

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 27th April 2015, 7.30pm Staff Room

APOLOGIES: Chris Butcher, Sarah Smith, Allison Pankhurst

ATTENDANCE: Francine Hayler, Greg Nelson, Helen Jamieson, Stephen Pankhurst, Leanne Davey, Jim Shkalla, David Laws, David Chapman, Martin Woodbury, Natalie Bagdonas, Hedi Casperson, Cameron Miller, Julie Arnold

Meeting Opened: President's Welcome

Moved: Jim Shkalla Seconded: Greg Nelson

CORRESPONDENCE and MINUTES: Accepted

Moved: Jim Shkalla Seconded: David Chapman

TREASURER'S REPORT:

Q1 results were favourable with good contributions from uniform shop and OSHC proceeds.

TREASURER'S REPORT: Accepted

Moved: Stephen Pankhurst Seconded: Cameron Miller

Indicative Results including all sub-committees

Profit & Loss
 Sherwood State School P&C Association
 All Services
 1 January 2015 to 30 April 2015

	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
Income								
Canteen - Counter Sales	0.00	0.00	0.00	0.00	0.00	6,208.25	0.00	6,208.25
Canteen - Edimensions Pty Ltd	0.00	0.00	0.00	0.00	0.00	6,100.30	0.00	6,100.30
Canteen - Students Direct	0.00	0.00	0.00	0.00	0.00	385.00	0.00	385.00
Child Care Fees	0.00	0.00	135,673.11	0.00	0.00	0.00	0.00	135,673.11
Contributions From Services	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Fundraising Income	0.00	0.00	0.00	4,883.35	0.00	0.00	0.00	4,883.35
Grants Received	0.00	0.00	0.00	24,636.36	0.00	0.00	0.00	24,636.36
Interest Income	0.00	10.71	862.80	648.90	205.10	84.11	0.00	1,811.62
Pool - 3rd Child Discount	0.00	0.00	0.00	0.00	(412.50)	0.00	0.00	(412.50)
Pool - Club Membership	0.00	0.00	0.00	0.00	375.00	0.00	0.00	375.00
Pool - Hammerhead/Nemos Income	0.00	0.00	0.00	0.00	7,095.00	0.00	0.00	7,095.00
Pool - Squad Income	0.00	0.00	0.00	0.00	12,705.00	0.00	0.00	12,705.00
Pool - Squirts Income	0.00	0.00	0.00	0.00	800.00	0.00	0.00	800.00
Pool - Swim Club Canteen	0.00	0.00	0.00	0.00	4,417.15	0.00	0.00	4,417.15
Rebates	0.00	0.00	0.00	0.00	0.00	22.08	0.00	22.08
Tennis Court Hire	0.00	0.00	0.00	188.00	0.00	0.00	0.00	188.00
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	0.00	1,469.00	1,469.00
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	0.00	1,614.00	1,614.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	0.00	21,713.16	21,713.16
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	0.00	2,300.00	2,300.00
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Total Income	100.00	10.71	136,535.91	30,356.61	25,184.75	12,799.74	27,396.16	232,383.88

Less Cost of Sales

Canteen - Purchases	0.00	0.00	0.00	0.00	0.00	8,030.79	0.00	8,030.79
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	8,030.79	0.00	8,030.79
Gross Profit	100.00	10.71	136,535.91	30,356.61	25,184.75	4,768.95	27,396.16	224,353.09

