

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

The Auditor-General is the auditor of Palmerston North Intermediate Normal School (the School). The Auditor-General has appointed me, Vivien Cotton, using the staff and resources of Cotton Kelly Smit Limited (CKS 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 21, that comprise the statement of financial position as at 31 December 2021, 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 2021; 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 - Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 31 May 2022. 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 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 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 arises from the Public Audit Act 2001.

Other information

The Board is responsible for the other information. The other information comprises the information included in the Kiwisport Statement, the list of Trustees and the Statement of Responsibility, 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.



Vivien Cotton
CKS Audit
On behalf of the Auditor-General
Palmerston North, New Zealand

PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

School Directory

Ministry Number: 2419

Principal: Hamish Ruawai

School Address: 56 Linton Street

School Postal Address: 56 Linton Street, Palmerston North, 4410

School Phone: 06 358 0548

School Email: hrea@pnins.school.nz

Accountant / Service Provider:

Education  *Services.*
Dedicated to your school

PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL

Annual Report - For the year ended 31 December 2021

Index

Page	Statement
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Financial Statements

1	Statement of Responsibility
2	Statement of Comprehensive Revenue and Expense
3	Statement of Changes in Net Assets/Equity
4	Statement of Financial Position
5	Statement of Cash Flows
6 - 21	Notes to the Financial Statements

Other Information

Members of the Board

Kiwisport

Analysis of Variance

Palmerston North Intermediate Normal School

Statement of Responsibility

For the year ended 31 December 2021

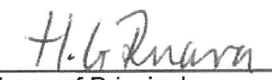
The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

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 2021 fairly reflects the financial position and operations of the school.

The School's 2021 financial statements are authorised for issue by the Board.


Full Name of Presiding Member


Full Name of Principal


Signature of Presiding Member


Signature of Principal

31-5-22
Date:

30 May 2022
Date:

Palmerston North Intermediate Normal School
Statement of Comprehensive Revenue and Expense
For the year ended 31 December 2021

	Notes	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Revenue				
Government Grants	2	5,303,626	5,234,882	5,443,383
Locally Raised Funds	3	666,371	217,900	308,811
Interest Income		5,436	9,000	11,943
Gain on Sale of Property, Plant and Equipment		96	-	-
International Students	4	13,043	15,000	46,783
		<u>5,988,572</u>	<u>5,476,782</u>	<u>5,810,920</u>
Expenses				
Locally Raised Funds	3	163,021	32,000	160,707
International Students	4	567	-	1,650
Learning Resources	5	4,063,729	3,647,060	3,754,994
Administration	6	364,947	336,930	319,645
Finance		6,934	6,578	13,831
Property	7	1,057,400	1,297,546	1,435,595
Depreciation	12	155,362	144,677	181,955
Loss on Disposal of Property, Plant and Equipment		83	-	-
Transport		3,000	3,000	-
		<u>5,815,043</u>	<u>5,467,791</u>	<u>5,868,377</u>
Net Surplus / (Deficit) for the year		173,529	8,991	(57,457)
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>173,529</u>	<u>8,991</u>	<u>(57,457)</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.



Palmerston North Intermediate Normal School
Statement of Changes in Net Assets/Equity
 For the year ended 31 December 2021

	Notes	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Equity at 1 January		1,034,526	1,100,005	1,073,497
Total comprehensive revenue and expense for the year		173,529	8,991	(57,457)
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		-	-	18,486
Equity at 31 December		1,208,055	1,108,996	1,034,526
Retained Earnings		1,208,055	1,108,996	1,034,526
Equity at 31 December		1,208,055	1,108,996	1,034,526

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.



