



WAITARA PUBLIC SCHOOL
PARENTS' & CITIZENS' ASSOCIATION

SUPPORTING THE WAITARA PUBLIC SCHOOL COMMUNITY



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 2nd November 2022 7:00pm via Zoom

Chaired by: Su-Anne Foo (Secretary)

Attendance:

Attendees		Group	Attendees		Group
Kate Barrat	Dep. Prin. KB	WPS	Maria Kortekaas	Dep Prin. MK	WPS
Su-Anne Foo	SF	P&C	Joshua Quinn	JQ	P&C
Irene Zou	IZ	P&C	Alexandra Quinn	AQ	P&C
Janice Foo	JF	P&C	Shwetha Sripad	SS	P&C
Viraj Tumber	VT	P&C	Divya Shah	DS	P&C
A Bharaswadkar	AB	P&C	Janvi Ailani	JA	P&C
Ali Ardeshti	AA	P&C			

Apologies		Group
Amy Hill	AH	P&C
Minhua Lam	ML	P&C
Samantha Duque	SD	P&C
Jack Liu	JL	P&C
Dany Fitzgerald	DF	WPS

Location: Zoom

Date and time: Opening at 7:05pm 2nd November 2022 via ZOOM

Minutes by: Su-Anne Foo (Secretary)

1. Welcome

SF declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 9.09.2022 General Meeting be accepted as true and correct.

Carried (Moved by JF, 2nd by IZ)

3. Business arising

- **Harmony Day Fundraiser** - SF shared that during the Harmony Day Fundraiser, the P&C had created a push note saying that proceeds would be donated to the school's World Vision Project. It was decided that a sum of AUD300 will be donated to the World Vision project and Su-Anne would liaise with the school to proceed with the donation.
Carried (Moved by VS, 2nd by AQ)

4. Correspondence

- P&C E-bulletin
- Hardcopy letter from the community
- Northern Sydney District Council of P&Cs Meeting (31st Oct)
- Webinars for parents and carers: Vaping – what parents and carers need to know and Rewarding Excellence in Teaching

5. Reports

Treasurer's Report - JQ

Overview - September 2022

1. Uniform Shop Sales \$11,069
2. Uniform Shop Profit \$4,328
3. Fundraising - Income \$4,012, Expenses \$1,333, Profit \$2,680
4. Bank Account Balance \$135,860
5. Inventory on Hand \$111,538
6. Accounts Payable \$19,479

Key Highlights

1. LightYear (Vend) Inventory System up and running - much smoother integrations, less manual processes
2. New Uniform Shop Website now live - Flexischool purchases closed
3. Fundraising Activities - Tournament of Minds, Fathers Day Stall & BBQ all a success (sell out)
4. End of Financial Year 30 Sept - audit of financial statements in progress, stock take done
Nomination of the independent auditor - Wisdom Biz Lawyers Ptd Ltd.
Carried (Moved by SF, 2nd by AQ)

Josh reminded the members that annual membership subscription is due. SF will email members as a follow-up reminder as well.

Uniform Shop Report – IZ

- Year to date sales - \$146k
- Stock take was done at the end of September over 3 days. We have found minimal differences.
- We started selling summer uniforms at the end of last term online and in store.

- Samples are being shown during Kindy 2023 orientation. Website has been updated with all information for Kindy parents to purchase.
- Big thanks to our volunteers - Cradle and Cherie for all the help!

Community Garden Report - none.

Fundraising Convenor Report - AH (SF shared on AH behalf)

- Thank you to all those who volunteered, many stayed much longer than anticipated, this did not go unnoticed!
- All stock was sold and a profit of \$1185 made that will go directly to improving facilities at the school.
- Some reflections were noted such as:
 - more volunteers required, set out job descriptions
 - Stall leaders could wear high vis vest for easier identification
 - Display price list on around the stall
 - BBQ position – We smoked out the building, and needed a new position
 - Rolls vs bread slices: Rolls are easier to hold/grasp sausage, whereas bread slices can be flimsy
 - Sell juice boxes and bottled water, together with coffee/tea.
 - Ticketing system to create a smoother, more streamlined method of sale
- After organizing a couple of BBQs, the P&C would like to purchase a number of items such as BBQ metal spatulas and other equipment as it would help greatly to scrape and clean the BBQ. A request to approve a budget of \$300 (max) to purchase additional items was carried. Carried (Moved by AQ, 2nd by JQ)

