ROTORUA SPECIALIST SCHOOL - TE KURA PUKENGA O ROTORUA

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

School Directory

Ministry Number:	1772
Principal:	Sherylle Collins
School Address:	36 Kea Street, Selwyn Heights
School Postal Address:	36 Kea Street, Selwyn Heights, Rotorua, 3015
School Phone:	07 347 6717
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Accountant / Service Provider:	Education Services. Dedicated to your school

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ROTORUA SPECIALIST SCHOOL - TE KURA PUKENGA O ROTORUA

Annual Report - For the year ended 31 December 2022

Index

Page	Statement
	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 - 19	Notes to the Financial Statements
	Other Information
	Members of the Board
	Kiwisport / Statement of Compliance with Employment Policy
	Analysis of Variance

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Rotorua Specialist School - Te Kura Pukenga o Rotorua

Statement of Responsibility

For the year ended 31 December 2022

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 2022 fairly reflects the financial position and operations of the school.

The School's 2022 financial statements are authorised for issue by the Board.

Jerena Wara	Sherie Ann Collins
Full Name of Presiding Member	Full Name of Principal
	S. A. Collins
Signature of Presiding Member	Signature of Principal
23/5/23	23 - 5 - 2023
Date:	Date:

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Rotorua Specialist School - Te Kura Pukenga o Rotorua

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2022

	Notes	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Revenue				
Government Grants	2	4,759,633	3,996,719	4,727,322
Locally Raised Funds	3	48,420	-	42,650
Interest Income		22,720	11,000	10,831
Gain on Sale of Property, Plant and Equipment		-	-	2,609
		4,830,773	4,007,719	4,783,412
Expenses				
Locally Raised Funds	3	53,679	20,500	23,724
Learning Resources	4	4,057,491	3,675,790	3,926,271
Administration	5	259,436	205,770	281,076
Finance		1,440	732	1,203
Property	6	209,755	237,130	204,039
		4,581,801	4,139,922	4,436,313
Net Surplus / (Deficit) for the year		248,972	(132,203)	347,099
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		248,972	(132,203)	347,099

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

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Rotorua Specialist School - Te Kura Pukenga o Rotorua

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2022

	Notes	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Equity at 1 January		1,835,151	1,310,396	1,488,052
Total comprehensive revenue and expense for the year		248,972	(132,203)	347,099
Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		14,323	-	-
Equity at 31 December		2,098,446	1,178,193	1,835,151
Accumulated comprehensive revenue and expense		2,098,446	1,178,193	1,835,151
Equity at 31 December		2,098,446	1,178,193	1,835,151

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.

Rotorua Specialist School - Te Kura Pukenga o Rotorua

Statement of Financial Position

As at 31 December 2022

	Notes	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Current Assets				
Cash and Cash Equivalents	7	1,204,916	204,954	532,739
Accounts Receivable	8	239,936	215,892	314,559
GST Receivable		-	1,911	36,951
Prepayments		3,537	3,677	3,647
Investments	9	517,135	-	509,296
Funds Receivable for Capital Works Projects	14	15,364	-	29,419
		1,980,888	426,434	1,426,611
Current Liabilities				
GST Payable		22,608	-	-
Accounts Payable	11	208,954	200,879	199,766
Provision for Cyclical Maintenance	12	3,905	19,432	3,866
Finance Lease Liability	13	15,134	8,606	13,233
Funds held for Capital Works Projects	14	238,785	-	50,985
		489,386	228,917	267,850
Working Capital Surplus/(Deficit)		1,491,502	197,517	1,158,761
Non-current Assets				
Property, Plant and Equipment	10	636,577	989,063	707,396
		636,577	989,063	707,396
Non-current Liabilities				
Provision for Cyclical Maintenance	12	2,159	4,319	-
Finance Lease Liability	13	27,474	4,068	31,006
		29,633	8,387	31,006
Net Assets		2,098,446	1,178,193	1,835,151
Equity		2,098,446	1,178,193	1,835,151

