



**FIGTREE PUBLIC SCHOOL  
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES  
DATE 15th March 2022, (Hybrid Meeting)**

Meeting opened at 7:11pm

**Present:** Anu Stevens, Jasmine Campbell, Emma Clayton, Natalie Campbell, David Stuart (online), Bec Cavanaugh (online), Melissa Harding, Sheree Springhetti, Eleni Tamvaki, Chantell Willis, Ashley Boyle, Andrew Anthony, Melissa Labor

**Apologies:** Allanah

**Acceptance of the Previous Minutes – 15/2/22**

Moved by Sheree and seconded by Anu that the minutes of the meeting held on 15/2/2022 be accepted. Carried.

**Business Arising from the Previous Minutes – 15/2/22**

**Action Who By Remarks**

Mother's Day Stall	Sheree to order and Nat and Jasmine to run
Laptop for Canteen	Anu - <b>Eva's laptop?</b>

**Correspondence – In**

- Disability Trust Membership - Payment approved
- Fundraising materials

**Correspondence – Out**

- **Invoices forwarded to treasurer**

**Business Arising from Correspondence**

- Disability Trust Membership - Payment approved, however unsure which category P&C come under so need to clarify whether this is a \$15 or \$45 commitment.

**Principals' Report – Mel**

- See attached report
- Approved Special Canteen day 8/4/22 - Hotdogs
- Mufti day 4/4/22 - Students to provide a donation of eggs and/or Easter gift bags for Easter Raffle
- Review of school uniform policy to reintroduce long red pants as an option for girls (in addition to grey)
- Anu advised the process for outsourcing the uniform would be to apply to the Dept of Education and then put the uniform out for tender among 3 suppliers.
- Parent volunteer is required to teach ethics classes
- Mrs Perros is on leave

**Treasurer's Report – Melissa Labor**

**See attached report**

Canteen Account - \$544

P&C Account - \$5237 (minus \$9031 in expenses)  
Mel to check J&L Borgo and put invoices in P&C pigeon hole

## **Fundraising and Event Report**

### **Fundraising Committee**

- Easter raffle - collecting vouchers for prizes -Ash organised some additional prizes
- any community vouchers or prize donations welcome - Sheree to email letter template for businesses
- Motion to schedule Pie drive for 7/6/22 (Berkeley cakes and pies) made by Emma and seconded by Anu. Carried.
- Discussion about an online raffle - online platform will charge 4.4%, Ash will look into the use of Spriggy for future fundraisers as processing fees are lower, however for this year's Easter raffle it was decided to continue with paper booklets.

### **Canteen**

- Discussion around having a laptop and printer in the canteen to print labels for lunch orders (allows for ordering up to 8am on the day rather than 2pm the day prior - noted this is likely to increase ordering from families) **Approval given to look into purchasing a printer**
- Allanah has updated all class lists on Spriggy to prevent confusion where parents have not updated this for their child's profile
- Stocktake assistance required for smooth function and ordering - Emma and Sheree have offered to assist with stocktake but also discussed year 6 students to assist with this - preference from teaching staff to have this on a Friday afternoon but will need students to be supervised in the canteen.
- Planning to open canteen on Wednesdays in term 2 for first break pending adequate numbers of volunteers
- Question regarding Ash having access to P&C e-news account to post canteen announcements as Anu has access to this.

### **Uniform Shop**

- Uniform shop update provided by Anu
- P&C will begin the transition to outsourcing the uniform shop
- Currently Paulette is being assisted by Bec, Mel, Anu, Nikki, Julie and Kath until this transition is finalised
- Motion to formally outsource the uniform shop made by Anu and seconded by Ash. Carried.
- Second hand/recycled uniform shop to continue to operate with Julie and Kath at this stage
- School can contact P&C on behalf of anyone who would benefit from provision of recycled uniform items as there is excess stock of some items

### **General Business**

- Ant dust is being used to address the issue of ants in the middle block
- Afternoon tea welcome for new families scheduled for 3-4:30pm on 29/4/22 to build community after 2 years of being interrupted by covid restrictions
- Request to address Year 5 and 6 students on bikes after school are riding in the playground before they are outside the gate
- Look into community grants available to the P&C and apply prior to the cut off dates (some have been missed in previous years)

