KAIPARA COLLEGE

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

School Directory

Ministry Number:	26
Principal:	Steve McCracken
School Address:	Rautawhiri Road, Helensville
School Postal Address:	36 Rautawhiri Road, Helensville 0800
School Phone:	09 420 8640
School Email:	smccracken@kaipara.school.nz

Service Provider:

Leading Edge Services (2017) Ltd, PO Box 20496, Glen Eden, Auckland

KAIPARA COLLEGE

Annual Report - For the year ended 31 December 2018

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Kaipara College

Statement of Responsibility

For the year ended 31 December 2018

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

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

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2018 fairly reflects the financial position and operations of the school.

The School's 2018 financial statements are authorised for issue by the Board.

Andrea Clarke
Full Name of Board Chairperson

Signature of Board Chairperson

27/05/19
Date:

Stephen McCracken
Full Name of Principal

Signature of Principal

27/05/19
Date:

Kaipara College

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2018

	Notes	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Revenue				
Government Grants	2	7,985,906	7,167,728	7,728,700
Locally Raised Funds	3	705,279	416,489	587,900
Interest Earned		33,806	19,000	18,350
International Students	4	255,213	139,728	269,429
		8,980,204	7,742,945	8,604,379
Expenses				
Locally Raised Funds	3	494,324	238,700	387,671
International Students	4	115,260	102,440	105,637
Learning Resources	5	5,802,184	5,062,207	5,295,930
Administration	6	318,187	305,222	271,030
Finance		10,960	17,393	15,245
Property	7	2,020,586	1,717,957	2,045,602
Depreciation	8	140,711	120,000	127,407
Loss on Disposal of Property, Plant and Equipment		1,517	-	502
		8,903,729	7,563,919	8,249,024
Net Surplus / (Deficit) for the year		76,475	179,026	355,355
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		76,475	179,026	355,355

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

RSM

Kaipara College

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2018

	Actual 2018 $	Budget (Unaudited) 2018 $	Actual 2017 $
Balance at 1 January	1,332,793	1,332,793	928,688
Total comprehensive revenue and expense for the year	76,475	179,026	355,355
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	19,980	-	48,750
Equity at 31 December	1,429,248	1,511,819	1,332,793
Retained Earnings	1,429,248	1,511,819	1,332,793
Reserves	-	-	-
Equity at 31 December	1,429,248	1,511,819	1,332,793

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

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Kaipara College
Statement of Financial Position
As at 31 December 2018

	Notes	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Current Assets				
Cash and Cash Equivalents	9	540,493	848,933	578,817
Accounts Receivable	10	352,578	444,027	444,571
Prepayments		1,807	-	-
Inventories	11	-	3,263	3,263
Investments	12	864,938	631,232	631,232
		1,759,816	1,927,455	1,657,883
Current Liabilities				
GST Payable		10,804	14,089	14,089
Accounts Payable	14	509,196	376,063	376,605
Revenue Received in Advance	15	146,398	220,166	220,167
Provision for Cyclical Maintenance	16	38,145	31,350	31,350
Finance Lease Liability - Current Portion	17	55,552	49,884	49,884
Funds held in Trust	18	66,251	142,145	142,145
Funds held for Capital Works Projects	19	74,289	2,557	2,557
		900,635	836,254	836,797
Working Capital Surplus/(Deficit)		859,181	1,091,201	821,086
Non-current Assets				
Property, Plant and Equipment	13	785,004	632,954	724,044
		785,004	632,954	724,044
Non-current Liabilities				
Provision for Cyclical Maintenance	16	188,884	162,333	162,333
Finance Lease Liability	17	26,051	50,003	50,003
		214,935	212,336	212,336
Net Assets		1,429,250	1,511,819	1,332,793
Equity		1,429,248	1,511,819	1,332,793

