

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 22nd June 2015, 7.30pm Staff Room

APOLOGIES:

Lyn Blake

Tony Harrison

Allison Pankhurst

Julie Arnold

Laura Wesling Smith

ATTENDANCE: Greg Nelson, Stephen Pankhurst, Leanne Davey, Jim Shkalla, David Laws, Martin Woodbury, Cameron Miller, Chris Butcher, Francine Hayler, David Chapman, Natalie Bagdonas, Ann Scott, Ingrid Founo, Cathie Perkins, Hedi Casperson, Michelle McKinlay

Meeting Opened: 19.32

Moved: Stephen Pankhurst Seconded: Jim Shkalla

CORRESPONDENCE and MINUTES: Accepted

David Laws has received correspondence from Millennium and will present to P & C at July meeting.

TREASURER'S REPORT:

- Annual Sherwood School Fete expenses are close to being finalised with total amount ~AUD26k.
- Projected P and C cash balance for EOFY is ~AUD30k.

TREASURER'S REPORT: Accepted

Moved: Cameron Miller Seconded: Natalie Bagdonas

Indicative Results including all sub-committees

	Profit & Loss							
	Sherwood State School P&C Association - All Services							
	1 January 2015 to 31 May 2015							
	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
Total Income	100	13	240,861	120,288	24,975	20,109	34,300	440,647
Total Cost of Sales	-	-	16,352	-	6,511	10,503	8,549	41,914
Gross Profit	100	13	224,509	120,288	18,464	9,606	25,752	398,732
Total Operating Expenses	1,673	-	158,890	131,757	20,751	5,483	3,775	322,328
Net Profit	- 1,573	13	65,620	- 11,468	- 2,286	4,123	21,977	76,405

Comparison to prior month's performance

Sherwood State School P&C Association

For the month of May 2015

Summary

	May 2015	Apr 2015	Variance
Cash			
Cash received	197,588	92,359	113.9%▲
Cash spent	137,302	130,132	5.5%▲
Cash surplus (deficit)	60,286	(37,774)	259.6%▲
Closing bank balance	437,978	377,692	16.0%▲
Profitability			
Income	155,472	64,552	140.8%▲
Direct costs	2,520	8,832	-71.5%▼
Gross profit (loss)	152,953	55,720	174.5%▲
Other Income	-	-	0.0%
Expenses	91,349	44,824	103.8%▲
Profit (loss)	61,604	10,895	465.4%▲
Balance Sheet			
Debtors	34,762	31,920	8.9%▲
Creditors	35,602	28,786	23.7%▲
Net assets	507,307	445,703	13.8%▲
Income			
Number of invoices issued	79.0	84.0	-6.0%▼
Average value of invoices	716	773	-7.3%▼
Performance			
Gross profit margin	98.4%	86.3%	14.0%▲
Net profit margin	39.6%	16.9%	134.8%▲
Return on investment (p.a.)	145.7%	29.3%	396.8%▲
Position			
Average debtors days	6.9	14.8	-53.3%▼
Average creditors days	11.8	16.1	-26.9%▼
Short term cash forecast	(839)	3,134	-126.8%▼
Current assets to liabilities	14.6	13.2	10.5%▲
Term assets to liabilities	0.0	0.0	0.0%

Activity since last report (Apr'15)

Profit & Loss
 Sherwood State School P&C Association
 All Services
 1 May 2015 to 31 May 2015

