



STANMORE PUBLIC SCHOOL

Stanmore Public School P&C Association June 2016 General Meeting - **DRAFT MINUTES**

When: 21 June 2016, 7pm
Where: School staff room
Chair: Jackie Greenwood, VP

Attendees:

Alison, Andrew, Jackie, Janin, Kate Mc, Kelly, Lara H, Rebecca, Rebekah, Stephen, Sue, Kyong, Andy, Tracey, Fran.

Item	Description
1	<p>Acknowledgement of Country</p> <p>Real estate agent sponsorship proposals</p> <p>The meeting heard from 3 local real estate agents, who have approached us and are keen to support the school in various ways. Possible financial support options may include a commission-free sale to be auctioned, referral payments for property sales involving members of the school community and guaranteed sponsorship payments among other ideas. Non-financial support may include helping out with fundraising and community events among other things.</p> <p>Presentations were from:</p> <ul style="list-style-type: none">● Urbane - Blake Lowry● Gerber - Nicole Gerber-Zoumas● Cobden & Hayson - Jonathan Hammond <p>The meeting then discussed pros and cons of the different proposals. The meeting agreed that all 3 presentations had positive elements and that the best approach for now is to work in parallel with all three estate agents who presented to us - Urbane, Gerber and Cobden & Hayson - to establish ways they can all support the school.</p>
2	<p>Secretary's Report</p> <ul style="list-style-type: none">● Apologies: Matt, Jody, Eg, Jasmin, Alicia. <p>Resolution:</p> <ul style="list-style-type: none">● That the minutes of the previous general meeting be adopted, subject to one amendment of Attendees list.● Raised / seconded: Jackie/Stephen● Result: Passed <ul style="list-style-type: none">● Review of outstanding Actions Register items● Correspondence
3	<p>Principal's Report</p> <ul style="list-style-type: none">● New sound system now installed under COLA.

	<ul style="list-style-type: none"> ● New report format - please give feedback. ● Considering new school photographer - samples tabled for feedback after the meeting.
4	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● Documents: Financial statements
5	<p>Sub-committee Reports</p> <p>5.1 Fundraising</p> <ul style="list-style-type: none"> ● Big Night Out : 156 tickets sold so far, lot of buzz, looking good. ● BBQs in poor condition, getting unreliable. Need something new and tough. Found one purpose built for fundraisers. \$799 retail, deal \$619. <p>Resolution:</p> <ul style="list-style-type: none"> ● To allocate up to \$2,000 towards Big Night Out preparations ● Raised / seconded: Jackie / Stephen. ● Result: Passed. <p>Resolution:</p> <ul style="list-style-type: none"> ● To allocate up to \$2,200 to the purchase of 2 new BBQs ● Raised / seconded: Jackie / Kate ● Result: Passed. <p>5.2 Canteen</p> <ul style="list-style-type: none"> ● Healthy profits so far. Putting on extra 10 hours of paid employee. ● Volunteers for daily service patchy but volunteer cooking bee excellent - in fact so good we only need it twice a term instead of the planned once a month. ● Fridge broken, need to source new one. Can fund from Canteen funds using the maintenance authority previously given to the Canteen Committee with Exec approval. ● Survey to community underway - healthy aims, payment questions. ● Reviewing commercial providers of online/payment app. But will bed down things before major changes are implemented. <p>5.3 Communications none</p> <p>5.4 Grants none</p> <p>5.5 Pre-loved Uniform Shop Report attached.</p> <p>5.6 Lost Property No issues.</p> <p>5.7 SAKG Resolution</p> <ul style="list-style-type: none"> ● To spend \$500 to purchase updated SAKG literature. ● Raised / seconded: Stephen/Sue

