



*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 General Meeting – Wed 4<sup>th</sup> Dec 2020 9:30am

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Jack Liu	JL	P&C	Jacqueline Simpkins	JS	P&C
Dany Coelho	DC	Waitara Public School	Dinesh Kumar	DK	P&C
Amy Hill	AH	P&C	Siddharth Samant	SiS	P&C
Joshua Quinn	JQ	P&C	Jocelyn Loughnan	JoL	P&C
Abhi Chandra	AC	P&C	Michelle Wigglesworth	MW	P&C
Erica McKay	EM	P&C	Vishal Arora	VA	P&C
Kamyar Ahmadpanah	KA	P&C	Shwetha Sripad	SS	P&C
Alex Quinn	AQ	P&C			

Apologies: Nil

Location: Zoom

Date and time: Opening at 09:30am 4/12/2020

Minutes by: Amy Hill (Secretary)

### 1. Welcome

JL declared a quorum and welcomed members to the meeting.

### 2. Minutes from Previous meeting

*That the minutes of the 4.11.2020 General Meeting be accepted as true and correct.*

*Carried (Moved by EM, 2<sup>nd</sup> by SiS)*

### 3. Business arising

1. The approved funds of \$130,000 to refurbish buildings and playground - in progress (yet allocated)
2. St Ives High School North Draw Transport Petition Update - in progress
3. Community Garden - in progress

### 4. Correspondence –

- 1) Emails from Community Building Partnership Program. Regarding the *CBP20 - Step by Step Guide for Successful Grant Recipients* and *CBP 2020 - Confirmation of Funding Deed submission*.

- 2) Email from Ku-ring-gai Electorate Office, Alister Henkins. Circulated 29.11.20 regarding two grants
  - a. Sustainability Schools Grant Program \$15 000 *Closes 11.12.20 – DC said as the have unspent funds from the 2019 grant they do not wish to apply. DC stated that they have all they need currently. AH suggested a future grant maybe could go towards clear bins that enabling easy recycling.*
  - b. Metro Renewal Program
- 3). Updates from Asquith P&C regarding St Ives High School transport petition
- 4). AH mentioned an email sent to Treasury regarding an issue with payment – **Action AH to resend**

## **5. Reports**

### **1) Treasurer's Reports -JQ**

#### **Report for end 30 Nov 2020**

Uniform Shop Sales = \$19,832

Trading profit = \$7,042

Bank Account Balance = \$178K

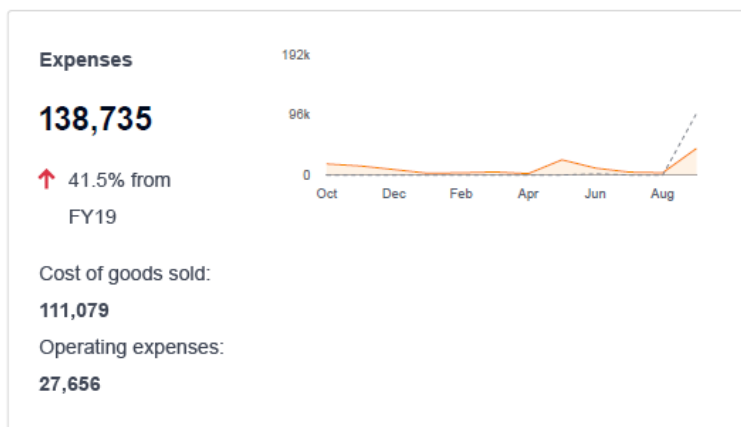
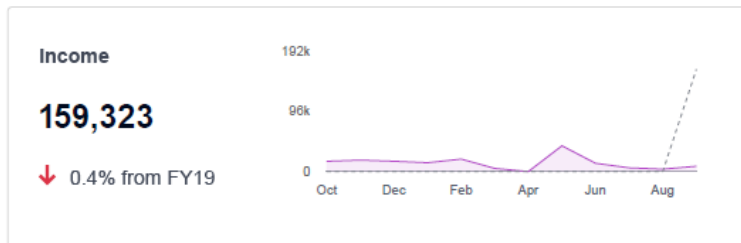
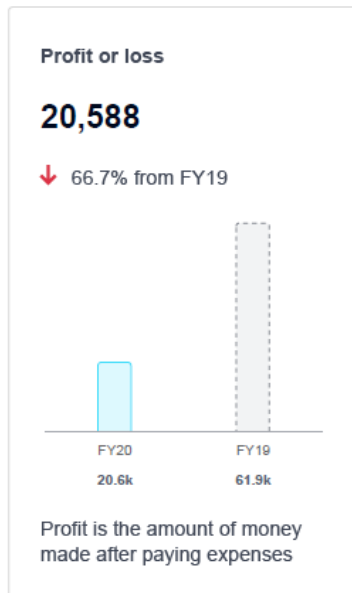
Accounts Payable \$ 1,084 (Audit service fee)

1. Uniform Stocktake completed 30 September - Stock in Accounts reconciled.
2. Inventory Management POS System to be updated
3. Financial Reports for September Year End completed and audit report signed off.
4. Applying for government grant

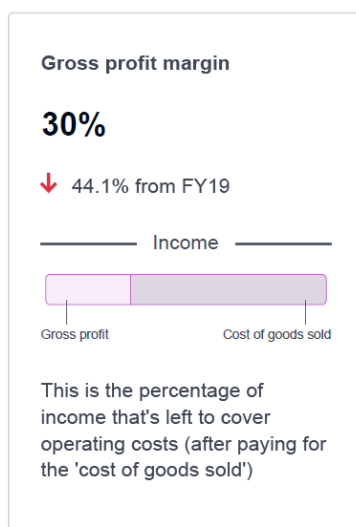
# 1. Audited Financial Report for 12 months ended 30 September 2020 – refer attached

**WAITARA PUBLIC SCHOOL PC** For the year ended 30 Sep 2020

## Profitability FY20 — FY19 - - - - -



## Efficiency



Largest operating expenses	FY20	FY19
Admin Services - Uniform Shop	8,800 ↑	0
Year 6 Jumper	7,560.17 ↑	7,391.96
Flexischool Charge [61051]	2,179.8 ↑	972.31
Depreciation	1,657.2 ↑	0
Insurance	1,484.93 ↑	0

## 2) Uniform Shop Report – SS

The uniform shop has been running smoothly through 2020 with one paid person and a dedicated group of volunteers. Almost 3/4<sup>th</sup> of the year has been online orders through Flexischools with orders being delivered to class directly.

Square was introduced last year as POS and it has proven to be effective for stock take, reporting through this year.

### Uniform shop in the new building

The new uniform shop was set up and running as the school was reopened after the Covid break. Jackie managed the full installation of the new shop including fit outs and got the whole place running in time.

