



## P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

*16 February 2021 at 7.00pm in the School Library*

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### In Attendance

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Amanda Green (AG), Brandon Ellis (BE), Cecilia Kevan (CK), Christine Tracey (CT), Claire Rogers (CR), Helen Britza (HB), Ivonne Whitehouse (IV), Janelle Osenton (JO), Jess Thomas (JT), Judy Zuideveld (JZ), Julie McCarthy (JM), Martin Lau (ML), Michelle Cronin (MC), Nicky Stott (NS), Rachel King (RK), Sameeha Elwan (SE), Tracey Owen (TO) and Vyanne Lau (VL)

Apologies: Jodie Gavranich (JG), Laura Jacobs (LJ), Olivia Watling (OW) and Pamela Fuentes (PF)

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### Approval of Minutes

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Previous minutes approved. Motioned by CK – All AGREED

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### Business arising from previous minutes

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1. School Banking – CK and TO proposed to formally close the school banking account. This is due to a lack of volunteers to run the program, and is consistent with ACT and Victoria banning banks from running school banking. JK motioned to formally close the school banking account – ALL AGREED.
2. P&C Calendar – No calendar at this stage. To be discussed further at the AGM.
3. Music Banners – A sample of the banner is in the old canteen. Someone will need to source material printed with the school logo and AG offered to sew them to fit.
4. Class Reps – The Just One Thing brochure will be issued at class meetings. IW and JO will compile returned forms in excel prior to the AGM to determine the number of volunteers and identify any class reps.
5. Playground/Bike Path – Kindy area – RK proposed that a Playground Committee be adopted and an overarching plan for the kindy area be established so that any works can be staged appropriately. Current priority is to safely install the mud kitchen which requires replacement sand and a limestone wall. The mud kitchen was already purchased to replace the previous blue climbing netting. Extended bike path still wanted but separate grant funding maybe available for this. Parent help would be required to assist in moving existing sand and putting new sand in. CK motioned that 'Road Safety Area' funding \$7,824 be renamed 'Kindy Playground Works' and that funds be spent on installing the mud kitchen as a first priority - ALL AGREED.

6. Year 1s and 5s Road Safety – JM has booked all year 1, 2, 5 and 6 students into the Constable Care program in Maylands for Term 2.
7. New personalized gazebo/marquee –BE received quotes for a 3m x 6m marquee, printed on all panels, with wheeled bag \$1,479. Also proposed to look into a 3m x 3m marquee given the remaining budget. CK confirmed that BE could go ahead and order the marquees within the budget allocated, and Leanne would cross charge to the P&C.
8. Playground Maintenance Costs (spider web) – JM received quotes from Forpark to replace the spider web. Purchase cost, excluding installation and removal of existing equipment, is \$20,000 (4m high) and \$28,000 (6m high). Playmate who installed the initial spider web will also be doing a site visit and providing a quote for repair and replacement.  
JZ proposed that a 5 year plan be established to determine fundraising needs. JM to review the playground inspection report from Programmed and determine top 10 priority items for replacement/repair including the recommended timeline for each item prior to the AGM to assist with P&C budget planning.
9. Non-contact fundraising ideas. The fundraising committee will be re-established at the AGM to determine activities for 2021. JO and IW to compile list of fundraising activities based on brochures provided to the P&C.  
Discussion regarding whether P&C could raise the voluntary contribution. CK indicated current level is similar to other schools in the area. P&C are restricted on how much it can raise the contribution but have some room to increase it next year if required.

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#### President's Report

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P&C Annual Report has been submitted for the school Annual Report.

Cyber safety training proposed for this year. \$1,500 to be considered in budget for 2021. TO/JM to provide a date so it can be book. NS to promote it once date is confirmed.

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#### Treasurers' Report

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See attached report.

\$9,300 in voluntary contributions received = 310 students or 80% of registered students contributed in 2020.

Higher profit in the Canteen fund than usual due to Job Keeper. ML motioned that \$10,000 be transferred from Canteen to General Revenue. ALL AGREED.

Minor wording changes to allocated funds: Spelling City to be renamed 'Vocab A-Z'; Mulch – changed to 'mulch and sand'

TO to confirm with Leanne whether 'Plants for outdoor classroom' was spent and not claimed.

JM to proceed to order swimming caps.

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#### Committee Reports

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##### **BOOK CLUB**

Issue 1 orders close on Friday 19 February. SE/MC to increase promotion and emphasise book club benefits. SE to collaborate with Nola (Librarian) for kids to review a book club book and promote it.

