



Latham Primary School

2019 P&C ANNUAL GENERAL MEETING

Minutes

Tues 12 February 2019, Latham PS staff room

Present: Emily Kerslake, Liz Bobos, Gaynor Thompson, Melanie Crump, Jodie Taylor, Peter Newman, Nektaria Stavropoulos, Kathy Tsang, Jessica Lafaele, Jonathan Stallard, Chris (Poppy) Barnard, Lynette Johns, Kristen Sutcliffe

Apologies: Emma Georgiou, Katherine Stock, Geniene Barbour, Vicky Honchera, Kelly Stallard

1. **Welcome and opening remarks** The meeting was opened by Emily at 6.35pm and she thanked everyone for attending.

2. **Confirmation of minutes of previous AGM, Tues 13 Feb 2018**

Emily moved that the minutes of 13 Feb, 2018, be approved as an accurate record of that meeting. Seconded by Jodie. **CARRIED.**

3. **President's Annual Report**

Emily referred to her annual report (appendix B) and pointed out the achievements of the P&C last year and thanked all involved.

4. **Treasurer's Report including Financial Statements and Auditor's Report (includes canteen accounts)**

Jodie presented the auditor's report (Appendix C) Treasurer's report Dec to current (Appendix D) and Committee's Report (Appendix E, to be signed). She noted that in 2018 we operated at a loss, mainly due to the fact no fete was run in this calendar year (our main fundraising exercise). Auditor report was tabled and suggested:

- a. That an overall financial statement between the P&C and the canteen should be produced.
- b. Outdated passbook account be closed and new savings account opened. Emily and Jodie to attend the CBA to organise **ACTION.**
- c. Improvements need to be made for canteen financial record keeping.
- d. Load and go Visa card for canteen needs to be further assessed to reduce double handling of money **ACTION.**

Emily moved the Financial Statement be accepted by the meeting. Seconded by Kristen
CARRIED.

It was noted that the implementation of onetouch payroll is approaching and a system such as Xero will need to be applied **ACTION.**

5. Appointment of Auditor

Emily moved that Ms Tarin O'Connor be appointed as the auditor for the financial year 2019. Seconded by Jodie. **CARRIED.**

6. Election of Returning Officer

Liz was appointed Returning Officer for the following elections.

At this point the President stepped down as the Chair, which was taken by the returning officer

7. Election of volunteers to committee positions

The following positions were filled:

- a. President – Emily Kerslake
- b. Vice President – Kelee Hodge
It was noted that Pete has done an excellent job as Vice President, but he stated he is unable to continue the position due to work considerations.
- c. Treasurer – Jodie Taylor
- d. Secretary – Kristen Sutcliffe
- e. Uniform – Vicky Honchera (as indicated to president before AGM)
- f. Canteen treasurer – Katherine Stock (as indicated to president before AGM)
- g. Public Officer – Kristen Sutcliffe

8. Other Business (covered today due to proximity of fete):

Fete –Emily to contact St George for BBQ and also Specsavers **ACTION.** Grill'd unable to help out at fete due to OH&S. All other aspects of the fete are under control and will be discussed at next weeks' meeting.

2019 P&C meetings will take place Tuesdays of week 3 & 8 of term at LPS.

Discos will be held Thursdays of week 9 in Terms 1, 2 and 3. Students will be involved with creating the theme and designing posters.

It was agreed that Jodie will purchase a thank you present for the auditor from the Visa Load and Go card, as per minutes 4/12/18.

9. The president closed the AGM at 7.16pm.

The next General Meeting will centre on the Fete, Thursday 21 Feb 2019 Raiders Club Kippax

Appendix A

ACTION LIST FROM MEETING 7/8/18

Minute	Action	Who	By	Remarks
4b	Close existing passbook account and open new savings account	Emily and Jodie	Unspecified	Needs to be done in person at CBA
4d	Regular canteen purchases to be paid for directly from canteen account, not Visa load and go	Katherine	Starting ASAP	
4	Xero or similar to be implemented	Jodie, Katherine	Unspecified	
8	Contact St George and Specsavers for fete	Emily	Next meeting	

Appendix B

Latham Primary School

President's Report for Annual General Meeting 2019

President: Emily Kerslake

A big thank you to all our hard-working parents and families for their contributions over the year. In particular, I'd like to acknowledge the volunteers who helped at the working bee in May, the playground painting in June.

Supporting the school/community

We supported the school with the annual Welcome BBQ, the opening of the play shed, the Mothers Day and Father's Day Stalls, the school sandpits (including the preschool) have been refilled, the school discos which are held each term and the end of year of Christmas Picnic.

Providing services

The services which the P&C provide to the school community are the canteen, uniform shop, Commonwealth School Banking Program and the Facebook P&C Page.

Fundraising

In 2018, we ran the first Spell-a-thon for the school. It went for approximately 6 weeks and we raised over \$8,000.00. It was our first attempt at this form of school engagement and each child received incentives prizes based on how much money they raised. It was a successful event.

We had raffles for Easter and Christmas and the prizes we beautiful hampers designed by Vicky Honchera (thanks Vicky)

We ran the 5 cent challenge across all classes

We were selected as the Grill'd Belconnen Local Matters charity Program for the month of September and won with the highest number of tokens received.

