

## **Minutes**

### **SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.**

**Monday 25th May 2015, 7.30pm Staff Room**

#### **APOLOGIES:**

Sarah Smith  
Natalie Bagdonas  
Francine Hayler  
Natalie Bagdonas  
Hedi Casperson  
David Chapman  
Allan Jamieson  
Julie Arnold

**ATTENDANCE:** Greg Nelson, Stephen Pankhurst, Leanne Davey, Jim Shkalla, David Laws, Martin Woodbury, Cameron Miller, Chris Butcher

**Meeting Opened:** 19.33 President's Welcome

#### **CORRESPONDENCE and MINUTES: Accepted**

Moved: Stephen Pankhurst      Seconded: Cameron Miller

Regarding correspondence P&C Secretary is to make contact with CMS to update P&C details.

#### **TREASURER'S REPORT:**

- Outstanding OHSC April invoice matter needing action with OHSC Coordinator to investigate and respond directly to P&C Treasurer.
- Annual Sherwood School Fete was a success generating estimated profit of ~\$57k subject finalisation of outstandings.

#### **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
Total Income	100	11	136,536	25,176	24,930	14,796	30,403	231,951
Total Cost of Sales	0	0	5,949	0	5,977	8,997	0	20,922
Gross Profit	100	11	130,587	25,176	18,953	5,799	30,403	211,029
Total Operating Expenses	1,673	0	126,616	73,367	18,910	4,410	2,771	227,747
Net Profit	-1,573	11	3,971	-48,191	43	1,390	27,631	-16,718

Comparison to prior month's performance

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

Summary

	Apr 2015	Mar 2015	Variance
<b>Cash</b>			
Cash received	52,563.46	66,957.60	-21.5% ▼
Cash spent	96,865.92	59,036.57	64.1% ▲
Cash surplus (deficit)	(44,302.46)	7,921.03	-659.3% ▼
Closing bank balance	394,355.49	438,657.95	-10.1% ▼
<b>Profitability</b>			
Income	11,255.28	62,900.34	-82.1% ▼
Direct costs	4,926.52	6,007.17	-18.0% ▼
Gross profit (loss)	6,328.76	56,893.17	-88.9% ▼
Other Income	0.00	0.00	0.0%
Expenses	44,574.12	98,726.02	-54.9% ▼
Profit (loss)	(38,245.36)	(41,832.85)	8.6% ▲
<b>Balance Sheet</b>			
Debtors	16,679.27	14,271.27	16.9% ▲
Creditors	32,230.89	67,337.20	-52.1% ▼
Net assets	414,184.40	452,429.76	-8.5% ▼

**Bank Summary**  
 Sherwood State School P&C Association  
 From 1 April 2015 to 30 April 2015

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Bus Chq - Uniform Shop	45,228.54	1,142.50	0.00	46,371.04
Cheque Account - OHSC	183,486.45	233.13	0.00	183,719.58
OHSC CBA MasterCard Visa Debit	4,819.67	0.00	0.00	4,819.67
OHSC Petty Cash Imprest	37.05	0.00	0.00	37.05
P&C BOQ account	26,443.17	0.00	0.00	26,443.17
Petty Cash - Uniform Shop	373.25	30.50	0.00	403.75
Sherwood SS - Swim Club	35,278.14	3,495.70	0.00	38,773.84
Sherwood SS - Tuckshop	21,403.80	4,800.37	7,830.31	18,373.86
Sherwood SS Arrows A/c	14,991.80	100.00	232.95	14,858.85
Sherwood SS P & C Building Fun	3,652.86	2.33	0.00	3,655.19
Sherwood SS P & C Cheque A/c	24,830.77	42,636.20	53,802.66	13,664.31
Sherwood SS Savings	78,112.45	122.73	35,000.00	43,235.18
<b>Total</b>	<b>438,657.95</b>	<b>52,563.46</b>	<b>96,865.92</b>	<b>394,355.49</b>

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

Activity since last report (March'15)