	<ul style="list-style-type: none"> ● Passed. ● Looking at new shed. Several options discussed, will bring proposal to next meeting. ● Developing the concept of an Indigenous 'yarning circle'. ● Garden shade structure damaged in storm. Sails replaceable but structure needs repairs. Possible school insurance claim? <p>5.8 Music</p> <ul style="list-style-type: none"> ● Busking station for students, at election day.
6	<p>New Business</p> <p>None.</p>
7	<p>Next meeting</p> <p>Tuesday 19 July 2016</p>

List of resolutions passed in 2016

For details please refer to the minutes of the relevant meeting

JUNE	<p>Expenditure</p> <ul style="list-style-type: none"> ● To allocate up to \$2,000 towards Big Night Out preparations ● To allocate up to \$2,200 to the purchase of 2 new BBQs ● To spend \$500 to purchase updated SAKG literature. <p>Other</p> <ul style="list-style-type: none"> ● To work in parallel with all three estate agents who presented to us - Urbane, Gerber and Cobden & Hayson - to establish ways they can all support the school.
MAY	<p>Expenditure</p> <ul style="list-style-type: none"> ● That an additional \$2,500 be allocated to the cost of the Big Night Out. ● That up to \$1,000 be allocated to costs of the Art Show.
APRIL	<p>Expenditure</p> <ul style="list-style-type: none"> ● That up to \$1,500 be allocated to the cost of the Mother's Day photos. ● That up to \$1,500 be allocated to costs of the K2 Disco. ● That \$950 be allocated to repay the school for half the cost of the new oven and rangehood for the canteen. <p>Expenditure authority</p> <ul style="list-style-type: none"> ● That \$2,000 be available for Emergency capital expenditure and repairs, on the authority of the Canteen Committee with the approval of 2 Executive members. <p>Other</p> <ul style="list-style-type: none"> ● That the P&C will continue to run the canteen. ● The meeting agreed that the major funding priority for 2016 is the school toilets.
MARCH	<p>Expenditure</p>

	<ul style="list-style-type: none"> ● That \$1,500 be allocated to the fee/deposit for the Petersham Town Hall as venue for the Big Night Out fundraiser. ● To approve funding of \$400 for each of the 25 class teachers, to a total of \$10,000. ● To approve funding of \$400 for each of the 10 specialist teachers, to a total of \$4,000.
8 March Special	<p>Expenditure</p> <ul style="list-style-type: none"> ● To approve spending up to \$1,000 in preparation for the Bunnings BBQ fundraiser.
FEB General Meeting	<p>Expenditure</p> <ul style="list-style-type: none"> ● That we approve an additional \$1,000 spending on preparations for the upcoming Welcome Movie night. ● That we will pay the annual GIO Workers' Compensation premium of \$1,419.69. ● That we renew the Healthy Canteens Association Membership, cost \$99. <p>Operational requirements for banking and Canteen operations (refer to minutes for details)</p> <ul style="list-style-type: none"> ● Authorised Officers to operate the Stanmore Public School P&C Bank Accounts ● Resolution to establish the ability for Internet Banking transactions on the P&C Bank Accounts ● Resolution to establish new bank accounts for the operation of the Stanmore Public School Canteen. ● Resolution to authorise the use of the new Canteen bank accounts. ● Resolutions to approve expenditure for the running of the Canteen. ● Resolution that the School Canteen intends to 'Input Tax' for GST purposes
ALL	Each general meeting will also have passed a resolution to ratify the previous minutes. See individual meeting minutes for details.