Palmerston North Intermediate Normal School

Statement of Financial Position

As at 31 December 2021

	Notes	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Current Assets				
Cash and Cash Equivalents	8	561,002	499,683	187,955
Accounts Receivable	9	394,882	291,953	321,632
GST Receivable		26,784	20,611	80,689
Prepayments		22,880	27,029	31,457
Inventories	10	137	2,222	1,273
Investments	11	516,022	493,594	507,961
Funds owed for Capital Works Projects	17	-	-	15,554
		<u>1,521,707</u>	<u>1,335,092</u>	<u>1,146,521</u>
Current Liabilities				
Accounts Payable	13	384,517	306,258	431,959
Revenue Received in Advance	14	18,831	31,226	15,858
Provision for Cyclical Maintenance	15	101,514	2,626	44,649
Finance Lease Liability	16	54,315	80,040	58,373
Funds held for Capital Works Projects	17	198,632	-	-
		<u>757,809</u>	<u>420,150</u>	<u>550,839</u>
Working Capital Surplus/(Deficit)		<u>763,898</u>	<u>914,942</u>	<u>595,682</u>
Non-current Assets				
Property, Plant and Equipment	12	646,727	619,987	639,155
		<u>646,727</u>	<u>619,987</u>	<u>639,155</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	15	120,188	358,759	178,000
Finance Lease Liability	16	82,382	67,174	22,311
		<u>202,570</u>	<u>425,933</u>	<u>200,311</u>
Net Assets		<u>1,208,055</u>	<u>1,108,996</u>	<u>1,034,526</u>
Equity		<u>1,208,055</u>	<u>1,108,996</u>	<u>1,034,526</u>

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



Palmerston North Intermediate Normal School
Statement of Cash Flows
For the year ended 31 December 2021

		2021	2021	2020
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		1,285,183	1,179,908	1,258,395
Locally Raised Funds		666,807	217,900	307,213
International Students		15,000	15,000	33,739
Goods and Services Tax (net)		53,905	-	(60,078)
Payments to Employees		(540,644)	(605,880)	(573,289)
Payments to Suppliers		(1,168,086)	(479,096)	(917,336)
Interest Paid		(6,966)	(6,578)	(13,799)
Interest Received		8,315	9,000	14,717
Net cash from/(to) Operating Activities		313,514	330,254	49,562
Cash flows from Investing Activities				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		224	-	-
Purchase of Property Plant & Equipment (and Intangibles)		(51,493)	(55,000)	(80,889)
Purchase of Investments		(8,061)	-	(14,367)
Net cash from/(to) Investing Activities		(59,330)	(55,000)	(95,256)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	18,486
Finance Lease Payments		(50,652)	(61,480)	(74,920)
Funds Administered on Behalf of Third Parties		169,515	-	4,174
Net cash from/(to) Financing Activities		118,863	(61,480)	(52,260)
Net increase/(decrease) in cash and cash equivalents		373,047	213,774	(97,954)
Cash and cash equivalents at the beginning of the year	8	187,955	285,909	285,909
Cash and cash equivalents at the end of the year	8	561,002	499,683	187,955

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.



Palmerston North Intermediate Normal School

Notes to the Financial Statements

For the year ended 31 December 2021

1. Statement of Accounting Policies

a) Reporting Entity

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

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2021 to 31 December 2021 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 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 15.



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. 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.

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

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

Other Grants

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

Donations, Gifts and Bequests

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

Interest Revenue

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

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

h) Inventories

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

i) Investments

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

j) Property, Plant and Equipment

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

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

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

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	5-50 years
Furniture and Equipment	3-20 years
Information and Communication Technology	4 years
Library Resources	8 years
Leased assets held under a Finance Lease	Term of Lease



k) Intangible Assets

Software costs

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

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

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

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

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. 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.

m) Accounts Payable

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

n) Employee Entitlements

Short-term employee entitlements

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

Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before twelve 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.

o) Revenue Received in Advance

Revenue received in advance relates to fees received from students and grants received where there are unfulfilled obligations for the School to provide services in the future. The fees 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 students, should the School be unable to provide the services to which they relate.



p) Funds Held in Trust

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

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

q) 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 Comprehensive Revenue and Expenses. The School holds sufficient funds to enable the funds to be used for their intended purpose.

r) Provision for Cyclical Maintenance

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

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision is a reasonable estimate, based on an up to date 10 Year Property Plan (10YPP) or another appropriate source of evidence.

s) 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.

t) 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.

u) 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.

v) Budget Figures

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

w) 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

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Operational Grants	1,113,969	1,117,286	1,075,468
Teachers' Salaries Grants	3,336,396	3,120,760	3,234,746
Use of Land and Buildings Grants	722,703	934,214	960,372
Other MoE Grants	130,517	62,622	172,562
Other Government Grants	41	-	235
	5,303,626	5,234,882	5,443,383

