	11,500	14,041
Other	9,181	7,250	9,983
Employee Benefits - Salaries	65,125	51,015	65,139
Insurance	7,389	4,800	7,018
Service Providers, Contractors and Consultancy	7,308	7,000	8,483
	<u>128,559</u>	<u>103,865</u>	<u>122,945</u>

6 Property

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Caretaking and Cleaning Consumables	10,758	7,400	9,856
Consultancy and Contract Services	32,012	28,000	19,312
Cyclical Maintenance Expense	808	8,700	3,355
Grounds	15,632	5,750	4,695
Heat, Light and Water	22,091	19,500	21,155
Repairs and Maintenance	17,304	6,000	7,637
Use of Land and Buildings	359,867	368,998	368,998
Security	2,124	1,200	2,425
Employee Benefits - Salaries	34,328	36,000	29,658
	<u>494,924</u>	<u>481,548</u>	<u>467,091</u>

The use of land and buildings figure represents 8% of the school's total property value. Property values are established as part of the nationwide revaluation exercise that is conducted every 30 June for the Ministry of Education's year end reporting purposes.

7 Depreciation

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Building Improvements - Crown	15,038	11,500	14,167
Furniture and Equipment	10,450	7,400	9,481
Information and Communication Technology	25,776	18,400	17,232
Motor Vehicles	2,200	1,700	2,200
Leased Assets	6,703	6,000	6,527
Library Resources	1,914	-	2,078
	<u>62,081</u>	<u>45,000</u>	<u>51,685</u>

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

8 Cash and Cash Equivalents

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Cash on Hand	540	400	400
Bank Current Account	441,112	132,473	111,606
Short-term Bank Deposits	-	200,000	200,000
Cash and cash equivalents for Cash Flow Statement	441,652	332,873	312,006

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

Of the \$441,652 Cash and Cash Equivalents, \$51,362 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2020 on Crown owned school buildings under the School's Five Year Property Plan.

9 Accounts Receivable

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Receivables	812	12,150	12,147
Interest Receivable	-	800	828
Teacher Salaries Grant Receivable	78,907	60,000	61,170
	79,719	72,950	74,145
Receivables from Exchange Transactions	812	12,950	12,975
Receivables from Non-Exchange Transactions	78,907	60,000	61,170
	79,719	72,950	74,145

10 Inventories

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Stationery	2,128	3,000	3,516
School Uniforms	6,174	7,000	6,735
	8,302	10,000	10,251

11 Investments

The School's investment activities are classified as follows:

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Current Asset			
Short-term Bank Deposits	-	100,000	101,762
Total Investments	-	100,000	101,762

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

12 Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	409,322	13,729	-	-	(15,038)	408,013
Furniture and Equipment	77,272	22,745	-	-	(10,450)	89,567
Information and Communication Technology	74,236	35,235	(3,131)	-	(25,776)	80,564
Motor Vehicles	6,967	-	-	-	(2,200)	4,767
Leased Assets	11,914	-	-	-	(6,703)	5,211
Library Resources	14,550	1,964	(1,199)	-	(1,914)	13,401
Balance at 31 December 2019	594,261	73,673	(4,330)	-	(62,081)	601,523

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	824,385	(416,372)	408,013
Furniture and Equipment	214,947	(125,380)	89,567
Information and Communication Technology	303,519	(222,955)	80,564
Motor Vehicles	11,000	(6,233)	4,767
Leased Assets	20,110	(14,899)	5,211
Library Resources	63,846	(50,445)	13,401
Balance at 31 December 2019	1,437,807	(836,284)	601,523

The net carrying value of equipment held under a finance lease is \$5,211 (2018: \$11,914).

The net carrying value of motor vehicles held under a finance lease is \$4,767 (2018: \$6,967).

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Building Improvements	383,329	40,160	-	-	(14,167)	409,322
Furniture and Equipment	77,797	8,956	-	-	(9,481)	77,272
Information and Communication Technology	34,542	56,926	-	-	(17,232)	74,236
Motor Vehicles	9,167	-	-	-	(2,200)	6,967
Leased Assets	12,832	5,609	-	-	(6,527)	11,914
Library Resources	14,360	2,350	(82)	-	(2,078)	14,550
Balance at 31 December 2018	532,027	114,001	(82)	-	(51,685)	594,261

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Building Improvements	810,656	(401,334)	409,322
Furniture and Equipment	192,201	(114,929)	77,272
Information and Communication Technology	272,597	(198,361)	74,236
Motor Vehicles	11,000	(4,033)	6,967
Leased Assets	20,110	(8,196)	11,914
Library Resources	67,437	(52,887)	14,550
Balance at 31 December 2018	1,374,001	(779,740)	594,261

