

AGENDA FOR EL ARISH STATE SCHOOL P & C MEETING

25 JUNE 2019

Agenda Item	Discussion
1. Opening & Welcome	9:12AM
2. Attendance & Apologies	<p>Attendance: Danielle Larsen, Felicity O’Kane, Sarah Lambe, Katrina Wilson</p> <p>Apologies: Romina Tomasino-Ash, Chris Richards</p>
3. Confirmation & Business Arising of Previous Minutes	<ul style="list-style-type: none"> - Prize for Pie Drive: Beginning of next term (3). Last year made over \$1000 profit. This year would like to offer a prize to whoever sells the most pies as an incentive. Vouchers most popular idea to value of \$100. All agreed that a temporary, pre-paid credit card voucher would be best. To be done first week Term 3. - Fundraising Event: Bingo night at the end of term 3 at the hall. Want to incorporate raffle as well as prizes. Want to make it themed which still needs to be decided. Want to make it a community event. Catering to be tea, coffee and light refreshments eg. Sandwiches, spring rolls etc. Planning to start beginning of Term 3. - Margaret Leary Zoom Session: Need to organise zoom meeting with Margaret Leary from P&C Qld for a Q&A but still need to decide a time/day that would be suitable for all of us. 4th June most suitable for everyone at 9:30am. Danielle to get in touch with Margaret and organise. Done. See General Business for more info. - Kitchen Garden Funds: Touched base with Chris. Decided to continue supporting Kitchen Garden rather than fundraise for the Reading Scheme at the time being due to lack of funds and at the moment, and the Kitchen Garden is great for students and they thoroughly enjoy it. Done. - Policies: Need to develop policies for P&C, particularly for Petty Cash and other financial processes. Will need to organise a time for committee to draft together as it is a big task for one person and need all executive members to contribute. Danielle to begin drafting policies Tuesdays after Uniform Shop. Other members are welcome and encouraged to come along and

	<p>contribute. All drafted policies will be presented to the executive committee for approval.</p> <ul style="list-style-type: none"> - Feedback/Reflections: Danielle suggested that we start recording regular reflections/feedback to help maintain communication between members, keep records of what worked and what didn't for different events for future reference. All agreed it would be a good idea. Need to do up form. - Weekly Reporting: Any transactions, petty cash or float etc need to be recorded. Need to advise Sarah of sales, petty cash, floats etc. Any cash added or removed from lock-box to be recorded in provided exercise book. All financial transactions to be corresponded with Sarah. Record books to be set up for Uniforms, Tuckshop, Fundraising, etc and left in the pigeon hole Fridays for Sarah to collect. Done. <p>Felicity moved that minutes from previous meeting are true and correct. Katrina seconded.</p>
<p>4. Incoming and Outgoing Correspondence</p>	<p>Incoming:</p> <ul style="list-style-type: none"> - 3/6 Jodie Cuttriss: Woolworths Customer Statement - 4/6 P&C Qld Admin: P&C of the Year - 4/6 Message from Director-General - 4/6 Sheryl Perrior: Schoolies Hair Accessories - 5/6 Karen Tobin: QAST Membership - 6/6 Jodie Cuttriss: Cowley Beach Market x 2 - 10/6 Sarah Lambe: Stocktake Printable sheets - 10/6 Message from the Director-General - 14/6 Andrew Wowor: EASS P&C Cashbook - 18/6 P&C Qld Admin: Nominations for Directors positions - 19/6 Jodie Cuttriss: Notice of QCPCA AGM 6 Sep - 19/6 Message from the Director-General - 21/6 Penni Davidson: 2019 P&C of the Year nominations - 24/6 QAST: Membership confirmation package - 24/6 Sarah Lambe: Treasury Report 2019 <p>Outgoing:</p> <ul style="list-style-type: none"> - 5/6 Sarah Lambe: QAST Membership - 5/6 Sarah Lambe: EASS P&C Cashbook - 6/6 Katrina Wilson: Cowley Beach Market - 20/6 Katrina Wilson: P&C of the Year nominations
<p>5. President Report</p>	<p>N/A</p>
<p>6. Secretary Report</p>	<p>N/A</p>
<p>7. Treasurer's Report</p>	<p>SEE FULL REPORT BELOW MINUTES.</p>

