

# BROOKFIELD SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2022

#### School Directory

**Ministry Number:**

1699

**Principal:**

Ngaere Durie

**School Address:**Millers Road  
Brookfield  
Tauranga**School Postal Address:**

Tauranga

**School Phone:**

07-576-9433

**School Email:**[office@brookfield.school.nz](mailto:office@brookfield.school.nz)**Members of the Board**

Position	Name		Term Expired
Principal	Ngaere Durie		
Chair Person	Toni Ririnui	Elected	Jun-25
Parent Rep	Tuana Kuka	Co-opted	Jun-25
Parent Rep	Grant Mitchell	Elected	Jun-25
Parent Rep	Rongamai Hosking	Elected	Jun-25
Parent Rep	Raymond Koenen	Elected	Jun-25
Parent Rep	Heemi Gilbert	Co-opted	Jun-25
Staff Rep	Jake Ryan	Elected	Jun-25
Left office	Michael Woodnutt		Aug-22
	Lisa Adams		Aug-22
	Atawhai Heke		Aug-22
	Ngaire Gow		Aug-22

**Accountant / Service Provider:**

Davidson Dickson Ltd

# BROOKFIELD SCHOOL

Annual Report - For the year ended 31 December 2022

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# Brookfield School

## Statement of Responsibility

For the year ended 31 December 2022

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

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

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

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

Tuana Kuka

Full Name of Presiding Member

Ngaere Durie

Full Name of Principal

[Signature]

Signature of Presiding Member

[Signature]

Signature of Principal

31-05-2023

Date:

30-05-2023

Date:

# Brookfield School

## Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2022

	Notes	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
<b>Revenue</b>				
Government Grants	2	3,758,410	3,104,382	3,444,243
Locally Raised Funds	3	73,267	6,500	78,291
Interest Income		4,729	2,000	644
Other Revenue		1,670	-	812
<b>Total Revenue</b>		<b>3,838,076</b>	<b>3,112,882</b>	<b>3,523,990</b>
<b>Expenses</b>				
Locally Raised Funds	3	21,566	-	37,603
Learning Resources	4	3,037,241	2,487,182	2,708,931
Administration	5	196,194	149,810	119,139
Finance		1,668	-	1,646
Property	6	515,655	555,063	449,918
Loss on Disposal of Property, Plant and Equipment		1,355	-	-
		<b>3,773,679</b>	<b>3,192,055</b>	<b>3,317,237</b>
<b>Net Surplus / (Deficit) for the year</b>		<b>64,397</b>	<b>(79,173)</b>	<b>206,753</b>
Other Comprehensive Revenue and Expense		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<b>64,397</b>	<b>(79,173)</b>	<b>206,753</b>

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



# Brookfield School

## Statement of Changes in Net Assets/Equity

For the year ended 31 December 2022

	Notes	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
<b>Equity at 1 January</b>		823,794	823,794	584,849
Total comprehensive revenue and expense for the year		64,397	(79,173)	206,753
Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		24,960	-	32,192
Contribution - Te Mana Tuhono Programme		18,412	-	-
<b>Equity at 31 December</b>		931,563	744,621	823,794
Accumulated comprehensive revenue and expense Reserves		931,563	744,621	823,794
<b>Equity at 31 December</b>		931,563	744,621	823,794

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.



# Brookfield School

## Statement of Financial Position

As at 31 December 2022

	Notes	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	7	698,575	546,729	700,809
Accounts Receivable	8	209,034	180,000	227,590
GST Receivable		28,855	7,500	7,205
Prepayments		8,448	3,500	3,842
Inventories	9	1,462	1,000	1,269
Funds Receivable for Capital Works Projects	15	44,930	-	22,779
		<u>991,304</u>	<u>738,729</u>	<u>963,494</u>
<b>Current Liabilities</b>				
Accounts Payable	11	269,087	259,588	226,810
Revenue Received in Advance	12	35,179	-	30,849
Finance Lease Liability	14	11,066	10,000	11,087
Funds held for Capital Works Projects	15	18,929	-	85,010
		<u>334,261</u>	<u>269,588</u>	<u>353,756</u>
<b>Working Capital Surplus/(Deficit)</b>		657,043	469,141	609,738
<b>Non-current Assets</b>				
Property, Plant and Equipment	10	362,377	360,480	288,980
		<u>362,377</u>	<u>360,480</u>	<u>288,980</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	13	80,804	80,000	67,767
Finance Lease Liability	14	7,053	5,000	7,157
		<u>87,857</u>	<u>85,000</u>	<u>74,924</u>
<b>Net Assets</b>		<u>931,563</u>	<u>744,621</u>	<u>823,794</u>
<b>Equity</b>		<u>931,563</u>	<u>744,621</u>	<u>823,794</u>

