

Wahroonga Public School P&C Association General Meeting Agenda

Date: Wednesday 21 March 2018

Time: 7pm

Venue: Staffroom

Please ensure you have signed the attendance register

1. Welcome all attendees. 'We acknowledge the Traditional Owners of the land on which we meet today. We also pay respect to Elders past and present.'

2. Apologies

3. Previous minutes - General meeting 14 February 2018

4. Business arising from previous minutes

- Audit Report recommendations - RL
- Ku-ring-gai Council grant application - RL
- 75th Year Celebration - Formation of P&C sub-committee
- School Working Bee - new date
- Installing phone line in Uniform Shop
- Email re memorial service donation - RL
- \$250 Event/Fundraising float kept at school - RL
- Application of \$250 spending limit - Two proposed motions will be considered -

Motions raised:

Motion 1 - Insert the following in clause 7(c) of the Sub-committee Rules after "Committee.":

"Purchases \$250 or below which have not been approved under the budget in clause 6 must secure prior approval from two members of the P&C Association Executive Committee."

Motion 2 - Insert clause 11 in the By Laws as follows:

"11. Purchases exceeding \$250 which have not been approved under the budget must secure prior approval from the P&C Association or the P&C Association Executive Committee. Purchases \$250 or below which have not been approved under the budget must secure prior approval from two members of the P&C Association Executive Committee. Purchases may not be split into smaller amounts to avoid approval having to be sought."

5. President's report - RL

6. Principal's report - CF - To include consideration of the following:

- Motion 3 - Teachers to work additional hours outside school hours instead of working on the last two Staff Development Days, Thursday 20 and Friday 21 December 2018.
- Replacement of Canteen Lease and formation of committee (which must include a P&C representative) to assess tenders and select a provider.

7. Treasurer's report - LK

- Date of Annual General Meeting after audited reports

**Wahroonga Public School P&C Association
General Meeting Agenda**

8. Uniform Shop Committee report - NH

9. Events and Fundraising Committee report - KW

10. Environmental report - AU

11. Correspondence

12. General matters

Motion 4 - In clause 3 of the Subcommittee Rules, replace "ma" with "a" in paragraph 2.

Next meeting: Following the Annual General Meeting

Wahroonga Public School P&C Association General Meeting

7pm, Wednesday 14th February 2018

1. Acknowledgement of country, welcome all attendees and President's address

Present: LR, KG, RU, DC, JG, IVL, LK, HG, MJ, NH, KC, VH, RL

RL opened the meeting at 7.05pm

2. Apologies - KW, KC, GM, MF, DF

3. Previous minutes

General meeting held 29 November 2017

Accepted as a true and accurate reflection. Proposed: LK Seconded: LR

4. Business arising from minutes of previous meeting

Audit Report recommendation - ongoing. RL noted progression being made in some items

Ku-ring-Gai Council grant applications - RL reported that application was successful and is progressing.

75th Year Celebration - CF has received a few emails from parents who are interested in joining a committee. CF will forward these names to TM.

School working Bee - new date confirmed as Saturday the 24th March.

P&C funding of TM's wish list - motions to be considered during Treasurers report

5. Presidents report

RL reported that painting of pedestrian crossing on Burns Road was completed during the school holidays.

RL encouraged members to consider nomination for roles within the P&C Executive Committee. All positions will be vacant at the forthcoming AGM. Discussion ensued as to how to increase attendance at meetings. Suggestions made to vary the days on which meetings are held. Also suggested that meetings could be held during the day or to coincide with the working bee or breakfast BBQ.

6. Principals report

CF read her report. In addition:

- CF has contacted the DOE asset manager to stress the need for urgency in arranging the tenders for proposed automatic sliding gate.
- EB will return to the position of full time learning and support teacher when JF returns to her teaching role in Term 2.

- IVL requested an update on management of termite problem. CF advised that the problem has been managed however have to wait six months before a certificate can be issued. Once in receipt of the completion certificate, building works can be initiated.

7. Treasurers Report

LK read her report. In addition:

- LK noted that the financial reports need to be audited and any recommendations made by the auditor must be instituted. Once audit completed then can proceed with AGM.
- Currently, a P&C sub-committee can spend up to \$250 without approval being sought at a P&C General meeting. LK suggested a motion be raised to clarify this process. Agreement to propose motion at next meeting to provide guidance regarding purchases up to \$250. Amendments will be made accordingly to the Sub Committee rules in addition to modification of the WPS P&C by-laws.

