



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 2nd December 2022

Chaired by: Kate Barrat (Deputy Principal)

Attendance:

Attendees		Group	Attendees		Group
Kate Barrat	Dep. Prin KB	WPS	Maria Kortekaas	Dep. Prin MK	P&C
Jack Liu	JL	P&C	Farah Farooq	FF	P&C
Su-Anne Foo	SF	P&C	Samantha Duque	SD	P&C
Joshua Quinn	JQ	P&C	Alex Quinn	AQ	P&C
Shwetha Sripad	SS	P&C	Janice Foo	JF	P&C
Shadow He	SH	P&C	Minhua Lam	ML	P&C
Rashmi Sudarshan	RH	P&C	Pushpraj Kamble	PK	P&C
Cass Zhou	CZ	P&C	Chami Burki	CB	P&C

Apologies		Group
Dany Fitzgerald	DF	WPS
Amy Hill	AH	P&C
Irene Zou	IZ	P&C

Location: Waitara PS Staff room and Zoom

Date and time: Opening at 10:45am, 2nd December 2022

Minutes by: Su-Anne Foo (Secretary)

1. Minutes of previous meeting

That the minutes of the 26.11.2021 Annual General Meeting (AGM) be accepted as true and correct.

Carried (Moved by JQ, 2nd by SD)

2022 Waitara P&C Executive and Subcommittee Members

President- Jack Liu

Secretary - Su-Anne Foo

Assistant Secretary - Shivani Ruikar

Treasurer - Josh Quinn

Assistant Treasurer - Minhua Lam

Fundraising Team - Alex Quinn, Samantha Duque, Amy Hill

Uniform Shop - Irene Zou, Shwetha Sripad

Community Garden Convenor - Erica McKay

2. Election of Office Bearers 2023 : All positions declared vacant by Dep. Prin. KB

- **President** - Su-Anne Foo
(Motion moved by JL, 2nd by JQ)
- **Vice President** - Amy Hill
(Motion moved by SS, 2nd by SD)

- **Secretary 1 (Wednesdays) - OPEN**
- **Secretary 2 (Fridays)** - Samantha Duque
(Motion moved by SS, 2nd by ML)

- **Treasurer** – Josh Quinn
(Motion moved by SF, 2nd by ML)
- **Assistant Treasurer** - Minhua Lam
(Motion moved by JL, 2nd by JQ)

- **Uniform Shop Convenor** – Irene Zou
(Motion moved by SD, 2nd by JQ)
- **Fundraising Convenor** - Alex Quinn
(Motion moved by SS, 2nd by SF)
- **Community Garden Convenor** - Shadow He
(Motion moved by JL, 2nd by SD)

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

Firstly I'd like to apologize as I've missed a few meetings this year due to my work commitments or my personal reasons. I'm glad to be available here today to ensure the transition with a smooth beginning.

This is the third year after the pandemic and finally we see things are going to be normal again.

In this year, our Fundraising team finished lots of events like Harmony Day, Easter fundraiser, Mother's Day, Father's Day BBQ. It's good to be able to back to the school and got engaged with parents, teachers face to face. And thanks a lot for the hard work to our organizers and volunteer parents!

Another thing I'd like to mention is regarding the changes in the Uniform shop:- we've made a successful transition from Flexischool's system to a SaaS platform using VENT. The point is to have the inventory, sales data input, collected and reported automatically and accurately. Thanks a lot to the team especially to Shwetha, she spent lots of time to build the website pages. Really great effect. In addition, we also started a formal procedure with the school office to support families with financial hardship. So if any family needs a hand, do let us know please and we are here to help.

Community Garden, thanks Mrs Naylor – working hard to bring a great place for parents to social and work together.

Transport to St Ives High School: the enhanced transport by NSW Transport was finally done with a direct route from Hornsby to St Ives HS. It takes 45 minutes per my understanding. I believe this should have helped some families already.

This year we also helped the school via the interview panels to hire new DP, CT. It's really great to see that we're having more and more great staffs, teachers in the school.

Thanks to everyone, all the supporters, parents, volunteers, again. Wish all of you will have a great holiday in advance.

