

KELBURN NORMAL SCHOOL  
 RECEIPTS AND PAYMENTS SUMMARY  
 FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Income</b>					
Government Grants	-	562,537	565,300	2,763	100
Other Income	6,729	54,914	48,400	-6,514	113
<b>TOTAL INCOME</b>	<b>6,729</b>	<b>617,451</b>	<b>613,700</b>	<b>-3,751</b>	<b>101</b>
<b>Expenses</b>					
Curriculum	6,417	54,774	66,950	12,176	82
Administration	9,093	114,641	114,900	259	100
Property	10,448	115,547	96,200	-19,347	120
Personnel	47,256	313,780	286,000	-27,780	110
Long Term	36,454	330,853	189,000	-141,853	175
Depreciation	-	71,632	-	-71,632	-
<b>TOTAL EXPENSES</b>	<b>109,668</b>	<b>1,001,227</b>	<b>753,050</b>	<b>-248,177</b>	<b>133</b>
<b>INCOME LESS EXPENSES (EXCLUDES ACT/TR &amp; INT. STUDENTS)</b>	<b>-102,939</b>	<b>-383,776</b>	<b>-139,350</b>	<b>244,426</b>	<b>275</b>
<b>TOTAL ACTIVITIES/TRADING</b>	<b>-5,400</b>	<b>-90,950</b>	<b>-88,350</b>	<b>2,600</b>	<b>103</b>
<b>TOTAL INTERNATIONAL STUDENTS</b>	<b>-1,681</b>	<b>20,235</b>	<b>100,000</b>	<b>79,765</b>	<b>20</b>
<b>INCOME LESS EXPENSES</b>	<b>-110,020</b>	<b>-454,491</b>	<b>-127,700</b>	<b>326,791</b>	<b>356</b>
<b>TOTAL MOE CAPITAL WORKS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**KELBURN NORMAL SCHOOL  
INCOME  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018**

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Government Grant Income</b>					
101 Operations Grant	-	410,518	404,000	-6,518	102
103 MOE Furniture & Equip	-	138,750	139,000	250	100
104 MOE ESOL/NESB Grant	-	12,500	11,300	-1,200	111
108 MOE Other Income	-	769	5,000	4,231	15
111 Non-MOE Govt Income	-	-	6,000	6,000	-
<b>Total Grants</b>	-	<b>562,537</b>	<b>565,300</b>	<b>2,763</b>	<b>100</b>
<b>Other Income</b>					
117 PTA - Tagged to Assets (610)	-	-	-	-	-
118 Donations from Parents	-	851	-	-851	-
119 Donations from PTA	-	4,518	4,000	-518	113
120 Donations Other	-	3,005	2,800	-205	107
125 Interest	406	9,953	16,300	6,347	61
130 Other Income	2,441	10,997	5,300	-5,697	207
131 Hire Hall/Rooms	3,882	25,590	20,000	-5,590	128
<b>Total Other Income</b>	<b>6,729</b>	<b>54,914</b>	<b>48,400</b>	<b>-6,514</b>	<b>113</b>
<b>TOTAL INCOME</b>	<b>6,729</b>	<b>617,451</b>	<b>613,700</b>	<b>-3,751</b>	<b>101</b>