We now have 2 change rooms too, should we open the uniform shop for parents to come in next year. We are in touch with the school as to when we can open the shop for parents to come in, hopefully early next year.

### Items and prices

All the items and prices have been consistent. Navy shorts/polo shirt as an alternative to the Girls' summer tunic was introduced last year and we are trying to make more parents aware of this alternative.

### Kindy 2021

Since all the orders are online and new Kindy parents have not been able to come into the uniform shop, we have provided as much info on the kindy orientation website and flexischools to make it easier for them. All the kindy uniforms ordered until next week can be picked up by parents on Dec14th or the first day of next year. We encourage all kindy students to buy packs – we have sold 41 packs totalling to about 10k already.

### Stock take

We had 2 stock takes during the year, once in June and second in Sep for the financial year. With minimal adjustments to be made, we have a good hold on the inventory and purchases.

### Sales

Total sales for the year is approx. 150k.

A special shout out to Ivy, Helen, Lena, Irene and Joyce who are so prompt and an amazing team!

This uniform shop is streamlined and it stands its ground today because of Jackie's invaluable contribution over the last 6 years. THANK YOU!

Uniform Shop raised that Year 6 mini fete money raised through Flexischools need to be returned to the school – **Action SS, Treasury and DC**

EM raised access to uniform shop over Xmas break, can cause a high level of anxiety for students who do not have a uniform and are starting in the following year. Decision made to post uniform shop email address on school website and Kindergarten page – **Action DC, SS and DC**

### **Fundraising Committee - JoL**

Investigation was done into Christmas Tea Towels with an Aboriginal artwork and the school song.

Unfortunately time was running out and so it was decided with the team to postpone till Term 1

2021. JoL also stated she is stepping down from Fundraising Co-ordinator for family commitments, we thank her for her service. AH suggested the tea towels maybe a great fundraiser linked with Harmony Day 2021.

### **3) Sports Committee – MW**

No report. The Sports Committee is looking forward to carnivals in 2021!

### **4) Principals Report**

What a massive year!

Working out of demountable, completed build, COVID, continually changing dynamics and plans based on Covid, adapting quickly to online learning, packing up 43 classrooms and an admin block, an everchanging context of remote learning, moving into a new build, returning from online learning and adjusting to a new way of school life. In total from the department were 46 Emails between just between March and June, 50% of the emails received out of hours with quick turnaround instruction with all matters from hygiene, safety, curriculum adjustments, and reporting for students, staff and parents, and directions. Many emails had between 15- 50 pages of information for teachers and principals to process. We spent hours developing and redeveloping various timetables that sometimes we didn't get to implement because phases of operation were skipped.

Our staff have been outstanding with their approach to everything that has been thrown at them this year. I couldn't be prouder of the incredible job that they have done. Although, this holiday couldn't come soon enough for all of us.

#### **Whole School Celebration of Learning**

Our whole school COL assemblies will be taking place in stages. Only the Year 6 COL will be able to have one parent/family member attend this is still due to restrictions. We still have strict guidelines to contend with and Covid plans that take time to create and adhere to. The stages will be recorded and each class posted

#### **Farewelling Year 6**

End of year activities for the current year 6 cohort have commenced with this week having a disco, surf lifesaving and Olympics day. Next Friday will be the mini fete and in week 10 will be the graduation Assembly.

#### **Staff Leaving in 2020**

We would like to congratulate Emma Sherley, who was successful in gaining an Assistant Principal position at Dulwich Hill PS.

Emma Sherley has been a respected and valuable teacher at our school over 6 years. In the time that I have known her, I have noted that she is a passionate and dedicated teacher, a great teacher, leader and colleague; I wish her every success and happiness for the future.

Mrs Marianne Aberline has taken a temporary relieving Deputy Principal position for the year at Stewart House. Ms Jackie Bedwell will be staying on in the relieving role.

We have two staff taking maternity leave. Mrs Cresswell and Mrs King. We wish them all the best with their new babies who will arrive in 2021.

We also have some staff returning from leave. Ms Jennifer Gaut will be returning two days per week next year from maternity leave.

A third targeted graduate has been appointed, Elisabeth Green will also be joining us next year.

I would like to congratulate Mrs Cylhen Fua and Ms Hayley Krahe (our 20202 temporary teachers) and Ms Emily Susanna who were successful at Merit selection and have now gained permanent appointments. They will commence their permanent positions in 2021.

### **Student Numbers 2021**

Currently on 1075- 43 classes. We are looking at 43 classes again next year. We haven't grown much but we expect that may change when travel from overseas commences.

Teachers are moving classes soon to start the year next to their collaborative teaching buddies.

Reports go out next week on Monday Dec 14<sup>th</sup> week 10

### **School Development Days**

This year the last day of school for students will be **Wednesday 16 December**. There will be a staff development day for teachers at school on Thursday 17<sup>th</sup>. Teachers and administration staff will not be on site on December 18 as their commitment to professional development on this day was completed during the year. Next year at the beginning of 2021 we will have two staff development days 27 & 28 January students in years 1-6 will start on Friday 29 January. Our Kindergarten students begin on Wednesday 3February after their Best Start testing.

### **Finance**

Financially we have spent around \$500,000 of school funds during 2020. This was money we had put aside to spend with the new build.

Technology \$10,322 Desk tops and minis

Furniture \$49,194

Playground \$451,236

(Asphalt, playground equipment and soft fall, seating for circle friendship)

Appliances \$10,585

(Fridges, bins, Ecomist dispensers)

Signage \$14,374

Buildings \$123,692

(Painting, window tinting, guttering library, cladding COLA, wall removal M Block, gate security, locks to existing buildings to general master key)

### **Results for the School Check in and Assessment**

We did not have Naplan but we did participate in the check in assessment for years 3 and 5. We were very happy with the results we were above state and similar schools grouping for Literacy years 3 &5 and in Maths for year 5 we are well above state in literacy for Year 3 too.

### **Strategic Improvement Plan**

We have been working with staff on the strategic improvement plan. We have come up with three main areas. Of course, the first one is a mandatory strategic direction with goals negotiated between the Del and myself based on the departments data.

### **Literacy and Numeracy**

**Embedding evidence, data and evaluation for literacy and numeracy improvement.**

**Purpose** – Teachers are committed to identifying and implementing effective teaching methods in literacy and numeracy, using evidence-based strategies where student assessment data is used school-

wide to identify student achievements and progress, in order to reflect on teaching effectiveness and inform future school directions.

### **Wellbeing**

**Building individual and collective wellbeing through a climate of care and positivity.**

**Purpose** – To develop evidence-based strategies to build cognitive, social, emotional, physical and spiritual wellbeing in students.

