

ST FRANCIS CATHOLIC SCHOOL (PT CHEVALIER)

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

School Directory

Ministry Number: 1488

Principal: Lisa Bateman

School Address: Montrose Street, Pt Chevalier, Auckland 1022

School Postal Address: P O Box 44-177, Pt Chevalier

School Phone: 09 846 4696

School Email: office@stfrancis.school.nz

Members of the Board:

Name	Position	How Position Gained	Term Expired/ Expires
Caroline Botting	Co-Presiding Member	Elected	Aug 2025
Phillip Jaggard	Co-Presiding Member	Elected	Aug 2025
Lisa Bateman	Principal ex Officio	Appointed	Current
Emma Uhila	Parent Representative	Elected	Aug 2025
Patrick Gorringe	Parent Representative	Elected	Aug 2025
Lisa Dixon	Parent Representative	Elected	Aug 2025
Father John Webb	Proprietors Representative	Appointed	Current
Stuart King	Proprietors Representative	Appointed	Current
Phillip Joyce	Proprietors Representative	Appointed	Current
Susan Milne	Teacher Representative	Elected	Aug 2025
	Parent Representative		
	Staff Representative		

Accountant / Service Provider:
Canterbury Education Services
Unit 10, 18 Moselle Ave, Auckland 0610



ST FRANCIS CATHOLIC SCHOOL (PT CHEVALIER)

Annual Financial Statements - For the year ended 31 December 2023

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St Francis Catholic School (Pt Chevalier)

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.

Caroline Botting

Full Name of Presiding Member

Signed by:

18C1B6D4E147415
Signature of Presiding Member

18 November 2024

Date:

Lisa Bateman

Full Name of Principal

DocuSigned by:

014A4A9E72E94AE
Signature of Principal

18 November 2024

Date:

St Francis Catholic School (Pt Chevalier)

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Revenue				
Government Grants	2	2,028,651	1,779,160	2,091,621
Locally Raised Funds	3	68,749	88,100	76,536
Use of Proprietor's Land and Buildings		686,206	555,500	686,206
Interest		36,885	9,000	11,097
Total Revenue		2,820,491	2,431,760	2,865,460
Expense				
Locally Raised Funds	3	30,250	13,600	11,241
Learning Resources	4	1,805,941	1,647,922	1,763,513
Administration	5	156,035	138,850	161,575
Interest		2,126	2,350	2,313
Property	6	818,609	698,900	810,226
Other Expense	7	10,000	-	10,000
Loss on Disposal of Property, Plant and Equipment		2,564	-	3,511
Total Expense		2,825,525	2,501,622	2,762,379
Net Surplus / (Deficit) for the year		(5,034)	(69,862)	103,081
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		(5,034)	(69,862)	103,081

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

St Francis Catholic School (Pt Chevalier)

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Equity at 1 January		1,402,888	1,402,888	1,289,278
Total comprehensive revenue and expense for the year		(5,034)	(69,862)	103,081
Contributions from / (Distributions to) the Proprietor		(50,000)	-	-
Contribution - Furniture and Equipment Grant		46,509	-	10,529
Equity at 31 December		1,394,363	1,333,026	1,402,888
Accumulated comprehensive revenue and expense		1,394,363	1,333,026	1,402,888
Equity at 31 December		1,394,363	1,333,026	1,402,888

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.

St Francis Catholic School (Pt Chevalier)