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



# Brookfield School

## Statement of Cash Flows

For the year ended 31 December 2022

	Note	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
<b>Cash flows from Operating Activities</b>				
Government Grants		1,310,711	1,404,433	1,246,506
Locally Raised Funds		148,011	6,500	59,070
Goods and Services Tax (net)		(21,654)	(7,500)	(6,740)
Payments to Employees		(684,460)	(633,612)	(641,075)
Payments to Suppliers		(540,488)	(534,273)	(459,665)
Interest Paid		(1,668)	-	(1,646)
Interest Received		4,729	2,000	665
Net cash from/(to) Operating Activities		215,181	237,548	197,115
<b>Cash flows from Investing Activities</b>				
Purchase of Property Plant & Equipment (and Intangibles)		(163,896)	(132,717)	(90,372)
Proceeds from Sale of Investments			12,000	32,347
Net cash from/(to) Investing Activities		(163,896)	(120,717)	(58,025)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		43,372	-	32,192
Finance Lease Payments		(8,660)	(5,000)	(9,931)
Funds Administered on Behalf of Third Parties		(88,231)	(13,000)	51,571
Net cash from/(to) Financing Activities		(53,519)	(18,000)	73,832
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(2,234)</b>	<b>98,831</b>	<b>212,922</b>
Cash and cash equivalents at the beginning of the year	7	700,809	447,898	487,887
<b>Cash and cash equivalents at the end of the year</b>	7	<b>698,575</b>	<b>546,729</b>	<b>700,809</b>

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.



# Brookfield School

## Notes to the Financial Statements

### For the year ended 31 December 2022

#### 1. Statement of Accounting Policies

##### a) Reporting Entity

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

##### b) Basis of Preparation

###### *Reporting Period*

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

###### *Basis of Preparation*

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

###### *Financial Reporting Standards Applied*

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

###### *PBE Accounting Standards Reduced Disclosure Regime*

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expense 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 for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 13.

###### *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 10.



### **Critical Judgements in applying accounting policies**

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

#### **Classification of leases**

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 14. Future operating lease commitments are disclosed in note 20b.

#### **Recognition of grants**

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

### **c) Revenue Recognition**

#### **Government Grants**

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

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

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

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

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

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

#### **Other Grants where conditions exist**

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

#### **Donations, Gifts and Bequests**

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

#### **Interest Revenue**

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

### **d) Operating Lease Payments**

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

### **e) Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

### **f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.



### **g) Accounts Receivable**

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

### **h) Inventories**

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

### **i) Investments**

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

### **j) Property, Plant and Equipment**

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

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

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

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

### **Finance Leases**

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

### **Depreciation**

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

The estimated useful lives of the assets are:

Building improvements	3 years
Furniture and equipment	5-10 years
Information and communication technology	3-5 years
Textbooks	3 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value

### **k) 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.



## **l) Employee Entitlements**

### *Short-term employee entitlements*

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

### *Long-term employee entitlements*

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

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

## **m) Revenue Received in Advance**

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

## **n) Funds held for Capital works**

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

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

## **o) Provision for Cyclical Maintenance**

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

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

The schools carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

## **p) Financial Instruments**

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

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

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

**q) Borrowings**

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

**r) Goods and Services Tax (GST)**

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

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

Commitments and contingencies are disclosed exclusive of GST.

**s) Budget Figures**

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

**t) Services received in-kind**

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



## 2. Government Grants

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Government Grants - Ministry of Education	1,312,370	1,129,382	1,308,892
Teachers' Salaries Grants	2,118,131	1,600,000	1,837,148
Use of Land and Buildings Grants	320,765	375,000	298,203
Other Government Grants	7,144	-	-
	<u>3,758,410</u>	<u>3,104,382</u>	<u>3,444,243</u>

The school has opted in to the donations scheme for this year. Total amount received was \$45,600.

The school is part of the lunches in school programme funded by the Ministry. \$304,221 has been included in operational grants to cover this cost.