### **Action Who By Remarks**

<b>Clarify Disability Trust Membership</b>	<b>Jasmine ??</b>
<b>Special Canteen day - hotdogs</b>	<b>Ash</b>

Easter raffle - prizes	Sheree/Bec/Ash
Spriggy for future events	Ash
Research laptop and printer options for canteen	Ash/Andrew/Anu?
Transition to outsourcing uniform shop	Anu
Mother's Day Stall	Nat/Jasmine
Community Picnic - food available through canteen	Ash +helpers
Wishlist	Miss Harding/Jasmine?

Meeting closed at 8:30pm

# **P&C Meeting 15 March 2022**

## **Principal's Report**

### **Since the last meeting:**

- We have students represent at the District and Regional swimming carnivals. A big congratulations to Skye W who is the Regional Age Champion- an outstanding achievement.
- Parent Information Sessions have been held for parents/carers via Zoom.
- Life Education lessons started this week. Thank you to Dendrobium mine for sponsoring our participation.

### **Coming up:**

- Teachers will be offering check in meetings over the last couple of weeks of this term and the start of Term 2. More information regarding these will be distributed via ENews over the coming days.
- Selective HS test has been postponed and will now be held on 31 March.
- The NRMA Bike Safety Day for all students will be held on 23 March.
- The school cross country carnival will be held on 24 March. Parents are welcome to attend.
- We will have a school-based Easter celebration on the last day of term (8 April). Unfortunately, we won't be able to have the parent community attend this event.

### **Other:**

- Mrs Duffield was on leave on Friday and will be for the next two weeks. The Assistant Principals are taking turns at relieving on those days.
- Mrs Jessica Lambis returned to school yesterday. Jess is doing COVID learning support with Stage 1- Mon-Wed.
- School Uniform Policy up for review- are we happy to reintroduce red pants as an option for girls?
- I have reconsidered the newsletter thought that I had last meeting. I am thinking of doing a term summary with stage reports etc. We will trial it and see how we go!
- 

**Melissa Harding**  
**Principal**

**FIGTREE PRIMARY SCHOOL P&C**  
**Canteen Reconciliation Report**  
**1st January 2022 to 31st January 2022**



Cashbook Balance as at 31st December 2021 \$ 6,699.70

Add Income January 2022 \$ -

Total Income \$ -

Sub Total \$ 6,699.70

Less Expenses January 2022 \$ 295.42

Total Expenses \$ 295.42

Sub Total \_\_\_\_\_

Cashbook Balance as at 31st January 2022 \$ 6,404.28

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 6,404.28

Balance of Bank Statement as at 31st January 2022 \$ 6,404.28

Reported by \_\_\_\_\_

**Unpresented Cheques**

\$ -

TOTAL 0.00





**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st March 2021 to 31st March 2021**

Cashbook Balance as at 29th February 2021		\$	6,489.65
Add Income March 2021	\$	3,233.95	
Total Income	\$	3,233.95	
		Sub Total	<u>\$ 9,723.60</u>
Less Expenses March 2021			
Total Expenses	\$	-	
		Sub Total	<u>\$ 9,723.60</u>
Cashbook Balance as at 31st March 2021		\$	9,723.60
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			<u><u>\$ 9,723.60</u></u>
Balance of Bank Statement as at 31st March 2021			<u><u>\$ 9,723.60</u></u>

**Reported By:**

**Unpresented Cheques**

**TOTAL** \$ -



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st April 2021 to 30th April 2021**

