



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 Wed 14<sup>th</sup> Aug 2024 1900 via Zoom

Chaired by: Su Anne (President)

Attendance:

Attendees	Attendees
Amy Hill	Cassandra Patton
Dany Fitzgerald	Shivani Ruikar
Su-Anne Foo	Fi-Fi
Sophie Wang	Josh Quinn
KC	Reshma
Tammy	Wei Song
Janice Foo	Sujan Amin
Jagpreet Singh	

Apologies: Shadow He, Ed Bury, Minhua Lam, Samantha Duque

Date and time: Opening at 19:05 14/08/2024  
via ZOOM

Location: Zoom

Minutes by: Shivani Ruikar (Secretary)

**President** [WaitaraPublicSchool@waitarapspnc.onmicrosoft.com](mailto:WaitaraPublicSchool@waitarapspnc.onmicrosoft.com)

**Secretary** [waitara-pca@outlook.com](mailto:waitara-pca@outlook.com)

**Treasurer** [waitara-pca.treasurer@outlook.com](mailto:waitara-pca.treasurer@outlook.com)

**Uniform shop** [waitara-pca.uniformshop@outlook.com](mailto:waitara-pca.uniformshop@outlook.com)

**Fundraising** [waitara-pca.fundraising@outlook.com](mailto:waitara-pca.fundraising@outlook.com)

**1. Welcome - SA**

declared a quorum and welcomed members to the meeting.

**2. Minutes from Previous meeting**

*That the minutes of the General Meeting be accepted as true and correct.*

*Carried (Moved by Cass 2<sup>nd</sup> by Amy)*

### **3. Business arising**

- a. Submitted CBP community Grant.

Carried (Moved by SA 2nd by SR)

### **4. Correspondence**

1. N/A

### **5. Reports**

#### **Treasurer's Reports - Josh**

- **For the period 1 October 2023 to 7 August 2024 (FY24 YTD)**
  1. Uniform Shop Sales \$131,733 [comparison period (cp \$121,628)]
  2. Uniform Shop Cost of Sales (\$80,949) [cp \$95,542]
  3. Trading Profit \$50,784 [cp \$26,085]
  4. Donations to Waitara Public School \$87,390
  5. Bank Account Balance \$99,390(cp \$160,851)
  6. Inventory on Hand \$132,213 (cp \$110,433)
  7. Accounts Payable \$7,084
  8. Fundraising - see separate report -
  9. Insurance Renewal \$2,526

#### **Uniform Shop Report – Cassandra**

Thank you, team of wonderful volunteers!

- Sales quite now. Later this term will complete our stocktake
- Summer uniform will be available to purchase towards the end of Term 3. An announcement will be sent via Sentral.
- Our lovely volunteers use this quieter period to organise some stock and tidy the shop.

- A very warm thank you to all our volunteers:  
Aparna, Cynthia, Dharmi, Divya, Glenis, Harmeet, Jimita, Karla, Nisha, Shadow, Sherrie, and Suji.

### **Community Garden report - Su-Anne**

Shadow is happy to share that two new helpers Anita and only have joined us on Friday at 2:30 PM. We noticed the garden looking a bit neglected, with four empty flowerbeds. We emailed Mr. Heath about our plan to fill two of them this Friday to help the garden thrive, but he informed us that they have separate plans for those empty flowerbeds. Therefore, we'll leave this to them and won't make any changes.

### **Fundraising - Tammy**

- Father's Day BBQ
- Volunteering roster will be sent through Sentral App

### **Principal Report**

#### **P&C Principal Report Wednesday 14<sup>th</sup> August 2024**

#### **\*\*School Uniform\*\***

I mentioned in the newsletter recently, but we've noticed more students not wearing the complete school uniform. We need your help with this, as well as with the large number of unlabelled items in lost property. These items often end up either at the uniform shop or, unfortunately, in the bin. Please ensure all clothing is clearly labelled.

#### **Attendance Data**

– See visual supplied at the meeting. Attendance is part of our Strategic Direction 2 Student Engagement. It is a DoE priority. We access our attendance data weekly. Pam Chevalier our Deputy Principal does this.

#### **\*\*Concerts and Choirs\*\***

It's choir season, and we've had some incredible performances, including at the Opera House Argyle Concert. Next Monday, I will be attending another performance at the Chatswood Concourse. Our students have been truly outstanding.

