

**PORTLAND SCHOOL**  
**Te Kura o Tikorangi**

**2023**

**Annual Report**

FOR THE YEAR ENDED 31 DECEMBER 2023



# PORTLAND SCHOOL

## ANNUAL FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

**School Directory**

**Ministry Number:** 1084

**Principal:** Rachel Bycroft

**School Address:** 10 Portland School Road

**School Postal Address:** 10 Portland School Road RD 8, Whangarei, 0178

**School Phone:** 09 432 2897

**School Email:** admin@portland.school.nz

**Accountant / Service Provider:**

**Education Services.**  
*Dedicated to your school*



# PORTLAND SCHOOL

Annual Financial Statements - For the year ended 31 December 2023

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Statement of Variance

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Report on how the school has given effect to Te Tiriti o Waitangi



## Portland School

### Statement of Responsibility

For the year ended 31 December 2023

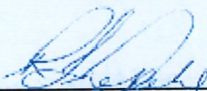
The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2023 fairly reflects the financial position and operations of the school.

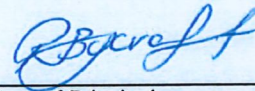
The School's 2023 financial statements are authorised for issue by the Board.

Richie Pepene  
Full Name of Presiding Member

  
Signature of Presiding Member

26.08.2024  
Date:

Rachel Bycroft  
Full Name of Principal

  
Signature of Principal

26.8.24  
Date:

**Portland School**  
**Statement of Comprehensive Revenue and Expense**  
For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Revenue</b>				
Government Grants	2	1,047,177	696,222	790,679
Locally Raised Funds	3	7,204	25,000	75,813
Interest		8,954	1,500	3,513
<b>Total Revenue</b>		<b>1,063,335</b>	<b>722,722</b>	<b>870,005</b>
<b>Expense</b>				
Locally Raised Funds	3	168	-	-
Learning Resources	4	675,573	383,792	479,519
Administration	5	168,499	138,637	122,680
Interest		1,093	956	1,219
Property	6	170,421	142,176	150,520
Other Expenses	7	45,427	29,318	32,905
Loss on Disposal of Property, Plant and Equipment		-	-	480
<b>Total Expense</b>		<b>1,061,181</b>	<b>694,879</b>	<b>787,323</b>
<b>Net Surplus / (Deficit) for the year</b>		<b>2,154</b>	<b>27,843</b>	<b>82,682</b>
Other Comprehensive Revenue and Expense		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<b>2,154</b>	<b>27,843</b>	<b>82,682</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.



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

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Equity at 1 January</b>		<u>336,117</u>	<u>262,493</u>	<u>272,016</u>
Total comprehensive revenue and expense for the year		2,154	27,843	82,682
Contributions from / (Distributions to) the Ministry of Education		5,892	-	(23,071)
Contribution - Furniture and Equipment Grant		-	-	4,490
<b>Equity at 31 December</b>		<u>344,163</u>	<u>290,336</u>	<u>336,117</u>
Accumulated comprehensive revenue and expense		344,163	290,336	336,117
<b>Equity at 31 December</b>		<u>344,163</u>	<u>290,336</u>	<u>336,117</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.



**Portland School**  
**Statement of Financial Position**  
As at 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	154,155	55,852	202,625
Accounts Receivable	9	47,047	17,279	45,717
GST Receivable		5,440	-	6,862
Prepayments		5,099	2,870	2,211
Investments	10	100,000	100,000	100,000
Funds Receivable for Capital Works Projects	16	-	-	14,659
		<u>311,741</u>	<u>176,001</u>	<u>372,074</u>
<b>Current Liabilities</b>				
GST Payable		-	4,503	-
Accounts Payable	12	76,658	27,185	88,422
Revenue Received in Advance	13	1,576	2,000	-
Provision for Cyclical Maintenance	14	50,301	12,118	38,799
Finance Lease Liability	15	6,207	3,699	5,694
Funds held for Capital Works Projects	16	2,833	-	-
		<u>137,575</u>	<u>49,505</u>	<u>132,915</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>174,166</b>	<b>126,496</b>	<b>239,159</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	11	178,231	172,345	108,825
Work In Progress		8,200	-	14,054
		<u>186,431</u>	<u>172,345</u>	<u>122,879</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	14	13,069	-	16,350
Finance Lease Liability	15	3,365	8,505	9,571
		<u>16,434</u>	<u>8,505</u>	<u>25,921</u>
<b>Net Assets</b>		<u><u>344,163</u></u>	<u><u>290,336</u></u>	<u><u>336,117</u></u>
<b>Equity</b>		<u><u>344,163</u></u>	<u><u>290,336</u></u>	<u><u>336,117</u></u>