Principal's Report - updated by Dep Prin KB *Apologies for Dany as she was away at a work conference.*

- Introducing relieving Deputy Principal Maria Kortekaas
- Thank you to our parent community for embracing our Exhibition of Learning, the culminating event of our Project Based Learning that happened across the school in Term 3. The students were so very excited and the feedback I received from many parents on the night was very positive. I would like to thank our teachers who have enabled this opportunity and who stayed behind to facilitate this event for our students. I would also like to thank the P&C and many parent volunteers who made food available in the evening.
- A big thank you to the 172 parents who participated in our survey on our Exhibition of Learning. We value your feedback and are always looking to have parents engage in their child's learning. We are pleased with the feedback, 74% of you gave the event 5 stars, 21% 4 stars and 4% gave 3 stars. You rated the learning that came from our EOL 4.62 out of 5. 77% of you are now aware of our (9D's of solution fluency). You also said the highlights were:
 - Kids' excitement to show what they have done was good to watch.

- Kids presenting the project as a group for each parent and answering questions.
 - Enthusiasm of the kids. All the kids made efforts to succeed in this event.
 - It was a fantastic opportunity for parents to understand what they learn at school.
 - Children were so engaged with the event and they felt ownership.
 - Class teachers were available to assist parents with any learning queries.
 - Kids were very excited and wanted to engage with the audience.
 - Variety of learning methods lead to in-depth understanding of something that matters.
 - Seeing the children's class rooms and their environments and seeing how much fun they have while learning.
 - It was very well done, Team spirit and enthusiasm, Demonstration by students and 9Ds!
 - Kid's enthusiasm to show us their projects / achievement, meeting up with teacher & other parent, creativity of the kids
- Congratulations to our Training and Concert band who performed in the Hornsby North Band Festival last Sunday. Both were awarded High distinctions. We are so very proud of them and the effort they place into their learning of their instrument.
 - Classes and staffing for 2023 are currently being reviewed. To help us with our numbers please let the office know if you are enrolling a sibling or if you are moving in 2023. If you have a specific, justified request for classroom allocations in 2023 please email the school but address it to the principal.
 - Reports are currently in the process of being written.
 - Celebration of Learning assemblies will take place in week 9 (6 to 12 December). More information to come.
 - Selective High School application process is open for year 7 in 2024. Parents in Year 5 have been informed. Application closes on 16 November.
 - OC process has been finalised for entry into year 5 in 2023.
 - Kiss and Drop - I am getting extremely frustrated with a few parents who are not following the kiss and drop rules. Their reckless driving is causing great danger to the parents and students who use the crossing. They are breaking numerous road rules. These are finable offences. We have decided that it is a privilege to have this service which assists you with a more convenient afternoon pick up. We are asking all parents to re-register for kiss and drop. Only those with an official school sign will be able to use the service. If you do not have a sign you will need to park elsewhere and come and pick up your children. We will also be taking the signs off people who do not obey the rules. We are also alerting police to these infringements.

All reports were presented and to be accepted as true and correct.

Carried (Moved by AA, 2nd by JF)

6. General Business

- Payment process – nomination of 3rd Approver (as a back-up approver). Based on the Payment & Petty Cash Handling procedures that was approved back in November 2021, the P&C Executive

would like to nominate a 3rd approver as we have encountered the Requestor is one of the Approvers.

Payment & Petty Cash Handling Procedures

1. The Requestor to email the invoice to the Treasurer, President and Assistant Treasurer 1 (if applicable) to confirm receipt of goods or services with evidence.

If the Requestor is one of the approvers (i.e. Treasurer, President and Assistant Treasurer 1) then the payment can only be approved by the other 2 approvers different than the Requestor. The Requestor cannot be the same person as the Approver.