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

Rotorua Specialist School - Te Kura Pukenga o Rotorua

Statement of Cash Flows

For the year ended 31 December 2022

	Note	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Cash flows from Operating Activities				
Government Grants		2,492,978	1,959,903	2,348,971
Locally Raised Funds		48,420	-	42,650
Goods and Services Tax (net)		59,559	-	(35,040)
Payments to Employees		(1,678,954)	1,923,775	(1,643,331)
Payments to Suppliers		(425,380)	(3,848,217)	(368,680)
Interest Paid		(1,440)	(732)	(1,203)
Interest Received		22,720	11,000	10,979
Net cash from/(to) Operating Activities		517,903	45,729	354,346
Cash flows from Investing Activities				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		-	-	2,609
Purchase of Property Plant & Equipment (and Intangibles)		(43,244)	(262,000)	(148,167)
Purchase of Investments		(7,839)	-	(5,864)
Net cash from/(to) Investing Activities		(51,083)	(262,000)	(151,422)
Cash flows from Financing Activities				
Furniture and Equipment Grant		14,323	-	-
Finance Lease Payments		(10,821)	(10,150)	(5,798)
Funds Administered on Behalf of Third Parties		201,855	-	(95,762)
Net cash from/(to) Financing Activities		205,357	(10,150)	(101,560)
Net increase/(decrease) in cash and cash equivalents		672,177	(226,421)	101,364
Cash and cash equivalents at the beginning of the year	7	532,739	431,375	431,375
Cash and cash equivalents at the end of the year	7	1,204,916	204,954	532,739

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.

Rotorua Specialist School - Te Kura Pukenga o Ro
Notes to the Financial Statements
For the year ended 31 December 2022

1. Statement of Accounting Policies

a) Reporting Entity
Rotorua Specialist School - Te Kura Pukenga o Rotorua (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation
Reporting Period
The financial statements have been prepared for the period 1 January 2022 to 31 December 2022 and in accordance with the requirements of the Education and Training Act 2020.

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

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

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

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

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

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

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

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

Cyclical maintenance
A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 12.

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. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 13. Future operating lease commitments are disclosed in note 19b.

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

c) Revenue Recognition

Government Grants
The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives.

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. Grants for the use of land and buildings are not received in cash by the School as they equate to the deemed expense for using the land and buildings 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 where conditions exist
Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

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

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

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

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

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

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

h) Inventories
Inventories are consumable items held for sale and 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 (funded by the Board) to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

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

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

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

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

The estimated useful lives of the assets are:

Building Improvements	18-40 years
Furniture and Equipment	5-15 years
Information and Communication Technology	5 years
Motor Vehicles	5 years
Library Resources	12.5% DV
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 and research expenditure 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. If such indication exists, the School estimates the asset's recoverable service amount. 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.

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information. The valuation is based on a comparison to recent market transactions.

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. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

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 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

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

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 Expense.

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

q) Funds held for Capital works

The school directly receives funding from the Ministry of Education for capital works projects that are included in the School five year capital works agreement. These funds are held on behalf and for a specified purpose as such these transactions are not recorded in the Statement of Comprehensive Revenue and Expense.

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

r) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. In instances where funds are outside of the School's control, these amounts are not recorded in the Statement of Comprehensive Revenue and Expense. In instances where the school is determined to be the principal for providing the service related to the Shared Funds (such as the RTLB programme), all income and expenditure related to the provision of the service is recorded in the Statement of Comprehensive Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

s) Provision for Cyclical Maintenance

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

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The schools carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

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 initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

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. On initial recognition of an equity investment that is not held for trading, the School may irrevocably elect to present subsequent changes in the investment's fair value in other comprehensive revenue and expense. This election has been made for investments that are shares. Subsequent to initial recognition, these assets are measured at fair value. Dividends are recognised as income in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment. Other net gains and losses are recognised in other comprehensive revenue and expense and are never reclassified to surplus or deficit.