Profit & Loss						
Stanmore Public School P&C						
For the month ended 31 May 2016						
	May-16	Apr-16	Mar-16	Feb-16	Jan-16	YTD
Income						
CANTEEN INCOME						
Canteen Taking - Online	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Total CANTEEN INCOME	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
FUNDRAISING EVENTS						
BNO						
BNO expenses	\$0.00	-\$1,083.10	\$0.00	\$0.00	\$0.00	-\$1,083.10
Total BNO	\$0.00	-\$1,083.10	\$0.00	\$0.00	\$0.00	-\$1,083.10
Bunnings BBQ						
Bunning BBQ	\$0.00	\$0.00	\$2,248.10	\$0.00	\$0.00	\$2,248.10
Bunning BBQ expenses	\$0.00	\$0.00	-\$1,227.43	\$0.00	\$0.00	-\$1,227.43
Total Bunnings BBQ	\$0.00	\$0.00	\$1,020.67	\$0.00	\$0.00	\$1,020.67
Fund raising event from previous year						
Fundraising event expens	\$0.00	\$0.00	\$0.00	\$0.00	-\$75.83	-\$75.83
Total Fund raising event	\$0.00	\$0.00	\$0.00	\$0.00	-\$75.83	-\$75.83
K-2 Disco						
K-2 Disco	\$5,267.25	\$0.00	\$0.00	\$0.00	\$0.00	\$5,267.25
K-2 Disco expenses	-\$1,311.47	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,311.47
Total K-2 Disco	\$3,955.78	\$0.00	\$0.00	\$0.00	\$0.00	\$3,955.78
Mothers Day						
Mothers Day	\$645.74	\$842.82	\$3,775.47	\$0.00	\$0.00	\$5,264.03
Mothers Day expenses	-\$518.62	-\$598.02	-\$42.50	\$0.00	\$0.00	-\$1,159.14
Total Mothers Day	\$127.12	\$244.80	\$3,732.97	\$0.00	\$0.00	\$4,104.89
Welcome Movie night						
Movie Night	\$0.00	\$0.00	\$225.00	\$1,465.95	\$0.00	\$1,690.95
Movie Night Welcome exp	\$0.00	\$0.00	\$0.00	-\$2,035.00	\$0.00	-\$2,035.00
Total Welcome Movie ni	\$0.00	\$0.00	\$225.00	-\$569.05	\$0.00	-\$344.05
Total FUNDRAISING EVEN	\$4,082.90	-\$838.30	\$4,978.64	-\$569.05	-\$75.83	\$7,578.36
GENERAL FUNDRAISING THROUGHOUT YEAR						
Entertainment Book -Commi	\$0.00	\$0.00	\$362.00	\$0.00	\$0.00	\$362.00
PLUS						
PLUS - 2nd hand uniform	\$313.50	\$187.50	\$353.00	\$762.00	\$0.00	\$1,616.00
Total PLUS	\$313.50	\$187.50	\$353.00	\$762.00	\$0.00	\$1,616.00
Total GENERAL FUNDRAI	\$313.50	\$187.50	\$715.00	\$762.00	\$0.00	\$1,978.00
KITCHEN GARDEN PROGRAM						
Kitchen Garden general exp	\$0.00	\$0.00	\$0.00	\$0.00	-\$35.50	-\$35.50
Cook Book						
Cook Book	\$356.04	\$0.00	\$630.00	\$438.71	\$240.00	\$1,664.75
Cook book expenses	\$0.00	\$0.00	\$0.00	-\$8.23	\$0.00	-\$8.23
Total Cook Book	\$356.04	\$0.00	\$630.00	\$430.48	\$240.00	\$1,656.52
Total KITCHEN GARDEN P	\$356.04	\$0.00	\$630.00	\$430.48	\$204.50	\$1,621.02
OTHER INCOME						
Interest Income	\$29.63	\$34.32	\$33.27	\$35.63	\$34.94	\$167.79

