

## AGM Minutes

### SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

**Monday 27th March 2023, 7.30pm; Staff Room**

**Attendance: David S, Meagan Z, Karen G, Amanda H, Alex B, Lisa S, Alisha K, Cam M, Sophia F, Megan S, Paul W, Helen J, Sally R, Adam M, Alison B, Nicole J, Lauren B, Marcus M, Rebecca R, Tara W**

**Apologies: Kylie M, Kirsty R, Casey B, Jenny D**

1. President to open AGM
  - Meeting opened at 7.29pm with an acknowledgement to country.
  - The meeting was chaired by David S until the 2022 Executive was dissolved, and then by Paul W after the new Executive was elected
  
2. Mark attendance and apologies  
*See above*
  
3. Correspondence and Minutes of previous AGM
  - Correspondence:
    - Updated P&C constitution – for discussion in Meeting
  - 2022 Minutes read out and accepted.

**(Moved: Karen / Second: Alicia – Motion carried)**
  
4. Business arising out of the minutes of the previous annual general meeting
  - Action to discuss the P&C Constitution at the May 2022 meeting – action completed
  
5. Receipt and adoption of the Association’s audited annual financial statement and Treasurer’s report
  - Audit received today. See attached.
  - Audit observations/recommendations shown as appendix in attached letter.
  - Now we have the audit completed, can submit the treasury loan application for OSHC build

**(Moved: Karen / Second: Lisa – Motion carried)**
  
6. Receipt and adoption of the President’s annual report
  - See attached report.
  - On behalf of the P&C members and the school, the Executive thanks outgoing President David Smithson for his commitment to the P&C over the last four years as President, as well as being Vice President prior to that. David has devoted a lot of time and effort to the P&C and its activities (especially the School Fete) over the years, and we appreciate the work that he had done.

**(Moved: Lisa / Second: Alex – Motion carried)**
  
7. Receive applications for memberships (new and renewed)
  - Membership applications/renewal for 2023 accepted (see list below)

First name	Surname
Casey	Bennetts
Nicole	Blanch
Alison	Bock
Laura	Booth
Alexandra	Bron
Sophia	Finter
Karen	Graham
Amanda	Hawkswell
Helen	Jamieson



Nicole	Johnston
Alisha	Kite
Kylie	MacFarlane
Cameron	McClurg
Marcus	McLaren
Adam	Myers
Sally	Richards
Rebecca	Rousek
Lisa	Scollo
David	Smithson
Megan	Stanley
Stacey	Thomassen
Erin	Urquhart
Paul	Winnister
Meagan	Zieba

**(Moved: Karen / Second: Lauren – Motion carried)**

## 8. Election of Officers/Executive Committee

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

- President – Kylie Macfarlane; self-nominated in absentia (using P&C nomination form); moved by Lauren, seconded by Meagan; elected unanimously
- Vice President – Alison Bock and Paul Arias-Winnister self-nominated; motion raised by Meagan to elect two Vice Presidents; seconded by Alex; both elected unanimously as joint VPs
- Treasurer – Karen Graham; self-nominated, seconded by Meagan; elected unanimously
- Secretary – Meagan Ladhams Zieba; self-nominated, seconded by Alex; elected unanimously

Motion to accept the 2023 Executive Committee.

**(Moved: Amanda / Second: Alex – Motion carried)**

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

- Motion to add new Executive members (Alison and Paul) as signatories to all P&C accounts, and to remove outgoing President (David) from accounts.

**(Moved: David / Second: Karen – 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 will no longer be a subcommittee, but will act as a parent-led working group to aid Music and Arts staff as required. Music and Arts bank account to be closed. Meagan noted that the bank account contains a balance of \$50, which were funds that she put into the account in anticipation of a project that didn't go ahead. Meagan advised that she was happy to donate these funds to the P&C general account when the Music and Arts account is closed. **ACTION: Close Music and Arts bank account.**
- List of executive members of all subcommittees shown below. Note that Sharks have AGM in Term 2 and their subcommittee will be updated then.

