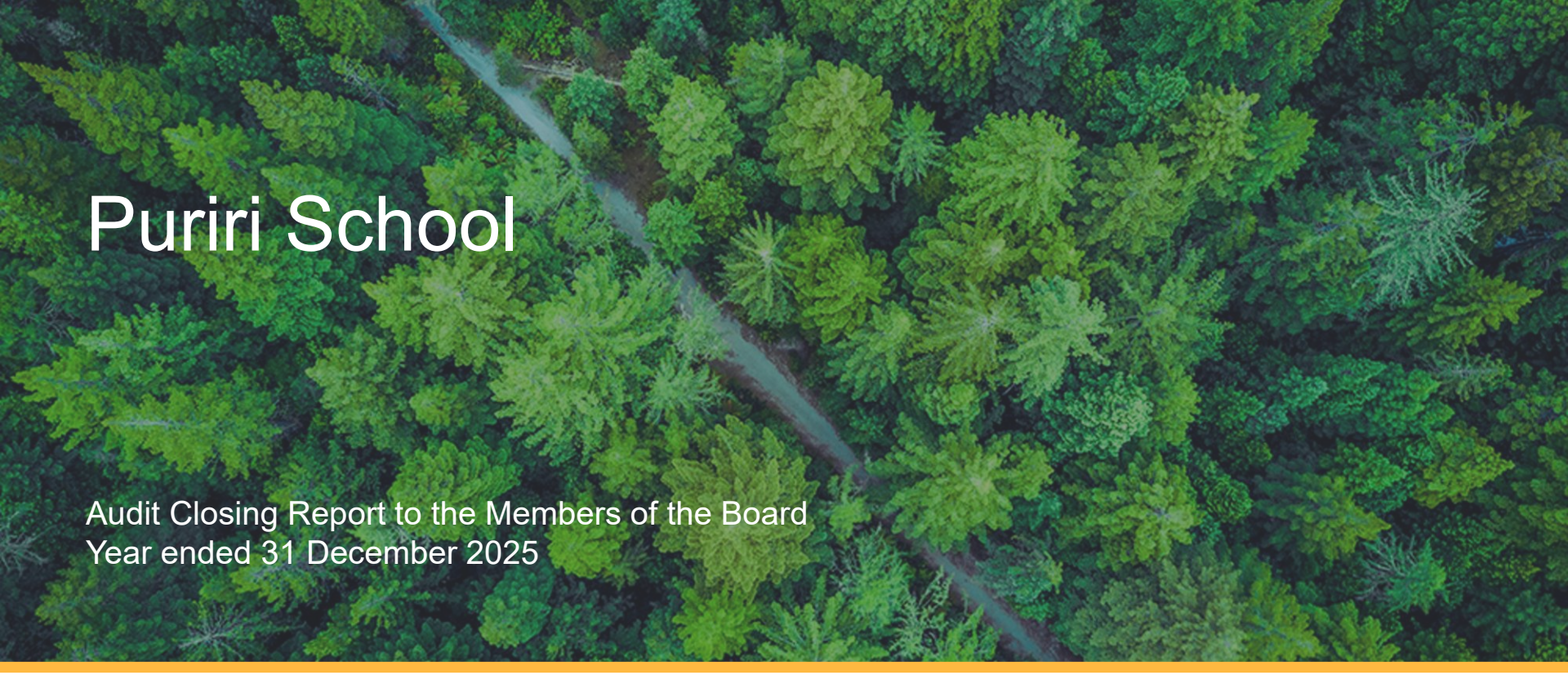

Puriri School

Audit Closing Report to the Members of the Board
Year ended 31 December 2025

William Buck

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Audit summary

Puriri School

We are pleased to present our report for the audit of Puriri School for the year ended 31 December 2025.

We'd like to express our appreciation for the cooperation and assistance which we received during the course of our audit from all the staff at the school and from the team at your accounting service provider.

This report summarises our audit approach and findings as well as providing any recommendations for areas of improvement identified during the audit process. Our examination may not have identified, and should not be relied upon to identify, all control weaknesses that may exist.

Independence

Our independence has been confirmed by all engagement team members.

Audit Opinion

We issued an unmodified audit opinion over the financial report for the year ended 31 December 2025.

