



## P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

*26 October 2021 at 7.00pm in the School Library*

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### In Attendance

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Amanda Green (AG), Christine Treacy (CT), Helen Britza (HB), Hari Kirupanantler (HK), Ivonne Whitehouse (IV), Janelle Osenton (JO), Jess Thomas (JT), Julie McCarthy (JM), Martin Lau (ML), Michelle Cronin (MC), Sharon Marchenko (SM), Tracey Owen (TO).

Apologies: Chris Hodson (CH), Judy Zuideveld (JZ), Nicky Stott (NS), Rachel King (RK).

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### Approval of Minutes

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Previous minutes approved. Motioned by HB, seconded by SM subject to clarification on the amount approved for the K/PP playground being \$32,500 inclusive of \$1,500 for the playground plan.

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### Business arising from previous minutes

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Nil – all covered in the Committee or Principal's Reports.

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### President's Report

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Items are covered in the sub-committee updates so nothing additional to report.

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### Treasurers' Report

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*See attached report which was circulated prior to the meeting.*

Higher than expected turnout at the Fathering Project launch event. Richard De Perna donated \$100. An additional \$100 requested from P&C to make up the remaining shortfall. ALL AGREED.

Clarification of year 6 graduation budget and total amount to be reimbursed by P&C. ML has received a claim for \$150 from a parent, in addition to \$350 expected for the DJ. Need to ensure that other parents claims do not exceed the \$800 in total. CT to message the parent organisers.

\$12,000 has been spent on donations to the school, leaving approximately \$30,000 available for allocation.

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## Committee Reports

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### **BOOK CLUB**

Scholastic emailed the P&C to advise this is one of the best years that BCPS has had for Book Club. Well done to Samiha who has indicated she'll continue as coordinator in 2022.

AG has sewed more yellow boomerang bags. Second hand old logo uniform shirts will now be sewed into boomerang bags.

### **CANTEEN**

Rossmoyne PS has expressed an interest in a Thursday canteen day, however they need further approval from their school prior to proceeding.

Sculpture Walk special lunch coming up on Friday.

Still a shortage of volunteers. SM trying to organise volunteers through the local church. An additional regular volunteer has expressed an interest via City of Melville volunteer database.

### **UNIFORM SHOP**

New reversible faction coloured/ school logo hats will be ordered once new faction names are known. If ordered in February they will probably arrive in May 2022. Plan to retail for \$15 each which includes an 80c profit.

Additional stock has been ordered ready for the start of next year. \$6,500 has been spent.

### **FUNDRAISING COMMITTEE**

Colour Explosion Fun Run – was an excellent event, \$5,400 profit. Kids are still to receive their prizes. AG requested that it be considered as an annual event for term 3. She will document lessons learnt – including starting later, going for 1 hr only, making cash collections easier, ordering more powder (*80 bottles*) and keeping K/PP kids in bunting rather than just witches hats.

Movie Night – 19<sup>th</sup> November. Movie is Hotel for Dogs. Steve Watling from West Coast HiFi has confirmed donation of the projector. Request to use the schools sound system. P&C will not do a BBQ but will organise a pizza truck. P&C will have a stand for snacks and ice creams. Tickets to be on sale online.

\$1,500 needed for pre-purchasing popcorn, fairy floss, screen and the movie – ALL AGREED.

Celebration Night – 13 December, JO to contact Dr Jags/Mark re: 4-5 volunteers to cook the bbq 4.30-7.30pm and possibly funding for the food. \$1,500 requested for food if funding not available from Dr Jags – ALL AGREED.

Esky - HG requested that the P&C fund a large esky to be used for events such as bbq's, movie night, colour fun run, busy bee and disco. Currently P&C uses volunteers ones. Requested an 1100L esky from BCF for \$450. ALL AGREED.

## **PLAYGROUND COMMITTEE**

Kindy/PP Playground works –Works to be conducted 15-19<sup>th</sup> November. Currently a shortfall in money available for the bike path. Need approval from the P&C asap if bike path to go ahead at the same time as the rest of the works.