3. Locally Raised Funds

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

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Revenue			
Donations & Bequests	476,928	105,000	136,106
Fees for Extra Curricular Activities	126,693	69,500	97,459
Trading	32,560	30,000	24,719
Fundraising & Community Grants	28,933	13,400	50,283
Other Revenue	1,257	-	244
	666,371	217,900	308,811
Expenses			
Extra Curricular Activities Costs	117,042	4,000	97,411
Trading	41,231	28,000	31,515
Fundraising & Community Grant Costs	4,748	-	31,781
	163,021	32,000	160,707
<i>Surplus for the year Locally raised funds</i>	503,350	185,900	148,104

The school received a grant from the TG Macarthy Trust for \$5,500 which is included in the Fundraising and Community Grants line in the above note.

4. International Student Revenue and Expenses

	2021 Actual Number	2021 Budget (Unaudited) Number	2020 Actual Number
International Student Roll	1	1	4
	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Revenue			
International Student Fees	13,043	15,000	46,783
Expenses			
Other Expenses	567	-	1,650
	567	-	1,650
<i>Surplus/(Deficit) for the year International Students</i>	12,476	15,000	45,133



5. Learning Resources

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Curricular	417,211	128,300	128,409
Library Resources	7,711	8,320	6,691
Employee Benefits - Salaries	3,608,588	3,484,940	3,563,418
Staff Development	29,992	25,000	56,302
Text Books	227	500	174
	4,063,729	3,647,060	3,754,994

6. Administration

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Audit Fee	5,358	5,500	5,202
Board Fees	3,680	4,000	5,060
Board Expenses	4,667	6,000	2,342
Communication	14,255	13,000	14,154
Consumables	38,508	28,050	39,280
Operating Lease	16,596	-	551
Other	66,878	56,680	57,897
Employee Benefits - Salaries	181,178	187,700	162,115
Insurance	15,227	17,000	14,444
Service Providers, Contractors and Consultancy	18,600	19,000	18,600
	364,947	336,930	319,645

7. Property

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Caretaking and Cleaning Consumables	7,172	9,000	13,896
Cyclical Maintenance Provision	32,749	64,567	166,419
Grounds	9,997	9,300	16,025
Heat, Light and Water	55,314	57,500	54,626
Rates	6,663	6,500	6,967
Repairs and Maintenance	47,871	32,000	40,048
Use of Land and Buildings	722,703	934,214	960,372
Security	6,953	6,500	6,561
Employee Benefits - Salaries	58,281	54,000	54,057
Consultancy And Contract Services	109,697	123,965	116,624
	1,057,400	1,297,546	1,435,595

In 2021, the Ministry of Education revised the notional rent rate from 8% to 5% to align it with the Government Capital Charge rate. This is considered to be a reasonable proxy for the market rental yield on the value of land and buildings used by schools. Accordingly in 2021, 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.



8. Cash and Cash Equivalents

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Bank Accounts	561,002	499,683	187,955
Cash and cash equivalents for Statement of Cash Flows	561,002	499,683	187,955

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

Of the \$561,002 Cash and Cash Equivalents \$203,271 is held by the School on behalf of the Ministry of Education. These funds have been provided for the Ministry as part of the school's 5 Year Agreement funding for upgrades to the school's buildings. The funds are required to be spent in 2022 on Crown owned school buildings.

9. Accounts Receivable

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Receivables	13,430	856	130
Receivables from the Ministry of Education	-	-	6,290
Banking Staffing Underuse	73,375	60,837	60,896
Interest Receivable	2,255	7,908	5,134
Teacher Salaries Grant Receivable	305,822	222,352	249,182
	394,882	291,953	321,632
Receivables from Exchange Transactions	15,685	8,764	11,554
Receivables from Non-Exchange Transactions	379,197	283,189	310,078
	394,882	291,953	321,632

10. Inventories

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Stationery	-	1,070	384
P E Uniforms	137	1,152	889
	137	2,222	1,273

11. Investments

The School's investment activities are classified as follows:

