



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 Fri 11th June 2021 9.30am at Waitara PS and via Zoom

Chaired by: Su-Anne Foo SF (Secretary)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Su-Anne Foo	SF	P&C
Amy Hill	AH	P&C	Samantha Duque	SD	P&C
Jacki Bedwell	JB	WPS	Chavi Udalamatta	CU	P&C
Shwetha Sripad	SS	P&C	Crystal Na	CN	P&C
Alexandra Quinn	AQ	P&C	Gabby Stein	GS	P&C

Apologies		Group
Jack Liu	JL	P&C
Michelle Wigglesworth	MW	P&C
Daniela Cardoso	DC	P&C
Josh Quinn	JQ	P&C
Julie Granville	JG	P&C
Jocelyn Loughnan	JL	P&C

Location: Waitara PS Staff room and Zoom

Date and time: Opening at 09:30am 11th June 2021

Minutes by: Amy Hill AH (Assistant Secretary)

1. Welcome

SF declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 12.05.2021 General Meeting be accepted as true and correct.

Carried (Moved by SD, 2nd by CU)

3. Business arising

- Update on 3rd Signatory for Waitara P&C – complete. SF is now the 3rd signatory
- Zoom license renewal – completed by JL
- Commonwealth bank School Banking program. A push note request has been sent for volunteers to support school banking Tuesday mornings 8.45am. It's a great way for students to learn financial literacy and be rewarded for making regular deposits to their savings accounts. The school will also receive a sum of money from the bank for participating.
- Tea towel flyer done thanks to SD and AH. Will request push a note in Term 2 to push sales for the tea towels
- St Ives transport survey ongoing, please share and contribute. Some progress has been made in an additional bus but further action is required. Waitara P&C continue to support.
- Community Garden - *Prin. update*. The Principal has informed that the garden is progressing well and the teacher in charge is working together with students. Volunteers may be needed for additional planting and to support watering over the school breaks. P&C has an email group of volunteers.
- School Zine – Feedback has been that some parents and carers are not receiving alerts. Advice is to re-install the App, if still having concerns contact School Zine directly or just routinely check “Feed” as all push notes and newsletters will be listed.

4. Correspondence - Emails circulated by P&C Federation.

5. Reports

Treasurer's Report - JQ & AQ

Report for the month ended May 2021

1. Uniform Shop Sales for month of \$19k
2. Uniform Shop Profit for month of \$11k
3. Fundraising Profit for month of \$4.25k
4. Total Net Profit for month of \$14.5k
5. Bank Account Balance \$185,930 (includes Grant Funds of \$44k)
6. Accounts Payable \$17,639

Key Highlights

1. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
2. New Inventory Management System - VEND (set up & training in progress)
3. Consider rollout of new Website for online sales (Establish Project Team)

Uniform Shop Report – SS

BAU at the uniform shop.

We are looking at adding a navy-blue beanie to the school winter uniform as an option.

Sales

Sales from April 21 until now is about 42k

Backend systems

Vend is being set up, all products are in place. We have done a stock take this week, and we will parallelly run Vend and Square until we can discontinue Square.

Last but not least, a big thank you to all volunteers who have been diligently supporting the operations at the Uniform Shop!

Fundraising Committee Report – SD

Athletics Carnival Canteen – Huge success! The P&C would like to thank parents and students for their support of our 2021 Athletics Carnival canteen, held on Tuesday 8th June. It was very well-received by students and teachers alike! 540 packets of chips and 300 iceblocks were sold. A profit raised of \$760.

We extend a special thanks to our team of volunteers who helped out on the day:

Samantha Duque, Amelia Brown, Rahm Erez, Wan Li (Robin) Lin, Damian Michel, Yasuko Mizuno, Ali Nazer, Kelly Nock, Rakhee Singh, Claire Stansbury and Janet Yu.

Sports Committee – MW No volunteers were required for Athletics Carnival.

Principal's Report - DC

Building Handover - We have had the building for over a year as of May. It is now run completely by the school and assets.

- Library renovations- Moving forward. Librarians had to leave the library earlier as renovations started earlier than anticipated to accommodate carpet installation. There has been a few extra costs such as: floor grinding. Painting, removal of all books.
- Reports for Semester 2 will be emailed out June 24
- Thank you to the fundraising committee at the carnival for running the canteen. We hope it was profitable and the teachers appreciated the coffee.
- Kiss and drop is running well. The usual issues with parents in the no parking zone. information will be added to the next newsletter.
- Showcase Wk 10 Term 3. Students expected to stay with their project from 4.30-5.30
- Peer support- students are being explicitly taught how to collaborate in groups Year 2-6. Difficult to accommodate all students. Students in K and Year 1 are taught the same by our Instructional Leader Katie Braybon attending each class.
- Garden update. The school will run the community garden and ask for parent support in the holidays. The students are using it more and more. There is a gardening group run by Ms Rosas.

