



AGM Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 28th March 2022, 7.30pm; School Administration Block

Attendance: Meagan Z, David S (via Zoom), Amanda H, Kylie M, Karen G, Marcus M, Jo C, Rebecca R, Helen J

Apologies: Lisa S, Amanda B, Alisha K, Alex B, Melissa A, Jenny D, Sofia F, Lauren B

1. President to open AGM
 - Meeting chaired by Vice President Kylie MacFarlane, as the President was attending via Zoom.
 - Meeting opened at 7.30pm with an acknowledgement to country.
2. Mark attendance and apologies
See above
3. Correspondence and Minutes of previous AGM
 - Correspondence:
 - Updated P&C constitution – for discussion in Meeting
 - 2021 Minutes read out and accepted.

(Moved: Jo/ Second: Karen – Motion carried)
4. Business arising out of the minutes of the previous annual general meeting
 - No business arising from previous AGM
5. Receipt and adoption of the Association's audited annual financial statement and Treasurer's report
 - Treasurer reviewed P&L report for 2021 (see attached. Note that reports attached were run after additional accounting changes were made to Xero).
 - Auditor report received (see attached Management Letter).
 - Note that auditor's report was received in the afternoon of Monday March 28th, and the Treasurer reviewed the report during the meeting.
 - Discussion around some historical reporting issues that incorrectly show an amount owing to the Tax Dept. Explanation of this issue from David. Confirmation that PAYG taxes are up-to-date. Auditor's recommendation that this is followed up and corrected by accountants. Auditor has contacted accountants at Arabon to assist in this.
 - Audit outcomes:
 - Qualified audit
 - Some outstanding reconciliations from 2013 and 2016 and small balance discrepancy in Swim Club account
 - Cash float at end of year not confirmed
 - One bank account at BoQ not CommBank
 - Leave liability not shown in balance sheet
 - GST and PAYG withholdings to be reconciled
 - Financials show Uniform Shop inventory which is no longer held by the Shop

(Moved: David / Second: Rebecca – Motion carried)
6. Receipt and adoption of the President's annual report
 - See attached report.
 - Report was given verbally due to the President attending via Zoom.
 - Thank you to everyone for all of the hard work over the year. Great year for fundraising; ~\$100k from Fete and Colour Run.
 - Committees have worked well, OSHC doing really well.
 - Tuckshop operated five days a week.
 - Swim club have had a few challenges over the past 12 months. Pool to be refreshed post-flood.
 - Vice President added her thanks for all the volunteering over past year.

(Moved: Marcus / Second: Karen – Motion carried)

7. Receive applications for memberships (new and renewed)
- Membership applications/renewal for 2022 accepted (see attached list)

8. Election of Officers/Executive Committee

Current executive dissolved and nominations received for each position. New executive elected.

- a. President – David Smithson – nominated by Meagan, seconded by Jo; elected unanimously
- b. Vice President – Kylie McFarlane – self-nominated; seconded by Meagan; elected unanimously
- c. Treasurer – Karen Graham – self-nominated; second by Kylie; elected unanimously
- d. Secretary – Meagan Ladhams Zieba – self nominated; seconded Amanda; elected unanimously

(Moved: Amanda / Second: Jo – Motion carried)

9. Motion to change bank signatories to ensure that Executive Committee are signatories on all P&C accounts.

- No changes required as Executive Committee remains the same

(Moved: Meagan/ Second: Amanda – Motion carried)

10. Confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)

- The following existing committees and membership remain:
 - Tuckshop
 - Swim Club (Sherwood Sharks)
 - Fete
 - Uniform Shop
 - Sherwood Arrows
 - Music and Arts
- List of executive members of all subcommittees are attached.

(Moved: Jo / Second: Rebecca – Motion carried)

11. Appointment of the Association's Auditor

- Arabon is appointed as the 2022 Auditor.