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

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.

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

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Government Grants - Ministry of Education	2,435,900	1,959,903	2,401,472
Teachers' Salaries Grants	2,221,574	1,923,775	2,244,759
Use of Land and Buildings Grants	102,159	113,041	81,091
	4,759,633	3,996,719	4,727,322

The school has opted in to the donations scheme for this year. Total amount received was $13,800.

3. Locally Raised Funds

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

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Revenue			
Fees for Extra Curricular Activities	926	-	-
Fundraising & Community Grants	47,494	-	42,650
	48,420	-	42,650
Expenses			
Extra Curricular Activities Costs	53,679	20,500	23,424
Fundraising & Community Grant Costs	-	-	300
	53,679	20,500	23,724
Surplus/(Deficit) for the year Locally raised funds	(5,259)	(20,500)	18,926

4. Learning Resources

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Curricular	297,998	325,750	250,105
Employee Benefits - Salaries	3,621,400	3,216,775	3,538,586
Staff Development	7,288	19,000	12,582
Depreciation	130,805	114,265	124,998
	4,057,491	3,675,790	3,926,271

5. Administration

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Audit Fee	4,928	4,300	4,784
Board Fees	5,030	6,000	4,660
Board Expenses	17,148	10,670	4,779
Communication	6,110	7,950	5,944
Consumables	617	8,300	8,959
Other	124,193	131,700	128,267
Employee Benefits - Salaries	13,936	16,350	15,498
Insurance	10,946	10,000	11,058
Service Providers, Contractors and Consultancy	6,876	10,500	8,415
Healthy School Lunch Programme	69,652	-	88,712
	259,436	205,770	281,076

6. Property

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Caretaking and Cleaning Consumables	23,730	26,000	21,161
Cyclical Maintenance Provision	2,198	2,589	9,780
Grounds	777	4,500	5,696
Heat, Light and Water	7,477	7,000	7,492
Rates	1,991	1,800	1,528
Repairs and Maintenance	13,277	20,800	20,901
Use of Land and Buildings	102,159	113,041	81,091
Security	1,035	4,000	5,474
Employee Benefits - Salaries	37,449	37,000	31,431
Consultancy And Contract Services	19,662	20,400	19,485
	209,755	237,130	204,039

The use of land and buildings figure represents 5% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7. Cash and Cash Equivalents

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Bank Accounts	691,761	204,954	30,876
Short-term Bank Deposits	513,155	-	501,863
Cash and cash equivalents for Statement of Cash Flows	1,204,916	204,954	532,739

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

Of the $1,204,916 Cash and Cash Equivalents $238,785 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 2023 on Crown owned school buildings.

8. Accounts Receivable

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Receivables	111	55,715	-
Receivables from the Ministry of Education	9,614	-	26,540
Banking Staffing Underuse	37,368	-	122,300
Interest Receivable	-	148	-
Teacher Salaries Grant Receivable	192,843	160,029	165,719
	239,936	215,892	314,559
Receivables from Exchange Transactions	9,725	55,863	26,540
Receivables from Non-Exchange Transactions	230,211	160,029	288,019
	239,936	215,892	314,559

9. Investments

The School's investment activities are classified as follows:

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Current Asset			
Short-term Bank Deposits	517,135	-	509,296
Total Investments	517,135	-	509,296

10. Property, Plant and Equipment

2022	Opening Balance (NBV) $	Additions $	Disposals $	Impairment $	Depreciation $	Total (NBV) $
Building Improvements	336,333	2,295	-	-	(17,472)	**321,156**
Furniture and Equipment	87,022	39,304	-	-	(19,637)	**106,689**
Information and Communication Technology	116,638	4,502	-	-	(44,015)	**77,125**
Motor Vehicles	125,077	-	-	-	(34,216)	**90,861**
Leased Assets	42,326	13,885	-	-	(15,465)	**40,746**
Balance at 31 December 2022	707,396	59,986	-	-	(130,805)	**636,577**

