Figtree Public School

P & C Auxiliary Meeting Draft Minutes

Wednesday 19th February 2019

Attending: Eva Thompson, Sheree Springhetti, Anu Stevens, Bec Cavanaugh, Caroline Banks, Janine King, Shaylene Quirk, Alicia Williams, Arthur Castrissios, Emma Clayton, Lincoln Turner, Melissa Labor, Caroline Banks, Sarah Payne and Simone Lord.

Apologies: Teresa Marras

Meeting Opened: 6.05pm

Previous Meeting Minutes: Accepted by: Alicia Williams Seconded by: Caroline Banks

Business Arising from Previous Minutes: NIL

Correspondence in:

February	Laser sharp creations	Mother's Day Fundraising information
	School gifts Australia	Mother's Day Fundraising information
	Moon and back School gifts Aus	Mother's Day Fundraising information
	Pocket Money Treasures	Mother's Day Fundraising information
	Smart Gift Ideas	Mother's Day Fundraising information
	Australian Fundraising specialists	Fundraising information
	Crocodile creek shirts	Fundraising information
	LW Reid	Uniform catalogues
	Midford	Uniform catalogue
	Carbine Media	Yearly planner
	Provisual publishing	Canteen safety and hygiene poster

Correspondence Out: Twilight carnival certificates of appreciation.

Treasurer's Report:

- Balance as at 30th November 2018 \$ 13,481.67
- Balance as at 31st December 2018 \$ 13,095.37
- Balance as at 31st January 2019 \$ 12,845.37
- Attached canteen treasurer reports for November, December and January.

Canteen Purchaser Report:

Roster Secretary Report:

Roster has been distributed.

General Business:

1. See attached

OTHER BUSINESS:

Next Meeting to be held: 19th March 2019.

Future meetings: AGM 19th March 2019.

Meeting Closed: 7.03pm

P & C Auxiliary Meeting Report By Sheree Springhetti



Date: Tuesday 19th Feb

6pm – 7pm

Attendance:

Welcome all to our first meeting of 2019!

Firstly I would like to thank you all for attending tonight and supporting our school parent and fundraising events. The purpose of these meetings is to collaborate with our fellow parents on running events for our school to raise funds for the school as well as encourage community involvement, strengthen friendships and support the foundation of volunteering for our children through modelling and demonstrating. I hope that tonight is a beginning for a wonderful year with our FPS parent group, in continuing to support and lead these values for our school and our kids.

We have a few things on the agenda tonight.

- 1. We have proposed a change in meeting day and time to support more attendance at these meetings. Can we all have a show of hands for those here today who are in favour of this change.
- 2. to present to the P & C in support of making this change permanent.
- 3. P & C events calendar presented with dates for school events to support (communicated by the school)
- 4. Are there any ideas anyone wishes to put forward now for 2019?
- 5. Twilight Carnival Night for 2019 Discussion on whether to have this this year, what's involved, how many people are needed to organise it.
- MEETING CHANGE FOR AUXILIARY:
- 2. EVENTS CALENDAR FOR 2019:
- Meeting dates are in draft form, confirmation of Aux meeting change to be made.
- 3. IDEAS DISCUSSION:
- 4. CROSS COUNTRY: Thursday 14th Mar
- Special canteen menu
- Complimentary ice blocks to racing kids
- Volunteers on the day x 6 (2 for ice blocks & 4 for sales)

5. EASTER HAT PARADE: Friday12th April

Raffle

Last year we asked parents to donate Easter basket items as a mufti day. Do again?

Raffle prizes were donated by local businesses – is anyone willing to get some?

Mufti day (Thurs 4th April) (Janine 6 Cameron pl) to receive donations for baskets. How to store? Working bee at school?

- Sausage sizzle & drinks
- Cake stall

Last year families donated cakes to sell. Maybe ask local bakeries?

- Guessing comp eggs
 - Last year Jar and eggs were donated by a family (Eli smith)
- Volunteers on the day: 11 prep, 15 stalls, 3 for left overs

6. TWILIGHT CARNIVAL NIGHT 2019:	
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ADDITIONAL DISCUSSIONS:	
• Mother's Day stall – what do we want to sell? Suggestion for candles from local supplier (Jacqui Perry)	
33	



FIGTREE PRIMARY SCHOOL

Canteen Treasurer Report 1st November 2018 to 30 November 2018

Cashbook Balance as at 31 October 2018 12,242.35 Add Income November 2018 \$ 3,670.40 Total Income \$ 3,670.40 Sub Total \$ 15,912.75 Less Expenses November 2018 2,431.08 \$ Total Expenses 2,431.08 Sub Total \$ 13,481.67 Cashbook Balance as at 30 November 2018 13,481.67 \$ Add Unpresented Cheques Less Unpresented Deposits \$ Total Balance with Bank Statement 13,481.67

