



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 26th November 2021, 10:43am via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin.	WPS	Joshua Quinn	JQ	P&C
Jack Liu	JL	WPS	Irene Zou	IZ	P&C
Su-Anne Foo	SF	P&C	Chavi Udalamatta	CU	P&C
Shwetha Sripad	SS	P&C	Crystal Na	CN	P&C
Alexandra Quinn	AQ	P&C	Hannah Chan	HC	P&C
Daniela Cardoso	DC	P&C	Nikta		P&C

Apologies		Group
Amy Hill	AH	P&C

Location: Zoom

Date and time: Opening at 10:43am 26/11/2021

Minutes by: Su-Anne Foo (Secretary)

1. Minutes of previous meeting

That the minutes of the 04.12.2020 Annual General Meeting (AGM) be accepted as true and correct.

Carried (Moved by SF, 2nd by JL)

2021 Waitara P&C Executive and Subcommittee Members

President- Jack Liu

Secretary - Su-Anne Foo

Assistant Secretary - Amy Hill

Treasury - Alex Quinn & Josh Quinn

Fundraising- Michelle Wigglesworth, Samantha Duque

Uniform Shop - Shwetha Sipal, Daniella Cardoso

Sports - Michelle Wigglesworth

Leaving Members - A BIG thank you to Daniela Cardoso & Michelle Wigglesworth

2. Election of Office Bearers 2022 : All positions declared vacant by Prin.

- **President** - Jack Liu
(Motion moved by SF, 2nd by CU)
- **Vice President - OPEN**
- **Secretary** - Su-Anne Foo
(Motion moved by JQ, 2nd by DC)
- **Assistant Secretary - OPEN**
- **Treasurer** – Josh Quinn
(Motion moved by JL, 2nd by HC)
- **Assistant Treasurer - OPEN**
- **Uniform Shop Convenor** – Irene Zou
(Motion moved by SS, 2nd by DC)
- **Fundraising Convenor** - Alex Quinn
(Motion moved by AQ, 2nd by JL)
- **Sports Convenor – OPEN**

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 conflict declared

3. President's Annual Report

Thanks everyone for attending this year's AGM.

This is another difficult school year for most of the parents. But we went through this together, with our school community, our teachers, the staffs and the Principal. It's glad to see that the students have resumed their school days sort of as usual.

This year, we have kept the P&C as a member of Australian Charities and Not-for profits Commission (ACNC) and the Federation of P&C Associations NSW. Thanks to our committee members, to make the registration renewal done and pay the insurance in time so all of our volunteers are covered properly all the time.

Many thanks to our Treasury and the Uniform Shop teams as we are having much better backend systems to ensure the smooth running of the Uniform Shop.

Like using VEND - the Inventory Management System and Xero (the accounting software we used for the Bookkeeper).

And a new online shop system to replace the Flexischools platform is on the way... most likely we can start it up next year.

Our Fundraising team have also done some fantastic jobs this year. The team managed to have some events like Harmony Day Tea towel, Mother's Day Stall, but unfortunately due to the Covid-19 restrictions again, we had no chance to run the rest which we have planned earlier such as Walkathon, Discos, Book Nook. Hopefully we can still run them next year.

In this year, we have allocated the funds to the school:

The donation (totally \$144,650) to the school for the refurbish buildings and playground, which includes the \$44,000 grant we applied and received from the Community Buildings Program, have also been allocated to the school for the refurbish of the school library.

Two years ago, I submitted a suggestion to the Local Transport Committee and asked them to install some protection fence along the corner of Edgeworth David Avenue and Myra Street in Waitara. After chasing and with the help of our Principal and the local MP Mr Alister Henskens, I believe everyone should have noticed that from the beginning of this term, a concrete crash barrier has been installed over there which provides great protection to all pedestrians. I'm very glad to see that it eventually got done.

That's all in my report. Thanks Everyone! Please stay healthy and stay safe!

4. Audited Financial Statements for the year ended 30 September 2021 and recommend them for adoption.

AQ presented the Audited Financial Statements and had recommended for adoption.

Carried (Moved by SS, 2nd by DC)

Proposed meeting dates 2022

Term 1	Term 2	Term 3	Term 4
Week 4, Wednesday: 16th February	Week 4, Wednesday: 18th May	Week 4, Wednesday: 10th August	Week 4, Wednesday: 2nd November
Week 8, Friday: 18th March	Week 8, Friday: 17th June	Week 8, Friday: 9th September	Week 8, Friday (AGM): 2nd December

Meeting closed 11:01am

WAITARA P&C ASSOCIATION INC
ABN 88 887 884 129

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2021

WAITATA P&C ASSOCIATION INC.

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2021**

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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 2021. 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 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 which 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 at 30 September 2021 and the results of its operations for the year then ended.