	<b>Arrows</b>	<b>Fete</b>	<b>Sharks</b>	<b>Tuckshop</b>	<b>Uniform Shop</b>
Chairperson	Rachel Atkinson	Stacey Thomassen	<i>(2023 AGM to be held in Term 2)</i>	Claire Scott	Sophia Finter
Deputy-Chair	NA				
Treasurer	Erin Urquhart	Alison Bock		Lauren Blanch	Alex Bron
Secretary	Laura Booth	Rachel Atkinson	<i>Alison Baillie</i>	Alan Duffield	
Other	David Hass		<i>Jenny Dunn, Erin Urquhart and Bruce Koehlitz</i>		

**(Moved: Lisa / Second: Alex – Motion carried)**

11. Appointment of the Association’s Auditor

- Arabon is appointed as the 2023 Auditor.

**(Moved: Paul / Second: Cam – Motion carried)**

12. Adoption of the Student Protection Risk Management Strategy

- No changes to the SPRMS from last year. AGM passed a motion to adopt the Strategy for 2023.

**(Moved: Sophia / Second: Lisa – Motion carried)**

13. Adoption of new model constitution

- Updated version of the P&C Constitution was received.
  - Changes – section 9 updated to reflect changes to Building Fund option; addition of expiry date of Blue Card to membership form
  - Some sections of the constitution allow give options (ie, number of members that make quorum; petty cash to be kept)
  - 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 was emailed to all 2022 – 2023 members and will be circulated with the Minutes of the meeting. Once branded for Sherwood SS, it will be uploaded to the P&C website.
- Move to adopt the new Constitution.

**(Moved: Meagan / Second: David – Motion carried)**

14. Closure of AGM

- Meeting closed at 7:53.

**(Moved: Sophia / Second: Lisa – Motion carried)**



David Smithson (Apr 4, 2023 10:32 GMT+10)



Paul Arias-Winnister (Apr 4, 2023 11:32 GMT+10)

# Balance Sheet

## Sherwood State School P&C Association As at 31 December 2022

	31 DEC 2022	31 DEC 2021
<b>Assets</b>		
<b>Bank</b>		
BOQ Bus Chq - Uniform Shop	-	76,025.06
Cheque Account - OHSC	468,377.30	151,583.65
OHSC CBA MasterCard Visa Debit	19,383.90	2,536.90
OHSC Petty Cash Imprest	159.20	159.20
P&C Prepaid MasterCard	157.45	702.45
Petty Cash - Uniform Shop	450.00	450.00
Sherwood SS - Swim Club	20,362.37	30,469.64
Sherwood SS - Tuckshop	3,218.59	12,327.80
Sherwood SS Arrows A/c	1,750.28	13,348.60
Sherwood SS P & C Building Fun	4,186.00	4,179.15
Sherwood SS P & C Cheque A/c	90,895.72	89,526.65
Sherwood SS Savings	653,843.11	654,077.26
<b>Total Bank</b>	<b>1,262,783.92</b>	<b>1,035,386.36</b>
<b>Current Assets</b>		
Accounts Receivable	3,166.00	(593.00)
Inventory - Clothing	(5,486.23)	(5,486.23)
Petty Cash on hand	(94.38)	(94.38)
Stock - Clothing	5,699.55	5,699.55
Swimclub Canteen Float	1,202.00	1,202.00
Term Deposit	15,616.50	15,616.50
<b>Total Current Assets</b>	<b>20,103.44</b>	<b>16,344.44</b>
<b>Fixed Assets</b>		
Office Equipment	1,074.05	109.05
<b>Total Fixed Assets</b>	<b>1,074.05</b>	<b>109.05</b>
<b>Total Assets</b>	<b>1,283,961.41</b>	<b>1,051,839.85</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	11,660.43	1,059.19
ATO ICA Outstanding	47,440.54	-
Canteen - School24 Parent Balance	(444.50)	(444.50)
GST	(14,793.03)	(22,731.26)
Overpaid Fees	1,110.49	1,110.48
PAYG Withholdings Payable	58,424.75	370,049.94
Rounding	2.34	-
Superannuation Payable	53,667.05	26,320.42
Wages Payable - Payroll	(17,453.76)	(17,386.80)
<b>Total Current Liabilities</b>	<b>139,614.31</b>	<b>357,977.47</b>
<b>Total Liabilities</b>	<b>139,614.31</b>	<b>357,977.47</b>

	31 DEC 2022	31 DEC 2021
<b>Net Assets</b>	<b>1,144,347.10</b>	<b>693,862.38</b>
<b>Equity</b>		
Current Year Earnings	450,484.72	252,551.95
Retained Earnings	693,862.38	441,310.43
<b>Total Equity</b>	<b>1,144,347.10</b>	<b>693,862.38</b>