## CANTEEN

Canteen had a slow start, commencing Bateman in week 3.

## UNIFORM SHOP

Uniform Shop has been very busy, thank you to the volunteers. Short of some stock but increased orders have been put in.

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## Principal's Report

See attached report.

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## Discussions

1. An acting school Principal may be appointed, currently TO in acting role until end of week 4.
2. A new school website is due to be launched within a month with a more user friendly and modern format, including a translate button to assist families speaking languages other than English.
3. The reasoning for split year levels to balance recommended class sizes and optimise school resources/budget.

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## Correspondence

Letter from Nola (Library) – requesting \$2,000 for library resources. To be considered in AGM budgeting.

Letter from TO based on advice from WA Chief Health Officer – that a sausage sizzle and/or cake stall can be held on Election Day 13 March 2021 with no requirement for a Covid plan or contact tracing register.

However, must still advise local government Environmental Health Services that they intend to operate. CK to liaise with JZ and IW regarding a meeting date.

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## General business

1. AGM – due to a number of executive committee members standing down from their roles in 2021, a promotional flyer was drafted by JO for committee members to review and send amendments. Amended version to be circulated in week 5.
2. Worlds Greatest Shave – CR motioned that a Crazy Hair Day be held on Friday 12 March to raise awareness and funds for Leukemia Foundation, due to the news of Sue Martin's recent diagnosis. ALL AGREED. AG to draft a flyer. JM to coordinate year 6's to collect money on the day. CK and TO thanked CR for the lovely and thoughtful idea.

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## AOB

Nil

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## Next Meeting

16 March 2021

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Meeting Closed

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8.24pm

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Dates to Remember

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12 March – Crazy Hair Day Leukemia Foundation

13 March - Election Day P&C fundraiser cake stall / sausage sizzle

18 March – Swimming Carnival

22 March – 1 April Swimming Lessons (Term 1 weeks 8 and 9)

**BULL CREEK PRIMARY SCHOOL  
P&C ASSOCIATION INC**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**STATEMENT BY MEMBERS OF COMMITTEE REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The committee have determined that the Association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the committee, the accompanying accounts:

1. Present fairly the financial position of Bull Creek Primary School P&C Association Inc. as at 31 December 2020 and the result of the Association for the year ended on that date is in accordance with the accounting policies outlined in Note 1 to the accounts.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

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**President**

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**Treasurer**

**Dated:**

**Bull Creek Primary School – Parents and Citizens Association (General Account)**

**Income Statement for the Financial Year Ending 31<sup>st</sup> December 2020**

	<b>Year Ending 31/12/2020</b>	<b>Year Ending 31/12/2019</b>
<b>Income</b>		
Interest Income	29.69	88.18
Sales – Uniform Shop	27,753.48	38,040.05
School Banking Commission	15.00	300.00
P&C Subscriptions	18.00	19.00
Fund Raising	1,222.21	20,459.20
Sundry/Miscellaneous	-	0.01
P&C Voluntary Contributions	9,300.00	9,720.00
Assembly Tea & Coffee	-	38.45
<b>Total Income</b>	<b>38,338.38</b>	<b>68,664.89</b>
<b>Expenditure</b>		
Fundraising Costs	77.40	5,594.23
Uniform Costs	26,412.00	35,750.67
Audit Fees	-	770.00
Miscellaneous	263.38	962.83
Insurance	874.00	934.00
Affiliation Fees	537.36	589.50
Petty Cash	70.69	457.26
Quik Cliq commissions	326.80	82.30
Square fees	147.63	-
Donations to Bull Creek Primary School	20,668.04	22,372.75
<b>Total Expenditure</b>	<b>49,377.30</b>	<b>67,513.64</b>
<b>Surplus/(Deficit) Income over Expenditure</b>	<b>(11,038.92)</b>	<b>1,151.25</b>

**Bull Creek Primary School – Parents and Citizens Association (General Account)**

**Bank Reconciliation as at 31<sup>st</sup> December 2020**

	Year Ending 31/12/2020		Year Ending 31/12/2019	
Cash book balance as at 1 <sup>st</sup> January		43,321.97		38,170.72
Plus: Receipts	53,338.38		72,664.89	
Less: Payments	(49,377.30)	3,961.08	(67,513.64)	5,151.25
Cash book balance as at 31 <sup>st</sup> December		47,283.05		43,321.97
Represented by:				
Bank Balance as at 31 <sup>st</sup> December				
General account (016268 219732919)	12,116.36		10,184.97	
Savings account (016268 219732935)	35,166.69	47,283.05	33,137.00	43,321.97
Less : Unpresented Cheques		-		-
Add: Outstanding Deposits		-		-
Cash Book Balance as at 31 <sup>st</sup> December		47,283.05		43,321.97