## 3. Locally Raised Funds

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

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
<b>Revenue</b>			
Donations & Bequests	13,057	1,500	10,508
Fees for Extra Curricular Activities	6,655	-	24,135
Trading	1,446	-	10,267
Fundraising & Community Grants	35,325	5,000	24,093
Other Revenue	16,784	-	9,288
	<u>73,267</u>	<u>6,500</u>	<u>78,291</u>
<b>Expenses</b>			
Extra Curricular Activities Costs	11,750	-	26,347
Trading	2,764	-	11,004
Fundraising and Community Grant Costs	7,052	-	252
	<u>21,566</u>	<u>-</u>	<u>37,603</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>51,701</u>	<u>6,500</u>	<u>40,688</u>

## 4. Learning Resources

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Curricular	106,206	124,300	101,347
Equipment Repairs	261	-	-
Information and Communication Technology	16,780	25,000	13,155
Library Resources	1,530	2,500	1,944
Employee Benefits - Salaries	2,493,612	1,964,200	2,239,256
Lunches in schools programme	152,865	140,182	106,357
Lunches in schools - Employee Benefits	148,940	150,000	136,986
Staff Development	19,368	31,000	24,392
Depreciation	97,679	50,000	85,494
	<u>3,037,241</u>	<u>2,487,182</u>	<u>2,708,931</u>



## 5. Administration

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Audit Fee	6,581	6,200	6,224
Board Fees	2,800	4,000	3,075
Board Expenses	23,925	17,700	11,131
Communication	3,113	3,150	2,835
Consumables	21,400	20,710	21,707
Other	4,607	5,550	4,160
Employee Benefits - Salaries	121,558	81,000	57,882
Insurance	4,710	4,000	4,625
Service Providers, Contractors and Consultancy	7,500	7,500	7,500
	196,194	149,810	119,139

## 6. Property

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Caretaking and Cleaning Consumables	19,255	12,500	16,963
Consultancy and Contract Services	37,982	31,000	36,295
Cyclical Maintenance Provision	13,037	5,000	(14,749)
Grounds	1,814	6,000	1,356
Heat, Light and Water	21,776	25,820	24,958
Rates	11,197	10,548	9,941
Repairs and Maintenance	25,254	27,195	20,060
Use of Land and Buildings	320,765	375,000	298,203
Security	16,189	7,000	9,756
Employee Benefits - Salaries	48,386	55,000	47,135
	515,655	555,063	449,918

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



## 7. Cash and Cash Equivalents

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
ASB 02 Account	218,322	446,729	223,084
ASB Saver	480,253	100,000	477,725
Cash and cash equivalents for Statement of Cash Flows	<u>698,575</u>	<u>546,729</u>	<u>700,809</u>

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

Of the \$698,575 Cash and Cash Equivalents, \$18,929 is held by the School on behalf of the Ministry of Education. Part of the funds are held in Investments. These funds have been provided by the Ministry as part of the school's 5 Year Agreement funding for upgrades to the school's buildings. The funds are required to be spent in 2023 on Crown owned school buildings.

## 8. Accounts Receivable

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Receivables	8,428	-	47,170
Receivables from the Ministry of Education	28,384	-	36,510
Teacher Salaries Grant Receivable	172,222	180,000	143,910
	<u>209,034</u>	<u>180,000</u>	<u>227,590</u>
Receivables from Exchange Transactions	8,428	-	47,170
Receivables from Non-Exchange Transactions	200,606	180,000	180,420
	<u>209,034</u>	<u>180,000</u>	<u>227,590</u>

## 9. Inventories

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Stationery	444	-	490
School Uniforms	1,018	1,000	779
	<u>1,462</u>	<u>1,000</u>	<u>1,269</u>



## 10. Property, Plant and Equipment

	Opening Balance	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2022	\$	\$	\$	\$	\$	\$
Buildings	78,553	-	-	-	(38,133)	40,420
Furniture and Equipment	172,498	79,004	(929)	-	(31,583)	218,990
Information and Communication Technology	6,755	81,887	(427)	-	(14,458)	73,757
Leased Assets	15,864	11,541	-	-	(11,591)	15,814
Library Resources	15,310	-	-	-	(1,914)	13,396
<b>Balance at 31 December 2022</b>	<b>288,980</b>	<b>172,432</b>	<b>(1,356)</b>	<b>-</b>	<b>(97,679)</b>	<b>362,377</b>

### Restrictions

There are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2022	2022	2022	2021	2021	2021
	Cost or Valuation	Accumulated Depreciation	Net Book Value	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$	\$	\$	\$
Buildings	170,864	(130,444)	40,420	170,864	(92,311)	78,553
Furniture and Equipment	395,460	(176,470)	218,990	330,713	(158,215)	172,498
Information and Communication Technology	161,718	(87,961)	73,757	99,403	(92,648)	6,755
Leased Assets	61,562	(45,748)	15,814	53,027	(37,163)	15,864
Library Resources	65,744	(52,348)	13,396	65,744	(50,434)	15,310
<b>Balance at 31 December</b>	<b>855,348</b>	<b>(492,971)</b>	<b>362,377</b>	<b>719,751</b>	<b>(430,771)</b>	<b>288,980</b>

