

MINUTES

General Meeting - Monday, 13 May 2019

Attendance and Apologies

Committee (6):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Justine Bourke (Treasurer), Rebecca Reilly, Karen Carmody.
Members (5):	Georgina Thomsen, Jill Hayes, Joanne Hann, Steph McAlister and Kylie Charlesworth.
School (1):	John Manders.
Apologies (2):	Jayde Fulton, Marco Matosevic

1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.05pm and welcomed everyone. Apologies were noted as above.
- Jason provided an overview of the Minutes of the previous meeting, noting actions either completed or for discussion at this meeting. The minutes were then confirmed.

Action: Jason to update posting of Minutes to the P&C website.

4. Treasurer's Report

- Justine tabled a report (Attachment A), and noted that she was meeting with the bank on Friday to advance closure of the canteen account, as discussed at the previous meeting. She was also doggedly pursuing our registration (or not) with the ACNC via the ATO.
- The group noted the purchase of the new bain marie, which was scheduled to arrive this week.
- Marc tabled the 2018 Annual Return (Attachment B), and this was accepted by the Committee.

4. Community Activities and Engagement

- Mac reported on the McCann Easter Fair of Thursday 11 April (Term 1 Week 10) which went well. John noted that the WHPS students continued to represent themselves very well to the wider community. There was an increase in funds raised through the raffle and BBQ on the previous year. Parking congestion due to the carpark construction was minimal.
- Justine reported for Karen that the Mother's Day Stall during Term 2 Week 2 went very well, but a surplus of over \$1,000 raised, plus considerable quality stock retained for 2020. The group noted that this work is increasingly a 'two person' job.
- Jill reported that the Special School Lunch was on track for next Wednesday 15 May (Term 2 Week 3), with over 300 orders lodged.
- Georgina reports that preparations for the Election Day BBQ on 18 May were well advanced, although more volunteers would be sought during the week.
- Marc noted that a note for the School Disco to be held on Friday 14 June (Term 2 Week 7) would go home to parents this week or next.

- Mac noted that she had accepted the offer to host a Bunnings BBQ on Sunday 16 June (Term 2 Week 7), and would commence preparations following the Election Day BBQ/
- The group agreed to work towards hosting the Murder Mystery Night on Friday 6 September (Term 3 Week 7).
- The meeting didn't discuss it, but Jason added the annual Father's Day Stall due in Term 3 Week 7 to the Minutes, so that it wouldn't be forgotten, as Marc hates missing out.
- Mac and others reported on the 10 April meeting of the School Fete subcommittee. The group approved the 2019 Terms of Reference, and noted the meeting Minutes (Attachment C). The group was broadly supportive of the proposed additional activities, but noted that the dog show could not occur as the school cannot allow animals on site, and that the Obstacool needed some more research on the space required and potential income. John undertook to contact a colleague who's school had Obstacool attend their recent fete, and the Fete subcommittee would contact Obstacool re availability. The Fete is scheduled for Sunday 17 November (Term 4 Week 5).

Action: John and the Fete subcommittee to seek a view on Obstacool's suitability.

5. Services to the School

- Joanne tabled a report (Attachment D) and summarised key actions in the Clothing Pool, noting an extra opening on Wednesday 15 May, as the traditional first Wednesday of the month had coincided with the distractions of Week 1 of Term 2.

6. Principal's Report

- John welcomed everyone to Term 2, noted staff changes, and summarised activities so far, including the Year 3-4 Camp at Birigai (which serves fine food) and the Cross-Country (which was assisted by Wanniasa High students).
- John noted that teachers would be focused on assessment in the coming weeks, with Semester 1 reports going home at the end of Week 8, and parent/teacher interviews likely for Wednesday 26 June. Students in Grades 3 and 5 were also completing NAPLAN testing this week, with results anticipated in October.
- John indicated that despite some rescheduling he was happy with the progress on the carpark construction, and noted the new tree plantings on the senior side, which occurred over the holidays. John invited the Committee to consider further funding for landscaping.
- The School Board would meet with the Boards of Wanniasa High and Erindale College in the next week, to advance their MoU and cluster planning.
- John reminded parents that enrolments for pre-school and high-school were now open.
- John confirmed that Grandparent's day would be held in Term 3 as previous years.

