
Edgewater Primary P&C Association Inc.

General Meeting Agenda

Wednesday 29 November 2023, 7:00 pm

1. Attendance Register

2. Apologies

3. Confirmation of agenda

4. Approval of previous minutes

5. Business Arising

5.1 Upgrade of Digital Sign (Kim)

The School is seeking financial assistance towards a necessary update of the school's digital sign with a proposal to share the cost. There are two options from Corporate Sign Industries however option 1 is not guaranteed to work.

Option 1: 3G to 4G upgrade – includes backing up of data, replacement of modem, reformatting and testing of new modem, rebooting the CPU and recommissioning the sign
Quoted cost: \$2425+GST

Option 2: ETRAC upgrade including 4G upgrade – The Etrac unit of industrial PC, is a computer that is used for controlling the LLT sign. It is designed to withstand harsh industrial environments and is powerful enough to run the necessary software for controlling the sign. This includes 4G modem as well. **Quoted cost:** \$5050.00+GST

A new sign is \$36,000.

5.2 Cash Procedure (Monica)

A proposed procedure for the use of cash in P&C business including reimbursements and use of petty cash. Procedure attached below. Could P&C members all please read through this procedure before the meeting and come ready to discuss, especially if you are often involved in expenditure e.g. graduation committee, fundraising committee. Additional notes:

- Use of petty cash is difficult and outdated. Preference would be for the head of the graduation committee to hold a debit card as they are the vast majority of all petty cash and ad hoc purchases.
- Issue of obtaining cash floats for events needs resolving, especially for small denominations.

5.3 Edgemen Proposal (Kim)

5.4 P&C Calendar for 2024 (Samantha)

Proposal for the P&C to set up a calendar for 2024 which can be shared with all members and the School and include all proposed events for the year (does not need to be static) so that members can easily be aware of what is planned and where there may be contribution required.

6. Reports

- 6.1. Principal (Kim)**
- 6.2. President (Jason)**
- 6.3. Treasurer (Monica) – see attached financial reports**
- 6.4. Canteen Committee (Kerry)**
- 6.5. Graduation Committee (Kelly/Tegan)**
- 6.6. Fundraising Committee (Kelly)**
- 6.7. Safety House Committee (Meera)**
- 6.8. Book Club Committee (Samantha)**
- 6.9. School Board (Rebecca)**
- 6.10. WACSSO News/Correspondence (Monique)**
- 6.11. Second Hand Uniforms (Tegan)**

7. General Business

- 8. Date of next meeting – Wed 21st Feb 2024, 7pm (TBC)**
- 9. Closure of meeting approx. 8:15pm**

Edgewater Primary School - P&C

Cash Procedure

This Procedure details standard practice for P&C members using P&C Funds

Treasurer – Monica Goggin (0402 571 183)

Created 17/11/2023

DEBIT CARDS

FUNDRAISING FLOATS

PETTY CASH

REIMBURSEMENTS

BANKING CASH

DEBIT CARDS

Only approved P&C members/Canteen Staff have Debit Cards. Either to meet minimum account requirements with Westpac or for Stock Purchases/regular use (Canteen).

1. Those with approved access to/their own Debit Card should always use the card for all approved purchases.
2. All receipts are to be provided to Treasurer in hard copy. Can be left in Treasurer Mailbox in Office.

FUNDRAISING FLOATS

Floats are only authorised for:

1. **pre-approved events/purposes** as per PC meeting moved motions.
2. Float limits are usually shown in the Financials Statements under 'Future Commitments – floats'.
3. Personal money should **NOT** be used for Floats.
4. If Float amount under \$250 can usually be taken from petty cash. (See **Petty Cash** section for how to record this).
5. All Float \$\$\$ must be replaced in full back into Petty Cash out of event earnings as soon as practical. (See **Petty Cash** section for how to record this).
6. Remaining cash/earnings for that event can then be recorded using a **Cash Banked Form**, with the float already having been accounted for (See **Banking Cash** section).