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

RSM

Kaipara College

Statement of Cash Flows

For the year ended 31 December 2018

	Note	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Cash flows from Operating Activities				
Government Grants		1,830,156	1,850,863	1,736,513
Locally Raised Funds		807,655	608,970	489,288
International Students		202,967	143,556	265,601
Goods and Services Tax (net)		(3,285)	9,740	9,740
Payments to Employees		(854,957)	(814,644)	(771,434)
Payments to Suppliers		(1,570,573)	(1,285,929)	(1,355,560)
Cyclical Maintenance Payments in the year		(32,143)	(73,344)	-
Interest Paid		(10,960)	(17,393)	(15,245)
Interest Received		32,178	20,870	16,480
Net cash from / (to) the Operating Activities		401,038	442,689	375,383
Cash flows from Investing Activities				
Proceeds from Sale of PPE		-	-	4,498
Purchase of PPE		(166,901)	(23,158)	(134,992)
Purchase of Investments		(233,706)	-	(404,605)
Proceeds from Sale of Investments		-	135,395	-
Net cash from / (to) the Investing Activities		(400,607)	112,237	(535,099)
Cash flows from Financing Activities				
Furniture and Equipment Grant		19,980	-	48,750
Finance Lease Payments		(54,571)	(40,729)	(30,826)
Funds Administered on Behalf of Third Parties		(75,894)	142,145	(14,713)
Funds Held for Capital Works Projects		71,732	(5,456)	(5,456)
Net cash from Financing Activities		(38,753)	95,960	(2,245)
Net increase/(decrease) in cash and cash equivalents		(38,322)	650,886	(161,961)
Cash and cash equivalents at the beginning of the year	9	578,817	198,047	740,775
Cash and cash equivalents at the end of the year	9	540,493	848,933	578,817

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

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

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Kaipara College
Notes to the Financial Statements
For the year ended 31 December 2018

1. Statement of Accounting Policies

a) Reporting Entity
Kaipara College (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation
Reporting Period
The financial reports have been prepared for the period 1 January 2018 to 31 December 2018 and in accordance with the requirements of the Public Finance Act 1989.

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

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

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

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

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

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

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

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

Useful lives of property, plant and equipment
The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 13.

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

Classification of leases
The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 17.

Recognition of grants
The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carryforward 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.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.

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

Donations, Gifts and Bequests
Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

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

d) Use of Land and Buildings Expense
The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

e) 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.

f) 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.

g) 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.

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

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

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

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards. Share investments are recognised initially by the School at fair value plus transaction costs. At balance date the School has assessed whether there is any evidence that an investment is impaired. Any impairment, gains or losses are recognised in the Statement of Comprehensive Revenue and Expense.

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

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

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

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

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

Property, plant and equipment acquired with individual values under $1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

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

Leased Assets
Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

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

The estimated useful lives of the assets are:

Building improvements to Crown Owned Assets	40 years
Furniture and equipment	10 years
Information and communication technology	4 years
Motor vehicles	5 years
Leased assets held under a Finance Lease	3 - 5 years
Library resources	12.5% Diminishing value

l) 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 or licensing of software are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software licences with individual values under $1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. It's fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

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

m) 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. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

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

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

The reversal of an impairment loss is recognised in the surplus or deficit.

n) 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.

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o) Employee Entitlements
Short-term employee entitlements
Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.
These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

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

• likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and

• the present value of the estimated future cash flows.

p) Revenue Received in Advance
Revenue received in advance relates to fees received from international, and other students where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

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

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

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

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 for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

t) Financial Assets and Liabilities
The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

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

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u) Borrowings
Borrowings are recognised at the amount borrowed. 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 the 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 at the start of the year.