Design Plans - \$1,500

Playground construction costs - \$29,500

Bike Path - \$4,420

Total = \$35,420.

Your Move Grant = \$799 for bike path

P&C previously approved = \$32,500, therefore require \$2,920 more minus the Your Move Grant. Total P&C Funds required = \$34,621. Two votes against, ten votes for. APPROVAL CARRIED.

TO noted that mulch would be implemented as sand will be more expensive. JO/MC questioned whether the longer term cleaning costs of the other two sand pits had been taken into account in the cost benefit considerations if the mulch keeps ending up in the two sandpits.

Ship Shape Project – no action to date.

## **TRAFFIC COMMITTEE**

Discussion regarding the bike shed and difficulty caused by students not correctly placing their bikes/ scooters into the racks and blocking access for other students. Also a query whether the year 6's should be putting the bikes into the shed each day or whether they can be left out, still in the caged area, if the weather is fine. All agreed that a scooter rack would assist in correct storage of bikes/scooters.

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## **Principal's Report**

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*See attached report. Discussions related to SM updates include:*

Book lists – HB passed on sincere thanks for the noticeable reduction in the booklist costs this year, many others on the Committee had also noted the difference and passed on thanks to staff for their efforts reducing costs.

NSW Handwriting style – JO noted that the PP booklist had the NSW handwriting guide and queried whether this would apply to just PP/K. SM indicated it would be just PP/K initially and over a number of years would be rolled out to the remainder of the school but teachers may be more flexible with recognising NSW style letters.

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## **Correspondence**

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Nil



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## General business

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1. Volunteer Recruitment 2022 - Just One Thing Flyer – Agreed this was worthwhile to do again. JO to update prior to Monday 1 Nov to circulate at the Kindy Orientation where 30 copies are required. Further copies to be printed by the P&C prior to parent/teacher nights at the commencement of T1 2022. JO to update SignUp so that volunteers can record their details online if preferred.
2. 2022 suggested budget items were circulated prior to the meeting. NS, CH, RK, JZ, AG and MC had all pre-filled their preferences for each item:
  - Not to fund
  - P&C funding in 2022
  - Grant funding in 2022
  - Future funding.

After a brief discussion and commencing voting it was decided that everyone would fill out their preferences in hardcopy at the meeting and JO would collate results. *See attached.*

JO noted that not all preferred items would be able funded as there is only \$40,000 available – therefore ML, NS and JO would meet to review the voting and determine which items could be funded in 2022. This would be presented for review at the next meeting.

3. Incoming committee for 2022 – two people had indicated they would help with the Treasurer role – Cheryl Williams – who is an accredited auditor, and Lydia Wong, who previously worked as a bank teller. Cheryl is prepared to be Treasurer, and Lydia is prepared to help with bank runs etc during the day. JO to provide contact details to ML who will organise a transition/ handover and explain more about the role prior to the AGM.

NS prepared to consider standing for Chair if no-one else will. JO prepared to stand for Secretary, AG will continue as Uniform Shop Coordinator, Samiha Elwan will continue as Book Club Coordinator. Therefore the two main gaps are: Communications – IW indicated she would stand for this role, as MC would like to take a reduced role; and Fundraising Committee Coordinator – which can be managed by the broader committee if no one is prepared to take the role.

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## Next Meeting

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23 November 2021 - General Meeting

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## Meeting Closed

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8.38pm



## **Principal's Report P&C T4 – W3**

32 Hardy Street  
Bull Creek Western Australia 6149  
Tel: 08 6216 4400  
Email: [bullcreek.ps@education.wa.edu.au](mailto:bullcreek.ps@education.wa.edu.au)

### ***Interschool Athletics Carnival***

Thank you Mrs McCarthy, Mr Tisdale, Mrs Simon and Mr Ellis for taking the students to the Interschool Athletics Carnival. Our students performed well winning the Outright Champions Shield, Meritorious Shield and placing second in the Team Games Shield. Congratulations to our students and staff for giving up lunch time to train, the training has certainly paid off.