### **\*\*New Audio System\*\***

We've recently upgraded the audio system in the hall at a cost of \$10,000. The previous system had been a recurring issue, costing us a significant amount in repairs. Accessing the projector often required a scissor lift, which cost a minimum of \$500 each time. Hopefully, these upgrades will resolve the problems once and for all.

### **\*\*Support for SASS Week and Teachers' Day\*\***

Please remember that SASS Week is from the 26th to the 30th of September, and Teachers' Day is on the 5th of October. Your support in celebrating these important events would be greatly appreciated. Is there some way you could help us acknowledge these events. Camp we were wondering after the event you could supply teachers with a small gift of chocolates. They are not required to attend. They do not get any extra money and do it to give our students the camp experience.

### **\*\*Cultural WhatsApp Groups\*\***

Are you aware of the WhatsApp groups the school has for parents? We're looking to connect new families with others in the school community. If you know of any existing groups, please let us know so we can match new parents with them.

### **Exhibition of Learning.**

The EOL that will take place on Thursday Sep 26 K-6 will exhibit from 4.30 to 6.30 pm

### **CPM**

We recently participated in a mandated CPM meeting. Two schools come together for two hours and are asked questions regarding Maths in Stage 1 and the school Discipline policy

CPM Meetings allow the department to meet the requirement to monitor policy and curriculum implementation:

- help ensure the implementation of policy and curriculum in schools.
- locate externally mandated compliance within a school improvement context.
- provide opportunities for professional dialogue and sharing amongst schools.
- reinforce a culture which demonstrates quality internal assurance processes at all levels.
- ensure that student learning and well-being remains at the centre of schools.

### **Next Meeting**

❖ **Friday 13<sup>th</sup> September 2024 9:30am – face to face in school**

Meeting Closed 7:50pm





# FY24 Treasury Report Updated (7.08.2024 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC  
ABN 88 887 884 129  
For the period 1 October 2023 to 7 August 2024

Prepared by UTA

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# Executive Summary

## WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 7 August 2024

### Overview - 1 Oct 2023 to 7 August 2024 (FY24 YTD)

1. Uniform Shop Sales \$131,733 [*comparison period (cp \$121,628)*]
2. Uniform Shop Cost of Sales (\$80,949) [*cp \$95,542*]
3. Trading Profit \$50,784 [*cp \$26,085*]
4. Donations to Waitara Public School \$87,390
5. Bank Account Balance \$99,390(*cp \$160,851*)
6. Inventory on Hand \$132,213 (*cp \$110,433*)
7. Accounts Payable \$7,084
8. Fundraising - see separate report -
9. Insurance Renewal \$2,526



# Profit and Loss

## WAITARA PUBLIC SCHOOL PC ASSOC INC For the period 1 October 2023 to 7 August 2024

1 OCT 2023-7 AUG 2024      1 OCT 2022-8 AUG 2023

### Income

#### Trading Profit

Uniform Shop Sales	131,733	121,628
Cost of Sales	(80,949)	(95,542)
<b>Total Trading Profit</b>	<b>50,784</b>	<b>26,085</b>

#### Fundraising Events

##### Fundraising & Events Income

EOL Fundraise Revenue	-	1,474
General Fundraise Revenue	431	-
Harmony Day Fundraise Revenue	1,437	1,914
Mothers Day Fundraise Revenue	6,157	5,641
<b>Total Fundraising &amp; Events Income</b>	<b>8,025</b>	<b>9,029</b>

##### Fundraising & Events Expenses

EOL Fundraise Costs	-	(136)
Fundraising Costs	(325)	(2,804)
Father's Day Fundraise Costs	(5,743)	(6,333)
Mother's Day Fundraise Costs	(4,757)	(2,630)
School Functions (Mothers & Fathers Day, Kindi etc)	(952)	(89)
Working bee/Welcome BBQ	-	(49)
<b>Total Fundraising &amp; Events Expenses</b>	<b>(11,777)</b>	<b>(12,040)</b>

<b>Total Fundraising Events</b>	<b>(3,752)</b>	<b>(3,011)</b>
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<b>Total Income</b>	<b>47,032</b>	<b>23,074</b>
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### Other Income

Membership Fees	23	27
Interest Income	346	307
Other Income	-	229
<b>Total Other Income</b>	<b>369</b>	<b>563</b>

<b>Total Income</b>	<b>47,400</b>	<b>23,637</b>
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### Expenses

