



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 17th of September 2019, Staff Room, Figtree Public School

Lincoln Turner opened the meeting at 7.02 pm.

Present: Nicole Castrissios, Anu Stevens, Sheree Springhetti, Melissa Harding, Lincoln Turner, Eva Thompson, Rebecca Cavanagh, Jasmine Campbell, Emma Clayton, Alicia Williams

Apologies: Arthur Castrissios

Acceptance of the Previous Minutes – 20.8.2019

It was moved by Jasmine Campbell and seconded by Lincoln that the minutes of the meeting held on 20.9.2019 be accepted. Carried.

Business Arising from the Previous Minutes – 18.6.2019

Action	Who	By	Remarks
Development of Policies and Procedures for Bank Card use	Arthur / Lincoln	2020	Draft completed and submitted for feedback. See attached.
Canteen Operations Policy- - Kim to provide feedback	Lincoln	October 2019	Policy finalised. Lincoln to forward and forward to Allanah to add to website
Shelving for uniform shop	Sheree	ASAP	Shelving completed, purchased and installed. Uniform shop has been reorganised and this change should be finished next week.
Harvey Norman purchase	ALL	September meeting	Send suggestions for purchase to Allanah for consideration. To be finalised at next meeting. Check available amount???
Student volunteers at carnival night	Mel	September meeting	Mel has decided this is not a viable option.
Carnival funding	Sheree	ASAP	Sheree provided list of accounts.
Kindy Orientation	Sheree	Kindy Orientation	Sheree to do an introduction at the session and a display. No need to do a presentation.
Pie Drive	Sheree	ASAP	Pie drive changed to lamington/mince pie drive held in the last term. 3/12/19

Correspondence – In

Accounts- LW reid, Kids @Heart, Woolworths, Balloon Expressions, Southern Sweets, LJ Borgo	Treasurer
King Print quote	Passed on to the uniform shop
Big W account application- additional info	To be resubmitted
School Fun Run	Passed on to Events Committee
Kids @Heart	Passed on to Events Committee

Correspondence – Out

P&C final minutes of meeting 20th of August 2019

Emailed to members / added to website

Accounts

Forwarded to Treasure



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Business Arising from Correspondence

- New supplier to be sourced for uniform shop

Principal's Report – Mel Harding

- See attached report

A new perm teaching role may open up for 2020 which would require a recruitment panel. A panel must include a parent and teacher volunteer and must be gender equitable. A discussion will be had with Arthur who had expressed his interest in this role previously. If Arthur is not able to do this, this role will be opened up at the next meeting.

Treasurer's Report – Arthur Castrissios (in absentia)

- See attached report

Report presented by Lincoln on Arthurs behalf.

Mel to chase up promised funds for reading materials.

Waiting for the painting business to return to the area to get the mural and line markings completed.

Fundraising and Event Report

Sheree S reported:

- See attached report.

Uniform Shop

Things are tracking well in terms of supply and sales. Paulette has done a great job moving forward from the stocktake and she has been reporting to Arthur.

Continuing the process of finding a sustainable supplier. Normal polo and sports set are not standard designs which is causing issues.

Checked 2 suppliers to match and this is proving difficult and poor quality. Suggested to slightly alter to a more sustainable, main stream design.

The changes to the sport set is minimal and could be rolled out easily. LWR have similar shorts without the yellow piping.

Finding it harder to find a close match to the polo shirt due to the sleeves and collar.

Mel said that we could try the staff uniform supplier "Teams" in Unanderra. Allanah to send through details. Hats can be replicated through Kings with no change.

Mel spoke about the overwhelming response from parents to wear grey pants, which was inline with Department guidelines. Mel said she would prefer red or grey tailored pants than tracksuit pants or leggings. Would like to implement changes to the policy that whichever pants, red or grey need to be tailored.

Kids need to have a couple of options, but need to have a more uniform approach to pants.

To look into where we can get red pants and grey pants in the same style and the two different colours.



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Until this is finalised, we will hold off on sending out revisions on the uniform policy.

Lincoln would like the uniform shop to have an automatic “restock” limit. Re-order point to avoid overstocking. The last SweetPea order puts the stock limit in the shop currently at over \$40,000.

Sheree said that the overstocking is due to the supplier closing down, order limits ect.

Canteen

Kim has been away and Eva has been managing her role.

To support the school’s sustainability in the canteen, we would like to introduce a waste management system. Recommended to purchase coffee pods through Urban Brew to reduce landfill. Supported by Lincoln, Alicia and Mel.

