

## MINUTES

### Annual General Meeting - Monday, 4 April 2022

#### Attendance and Apologies

2021 Committee (3):	Marc Dal Cortivo (President), Rebecca Reilly (Vice President), Marko Matosevic & Nazmin Schwab (Committee members).
Members (8):	Joanne Hann and Kylie Charlesworth,
School (1):	John Manders.
Apologies (1):	Justine Bourke and Mellanie Hawke

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

- Marc opened the meeting at 7.07pm and welcomed all. Apologies were noted as above.
- The draft minutes from the 2021 Annual General Meeting were accepted as final.
- The 2020 audits have been completed and annual return lodged on 21/12/21
- The 2020 Audit Report OK'd by Rebecca

#### 4. Activities of the Association During 2021 – President's Report

- Marc thanked everyone who'd volunteered their time and energy to make 2021 a success for the P&C and school, both socially and financially. Marc noted several highlights from the year.
- Attachment A - Presidents tabled report.

#### 5. Statement of Accounts 2021– Treasurer's Report

- Marc went over the Financials as Justine was an apology.
- Financial Reports accepted by meeting members
- Attachment B – Financial Statements
- Attachment C – Auditor's Report

#### 6. Election of Office Bearers

- John was appointed Returning Officer, and invited nominations. Each person was nominated validly and elected unopposed as follows:
  - President – Marc Dal Cortivo
  - Vice President – Rebecca Reilly
  - Treasurer – Justine Bourke
  - Secretary – Kylie Charlesworth
  - Committee Member – Mellanie Hawke
  - Committee Member – Nazin Schwab
- The meeting agreed to leave access to the Association's bank accounts as follows:

- Unchanged access for Justine Bourke, Marc Dal Cortivo, Mellanie Hawke, Rebecca Reilly & Jo Hann (for Clothing Pool)
- The group agreed to the following appointments for 2022
  - Public Officer – Marko Matosevic
  - Clothing Pool Coordinator – Joanne Hann.

## **7. Close of AGM and Next Meeting**

- To ensure clarity, Marc closed the AGM at 7.20pm, with the intention of immediately opening a General Meeting of the association. This will enable the minutes of the General Meeting that follows to be approved at the following General Meeting.

## Attachment A – Presidents Report 2021



### Wanniassa Hills Primary School

#### President's Report for Annual General Meeting – 4 April 2022

The Wanniassa Hills Primary P&C Association had another quiet year for 2021 due to the pandemic. We did, however, manage to deliver and support our regular fundraising events, which included the Mother's Day, Father's Day and Christmas stalls, and the ride to school day.

I'd like to thank our 2021 members, volunteers, students and school staff, for your commitment of time and energy that has made this year and such an enjoyable experience. I'd also like to specifically thank our outgoing Secretary, Melissa Dingwall, who has made a significant contribution with her detailed meeting minutes during the years in the role, thanks again Melissa!

In 2021, we focused on:

#### Supporting the school

The 2021 P&C Committee supported the school through a limited number of events, including the Mother's Day, Father's Day and Christmas stalls, the ride to school day and Year 6 Graduation. We also donated all Father's Day gifts for 2021 due to the difficulty in undertaking physical transactions.

#### Fundraising

As at April 2022, our main bank account held just over \$69,000, so we are well placed to hand over a solid foundation to the incoming committee. Our fundraising activities included the Mother's Day and Christmas stalls, the ride to school day, and the preschool plates and tea towels initiatives.

In addition, the P&C also received ongoing financial contributions from the Canberra Southern Cross Club's generous school rewards program.

#### Spending of funds

As a result of the 2017 P&C agreeing to contribute ongoing funding towards the school Playground Landscaping effort and Preschool refurbishments, the 2021 P&C committed a \$20,000 donation to be put towards the cost of the new Preschool furniture expected in 2022. |

In 2021, the P&C spent funds on:

- A new BBQ for the school valued at \$600
- Supporting the school with a \$2,000 donation for upgrading the Pre-school Garden Bed
- Donating all Father's Day Gifts to students (amount TBC)
- Supporting the Year 6 Graduation with a \$2,400 donation

#### Advocacy

The P&C has provided responses to all applicable requests for feedback and surveys on issues that were raised by the P&C at Council. In addition, where required, P&C Delegates attended P&C Council led meetings/information sessions throughout the year.