Statement of Financial Position

As at 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Current Assets				
Cash and Cash Equivalents	8	591,940	483,137	584,376
Accounts Receivable	9	136,305	142,937	142,938
GST Receivable		11,387	10,157	10,157
Prepayments		5,086	5,215	5,215
Inventories	10	3,537	5,548	5,548
Investments		412,476	497,751	497,751
		<u>1,160,731</u>	<u>1,144,745</u>	<u>1,245,985</u>
Current Liabilities				
Accounts Payable	14	199,277	226,717	226,718
Revenue Received in Advance	15	3,197	-	-
Provision for Cyclical Maintenance	16	32,917	52,469	34,646
Finance Lease Liability	17	11,365	10,959	10,616
Funds held in Trust	18	4,536	14,631	14,631
		<u>251,292</u>	<u>304,776</u>	<u>286,611</u>
Working Capital Surplus/(Deficit)		909,439	839,969	959,374
Non-current Assets				
Property, Plant and Equipment	12	116,336	129,777	126,014
Equitable Leasehold Interest	13	390,000	400,000	400,000
		<u>506,336</u>	<u>529,777</u>	<u>526,014</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	16	8,922	24,050	68,134
Finance Lease Liability	17	12,490	12,670	14,366
		<u>21,412</u>	<u>36,720</u>	<u>82,500</u>
Net Assets		<u>1,394,363</u>	<u>1,333,026</u>	<u>1,402,888</u>
Equity		<u>1,394,363</u>	<u>1,333,026</u>	<u>1,402,888</u>

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

St Francis Catholic School (Pt Chevalier)

Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Cash flows from Operating Activities				
Government Grants		478,233	589,423	622,282
Locally Raised Funds		70,173	88,100	76,536
Goods and Services Tax (net)		(1,230)	(7,489)	(7,489)
Payments to Employees		(309,600)	(226,016)	(249,603)
Payments to Suppliers		(307,581)	(322,697)	(262,377)
Interest Paid		(2,126)	(2,350)	(2,313)
Interest Received		36,198	6,197	8,294
Net cash from/(to) Operating Activities		(35,933)	125,168	185,330
Cash flows from Investing Activities				
Purchase of Property Plant & Equipment (and Intangibles)		(16,380)	(27,000)	(41,486)
Purchase of Investments		-	-	(4,737)
Proceeds from Sale of Investments		85,275	-	-
Net cash from/(to) Investing Activities		68,895	(27,000)	(46,223)
Cash flows from Financing Activities				
Furniture and Equipment Grant		46,509	-	10,529
Contributions from / (Distributions to) Proprietor		(50,000)	-	-
Finance Lease Payments		(11,812)	(10,616)	(13,256)
Funds Administered on Behalf of Other Parties		(10,095)	(16,814)	(16,814)
Net cash from/(to) Financing Activities		(25,398)	(27,430)	(19,541)
Net increase/(decrease) in cash and cash equivalents		7,564	70,738	119,566
Cash and cash equivalents at the beginning of the year	8	584,376	412,399	464,810
Cash and cash equivalents at the end of the year	8	591,940	483,137	584,376

The Statement of Cash Flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries, 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.

St Francis Catholic School (Pt Chevalier)

Notes to the Financial Statements

For the year ended 31 December 2023

1. Statement of Accounting Policies

a) Reporting Entity

St Francis Catholic School (Pt Chevalier) (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 16.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment, as disclosed in the significant accounting policies, are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 12.

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 17. Future operating lease commitments are disclosed in note 22.

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 Proprietor. 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. This expense is based on an assumed market rental yield on the land and buildings as used for rating purposes.

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

Other Grants where conditions exist

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

Donations, Gifts and Bequests

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

Interest Revenue

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

d) Operating Lease Payments

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

e) Finance Lease Payments

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

f) Cash and Cash Equivalents

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

g) Accounts Receivable

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

h) Inventories

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

i) Investments

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is material.

j) Property, Plant and Equipment

Land and buildings owned by the Proprietor 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 Proprietor are recorded at cost, less accumulated depreciation and impairment losses.

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

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

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

k) Accounts Payable

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

l) Employee Entitlements

Short-term employee entitlements

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

Long-term employee entitlements

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

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

m) Revenue Received in Advance

Revenue received in advance relates to fees received from 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.

n) 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.

o) Provision for Cyclical Maintenance

The property from which the school operates is owned by the Proprietor. 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 14 year period. The economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

p) Financial Instruments

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

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

q) 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.

r) Budget Figures

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

s) 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	523,798	402,138	622,282
Teachers' Salaries Grants	1,504,853	1,377,022	1,469,339
	<u>2,028,651</u>	<u>1,779,160</u>	<u>2,091,621</u>

The school has opted in to the donations scheme for this year. Total amount received was \$37,759 (2022: \$41,100).