Mel said that recycling is currently being sorted by the school.

Fundraising Committee

Superhero treat day to support book week parade with a cake stall and lolly stall.

Sheree requested funds of \$300 to purchase lollies from Southern Sweets, supported by Lincoln and seconded by Alicia.

Review of carnival planning- see report attached.

Sheree requested that the banner be added to the front fence- Mel to get this sorted.

General Business

Kids outside school before school opens

- Legally can not have kids on grounds without supervision. Teachers are already on 15 minutes before the have a requirement to.
- Eva suggested a holding pen to get the off the street.
- As soon as the gate is opened- the duty of care commences- causing issues.
- Mel to share the reasons why the gate is locked until 8.30
- Walking school bus needs to be run separate from the school
- Discussed “activity” run by volunteer but this will encourage more people dropping off and becoming bigger issues
- OOSH for before school option.
- Mel said as a school they exploring options for services and looking at data.
- Action- to communicate issues around dropping off before school with the community

With no further discussion required Lincoln Turner thanked everyone for their attendance and closed the meeting at 8.15pm.

The next meeting will be on Tuesday 15th of October 2019 at 7pm.



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Action List

Action	Who	By	Remarks
Communication of before school care to wider community	Mel	ASAP	Information to be shared throughout the community.
Review of the debit card policy	ALL P&C	October meeting	Review of policy prior to discussion at next meeting
Recruitment Panel for next year staffing	Mel & Arthur	October meeting	Arthur to advise if he is interested in being on the panel
Harvey Norman purchase	ALL	October meeting	Send suggestions for purchase to Allannah for consideration. To be finalised at next meeting.
Kindy Orientation	Sheree	Kindy Orientation	Info and uniform stall to be set up to take orders at kindy morning tea
Pie Drive	Sheree	ASAP	Information on pie drive to be sent out ASAP – save the date



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P&C Meeting 17 September 2019
Principal's Report

Since the last meeting:

- Southern Stars was an amazing opportunity for the 62 Figtree PS students who were involved. A big thank you to Mrs O'Connor and Mrs Diamant for their coordination and Mrs Lee and Ms Neville for their support during show week.
- Stage 1 students attended an excursion to the Science Space on 26 August.
- During Week 6 we took time to acknowledge the fabulous work done in our school every day by our wonderful SAS Staff and thank them for their efforts and contributions. We thank them for their vital role in ensuring that every single student is cared for and supported and for the smooth operation of our school.
- Our students enjoyed purchasing Father's Day gifts and we thank the P&C for the coordination of the stall and the parents who gave up their time to assist.
- On 2 September, Jordi, Maddy, Malea and Kristen represented our school at the Regional Spelling Bee Final. Kristen won the Stage 3 final and will now represent at the state final in Sydney. Congratulations to all students.
- ICAS tests have been running for the past couple of weeks before school and we thank Mrs Kynes for her coordination of this.
- Many of our Banksia students attended a Sports Ready Day at Beaton Park on Thursday 5 September and did us proud in regards to their participation, behaviour and sportsmanship.
- Ours Stage 3 students attended camp Mon-Wed of last week. This was an outstanding learning opportunity for our students and by all reports was an enjoyable experience. We thank our Stage 3 teachers for attending and taking time away from their own families in order to provide this opportunity.
- Congratulations to Scarlett, Christian, Skye, Manoli and Lulu who represented Central Wollongong at the Regional Carnival in Canberra last Friday.
- Today we had six K-2 students represent our school at the Figtree CoS Public Speaking Competition at Figtree Heights. Congratulations to Zoe, Joey, Nate, Lucinda, Kai and Luka.
- Our Ready Roos program began last week for Kindergarten 2020. This will conclude at the end of term and our more formal Kinder Orientation sessions will take place in November.

Coming up:

- The last day of Term 3 is next Friday 27 September.
- School resumes for staff and students on 14 October.

Other:

- The replacement for 3L will be announced to staff tomorrow and then the parent community before the end of term.
- NAPLAN results will be distributed to families as soon as we get them. As a school, we have been able to see some preliminary school results which have been very positive.