7. Any Other Business and Open Mic

- Marc noted progress in updating our information with Access Canberra, as per the *Associations Incorporation Act 1991*.

6. Close and Next Meeting

The group agreed to next meet on Monday 17 June 2019 (Term 2, Week 8) and Monday 5 August 2019 (Term 3, Week 3). Marc closed the meeting at 8.28pm.

WHPS P&C TREASURER'S REPORT

13 May 2019 Meeting

1. Financial Statements

The bank account reconciliation is below.

2. Comments

The balance of the P&C **General account** as at 13 May 2019 is **\$65,567.54**, down from \$67,022.42 as at 25 March 2019 P&C Meeting.

The balance of the P&C **Clothing Pool account** as at 25 March 2019 is **\$4,887.50**, up from \$3,013.66 as at 25 March 2019 P&C Meeting.

Summary of financial transactions in the **general account** since the 25 March 2019 meeting:

Income

Mothers Day Stall	\$2,627.00
Trivia Night	\$901.05
Canberra Southern Cross Club	\$740.97
Interest	\$33.60

Expenditure

Bain Marie purchase	\$3,935.41
Ride to School Day reimbursement	\$322.09
Election BBQ advance	\$500.00
Easter Fair donation to McCann Properties	\$1,000.00

3. Outstanding Items

Some reimbursements for 2018 Fete, End of Year Concert, Staff Breakfast and Graduation yet to occur via McGuirk family.

4. Commitments

Election BBQ food items from Alpha Fresh.

5. Notes

Nil

6. Other Business

Nil

Audit report – unmodified opinion

To the members of Wanniassa Hills Primary School P&C Association:

Report on the financial report

I have audited the accompanying financial report, being a general purpose financial report of the Wanniassa Hills Primary Schools P&C Association, which comprises of the Income and expenditure statement as at 31 December 2018 and the balance sheet as at 31 December 2018.

Committee's responsibility for the financial report

The committee of the association is responsible for the preparation of the financial report, and has determined that the basis of preparation is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012*. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have complied with the independence requirements of the Australian professional ethical pronouncements.

Auditor's opinion

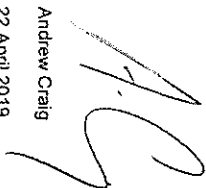
In my opinion the financial report of the association has been prepared in accordance with the *Associations Incorporation Reform Act 2012* including:

- a) giving a true and fair view of the entity's financial position as at 31 December 2018 and of its performance for the year ended on that date; and

- b) complying with Australian Accounting Standards.

Basis of accounting and restriction on distribution

Without modifying my opinion, I draw attention to the basis of accounting. The financial report has been prepared to assist Wanniassa Hills Primary School P&C Association to meet the requirements of the *Associations Incorporation Reform Act 2012*. As a result the report may not be suitable for another purpose.



Andrew Craig

22 April 2019

115 Shackleton Circuit Mawson ACT 2607

FCPA 9382037

Warratassa Hills Primary School P&C Association
Income and Expenditure as at 31 December 2018

	General Account	Clothing Pool Account	Total
Opening Balance 1 January 2018	66,650.80	14,476.92	81,127.72
Income			
Interest	173.41		173.41
Christmas Concert	1,907.00		1,907.00
Disco	2,612.46		2,612.46
Entertainment Book	998.00		998.00
Father's Day Stall	2,637.90		2,637.90
Fete	20,863.00		20,863.00
2017 Fete	2,046.55		2,046.55
Mango Fundraiser	1,038.00		1,038.00
Mother's Day Stall	2,875.70		2,875.70
Murder Mystery	1,391.00		1,391.00
Preschool Plates	995.00		995.00
Preschool Teatowels	765.00		765.00
Raffle	4,455.02		4,455.02
Special Lunch	752.75		752.75
Sponsorship (CSCC)	2,470.76		2,470.76
Tfr from Clothing Pool	4,000.00		4,000.00
Trivia Night	1,490.25		1,490.25
Book Fair		1,746.00	1,746.00
Clothing Pool Interest		4.28	4.28
Clothing Pool Sales		20,324.60	20,324.60
Total Income	51,471.80	22,074.88	73,546.68
Expenditure			
Disco	1,050.00		1,050.00
Donations to WHPS	24,200.00		24,200.00
Donation to Easter Fair	1,000.00		1,000.00
Father's Day Stall	1,321.48		1,321.48
Fete	5,838.98		5,838.98
2017 Event Reimbursements	6,243.07		6,243.07
Graduation	1,709.40		1,709.40
Graduation 2017	349.95		349.95
Insurance	1,097.93		1,097.93
Late Fee Annual Return	81.00		81.00
Mother's Day Stall	1,182.25		1,182.25
2019 Mother's Day Stall	352.35		352.35
P&C Affiliation Fee	452.68		452.68
Preschool Plates	798.00		798.00
Preschool Teatowels	571.00		571.00