# Profit and Loss

## Sherwood State School P&C Association For the 12 months ended 31 December 2022

	Dec-22	Dec-21	YTD
<b>Income</b>			
Canteen - Counter Sales	6,232	2,354	6,232
Canteen - Edimensions Pty Ltd	-	18,391	-
Canteen - Qkr Sales	134,650	87,392	134,650
Canteen - Students Direct	-	309	-
Child Care Fees	1,148,746	952,673	1,148,746
Coffee Cart - Revenue	3,572	-	3,572
Fundraising Income	136,489	132,431	136,489
Interest Income	2,674	153	2,674
Miscellaneous Income	-	-	-
Pool - 3rd Child Discount	172	-	172
Pool - Club Membership	2,248	4,678	2,248
Pool - Squad Income	44,644	44,679	44,644
Pool - Squirts Income	1,004	20,660	1,004
Pool - Swim Club Canteen	27	7,292	27
Rebates	-	5,599	-
Sponsorship Income	16,950	8,360	16,950
Uniform - Clothing Sales	9,081	9,501	9,081
Uniform - Secondhand Uniform Sales	745	1,245	745
<b>Total Income</b>	<b>1,507,235</b>	<b>1,295,718</b>	<b>1,507,235</b>
<b>Less Cost of Sales</b>			
Canteen - Purchases	93,945	61,819	93,945
Care Expenses - Arts & Craft	1,321	1,593	1,321
Care Expenses - Excursions & Incursions	18,050	12,095	18,050
Care Expenses - Food & Groceries	15,886	18,162	15,886
Care Expenses - Games & Equipment	4,499	6,418	4,499
Coffee Cart - Purchases	1,698	-	1,698
Pool - Canteen Supplies	3,222	6,139	3,222
Pool - Carnival/Awards/Trophies	-	93	-
Pool - Clothing	-	1,600	-
Pool - Coaching Fees	133	-	133
Pool - Other Expenses	3,200	2,995	3,200
Pool - Repairs & Maint - Pool Cleaning	2,526	6,599	2,526
<b>Total Cost of Sales</b>	<b>144,479</b>	<b>117,512</b>	<b>144,479</b>
<b>Gross Profit</b>	<b>1,362,756</b>	<b>1,178,205</b>	<b>1,362,756</b>
<b>Plus Other Income</b>			
ATO Cash Boost	18,069	-	18,069
<b>Total Other Income</b>	<b>18,069</b>	<b>-</b>	<b>18,069</b>
<b>Less Operating Expenses</b>			
Advertising	325	-	325
Audit Fee	1,800	1,800	1,800
Bank Fees	1,930	4,105	1,930

# Profit and Loss

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	<b>Dec-22</b>	<b>Dec-21</b>	<b>YTD</b>
Bookkeeping Expenses	2,262	4,965	2,262
Cleaning	588	583	588
Computer Expenses	1,816	108	1,816
Consulting & Accounting	-	6,061	-
Contributions to School	201,593	22,744	201,593
Employment Expenses	4,272	5,744	4,272
Expensed Equipment	7,491	2,099	7,491
Fines & Penalties	2,100	-	2,100
Fundraising Expenses	66,594	41,518	66,594
General Expenses	5,042	13,762	5,042
Income Tax Expense	(295,943)	-	(295,943)
Insurance	7,702	4,078	7,702
Interest Expense	776	-	776
Licencing expenses	-	384	-
Membership Fees	858	3,709	858
Office Expenses	8,997	2,679	8,997
Printing & Stationery	2,802	4,790	2,802
Prior Years Adjustments	22,567	-	22,567
Repairs and Maintenance	3,538	4,648	3,538
Staff Amenities	1,613	1,379	1,613
Stripe Fees	173	127	173
Subscriptions	8,963	8,868	8,963
Superannuation	78,300	68,727	78,300
Telephone & Internet	3,084	4,401	3,084
Training	4,499	6,147	4,499
Travel - National	14,028	-	14,028
Wages and Salaries	772,569	712,228	772,569
<b>Total Operating Expenses</b>	<b>930,341</b>	<b>925,653</b>	<b>930,341</b>
<b>Net Profit</b>	<b>450,485</b>	<b>252,552</b>	<b>450,485</b>



Arabon Audit & Assurance  
PO BOX 318  
Sherwood QLD 4075

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27 March 2023

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

Dear President,

**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 2022.

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 2022.

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 2022 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 'Shankar Gokul', written over a horizontal line.

