



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 17th June 2022, 9.30am

Chaired by: Jack Liu

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
Shwetha Sripad	SS	P&C	Janice Foo	JF	P&C
Tanaya Berde	TB	P&C	Minhua Lam	ML	P&C
Jack Liu	JL	P&C	Irene Zou	IZ	P&C
An Yang	AY	P&C	Jyotishree Mishra	JM	P&C
Patrick Rufangura	PR	P&C	Vardhani Santosh	VS	P&C

Apologies		Group
Joshua Quinn	JQ	P&C
Shivani Ruikar	SR	P&C

Location: Waitara PS Staff room and Zoom

Date and time: Opening at 9:35am, 17th June 2022

Minutes by: Su-Anne Foo (Secretary)

1. Welcome

JL declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 18.03.2022 General Meeting be accepted as true and correct.

Carried (Moved by SD, 2nd by IZ)

3. Business arising

- Zoom license renewal – complete.
- Invoice for service rendered by Wayne Bingham (referee at Athletics Carnival) - complete.

- Westpac EFTPOS machine terminal - *JL update*. Now that the Lightspeed (VEND) inventory system has been up and running, the Uniform Shop will no longer need the previous EFTPOS machine terminal.

4. Correspondence

- St Ives HS transport status - no update to date.

5. Reports

Treasurer's Report - JQ

Report for the month ended May 2022

1. Uniform Shop Sales \$26.3k
2. Uniform Shop Profit \$8.2k
3. Fundraising - Profit \$5.5k
4. Bank Account Balance \$119.7k
5. Inventory on Hand \$105.2k
6. Accounts Payable \$2,262 - Inventory

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 back in action - Harmony Day, Easter, Mothers Day - Profit \$5k

That the Treasurer's report to be accepted as true and correct.

Carried (Moved by SF, 2nd by ML)

Uniform Shop Report – IZ

- Uniform Shop is running business as usual.
- Sales quarter to date is 53k. New website is running smoothly and we have stopped Flexischool. All orders are now automated without any manual interruptions.
- Year 6 jackets order is in progress and will be distributed in the first week of term 3.

That the Uniform Shop's report to be accepted as true and correct.

Carried (Moved by SD, 2nd by ML)

Fundraising Committee Report

- Recognition of parent volunteers - on behalf of the Fundraising team, SD enquired whether we could have a morning tea at school to recognise parents who have volunteered at the P&C events.

The Prin. mentioned that pre-pandemic times, the school would have a morning tea at the end of the school year as a gesture of appreciation to the community from SRC teachers and parent volunteers, and it will resume at the end of this year.

Community Garden

- The Prin. shared that the garden is looking good and the working group has fixed the drainage of the vegetable patch. She welcomed parents to visit the garden whenever they are able to.

Principal's Report - Prin

- Reports for Semester 2 will be emailed out June 30
- Athletics carnival ran smoothly. It was great seeing parents come along.
- Thank you to the parent community who supported us last week with the Admin strike. It was a manageable day for those of us in the office. Thank you for keeping the calls to Urgent only.
- Maintenance issues: Faulty plumbing causing leaks and flooding of the garden. It is being addressed. It just takes time as the issues need to be logged, quoted and then completed. A shortage of staff in Assets has made this more difficult.
- Apologies for the split classes. We are struggling to get casuals. It is a very real, daily issue for us.
- Silly socks and crazy hair day on Tuesday 29th June. To raise money for flood relief. This was initiated by the SRC students.
- OC test will be in term 3 week 2 at our school.

That the Principal's report to be accepted as true and correct.

Carried (Moved by SF, 2nd by SD)

6. General Business

- Parents workshops - JL thanked the school for organizing the parent workshops and encouraged parents to participate in these free-of-charge workshops. The Prin. thanked Mrs Lloyd for stepping up as the Wellbeing coordinator and have been diligently organizing these informative workshops.
- School Hall hire - SF enquired the Prin. whether it is possible for the community to hire the hall during weekends. The Prin. shared that there are various paperworks that need to be done such as insurance, ensuring that there will be staff to facilitate / monitor the venue and the complex alarm system that is armed over the weekend. Although there is a community language school running at Waitara PS, it is held at M Block and not at the main building.

