



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 18th of June 2019, Staff Room, Figtree Public School

Lincoln Turner opened the meeting at 7.03 pm.

Present: Jasmine Campbell, Arthur Castrissios, Nicole Castrissios, Anu Stevens, Eva Thompson, Melissa Harding, Jess Monteleone, Lincoln Turner.

Apologies: Rebecca Cavanagh, Sheree Springhetti, Allanah Smyth, Alicia Williams and Janine King

Acceptance of the Previous Minutes – 19.05.2019

It was moved by Jasmine Campbell and seconded by Lincoln that the minutes of the meeting held on 19.05.2019 be accepted. Carried.

Business Arising from the Previous Minutes – 19.05.2019

- Replacement for Uniform Shop Coordinator. New team found for the uniform shop lead by Paulette
- Canteen Manager-Lincoln has reviewed the duties, separated into 4 key roles. 3 of these roles are currently filled, the coordinator role still needs to be filled.
- Lincoln seeking feedback from Allanah and Kim before finalising.
- Shelving for the uniform shop to be purchased using a cheque from bunnings. Sheree to provide details.
- Bank card for events promotion- still being researched
- List of suppliers was provided to Events Committee for future purchasing use
- Harvey Norman voucher for the canteen- equipment has been ordered and in process.

Correspondence - In

- | | | |
|-------------------------------------|--|--------|
| ● Healthy School Canteen Workshop | Information | Tabled |
| ● Shopnate | No cost P&C fundraising | Tabled |
| ● Email-Paulette Sewell | Uniform shop enquiry | Tabled |
| ● Email- Wollongong City Council | Connection Neighbourhood Grants, unsuccessful. | |
| ● NSW Government | Canteen Lookbook | Tabled |
| ● NSW Education Standards Authority | Fundraising | Tabled |

Correspondence – Out

- P&C final minutes of meeting 27th of May 2019 and draft minutes of last meeting 19th May 2019.

Business Arising from Correspondence

- Advertisement for Healthy School Canteen workshop for volunteers to self nominate
- Approval for Paulette to hold sale for old uniform stock. Anu to provide marketing material to the office and advise Paulette of the communication process for all enquiries.

Parents' Auxiliary Report

Sheree S reported:

- See attached report.
- Social meeting for fundraising committee held at Red Dog on Friday 14th of May to great success. Discussion about fun night stalls- see details on report.
- Year 6 students to be used as helpers on the Family Fun Night to help create “moments” and encourage management in the students. Expression of interest to be sent to students where they can nominate to participate. Students to be supported by parent helpers and supervisors.
- Sheree to identify exactly what furniture is required for gumnit and request a cheque from Arthur. Eva has volunteered to assist with pick up. Working Bee volunteers to be requested on facebook on a date suitable to the uniform shop organisers



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- Need uniform shop representative to go to orientation to display uniforms and how they purchase-requested by Mel.
- Notice needs to be given for events- office is not responsible for getting the notice on the day submitted. Canteen notices to be advised 3 weeks before to allow for late notes, office being busy and notes not being passed on.
- Paulette requested to have a sale table to move old stock. Sale approved by the P&C for sale on Friday the 20th of June.
- The supplier Aceit has been disappointing in terms of quality and ordering and new supplier to be sourced. New supplier to be sorted as soon as possible to minimise disruption with kinder enrolments and uniforms for 2020.
- Trivia night progressing with some issues sourcing a host. Mel to complete risk assessment before advertising Save the Date including need for security. Tickets to go on sale as soon as possible.
- Uniform shop is -\$5500 as of the 30th of May 2019. Order waiting to be processed for LW Reid for \$5417.95. Order currently waiting for approval to be held until stocktake completed as there seems to be discrepancies. Lincoln to discuss with Sheree before new order can be processed.