**Shankar Gokul, CPA FIPA**  
**Director**

## Appendix A

Observation	Recommendation
<p><b>A. Inventory</b></p>	<p>There is no movement in the stock compared to previous year. We were advised the P &amp; C holds only second-hand uniform stock. There were no stock records available. The committee should ensure stock take for the items held as stock.</p>
<p><b>B. Leave liability not in Balance sheet</b> No leave liability has been recognised as liability in your financial report.</p>	<p>You should consider showing your annual leave liability in the balance sheet.</p>
<p><b>C. Bank reconciliation</b> Transfer from Sherwood SS saving account to Sherwood SS Tuckshop account on 19/9/2022 for \$2000 is showing as outstanding.</p> <p>Cheque account OSHC has outstanding unreconciled bank statement items for \$7720.04</p> <p><b>Term deposit</b> with balance of \$15,616.50 is similar to previous year . This account has not been updated to reflect the correct balance of \$16,453.03 including accrued interest as at 31.12.2022</p>	<p>Monthly bank reconciliation should be prepared and reviewed for any long outstanding items</p> <p>The reason for the difference must be investigated and term deposit balance must be reconciled to the term deposit receipt.</p>
<p><b>D. Depreciation</b> Office equipment balance of \$1074.05 is shown in balance sheet however no depreciation has been charged.</p>	<p>Considering the P &amp; C does not own any asset, recommend expensing any assets purchased instead of capitalising them. Else they should be depreciated based on their useful life.</p>
<p><b>E. GST &amp; PAYG Withholdings Payable</b> Both GST and PAYG Withholdings should be reconciled to ATO Integrated client account.</p> <p><b>Wages payable payroll</b> (\$17453.76)</p> <p>Currently GST receivable is \$14,793.03 and PAYG Withholdings payable is \$58,424.75 in the Balance sheet as at 31.12.2022 which includes prior quarter balance not paid.</p>	<p>GST and PAYG withholdings balances should be reconciled with BAS return and ATO Integrated client account balances. Any statutory payments such as PAYGW must be paid within their respective due dates.</p> <p>There is a negative balance of wages payable.</p> <p>Suggest getting assistance from a Tax accountant to reconcile these balances.</p>

<p><b>F. Superannuation payable</b>  There is an outstanding superannuation balance payable of \$53,667.05 which includes outstanding payments for FY 2022 and FY2021 as well</p>	<p>Any statutory payments such as Superannuation guarantee for employees must be paid within their irrespective due dates.</p>
<p><b>G. Other items-</b>  In the profit &amp; loss account there is a line item as <b>Income tax expense</b> (\$295,943) &amp; <b>ATO cashflow boost</b> of \$18,069</p>	<p>These were adjustment entries processed based on previous management letter recommendations. These entries must be processed as Historical balancing or adjusted in the Retained earnings account and not as Income tax expense account when P &amp; C does not pay any Income tax.</p>



# P&C Association

## President's Report (AGM) – David Smithson

27 March 2023

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I think you'd have to walk a long way to find a school community as good as the one we have at Sherwood – and I think it's a combination of excellent staff and committed parents that have created our success.

Being the P&C President gives you some unique insights into the hard work that goes into seeing our children having an environment to succeed. What continues to impress is the level of kindness and generosity that gives the P&C a platform to benefit the school. Thanks to all the families and community members that have enabled the P&C to make significant contributions over 2022.

The previous 12 months were not without a challenge or two. Each time, the community has found a way to limit the impact of these barriers. If there's a memory of 2022 that stands out, it is the number of parents who reached out to help in the post-flood clean-up. It's inspirational stuff.

Another area of strength for the P&C is our employees. I am so grateful for their commitment, flexibility and effort. It is not always easy to be managed by a committee of volunteers. Their willingness to ensure our children have great care and service is outstanding. Where you get the opportunity, please join me in making them feel valued.

### Contributions to School

The P&L for 2022 shows that we passed on over \$200k of contributions, this includes:

- \$43k from the ColourRun held in Dec 2021
- New Junior Playground - \$130k
- A coffee machine for the Coffee Cart - \$6k
- \$5,400 in classroom resources
- \$8k for True workshops
- Gifts for World Educators Day
- Swim instructors for PE lessons

### Sub-Committees

#### Fete

Financially, our 2022 Fete was a massive success. Due to rain we needed to have a separate rides day, which probably helped the overall profit, of over \$80k.

