



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
AGM Tuesday 19th March, 2024 (Face to face meeting)

David Stuart opened the meeting at 6.37pm.

Present: Jasmine Campbell, Allanah Smyth, Emma Clayton, Natalie Campbell, David Stuart, Melissa Harding, Chantell Willis, Andrew Anthony, Annabelle Hoy, Natalee Vincent, Steph McKeown, Bec Cavanaugh, Anu Stevens, Eva Thompson, Wilfred Mburu

Apologies: Bec Tubman, Julie Parkinson, Nerida Anthony, Jana Branovski

Paid members List

Jasmine Campbell
David Stuart
Natalie Campbell
Emma Clayton
Bec Cavanaugh
Eva Thompson
Stephanie McKeown
Andrew Anthony
Annabelle Hoy
Anu Stevens
Chantell Willis
Natalee Vincent
Allanah Smyth
Wilfred Mburu

All provided 50c to become financial voting members of the AGM

Acceptance of previous AGM meetings 21st March, 2023 – moved by Andrew and seconded by Jasmine
Previous AGM minutes signed by David Stuart as current P&C President.

President's Report - David Stuart

2023 has been a solid year for the community of Figtree Public School and for the P&C in particular.

After navigating COVID and the effects of lockdowns and being unable to attend onsite activities at the school, it was amazing to be back on school grounds for many activities and community events. Being able to attend assemblies and events, like the unveiling of the school wide art project and the opening of the new playground, was such a positive experience for the whole school community. The energy and vibe this generated within the school filtered through into the P&C and we saw a growth in meeting attendance and involvement.

The Uniform shop has been an important operation within the school community for many, many years and we cannot thank enough, all of those who have been involved in different ways, especially Paulette for her commitment which contributed greatly to the recent success of the uniform shop. In term 3 of 2023, the much-anticipated handover of the Uniform Shop to Lowes in Figtree Grove was completed. A big thank you to all who were a part of this process – from counting stock, to filling in forms, to having a say in the supplier survey, to completing all the necessary paperwork – your efforts allowed the transition to happen well and it would not have been possible without you. The great benefit of handing over the uniform shop was that Lowes purchased our current stocks, allowing us to receive an approximate amount of \$15,000.

Thank you to Nerida, Julie and Andrew for managing the second-hand uniform shop. This is a vital resource to our community, and we appreciate their time and commitment.

Much of our communication and linkage with the school would not happen without the hard work and support of Allanah. Your patience, guidance and administrative skills have been very much appreciated and valued. We especially thank you for your assistance with the transition of the Uniform Shop and all the ongoing administration and organisation.

The canteen offers such vital service to the school. Thank you Bec and Steph for your commitment, management and leadership of the canteen, it would not be the successful operation it is without you. We are especially grateful for the hard work and dedication of all the volunteers who spend time in the canteen on Wednesday and Fridays. Thank you to all who give time and energy to this work.

The P&C relies heavily on fundraising, allowing us to help out the school community with resources to assist with education and well-being. In 2023 we were able to contribute to providing new sporting uniforms, school hats for all new kindergarten students in 2024, technology solutions and other items which benefit the school community. The Colour Run back in March 2023 was a great success raising around \$8,000, and along with significant amounts raised from Mother's and Father's Day Stalls, Easter and Christmas Raffles, and the Pie Drive, meant we could support the school well and head into 2024 in a strong financial position.

To Nat and Jasmine, thank you so much for all of your, ideas, innovations and organising of the fundraising efforts in 2023. I know there are many challenging times, but the way you work through the issues and give energy and commitment to the planning and organising of events is very much appreciated.

Thank you to all of you who have volunteered in many different ways – from banking, organising raffles, cooking, attending meetings, buying food, shopping for gifts, selling goods, working in the canteen, and being available to do whatever is needed/asked. You have all contributed to the success of the P&C throughout 2023.

To the outgoing Executive – Andrew, Chantell and Annabelle – thank you for all your support and advice throughout the year. You have made my job so much easier. To all the members of the P&C, thank you for taking part in meetings and making things happen.

Heading into 2024, the culture of the P&C is very strong and my hope is that this will continue to flourish and grow. One way we can ensure this hope becomes a reality is to focus on events that bring people together, and also for us to continue being an open and welcoming organisation. The strongest drivers of culture are using people's skills and strengths and having good, open communication. It is also important for us to continue streamlining our processes, keeping up to date with compliance and regulations, and identifying the vast array of skills and talents of people within our committees and wider school community. If we do all this, the P&C will go from strength to strength and we will be able to do the best for the whole school community.

Thank you for the opportunity you have given me to be part of the specific work of the FPS P&C and I look forward to continuing to be a part of it in whatever capacity that may be.

