

# MINUTES

## Annual General Meeting - Monday, 27 March 2023

### Attendance and Apologies

2022 Committee (3):	Rebecca Reilly (Vice President), Justine Bourke (Treasurer) & Kylie Charlesworth (Secretary)
Members (8):	Stacey Dunn, Elesa Kurtz, Amelia Anthony, Felicity Matosevic, Clare Jones, Georgina Thomsen, Joanna Hann and Sarah Manning
School (1):	Scott Fagan
Apologies (2):	Mellanie Hawke, Naznin Schwab

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

- Scott opened the meeting at 7.02pm and welcomed all.
- The minutes from the 2022 Annual General Meeting were accepted as final.

### 4. Activities of the Association During 2022 – President’s Report

- President’s report tabled from Marc.
- Attachment A - Presidents tabled report.

### 5. Statement of Accounts 2022– Treasurer’s Report

- Justine went over the Financials.
- Financial Reports accepted by meeting members
- Colleague of Justine’s reviewed the P&C book’s and OK’d for 2022. Justine to confirm that no Audit is OK. All records will be kept for future information.
- Bank signatures will be staying the same in 2023 – no updates required.
- Clothing Stock \$10,000 less than last year due to, Jo getting rid of old stock at discounted prices
- Attachment B – Financial Statements

### 6. Election of Office Bearers

- Scott was appointed Returning Officer and invited nominations. Each person was nominated validly and elected unopposed as follows:
  - o President – Rebecca Reilly
  - o Vice President – Amelia Anthony
  - o Treasurer – Justine Bourke
  - o Secretary – Georgina Thomsen
  - o Committee Member – Mellanie Hawke
  - o Committee Member – Nazin Schwab
- The group agreed to the following appointments for 2023

- o Public Officer – Felicity Matosevic
- o Clothing Pool Coordinator – Joanne Hann

## 7. Close of AGM and Next Meeting

- To ensure clarity, Scott closed the AGM at 7.27pm, 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 2022

### President's Report for Annual General Meeting – 27 March 2023

The Wanniasa Hills Primary P&C Association had a wonderful 2022 by shaking off a few Covid restrictions and resuming some of our pre-covid traditions and community milestones. One community event that we had all missed throughout the Covid period, was our annual fair.

Being my last year as the President and at the school, I'd like to thank all of the members, volunteers, parents, students and school staff, for your commitment of time and energy that has made my time at the school such an enjoyable experience.

In 2022, we focused on:

#### Supporting the school

The 2022 P&C Committee supported the school through a number of events, including the Mother's Day, Father's Day and Christmas Stalls, and the Year 6 Graduation.

#### Fundraising

As at March 2023, our main bank account held just over \$53,800, so we are well placed to hand over a solid foundation to the incoming committee. Our fundraising activities included the Twilight Fair, Mother's Day, Father's Day and Christmas stalls, the ride to school day, and the preschool plates and tea towels initiatives.

#### 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 in 2022.

In 2022, the P&C spent funds on:

- Supporting the school with a \$20,000 donation the new Preschool Furniture
- Supporting the Year 6 Graduation with a \$1,624 donation
- Supporting the Colour Run with a \$123 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 2022

### Wanniassa Hills Primary School P&C Association

#### Income and Expenditure as at 31 December 2022

	General Account	Clothing Pool Account	Total
<b>Opening Balance 1 January 2022</b>	60,688.06	10,438.03	80,126.99
<b>Income</b>			
Christmas Stall	1,882.00	-	1,882.00
Fair	9,795.29	-	9,795.29
Mother's Day Stall	2,549.20	-	2,549.20
Father's Day Stall	2,634.50	-	2,634.50
Clothing Pool Sales	-	22,529.66	22,529.66
<b>Total Income</b>	<b>16,870.99</b>	<b>22,529.66</b>	<b>39,400.65</b>
	General Account	Clothing Pool Account	Total
<b>Expenditure</b>			
Annual Return fee	180.00	-	180.00
Donations to WHPS	20,523.50	-	20,523.50
Christmas Stall	577.69	-	577.69
Fair	5,017.06	-	5,017.06
Father's Day Stall	1,678.25	-	1,678.25
General Expense reimbursement	395.45	-	395.45
Graduation	1,624.59	-	1,624.59
Insurance Fee	1,159.62	-	1,159.62
Mixed Stall purchases	281.54	-	281.54
Mother's Day Stall	220.00	-	220.99
P&C Council Affiliation Fee	453.45	-	453.45
Clothing Purchases	-	21,886.21	21,886.21
Merchant Fees / Fees	-	571.92	571.92
<b>Total Expenditure</b>	<b>32,112.14</b>	<b>22,458.13</b>	<b>54,570.27</b>
<b>Closing Balance 31 December 2022</b>	<b>54,447.81</b>	<b>10,509.56</b>	<b>64,957.37</b>

**Wanniassa Hills Primary School P&C Association**  
**Balance Sheet as at 31 December 2022**

	General Account	Clothing Pool Account	Total
<b>Assets</b>			
Cash at Bank	54,447.81	10,509.56	<b>64,957.37</b>
Property, Plant & Equipment	3,406.00	-	<b>3,406.00</b>
Clothing Stock	-	17,289.00	<b>17,289.00</b>
Cash Float	-	-	<b>0.00</b>
<b>Total Assets</b>	<b>57,853.81</b>	<b>27,798.56</b>	<b>85,652.37</b>
<b>Liabilities</b>			
Creditors	-	-	-
<b>Total Liabilities</b>	-	-	-
Equity	<b>57,853.81</b>	<b>27,798.56</b>	<b>85,652.37</b>

<b>Property, Plant and Equipment</b>	<b>31-Dec-22</b>	31-Dec-21	31-Dec-20
Freezer	2184	2184	2184
Less accumulated depreciation	-2007	-1789	-1571
	177	395	613
BBQ	1289	1289	1289
Less accumulated depreciation	-849	-720	-591
	440	569	698
Fridge	1222	1222	1222
Less accumulated depreciation	-793	-671	-549
	429	551	673
Bain Marie (purchased in 2019)	3936	3936	3936
Less accumulated depreciation	-1576	-1182	-788
	2360	2754	3148
<b>Total</b>	<b>3406</b>	<b>4269</b>	<b>6263</b>

**Depreciation expenses for calendar year 2022**

Freezer - Ten year useful life	218
BBQ - Ten year useful life	129
Fridge - Ten year useful life	122
Bain Marie - Ten year useful life [purchased May 2019]	394



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Reviewer's Report Small Associations

Associations Incorporation Act 1991

The reviewer can be any person who is not an officer of the association or have prepared or assisted with the preparation of the accounts. They do not need to hold any qualifications.

I, (name) Jennifer Sutherland

have reviewed the accounts of

(name of association) Wanniassa Hills Primary School P & C Association Inc.

and confirm that, on the basis of the review, nothing has come to my attention that causes me to believe the accounting records are misleading and that they give a true and fair account of –

- (a) the income and expenditure of the association during the financial year under review; and
- (b) the assets and liabilities of the association at the end of that financial year; and
- (c) any mortgages, charges or other securities of any description affecting any property of the association at the end of that financial year; and
- (d) for each trust of which the association was the trustee during a period in that financial year, being part or all of that financial year –
  - (i) the income and expenditure of the trust during that period;
  - (ii) the assets and liabilities of the trust at the end of that period;
  - (iii) any mortgages, charges or other securities of any description affecting any of the property of the trust during that period; and
- (e) any prescribed matters.

Signed: Jenni Sutherland

Date: 27 March 2023 Phone: 0414980109