Raffle	2,028.45	2,028.45
Ride to School	419.89	419.89
Scholastic Book Club	77.00	77.00
Book Fair		1,746.00
Clothing Purchases	24,404.28	24,404.28
Merchant Fees / Fees	613.44	613.44
Tfr. Clothing Pool to General	4,000.00	4,000.00
Year 6 T-shirts	1,975.00	1,975.00
Year 6 T-shirt refund	75.00	75.00
Total Expenditure	48,773.43	81,587.15
Closing Balance 31 December 2018	69,349.17	3,738.08
		73,087.25

Wannassa Hills Primary School P&C Association
Balance Sheet as at 31 December 2018

	General	Clothing Pool	Total
Assets			
Cash at Bank	69,349.17	3,738.08	73,087.25
Property, Plant & Equipment	4,989.00	-	4,989.00
Clothing Stock	-	30,997.00	30,997.00
Cash Float	-	-	-
Total Assets	74,338.17	34,935.08	109,033.25
Liabilities			
Creditors	-	-	-
Total Liabilities	-	-	-
Equity	74,338.17	34,935.08	109,033.25

	31-Dec-2018	1-May-2017
Property, Plant and Equipment		
BBO	\$1,556	\$1,556
Less accumulated depreciation	(1,092.00)	(838.00)
	\$464	\$620
Popcorn Machine	\$1,843	\$1,843
Less accumulated depreciation	(1,329.00)	(1,145.00)
	\$514	\$698
Freezer	\$2,184	\$2,184
Less accumulated depreciation	(1,135.00)	(917.00)
	\$1,049	\$1,267
BBO	\$1,289	\$1,289
Less accumulated depreciation	(333.00)	(204.00)
	\$956	\$1,085
Fridge	\$1,222	\$1,222
Less accumulated depreciation	(305.00)	(183.00)
	\$917	\$1,039
Fairy Floss Machine	\$1,281	-
Less accumulated depreciation	(192.00)	-
	\$1,089	-
Total	\$4,989	\$4,709

Depreciation Expenses for the year

2017 CLOSING VALUE - \$6799
 2018 DEPRECIATION - \$1810
 2018 CLOSING VALUE - \$4989

1810

Wanniassa Hills P&C Fete Subcommittee

Meeting Minutes 10 April 2019

Members attending: Kylie Charlesworth, Rebecca Reilly, Rebecca Turpie, Stacey Dunn, Katrina Williams, Stephanie McAlister, Karen Carmody, Jill Hayes, Amanda Panayotou, Mac McCann

Members apologies: Bianca Dal Cortivo, Danielle Treloggen, Rebecca McLaughlin

Terms of reference – have been updated with current members. No further changes deemed necessary. See attachment.

Stalls Coordinators – Most stalls and rolls have been allocated between FSC members and other volunteers. See attachment. Fairy Floss coordinator still open for volunteers.

New events proposed –

- Cookie decorating table
- Craft table (officeworks/crafty creations/work in progress)
- Tornado Potato (split of profits after cost)
- Adopt a pet (use the stuffed toys we get at t&t, spruce them up, sell with adoption certificate)
- SES demo? / Fire station demo?
- Talent show interlaced with the usual entertainment (Wanniassa hills kids can show their talents in between the band performances and will get a \$5 t&t voucher for their efforts)
- Tuggeranong Bulldogs
- Obstacool (huge inflatable course costs \$2500, big upfront costs but could be hugely successful especially if advertised)
- Dog show (potential OHS & logistical issues)

Funds needing approval –

- ✓ • Raffle (Marc to coordinate)
- ✓ • Chocolate trailer \$300
- • Obstacool (if approved)

Wanniassa Hills P&C Fete Sub-Committee

Terms of Reference

Purpose: The Fete Sub-Committee (FSC) is established to manage the planning and delivery of the annual school Fete.

