



AGENDA
Parent Association Meeting
Monday, 21 March 2016
7.00 pm

1. AGM

- 1.1 Acceptance of previous minutes
- 1.2 Nominations - Executive Positions
 - President
 - Vice President
 - Secretary
 - Treasurer

2. MEETING

- a. TREASURER'S REPORT
- b. UPCOMING EVENTS
 - Mother's Day Stall (Wednesday, 4 & Thursday, 5 May)
 - Triathlon / Skipathon (Tuesday, 24 May)
 - Children's Disco (Friday, 17 June)
- c. OTHER BUSINESS
- d. NEXT MEETING

P&F Meeting	Date	8 February 2016
	Time	7:00 – 8:30pm
	Location	Old after school room
	Mtg Nbr	1
Attendees: Philip Cachia, Patrizia Rinaldo, Katie Naughton, Voula, Michelle, Courtney, Mick		Apologies:

Draft Minutes of Meeting Monday 8 February 2016		
1.	<p>Katie: AGM scheduled for 21 MARCH 2016.</p> <p>Katie will not be nominating for President's position. Nominations sought for all committee positions.</p>	
2.	<p>Treasurer's Report</p> <p>Courtney indicated that P&F had raised \$29,088.23 for the calendar year 2015 and that as at 8 February 2016 there is now an amount of \$78,694.58 in the P&F account.</p> <p>He confirmed that \$5000 would need to remain in the account to comply with the minimum balance requirements.</p>	
3.	<p>Phillip:</p> <p>Final plans for development of townhouses on vacant land have been submitted to council by developer for approval. The purchase of the property has settled. Large tree in back yard will be retained.</p> <p>Phillip confirmed purchase of new laptops for the school which would utilise money raised by the P&F to fund those purchases.</p>	
4.	<p>Welcome BBQ scheduled for 16 February 2016.</p> <p>P&F will seek volunteers. 30 Kgs of sausages to be purchased together with ice and bread.</p> <p>Michelle suggested pre-payment of mothers day stall gifts to ease the burden of those running the Mothers Day stall.</p> <p>Katie suggested one option for further fund raising would be hand printing of scarves.</p> <p>Brief discussion about sign on for parent class reps.</p>	
5.	Easter Raffle to be drawn on 18 March 2016	

6.	Next Meeting 21 March 2016	

Meeting Monday 21 March 2016

Funds raised from the following sources to date for 2016 (Net)

Icy Poles (Tuck Shop)	\$ 1,392.70
Welcome BBQ	\$ 185.60
Second Hand Uniforms	\$ 114.80
Commissions CBA	\$ 225.41
Easter Raffle	\$ 1,242.00

\$ 3,160.51

Catholic Development Fund Account as at 01/01/2016

\$ 84,336.57

Less

P.A. Donation - Computers (125 Laptops) (16/2/16)	\$ (43,368.75)
P.A. Donation - Storage Trolley units (23/2/16)	\$ (6,525.00)
	<u>\$ (49,893.75)</u>

Accounts at COB Monday 21 March 2016

Catholic Development Fund Account

\$ 35,495.83

Add

Deposits

Uncredited / Not Banked	Deposit Bag #	
	252550766	\$ 1,323.00
	252550767	\$ 50.30
	252550768	208.10