Cashbook Balance as at 31st March 2021 \$ 9,723.60

Add Income April 2021 \$ 1,935.20

Total Income \$ 1,935.20

Sub Total \$ 11,658.80

Less Expenses April 2021 \$ 3,698.06

Total Expenses \$ 3,698.06

Sub Total \$ 7,960.74

Cashbook Balance as at 30 April 2021 \$ 7,960.74

Add Unpresented Cheques

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 7,960.74

Balance of Bank Statement as at 30 April 2021 \$ 7,960.74

**Reported By:**  
**Melissa Labor, P&C Treasurer**

**Unpresented Cheques**

NIL

**TOTAL \$0.00**





**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer's Report**  
**1st May 2021 to 31st May 2021**

Cashbook Balance as at 30th April 2021 \$ 7,960.74

Add Income May 2021 \$ 3,426.95

Total Income \$ 3,426.95

Sub Total \$ 11,387.69

Less Expenses May 2021 \$ 1,628.52

Total Expenses \$ 1,628.52

Sub Total \$ 9,759.17

Cashbook Balance as at 31 May 2021 \$ 9,759.17

Add Unpresented Cheques

Less Unpresented Deposits

Total Balance with Bank Statement \$ 9,759.17

Balance of Bank Statement as at 31st May 2021 \$ 9,759.17

**Reported By:**

**Unpresented Cheques**

**TOTAL \$744.42**



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st June 2021 to 30 June 2021**

Cashbook Balance as at 31 May 2021		\$	9,759.17
Add Income June 2021	\$	-	
Total Income	\$	2,617.75	
	Sub Total	\$	<u>12,376.92</u>
Less Expenses June 2021			
Total Expenses	\$	5,143.29	
	Sub Total	\$	<u>7,233.63</u>
Cashbook Balance as at 30 June 2021		\$	7,233.63
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement		\$	<u><u>7,233.63</u></u>
Balance of Bank Statement as at 30 June 2021		\$	<u><u>7,233.63</u></u>

**Unpresented Cheques**

Nil

**Presented Cheques**

Nil

**Reported By:** Melissa Labor



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st July 2021 to 31 July 2021**

Cashbook Balance as at 30 June 2021			\$	6,699.70
Add Income July 2021	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>6,699.70</u>
Less Expenses July 2021	\$	3,050.64		
Total Expenses	\$	3,050.64		
		Sub Total	\$	<u>3,649.06</u>
Cashbook Balance as at 31 July 2021			\$	3,649.06
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			\$	<u><u>3,649.06</u></u>
Balance of Bank Statement as at 31 July 2021			\$	<u><u>3,649.06</u></u>

**Unpresented Cheques**

Nil

**Presented Cheques**

Nil

**Reported By:** Melissa Labor





**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st September 2021 to 30 September 2021**

Cashbook Balance as at 31 August 2021 \$ 3,649.06

Add Income September 2021 \$ -

Total Income \$ -

Sub Total \$ 3,649.06

Less Expenses September 2021

Total Expenses \$ -

Sub Total \$ 3,649.06

Cashbook Balance as at 30 September 2021 \$ 3,649.06

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance of Available Funds \$ 3,649.06

Balance of Bank Statement as at 30 September 2021 \$ 3,649.06

**Unpresented Cheques** \$ -

**Prresented Cheques:**

**TOTAL** \$0.00



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st October 2021 to 31 October 2021**

Cashbook Balance as at 30 September 2021			\$ 3,649.06
Add Income October 2021	\$	-	
Total Income	\$	-	
		Sub Total	\$ 3,649.06
Less Expenses October 2021	\$	-	
Total Expenses	\$	-	
		Sub Total	\$ 3,649.06
Cashbook Balance as at 31 October 2021			\$ 3,649.06
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			\$ 3,649.06
Balance of Bank Statement as at 31 October 2021			\$ 3,649.06

**Reported By:**

\$ -

**Unpresented Cheques**



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st November 2021 to 30 November 2021**

Cashbook Balance as at 31 October 2021			\$ 3,649.06
Add Income November 2021	\$	-	
Total Income	\$	-	
		Sub Total	\$ 3,649.06
Less Expenses November 2021			
Total Expenses	\$	-	
		Sub Total	\$ 3,649.06
Cashbook Balance as at 30 November 2021			\$ 3,649.06
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total of Available Funds			\$3,649.06
Balance of Bank Statement as at 30 November 2021			\$ 3,649.06