### **Modern Learning**

**Authentic teaching and learning practices delivered in a collaborative environment that equips students with skill and competencies for now and in the future.**

**Purpose** – Embracing change and risk taking in a collaborative and mutually respectful environment.

Recent SEF analysis showed us that we are excelling in all areas except. Wellbeing, Data skills and use and Professional Standards. We of course are doing exceptionally well but feel there is improvement to be made in this area.

### **Thank you**

We would like to send a heartfelt thank you to Nick Berman and Jackie Quirke, for all they have done as part of the P&C and our school over the many years their children have been here. They have been instrumental in so many areas of the P&C. We would like to express our extreme gratitude for the dedication above and beyond they have given.

***Carried (Moved by AQ, 2<sup>nd</sup> by EM).***

## **6. General Business**

1. Establish P&C separate email addresses for positions - JL

Enable different email addresses for each position (instead of using personal emails for P&C work related communications). e.g. when people leave the current position, we can still have the access to the previous work data/communication records.

- President (keep the current one provided by P&C Federation)  
[WaitaraPublicSchool@pandcaffiliate.org.au](mailto:WaitaraPublicSchool@pandcaffiliate.org.au) (already in use)
- Secretary [waitara-pca@outlook.com](mailto:waitara-pca@outlook.com) (already in use)
- Vice President [waitara-pca.vp@outlook.com](mailto:waitara-pca.vp@outlook.com) (New)
- Treasurer [waitara-pca.treasurer@outlook.com](mailto:waitara-pca.treasurer@outlook.com) (New)
- Uniform shop [waitara-pca.uniformshop@outlook.com](mailto:waitara-pca.uniformshop@outlook.com) (New)
- Fundraising team [waitara-pca.fundraising@outlook.com](mailto:waitara-pca.fundraising@outlook.com) (New)

***Motion moved by EM, seconded by AH, carried with removal of VP email address***

2. The nomination of NSW P&C Volunteer of the Year 2020  
SS nominated *Jacqueline Simpkins* as our nomination of NSW P&C Volunteer of the Year 2020  
No other nominations raised

***Carried (Nominated by SS, 2<sup>nd</sup> AH) – Action JL and SS to submit it***

7. Meeting Closed at 10:48am

# November 2020 Management Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 30 November 2020

Prepared by UTA TAX



# Contents

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7	Aged Receivables Summary
8	Aged Payables Summary
9	Account Transactions

# Executive Summary

## WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 November 2020

### Overview - November 2020

Uniform Shop Sales \$19,832

Trading Profit \$7,042

Bank Account Balance \$178k

Accounts Payable \$1,084 (Financial Statement Audit Fee)

### Key Highlights

1. Uniform Stocktake completed 30 September - Stock in Accounts reconciled
2. Inventory Management POS System to be updated
3. Financial Reports for September Year End completed and Audit Report signed off
4. Applying for Government Grant

# Profit and Loss

## WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 November 2020

NOV 2020

OCT 2020

### Income

#### Trading Profit

##### Uniform Shop Sales

Clothing and Accessories Revenue	19,832	7,548
<b>Total Uniform Shop Sales</b>	<b>19,832</b>	<b>7,548</b>

##### Cost of Sales

Uniform Shop Cost of Sales	(12,790)	(5,149)
<b>Total Cost of Sales</b>	<b>(12,790)</b>	<b>(5,149)</b>

<b>Total Trading Profit</b>	<b>7,042</b>	<b>2,399</b>
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<b>Total Income</b>	<b>7,042</b>	<b>2,399</b>
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### Other Income

Membership Fees	2	-
Interest Income	2	9
<b>Total Other Income</b>	<b>4</b>	<b>9</b>

<b>Total Income</b>	<b>7,046</b>	<b>2,409</b>
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### Expenses

Depreciation	118	122
Fundraising & Events Expenses	-	378

#### P&C Expenses

Audit Fees	1,084	-
Insurance	83	83
<b>Total P&amp;C Expenses</b>	<b>1,167</b>	<b>83</b>

#### Uniform Shop Expenses

Admin Services - Uniform Shop	-	2,310
Bank Merchant Fees	43	43
Flexischool Charge [61051]	381	165
<b>Total Uniform Shop Expenses</b>	<b>424</b>	<b>2,518</b>

<b>Total Expenses</b>	<b>1,709</b>	<b>3,101</b>
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<b>Profit/(Loss) before Taxation</b>	<b>5,337</b>	<b>(692)</b>
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<b>Net Profit After Tax</b>	<b>5,337</b>	<b>(692)</b>
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<b>Net Profit After Distributions/Dividends Paid</b>	<b>5,337</b>	<b>(692)</b>
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# Balance Sheet

## WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 November 2020

30 NOV 2020

31 OCT 2020

### Assets

#### Current Assets

##### Bank Accounts

Building Fund Bank Ac#357	-	171
Business Cash Reserve #138	128,928	128,928
P&C Bank Ac#023	1,837	1,665
Uniform Bank Ac#103	47,341	54,009
<b>Total Bank Accounts</b>	<b>178,107</b>	<b>184,773</b>

##### Cash on Hand

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

GST	1,904	2,353
Inventory on Hand	78,725	87,223
Prepayments	664	747
Square Other Payment Clearing	(1,739)	(3,348)
Square Cash Clearing	944	912
<b>Total Current Assets</b>	<b>259,006</b>	<b>273,062</b>

#### Non-Current Assets

##### Property, Plant and Equipment

Improvements	13,543	13,661
<b>Total Property, Plant and Equipment</b>	<b>13,543</b>	<b>13,661</b>

<b>Total Non-Current Assets</b>	<b>13,543</b>	<b>13,661</b>
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<b>Total Assets</b>	<b>272,549</b>	<b>286,723</b>
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### Liabilities

#### Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,084	20,595
<b>Total Current Liabilities</b>	<b>1,170</b>	<b>20,681</b>

<b>Total Liabilities</b>	<b>1,170</b>	<b>20,681</b>
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<b>Net Assets</b>	<b>271,379</b>	<b>266,042</b>
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### Equity

Retained Earnings	271,379	266,042
<b>Total Equity</b>	<b>271,379</b>	<b>266,042</b>

# Statement of Cash Flows - Direct Method

## WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 November 2020

NOV 2020

### Operating Activities

Receipts From Customers	21,817
Payments to Suppliers and Employees	(13,044)
Interest Received	2
Cash Payments From Other Operating Activities	(3,014)
<b>Net Cash Flows from Operating Activities</b>	<b>5,760</b>

### Investing Activities

Other Cash Items From Investing Activities	(9,288)
<b>Net Cash Flows from Investing Activities</b>	<b>(9,288)</b>

### Other Activities

Other Activities	(3,138)
<b>Net Cash Flows from Other Activities</b>	<b>(3,138)</b>