Spending funds

Through our efforts we were able to purchase and invest in the the following items for the school:

- Sand for the sand pits
- Outdoor equipment for the preschool
- Investment in the school Enrichment Program
- Teacher Acknowledgement Reward

Appendix C

Independent Audit Report to the members of the Latham Primary School Parents and Citizens Association

I have audited the accompanying financial statement of the Latham Primary School Parents and Citizens Association which comprises the Income and Expenditure Statement for the year ended 31 Dec 2018 (attached). I have also reviewed the Latham Primary School Canteen records.

Committees' Responsibility for the Financial Report

The P&C committee are responsible for the preparation of the financial report that gives a true and fair view of the financial state of the association.

Responsibility of person conducting audit

My responsibility is to express an opinion on the financial report based on my audit. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. The audit was carried out in line with the Audit Procedures Worksheet for small P&C's provided by the ACT Council of Parents and Citizens Association.

Independence

I confirm that I am not a member of the Canberra Primary School Parents & Citizens Association and am not related to any member of their committee.

Opinion


I have audited the attached financial statement of the Association and formed the following opinions.

In relation to the P&C:

- a) The financial statement attached represents an accurate reflection of the financial position of the P&C (excluding the canteen) as at 31 December 2018.
- b) **Recommendation** – It is recommended that going forward an overall financial statement including the canteen be produced to ensure a complete financial picture of the P&C is submitted with the annual report.
- c) Proper accounting and record keeping has occurred. In instances where copies of receipts are missing, other documentation, such as emails between committee members, has been provided as evidence for expenditure.
- d) In June 2018, \$5,967.37 of Long Service Leave was paid to a departing canteen employee. This is not reflected in the attached financial statement but is noted here for full transparency. Correct evidence of this transaction was included in the paperwork provided to me.
- e) **Recommendation** - It is recommended the outdated passbook account held by the P&C be closed and a new savings account opened. This will allow for electronic record keeping.

In relation to the Canteen:

- f) There is no financial statement attached. The 2018 opening balance for the canteen account was \$1,088.22. The closing balance at the end of 2018 was \$1,360.60;
- g) **Recommendation** – It is recommended that improvements be made to electronic and paper record keeping of canteen transactions in order to support the reconciliation process. This includes ensuring the production of an accurate, fully-reconciled end-of-year financial statement as referenced in (b) above.
 - 1. In addition, both the P&C and Canteen electronic files should be managed via a shared location where other key stakeholders, such as the P&C President, can view accounts at any given time. A system such as Google Drive or Dropbox could be easily established.
- h) **Recommendation** - Whilst the introduction in mid-2018 of the Load and Go card for petty cash management has been an improvement in terms of record-keeping and cash handling, it is being used for large regular purchases, such as the Woolworths online orders. It is recommended that these large purchases be paid for directly from the canteen bank account to reduce double-handling of money allowing for the load and go card to be reserved for smaller, ad-hoc purchases only. Options, such as establishing a Canteen PayPal account could be considered to facilitate larger payments.

signature 12/2/2019 date

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Appendix D

Latham Primary School P & C Association

TREASURERS REPORT 10-Feb-18

Cheque Account

Balance brought forward from 31 December 2017	\$	8,957.40
Receipts		
Uniforms	\$	1,707.40
School Banking Commission	\$	195.00
	\$	-
Total	\$	1,902.40
Payments		
	\$	-
	\$	-
Total	\$	-
P&C Account - Closing Balance as at 10 February 2019:	\$	10,859.80

Notes:

Uniform sales at \$1,707.40 so far this year
 School banking commission of \$195
 Invoice for sand still to be paid - approx \$1000

Outstanding Deposits

Total Outstanding Deposits	\$0.00
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Outstanding Commitments

Sand pit top up	\$1,000.00
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Total Outstanding Commitments	\$1,000.00
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Available Funds	\$9,859.80
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VISA load and Go Balances	Opening Balance	Current Balance	Spend amount
Fete Coordinator's card (\$500 approved balance)	\$99.39	\$99.39	\$0.00

Committee's Report

For the Year Ended 31 December 2018

Committee Members

The names of the committee members in office at any time during the year are:

Position	Name
President	Emily Kerslake
Vice President (also acts as Canteen Coordinator)	Peter Newman
Secretary	Kristen Sutcliffe
Treasurer	Jodie Taylor
Canteen Treasurer	Katherine Stock
Fete Coordinator	Michaela Danvers (Peter Newman)
Uniform Coordinator	Vicky Honchera
School Banking Coordinator	Geniene Barbour
Public Officer	Jodie Taylor
Fundraising Committee Coordinators	Vicky Honchera and Geniene Barbour

Principal activities

The principal activities of the association were supporting Latham Primary School, promoting parent involvement in the school, running events and services for the school community and raising funds for the benefit of the school and its students. No significant change in the nature of these activities occurred during the year.

Operating result

The loss of the Association for the financial year amounted to **\$6,967.48**.

Signed in accordance with a resolution of the Members of the Committee:

Committee member:

Committee member:

Dated this day of 2019