**Reported By:**

**Unpresented Cheques**

**Presented Cheques**

**TOTAL** 0.00



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st December 2021 to 31 December 2021**

Cashbook Balance as at 30 November 2021		\$	3,649.06
Add Income December 2021	\$	-	
Total Income	\$	-	
		Sub Total	<u>\$ 3,649.06</u>
Less Expenses December 2021	\$	-	
Total Expenses	\$	-	
		Sub Total	<u>\$ 3,649.06</u>
Cashbook Balance as at 31 December 2021		\$	3,649.06
Add Unpresented Cheques		\$0.00	
Less Unpresented Deposits	\$	-	
Total of Available Funds		<u>\$ 3,649.06</u>	
Balance of Bank Statement as at 31 December 2021		<u>\$ 3,649.06</u>	

**Reported By:**

**Unpresented Cheques**

NIL

**TOTAL** \$0.00

**Presented Cheques**

**TOTAL** \$0.00



**FIGTREE PRIMARY SCHOOL P&C**  
**Canteen Reconciliation Report**  
**1st January 2022 to 31st January 2022**



Cashbook Balance as at 31st December 2021		\$	6,699.70
Add Income January 2022	\$	-	
Total Income	\$	-	
		Sub Total	<u>\$ 6,699.70</u>
Less Expenses January 2022	\$	295.42	
Total Expenses	\$	295.42	
		Sub Total	<u>                    </u>
Cashbook Balance as at 31st January 2022		\$	6,404.28
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement		<u>\$</u>	<u>6,404.28</u>
Balance of Bank Statement as at 31st January 2022		<u>\$</u>	<u>6,404.28</u>
Reported by			<u>                    </u>
<b>Unpresented Cheques</b>		\$	-
		TOTAL	0.00





**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st March 2021 to 31st March 2021**

Cashbook Balance as at 29th February 2021		\$	6,489.65
Add Income March 2021	\$	3,233.95	
Total Income	\$	3,233.95	
		Sub Total	<u>\$ 9,723.60</u>
Less Expenses March 2021			
Total Expenses	\$	-	
		Sub Total	<u>\$ 9,723.60</u>
Cashbook Balance as at 31st March 2021		\$	9,723.60
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			<u><u>\$ 9,723.60</u></u>
Balance of Bank Statement as at 31st March 2021			<u><u>\$ 9,723.60</u></u>

**Reported By:**

**Unpresented Cheques**

**TOTAL** \$ -



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st April 2021 to 30th April 2021**

Cashbook Balance as at 31st March 2021 \$ 9,723.60

Add Income April 2021 \$ 1,935.20

Total Income \$ 1,935.20

Sub Total \$ 11,658.80

Less Expenses April 2021 \$ 3,698.06

Total Expenses \$ 3,698.06

Sub Total \$ 7,960.74

Cashbook Balance as at 30 April 2021 \$ 7,960.74

Add Unpresented Cheques

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 7,960.74

Balance of Bank Statement as at 30 April 2021 \$ 7,960.74

**Reported By:**  
**Melissa Labor, P&C Treasurer**

**Unpresented Cheques**

NIL

**TOTAL** \$0.00



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer's Report**  
**1st May 2021 to 31st May 2021**

Cashbook Balance as at 30th April 2021 \$ 7,960.74

Add Income May 2021 \$ 3,426.95

Total Income \$ 3,426.95

Sub Total \$ 11,387.69

Less Expenses May 2021 \$ 1,628.52

Total Expenses \$ 1,628.52

Sub Total \$ 9,759.17

Cashbook Balance as at 31 May 2021 \$ 9,759.17

Add Unpresented Cheques

Less Unpresented Deposits

Total Balance with Bank Statement \$ 9,759.17

Balance of Bank Statement as at 31st May 2021 \$ 9,759.17

**Reported By:**

**Unpresented Cheques**

**TOTAL \$744.42**



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st June 2021 to 30 June 2021**