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

RSM

2. Government Grants

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Operational grants	1,482,795	1,509,792	1,391,168
Teachers' salaries grants	4,667,272	4,072,025	4,366,514
Use of Land and Buildings grants	1,488,478	1,210,311	1,591,144
Resource teachers learning and behaviour grants	121,944	124,500	101,914
Other MoE Grants	65,913	104,500	114,342
Other government grants	159,504	146,600	163,618
	7,985,906	7,167,728	7,728,700

3. Locally Raised Funds

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

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Revenue			
Donations	93,783	76,000	74,703
Student Overseas Trips	140,054	-	-
Trading	110,880	101,100	118,772
Fundraising	43,236	45,299	48,255
Other Revenue	317,326	194,090	346,170
	705,279	416,489	587,900
Expenses			
Activities	286,917	174,700	312,832
Trading	67,110	64,000	74,675
Fundraising costs	243	-	164
Student Overseas Trips	140,054	-	-
	494,324	238,700	387,671
Surplus/ (Deficit) for the year Locally raised funds	210,955	177,789	200,229

During the year ended 31 December 2018 three teachers, one parent and 27 students from the school travelled to Hawaii at a cost of $140,054 to compete at the Waka Ama Worlds Competition. The travel was funded by the students as well as various sponsorship payments received by the school from third parties.

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4. International Student Revenue and Expenses

	2018 Actual Number	2018 Budget (Unaudited) Number	2017 Actual Number
International Student Roll	16	10	21

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Revenue			
International student fees	255,213	139,728	269,429
Expenses			
International Students Marketing Trips	14,473	-	-
Commissions	14,683	12,000	15,947
Recruitment	10,270	13,000	9,950
International student levy	3,788	4,000	5,634
Employee Benefit - Salaries	58,198	61,400	61,829
Other Expenses	13,848	12,040	12,277
	115,260	102,440	105,637
Surplus/ (Deficit) for the year International Students'	139,953	37,288	163,792

During the year ended 31 December 2018 the Principal travelled to China at a cost of $5,871 for the purpose of recruiting new students for the school. The travel was funded from the net surplus from international students fees revenue.

During the year ended 31 December 2018 the Deputy Principal travelled to Japan and China at a cost of $8,602 for the purpose of recruiting new students for the school. The travel was funded from the net surplus from international students fees revenue.

5. Learning Resources

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Curricular	509,731	487,998	470,363
Information and communication technology	99,419	82,988	79,136
Library resources	834	1,850	1,187
Employee benefits - salaries	5,141,457	4,436,398	4,704,369
Staff development	50,743	52,973	40,875
	5,802,184	5,062,207	5,295,930

6. Administration

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Audit Fee	9,650	11,700	7,140
Board of Trustees Fees	6,250	6,000	5,370
Board of Trustees Expenses	3,360	2,450	1,954
Communication	7,967	13,200	10,416
Consumables	(8,044)	5,000	(8,454)
Operating Lease	889	-	651
Other	42,057	42,990	17,538
Employee Benefits - Salaries	218,197	190,160	201,722
Insurance	13,427	12,222	11,796
Service Providers, Contractors and Consultancy	24,434	21,500	22,897
	318,187	305,222	271,030

7. Property

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Caretaking and Cleaning Consumables	118,376	118,996	125,993
Cyclical Maintenance Expense	65,489	33,500	(39,844)
Grounds	24,407	31,150	24,647
Heat, Light and Water	81,964	85,000	86,006
Rates	22	250	44
Repairs and Maintenance	67,115	53,750	101,846
Use of Land and Buildings	1,488,478	1,210,311	1,591,144
Security	7,880	7,000	6,449
Employee Benefits - Salaries	166,855	178,000	149,317
	2,020,586	1,717,957	2,045,602

The use of land and buildings figure represents 8% 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.