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

**Portland School**  
**Statement of Cash Flows**  
For the year ended 31 December 2023

		2023	2023	2022
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		446,723	299,295	279,971
Locally Raised Funds		6,278	25,000	73,556
Goods and Services Tax (net)		1,422	-	(11,365)
Payments to Employees		(187,452)	(105,835)	(87,855)
Payments to Suppliers		(251,036)	(234,783)	(139,502)
Interest Paid		(1,093)	(956)	(1,219)
Interest Received		10,036	1,500	2,656
<b>Net cash from/(to) Operating Activities</b>		<b>24,878</b>	<b>(15,779)</b>	<b>116,242</b>
<b>Cash flows from Investing Activities</b>				
Purchase of Property Plant & Equipment (and Intangibles)		(93,166)	(99,000)	(51,569)
<b>Net cash from/(to) Investing Activities</b>		<b>(93,166)</b>	<b>(99,000)</b>	<b>(51,569)</b>
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		-	-	4,490
Contributions from / (Distributions to) Ministry of Education		5,892	-	(23,071)
Finance Lease Payments		(4,842)	(5,733)	(3,910)
Funds Administered on Behalf of Other Parties		18,768	(7,935)	(23,856)
<b>Net cash from/(to) Financing Activities</b>		<b>19,818</b>	<b>(13,668)</b>	<b>(46,347)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(48,470)</b>	<b>(128,447)</b>	<b>18,326</b>
Cash and cash equivalents at the beginning of the year	8	202,625	184,299	184,299
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>154,155</b>	<b>55,852</b>	<b>202,625</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 and other notional items 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.



## Portland School Notes to the Financial Statements For the year ended 31 December 2023

### 1. Statement of Accounting Policies

#### a) Reporting Entity

Portland 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 2023 to 31 December 2023 and in accordance with the requirements of the Education and Training Act 2020.

##### *Basis of Preparation*

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

##### *Financial Reporting Standards Applied*

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

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

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the 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 14.



***Useful lives of property, plant and equipment***

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

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

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

***Classification of leases***

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee.

Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 15. Future operating lease commitments are disclosed in note 21b.

***Recognition of grants***

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

**c) Revenue Recognition**

***Government Grants***

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

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

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

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

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

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

***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. 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 material.

**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 are depreciated over their estimated useful lives on a straight line 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	20-40 years
Buildings	20 years
Furniture and Equipment	5-18 years
Information and Communication Technology	4 years
Library Resources	8 years
Leased assets held under a Finance Lease	Term of Lease

**k) Intangible Assets**

*Software costs*

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

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

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

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

*Non cash generating assets*

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

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

In determining fair value less costs to sell, the School engages an independent valuer to assess market value based on the best available information. The valuation is based on a comparison to recent market transactions.

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

The reversal of an impairment loss is recognised in the surplus or deficit. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

**m) Accounts Payable**

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



**n) 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.

**o) 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 or grants are recorded as revenue as the obligations are fulfilled and the fees or grants are earned.

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

**p) Funds Held in Trust**

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Comprehensive Revenue and Expense.

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

**q) Funds held for Capital works**

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

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

**r) Shared Funds**

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. In instances where funds are 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.



**s) Provision for Cyclical Maintenance**

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

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

The School 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.

**t) Financial Instruments**

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

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

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

**u) Borrowings**

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

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

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

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

Commitments and contingencies are disclosed exclusive of GST.

**w) Budget Figures**

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

**x) Services received in-kind**

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



**2. Government Grants**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Government Grants - Ministry of Education	429,771	344,329	309,443
Teachers' Salaries Grants	472,581	240,249	354,288
Use of Land and Buildings Grants	121,080	80,644	97,662
Other Government Grants	23,745	31,000	29,286
	1,047,177	696,222	790,679

The school has opted in to the donations scheme for this year. Total amount received was \$10,634.

