

Gisborne Girls' High School

Annual Report for the year ended 31 December 2020

Ministry Number:	210
Principal:	Jan Kumar
School Address:	555 Gladstone Road, Gisborne
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School Phone:	06-8686092
School Email:	jan.kumar@gghs.school.nz
Service Provider:	Edtech Financial Services Ltd

Gisborne Girls High School

Members of the Board of Trustees

For the year ended 31 December 2020

Name	Position	How position on Board gained	Term expired/expires	
Brendon Hart	Board Member	Co-opted Trustee		
Erina Hurihanganui	Board Member	Elected Parent Rep		
Lisa Maniapoto	Board Member	Elected Parent Rep	13-Feb-20	Was Board Chair until 13/02/20
Philip Matthews	Chair	Elected Parent Rep	19-Mar-20	Board Chair from 19/03/20
Billie-Jean Potaka Ayton	Board Member	Elected Parent Rep		
Claudia Shanks	Student Rep	Elected Student Rep		
Tina Smallman	Board Member	Elected Parent Rep	13-Feb-20	
Johelonn Toroa-Taare	Student Rep	Elected Student Rep	10-Sep-20	
Jess Williams	Staff Rep	Elected Staff Rep		

Gisborne Girls' High School

Annual Report

For the year ended 31 December 2020

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Gisborne Girls' High School
Statement of Responsibility
For the year ended 31 December 2020

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

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2020 fairly reflects the financial position and operations of the school.

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

Full Name of Board Chairperson

Full Name of Principal

Signature of Board Chairperson

Signature of Principal

Date:

Date:

Gisborne Girls High School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2020

		2020	2020	2019
	Notes	Actual	Budget (Unaudited)	Actual
		\$	\$	\$
Revenue				
Government Grants	2	9,205,934	10,450,894	8,158,340
Locally Raised Funds	3	335,961	360,335	523,483
Interest Income		27,962	20,000	22,155
International Students	4	97,762	86,469	74,459
		<hr/>	<hr/>	<hr/>
		9,667,619	10,917,698	8,778,437
Expenses				
Locally Raised Funds	3	338,862	251,581	294,430
International Students	4	38,692	50,318	47,736
Learning Resources	5	6,648,063	8,357,970	6,116,222
Administration	6	490,109	476,267	438,287
Finance		27,101	23,770	20,106
Property	7	1,627,694	1,503,250	1,569,564
Depreciation	8	230,638	190,610	211,043
Impairment of Property, Plant and Equipment	13	-	-	814
Loss on Disposal of Property, Plant and Equipment		5,234	-	10,485
		<hr/>	<hr/>	<hr/>
		9,406,393	10,853,766	8,708,687
Net Surplus / (Deficit) for the year		261,226	63,932	69,750
Other Comprehensive Revenue and Expense		-	-	-
		<hr/>	<hr/>	<hr/>
Total Comprehensive Revenue and Expense for the Year		<u>261,226</u>	<u>63,932</u>	<u>69,750</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.

Gisborne Girls High School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2020

	2020	2020	2019
Notes	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Balance at 1 January	<u>1,194,761</u>	<u>1,194,761</u>	<u>1,103,757</u>
Total comprehensive revenue and expense for the year	261,226	63,932	69,750
Capital Contributions from/to the Ministry of Education			
Furniture and Equipment	(110,848)	-	21,254
Equity at 31 December	<u>1,345,139</u>	<u>1,258,693</u>	<u>1,194,761</u>
Retained Earnings	1,345,139	1,258,693	1,194,761
Equity at 31 December	<u>1,345,139</u>	<u>1,258,693</u>	<u>1,194,761</u>

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.