(Moved: Marcus / Second: Rebecca – Motion carried)

12. Adoption of the Student Protection Risk Management Strategy

- Most recent version of the Management Strategy was reviewed at the November General Meeting and a motion passed to accept this version. Version has been uploaded to P&C page on Sherwood SS website.
- AGM passed a motion to accept this version of the RMS.

(Moved: David / Second: Karen – Motion carried)

13. Adoption of new model constitution

- Updated version of the P&C Constitution was received.
 - Change to membership rules – Membership forms can be sent to Secretary without the applying member being in attendance at either an AGM or a general meeting
 - Some sections of the constitution allow give options (ie, quorum may be less than seven OR seven)
 - Discussed these options and agreed that we will keep the same choices we have had in previous years (quorum is 7 at general meetings and AGM; petty cash of maximum \$500 kept between OSHC and Tuckshop)
- A copy of the new constitution is to be circulated with the Minutes of the meeting.
- Move to adopt the new Constitution.
- Action to have it as a discussion point at next general meeting (May).

(Moved: Karen / Second: Rebecca – Motion carried)

14. Closure of AGM

- Meeting closed at 8:05.

(Moved: Karen / Second: Rebecca – Motion carried)

Balance Sheet

Sherwood State School P&C Association As at 31 March 2022

31 Mar 2022

Assets

Bank	
Cash in the bank	1,028,383
Total Bank	1,028,383
Current Assets	
Accounts Receivable	9,316
Stock in hand	213
Total Current Assets	9,529
Fixed Assets	
Office Equipment	1,074
Total Fixed Assets	1,074
Total Assets	1,038,986

Liabilities

Current Liabilities	
Accounts Payable	13,658
ATO ICA Outstanding	47,441
Canteen - School24 Parent Balance	(553)
Overpaid Fees	1,110
Rounding	-
Superannuation Payable	21,207
Wages Payable - Payroll	(17,314)
ATO Account	
GST	(1,702)
PAYG Withholdings Payable	(31,213)
Total ATO Account	(32,915)
Total Current Liabilities	32,635
Total Liabilities	32,635
Net Assets	1,006,351

Equity

Current Year Earnings	312,220
Retained Earnings	694,131
Total Equity	1,006,351

Profit and Loss

Sherwood State School P&C Association For the month ended 31 December 2021

	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	YTD
Income								
Canteen - Counter Sales	996	229	-	-	-	-	-	2,354
Canteen - Edimensions Pty Ltd	-	-	-	-	-	-	642	18,391
Canteen - Qkr Sales	2,681	16,018	12,529	8,904	11,490	10,321	12,122	87,392
Canteen - Students Direct	-	-	-	-	-	-	-	309
Child Care Fees	94,048	82,278	79,584	92,033	91,966	89,336	83,418	952,673
Fundraising Income	10,878	32,741	5,474	-	-	-	-	132,431
Interest Income	15	13	13	13	13	13	13	153
Miscellaneous Income	-	-	-	-	-	-	-	-
Pool - Club Membership	-	-	2,260	545	-	-	-	4,678
Pool - Squad Income	2,153	1,419	13,675	6,994	1,810	936	-	44,788
Pool - Squirts Income	903	1,554	3,200	6,104	272	80	-	20,820
Pool - Swim Club Canteen	628	2,091	1,150	-	-	-	-	7,292
Rebates	-	-	-	-	-	5,599	-	5,599
Sponsorship Income	-	-	-	-	-	-	-	8,360
Uniform - Clothing Sales	-	-	1,089	-	-	1,647	-	9,501
Uniform - Secondhand Uniform Sales	120	25	110	90	10	30	340	1,245
Total Income	112,422	136,368	119,085	114,683	105,562	107,963	96,534	1,295,987
Less Cost of Sales								
Canteen - Purchases	1,111	8,692	6,772	4,642	7,043	6,313	6,168	61,819