	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Unassigned	Total
Income								
Canteen - Catering	0.00	0.00	0.00	0.00	120.00	0.00	0.00	120.00
Canteen - Counter Sales	0.00	0.00	0.00	0.00	3,556.76	0.00	0.00	3,556.76
Canteen - Edimensions Pty Ltd	0.00	0.00	0.00	0.00	1,585.25	0.00	0.00	1,585.25
Child Care Fees	0.00	50,876.74	0.00	0.00	0.00	0.00	0.00	50,876.74
Fundraising Income	0.00	0.00	95,014.85	0.00	0.00	0.00	0.00	95,014.85
Interest Income	2.25	225.49	96.97	45.21	22.92	0.00	0.00	392.84
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	125.00	0.00	125.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	28.00	3,245.25	0.00	3,273.25
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	389.50	0.00	389.50
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	18.00	0.00	18.00
Total Income	2.25	51,102.23	95,111.82	45.21	5,312.93	3,897.75	0.00	155,472.19
Less Cost of Sales								
Canteen - Purchases	0.00	0.00	0.00	0.00	1,506.74	0.00	0.00	1,506.74
Care Expenses - Excursions & Incursions	0.00	504.63	0.00	0.00	0.00	0.00	0.00	504.63
Care Expenses - Food & Groceries	0.00	1,628.84	0.00	0.00	0.00	0.00	0.00	1,628.84
Care Expenses - Games & Equipment	0.00	35.20	0.00	0.00	0.00	0.00	0.00	35.20
Pool - Canteen Supplies	0.00	0.00	0.00	287.14	0.00	0.00	0.00	287.14
Pool - Carnival/Awards/Trophies	0.00	0.00	0.00	246.40	0.00	0.00	0.00	246.40
Uniform - Accessories Purchase	0.00	0.00	0.00	0.00	0.00	3.80	(19.00)	(15.20)
Uniform - Bags Purchased	0.00	0.00	0.00	0.00	0.00	7.53	0.00	7.53
Uniform - Hat Purchases	0.00	0.00	0.00	0.00	0.00	7.59	0.00	7.59
Uniform - Purchase Clothing	0.00	0.00	0.00	0.00	0.00	(1,425.24)	(264.00)	(1,689.24)
Total Cost of Sales	0.00	2,168.67	0.00	533.54	1,506.74	(1,406.32)	(283.00)	2,519.63
Gross Profit	2.25	48,933.56	95,111.82	(488.33)	3,806.19	5,304.07	283.00	152,952.56

Less Operating Expenses								
Bank Fees	0.00	5.50	117.98	0.00	0.00	5.50	0.00	128.98
Bookkeeping Expenses	0.00	396.00	240.00	0.00	0.00	0.00	0.00	636.00
Contributions to School	0.00	0.00	24,500.00	0.00	0.00	0.00	0.00	24,500.00
Employment Expenses	0.00	1,367.94	0.00	0.00	0.00	0.00	0.00	1,367.94
Fundraising Expenses	0.00	0.00	26,941.48	0.00	0.00	0.00	0.00	26,941.48
General Expenses	0.00	0.00	5,852.00	0.00	0.00	0.00	0.00	5,852.00
Repairs and Maintenance	0.00	65.00	0.00	0.00	0.00	0.00	0.00	65.00
Staff Amenities	0.00	29.00	0.00	0.00	0.00	0.00	0.00	29.00
Subscriptions	0.00	542.05	60.00	0.00	0.00	0.00	0.00	602.05
Superannuation	0.00	2,198.00	0.00	159.71	0.00	63.07	0.00	2,420.78
Telephone & Internet	0.00	672.32	0.00	0.00	0.00	0.00	0.00	672.32
Wages and Salaries	0.00	24,714.48	0.00	1,681.19	1,073.44	663.90	0.00	28,133.01
Total Operating Expenses	0.00	29,990.29	57,711.46	1,840.90	1,073.44	732.47	0.00	91,348.56
Net Profit	2.25	18,943.27	37,400.36	(2,329.23)	2,732.75	4,571.60	283.00	61,604.00