	Danielle moved a motion that the accounts as presented in the Treasurer’s Report and expenses amount of \$0.00 be paid, motion seconded by Felicity.
8. Principal’s Report	TBA
9. General Business	<p>Tuckshop: Cleanliness of tuckshop brought up by cleaner. Danielle and Katrina went and gave an extra clean on Tuesday (18 June) and found leak under sink. Ideas to create roster for tuckshop cleaning, and add a weekly cleaning day. Make sure we have access to our own cleaning utensil/products. Need paper towel and soap dispenser, and teatowels. Will also ask students and teachers using tuckshop on Fridays to clean and pack away used items.</p> <p>Uniforms: Winter uniforms – too many students coming in ripped jeans, casual pants etc. Looks messy. Chris wants P&C to endorse rule of all black or navy bottoms. All members in favour.</p> <p>Adult Disco: Great idea for fundraiser as there little entertainment for adults; great to bring community together and connect with families and parents. Save money doing own music, easy to organise, free entry and run a bar with food brought out halfway through. Themed with music from 60’s – 90’s and prizes for best dressed. Look into running a courtesy bus – maybe Mission Link, and ask families to pre-book with us before the night; Ask El A Tavern to sponsor alcohol. Idea to have school open as a creche for children if need; will discuss with Chris and approach TSHS for students to volunteer babysitting; run 2 movies with either snacks and drinks provided OR ask to bring own food eg packed lunchbox and we provide popcorn? Planning to begin Term 3. Will do disco instead of bingo.</p> <p>Monthly Craft Mornings/Meet n Greet: Another way to get involved with parents and the community. Have monthly craft morning at the hall; provide tea/coffee and ask to bring plate of food to share. Old ladies at the museum do a lot of crochet, knitting etc. All present agreed it’s a good idea.</p> <p>Margaret Leary Visit/P&C Workshop: Margaret visited Friday 14 June to give guidance and shared ideas and tips for running the P&C. She was absolutely lovely and a wealth of knowledge, and boosted our confidence greatly.</p> <p>Katrina and Danielle also attended part of the P&C Workshop that was held in Cairns on 15 June and run by Margaret Leary and Rob Clarkson (Area Coordinator). Met some people from other P&C’s, gained new ideas (see below) and good discussions. Keen to attend more!</p> <p>“Just One Thing” Volunteer Notes: Create new letter breaking down things P&C need help with without making it seem like commitment or big job. Malanda State School (where area coordinator is President of P&C) have great</p>

	<p>example. Will create and attach to next newsletter and to future P&C application forms, and copy in display window.</p> <p>Working Bee Term 3: Miss Deb has asked that we organise another working bee for Term 3 to finish the front garden before Remembrance Day. Date chosen is 10 August/4th weekend of Term 3. Will provide tea/coffee and breakfast again. Ask for gold coin donation toward Kitchen Garden.</p> <p>Cluster Networking Initiative: want to initiate meetings with other schools' P&C's within the Cluster to share information and ideas, networking, build communication etc. Aim to organise for middle of Term 3/August. Could host at the hall and ask people to bring plate of food to share so no P&C is left with costs. Katrina to contact other P&C's.</p>
10. Other Business	N/A
11. Next Meeting Date	Tuesday 23 July @ 9:15am
12. Meeting Closed At	10:32am