Cashbook Balance as at 31 May 2021		\$	9,759.17
Add Income June 2021	\$	-	
Total Income	\$	2,617.75	
		Sub Total	<u>\$ 12,376.92</u>
Less Expenses June 2021			
Total Expenses	\$	5,143.29	
		Sub Total	<u>\$ 7,233.63</u>
Cashbook Balance as at 30 June 2021		\$	7,233.63
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			<u><u>\$ 7,233.63</u></u>
Balance of Bank Statement as at 30 June 2021			<u><u>\$ 7,233.63</u></u>

**Unpresented Cheques**

Nil

**Presented Cheques**

Nil

**Reported By:** Melissa Labor



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st July 2021 to 31 July 2021**

Cashbook Balance as at 30 June 2021			\$	6,699.70
Add Income July 2021	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>6,699.70</u>
Less Expenses July 2021	\$	3,050.64		
Total Expenses	\$	3,050.64		
		Sub Total	\$	<u>3,649.06</u>
Cashbook Balance as at 31 July 2021			\$	3,649.06
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			\$	<u><u>3,649.06</u></u>
Balance of Bank Statement as at 31 July 2021			\$	<u><u>3,649.06</u></u>

**Unpresented Cheques**

Nil

**Presented Cheques**

Nil

**Reported By:** Melissa Labor







**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st September 2021 to 30 September 2021**

Cashbook Balance as at 31 August 2021 \$ 3,649.06

Add Income September 2021 \$ -

Total Income \$ -

Sub Total \$ 3,649.06

Less Expenses September 2021

Total Expenses \$ -

Sub Total \$ 3,649.06

Cashbook Balance as at 30 September 2021 \$ 3,649.06

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance of Available Funds \$ 3,649.06

Balance of Bank Statement as at 30 September 2021 \$ 3,649.06

**Unpresented Cheques** \$ -

**Prresented Cheques:**

**TOTAL** \$0.00



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st October 2021 to 31 October 2021**

Cashbook Balance as at 30 September 2021			\$ 3,649.06
Add Income October 2021	\$	-	
Total Income	\$	-	
		Sub Total	\$ 3,649.06
Less Expenses October 2021	\$	-	
Total Expenses	\$	-	
		Sub Total	\$ 3,649.06
Cashbook Balance as at 31 October 2021			\$ 3,649.06
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			\$ 3,649.06
Balance of Bank Statement as at 31 October 2021			\$ 3,649.06

**Reported By:**

\$ -

**Unpresented Cheques**



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st November 2021 to 30 November 2021**

Cashbook Balance as at 31 October 2021			\$ 3,649.06
Add Income November 2021	\$	-	
Total Income	\$	-	
		Sub Total	\$ 3,649.06
Less Expenses November 2021			
Total Expenses	\$	-	
		Sub Total	\$ 3,649.06
Cashbook Balance as at 30 November 2021			\$ 3,649.06
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total of Available Funds			\$3,649.06
Balance of Bank Statement as at 30 November 2021			\$ 3,649.06

**Reported By:**

**Unpresented Cheques**

**Presented Cheques**

**TOTAL** 0.00



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st December 2021 to 31 December 2021**

Cashbook Balance as at 30 November 2021		\$	3,649.06
Add Income December 2021	\$	-	
Total Income	\$	-	
		Sub Total	<u>\$ 3,649.06</u>
Less Expenses December 2021	\$	-	
Total Expenses	\$	-	
		Sub Total	<u>\$ 3,649.06</u>
Cashbook Balance as at 31 December 2021		\$	3,649.06
Add Unpresented Cheques		\$0.00	
Less Unpresented Deposits	\$	-	
Total of Available Funds		<u>\$ 3,649.06</u>	
Balance of Bank Statement as at 31 December 2021		<u>\$ 3,649.06</u>	