**Bull Creek Primary School – Parents and Citizens Association (Canteen Account)**

**Income Statement for the Financial Year Ending 31<sup>st</sup> December 2020**

	<b>Year Ending 31/12/2020</b>	<b>Year Ending 31/12/2019</b>
<b>Income</b>		
Interest Income	-	-
Sales – Canteen	47,575.01	60,395.30
Other Income – Covid support	36,652.00	-
<b>Total Income</b>	<b>84,227.01</b>	<b>60,395.30</b>
 <b>Expenditure</b>		
Food purchases on credit account	20,827.26	25,328.07
Petty Cash – Food on cash card	5,100.00	7,308.85
Wages	25,359.66	19,195.23
Wages Taxation	726.00	1,098.00
Superannuation	2,052.71	1,426.29
Workers Comp Insurance	399.00	494.00
Equipment	257.40	589.50
Miscellaneous	412.65	671.65
Quik Cliq commissions	945.02	932.67
<b>Total Expenditure</b>	<b>56,079.70</b>	<b>56,454.76</b>
<b>Surplus/(Deficit) Income over Expenditure</b>	<b>28,147.31</b>	<b>3,940.54</b>

**Bull Creek Primary School – Parents and Citizens Association (Canteen Account)**

**Bank Reconciliation as at 31<sup>st</sup> December 2020**

	<b>Year Ending 31/12/2020</b>		<b>Year Ending 31/12/2019</b>	
Cash book balance as at 1 <sup>st</sup> January		8,523.94		8,583.40
Plus: Receipts	84,227.01		60,395.30	
Less: Payments	(71,079.70)	13,147.31	(60,454.76)	(59.46)
Cash book balance as at 31 <sup>st</sup> December		21,671.25		8,523.94
Represented by:				
Bank Balance as at 31 <sup>st</sup> December				
Canteen account (016268 219732927)		21,671.25		8,523.94
Less : Unpresented Cheques		-		-
Add: Outstanding Deposits		-		-
Cash Book Balance as at 31 <sup>st</sup> December		21,671.25		8,523.94

**BULL CREEK PRIMARY SCHOOL P&C ASSOCIATION INC**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER  
2020**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are a special purpose financial report. The committee has determined that the Association is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements in the preparation and presentation of these statements. Accordingly, no Australian Accounting Standards or other mandatory professional requirements have been intentionally applied.

The statements are also prepared on a cash basis for the records of the Association. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The accounting policies are consistent with the previous period unless otherwise stated.

These financial statements do not include the assets and liabilities of the Canteen store and Uniform Shop.

## **INDEPENDENT AUDITOR'S REVIEW REPORT**

Bull Creek Primary School P&C Association Inc.

### **Report on the Financial Report**

I have audited the accompanying financial report being a special purpose financial report of the Bull Creek Primary School P&C Association Inc., which comprises the Income Statement and Bank Reconciliation Statement for the General and Canteen accounts for the year ended 31 December 2020.

### **The Responsibility of the Committee for the Financial Report**

The Committee of the association is responsible for the preparation and fair presentation of the financial report. The Committee's responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditor's Responsibility**

My responsibility is to express an opinion on the financial report and the disclosures based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the associations preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the reporting governance of the Committee. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for the audit opinion.

### **Independence**

In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

### **Comments**

The following comments are matters for the Committee's attention.

As is common for organisations of this type, it is not practicable for the association to maintain an effective system of internal control over its revenue raising activities until their entry in the accounting records.

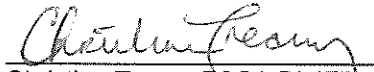
Accordingly, my audit work in relation to revenue, such as cash sales from canteen, and fundraising was limited to amounts recorded.

### **Audit Opinion**

In my opinion, the financial report gives a true and fair view of the income and expenses statement for the Bull Creek Primary School P & C Association Inc, for the year ended 31 December 2020.

### **Basis of Accounting**

Without modifying my conclusion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.



Christine Treacy FCCA DipIFR  
Chartered Certified Accountant Membership No. 0677878

3<sup>rd</sup> June 2021  
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