WISDOM BIZ SOLUTIONS
Certified Practising Accountants



Richard Hong

Dated: 24/11/2021

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

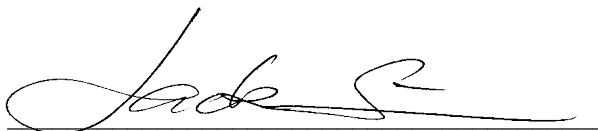
The Committee has determined that the association is a non-reporting entity and that this special purpose financial report should be prepared in accordance with the requirements of the *Associations Incorporations Act (NSW)* and the Australian Accounting Standards.

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 2021 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:



Executive Committee Member:



Dated this 24th day of November 2021

WAITARA P&C ASSOCIATION INC.
BALANCE SHEET
AS AT 30 SEPTEMBER 2021

		2021	2020
		\$	\$
	Note		
Current Assets			
Cash at Bank	2	125,354	177,851
Stock	3	58,893	75,890
Account Receivable		0	986
Total Current Assets		<u>184,247</u>	<u>254,728</u>
 Non-Current Assets			
Prepayments		2,632	830
Fixed Assets	4	13,299	13,783
 Total Non-Current Assets		<u>15,931</u>	<u>14,613</u>
 TOTAL ASSETS		<u>200,178</u>	<u>269,341</u>
 Current Liabilities			
Accounts Payable	5	(1,506)	2,607
Total Current Liabilities		<u>(1,506)</u>	<u>2,607</u>
 TOTAL LIABILITIES		<u>(1,506)</u>	<u>2,607</u>
 NET ASSETS		<u>201,684</u>	<u>266,734</u>
 Members' Funds			
Accumulated Funds	6	201,684	266,734
TOTAL MEMBERS' FUNDS		<u>201,684</u>	<u>266,734</u>

WAITARA P&C ASOCIATION INC.
INCOME STATEMENT
FOR THE PERIOD 1 OCTOBER 2019 TO 30 SEPTEMBER 2021

		2021	2020
INCOME	Note	\$	\$
Discount Received		100	-109
Fundraising		6,507	1,515
Interest Received		30	137
Membership Fees		17	8
Uniform Shop		148,776	157,772
Grants		44,000	0
Miscellaneous Income		11	0
Total Income		<u>199,441</u>	<u>159,323</u>
EXPENDITURE			
Admin Services - Uniform Shop		9,240	8,800
Auditor's Remuneration		1,084	985
Bank Fees		512	533
Computer expenses		384	0
Depreciation		484	1,657
Dues & Subscriptions		567	0
Flexi-school Charge		2,644	2,180
Freight Paid		25	28
Fundraising		1,625	1,995
Gifts		506	253
Insurance		1,630	1,485
Office Supplies		620	594
Other Expenses		0	208
P&C Meeting		0	119
Small Equipment & Shop Fit out		0	1,604
Store Supplies		363	0
Teachers Day		141	1,163
Uniform Shop		94,687	116,644
Welcome BBQ, Kindy Morning Tea		5,329	86
Total Expenditure		<u>119,841</u>	<u>138,335</u>
NET PROFIT / (LOSS)		<u>79,600</u>	<u>20,988</u>
Less: Donations to School	6	144,650	400
NET OPERATING SURPLUS (DEFICIT) FOR THE YEAR		<u>(65,050)</u>	<u>20,588</u>

WAITARA P&C ASSOCIATIONS INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2021 TO 30 SEPTEMBER 2021

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 2021 TO 30 SEPTEMBER 2021 (CON'TD)

	2021	2020
	\$	\$
Note 2 - Cash		
- P&C General Account	7,502	1,902
- Uniform Shop Account	88,355	46,455
- Uniform Shop COH	400	400
- Building Fund Account	0	171
- Business Cash Reserve	29,097	128,923
	<u>125,354</u>	<u>177,851</u>
 Note 3 - Stock		
- Uniform Shop	58,893	75,890
	<u>58,893</u>	<u>75,890</u>
 Note 4 - Fixed Assets		
P&C Equipment	382	382
P&C Equipment - Accum Dep'n	(382)	(382)
Store Equip - at Cost	3,619	3,619
Store Equip - Accum Dep'n	(3,619)	(3,619)
Uniform Shop Fit Out at Cost	14,372	14,372
Shop Fit Out Amortisation	(1,073)	(589)
	<u>13,299</u>	<u>13,783</u>
 Note 5 - Accounts Payable		
Trade Creditors	1,314	3,946
Net GST Liability	(2,906)	(1,425)
Flexi-school	86	86
	<u>(1,506)</u>	<u>2,607</u>
 Note 6 - Members' Funds		
Accumulated Surplus at Beginning of Year	266,734	233,427
Operating Surplus/(Deficit) for year	(65,050)	20,588
Transfer to/from Members' Funds	0	12,719
	<u>201,684</u>	<u>266,734</u>

WAITARA P&C ASSOCIATION INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2021 TO 30 SEPTEMBER 2021 (CON'TD)

Note 6 - Donations

During the financial year the P&C donated a total of \$144,650 to the school from its general funds to support the following projects:

	\$
Refurbish buildings and playground	99,850
Swimming Carnival	400
Athletics Carnival	400
Community Building Partnership Grant	44,000
	<u>144,650</u>