\$ 1,581.40

Less

Cheques

Unpresented Cheq # 961	\$ (195.00)
Cheq # 963	\$ (146.30)
	<u>\$ (341.30)</u>

Less

Committed Funds

Grade 6 Graduation 2016	\$ -
	<u>\$ -</u>

PA Reserve Fund

	\$ (5,000.00)
	<u>\$ (5,000.00)</u>

BALANCE

\$ 31,735.93

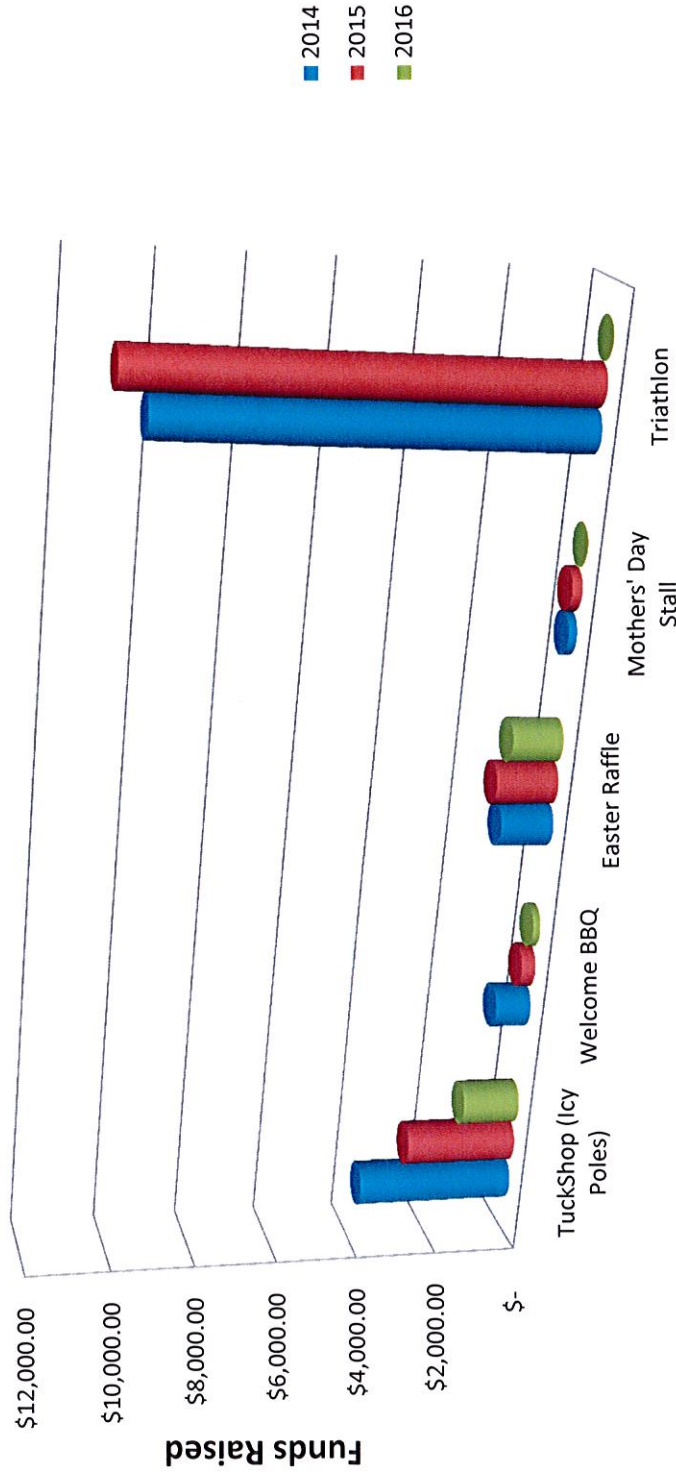
Breakdown of Fundraising Costs & Sales YTD Calendar 2016

#		<u>Costs</u>	<u>Sales</u>	<u>Income</u>
1	Gift/Donations/CBA Commissions etc	\$ -	\$ 225.41	\$ 225.41
2	Icy Poles (Tuckshop)	\$ -	\$ 1,392.70	\$ 1,392.70
3	Welcome BBQ	\$ 1,152.90	\$ 1,338.50	\$ 185.60
4	2nd Hand Uniforms	\$ -	\$ 114.80	\$ 114.80
5	Easter Raffle	\$ 146.30	\$ 1,388.30	\$ 1,242.00
6	Bake Sale	\$ -	\$ -	\$ -
7	Mothers' Day Stall	\$ -	\$ -	\$ -
8	Triathlon	\$ -	\$ -	\$ -
		\$ 1,299.20	\$ 4,459.71	
				\$ 3,160.51

Net Sales of Common Fundraising Activities

<u>Common Fundraising Activities</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
			YTD
TuckShop (Icy Poles)	\$ 3,807.72	\$ 2,690.57	\$ 1,392.70
Welcome BBQ	\$ 874.40	\$ 348.26	\$ 185.60
Easter Raffle	\$ 1,286.88	\$ 1,509.35	\$ 1,242.00
Mothers' Day Stall	\$ 202.83	\$ 245.52	TBC
Triathlon	\$ 10,246.65	\$ 10,948.40	TBC

Sales (net) of Common Fundraising Activities held by OLHC P.A.



Our Lady Help of Christians School Parents' Association Group

The following Annual Financial Report for 2015 was set out as usual in a Profit & Loss Statement prepared by Eddy Partners CPA's and is hereby presented to the 2015 AGM held on the 21st of March 2016.

Mr Courtenay Moxon CFP®

Opening Bank Balance 1st Jan 2015	\$ 53,482.88
<i>Add</i>	
Deposits for 2015	\$ 54,369.70
<i>Less</i>	
Expenditure for 2015	<u>-\$ 24,383.41</u>
Closing Bank Balance 31st Dec 2015	<u><u>\$ 83,469.17</u></u>

According to operational practice of the OLHC Parents' Group Bank Account, \$5,000 is to be retained as a minimum deposit held at all times, except in extreme and extenuating circumstances.