## 11. Accounts Payable

	2022 Actual	2022 Budget (Unaudited)	2021 Actual
	\$	\$	\$
Creditors	32,725	30,000	40,928
Accruals	5,581	5,000	6,389
Banking Staffing Overuse	13,071	-	-
Employee Entitlements - Salaries	212,129	220,000	175,184
Employee Entitlements - Leave Accrual	5,581	4,588	4,309
	<b>269,087</b>	<b>259,588</b>	<b>226,810</b>
Payables for Exchange Transactions	269,087	259,588	226,810
	<b>269,087</b>	<b>259,588</b>	<b>226,810</b>

The carrying value of payables approximates their fair value.



## 12. Revenue Received in Advance

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Other revenue in Advance	35,179	-	849
	35,179	-	30,849

## 13. Provision for Cyclical Maintenance

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Provision at the Start of the Year	67,767	67,767	82,516
Increase to the Provision During the Year	13,037	5,000	(14,749)
Use of the Provision During the Year	-	-	-
Provision at the End of the Year	80,804	72,767	67,767
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Non current	80,804	80,000	67,767
	80,804	80,000	67,767

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

## 14. Finance Lease Liability

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

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
No Later than One Year	10,079		9,877
Later than One Year and no Later than Five Years	6,982		6,628
Future Finance Charges	1,058		1,739
	18,119	-	18,244
<b>Represented by</b>			
Finance lease liability - Current	11,066		11,087
Finance lease liability - Non current	7,053		7,157
	18,119	-	18,244



## 15. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects. The amount of cash held on behalf of the Ministry for capital works project is included under cash and cash equivalents in note 9.

	2022	Opening Balances	Receipts from MoE	Payments	Board Contributions	Closing Balances
		\$	\$	\$	\$	\$
Admin upgrade 2022	<i>ongoing</i>	(13,314)	185,138	(163,236)	-	8,588
Boundary Fence 2022	<i>ongoing</i>	-	-	(10,105)	-	(10,105)
Fencing	<i>closed</i>	608	-	-	-	608
Canopy Project 218849	<i>ongoing</i>	-	12,000	(12,000)	-	-
Classroom Rm 3 to 6	<i>closed</i>	(9,465)	10,915	(1,450)	-	-
SiP Stage 2 carving fountain	<i>ongoing</i>	-	18,058	(9,138)	-	8,920
SIP Fencing Project 213777	<i>ongoing</i>	931	372	(490)	-	813
SIP - Playground	<i>ongoing</i>	83,471	-	(118,296)	-	(34,825)
<b>Totals</b>		<b>62,231</b>	<b>226,483</b>	<b>(314,715)</b>	<b>-</b>	<b>(26,001)</b>

### Represented by:

Funds Held on Behalf of the Ministry of Education	18,929
Funds Receivable from the Ministry of Education	44,930

	2021	Opening Balances	Receipts from MoE	Payments	Board Contributions	Closing Balances
		\$	\$	\$	\$	\$
Admin upgrade 2021	<i>ongoing</i>	-	-	(13,314)	-	(13,314)
Fencing	<i>closed</i>	608	-	-	-	608
Classroom Rm 3 to 6	<i>ongoing</i>	(4,798)	-	(4,667)	-	(9,465)
Shade canopy SIP	<i>closed</i>	14,850	-	(14,850)	-	-
Fencing SiP	<i>ongoing</i>	-	6,996	(6,065)	-	931
Playground SiP	<i>ongoing</i>	-	83,471	-	-	83,471
<b>Totals</b>		<b>10,660</b>	<b>90,467</b>	<b>(38,896)</b>	<b>-</b>	<b>62,231</b>

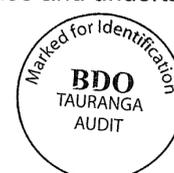
### Represented by:

Funds Held on Behalf of the Ministry of Education	85,010
Funds Receivable from the Ministry of Education	22,779

## 16. 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.



## 17. Remuneration

### Key management personnel compensation

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

	<b>2022 Actual \$</b>	<b>2021 Actual \$</b>
<i>Board Members</i>		
Remuneration	3,125	3,075
<i>Leadership Team</i>		
Remuneration	392,693	364,817
Full-time equivalent members	3	3
Total key management personnel remuneration	395,818	367,892

