



We welcome all parents and interested community members to our meetings - please feel free to come along and ask any questions.

[Waitara parents: supporting your child's school experience](#)

Meeting: Waitara Public School P&C AGM – Friday 6th December 2024

Chaired by: Dany Fitzgerald (Principal)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Pam Chevalier	Dep Prin	WPS
Su-Anne Foo	SAF	P&C	Divya Raj	DR	P&C
Amy Hill	AH	P&C	Cassandra Patton	CP	P&C
Samantha Duque	SD	P&C	Shadow He	SH	P&C
Joshua Quinn	JQ	P&C	Debarghaya Dasgupta	DD	P&C
Aparna Selvaraju	APS	P&C	Neha Dasgupta	ND	P&C
Cynthia Tombs	CT	P&C	Sujin Amin	SA	P&C
Ankita Srivastava	ANS	P&C			

Location: Waitara PS Staff Room

Date and time: Opening at 10:33am, 6th December 2024

Minutes by: Samantha Duque (Secretary)

1. Minutes of previous meeting

That the minutes of the 01.12.2023 Annual General Meeting (AGM) be accepted as true and correct.

Carried (Moved by SAF, 2nd by AH)

2024 Waitara P&C Executive and Subcommittee Members

President – Su-Anne Foo

Vice President - Amy Hill

Joint Secretary - Samantha Duque

Joint Secretary – Shivani Ruikar

Treasurer - Josh Quinn

Assistant Treasurer - Minhua Lam

Fundraising Co-ordinator - Tammy Lavis

Uniform Shop – Divya Raj

Community Garden – Shadow He

2. President's Annual Report

Good morning everyone,

It's a pleasure to stand before you as President of our Parents and Citizens Association. As the year draws to a close, I want to take a moment to reflect on our collective achievements, express my heartfelt gratitude, and share some personal news about the year ahead.

This year has been nothing short of incredible, thanks to the dedication and support of our P&C community. Together, we've accomplished so much to enhance our school and create meaningful connections among families.

One of our greatest strengths has been our ability to organize and execute successful community events. From providing a warm welcome to the new Kindy Parents from the Kindy Morning Tea, Harmony Day Cake Stall to the Mother's Day Stall, the Father's Day Stall, and, of course, the wildly fun Halloween Disco, each event has been a celebration of community spirit. These initiatives not only raised vital funds but also brought joy and excitement to students, families, and staff alike.

Another cornerstone of our success has been the Uniform Shop. This year, we've maintained a steady pool of dedicated volunteers, reflecting the rich cultural diversity of our school community. Their hard work has ensured the shop runs smoothly and remains a resource for all families, and I'm immensely proud of this achievement.

A special highlight of the year was securing the Community Building Partnership Grant of \$38,500. This funding will enable us to make tangible improvements to our school's facilities, leaving a lasting legacy for our students and families. A big thanks to the staff in Waitara for making this application a success!

As I reflect on these successes, I'm filled with gratitude for everyone who has contributed—whether by volunteering, attending meetings, or supporting our events. None of this would have been possible without you.

On a personal note, I'd like to share that I'll be stepping back from holding any position in the P&C Committee next year. After an incredible journey in this role, I've decided it's time to take a break and focus on other areas of my life. This decision wasn't an easy one, but I know that the P&C is in great hands, with dedicated and passionate individuals ready to carry the torch forward.

To my fellow committee members, the school staff, and our broader community, thank you for your trust, collaboration, and friendship. It's been an absolute honour to serve as your President, and I'll always cherish the memories and achievements we've created together.

While I'll be taking a step back, I'll still be cheering from the sidelines and supporting the P&C in any way I can. Let's keep building on this incredible foundation and continue making a positive impact for our children and school.

Thank you very much.

3. Audited Financial Statements for the year ended 30 September 2023

JQ presented the Audited Financial Statements and recommended for adoption.

Carried (Moved by SAF, 2nd by AH)

4. **Election of Office Bearers 2025:** All positions declared vacant by Prin. DF

President - Vacant
 The committee thanked Su-Anne for her dedicated service and acknowledged her decision to step down from the President role. No other nominations made.