8. Depreciation

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Building Improvements	12,810	10,924	12,810
Furniture and Equipment	31,570	26,924	34,010
Information and Communication Technology	21,693	18,500	7,968
Motor Vehicles	12,480	10,643	7,282
Leased Assets	56,670	48,328	59,306
Library Resources	5,488	4,681	6,031
	140,711	120,000	127,407

9. Cash and Cash Equivalents

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Cash on Hand	65	65	65
Bank Current Account	515,978	824,503	521,767
Bank Call Account	24,450	24,365	56,985
Cash and cash equivalents for Cash Flow Statement	540,493	848,933	578,817

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

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10. Accounts Receivable

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Receivables	19,117	142,472	143,016
Interest Receivable	5,064	3,434	3,434
Teacher Salaries Grant Receivable	328,397	298,121	298,121
	352,578	444,027	444,571
Receivables from Exchange Transactions	24,181	145,906	146,450
Receivables from Non-Exchange Transactions	328,397	298,121	298,121
	352,578	444,027	444,571

11. Inventories

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Stationery	-	3,263	3,263
	-	3,263	3,263

12. Investments

The School's investment activities are classified as follows:

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Current Asset			
Short-term Bank Deposits	864,938	631,232	631,232
Non-current Asset			
Long-term Bank Deposits	-	-	-

13. Property, Plant and Equipment

2018	Opening Balance (NBV) $	Additions $	Disposals $	Impairment $	Depreciation $	Total (NBV) $
Building Improvements	379,910	-	-		(12,810)	**367,100**
Furniture and Equipment	131,281	65,643	(1,078)		(31,570)	**164,276**
Information and Communication	38,700	54,511	-		(21,693)	**71,518**
Motor Vehicles	36,410	44,894	-		(12,480)	**68,824**
Leased Assets	95,529	36,009	-		(56,670)	**74,868**
Library Resources	42,214	2,132	(439)		(5,488)	**38,419**
Balance at 31 December 2018	724,044	203,189	(1,517)	-	(140,711)	**785,004**

2018	Cost or Valuation $	Accumulated Depreciation $	Net Book Value $
Building Improvements	528,566	(161,466)	**367,100**
Furniture and Equipment	1,031,283	(867,007)	**164,276**
Information and Communication	572,393	(500,875)	**71,518**
Motor Vehicles	88,585	(19,762)	**68,823**
Leased Assets	230,684	(155,816)	**74,868**
Library Resources	149,492	(111,073)	**38,419**
Balance at 31 December 2018	2,601,003	(1,815,999)	**785,004**

2017	Opening Balance (NBV) $	Additions $	Disposals $	Impairment $	Depreciation $	Total (NBV) $
Building Improvements	392,719	-	-	-	(12,810)	**379,910**
Furniture and Equipment	145,988	19,474	(171)	-	(34,010)	**131,281**
Information and Communication Technology	8,018	38,981	(331)	-	(7,968)	**38,700**
Motor Vehicles	-	43,692	-		(7,282)	**36,410**
Leased Assets	140,560	14,275	-	-	(59,306)	**95,529**
Library Resources	44,077	4,168	-	-	(6,031)	**42,214**
Balance at 31 December 2017	731,362	120,590	(502)	-	(127,407)	**724,044**

2017	Cost or Valuation $	Accumulated Depreciation $	Net Book Value $
Building Improvements	528,566	(148,656)	**379,910**
Furniture and Equipment	978,995	(847,714)	**131,281**
Information and Communication Technology	579,924	(541,224)	**38,700**
Motor Vehicles	43,692	(7,282)	**36,410**
Leased Assets	214,610	(119,081)	**95,529**
Library Resources	148,909	(106,695)	**42,214**
Balance at 31 December 2017	2,494,696	(1,770,652)	**724,044**

14. Accounts Payable

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Operating creditors	99,952	60,117	60,115
Accruals	7,000	6,456	7,000
Banking staffing overuse	54,533	-	-
Employee Entitlements - salaries	328,397	309,490	298,121
Employee Entitlements - leave accrual	19,314	-	11,369
	509,196	376,063	376,605
Payables for Exchange Transactions	509,196	376,063	376,605
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	509,196	376,063	376,605

The carrying value of payables approximates their fair value.