Gisborne Girls High School

Statement of Financial Position

As at 31 December 2020

		2020	2020	2019
	Notes	Actual	Budget (Unaudited)	Actual
		\$	\$	\$
Current Assets				
Cash and Cash Equivalents	9	1,262,263	1,068,802	1,238,745
Accounts Receivable	10	649,912	542,500	580,817
GST Receivable		52,318	12,000	7,025
Prepayments		10,048	12,000	12,362
Inventories	11	33,146	40,000	38,986
Investments	12	803,000	550,000	503,000
		<u>2,810,687</u>	<u>2,225,302</u>	<u>2,380,935</u>
Current Liabilities				
Accounts Payable	14	762,225	741,000	651,900
Borrowings - Due in one year	15	6,746	6,746	6,746
Revenue Received in Advance	16	179,889	98,000	280,038
Provision for Cyclical Maintenance	17	32,800	72,800	66,133
Finance Lease Liability - Current Portion	18	54,015	53,200	50,791
Funds Held in Trust	19	141,740	142,000	141,998
Funds Held for Capital Works Projects	20	318,658	150,000	200,076
Funds Held for Resource Teachers of Learning & Behaviour Services	21	159,853	170,000	167,758
Funds Held on Behalf of ORS Cluster	22	62,933	66,000	66,356
Funds held on behalf of TAK Centre	23	64,008	50,000	54,194
Funds Held on behalf of the Gisborne COL/Kahui Ako Cluster	24	34,104	10,000	12,876
		<u>1,816,971</u>	<u>1,559,746</u>	<u>1,698,866</u>
Working Capital Surplus/(Deficit)		993,716	665,556	682,069
Non-current Assets				
Property, Plant and Equipment	13	797,817	1,038,147	944,968
		<u>797,817</u>	<u>1,038,147</u>	<u>944,968</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	17	342,945	342,945	301,070
Finance Lease Liability	18	103,449	102,065	131,206
		<u>446,394</u>	<u>445,010</u>	<u>432,276</u>
Net Assets		<u>1,345,139</u>	<u>1,258,693</u>	<u>1,194,761</u>
Equity	30	<u>1,345,139</u>	<u>1,258,693</u>	<u>1,194,761</u>

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

Gisborne Girls High School

Statement of Cash Flows

For the year ended 31 December 2020

	2020	2020 Budget	2019
Note	Actual \$	(Unaudited) \$	Actual \$
Cash flows from Operating Activities			
Government Grants	2,759,345	2,397,125	2,205,130
Locally Raised Funds	379,372	363,619	511,022
International Students	(62,044)	(95,541)	154,375
Goods and Services Tax (net)	(45,293)	(4,975)	42,323
Funds Administered on Behalf of Third Parties	(11,586)	(5,182)	(8,523)
Payments to Employees	(1,159,367)	(1,022,886)	(1,018,877)
Payments to Suppliers	(1,402,452)	(1,391,020)	(1,304,389)
Cyclical Maintenance Payments in the year	(47,410)	-	(51,347)
Interest Paid	(27,101)	(23,770)	(20,106)
Interest Received	26,234	20,284	25,450
Net cash from/(to) Operating Activities	409,698	237,654	535,058
Cash flows from Investing Activities			
Proceeds from Sale of Property Plant & Equipment (and Intangibles)	(4)	(306,032)	(1)
Purchase of Property Plant & Equipment (and Intangibles)	(108,997)	(573,709)	(377,272)
Purchase of Investments	(300,000)	-	(503,000)
Proceeds from Sale of Investments	-	(47,000)	-
Net cash from/(to) Investing Activities	(409,001)	(926,741)	(880,273)
Cash flows from Financing Activities			
Furniture and Equipment Grant	(110,848)	-	19,915
Finance Lease Payments	15,087	569,220	(65,287)
Funds Held for Capital Works Projects	118,582	(50,076)	220,314
Net cash from/(to) Financing Activities	22,821	519,144	174,942
Net increase/(decrease) in cash and cash equivalents	23,518	(169,943)	(170,273)
Cash and cash equivalents at the beginning of the year	9 1,238,745	1,238,745	1,409,018
Cash and cash equivalents at the end of the year	9 1,262,263	1,068,802	1,238,745

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

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

Gisborne Girls' High School

Notes to the Financial Statements

For the year ended 31 December 2020

1. Statement of Accounting Policies

Reporting Entity

Gisborne Girls' High 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 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 2020 to 31 December 2020 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

The Education 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.