## Attachment B – Financial Statements 2021

### Wanniassa Hills Primary School P&C Association

#### Income and Expenditure as at 31 December 2021

	General Account	Clothing Pool Account	Total
<b>Opening Balance 1 January 2021</b>	65,761.51	15,385.59	81,147.10
<b>Income</b>			
Interest	0.00	-	0.00
Christmas Stall	2,028.00	-	2,028.00
Mother's Day Stall	2,828.00	-	2,828.00
Preschool Plates	409.00	-	409.00
Preschool Teatowels	136.00	-	136.00
Sponsorship (CSCC)	1,963.18	-	1,963.18
Funds received in error	170.00	-	170.00
Transfer from Clothing Pool	8,000.00	-	8,000.00
Clothing Pool Interest	-	0.00	0.00
Clothing Pool Sales	-	19,554.57	19,554.57
<b>Total Income</b>	<b>15,534.18</b>	<b>19,554.57</b>	<b>35,088.75</b>
<b>Expenditure</b>			
Donations to WHPS	2,600.00	-	2,600.00
Christmas Stall	1,582.90	-	1,582.90
2022 Father's Day Stall	1,138.25	-	1,138.25
Graduation	2,448.00	-	2,448.00
Graduation 2020 reimbursement	67.84	-	67.84
Insurance Fee	1,128.38	-	1,128.38
Mixed Stall purchases	520.69	-	520.69
Mother's Day Stall	94.02	-	94.02
2022 Mother's Day Stall	951.85	-	951.85
P&C Council Affiliation Fee	468.08	-	468.08
Preschool Plates	147.00	-	147.00
Ride to School	289.72	-	289.72
Reimbursement of funds received in error	170.00	-	170.00
Clothing Purchases	-	15,649.16	15,649.16
Merchant Fees / Fees	-	552.97	552.97
Transfer to General Account	-	8,000.00	8,000.00
Transfer to WHPS	-	300.00	300.00
<b>Total Expenditure</b>	<b>11,606.73</b>	<b>24,502.13</b>	<b>36,108.86</b>
<b>Closing Balance 31 December 2021</b>	<b>69,688.96</b>	<b>10,438.03</b>	<b>80,126.99</b>

**Wanniassa Hills Primary School P&C Association**  
**Balance Sheet as at 31 December 2021**

	General	Clothing Pool	Total
<b>Assets</b>			
Cash at Bank	69,688.96	10,438.03	80,126.99
Property, Plant & Equipment	4,269.00	-	4,269.00
Clothing Stock	-	21,000.00	21,000.00
Cash Float	-	-	-
<b>Total Assets</b>	<b>73,957.96</b>	<b>31,438.03</b>	<b>105,395.99</b>
<b>Liabilities</b>			
Creditors	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
 Equity	 73,957.96	 31,438.03	 105,395.99

<b>Property, Plant and Equipment</b>	<b>31-Dec-21</b>	<b>31-Dec-20</b>	<b>31-Dec-19</b>
Popcorn Machine	1843	1843	1843
Less accumulated depreciation	-1843	-1697	-1513
	<u>0</u>	<u>146</u>	<u>330</u>
Freezer	2184	2184	2184
Less accumulated depreciation	-1789	-1571	-1353
	<u>395</u>	<u>613</u>	<u>831</u>
BBQ	1289	1289	1289
Less accumulated depreciation	-720	-591	-462
	<u>569</u>	<u>698</u>	<u>827</u>
Fridge	1222	1222	1222
Less accumulated depreciation	-671	-549	-427
	<u>551</u>	<u>673</u>	<u>795</u>
Bain Marie (purchased in 2019)	3936	3936	3936
Less accumulated depreciation	-1182	-788	-394
	<u>2754</u>	<u>3148</u>	<u>3542</u>
<b>Total</b>	<b>4269</b>	<b>6263</b>	<b>7594</b>

**Depreciation expenses for calendar year 2021**

Popcorn Machine - Ten year useful life	184
Freezer - Ten year useful life	218
BBQ - Ten year useful life	120
Fridge - Ten year useful life	122
Bain Marie - Ten year useful life [purchased May 2019]	394

**Property, Plant and Equipment removed in 2021 due to being broken & disposed of**

BBQ - had also reached the end of its useful life

Fairy Floss Machine - broken prior to end of its useful life



## Attachment C – Auditor’s Report 2021

### **Audit report - unmodified opinion**

To the members of Wanniasa 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 Wanniasa Hills Primary Schools P&C Association, which comprises the income and expenditure statement as at 31 December 2021 and the balance sheet as at 31 December 2021.

### ***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 *Association Incorporation Reform Act 2012* including:

- a) giving a true and fair view of the entity's financial position as at 31 December 2021 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 Wanniasa 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.

A Craig

Andrew Craig

Andrew Craig Accounting

115 Shackleton Circuit Mawson ACT 2607

26 June 2022

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