15. Revenue Received in Advance

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
International Student Fees	84,861	137,107	137,107
Other	61,537	83,059	83,060
	146,398	220,166	220,167

16. Provision for Cyclical Maintenance

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Provision at the Start of the Year	193,683	193,683	233,527
Increase/ (decrease) to the Provision During the Year	65,489	33,500	(39,844)
Use of the Provision During the Year	(32,143)	(33,500)	-
Provision at the End of the Year	227,029	193,683	193,683
Cyclical Maintenance - Current	38,145	31,350	31,350
Cyclical Maintenance - Term	188,884	162,333	162,333
	227,029	193,683	193,683

17. Finance Lease Liability

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

	2018 Actual $	2018 Budget $	2017 Actual $
No Later than One Year	61,715	49,884	49,884
Later than One Year and no Later than Five Years	27,890	50,003	50,003
Later than Five Years	-	-	-
	89,605	99,887	99,887

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18. Funds held in Trust

	2018 Actual $	2018 Budget $	2017 Actual $
Funds Held in Trust on Behalf of Third Parties - Current	66,251	142,145	142,145
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	66,251	142,145	142,145

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

19. 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:

	2018	Opening Balances $	Receipts from MoE $	Payments $		Closing Balances $
Technology Roof	*in progress*	2,557		-		2,557
Manhole & Sanitary System	*in progress*	-	92,000	15,387		76,613
Boiler Replacement	*in progress*	-	-	6,720		(6,720)
Library Carpet & Walls	*in progress*	-	28,530	26,691		1,839
Totals		2,557	120,530	48,798	-	74,289

Represented by:

Funds Held on Behalf of the Ministry of Education	74,289
Funds Due from the Ministry of Education	-
	74,289

	2017	Opening Balances $	Receipts from MoE $	Payments $	BOT Contributions	Closing Balances $
Pool	*completed*	29,249	475	29,724	-	-
SNU Roof	*completed*	(12,325)	18,950	6,625	-	-
Technology Block Modernisation	*completed*	(3,912)	-	(3,912)	-	-
Gym Floor	*completed*	(11,468)	11,468	-	-	-
Technology Roof	*in progress*	6,469	-	3,912	-	2,557
Court Fences	*completed*	-	14,830	14,830	-	-
Totals		8,013	45,722	51,178	-	2,557

20. 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.

21. Remuneration

Key management personnel compensation

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

	2018 Actual $	2017 Actual $
Board Members		
Remuneration	6,250	5,370
Full-time equivalent members	0.21	0.21
Leadership Team		
Remuneration	455,825	526,328
Full-time equivalent members	5	5
Total key management personnel remuneration	462,075	531,698
Total full-time equivalent personnel	5.21	5.21

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

Principal

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

	2018 Actual $000	2017 Actual $000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140 - 150	140 - 150
Benefits and Other Emoluments	0 - 3	0 - 2
Termination Benefits	-	-

Other Employees

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

Remuneration $000	2018 FTE Number	2017 FTE Number
110-110	2.00	2.00
110-120	0.00	1.00
	2.00	3.00

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

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22. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee member, 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:

	2018 Actual	2017 Actual
Total		-
Number of People		-

23. Contingencies

There are no contingent assets as at 31 December 2018 (Contingent assets at 31 December 2017: nil).
Contingent liabilities and assets at 31 December 2018 and 31 December 2017: The school has been assessed under the National Condition Assessment Programme, and as a result several of the school's buildings have been identified to have weather-tightness issues which will require some remedial work in the future. Of the affected buildings, the Whare Ako (Block N) is jointly owned by the school and the Ministry, and as a result the Board may have to pay up a portion of the remedial costs in the future. Currently the book value of the buildings (including the Whare Ako (Block N), special needs unit and the admin building) is $127,005 (2017: $132,396). The Board understands that the MOE is assessing the extent of the building structure defects and remediation work required. The Board has also been advised that the school contribution will be 15% of the costs. As the extent of the work required is still being confirmed, no impairment has been recorded as at 31 December 2018.

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

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance, however the potential impact on any specific school or individual and any associated historical liability will not be known until further detailed analysis has been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2018, a contingent liability for the school may exist.