P&C membership - Gold Coi	\$0.00	\$0.00	\$0.00	\$42.00	\$0.00	\$42.00
Total OTHER INCOME	\$29.63	\$34.32	\$33.27	\$77.63	\$34.94	\$209.79
Total Income	\$4,782.07	-\$591.48	\$6,356.91	\$701.06	\$163.61	\$11,412.17
Gross Profit	\$4,782.07	-\$591.48	\$6,356.91	\$701.06	\$163.61	\$11,412.17
Plus Other Income						
Donation - Building Fund Kery	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Donation - Sean Flood	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00
Total Other Income	\$0.00	\$0.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00
Less Operating Expenses						
Bank Fees	\$54.50	\$54.50	\$63.90	\$54.50	\$58.59	\$285.99
General Expenses	\$49.96	\$29.28	\$0.00	\$0.00	\$0.00	\$79.24
Subscriptions	\$0.00	\$0.00	-\$99.00	\$99.00	\$0.00	\$0.00
SCHOOL PURCHASES						
Classroom resources	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00
Mural at Canteen	\$0.00	\$0.00	\$0.00	\$80.00	\$135.30	\$215.30
Shade Structure	\$0.00	\$0.00	\$0.00	\$0.00	\$115.78	\$115.78
Total SCHOOL PURCHAS	\$0.00	\$0.00	\$14,000.00	\$80.00	\$251.08	\$14,331.08
Total Operating Expenses	\$104.46	\$83.78	\$13,964.90	\$233.50	\$309.67	\$14,696.31
Net Profit	\$4,677.61	-\$675.26	-\$6,257.99	\$467.56	-\$146.06	-\$1,934.14

Balance Sheet
Stanmore Public School P&C
As at 31 May 2016

	Canteen	Building Fund	General P&C	31 May 2016	30 Apr 2016	31 Mar 2016	29 Feb 2016	31 Jan 2016
Assets								
Bank								
Canteen Bank accounts								
Canteen - General Account	\$9,285.69			\$9,285.69	\$6,413.22	\$9,447.07	\$7,795.27	-\$6.15
Canteen - Purchasing Account	\$1,806.93			\$1,806.93	\$2,596.96	\$461.05	\$2,000.00	\$0.00
Total Canteen Bank accounts	\$11,092.62	\$0.00	\$0.00	\$11,092.62	\$9,010.18	\$9,908.12	\$9,795.27	-\$6.15
Stanmore P&C general accounts								
Stanmore P&C Building Fund		\$6,582.35		\$6,582.35	\$6,582.35	\$6,582.35	\$5,232.35	\$5,232.35
Stanmore P&C General			\$81,243.05	\$81,243.05	\$76,665.34	\$68,803.63	\$80,088.99	\$82,541.43
Total Stanmore P&C general accounts	\$0.00	\$6,582.35	\$81,243.05	\$87,825.40	\$83,247.69	\$75,385.98	\$85,321.34	\$87,773.78
Total Bank	\$11,092.62	\$6,582.35	\$81,243.05	\$98,918.02	\$92,257.87	\$85,294.10	\$95,116.61	\$87,767.63
Current Assets								
Accounts Receivable - takings banked following	\$1,963.50			\$1,963.50	\$2,806.30	\$7,902.62	\$564.80	\$968.40
Canteen - income accrual	\$1,584.00			\$1,584.00	\$0.00	\$1,191.00	\$915.00	\$0.00
Canteen Cash advance - (for future expenses)	\$0.00			\$0.00	\$0.00	\$0.00	\$44.00	\$0.00