Melissa Harding
Principal



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st August 2019 to 31 August 2019

Cashbook Balance as at 31 July 2019			\$	10,675.66
Add Income August 2019	\$	2,903.30		
Total Income	\$	2,903.30		
		Sub Total	\$	<u>13,578.96</u>
Less Expenses August 2019	\$	1,572.24		
Total Expenses	\$	1,572.24		
		Sub Total	\$	<u>12,006.72</u>
Cashbook Balance as at 31 August 2019			\$	12,006.72
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			\$	<u><u>12,006.72</u></u>
Balance of Bank Statement as at 31 August 2019			\$	<u><u>12,006.72</u></u>

Unpresented Cheques

NIL

Presented Cheques

Kim Kelly (Term 2 Canteen Buyer)	2033	\$250.00
J & L Borgo	2034	\$784.52
R Whiting	2035	\$217.50
Southern Sweets	2036	\$9.04
Woolworths	2037	\$311.18
		<u>\$1,572.24</u>

Reported By:

Arthur Castrissios



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN - August 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. petty cash	Cheque Total	
												0	10675.66
5/8/19	Kim Kelly (Canteen Buyer Term 2 2019)								2033		250.00	250.00	10425.66
6/8/19	Canteen takings 29/7, 31/7, 2/8	410.00	197.50		237.20			334.70				0.00	10835.66
6/8/19	Canteen takings 29/7, 31/7, 2/8 coins	507.25										0.00	11342.91
6/8/19	Canteen takings 5/8 (banked with above)		146.95									0.00	11342.91
6/8/19	R Whiting								2035	217.50		217.50	11125.41
7/8/19	J & L Borgo								2034	784.52		784.52	10340.89
7/8/19	Southern Sweets								2036	9.04		9.04	10331.85
9/8/19	Woolworths								2037	311.18		311.18	10020.67
12/8/19	Canteen takings 7/8, 9/8	340.00			223.70			376.10				0.00	10360.67
12/8/19	Canteen takings 7/8, 9/8 (coins)	259.70										0.00	10620.37
19/8/19	Canteen takings 12/8, 14/8, 16,8	260.00	127.40		153.85			336.55				0.00	10880.37
19/8/19	Canteen takings 12/8, 14/8, 16,8 (coins)	353.20										0.00	11233.57
27/8/19	Canteen takings 19/8, 21/8, 23/8	285.00	152.45		238.70			206.15				0.00	11518.57
27/8/19	Canteen takings 19/8, 21/8, 23/8 (coins)	488.15										0.00	12006.72
27/8/19	Canteen takings 26/8 (banked with above)		180.05									0.00	12006.72
												0.00	12006.72
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												0.00	12006.72
TOTALS		2903.30	804.35	0.00	853.45	0.00	1253.50	0.00		1322.24	250.00	1572.24	
YTD		17959.50	3865.50	0.00	5768.35	354.85	6851.95	0.00	0.00	9538.84	9509.31	19048.15	

Cheque A/c

06 2644 1008 0073

Available	Balance
+ \$12,722.87	+ \$12,722.87

Date	Transaction details	Amount	Total
27 Aug 2019	Cash Dep Branch Warrawong	+ \$488.15	+ \$12,006.72
27 Aug 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$285.00	+ \$11,518.57
19 Aug 2019	Cash Dep Branch Warrawong	+ \$353.20	+ \$11,233.57
19 Aug 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$260.00	+ \$10,880.37
12 Aug 2019	Cash Dep Branch Warrawong	+ \$259.70	+ \$10,620.37
12 Aug 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$340.00	+ \$10,360.67
09 Aug 2019	Chq 002037 presented	- \$311.18	+ \$10,020.67
07 Aug 2019	Chq 002036 presented	- \$9.04	+ \$10,331.85
07 Aug 2019	Chq 002034 presented	- \$784.52	+ \$10,340.89
06 Aug 2019	Chq 002035 presented 06 2067	- \$217.50	+ \$11,125.41
06 Aug 2019	Cash Dep Branch Warrawong	+ \$507.25	+ \$11,342.91
06 Aug 2019	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$410.00	+ \$10,835.66
05 Aug 2019	Chq 002033 presented 06 2067	- \$250.00	+ \$10,425.66

There are no more transactions to display.

