

SACRED HEART CATHEDRAL SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

School Directory

Ministry Number:	2985
Principal:	Bernadette Murfitt
School Address:	Guilford Terrace, Thorndon
School Postal Address:	Guildford Terrace, Thorndon, Wellington, 6011
School Phone:	04 472 4047
School Email:	cathy@sacred-heart.school.nz

Members of the Board of Trustees

Name	Position	How Position Gained	Term Expires/ Expired
Suzanne Adair	Chairperson	Appointed	
Bernadette Murfitt	Principal	ex Officio	
Sera Vatuloka	Parent Rep	Elected	Resigned Dec 2020
Nigel Ingram	Parent Rep	Elected	May 2022
Nicola Nation	Parent Rep	Elected	May 2022
Keiran Kennedy	Parent Rep	Elected	May 2022
Kitchie de Guzman	Parent Rep	Elected	May 2022
John Grevatt	Staff Rep	Elected	May 2022
Trudy Lagolago	Proprietors Rep	Appointed	
Jay Manu'a	Proprietors Rep	Appointed	
Tessa Gudgeon	Proprietors Rep	Appointed	

Accountant / Service Provider: Education Services Ltd

SACRED HEART CATHEDRAL SCHOOL

Annual Report - For the year ended 31 December 2020

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Sacred Heart Cathedral School

Statement of Responsibility

For the year ended 31 December 2020

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

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

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

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

Suzanne May Adair
Full Name of Board Chairperson

Bernadette Mary Murphy
Full Name of Principal

S. Adair
Signature of Board Chairperson

B Murphy
Signature of Principal

13 May 2021
Date:

13 May 2021
Date:

Sacred Heart Cathedral School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Revenue				
Government Grants	2	1,402,803	1,291,640	1,366,116
Locally Raised Funds	3	195,546	129,000	210,729
Use of Land and Buildings Integrated		762,566	747,350	747,351
Interest income		1,997	4,000	4,435
		<u>2,362,912</u>	<u>2,171,990</u>	<u>2,328,631</u>
Expenses				
Locally Raised Funds	3	90,054	77,550	150,566
Learning Resources	4	1,211,505	1,090,822	1,170,404
Administration	5	115,604	104,422	130,961
Finance		484	185	1,332
Property	6	874,273	840,500	927,675
Depreciation	7	62,508	57,332	59,622
Loss on Disposal of Property, Plant and Equipment		749	-	-
		<u>2,355,177</u>	<u>2,170,811</u>	<u>2,440,560</u>
Net Surplus / (Deficit) for the year		7,735	1,179	(111,929)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u><u>7,735</u></u>	<u><u>1,179</u></u>	<u><u>(111,929)</u></u>

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

Sacred Heart Cathedral School
Statement of Changes in Net Assets/Equity

For the year ended 31 December 2020

	Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
Balance at 1 January		351,182	457,862	455,854
Total comprehensive revenue and expense for the year		7,735	1,179	(111,929)
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		7,292	-	7,257
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9		-	-	-
Equity at 31 December	20	366,209	459,041	351,182
Retained Earnings		366,209	459,041	351,182
Equity at 31 December		366,209	459,041	351,182

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.

Sacred Heart Cathedral School Statement of Financial Position

As at 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Current Assets				
Cash and Cash Equivalents	8	245,050	244,171	198,729
Accounts Receivable	9	86,681	73,240	80,354
GST Receivable		6,798	18,887	6,191
Prepayments		6,536	5,417	13,318
		<u>345,065</u>	<u>341,715</u>	<u>298,592</u>
Current Liabilities				
Accounts Payable	11	139,428	88,115	118,133
Revenue Received in Advance	12	1,522	-	10,883
Provision for Cyclical Maintenance	13	28,000	-	4,750
Finance Lease Liability - Current Portion	14	5,651	7,277	5,718
		<u>174,601</u>	<u>95,392</u>	<u>139,484</u>
Working Capital Surplus/(Deficit)		170,464	246,323	159,108
Non-current Assets				
Property, Plant and Equipment	10	288,267	267,483	281,625
		<u>288,267</u>	<u>267,483</u>	<u>281,625</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	13	79,500	48,750	88,500
Finance Lease Liability	14	13,022	6,015	1,051
		<u>92,522</u>	<u>54,765</u>	<u>89,551</u>
Net Assets		<u>366,209</u>	<u>459,041</u>	<u>351,182</u>
Equity		<u>366,209</u>	<u>459,041</u>	<u>351,182</u>