Reported By:

Lincoln Turner

13,481.67

Unpresented Cheques

Balance of Bank Statement as at 30 November 2016

nil

Presented Cheques

Tru Blu Beverages - SIN402737	1988	188.37
Southern Sweet Dist. (526541 - 531243)	1989	183.55
Woolworths (3378588 - 3378651)	1991	309.69
Lion Dist T Charman (97133 - 97613)	1990	387.00
J&L Borgo (65412 - 67743)	1987	1123.11
J&L Borgo (66764)	1992	239.36

TOTAL 2431.08



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN - November 2018

China Contractor Contractor	Receipts Payments												
Date	Transaction Detail	Total Banked	Mon Takings	Tues Takings	Wed Takings		Fri Takings	Misc.	Cheque No.	Food Supplies		Cheque Total	Running Total
												0	12242.35
5/11/18	Takings - notes 29-10, 31-10, 2-11	275.00	236.60		218.60		347.70					0.00	12517.35
5/11/18	Takings - coins	528.10										0.00	13045.45
	Takings - special Canteen Day	452.40										0.00	13497.85
12/11/18	Takings Notes, 5-11, 7-11, 9-11	325.00	201.90		328.65		322.75					0.00	13822.85
12/11/18	Takings - coins	527.90										0.00	14350.75
15/11/18	Tru Blu Beverages - SIN402737								1988	188.37		188.37	14162.38
15/11/18	Southern Sweet Dist. (526541 - 531243)								1989	183.55		183.55	13978.83
16/11/18	Woolworths (3378588 - 3378651)								1991	309.69		309.69	13669.14
19/11/18	Takings - notes 12-11, 14-11, 16-11	255.00	159.90		253.45		313.20					0.00	13924.14
19/11/18	Takings - coins	470.75										0.00	14394.89
21/11/18	Lion Dist T Charman (97133 - 97613)								1990	387.00		387.00	14007.89
23/11/18	J&L Borgo (65412 - 67743)								1987	1123.11		1123.11	12884.78
23/11/18	J&L Borgo (66764)								1992	239.36		239.36	12645.42
27/11/18	Takings - notes 19-11, 21-11, 23-11	380.00	132.25		300.20		404.20					0.00	13025.42
27/11/18	Takings - coins	456.25										0.00	13481.67
												0.00	13481.67
												0.00	13481.67
												0.00	13481.67
												0.00	13481.67
												0.00	13481.67
												0.00	13481.67
	TOTALS	3670.40	730.65	0.00	1100.90	0.00	1387.85	0.00		2431.08	0.00	2431.08	
	YTD	28502.00	5182.10	0.00	8036.00	1010.40	11645.05	1527.10		23381.23	3645.01	27026.24	



Cheque A/c

06 2644 1008 0073

Available Balance + \$13,481.67 + \$13,481.67

Amount	Transaction details	Date
+ \$ 456 .25	Cash Dep Branch Warrawong	27 Nov 2018
+ \$380.00	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	27 Nov 2018
- \$ 239 .36	Chq 001992 presented	23 Nov 2018
- \$ 1,123 .11	Chq 001987 presented	23 Nov 2018
- \$ 387 .00	Chq 001990 presented	21 Nov 2018
+ \$ 470 .75	Cash Dep Branch Warrawong	19 Nov 2018
+ \$255.00	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	19 Nov 2018
- \$ 309 .69	Chq 001991 presented	16 Nov 2018
- \$ 183 .55	Chq 001989 presented	15 Nov 2018
- \$ 188 .37	Chq 001988 presented	15 Nov 2018
+ \$ 527 .90	Cash Dep Branch Warrawong	12 Nov 2018
+ \$325.00	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	12 Nov 2018
+ \$ 452 .40	Cash Dep QuickCash Figtree	08 Nov 2018
+ \$ 528 .10	Cash Dep Branch Warrawong	05 Nov 2018
+ \$275.00	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	05 Nov 2018
	+ \$456.25 + \$380.00 - \$239.36 - \$1,123.11 - \$387.00 + \$470.75 + \$255.00 - \$309.69 - \$183.55 - \$188.37 + \$527.90 + \$325.00 + \$452.40 + \$528.10	Cash Dep Branch Warrawong + \$456.25 CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS + \$380.00 Chq 001992 presented - \$239.36 Chq 001987 presented - \$1,123.11 Chq 001990 presented - \$387.00 Cash Dep Branch Warrawong + \$470.75 CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS + \$255.00 Chq 001991 presented - \$309.69 Chq 001989 presented - \$183.55 Chq 001988 presented - \$188.37 Cash Dep Branch Warrawong + \$527.90 CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS + \$325.00 Cash Dep QuickCash Figtree + \$452.40 Cash Dep Branch Warrawong + \$528.10 CASH DEPOSIT + \$528.10 CASH DEPOSIT + \$5275.00