6. General Business

- P&C monetary contribution goals for the rest of 2021 – The Principal advised that there is no specific target for this year. AH volunteered to do P&C History so the school community could understand where funds have been spent in the past and future directions.
- Election of Vice President – It was decided instead of electing a VP to cover for Friday meetings, SF would chair and AH would take minutes as JL is unable to attend Friday meetings. (Moved by AH & 2nd by SD).

Next Meeting

❖ **Wed 4th August 7pm via Zoom**

Meeting Closed at 10:30am

May 2021 Treasury Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 May 2021

Prepared by UTA TAX

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6	Balance Sheet
7	Statement of Cash Flows - Direct Method
8	Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 31 May 2021

Overview - May 2021

1. Uniform Shop Sales for month of \$19k
2. Uniform Shop Profit for month of \$11k
3. Fundraising Profit for month of \$4.25
4. Total Net Profit for month of \$14.5k
5. Bank Account Balance \$185,930 (includes Grant Funds of \$44k)
6. Accounts Payable \$17,639

Key Highlights

1. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
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3. Consider rollout of new Website for online sales (Establish Project Team)

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 May 2021

Cash Basis

	MAY 2021	APR 2021	MAR 2021	FEB 2021
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories Revenue	19,854	20,878	27,165	19,286
Discount Received	-	-	100	-
Total Uniform Shop Sales	19,854	20,878	27,265	19,286
Cost of Sales				
Uniform Shop Cost of Sales	(8,844)	(13,125)	(18,634)	(14,335)
Total Cost of Sales	(8,844)	(13,125)	(18,634)	(14,335)
Total Trading Profit	11,010	7,753	8,630	4,951
Fundraising Events				
Fundraising & Events Income	5,893	524	-	-
Fundraising & Events Expenses	(1,625)	(150)	(4,942)	-
Total Fundraising Events	4,268	374	(4,942)	-
Total Income	15,279	8,127	3,688	4,951
Other Income				
Membership Fees	-	-	8	2
Interest Income	-	-	1	1
Total Other Income	-	-	9	3
Total Income	15,279	8,127	3,697	4,954
Expenses				
P&C Expenses				
Bank Charges	-	-	-	-
Computer expenses	139	-	245	-
Dues & Subscriptions	125	-	-	-
Insurance	83	83	83	83
Total P&C Expenses	347	83	328	83
Uniform Shop Expenses				
Admin Services - Uniform Shop	-	2,310	-	-
Bank Merchant Fees	45	43	43	43
Flexischool Charge [61051]	314	258	419	400
Freight Paid	-	-	-	15
Store Supplies	-	-	363	-
Total Uniform Shop Expenses	359	2,610	824	458
Total Expenses	706	2,693	1,152	541

	MAY 2021	APR 2021	MAR 2021	FEB 2021
Profit/(Loss) before Taxation	14,572	5,434	2,546	4,413
Donations Paid Out				
Donation to Waitara PS	-	-	100,250	-
Total Donations Paid Out	-	-	100,250	-
Net Profit After Tax	14,572	5,434	2,546	4,413
Net Profit After Distributions/Dividends Paid	14,572	5,434	2,546	4,413

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 May 2021

31 MAY 2021 30 APR 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	44,000	44,000
Business Cash Reserve #138	29,096	29,096
P&C Bank Ac#023	7,491	1,702
Uniform Bank Ac#103	105,344	90,646
Total Bank Accounts	185,930	165,444

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts

	-	(935)
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GST

	1,527	-
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Inventory on Hand

	62,114	58,545
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Prepayments

	1,954	2,037
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Total Current Assets

251,926 225,491

Non-Current Assets

Property, Plant and Equipment

Improvements	13,299	13,299
Total Property, Plant and Equipment	13,299	13,299

Total Non-Current Assets

13,299 13,299

Total Assets

265,225 238,790

Liabilities

Current Liabilities

Credit Cards & Charge Accounts	86	86
GST	-	1,079
Trade Creditors	17,639	6,322
Total Current Liabilities	17,725	7,487

Total Liabilities

17,725 7,487

Net Assets

247,500 231,302

Equity

Retained Earnings	247,500	231,302
Total Equity	247,500	231,302

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 May 2021

MAY 2021

Operating Activities

Receipts From Customers	26,883
Payments to Suppliers and Employees	(8,844)
Cash Receipts From Other Operating Activities	60
Cash Payments From Other Operating Activities	(2,381)
Net Cash Flows from Operating Activities	15,718

Investing Activities

Other Cash Items From Investing Activities	7,344
Net Cash Flows from Investing Activities	7,344

Other Activities

Other Activities	(2,575)
Net Cash Flows from Other Activities	(2,575)

Net Cash Flows

20,486

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	165,844
Cash and cash equivalents at end of period	186,330
Net change in cash for period	20,486