**KELBURN NORMAL SCHOOL  
CURRICULUM  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018**

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Curriculum Expenses</b>					
201 Art/Craft	-	4,649	5,000	351	93
203 Assessment	113	2,360	1,000	-1,360	236
204 Classroom Consumables	-	3,696	5,000	1,304	74
208 Discovery Time - Juniors	-	1,570	1,500	-70	105
209 Discovery Time - Lower Middle	-	1,397	1,300	-97	107
211 English	-	88	750	662	12
215 Equipment (Assets < \$1000)	583	1,278	500	-778	256
220 Kiwi Sports	1,000	3,904	4,000	96	98
221 Library Consumables/Software	1,450	2,573	2,500	-73	103
230 Maths - Junior	-	946	1,000	54	95
229 Maths - Lower Middle	-	959	1,000	41	96
231 Maths - Upper Middle	-	152	1,000	848	15
232 Maths - Senior	-	44	1,000	956	4
233 Music	2,100	6,703	7,000	297	96
242 PE / Health	-	762	3,700	2,938	21
243 PE Travel	-	3,499	4,200	701	83
250 Reading - Junior	-	2,992	3,000	8	100
251 Reading - Year 3/4	125	2,472	2,500	28	99
252 Reading - Year 5/6	-	216	2,500	2,284	9
254 Reading - Senior	-	2,180	2,500	320	87
260 Science	-	258	1,000	742	26
261 Learning Languages	-	188	300	112	63
262 Social Science	-	24	1,000	976	2
263 Special Needs	-	-	500	500	-
Room Charges	16	3,000	3,200	200	94
270 Technicraft	-	1,304	1,500	196	87
271 Technology	-	783	1,500	717	52
273 Tikanga Maori	-	39	500	461	8
274 Kapa Haka	1,030	6,738	6,500	-238	104
<b>TOTAL CURRICULUM EXPENSES</b>	<b>6,417</b>	<b>54,774</b>	<b>66,950</b>	<b>12,176</b>	<b>82</b>

**KELBURN NORMAL SCHOOL  
ADMINISTRATION  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018**

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Administration Expenses</b>					
401 Accounting Fees	725	8,700	8,700	-	100
402 Advertising	-	415	1,000	585	42
403 Audit Fees	1,500	1,500	4,000	2,500	38
405 Bank Fees	81	1,088	1,100	12	99
406 BOT Fees	-	3,350	3,600	250	93
407 BOT Election	-	-	200	200	-
409 BOT Other	35	140	3,500	3,360	4
417 Equipment (Assets <\$1000)	230	3,949	2,700	-1,249	146
420 General	256	16,224	2,700	-13,524	601
421 Gifts and Presentations	1,772	2,159	1,100	-1,059	196
423 ICT Consumables	167	3,775	5,400	1,625	70
424 ICT Network Costs	1,105	17,656	16,000	-1,656	110
425 Insurance	-	8,857	7,100	-1,757	125
429 Laptop Leases	504	5,392	4,400	-992	123
431 Medical	-	1,114	1,100	-14	101
433 Photocopier Paper	-	1,908	2,400	492	80
435 Photocopier Service	1,125	21,147	20,000	-1,147	106
436 Postage/Courier	-	128	300	172	43
438 Professional Assoc & Subs	-	3,760	4,100	340	92
439 Principals Expense	-	588	1,200	612	49
441 Recruitment Expenses	-	43	500	457	9
450 Staff Amenities	110	3,360	3,700	340	91
452 Stationery/Consumables Admin	-	338	1,400	1,062	24
455 Teacher Registration	192	288	100	-188	288
460 Telephone/Communication	1,258	7,249	6,400	-849	113
461 Website	-	300	11,000	10,700	3
462 WCC Parking Fees	33	1,213	1,200	-13	101
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>9,093</b>	<b>114,641</b>	<b>114,900</b>	<b>259</b>	<b>100</b>

## KELBURN NORMAL SCHOOL

## STAFF

FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Staff Expenses</b>					
501 ACC Levies	-	1,094	900	-194	122
505 Admin & Ancillary Staff Wages	15,841	107,859	110,000	2,141	98
510 BOT Teacher	1,628	26,848	19,500	-7,348	138
515 Caretaker Wages	5,522	30,978	40,000	9,022	77
530 Relief Teachers	6,323	50,499	40,000	-10,499	126
531 Relief Teachers - Non-Payroll	20	1,250	-	-1,250	-
535 Special Education Wages	14,160	65,454	56,000	-9,454	117
545 Staff Professional Development	3,252	27,015	17,000	-10,015	159
561 Travel - Staff	510	2,783	2,600	-183	107
<b>TOTAL STAFF EXPENSES</b>	<b>47,256</b>	<b>313,780</b>	<b>286,000</b>	<b>-27,780</b>	<b>110</b>