**Currently finding solution for obtaining the correct amount of Float cash, in small change for each event in a more efficient way. Process TBC.*

PETTY CASH

1. There should be **NO use of personal money unless absolutely necessary**.
2. Any purchases using personal funds **must be**:
 1. A last resort
 2. for pre-approved purchases only
 3. Be for amounts well under \$100.

3. Process:

1. Buy items/s
2. Keep hard copy receipts OR get electronic copy and print out
3. Go to Petty Cash box in office.
 1. Fill out **Petty Cash Voucher** accurately, SIGN and DATE
 2. In column on right under 'Charge To' just write 'IN' or 'OUT'.
 3. Need more room for notes? Write on the back!
 4. Rip off voucher, staple onto receipt/s and leave loose in Petty Cash box.
 5. Take relevant amount of cash from box.
4. If the Petty Cash box is **getting low** – PLEASE TELL SOMEONE.

REIMBURSEMENTS

There should be **NO use of personal money unless absolutely necessary**. Electronic Reimbursements should also be a **last resort** and only occur when there is not sufficient \$\$ available in the Petty Cash box.

4. Fill out hard copy **Reimbursement Form**, sign and date etc, attach receipt/s.
5. Leave form in Treasurer Mailbox – it's in the cupboard in office (on left when you walk into the office). Do not email it.
6. Reimbursements will be processed about once a month.

BANKING CASH

1. A **Cash Banked Form** must be completed accurately.
2. Please be specific and descriptive about the event/where the \$\$ is coming from.
3. Money must be counted **TWICE** and form signed **TWICE** (2 different people) before being dropped to Treasurers house for Banking.

20 Ridge Close, Edgewater.
Text ahead to arrange a time.
Cash and form to be handed over in person.
4. Treasurer counts and signs again, before banking at Westpac.

List of relevant Forms:

- CASH BANKED FORM
- REIMBURSEMENT FORM
- PETTER CASH VOUCHERS – to be used as simple tracking slips inside Petty Cash box.

There will be some hard copies of each Form with the Petty Cash box in the Office. Help yourself.

****If something is Getting Low, Please let the Treasurer know!****

Includes:

- Actual PETTY CASH, etc.
- Copies of above forms
- Cash bags for counting/banking
- Petty Cash vouchers

Balance sheet

Edgewater Primary School P&C Association Inc.

For the year ending 31 December 2023 vs as at 8 November 2023,
header accounts only, cash basis

ACCOUNT CODE	ACCOUNT NAME	BALANCE	COMPARISON BALANCE	VARIANCE (%)
ASSETS				
CURRENT ASSETS				
1-1400	Bank - Canteen Account	\$21,048.37	\$21,048.37	0.0 %
1-1050	Bank - Graduation / Miscellaneous	\$6,832.94	\$6,832.94	0.0 %
1-1010	Bank - Petty cash	\$216.00	\$216.00	0.0 %
1-1000	Bank - Main Account	\$23,728.16	\$23,728.16	0.0 %
TOTAL CURRENT ASSETS		\$51,825.47	\$51,825.47	0.0 %
NON-CURRENT ASSETS				
1-3000	Assets - Canteen	\$10,768.48	\$10,768.48	0.0 %
TOTAL NON-CURRENT ASSETS		\$10,768.48	\$10,768.48	0.0 %
TOTAL ASSETS		\$62,593.95	\$62,593.95	0.0 %
LIABILITIES				
CURRENT LIABILITIES				
2-2000	Payroll Liabilities	\$5,583.42	\$5,583.42	0.0 %
TOTAL CURRENT LIABILITIES		\$5,583.42	\$5,583.42	0.0 %
TOTAL LIABILITIES		\$5,583.42	\$5,583.42	0.0 %
NET ASSETS		\$57,010.53	\$57,010.53	0.0 %
EQUITY				
3-2000	Retained Earnings Surplus/(Accumulated Losses)	\$44,318.30	\$44,318.30	0.0 %
-	Current year earnings	\$12,692.23	\$12,692.23	0.0 %
TOTAL EQUITY		\$57,010.53	\$57,010.53	0.0 %