Principal's Report – Mel Harding

- See attached report

Treasurer's Report – Arthur Castrissio

Balance as per Bank Statement on 31 May 2019	\$37,936.16
Un-presented deposits	<u>\$0.00</u>
	\$0.00
Less un-presented cheques	<u>\$0.00</u>
Balance as represented in cashbook as at 31 May 2019	\$37,936.16
Current liabilities are	<u>\$ 29,831.00</u>
Funds available as at 31 May 2018	<u>\$ 8,105.16</u>

Reimbursements: NIL

General Business

- Positive Behaviour for Learning Draft Guidelines. Reviewed the draft Student Wellbeing Guidelines.
- Process for adding agenda items- suggestion book is not as effective as possible. Mel suggested using the email address for people to email suggested agenda item. This allows for suggested items to be vetted to see if this is a P&C item or if it is a school item and dealt with appropriately. P&C enquiries to go to gmail address including canteen, fundraising and uniform shop. Communication to be passed on through Facebook and eNews
- Purchases to be made on account where possible when purchasing
- Timekeeping to be implemented for future meetings.

With no further discussion required Lincoln Turner thanked everyone for their attendance and closed the meeting at 8.58pm.

The next meeting will be on Tuesday 16th of July 2019, 7pm.



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P&C Meeting 18 June 2019

Principal's Report

Since the last meeting:

- We had our Athletics Carnival on Thursday 23 May. K-2 and Banksia also enjoyed a Fun Day at school. Thank you to Mr Connor and the other staff who assisted with the organisation. We also thank Figtree HS for allowing us to use their facilities and the FHS students for their assistance on the day.
- PSSA has begun for Stage 2 and Stage 3.
- Our Choir and Aboriginal students attended a walk for Reconciliation on 31 May. Our Choir did an exceptional job performing the National Anthem at the ceremony that followed.
- I took four students to a Reconciliation morning tea on 5 June.
- Meetings and school tours with our 2020 Kindergarten Cohort have begun!
- Our choir attended a Cluster Rehearsal for the Choral Festival at Austinmer PS last Tuesday. Congratulations to Levi S and Bridget L for being selected as soloists.
- Our Debating squad participated in a Gala Day today here at school where they competed against 4 other local schools.

Coming up:

- Our new sound system and speakers will be installed in the hall next week!
- Lots of our new reading resources funded by the P&C have arrived and we are desperately trying to get them covered, accessioned and into classrooms ASAP. We will be hosting morning tea next Monday between 9am and 11am for any parents and carers who are interested in coming in for a cuppa and to help cover some books!
- On Friday 28 June we will be having a PBL launch day which will include a free disco and inflatable slide for students. Students will also be involved in lessons about our revised behaviour expectations. Congratulations to Malea and Maddison P who designed our new mascot, 'Figgy'.
- Some of our library monitors will be running a second hand book sale each morning in Week 10.
- We will have four students represent our school at the Multicultural Perspectives Public Speaking Competition at Gwynneville PS on Tuesday 2 July.
- On Wednesday 3 July, our Aboriginal students will be attending a NAIDOC Day at Figtree HS. Our Choir will also be performing at this event.
- Reports will go home on Thursday 4 July.
- The last day of Term 2 will be Friday 5 July.

Melissa Harding
Principal



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P & C Fundraising Meeting Notes

Notes documented by: Sheree & Anu

Date: Friday 14th June 2019

6pm – 7pm

Attendance: Sheree Springhetti, Anu Stevens, Bec Cavanaugh, Ashley Boyle, Jess Romancewiz, Dean Mellor, Renata Mellow, Keli Law, Andrew Hoy, Annabelle Hoy,