FIGTREE PRIMARY SCHOOL

Canteen Treasurer Report 1st December 2018 to 31 December 2018

Cashbook Balance as at 30 November 2018 \$ 1	13,481.67
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Add Income December 2018 \$ 1,831.85

Total Income \$ 1,831.85

Sub Total \$ 15,313.52

Less Expenses December 2018 \$ 2,218.15

Total Expenses \$ 2,218.15

Sub Total \$ 13,095.37

Cashbook Balance as at 31 December 2018 \$ 13,095.37

Add Unpresented Cheques \$250.00

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 12,845.37

Balance of Bank Statement as at 31 December 2018 \$ 13,095.37

Reported By:

Lincoln Turner

2000

2003

\$35.00

\$55.00

Unpresented Cheques

Lion Dist - Trevor Charman

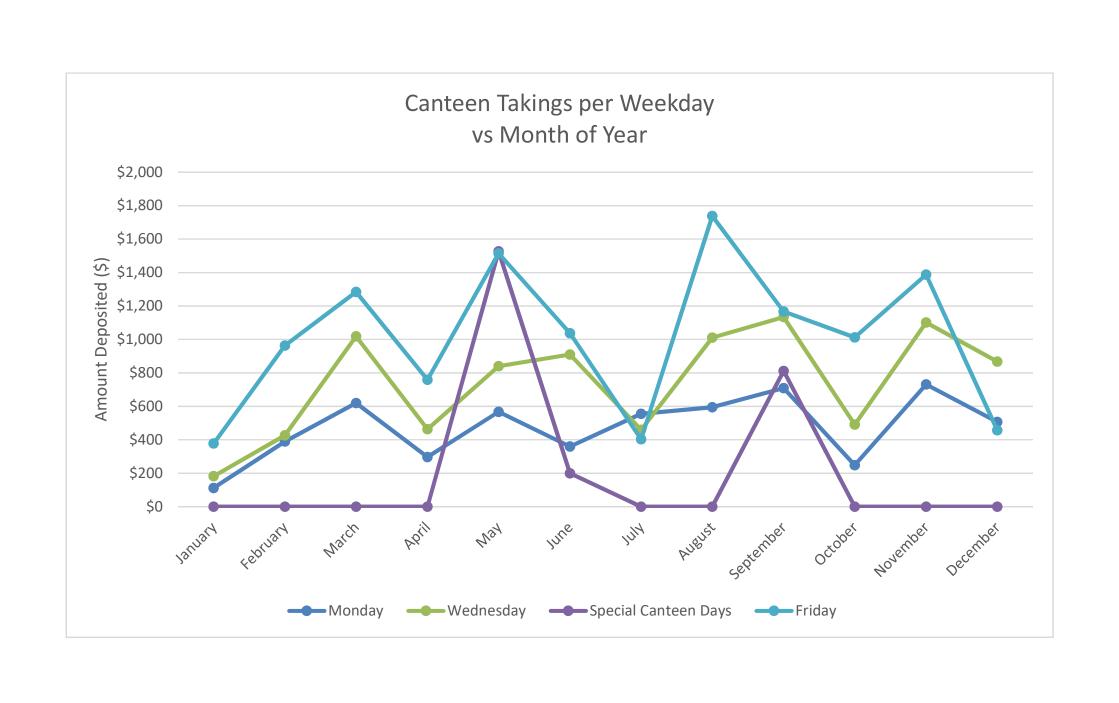
Reimb N Castrissios - Helpers Lui

Canteen Buyer T4Y18	1998	250.00
	TOTAL	\$250.00
Presented Cheques		
J&L Borgo	1994	\$890.18
Woolworths	1993	\$245.30
Southern Sweet Distributors	1995	\$28.63
Tru Blu Beverages	1996	\$107.64
Lion Dist - Trevor Charman	1997	\$398.80
J&L Borgo	2001	\$367.65
Southern Sweet Distributors	2002	\$28.60
Woolworths	1999	\$61.35