**3. Locally Raised Funds**

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Revenue</b>			
Donations & Bequests	5,750	25,000	28,620
Fees for Extra Curricular Activities	400	-	3,158
Fundraising & Community Grants	1,054	-	44,035
	7,204	25,000	75,813
<b>Expense</b>			
Fundraising & Community Grant Costs	168	-	-
	168	-	-
<b>Surplus for the year Locally Raised Funds</b>	7,036	25,000	75,813

**4. Learning Resources**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Curricular	27,010	37,300	34,545
Employee Benefits - Salaries	605,082	317,993	407,579
Staff Development	7,836	7,350	11,965
Depreciation	29,613	17,149	19,735
Information Communication Technology	3,966	2,000	1,741
Equipment Repairs	2,066	2,000	3,954
	675,573	383,792	479,519



**5. Administration**

	2023	2023 Budget	2022
	Actual	(Unaudited)	Actual
	\$	\$	\$
Audit Fees	6,016	5,251	5,099
Board Fees	3,280	3,250	3,185
Board Expenses	2,087	5,419	2,191
Communication	610	1,455	1,398
Consumables	4,458	1,900	1,734
Other	17,012	13,571	10,466
Employee Benefits - Salaries	44,886	28,091	34,320
Insurance	1,082	-	630
Service Providers, Contractors and Consultancy	5,760	4,700	4,740
Healthy School Lunch Programme	83,308	75,000	58,917
	<u>168,499</u>	<u>138,637</u>	<u>122,680</u>

**6. Property**

	2023	2023 Budget	2022
	Actual	(Unaudited)	Actual
	\$	\$	\$
Caretaking and Cleaning Consumables	4,014	2,900	1,544
Consultancy and Contract Services	9,409	13,668	13,494
Cyclical Maintenance Provision	8,221	7,564	(4,025)
Grounds	7,850	10,000	8,629
Heat, Light and Water	12,319	10,200	9,195
Rates	1,582	1,000	1,002
Repairs and Maintenance	2,127	14,200	21,364
Use of Land and Buildings	121,080	80,644	97,662
Security	3,819	2,000	1,655
	<u>170,421</u>	<u>142,176</u>	<u>150,520</u>

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. Other Expenses**

	2023	2023 Budget	2022
	Actual	(Unaudited)	Actual
	\$	\$	\$
Loss on Uncollectable Accounts Receivable	37	-	-
Transport	45,390	29,318	32,905
	<u>45,427</u>	<u>29,318</u>	<u>32,905</u>

**8. Cash and Cash Equivalents**

	2023	2023 Budget	2022
	Actual	(Unaudited)	Actual
	\$	\$	\$
Bank Accounts	154,155	55,852	202,625
Cash and cash equivalents for Statement of Cash Flows	<u>154,155</u>	<u>55,852</u>	<u>202,625</u>

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

Of the \$154,155 Cash and Cash Equivalents \$2,833 is held by the School on behalf of the Ministry of Education. 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 2024 on Crown owned school buildings.

**9. Accounts Receivable**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Receivables	6,588	-	8,811
Receivables from the Ministry of Education	461	-	-
Interest Receivable	238	463	1,320
Teacher Salaries Grant Receivable	39,760	16,816	35,586
	<u>47,047</u>	<u>17,279</u>	<u>45,717</u>
Receivables from Exchange Transactions	6,826	463	10,131
Receivables from Non-Exchange Transactions	40,221	16,816	35,586
	<u>47,047</u>	<u>17,279</u>	<u>45,717</u>

**10. Investments**

The School's investment activities are classified as follows:

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Asset			
Short-term Bank Deposits	100,000	100,000	100,000
Total Investments	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>



## 11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Buildings	1,545	-	-	-	(281)	1,264
Building Improvements	29,905	38,620	-	-	(2,001)	66,524
Furniture and Equipment	29,613	60,210	-	-	(8,570)	81,253
Information and Communication Technology	33,746	189	-	-	(13,074)	20,861
Leased Assets	13,896	-	-	-	(5,663)	8,233
Library Resources	120	-	-	-	(24)	96
<b>Balance at 31 December 2023</b>	<b>108,825</b>	<b>99,019</b>	<b>-</b>	<b>-</b>	<b>(29,613)</b>	<b>178,231</b>

The net carrying value of equipment held under a finance lease is \$8,233 (2022: \$13,896)