Apologies: Emma Clayton, Eva Thompson, Caroline Banks

Events that have occurred:	
Master Events \$2, 454.95 raised	Helpers thank you: Sheree, Bec, Janine, Teresa, Paulette, Shona, Emma, Jonathan, Tennille, Maria, Tom, Carolyn, Julie, Anu, Kristy, Jasmine, Debbie, Jemma, Nicole
Cross Country canteen day	Helpers thank you: Ashley, Anu, Iva, Teghan, Emma, Eva, Sally, Trevor, Carolyn, Keli, Paulette Special mention: Donation of scones from Berkeley cakes and pies. 2 x dozen. Thanks to Ashley Boyle for organising this event.
Mother's Day Stall: \$1, 301.50 raised	Helpers thank you: Jess R, Caroline, Julie P, Emma, Allanah, Bec, Tennille, Val, Sheree Special mention: Jess & Bec for being day leaders of this event. Banksia mum donated packaged gifts. Huge THANKYOU to Rebecca Coombes
Hot Dog Day food event: \$535.06 raised	Helpers thank you: Bec, Nikki, Eva, Caroline, Fiona, Sheree Special mention: Eva for donating her time in purchasing the food, Caroline for donating sauce, Marwa for donating Halal frankfurts & Mr Loyd for being an all rounder helper with info to the kids and allocating sauce J
Discussion Topics	



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1. SPECIAL FOOD DAY – HOT DOGS

Proposed date: Tuesday 18th June (W8)

Details: Hot Dog Day

Times: 9am – 12pm

Plain dog – bun and hot dog \$3

Cheese dog – bun, cheese \$3.5

Meal deal – can, water or popper \$4.50

queeze own sauce at a sauce table – Caroline donating sauce

orgos and woolworths - purchases on account

This occurred with great success and the team who prepared the hot dogs did an amazing job. Big thanks to all involved!

Notes for next time:

- Have cheese option as a separate tick so we can add up the “plain” and “cheese” items regardless of if this is in a meal deal or not.
- Have the drinks choice larger as a lot left this blank.
- Preorder and have food delivered if can, purchasing the day before had slight issues with available stock.
- There was approx. 5-6 orders that were missed due to the tally, could allow for this kind of think when ordering or organise a double check process leading up to the day.
- The fast turn around for orders – event day was successful but did mean t=more of a challenge in getting the food last minute. Consider these when working out the routine for next time.
- Bag earlier so that all classes are ready 10mins before bell. The kids come out early for special order days!

2. PIE DRIVE

Proposed Date:

Details:



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3. FATHER'S DAY STALL

Proposed Date: 29th & 30th Aug 19

- Gifts are ordered and have arrived – Thanks Bec!
- Will request helpers with the advertising in term 3.

Helper team:

4. TRIVIA NIGHT

Confirmed Date: 16th Aug 19

Team leaders: Anu & Emma

Details:

- MC had to cancel due to illness. Currently exploring options.
- Anu drafting an invite. 8 tables of 10 ppl \$25 entry
- Table pre-orders for platters or bring your own (have priced platters from Berkeley cakes & Pies \$50 - \$95 & Graze \$60 – 120)
- Small games & activities:
- Wine bottle games
- Prizes for best dressed table



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- TWILIGHT CARNIVAL NIGHT 2019:

Confirmed Date: Friday 25th October

Organisation team: Sheree, Bec, Anu,

Call suggestions to be confirmed:

1. BBQ & drinks – increase sausages from 2018
2. Slushy machine?
3. Pulled pork rolls & coleslaw
4. Hot Dogs – Ashley
5. Corn cobbles
6. Hot chips – Jess R utilise deep fryer buy off him.
7. Greek skewers stall - Nicole C
8. Dohnuts
9. Mobile pizza oven – GF & Vegetarian
10. Ice cream trailer
11. Fairy floss - Fiona & Caroline volunteering.
12. Coffee van
13. Cake stall – boxes sent home
14. Coin toss – prizes & chocolate
15. Craft – umbrella decorating activity – Dean & Renata
16. Face painting/tattoo/hair - OOSH
17. Sideshow alley –
18. Holey Moley golf course
19. Silent Auction – Jess to run
20. Raffle baskets & basket prizes – Jess to run
21. ATM
22. Entertainment – stage out to oval . Dance troupes, Figgy talent quest & choir. Outdoor stage & soundsystem – FHPS? Church?
23. Rides

Actions to be completed:

- Cake boxes **Sheree to confirm stock with Allanah & prepare cover notes**
Having the information pack go out a couple of weeks earlier than last year.
- Potential clash with any Halloween based canteen day, to be discussed at a later date.
- Year 5/6 kids to help with stalls = Pre-organised 1/2hr or 1hr blocks that kids commit to in advance. After event the P & C offer a hot chip lunch as thanks for their time. Sheree has spoken briefly to Mr Loyd about the concept and this was received well. Mr Loyd discussed the importance of offering children “moments” to remember and how being involved in events is one of the best ways to do this.
- Vendors at the fun night (have a selected number 2-5) – have an option to buy in or donate sales.
- VIP area discussed as something to introduce with seating = Could possibly have this as a fundraising aspect “buy a table” that includes a platter or drink.
- Vouchers & donations to be gathered – Emma, Anu, Ashley
- HOLEY MOLEY – come and set up golf course for free. **Sheree to contact and organise confirmation of this**
- Teacher pie face? Chuck a sponge? **Request for teachers to consider!**
- Run the silent auction & raffle next to fairy floss or BBQ so waiting families view things to buy. J
- Rotary involved in manning BBQ? As a charity? **Sheree to contact and investigate**
- Dorahy meats donate meat? Or Illawarra meat co donate?
- Save the date put out for event soon. **End of Term 2 / start of Term 3.**
- Mobile pizza van – murray park rd guy

The catch up at Red Dog was a great success. We agreed this was a great location and will plan some future days here to assist more families to attend.



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5. OTHER EVENTS:

- Car Wash event – families and kids car wash morning
- Market Day – inviting families to “pop up a stall” of their own hobbies, small businesses etc to support our families and raise awareness of the talented families at our school.
- Term 3 special canteen day
- School Fun Run – using the fun run organisation. Term 1 2020 proposed to occur towards end of term 1. Information and organisation to happen 2019 with info to families in kindy orientation and with families. Annabelle is getting information.

6. ADDITIONAL DISCUSSIONS:

- Information sheets form past events – send to secretary
- Canteen information – made available to secretary & shared drive for canteen committee

FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - May 2019



Balance as per Bank Statement on 30th April 2019		\$53,094.84
Add Income for May 2019	\$21,982.30	
	Sub-Total	<u>\$21,982.30</u>
Less Expenses May 2019	\$37,140.98	
	Sub-Total	<u>\$37,140.98</u>
Add unpresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unpresented Cheques		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>
	sub-total	<u>\$0.00</u>
Balance as per bank statement on the 31st May 2019		<u>\$37,936.16</u>
Balance of Available Funds with unpresented cheques included		<u><u>\$37,936.16</u></u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
Sweet P	1139	\$308.00
Acelt	1140	\$5,683.98
FPS (Wishlist Payment 1)	1141	\$31,149.00
	sub-total	<u>\$37,140.98</u>



CASH BOOK - Figtree Public School P & C

May 2019

Date	Details	Income						Expenditure								Bank Account Total	
		Transfer from Canteen	P & C Member Cont.	Fundraisers	Uniform Shop	Bank Interest	Misc. Income	Total Income	Cheque No.	Fundraisers	Uniform Shop	Sports Cont.	Wishlist School Distrib.	P & C Federation Fee	Misc. Expenses		Total Expenses
							0.00									0.00	\$53,094.84
03/05/19	Dep. Uniform Shop				500.00		500.00									0.00	\$53,594.84
10/05/19	Mothers Day Stall			1972.30			1972.30									0.00	\$55,567.14
15/05/19	CBP Grant - Hall Upgrade						18450.00	18450.00								0.00	\$74,017.14
16/05/19	Acelt						0.00	1140		5683.98						5683.98	\$68,333.16
17/05/19	Dep. Uniform Shop				1060.00		1060.00									0.00	\$69,393.16
24/05/19	Sweet P						0.00	1139		308.00						308.00	\$69,085.16
30/05/19	Figtree Public School (Wishlist Payment 1)						0.00	1141				31149.00				31149.00	\$37,936.16
							0.00									0.00	\$37,936.16
							0.00									0.00	\$37,936.16
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							0.00									0.00	\$37,936.16
							0.00									0.00	\$37,936.16
	Total for May	\$0.00	\$0.00	\$1,972.30	\$1,560.00	\$0.00	\$18,450.00	\$21,982.30		\$0.00	\$5,991.98	\$0.00	\$31,149.00	\$0.00	\$0.00	\$37,140.98	\$37,936.16
	Total Y-T-D	\$7,000.00	\$8.60	\$4,673.50	\$12,744.00	\$235.00	\$18,773.75	\$43,434.85		\$1,220.80	\$21,286.27	\$0.00	\$42,143.10	\$0.00	\$0.00	\$64,650.17	