Cyclical maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision of 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 17.

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.

Gisborne Girls' High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

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.

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.

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.

Gisborne Girls' High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

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.

Accounts Receivable

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

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.

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.

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:

Buildings - School	18-40 years
Furniture and equipment	5-15 years
Information and communication technology	5 years
Motor vehicles	5 years
Leased assets held under a Finance Lease	3-5 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.

Gisborne Girls' High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

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, 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 due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

Revenue Received in Advance

Revenue received in advance relates to fees received from international students and student funds 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.

Gisborne Girls' High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of the School's control. These amounts 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.

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 Instruments

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

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.

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.

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.

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

2 Government Grants

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational Grants	2,152,811	2,129,675	1,954,925
Teachers' Salaries Grants	5,366,679	7,108,801	4,976,270
Use of Land and Buildings Grants	1,099,275	944,968	1,006,667
Other MoE Grants	562,386	261,813	181,249
Establishment Grant	-	-	-
Transport Grants	-	-	-
Other Government Grants	24,783	5,637	39,229
	<u>9,205,934</u>	<u>10,450,894</u>	<u>8,158,340</u>

Other MOE Grants total includes additional COVID-19 funding totalling \$26,087 for the year ended 31 December 2020.

3 Locally Raised Funds

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

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
Donations	3,842	1,000	21,067
Activities	246,990	285,835	410,323
Trading	85,129	73,500	78,989
Other Revenue	-	-	13,104
	<u>335,961</u>	<u>360,335</u>	<u>523,483</u>
Expenses			
Activities	250,956	180,781	229,319
Trading	87,906	70,800	65,111
	<u>338,862</u>	<u>251,581</u>	<u>294,430</u>
	<u>(2,901)</u>	<u>108,754</u>	<u>229,053</u>

Surplus/ (Deficit) for the year Locally Raised Funds

4 International Student Revenue and Expenses

	2020	2020	2019
	Actual	Budget	Actual
	Number	(Unaudited)	Number
International Student Roll	10	10	12
	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
International Student Fees	97,762	86,469	74,459
Expenses			
Recruitment	1,931	15,000	13,469
International Student Levy	2,112	1,282	2,084
Employee Benefit - Salaries	22,117	18,350	21,077
Other Expenses	12,532	15,686	11,106
	<u>38,692</u>	<u>50,318</u>	<u>47,736</u>
	<u>59,070</u>	<u>36,151</u>	<u>26,723</u>

Surplus/ (Deficit) for the year International Students

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

5 Learning Resources

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	190,354	262,615	224,418
Equipment Repairs	7,155	10,000	6,536
Star	51,108	55,200	54,735
Learning Support	161,955	130,677	121,598
Information and Communication Technology	(1,589)	259	(9,727)
Extra-Curricular Activities	43,930	42,300	31,286
Library Resources	2,353	3,500	4,279
Employee Benefits - Salaries	6,175,195	7,802,034	5,645,271
Staff Development	17,602	51,385	37,826
	<u>6,648,063</u>	<u>8,357,970</u>	<u>6,116,222</u>

There was no international travel during 2020.