### Restrictions

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

	2023	2023	2023	2022	2022	2022
	Cost or Valuation	Accumulated Depreciation	Net Book Value	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$	\$	\$	\$
Buildings	5,619	(4,355)	1,264	5,619	(4,074)	1,545
Building Improvements	95,921	(29,397)	66,524	57,301	(27,396)	29,905
Furniture and Equipment	149,999	(68,746)	81,253	90,455	(60,842)	29,613
Information and Communication Technology	68,120	(47,259)	20,861	67,930	(34,184)	33,746
Leased Assets	23,069	(14,836)	8,233	23,069	(9,173)	13,896
Library Resources	25,175	(25,079)	96	25,175	(25,055)	120
<b>Balance at 31 December</b>	<b>367,903</b>	<b>(189,672)</b>	<b>178,231</b>	<b>269,549</b>	<b>(160,724)</b>	<b>108,825</b>

**12. Accounts Payable**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Creditors	11,846	5,028	41,443
Accruals	5,251	4,529	5,099
Banking Staffing Overuse	14,291	-	5,717
Employee Entitlements - Salaries	39,760	16,816	35,586
Employee Entitlements - Leave Accrual	5,510	812	577
	<u>76,658</u>	<u>27,185</u>	<u>88,422</u>
Payables for Exchange Transactions	76,658	27,185	88,422
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>76,658</u>	<u>27,185</u>	<u>88,422</u>

The carrying value of payables approximates their fair value.

**13. Revenue Received in Advance**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Grants in Advance - Ministry of Education	1,576	-	-
Other Revenue In Advance	-	2,000	-
	<u>1,576</u>	<u>2,000</u>	<u>-</u>

**14. Provision for Cyclical Maintenance**

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Provision at the Start of the Year	55,149	4,554	59,174
Increase to the Provision During the Year	7,066	7,564	7,564
Other Adjustments	1,155	-	(11,589)
Provision at the End of the Year	<u>63,370</u>	<u>12,118</u>	<u>55,149</u>
Cyclical Maintenance - Current	50,301	12,118	38,799
Cyclical Maintenance - Non current	13,069	-	16,350
	<u>63,370</u>	<u>12,118</u>	<u>55,149</u>

Per the cyclical maintenance schedule, the school is next expected to undertake painting works during 2024. This plan is based on the schools 10 Year Property plan / painting quotes.



**15. Finance Lease Liability**

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
No Later than One Year	6,787	3,699	6,787
Later than One Year and no Later than Five Years	3,468	8,505	10,254
Future Finance Charges	(683)	-	(1,776)
	9,572	12,204	15,265
<b>Represented by</b>			
Finance lease liability - Current	6,207	3,699	5,694
Finance lease liability - Non current	3,365	8,505	9,571
	9,572	12,204	15,265

**16. Funds Held for Capital Works Projects**

During the year the School received and applied funding from the Ministry of Education for the following capital works projects. The amount of cash held on behalf of the Ministry for capital works projects is included under cash and cash equivalents in note 8.

	2023	Project No.	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions	Closing Balances \$
Astro Turf over Existing Court		232848	(14,659)	5,000	15,551	(5,892)	-
LSPM - Site Fence		241934	-	127,866	(125,033)	-	2,833
Cyclone Remediation		242850	-	27,838	(27,838)	-	-
<b>Totals</b>			(14,659)	160,704	(137,320)	(5,892)	2,833

**Represented by:**

Funds Held on Behalf of the Ministry of Education	2,833
Funds Receivable from the Ministry of Education	-

	2022	Project No.	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions	Closing Balances \$
SIP & AIM: 1,2,3		214927	(4,424)	-	4,424	-	-
LSC Comb: 1,2,3,5		214926	(8,645)	19,235	(10,590)	-	-
Astro Turf over Existing Court		232848	22,266	-	(36,925)	-	(14,659)
Electrical Repair		237749	-	5,474	(5,474)	-	-
<b>Totals</b>			9,197	24,709	(48,565)	-	(14,659)

**Represented by:**

Funds Held on Behalf of the Ministry of Education	-
Funds Receivable from the Ministry of Education	(14,659)



## 17. Related Party Transactions

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

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

## 18. Remuneration

### *Key management personnel compensation*

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

	2023 Actual \$	2022 Actual \$
<i>Board Members</i> Remuneration	3,280	3,185
<i>Leadership Team</i> Remuneration	146,345	116,686
Full-time equivalent members	2.00	1.00
<b>Total key management personnel remuneration</b>	<b>149,625</b>	<b>119,871</b>

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

### *Principal*

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

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	120 - 130	110 - 120
Benefits and Other Emoluments	3 - 4	3 - 4
Termination Benefits	-	-

### *Other Employees*

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

	2023 FTE Number	2022 FTE Number
Remuneration \$000 100 - 110	2.00	-
	<b>2.00</b>	<b>0.00</b>

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



#### 19. 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:

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

#### 20. Contingencies

There are no contingent liabilities and no contingent assets (except as noted below) as at 31 December 2023 (Contingent liabilities and assets at 31 December 2022: the same).