#### P&C Expenses

Audit Fees	985	985
Bank Charges	-	6
Depreciation	1,076	1,932
Dues & Subscriptions	3,459	1,595
Insurance	4,064	1,743

	1 OCT 2023-7 AUG 2024	1 OCT 2022-8 AUG 2023
Vend Petty Cash Expense	-	100
Office Supplies	500	118
Street Library Expenses	-	727
Sundry expenses	-	185
<b>Total P&amp;C Expenses</b>	<b>10,083</b>	<b>7,391</b>
<b>Uniform Shop Expenses</b>		
Admin Services - Uniform Shop	9,620	9,240
Bank and Merchant Fees	1,237	1,217
Staff Amenities	112	-
Stationery	-	123
<b>Total Uniform Shop Expenses</b>	<b>10,969</b>	<b>10,580</b>
<b>Total Expenses</b>	<b>21,052</b>	<b>17,971</b>
<b>Profit/(Loss) before Taxation</b>	<b>26,348</b>	<b>5,666</b>
<b>Donations Paid Out</b>		
Donation to Waitara PS	87,390	744
<b>Total Donations Paid Out</b>	<b>87,390</b>	<b>744</b>
<b>Net Profit After Tax</b>	<b>26,348</b>	<b>5,666</b>
<b>Net Profit After Distributions/Dividends Paid</b>	<b>26,348</b>	<b>5,666</b>

# Balance Sheet

## WAITARA PUBLIC SCHOOL PC ASSOC INC As at 7 August 2024

7 AUG 2024

7 AUG 2023

### Assets

#### Current Assets

##### Bank Accounts

Business Cash Reserve #138	29,863	29,441
P&C Bank Ac#023	31,224	31,333
Uniform Bank Ac#103	38,398	100,077
<b>Total Bank Accounts</b>	<b>99,485</b>	<b>160,851</b>

##### Cash on Hand

Cash Drawer	400	400
<b>Total Cash on Hand</b>	<b>400</b>	<b>400</b>

Clearing Accounts	(31,501)	(19,323)
GST	1,490	4,205
Inventory on Hand	132,213	110,433
Prepayments	1,634	4,824
Trade Debtors	13,987	-
Stripe AUD	88	259
<b>Total Current Assets</b>	<b>217,795</b>	<b>261,650</b>

#### Non-Current Assets

##### Property, Plant and Equipment

Improvements	8,396	9,712
<b>Total Property, Plant and Equipment</b>	<b>8,396</b>	<b>9,712</b>

<b>Total Non-Current Assets</b>	<b>8,396</b>	<b>9,712</b>
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<b>Total Assets</b>	<b>226,191</b>	<b>271,361</b>
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### Liabilities

#### Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	-	86
Trade Creditors	9,610	3,098
<b>Total Current Liabilities</b>	<b>9,610</b>	<b>3,184</b>

<b>Total Liabilities</b>	<b>9,610</b>	<b>3,184</b>
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<b>Net Assets</b>	<b>216,581</b>	<b>268,177</b>
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### Equity

Retained Earnings	216,581	268,177
<b>Total Equity</b>	<b>216,581</b>	<b>268,177</b>

# Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 7 August 2024

1 OCT 2023-7 AUG  
2024

## Operating Activities

Receipts From Customers	137,099
Payments to Suppliers and Employees	(80,949)
Interest Received	346
Cash Receipts From Other Operating Activities	1,868
Cash Payments From Other Operating Activities	(111,914)
<b>Net Cash Flows from Operating Activities</b>	<b>(53,550)</b>

## Investing Activities

Other Cash Items From Investing Activities	19,642
<b>Net Cash Flows from Investing Activities</b>	<b>19,642</b>

## Other Activities

Other Activities	(9,631)
<b>Net Cash Flows from Other Activities</b>	<b>(9,631)</b>

## Net Cash Flows

**(43,539)**

## Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	143,424
Cash and cash equivalents at end of period	99,885
<b>Net change in cash for period</b>	<b>(43,539)</b>

# Aged Payables Summary

## WAITARA PUBLIC SCHOOL PC ASSOC INC As at 7 August 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
Andrews Insurance Services	2,526	-	-	-	-	-	2,526
LW Reid	1,350	-	-	-	-	(9)	1,341
Tammy Lavis	5,743	-	-	-	-	-	5,743
<b>Total Aged Payables</b>	<b>9,619</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9)</b>	<b>9,610</b>
<b>Total</b>	<b>9,619</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9)</b>	<b>9,610</b>