Cash balances and planned spend

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

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Bus Chq - Uniform Shop	29,900.90	5,662.75	5.50	35,558.15
Cheque Account - OHSC	187,868.08	46,278.76	48,155.78	185,991.06
OHSC CBA MasterCard Visa Debit	507.84	0.00	0.00	507.84
OHSC Petty Cash Imprest	396.42	0.00	314.32	82.10
P&C BOQ account	26,443.17	0.00	0.00	26,443.17
Petty Cash - Uniform Shop	13.75	1,317.50	40.00	1,291.25
Sherwood SS - Swim Club	38,773.84	45.21	11,008.72	27,810.33
Sherwood SS - Tuckshop	18,373.86	5,284.93	2,580.18	21,078.61
Sherwood SS Arrows A/c	14,858.85	0.00	0.00	14,858.85
Sherwood SS P & C Building Fun	3,655.19	2.25	0.00	3,657.44
Sherwood SS P & C Cheque A/c	13,664.71	138,923.96	55,197.98	97,390.69
Sherwood SS Savings	43,235.18	72.95	20,000.00	23,308.13
Total	377,691.79	197,588.31	137,302.48	437,977.62

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

Main P&C Funds only

2015 Cash planning	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Total
Opening Cash Balance	113,540	107,898	50,337	40,088	36,268	86,396	86,376	71,356	69,836	34,032	34,012	113,540

Income

Outdoor Classroom Grant	24,636											24,636
Fete Profit					56,000							56,000
Tennis Court Hire	200	200	200	200	200	200	200	200	200	200	200	2,200

82,836

Committed Payments:

Operational Expenses

CMS Membership	-	1,041										-	1,041	
Audit and Financial Statement				-	3,800							-	3,800	
Bookeeping (BAS lodgement)	-	120	-	120	-	120	-	120	-	120	-	120	-	1,200
Xero	-	100	-	100	-	100	-	100	-	100	-	100	-	1,000
Insurance								-	1,500			-	1,500	

- 8,541

Contributions to School

Oval lazer leveling	-	14,000										-	14,000	
Sports equipment (Casino)	-	2,000										-	2,000	
ipads and Charging Box	-	24,500										-	24,500	
Laptops	-	30,000										-	30,000	
Boys Toilets									-	15,000		-	15,000	
Pool Fencing									-	17,000		-	17,000	
Outdoor Classroom					-	5,852		-	15,000		-	3,784	-	24,636
Spellathon				-	10,229							-	10,229	
Student Graduation Cost											-	2,000	-	2,000
Closing cash balance	124,376	50,337	40,088	36,268	86,396	86,376	71,356	69,836	34,032	34,012	31,992	31,992		

-137,365

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Nothing to report.

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

Nothing to report.

Fete Committee Report

Fete Committee Report for May/June 2015 P&C Meeting

Post Event Update

The Fete went well. We have received positive feedback on the running of the fete and the prices and variety of items for sale. We reverted back to the layout used in 2012 where most of the stall were on the main oval. This seemed to work well with positive response from stall convenors.

All performances went smoothly.

Our guest compare Mr David Curnow went very well and he has been tentatively booked again for next year's fete.

ATM2GO – the ATM dispensed \$12260 from 144 transactions. Last year it dispensed \$8940 (118 transactions).

Choice of rides was well received, especially the Whizzer which we have already booked for next year.

We have issued thankyou certificates to all business that supported the fete and are in the process of collecting feedback from convenors.

On top of the fete expenses, as this is the principal fundraiser for the year the fete also needs to cover the running costs of the P&C of approx \$15,000

Please note that this is the final report for 2014 and fete committee won't submit a report again until it reconvenes in Feb 2016.

Margie Loveday

Sherwood Arrows Report

Nothing to report.

Building Fund Report:

Nothing to report.

OSHC Report:

P & C Meeting – OSHC Report 22nd June 2015

QCAN Conference – The QCAN Conference registrations have now opened. This will take place at the Watermark Hotel and Spa on the Gold Coast over the weekend of 28-30 August. It commences at 12:00pm Friday and goes to 1:00pm Sunday. Sessions will be presented by Government Authorities, Guest Speakers who are at the top of their field in Children's Development, Jenny Cartmel who outlined "My Time, Our Place" which is the program guideline that all OSHC centres in Australia follow, QCAN representatives plus chosen personnel from OSHC services around South-East Queensland. It really is the best of the best who conduct this conference. There are also resource displays for OSHC supplies and information stalls set up by representatives from organisations who provide incursions. This results in a wealth of knowledge and experience to draw from, all gathered together at one place so the OSHC Committee has requested that Christie (Assistant Coordinator) and I attend. We have booked a motel not far down the highway for two nights and the cost of the conference is \$990.00 for both of us. Lunch and afternoon tea are provided between sessions.