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

#### Holidays Act Compliance – schools payroll

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

The Ministry continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals. As such, this is expected to resolve the liability for school boards.

#### 21. Commitments

##### (a) Capital Commitments

As at 31 December 2023, the Board had capital commitments of \$19,353 (2022: \$-7,493) as a result of entering the following contracts:

Contract Name	Contract Amount	Spend To Date	Remaining Capital Commitment
	\$	\$	\$
LSPM - Site Fence	144,386	125,033	19,353
<b>Total</b>	<b>144,386</b>	<b>125,033</b>	<b>19,353</b>

##### (b) Operating Commitments

There are no operating commitments as at 31 December 2023 (Operating commitments at 31 December 2022: nil).

**22. Financial Instruments**

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

**Financial assets measured at amortised cost**

	2023	2023 Budget	2022
	Actual	(Unaudited)	Actual
	\$	\$	\$
Cash and Cash Equivalents	154,155	55,852	202,625
Receivables	47,047	17,279	45,717
Investments - Term Deposits	100,000	100,000	100,000
<b>Total financial assets measured at amortised cost</b>	<b>301,202</b>	<b>173,131</b>	<b>348,342</b>

**Financial liabilities measured at amortised cost**

Payables	76,658	27,185	88,422
Finance Leases	9,572	12,204	15,265
<b>Total financial liabilities measured at amortised cost</b>	<b>86,230</b>	<b>39,389</b>	<b>103,687</b>

**23. Events After Balance Date**

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

**24. Comparatives**

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



**Portland School**

**Members of the Board**

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Term Expired/ Expires</b>
Krista Ho	Presiding Member	Elected	Jun 2025
Shane Nicholas	Principal	ex Officio	Dec 2023
Marama Flay-Alker	Acting Principal	Appointed	Dec 2023
Heleen Loots	Parent Representative	Elected	Jun 2025
Amee Moore	Parent Representative	Co-opted	Jun 2025
Lucy Sketchley	Parent Representative	Elected	Jun 2025
Alice Dombroski	Parent Representative	Elected	Jun 2025
Angela Vendt	Staff Representative	Elected	Aug 2023

## **Portland School**

## **Kiwisport**

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2023, the school received total Kiwisport funding of \$1,216 (excluding GST). The funding was spent on sporting endeavours.

## **Statement of Compliance with Employment Policy**

For the year ended 31st December 2023 the Portland School Board:

- 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.



UHY Haines Norton (Auckland) Limited

Head Office

22 Catherine Street | Henderson | Auckland 0612 | New Zealand

PO Box 21143 | Henderson | Auckland 0650 | New Zealand

t: +64 9 839 0087 | f: +64 9 837 2992

info@uhyhn.co.nz | www.uhyhn.co.nz

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF PORTLAND SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Auditor-General is the auditor of Portland (the School). The Auditor-General has appointed me, Bhavin Sanghavi using the staff and resources of UHY Haines Norton (Auckland) Limited, to carry out the audit of the financial statements of the School on his behalf.

#### Opinion

We have audited the financial statements of the School on pages 2 to 20, that comprise the statement of financial position as at 31 December 2023, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
  - its financial position as at 31 December 2023; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector – Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 28/8/24. 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.

Auckland CBD Office  
4th Floor, Smith & Caughey Building  
253 Queen Street | Auckland 1010  
t: +64 9 303 5844

Kumeu Office  
329A Main Road | Kumeu 0810  
t: +64 9 412 9853

Helensville Office  
34 Commercial Road | Helensville 0800  
t: +64 9 420 7972



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

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

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

The Board's responsibilities, in terms of the requirements of the Education and Training Act 2020.

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

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

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

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

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

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

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.



- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the school's 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 are responsible for the other information. The other information comprises of the Statement of Responsibility, the Kiwisport Report, Analysis of Variance, Good Employer Statement and the Members of the Board, but does not include the financial statements, and our auditor's report thereon.

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

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

### Independence

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

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



.....  
**Bhavin Sanghavi**  
**UHY Haines Norton (Auckland) Limited**  
**On behalf of the Auditor-General**  
**Auckland, New Zealand**