AQ proposed that we could nominate either a Fundraising Convenor or a Vice President as the 3rd approver. The motion has been rolled over to the next meeting as the members needed more time to consider.

Next Meeting

- ❖ **Friday 2nd December 9:30am (at Staff Room with option to join Zoom)**

Meeting Closed at 8:25pm

Sept 2022 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 30 September 2022

Prepared by UTA TAX

Contents

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4	Profit and Loss
5	Balance Sheet
6	Statement of Cash Flows - Direct Method
7	Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 September 2022

Overview - September 2022

1. Uniform Shop Sales \$11,069
2. Uniform Shop Profit \$4,328
3. Fundraising - Income \$4,012, Expenses \$1,333, Profit \$2,680
4. Bank Account Balance \$135,860
5. Inventory on Hand \$111,538
6. Accounts Payable \$19,479

Key Highlights

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4. End of Financial Year 30 Sept - audit of financial statements in progress, stock take done

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 September 2022

SEP 2022

Income

Trading Profit

Uniform Shop Sales

Clothing and Accessories Revenue	11,069
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Total Uniform Shop Sales	11,069
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Cost of Sales

Uniform Shop Cost of Sales	(6,741)
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Total Cost of Sales	(6,741)
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Total Trading Profit	4,328
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Fundraising Events

Fundraising & Events Income	4,012
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Fundraising & Events Expenses	(1,333)
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Total Fundraising Events	2,680
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Total Income	7,007
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Other Income

Interest Income	17
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Total Other Income	17
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Total Income	7,024
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Expenses

Depreciation	118
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P&C Expenses

Accounting Fees	442
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Dues & Subscriptions	140
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Insurance	227
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Total P&C Expenses	809
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Stripe Fees	85
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Total Expenses	1,013
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Profit/(Loss) before Taxation	6,011
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Net Profit After Tax	6,011
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Net Profit After Distributions/Dividends Paid	6,011
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Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 September 2022

30 SEP 2022

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,134
P&C Bank Ac#023	17,533
Uniform Bank Ac#103	89,193
Total Bank Accounts	135,860

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	17,089
GST	2,966
Inventory on Hand	111,538
Prepayments	4,055
Total Current Assets	271,908

Non-Current Assets

Property, Plant and Equipment

Improvements	10,909
Total Property, Plant and Equipment	10,909

Total Non-Current Assets	10,909
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Total Assets	282,817
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	19,479
Total Current Liabilities	19,565

Total Liabilities	19,565
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Net Assets	263,252
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Equity

Retained Earnings	263,252
Total Equity	263,252

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 30 September 2022

SEP 2022

Operating Activities

Receipts From Customers	15,131
Payments to Suppliers and Employees	(6,741)
Interest Received	17
Cash Receipts From Other Operating Activities	4,012
Cash Payments From Other Operating Activities	(2,454)
Net Cash Flows from Operating Activities	9,965

Investing Activities

Other Cash Items From Investing Activities	1,305
Net Cash Flows from Investing Activities	1,305

Other Activities

Other Activities	3
Net Cash Flows from Other Activities	3

Net Cash Flows

11,273

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	124,987
Cash and cash equivalents at end of period	136,260
Net change in cash for period	11,273

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 September 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Battallion Bags	-	1,266	-	-	-	-	1,266
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
LW Reid	679	16,796	-	-	-	-	17,475
Universal Tax & Accounting	486	-	-	-	-	-	486
Wornup	-	-	261	-	-	-	261
Total Aged Payables	1,165	18,062	261	-	-	(9)	19,479
Total	1,165	18,062	261	-	-	(9)	19,479

Year Ended 30 Sept 2022 Treasury Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the year ended 30 September 2022

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the year ended 30 September 2022

Overview

1. Uniform Shop Sales \$188,409
2. Uniform Shop Cost of Sales (\$116,226)
3. Uniform Shop Gross Profit \$72,183
4. Fundraising Revenue \$12,989 - Profit \$6,926
5. Bank Account Balance \$135,860
6. Stock on Hand at Cost \$111,538
7. Accounts Payable \$19,479
8. Number of paid up P&C Members - #23