4. Audited Financial Statements for the year ended 30 September 2022 and recommend them for adoption.

JQ presented the Audited Financial Statements and had recommended for adoption.
Carried (Moved by ML, 2nd by SS)

5. Setting of Membership fee for the ensuing year

It has been decided that the membership fee will remain as \$1.00 per annum.
Carried (Moved by JL, 2nd SD)

Proposed meeting dates 2023

Term 1	Term 2	Term 3	Term 4
Week 4, Wednesday: 15th February	Week 4, Wednesday: 17th May	Week 4, Wednesday: 9th August	Week 4, Wednesday: 1st November
Week 8, Friday: 17th March	Week 8, Friday: 16th June	Week 8, Friday: 8th September	Week 8, Friday (AGM): 1st December

Meeting closed 11:05am

WAITARA P&C ASSOCIATION INC
ABN 88 887 884 129

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2022

**WAITARA P&C ASSOCIATION
INC.**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2022**

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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 2022. 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 2022 and the results of its operations for the year then ended.

WISDOM BIZ SOLUTIONS
Certified Practising Accountants



Richard Hong

Dated: 29/11/2022

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 2022 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 29th day of November 2022

WAITARA P&C ASSOCIATION INC.
BALANCE SHEET
AS AT 30 SEPTEMBER 2022

		2022	2021
		\$	\$
	Note		
Current Assets			
Cash at Bank	2	136,629	125,354
Stock	3	111,538	58,893
Account Receivable		16,720	0
GST Refundable		2,965	2,906
Prepayments		4,055	2,632
Total Current Assets		271,908	189,785
Non-Current Assets			
Fixed Assets	4	10,909	12,346
Total Non-Current Assets		10,909	12,346
TOTAL ASSETS		282,817	202,131
Current Liabilities			
Accounts Payable	5	19,565	1,400
Total Current Liabilities		19,565	1,400
TOTAL LIABILITIES		19,565	1,400
NET ASSETS		263,252	200,731
Members' Funds			
Accumulated Funds	6	263,252	199,276
TOTAL MEMBERS' FUNDS		263,252	199,276

WAITARA P&C ASSOCIATION INC.
INCOME STATEMENT
FOR THE PERIOD 1 OCTOBER 2021 TO 30 SEPTEMBER 2022

		2022	2021
INCOME	Note	\$	\$
Discount Received		0	100
Fundraising		12,989	6,507
Interest Received		38	30
Membership Fees		23	17
Uniform Shop		188,409	148,776
Grants		0	44,000
Miscellaneous Income		0	11
Total Income		201,458	199,441
EXPENDITURE			
Accounting Fees		442	0
Admin Services - Uniform Shop		5,940	9,240
Auditor's Remuneration		985	1,084
Bank Fees		347	512
Computer expenses		0	384
Depreciation		1,437	1,437
Dues & Subscriptions		1,097	567
Flexischool Charge		2,155	2,644
Freight Paid		25	25
Fundraising		4,585	1,625
Gifts		0	506
Insurance		1,159	1,630
Office Supplies		0	620
Postage		29	0
Small Equipment & Shop Fit out		293	0
Store Supplies		103	363
Stripe Fees		663	0
Teachers Day		280	141
Uniform Shop		116,226	96,142
Welcome BBQ, Kindy Morning Tea		1,198	5,329
Total Expenditure		136,964	122,249
NET PROFIT / (LOSS)		64,494	77,192
Less: Donations to School	7	518	144,650
NET OPERATING SURPLUS FOR THE YEAR		63,976	(67,458)

WAITARA P&C ASSOCIATIONS INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2021 TO 30 SEPTEMBER 2022

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 2022 (CON'TD)

	2022	2021
	\$	\$
Note 2 - Cash		
- P&C General Account	17,534	7,502
- Uniform Shop Account	89,182	88,355
- Uniform Shop COH	400	400
- Building Fund Account	0	0
- Business Cash Reserve	29,513	29,097
	<u>136,629</u>	<u>125,354</u>
 Note 3 - Stock		
- Uniform Shop	111,538	58,893
	<u>111,538</u>	<u>58,893</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	(3,463)	(2,026)
	<u>10,909</u>	<u>12,346</u>
 Note 5 - Accounts Payable		
Trade Creditors	19,479	1,314
Flexischool	86	86
	<u>19,565</u>	<u>1,400</u>
 Note 6 - Members' Funds		
Accumulated Surplus at Beginning of Year	199,276	266,734
Operating Surplus/(Deficit) for year	63,976	(67,458)
	<u>263,252</u>	<u>199,276</u>

WAITARA P&C ASSOCIATION INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 OCTOBER 2021 TO 30 SEPTEMBER 2022 (CON'TD)

Note 7 - Donations

During the financial year the P&C donated a total of \$518 to the school from general funds.

The projects supported were:

	\$
Swimming Carnival	200
Athletics Carnival	<u>318</u>
	<u>518</u>