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Current Asset Short-term Bank Deposits	516,022	493,594	507,961
Total Investments	516,022	493,594	507,961



12. Property, Plant and Equipment

2021	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
Building Improvements	245,263	-	-	-	(23,319)	221,944
Furniture and Equipment	275,367	36,652	(211)	-	(57,159)	254,649
Information and Communication Technology	9,446	2,775	-	-	(5,829)	6,392
Leased Assets	78,793	114,455	-	-	(61,021)	132,227
Library Resources	30,286	9,263	-	-	(8,034)	31,515
Balance at 31 December 2021	639,155	163,145	(211)	-	(155,362)	646,727

The net carrying value of equipment held under a finance lease is \$132,227 (2020: \$78,793)

	2021 Cost or Valuation \$	2021 Accumulated Depreciation \$	2021 Net Book Value \$	2020 Cost or Valuation \$	2020 Accumulated Depreciation \$	2020 Net Book Value \$
Building Improvements	609,483	(387,539)	221,944	609,483	(364,220)	245,263
Furniture and Equipment	909,039	(654,390)	254,649	878,715	(603,348)	275,367
Information and Communication Technology	226,957	(220,565)	6,392	224,182	(214,736)	9,446
Leased Assets	438,704	(306,477)	132,227	344,031	(265,238)	78,793
Library Resources	271,465	(239,950)	31,515	262,201	(231,915)	30,286
Balance at 31 December	2,455,648	(1,808,921)	646,727	2,318,612	(1,679,457)	639,155

13. Accounts Payable

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Creditors	46,306	64,842	165,198
Accruals	5,358	5,050	5,202
Employee Entitlements - Salaries	305,822	222,352	249,182
Employee Entitlements - Leave Accrual	27,031	14,014	12,377
	384,517	306,258	431,959
Payables for Exchange Transactions	384,517	306,258	431,959
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	384,517	306,258	431,959

The carrying value of payables approximates their fair value.



14. Revenue Received in Advance

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Income Received in Advance	3,831	5,139	2,815
FFPS Fees Prepaid	15,000	26,087	13,043
	18,831	31,226	15,858

15. Provision for Cyclical Maintenance

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Provision at the Start of the Year	222,649	296,818	284,751
Increase to the Provision During the Year	63,674	64,567	64,546
Adjustment to the Provision	(30,925)	-	101,873
Use of the Provision During the Year	(33,696)	-	(228,521)
Provision at the End of the Year	221,702	361,385	222,649
Cyclical Maintenance - Current	101,514	2,626	44,649
Cyclical Maintenance - Term	120,188	358,759	178,000
	221,702	361,385	222,649

16. Finance Lease Liability

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

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
No Later than One Year	61,380	80,040	64,264
Later than One Year and no Later than Five Years	87,122	67,174	24,067
Future finance charges	(11,805)	-	(7,647)
	136,697	147,214	80,684
Represented by			
Finance lease liability - Current	54,315	80,040	58,373
Finance lease liability - Term	82,382	67,174	22,311
	136,697	147,214	80,684



17. Funds Held (Owed) for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects.

2021	Project No.	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions	Closing Balances \$
SIP Funding -Landscaping	221120	(30,301)	250,000	(48,021)	-	171,678
Roof Replacement and Repairs	211629	54,120	17,150	(71,270)	-	-
Air Conditioning Units	211631	7,812	6,787	(14,599)	-	-
Block 1 Toilet Alterations	211633	(25,469)	250,000	(219,696)	-	4,835
Block 1 -Meeting Room Alterations		(8,223)	-	8,223	-	-
Block 2 Roof Replacement (Deferred)	212553	(4,639)	-	-	-	(4,639)
Site Wide Fire System Upgrade	211630	10,742	520	(11,262)	-	-
New Main Power Supply Upgrade		(16,577)	-	16,577	-	-
Block 1 NW End	211635	(3,019)	68,656	(38,879)	-	26,758
Totals		(15,554)	593,113	(378,927)	-	198,632

Represented by:

Funds Held on Behalf of the Ministry of Education
Funds Due from the Ministry of Education

203,271
(4,639)