Next Meeting

❖ **Wed 10th August 2022, 7pm via Zoom**

Meeting Closed at 10:01am

May 2022 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 May 2022

Prepared by UTA TAX

Contents

3	Executive Summary
4	Profit and Loss
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 2022

Overview - May 2022

1. Uniform Shop Sales \$26.3k
2. Uniform Shop Profit \$8.2k
3. Fundraising - Profit \$5.5k
4. Bank Account Balance \$119.7k
5. Inventory on Hand \$105.2k
6. Accounts Payable \$2,262 - Inventory

Key Highlights

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Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 May 2022

Cash Basis

	MAY 2022	APR 2022	MAR 2022	FEB 2022
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories Revenue	26,294	18,810	16,313	23,027
Total Uniform Shop Sales	26,294	18,810	16,313	23,027
Cost of Sales				
Uniform Shop Cost of Sales	(18,096)	(11,304)	(9,638)	(16,944)
Total Cost of Sales	(18,096)	(11,304)	(9,638)	(16,944)
Total Trading Profit	8,198	7,506	6,674	6,083
Fundraising Events				
Fundraising & Events Income	5,858	1,254	384	144
Fundraising & Events Expenses	(306)	(151)	(2,383)	(810)
Total Fundraising Events	5,552	1,103	(1,999)	(666)
Total Income	13,750	8,609	4,676	5,417
Other Income				
Membership Fees	-	-	-	4
Interest Income	1	-	-	-
Total Other Income	1	-	-	4
Total Income	13,751	8,609	4,676	5,421
Expenses				
P&C Expenses				
Bank Charges	-	-	-	-
Insurance	70	70	70	70
Small equipment	293	-	-	-
Total P&C Expenses	363	70	70	70
Uniform Shop Expenses				
Admin Services - Uniform Shop	-	2,310	-	-
Bank Merchant Fees	43	46	43	43
Flexischool Charge [61051]	196	139	256	785
Total Uniform Shop Expenses	238	2,494	299	828
Stripe Fees	273	51	1	-
Total Expenses	874	2,616	371	898
Profit/(Loss) before Taxation	12,877	5,993	4,305	4,523
Donations Paid Out				

	MAY 2022	APR 2022	MAR 2022	FEB 2022
Donation to Waitara PS	-	-	-	200
Total Donations Paid Out	-	-	-	200
Net Profit After Tax	12,877	5,993	4,305	4,523
Net Profit After Distributions/Dividends Paid	12,877	5,993	4,305	4,523

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 May 2022

31 MAY 2022

30 APR 2022

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,100	29,098
P&C Bank Ac#023	11,774	5,484
Uniform Bank Ac#103	78,865	46,810
Total Bank Accounts	119,739	81,392

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	12,187	16,591
GST	926	3,166
Inventory on Hand	105,250	121,400
Prepayments	3,332	3,543
Trade Debtors	3,095	3,095
Stripe AUD	711	1,076
Total Current Assets	245,641	230,663

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
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Total Assets	258,940	243,961
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	2,262	618
Total Current Liabilities	2,348	704

Total Liabilities	2,348	704
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Net Assets	256,592	243,257
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Equity

Retained Earnings	256,592	243,257
Total Equity	256,592	243,257

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 May 2022

MAY 2022

Operating Activities

Receipts From Customers	34,637
Payments to Suppliers and Employees	(18,096)
Interest Received	1
Cash Payments From Other Operating Activities	(1,260)
Net Cash Flows from Operating Activities	15,282

Investing Activities

Other Cash Items From Investing Activities	23,054
Net Cash Flows from Investing Activities	23,054

Other Activities

Other Activities	12
Net Cash Flows from Other Activities	12

Net Cash Flows	38,347
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	81,792
Cash and cash equivalents at end of period	120,139
Net change in cash for period	38,347

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 May 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms	2,271	-	-	-	-	-	2,271
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
Total Aged Payables	2,271	-	-	-	-	(9)	2,262
Total	2,271	-	-	-	-	(9)	2,262