### ***Surveys***

The school conducted the National School Opinion Survey last term. The school had a lot more respondents this time with a total of 149 compared to 80 in 2018. We appreciate the feedback and acknowledge more parents are willing to participate. The parent community are overall pleased with the school, however, there are a couple of areas we will focus on in the future.

### ***Fathering Project***

The school is grateful the P&C paid for this successful initiative. We had such a big turn out last term and the responses were very positive. Mr Ellis has sent out a Connect message today to keep the momentum going and to find a leader to organise an event for this term.

### ***Staffing***

We welcome Miss Lai and Miss Brookes to the Kindy & Pre-Primary classrooms for Term 4. The school is very lucky to have two enthusiastic staff members join our Early Childhood team.

### ***Massed Choir***

Last term the students attended the Massed Choir event. Mrs McCarthy noted our students did an outstanding performance and they represented our school community with excellence. Thank you to Mr Marshall, Mr Hofmeester, Ms Allier, Mrs McCarthy and Mr Ellis for giving up their Friday evening.

### ***P&C Colour Run***

Thank you to Amanda and Nicky for coordinating the inaugural fantastic Colour Run. The students, staff and parents all enjoyed the sunshine and participating in such a fun event. It was a very good way to raise funds and end the term. We will make a few minor adjustments for next year. Thank you to all other P&C and parent helpers who assisted on the day.

### ***Edu-Dance***

Edu-Dance has started well this term on Mondays and Thursdays. The students are enjoying the program and gaining some new dance moves.

### ***Ceiling Replacement***

All classrooms will be getting their ceilings replaced over the Christmas holidays. This means every little thing needs to be packed up and moved. Please be mindful classrooms will look different and sparse as the term goes on.

### ***Nature Playground***

The Nature Playground work is scheduled for 15 – 19 November. Thank you to the P&C for funding the new playground.

Sharon Marchenko

### Suggested P&C Funding Items 2022

Green items are annual/ongoing activities assumed to continue

	Estimated Cost	Do not fund	2022 P&C fund	2022 Grant fund	Future fund	Total	Suggested by	Notes
<b>Annual ongoing costs</b>								
Year 6 graduation	\$800		16			16	previously funded	
Administration costs	\$1,000		16			16	previously funded	
Fees (Quickcliq, Square, insurances, Affiliation)	\$2,500		16			16	previously funded	
SignUp membership	\$200	1	15			16	previously funded	
Celebration night book vouchers (Endeavour Awards)	\$360		16			16	previously funded	
Paul Litherland	\$1,500		16			16	previously funded	2023 (& every second year)
<b>Community Building Events &amp; Programs</b>						0		
Welcome Picnic	\$500	1	14			15	previously funded	
Fathering Project Membership	\$1,000	4	12			16	previously funded	
Fathering Project Events (\$500 x 3 events)	\$1,500	6	8			14		
Mothers Day - activities	\$750	3	13			16		
Fathers Day - activities	\$750	3	13			16		
Sculpture Walk	\$500		14			14	previously funded	2023 (& every second years)
<b>Educational Programs</b>						0		
Constable Care Bike Training	\$3,500	1	10	3	1	15	Previously funded	Excursion Credit?/ Offset by Your Move funding?
Reading Eggs Subscription	\$5,148	6	7	1		14	P&C Committee	PP-6 = 390 licences, affiliated with Mathletics
OT Screening of PP Kids	\$6,500	8	2	4		14	Sharon	\$90/child proposed user pays
<b>Educational Resources</b>						0		
Library Books	\$2,000	3	10	1		14	Nola	\$1000 fund suggested
Decodable Readers	\$1,500	3	9	1	1	14	previously funded	
Replace construction blocks & home corner furniture for K/PP classrooms	\$2,000	7	3		6	16	Rachel	\$2,000/class = \$6,000 all together
More ipads 9 gen sm 64GB	\$17,079	1	14		1	16	Sharon	33 ipads, 2 charging stations, cases, 2 x wallmount kits
Replace faulty guillotine - Banksia	\$400	1	9		1	11		
<b>School Infrastructure</b>						0		
Automated Roller Door - Assembly Stage	\$25,000	4	2	4	5	15	Sharon	To improve OH&S and security
Faction coloured marquees	\$6,152	5	7	1	3	16	Helen / Sharon	4 colours, with names on them
Blinds for the library	\$6,500	5	2		8	15	Nola	In addition to existing blinds, \$2,150/ blind set x3
Resurfacing of netball courts (2024/25)		1		1	9	11	Admin (5 yr plan)	
Snack Shack Refit for student services	\$20,000	3	3	4	5	15	Sharon	Estimated. Trying to use Dr Jags money that has been donated.
Shed for K/PP furniture not in use	\$4,000	8	1		3	12	Rachel	Can potentially go into another shed
Pinup boards or similar for new undercover red area	\$5,000	4	5	2	5	16	Sharna	Canteen Area
Art courtyard - undercover enclosure	\$15,000	4	2	5	5	16	Sharna	Courtyard outside her classroom to get an awning to dry artwork &
Bike or scooter rack	\$850		11	5		16	Helen	
<b>Canteen</b>						0		
Laptop	\$1,500	1	12		3	16	Martin	
<b>Playgrounds</b>						0		
Spider Playground	\$21,000	2	4	4	5	15	Playground Committee	
Upgrade softfall - major playground	\$4,000	1	3	1	10	15	Playground Committee	
Shades for main playground	\$10,000	1	4	3	7	15	Playground Committee	
Busy Bee Materials	\$1,000		12	1	2	15	Playground Committee	
<b>Annual ongoing activities/fees</b>	<b>\$6,860</b>							
<b>Total funding requests</b>	<b>\$169,489</b>							