24. Commitments

(a) Capital Commitments

As at 31 December 2018 the Board has entered into the following contract agreements for capital works:

$29,381 contract to upgrade the sewerage system as part of the Manhole and Sanitary System project, as agent for the Ministry of Education. The project is fully funded by the Ministry and $92,000 has been received. No payments have been made towards the contract as at balance date. This project has been approved by the Ministry.

(Capital commitments at 31 December 2017: nil)

(b) Operating Commitments

As at 31 December 2018 the Board has not entered into any operating commitments.

25. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

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26. Financial Instruments

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

Loans and receivables

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Cash and Cash Equivalents	540,493	848,933	578,817
Receivables	352,578	444,027	444,571
Investments - Term Deposits	864,938	631,232	631,232
Total Loans and Receivables	1,758,009	1,924,192	1,654,620

Financial liabilities measured at amortised cost

	2018 Actual $	2018 Budget (Unaudited) $	2017 Actual $
Payables	509,196	376,063	376,605
Borrowings - Loans	-	-	-
Finance Leases	81,603	99,887	99,887
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	590,799	475,950	476,492

27. Events After Balance Date

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

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MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Analysis of Variance Reporting

School Name:	Kaipara College	School Number:	0026

Strategic Aim:	Strategic Goal 1: Raising Student Achievement through high quality teaching and learning
Annual Aim 1:	To raise the standard of teaching and learning in order to improve achievement outcomes
Target:	90% of all leavers achieve an authentic NCEA qualification at Level 2 or above through sustained, culturally responsive and relational pedagogical practice.
Baseline Data:	NCEA: 2017 L1 78.5 L2 91.3 L3 79.0 UE 58.1 NCEA Maori: 2017 L1 67.9 L2 86.7 L3 83.3 UE 50 2017 Literacy L1 87.8 Numeracy L1 81.6

Actions *What did we do?*	Outcomes *What happened?*	Reasons for the variance *Why did it happen?*	Evaluation *Where to next?*
Curriculum Advancement - a full curriculum review will be completed and some advancements take place in 2019	Throughout the course of 2019 there was consultation with Senior Leadership about the strategic direction of the school. Compulsory BYOD was introduced for Year 9 students and a 'trial class' for integrated learning occurred. A new 'Te Ao Maori' course was developed and implement for 2019.	There was a significant change of staff in the senior leadership team causing a slow in progress. Possible structural changes to the school day allowing more flexibility didn't occur due to PPTA requirements.	2019 will see school and community wide consultation occur to develop an authentic, relevant and local curriculum that will engage our students fully. A second trial class will be established to incorporate both Year 9 and 10. We will also look to undertake structural changes to the school day for 2020 to allow greater flexibility.
PLD will be focussed on curriculum advancement and teaching and learning	The PLD focus for 2019 was on the Digital Technologies curriculum and the implementation of BYOD. The use of an external provider and PLD hours assisted the SLT to shape the direction of the school and the curriculum advancement	The outcome did meet the action intended, but the progress was slower than predicted.	The PLD will continue to reinforce the Digital Technologies curriculum and the curriculum advancement throughout 2019. A further strand of PLD will be added through the our Kahui Ako (Relational Based Learning)

PLG developed to drive curriculum advancement along with a Learning Empowerment Team	Professional Learning Groups did facilitate aspects of PLD, but more focussed on areas outside the curriculum advancement. The Learning Empowerment Team worked in the background on the curriculum gathering data and information for 2019	Due to the decision to slow the curriculum advancement the PLG's focus changed as the year progressed. The need for improved teaching and learning through small groups was still evident.	The need for further PLD on the curriculum advancement will be developed through Term 1 and into Term 2 and beyond. The PLGs and Learning Empowerment Team will assist this, and assist with Digital Technologies and Literacy focus for PLD.
Integration Trial Year 9 to inform the curriculum advancement	The Integration Trial was completed in 2018 with feedback informing the continuation of the trial into Year 10 for 2019	The Integration Trial data will inform the 2019 curriculum advancement	The Integration Trial will, for 2019, see a class in Year 9 and in Year 10 to provide longitudinal data for the curriculum advancement
Kahikatea Students will remain a priority for the school and consistency of tracking will take place across all year groups	This programme continued to strengthen the academic achievement of our most at risk students for 2018. Data sharing occured at all levels of the school, but staff failed to engage fully with the data. Our overall NCEA results have tracked up at Level 1 and 3.	The data gathering process took over a term to gain momentum, thus causing slowness in the staff body to engage with the data. Profiles for each stduent were shared, but it was not as effective as it could have been.	A formal system of data gather and sharing will be implemented late Term 1 2019.