3. Locally Raised Funds

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

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Revenue			
Donations & Bequests	18,877	13,000	15,318
Fees for Extra Curricular Activities	12,487	4,600	5,516
Trading	3,434	2,000	2,882
Fundraising & Community Grants	33,951	68,500	52,820
	<u>68,749</u>	<u>88,100</u>	<u>76,536</u>
Expense			
Extra Curricular Activities Costs	12,071	4,600	4,808
Trading	5,571	2,000	2,921
Fundraising and Community Grant Costs	12,608	7,000	3,512
	<u>30,250</u>	<u>13,600</u>	<u>11,241</u>
<i>Surplus/ (Deficit) for the year Locally Raised Funds</i>	<u>38,499</u>	<u>74,500</u>	<u>65,295</u>

4. Learning Resources

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Curricular	48,642	53,500	71,559
Equipment Repairs	4,150	2,500	2,502
Library Resources	2,053	1,900	1,847
Employee Benefits - Salaries	1,709,141	1,549,022	1,646,032
Staff Development	6,003	8,500	3,644
Depreciation	35,952	32,500	37,929
	<u>1,805,941</u>	<u>1,647,922</u>	<u>1,763,513</u>

5. Administration

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Audit Fees	7,820	7,100	7,590
Board Fees	3,735	2,000	3,330
Board Expenses	6,718	7,600	10,316
Communication	3,862	5,250	5,657
Consumables	10,055	10,200	10,517
Operating Leases	763	300	337
Other	10,036	9,200	9,058
Employee Benefits - Salaries	96,397	81,000	99,205
Insurance	4,557	4,200	3,225
Service Providers, Contractors and Consultancy	12,092	12,000	12,340
	<u>156,035</u>	<u>138,850</u>	<u>161,575</u>

6. Property

	2023	2023	2022
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Caretaking and Cleaning Consumables	53,201	52,500	60,872
Cyclical Maintenance	6,727	-	1,313
Grounds	3,766	4,700	4,465
Heat, Light and Water	15,152	17,000	21,801
Repairs and Maintenance	27,775	44,700	10,429
Use of Land and Buildings	686,206	555,500	686,206
Security	5,404	4,500	4,451
Employee Benefits - Salaries	20,378	20,000	20,689
	<u>818,609</u>	<u>698,900</u>	<u>810,226</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 Expense

	2023	2023	2022
	Actual	Budget	Actual
		(Unaudited)	
Amortisation of Intangible Assets	10,000	-	10,000
	<u>10,000</u>	<u>-</u>	<u>10,000</u>

8. Cash and Cash Equivalents

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Bank Accounts	591,940	483,137	584,376
Short-term Bank Deposits	-	-	-
Cash and cash equivalents for Statement of Cash Flows	<u>591,940</u>	<u>483,137</u>	<u>584,376</u>

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

Other restrictions on cash that may require disclosure include funds held in trust and international student and hostel fees as disclosed in note 15.

9. Accounts Receivable

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Receivables from the Ministry of Education	6,673	-	-
Interest Receivable	4,424	3,737	3,737
Teacher Salaries Grant Receivable	125,208	139,200	139,201
	<u>136,305</u>	<u>142,937</u>	<u>142,938</u>
Receivables from Exchange Transactions	4,424	3,737	3,737
Receivables from Non-Exchange Transactions	131,881	139,200	139,201
	<u>136,305</u>	<u>142,937</u>	<u>142,938</u>

10. Inventories

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Stationery	1,204	2,076	2,076
School Uniforms	2,333	3,472	3,472
	<u>3,537</u>	<u>5,548</u>	<u>5,548</u>

11. Investments

The School's investment activities are classified as follows:

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	412,476	497,751	497,751
Total Investments	<u>412,476</u>	<u>497,751</u>	<u>497,751</u>