Estimated fund \$40,000

Note: this assumes existing \$30,000 + \$10,000 in voluntary contributions. Does not include additional fundraising throughout the year.



**Bull Creek Primary School P&C Association**  
**Treasurer's Report as at 30<sup>th</sup> September 2021**

**General P&C Account**

**Cash Book Reconciliation**

<b>Cash Book Balance as at</b>		<b>30 September 2021</b>	
(as per attached Bank Account Reconciliation)		\$	91,495.90
<i>Less</i>	Working Capital requirement	\$	(6,000.00)
<i>Subtotal</i>		\$	85,495.90
<i>Less</i>	Committed Funds:		
	Swimming caps	\$	(200.00)
	Kindy area playground refurbishment	\$	(32,500.00)
	Fathering Project	\$	(1,000.00)
	Year 6 graduation	\$	(800.00)
	Tear Drop Flags	\$	(500.00)
	Endeavour Awards	\$	(340.00)
	Ship Shape Nature Circuit (due July 2023)	\$	(19,550.00)
<i>Subtotal</i>		\$	(54,890.00)
<b>Funds available for allocation:</b>		\$	<b>30,605.90</b>

**Income and Expenditure Statements**

Profit to date is \$47,584.78, including the \$19,775 we received for Project Robin Hood.

**Highlights in August and September:**

- Father's Day Stall – \$1,757.95 net profit
- Colour Run – received \$2,560.16
- Fathering Project Launch – spent \$955.85 on pizzas, cutlery and papers; executive committee approved to increase the expenditure to \$750. We received \$100 donation from Richard Di Perna
- Paid for music banners and Paul Litherland – taking the total donations in 2021 to \$13,371.93

**Donations from the P&C to Bull Creek PS in 2021**

**Bull Creek Primary School P&C Association**  
**Treasurer's Report as at 30<sup>th</sup> September 2021**

Items	Amount	Month
Portable marquees	\$ 2,251.27	Mar-21
A - Z Vocab	\$ 1,000.00	Jun-21
Constable Care	\$ 5,000.00	Jun-21
Library	\$ 2,291.19	Jul-21
Music Banners	\$ 199.13	Aug-21
Paul Litherland	\$ 1,280.00	Sep-21
Music Banners	\$ 394.49	Sep-21
Fathering Project Launch	\$ 108.85	Sep-21
Fathering Project Launch	\$ 847.00	Sep-21
<b>TOTAL</b>	<b>\$13,371.93</b>	

