



Monday 3 March 2014
Meeting opened at 7.10pm

Parents and Citizens Meeting
Wanniassa Hills Primary School
AGM Meeting Notes

Welcome, Attendances, Apologies

Item	
<p>Attendance: Greg Hall, Marc Dal Cortivo, Rebecca Reilly, Tim Grace, Ruth Pratt, Jenny Brereton, Heidi Kark, Naomi Speers and Emma Kate McGuirk.</p> <p>Apologies: Stephen McAneney, Jody Davies, Anna Buesenel</p>	

Item	ACTIONS
<p>Minutes of the 2013 AGM Accepted without alteration</p> <p>Treasurer's Report : Rebecca Reilly tabled both the 2012 and 2013 Audited statements and accompanying notes.</p> <p>A general report on 2013 activity was also tabled, noting a January starting position of \$43,066 in cash and \$1,400 in liabilities, an overall decrease in \$10,829 from the previous year. The canteen loss continued with receipts down a further 7% continuing the 2012 trend where they were down 10%. The Clothing pool also made a loss.</p> <p>Craft Club It was noted the Club had disbanded and an inventory had been prepared.. The Committee thanks Ruth Pratt for her work on the craft club, noting the important social, cultural and fundraising contribution the club had made.</p> <p>There were no other annual reports tabled at the meeting.</p>	<p>2012 AGM minutes accepted <i>Moved Marc Dal Cortivo</i> <i>Seconded Emma Kate McGuirk</i></p> <p>2012 Audited Statements accepted <i>Moved Ruth Pratt</i> <i>Seconded Emma Kate McGuirk</i></p> <p>2013 Audited Statements accepted <i>Moved Marc Dal Cortivo</i> <i>Seconded Emma Kate McGuirk</i></p>
<p>Election of Office Bearers</p> <p>Tim Grace thanked outgoing committee and declared positions vacant.</p>	

Nomination for President: Greg Hall	Nominated: Marc Dal Cortivo Seconded: Jenny Brereton
Nomination for Vice President: Marc Dal Cortivo	Nominated: Emma Kate McGuirk Second: Jenny Brereton
Nomination for Co-Treasurers: Rebecca Reilly	Nominated: Emma Kate McGuirk Second: Greg Hall
Nomination for Secretary: Emma Kate McGuirk	Nominated: Rebecca Reilly Second: Greg Hall
Nomination for Public Officer: Emma Kate McGuirk	Nominated: Rebecca Reilly Second: Greg Hall
Nomination for Returning Officer: not elected	
Nomination for Fundraising Coordinator: not elected	
Nominations for Committee Member: Ruth Pratt and Jenny Brereton	Ruth Nominated: Marc Dal Cortivo Seconded: Jenny Brereton Jenny Nominated: Greg Hall Second: Emma Kate McGuirk

Next Meeting: TBA (2015)