<b>Net Cash Flows</b>	<b>(6,667)</b>
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### Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	185,173
Cash and cash equivalents at end of period	178,507
<b>Net change in cash for period</b>	<b>(6,667)</b>

# Aged Receivables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 November 2020

# Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 November 2020

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
Wisdom Biz Lawyers	1,084	-	-	-	-	-	1,084
<b>Total Aged Payables</b>	<b>1,084</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,084</b>
<b>Total</b>	<b>1,084</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,084</b>

# Account Transactions

## WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 November 2020 to 30 November 2020

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
<b>Audit Fees</b>								
30 Nov 2020	Payable Invoice	Wisdom Biz Lawyers - Audit of financial statements for year ended 30 Sept 2020	IV00000000287	1,084	-	1,084	-	1,084
<b>Total Audit Fees</b>				<b>1,084</b>	<b>-</b>	<b>1,084</b>	<b>-</b>	<b>1,084</b>
<b>Bank Merchant Fees</b>								
2 Nov 2020	Spend Money	Merchant Sols - Merch Fees		43	-	47	4	43
<b>Total Bank Merchant Fees</b>				<b>43</b>	<b>-</b>	<b>47</b>	<b>4</b>	<b>43</b>
<b>Building Fund Bank Ac#357</b>								
<b>Opening Balance</b>				<b>171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>171</b>
25 Nov 2020	Bank Transfer	Bank Transfer from Building Fund Bank Ac#357 to P&C Bank Ac#023		-	171	(171)	-	-
<b>Total Building Fund Bank Ac#357</b>				<b>-</b>	<b>171</b>	<b>(171)</b>	<b>-</b>	<b>-</b>
<b>Closing Balance</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Clothing &amp; Accessories - on hand</b>								
<b>Opening Balance</b>				<b>87,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,160</b>
2 Nov 2020		waitara Uniform Stock Adjustment		-	400	(400)	-	86,760
2 Nov 2020		waitara Uniform Stock Adjustment		-	139	(139)	-	86,621
2 Nov 2020		waitara Uniform Stock Adjustment		-	824	(824)	-	85,797
2 Nov 2020		waitara Uniform Stock Adjustment		-	373	(373)	-	85,424
2 Nov 2020		waitara Uniform Stock Adjustment		-	114	(114)	-	85,309
2 Nov 2020		waitara Uniform Stock Adjustment		-	1,629	(1,629)	-	83,680
2 Nov 2020		waitara Uniform Stock Adjustment		-	21	(21)	-	83,659
2 Nov 2020		waitara Uniform Stock Adjustment		-	476	(476)	-	83,183
2 Nov 2020		waitara Uniform Stock Adjustment		-	883	(883)	-	82,300



DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
2 Nov 2020		waitara Uniform Stock Adjustment		-	1,348	(1,348)	-	80,952
2 Nov 2020		waitara Uniform Stock Adjustment		-	291	(291)	-	80,661
2 Nov 2020		waitara Uniform Stock Adjustment		-	892	(892)	-	79,769
2 Nov 2020		waitara Uniform Stock Adjustment		-	2,563	(2,563)	-	77,206
2 Nov 2020		waitara Uniform Stock Adjustment		-	115	(115)	-	77,092
2 Nov 2020		waitara Uniform Stock Adjustment		-	1,600	(1,600)	-	75,491
2 Nov 2020		waitara Uniform Stock Adjustment		-	37	(37)	-	75,455
2 Nov 2020		waitara Uniform Stock Adjustment		-	1,328	(1,328)	-	74,127
9 Nov 2020	Payable Invoice	L W REID Pty Ltd - Boys Grey Shorts	SI0826092	1,345	-	1,480	135	75,472
9 Nov 2020	Payable Invoice	L W REID Pty Ltd - GREY SOCKS - BOYS	SI0826092	185	-	204	19	75,657
9 Nov 2020	Payable Invoice	L W REID Pty Ltd - Navy Socks - Girls	SI0826092	139	-	153	14	75,796
9 Nov 2020	Payable Invoice	L W REID Pty Ltd - Micro Fibre Shorts -	SI0826092	413	-	454	41	76,209
9 Nov 2020	Payable Invoice	L W REID Pty Ltd - White Socks -	SI0826092	348	-	383	35	76,557
13 Nov 2020	Payable Invoice	L W REID Pty Ltd - Sports Skort	SI0826754	1,862	-	2,048	186	78,419
16 Nov 2020		Not a separate stock item - included as part of cost per item - Not a separate stock item - included as part of cost per item		-	4,592	(4,592)	-	73,827
16 Nov 2020		Revalue stock at correct price - Revalue stock at correct price		-	-	-	-	73,827
16 Nov 2020		Stocktake Adjustment 30 Sept 2020 - School Bag Back Pack - Stocktake Adjustment 30 Sept 2020 - School Bag Back Pack		-	92	(92)	-	73,735
16 Nov 2020		TAG PACK FIX DATE ADJUSTMENT - TAG PACK FIX DATE ADJUSTMENT		4,591	-	4,591	-	78,326
16 Nov 2020		To revalue at correct cost per Item - To revalue at correct cost per Item		-	-	-	-	78,326
17 Nov 2020		Stocktake - staff shirt - Stocktake - staff shirt		336	-	336	-	78,662
<b>Total Clothing &amp; Accessories - on hand</b>				<b>9,220</b>	<b>17,718</b>	<b>(8,069)</b>	<b>429</b>	<b>78,662</b>
<b>Closing Balance</b>				<b>78,662</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>78,662</b>

### Clothing and Access - Purchase

2 Nov 2020		waitara Uniform Stock Adjustment		400	-	400	-	400
2 Nov 2020		waitara Uniform Stock Adjustment		139	-	139	-	539
2 Nov 2020		waitara Uniform Stock Adjustment		824	-	824	-	1,363