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

Sacred Heart Cathedral School Statement of Cash Flows

For the year ended 31 December 2020

	2020	2020 Budget	2019
Note	Actual \$	(Unaudited) \$	Actual \$
Cash flows from Operating Activities			
Government Grants	368,207	349,988	343,853
Locally Raised Funds	186,310	45,500	231,447
Goods and Services Tax (net)	(607)	-	12,696
Payments to Employees	(170,356)	(156,500)	(158,617)
Payments to Suppliers	(289,950)	(152,390)	(388,239)
Cyclical Maintenance Payments in the year	(1,427)	-	-
Interest Paid	(484)	(185)	(1,332)
Interest Received	2,451	4,000	4,114
Net cash from/(to) Operating Activities	94,144	90,413	43,922
Cash flows from Investing Activities			
Purchase of Property Plant & Equipment (and Intangibles)	(51,444)	(32,000)	(39,842)
Net cash from/(to) Investing Activities	(51,444)	(32,000)	(39,842)
Cash flows from Financing Activities			
Furniture and Equipment Grant	7,292	-	7,257
Finance Lease Payments	(3,671)	(5,644)	(4,010)
Net cash from/(to) Financing Activities	3,621	(5,644)	3,247
Net increase/(decrease) in cash and cash equivalents	46,321	52,769	7,327
Cash and cash equivalents at the beginning of the year	8 198,729	191,402	191,402
Cash and cash equivalents at the end of the year	8 245,050	244,171	198,729

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

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

Sacred Heart Cathedral School

Notes to the Financial Statements

For the year ended 31 December 2020

1. Statement of Accounting Policies

a) Reporting Entity

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

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2020 to 31 December 2020 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

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

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

Cyclical maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 13.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 10.

Critical Judgements in applying accounting policies

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

Classification of leases

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised.

Recognition of grants

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

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 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.

Grants for the use of land and buildings are also 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 Proprietor. Use of land and building grants are recorded as income in the period the school uses the land and building.

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 Proprietor. The expense is based on an assumed market rental yield on the land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Proprietor.

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.

h) Accounts Receivable

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

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

k) 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.

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

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

Finance Leases

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

Depreciation

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

The estimated useful lives of the assets are:

Building Improvements	20 years
Furniture and Equipment	5- 10 years
Information and Communication	5 years
Textbooks	10 years
Library Resources	8 years
Leased assets held under a Finance Lease	Term of Lease

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.

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, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

Long-term employee entitlements

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

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

p) Revenue Received in Advance

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

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 the School's 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 Proprietor. The Board is responsible for maintaining the land, building 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 provisions for cyclical maintenance represents the obligations the Board has to the Proprietor and is based on the Board's ten year property plan (10YPP).

t) Financial Instruments

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

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, 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.

u) Borrowings

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

Borrowings include but are not limited to bank overdrafts, operating leases, finance leases, painting contracts and term loans.

v) Goods and Services Tax (GST)

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

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

Commitments and contingencies are disclosed exclusive of GST.

w) Budget Figures

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

x) Services received in-kind

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

2. Government Grants

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Operational Grants	320,218	293,883	294,686
Teachers' Salaries Grants	1,030,992	941,652	1,013,432
Resource Teachers Learning and Behaviour Grants	-	-	1,446
Other MoE Grants	51,593	56,105	56,552
	<u>1,402,803</u>	<u>1,291,640</u>	<u>1,366,116</u>

Other MOE Grants total includes additional COVID-19 funding totalling \$13,833 for the year ended 31 December 2020.

3. Locally Raised Funds

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

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Revenue			
Donations	78,794	16,000	21,418
Bequests & Grants	16,224	10,000	5,000
Activities	9,657	16,500	44,683
Trading	13,244	8,500	12,576
Fundraising	5,350	3,000	26,111
After School Care	72,277	75,000	100,941
	<u>195,546</u>	<u>129,000</u>	<u>210,729</u>
Expenses			
Activities	18,435	25,300	46,271
Trading	5,558	500	13,894
Fundraising (Costs of Raising Funds)	3,671	-	19,076
Other Locally Raised Funds Expenditure	-	-	10,000
After School Care	62,390	51,750	61,325
	<u>90,054</u>	<u>77,550</u>	<u>150,566</u>
<i>Surplus for the year Locally raised funds</i>	<u>105,492</u>	<u>51,450</u>	<u>60,163</u>

4. Learning Resources

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Curricular	56,138	23,020	24,017
Library Resources	847	1,650	1,063
Employee Benefits - Salaries	1,147,002	1,053,152	1,121,057
Staff Development	7,518	13,000	24,267
	<u>1,211,505</u>	<u>1,090,822</u>	<u>1,170,404</u>

5. Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	5,997	5,997	5,823
Board of Trustees Fees	3,560	4,000	3,180
Board of Trustees Expenses	3,310	1,500	3,648
Communication	5,067	5,150	4,712
Consumables	11,608	15,000	16,167
Other	10,920	10,775	6,983
Employee Benefits - Salaries	58,303	45,000	73,670
Insurance	6,759	7,000	6,698
Service Providers, Contractors and Consultancy	10,080	10,000	10,080
	<u>115,604</u>	<u>104,422</u>	<u>130,961</u>

6. Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	13,540	11,800	13,225
Cyclical Maintenance Expense	15,677	12,250	60,750
Grounds	1,585	4,500	19,621
Heat, Light and Water	9,246	8,700	9,918
Rates	4,566	3,800	3,827
Repairs and Maintenance	31,634	22,100	48,594
Use of Land and Buildings	762,566	747,350	747,351
Security	1,094	1,000	1,759
Employee Benefits - Salaries	628	-	-
Contractor And Consultancy	33,737	29,000	22,630
	<u>874,273</u>	<u>840,500</u>	<u>927,675</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. 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. Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements	6,369	5,837	6,070
Furniture and Equipment	27,369	24,343	25,316
Information and Communication Technology	20,519	19,657	20,442
Textbooks	111	107	111
Leased Assets	7,297	6,379	6,634
Library Resources	843	1,009	1,049
	<u>62,508</u>	<u>57,332</u>	<u>59,622</u>

8. Cash and Cash Equivalents

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Cash on Hand	240	-	240
Bank Current Account	30,062	56,019	6,006
Bank Call Account	1,057	439	1,056
Short-term Bank Deposits	213,691	187,713	191,427
Cash and cash equivalents for Statement of Cash Flows	<u>245,050</u>	<u>244,171</u>	<u>198,729</u>

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

9. Accounts Receivable

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Receivables	40	10,000	165
Interest Receivable	8	141	462
Teacher Salaries Grant Receivable	86,633	63,099	79,727
	<u>86,681</u>	<u>73,240</u>	<u>80,354</u>
Receivables from Exchange Transactions	48	10,141	627
Receivables from Non-Exchange Transactions	86,633	63,099	79,727
	<u>86,681</u>	<u>73,240</u>	<u>80,354</u>

10. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Building Improvements	104,517	4,242	-	-	(6,369)	102,391
Furniture and Equipment	105,332	34,647	(749)	-	(27,369)	111,861
Information and Communication Tech	58,385	11,778	-	-	(20,519)	49,644
Textbooks	361	-	-	-	(111)	250
Leased Assets	8,645	18,456	-	-	(7,297)	19,830
Library Resources	4,385	777	-	-	(843)	4,291
Balance at 31 December 2020	281,625	69,900	(749)	-	(62,508)	288,267

The net carrying value of equipment held under a finance lease is \$19,830 (2019: \$8,645)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Building Improvements	142,116	(39,725)	102,391
Furniture and Equipment	285,777	(173,916)	111,861
Information and Communication	252,162	(202,518)	49,644
Textbooks	1,114	(864)	250
Leased Assets	32,213	(12,383)	19,830
Library Resources	6,713	(2,422)	4,291
Balance at 31 December 2020	720,095	(431,828)	288,267

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Building Improvements	104,196	6,391	-	-	(6,070)	104,517
Furniture and Equipment	126,497	4,151	-	-	(25,316)	105,332
Information and Communication Tech	52,161	26,667	-	-	(20,442)	58,385
Textbooks	473	-	-	-	(111)	361
Leased Assets	14,688	1,214	(623)	-	(6,634)	8,645
Library Resources	2,801	2,633	-	-	(1,049)	4,385
Balance at 31 December 2019	300,816	41,056	(623)	-	(59,622)	281,625

The net carrying value of equipment held under a finance lease is \$8,645 (2018: \$14,688)

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Building Improvements	137,874	(33,357)	104,517
Furniture and Equipment	258,226	(152,894)	105,332
Information and Communication	249,140	(190,755)	58,385
Textbooks	1,114	(753)	361
Leased Assets	24,591	(15,946)	8,645
Library Resources	71,022	(66,637)	4,385
Balance at 31 December 2019	741,967	(460,342)	281,625

11. Accounts Payable

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Operating Creditors	18,745	13,484	9,111
Accruals	4,497	4,153	4,323
Banking Staffing Overuse	22,503	5,088	22,503
Employee Entitlements - Salaries	86,633	63,099	79,727
Employee Entitlements - Leave Accrual	7,050	2,291	2,469
	<u>139,428</u>	<u>88,115</u>	<u>118,133</u>
Payables for Exchange Transactions	139,428	88,115	118,133
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>139,428</u>	<u>88,115</u>	<u>118,133</u>

The carrying value of payables approximates their fair value.