El Arish State School P&C Association

Statement of Financial Position

As at 31 May, 2019

	2018 \$ Ending Balance	Opening Balance \$ 01-May-19	Ending Balance \$ 31-May-19
Current Assets			
Cash in bank - Main Account	9,260.48	6,098.38	6,176.49
Cash in bank - Sub Bank Account	0.00	0.00	0.00
Cash in hand - Petty Cash	0.00	0.00	30.00
Debit Card Account	0.00	0.00	0.00
Pre-paid expense	0.00	0.00	0.00
Stock on hand - Book Shop	0.00	0.00	0.00
Stock on hand - Tuckshop	350.00	254.21	265.42
Stock on hand - Uniform Shop	1,512.00	678.00	764.00
Total Current Assets	11,122.48	7,030.59	7,235.91
Non-Current Assets			
Plant and Equipment	0.00	0.00	0.00
Total Non-Current Assets	0.00	0.00	0.00
Total Assets	11,122.48	7,030.59	7,235.91
Liabilities			
Balance of Loans	0.00	0.00	0.00
Provision for Annual Leave Liability	0.00	0.00	0.00
Provision for LSL Liability	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
Net Assets	11,122.48	7,030.59	7,235.91
Accumulated Surplus			
Opening balance	11,122.48	11,122.48	11,122.48
Profit/(Loss) for year	0.00	-4,091.89	-4,173.70
Accumulated Surplus at end of year	11,122.48	7,030.59	6,948.78

El Arish State School P&C Association

Statement of Comprehensive Income

For Period Ending 31 May, 2019

	Month \$ May-19	2019 \$ YTD ending May-19	2018 \$ Previous year total
Income			
Sales Tuckshop	339.85	1,090.25	0.00
Sales Uniform Shop	0.00	1,057.50	0.00
Sales Bookshop	0.00	0.00	0.00
Sales Swim Club	0.00	0.00	0.00
Fundraising	398.37	745.37	0.00
Donations	12.00	12.00	0.00
Grant	0.00	0.00	0.00
Interest earned	0.00	0.00	0.00
Other Income	0.00	175.00	0.00
Total Income	750.22	3,080.12	0.00
Cost of Goods Sold			
Cost of Goods Sold - Tuckshop	192.16	786.13	0.00
Cost of Goods Sold - Uniform shop	-86.00	2,548.00	0.00
Cost of Goods Sold - Bookshop	0.00	0.00	0.00
Total Cost of Sales	106.16	3,334.13	0.00
Gross Profit	644.06	-254.01	0.00
Expenses			
Accountant fees	0.00	0.00	0.00
Advertising and marketing	0.00	0.00	0.00
Audit fees	0.00	495.00	0.00
Bank charges	0.00	0.00	0.00
Donations	500.00	2,000.00	0.00
Depreciation	0.00	0.00	0.00
Equipment/tools	0.00	0.00	0.00
Fundraising Expenses	59.37	502.65	0.00
Insurance	0.00	0.00	0.00
Loan repayment - interest expenses	0.00	0.00	0.00
Membership and subscriptions	30.00	785.54	0.00
Printing	0.00	0.00	0.00
Amortisation of Pre-paid expense	0.00	0.00	0.00
Annual Leave	0.00	0.00	0.00
Long Service Leave	0.00	0.00	0.00
Repairs and maintenance	0.00	0.00	0.00
School premise/facility hire	0.00	0.00	0.00
Stationery and postage	0.00	0.00	0.00
Superannuation	0.00	0.00	0.00
Wages	0.00	0.00	0.00
Other Expenses	136.50	136.50	0.00
Total Expense	725.87	3,919.69	0.00
Net Profit / (Loss)	-81.81	-4,173.70	0.00

El Arish State School P&C Association

Bank Reconciliation Statement

For Period Ending 31 May, 2019

	2019 \$
Bank Reconciliation Statement for the Month of:	May-19
Opening Balance on Bank Statement	6,083.38
Add: Receipts processed and presented on Bank Statement	939.75
Less: Payments processed and presented on Bank Statement	929.24
Calculated Closing Balance	<u>6,093.89</u>
Closing Balance on Bank Statement	6,093.89
Difference <i>(If balance is not 0.00 double check all entries)</i>	<u>0.00</u>
Unpresented Receipts and Payments	
Add: Unpresented Receipts at reporting date	82.60
Less: Unpresented Payments at reporting date	0.00
Adjusted Bank Balance	<u>6,176.49</u>
Reconciliation	<u>Yes</u>