There are 6 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has Finance meetings and Property meetings. As well as these regular meetings, including preparation time, the Presiding member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

### Principal 1

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

	<b>2022 Actual \$000</b>	<b>2021 Actual \$000</b>
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140-150	140-150
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	2022 FTE Number	2021 FTE Number
100 - 110	3.00	2.00
110-120	1.00	0.00
120-130	1	0
	5.00	2.00

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

## 18. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be board members, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	<b>2022 Actual</b>	<b>2021 Actual</b>
Total	-	-
Number of People	-	-



## 19. Contingencies

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

### Holidays Act Compliance – schools payroll

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

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

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

### **Contingent Asset: Additional funding washup payment.**

The Ministry of Education provided additional funding for both the Support staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The School has not been notified of the final wash up calculation relating to 31 December 2022. The final calculations impact on the financial statements is unable to be determined as the date of reporting.

## 20. Commitments

### (a) Capital Commitments

As at 31 December 2022 the Board had entered into the following contract agreements for capital works:

a) A contract for Playground upgrade, which will be fully funded by the Ministry of Education.  
\$83,471 has been received of which \$118,296 has been spent on the project to date;

2021

a) A contract for Playground upgrade, which will be fully funded by the Ministry of Education.  
\$83,471 has been received of which \$0 has been spent on the project to date;



## 21. Financial Instruments

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

### Financial assets measured at amortised cost

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Cash and Cash Equivalents	698,575	546,729	700,809
Receivables	209,034	180,000	227,590
Investments - Term Deposits	-	-	-
Total Financial assets measured at amortised cost	<u>907,609</u>	<u>726,729</u>	<u>928,399</u>

### Financial liabilities measured at amortised cost

Payables	269,087	259,588	226,810
Finance Leases	18,119	15,000	18,244
Total Financial Liabilities Measured at Amortised Cost	<u>287,206</u>	<u>274,588</u>	<u>245,054</u>

## 22. Events After Balance Date

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

## 23. Comparatives

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



## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF BROOKFIELD SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

The Auditor-General is the auditor of Brookfield School (the School). The Auditor-General has appointed me, Donna Taylor, using the staff and resources of BDO Tauranga, to carry out the audit of the financial statements of the School on his behalf.

#### Opinion

We have audited the financial statements of the School on pages 2 to 20, that comprise the statement of financial position as at 31 December 2022, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
  - its financial position as at 31 December 2022; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector Benefit Entity Standards Reduced Disclosure Regime as applicable to entities that qualify as Tier 2.

Our audit was completed on 31 May 2023. This is the date at which our opinion is expressed.

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

#### Basis for our opinion

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

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

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

#### Responsibilities of the Board for the financial statements

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board 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 is responsible on behalf of the School for assessing the School's ability to continue as a going concern.

**PARTNERS:** Fraser Lellman CA Janine Hellyer CA Paul Manning CA Donna Taylor CA Linda Finlay CA Michael Lim CA

BDO New Zealand Ltd, a New Zealand limited company, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO New Zealand is a national association of independent member firms which operate as separate legal entities.

The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board's responsibilities, in terms of the requirements of the Education and Training Act 2020, arise from section 87 of the Education Act 1989.

### **Responsibilities of the auditor for the audit of the financial statements**

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

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

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

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

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

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the Novopay payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

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

Our responsibilities arise from the Public Audit Act 2001.

### **Other information**

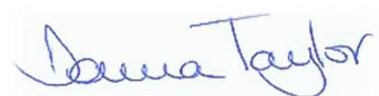
The Board is responsible for the other information. The other information comprises the Analysis of Variance, Board of Trustees Listing, Kiwisport Report and Good Employer Statement, but does not include the financial statements, and our auditor's report thereon.

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

### **Independence**

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

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



Donna Taylor  
BDO Tauranga  
On behalf of the Auditor-General  
Tauranga, New Zealand



### **KIWI SPORT FUNDING \$4,335.21**

This funding was used to subsidise sporting activities that many of our children would otherwise not be able to participate in.

These included mini polo, volleyball, netball, basketball, tough girl/guy challenge and jump jam competitions. Other school activities included cricket and hockey days.



4 May 2023

**TO WHOM IT MAY CONCERN**

**Statement of Compliance with Employment Policy**

For the year ended 31st December 2022 the Te Kura o Manunui School Board (Previously Brookfield School):

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