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 May 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms Pty Ltd	1,577	1,618	-	-	-	-	3,195
L W REID Pty Ltd	11,365	3,089	-	(9)	-	-	14,445
Total Aged Payables	12,942	4,706	-	(9)	-	-	17,639
Total	12,942	4,706	-	(9)	-	-	17,639

Treasury Report 8 months to May 2021

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the 8 months ended 31 May 2021

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 8 months ended 31 May 2021

Overview - 8 months to May 2021

1. Uniform Shop Sales for the period of \$140.6k
2. Trading Profit for period of \$94.8k
3. Donation to Waitara Public School of \$100k
4. Cash at Bank at 31 May 2021 of \$185,930 (includes Building Grant of \$44k)

Key Highlights

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 8 months ended 31 May 2021 Cash Basis

OCT 2020-MAY 2021 FEB-SEP 2020

Income

Trading Profit

Canteen Revenue

Grants	44,000	-
Total Canteen Revenue	44,000	-

Uniform Shop Sales

Clothing and Accessories Revenue	140,653	93,976
Discount Received	100	(109)
Total Uniform Shop Sales	140,753	93,867

Cost of Sales

Uniform Shop Cost of Sales	(89,910)	(51,843)
Total Cost of Sales	(89,910)	(51,843)

Total Trading Profit

94,843 42,024

Fundraising Events

Fundraising & Events Income	6,417	1,515
Total Fundraising Events	6,417	1,515

Total Income

101,259 43,539

Other Income

Membership Fees	17	8
Interest Income	29	78
Total Other Income	45	86

Total Income

101,305 43,625

Expenses

Fundraising & Events Expenses	7,095	1,077
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P&C Expenses

Audit Fees	1,084	-
Bank Charges	-	-
Computer expenses	384	-
Dues & Subscriptions	125	-
Gifts	506	-
Insurance	664	166
Office Supplies	-	594
P&C Meetings	-	119
Sundry expenses	-	469
Small equipment	-	243
Total P&C Expenses	2,762	1,591

	OCT 2020-MAY 2021	FEB-SEP 2020
Uniform Shop Expenses		
Admin Services - Uniform Shop	6,930	4,620
Bank Merchant Fees	343	310
Flexischool Charge [61051]	2,531	1,987
Freight Paid	26	28
Shop fitting	-	1,361
Store Supplies	363	-
Total Uniform Shop Expenses	10,193	8,306
Total Expenses	20,049	10,974
Profit/(Loss) before Taxation	81,256	32,651
Donations Paid Out		
Donation to Waitara PS	100,250	-
Total Donations Paid Out	100,250	-
Net Profit After Tax	81,256	32,651
Net Profit After Distributions/Dividends Paid	81,256	32,651

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 May 2021

	31 MAY 2021	31 MAY 2020
Assets		
Current Assets		
Bank Accounts		
Building Fund Bank Ac#357	44,000	171
Business Cash Reserve #138	29,096	128,901
P&C Bank Ac#023	7,491	5,410
Uniform Bank Ac#103	105,344	13,037
Total Bank Accounts	185,930	147,518
Cash on Hand		
Cash Drawer	400	400
Total Cash on Hand	400	400
Clearing Accounts	-	14,029
GST	1,527	3,034
Inventory on Hand	62,114	122,538
Prepayments	1,954	-
Square Balance Adjustments	-	2,548
Total Current Assets	251,926	290,068
Non-Current Assets		
Property, Plant and Equipment		
Improvements	13,299	14,262
Total Property, Plant and Equipment	13,299	14,262
Total Non-Current Assets	13,299	14,262
Total Assets	265,225	304,330
Liabilities		
Current Liabilities		
Credit Cards & Charge Accounts	86	86
Trade Creditors	17,639	7,552
Total Current Liabilities	17,725	7,638
Total Liabilities	17,725	7,638
Net Assets	247,500	296,692
Equity		
Retained Earnings	247,500	296,692
Total Equity	247,500	296,692

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the 8 months ended 31 May 2021

OCT 2020-MAY 2021

Operating Activities

Receipts From Customers	159,930
Payments to Suppliers and Employees	(89,911)
Interest Received	29
Cash Receipts From Other Operating Activities	44,584
Cash Payments From Other Operating Activities	(121,172)
Net Cash Flows from Operating Activities	(6,541)

Investing Activities

Other Cash Items From Investing Activities	25,972
Net Cash Flows from Investing Activities	25,972

Other Activities

Other Activities	(10,952)
Net Cash Flows from Other Activities	(10,952)

Net Cash Flows	8,480
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	177,851
Cash and cash equivalents at end of period	186,330
Net change in cash for period	8,480

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 May 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms Pty Ltd	1,577	1,618	-	-	-	-	3,195
L W REID Pty Ltd	11,365	3,089	-	(9)	-	-	14,445
Total Aged Payables	12,942	4,706	-	(9)	-	-	17,639
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