Canteen Float	\$100.00			\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Canteen Stocktake	\$3,000.00			\$3,000.00	\$2,400.00	\$2,000.00	\$1,600.00	\$1,800.00
Loan to P&C Canteen	\$0.00		\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$2,000.00
Total Current Assets	\$6,647.50	\$0.00	\$0.00	\$6,647.50	\$5,306.30	\$16,193.62	\$8,223.80	\$4,868.40
Fixed Assets								
Canteen Equipment	\$2,839.77			\$2,839.77	\$1,889.77	\$1,889.77	\$0.00	\$0.00
Less Accumulated Depreciation on Canteen Eq	-\$950.00			-\$950.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fixed Assets	\$1,889.77	\$0.00	\$0.00	\$1,889.77	\$1,889.77	\$1,889.77	\$0.00	\$0.00
Total Assets	\$19,629.89	\$6,582.35	\$81,243.05	\$107,455.29	\$99,453.94	\$103,377.49	\$103,340.41	\$92,636.03
Liabilities								
Current Liabilities								
Accounts Payable - purchases for month paid for	\$0.00			\$0.00	\$218.40	\$731.62	\$1,283.98	\$1,188.32
Loan from P&C general	\$0.00			\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$1,730.65
Total Current Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$218.40	\$5,731.62	\$6,283.98	\$2,918.97
Canteen Payroll liability								
PAYG Withholdings Payable	\$3,468.60			\$3,468.60	\$2,315.60	\$1,659.60	\$783.60	\$0.00
Superannuation Payable	\$2,040.94			\$2,040.94	\$1,310.20	\$941.41	\$449.69	\$0.00
Wages Payable - Payroll	\$630.65			\$630.65	\$1,487.43	\$2,677.37	\$2,536.91	\$1,174.66
Total Canteen Payroll liability	\$6,140.19	\$0.00	\$0.00	\$6,140.19	\$5,113.23	\$5,278.38	\$3,770.20	\$1,174.66
Total Liabilities	\$6,140.19	\$0.00	\$0.00	\$6,140.19	\$5,331.63	\$11,010.00	\$10,054.18	\$4,093.63
Net Assets	\$13,489.70	\$6,582.35	\$81,243.05	\$101,315.10	\$94,122.31	\$92,367.49	\$93,286.23	\$88,542.40
Equity								
Current Year Earnings	\$13,489.70	\$1,350.00	-\$3,309.14	\$11,530.56	\$4,337.77	\$2,582.95	\$3,501.69	-\$1,242.14
Retained Earnings		\$5,232.35	\$84,552.19	\$89,784.54	\$89,784.54	\$89,784.54	\$89,784.54	\$89,784.54
Total Equity	\$13,489.70	\$6,582.35	\$81,243.05	\$101,315.10	\$94,122.31	\$92,367.49	\$93,286.23	\$88,542.40
COMMITMENTS								
COOKBOOK/SAKG								
Cookbook-carried forward from 2015			-\$31,661.21					
Cookbook - current year earnings			-\$1,656.52					
Compost System (50%)								
			-\$33,317.73					
OTHER COMMITMENTS								
Commitments from 2015 - BNO-Sail boat trip			-\$200.00					
Cookbook/SAKG from 2015 - Compost System (50%)			-\$550.00					
Commitments for 2016								
BNO								
	\$0.00	\$0.00	-\$750.00					
RESERVE	-\$2,000.00		-\$1,000.00					
UNCOMMITTED FUNDS	\$11,489.70	\$6,582.35	\$46,175.32					