**Canteen Account**

**Cash Book Reconciliation**

Cash Book Balance as at 30<sup>th</sup> September 2021 (as per attached Bank Reconciliation): **\$18,041.89**

The ideal canteen's working balance: \$5,000

**Income & Expenditure Statements**

The canteen is reporting a year-to-date operating profit of \$6,370.64 as at the date of this report.

Thanks to all the volunteers.

**Appendices**

NB: All reports listed are as at 30<sup>th</sup> September 2021

1. General P&C – Cash Book Reconciliation
2. General P&C – Income and Expenditure Statement
3. Canteen – Cash Book Reconciliation
4. Canteen – Income and Expenditure Statement



Bullcreek Primary School  
P&C Account Statement

Account Numbers

016268 219732919, 016268  
219732935

Month

Sep 2021

Date	Details	Income Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Category
<b>General Account - 016268 219732919</b>						
3/09/21	Uniform Sales - Online BCPS - Paul Litherland	\$ 46.00	Uniforms - Online		\$ 1.26 \$ 1,280.00	QC Commission Bull Creek Primary
6/09/21	Uniform Purchase - Aussie Grown				\$ 4,929.38	Uniforms - Costs
7/09/21	Uniform Sales - Card WA Return Recycle	\$ 44.84 \$ 121.00	Uniforms - Cards Fund Raising - Cash		\$ 0.86	Squares Fee
8/09/21	Refund - Erin Cumow (Fathers Day Stall) Father's Day Stall Music Banners - Aussie Grown	\$ 130.00 \$ 1,757.95	Fund Raising - Cash Fund Raising - Cash		\$ 394.49	Bull Creek Primary
10/09/21	Uniform Sales - Online	\$ 450.00	Uniforms - Online		\$ 12.37	QC Commission
13/09/21	Colour Run	\$ 1,200.11	Fund Raising - Cash			
14/09/21	Uniform Sales - Card Reimburse Nicola Stott - Fathering Project Launch	\$ 79.48	Uniforms - Cards		\$ 1.51 \$ 108.85	Squares Fee Bull Creek Primary
15/09/21	Antonio's Pizza - Fathering Project Launch				\$ 847.00	Bull Creek Primary
17/09/21	Uniform Sales - Online	\$ 18.00	Uniforms - Online		\$ 0.49	QC Commission
21/09/21	Uniform Sales - Card	\$ 136.54	Uniforms - Cards		\$ 2.59	Squares Fee
24/09/21	Uniform Sales - Online	\$ 18.00	Uniforms - Online		\$ 0.49	QC Commission
28/09/21	Colour Run	\$ 1,360.05	Fund Raising - Cash			
<b>Savings Account - 016268 219732935</b>						
30/09/21	Credit Interest	\$ 3.13	Interest			

**Income Summary**

Interest	\$ 3.13
Facilities Room	\$ -
Miscellaneous	\$ -
School Banking Comm.	\$ -
P & C Subs.	\$ -
Fund Raising - Cash	\$ 4,569.11
Fund Raising - Cards	\$ -
Uniforms - Cash	\$ -
Uniforms - Online	\$ 532.00
Uniforms - Cards	\$ 260.86
Voluntary Contribs	\$ -
Morning Teas	\$ -

**Expenditure Summary**

Fund Raising	\$ -
Uniforms - Costs	\$ 4,929.38
Uniforms - Refunds	\$ -
Bull Creek Primary	\$ 2,630.34
Pre primary	\$ -
Audit	\$ -
Miscellaneous	\$ -
Insurance	\$ -
Petty Cash	\$ -
QC Commission	\$ 14.61
Squares Fee	\$ 4.96

Total income for month : \$ 5,365.10

Total outgoings for month : \$ 7,579.29

**Account Reconciliation**

Cash Book Balance : START OF MONTH	\$ 93,710.09
Plus Receipts (Income)	\$ 5,365.10
Less Payments (Expenditure)	\$ 7,579.29
Cash Book Balance : END OF MONTH	\$ 91,495.90

**Represented by:**

Bank Balance : END OF MONTH	\$ 91,495.90
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	\$ 91,495.90

Is account correctly reconciled ?