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

13 Accounts Payable

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Operating Creditors	11,765	25,000	24,133
Accruals	2,649	6,000	6,332
Banking Staffing Overuse	3,263	-	-
Employee Entitlements - Salaries	79,652	60,000	61,796
Employee Entitlements - Leave Accrual	4,333	2,500	2,547
	<u>101,662</u>	<u>93,500</u>	<u>94,808</u>
Payables for Exchange Transactions	101,662	93,500	94,808
	<u>101,662</u>	<u>93,500</u>	<u>94,808</u>

The carrying value of payables approximates their fair value.

14 Revenue Received in Advance

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Other	2,776	15,000	16,986
	<u>2,776</u>	<u>15,000</u>	<u>16,986</u>

15 Provision for Cyclical Maintenance

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
Provision at the Start of the Year	51,375	51,375	65,625
Increase/(decrease) to the Provision During the Year	808	8,700	3,355
Use of the Provision During the Year	-	(8,700)	(17,605)
Provision at the End of the Year	<u>52,183</u>	<u>51,375</u>	<u>51,375</u>
Cyclical Maintenance - Current	40,297	43,500	43,500
Cyclical Maintenance - Term	11,886	7,875	7,875
	<u>52,183</u>	<u>51,375</u>	<u>51,375</u>

16 Finance Lease Liability

The school has entered into a number of finance lease agreements for teacher laptops.
Minimum lease payments payable (includes interest portion):

	2019 Actual \$	2019 Budget (Unaudited) \$	2018 Actual \$
No Later than One Year	4,680	6,902	7,686
Later than One Year and no Later than Five Years	261	4,732	4,941
	<u>4,941</u>	<u>11,634</u>	<u>12,627</u>

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

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:

	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Boiler Replacement	Completed	-	52,650	52,650	-	-
Block Upgrade	In Progress	-	57,802	6,440	-	51,362
Totals		-	110,452	59,090	-	51,362

Represented by:

Funds Held on Behalf of the Ministry of Education

51,362

51,362

	2018	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
Nil Projects		-	-	-	-	-
Totals		-	-	-	-	-

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.

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

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.

	2019 Actual \$	2018 Actual \$
<i>Board Members</i>		
Remuneration	4,290	3,720
Full-time equivalent members	0.08	0.11
<i>Leadership Team</i>		
Remuneration	421,912	419,724
Full-time equivalent members	4.00	5.00
Total key management personnel remuneration	426,202	423,444
Total full-time equivalent personnel	4.08	5.11

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

Principal

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

	2019 Actual \$000	2018 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	120 - 130	120-130
Benefits and Other Emoluments	0 - 5	0 - 5
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2019 FTE Number	2018 FTE Number
100-110	1	-
	1	-

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

20 Compensation and Other Benefits Upon Leaving

There were no compensation or other benefits paid or payable to persons upon leaving.

21 Contingencies

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

(Contingent liabilities and assets as at 31 December 2018: nil)

Holidays Act Compliance – schools payroll

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

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

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

Notes to the Financial Statements (cont.)

For the year ended 31 December 2019

22 Commitments**(a) Capital Commitments**

As at 31 December 2019 the Board has entered into contract agreements for capital works as follows:

(a) \$500,000 contract for Block Upgrade to be completed in 2020 which will be fully funded by the Ministry of Education. \$57,802 has been received of which \$6,440 has been spent on the project to date.

(Capital commitments as at 31 December 2018: nil)

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:

	2019	2019	2018
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Financial assets measured at amortised cost (2018: Loans and receivables)			
Cash and Cash Equivalents	441,652	332,873	312,006
Receivables	79,719	72,950	74,145
Investments - Term Deposits	-	100,000	101,762
Total Financial assets measured at amortised cost	521,371	505,823	487,913
Financial liabilities measured at amortised cost			
Payables	101,662	93,500	94,808
Finance Leases	4,732	11,634	11,634
Total Financial Liabilities Measured at Amortised Cost	106,394	105,134	106,442

25 Events After Balance Date

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

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

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

26 Adoption of PBE IFRS 9 Financial Instruments

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

- Note 9 Receivables: This policy has been updated to reflect that the impairment of short-term receivables is now determined by applying an expected credit loss model.
- Note 11 Investments: Term deposits: This policy has been updated to explain that a loss allowance for expected credit losses is recognised only if the estimated loss allowance is not trivial.