6 Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	8,395	8,395	9,356
Board of Trustees Fees	3,090	3,680	3,825
Board of Trustees Expenses	10,369	14,700	13,939
Communication	81,111	64,190	50,521
Consumables	52,313	52,000	48,439
Other	69,127	69,050	68,992
Employee Benefits - Salaries	230,448	225,948	210,657
Insurance	18,948	22,186	17,364
Service Providers, Contractors and Consultancy	16,308	16,118	15,194
	<u>490,109</u>	<u>476,267</u>	<u>438,287</u>

7 Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	45,968	48,000	54,189
Consultancy and Contract Services	109,200	120,000	133,350
Cyclical Maintenance Expense	55,952	49,072	70,472
Grounds	64,582	57,000	41,936
Heat, Light and Water	57,495	80,800	67,436
Rates	11,656	12,500	11,472
Repairs and Maintenance	46,351	66,000	44,993
Use of Land and Buildings	1,099,275	935,091	1,006,667
Security	6,617	7,000	6,798
Employee Benefits - Salaries	130,598	127,787	132,251
	<u>1,627,694</u>	<u>1,503,250</u>	<u>1,569,564</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.

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

8 Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements - Crown	9,836	21,370	9,871
Furniture and Equipment	44,450	49,962	47,027
Information and Communication Technology	57,623	62,903	56,253
Motor Vehicles	26,592	26,965	28,555
Leased Assets	89,427	29,410	66,353
Library Resources	2,710	-	2,984
	<u>230,638</u>	<u>190,610</u>	<u>211,043</u>

9 Cash and Cash Equivalents

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash on Hand	311	400	400
Bank Current Account	779,493	319,902	664,479
Bank Call Account	482,459	448,500	473,866
Short-term Bank Deposits	-	300,000	100,000
Cash and cash equivalents for Statement of Cash Flows	<u>1,262,263</u>	<u>1,068,802</u>	<u>1,238,745</u>

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

Of the \$1,262,263 Cash and Cash Equivalents, \$318,658 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2021 on Crown owned school buildings under the School's Five Year Property Plan.

10 Accounts Receivable

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	17,081	15,000	18,312
Interest Receivable	7,512	5,500	5,784
Teacher Salaries Grant Receivable	625,319	522,000	556,721
	<u>649,912</u>	<u>542,500</u>	<u>580,817</u>
Receivables from Exchange Transactions	24,593	20,500	24,096
Receivables from Non-Exchange Transactions	625,319	522,000	556,721
	<u>649,912</u>	<u>542,500</u>	<u>580,817</u>

11 Inventories

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
School Uniforms	33,146	40,000	38,986
	<u>33,146</u>	<u>40,000</u>	<u>38,986</u>

12 Investments

The School's investment activities are classified as follows:

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Current Asset			
Short-term Bank Deposits	803,000	550,000	503,000
Total Investments	<u>803,000</u>	<u>550,000</u>	<u>503,000</u>

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

13 Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Building Improvements	209,497	-	(1,541)	-	(9,836)	198,120
Furniture and Equipment	255,591	56,467	(1,515)	-	(44,450)	266,093
Information and Communication Technology	204,671	10,995	(529)	-	(57,623)	157,514
Motor Vehicles	75,245	-	(157)	-	(26,592)	48,496
Leased Assets	179,074	19,009	(38)	-	(89,427)	108,618
Library Resources	20,890	2,250	(1,454)	-	(2,710)	18,976
Balance at 31 December 2020	944,968	88,721	(5,234)	-	(230,638)	797,817

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Building Improvements	540,536	(342,416)	198,120
Furniture and Equipment	1,323,458	(1,057,365)	266,093
Information and Communication Technology	479,729	(322,215)	157,514
Motor Vehicles	344,827	(296,331)	48,496
Leased Assets	575,672	(467,054)	108,618
Library Resources	90,950	(71,974)	18,976
Balance at 31 December 2020	3,355,172	(2,557,355)	797,817

The net carrying value of equipment held under a finance lease is \$108,618 (2019: \$179,074).