Profit and Loss

	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	YTD
Care Expenses - Arts & Craft	26	-	-	150	(244)	5	612	1,593
Care Expenses - Excursions & Incursions	925	88	480	959	500	1,962	1,373	12,095
Care Expenses - Food & Groceries	1,306	2,535	1,525	899	1,415	1,477	1,869	18,162
Care Expenses - Games & Equipment	383	-	515	156	127	155	329	6,418
Pool - Canteen Supplies	1,877	1,024	-	-	-	-	-	6,139
Pool - Carnival/Awards/Trophies	-	72	-	-	-	-	-	93
Pool - Clothing	-	-	1,600	-	-	-	-	1,600
Pool - Other Expenses	-	-	2,995	-	-	-	-	2,995
Pool - Repairs & Maint - Pool Cleaning	198	2,156	-	2,402	963	-	-	6,599
Total Cost of Sales	5,826	14,567	13,887	9,207	9,804	9,912	10,349	117,512
Gross Profit	106,596	121,801	105,198	105,476	95,758	98,052	86,185	1,178,475
Less Operating Expenses								
Audit Fee	-	-	-	-	-	-	-	1,800
Bank Fees	423	348	640	514	313	337	409	4,105
Bookkeeping Expenses	414	414	414	414	414	414	414	4,965
Cleaning	42	299	-	98	-	-	-	583
Computer Expenses	-	-	-	-	-	-	-	108
Consulting & Accounting	-	6,061	-	-	-	-	-	6,061
Contributions to School	-	15,948	2,263	-	-	4,441	-	22,744
Employment Expenses	638	179	461	535	160	676	207	5,744
Expensed Equipment	-	-	-	-	-	-	-	2,099
Fundraising Expenses	713	1,527	-	-	-	-	-	41,518
General Expenses	223	2,346	543	1,292	-	410	3,197	13,762
Insurance	-	-	-	3,940	-	-	-	4,078

Profit and Loss

	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	YTD
Licencing expenses	-	-	-	-	-	-	-	384
Membership Fees	285	-	-	-	-	-	-	3,709
Office Expenses	125	64	98	143	460	979	278	2,679
Printing & Stationery	201	559	109	112	80	238	323	4,790
Repairs and Maintenance	59	1,338	-	414	-	864	314	4,648
Staff Amenities	392	669	-	-	-	135	155	1,379
Stripe Fees	3	19	-	29	-	-	71	127
Subscriptions	686	608	728	605	494	713	690	8,868
Superannuation	6,072	8,881	6,984	5,667	4,685	5,061	4,785	68,727
Telephone & Internet	283	283	283	394	-	141	420	4,401
Training	582	356	131	2,473	291	291	282	6,147
Wages and Salaries	60,976	89,622	62,822	57,297	47,410	50,733	50,826	712,228
Total Operating Expenses	72,116	129,522	75,476	73,926	54,307	65,431	62,368	925,653
Net Profit	34,479	(7,720)	29,722	31,550	41,451	32,621	23,817	252,821



Arabon Audit & Assurance
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28 March 2022

**The Treasurer
Sherwood State School P&C Association
Corner of Oxley and Sherwood Road
Sherwood
QLD 4075**

Dear Treasurer,

Sherwood State School Parents and Citizens' Association

I have completed the audit of the Sherwood State School Parents and Citizens' Association for the financial year ended 31 December 2021.

I wish to report to you the following matters arising from our audit:

1. Audit opinion on financial report

A qualified audit opinion has been provided on the special purpose financial report of the Sherwood State School Parents and Citizens' Association for the year ended 31 December 2021.

The qualification states that as it is impractical for you to establish controls over all revenue prior to entry into the financial records, audit evidence available to us was limited and our audit procedures had to be restricted to the amounts recorded in the financial records. We are therefore unable to express an opinion on whether all revenue is complete.

2. Matters for the Committee's attention

In the course of our audit, we identified matters which are detailed in Appendix A. The committee should put in place an action plan to address these matters.

This report is prepared on the basis of the limitations set out below.

The matters raised in this report are only those that came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for the management committee's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud.