Big thanks to all the new parents jumping onto the fete committee. The fete is the central fundraising initiative of the P&C and needs parent volunteers to make it happen. Acknowledgement of our long-term fete committee members will leave a lasting memory on the plaque fixed to the new Junior Playground.

### Uniform Shop

Another year of seamless operations from the uniform committee. Much thanks to Alex and Sophia – you have quietly worked away adding support and finances for many years now. Your efforts do not go unnoticed. I'm confident the 2<sup>nd</sup> hand rack is very appreciated by many families. These types of initiatives only happen as the result of committed parents – thanks!

### OSHC

Our biggest, most complex and largest income-generator is our OSHC service. Our service continues to grow and in 2022 we were approved for 200 children.

The level of quality care and vibrance of the program continues to go from strength-to-strength. This has been the result of a lot of hard work and passion. Massive thanks goes to Lisa and her team (especially Monique, Lee, Raj, Lucy and Audrey to name just a few). I love coming in to collect Harry and seeing lots of energy and groups of children playing and scattered throughout the school – it's exactly what it should be like!

The new building isn't too far from starting. The paperwork has been a challenge. It should be achieved quickly now we have the recent audit complete. I cannot wait to see a purpose-built environment for OSHC to showcase their practice.

### Sherwood Sharks

Our swim club has faced continued disruption over the past few years. Our recent summer has seen the club begin to bounce back with some excellent feedback from the community around the quality of instruction. We've been fortunate to align some OSHC employees with swim club opportunities.

Again, massive thanks to the many people that make up the swim club committee – especially Cam, Alison,, Alicia, Bruce and Jenny. Also, thanks to Billy. He's left big shoes to fill. We wish him the best in his next steps.

### Tuckshop

Our Tuckshop only gets busier each year. Alisha has done an incredible job in rising to every challenge. The systems needed to deliver daily orders has changed significantly in the relatively short time she's taken on the role. Tuckshop continues to rely on the significant contribution of volunteers and the committee to ensure our children are well fed each day. Thanks to all who contribute to Tuckshop's success.

Our improved coffee cart provides further opportunities for children to contribute and learn new skills. Thanks to Leanne for kick-starting it all.

### Arrows

40 years of Arrows!! Well done to David Hass and the committee for their fundraising and big trip in 2022.

### **Conclusion**

Being the P&C President at Sherwood has been an honour. In reflecting on my time, I'd like to acknowledge the platform left by Bill Henningham – his leadership and hard work made my transition very smooth.

While I'm looking forward to the extra time (and less emails), there will be lots to miss. I've had a very enjoyable four years as President.

Big thanks to Meagan (Secretary), Karen (Treasurer) and Kylie (Vice-President) – you've been a great team to work with over the past two years. I'm confident the P&C is being left in good hands!

My final appreciation goes to the school's leadership team (Amanda, Stacey, Eliza, Bridget). Our outcomes and success as a school community is only achieved through your collaboration, professionalism and commitment to our children. We are very fortunate to have you all.

David Smithson

*P&C President*

# 2023-03-27, Sherwood SS P&C, AGM Minutes

Final Audit Report

2023-04-04

Created:	2023-04-04
By:	Meagan Ladhams Zieba (meagan.ladhams@analytique.net.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAA416VmcEHJ3d0UF66_X-K_8DxH8QO9E_W


## "2023-03-27, Sherwood SS P&C, AGM Minutes" History

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2023-04-04 - 0:32:07 AM GMT

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2023-04-04 - 0:32:15 AM GMT- IP address: 27.99.121.42

 Signer david@qcan.org.au entered name at signing as David Smithson

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 Document e-signed by David Smithson (david@qcan.org.au)

Signature Date: 2023-04-04 - 0:32:39 AM GMT - Time Source: server- IP address: 27.99.121.42

 Document emailed to paulwinnister@hotmail.com for signature

2023-04-04 - 0:32:41 AM GMT

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2023-04-04 - 1:31:22 AM GMT- IP address: 104.28.125.2

 Signer paulwinnister@hotmail.com entered name at signing as Paul Arias-Winnister

2023-04-04 - 1:31:59 AM GMT- IP address: 1.132.22.80

 Document e-signed by Paul Arias-Winnister (paulwinnister@hotmail.com)

Signature Date: 2023-04-04 - 1:32:01 AM GMT - Time Source: server- IP address: 1.132.22.80

 Agreement completed.

2023-04-04 - 1:32:01 AM GMT

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