Motions raised:

Motion 1 - Up to \$75,000 from P&C funds to be put towards the cost of a new sports field

All in favour **Motion passed**

Motion 2 - Up to \$20,000 from P&C funds to be put towards cost of learning support teaching

All in favour **Motion passed**

Motion 3 – Up to \$50,000 from P&C funds to be put towards cost of general grounds work and improvements around the school

No-one in favour **Motion not passed**

- MJ asked whether there was a specific timeframe for spending. Could the P&C consider committing to future projects although funds not yet available on the understanding that there would be further accumulation of funds throughout the year. CF advised that if P&C commit to a project then funds must be available so the project could be actioned at any given time
- NH suggested including a buffer in funds to accommodate possible changes with new fabric costs. RL will discuss these costs with uniform shop committee.

Motions raised:

Motion 1: Transfer the music computer to school

Proposed: LK. Seconded: IVL

Motion 2: Auditor has recommended depreciation of fixed assets of 50 years.

Proposed: LK Seconded: KG

8. Uniform Shop Committee

Report read by NH. In addition:

- At the beginning of the year, the uniform shop was in complete disarray as all lost property that have been found during the holidays was left in uniform shop. NH and HG cleaned and reorganised the shop and recommended that this be performed every term to ensure that order is maintained. RL commended NH and HG for all their hard work and huge efforts tidying the uniform shop.
- NH moved all WPS archives found in the uniform shop to the shed for TM to peruse. The space is now being utilised for shelving and stock.
- CF noted the need to label clothing which will otherwise be given to the uniform shop and eventually sold. NH suggested that the class parents regularly remind the parents to check lost property boxes.
- NH suggested installing a phone at the uniform shop to improve communication. CF will determine the cost of a landline.
- The uniform shop shares a door with 6OV which can currently be opened. This needs to be secured.
- Signage would improve direction to uniform shop for parents. This sign could detail location and also the opening hours.
- Audit requires that the role of the uniform shop within the P&C and school community be determined. NH will provide documentation to support the role of the uniform shop. Will also make available the profits and contributions to P&C so parents are aware of the benefits of having a uniform shop.

9. Events and Fundraising Committee report

KW no longer able to continue as the chair of the social committee. The need to fill the role and encourage more parents to attend the social committee will be advertised in the newsletter.

10. Environmental report

MJ noted significant amounts of litter and lost property in the playground. CF advised pupils during the recent assembly that if they do not collect their own rubbish then recess will be stopped early every Wednesday to spend time clearing the playground. CF advised that the cleaning staff are not obliged to pick up lost property. Non-scripture children in year 5 and 6 sort the lost property during scripture sessions and if unclaimed after a few weeks will be given to the uniform shop.

11. Correspondence

A letter was received from the grandparents of the recently bereaved WPS family thanking the P&C for hosting the memorial service.

A letter was received from JG thanking the P&C for hosting the 'Thank you' afternoon tea provided for the WPS staff.

12. General Matters

HG noted that the uniform shop committee is working with the new staff members of the WPS office to resolve issues that have arisen as a result of a miscommunication.

HG was recently contacted by a parent who was quite upset as they were not given their preferred day at OOSH. HG discussed the situation with LR and VW. HG suggested that in future, details of lodging an application and application deadlines for OOSH should be advertised six weeks in advance in the newsletter and School Stream. HG commended LR and VW for being incredibly approachable and trying to accommodate parents wherever possible. LR advised that the OOSH parent committee can also be contacted to lodge any complaints or comments: Wahroongaoutofschoolcare@gmail.com

IVL asked for an update on the status of ethics classes in 2018. CF noted that only 22 children can be assigned to an ethics class and if this number is exceeded then the additional children have to be randomly assigned to other classes. Ethics classes will recommence in week 4.