YES

**Unpresented Cheques:**

Date	Cheque No.	Amount

**Outstanding Deposits:**

Description	Amount

**Bull Creek Primary School - P&C Association General Account**  
**Monthly Income Statement for Year Ending 31st December 2021**  
As at 30th September 2021

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Last Yr Total
Interest Income	1.40	1.41	2.41	2.26	2.36	2.31	2.31	2.82	3.13				20.41	29.69
Sales - Uniform Shop (cash)		1,010.00	247.00			462.00	205.00						1,924.00	4,913.50
Sales - Uniform Shop (online)	3,289.00	2,553.50	1,415.00	225.00	1,388.00	652.00	969.00	1,259.82	532.00				12,283.32	13,948.00
Sales - Uniform Shop (cards)		6,174.14	1,749.83	434.09	691.88	967.09	726.55	813.17	260.86				11,817.41	8,891.98
School Banking Commission													0.00	15.00
P & C Subscriptions			28.00										28.00	18.00
Fund Raising (cash)		93.00	2,180.15	376.00	3,235.70	2,983.20	1,885.00	19,775.00	4,569.11				35,087.16	1,222.21
Fund Raising (cards)			374.57										374.57	0.00
Sundry/Misc.													0.00	0.00
P & C Voluntary Contribs							9,510.00						9,510.00	9,300.00
Assembly Tea & Coffee													0.00	0.00
<b>Total Income</b>	<b>3,290.40</b>	<b>9,832.05</b>	<b>5,995.76</b>	<b>1,037.35</b>	<b>5,317.94</b>	<b>5,066.60</b>	<b>13,297.86</b>	<b>21,850.81</b>	<b>5,385.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,054.87</b>	<b>38,339.38</b>
<b>Expenses</b>														
Fundraising Costs			1,005.98		523.98	2,098.50							3,628.46	77.40
Uniform - Costs			3,589.08	2,794.00		3,304.84	1,524.33	739.48	4,929.38				16,881.11	26,412.00
Uniform - Refunds													0.00	0.00
Audit Fees													0.00	0.00
Miscellaneous			60.20		70.00	1,169.37	149.73	84.00					1,533.30	1,674.74
Insurance						859.00							859.00	0.00
Affiliation Fees													0.00	0.00
Petty Cash													0.00	70.69
Reimbursements													0.00	0.00
Quick Cliq Commissions	90.45	70.22	46.49	8.19	38.17	17.93	28.85	30.50	14.61				341.21	326.80
Squares Fee		117.32	32.82	8.25	13.16	18.37	13.80	18.33	4.98				227.01	147.63
<b>Total Expenditure</b>	<b>90.45</b>	<b>187.54</b>	<b>4,734.57</b>	<b>2,808.44</b>	<b>645.31</b>	<b>7,468.01</b>	<b>1,714.51</b>	<b>872.31</b>	<b>4,948.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,470.09</b>	<b>28,709.26</b>
<b>Profit &amp; (Loss)</b>	<b>3,199.95</b>	<b>9,644.51</b>	<b>1,262.19</b>	<b>-1,771.09</b>	<b>4,672.63</b>	<b>-2,401.41</b>	<b>11,583.35</b>	<b>20,978.50</b>	<b>416.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,584.78</b>	<b>9,629.12</b>
Donations to School			2,251.27			6,000.00	2,291.19	199.13	2,630.34				13,371.93	20,668.04
Transfers to/(from) canteen		-10,000.00											-10,000.00	-15,000.00
Increase (Reduction) In Cash Surplus	3,199.95	19,644.51	-989.08	-1,771.09	4,672.63	-8,401.41	9,292.16	20,779.37	-2,214.19	0.00	0.00	0.00	44,212.85	3,961.08
<b>Cash Balance @ End of Mth</b>	<b>50,483.00</b>	<b>70,127.51</b>	<b>69,138.43</b>	<b>67,367.34</b>	<b>72,039.97</b>	<b>63,638.56</b>	<b>72,930.72</b>	<b>93,710.09</b>	<b>91,495.90</b>					