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



Balance as per Bank Statement on 30th July 2019		\$27,622.85
Add Income for August 2019	\$6,610.20	
	Sub-Total	<u>\$6,610.20</u>
Less Expenses August 2019	\$4,233.64	
	Sub-Total	<u>\$4,233.64</u>
Add unrepresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unrepresented Cheques		
<u>Payee</u>	<u>Number</u>	<u>Amount</u>
NIL		<u>\$0.00</u>
	sub-total	<u>\$0.00</u>
Balance as per bank statement on the 31st August 2019		<u>\$29,999.41</u>
Balance of Available Funds with unrepresented cheques included		<u><u>\$29,999.41</u></u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
LW Reid	1146	3168.66
Balloon Expressions (Trivia Night)	1147	90.00
Trivia Night Float	1148	410.00
Anu Stevens (Trivia Night Reimbursment)	1149	64.98
Rubys Mt Kembla (Trivia Night)	1150	200.00
Destination Dancefloor (Trivia Night)	1151	300.00
	sub-total	<u>\$4,233.64</u>



CASH BOOK - Figtree Public School P & C

August 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.	Wishist School Distrib.	P & C Federation Fee	Misc. Expenses		Total Expenses
							0.00									0.00	\$27,622.85
08/08/19	L W Reid						0.00	1146		3168.66						3168.66	\$24,454.19
09/08/19	Uniform Shop Deposit				840.00		840.00									0.00	\$25,294.19
12/08/19	SoCo Supervised Contact Services (Trivia Night Donate)			300.00			300.00									0.00	\$25,594.19
12/08/19	Trivia Night Float						0.00	1148	410.00							410.00	\$25,184.19
12/08/19	Accounting Professionals (Trivia Night Donation)			500.00			500.00									0.00	\$25,684.19
13/08/19	Anu Stevens (Trivia night Reimbursement)						0.00	1149	64.98							64.98	\$25,619.21
19/08/19	Trivia Night Takings (Deposit 1)			1490.00			1490.00									0.00	\$27,109.21
19/08/19	Trivia Night Takings (Deposit 2)			702.20			702.20									0.00	\$27,811.41
19/08/19	TryBooking Pty Ltd (Trivia Night Tickets)			0.97			0.97									0.00	\$27,812.38
19/08/19	TryBooking Pty Ltd (Trivia Night Tickets)			0.44			0.44									0.00	\$27,812.82
19/08/19	Balloon Expressions (Trivia Night)						0.00	1147	90.00							90.00	\$27,722.82
19/08/19	Ruby's Mt Kembla Night (Trivia Night)						0.00	1150	200.00							200.00	\$27,522.82
20/08/19	TryBooking Pty Ltd (Trivia Night Tickets)			2416.59			2416.59									0.00	\$29,939.41
26/08/19	Destination Dancefloor (Trivia Night MC)						0.00	1151	300.00							300.00	\$29,639.41
29/08/19	Uniform Shop Deposit						0.00									0.00	\$29,639.41
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							0.00									0.00	\$29,999.41

Cheque A/c

06 2644 1012 5657

Available	Balance
+ \$31,703.86	+ \$31,703.86

Date	Transaction details	Amount	Total
29 Aug 2019	CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS uniform shop	+ \$360.00	+ \$29,999.41
26 Aug 2019	Chq 001151 presented 06 2067	- \$300.00	+ \$29,639.41
20 Aug 2019	Direct Credit 526426 TryBooking Pty L Trivia tix sales	+ \$2,416.59	+ \$29,939.41
19 Aug 2019	Chq 001150 presented 06 2067	- \$200.00	+ \$27,522.82
19 Aug 2019	Chq 001147 presented	- \$90.00	+ \$27,722.82
19 Aug 2019	Direct Credit 526426 TryBooking Pty L TryBooking Payment	+ \$0.44	+ \$27,812.82
19 Aug 2019	Direct Credit 526426 TryBooking Pty L TryBooking Payment	+ \$0.97	+ \$27,812.38
19 Aug 2019	Cash Dep Branch Figtree	+ \$702.20	+ \$27,811.41
19 Aug 2019	Cash Dep Branch Figtree	+ \$1,490.00	+ \$27,109.21
13 Aug 2019	Chq 001149 presented	- \$64.98	+ \$25,619.21
12 Aug 2019	Direct Credit 421520 ACCOUNTING PROFE Inv 2019-001	+ \$500.00	+ \$25,684.19
12 Aug 2019	Cashed Chq No. 001148 Corrimal	- \$410.00	+ \$25,184.19
12 Aug 2019	Direct Credit 065655 BANK FIRST 205015 Trivia - Su	+ \$300.00	+ \$25,594.19
09 Aug 2019	Cash Dep Branch Figtree	+ \$840.00	+ \$25,294.19
08 Aug 2019	Chq 001146 presented	- \$3,168.66	+ \$24,454.19

There are no more transactions to display.