Opening Balance for May	\$53,094.84
Add Income in May	\$21,982.30
	<hr/>
	\$75,077.14
Less Expenses for May	\$37,140.98
	<hr/>
Closing Balance for May	<u>\$37,936.16</u>

Cheque A/c

06 2644 1012 5657

Available	Balance
+ \$39,480.91	+ \$39,703.91

Date	Transaction details	Amount	Total
30 May 2019	Chq 001141 presented	- \$31,149.00	+ \$37,936.16
24 May 2019	Chq 001180 presented	- \$308.00	+ \$69,085.16
17 May 2019	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263802 AUS uniform 17.5.19	+ \$1,060.00	+ \$69,393.16
16 May 2019	Chq 001140 presented	- \$5,683.98	+ \$68,333.16
15 May 2019	Direct Credit 407878 1-4IWPFHX 101020013849122019	+ \$18,450.00	+ \$74,017.14
10 May 2019	Cash Dep QuickCash Figtree	+ \$1,972.30	+ \$55,567.14
08 May 2019	CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS uniform 3.5.19	+ \$500.00	+ \$53,594.84

There are no more transactions to display.

P&C Current Liabilities

May 2019



P&C

Unpresented cheques

none

\$	-
	<u>\$0.00</u>

Promised Funds 2019 Wish List items

	<u>Committed Amount</u>	<u>Amount Spent</u>	<u>Amount Outstanding</u>
Wishlist - 15 computer note books and computer trolleys	\$12,518.00	\$14,008.00	(\$1,490.00)
Wishlist - New reading materials	\$5,000.00		\$5,000.00
Wishlist - Stage 2 Reading resources	\$7,512.00		\$7,512.00
Wishlist - New playground markings	\$6,000.00		\$6,000.00
Wishlist - Basketball Court Refurb	\$10,000.00		\$10,000.00
Wishlist - Mural (2018)	\$1,000.00		\$1,000.00
Wishlist - Soccer Goals (2018)	\$500.00	\$368.00	\$132.00
CBP - Hall Upgrade (Govt Grant)	\$18,450.00	\$16,773.00	\$1,677.00
Total	<u>\$60,980.00</u>	<u>\$31,149.00</u>	<u>\$29,831.00</u>
2019 Grand Total			<u><u>\$29,831.00</u></u>

Bank Balance

End of April 2019	<u>\$53,094.84</u>
Add banking for May 2019	<u>\$21,982.30</u>
Minus Expenses for May 2019	<u>\$37,140.98</u>
Less Current Liabilities	<u>\$29,831.00</u>
Total funds available	<u><u>\$8,105.16</u></u>



