

## **Sherwood State School Parents & Citizens Annual General Meeting Agenda**

**31st March 2014, 7.30pm Staff Room**

Welcome to members and introduction of any special visitors.

Attendance and apologies to be completed in the attendance book.

Confirmation of the minutes of the previous AGM.

**Treasurers Report:** Receipt and Adoption of the Associations audited annual financial statement including the Audited Financial Report for the P&C to be presented.  
The P&C Proposed Budget for the coming year at this time for endorsement.

**Receipt and Adoption of President's Annual Report and the Annual Reports of Subcommittees.**

**Election of Officers / Executive Committee**

At this point, all Office Bearers step down from their positions: Greg Nelson to Chair.

(NB: If there is only one candidate, the meeting can declare the candidate elected unopposed.)

Call for nominations and election for President, seconded and voted upon.

Call for nominations and election for Vice President, seconded and voted upon.

Call for nominations and election for Treasurer, seconded and voted upon.

Call for nominations and election for Assistant Treasurer, seconded and voted upon.

Call for nominations and election for Secretary, seconded and voted upon.

Call for nominations and election for Secretary, seconded and voted upon.

**Confirmation of continuing Subcommittees of the Association**

- *Sherwood Sharks Swimming Club*
- *Uniform Subcommittee*
- *Tuckshop Subcommittee*
- *OHSC Subcommittee*
- *Sherwood Arrows Subcommittee*
- *Building Fund Subcommittee*
- *Fete Subcommittee*

**Appointment of the Associations Auditor**

**General Business:**

That the fete be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Seconded.

That the swimclub be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Seconded:.

That the uniform shop be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Seconded: .

That the Sherwood Arrows be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Seconded:.

That the tuckshop be declared as input taxed for GST purposes.

Moved: Seconded:

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Endorsement of the School AOP and Budget presented and spoken to by Greg Nelson.

Moved: xxx Seconded: xxx.

### **Accounting Software Package for Sherwood SS P&C and Sub-committees:**

With regard to moving the P&C and its subcommittees to Xero (accounting software) the Treasurer spoken with the bookkeeper and can confirm that it is possible for all to be on the one datafile. This would mean a cost of \$60/month for using Xero for P&C and sub-committees. If we can provide the system for free to the smaller subcommittees, then this may be an inducement to them moving on to Xero. Having looked at Xero now, it is a really easy and intuitive system and the Treasurer would recommend that all the subcommittees move to this system (with the exception of the Uniform Shop until Xero has an inventory function). In this regard, and as an inducement to moving over, the following is put forward at the P&C meeting.

- That the P&C Central and the OSHC (subject to the approval being gained from the OSHC subcommittee) split the monthly fee of \$60/month that Xero will cost. As the OSHC is currently paying more than \$30/month to use Xero, this will mean a reduction in their monthly fee.
- That the P&C Central funds the training of the subcommittee treasurers in Xero (to a maximum of say two to three hours each).

Annual General Meeting Closure prior to March General Meeting.