

Dear Board,

Please find attached your 31 December 2018 Audit Report and the associated Financial Statements.

It is the responsibility of the Board to submit your Annual Report following these two steps:

1. A single PDF file of your Annual Report, including the stamped audited financial statements must be submitted to the Ministry of Education via the Ministry's School Data Portal. The Annual Report must contain the following:
 - Financial Statements attached which includes Statement of Responsibility signed and dated
 - Audit Report signed and dated
 - List of Board of Trustees members and the dates they go out of office
 - Statement on Kiwisport funding
 - Analysis of Variance

For your ease we have sent you the entire document as one PDF file.

2. Boards must also ensure the Annual Report is available to the public on an internet site maintained by, or on behalf of the Board (Education Act 1989 s87AB) e.g. your website.

Please ensure that this is uploaded promptly

Please note that the Management Letter addressed to the Chairperson of the Board is **NOT** to be uploaded to your school website, or the MOE Portal, as the content of this report is **confidential to the Board**.

Thank you



Viv Cotton
Director