12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Furniture and Equipment	60,947	8,433	-	-	(12,320)	57,060
Information and Communication Technology	14,079	6,885	(2,327)	-	(8,229)	10,408
Leased Assets	22,833	10,685	-	-	(11,559)	21,958
Library Resources	28,155	2,836	(237)	-	(3,844)	26,910
Balance at 31 December 2023	126,014	28,839	(2,564)	-	(35,952)	116,336

The net carrying value of ICT equipment held under a finance lease is \$21,959 (2022: \$22,833)

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
	\$	\$	\$	\$	\$	\$
Furniture and Equipment	423,444	(366,384)	57,060	467,361	(406,414)	60,947
Information and Communication Technology	90,146	(79,738)	10,408	123,144	(109,065)	14,079
Leased Assets	45,566	(23,608)	21,958	46,341	(23,508)	22,833
Library Resources	76,890	(49,980)	26,910	74,683	(46,528)	28,155
Balance at 31 December 2023	636,046	(519,710)	116,336	711,529	(585,515)	126,014

13. Equitable Leasehold Interest

An equitable leasehold interest recognises an interest in an asset without transferring ownership or creating a charge over the asset. This equitable leasehold interest represents the board's interest in capital works assets owned by the proprietor but paid for in whole or in part by the Board, either from Government funding or from community raised funds.

A lease between the board and the proprietor records the terms of the equitable leasehold interest and includes a detailed schedule of capital works assets. The equitable leasehold interest is amortised over 50 years based on the economic life of the capital works asset(s) involved. The interest may be realised on the sale of the capital works by the proprietor or the closure of the school.

The major capital works assets included in the equitable leasehold interest are:

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Buildings	390,000	400,000	400,000
	390,000	400,000	400,000

14. Accounts Payable

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Creditors	21,060	13,982	13,982
Accruals	14,493	7,590	7,590
Banking Staffing Overuse	-	38,892	38,892
Employee Entitlements - Salaries	147,068	159,537	159,538
Employee Entitlements - Leave Accrual	16,656	6,716	6,716
	<u>199,277</u>	<u>226,717</u>	<u>226,718</u>
Payables for Exchange Transactions	199,277	226,717	226,718
	<u>199,277</u>	<u>226,717</u>	<u>226,718</u>

The carrying value of payables approximates their fair value.

15. Revenue Received in Advance

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Other revenue in Advance	3,197	-	-
	<u>3,197</u>	<u>-</u>	<u>-</u>

16. Provision for Cyclical Maintenance

	2023	2023	2022
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	102,780	102,780	101,467
Increase to the Provision During the Year	6,727	11,739	1,313
Use of the Provision During the Year	(67,668)	(38,000)	-
Provision at the End of the Year	<u>41,839</u>	<u>76,519</u>	<u>102,780</u>
Cyclical Maintenance - Current	32,917	52,469	34,646
Cyclical Maintenance - Non current	8,922	24,050	68,134
	<u>41,839</u>	<u>76,519</u>	<u>102,780</u>

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

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:

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
No Later than One Year	13,039	12,459	12,395
Later than One Year and no Later than Five Years	13,368	13,570	15,686
Future Finance Charges	(2,553)	(2,400)	(3,099)
	23,854	23,629	24,982
Represented by			
Finance lease liability - Current	11,364	10,959	10,616
Finance lease liability - Non current	12,490	12,670	14,366
	23,854	23,629	24,982

18. Funds held in Trust

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Funds Held in Trust on Behalf of Third Parties - Current	4,536	14,631	14,631
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	4,536	14,631	14,631

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

19. 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.

The Proprietor of the School (name of proprietor) is a related party of the School Board because the proprietor appoints representatives to the School Board, giving the proprietor significant influence over the School Board. Any services or contributions between the School Board and Proprietor have been disclosed appropriately. If the proprietor collects fund on behalf of the school (or vice versa), the amounts are disclosed.

The Proprietor provides land and buildings free of charge for use by the School Board as noted in Note 1(c). The estimated value of this use during the current period is included in the Statement of Comprehensive Revenue and Expense as 'Use of Land and Buildings'.