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	219,368	-	-	-	(9,871)	209,497
Furniture and Equipment	195,179	107,439	-	-	(47,027)	255,591
Information and Communication Technology	115,271	145,653	-	-	(56,253)	204,671
Motor Vehicles	103,800	-	-	-	(28,555)	75,245
Leased Assets	147,627	182,902	(85,102)	-	(66,353)	179,074
Library Resources	22,281	4,372	(2,779)	-	(2,984)	20,890
Balance at 31 December 2019	803,526	440,366	(87,881)	-	(211,043)	944,968

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	542,595	(333,098)	209,497
Furniture and Equipment	1,408,990	(1,153,399)	255,591
Information and Communication Technology	580,900	(376,229)	204,671
Motor Vehicles	354,312	(279,067)	75,245
Leased Assets	595,952	(416,878)	179,074
Library Resources	95,337	(74,447)	20,890
Balance at 31 December 2019	3,578,086	(2,633,118)	944,968

The net carrying value of equipment held under a finance lease is \$179,074 (2018: \$147,627).

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

14 Accounts Payable

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operating Creditors	72,445	58,000	53,456
Accruals	8,395	85,000	8,155
Employee Entitlements - Salaries	642,279	570,000	563,900
Employee Entitlements - Leave Accrual	39,106	28,000	26,389
	<u>762,225</u>	<u>741,000</u>	<u>651,900</u>
Payables for Exchange Transactions	762,225	741,000	651,900
	<u>762,225</u>	<u>741,000</u>	<u>651,900</u>

The carrying value of payables approximates their fair value.

15 Borrowings

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Due in One Year	6,746	6,746	6,746
	<u>6,746</u>	<u>6,746</u>	<u>6,746</u>

The school has borrowings at 31 December 2020 of \$6,746 (31 December 2019 \$6,746). This loan is from the Ministry of Education and is a payroll advance in connection with Novopay issues in 2012/2013. The loan is unsecured and interest is 0% per annum.

16 Revenue Received in Advance

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Grants in Advance - Ministry of Education	17,477	-	-
International Student Fees	22,204	-	182,010
Other	140,208	98,000	98,028
	<u>179,889</u>	<u>98,000</u>	<u>280,038</u>

17 Provision for Cyclical Maintenance

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Provision at the Start of the Year	367,203	367,203	348,078
Increase/(decrease) to the Provision During the Year	55,952	49,072	70,472
Use of the Provision During the Year	(47,410)	(530)	(51,347)
Provision at the End of the Year	<u>375,745</u>	<u>415,745</u>	<u>367,203</u>
Cyclical Maintenance - Current	32,800	72,800	66,133
Cyclical Maintenance - Term	342,945	342,945	301,070
	<u>375,745</u>	<u>415,745</u>	<u>367,203</u>

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

18 Finance Lease Liability

The school has entered into a number of finance lease agreements for IT Equipment and copiers.
Minimum lease payments payable (includes interest portion):

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
No Later than One Year	54,015	53,200	50,791
Later than One Year and no Later than Five Years	103,449	102,065	131,206
	<u>157,464</u>	<u>155,265</u>	<u>181,997</u>

19 Funds held in Trust

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Funds Held in Trust on Behalf of Third Parties - Current	141,740	142,000	141,998
	<u>141,740</u>	<u>142,000</u>	<u>141,998</u>

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

20 Funds Held for Capital Works Projects

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

	2020	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$		\$
ILE Works to Block G	<i>In progress</i>	202,509	-	38,392	-	164,117
TAK Electrical Upgrade	<i>Completed</i>	6,638	-	7,375	-	(737)
Disabled Toilet upgrade	<i>Completed</i>	177	-	177	-	-
Block K RTL B toilets upgrade	<i>Completed</i>	800	-	800	-	-
ZD Block Furniture Removal	<i>In progress</i>	(10,048)	24,494	15,721	-	(1,275)
TAK Classroom Upgrade	<i>In progress</i>	-	106,764	114,581	-	(7,817)
Drama Roof Replacement	<i>In progress</i>	-	58,385	1,000	-	57,385
Block F Replace Food Tech Kitchens	<i>In progress</i>	-	106,985	-	-	106,985
Totals		<u>200,076</u>	<u>296,628</u>	<u>178,046</u>	<u>-</u>	<u>318,658</u>