Bullcreek Primary School  
Canteen Statement



Month

Sep 2021

Account Number  
016268 219732927

Date	Details	Income Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Category
02/09/21	Food Purchases Brownes \$860.99 Just Pizza \$2,563.85 Superstock \$114.68 Distributors \$942.20				\$ 4,481.72	Food Purchase
3/09/21	Canteen Sales - Online	\$ 572.60	Online Sales		\$ 17.01	QC Commission
	Canteen Sales - Online	\$ 1,242.60	Online Sales		\$ 34.17	QC Commission
8/09/21	Canteen Sales - Cash (Week 23/08/21)	\$ 555.30	Cash Sales			
	Canteen Sales - Cash (Week 16/08/21)	\$ 565.60	Cash Sales			
	Canteen Sales - Cash (Week 30/08/21)	\$ 621.70	Cash Sales			
10/09/21	Canteen Sales - Online	\$ 595.50	Online Sales		\$ 17.69	QC Commission
	Canteen Sales - Online	\$ 2,330.10	Online Sales		\$ 64.08	QC Commission
13/09/21	Donation - Richard Di Pema	\$ 100.00	Other			
	Petty Cash - Load & Go Card				\$ 500.00	Petty Cash
14/09/21	Snow Sushi				\$ 1,168.00	Food Purchase
	Kylie Atkin - Wages				\$ 1,284.40	Wages
17/09/21	Canteen Sales - Online	\$ 555.80	Online Sales		\$ 16.51	QC Commission
	Canteen Sales - Online	\$ 1,263.30	Online Sales		\$ 34.74	QC Commission
24/09/21	Canteen Sales - Online	\$ 545.40	Online Sales		\$ 16.20	QC Commission
	Canteen Sales - Cash (Week 13/09/21)	\$ 530.80	Cash Sales			
	Canteen Sales - Cash (Week 06/09/21)	\$ 688.05	Cash Sales			
	Canteen Sales - Online	\$ 1,327.30	Online Sales		\$ 36.50	QC Commission
28/09/21	Snow Sushi				\$ 255.00	Food Purchase
	Petty Cash - Load & Go Card				\$ 400.00	Petty Cash
	Kylie Atkin - Wages				\$ 1,284.40	Wages

**Income Summary**

Cash Sales	\$	2,961.45
Interest	\$	-
Miscellaneous	\$	-
Online Sales	\$	8,432.60
Card Sales	\$	-
Other	\$	100.00
	\$	-
	\$	-
	\$	-

**Expenditure Summary**

Wages	\$	2,568.80
Food Purchase	\$	5,904.72
Equipment	\$	-
Petty Cash	\$	900.00
Taxation	\$	-
Miscellaneous	\$	-
Superannuation	\$	-
QC Commission	\$	236.90
Card Refunds	\$	-

Total income for month : \$ 11,494.05

Total outgoings for month : \$ 9,610.42

**Account Reconciliation**

Cash Book Balance : START OF MONTH	\$ 16,158.26
Plus Receipts (Income)	\$ 11,494.05
Less Payments (Expenditure)	\$ 9,610.42
Cash Book Balance : END OF MONTH	<u>\$ 18,041.89</u>

**Represented by:**

Bank Balance : END OF MONTH	\$ 18,041.89
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	<u>\$ 18,041.89</u>

Is account correctly reconciled ?