Meeting Closed: 7.28 pm

STATEMENT OF INCOME AND EXPENDITURE
For the Year Ended 31 December 2012

	Canteen		Clothing Pool		General		Total	
	2012	2011	2012	2011	2012	2011	2012	2011
INCOME								
Canteen Takings	\$41,615	\$46,076		\$0			\$41,615	\$46,076
Uniform Sales	\$0	\$0	\$13,912	\$16,810	\$2,795	\$2,375	\$16,707	\$19,185
Interest	\$113	\$191	\$183	\$221	\$757	\$1,369	\$1,053	\$1,781
General Fundraising	\$6,633	\$7,257		\$0	\$15,279	\$6,694	\$21,912	\$13,951
Fair	\$0	\$0		\$0	\$27,578	\$28,869	\$27,578	\$28,869
Year Book	\$0	\$0		\$0	\$2,045	\$2,720	\$2,045	\$2,720
Other	\$0	\$0		\$0	\$534		\$534	\$0
Total Income	\$48,361	\$53,524	\$14,095	\$17,031	\$48,987	\$42,027	\$111,442	\$112,582
EXPENDITURE								
Wages	\$22,302	\$24,478	\$0	\$0	\$0	\$0	\$22,302	\$24,478
Insurance	\$0	\$0	\$0	\$0	\$1,770	\$886	\$1,770	\$886
Affiliation Fees	\$0	\$0	\$0	\$0	\$403	\$414	\$403	\$414
Uniform Purchases	\$0	\$0	\$12,714	\$11,333	\$3,509	\$10,479	\$16,222	\$21,812
Canteen Goods	\$24,160	\$30,562	\$0	\$0			\$24,160	\$30,562
Contributions to School	\$0	\$0	\$0	\$0	\$42,780	\$16,927	\$42,780	\$16,927
General Fundraising	\$3,677	\$721	\$0	\$0	\$5,425	\$2,082	\$9,102	\$2,803
Fair	\$0		\$0	\$0	\$10,903	\$9,057	\$10,903	\$9,057
Bank Charges	\$0	\$25	\$626	\$371	\$1		\$627	\$396
Year Book	\$0	\$0	\$0	\$0	\$2,113	\$6,874	\$2,113	\$6,874
Year 6 Graduation	\$0	\$0	\$0	\$0	\$461	\$993	\$461	\$993
Gift	\$0	\$0	\$0	\$0	\$1,000		\$1,000	\$0
Sport Representation	\$0	\$0	\$0	\$0	\$2,400	\$300	\$2,400	\$300
Other	\$0	\$0	\$0	\$0	\$1,136	\$3,781	\$1,136	\$3,781
Audit Fee	\$0	\$0	\$0	\$0		\$297	\$0	\$297
Total Expenditure	\$50,139	\$55,786	\$13,340	\$11,704	\$71,900	\$52,089	\$135,378	\$119,579
Overall Surplus / (Deficit)	(\$1,778)	(\$2,262)	\$755	\$5,327	(\$22,913)	(\$10,062)	(\$23,936)	(\$6,997)

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ASSETS AND LIABILITIES STATEMENT AS AT 31 DECEMBER 2012

	Canteen		Clothing Pool		General		Total	
	2012	2011	2012	2011	2012	2011	2012	2011
ASSETS								
Cash	\$ 8,567	\$ 10,345	\$ 13,877	\$ 13,122	\$ 31,451	\$ 54,364	\$ 53,895	\$ 77,831
Property, Plant & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,998	\$ 3,338	\$ 2,998	\$ 3,338
	\$ 8,567	\$ 10,345	\$ 13,877	\$ 13,122	\$ 34,449	\$ 57,702	\$ 56,893	\$ 81,169
LIABILITIES								
Creditors	\$ -	\$ -	\$ 2,496	\$ 2,819	\$ 1,592	\$ 3,944	\$ 4,088	\$ 6,763

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TREASURER'S REPORT - Overview of Financial Performance

The P&C committee commences 2014 in a strong financial position with \$43,066 in cash and less than \$1400 in liabilities. The majority of the liabilities related to \$1037 collected (unearned revenue) for pre-school T-shirts that had not been received or paid for prior to 31 December 2013.

However the overall funds held by the P&C did decrease by \$10,829 in 2013. The decrease in funds was due to a decline in proceeds from the raffle (\$3800), clothing pool loss (\$3400), replacement of freezers in the canteen (\$2200) and the canteen operating loss after fundraising (\$1400). Other items of financial interest in 2013 were:

- General fundraising for 2013 was at a similar level to 2012. This is because the loss of funds normally raised from the Trivia night was largely offset by the increase in funds raised by the craft club. (Note: The closure of the craft club means that a fund raising activity that contributed \$4500 to the P&C in 2013 has been lost.)
- The P&C Committee agreed in 2013 to use funds received from new sponsorship program (SOCs) to provide financial support for the Chaplain program.
- The year 6 graduation costs in 2013 include \$600 related to 2012. This explains most of the movement in the graduation costs.
- Donations by the P&C Association to the school were significantly lower in 2013 compared to 2012. The donations in 2012 were unusually high. In 2012 a decision was made to use some of the cash reserves to increase funding to the school. The increase funding was used for a variety of reasons including for a classroom set of I-pads and associated equipment. A summary of donations to the school over the last 2 years is provided below.