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN - December 2018

Carriero Garage					Receipts	S			Payments			1	
Date	Transaction Detail	Total Banked	Mon Takings	Tues Takings	Wed Takings	Thurs Takings	Fri Takings	Misc.	Cheque No.	Food Supplies	Misc.	Cheque Total	Running Total
												0	13481.67
3/12/18	Takings Mon 26-11, Wed 28-11, Fri 30-1	235.00	212.3		204.3		217.9					0.00	13716.67
3/12/18		399.50										0.00	
7/12/18	J&L Borgo (68360 - 70058)								1994	890.18		890.18	13225.99
10/12/18	Takings 03-12, 05-12, 07-12	305.00	152.10		317.45		238.30					0.00	13530.99
10/12/18	coins	404.85										0.00	13935.84
	Woolworths (3378665 - 3378713)								1993	245.30		245.30	13690.54
13/12/18	Southern Sweet Dist. (532726-533428)								1995	28.63		28.63	13661.91
18/12/18	Takings mon 10-12, Wed 12-12	190.00	142.20		346.30							0.00	13851.91
18/12/18		297.50										0.00	14149.41
19/12/18	Tru Blu Beverages 406989								1996	107.64		107.64	14041.77
	Lion Dist - T Charman (97725 - 97982)								1997	398.80		398.80	13642.97
21/12/18	J&L Borgo (70516-71066)								2001	367.65		367.65	13275.32
	Southern Sweet Dist. (534634)								2002	28.60		28.60	
	Woolworths (3340935, 3340964)								1999	61.35		61.35	13185.37
	Lion Dist - Trevor Charman (98154)								2000	35.00		35.00	13150.37
24/12/18	Reimb N Castrissios - Helpers Lunch								2003	55.00		55.00	13095.37
												0.00	
												0.00	13095.37
												0.00	
												0.00	13095.37
												0.00	
												0.00	
												0.00	
	TOTALS					0.00				2218.15			
	YTD	16338.30	2851.00	0.00	4708.60	199.35	6393.85	1527.10		16698.72	2847.51	19546.23	





Cheque A/c

06 2644 1008 0073

Available + \$13,095.37

Balance + \$13,095.37

Tota	Amount	Transaction details	Date
+ \$ 13,095 .37	- \$ 55 .00	Chq 002003 presented	24 Dec 2018
+ \$ 13,150 .37	- \$ 35 .00	Chq 002000 presented	24 Dec 2018
+ \$ 13,185 .37	- \$ 61 .35	Chq 001999 presented	24 Dec 2018
+ \$ 13,246 .72	- \$ 28 .60	Chq 002002 presented	21 Dec 2018
+ \$ 13,275 .32	- \$ 367 .65	Chq 002001 presented	21 Dec 2018
+ \$ 13,642 .97	- \$398 .80	Chq 001997 presented	20 Dec 2018
+ \$ 14,041 .77	- \$ 107 .64	Chq 001996 presented	19 Dec 2018
+ \$ 14,149 .41	+ \$297.50	Cash Dep Branch Figtree	18 Dec 2018
+ \$ 13,851 .91	+ \$ 190 .00	CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS	18 Dec 2018
+ \$ 13,661 .91	- \$ 28 .63	Chq 001995 presented	13 Dec 2018
+ \$ 13,690 .54	- \$245 .30	Chq 001993 presented	13 Dec 2018
+ \$ 13,935 .84	+ \$ 404 .85	Cash Dep Branch Warrawong	10 Dec 2018
+ \$13,530.99	+ \$305.00	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	10 Dec 2018
+ \$13,225.99	- \$ 890 .18	Chq 001994 presented	07 Dec 2018
+ \$ 14,116 .17	+ \$399.50	Cash Dep Branch Warrawong	03 Dec 2018
+ \$ 13,716 .67	+ \$235.00	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	03 Dec 2018

FIGTREE PRIMARY SCHOOL P&C Canteen Reconciliation Report 1st January 2019 to 31st January 2019



Cashbook Balance as at 31st D	ecember	2018		\$ 13,095.37
Add Income January 2019	\$	-		
Total Income	\$	-		
			Sub Total	\$ 13,095.37
Less Expenses January 2019	\$	250.00		
Total Expenses	\$	250.00		
			Sub Total	
Cashbook Balance as at 31st Ja	nuary 20	019		\$ 12,845.37
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank States	ment			\$ 12,845.37
Balance of Bank Statement as a	at 31st Ja	anuary 20	19	\$ 12,845.37
Reported by Lincoln Turner				
Unpresented Cheques				
				\$ -
			TOTAL	0.00



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN - JANUARY 2019

Congression Confession					Receipts	S			Payments				
Date	Transaction Detail	Total Banked	Mon Takings	Tues Takings	Wed Takings		Fri Takings	Misc.	Cheque No.	Food Supplies	Misc.	Cheque Total	Running Total
												0	13095.37
10/1/19	Canteen Buyer Yr18T4								1998	250.00		250.00	12845.37
												0.00	12845.37
													12845.37
												0.00	12845.37
												0.00	12845.37
												0.00	12845.37
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													12845.37
	TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		250.00	0.00	250.00	



Cheque A/c

06 2644 1008 0073

Available

Balance

+ \$13,301.92

+ \$13,301.92

Date	Transaction details	Amount	Total
10 Jan 2019	Chq 001998 presented Wollongong	- \$ 250 .00	+ \$ 12,845 .37

There are no more transactions to display.