Responsibility for the Financial Report

The Board is responsible for preparing financial statements in accordance with the Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime (PBE IPSAS RDR).

The responsibility for producing the financial report and ensuring adequate internal controls and sound business practices is the responsibility of management and is a part of management's overall responsibility for the ongoing activities of the School.

Audit Focus Areas Identified

- Management override of controls
- Cyclical Maintenance provision
- Fraud risk in revenue
- Probity of expenses

Areas of improvement

- Netting off of Revenue and Expenditure
- Review of the Cyclical Maintenance Plan

Our audit work does not examine all transactions of the School. We test significant transactions and select a sample of other transactions. We apply a principle of materiality throughout our testing.

We trust that you find this report informative, and we appreciate the opportunity to be of service to you.

If you have any queries or wish to discuss any issues further, please do not hesitate to contact me.

Nāku noa, nā

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Audit focus areas

We identified the following risk areas within the financial report. We have summarised areas with significant risk or material adjustments below:

Focus area	Risk	Management judgement	Material adjustment	Area of improvement
Management override of controls	Significant	✓	-	-
Cyclical Maintenance provision	Higher	✓	-	-
Fraud risk in revenue	Higher	-	-	-
Probity of expenses	Higher	-	-	-

Legend

Significant	Higher
Matters identified which had a high impact on the financial statements and/or audit.	Matters identified which had a moderate impact on the financial statements and/or audit.

Audit focus areas

MANAGEMENT OVERRIDE OF CONTROLS

Description of risk

Risk of management override of controls includes how those charged with governance exercise oversight of management's processes for identifying and responding to risk of fraud and the internal control that management has established to mitigate these risks. Journals, by nature, are higher risk because they can be posted to the general ledger to manipulate the accounting records, potentially to conceal errors, fraudulent behaviour or budget overspends. Many Schools contract out the accounting function to third party service providers, but ultimately it is the Board Members that are responsible for the School's accounting function.

Audit approach

Our procedures include:

- Obtain a list of all Journal Entries for the year, from both the School and external providers.
- Test the list for completeness.
- Review the School's internal controls over the Journal Entry process.
- Focus on year-end journal entries.
- Test large, unusual, or non-recurring journal entries.
- Examine supporting documentation for Journal Entries.

Testing approach

A purely substantive approach, uses William Buck sample methodology to select samples for testing to supporting documents combined with analytical procedures which identify unexpected variances and changes year on year.

A more controls-based approach, uses William Buck sample methodology to test key controls over significant risk items.

Summary of results

We have identified no material deficiencies in the School's system of internal controls surrounding Journal entries. The School should be aware that Journal Entries can easily be subject to fraud and errors.

Audit focus areas

CYCLICAL MAINTENANCE PROVISION

Description of risk
One of the key areas of audit focus from the Office of the Audit General (OAG) is Cyclical Maintenance Provision (CMP). This is a key subjective item in the financial statements which requires annual assessment by both School Management and the Board.

Audit approach	Testing approach	Summary of results
Our procedures include: — Testing the methodology and calculations — Reviewing experts' opinions — Testing for completeness — Testing of underlying assumptions — Analysis of recent maintenance expenditure — Review the Schools 10 year property plan — Reviewing the Boards assessment of the Cyclical Maintenance programme	Purely Substantive Purely Control	The cyclical maintenance provision is fairly stated. No matters were identified in the course of the audit to report to you. Refer to summary of adjustments noted later in the report.

Audit focus areas

FRAUD RISK IN REVENUE

Description of risk
It is the obligation of the Board Members to ensure that management have established appropriate systems of internal controls to ensure the completeness of all income - regardless of source. This means that all funds due to, and paid to, the School are correctly and appropriately banked in the School's bank accounts and appropriately recorded. We consider that the risk for Schools relates to non-MOE items such as School donations, activity fees (if School did not opt into the Donation Scheme) and fundraising activities.

Audit approach	Testing approach	Summary of results
We perform the following procedures: — Examine the Schools system of internal controls to ensure that all revenue due to the School is appropriately recorded. — Audit the systems, processes and policies — Complete Substantive Analytical Review procedures where applicable. — Testing of reconciliations and other supporting information/documentation maintained by the School. — Validation of revenue through expense testing.	Purely Substantive Purely Control	Refer to summary of adjustments futher on in the report No matters were identified in the course of the audit to report to you.