El Arish State School P&C Association

Trading Statement - Tuckshop For Period Ending 31 May, 2019

	Month \$ May-19	2019 \$ Jan to May-19	2018 \$ Previous year total
Sales Tuckshop	339.85	1,090.25	0.00
Opening Stock	254.21	350.00	0.00
Tuckshop Stock purchase	203.37	701.55	0.00
Closing Stock	265.42	265.42	0.00
Cost of Goods Sold	<u>192.16</u>	<u>786.13</u>	<u>0.00</u>
Gross Income / (Loss)	<u>147.69</u>	<u>304.12</u>	<u>0.00</u>
Operating Expenses			
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Tuckshop Net Income / (Loss)	<u>147.69</u>	<u>304.12</u>	<u>0.00</u>

El Arish State School P&C Association

Statement of Receipts and Payments

For Period Ending 31 May, 2019

	2018 \$ <i>Previous year total</i>	Month \$ May-19	2019 \$ <i>YTD ending May-19</i>
Receipts			
Sales			
<i>Sales Tuckshop</i>	0.00	339.85	1,090.25
<i>Sales Uniform Shop</i>	0.00	0.00	1,057.50
Fundraising:			
<i>Fundraising Cake stall</i>	0.00	369.00	369.00
<i>Fundraising Disco</i>	0.00	0.00	347.00
Donations	0.00	12.00	12.00
Other Income	0.00	0.00	175.00
Total Receipts	0.00	720.85	3,050.75
Payments			
Stock purchase			
<i>Tuckshop Stock purchase</i>	0.00	203.37	701.55
<i>Uniform shop Stock purchase</i>	0.00	0.00	1,800.00
Fundraising Expense			
<i>Cake stall Fundraising Expenses</i>	0.00	59.37	59.37
<i>Disco Fundraising Expenses</i>	0.00	0.00	147.90
<i>Mothers day Fundraising Expenses</i>	0.00	0.00	126.45
<i>Sausage sizzle Fundraising Expenses</i>	0.00	0.00	168.93
Audit fees	0.00	0.00	495.00
Donations	0.00	500.00	2,000.00
Membership and subscriptions	0.00	30.00	785.54
Other Expenses	0.00	136.50	136.50
Total Payments	0.00	929.24	6,421.24
Net Receipts / (Payments)	0.00	-208.39	-3,370.49

El Arish State School P&C Association

Petty Cash Reconciliation Statement

For Period Ending 31 May, 2019

	2019 \$
Petty Cash Statement for the Month of:	May-19
Petty Cash Opening Balance	0.00
Add: Petty cash Receipt <i>(incl. Float top up)</i>	30.00
Less: Petty cash Payment <i>(purchases made using petty cash)</i>	0.00
Calculated Petty Cash Closing Balance	30.00
Total Cash On Hand	0.00
Cash shortage /over <i>(difference between cash on hand and established fund)</i>	30.00

El Arish State School P&C Association

Trading Statement - Uniform shop

For Period Ending 31 May, 2019

	Month \$ May-19	2019 \$ Jan to May-19	2018 \$ Previous year total
Sales Uniform Shop	0.00	1,057.50	0.00
Opening Stock	678.00	1,512.00	0.00
Uniform shop stock purchase	0.00	1,800.00	0.00
Closing Stock	764.00	764.00	0.00
Cost of Goods Sold	<u>-86.00</u>	<u>2,548.00</u>	<u>0.00</u>
Gross Income / (Loss)	<u>86.00</u>	<u>-1,490.50</u>	<u>0.00</u>
Operating Expenses			
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Uniform shop Net Income / (Loss)	<u>86.00</u>	<u>-1,490.50</u>	<u>0.00</u>