EDGEWATER PRIMARY SCHOOL P & C
ACCOUNT CASH FLOWS AS AT 8 November 2023

MAIN ACCOUNT		
Commitments:	Balance as per Bank Statement:	\$23,728.16
	Approved future commitments:	
	EPS Resources approved: Netball singlets (motion carried 23/2/22) \$1210 less p/ments made 2022 \$348	- 862.00
	Soccer Jerseys Girls Soccer team x 20 (approved 17th May) (awaiting final quote)	- 700.00
	2 x Teardrop banners - awaiting final Quotes - MOTION NOT YET CARRIED (\$505)	-
	Athletics/cross country rep singlets x 50 - MOTION NOT YET CARRIED (\$1292.50)	-
	Invoices not yet paid :	
	NA	-
		-
		-
	Yearly recurring payments (All approved AGM Wed 22 Feb 2023):	
	Graduation: Year Six \$15 per student (approx \$900)	- 900.00
	Kindy sports day medals	-
	Nature Play annual maintenance	- 500.00
	Community garden maintenance	- 500.00
	P & C Family Contribution prize	-
	Running Club medals	- 250.00
	Safety house: WWC checks	- 15.00
	Sun screen	- 400.00
	Accountant for audit 2022	- 600.00
	WACCSO membership/insurance	-
	Accounting software \$24/month	- 96.00
	Total Commitments	-\$ 4,823.00
	Yearly recurring floats (max spend): (All approved AGM Wed 22 Feb 2023)	
	Welcome back to school/EOY BBQ total of: \$500	
	Easter : \$500	float money recouped following sales
	Mothers Day : \$2,000	
	Fathers Day : \$2,000	
	Details:	
Outstanding Receipts:	Total Outstanding Receipts	\$ -
	Projected Balance	\$ 18,905.16

CANTEEN ACCOUNT		
Commitments:	Balance as per Bank Statement:	\$ 21,048.37
	Approved future commitments:	
	Creditor invoices due for payment	-
	Payroll liabilities - approximate to 29/8/23	- 1,290.00
	Debit card transactions to be transferred to Grad/Misc account	- 810.68
	Printer and additional toner if required (motion carried 30/11/22)	- 249.00
	Total Commitments	-\$ 2,349.68
Outstanding Receipts:	Details:	
	Quickcliq 4 Nov - 8 Nov 'profit' not yet received	295.55
	Cash not yet banked to 29/8/23 approx	-
	Total Outstanding Receipts	\$ 295.55
	Projected Balance	\$ 18,994.24
(Please note: projected balance does not include projected sales return from some supplier expenses)		

*allowed 1 week as pays due in 1 day

*Assume this stays in

online report - Quickcliq for payments not yet received (profit only),

*Quickclq pay usually on Mondays. Capture what's left.

GRADUATION / MISC ACCOUNT		
Commitments:	Balance as per Bank Statement:	\$ 6,832.94
	Approved future commitments:	
	Mastercard Debit Card \$500 balance	- 500.00
	Total Commitments	-\$ 500.00
Outstanding Receipts:	Details:	
	Debit card transactions to be transferred from Canteen Account	810.68
	Remaining Yr 6 Grad \$90/child	1,440.00
	Total Outstanding Receipts	\$ 2,250.68
	Projected Balance	\$ 8,583.62

Account	Available	Current balance		Cashflow Balance Total
Canteen	\$21,048.37	\$21,048.37	▼	\$ 46,483.02
036-237 172753				
Grad/Fundraising/Misc	\$6,832.94	\$6,832.94	▼	
036-079 372089				
Main	\$23,728.16	\$23,728.16	▼	
036-237 172761				
Accounts total	\$51,609.47	\$51,609.47		

Profit and loss

Edgewater Primary School P&C Association Inc.

