



*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 1st December 2023  
 Chaired by: Dany Fitzgerald (Principal)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Minhua Lam	ML	P&C
Su-Anne Foo	SF	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	Stephanie Pereira	SP	P&C

Location: Waitara PS Library  
 Date and time: Opening at 10:55am, 1st December 2023  
 Minutes by: Samantha Duque (Secretary)

# **1. Minutes of previous meeting**

That the minutes of the 02.12.2022 Annual General Meeting (AGM) be accepted as true and correct.  
 Carried (Moved by AH, 2nd by ML)

## **2023 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 Team** - Su-Anne Foo, Samantha Duque, Amy Hill  
**Uniform Shop** - Shwetha Sripad  
**Community Garden** – Shadow He

# **2. Election of Office Bearers 2024:** All positions declared vacant by Prin. DF

<b>President</b> (Motion moved by SD, 2nd by AH)	-	Su-Anne	Foo
<b>Vice President</b> (Motion moved by SF, 2nd by ML)	-	Amy	Hill

**Secretary 1 (Wed meetings)** - Shivani Ruikar  
(Motion moved by SD, 2nd by AH)

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

**Treasurer** - Josh Quinn  
(Motion moved by SF, 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** - Minhua Lam  
(Motion moved by SF, 2nd by DR)

**Uniform Shop Convenor** - Divya Raj  
(Motion moved by SF, 2nd by JQ)

**Fundraising Convenor** - VACANT

**Community Garden Convenor** - Shadow He  
(Motion moved by JQ, 2nd by DR)

*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.*

### 3. President's Annual Report

2023 has been a busy year for the P&C.

Term 1 started off with Kindy Morning Tea. It was a time where new Kindy parents got to know other parents after dropping off their child on the first day of school.

In March, we had the Harmony Day Cake Stall. Parents donated treats such as cakes, savoury pastries and sweet delicacies from their cultural background. The treats sold out within 30 minutes!

We also organised a Working Bee with the support of parents, the Year 6 environmental leaders and Claire McDonald.

As some of you may recall the Year 6 jacket debacle, it was hectic and yet the Year 6 parents worked together and managed to pushed through. In the end, most of the Year 6 kids were super proud of their custom-made jacket.

Term 2 we organised a Mother's Day stall where it was great fun for the parent volunteers. We tried to sell Waitara Way Tea Towel to align with Spirit Week, with the support of the Uniform Shop ladies.

Reflecting on Term 3, I felt that it was all about the barbies! We had the Tournament of the Minds BBQ, the Father's Day Breakfast BBQ. Of course not forgetting Father's Day stall where stress balls and cute puppy towel were all sold out! The P&C also did a referendum BBQ at the start of Term 4.

In Term 4, we also helped at the Halloween Disco and many children had a lovely time that evening.

I'd like to acknowledge those who did a lot of background work. Those who were not organising events, but they were maintaining all payments, reimbursement and online uniform orders being processed in a timely manner - our Treasury Team and the Uniform Shop team. The Uniform Shop has been regularly supporting the operations on Monday and Thursdays.

Office Bearers - VP Amy, Secretaries Samantha and Shivani. These ladies, not only do they attend meetings, organised events throughout the year, these ladies were my sounding board when I needed feedback. They reply to email enquiries, prepare notice of meetings, agenda and minutes in a timely manner as well.

And last but not the least, our Principal, Dany, the P&C is really appreciative of your support to the P&C.

Thanks very much!

#### Contribution to the School

- Street Library along Kiss & Drop area
- New BBQ Plate
- 2 Mobile Speaker Systems
- Outdoor Learning Space project (\$80k contribution + application of CBP grant)

#### Goals for 2024

- Continue to improve on community engagements.
- With limited capacity in our P&C, we will need to prioritise events for 2024.

#### 4. Audited Financial Statements for the year ended 30 September 2023

JQ presented the Audited Financial Statements and recommended for adoption.  
Carried (Moved by SF, 2nd by DR)

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

SF proposed that the membership fee remain at \$1.00 per annum.  
Carried (Moved by JQ, 2nd SD)

#### Proposed meeting dates 2024

Term 1	Term 2	Term 3	Term 4
Week 4, Wednesday: 21st February at 7pm	Week 4, Wednesday: 22nd May at 7pm	Week 4, Wednesday: 14th August at 7pm	Week 4, Wednesday: 6th November at 7pm

Week 8, Friday: 22nd March at 9.30am	Week 8, Friday: 21st June at 9.30am	Week 8, Friday: 13th September at 9.30am	Week 8, Friday (AGM): 6th December at 9.30am
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**Meeting closed 11:10 am**

**WAITARA P&C ASSOCIATION INC**  
**ABN 88 887 884 129**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 SEPTEMBER 2023**

**WAITATA P&C ASSOCIATION INC.**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30 SEPTEMBER 2023**

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**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 2023. 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.

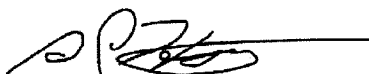
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the 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 2023 and the results of its operations for the year that ended.

**WISDOM BIZ SOLUTIONS**  
Certified Practising Accountants



Richard Hong

Dated: 10/11/2023

**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 2023 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:

  
\_\_\_\_\_  
SU-ANNE POO  
PRESIDENT.