198,632

2020	Project No.	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions	Closing Balances \$
Drainage Works Stage 2	211634	-	39,904	(39,904)	-	-
Asbestos Survey		(952)	-	952	-	-
SIP Funding -Landscaping	221120	-	-	(30,301)	-	(30,301)
Roof Replacement and Repairs	211629	-	255,984	(201,864)	-	54,120
Air Conditioning Units	211631	-	164,687	(156,875)	-	7,812
Block 1 Toilet Alterations	211633	-	-	(25,469)	-	(25,469)
Block 1 -Meeting Room Alterations		-	-	(8,223)	-	(8,223)
Block 2 Roof Replacement (Deferred)	212553	-	-	(4,639)	-	(4,639)
Site Wide Fire System Upgrade	211630	-	33,770	(23,028)	-	10,742
New Main Power Supply Upgrade		-	-	(16,577)	-	(16,577)
Block 1 Chimney Removal	211636	-	34,267	(34,267)	-	-
Block 1 NW End	211635	-	-	(3,019)	-	(3,019)
Totals		(952)	528,612	(543,214)	-	(15,554)

18. 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.



19. Remuneration

Key management personnel compensation

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

	2021 Actual \$	2020 Actual \$
<i>Board Members</i> Remuneration	3,680	5,060
<i>Leadership Team</i> Remuneration	513,351	507,935
Full-time equivalent members	4.00	4.00
Total key management personnel remuneration	517,031	512,995

There are 7 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has Finance (8 members) and Property (8 members) that met 10 and 12 times respectively. As well as these regular meetings, including preparation time, the Presiding Member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Principal 1

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

	2021 Actual \$000	2020 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	160 - 170	160 - 170
Benefits and Other Emoluments	4 - 5	4 - 5
Termination Benefits	-	-

Other Employees

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

Remuneration \$000	2021 FTE Number	2020 FTE Number
100 - 110	4.00	3.00
110 - 120	2.00	2.00
	6.00	5.00

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

20. Compensation and Other Benefits Upon Leaving

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

	2021 Actual	2020 Actual
Total	-	-
Number of People	-	-



21. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2021 (Contingent liabilities and assets at 31 December 2020: nil).

Holidays Act Compliance – schools payroll

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

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

To the extent that any obligation cannot reasonably be quantified at 31 December 2021, a contingent liability for the school may exist.



22. Commitments

(a) Capital Commitments

As at 31 December 2021 the Board has entered into contract agreements for capital works as follows:

\$410,000 contract for the SIP Funding -Landscaping as agent for the Ministry of Education. This project is fully funded by the Ministry and \$250,000 has been received of which \$78,322 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$354,062 contract for the Block 1 Toilet Alterations as agent for the Ministry of Education. This project is fully funded by the Ministry and \$250,000 has been received of which \$245,165 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$273,133 contract for the Block 2 Roof Replacement (Deferred) as agent for the Ministry of Education. This project is fully funded by the Ministry and \$0 has been received of which \$4,639 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$372,100 contract for the Block 1 NW End as agent for the Ministry of Education. This project is fully funded by the Ministry and \$68,656 has been received of which \$41,898 has been spent on the project to balance date. This project has been approved by the Ministry.

(Capital commitments as at 31 December 2020:

\$400,000 contract for the SIP Funding -Landscaping as agent for the Ministry of Education. This project is fully funded by the Ministry and \$0 has been received of which \$30,301 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$285,000 contract for the Roof Replacement and Repairs as agent for the Ministry of Education. This project is fully funded by the Ministry and \$255,984 has been received of which \$201,864 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$190,000 contract for the Air Conditioning Units as agent for the Ministry of Education. This project is fully funded by the Ministry and \$164,687 has been received of which \$156,875 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$120,000 contract for the Block 1 Toilet Alterations as agent for the Ministry of Education. This project is fully funded by the Ministry and \$0 has been received of which \$25,469 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$220,000 contract for the Block 2 Roof Replacement (Deferred) as agent for the Ministry of Education. This project is fully funded by the Ministry and \$0 has been received of which \$4,639 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$46,000 contract for the Site Wide Fire System Upgrade as agent for the Ministry of Education. This project is fully funded by the Ministry and \$33,770 has been received of which \$23,028 has been spent on the project to balance date. This project has been approved by the Ministry; and

\$316,848 contract for the Block 1 NW End as agent for the Ministry of Education. This project is fully funded by the Ministry and \$0 has been received of which \$3,019 has been spent on the project to balance date. This project has been approved by the Ministry.)