**KELBURN NORMAL SCHOOL  
PROPERTY  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018**

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Property Expenses</b>					
305 Cleaning Consumables	1,120	6,724	4,500	-2,224	149
306 Cleaning Contract	3,114	42,408	47,600	5,192	89
312 Heat & Light	2,305	35,312	21,900	-13,412	161
331 Mowing	113	721	600	-121	120
351 R & M - Buildings	409	10,519	5,000	-5,519	210
348 Rates	1,170	4,916	4,700	-216	105
354 Rubbish	587	3,766	3,000	-766	126
355 Security	459	5,992	2,400	-3,592	250
375 Water	1,171	5,189	5,600	411	93
380 Vandalism	-	-	900	900	-
385 Notional Lease	-	-	-	-	-
<b>TOTAL PROPERTY EXPENSES</b>	<b>10,448</b>	<b>115,547</b>	<b>96,200</b>	<b>-19,347</b>	<b>120</b>

KELBURN NORMAL SCHOOL  
LONG TERM ITEMS  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Long Term Item Expenses</b>					
601 Loss on Disposal of Assets	-	83,717	-	-83,717	-
610 Assets ( > \$1000)	-	8,859	49,000	40,141	18
611 Assets- Furn.Grant >\$1000	36,454	143,752	139,000	-4,752	103
612 Assets-Computer Equip >\$1000	-	75,525	-	-75,525	-
615 Library Books	-	1,816	1,000	-816	182
625 Cyclical Maintenance	-	17,184	-	-17,184	-
<b>TOTAL LONG TERM ITEM EXPENSES</b>	<b>36,454</b>	<b>330,853</b>	<b>189,000</b>	<b>-141,853</b>	<b>175</b>

KELBURN NORMAL SCHOOL  
 ACTIVITIES/TRADING  
 FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Activities</b>					
155 Activities Income	150	11,296	-	-11,296	-
495 Activities Expenses	965	16,969	1,750	-15,219	970
<b>Total Activities</b>	<b>-815</b>	<b>-5,673</b>	<b>-1,750</b>	<b>3,923</b>	<b>324</b>
<b>Book Club</b>					
142 Book Club Income	-	731	-	-731	-
482 Book Club Expense	-	731	600	-131	122
<b>Total Book Club</b>	<b>-</b>	<b>-</b>	<b>-600</b>	<b>-600</b>	<b>-</b>
<b>Camp Year 5/6</b>					
143 Camp Year 5/6 Income	260	5,107	-	-5,107	-
483 Camp Year 5/6 Expense	-	17,665	20,000	2,335	88
<b>Total Camp Year 5/6</b>	<b>260</b>	<b>-12,558</b>	<b>-20,000</b>	<b>-7,442</b>	<b>63</b>
<b>Camp Year 7/8</b>					
144 Camp Year 7/8 Income	-790	6,410	-	-6,410	-
484 Camp Year 7/8 Expense	-	30,140	32,000	1,860	94
<b>Total Camp Year 7/8</b>	<b>-790</b>	<b>-23,730</b>	<b>-32,000</b>	<b>-8,270</b>	<b>74</b>
<b>Chess Club</b>					
145 Chess Club Income	-	-	-	-	-
485 Chess Club Expense	-	-	-	-	-
<b>Total Chess Club</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Childrens Crossing</b>					
165 Childrens Crossing Income	-	-	-	-	-
650 Childrens Crossing Expense	-	-	-	-	-
<b>Total Children Crossing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Clay Club</b>					
146 Clay Club Income	-	-	-	-	-
486 Clay Club Expense	-	-	-	-	-
<b>Total Clay Club</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Dinner</b>					
147 Dinner Income	3,174	4,826	-	-4,826	-
487 Dinner Expense	5,306	5,306	-	-5,306	-
<b>Total Dinner</b>	<b>-2,132</b>	<b>-480</b>	<b>-</b>	<b>480</b>	<b>-</b>
<b>Fundraising</b>					
160 Fundraising Income	-	-	-	-	-
479 Fundraising Expense	-	-	-	-	-
<b>Total Fundraising</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