Meeting closed 8.40pm

Next meeting Wednesday the 21st March 2018

Treasurer's Report

Wahroonga Public School P&C
Association

Meeting Wednesday 21st March 2018

Contents

| | |
|--|---|
| 1. Overview | 3 |
| 2. Financials for Jan'18 | 3 |
| 2.1. Overview | 3 |
| 2.2. Consolidated P&L for Jan '18..... | 3 |
| 2.3. P&C/Social..... | 3 |
| 2.3.1. Actual vs. Forecast (for Jan 2018)..... | 3 |
| 2.4. Uniform Shop | 3 |
| 2.4.1. MTD, YTD Actual vs. Forecast..... | 3 |
| 2.5. Cash position | 3 |
| 3. Other Items | 4 |

Attachments:

1. P&C P/L Statement as of 31st January 2018
2. P&C Balance Sheet as of 31st January 2018
3. P&C Bank Rec as of 31st January 2018
4. P&C Cheque account balance
5. Shop P/L Statement as of 31st January 2018
6. Shop Balance Sheet as of 31st January 2018
7. Shop Bank Rec as of 31st January 2018
8. Shop Cheque account balance

1. Overview

PnC/Social profit for January was a loss of \$205.

Uniform Shop had a net profit in January of \$1,541. This is an overstatement due to no cost of goods processed over the holidays.

2. Financials for Jan '18

2.1. Overview

P&C/Social losses for January are due to having no revenue stream during the month, a couple of expenses relating to December functions (teachers afternoon tea..) and the general expenses associated with running the P&C.

2.2. Consolidated P&L for Jan '18

| Consolidated Actuals | |
|--|---------|
| Jan'18 Actual | \$1,336 |
| Jan '18 YTD | \$1,336 |
| Full Yr Actual (including contributions) | \$1,336 |

2.3. P&C/Social

2.3.1. Actual vs. Forecast (for Jan 2018)

| P&C / Social – MTD/YTD Actuals vs. Forecast | | | |
|---|----------------|------------|-----------|
| Jan '18 | Actual | Forecast | Variation |
| MTD | \$(206) | Not Avail. | |
| YTD | \$(206) | | |

2.4. Uniform Shop

2.4.1. MTD, YTD Actual vs. Forecast

| Uniform Shop – MTD/YTD Actuals vs. Forecast | | | |
|---|----------------|------------|-----------|
| Jan'18 | Actual | Forecast | Variation |
| MTD | \$1,541 | Not Avail. | |
| YTD | \$1,541 | | |

2.5. Cash position

Cash balances as at 31 Dec 2017 were:

| Account Balances | 31-Dec-2017 | 31-Jan-2018 |
|-------------------------|--------------------|--------------------|
| P&C Cheque Account | \$82,775 | \$84,134 |
| Uniform Cheque Account | \$70,581 | \$69,299 |
| Total Cash | \$153,356 | \$153,434 |
| Change | \$78 | |

3. Other Items

1. Audit of the PnC and Shop financials is now complete.

Created: 16/02/18 11:30

Wahroonga Public School P&C

77 Burns Rd,
Wahroonga,
NSW,
2076**Profit & Loss [With Year to Date]****January 2018**

ABN: 51 274 301 467

| | Selected Period | Year to Date |
|-----------------------------|------------------|------------------|
| Income | | |
| School Banking commission | \$241.40 | \$241.40 |
| Total Income | \$241.40 | \$241.40 |
| Gross Profit | \$241.40 | \$241.40 |
| Expenses | | |
| Bookkeeping | \$183.09 | \$183.09 |
| Bank fees | \$48.13 | \$48.13 |
| Software Expenses | \$71.09 | \$71.09 |
| P&C Catering | \$96.00 | \$96.00 |
| Staff/P&C Gifts | \$48.95 | \$48.95 |
| Total Expenses | \$447.26 | \$447.26 |
| Operating Profit | -\$205.86 | -\$205.86 |
| Total Other Income | \$0.00 | \$0.00 |
| Total Other Expenses | \$0.00 | \$0.00 |
| Net Profit/(Loss) | -\$205.86 | -\$205.86 |

This report includes Year-End Adjustments.