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
2 Nov 2020		waitara Uniform Stock Adjustment		373	-	373	-	1,736
2 Nov 2020		waitara Uniform Stock Adjustment		114	-	114	-	1,851
2 Nov 2020		waitara Uniform Stock Adjustment		1,629	-	1,629	-	3,480
2 Nov 2020		waitara Uniform Stock Adjustment		21	-	21	-	3,501
2 Nov 2020		waitara Uniform Stock Adjustment		476	-	476	-	3,977
2 Nov 2020		waitara Uniform Stock Adjustment		883	-	883	-	4,861
2 Nov 2020		waitara Uniform Stock Adjustment		1,348	-	1,348	-	6,208
2 Nov 2020		waitara Uniform Stock Adjustment		291	-	291	-	6,500
2 Nov 2020		waitara Uniform Stock Adjustment		892	-	892	-	7,391
2 Nov 2020		waitara Uniform Stock Adjustment		2,563	-	2,563	-	9,954
2 Nov 2020		waitara Uniform Stock Adjustment		115	-	115	-	10,069
2 Nov 2020		waitara Uniform Stock Adjustment		1,600	-	1,600	-	11,669
2 Nov 2020		waitara Uniform Stock Adjustment		37	-	37	-	11,706
2 Nov 2020		waitara Uniform Stock Adjustment		1,328	-	1,328	-	13,034
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Cap	Nov20 Sales Stock Adjustment for Cost of Sales	-	400	(400)	-	12,633
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Grey Socks	Nov20 Sales Stock Adjustment for Cost of Sales	-	211	(211)	-	12,422
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - HAT or CAP - Broad-brim hat - white embroidered W	Nov20 Sales Stock Adjustment for Cost of Sales	-	824	(824)	-	11,598
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Excursion/Library Bag - Navy	Nov20 Sales Stock Adjustment for Cost of Sales	-	413	(413)	-	11,186
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Navy Socks - Girls	Nov20 Sales Stock Adjustment for Cost of Sales	-	114	(114)	-	11,072
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - School Backpack	Nov20 Sales Stock Adjustment for Cost of Sales	-	1,545	(1,545)	-	9,527
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Staff Shirt	Nov20 Sales Stock Adjustment for Cost of Sales	-	21	(21)	-	9,506
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - SKORT	Nov20 Sales Stock Adjustment for Cost of Sales	-	476	(476)	-	9,030
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Girls Navy Blue Shorts - Tracksuit (adjustment)	Nov20 Sales Stock Adjustment for Cost of Sales	-	613	(613)	-	8,417

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - SPORTS SHIRT	Nov20 Sales Stock Adjustment for Cost of Sales	-	1,348	(1,348)	-	7,070
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - White Socks	Nov20 Sales Stock Adjustment for Cost of Sales	-	324	(324)	-	6,746
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Grey Shorts	Nov20 Sales Stock Adjustment for Cost of Sales	-	1,058	(1,058)	-	5,688
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Summer Dress	Nov20 Sales Stock Adjustment for Cost of Sales	-	2,563	(2,563)	-	3,125
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Girls Navy Blue Shorts	Nov20 Sales Stock Adjustment for Cost of Sales	-	79	(79)	-	3,046
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Short Sleeve Polo	Nov20 Sales Stock Adjustment for Cost of Sales	-	1,523	(1,523)	-	1,523
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Winter Tunic (Dress)	Nov20 Sales Stock Adjustment for Cost of Sales	-	40	(40)	-	1,483
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment - Fleecy Zip Jacket	Nov20 Sales Stock Adjustment for Cost of Sales	-	1,328	(1,328)	-	155
30 Nov 2020	Receivable Payment	Payment: waitara Uniform Stock Adjustment	Nov20 Cost of Items Sold	12,879	-	12,879	-	13,034
<b>Total Clothing and Access - Purchase</b>				<b>25,913</b>	<b>12,879</b>	<b>13,034</b>	<b>-</b>	<b>13,034</b>

### Clothing and Accessories Revenue

2 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 02 Nov 2020	-	296	326	30	296
5 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 05 Nov 2020	-	2,173	2,390	217	2,469
5 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 05 Nov 2020	64	-	(70)	(6)	2,405
9 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 09 Nov 2020	-	1,190	1,309	119	3,595
9 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 09 Nov 2020	25	-	(28)	(3)	3,570
12 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 12 Nov 2020	-	289	318	29	3,859
12 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 12 Nov 2020	31	-	(34)	(3)	3,828
13 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 13 Nov 2020	-	2,090	2,299	209	5,918
13 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 13 Nov 2020	38	-	(42)	(4)	5,880

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
16 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 16 Nov 2020	-	2,767	3,044	277	8,647
16 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 16 Nov 2020	76	-	(84)	(8)	8,571
22 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 22 Nov 2020	-	4,057	4,463	406	12,628
22 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 22 Nov 2020	76	-	(84)	(8)	12,552
23 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 23 Nov 2020	-	2,755	3,031	276	15,307
23 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 23 Nov 2020	76	-	(84)	(8)	15,231
23 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc - Refunded Sales (Taxed)	Square orders closed 23 Nov 2020	54	-	(59)	(5)	15,177
26 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc - Refunded Sales (Taxed)	Square orders closed 26 Nov 2020	47	-	(52)	(5)	15,130
26 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 26 Nov 2020	-	2,547	2,802	255	17,677
26 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 26 Nov 2020	98	-	(108)	(10)	17,579
30 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Sales (Taxed)	Square orders closed 30 Nov 2020	-	2,398	2,638	240	19,977
30 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc - Discounts (Taxed)	Square orders closed 30 Nov 2020	145	-	(160)	(15)	19,832
<b>Total Clothing and Accessories Revenue</b>				<b>732</b>	<b>20,564</b>	<b>21,815</b>	<b>1,983</b>	<b>19,832</b>
<b>Depreciation</b>								
30 Nov 2020		Depreciation of FA-0003 on 30 Nov 2020.		118	-	118	-	118
<b>Total Depreciation</b>				<b>118</b>	<b>-</b>	<b>118</b>	<b>-</b>	<b>118</b>
<b>Flexischool Charge [61051]</b>								
30 Nov 2020	Payable Invoice	Flexischools - Flexischool Uniform order - Charges to offset against Sales Clearing Account [SQ-6000]- Nov 2020	Flexischool Charges Nov2020	381	-	420	38	381
<b>Total Flexischool Charge [61051]</b>				<b>381</b>	<b>-</b>	<b>420</b>	<b>38</b>	<b>381</b>
<b>GST</b>								

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
<b>Opening Balance</b>				<b>2,353</b>	-	-	-	<b>(2,353)</b>
2 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 02 Nov 2020	-	30	30	-	(2,323)
2 Nov 2020	Spend Money	Merchant Sols		4	-	(4)	-	(2,328)
5 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 05 Nov 2020	-	211	211	-	(2,117)
9 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 09 Nov 2020	-	116	116	-	(2,000)
9 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826092	135	-	(135)	-	(2,135)
9 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826092	109	-	(109)	-	(2,243)
12 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 12 Nov 2020	-	26	26	-	(2,217)
13 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826754	186	-	(186)	-	(2,404)
13 Nov 2020	Payable Invoice	Australian Tax Office - Sept 2020 BAS - GST Payable	Sept20 BAS	1,062	-	(1,062)	-	(3,466)
13 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 13 Nov 2020	-	205	205	-	(3,260)
16 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 16 Nov 2020	-	269	269	-	(2,991)
22 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 22 Nov 2020	-	398	398	-	(2,593)
23 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	-	268	268	-	(2,325)
23 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	5	-	(5)	-	(2,331)
26 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	5	-	(5)	-	(2,335)
26 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	-	245	245	-	(2,091)
30 Nov 2020	Payable Invoice	Flexischools	Flexischool Charges Nov2020	38	-	(38)	-	(2,129)
30 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 30 Nov 2020	-	225	225	-	(1,903)
<b>Total GST</b>				<b>1,544</b>	<b>1,993</b>	<b>450</b>	-	<b>(1,903)</b>
<b>Closing Balance</b>				<b>1,903</b>	-	-	-	<b>(1,903)</b>