Less Operating Expenses

Bank Fees	0.00	0.00	16.50	440.60	2.50	0.00	320.17	779.77
Bookkeeping Expenses	0.00	0.00	396.00	1,110.00	0.00	0.00	0.00	1,506.00
Care Expenses - Arts & Craft	0.00	0.00	218.61	0.00	0.00	0.00	0.00	218.61
Care Expenses - Excursions & Incursions	0.00	0.00	4,597.32	0.00	0.00	0.00	0.00	4,597.32
Care Expenses - Food & Groceries	0.00	0.00	1,132.62	0.00	0.00	0.00	0.00	1,132.62
Contributions to School	0.00	0.00	0.00	56,229.00	280.50	0.00	0.00	56,509.50
Expensed Equipment	0.00	0.00	48.86	0.00	0.00	0.00	0.00	48.86
Fundraising Expenses	0.00	0.00	0.00	2,109.84	0.00	0.00	0.00	2,109.84
General Expenses	1,672.77	0.00	0.00	0.00	0.00	0.00	0.00	1,672.77
Income Tax Expense	0.00	0.00	0.00	47.65	0.00	0.00	0.00	47.65
Insurance	0.00	0.00	0.00	1,686.02	0.00	0.00	0.00	1,686.02
Office Expenses	0.00	0.00	639.26	0.00	0.00	0.00	0.00	639.26
Pool - Canteen Supplies	0.00	0.00	0.00	0.00	2,812.76	0.00	0.00	2,812.76
Pool - Carnival/Awards/Trophies	0.00	0.00	0.00	0.00	1,898.26	0.00	0.00	1,898.26
Pool - Clothing	0.00	0.00	0.00	0.00	317.60	0.00	0.00	317.60
Pool - Other Expenses	0.00	0.00	0.00	0.00	369.78	0.00	0.00	369.78
Pool - Repairs & Maint - Pool Cleaning	0.00	0.00	0.00	0.00	298.10	0.00	0.00	298.10
Printing & Stationery	0.00	0.00	0.00	0.00	23.06	0.00	0.00	23.06
Repairs and Maintenance	0.00	0.00	90.00	950.00	0.00	0.00	0.00	1,040.00
Staff Amenities	0.00	0.00	36.27	0.00	0.00	50.00	0.00	86.27
Subscriptions	0.00	0.00	482.33	1,622.71	0.00	0.00	0.00	2,105.04
Superannuation	0.00	0.00	8,623.07	0.00	1,300.70	378.23	204.98	10,506.98
Telephone & Internet	0.00	0.00	1,263.11	0.00	0.00	0.00	0.00	1,263.11
Training	0.00	0.00	651.00	0.00	0.00	0.00	0.00	651.00
Uniforms	0.00	0.00	1,029.55	0.00	0.00	0.00	0.00	1,029.55
Wages and Salaries	0.00	0.00	96,606.42	0.00	14,753.11	3,981.31	2,157.68	117,498.52
Total Operating Expenses	1,672.77	0.00	115,830.92	64,195.82	22,056.37	4,409.54	2,682.83	210,848.25
Net Profit	(1,572.77)	10.71	20,704.99	(33,839.21)	3,128.38	359.41	24,713.33	13,504.84

Contributions to School Transactions
 Sherwood State School P&C Association
 P & C
 From 1 Jan 2015 to 31 Mar 2015

Date	Type	Transaction	Reference	Debit	Credit
27 Jan 2015	INV	Sherwood State School - Contribution to Oval levelling	14057	14,000.00	
23 Feb 2015	INV	Sherwood State School - Contribution to Sports Equipment	14086	2,000.00	
31 Mar 2015	INV	Sherwood State School - Contribution to iPads and Laptops	14913	30,000.00	
31 Mar 2015	INV	Sherwood State School - Spellathon 2014 for resident artist	14914	10,229.00	
Total				56,229.00	
31 Mar 2015	Balance			56,229.00	

Comparison to prior month's performance

Executive Summary
 Sherwood State School P&C Association
 For the month of March 2015

Summary

	Mar 2015	Feb 2015	Variance
Cash			
Cash received	66,957.60	87,740.66	-23.7% ▼
Cash spent	59,036.57	84,865.60	-30.4% ▼
Cash surplus (deficit)	7,921.03	2,875.06	175.5% ▲
Closing bank balance	438,657.95	430,736.92	1.8% ▲
Profitability			
Income	62,900.34	57,597.05	9.2% ▲
Direct costs	2,494.14	860.50	189.8% ▲
Gross profit (loss)	60,406.20	56,736.55	6.5% ▲
Other Income	0.00	0.00	0.0%
Expenses	102,239.05	49,565.54	106.3% ▲
Profit (loss)	(41,832.85)	7,171.01	-683.4% ▼
Balance Sheet			
Debtors	14,191.27	25,963.74	-45.3% ▼
Creditors	50,822.20	8,752.90	480.6% ▲
Net assets	457,558.81	499,391.66	-8.4% ▼

Bank Summary
 Sherwood State School P&C Association
 From 1 January 2015 to 31 March 2015

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Bus Chq - Uniform Shop	19,607.05	25,942.95	321.46	45,228.54
Cheque Account - OHSC	168,382.42	115,960.22	100,856.19	183,486.45
OHSC CBA MasterCard Visa Debit	265.83	8,036.00	3,482.16	4,819.67
OHSC Petty Cash Imprest	110.55	1,500.00	1,573.50	37.05
P&C BOQ account	26,443.17	0.00	0.00	26,443.17
Petty Cash - Uniform Shop	91.75	3,047.00	2,765.50	373.25
Sherwood SS - Swim Club	41,185.28	15,823.25	21,730.39	35,278.14
Sherwood SS - Tuckshop	16,068.25	12,123.57	6,788.02	21,403.80
Sherwood SS Arrows A/c	16,452.80	0.00	1,461.00	14,991.80
Sherwood SS P & C Building Fun	3,644.48	8.38	0.00	3,652.86
Sherwood SS P & C Cheque A/c	19,376.97	28,054.02	22,600.22	24,830.77
Sherwood SS Savings	67,720.25	27,528.20	17,136.00	78,112.45
Total	379,348.80	238,023.59	178,714.44	438,657.95