P&C Vision: To create a Fete event:

- that has a variety of fun and interesting activities to engage target audience;
- where children can explore the Fete with minimal supervision; and
- that is financially sustainable although not focused on maximising profit and is manageable as an annual event

Target audience:

- Children at the school
- Families and staff of the school
- the Wannaiassa community

Role: The FSC's role is to:

- determine the nature and number of stalls and exhibitors at the Fete;
- provide assurance to the P&C committee that work is progressing effectively;
- be a coordination point within the school community for enquiries; and
- design the footprint and provide logistical support for the Fete

Responsibilities:

- The FSC makes all decisions in relation to the Fete's operations, aside from financial commitments.
- Any expenditure will be put to a P&C meeting as a FSC Recommendation.
- Urgent expenditure recommendations will be put to the P&C Executive.

Membership:

- Membership is voluntary; any member of the school community is eligible to join the FSC.
- Members can join or leave FSC at any time.
- Current membership: Kylie Charlesworth, Bianca dal Cortivo, Mac McCann, Rebecca Reilly, Amanda Panayotou, Danielle Treloggen, Jill Hayes, Karen Carmody, Katrina Williams, Rebecca McLaughlin, Rebecca Turpie, Stacey Dunn, Stephanie McAlister.

Meetings:

- Meetings will be held as required.
- There is no formal chair, with decisions consensus based.
- Action items are recorded and recommendations written as agreed by members at the meeting.

Agenda:

- Agenda items to be discussed at meetings include, but are not limited to: Stalls, Rides, Raffle, Food, Communication, Volunteer Management and Logistics.

Reporting:

- A report, preferably written, but verbal at a minimum, will be provided to each P&C meeting leading up to and following the Fete.
- A FSC member will be available at each P&C meeting to answer questions from the floor.

Stall/Task	Previous experience?	Responsible person	Comments/status
Tattoos and Hairspray	Does well each year, popular, able to fill with volunteers	Pre-fete purchase: Bianca On day coord: Bianca	
Cake Stall	Note out week before providing ingredients template & in newsletter	Coordinator: Helen Mantinaos	
Colouring In Competition	First in 2018 with Wally Wanda theme. \$10 to spend at Fete provided to each year winner. Low effort, nice addition to art show. Note out several weeks before Fete.	Designer: Entry Coordinator: Mac	
Popcorn	Not a big seller, but relatively easy money, can be operated by one person	Coordinator: Tamara Hayes	Just use chicken salt, no need to get popcorn flavour; should be plenty left. Need to purchase oil as well as kernals.
Books	Need advertising in newsletter a long time out from Fete to ask people to keep their books for working bee day	Coordinator: Meg Ferguson	Need to lock date and time for working bee in with school ahead of time for open and close,
Trash & Treasure	Need advertising in newsletter a long time out from Fete to ask people to keep their T&T for working bee day	Coordinator: Karen Carmody	
Tombola	Call for jars from as early as possible in newsletter – no peanut butter or satay sauce jars. Bensons best Australian source of novelties, Sunrise Imports not bad Chinese source.	Preparation of jars: Katrina & Karen Coordinator on day: Katrina	Budget allocated:
Plants	Publish in newsletter ahead of time	Pre-fete organisation: Fair Day: Vicki Gwilliam	
Showbags	Bensons generally best value. Need to complete letter to Bensons ahead of time to be invoiced rather than COD. Need to ring Bensons to get log on to be allowed to look at broader rang of novelties and bags. Plenty of Tricks and Jokes bags left from last year. All food bags sold. Slime bag sold well. Sold at Tombola stall previous few years.	Pre-fete organisation: Amanda Fete Day: Amanda	
Toys for sale	See Tombola notes re sourcing and Showbags notes re Bensons arrangements. Sold at Tombola stall previous few years.	Pre-fete organisation: Amanda Fete Day:	
Other ride / activity	Previous years Nerf Man, Bubble Soccer. Nerf – Mal Selby 0439627603	Coordinator: Mac	
Chocolate Trailer	Formula: Around 180-200 large blocks (picked up at \$2-\$2.50 on special, chewck ue by dates is buying early) and 4-5 big boxes from Costco – come to around \$300.	Chocolate purchasing: Mac ON DAY: Anna Buesnel & Danielle Tregloggen	Budget allocated: \$300 please
Petting Zoo	Unlimited entry \$2	Pre-fete organisation: Mac Fete Day: n/a	