Audit focus areas

PROBITY OF EXPENSES

Description of risk
Whilst carrying out our audit, on behalf of the Office of the Controller and Auditor General (“OAG”), we have been asked to consider whether any approved payments could be considered extravagant or wasteful or show a lack of probity or financial prudence. One of the internal control objectives, and key audit risks, relates to Sensitive Expenditure.

Audit approach	Testing approach	Summary of results
Our audit approach includes significant focus on testing of the probity of expenditure. We pay particular attention to: — Sensitive expense categories — Credit card payments — Payments to the Principal — Staff reimbursements — Expense claims — Payments to consultants.		We have completed a detailed review of all sensitive expense categories and inspected numerous detailed supporting documentation. We did not have any audit adjustments arising from our testing of sensitive expenditure.

Summary of adjusted audit differences

Name	Debit	Credit
Government Grants - Ministry of Education	4,326	
Interest Receivable		(4,326)
To reverse income receivable not yet invoiced to the ministry.		
RTLB - Other Revenue		(1,656)
RTLB - Other Revenue		(695)
Donations and Bequests		(2,663)
Fees for Extra Curricular Activities		(840)
Trading		(67)
Extra Curricular Activities Costs	944	
Trading	67	
Fundraising and Community Grant Costs	1,782	
Staff Development	1,656	
Other Administration Expenses	1,472	
Correcting revenue and expenditure netted off.		

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Summary of audit reclassifications

Name	Debit	Credit
Short-term Bank Deposits with a Maturity of Three		(30,000)
Short term investment	30,000	
To reclassify to investments		
Government Grants - Ministry of Education		(23,561)
Ka Ora, Ka Ako - Healthy School Lunches Programme	23,561	
Reclassifying other MOE Grants to MOE Income.		
Current Liability		(17,040)
Non Current Liability	17,040	
Reclassifying Current and Non-current provision		
Repairs and Maintenance	17,281	
Employee Benefits - Salaries		(17,281)
Reclassifying caretaker salaries to repairs and maintenance.		

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Summary of unadjusted audit differences

Refer to the Board's Letter of Representation to the auditors for a summary of the minor Unadjusted Differences.

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Areas of improvement

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Areas of improvement

Observations	Recommendations
Matter 1 – Netting off of Revenue and Expenditure During our audit, we noted that the entity has recorded certain transactions by netting off revenue and related expense items within a single general ledger account. As a result, income and expenses are not presented separately in the financial records.	We recommend that management review the accounts currently subject to netting and adjust the accounting treatment to record revenue and expenses on a gross basis in separate general ledger accounts. Appropriate account mapping should be implemented to ensure consistent classification going forward. In addition, management should consider implementing a review control over account postings to prevent inappropriate netting in future reporting periods.
Matter 2 – Review of the Cyclical Maintenance Plan During our audit we noted that the buildings included in the school's cyclical maintenance (and accordingly, actual buildings existing on-site at the school) does not align with the list of MOE owned buildings per the 10-year property plan.	The provision for cyclical maintenance recorded in the financial statements should be based on and agree to the ten-year property plan and should be reviewed annually by the board and every three years by a qualified person. The projects due for completion in previous years should be completed to ensure the Board is meeting its obligations, however should also be corrected in the calculation so as to not over accrue. We strongly recommend that the board annually review the cyclical maintenance schedule and to also ensure that it has been prepared or reviewed by an appropriately qualified person every three years to ensure the basis for the provision is reliable.

Communication of other matters

Required communications with management and governance

Disagreements with management or significant difficulties
There have been no disagreements with management in completing the audit.

Independence
The engagement team and others in the firm as appropriate, the firm and network firms are independent in accordance with relevant ethical requirements and any regulatory requirements that apply to the audit engagement.

Other communications with management
Retention monies relating to construction contracts must be held in a separate bank account that meets the requirements of the relevant legislation. These funds should be kept in a specified bank account or an account used for trust money and must be readily identifiable and available to meet retention obligations.

There have been no other significant discussions with management that have not been reported to you or included in this report.