Accordingly, committee members should not rely on our report to identify all weaknesses that may exist in the systems and procedures reviewed, or potential instances of fraud that may exist. Our comments should be read in the context of the scope of our work. Findings within this report may have been prepared on the basis of management representations.

This report has been prepared solely for your use as the committee of the Sherwood State School Parents and Citizens' Association and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

Our fee for the audit of the Sherwood State School Parents and Citizens' Association for the year ended 31 December 2021 is **\$1,980**. (Inclusive of GST). Our invoice is enclosed.

Should you have any questions in relation to the above matters, please do not hesitate to contact me.

Yours faithfully,

Arabon Audit & Assurance

A handwritten signature in black ink, appearing to read 'S. Gokul', with a horizontal line drawn through it.

**Shankar Gokul, CPA FIPA
Director**

Appendix A

Observation	Recommendation
<p>A. P&C BOQ Account had long outstanding reconciliation amounts pertaining to 2013 to 2016.</p> <p>Swim Club Bank Account is out of balance by \$170</p>	<p>The long outstanding reconciling items should be cleared to retained earnings. In future, all reconciling items in bank reconciliations should be followed up and actioned in a timely manner.</p> <p>This should be followed up and adjusted.</p>
<p>B. Cash float at year end not confirmed</p> <p>Swim Club cash float of \$1,202 has not changed compared to previous year and this balance could not be confirmed. No evidence were provided to confirm this balance.</p>	<p>Please make necessary adjustments and confirm the existence of the cash float</p>
<p>C. All bank accounts with CBA except the Uniform Bank Account</p> <p>The Uniform Bank Account is held with BOQ while all other bank accounts are with CBA.</p>	<p>It is a requirement of your constitution that all sub committee accounts be held with the same financial institution as the P&C Association</p>
<p>D. Leave liability not in balance sheet</p> <p>No leave liability was not shown as a liability in your financial report.</p>	<p>You should consider showing your annual leave liability in the balance sheet.</p>
<p>E. GST & PAYG Withholdings Payable</p> <p>Both GST and PAYG Withholdings should be reconciled to ATO Integrated client account. Further noticed there is a Monthly GST return is filed and also at the end of quarter a quarterly GST return is filed as well. Currently GST receivable is \$22,728.35 and PAYG Withholdings payable is \$370,049.94 in Balance sheet as at 31.12.2021.</p>	<p>GST and PAYG withholdings balances should be reconciled with BAS return and ATO Integrated client account balances. Suggest getting assistance from a Tax accountant to reconcile the balances.</p>
<p>F. Inventory We were advised that Uniform inventory is held by the supplier and no material Tuck shop inventory. As such no inventory should include in the financials</p>	<p>In the financials even though Uniform inventory balance is zero. There is a inventory clothing and stock clothing balanced out for \$5699.55. Please check the entries processed for them.</p>

Sherwood State School P&C Association

President's Report (AGM) – David Smithson

28 March 2022

The last 12 months has been another great success for Sherwood SS P&C. Despite the many challenges of COVID and floods, we have continued to work in partnership with the school and are well on our way to implementing plans for strengthened service delivery.

As I think back over the past year, there are many highlights to draw out. The ability to hold a pseudo-fete – our Family Fun Day. This event well and truly exceeded all expectations and the over \$50,000 raised has significantly helped with our ability to build a new playground.

2021 was the first time we've held a Colour Run. This event was another massive fundraising success. These funds went directly to purchasing contemporary classroom furniture and resources.

The decision to move ahead with our OSHC renovation has been a long time coming. For many years we've tried to navigate a way to expand the OSHC building. Finally 2022 will be the year we see this happen!!

Our significant commitment to build a new junior playground (valued at \$130,000) has also been one our biggest achievements. This project is especially exciting as it has been a collaborative effort between the vision of school staff and the P&C's fundraising capacity. A big thanks goes to Karen Carter and Liz Holdcroft for their work in bringing this project to fruition.