P&C Current Liabilities**Aug-19**

Aug 2019 Unpresented cheques

NIL

\$0.00

P&C

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	\$896.34	\$4,103.66
Wishlist - Stage 2 Reading resources	\$7,512.00	\$6,835.93	\$676.07
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	\$17,710.84	\$739.16
Total	\$60,980.00	\$39,819.11	\$21,160.89

2019 Grand Total to be Spent**\$21,160.89****Bank Balance**

End of July 2019	<u>\$27,622.85</u>
Add banking for Aug 2019	<u>\$6,610.20</u>
Minus Expenses for Aug 2019	\$4,233.64
Less Current Liabilities	\$21,160.89
Total funds available	<u>\$8,838.52</u>

Trivia Night 2019

	Income	Expenditure	Profit
Presold Tickets	\$2,418.00		
Trivia Night Takings	\$2,192.20		
Donations- Accounting Professionals	\$500.00		
Donation - SuCo	\$300.00		
Wine		\$64.98	
Balloons		\$90.00	
Rubys Mt Kembla		\$200.00	
Destination Dancefloor - MC		\$300.00	
Woolworths		\$174.50	
Cash float		410	
Total	\$5,410.20	\$1,239.48	\$4,170.72



Fundraising Profit Comparison for 2011-2019 as at 31 August 2019

	2019	2018	2017	2016	2015	2014	2013	2012	2011
Canteen	\$5,911.35	\$6,095.37	\$7,000.00	\$7,000.00					
Uniform Shop	-\$10,785.13	\$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	\$1,271.95	\$909.68	\$1,275.80	\$1,249.45	\$675.07	\$1,272.75	\$1,030.25		\$958.15
Trivia Night	\$4,170.72		-	\$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	\$425.00	\$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	\$4,631.22	\$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 PUBLIC SCHOOL P & C ASSOCIATION – DEBIT CARD POLICY

1. Overview

A debit card account is in operation to assist those organising fundraising events to purchase items and thus avoid the need to use personal funds that are later reimbursed by the P & C Treasurer.

2. Policy

The following summarises the debit card policy and the circumstances for which the card can be used.

- The debit card is permissible for use by the P & C Association for legitimate official purchases;
- No more than three debit cards are to be available at any one time;
- Card holders are to be nominated and approved at the P & C Annual General Meeting. All previous cards are to be destroyed prior to issue of new cards;
- Financial approval must be sought before making a purchase. This should ideally be at a P & C meeting, or in the event that funds are required prior to the next meeting, by approval of a majority of the P & C Executive (which comprises President, Vice President, Secretary and Treasurer);
- A limit of \$200 will be in place on the debit card account.
- Individual purchases should be less than \$50, unless prior approval at a P & C meeting or by the Executive has been given;
- Surplus funds (ie the difference between what was approved for an event and what was actually spent) that remain following completion of purchases for a specific fundraising event, are to be transferred back to the everyday P & C cheque account;
- Items that can be purchased at suppliers with which the P & C has an account, are not to be purchased using the debit card;
- The debit card must not be used to withdraw cash;
- No direct debit arrangements are to be attached to the debit card account;
- Receipts for all purchases and transactions must be retained;
- A monthly record of each cardholder's transactions (see attached template) must be submitted to the Treasurer together with the receipts.
- A monthly reconciliation of the account must be performed by the Treasurer.

Use of the card will be monitored by the P & C Executive (as defined above). Where it is deemed by at least two members of the P & C Executive (as defined above) that use is not in strict compliance with this policy, the Executive will have discretion to either (a) cancel the cardholder or (b) close the debit card account.

3. Reconciliation Guidelines for P & C Treasurer

- The debit card account must be reconciled to ensure that the account and financial records are in agreement;
- The cashbook and bank statement items are matched to identify outstanding or unidentified transactions;
- All bank charges must be accounted for;
- All unclaimed money must be accounted for;
- Only legitimate payments are presented on the account.



P&C

4. Appendices

4.1 Debit Card Transaction Template

Debit Card Transaction Template

Figtree Public School P & C Association
Debit Card Transactions



P&C

Period <Month><Year>
Cardholder <Name>
Fundraising Event 1 <Event 1>
Pre-approved Limit 1 \$
Fundraising Event 2 <Event 2>
Pre-approved Limit 2 \$

Date	Description	Fundraising Event	Supplier	Receipt No. (copy to be attached)	Amount
				Total	\$0.00