Vice President - Amy Hill
 (Motion moved by SAF, 2nd by SD)

Secretary 1 (Wed meetings) - Neha Dasgupta
 (Motion moved by SAF, 2nd by AH)

Secretary 2 (Fri meetings) - Samantha Duque
 (Motion moved by SAF, 2nd by AH)

Treasurer - Josh Quinn
 (Motion moved by SAF, 2nd by AH)
 It was noted that the P&C bylaws state no person shall be in a position for more than 3 consecutive years. Given the specialist nature of this role and the absence of other candidates, an exception was sought to allow Joshua to continue in the position of Treasurer. Carried (Moved by SF, 2nd by AH)

Assistant Treasurer – Sujin Amin
 (Motion moved by SAF, 2nd by DR)

Uniform Shop Convenor - Cynthia Tombs
 (Motion moved by DR, 2nd by CP)

Fundraising Convenor – Tammy Lavis
 (Motion moved by SD, 2nd by AH)

Community Garden Convenor - Vacant

All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest – no conflicts declared.

5. **Setting of Membership fee for the ensuing year**

SAF proposed that the membership fee remain at \$1.00 p.a. **Carried** (Moved by AH, 2nd by SD)

6. **Proposed meeting dates 2025**

Term 1	Term 2	Term 3	Term 4
Week 4, Wednesday: 19th February at 7pm	Week 4, Wednesday: 21st May at 7pm	Week 4, Wednesday: 13th August at 7pm	Week 4, Wednesday: 5th November at 7pm
Week 8, Friday: 21st March at 9.30am	Week 8, Friday: 20th June at 9.30am	Week 8, Friday: 12th September at 9.30am	Week 8, Friday (AGM): 5th December at 9.30am

Meeting closed 10:54 am

WAITARA P&C ASSOCIATION INC
ABN 88 887 884 129

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2024

WAITATA P&C ASSOCIATION INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2024

Contents

Independent Audit Report	3
Statement by Members of the Committee	4
Balance Sheet	5
Income Statement	6
Notes to the Financial Statements	7 - 9

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
WAITARA P&C ASSOCIATION INC.**

Scope

We have audited the financial report comprising the Income Statement, Balance Sheet, and Notes to and forming part of the Financial Report of the Waitara P&C Association Inc. (“P&C”) for the year ended 30 September 2024. The P&C’s Executive Committee is responsible for the financial report and has determined that the accounting policies used are appropriate to meet their needs. We have conducted an independent audit of the financial report in order to express an opinion. No opinion is as to whether the accounting policies used are appropriate to the needs of the P&C.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and statutory requirements so as to present a view of the association that is consistent with our understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements present fairly in accordance with applicable Accounting Standards the financial position of the Waitara P&C Association Inc. as of 30 September 2024 and the results of its operations for the year that ended.

WISDOM BIZ SOLUTIONS
Certified Practising Accountants



Richard Hong

Dated: 04/12/2024

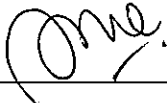
WAITARA P&C ASSOCIATION INC.
STATEMENT BY MEMBERS OF THE COMMITTEE


The Committee has determined that the association is a non-reporting entity and that this special purpose financial report should be prepared in accordance with the requirements of the *Associations Incorporations Act (NSW)* and the Australian Accounting Standards.

In the opinion of the committee the financial report as set out on pages 5-9:

1. Presents fairly the financial position of the Waitara P&C Association Inc. as at 30 September 2024 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Waitara P&C Association Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed on behalf of the Committee by:

Executive Committee Member:  PRESIDENT.

Executive Committee Member:  Amy Hill Vice President.