David Stuart

President

Figtree Public School P&C Association

Treasurer's Report - Annabelle Hoy

The summary figures were presented from the latest financial audit (please see attached) with sincere thanks to Mrs Pauline Doyle who is external to our school and voluntarily audited our P&C accounts.

In 2024 we welcome a new accounting system to be implemented by a parent with an accounting background to assist the Treasurer in their role.

Auditor's report has been circulated to financial members prior to the AGM.

Annabelle moved that Pauline Doyle be appointed as the 2024 financial auditor, seconded by Anu and Andrew. Carried.

Andrew moved the P&C purchase a voucher for \$100 to thank Pauline for the last 2 audits she has performed for the P&C, seconded by Eva. Carried. Annabelle to organise.

All Positions Declared Vacant at 6:57pm

Meeting handed to Principal Melissa Harding and all positions declared open.

Nomination for President – Jasmine Campbell was nominated by Annabelle and Chantell and accepted.

Nominations for Vice Presidents- David Stuart was nominated by Jasmine and Emma and accepted;

Eva Thompson was nominated by Allanah and Anu and Accepted.

Nomination for Secretary – this position remains vacant

Nomination for Treasurer- Andrew self nominated, seconded by Emma and Accepted

All positions declared filled, aside from the Secretary position which will be advertised to the wider school community if not filled by the close of the following general P&C meeting.

Melissa Harding thanked the P&C and executive committee for ongoing support to the school

Authorised Person

As P&C President, Jasmine Campbell has been appointed as the authorised person/responsible person/office bearer to act on behalf of the P&C when dealing with official bodies e.g. the Australian Business Register. ACNC responsible person to be confirmed by the P&C Executive at a later date.

Nominations for Auxiliary Positions

Fundraising Coordinator- Natalie Campbell nominated by Chantell and Jasmine seconded. Accepted.

Canteen Coordinators Bec Tubman and Steph McKeown to take on this role and these are to be better defined during the following general meeting

Canteen Banker - Stephanie McKeown nominated by Allanah and Emma seconded. Accepted

Recycled Uniform Shop - Julie Parkinson nominated by Allanah and seconded by Anu. Acceptance to be confirmed. Nerida Anthony nominated by Andrew and seconded by Annabelle. Acceptance to be confirmed.

Business Arising

Nil

AGM Closed 7.12PM

Outgoing Role	Signature	Incoming Role	Signature
Outgoing President - David Stuart		Incoming President - Jasmine Campbell	
Outgoing Treasurer - Annabelle Hoy		Incoming Treasurer - Andrew Anthony	
Outgoing Vice President - Andrew Anthony		Incoming Vice President - David Stuart	

Outgoing Vice President -		Incoming Vice President - Eva Thompson	
Outgoing Secretary - Chantell Willis		Incoming Secretary -	
Outgoing Authorised/Responsible Person ABR - David Stuart		Incoming Authorised/Responsible Person ABR - Jasmine Campbell	

PAULINE DOYLE MANAGEMENT SUPPORT

ABN: 45 922 058 511

6 March 2023

AUDIT OF FIGTREE PRIMARY SCHOOL P&C AND CANTEEN ACCOUNTS July 2022 – December 2022 & January to December 2023

The audit process undertaken was as follows:

- Checking the details recorded on both the Canteen and P&C Cashbook spreadsheets against the documentation provided in the folders and also confirming these transactions appeared on the bank statements.
- P&C AGM Minutes (21.3.23) were available but other meeting minutes were not provided or requested.
- When there was no documentation provided (for deposits or payments) the figures given on the Cashbook spreadsheets were confirmed with the bank statement only.

RECOMMENDATIONS

1. For every payment made by the P&C and the Canteen there should be documentation to substantiate who is being paid, on what date and why. These could be digital copies and then filed in a manner that is easy to match against the payments made.
2. Details of cash collections should be recorded in a ledger, exercise book or receipt book. Loose leaf cash collection sheets can provide more details with the total to be banked recorded in a “book”. This applies to all cash collections. These records would then be used by the auditor to verify that all cash collected has been banked.

For the canteen takings in particular, this will ensure that each day the canteen is open the details of the cash takings are recorded and if a day is missed this should be noticed and rectified. This will also help reconciling cash deposits from the bank statements and where there are variations this can be noted in “the book”.

I realise the logistics of a “book” needing to go from the canteen to the Treasurer may seem onerous. However the “book” could be reconciled with the bank transactions once a month or once a term.