Key Highlights

1. LIGHTYEAR (VEND) Inventory System now up and running - Favourable feedback
2. Fundraising for Harmony Day, Easter & Mothers Day, Tournament of Minds, Fathers Day - good results and contributions
3. New online ordering website for Uniform Shop sales (Linked to Vend) now live - integration set, Flexischool closed for Uniform Orders

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the year ended 30 September 2022

	2022	2021
Income		
Trading Profit		
Canteen Revenue		
Grants	-	44,000
Total Canteen Revenue	-	44,000
Uniform Shop Sales		
Clothing and Accessories Revenue	188,409	148,776
Discount Received	-	100
Total Uniform Shop Sales	188,409	148,876
Cost of Sales		
Uniform Shop Cost of Sales	(116,226)	(96,142)
Total Cost of Sales	(116,226)	(96,142)
Total Trading Profit	72,183	96,734
Fundraising Events		
Fundraising & Events Income	12,989	6,507
Fundraising & Events Expenses	(6,063)	(7,095)
Total Fundraising Events	6,926	(588)
Total Income	79,109	96,146
Other Income		
Membership Fees	23	17
Miscellaneous Income	-	12
Interest Income	38	30
Total Other Income	61	58
Total Income	79,169	96,204
Expenses		
Depreciation	1,437	1,437
P&C Expenses		
Accounting Fees	442	-
Audit Fees	985	1,084
Bank Charges	-	-
Computer expenses	-	384
Dues & Subscriptions	1,097	567
Gifts	-	506
Insurance	1,159	1,630
Office Supplies	-	620

	2022	2021
Postage	29	-
Small equipment	293	-
Total P&C Expenses	4,004	4,790
Uniform Shop Expenses		
Admin Services - Uniform Shop	5,940	9,240
Bank Merchant Fees	347	513
Flexischool Charge [61051]	2,155	2,644
Freight Paid	25	26
Store Supplies	103	363
Stripe Fees	663	-
Total Uniform Shop Expenses	9,234	12,785
Total Expenses	14,675	19,012
Profit/(Loss) before Taxation	64,494	77,192
Donations Paid Out		
Donation to Waitara PS	518	144,650
Total Donations Paid Out	518	144,650
Net Profit After Tax	64,494	77,192
Net Profit After Distributions/Dividends Paid	64,494	77,192

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 September 2022

30 SEP 2022

30 SEP 2021

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,134	29,097
P&C Bank Ac#023	17,533	7,502
Uniform Bank Ac#103	89,193	88,355
Total Bank Accounts	135,860	124,954

Cash on Hand	400	400
Clearing Accounts	17,089	(1,405)
GST	2,966	2,906
Inventory on Hand	111,538	58,843
Prepayments	4,055	2,632
Total Current Assets	271,908	188,330

Non-Current Assets

Property, Plant and Equipment

Improvements	10,909	12,346
Total Property, Plant and Equipment	10,909	12,346

Total Non-Current Assets	10,909	12,346
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Total Assets	282,817	200,676
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	19,479	1,314
Total Current Liabilities	19,565	1,400

Total Liabilities	19,565	1,400
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Net Assets	263,252	199,276
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Equity

Retained Earnings	263,252	199,276
Total Equity	263,252	199,276

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the year ended 30 September 2022

2022

Operating Activities

Receipts From Customers	212,759
Payments to Suppliers and Employees	(115,988)
Interest Received	38
Cash Receipts From Other Operating Activities	7,131
Cash Payments From Other Operating Activities	(19,388)
Net Cash Flows from Operating Activities	84,551

Investing Activities

Other Cash Items From Investing Activities	(57,319)
Net Cash Flows from Investing Activities	(57,319)

Other Activities

Other Activities	(16,326)
Net Cash Flows from Other Activities	(16,326)

Net Cash Flows

10,907

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	125,354
Cash and cash equivalents at end of period	136,260
Net change in cash for period	10,907

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 September 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
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Battallion Bags	-	1,266	-	-	-	-	1,266
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