YES

Comments:

**Unpresented Cheques:**

Date	Cheque No.	Amount

**Outstanding Deposits:**

Description	Amount

**Bull Creek Primary School Canteen**  
**Monthly Income Statement for Year Ending 31st December 2021**  
 Current to: 30th September 2021

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Last Yr Total
Cash Sales		302.50	2,318.50	767.20	1,902.30	1,636.55	1,060.15	2,093.55	2,961.45				13,042.20	13,876.20
Interest Income													0.00	0.00
Miscellaneous						100.00			100.00				200.00	0.00
Online Sales		2,837.20	5,019.50	3,444.80	5,984.10	6,086.70	4,783.80	6,207.90	8,432.60				42,806.60	33,698.80
Card Sales													0.00	0.01
Other													0.00	36,652.00
<b>Total Income</b>	<b>0.00</b>	<b>3,139.70</b>	<b>7,338.00</b>	<b>4,212.00</b>	<b>7,886.40</b>	<b>7,833.25</b>	<b>5,843.95</b>	<b>8,301.45</b>	<b>11,494.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,048.80</b>	<b>84,227.01</b>
<b>Expenses</b>														
Food Purchases		50.00	2,497.98	3,477.12	2,279.07	3,476.19	3,630.94	2,620.47	5,904.72				23,936.48	43% 20,827.25 150%
Petty Cash - Food	400.00	200.00	900.00	300.00	700.00	700.00	700.00	1,300.00	900.00				6,100.00	11% 5,100.00 37%
Wages		517.92	2,810.87	885.55	1,832.21	2,240.64	978.66	3,844.82	2,568.80				15,879.27	28% 25,359.66 183%
Wages - Taxation						204.00							404.00	1% 726.00 5%
Superannuation				332.74		486.86							819.60	1% 2,052.71 15%
Workers Comp Ins													0.00	0% 399.00 3%
Equipment						218.00							218.00	0% 257.40 2%
Miscellaneous Fees etc			94.50		299.00		693.00	229.65					1,316.15	2% 412.65 3%
Quick Cliq Commission		79.16	141.34	97.63	169.19	172.46	133.87	174.10	236.90				1,204.65	2% 945.02 7%
Card Refunds													0.00	0% 0.01 0%
<b>Total Expenditure</b>	<b>400.00</b>	<b>847.08</b>	<b>6,444.69</b>	<b>5,293.04</b>	<b>5,279.47</b>	<b>7,498.15</b>	<b>6,136.47</b>	<b>8,168.84</b>	<b>9,610.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,678.16</b>	<b>56,079.70</b>
<b>This Year</b>														
<b>Profit &amp; (Loss)</b>	<b>Month</b>	<b>-400.00</b>	<b>2,292.62</b>	<b>893.31</b>	<b>-1,081.04</b>	<b>2,606.93</b>	<b>335.10</b>	<b>-292.52</b>	<b>132.61</b>	<b>1,893.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,370.64</b>
	<b>Year to Date</b>	<b>-400</b>	<b>1,893</b>	<b>2,786</b>	<b>1,705</b>	<b>4,312</b>	<b>4,647</b>	<b>4,354</b>	<b>4,487</b>	<b>6,371</b>				<b>28,147.31</b> 203%
<b>Transfers (to)/from general account</b>		<b>10,000</b>											<b>10,000</b>	
<b>Last Year</b>														
<b>Profit &amp; (Loss)</b>	<b>Month</b>	<b>-360</b>	<b>2,139</b>	<b>-1,204</b>	<b>-5,081</b>	<b>10,139</b>	<b>2,178</b>	<b>4,941</b>	<b>2,649</b>	<b>5,845</b>	<b>5,883</b>	<b>2,348</b>	<b>-1,330</b>	<b>28,147.31</b> 203%
	<b>Year to Date</b>	<b>-360</b>	<b>1,779</b>	<b>576</b>	<b>-4,506</b>	<b>5,633</b>	<b>7,812</b>	<b>12,753</b>	<b>15,402</b>	<b>21,247</b>	<b>27,129</b>	<b>29,477</b>	<b>28,147</b>	