Sub-Committees

Fete

Once again, the fete committee have put in a massive effort to get our single biggest fundraiser off the ground. Doing so in the midst of the COVID landscape was huge effort. Our reputation for holding an outstanding fete is well known – the P&C were invited to present at the P&Cs Qld conference to share our practices with other schools.

The planning into this year's fete is well underway. Thankfully, we've had plenty of new members join. The 2022 fete will be the last event for many long-standing committee members. I'll take this opportunity to give particular thanks to Alan, Jo, Claire, Amanda, Alisha, Kelly, Danielle and all the other volunteers.

Uniform Shop

Another year of seamless operations from the tuckshop (excluding a minor supply hiccup at the start of the year). Much thanks to the uniform committee!!

OSHC

Our OSHC continued to go from strength-to-strength. They have navigate the challenges of lockdowns and closures in their stride. The development of the program has been a huge improvement.

No doubt, the finalisation of the OHSC hall will provide an even better platform to grow the capacity and quality of OSHC.

Big thanks to Lisa, Monique, Lee and our team of educators for their efforts, dedication and passion.

Sherwood Sharks

There were significant staffing changes to the Sharks over the past 12 months. There have been challenges as the club finds it's post-COVID groove.

The floods have caused significant damage to the facilities. The silver lining to this is an opportunity to sit back and revisit what the facility and operations need to look like in the future.

Again, massive thanks to the many people that make up the swim club committee – especially Cam and Alison.

Tuckshop

The use of Tuckshop continues to grow. Moving to five days a week has only increased the challenges for Alisha, who has worked extremely hard to meet our community's demand. Tuckshop continues to benefit from the work of volunteers and the committee to ensure our children are well fed each day. Thanks to all who contribute to Tuckshop's success.

Arrows

Another fantastic Trivia night in 2021 – another annual highlight. The Arrows completed another successful tour as they move into their 40th year! Well done to David Hass and the committee for their fundraising and planning. The Arrows are a Sherwood SS institution and add a significant element to the fabric of the school.

Music and Arts

The M&A committee continue to find their feet. No doubt a post-COVID world will be an easier environment to hold events to showcase our children's creative talents. Well done to the committee who have continued throughout these challenging times.

Conclusion

Being the P&C President of such a great school community is an honour. We continue to have a culture that welcome and celebrates inclusion. I am pleased to have strong support from the wider school community and my peers.

Big thanks to Meagan (Secretary), Karen (Treasurer) and Kylie (Vice-President) – we have a great team on the executive committee. Its been a pleasure to work with you over the past year.

My final appreciation goes to the school's leadership team. Our outcomes and success as a school community are driven by your professionalism and commitment to our children. We are very fortunate to have you all.

David Smithson

Sherwood State School P&C President

P&C Members as at 31 March 2022

First name	Surname
Meagan	Zieba
David	Smithson
Alexandra	Bron
Amanda	Hawkswell
Sophia	Finter
Helen	Jamieson
Lisa	Scollo
Jo	Chiu
Amanda	Barton
Melissa	Archer
Karen	Graham
Kylie	MacFarlane
Marcus	McLaren
Rebecca	Rousek
Alison	Bock

P&C Subcommittee Office Bearers as at 31 March 2022

Subcommittee	Arrows	Fete	Sharks	Tuckshop	Uniform Shop	Music and the Arts
Chairperson	Kathy Winks	Stacey Thomasen	Cameron McClurg	Claire Scott	Sophia Finter	Elizabeth Rose
Deputy-Chair						
Treasurer	Rachel Wehl	Kelly Hill		Lauren Blanch	Alex Bron	
Secretary	Melissa Archer	Hayley Wells	Alison Baillie	Alan Duffield		Meagan Zieba






2022-03-28, Sherwood SS P&C, AGM Minutes

Final Audit Report

2022-05-27

Created:	2022-05-27
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Signature Date: 2022-05-27 - 0:38:17 AM GMT - Time Source: server- IP address: 101.187.113.73
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