Represented by:

Funds Held on Behalf of the Ministry of Education	328,487
Funds Due from the Ministry of Education	(9,829)
	<u>318,658</u>

	2019	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
		\$	\$	\$	\$	\$
ILE Works to Block G	<i>In progress</i>	-	212,963	10,454	-	202,509
TAK Electrical Upgrade	<i>In progress</i>	-	6,638	-	-	6,638
RTL B/Canteen Upgrade	<i>Completed</i>	(23,291)	55,394	31,564	539	-
Disabled Toilet upgrade	<i>Completed</i>	1,378	2,211	3,412	-	177
Upgrade Science Block	<i>Completed</i>	-	13,002	13,002	-	-
Block K RTL B toilets upgrade	<i>Completed</i>	-	38,084	37,284	-	800
Roof Repairs Block B & F	<i>Completed</i>	3,014	53,329	55,543	800	-
ZD Block Furniture Removal	<i>In progress</i>	-	-	10,048	-	(10,048)
Totals		<u>(18,899)</u>	<u>381,621</u>	<u>161,307</u>	<u>1,339</u>	<u>200,076</u>

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

21 Funds for Resource Teachers of Learning & Behaviour Services

Gisborne Girls High School is the lead school funded by the Ministry of Education to provide the services of Resource Teachers of Learning and Behaviour to its cluster of schools.

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited) \$	\$
Funds held at beginning of the year	167,758	-	173,718
<i>Revenue</i>			
Teachers' Salary Grant	2,091,458	-	2,073,531
Administration Grant	76,471	-	76,472
Learning Support Funding	144,035	170,000	144,035
Travel Grant	118,844	-	118,844
Other Revenue	31,399	-	33,475
	<u>2,462,207</u>	<u>170,000</u>	<u>2,446,357</u>
Total funds available	<u>2,629,965</u>	<u>170,000</u>	<u>2,620,075</u>
<i>Expenses</i>			
Employee Benefit - Salaries	2,091,458	-	2,073,531
Administration	132,745	-	107,348
Learning Support	171,041	-	135,633
Travel	5,094	-	29,983
Other Expenses	44,292	-	81,474
	<u>2,444,630</u>	<u>-</u>	<u>2,427,969</u>
Purchase of Assets	25,482	-	24,348
Funds Held at Year End	<u>159,853</u>	<u>170,000</u>	<u>167,758</u>
Current Assets			
Cash at bank	171,651	170,000	188,135
Non Current Assets			
Property Plant and Equipment	25,482	-	68,898
Current Liabilities			
Operating Creditors	-	-	362
Non Current Liabilities			
Borrowings	-	-	-
Equity	<u>197,133</u>	<u>-</u>	<u>256,671</u>

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

22 Funds Held on Behalf of ORS Cluster

Gisborne Girls High School is the lead school and holds the funds on behalf of the ORS cluster, a group of schools funded by the Ministry.

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Funds Held at Beginning of the Year	66,356	66,356	72,440
Funds Received from MoE	629,299	620,000	557,125
Funds Spent on Behalf of the Cluster	198,218	100,000	192,117
Distribution of Funds			
Campion College	86,722	520,356	85,606
Elgin School	8,322	-	13,804
Gisborne Central School	52,845	-	32,621
Gisborne Girls High School	100,910	-	77,165
Ilminster Intermediate	52,030	-	32,624
Kaiti School	46,815	-	49,456
Mangapapa School	18,587	-	24,669
Te Wharau School	59,953	-	48,245
Wainui Beach School	8,320	-	6,902
Funds Held at Year End	<u>62,933</u>	<u>66,000</u>	<u>66,356</u>

These assets and liabilities form part of the school's assets and liabilities and are presented on the school's statement of financial position.