Non-audit fees
We have not charged any non-audit related fees to the School in the period under review. Any other services, which we may provide from time to time, at your request, are distinct from our function as auditors.These additional services can only be provided where they do not impair our independence.
We have implemented policies and procedures designed to deliver high quality services in line with our professional obligations. Our Transparency Report describes our Systems of Quality Management.

Fraud
We have not identified or been notified by your office of any circumstances of fraud.

Going concern
During the audit there have been no material uncertainties that may cast significant doubt on the School's ability to continue as a going concern and require further consideration or disclosure within the financial report.

Use of other auditors and specialists
William Buck did not require the assistance of another audit firm or specialist in performing the audit of the School.

Laws and regulations
There has been no evidence that the School has not complied with laws and regulations pertaining to the School.

Communication of other matters

Required communications with management and governance

Annual Report
The Education and Training Act 2020 requires you to publish your Annual Report on-line. Your Annual Report contains your audited annual financial statements including our audit opinion, analysis of variance, list of Board Members, Kiwisport statement and Good Employer compliance. Making your Annual Report accessible to the School community is important for transparency and accountability. The expectation is that your Annual Report is published as soon as possible after your audit is completed, as the value of good accountability lessens over time.

Please ensure that once your 2025 Annual Report is submitted to the Ministry it is also published on your website. If you do not have a website, contact the Ministry of Education for guidance.

Related Parties - Conflict of Interest
The risk of conflicts of interest in small communities, which many schools operate in, is inherently high, because the Board, Principal, and other employees are often living in the same communities their school services. There is a particular risk of conflict in the decision-making processes used to appoint new employees and contractors, as well as the purchase of goods and services. However, having a conflict of interest does not necessarily mean you have done anything wrong, what is important is how the conflict is managed.

The Office of the Auditor-General have a good practice guide on managing conflicts of interest as well as other resources, available on its website. We encourage you to make use of these resources.

Good Employer
Section 597 of the Education and Training Act requires the Board to have an employment policy that complies with the principle of being a good employer. The Board must make the policy available to employees, ensure its compliance with the policy, and report on the extent of that compliance in its annual report.

Helpful resources

Resources for management and governance

Cyclical Maintenance
The Ministry have published the updated cyclical maintenance guidance/tools on its website and the information in the Financial Information for Schools Handbook has also been updated. The updated guidance includes resources to help schools complete their cyclical maintenance provision calculations and provides guidance on what supporting documentation to retain as evidence for a school's annual audit.

Fraud Risk
Discouraging fraud - Office of the Auditor-General New Zealand (oag.parliament.nz)

Segregation of duties
The Ministry have also recently published an internal control checklist and a segregation of duties matrix which schools may find useful when assessing the adequacy of their internal controls - Managing school finances - internal control resources. Further guidance on internal controls can be found in section 7.7.1 of the Financial Information for Schools Handbook.

Your payroll system is allowing you to view the history activity report. This report should now be used and reviewed in a timely basis for further guidance can be found on the Ministry of Education Website.

Sensitive Expenditure
More information can be found in the Office of the Auditor-General's good practice guide on Controlling sensitive expenditure: Guide for public organisations which includes practical guidance on specific types of sensitive expenditure.

Principles-based approach:
The basics - Office of the Auditor-General New Zealand (oag.parliament.nz)
We recommend the Board consider these principles when making decisions about sensitive expenditure. We highlight to the Board Members the importance of ensuring appropriate controls over Sensitive Expenditure, and to remain up to date with Ministry of Education ("MOE") guidelines.

Ngā Mihi

This report is prepared on the basis of the limitations set out below.

This report is prepared solely for the information of those charged with governance and is not intended for any other prurposes. We accept no responsibility to a third party who uses this report. The matters raised in this report are only that came to our attention during the course of the audit and are not necessarily a comprehensive statement of all the weakenesses that exist or improvements that might be made.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to indentify all weaknesses that may exist in the systems and procedures reviewed, or potential instances of fraud that may exist. Our comments should be read in the context of the scope of our work. Findings within this report may have been prepared onthe basis of management representations. Suggestions for improvement should be assessed by the entity for their full commercial impact before they are implemented.

This report has been prepared solely for your use as management of the entityand should not be quoted in whole or in part without prior written consent. No repsonsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

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