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

Glenbrook School



Analysis of Variance 2020

Analysis of Variance Reporting



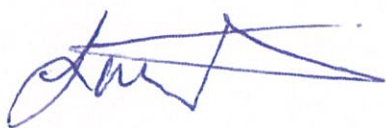
School Name:	Glenbrook School	School Number:	1292
Strategic Aim:	Strategic Goals 2019- 2021: 1. Accelerate learner practice as an action. 2. Strong and effective leadership for equity and excellence. 3. Engage learning communities of action.		
Annual Aim:	To increase the number of students within and above the NZ Curriculum in Reading. To increase the number of students within and above the NZ Curriculum in Mathematics. To increase the number of students within and above the NZ Curriculum in Writing.		
Target:	95% of all students will be within or above the NZ Curriculum in Reading 95% of all students will be within or above the NZ Curriculum in Mathematics. 95% of all students will be within or above the NZ Curriculum in Writing		
Baseline Data:	98% of all students are within or above the NZ Curriculum in Reading. 97% of all students are within or above the NZ Curriculum in Mathematics. 97% of all students are within or above the NZ Curriculum in Writing.		
2018 End of Year Data			

Actions <i>What did we do?</i>	Outcomes <i>What happened?</i>	Reasons for the variance <i>Why did it happen?</i>	Evaluation <i>Where to next?</i>
<p>Glenbrook School focused on priority students through our Spiral of Inquiry Deliberate acts of infrastructure, intensive PLD with Vision Education and an allocated Lead teacher for Spiral of Inquiry was put in place.</p> <p>Student Progress Plans focused on priority learners, deliberate acts of teaching, metacognition and collaborative responsibility.</p> <p>Whole school inquiry with regular check ins and support was focused around teacher practice and priority students.</p> <p>Glenbrook Progressions were developed and are being implemented.</p>	<p>Please see attached Spiral of Inquiry Summary which summarises our learning outcomes from our Spiral of Inquiry.</p>	<p>Please see attached Spiral of Inquiry Summary which summarises our changes in teaching practices and student agency.</p>	<p>Our next steps are to refine our progressions with student voice. We will develop a Student Lead Curriculum Team to give voice to our Reading, Writing and Mathematics progressions.</p> <p>Our Spiral of Inquiry for 2019 is focused on priority students with a lens on metacognition and deep dives into student centred leadership within an integrated curriculum approach (STEAM).</p> <p>We intend to prepare teachers and students to include whanau voice to understand learning as an action as our school so that all partners in learning have an understanding on how we set goals, understand what to do next through feedback in and out of school.</p>
Planning for next year: <p>A collaborative Strategic Plan was developed with the Glenbrook leadership team, staff and Board of Trustees. It identified our Strategic initiatives, objectives, key actions, success metric, success measures, resourcing, rationale and risk analysis. This is attached.</p>			

KIWISPORT REPORT – GLENBROOK SCHOOL 2019

The school received \$3352.76 for Kiwisport for 2019. The funding was allocated as per the following:-

Transport to and from interschool events	\$1100.00
PE and swimming programme provided by outside specialist	\$1450.00
Funding assistance towards EOTC events for Year 7 & 8	\$ 802.76



Lysandra Stuart

Principal

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF GLENBROOK SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

The Auditor-General is the auditor of Glenbrook School (the School). The Auditor-General has appointed me, Wayne Monteith, using the staff and resources of BDO Auckland, 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 18, that comprise the statement of financial position as at 31 December 2019, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
 - its financial position as at 31 December 2019; and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector Public Benefit Entity Standards Reduced Disclosure Regime as applicable to entities that qualify as tier 2.

Our audit was completed on 28th May 2020. 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 of Trustees and our responsibilities relating to the financial statements, we comment on other information, and we explain our independence.

Emphasis of Matter - COVID-19

Without modifying our opinion we draw attention to the disclosures in note 25 on page 18 which outline the possible effects of the Alert Level 4 lockdown as a result of the COVID-19 pandemic.

Basis for our opinion

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

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

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

Responsibilities of the Board of Trustees for the financial statements

The Board of Trustees is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Trustees is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

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

The Board of Trustees' responsibilities arise from the Education Act 1989.

Responsibilities of the auditor for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

For the budget information reported in the financial statements, our procedures were limited to checking that the information agreed to the School's approved budget.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Trustees.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures

in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the Novopay payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board of Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other information

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

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

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

Independence

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

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



Wayne Monteith
BDO Auckland
On behalf of the Auditor-General
Auckland, New Zealand