(b) Operating Commitments

As at 31 December 2021 the Board has entered into the following contracts:

(a) operating lease of photocopiers;

	2021 Actual \$	2020 Actual \$
No later than One Year	-	5,759
Later than One Year and No Later than Five Years	-	-
Later than Five Years	-	-
	-	5,759



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

	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
Cash and Cash Equivalents	561,002	499,683	187,955
Receivables	394,882	291,953	321,632
Investments - Term Deposits	516,022	493,594	507,961
Total Financial assets measured at amortised cost	<u>1,471,906</u>	<u>1,285,230</u>	<u>1,017,548</u>

Financial liabilities measured at amortised cost

Payables	384,517	306,258	431,959
Finance Leases	136,697	147,214	80,684
Total Financial Liabilities Measured at Amortised Cost	<u>521,214</u>	<u>453,472</u>	<u>512,643</u>

24. Events After Balance Date

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

25. Comparatives

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



26. COVID 19 Pandemic on going implications

Impact of Covid-19

During 2021 the country moved between alert levels. During February and March 2021 Auckland was placed into alert levels 3 and 2 and other parts of the country moved into alert level 2.

Towards the end of June 2021, the Wellington region was placed into alert level 2 for one week.

Towards the end of August 2021, the entire country moved to alert level 4, with a move to alert level 3 and 2 for everyone outside the Auckland region three weeks later. While Auckland has remained in alert level 3 for a prolonged period of time the Northland and Waikato regions have also returned to alert level 3 restrictions during this period.

Impact on operations

Schools have been required to continue adapting to remote and online learning practices when physical attendance is unable to occur in alert level 4 and 3. Schools continue to receive funding from the Te Tāhuhu o te Mātauranga | Ministry to Education, even while closed.

However, the ongoing interruptions resulting from the moves in alert levels have impacted schools in various ways which potentially will negatively affect the operations and services of the school. We describe below the possible effects on the school that we have identified, resulting from the ongoing impacts of the COVID-19 alert level changes.

Reduction in locally raised funds

Under alert levels 4,3, and 2 the school's ability to undertake fund raising events in the community and/ or collect donations or other contributions from parents, may have been compromised. Costs already incurred arranging future events may not be recoverable.

Increased Remote learning additional costs

Under alert levels 4 and 3 ensuring that students have the ability to undertake remote or distance learning often incurs additional costs in the supply of materials and devices to students to enable alternative methods of curriculum delivery.

Reduction in International students

Under alert levels 4, 3, 2, and 1 International travel is heavily restricted. The school has been unable to welcome and enrol prospective international students which has resulted in a reduction in revenue from student fees & charges from International students and/or Board of Trustee operated boarding facilities.

27. Failure to comply with section 87 of the Education Act 1989

The Board has failed to comply with Section 87 of the Education Act 1989 in that the Board did not returned the required Analysis of Variance by the 31 May 2022,.



Palmerston North Intermediate Normal School

Members of the Board

Name	Position	How Position Gained	Term Expired/ Expires
Carletta MacDonald	Presiding Member	Elected	Dec 2021
Darryn Joseph	Presiding Member	Elected	Sep 2022
Hamish Ruawai	Principal	ex=Officio	
Anita Bidlake	Parent Representative	Elected	Sep 2022
James Cameron	Parent Representative	Appointed	Sep 2022
Ashley Gurney	Parent Representative	Elected	Sep 2022
Michael Philipp	Parent Representative	Appointed	Sep 2022
Barbara Pritchard	Staff Representative	Elected	Sep 2022



**PALMERSTON NORTH
INTERMEDIATE
NORMAL SCHOOL**

56 Linton Street
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New Zealand

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29 March 2022

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2021, the school received total Kiwisport funding of \$10,133 (excluding GST). The funding was spent on sporting endeavours.

Signed:

James
Vicki James
Vicki James
Deputy Principal

A.P.
Hamish Ruawai
Principal