**Reported By:**

**Unpresented Cheques**

NIL

**TOTAL** \$0.00

**Presented Cheques**

**TOTAL** \$0.00

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT  
JANUARY 2022**



Balance as per Bank Statement on 31st December 2021 **\$32,214.17**

<b>Add Income for January 2022</b>	\$643.09	
		Sub-Total <u>\$643.09</u>

<b>Less Expenses January 2022</b>	\$0.00	
		Sub-Total <u>\$0.00</u>

<b>Add unrepresented Deposits</b>	\$0.00	
		Sub-Total <u>\$0.00</u>

<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u>	<u>Amount</u> <u>\$0.00</u>

sub-total \$0.00

**Balance as per bank statement on the 31st January 2022** \$32,857.26

**Balance of Available Funds with unrepresented cheques included** \$32,857.26

Presented Cheques

sub-total \$0.00

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT  
February 2022**



Balance as per Bank Statement on 31st January 2022 **\$32,857.26**

<b>Add Income for February 2022</b>	\$5,237.99	
		Sub-Total <u>\$5,237.99</u>

<b>Less Expenses February 2022</b>	\$9,331.77	
		Sub-Total <u>\$9,331.77</u>

<b>Add unrepresented Deposits</b>	\$0.00	
		Sub-Total <u>\$0.00</u>

<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u>	<u>Amount</u>
		<u>\$0.00</u>

sub-total \$0.00

**Balance as per bank statement on the 28th February 2022** **\$28,763.48**

**Balance of Available Funds with unrepresented cheques included** **\$28,763.48**

Presented Cheques

sub-total \$0.00

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT  
March 2022**



**Balance as per Bank Statement on 28th February 2022** **\$28,763.48**

<b>Add Income for March 2022</b>	\$5,154.95	
		Sub-Total <u>\$5,154.95</u>

<b>Less Expenses March 2022</b>	\$7,417.75	
		Sub-Total <u>\$7,417.75</u>

<b>Add unrepresented Deposits</b>	\$0.00	
		Sub-Total <u>\$0.00</u>

<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$73.90</u>

Woolworths Limited	1195	\$73.90
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	sub-total	<u>\$73.90</u>
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<b>Balance as per bank statement on the 31st March 2022</b>	<u>\$26,500.68</u>
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<b>Balance of Available Funds with unrepresented cheques included</b>	<u><u>\$26,426.78</u></u>
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Presented Cheques

	sub-total	<u>\$0.00</u>
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**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT  
April 2022**



<b>Balance as per Bank Statement on 31st March 2022</b>		<b>\$25,597.77</b>
<b>Add Income for April 2022</b>	\$3,895.70	
	Sub-Total	<u>\$3,895.70</u>
<b>Less Expenses April 2022</b>	\$3,361.84	
	Sub-Total	<u>\$3,361.84</u>
<b>Add unrepresented Deposits</b>		
	Sub-Total	<u>\$0.00</u>
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>
	sub-total	<u>\$0.00</u>
<b>Balance as per bank statement on the 30th April 2022</b>		<u>\$26,131.63</u>
<b>Balance of Available Funds with unrepresented cheques included</b>		<u>\$26,131.63</u>
<u>Presented Cheques</u>		
	sub-total	<u>\$0.00</u>



**FIGTREE PUBLIC SCHOOL - P & C**  
**RECONCILIATION OF BANK ACCOUNT - May 2022**



<b>Balance as per Bank Statement on 30th April 2022</b>		<b>\$26,131.63</b>
<b>Add Income for May 2022</b>	\$3,655.26	
	Sub-Total	<u>\$3,655.26</u>
<b>Less Expenses May 2022</b>	\$8,230.10	
	Sub-Total	<u>\$8,230.10</u>
<b>Add unrepresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>
	sub-total	<u>\$0.00</u>
<b>Balance as per bank statement on the 31st May 2022</b>		<u>\$21,556.79</u>
<b>Balance of Available Funds with unrepresented cheques included</b>		<u>\$21,556.79</u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
	sub-total	<u>\$0.00</u>

## FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - June 2022



<b>Balance as per Bank Statement on 31st May 2022</b>		<b>\$21,556.79</b>
<b>Add Income for June 2022</b>	\$2,725.06	
	Sub-Total	<u>\$2,725.06</u>
<b>Less Expenses June 2022</b>	\$360.00	
	Sub-Total	<u>\$360.00</u>
<b>Add unrepresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>
	sub-total	<u>\$0.00</u>
<b>Balance as per bank statement on the 30th June 2022</b>		<u>\$23,921.85</u>
<b>Balance of Available Funds with unrepresented cheques included</b>		<u>\$23,921.85</u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
	sub-total	<u>\$0.00</u>