For 1 January to 8 November 2023,
header accounts only, cash basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-4000	Graduation	\$4,770.00
4-1050	Other	\$7,020.10
4-1010	P & C Family Membership	\$50.00
4-1020	P & C Member Contributions	\$13.00
4-1030	Uniforms	\$188.70
4-3000	Fundraising	\$11,732.75
4-5000	Canteen	\$76,986.93
TOTAL INCOME		\$100,761.48
GROSS PROFIT		\$100,761.48
EXPENSES		
6-1035	Software/Hardware	\$141.94
6-5000	Canteen Expenses	\$31,599.31
6-1050	Miscellaneous Expenses	\$9,956.05
6-1030	Accounting Charges / Audit	\$881.00
6-1020	Insurance / WACSSO	\$1,269.94
6-1010	EPS Resources	\$201.08
6-4000	Graduation Expenses	-\$180.00
6-3000	Fundraising Expenses	\$7,094.78
6-6000	Canteen - Administration	\$36,618.43
6-0000	Expenses	\$486.72
TOTAL EXPENSES		\$88,069.25
NET POSITION		
Income		\$100,761.48
Cost of goods sold		\$0.00
Gross profit		\$100,761.48
Expenses		\$88,069.25
Other income		\$0.00
Other expenses		\$0.00
NET POSITION		\$12,692.23

EDGEWATER PRIMARY SCHOOL P & C
ACCOUNT TRANSACTIONS FOLLOWING PREVIOUS MEETING: September 1 to 8 November 2023

MAJOR ITEMS 2023

2023 P&C Contributions to EPS:	TOTAL:	\$9,793.20
MTA Equipment - Kindy Outdoor Play Equipment	\$6,469.35	
Soccer Jerseys Girls Soccer team x 20 (awaiting final quote)	\$700.00	
2 x Teardrop banners - awaiting final Quotes - MOTION NOT YET AI	\$0.00	
Athletics/cross country rep siglets x 50 - MOTION NOT YET APPRO	\$0.00	
Junior Playground Games (Colourful Markings)	\$2,623.85	

P&C Fundraising:	TOTAL:	\$9,870.35
Welcome BBQ	\$	459.12
Yr 6 Cake Stall	\$	599.98
Fundraiser: Easter Raffle	\$	1,421.00
St Patricks Day & Harmony Day	\$	563.00
Car Park Raffle	\$	320.00
Car Park Raffle Term 3	\$	115.00
Fundraiser: Mothers Day Stall*	\$	600.00
Fundraiser: Fathers Day Stall	\$	3,206.00
Fundraiser: Entertainment book	\$	84.00
Referendum BBQ	\$	845.55
Vendor Fee - 40th Anniversary - food trucks & drink sales	\$	165.50
Yr 5 Bake sale for 2024 Graduation	\$	420.00
Bunnings Sausage Sizzle 17/9	\$	1,071.20
Fundraiser: EOY BBQ	\$	-

MAIN ACCOUNT		
Date	Description	Amount
Income		
	Entertainment	84.00
	Cash banked & Uniform shop	5,761.85
	40th Vendor fees	150.00
	40th Anniv. Drinks sales	15.50
		<u>6,011.35</u>
Expenses		
	Reimbursements	- 2,639.11
	Reckon	- 48.00
	Junior Playground	- 2,623.85
		<u>- 5,310.96</u>

GRADUATION / MISC ACCOUNT		
Date	Description	Amount
Income		
	Yr 6 Grad Dinner	3,330.00
	Woolies refund	10.48
	Stock refunds	16.49
		<u>3,356.97</u>
Expenses		
	40th Anniversary Cake	- 171.70
	40th Anniversary Cookies	- 1,305.00
	Misc.	- 330.34
	Photobook	- 110.30
		<u>- 1,917.34</u>

CANTEEN ACCOUNT		
Date	Description	Amount
Income		
	Sales: cash	3,013.00
	Sales: Square reader	7,065.26
	Sales: online (QUICKCLIQ)	14,702.35
		<u>24,780.61</u>
	Other:	-
		<u>24,780.61</u>
Expenses ***		
	Purchases: stock other	- 4,346.48
	Suppliers	- 4,334.55
	Admin costs	- 10,425.13
	Reimbursement	- 46.08
		<u>- 19,152.24</u>

Notes:

*\$2,000 motion carried to supply to Alexis to run Bunnings Sausage Sizzle Sept 17.

*\$1,600 motion carried to cover cost of Referendum Sausage Sizzle 14 October.