Current Assets

Cash at bank	62,933	66,000	66,356
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Non Current Assets

Property Plant and Equipment	-	-	-
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Current Liabilities

Operating Creditors	-	-	-
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Non Current Liabilities

Borrowings	-	-	-
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Equity

	<u>62,933</u>	<u>66,000</u>	<u>66,356</u>
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23 Funds held on behalf of TAK Centre

Gisborne Girls High School is the lead school and holds the funds on behalf of the TAK Centre.

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Funds Held at Beginning of the Year	54,194	54,194	42,375
Funds Received from MoE	101,236	50,000	96,237
Funds Spent on Behalf of the Cluster	151,794	54,194	149,813
Other Funds Received	60,372	-	65,395
Funds Held at Year End	<u>64,008</u>	<u>50,000</u>	<u>54,194</u>

Gisborne Girls High School

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

24 Funds Held on behalf of the Gisborne COL/Kahui Ako Cluster

Gisborne Girls High School is the lead school and holds the funds on behalf of the Gisborne COL/Kahui Ako Cluster

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
Funds Held at Beginning of the Year	\$ 12,876	\$ 10,000	\$ 26,939
Funds Received from MoE	33,250		21,083
Funds Spent on Behalf of the Cluster	12,022		35,146
Funds Held at Year End	<u>34,104</u>	<u>10,000</u>	<u>12,876</u>

25 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 2020

26 Remuneration

Key management personnel compensation

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

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	3,090	3,825
Full-time equivalent members	0.08	0.15
<i>Leadership Team</i>		
Remuneration	1,891,940	1,696,651
Full-time equivalent members	18.00	17.00
Total key management personnel remuneration	1,895,030	1,700,476
Total full-time equivalent personnel	18.08	17.15

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

Principal

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

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	190-200	200-210
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	2020 FTE Number	2019 FTE Number
110-120	6	1
100-110	5	4
	11	5

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

27 Compensation and Other Benefits Upon Leaving

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

28 Contingencies

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

(Contingent liabilities and assets as at 31 December 2019: nil)

Holidays Act Compliance – schools payroll

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

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

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

Notes to the Financial Statements (cont.)

For the year ended 31 December 2020

29 Commitments

(a) Capital Commitments

As at 31 December 2020 the Board has entered into contract agreements for capital works as follows:

(a) A contract for ILE Works-Block G which will be fully funded by the Ministry of Education. \$202,509 has been received of which \$38,392 has been spent on the project to date.

(b) A contract for Roof Replacement Drama Room which will be fully funded by the Ministry of Education. \$58,385 has been received of which \$1,000 has been spent on the project to date.

(c) A contract for Block 7 Replace Food Tech Kitchens which will be fully funded by the Ministry of Education. \$106,985 has been received of which Nil has been spent on the project to date.

Capital commitments as at 31 December 2019:

(a) A contract for upgrade of ILE Works to Block G to be completed in 2020 which will be fully funded by the Ministry of Education. \$212,963 has been received of which \$10,454 has been spent on the project to date.

(b) A contract for upgrade of TAK Electrical Project to be completed in 2020 which will be fully funded by the Ministry of Education. \$6,638 has been received of which has been spent on the project to date.

30 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.

31 Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Financial assets measured at amortised cost			
Cash and Cash Equivalents	1,262,263	1,068,802	1,238,745
Receivables	649,912	542,500	580,817
Investments - Term Deposits	803,000	550,000	503,000
Total Financial assets measured at amortised cost	<u>2,715,175</u>	<u>2,161,302</u>	<u>2,322,562</u>
Financial liabilities measured at amortised cost			
Payables	762,225	741,000	651,900
Borrowings - Loans	6,746	6,746	6,746
Finance Leases	157,464	155,265	181,997
Total Financial Liabilities Measured at Amortised Cost	<u>926,435</u>	<u>903,011</u>	<u>840,643</u>

32 Events After Balance Date

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

33 Comparatives

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