Current Year earnings made up as follows				31 May 2016	30 Apr 2016	31 Mar 2016	29 Feb 2016	31 Jan 2016
Carried Forward from previous month				\$4,337.77	\$2,582.95	\$3,501.69	-\$1,242.14	
Profit/Loss Canteen	\$13,489.70			\$2,515.18	\$2,455.08	\$5,339.25	\$4,276.27	-\$1,096.08
Profit/Loss P&C general - building		\$1,350.00				\$1,350.00		
Profit/Loss P&C general			-\$3,309.14	\$4,677.61	-\$700.26	-\$7,607.99	\$467.56	-\$146.06
				\$11,530.56	\$4,337.77	\$2,582.95	\$3,501.69	-\$1,242.14

Adjustments made to previous month figure after previous month report was printed

Profit & Loss						
Stanmore Public School P&C						
Canteen						
For the month ended 31 May 2016						
	May-16	Apr-16	Mar-16	Feb-16	Jan-16	YTD
Income						
Canteen - Credit orders (ie par	\$80.90	\$0.00	\$0.00	\$0.00	\$0.00	\$80.90
Canteen Taking - Cash	\$9,014.91	\$4,186.90	\$10,655.12	\$9,127.09	\$631.90	\$33,615.92
Canteen Taking - Online	\$5,787.42	\$2,704.00	\$5,326.80	\$3,966.50	\$186.50	\$17,971.22
Canteen Taking - other sales	\$3,192.00	\$1,242.00	\$3,294.00	\$3,084.00	\$183.00	\$10,995.00
Interest Income	\$0.09	\$0.09	\$0.00	\$0.00	\$0.00	\$0.18
Total Income	\$18,075.32	\$8,132.99	\$19,275.92	\$16,177.59	\$1,001.40	\$62,663.22
Less Cost of Sales						
Canteen COGS- Packaging	\$619.88	\$91.84	\$600.40	\$247.25	\$165.80	\$1,725.17
Canteen COGS-Food & Drink	\$6,179.82	\$2,379.60	\$6,172.98	\$3,956.30	\$2,238.42	\$20,927.12
Stock take at Start of period	\$2,400.00	\$2,000.00	\$1,600.00	\$1,800.00	\$0.00	\$7,800.00
Stock take end of period (add	-\$3,000.00	-\$2,400.00	-\$2,000.00	-\$1,600.00	-\$1,800.00	-\$10,800.00
Total Cost of Sales	\$6,199.70	\$2,071.44	\$6,373.38	\$4,403.55	\$604.22	\$19,652.29
Gross Profit	\$11,875.62	\$6,061.55	\$12,902.54	\$11,774.04	\$397.18	\$43,010.93
Less Operating Expenses						
Cash deposits (over/under)	\$8.45	\$10.35	\$3.10	\$0.00	\$0.00	\$21.90
Cleaning	\$250.17	\$131.67	\$250.17	\$131.67	\$0.00	\$763.68
Commission-Online canteen o	\$159.68	\$103.30	\$159.89	\$125.47	\$6.15	\$554.49
Depreciation	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00
General Expenses	\$0.00	\$0.00	\$15.94	\$27.40	\$312.45	\$355.79
Insurance	\$0.00	\$0.00	\$0.00	\$1,419.69	\$0.00	\$1,419.69
Printing & Stationery	\$25.18	\$88.80	\$193.01	\$0.00	\$0.00	\$306.99
Subscriptions	\$25.00	\$0.00	\$99.00	\$0.00	\$0.00	\$124.00
Superannuation	\$672.16	\$270.45	\$565.48	\$495.34	\$101.86	\$2,105.29
Wages and Salaries	\$7,269.80	\$3,001.90	\$6,276.70	\$5,298.20	\$1,072.80	\$22,919.40
Total Operating Expenses	\$9,360.44	\$3,606.47	\$7,563.29	\$7,497.77	\$1,493.26	\$29,521.23
Net Profit	\$2,515.18	\$2,455.08	\$5,339.25	\$4,276.27	-\$1,096.08	\$13,489.70

Pre-Loved Uniform Shop

''PLUS''

P&C Meeting - Tuesday 21 June 2016

Donations have been flowing in this month - THANK YOU! Our racks are FULL in all sizes and if you are after summer bargains there are plenty of short sleeve shirts in excellent condition - and a good supply of winter jackets have also been received. Drop by when you can . . .

With the Athletics Carnival last Thursday, Sports T-Shirts were in big demand and our smaller sizes 4-8 have been depleted in the Green and Yellow House Colours. So a top up of stock will need to be done or a review of Supplier as cost of t-shirt is now \$6.

We welcome Marcia Olsson, a Year 1 mum, who has joined our PLUS Team. Marcia is a familiar face also helping out in the Canteen as well. We look forward to Marcia joining our Wed morning shift from July. Still keen to for a few more volunteers to join our Wed shift from 8.30-9.00am. Working on a monthly roster once a quarter contact Deb Fownes on 0408 975 556 or dfownes@tpg.com.au

A reminder that PLUS is open Monday 2.45-3.15pm, Wednesday & Friday 8.30-9.00am and is located near the canteen.

Healthy sales Mon 16May - Fri 17June : \$703.50