Dated this 4th day of December 2024

**WAITARA P&C ASSOCIATION INC.
BALANCE SHEET
AS AT 30 SEPTEMBER 2024**

		2024	2023
		\$	\$
	Note		
Current Assets			
Cash at Bank	2	105,185	143,478
Stock	3	121,983	116,458
Account Receivable		13,987	0
GST Refundable		835	4,344
Prepayments		1,634	4,336
Total Current Assets		243,624	268,616
 Non-Current Assets			
Fixed Assets	4	8,034	9,471
Total Non-Current Assets		8,034	9,471
TOTAL ASSETS		251,658	278,087
 Current Liabilities			
Accounts Payable	5	5,599	465
Total Current Liabilities		5,599	465
TOTAL LIABILITIES		5,599	465
NET ASSETS		246,059	277,622
 Members' Funds			
Accumulated Funds	6	246,059	277,622
TOTAL MEMBERS' FUNDS		246,059	277,622

**WAITARA P&C ASSOCIATION INC.
INCOME STATEMENT
FOR THE PERIOD 1 OCTOBER 2023 TO 30 SEPTEMBER 2024**

INCOME	Note	2024	2023
		\$	\$
Discount Received		0	100
Fundraising		13,647	16,723
Interest Received		404	383
Membership Fees		25	27
Uniform Shop		148,317	135,128
Miscellaneous Income		379	229
Total Income		<u>162,772</u>	<u>152,590</u>
 EXPENDITURE			
Admin Services - Uniform Shop		9,620	9,240
Auditor's Remuneration		985	985
Bank Fees		0	372
Depreciation		1,437	2,172
Dues & Subscriptions		3,459	1,906
Fundraising		13,062	14,567
Gifts		0	103
Insurance		4,064	1,920
Office Supplies		500	241
Street Library Expenses		0	879
Stripe Fees		1,360	1,340
Sundry Expenses		132	185
Teachers Day		228	0
Uniform Shop		71,901	102,854
Welcome BBQ, Kindy Morning Tea		197	138
Vend Petty Cash Expense		0	100
Total Expenditure		<u>106,945</u>	<u>137,002</u>
 NET PROFIT / (LOSS)		<u>55,827</u>	<u>15,588</u>
 Less: Donations to School	7	87,390	1,218
 NET OPERATING SURPLUS/(DEFICIT) FOR THE YEAR		<u>(31,563)</u>	<u>14,370</u>

WAITARA P&C ASSOCIATIONS INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2023 TO 30 SEPTEMBER 2024

Note 1 – Statement of Accounting Policies

This financial report is a special purpose financial report prepared for the members of the P&C. The Committee has determined that the Association is not a reporting entity and therefore has no requirement to apply Accounting Standards in the preparation and presentation of these statements.

The financial report has not applied Accounting Standards unless specifically stated.

The financial report has been prepared on an accrual basis of accounting from the records of the P&C. It is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

WAITARA P&C ASSOCIATION INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2023 TO 30 SEPTEMBER 2024 (CON'TD)

	2024	2023
	\$	\$
Note 2 - Cash		
- P&C General Account	38,099	38,477
- Uniform Shop Account	36,376	75,030
- Uniform Shop COH	400	400
- Stripe AUD	0	54
- Business Cash Reserve	30,310	29,517
	<u>105,185</u>	<u>143,478</u>
 Note 3 - Stock		
- Uniform Shop	121,983	116,458
	<u>121,983</u>	<u>116,458</u>
 Note 4 - Fixed Assets		
P&C Equipment	645	645
P&C Equipment - Accum Dep'n	(645)	(645)
Store Equip - at Cost	4,090	4,090
Store Equip - Accum Dep'n	(4,090)	(4,090)
Uniform Shop Fit Out at Cost	14,372	14,372
Shop Fit Out Amortisation	(6,338)	(4,901)
	<u>8,034</u>	<u>9,471</u>
 Note 5 - Accounts Payable		
Trade Creditors	5,599	465
	<u>5,599</u>	<u>465</u>
 Note 6 - Members' Funds		
Accumulated Surplus at the Beginning of Year	277,622	263,252
Operating Surplus/(Deficit) for year	(31,563)	14,370
	<u>246,059</u>	<u>277,622</u>

WAITARA P&C ASSOCIATION INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2023 TO 30 SEPTEMBER 2024 (CON'TD)

Note 7 - Donations

During the financial year, the P&C donated a total of \$87,390 to the school from general funds.

The projects supported were:

	\$
Teachers Day Cupcakes	721
School BBQ	864
Sound Gear Equipment	4,817
School Halloween Disco Expenses Contribution	988
Shade Shelter	<u>80,000</u>
	<u>87,390</u>