Fundraising Profit Comparison for 2011-2019 as at 31st May 2019

	2019	2018	2017	2016	2015	2014	2013	2012	2011
Canteen	\$3,857.79	\$6,095.37	\$7,000.00	\$7,000.00					
Uniform Shop	-\$8,542.27	\$12,491.71	-\$403.57	\$6,551.95	\$3,687.05	\$4,682.24	\$490.65	-\$489.15	\$5,757.64
Lunch Wallets		\$200.00	\$162.00	\$399.50	-\$297.00	\$208.00	-\$178.95		
Easter Basket Raffle	\$1,563.80	\$1,520.40	\$1,755.19	\$1,851.65	\$1,682.03	\$2,103.95	\$1,951.30	\$2,418.59	\$1,574.75
Easter Sausage Sizzle	\$708.65	\$949.85	\$958.65	\$960.87	\$1,296.31	\$952.26	\$905.36	\$773.21	\$616.16
Easter Showbags/Lucky Dip	-		-		-\$15.95	\$318.89	\$508.95		
Easter Guessing Competition	\$32.60	\$44.55	\$41.70	\$30.00	\$32.50	\$47.80		\$12.10	\$52.00
Easter Cake Sales	\$149.90	\$353.00	\$224.95	\$256.95	\$192.75	\$198.55			\$400.00
Mothers Day Stall	\$1,182.38	\$1,138.08	\$1,474.20	\$1,459.30	\$1,498.50	\$1,467.55	\$1,391.67	\$1,363.50	\$1,284.50
Dance - Mid Year / FPS 60th Ann		\$1,117.35	-	\$963.01		\$1,162.80	\$1,075.99		
Movie Night		\$1,250.80	\$1,322.00	\$1,182.05	\$1,123.20	\$30.00	-\$785.50		
Fathers Day Stall		\$909.68	\$1,275.80	\$1,249.45	\$675.07	\$1,272.75	\$1,030.25		\$958.15
Trivia Night			-	\$3,702.90		\$4,317.33		\$2,294.62	\$3,454.13
Sausage Sizzle - Walk-a-thon			-					\$758.59	
Mufti Day - Christmas			-				\$276.40		
Dance - End of Year			-	\$1,214.45	\$1,338.33	\$722.27	\$847.45	\$475.07	\$1,175.10
K-5 Assembly - Sausage Sizzle			\$888.79	\$1,065.25	\$978.41	\$801.50	\$973.40	\$328.08	
Slice/Pie/Pasta Drive			\$1,565.00	\$1,325.50	\$734.30	\$1,113.75			\$1,011.00
School Banking Commission		\$597.14	\$581.08	\$520.37	\$732.70	\$251.81			
Bunnings BBQ			-			\$1,124.81			
Twilight Carnival Night		\$12,581.77	\$14,522.48	\$12,490.69	\$10,383.73	\$9,486.49		\$13,328.66	\$5,424.57
Walkathon/ObstaSchool			\$7,023.70		\$7,101.09				
Total	-\$1,047.15	\$39,249.70	\$38,391.97	\$42,223.89	\$31,143.02	\$30,262.75	\$8,486.97	\$21,263.27	\$21,708.00

On-going
Complete



FIGTREE PRIMARY SCHOOL
Canteen Treasurer's Report
1st May 2019 to 31st May 2019

Cashbook Balance as at 30th April 2019			\$	6,837.61
Add Income May 2019	\$	3,115.55		
Total Income	\$	3,115.55		
			Sub Total	<u>\$ 9,953.16</u>
Less Expenses May 2019				
Total Expenses	\$	-		
			Sub Total	<u>\$ 9,953.16</u>
Cashbook Balance as at 31 May 2019			\$	9,953.16
Add Unpresented Cheques	\$	328.85		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			<u>\$</u>	<u>9,624.31</u>
Balance of Bank Statement as at 31st May 2019			<u>\$</u>	<u>9,953.16</u>

Reported By:

Arthur Castrissios

Unpresented Cheques

J & L Borgo	2022	<u>\$328.85</u>
TOTAL		\$328.85

Cheque A/c
06 2644 1008 0073

Available Balance
+ \$10,245.06 + \$10,245.06

Date	Transaction details	Amount	Total
27 May 2019	Cash Dep Branch Warrawong	+ \$396.50	+ \$9,953.16
27 May 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$285.00	+ \$9,556.66
22 May 2019	Cash Dep Branch Warrawong	+ \$461.05	+ \$9,271.66
22 May 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$285.00	+ \$8,810.61
13 May 2019	Cash Dep Branch Warrawong	+ \$308.50	+ \$8,525.61
13 May 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$220.00	+ \$8,217.11
08 May 2019	Cash Dep Branch Figtree	+ \$414.70	+ \$7,997.11
06 May 2019	CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS	+ \$210.00	+ \$7,582.41
07 May 2019	Cash Dep Branch Warrawong	+ \$249.80	+ \$7,372.41
07 May 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$285.00	+ \$7,122.61

There are no more transactions to display.