KELBURN NORMAL SCHOOL  
 ACTIVITIES/TRADING  
 FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Kapa Haka Club</b>					
152 Kapa Haka Club Income	-	-	-	-	-
492 Kapa Haka Club Expense	-	-	-	-	-
<b>Total Kapa Haka Club</b>	-	-	-	-	-
<b>Mathletics</b>					
654 Mathletics Income	-	150	-	-150	-
655 Mathletics Expense	-	5,974	-	-5,974	-
<b>Total Mathletics</b>	-	<b>-5,824</b>	-	<b>5,824</b>	-
<b>Personal/Staff Account</b>					
164 Personal/Staff Income	17	527	-	-527	-
447 Personal/Staff Expenses	17	527	-	-527	-
<b>Total Personal/Trading</b>	-	-	-	-	-
<b>Production</b>					
149 Production Income	-	-	-	-	-
489 Production Expense	-	-	-	-	-
<b>Total Production</b>	-	-	-	-	-
<b>School Centenary</b>					
167 School Centenary Income	-	540	-	-540	-
449 School Centenary Expense	-	-	-	-	-
<b>Total School Centenary</b>	-	<b>540</b>	-	<b>-540</b>	-
<b>Sports</b>					
150 Sports Income	11	657	-	-657	-
490 Sports Expense	-	878	2,000	1,122	44
<b>Total Sports</b>	<b>11</b>	<b>-221</b>	<b>-2,000</b>	<b>-1,779</b>	<b>11</b>
<b>School Clothing</b>					
656 School Clothing Income	19	1,740	-	-1,740	-
657 School Clothing Expense	-	933	-	-933	-
<b>Total School Clothing</b>	<b>19</b>	<b>807</b>	-	<b>-807</b>	-
<b>Stationery</b>					
151 Stationery Income	96	1,856	-	-1,856	-
491 Stationery Expense	-	1,350	-	-1,350	-
<b>Total Stationery</b>	<b>96</b>	<b>506</b>	-	<b>-506</b>	-
<b>Student Council</b>					
154 Student Council Income	-	2,720	-	-2,720	-
494 Student Council Expense	-	2,057	-	-2,057	-
<b>Total Student Council</b>	-	<b>663</b>	-	<b>-663</b>	-

KELBURN NORMAL SCHOOL  
 ACTIVITIES/TRADING  
 FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>Newlands Tech (Students)</b>					
166 Newlands Tech Income	-	52	-	-52	-
651 Newlands Tech Expense	-	3,940	4,500	560	88
<b>Total Newlands Tech</b>	<b>-</b>	<b>-3,888</b>	<b>-4,500</b>	<b>-612</b>	<b>86</b>
<b>Trips Junior</b>					
156 Trips Junior Income	-	202	-	-202	-
496 Trips Junior Expense	1,520	7,475	6,500	-975	115
<b>Total Trips Junior</b>	<b>-1,520</b>	<b>-7,273</b>	<b>-6,500</b>	<b>773</b>	<b>112</b>
<b>Trips Lower Middle</b>					
157 Trips Lower Middle Income	-	487	-	-487	-
497 Trips Lower Middle Expense	-	15,610	9,500	-6,110	164
<b>Total Trips Lower Middle</b>	<b>-</b>	<b>-15,123</b>	<b>-9,500</b>	<b>5,623</b>	<b>159</b>
<b>Trips Upper Middle</b>					
153 Trips Upper Middle Income	-	17	-	-17	-
493 Trips Upper Middle Expense	-	13,397	6,500	-6,897	206
<b>Total Trips Upper Middle</b>	<b>-</b>	<b>-13,380</b>	<b>-6,500</b>	<b>6,880</b>	<b>206</b>
<b>Trips Senior</b>					
158 Trips Senior Income	-	24	-	-24	-
498 Trips Senior Expense	90	2,827	5,000	2,173	57
<b>Total Trips Senior</b>	<b>-90</b>	<b>-2,803</b>	<b>-5,000</b>	<b>-2,197</b>	<b>56</b>
<b>West Zone</b>					
159 West Zone Income	-	-	-	-	-
499 West Zone Expense	439	2,513	-	-2,513	-
<b>Total West Zone</b>	<b>-439</b>	<b>-2,513</b>	<b>-</b>	<b>2,513</b>	<b>-</b>
<b>TOTAL ACTIVITIES / TRADING</b>	<b>-5,400</b>	<b>-90,950</b>	<b>-88,350</b>	<b>2,600</b>	<b>103</b>
<b>TOTAL EXPENSES</b>	<b>109,668</b>	<b>1,001,227</b>	<b>753,050</b>	<b>-248,177</b>	<b>133</b>
<b>TOTAL INCOME LESS EXPENSES</b>	<b>-110,020</b>	<b>-454,491</b>	<b>-127,700</b>	<b>326,791</b>	<b>356</b>