PB4L Year 2 of implementation Build whole staff capacity to analyse and evaluate own achievement data on a regular basis. Build capacity of form teachers to engage students with their own data. Student engagement / ownership of own data strategies developed.	We received a SET result of 76% for Tier 1 of PB4L. This did not happen in 2018. All staff were given access to an online data programme (ASSAY3) to develop their capacity. 'Clean' data was difficult to gain access to, but the pastoral care team continued to lead regular hui focussing on the data available for their year groups.	The development and embedding of this, school wide, needed more attention. The data collection process was centralised for 2019 The ASSAY3 programme was not as user friendly as first hoped.	We will undertake professional learning in Restorative Practises as a staff, and begin to develop a clear 'Kaupapa o Kaipara' through the PB4L lens. We have allocated resource to the data aspect of our school to ensure consistency for 2019. We will use this to distribute to staff. Heads of Faculty will be heavily involved in this process. Our pastoral care team will continue to work to develop a system of effective data sharing and communication to improve student outcomes.

The Accelerated Literacy Learning programme for Year 9 will be implemented	A lead position was created to upskill teachers in literacy and the PACT tool. A school wide literacy database was created and shared with staff	No variation	The ALL programme will continue to enhance teachers knowledge of teaching and assessing literacy in 2019.
Develop a consistent Scholarship Programme across faculties to extend our most academically able	No Scholarship programme was developed in 2019. A Kairangi programme was developed to assist in students gaining NCEA Level 3 and UE.	The focus for the school changed to enhance the Level 3 success rate and the UE rate	Scholarships will still be a focus, through the Kairangi programme.

Planning for next year:

1. The Principal and the Senior Leadership Team will continue to lead the Curriculum Advancement with a desire for consultation, and some change to occur in 2020.
2. A more robust system will be developed to track and monitor all students
3. PB4L will reach Tier 2 by the end of 2019 through the continued development of the Kaupapa o Kaipara
4. Literacy and Digital Technologies will be a schoolwide PLD focus

Strategic Aim:	Develop strategies for improving student engagement
Annual Aim 2:	Engagement of students at risk of not achieving
Target:	Increased student participation in all school activities
Baseline Data:	Attendance: 2017 82.3% concern with Year 13 - only 69.8% Discipline: 2017: 38 Stand downs, 16 Suspensions NCEA Maori: 2017 L1 67.9 L2 86.7 L3 83.3 UE 50

Actions *What did we do?*	Outcomes *What happened?*	Reasons for the variance *Why did it happen?*	Evaluation *Where to next?*
PB4L Year 2	PB4L continued to be a schoolwide focus for 2018. We reached a SET result of 76% for tier 1	Leadership and implementation of PB4L was slower than expected.	All staff will undertake restorative practises PLD. A Kaupapa o Kaipara will be developed through PB4L
Reduced number of stand downs and suspensions	2018: 29 Stand downs, 6 Suspensions (2 expulsions) We did not meet our goal but did reduce these.	There were a number of incidents involving a large number of students.	A full review of the pastoral care system will be undertaken in 2019.
Improve attendance	Our attendance rates, compared to previous years, did improve due to this being a school wide focus and improved monitoring systems	The Year 13 attendance rates, once again, let us down.	A continued focus on our school wide attendance is a priority for 2019. This will be part of our pastoral review.
Maori student agency will lead within the school for culturally responsive and relational pedagogy	Culturally responsive pedagogy showed shift on developed matrix. Te Ropu Rangatira presented school wide and cross school professional development.	This was a focus for 2018.	The matrix will continue to be developed and will work alongside Relational Pedagogy through the Kahui Ako