Under an agency agreement, the School collects funds on behalf of the Proprietor. These include attendance dues, building levy, pastoral and Missions fees to the Proprietor. The amounts collected in total were \$153,989 (2022: \$107,449). These do not represent revenue in the financial statements of the school. Any balance not transferred at the year end is treated as a liability. The total funds held by the school on behalf of the proprietor are \$4,536, (2022: \$14,631).

20. 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	3,735	3,330
<i>Leadership Team</i> Remuneration	370,135	240,392
Full-time equivalent members	3	2
Total key management personnel remuneration	373,870	243,722

There are 9 members of the Board excluding the Principal. The Board has held 8 full meetings of the Board in the year. 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	140 - 150	140 - 150
Benefits and Other Emoluments	0 - 5	0 - 5
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2023 FTE Number	2022 FTE Number
100 - 110	6.00	1.00
	6.00	1.00

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

21. Contingencies

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

Holidays Act Compliance – schools payroll

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

The Ministry 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.

22. Commitments

(a) Capital Commitments

At 31 December 2023, the Board had no capital commitments. (2022: \$nil)

(b) Operating Commitments

As at 31 December 2023, the Board has entered into no contracts. (2022:\$nil)

23. 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 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Cash and Cash Equivalents	591,940	483,137	584,376
Receivables	136,305	142,937	142,938
Investments - Term Deposits	412,476	497,751	497,751
Total financial assets measured at amortised cost	<u>1,140,721</u>	<u>1,123,825</u>	<u>1,225,065</u>

Financial liabilities measured at amortised cost

Payables	199,277	226,717	226,718
Finance Leases	23,855	23,629	24,982
Total financial liabilities measured at amortised cost	<u>223,132</u>	<u>250,346</u>	<u>251,700</u>

24. Events After Balance Date

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

Independent Auditor's Report

To the readers of St Francis Catholic School (Pt Chevalier)'s Financial statements For the year ended 31 December 2023

The Auditor-General is the auditor of St Francis Catholic School (Pt Chevalier) (the School). The Auditor-General has appointed me, Steve Hayes, using the staff and resources of RSM Hayes Audit, 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 17, 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 (PBE) Standards Reduced Disclosure Regime.

Our audit was completed on 18 November 2024. 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 of opinion

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

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

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

Responsibilities of the Board for the financial statements

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board of Trustees is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible on behalf of the School for assessing the School's ability to continue as a going concern. 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 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 of Trustees is responsible for the other information. The other information includes the statement of responsibility, board member list, statement of variance, compliance with good employer requirements, kiwisport report and Treaty of Waitangi reporting, 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 *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with or interests in St Francis Catholic School (Pt Chevalier).

A handwritten signature in blue ink, appearing to read 'Steve Hayes', with a long, sweeping horizontal stroke extending to the right.

Steve Hayes
RSM Hayes Audit
On behalf of the Auditor-General
Auckland, New Zealand





St Francis Catholic School

Annual Report – 2023

We are a vibrant & empowering
Catholic school, creating **pathways**
of **excellence** for our tamariki.



Strategic Direction:

1. All children at St Francis Catholic School will be able to access the New Zealand Curriculum as evidenced by progress and achievement. Our local Curriculum will be delivered in conjunction with the School's Special Character, vision and values; key competencies and learning areas, enabling and school vision "We are a vibrant and empowering Catholic school, creating pathways of excellence of our Tamariki".
- 2.
3. All staff will deliver a high standard of education for all children, through a commitment to best practice pedagogy and a collaborative professional learning community.
4. Strong and respectful home / school / parish partnerships will ensure a welcoming, positive and inclusive environment for all children and their whanau in our school community.
5. The Catholic Special Character of St Francis Catholic School will be protected and enhanced by developing the dimensions of Encounter with Christ, Growth in Knowledge, Christian Witness and Safeguarding and strengthening Catholic Character.

Strategic Goals:

1. Implementation and embedment of the school wide rebrand project across the school by 2025.
2. Increase opportunities for student agency.
3. Increase focus on Mental Health and Wellbeing.
4. Achievement and Progress targets – focus on improving literacy across the school.
5. Develop localised curriculum documents and implement new curriculum areas: Aotearoa New Zealand Histories and the new Religious Education Curriculum.
6. Behaviour Management planning and documentation review.