## Insurance

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
17 Nov 2020	Manual Journal	FY21 Insurance -monthly for November 2020 - FY21 Insurance -monthly for November 2020 - PI Insurance	#1228	44	-	44	-	44
17 Nov 2020	Manual Journal	FY21 Insurance -monthly for November 2020 - FY21 Insurance -monthly for November 2020 - Insurance	#1228	39	-	39	-	83
<b>Total Insurance</b>				<b>83</b>	<b>-</b>	<b>83</b>	<b>-</b>	<b>83</b>
<b>Interest Income</b>								
30 Nov 2020	Receive Money	Bank Interest - Bank Interest Income		-	-	-	-	-
30 Nov 2020	Receive Money	Bank Interest - Bank Interest		-	2	2	-	2
<b>Total Interest Income</b>				<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>Membership Fees</b>								
30 Nov 2020	Receive Money	Josh & Alex Quinn - Membership Fee - Joshua & Alex Quinn		-	1	1	-	1
30 Nov 2020	Receive Money	Siddharth Samant - Membership Fee - Sidd		-	1	1	-	2
<b>Total Membership Fees</b>				<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>P&amp;C Bank Ac#023</b>								
<b>Opening Balance</b>				<b>1,665</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,665</b>
25 Nov 2020	Bank Transfer	Bank Transfer from Building Fund Bank Ac#357 to P&C Bank Ac#023		171	-	171	-	1,836
30 Nov 2020	Receive Money	Bank Interest		-	-	-	-	1,836
30 Nov 2020	Receive Money	Josh & Alex Quinn		1	-	1	-	1,837
30 Nov 2020	Receive Money	Siddharth Samant		1	-	1	-	1,837
<b>Total P&amp;C Bank Ac#023</b>				<b>172</b>	<b>-</b>	<b>172</b>	<b>-</b>	<b>1,837</b>
<b>Closing Balance</b>				<b>1,837</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,837</b>
<b>Prepayments</b>								
<b>Opening Balance</b>				<b>747</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>747</b>
17 Nov 2020	Manual Journal	FY21 Insurance -monthly for November 2020 - FY21 Insurance	#1228	-	44	(44)	-	704

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
		-monthly for November 2020 - PI Insurance						
17 Nov 2020	Manual Journal	FY21 Insurance -monthly for November 2020 - FY21 Insurance -monthly for November 2020 - Insurance	#1228	-	39	(39)	-	664
<b>Total Prepayments</b>				-	83	(83)	-	664
<b>Closing Balance</b>				664	-	-	-	664
<b>Rounding</b>								
<b>Opening Balance</b>				-	-	-	-	-
9 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826092	-	-	-	-	-
<b>Total Rounding</b>				-	-	-	-	-
<b>Closing Balance</b>				-	-	-	-	-
<b>Shop Fit Out Amortisation</b>								
<b>Opening Balance</b>				-	711	-	-	(711)
30 Nov 2020		Depreciation of FA-0003 on 30 Nov 2020.		-	118	(118)	-	(829)
<b>Total Shop Fit Out Amortisation</b>				-	118	(118)	-	(829)
<b>Closing Balance</b>				-	829	-	-	(829)
<b>Square Cash Clearing</b>								
<b>Opening Balance</b>				912	-	-	-	912
23 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	CASH	35	-	35	-	947
23 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	CASH	-	35	(35)	-	912
26 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	CASH	32	-	32	-	944
<b>Total Square Cash Clearing</b>				67	35	32	-	944
<b>Closing Balance</b>				944	-	-	-	944
<b>Square Other Payment Clearing</b>								

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
<b>Opening Balance</b>				-	3,348	-	-	(3,348)
2 Nov 2020	Receive Money	Flexischools - Gross Uniform Shop Sales - Flexischool - to allocate end month	0	-	568	(568)	-	(3,916)
2 Nov 2020	Receive Money	Merchant Sales - Square Eftpos Gross Sales allocated against Square sales report	0940001	-	27	(27)	-	(3,943)
2 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	326	-	326	-	(3,617)
5 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,320	-	2,320	-	(1,297)
9 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	1,281	-	1,281	-	(16)
9 Nov 2020	Receive Money	Flexischools - Gross Uniform Shop Sales - Flexischool - to allocate end month	0	-	3,385	(3,385)	-	(3,401)
12 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	284	-	284	-	(3,117)
13 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,257	-	2,257	-	(860)
16 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,960	-	2,960	-	2,100
16 Nov 2020	Receive Money	Merchant Sales - Square Eftpos Gross Sales allocated against Square sales report	0940001	-	60	(60)	-	2,040
16 Nov 2020	Receive Money	Flexischools - Gross Uniform Shop Sales - Flexischool - to allocate end month	0	-	4,489	(4,489)	-	(2,449)
22 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	4,379	-	4,379	-	1,930
23 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,912	-	2,912	-	4,842
23 Nov 2020	Receive Money	Merchant Sales - Square Eftpos Gross Sales allocated against Square sales report	0940001	-	175	(175)	-	4,667
23 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	OTHER	-	24	(24)	-	4,643
23 Nov 2020	Receive Money	Flexischools - Gross Uniform Shop Sales - Flexischool - to allocate end month	0	-	5,950	(5,950)	-	(1,307)



DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
26 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,662	-	2,662	-	1,355
26 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	OTHER	-	52	(52)	-	1,303
26 Nov 2020	Receive Money	Merchant Sales - Square Eftpos Gross Sales allocated against Square sales report	0970001	-	104	(104)	-	1,199
30 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	OTHER	2,478	-	2,478	-	3,677
30 Nov 2020	Receive Money	Flexischools - Gross Uniform Shop Sales - Flexischool - to allocate end month	0	-	4,827	(4,827)	-	(1,150)
30 Nov 2020	Payable Payment	Payment: Flexischools	Nov20 FlexiSchool Charges	-	420	(420)	-	(1,570)
30 Nov 2020	Receive Money	Merchant Sales - Square Eftpos Gross Sales allocated against Square sales report	0940001	-	169	(169)	-	(1,739)
<b>Total Square Other Payment Clearing</b>				<b>21,859</b>	<b>20,250</b>	<b>1,609</b>	-	<b>(1,739)</b>
<b>Closing Balance</b>				-	<b>1,739</b>	-	-	<b>(1,739)</b>