The canteen continues to run at an operating loss. The operating loss in 2013 was marginally lower than 2012. The canteen receipts were slightly lower (7%) in 2013 compared to 2012 but costs were also down a similar amount. This is similar to 2012 which saw receipts dropped by 10% compared to 2011. There is no explanation for why sales have declined as student numbers have not declined, nor have we substantially changed items offered for sale. As in prior years the disco and cookie dough fundraisers partially offset the loss. However the net proceeds from the cookie dough fundraiser declined 25% in 2013. The disco raised triple the funds raised from the cookie dough fundraiser. Two discos and no cookie dough fundraiser would have completely covered the operating loss of the canteen.

The activity of the clothing pool has significantly increased in volume during 2013. Sales increased by over a third in 2013 compared to 2012. However 2013 has seen a loss for the clothing pool for the first time. The loss in 2013 can be attributed to three factors:

- purchase of Year 6 rugby style jumpers in excess of requirement (50 jumpers were purchased at the beginning of 2013, 128 were in stock at 31 December);
- general increase in stock levels; and
- the profit margin on sales – some items are sold at less than cost price.

With the increase in volume of sales through the clothing pool a new system to monitor stock levels in the clothing pool was implemented at the end of 2013. This should help ensure that stock is maintained at an appropriate level. We have 1500 stock items in the clothing pool valued at \$28,400

that are consistent with our current uniform. There are 90 items not consistent with the current uniform that we will conduct a clearance sale on during 2014. An estimate of the value of these items is \$325. The clothing pool co-ordinator is also conducting a review of pricing with the aim to provide the P&C committee with a proposal early in 2014.

Summary of Donations

Donation Purpose	2013	2012
I-pads etc	4,000.00	19,253.03
Class Allocations – funds for use at teachers’ discretion	5,500.00	5,750.00
Pre-school	574.80	4,500.00
Shade Sail	-	4,145.45
Readers	2,500.00	3,381.30
Playground Equipment	-	3,000.00
Sandpit	-	2,750.00
Sports Program	3,384.00	-
Green Bins	1,000.00	-
Sport Jumpers	1,890.00	-
Wastewise Shirts	149.60	-
Environment Centre – plants etc	1,000.00	-
Telescope component	500.00	-
Assembly Hall Upgrade - painting	1,000.00	-
Total	21,498.40	42,779.78

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WANNIASSA HILLS PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

Note 1: Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1991* (ACT). The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on a cash basis.

1.1 Taxation

The Association is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

1.2 Plant and Equipment

Plant and Equipment is carried at cost less any accumulated depreciation.

1.3 Inventory

Clothing that is part of the school uniforms is not included as Inventory in the Statement of Assets and Liabilities as it has not been the Association's practice to conduct stocktakes or track quantities held of clothing that is part of the school uniforms. This will change for the 2013 financial statements.

Note 2: Property, Plant and Equipment

This consists of the following items purchased in 2011:

	2012	2011
BBQ	\$1,556	\$1,556
Less accumulated depreciation	<u>(\$156)</u>	<u>0</u>
	\$1,400	\$1,556
Popcorn Machine	\$1,843	\$1,843
Less accumulated depreciation	<u>(\$245)</u>	<u>(\$ 61)</u>
	\$1,598	\$1,782
Total	\$2,998	<u>\$3,338</u>

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STATEMENT OF INCOME AND EXPENDITURE
For the Year Ended 31 December 2013