Statement of Variance 2023 - Progress against targets:

Strategic Goals:	Actions taken:	Reasons for any differences between targets and the outcomes	Planning for 2024 – where to next?
1. Implementation and embedment of the school wide rebrand project across the school by 2025.	St Francis Graduate Profile constructed and trialled in classrooms. Property improvements made.	Graduate Profile not completed until the end of the year.	To be trialled in 2024. Stage 3 of improvements to be made throughout 2024.
2. Increase opportunities for student agency.	Kahui Ako Professional Development focus with Alana – Student agency, linked with Cultural Responsiveness. Student and staff voice gathered regularly.	Professional Development complete and implemented into practice.	To be reviewed in 2024. To continue throughout 2024.
3. Increase focus on Mental Health and Wellbeing.	Mitey Professional Development for all staff. Mitey Programme implemented into classrooms, with support from Mitey coach and lead. Healthy Active Learning programme and Professional Development for all teachers.	2 nd year of the support programme complete, and implemented into classrooms. 1 st year of the support programme complete and implemented into the playground / classrooms.	3 rd year of support programme in 2024. Mitey lead to continue. 2 nd year of the support programme in 2024. Facilitators to work with BTs and Sports lead.
4. Achievement and Progress targets – focus on improving literacy across the school.	Feb / June / Dec – Target students identified, monitored and tracked. Analysis of data and patterns recorded. Structured Literacy and The Code Professional Development for all staff.	All data target met by the end of the year. Data shared with community.	New goals and target students identified, monitored and tracked. Professional Development to continue throughout 2024.

<p>5. Develop localised curriculum documents and implement new curriculum areas: Aotearoa New Zealand Histories and the new Religious Education Curriculum.</p>	<p>Year 1 and 2 new RE curriculum Professional Development throughout the year. TOD – ANZH curriculum Professional Development day. Major focus in Year 5 and 6.</p>		<p>Year 1 and 2 changes to be implemented into classrooms. Year 3 and 4 Professional Development to be completed throughout 2024.</p> <p>ANZH to be included in all planning throughout 2024. Progress tracked.</p>
<p>6. Behaviour Management planning and documentation review.</p>	<p>Documentation updated and shared with staff.</p>		<p>Visuals to be displayed in classrooms and shared with the community.</p>

Evaluation and analysis of the school’s students’ progress and achievement:

St Francis Catholic School achievement expectations (by the end of the year) –

	Working below the expected curriculum level	Working at the expected curriculum level	Working above the expected curriculum level
At the end of Year 1	N/A	1B—1M	1E or above
At the end of Year 2	1B	1M—1E	2B or above
At the end of Year 3	1E or below	2B—2M	2E or above
At the end of Year 4	2B or below	2M—2E	3B or above
At the end of Year 5	2E or below	3B—3M	3E or above
At the end of Year 6	3B or below	3M—3E	4B or above

Data summary, see attached doc for full data analysis:

2023 Goals in literacy and numeracy:	Actual data:	Patterns noticed:
Reading: 85 – 90% of students will be achieving at or above the expected curriculum level in Reading by the end of the year.	Year 2 – 100% at or above the expected level. Year 3 – 91% at or above the expected level. Year 4 – 97% at or above the expected level. Year 5 – 93% at or above the expected level. Year 6 – 97% at or above the expected level.	1 Māori student working towards expectation. 3 Pacific Island students working towards expectation.
Writing: 85 – 90% of students will be achieving at or above the expected curriculum level in Writing by the end of the year.	Year 2 – 95% at or above the expected level. Year 3 – 89% at or above the expected level. Year 4 – 94% at or above the expected level. Year 5 – 80% at or above the expected level. Year 6 – 89% at or above the expected level.	2 Māori students working towards expectation. 5 Pacific Island students working towards expectation. Year 5 Writing data of concern. Extra supports put in place.
Maths: 85 – 90% of students will be achieving at or above the expected curriculum level in Maths by the end of the year.	Year 2 – 100% at or above the expected level. Year 3 – 89% at or above the expected level. Year 4 – 100% at or above the expected level. Year 5 – 91% at or above the expected level. Year 6 – 97% at or above the expected level.	0 Māori students working towards expectation. 4 Pacific Island students working towards expectation.