The net carrying value of equipment held under a finance lease is $40,746 (2021: $42,326)

Restrictions

There are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2022 Cost or Valuation $	2022 Accumulated Depreciation $	2022 Net Book Value $	2021 Cost or Valuation $	2021 Accumulated Depreciation $	2021 Net Book Value $
Building Improvements	528,591	(207,435)	**321,156**	526,297	(189,964)	**336,333**
Furniture and Equipment	330,952	(224,263)	**106,689**	291,649	(204,627)	**87,022**
Information and Communication Technology	334,182	(257,057)	**77,125**	329,679	(213,041)	**116,638**
Motor Vehicles	278,107	(187,246)	**90,861**	278,107	(153,030)	**125,077**
Leased Assets	59,092	(18,346)	**40,746**	77,406	(35,080)	**42,326**
Library Resources	750	(750)	**-**	750	(750)	**-**
Balance at 31 December	1,531,674	(895,097)	**636,577**	1,503,888	(796,492)	**707,396**

11. Accounts Payable

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Creditors	2,448	25,535	17,557
Accruals	4,932	6,184	7,198
Employee Entitlements - Salaries	192,843	160,029	165,719
Employee Entitlements - Leave Accrual	8,731	9,131	9,292
	208,954	200,879	199,766
Payables for Exchange Transactions	208,954	200,879	199,766
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	208,954	200,879	199,766

The carrying value of payables approximates their fair value.

12. Provision for Cyclical Maintenance

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Provision at the Start of the Year	3,866	21,162	22,868
Increase to the Provision During the Year	2,549	2,589	2,589
Use of the Provision During the Year	-	-	(28,782)
Other Adjustments	(351)	-	7,191
Provision at the End of the Year	6,064	23,751	3,866
Cyclical Maintenance - Current	3,905	19,432	3,866
Cyclical Maintenance - Non current	2,159	4,319	-
	6,064	23,751	3,866

Per the cyclical maintenance schedule the school is next expected to undertake painting works during 2023. This plan is based on the schools 10 Year Property plan / painting quotes.

13. Finance Lease Liability

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

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
No Later than One Year	16,358	8,606	14,061
Later than One Year and no Later than Five Years	28,074	4,068	31,451
Future Finance Charges	(1,824)	-	(1,273)
	42,608	12,674	44,239
Represented by			
Finance lease liability - Current	15,134	8,606	13,233
Finance lease liability - Non current	27,474	4,068	31,006
	42,608	12,674	44,239

14. 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. The amount of cash held on behalf of the Ministry for capital works projects is included under cash and cash equivalents in note 7.

2022	Project No.	Opening Balances $	Receipts from MoE $	Payments $	Board Contributions	Closing Balances $
Door Widening & Kitchen Replacement	210166	21,404	(18,482)	(2,922)	-	-
Block E Roof Safety Works	218131	(9,747)	9,747	-	-	-
New Classroom Base School	216803	13,408	250,000	(39,244)	-	224,164
Office Ext & Toilet Works	221062	16,173	-	(14,632)	-	1,541
Block E - Earthquake Strengthening		(13,569)	-	-	-	(13,569)
LSC Works	220406	(4,674)	8,250	(5,371)	-	(1,795)
SIP: C: Replace kitchen in room 4	228655	(1,429)	32,584	(31,155)	-	-
Repair Water Main Leaks Blk A	233637	-	10,976	-	-	10,976
Principals Office - Widen Door	215420	-	8,064	(5,960)	-	2,104
Totals		21,566	301,139	(99,284)	-	223,421

Represented by:

Funds Held on Behalf of the Ministry of Education	238,785
Funds Receivable from the Ministry of Education	(15,364)