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

	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
<b>Income</b>								
Canteen - Counter Sales	0.00	0.00	0.00	0.00	0.00	1,988.20	0.00	1,988.20
Canteen - Edimensions Pty Ltd	0.00	0.00	0.00	0.00	0.00	2,788.25	0.00	2,788.25
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	(2,000.00)	0.00	0.00	0.00	(2,000.00)
Grants Received	0.00	0.00	0.00	1,100.00	0.00	0.00	0.00	1,100.00
Interest Income	0.00	2.33	233.13	145.93	48.55	23.92	0.00	453.86
Pool - Swim Club Canteen	0.00	0.00	0.00	0.00	2,762.15	0.00	0.00	2,762.15
Tennis Court Hire	0.00	0.00	0.00	301.82	0.00	0.00	0.00	301.82
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	0.00	124.50	124.50
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	0.00	35.00	35.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	0.00	3,437.00	3,437.00
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	0.00	116.50	116.50
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	8.00	40.00	48.00
<b>Total Income</b>	<b>100.00</b>	<b>2.33</b>	<b>233.13</b>	<b>(452.25)</b>	<b>2,810.70</b>	<b>4,808.37</b>	<b>3,753.00</b>	<b>11,255.28</b>
<b>Less Cost of Sales</b>								
Canteen - Purchases	0.00	0.00	0.00	0.00	0.00	4,926.52	0.00	4,926.52
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,926.52</b>	<b>0.00</b>	<b>4,926.52</b>
<b>Gross Profit</b>	<b>100.00</b>	<b>2.33</b>	<b>233.13</b>	<b>(452.25)</b>	<b>2,810.70</b>	<b>(118.15)</b>	<b>3,753.00</b>	<b>6,328.76</b>
<b>Less Operating Expenses</b>								
Audit Fee	0.00	0.00	0.00	3,125.46	0.00	0.00	0.00	3,125.46
Bank Fees	0.00	0.00	0.00	80.13	0.00	0.00	0.00	80.13
Bookkeeping Expenses	0.00	0.00	0.00	648.00	0.00	0.00	0.00	648.00
Consulting & Accounting	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00
Fundraising Expenses	0.00	0.00	0.00	5,384.78	0.00	0.00	0.00	5,384.78
General Expenses	211.77	0.00	0.00	0.00	0.00	0.00	0.00	211.77
Insurance	0.00	0.00	0.00	184.64	0.00	0.00	0.00	184.64
Subscriptions	0.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00
Superannuation	0.00	0.00	2,647.09	0.00	245.58	0.00	0.00	2,892.67
Wages and Salaries	0.00	0.00	28,513.15	0.00	2,585.00	0.00	88.52	31,186.67
<b>Total Operating Expenses</b>	<b>211.77</b>	<b>0.00</b>	<b>31,160.24</b>	<b>10,283.01</b>	<b>2,830.58</b>	<b>0.00</b>	<b>88.52</b>	<b>44,574.12</b>
<b>Net Profit</b>	<b>(111.77)</b>	<b>2.33</b>	<b>(30,927.11)</b>	<b>(10,735.26)</b>	<b>(19.88)</b>	<b>(118.15)</b>	<b>3,664.48</b>	<b>(38,245.36)</b>

Fete:

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**Profit & Loss**  
Sherwood State School P&C Association  
Fete  
January 2014 to December 2015

	Dec-14	Dec-15
<b>Income</b>		
Fete Income	90,271.00	0.00
Fundraising Income	0.00	93,014.85
Grants Received	0.00	1,100.00
<b>Total Income</b>	<b>90,271.00</b>	<b>94,114.85</b>
<b>Gross Profit</b>	<b>90,271.00</b>	<b>94,114.85</b>
<b>Less Operating Expenses</b>		
Fundraising Expenses	33,945.26	30,791.40
Insurance	230.80	184.64
<b>Total Operating Expenses</b>	<b>34,176.06</b>	<b>30,976.04</b>
<b>Net Profit</b>	<b>56,094.94</b>	<b>63,138.81</b>

\*\* These are indicative results and further expenses are estimated to be awaiting presentation for reimbursement

## **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**

Nothing to report.

### ***Sherwood Arrows Report***

The Sherwood Arrows Committee will be made up of the following executive for 2015 –

President - Sarah Smith

Treasurer - Alan Payne

Secretary - Amy Lynes

The team hopes to demonstrate at a number of schools over the next couple of terms. There is also the possibility of the team touring in term 3 or 4.

The Trivia night will be held on Saturday 1st August and this year's theme is "Books".

### ***Building Fund Report:***

Nothing to report.

### ***OSHC Report:***

Please note attached.

### ***Principals Report***

Please note attached.

- Regarding facilities update P&C has requested that confirmation that contracted performing work on Junior Boys toilets have acquired all official approvals / certificates prior to commencing work. Principal is meeting with contractor 27/5 and will investigate and advise P&C.
- Work to enclose Old School Hall has been marked as a priority with updated discussions to be held with certifiers / council to revisit project requirements. OHSK will revert to P&C President on space / square meter requirements to assist above discussions.

### **BUSINESS ARISING:**

- OHSK was subject to a surprise audit by the Dept. of Early Childhood Education and Care on Thursday 14th May. Essentially OHSK was well rated in terms of meeting diet and allergy requirements as well as level of service /care provided. There were a few minor things nominated for improvement such as signage and need to perform more regular evacuation exercises. These points have been undertaken by OHSK for action.
- OHSK is rolling out a new strategy for staff performance reviews with a greater focus on improving staff knowledge base through training initiatives as well as goal setting for the forward 12 month period to meet OHSK business requirements.
- P&C moved and agreed a motion to donate ~\$5k to supply trolley, housing and charges for the new school laptops and Ipads.
- Acting on recommendations received from Arabon Accountants, the facilitator who performed the 2014 Sherwood State School P&C financial statement Audit, the Sherwood State School Parents and Citizens Association move a motion to consolidate all Sub-committee accounts with the exception of OHSK. This motion will assist Sherwood P&C in meeting compliance requirements for future financial statements as well as reduce workload requirements without changing the current operating capacity or delegation of sub-committee Treasures. The motion to consolidate all Sub-committee accounts with the exception of OHSK will be presented at the June P&C Monthly meeting dated 23/6 for discussion and potential endorsement.

**Meeting Closed:** 21.25pm