### Stock adjustments

16 Nov 2020		Not a separate stock item - included as part of cost per item - Not a separate stock item - included as part of cost per item		4,592	-	4,592	-	4,592
16 Nov 2020		Revalue stock at correct price - Revalue stock at correct price		-	-	-	-	4,592
16 Nov 2020		Stocktake Adjustment 30 Sept 2020 - School Bag Back Pack - Stocktake Adjustment 30 Sept 2020 - School Bag Back Pack		92	-	92	-	4,684
16 Nov 2020		TAG PACK FIX DATE ADJUSTMENT - TAG PACK FIX DATE ADJUSTMENT		-	4,591	(4,591)	-	93
16 Nov 2020		To revalue at correct cost per Item - To revalue at correct cost per Item		-	-	-	-	92
17 Nov 2020		Stocktake - staff shirt - Stocktake - staff shirt		-	336	(336)	-	(244)
<b>Total Stock adjustments</b>				<b>4,684</b>	<b>4,928</b>	<b>(244)</b>	-	<b>(244)</b>

### Trade Creditors

<b>Opening Balance</b>				-	<b>20,595</b>	-	-	<b>20,595</b>
9 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826092	-	2,673	2,673	-	23,268
13 Nov 2020	Payable Invoice	L W REID Pty Ltd	SI0826754	-	2,048	2,048	-	25,316
13 Nov 2020	Payable Invoice	Australian Tax Office	Sept20 BAS	-	1,062	1,062	-	26,378

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
16 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0824617	14,967	-	(14,967)	-	11,411
16 Nov 2020	Payable Payment	Payment: Daniela B M C Duarte	026	2,310	-	(2,310)	-	9,101
16 Nov 2020	Payable Payment	Payment: Perm-A-Pleat	OL43556IN/1	3,163	-	(3,163)	-	5,938
19 Nov 2020	Payable Payment	Payment: Australian Tax Office	Sept20 BAS	1,062	-	(1,062)	-	4,876
25 Nov 2020	Payable Payment	Payment: Snowgoose	RB9429081989	155	-	(155)	-	4,721
25 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0826092	2,673	-	(2,673)	-	2,048
25 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0826754	2,048	-	(2,048)	-	-
30 Nov 2020	Payable Invoice	Flexischools	Flexischool Charges Nov2020	-	420	420	-	420
30 Nov 2020	Payable Payment	Payment: Flexischools	Flexischool Charges Nov2020	420	-	(420)	-	-
30 Nov 2020	Payable Invoice	Wisdom Biz Lawyers	IV00000000287	-	1,084	1,084	-	1,084
<b>Total Trade Creditors</b>				<b>26,798</b>	<b>7,286</b>	<b>(19,512)</b>	-	<b>1,084</b>
<b>Closing Balance</b>				-	<b>1,084</b>	-	-	<b>1,084</b>

### Trade Debtors

<b>Opening Balance</b>				-	-	-	-	-
2 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 02 Nov 2020	-	326	(326)	-	(326)
2 Nov 2020	Receivable Invoice	waitara Uniform Stock Adjustment	Nov20 Sales Stock Adjustment for Cost of Sales	12,879	-	12,879	-	12,553
2 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 02 Nov 2020	326	-	326	-	12,879
5 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 05 Nov 2020	-	2,320	(2,320)	-	10,559
5 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 05 Nov 2020	2,320	-	2,320	-	12,879
9 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 09 Nov 2020	-	1,281	(1,281)	-	11,598
9 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 09 Nov 2020	1,281	-	1,281	-	12,879
12 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 12 Nov 2020	-	284	(284)	-	12,595
12 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 12 Nov 2020	284	-	284	-	12,879

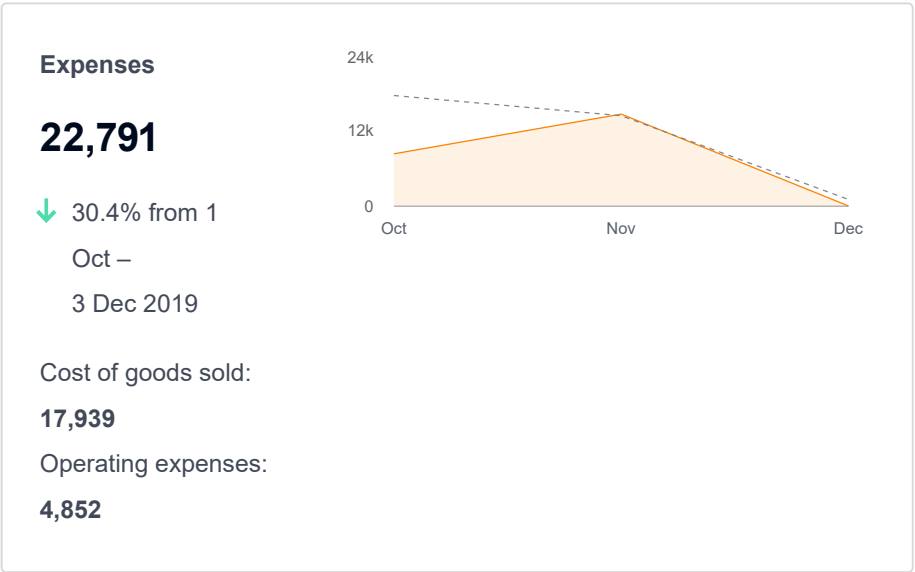
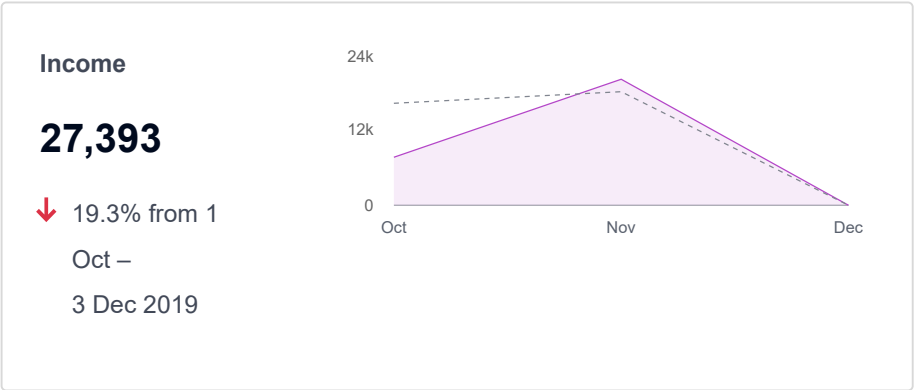
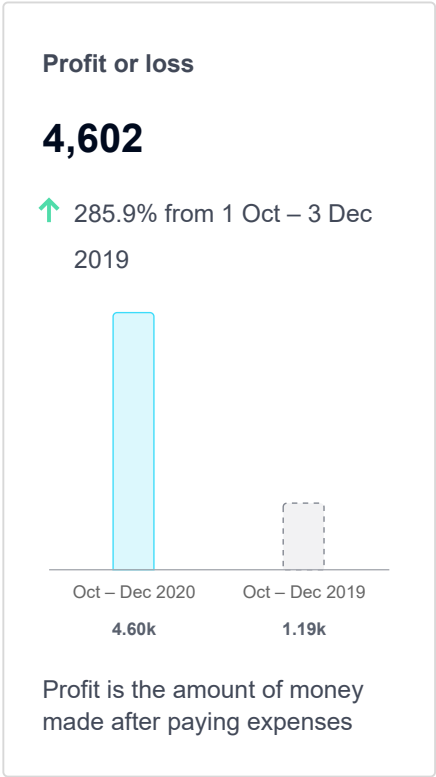
DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
13 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 13 Nov 2020	2,257	-	2,257	-	15,136
13 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 13 Nov 2020	-	2,257	(2,257)	-	12,879
16 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 16 Nov 2020	-	2,960	(2,960)	-	9,919
16 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 16 Nov 2020	2,960	-	2,960	-	12,879
22 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 22 Nov 2020	-	4,379	(4,379)	-	8,500
22 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 22 Nov 2020	4,379	-	4,379	-	12,879
23 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	-	35	(35)	-	12,844
23 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	-	2,912	(2,912)	-	9,932
23 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	2,947	-	2,947	-	12,879
23 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	24	-	24	-	12,903
23 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	35	-	35	-	12,938
23 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc	Square orders closed 23 Nov 2020	-	59	(59)	-	12,879
26 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	-	2,662	(2,662)	-	10,217
26 Nov 2020	Receivable Credit Note	Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	-	52	(52)	-	10,165
26 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	2,694	-	2,694	-	12,859
26 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	-	32	(32)	-	12,827
26 Nov 2020	Receivable Credit Note Refund	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 26 Nov 2020	52	-	52	-	12,879
30 Nov 2020	Receivable Payment	Payment: Waitara Public School P&C Assoc Inc	Square orders closed 30 Nov 2020	-	2,478	(2,478)	-	10,401
30 Nov 2020	Receivable Payment	Payment: waitara Uniform Stock Adjustment	Nov20 Sales Stock Adjustment for Cost of Sales	-	12,879	(12,879)	-	(2,478)