2021	Project No.	Opening Balances $	Receipts from MoE $	Payments $	Board Contributions	Closing Balances $
Block B Roof & Block F Gutter Replacement	210165	1,279	-	(1,279)	-	-
Door Widening & Kitchen Replacement	210166	110,465	-	(89,061)	-	21,404
Room 1 Works	212839	1,570	-	(1,570)	-	-
See D22-Emergency Sewerage-cancelled		(1,511)	-	1,511	-	-
Block E Roof Safety Works	218131	(9,084)	-	(663)	-	(9,747)
New Classroom Base School	216803	24,080	48,500	(59,172)	-	13,408
Office Ext & Toilet Works	221062	(11,171)	145,967	(118,623)	-	16,173
Block E - Earthquake Strengthening		-	-	(13,569)	-	(13,569)
LSC Works	220406	-	-	(4,674)	-	(4,674)
SIP: C: Replace kitchen in room 4	228655	-	-	(1,429)	-	(1,429)
Totals		115,628	194,467	(288,529)	-	21,566

Represented by:

Funds Held on Behalf of the Ministry of Education	50,985
Funds Receivable from the Ministry of Education	(29,419)

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 conditions 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.

16. Remuneration

Key management personnel compensation

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

	2022 Actual $	2021 Actual $
Board Members		
Remuneration	5,030	4,660
Leadership Team		
Remuneration	488,836	480,800
Full-time equivalent members	4.00	4.00
Total key management personnel remuneration	493,866	485,460

There are 10 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 (2 members) and Property (2 members) that met 8 and 8 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:

	2022 Actual $000	2021 Actual $000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	160 - 170	150 - 160
Benefits and Other Emoluments	-	-
Termination Benefits	-	-

Other Employees

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

Remuneration $000	2022 FTE Number	2021 FTE Number
100 - 110	1.00	3.00
110 - 120	2.00	-
	3.00	3.00

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 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:

	2022 Actual	2021 Actual
Total	-	-
Number of People	-	-

18. Contingencies

There are no contingent liabilities and no contingent assets (except as noted below) as at 31 December 2022 (Contingent liabilities and assets at 31 December 2021: nil).

In 2022 the Ministry of Education provided additional funding for both the Support Staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The school is still yet to receive a final wash up that adjusts the estimated quarterly instalments for the actual teacher aides employed in 2022.

The Ministry is in the Process of determining the amount of the final wash up payment for the year ended 31 December 2022. Even though the payment is probable, the amount to be received is not known with a high level of certainty. The school has therefore not recognised the expected receipt (asset) and income in its financial statements. The payment is expected to be received in July 2023.

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 2022 a contingent liability for the school may exist.

19. Commitments

(a) Capital Commitments

As at 31 December 2022 the Board has entered into contract agreements for capital works as follows:

$1,424,064 contract for the New Classroom Base School as agent for the Ministry of Education. This project is fully funded by the Ministry and $348,500 has been received of which $124,336 has been spent on the project to balance date. This project has been approved by the Ministry; and

$164,376 contract for the Office Ext & Toilet Works as agent for the Ministry of Education. This project is fully funded by the Ministry and $145,967 has been received of which $144,426 has been spent on the project to balance date. This project has been approved by the Ministry; and

$9,762 contract for the Block E - Earthquake Strengthening as agent for the Ministry of Education. This project is fully funded by the Ministry and $0 has been received of which $13,569 has been spent on the project to balance date. This project has been approved by the Ministry; and

$88,710 contract for the LSC Works as agent for the Ministry of Education. This project is fully funded by the Ministry and $8,250 has been received of which $10,045 has been spent on the project to balance date. This project has been approved by the Ministry; and

$10,976 contract for the Repair Water Main Leaks Blk A as agent for the Ministry of Education. This project is fully funded by the Ministry and $10,976 has been received of which $0 has been spent on the project to balance date. This project has been approved by the Ministry; and

$8968 contract for the Principals Office - Widen Door as agent for the Ministry of Education. This project is fully funded by the Ministry and $8,064 has been received of which $5,960 has been spent on the project to balance date. This project has been approved by the Ministry.