Therefore as at the 21st of March 2016, we have approximately \$31,735 to spend on the next agreed and determined "wish List" for the children of OLHC.

Timeframe and costs of the next "wish list" to be achieved is to be determined still.

<u>Recent OLHC P.A. Contributions</u>		
2014/15	125 Laptop Computers & Storage trolleys	\$ 49,893.75
2013	Shade Sail Northehrn Playground	\$ 22,398.99
2011/12	Teaching Equipment	\$ 998.64
	Playground Equipment	\$ 2,495.00
	Class Dictionaries & reference	<u>\$ 2,533.05</u>
		\$ 6,026.69
2010	Electronic Whiteboards	\$ 25,000.00
2009	Play Equipment	\$ 18,000.00
	Reading Equipment & Books	<u>\$ 6,420.00</u>
		\$ 24,420.00
2008	Vic Centre Computer Lab	\$ 30,000.00
	Play Equipment	<u>\$ 12,000.00</u>
		\$ 42,000.00
TOTAL:		<u><u>\$ 169,739.43</u></u>

Our Lady's School Parents Group

Statement of Income and Expenditure for the Year Ended 31st December 2015

Opening Balance 1st January 2014 **\$53482.88**
ie. Catholic Development Fund

Add Receipts

Interest Received – Bank	893.00
Float Money Rebanks re Silent Disco, Bake/Cake Stall	810.00
Commission Received – CBA Banking	780.85

Functions & Fund Raising Income

ie. Silent Disco	10403.40
Mother's Day Stall	1218.50
Twilight School Athletics	2269.90
Easter Raffle	1787.10
Welcome BBQ	1361.10
Bunnings BBQ	2811.80
Father's Day Stall	1400.20
Children's Disco	1673.00
Triathlon	11783.50
Tuck Shop (Icy Poles, Ice Creams etc)	4827.75
Winter Wonderland	295.85
Sushi/Subway Days	2124.20
Bake/Cake Stall	3725.70
Crazy Camel Calendars	2354.00
Grade 6 Graduation Dinner	2790.00
2 nd Hand Uniforms	833.20
Footy Colours Day	<u>226.65</u>

51885.85

54369.70
107852.58

Less Expenditure

Float Money re Welcome BBQ, Bake/Cake Stall	810.00
World Teachers Lunch	189.80
Accountancy	385.00

Functions & Fund Raising Expenses

ie. Children's Disco	\$ 82.81	
Mother's Day Stall	972.98	
Welcome BBQ	1012.84	
Tuck Shop (Icy Poles, Ice Creams etc)	2137.18	
Crazy Camel Calendars	1869.00	
Grade 6 Graduation Dinner	4755.50	
Twilight School Athletics	1367.53	
Father's Day Stall	1485.00	
Easter Raffle	277.75	
Sushi/Subway Days	1789.68	
Triathlon	835.10	
Silent Disco	5249.92	
Bunnings BBQ	<u>1163.32</u>	
		<u>22998.61</u>

Closing Balance 31st December 2015

\$24383.41

\$83469.17

Our Lady's School Parents Group

Notes to the Statement of Income and Expenditure for the

Year Ended 31st December 2015

The Statement of Income & Expenditure has been prepared on a Cash basis and is based on historical costs and does not take into account changing money values.

Our Lady's School Parents Group
Compilation Report to Our Lady's School Parents Group

Scope

On the basis of information supplied by the officers of the Our Lady's School Parents Group we have compiled the attached Statement of Income & Expenditure in relation to the Catholic Development Fund Account No. 1043738S21.3 for the year ended 31st December 2015.

The Officer's of the Parents Group are solely responsible for the information contained in the statement of Income & Expenditure and have determined that the accounting policies used are appropriate to meet the needs of the group.


Our procedures use accounting expertise to collect, classify and summarise the financial information which the officers provided into a financial report. Our procedures do not include verification or validation procedure. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Parents Group may suffer arising from any negligence on our part. No person should rely on the statement without having an audit or review conducted.

The Statement of Income & Expenditure was prepared for the benefit of the officer's of the Parents Group. We do not accept responsibility to any other person for the contents of the statement.

Dated 15th March 2016

Eddy Partners Pty Ltd
Certified Practising Accountants



David J Eddy
Level 8, 501 LaTrobe Street
Melbourne, Victoria, 3000
Telephone: 03 9602 5177
Fax : 03 9602 5766
Email: info@eddypartners.com.au