PAULINE DOYLE MANAGEMENT SUPPORT

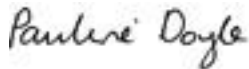
ABN: 45 922 058 511

3. It may be helpful to have one report that consolidates both the P&C and Canteen. This would eliminate the need to transfer funds from one to the other. Transfers between the two accounts should not be counted as income and expenses. See consolidated financial tables in the attachment.

As mentioned when agreeing to undertake the audit for the P&C, I am not a qualified auditor. I have a BComm (Honours) from UOW and I am also a member of the Australian Bookkeepers Network. I have worked in finance & management for over 40 years. I have frequently been on the other side of annual financial audits while working in the NFP sector.

If you have any questions please do not hesitate to contact me.

Sincerely



Pauline Doyle

FIGTREE PUBLIC SCHOOL - P & C AND CANTEEN COMBINED

Annual Income and Expenditure Report 2022 (Jan to Dec)

Income

Transfer from Canteen	\$0.00
P & C Memberships	\$0.00
Fundraisers	\$15,628.47
Uniform Shop	\$30,414.36
Bank Interest	\$106.81
Miscellaneous	\$2.54
Canteen Sales	\$24,836.33

Expenditure

Fundraisers	\$7,807.40
Uniform Shop	\$28,496.78
Sports Contributions	\$0.00
Wishlist School Distribution	\$0.00
P & C Federation Fees	\$450.00
Miscellaneous (inc. insurance)	\$641.42
Canteen COGS	\$15,906.82
Other Miscell Canteen expenses	\$535.59

Combined Income for 2022 **\$70,988.51**

Combined Expenditure for 2022 **\$53,838.01**

P&C Profit For 2022 \$8,756.58

Canteen Profit for 2022 \$8,393.92

Combined Surplus for 2022 **\$17,150.50**

BANK RECONCILIATIONS

Opening Canteen Balance for 01.01.22	\$6,699.70	Opening P&C Balance for 01.01.22	\$32,214.17
Add Canteen Sales for Jan to Dec	\$24,836.33	Add Income for Jan to Dec	\$46,152.18
Add Pie Drive	\$5,398.37		
Less Food Supplies for Jan to Dec	-\$15,906.82	Less Expenses for Jan to Dec	<u>-\$37,395.60</u>
Less Pie Drive Transfer to P&C	-\$5,398.37	Closing P&C Balance for 31.12.22	<u><u>\$40,970.75</u></u>
Less Other Miscell Exp for Jan to Dec	<u>-\$535.59</u>		
Closing Canteen Balance for 31.12.22	<u><u>\$15,093.62</u></u>		

CHANGE IN CASH POSITION **\$8,393.92**

CHANGE IN CASH POSITION **\$8,756.58**

FIGTREE PUBLIC SCHOOL - P & C AND CANTEEN COMBINED

Annual Income and Expenditure Report 2023 (Jan to Dec)

Income

P& C Memberships	\$7.50
Fundraisers	\$21,240.48
Uniform Shop	\$37,888.44
Bank Interest	\$756.35
Miscellaneous	\$117.00
Canteen Sales	\$38,844.58
Pie Drive Fundraiser	\$6,468.46

Total Income for 2023 **\$105,322.81**

Expenditure

Fundraisers	\$8,863.26
Uniform Shop	\$13,262.85
Kindy Hats	\$697.68
P & C Federation Fees & Insurance	\$1,363.00
Miscell – Flowers & R Mc Donation	\$898.00
Canteen COGS	\$30,514.28
Other Miscell Canteen expenses	\$663.94
Wishlist School Distribution	\$45,000.00

Total Expenditure for 2023 **\$101,263.01**

P&C Profit For 2023	\$34,924.98
Canteen Profit for 2023	\$14,134.82
Distribution to the School	<u>-\$45,000.00</u>
Overall Surplus for 2023	<u><u>\$4,059.80</u></u>

BANK RECONCILIATIONS

Opening Canteen Balance for 01.01.23	\$15,093.62	Opening P&C Balance for 01.01.23	\$40,970.75
Add Canteen Sales for Jan to Dec	\$38,844.58	Add Income for Jan to Dec	\$60,009.77
Add Pie Drive	\$6,468.46	Add transfer from Canteen Account	\$8,000.00
Less Food Supplies for Jan to Dec	-\$30,514.28	Less Expenses for Jan to Dec	-\$25,084.79
Less Other Miscell Expenses	-\$663.94	Less Distribution to the School	<u>-\$45,000.00</u>
Less Transfer to P&C Account	<u>-\$8,000.00</u>		
Closing Canteen Balance for 31.12.23	<u><u>\$21,228.44</u></u>	Closing P&C Balance for 31.12.23	<u><u>\$38,895.73</u></u>

CHANGE IN CASH POSITION **\$6,134.82**

CHANGE IN CASH POSITION **-\$2,075.02**