(Capital commitments as at 31 December 2021:

$136,365 contract for the Door Widening & Kitchen Replacement as agent for the Ministry of Education. This project is fully funded by the Ministry and $128,993 has been received of which $107,589 has been spent on the project to balance date. This project has been approved by the Ministry; and

$9,762 contract for the Block E Roof Safety Works as agent for the Ministry of Education. This project is fully funded by the Ministry and $0 has been received of which $9,747 has been spent on the project to balance date. This project has been approved by the Ministry; and

$1,424,064 contract for the New Classroom Base School as agent for the Ministry of Education. This project is fully funded by the Ministry and $98,500 has been received of which $85,092 has been spent on the project to balance date. This project has been approved by the Ministry; and

$164,376 contract for the Office Ext & Toilet Works as agent for the Ministry of Education. This project is fully funded by the Ministry and $145,967 has been received of which $129,794 has been spent on the project to balance date. This project has been approved by the Ministry; and

$9,747 contract for the Block E - Earthquake Strengthening as agent for the Ministry of Education. This project is fully funded by the Ministry and $0 has been received of which $13,569 has been spent on the project to balance date. This project has been approved by the Ministry; and

(b) Operating Commitments

There are no operating commitments as at 31 December 2022 (Operating commitments at 31 December 2021: nil).

20. 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

	2022 Actual $	2022 Budget (Unaudited) $	2021 Actual $
Cash and Cash Equivalents	1,204,916	204,954	532,739
Receivables	239,936	215,892	314,559
Investments - Term Deposits	517,135	-	509,296
Total Financial assets measured at amortised cost	1,961,987	420,846	1,356,594
Financial liabilities measured at amortised cost			
Payables	208,954	200,879	199,766
Finance Leases	42,608	12,674	44,239
Total Financial Liabilities Measured at Amortised Cost	251,562	213,553	244,005

21. Events After Balance Date

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

22. Comparatives

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

Rotorua Specialist School - Te Kura Pukenga o Rotorua

Members of the Board

Name	Position	How Position Gained	Term Expired/ Expires
Tony Pope	Presiding Member	Elected	Dec 2022
Terena Wara	Presiding Member	Elected	Jun 2025
Steven Hughes	Parent Representative	Elected	Sep 2022
Matt Dawson	Parent Representative	Elected	Sep 2022
Thien Truong	Parent Representative	Elected	Jun 2025
Rebekah Wong	Parent Representative	Elected	Jun 2025
Ashwiri Ram	Parent Representative	Elected	Jun 2025
Marcus Gouveia	Parent Representative	Elected	Jun 2025
Ashley Stubbing	Staff Representative	Elected	Sep 2022
Karalyn McRoy	Staff Representative	Elected	Jun 2025

Rotorua Specialist School - Te Kura Pukenga o Rotorua

Kiwisport

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2022, the school received total Kiwisport funding of $1,713 (excluding GST). The funding was spent on sporting endeavours.

Statement of Compliance with Employment Policy

For the year ended 31st December 2022 the Rotorua Specialist School - Te Kura Pukenga o Rotorua Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspects of their employment
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer and complies with the conditions contained in the employment contracts of all staff employed by the Board.
- Ensures all employees and applicants for employment are treated according to their skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.

INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF ROTORUA SPECIALIST'S FINANCIAL STATEMENTS FOR THE YEAR ENDED *31 DECEMBER 2022*

The Auditor-General is the auditor of Rotorua Specialist (the School). The Auditor-General has appointed me, Stephen Graham, using the staff and resources of BDO Rotorua 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 19, that comprise the statement of financial position as at 31 December 2022, 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 2022; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector - Public Benefit Entity (PBE) Standards, Reduced Reporting Regime.