Stall/Task	Previous experience?	Responsible person	Comments/status
Kids' Patch	Possibly Erindale College/ officeworks/ Cookie decorating	Stephanie (officeworks) Katrina & Stacey (cookie decorating)	
Raffle		Coordinator: Marc DC	
Rides	Note out three weeks beforehand. Need t put in note if there are extra activities (eg Nerf, ponies) not covered by wrist band.	Coordinator supplier: Rebecca Coordinator tickets: Rebecca Fair Day: Durkin	
Other Food item	Costco curries in previous years, sometimes homemade vegie curry. In 2018, 37 kg altogether sold, 20kg Butter Chicken, 12 kg Coconut Beef, 5kg vegie, 15kg rice.	Pre-fete organisation: Kylie Fete Day: Kylie	
BBQ	Bacon & egg rolls (2018 – 100 sold), sausages (2018 – 400 sold) & steak sandwiches (2018 – 100 sold)	Pre-fete organisation: Kylie & Mac Fete Day: Tracey Whyte	
Fairy Floss	Pre-bagged in previous years. Need to order good quality bags so air doesn't get in. Sold easily from Popcorn stand (or Country Treats as well)	Pre-fete organisation: Fete Day:	
Coffee van		Coordinator: Mac	
Ice cream/gelato	Gary Gelato man (0404853793) or Heath Gelato man (0417101195)	Coordinator: Mac done	
Art Show	Need to order pin boards	School liaison:Mac & Nardia Pre-Purchase coorindator: Curator:	
Entertainment – centre stage		Coordinator: Jenny Brereton & Stephanie Busking coord:Jill Linton	
Community Member stalls		Coordinator:Rebecca Turpie	
Volunteer Coordinator	Note out several times beforehand, lists in pre-school and junior side, announcements junior side in lines	Karen & Katrina	
T&T Working bee			
Master of Ceremonies	Need notes written out of all stalls with stock highlights and pricing.	Coordinator: Andrew Buesnel	
Signage		Karen	
Tents/Gazebos etc	Used about 14 in 2018.	Kylie	
Bins		John	
Table bookings	2018 – used about 50 tables altogether.	Coordinator: John	

P&C UNIFORM POOL MONTHLY REPORT

March-April 2019

13/05/2019

Opening Bank Balance (01/03/19)	Float	Total
\$7071.91	\$222.50	\$7,294.41

Assets as at 24/03/19

Stock (approx, sale value): \$33,000

Receipts

	Cash sales banked			
Week 5, Term 1	\$350.00			
Week 6, Term 1	\$0.00			
Week 7, Term 1	\$0.00			
Week 8, Term 1	\$0.00			
Week 9, Term 1	\$200.00			
Week 10, Term 1	\$0.00			
Week 1, Term 2	\$0.00			
Week 2, Term 2	\$0.00			
EFT Banked	\$1,575.00	Interest	Online Orders	Total Banked
Total	\$2,125.00	\$0.48	\$624.63	\$2,750.11

Expenditure

Suppliers		Bank fees	
LW Reid	\$4989.17		\$112.16
			Total Spent
			\$5101

Closing Bank balance	Float	Total
\$3264.08	\$253.40	\$3517.4)

Stock (approx): \$33,000

- Paid large bill from first two months, minimal orders (1 pending trans of \$366.39)
- Change of season open was underwhelming - opening next Wednesday
- Have lots of second hand available at the moment - selling @ \$3 ea item and bringing onto playground on occasional pick up Wednesdays or Fridays