Created: 16/02/18 11:31

Wahroonga Public School P&C

77 Burne Rd,
Wahroonga,
NSW,
2076**Balance Sheet**

As of January 2018

ABN: 51 274 301 467

Email: wps.books@gmail.com

| | | |
|-------------------------------|--------------|---------------------|
| Assets | | |
| Music Room | \$166,896.15 | |
| Computer equipment | \$2,672.04 | |
| Cheque Account | \$84,133.93 | |
| Amounts owed by WPS to P&C | \$221.97 | |
| Total Assets | | \$253,924.09 |
| Liabilities | | |
| ATO Super Payroll Liabilities | \$871.94 | |
| GST Payable | -\$72.46 | |
| Total Liabilities | | \$799.48 |
| Net Assets | | \$253,124.61 |
| Equity | | |
| Retained Earnings | \$80,356.28 | |
| Transfer of assets from Band | \$172,974.19 | |
| Current Year Earnings | -\$205.86 | |
| Total Equity | | \$253,124.61 |

This report includes Year-End Adjustments.

Reconciliation Report

ABN: 51 274 301 467

Email: wps.books@gmail.com

| ID No. | Date | Memo/Payee | Deposit | Withdrawal |
|---|----------|------------|---------------------------------------|--------------------|
| Account: 1-1000 Cheque Account | | | | |
| Date Of Bank Statement: 31/01/18 | | | | |
| Last Reconciled: 31/01/18 | | | | |
| Last Reconciled Balance: \$84,133.93 | | | | |
| Reconciled Cheques | | | | |
| 1794 | 03/01/18 | [REDACTED] | | \$78.20 |
| 1788 | 08/01/18 | [REDACTED] | | \$257.46 |
| SC310118 | 15/01/18 | [REDACTED] | | \$48.13 |
| 1795 | 25/01/18 | [REDACTED] | | \$105.60 |
| 1796 | 25/01/18 | [REDACTED] | | \$53.85 |
| | | | Total: | \$0.00 |
| | | | | \$543.24 |
| Reconciled Deposits | | | | |
| GJ000055 | 01/11/17 | [REDACTED] | \$596.00 | |
| CR000337 | 09/01/18 | [REDACTED] | \$241.40 | |
| CR000338 | 09/01/18 | [REDACTED] | \$170.00 | |
| CR000339 | 09/01/18 | [REDACTED] | \$395.23 | |
| CR000340 | 11/01/18 | [REDACTED] | \$500.00 | |
| | | | Total: | \$1,902.63 |
| | | | | \$0.00 |
| Reconciliation: | | | | |
| | | | Account Right Balance On 31/01/18: | \$84,133.93 |
| | | | Add: Outstanding Cheques: | \$0.00 |
| | | | SubTotal: | \$84,133.93 |
| | | | Deduct: Outstanding Deposits: | \$0.00 |
| | | | Expected Balance On Statement: | \$84,133.93 |

Attachment 4

Commonwealth Bank
Commonwealth Bank of Australia

**CommBiz Transaction History**

Report from 25/01/2018
Report to 04/02/2018

Opening balance \$84,293.38
Closing balance \$84,055.73
Currency AUD

Account name: P&C Main Cheque

Account number: 226400902947

| Date | Transaction Detail | Debit | Credit | Balance |
|----------------------------|--------------------|----------|----------|-----------------|
| 02/02/2018 | | 78.20 | | 84,055.73 |
| 25/01/2018 | | 53.85 | | 84,133.93 |
| 25/01/2018 | | 105.60 | | 84,187.78 |
| No. of transactions | | 3 | 0 | |
| Total debits | | | | \$237.65 |
| Total credits | | | | \$0.00 |

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes. For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

Profit & Loss [With Year to Date]
January 2018

| | Selected Period | Year to Date |
|-------------------------------|-------------------|-------------------|
| Income | | |
| Stock Income | \$2,469.00 | \$2,469.00 |
| Total Income | \$2,469.00 | \$2,469.00 |
| Total Cost Of Sales | \$0.00 | \$0.00 |
| Gross Profit | \$2,469.00 | \$2,469.00 |
| Expenses | | |
| General Expenses | | |
| Accounting/Bookeeping Fees | \$170.00 | \$170.00 |
| Merchant Fees | \$80.45 | \$80.45 |
| Total General Expenses | \$250.45 | \$250.45 |
| Payroll Expenses | | |
| Total Payroll costs | \$677.17 | \$677.17 |
| Total Payroll Expenses | \$677.17 | \$677.17 |
| Total Expenses | \$927.62 | \$927.62 |
| Operating Profit | \$1,541.38 | \$1,541.38 |
| Total Other Income | \$0.00 | \$0.00 |
| Total Other Expenses | \$0.00 | \$0.00 |
| Net Profit/(Loss) | \$1,541.38 | \$1,541.38 |

This report includes Year-End Adjustments.