Executive Committee Member:

  
\_\_\_\_\_  
Amy Hill Vice-president

Dated this 10<sup>th</sup> day of November 2023



**WAITARA P&C ASSOCIATION INC.**  
**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2023**

		<b>2023</b>	<b>2022</b>
		<b>\$</b>	<b>\$</b>
	<b>Note</b>		
<b>Current Assets</b>			
Cash at Bank	2	143,478	136,629
Stock	3	116,458	111,538
Account Receivable		0	16,720
GST Refundable		4,344	2,965
Prepayments		4,336	4,055
<b>Total Current Assets</b>		<b><u>268,616</u></b>	<b><u>271,908</u></b>
 <b>Non-Current Assets</b>			
Fixed Assets	4	9,471	10,909
 <b>Total Non-Current Assets</b>		<b><u>9,471</u></b>	<b><u>10,909</u></b>
 <b>TOTAL ASSETS</b>		<b><u>278,087</u></b>	<b><u>282,817</u></b>
 <b>Current Liabilities</b>			
Accounts Payable	5	465	19,565
<b>Total Current Liabilities</b>		<b><u>465</u></b>	<b><u>19,565</u></b>
 <b>TOTAL LIABILITIES</b>		<b><u>465</u></b>	<b><u>19,565</u></b>
 <b>NET ASSETS</b>		<b><u>277,622</u></b>	<b><u>263,252</u></b>
 <b>Members' Funds</b>			
Accumulated Funds	6	277,622	263,252
<b>TOTAL MEMBERS' FUNDS</b>		<b><u>277,622</u></b>	<b><u>263,252</u></b>

**WAITARA P&C ASSOCIATION INC.**  
**INCOME STATEMENT**  
**FOR THE PERIOD 1 OCTOBER 2022 TO 30 SEPTEMBER 2023**

		<b>2023</b>	<b>2022</b>
	<b>Note</b>	<b>\$</b>	<b>\$</b>
<b>INCOME</b>			
Discount Received		100	0
Fundraising		16,723	12,989
Interest Received		383	37
Membership Fees		27	23
Uniform Shop		135,128	188,409
Miscellaneous Income		229	0
Total Income		<u><b>152,590</b></u>	<u><b>201,458</b></u>
 <b>EXPENDITURE</b>			
Accounting Fees		0	442
Admin Services - Uniform Shop		9,240	5,940
Auditor's Remuneration		985	985
Bank Fees		372	347
Depreciation		2,172	1,437
Dues & Subscriptions		1,906	1,097
Flexischool Charge		0	2,155
Freight Paid		0	25
Fundraising		14,567	4,585
Gifts		103	0
Insurance		1,920	1,159
Office Supplies		241	0
Postage		0	29
Small Equipment & Shop Fit-out		0	293
Street Library Expenses		879	0
Store Supplies		0	103
Stripe Fees		1,340	663
Sundry Expenses		185	0
Teachers Day		0	280
Uniform Shop		102,854	116,226
Welcome BBQ, Kindy Morning Tea		138	1,198
Vend Petty Cash Expense		100	0
Total Expenditure		<u><b>137,002</b></u>	<u><b>136,964</b></u>
 <b>NET PROFIT / (LOSS)</b>		<u><b>15,588</b></u>	<u><b>64,494</b></u>
 Less: Donations to School	7	1,218	518
 <b>NET OPERATING SURPLUS FOR THE YEAR</b>		<u><b>14,370</b></u>	<u><b>63,976</b></u>

**WAITARA P&C ASSOCIATIONS INC.**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 1 OCTOBER 2022 TO 30 SEPTEMBER 2023**

**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 2022 TO 30 SEPTEMBER 2023 (CON'TD)**

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Note 2 - Cash</b>		
- P&C General Account	38,477	17,534
- Uniform Shop Account	75,030	89,182
- Uniform Shop COH	400	400
- Stripe AUD	54	0
- Business Cash Reserve	29,517	29,513
	<u>143,478</u>	<u>136,629</u>
 <b>Note 3 - Stock</b>		
- Uniform Shop	116,458	111,538
	<u>116,458</u>	<u>111,538</u>
 <b>Note 4 - Fixed Assets</b>		
P&C Equipment	645	382
P&C Equipment - Accum Dep'n	(645)	(382)
Store Equip - at Cost	4,090	3,619
Store Equip - Accum Dep'n	(4,090)	(3,619)
Uniform Shop Fit Out at Cost	14,372	14,372
Shop Fit Out Amortisation	(4,901)	(3,463)
	<u>9,471</u>	<u>10,909</u>
 <b>Note 5 - Accounts Payable</b>		
Trade Creditors	465	19,479
Flexischool	0	86
	<u>465</u>	<u>19,565</u>
 <b>Note 6 - Members' Funds</b>		
Accumulated Surplus at Beginning of Year	263,252	199,276
Operating Surplus/(Deficit) for year	14,370	63,976
Transfer to/from Retained Earnings	0	0
	<u>277,622</u>	<u>263,252</u>

**WAITARA P&C ASSOCIATION INC.**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 1 OCTOBER 2022 TO 30 SEPTEMBER 2023 (CON'TD)**

**Note 7 - Donations**

During the financial year, the P&C donated a total of \$1,218 to the school from general funds.

The projects supported were:

	\$
World Vision Project	300
Teachers Day Cakes 2022	444
Teachers Day Cakes 2023	474
	<u>1,218</u>