How we have given effect to Te Tiriti o Waitangi:

All schools in NZ have a duty to actively promote and protect Tiriti rights and to develop an education setting that reflects respectful relationships with Māori.

At St Francis Catholic School we have strategies to ensure that plans, policies, and our local curriculum reflect local tikanga Māori, matauranga Māori, and te reo Māori. We value strategies for achieving equitable outcomes for Māori students, using experts within the community and documentation such as Ka Hikitia and Tataiako. Our annual plan includes targets and pattern analysis to improve the achievement of Māori students, using good quality school wide achievement and progress data. St Francis Catholic School takes all reasonable steps to make instructions available in tikanga Māori and te reo Māori. This is evident in our recent rebrand documentation.

Throughout 2023 the school worked tirelessly to fill a “staff expertise” gap, and this has resulted in the employment of a Kapa Haka tutor and a te reo teacher at the end of the year (to be implemented in 2024).

St Francis Catholic School believes:

Te Tiriti o Waitangi provides an ideal framework for promoting the success of ākonga Māori as Māori in schools. Te Tiriti o Waitangi is, at its essence, about honourable, equitable partnership: it is an agreement to co-exist peacefully while each party retains its language, culture, and identity.

- Kawanatanga (honourable governance), by giving Māori a voice in all aspects of governance through genuine engagement and involvement in decision making.
- Rangatiratanga (self-determination), by acknowledging the rights of Māori to have agency, voice, and choice in what happens in schools.
- Ōritetanga (equity), by co-designing for equity. This means engaging with whānau Māori to design plans, programmes, and environments, rather than merely inviting them to consult on existing plans and ideas.

In Māori achieving success as Māori means strengthening their connections to their language, culture, and identity.

In genuine and authentic engagement with whānau Māori and mana whenua.

School

St Francis Catholic School

KIWISPORT NOTE

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2023, the school received total Kiwisport funding of \$3900.00 (excluding GST). The funding was spent on Swimming Lessons and buses for Year 4 students. The number of students participating in organised sport increased by 5% of the school roll.

Statement of compliance with employment policy:

The St Francis Catholic School Board of Trustees operates an employment policy that complies with the principle of being a good employer. They ensure compliance with this policy (including our Equal Employment Opportunities Programme) and this is reported annually.

The Board:

1. Has developed and implements personnel and industrial policies, with policy and procedural frameworks set by the Government, which promote high levels of staff performance, use of educational resources effectively and recognise the needs of students.
2. Is a good employer, in compliance with the State Sector Act 1988 and the Education and Training Act 2020, using the conditions contained in employment contracts applicable to teaching and non-teaching staff.
3. Accepts as necessary for the fair and proper treatment of employees in all aspects of their employment.

The Board demonstrates it is a good employer by:

- Meeting the obligation to provide a good and safe working conditions.
- Having a recently reviewed Equal Employment Opportunities Programme.
- Practising impartial selection of suitably qualified persons for appointment.
- Recognising the aims and aspirations of Māori, the employment requirements of Māori, and the greater involvement of Māori in the Education service.
- Enhancing the abilities of individual employees.
- Recognising the employment requirements of women.
- Recognising the employment requirements of persons with disabilities.

The Board operates an EEO programme / policy that:

- Is available to staff.
- Includes training to raise awareness of issues which may impact EEO.
- Appoints someone to coordinate compliance with its requirements.
- Provides for regular reporting on compliance with the policy and / or achievement under the policy.
- Sets priorities and objectives.

Financial Statements – summary of included documents:

- Statement of responsibility signed and dated
- Statement of comprehensive revenue and expense
- Statement of changes in net assets / equity
- Statement of financial position
- Statement of cash flow
- Notes to the financial statements
- Independent auditor's report signed and dated
- Report on other special and contestable funding
- Kiwisport funding