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT - JULY 2022**



**Balance as per Bank Statement on 30th June 2022** **\$23,921.85**

**Add Income for July 2022**

\$2,929.42  
Sub-Total \$2,929.42

**Less Expenses July 2022**

\$4,724.30  
Sub-Total \$4,724.30

**Add unpresented Deposits**

Nil

Sub-Total \$0.00

**Less Unpresented Cheques**

Payee

Number    Amount

\$0.00

sub-total \$0.00

**Balance as per bank statement on the 31st July 2022**

\$22,126.97

**Balance of Available Funds with unpresented deposits included**

\$22,126.97

Presented Cheques

Chq No.    Amount

Nil

sub-total \$0.00

## FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - AUGUST 2022



<b>Balance as per Bank Statement on 30th July 2022</b>		<b>\$22,126.97</b>
<b>Add Income for August 2022</b>	\$128.56	
	Sub-Total	<u>\$128.56</u>
<b>Less Expenses August 2022</b>	\$2,116.40	
	Sub-Total	<u>\$2,116.40</u>
<b>Add unpresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unpresented Cheques</b>		<u>\$0.00</u>
<u>Payee</u>	<u>Number</u> <u>Amount</u>	
	sub-total	<u>\$0.00</u>
<b>Balance as per bank statement on the 31st August 2022</b>		<u>\$20,139.13</u>
<b>Balance of Available Funds with unpresented cheques included</b>		<u><u>\$20,139.13</u></u>

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT - September 2022**



**Balance as per Bank Statement on 30th August 2022** **\$20,139.13**

**Add Income for September 2022** \$239.66

Sub-Total \$239.66

**Less Expenses September 2022** \$300.00

Sub-Total \$300.00

**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>
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sub-total \$0.00

**Balance as per bank statement on the 30th September 2022** \$20,078.79

**Balance of Available Funds with unpresented cheques included** \$20,078.79

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>	
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<u>Sub-Total</u>		<u>\$0.00</u>	
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# FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - OCTOBER 2022



<b>Balance as per Bank Statement on 30th September 2022</b>		<b>\$20,078.79</b>
<b>Add Income for October 2022</b>	\$2,802.37	
	Sub-Total	<u>\$2,802.37</u>
<b>Less Expenses October 2022</b>	\$100.00	
	Sub-Total	<u>\$100.00</u>
<b>Add unrepresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>

sub-total      \$0.00

<b>Balance as per bank statement on the 31st October 2022</b>		<u>\$22,781.16</u>
<b>Balance of Available Funds with unrepresented cheques included</b>		<u><u>\$22,781.16</u></u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
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<u>Sub-Total</u>		<u>\$0.00</u>
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# FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - NOVEMBER 2022



<b>Balance as per Bank Statement on 31st October 2022</b>		<b>\$22,781.16</b>
<b>Add Income for November 2022</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Expenses November 2022</b>	\$0.00	
	Sub-Total	\$0.00
<b>Add unrepresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	\$0.00
	sub-total	\$0.00
<b>Balance as per bank statement on the 30th November 2022</b>		\$22,781.16
<b>Balance of Available Funds with unrepresented cheques included</b>		\$22,781.16

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
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Sub-Total	\$0.00
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**FIGTREE PUBLIC SCHOOL - P & C  
BANK RECONCILIATION FOR 2022**



<b>Opening balance on Bank Statement as at 1st January 2022</b>			\$32,214.17
Add Income for 2022			\$0.00
		Sub Total	<u>\$32,214.17</u>
Less Expenses for 2022			\$0.00
		Sub Total	<u>\$32,214.17</u>
Less Unpresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	\$0.00
		<u>                    </u>	
		\$0.00	
<b>Balance as represented in Bank Statement as at 31st December 2022</b>			<u><u>\$32,214.17</u></u>