Student Leadership and Houses will be fully integrated and aligned with school values and PB4L	A student council was established.	The house system needed to begin at the start of the year through careful planning.	The house system will start in 2019 and encapsulate the school values, in line with PB4L.
A new provider for Alternate Education will be implemented and supported	Outwest Youth obtained the AE contract. 7 students were placed at AE, with one returning to Kaipara College.	No variance	Kaipara College will continue to work with and support the AE provider.

Planning for next year:

1. Continue to develop a curriculum that is all encompassing and engaging for students for 2020 and beyond
2. Work towards and gain Tier 2 of PB4L
3. Develop a sound house system that incorporates the school PB4L values.

School Name:	Kaipara College	School Number:	0026

Strategic Aim:	Building partnerships within and beyond the school community
Annual Aim:	Engagement of wider community
Target:	Increased engagement with all aspects of our community including whanau

Actions *What did we do?*	Outcomes *What happened?*	Reasons for the variance *Why did it happen?*	Evaluation *Where to next?*
Strengthen links to five Ngati Whatua	Principal maintained links with Nga Maunga Whakahii. BOT rep is successful. A second Te Reo Maori teacher has been appointed or 2019. Development of Te Ao Maori Year 9 course.	Dedication of Te Reo Maori teacher and DP as driving forces behind success. BOT support for everything Maori	Principal to maintain established relationships and strengthen links where possible. Successful integration of new teacher and Year 9 Te Ao Maori course.
Build Pasifika links in community	No work was done here due to change in staff.	Small number of Pasifika families in our kura and even fewer wishing to engage.	Continued development of plan to engage with Pasifika whanau through feedback and cultural days
Kahui Ako o Kaipara will build partnerships with our wider community	All inquiries were shared amongst the within school teachers. A successful launch day was held at Kaipara College.	This is a continual development for the wider Kahui Ako and our school.	The focus is on Relational Based Learning and the partnerships formed with the wider community.
Student agency across the student leadership groups will remain a priority	Student leadership groups were developed and systems employed to maintain these		This will continue to develop the house system and student council for 2019

Kaipara College Parents Teachers Friends Association (KCPTFA) will grow and develop links with the community	The KCPTA was established and held two very successful community events.	Links were established.	The PTA will now look to develop further links and support for Kaipara College
Whanau Atawhai will continue to play a major part in advising the college	Whanau Atawhai met regularly to advise our school of a direction suited for their learners.	The BOT rep was instrumental in leading this alongside the DP and Te Reo Maori teacher.	Whanau Atawhai will continue to have a presence of the BOT and work alongside the Principal and DP to ensure the needs of Maori learners are being met.
Planning for centenary celebrations and Kaipara College 60th Anniversary weekend	Some planning work occured and resources gained.	There was a lack of direction to this.	The 60th reunion will occur this year and will see a specific role created to obtain this goal.
Work with key stakeholders to improve Health and Safety processes within and beyond the College	Health and Safety committee established productivity is high. Appropriate emergency drills undertaken	The H and S committee lead initiatives and audits to ensure compliance	Consistent reviewing of H and S concerns and ensuring compliance is met

Planning for next year:

1. Successful completion of the 60th Reunion celebrations
2. Continued development of Te Ao Maori for Kaipara College through links already existing, including the BOT rep
3. Develop an integration plan for authentic learning partnerships linking our community to our curriculum

School **Kaipara College**

KIWISPORT NOTE

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2018, the school received total Kiwisport funding of $18,340.29 (excluding GST). The funding was spent on our schools sports co-ordinators wages. The number of students participating in organised sport increased from 37% to 39% of the school roll.