12. Revenue Received in Advance

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Income in Advance	1,550	-	10,853
Parents & Friends Clearing a/c	(28)	-	30
	<u>1,522</u>	<u>-</u>	<u>10,883</u>

13. Provision for Cyclical Maintenance

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	93,250	36,500	32,500
Increase to the Provision During the Year	14,750	12,250	60,750
Adjustment to the Provision	927	-	-
Use of the Provision During the Year	(1,427)	-	-
Provision at the End of the Year	<u>107,500</u>	<u>48,750</u>	<u>93,250</u>
Cyclical Maintenance - Current	28,000	-	4,750
Cyclical Maintenance - Term	79,500	48,750	88,500
	<u>107,500</u>	<u>48,750</u>	<u>93,250</u>

14. Finance Lease Liability

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

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
No Later than One Year	6,714	7,277	5,718
Later than One Year and no Later than Five Years	14,816	6,015	1,051
	<u>21,530</u>	<u>13,292</u>	<u>6,769</u>

15. 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 (Cardinal John Dew Archdiocese of Wellington) is a related party of the Board because the proprietor appoints representatives to the Board, giving the proprietor significant influence over the Board. Any services or contributions between the 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 Board as noted in Note 1(c). The estimated value of this use during 2020 is included in the Statement of Comprehensive Revenue and Expense as "Use of land and buildings".

16. Remuneration

Key management personnel compensation

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

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	3,560	3,180
Full-time equivalent members	0.18	0.63
<i>Leadership Team</i>		
Remuneration	529,550	505,544
Full-time equivalent members	5.00	5.00
Total key management personnel remuneration	533,110	508,724
Total full-time equivalent personnel	5.18	5.63

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

Principal

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

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	140-150	140 - 150
Benefits and Other Emoluments	19-20	18 - 19
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2020 FTE Number	2019 FTE Number
100 - 110	1.00	-
	1.00	0.00

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

17. 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:

	2020 Actual	2019 Actual
Total	-	-
Number of People	-	-

18. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2020 (Contingent liabilities and assets at 31 December 2019: nil).

Holidays Act Compliance – schools payroll

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

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

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

19. Commitments

(a) Capital Commitments

There are no capital commitments as at 31 December 2020 (Capital commitments at 31 December 2019: nil).

(b) Operating Commitments

There are no operating commitments as at 31 December 2020 (Operating commitments at 31 December 2019: nil).

20. 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.

21. Financial Instruments

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

Financial assets measured at amortised cost

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash and Cash Equivalents	245,050	244,171	198,729
Receivables	86,681	73,240	80,354
Investments - Term Deposits	-	-	-
Total Financial assets measured at amortised cost	<u>331,731</u>	<u>317,411</u>	<u>279,083</u>

Financial liabilities measured at amortised cost

Payables	139,428	88,115	118,133
Borrowings - Loans	-	-	-
Finance Leases	18,673	13,292	6,769
Painting Contract Liability	-	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>158,101</u>	<u>101,407</u>	<u>124,902</u>

22. Events After Balance Date

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

23. Comparatives

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

Sacred Heart Cathedral School

Kiwisport

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2020, the school received total Kiwisport funding of \$3,261 (excluding GST). The funding was spent on sporting endeavours.

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF SACRED HEART CATHEDRAL SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

The Auditor-General is the auditor of Sacred Heart Cathedral School (the School). The Auditor-General has appointed me, Henry McClintock, using the staff and resources of BDO Wellington Audit Limited, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 2 to 21, that comprise the *statement of financial position* as at 31 December 2020, 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 2020; 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 the Public Sector Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting.

Our audit was completed on 13 May 2021. This is the date at which our opinion is expressed.

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

Basis for our opinion

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

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

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

Responsibilities of the Board for the financial statements

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

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

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

Responsibilities of the auditor for the audit of the financial statements

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

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

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

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

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

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

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

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Board is responsible for the other information. The other information obtained at the date of our report is the Analysis of Variance, Board of Trustees Listing and Kiwisport Report, 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 the School.

A handwritten signature in black ink, appearing to read 'Henry McClintock'. The signature is stylized with a large, sweeping 'H' and 'M'.

Henry McClintock
BDO WELLINGTON AUDIT LIMITED

On behalf of the Auditor-General
Wellington, New Zealand