KELBURN NORMAL SCHOOL  
INTERNATIONAL STUDENTS  
FOR 12 MONTHS, 1ST JANUARY 2018 TO 31ST DECEMBER 2018

	This Period	This Year To Date	Budget For Year	Budget Remaining	% Used Year Budget
	\$	\$	\$	\$	
<b>International Students</b>					
141 International Students Income	-	73,161	155,000	81,839	47
<b>Total Int. Students Income</b>	<b>-</b>	<b>73,161</b>	<b>155,000</b>	<b>81,839</b>	<b>47</b>
576 Consumables	53	909	1,000	91	91
578 Commissions	-	7,467	10,000	2,533	75
580 Prof. Develop. ( Int. Stdnts)	-	1,170	-	-1,170	-
581 Subscript. - (Int.Stdnts)	-	-	-	-	-
582 Levy	-	-	3,000	3,000	-
584 Marketing	-	3,274	2,000	-1,274	164
586 Trips	-	406	1,000	594	41
523 International Students Staff	1,628	39,700	38,000	-1,700	104
<b>Total Int. Students Expense</b>	<b>1,681</b>	<b>52,926</b>	<b>55,000</b>	<b>2,074</b>	<b>96</b>
<b>TOTAL INTERNATIONAL STUDENTS</b>	<b>-1,681</b>	<b>20,235</b>	<b>100,000</b>	<b>79,765</b>	<b>20</b>

**KELBURN NORMAL SCHOOL  
STATEMENT OF FINANCIAL POSITION  
AS AT 31ST DECEMBER 2018**

	This Year \$	Last Year \$
<b>Current Assets</b>		
Cash & Cash Equivalents	360,510	158,680
Accounts Receivable	-	88,156
GST Receivable	12,045	8,746
Prepayments	8,059	12,027
Investments	-	407,510
	-----	-----
	<b>380,614</b>	<b>675,119</b>
<b>Current Liabilities</b>		
Accounts Payable	67,311	116,848
Revenue Received in Advance	72,177	18,000
Finance Lease Liability	18,495	18,495
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	<b>157,983</b>	<b>153,343</b>
<b>Working Capital Surplus (Deficit)</b>	<b>222,631</b>	<b>521,776</b>
<b>Non-Current Assets</b>		
Property, Plant & Equipment	256,629	372,478
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	<b>256,629</b>	<b>372,478</b>
<b>Non-Current Liabilities</b>		
Cyclical Maintenance Provision	67,500	67,500
Finance Lease Liability	56,493	16,993
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	<b>123,993</b>	<b>84,493</b>
<b>Net Assets</b>	----- <b>355,267</b> =====	----- <b>809,761</b> =====
<b>Equity</b>	----- <b>355,267</b> =====	----- <b>809,761</b> =====







