

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.

1. MEETING CHANGE FOR AUXILIARY:

2. EVENTS CALENDAR FOR 2019:

- Meeting dates are in draft form, confirmation of Aux meeting change to be made.
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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: Friday 12th 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:

ADDITIONAL DISCUSSIONS:

- **Mother's Day stall** – what do we want to sell? Suggestion for candles from local supplier (Jacqui Perry)



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
Balance of Bank Statement as at 30 November 2016		\$ 13,481.67

Reported By:

Lincoln Turner

Unpresented Cheques

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

Cheque A/c

06 2644 1008 0073

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

Date	Transaction details	Amount	Total
27 Nov 2018	Cash Dep Branch Warrawong	+ \$456.25	+ \$13,481.67
27 Nov 2018	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+ \$380.00	+ \$13,025.42
23 Nov 2018	Chq 001992 presented	- \$239.36	+ \$12,645.42
23 Nov 2018	Chq 001987 presented	- \$1,123.11	+ \$12,884.78
21 Nov 2018	Chq 001990 presented	- \$387.00	+ \$14,007.89
19 Nov 2018	Cash Dep Branch Warrawong	+ \$470.75	+ \$14,394.89
19 Nov 2018	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$255.00	+ \$13,924.14
16 Nov 2018	Chq 001991 presented	- \$309.69	+ \$13,669.14
15 Nov 2018	Chq 001989 presented	- \$183.55	+ \$13,978.83
15 Nov 2018	Chq 001988 presented	- \$188.37	+ \$14,162.38
12 Nov 2018	Cash Dep Branch Warrawong	+ \$527.90	+ \$14,350.75
12 Nov 2018	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$325.00	+ \$13,822.85
08 Nov 2018	Cash Dep QuickCash Figtree	+ \$452.40	+ \$13,497.85
05 Nov 2018	Cash Dep Branch Warrawong	+ \$528.10	+ \$13,045.45
05 Nov 2018	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+ \$275.00	+ \$12,517.35

There are no more transactions to display.



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st December 2018 to 31 December 2018

Cashbook Balance as at 30 November 2018		\$ 13,481.67
Add Income December 2018	\$ 1,831.85	
Total Income	\$ 1,831.85	
	Sub Total	<u>\$ 15,313.52</u>
Less Expenses December 2018	\$ 2,218.15	
Total Expenses	\$ 2,218.15	
	Sub Total	<u>\$ 13,095.37</u>
Cashbook Balance as at 31 December 2018		\$ 13,095.37
Add Unpresented Cheques	\$250.00	
Less Unpresented Deposits	\$ -	
Total Balance with Bank Statement		<u><u>\$ 12,845.37</u></u>
Balance of Bank Statement as at 31 December 2018		<u><u>\$ 13,095.37</u></u>

Reported By:

Lincoln Turner

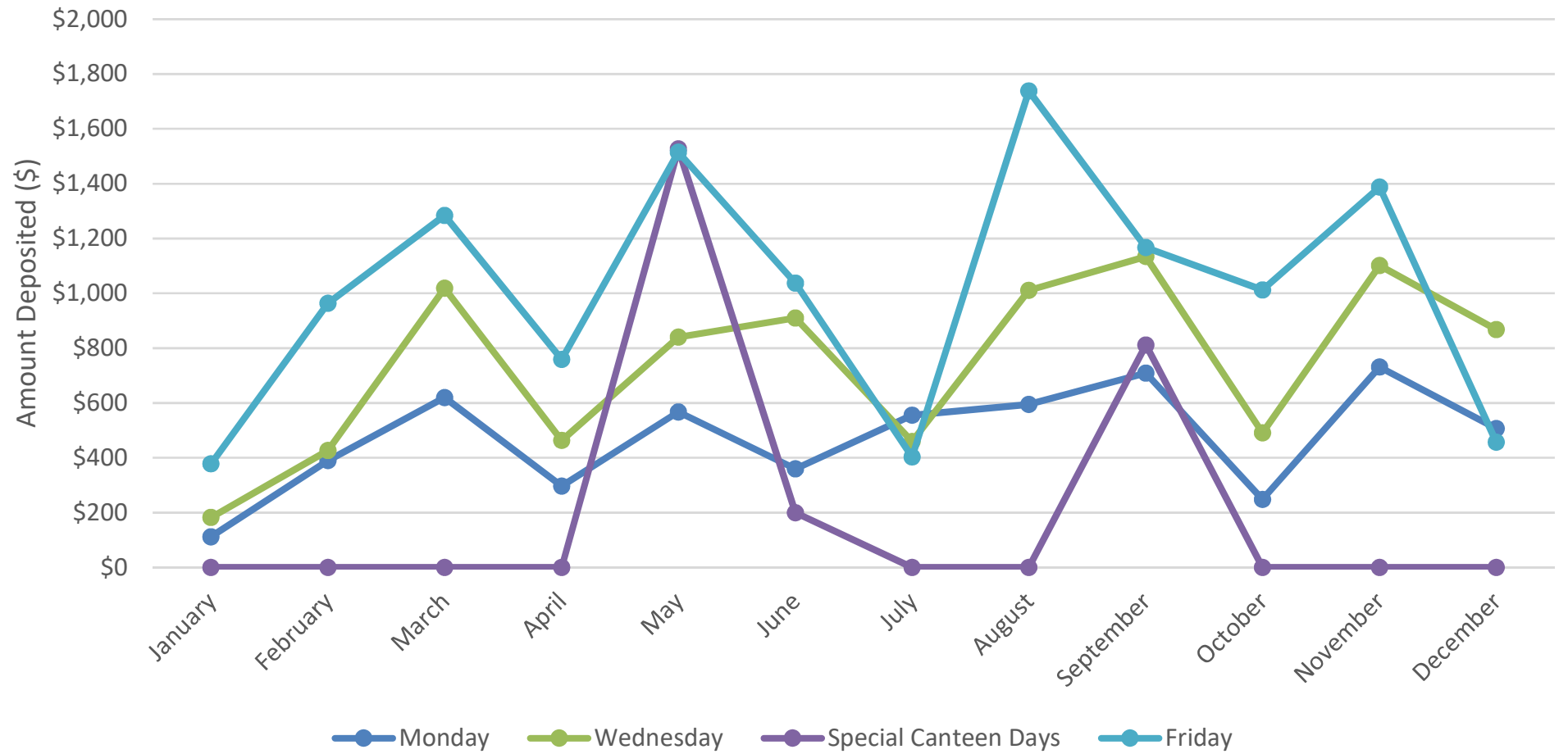
Unpresented Cheques

Canteen Buyer T4Y18	1998	250.00
	TOTAL	\$250.00

Presented Cheques

J&L Borge	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 Borge	2001	\$367.65
Southern Sweet Distributors	2002	\$28.60
Woolworths	1999	\$61.35
Lion Dist - Trevor Charman	2000	\$35.00
Reimb N Castrissios - Helpers Lu	2003	\$55.00

Canteen Takings per Weekday vs Month of Year





Cheque A/c

06 2644 1008 0073

Available	Balance
+ \$13,095.37	+ \$13,095.37

Date	Transaction details	Amount	Total
24 Dec 2018	Chq 002003 presented	- \$55.00	+ \$13,095.37
24 Dec 2018	Chq 002000 presented	- \$35.00	+ \$13,150.37
24 Dec 2018	Chq 001999 presented	- \$61.35	+ \$13,185.37
21 Dec 2018	Chq 002002 presented	- \$28.60	+ \$13,246.72
21 Dec 2018	Chq 002001 presented	- \$367.65	+ \$13,275.32
20 Dec 2018	Chq 001997 presented	- \$398.80	+ \$13,642.97
19 Dec 2018	Chq 001996 presented	- \$107.64	+ \$14,041.77
18 Dec 2018	Cash Dep Branch Figtree	+ \$297.50	+ \$14,149.41
18 Dec 2018	CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS	+ \$190.00	+ \$13,851.91
13 Dec 2018	Chq 001995 presented	- \$28.63	+ \$13,661.91
13 Dec 2018	Chq 001993 presented	- \$245.30	+ \$13,690.54
10 Dec 2018	Cash Dep Branch Warrawong	+ \$404.85	+ \$13,935.84
10 Dec 2018	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$305.00	+ \$13,530.99
07 Dec 2018	Chq 001994 presented	- \$890.18	+ \$13,225.99
03 Dec 2018	Cash Dep Branch Warrawong	+ \$399.50	+ \$14,116.17
03 Dec 2018	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+ \$235.00	+ \$13,716.67

There are no more transactions to display.

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



Cashbook Balance as at 31st December 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 January 2019		\$	12,845.37
Add Unpresented Cheques	\$		-
Less Unpresented Deposits	\$		-
Total Balance with Bank Statement		\$	12,845.37
Balance of Bank Statement as at 31st January 2019		\$	12,845.37
Reported by Lincoln Turner			
Unpresented Cheques		\$	-
TOTAL			0.00



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEN - JANUARY 2019

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