Balance Sheet

As of January 2018

ABN: 51 274 301 467

| Assets | | |
|---------------------------------|-------------|--------------|
| Current Assets | | |
| Bank Accounts | | |
| Cheque Account | \$69,299.81 | |
| Petty Cash/Cash On Hand | \$110.70 | |
| Total Bank Accounts | | \$69,410.51 |
| Other Current Assets | | |
| Inventory | \$64,230.00 | |
| Total Other Current Assets | | \$64,230.00 |
| Total Current Assets | | \$133,640.51 |
| Total Assets | | \$133,640.51 |
| Liabilities | | |
| Current Liabilities | | |
| Payroll Liabilities | | |
| PAYG/Super liability/(asset) | \$926.00 | |
| Total Payroll Liabilities | | \$926.00 |
| Other Current Liabilities | | |
| Trade Creditors | -\$89.15 | |
| Total Other Current Liabilities | | -\$89.15 |
| Total Current Liabilities | | \$836.85 |
| Total Liabilities | | \$836.85 |
| Net Assets | | \$132,803.66 |
| Equity | | |
| Brought forward earnings | | \$131,262.28 |
| Current yr retained earnings | | \$1,541.38 |
| Total Equity | | \$132,803.66 |

This report includes Year-End Adjustments.

Reconciliation Report

| ID No. | Date Memo/Payee | Deposit | Withdrawal |
|--------|-----------------|---------|------------|
|--------|-----------------|---------|------------|

Account: 1-1110 Cheque Account
 Date Of Bank Statement: 31/01/18
 Last Reconciled: 31/12/17
 Last Reconciled Balance: \$70,581.89

Cleared Cheques

| | | | |
|----------|----------|--|-------------------|
| GJ000158 | 01/11/17 | | \$906.00 |
| SC310118 | 01/01/18 | | \$79.91 |
| 17692 | 08/01/18 | | \$484.42 |
| SC310118 | 08/01/18 | | \$0.54 |
| 17701 | 10/01/18 | | \$2,024.98 |
| 17702 | 10/01/18 | | \$170.00 |
| 17703 | 10/01/18 | | \$395.23 |
| Total: | | | \$0.00 \$4,061.08 |

Cleared Deposits

| | | | |
|----------|----------|--|-------------------|
| TR000034 | 20/10/17 | | \$310.00 |
| CR000854 | 29/01/18 | | \$334.00 |
| CR000855 | 31/01/18 | | \$2,135.00 |
| Total: | | | \$2,779.00 \$0.00 |

Reconciliation:

| | |
|-----------------------------------|-------------|
| AccountRight Balance On 31/01/18: | \$69,299.81 |
| Add: Outstanding Cheques: | \$0.00 |
| SubTotal: | \$69,299.81 |
| Deduct: Outstanding Deposits: | \$0.00 |
| Expected Balance On Statement: | \$69,299.81 |



Report from 25/01/2018
Report to 05/02/2018

Opening balance \$66,830.81
Closing balance \$74,802.72
Currency AUD

Account name: Uniform Main Cheque

Account number: 226400902955

| Date | Transaction Detail | Debit | Credit | Balance |
|----------------------------|--------------------|-------|----------|------------|
| 05/02/2018 | | | 2,601.54 | 74,802.72 |
| 02/02/2018 | | 70.63 | | 72,201.18 |
| 02/02/2018 | | | 750.00 | 72,271.81 |
| 01/02/2018 | | | 2,222.00 | 71,501.81 |
| 30/01/2018 | | | 2,135.00 | 69,299.81 |
| 29/01/2018 | | | 334.00 | 67,164.81 |
| No. of transactions | | 1 | 5 | |
| Total debits | | | | \$70.63 |
| Total credits | | | | \$8,042.54 |

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes.
 For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank
 in accordance with the applicable account Terms and Conditions.