



Te Kura Kaupapa Maori o Te Orini ki Ngati Awa

Audit Closing Report to the Members of the Board
Year ended 31 December 2021

WilliamBuck



Table of contents

Audit summary

Audit focus areas

Focus areas

Other focus areas

Summary of adjusted and unadjusted audit differences

Areas for improvement

Communication of other matters

Helpful resources

WilliamBuck

Audit summary

Te Kura Kaupapa o Te Orini ke Ngati Awa

We are pleased to present our report for the audit of Te Kura Kaupapa o Te Orini ke Ngati Awa for the year ended 31 December 2021.

We'd like to express our appreciation for the cooperation and assistance which we received during the course of our audit from Raiha Keepa-Jackson.

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 2021.

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

- Probity of Expenses
- Management Override of Controls
- Fraud Risk in Revenue

Areas of improvement

- Journal entries review

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



Richard Dey

25 July 2025



Richard Dey

Partner

+64 7 927 1190

richard.dey@williambuck.co.nz



Craig Rossouw


Partner

+64 7 927 1182

craig.rossouw@williambuck.co.nz

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
Probity of expenses	Higher		-	-
Management override of controls	Significant	-	-	-
Fraud risk in revenue	Higher	-	-	-

Legend

Significant	Higher	Lower
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.	Matter identified which had a low impact on the financial statements and/or 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 procedures	Testing approach	Summary of results
<p>Our audit approach includes significant focus on testing of the probity of expenditure. We pay particular attention to:</p> <ul style="list-style-type: none">— Sensitive expense categories— Credit card payments— Payments to the Principal— Staff reimbursements— Expense claims— Payments to consultants.	<p>Purely Substantive</p>  <p>Purely Control</p>	<p>We have completed a detailed review of all sensitive expense categories and inspected numerous detailed supporting documentation.</p> <p>No matters were identified in the course of the audit to report to you.</p>

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	Testing approach	Summary of results
<p>Our audit procedures included:</p> <ul style="list-style-type: none">— Obtain a detailed listing of all Journal Entries recorded by the School in the year, whether prepared by the School or an external service provider.— Testing the list for completeness.— Reviewing the School's system of internal controls surrounding the Journal Entry process.— Special focus is placed on reviewing journal entries posted at the end of the year.— Detailed testing of any journals that we consider to be large, unusual, non-recurring or outside the School's normal operations.— Examining underlying supporting documentation to Journal Entries.	<p>Purely Substantive  Purely Control</p>	<p>We did not have any audit adjustments arising from our testing of Journal Entries.</p> <p>We consider that the School has some weaknesses in internal controls surrounding the Journal Entry process. Refer to Areas of Improvement below.</p>

Focus areas

FRAUD RISK IN REVENUE (COMPLETENESS)


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 procedures	Testing approach	 Summary of results
<p>We perform the following procedures:</p> <ul style="list-style-type: none">— 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.	<p>Purely Substantive</p>  <p>Purely Control</p>	<p>No audit adjustments were identified as a result of our testing of Locally Raised Funds.</p>

Other focus areas

SEGREGATION OF DUTIES

Description of risk		
Segregation of duties in the finance function is a key component of internal control and reduces the inherent risk of fraud. At many Schools, portions of the day-to-day accounting functions are solely under control of one person. This represents an Inherent internal control risk that the Board must address.		
Audit approach	Testing approach	Summary of results
<p>We audit the systems, processes and policies that has been put in place by management. This includes review of:</p> <ul style="list-style-type: none">— Detailed monthly financial reporting to the Board— Sensitive Expenditure— Testing of One-level up for approval of expenditure— Reviewing Delegation of Authority levels in places— Review and approval of monthly credit card statements— Approval of Journal Entries.	<p>Purely Substantive</p>  <p>Purely Control</p>	<p>Refer to the following section on “Helpful Resources” in respect of Segregation of Duties. We recommend that the School completes this Assessment Matrix.</p> <p>We have no specific matters to report from our testing.</p>

Summary of adjusted and unadjusted audit differences

Adjusted audit differences

Please refer to the attached schedule

Unadjusted audit differences

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



Areas of improvement



William Buck

Areas of improvement



Observations

Journal Entries

Our review of the controls surrounding journal entries identified that the same users are able to create, authorise and post journals, and there is a lack of independent review.



Recommendations

We recommend that, in conjunction with reviewing the monthly financial statements, the Board (or a member with appropriate financial accounting expertise) obtains and reviews a listing of manual journals posted for the period. Evidence of this review could then be to simply note in the minutes the review and approval of the financial statements including the review and approval of the journals processed.

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.

Other communications with management

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

Fraud

During the audit we have not identified or been notified by your office of any circumstances of fraud.

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.

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.

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.

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.

Laws and regulations

During the audit there has been no evidence that the School has not complied with laws and regulations pertaining to the School.

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.

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](#).

Fraud Risk

[Discouraging fraud - Office of the Auditor-General New Zealand \(oag.parliament.nz\)](#)

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.

WB

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 purposes. We accept no responsibility to a third party who uses this report. The matters raised in this report are only those that came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses 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 identify 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 on the 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 entity and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