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
30 Nov 2020	Receivable Invoice	Waitara Public School P&C Assoc Inc	Square orders closed 30 Nov 2020	2,478	-	2,478	-	-
<b>Total Trade Debtors</b>				<b>34,916</b>	<b>34,916</b>	-	-	-
<b>Closing Balance</b>				-	-	-	-	-
<b>Uniform Bank Ac#103</b>								
<b>Opening Balance</b>				<b>54,009</b>	-	-	-	<b>54,009</b>
2 Nov 2020	Receive Money	Flexischools	0	568	-	568	-	54,578
2 Nov 2020	Receive Money	Merchant Sales	0940001	27	-	27	-	54,605
2 Nov 2020	Spend Money	Merchant Sols		-	47	(47)	-	54,558
9 Nov 2020	Receive Money	Flexischools	0	3,385	-	3,385	-	57,943
16 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0824617	-	14,967	(14,967)	-	42,976
16 Nov 2020	Receive Money	Merchant Sales	0940001	60	-	60	-	43,036
16 Nov 2020	Payable Payment	Payment: Daniela B M C Duarte	026	-	2,310	(2,310)	-	40,726
16 Nov 2020	Receive Money	Flexischools	0	4,489	-	4,489	-	45,215
16 Nov 2020	Payable Payment	Payment: Perm-A-Pleat	OL43556IN/1	-	3,163	(3,163)	-	42,052
19 Nov 2020	Payable Payment	Payment: Australian Tax Office	Sept20 BAS	-	1,062	(1,062)	-	40,990
23 Nov 2020	Receive Money	Merchant Sales	0940001	175	-	175	-	41,165
23 Nov 2020	Receive Money	Flexischools	0	5,950	-	5,950	-	47,115
25 Nov 2020	Payable Payment	Payment: Snowgoose	RB9429081989	-	155	(155)	-	46,960
25 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0826092	-	2,673	(2,673)	-	44,287
25 Nov 2020	Payable Payment	Payment: L W REID Pty Ltd	SI0826754	-	2,048	(2,048)	-	42,239
26 Nov 2020	Receive Money	Merchant Sales	0970001	104	-	104	-	42,343
30 Nov 2020	Receive Money	Bank Interest		2	-	2	-	42,345
30 Nov 2020	Receive Money	Flexischools	0	4,827	-	4,827	-	47,172
30 Nov 2020	Receive Money	Merchant Sales	0940001	169	-	169	-	47,341
<b>Total Uniform Bank Ac#103</b>				<b>19,757</b>	<b>26,425</b>	<b>(6,668)</b>	-	<b>47,341</b>
<b>Closing Balance</b>				<b>47,341</b>	-	-	-	<b>47,341</b>

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	GST	RUNNING BALANCE
Total				147,369	147,369	4,002	2,455	-

Profitability

1 Oct – 3 Dec 2020 — 1 Oct – 3 Dec 2019 - - - - -

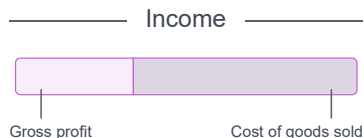


## Efficiency

### Gross profit margin

**35%**

↓ 13.6% from 1 Oct – 3 Dec 2019



This is the percentage of income that's left to cover operating costs (after paying for the 'cost of goods sold')

Largest operating expenses	1 Oct – 3 Dec 2020	1 Oct – 3 Dec 2019
Admin Services - Uniform Shop	2,310 ↑	1,870
Audit Fees	1,083.5 ↑	985
Flexischool Charge [61051]	546.72 ↑	0
Depreciation	240.19 ↓	1,068.18
Kindi Morning Tea/Other Functi	237 ↑	25

## Financial position and cash On 3 Dec 2020

### Balance sheet

Assets: **269,429**

Liabilities: **-1,908**

Equity: **271,337**

Assets are equal to liabilities plus equity

### Overall cash balance

**177,291**

Business Cash Reserve #138  
**128,928**

Uniform Bank Ac#103  
**46,211**

P&C Bank Ac#023  
**1,837**

Plus 13 more bank accounts

### Average time to get paid

**6 days**

Outstanding receivables: **-1,908**

### Average time to pay suppliers

**0 days**

↓ 16 days from 1 Oct – 3 Dec 2019

Outstanding payables: **0**