Vacation Care – Bookings at the permanent fee cost have now closed. We are still accepting bookings at the casual rate though. Our excursion and incursion days have again been quite popular with many positive comments from parents/guardians. Unfortunately, one of our incursions cancelled their booking with us last Friday. This was very disappointing as it was Piccaninni Dreaming from Natjil Indigenous Performing Arts. The incursion was booked in February to ensure we had Indigenous representation during NAIDOC week and checked on several occasions since then to confirm the booking but the organisation informed us that they had other commitments arise that took priority.

Within an hour of hearing the news, we did secure another incursion in its place. The Kangagang will now be visiting on that day at the same time. They are entertainers who inspire Australian activities. The children will begin by creating their own bush musical instrument using craft materials to imitate washboards etc. and then a concert of Australian sing-along songs will be presented. This will sit in well with our Australian theme which takes place over the duration of the second week. An email will be sent to all

OSHC parents/guardians plus a notice placed in the school newsletter informing families of this change. If families wish to cancel or adjust their booking because of the program change, we will accommodate them with no penalty fees.

New Bookkeeping System – Following the audit, I have arranged for Coran to come and visit us at the end of July to view the new record keeping system we have put in place. This includes computer and hard copy files. We have sought her opinion on these matters so we can improve our system and are willing to either tweak or change whatever is needed, according to what Coran recommends. We can update you on these matters in August.

Leanne Davey

OSHC Coordinator

Sherwood State School

Principals Report

Please note attached.

BUSINESS ARISING:

- P&C discussed the benefits of consolidating all Sub-committee accounts with the exception of OHSC and changing the current book keeping arrangements. Benefits include the following:
 - Centralisation of the administration and compliance aspects of P&C activities.
 - Records will be held centrally in a dedicated area within the school.
 - All account information will be updated in Xero by the appointed contract Bookkeeper under the Treasurer's supervision.
 - Operational aspects will remain under the control of subcommittee treasurers supported by a central bookkeeping function which will also reduce accounting obligation / workload on the subcommittee Treasurers who are volunteers.
 - Monthly reports on performance will be supplied / published to keep operational management informed of performance results.
 - One operational bank account will support the model with one member of each subcommittee having authority to approve payments online allowing sharing of payment approval process as well as batch payments delivering further efficiencies.
 - The model will assist Sherwood P&C in meeting compliance requirements for future financial statements.

- P&C Treasurer will train all associated stakeholders in Xero as well finalise a process document to define roles and stakeholder responsibilities.

Motion: Consolidate all Sub-committee accounts with the exception of OHSC and appoint a new contract book keeper.

Moved: Cameron Millar Seconded: Stephen Pankhurst

Passed unanimously by show of hands.

- Stephen Pankhurst raised the motion of reinstating the Operational Expenditure register to assist capturing and tracking initiatives / projects being funded or being considered for funding by the P&C. It was agreed to reinstate the register which would be discussed at monthly P&C meetings, commencing July 15, as well as be included in the Sherwood State School newsletter. It was also agreed that later in the school year the greater school community would be approached for school improvement project suggestions for consideration and incorporation in the Operational Expenditure register. Natalie Bagdonas offered to publish a monthly report for the Sherwood State School newsletter updating activities and achievements of the P&C. The above will deliver greater transparency as well as inform the greater school community of the activities and achievements of the P&C.
- Michelle McKinlay from OSHC addressed the meeting advising that the OSHC AGM will be held in July and that OSHC are moving to align more closely with the P&C with a roster being developed to have greater representation at the monthly P&C meetings. This will also support the great work being done by Leanne.

Meeting Closed: 20.45pm