Our audit was completed on 31 May 2023. 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 obtained at the date of our audit report is BOT listing, Analysis of variance, Kiwisport report and Statement of Compliance with Employment Policy, 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.



Stephen Graham
BDO Rotorua Limited
On behalf of the Auditor-General
Rotorua, New Zealand

BODY IN MOTION

30 May 2023

Re:	**Frankie Howe**
DOB:	15/07/1987
Address:	
	15 Isobel Street
	Fairy Springs
	Rotorua 3015
PH:	027 896 7686
Claim No:	**10057345443**

Dear Mr Ian Wallbridge,

Thank you for receiving my letter regarding Frankie who is now 15 weeks post injury to her lower back.

Frankie has been referred for an ACC funded Stay at Work programme, which is aimed at safely and sustainably progressing her back to work following her injury sustained on 11/02/23 This process will provide participation in a monitored return to work plan from the Occupational Therapist alongside physiotherapy input.

Frankie is employed as a Teacher Aide for Rotorua Specialist School. Her contracted hours are 27.5 hours per week Monday to Friday. Frankie works alongside a teacher and two other teacher aids caring for six children (independent with mobility) with varying disabilities. Frankie reports her work tasks vary and include supporting children with activities such as reading, yoga, swimming, gym, and walks out in the community, drive a van and assisting with personal cares (change of nappies). The physical demands are considered medium and involve:

- Frequent standing, walking around class and community.
- Ability to run after a child is required.
- Frequent sitting on all surfaces and the ground, kneeling, squatting, or crouching required working alongside children.
- Lifting, carrying of school equipment or children up onto the change table, off the floor may be required.
- Driving school van.

The Occupational Therapist recently met with Frankie and the employer at the workplace on 30/05/23. Frankie was observed to walk with a normal gait pattern, she was able to sit for 45 minutes perching on a chair changing position regularly. Frankie reported no concerns with walking and a standing/ sitting tolerance of 20 minutes before the onset of discomfort. Frankie is able to get on/off the floor slowly and able to bend to pick items off the floor despite mild discomfort. Frankie reported she is aware of the importance of breathing and using correct bending technique to support symptom management.

I would be grateful if you could please review the gradual return to work plan on the following page and provide an updated ACC18 medical certificate to reflect this. Alternatively, provide your recommendations and I will amend the plan accordingly.

Thank you for your time in this and if you have any queries, please do not hesitate to contact me via mobile or email.

Kind Regards,

Alice Stuckey
Occupational Therapist
Body in Motion Physiotherapy and Rehab Ltd
Phone: 07 927 3330 / Mobile: 027 244 5932 / email: alice.stuckey@bodyinmotion.co.nz

BODY IN MOTION

Graduated Return to Work Plan for Frankie Howe #10057345443

Dates	Days to work	Hours per day	Work tasks	Details of restrictions and rehabilitation
Week beginning: 05/06/2023	Fully unfit as per current medical certificate. 31/05/23 – CSI			Facilitate micro breaks from prolonged positions i.e. change you posture or position every 30 minutes
Week beginning: 12/06/2023	3 days per week	Up to 4 hours per day	Preinjury work tasks	Breaks as needed
	Alternate days as required.		*Ask colleagues for assistance with lifting, heavier demanding tasks (toileting).*	Avoid forceful pulling and pushing
Week beginning: 19/06/2023	5 days per week	4 hours per day		Continued Vocational health monitoring and support
Week beginning: 26/06/2023 (3 weeks) *School holidays 30/6 – 16/07*	5 days per week *Alternate days as required.*	4 to 6 hours per day *Alternate 6,4,6,4,6 if needed.*		Continue with physiotherapy input
Week beginning: 17/07/2023	Full return to work – subject to medical clearance			

Comments:

Graduated Return to Work Plan Approval:

I approve this return-to-work plan outlined above (circle one) ☑ **YES** ☐ **NO** (Please state reasons):

Signature: **Date:** 31/5/23.