	Canteen		Clothing Pool		Total	
	2013	2012	2013	2012	2013	2012
INCOME						
Canteen Takings	\$38,799	\$41,615	-	-	\$38,799	\$41,615
Uniform Sales	\$1,031	\$0	\$25,443	\$13,912	\$26,474	\$16,707
Interest	\$16	\$113	\$35	\$183	\$318	\$1,053
General Fundraising	\$5,703	\$6,633	-	-	\$19,935	\$21,912
Fair (includes raffle)	-	-	-	-	\$20,812	\$27,578
Year Book	-	-	-	-	\$2,799	\$2,045
SOCS	-	-	-	-	\$2,973	-
Other	\$150	-	-	-	\$266	\$534
Total Income	\$45,704	\$48,361	\$25,478	\$14,095	\$112,375	\$111,442
EXPENDITURE						
Wages	\$21,216	\$22,302	-	-	\$21,216	\$22,302
Insurance	-	-	-	-	\$1,299	\$1,770
Affiliation Fees	-	-	-	-	\$429	\$403
Uniform Purchases	-	-	\$29,145	\$12,714	\$29,145	\$16,222
Canteen Goods	\$21,568	\$23,860	-	-	\$21,568	\$23,860
Donations	\$1,000	-	\$2,040	-	\$21,498	\$42,780
General Fundraising	\$2,699	\$3,577	-	-	\$8,228	\$9,102
Fair	-	-	-	-	\$8,882	\$10,903
Bank Charges	-	-	\$729	\$626	\$729	\$627
Year Book	-	-	-	-	\$2,308	\$2,113
Year 6 Graduation	-	\$300	-	-	\$1,933	\$761
Gift	-	-	-	-	-	\$1,000
Sport Representation	-	-	-	-	\$600	\$2,400
Freezer Purchase	\$2,184	-	-	-	\$2,184	-
Chaplain Assistance	-	-	-	-	\$1,100	-
Other	\$479	-	-	-	\$2,085	\$1,136
Total Expenditure	\$49,146	\$50,139	\$31,914	\$13,340	\$123,205	\$135,378
Surplus / (Deficit)	(\$3,442)	(\$1,778)	(\$6,436)	\$755	(\$10,829)	(\$23,936)
REALLOCATIONS						
Uniform Sales	(\$1,031)	-	\$1,031	-	-	-
Donations	\$1,000	-	\$2,040	-	-	-
Freezer Purchase	\$2,184	-	-	-	-	-
Other Receipts	(\$150)	-	-	-	-	-
Adjusted Surplus / (Deficit)	(\$1,439)	(\$1,778)	(\$3,365)	\$755	(\$10,829)	(\$23,936)

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ASSETS AND LIABILITIES STATEMENT AS AT 31 DECEMBER 2013

	Canteen		Clothing Pool		General		Total	
	2013	2012	2013	2012	2013	2012	2013	2012
ASSETS								
Cash	\$ 5,125	\$ 8,567	\$ 7,442	\$ 13,877	\$ 30,500	\$ 31,451	\$ 43,066	\$ 53,895
Property, Plant & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 4,797	\$ 2,998	\$ 4,797	\$ 2,998
Inventory	\$ -	\$ -	\$ 28,725	\$ -	\$ -	\$ -	\$ 28,725	\$ -
	\$ 5,125	\$ 8,567	\$ 36,167	\$ 13,877	\$ 35,297	\$ 34,449	\$ 76,588	\$ 56,893
LIABILITIES								
Creditors	\$ 264	\$ 83	\$ -	\$ 2,496	\$ 61	\$ 1,592	\$ 325	\$ 4,171
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ 1,037	\$ -	\$ 1,037	\$ -
	\$ 264	\$ 83	\$ -	\$ 2,496	\$ 1,098	\$ 1,592	\$ 1,362	\$ 4,171

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Wanniassa Hills Primary School P & C

CANTEEN TREASURER'S ANNUAL REPORT FOR 2013

Balance 01/01/13 \$8,567.98

Balance 31/12/13 \$5,124.55

Income :

Canteen takings in 2013 were \$38,799, down on the takings for 2012, which was \$41,615.

The Canteen had an operating loss after fundraising of \$1,400.

Other general income was down in 2013 compared to 2012, as there was only 1 Disco held compared to 2 the previous year, which a major source of income for the Canteen.

The cookie dough fundraiser did raise some income (\$811) however this was down on 2012.

Expenditure :

Wages totalled \$21,216 for year, which was less than 2012(\$22,302).

Purchase of canteen goods totalled \$21,568, which was less than 2012(\$23,860).

A purchase was made of 2 new Frost-free freezers with a total cost of \$2,184.00.

Necessary repairs were carried out to the Canteen's large oven (\$380.13) and a door of one of the pie warmers needed replacing (\$99.00).

The Canteen made a \$1,000 donation to the school for purchase of special bins.

A possible reduction in expenses could be achieved by cancelling our Telephone account with Telstra which costs approx.. \$480.00 a year and instead pay a nominal amount to the Canteen manager, which could save up to \$400 a year.

Greg Hall

Canteen Treasurer

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