Balance sheet Position- P&C

Balance Sheet
 Sherwood State School P&C Association
 P & C
 As at 31 March 2015

	31 Mar 2015	28 Feb 2015	31 Jan 2015
Assets			
Bank			
P&C BOQ account	26,443.17	26,443.17	26,443.17
Sherwood SS P & C Cheque A/c	22,240.96	13,495.57	19,458.59
Sherwood SS Savings	78,112.45	77,973.39	94,949.66
Total Bank	126,796.58	117,912.13	140,851.42
Current Assets			
Receivable from Committees	7,434.22	18,350.28	19,654.28
Total Current Assets	7,434.22	18,350.28	19,654.28
Total Assets	134,230.80	136,262.41	160,505.70
Liabilities			
Current Liabilities			
Accounts Payable	45,289.90	3,220.60	19,445.60
Amounts Payable to Other Committees	(1,392.00)	928.37	3,064.37
GST	808.09	899.89	1,174.13
Total Current Liabilities	44,705.99	5,048.86	23,684.10
Total Liabilities	44,705.99	5,048.86	23,684.10
Net Assets	89,524.81	131,213.55	136,821.60
Equity			
Current Year Earnings	(37,455.76)	4,232.98	9,841.03
Retained Earnings	126,980.57	126,980.57	126,980.57
Total Equity	89,524.81	131,213.55	136,821.60

Receivable from Committees – OHSC PAYG

Amounts Payable to Other Committees - GST refund from BAS Return

Amounts Payable

23 Feb 2015	INV	Sherwood State School	14086	2,000.00
2 Mar 2015	INV	Bluestone Bookkeeping Australia	INV-001477	435.60
17 Mar 2015	INV	Bluestone Bookkeeping Australia	INV-001497	66.00
25 Mar 2015	INV	Bluestone Bookkeeping Australia	INV-001525	508.20
31 Mar 2015	INV	Cold Room Hire	C617473	830.50
31 Mar 2015	INV	Sherwood State School	14913	30,000.00
31 Mar 2015	INV	Sherwood State School	14914	10,229.00

BUSINESS ARISING:

- The 2014 Sherwood State School P&C financial statement Audit has been completed. To assist in completing future audits Greg Nelson and Jim Shkalla will meet with Arabon Accountants to discuss requirements and processes. Meeting has been scheduled prior to 25th May. Any feedback / recommendations will be discussed with P&C and Sub Committees.
- Sherwood State School 2015 Excursion proposal was tabled and discussed. Excursion proposal was endorsed by Jim Shkalla.
- Asbestos Safety and Awareness presentation. Greg Nelson reiterated the Sherwood State schools position on the safe management / handling process for asbestos in school grounds. Presence of asbestos in the school has been identified with no work on school property to be undertaken without a completed Work Area Access Permit. "No WAAP no work". Forms are available online and are managed through the school office and Wayne Brown (Groundsman). All support on this matter from P&C and greater school community is appreciated.
- There were several new applications for 2015 P&C Membership and we welcome the following.
Cameron Miller
Natalie Bagdonas
Julie Arnold
Heidi Casperson
Francine Hayler
Acceptance of new memberships was moved by Stephen Pankhurst and seconded by Jim Shkalla.

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Nothing to report.

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

The 2014-15 swimming season finished at the end of Term 1.

Events held in March included:

- Oxley Cup on March 8
- Club Championships were held on Sunday 22 March 2015
- Break up and presentation day was on Friday March 27.

The swim club AGM is scheduled for 1 June and, with a number of important vacancies to be filled, including President, Treasurer, Secretary, and Lesson/Squad Co-ordinator, we are hoping for some new families to step up so that swimming lessons, squad and Friday night competitions can recommence as usual in Term 4.

The Club treasurer, Leith Sutherland, resigned on 10 March and Jill Johnston, our previous treasurer, very kindly agreed to step in to fill this position until our AGM.

The last month has been taken up with communications with the auditor to resolve some queries they have raised about this year's accounts, and also completing some transitional work associated with the change of treasurer position.

Expenses incurred over the last couple of months (since 1 February) include:

- canteen supplies
- wages for coaches and canteen convenor
- embroidery for towels given on presentation day
- embroidery for club captain and vice captain shirts
- trophies and medals for presentation day
- purchase of new starter cable for electronic timing system
- ribbons for club championships event
- several refund payments to families who had overpaid swim fees for Term 1 2015
- purchase of towels for presentation day
- purchase of shirts for new committee members, club captains and vice captains
- purchase of new bathing caps
- reimbursement of expenses associated with website maintenance 2010-2014
- reimbursement of miscellaneous expenses for club supplies

Whilst all expenses have been paid, not all expenses appear yet on the swim club bank account yet as CommBiz is yet to supply the token for our new treasurer to use for making payments. In particular the most recent pays and a couple of payments for canteen supplies are not yet reflected in the swim club bank accounts.

Income has been received from:

- families paying for swim and club night fees
- canteen sales
- interest

Please note and authorise all payments made since the last P&C meeting.

Fete Committee Report

Please note attached.

Sherwood Arrows Report

Please note attached.

Building Fund Report:

Nothing to report.

OSHC Report:

Please note attached.

Principals Report

Please note attached.

Meeting Closed: 8.51pm