

**YEO PARK INFANTS SCHOOL P&C AGM 12/02/2014  
TREASURERS REPORT**

**1 AUDITED FINANCIAL STATEMENT 2013**

**YEO PARK INFANTS SCHOOL P AND C ASSOCIATION 2013**

**Statement of Income and Expense for the financial year ended 31st December 2013**

| Cash Balance at start of year   |                |           |                    | \$21,951.15 |
|---------------------------------|----------------|-----------|--------------------|-------------|
| Item                            | Sales / Income | Expenses  | Balance            |             |
| Uniforms                        | 7,437.76       | 4,270.35  | 3,167.41           |             |
| P&C M'ships                     | 90.50          | 0.00      | 90.50              |             |
| Bank Interest                   | 665.95         | 0.00      | 665.95             |             |
| Pizza & Pyjama Night            | 999.20         | 300.95    | 698.25             |             |
| Bunnings BBQ                    | 1,763.50       | 617.39    | 1,146.11           |             |
| Gala Day                        | 11,002.55      | 3,130.49  | 7,872.06           |             |
| Calendars and cards             | 2,661.00       | 1,571.00  | 1,090.00           |             |
| Fathers Day raffle              | 222.50         | 0.00      | 222.50             |             |
| Fruity Fiesta                   | 1,431.95       | 451.89    | 980.06             |             |
| Cake Days                       | 1,271.70       | 0.00      | 1,271.70           |             |
| Stay in Bed Aussie farmers Milk | 256.84         | 0.00      | 256.84             |             |
| Mini Olympics Cake Stall        | 588.00         | 0.00      | 588.00             |             |
| Broccoli Tree Cinema            | 3,304.78       | 1,684.11  | 1,620.67           |             |
| Trivia Night                    | 4,822.21       | 0.00      | 4,822.21           |             |
| City to Surf Donations          | 2,839.98       | 0.00      | 2,839.98           |             |
| General Donations               | 10,380.00      | 0.00      | 10,380.00          |             |
| Bank Charges                    | 0.00           | 141.68    | -141.68            |             |
| Insurance                       | 0.00           | 1,031.75  | -1,031.75          |             |
| Web Expenses                    | 0.00           | 99.00     | -99.00             |             |
| Special Lunches                 | 0.00           | 487.58    | -487.58            |             |
| Welcome BBQ                     | 0.00           | 249.00    | -249.00            |             |
| Equipment Purchases             | 0.00           | 491.36    | -491.36            |             |
| Gymnastics contribution         | 0.00           | 2,052.00  | -2,052.00          |             |
| Balmoral Bus                    | 0.00           | 940.00    | -940.00            |             |
| Digi-Ed                         | 0.00           | 1,680.00  | -1,680.00          |             |
| Books                           | 0.00           | 450.68    | -450.68            |             |
| Gifts to Staff                  | 0.00           | 474.88    | -474.88            |             |
| Air Conditioning Contribution   | 0.00           | 2,068.00  | -2,068.00          |             |
| Music Program                   | 0.00           | 13,500.00 | -13,500.00         |             |
| Other Contributions to School   | 0.00           | 5,648.00  | -5,648.00          |             |
| Sundry Expenses                 | 0.00           | 0.00      | 0.00               |             |
|                                 | 49,738.42      | 41,340.11 | 8,398.31           |             |
| <b>Balance at end of year</b>   |                |           | <b>\$30,349.46</b> |             |

Note 1

Note 1: An annual amount of \$13,500 was contributed to the school in June. It was acknowledged in December that \$8,087 had not been utilised and will be carried forward into 2014.

Opening Cash Balance as at 1/1/2013

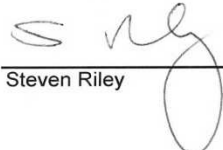
|                   |                    |
|-------------------|--------------------|
| Add: Sales/Income | 21,951.15          |
| Less: Expenses    | 49,738.42          |
| Closing Balance   | <u>-41,340.11</u>  |
|                   | <u>\$30,349.46</u> |

**RECONCILIATION TO BANK BALANCES**

|                  |                  |
|------------------|------------------|
| A/C 225710101698 |                  |
| A/C 225710202448 | 54.59            |
| Paypal Account   | 30,294.87        |
| Closing Balance  | <u>0.00</u>      |
|                  | <u>30,349.46</u> |

**Auditors Report**

I have examined the accounts and records of Yeo Park Infants School Parents and Citizens Association for the year ending 31/12/2013 and have found them to be a true and accurate account of the financial standing of that organisation.

  
Steven Riley

11/2/14  
Date

## **2 BUSINESS**

### **2.1 AUDIT OF FINANCIAL STATEMENT FOR 2013**

- The audit of the financial statement from 2013 has been completed.
- Steven Riley has agreed to be the Auditor again for the 2014 year.

### **2.2 MUSIC CONTRIBUTIONS CARRIED OVER TO 2014**

A contribution to the school of \$13,500 was made in 2013 for the Music Program. At the end of 2013, \$8087 of this remained unspent, and will be carried over into 2014.

### **3 2012 YEO PARK INFANT SCHOOL P&C BUDGET Vs ACTUAL**

Please see attached 2013 Yeo Park Infant School P&C Budget vs Actual expenditure.

### **4 2013 YEO PARK INFANT SCHOOL PROPOSED P&C BUDGET**

Please see attached a Draft 2014 Yeo Park Infant School P&C Budget, based on previous years' expenditure and allowable expenditure for 2014.

The proposed allowable expenditure for 2014 of **\$30,349.46** is the closing balance from the 2013 year.

## **5. ATTACHMENTS**

- 5.1 2013 Budget vs Actual
- 5.2 Draft P&C Budget 2014
- 5.3 P&L statement for 2013

John Chudleigh

**TREASURER, YEO PARK INFANTS SCHOOL P& C**

## ATTACHMENT 5.1

## YEO PARK P&amp;C BUDGET 2013 vs ACTUALS

| Expense  | Allocation              | Payment Due:  | Actual Spend     | Comments:  |
|--|-------------------------|---------------|------------------|--|
| <b>Running costs</b>   |                         |               |                  |  |
| Website - Annual hosting fee   | 99.00                   | November      | 99.00            |  |
| Website – Domain name registration                                     | 19.90                   | November      | 0.00             |  |
| Gifts from P&C (teachers, volunteers etc)                              | 220.00                  | December      | 274.88           |  |
| Gifts from P&C – 2012 Auditor  | 70.00                   | March         | 0.00             | <i>Gift donated</i>  |
| P&C Meeting – refreshments   | 80.00                   |               | 0.00             |  |
| P&C Parent Events – refreshments, tea & coffee – welcome kindy parents | 80.00                   |               | 0.00             |  |
| Purchase/replacement/repair of P&C equipment                           | 200.00                  |               | 39.00            | <i>Allocated for new BBQ</i>   |
| Purchase plates, cutlery etc for Special Lunch Days                    | 100.00                  |               | 0.00             | <i>To cater for increased student numbers</i>  |
| Misc (eg stationery, postage)  | 50.00                   |               | 200.00           | <i>Carried over P and C gifts to staff from 2012</i>   |
| Bank Fees  | 70.00                   |               | 141.68           |  |
| <i>subtotal</i>  | <b>988.90</b>           |               | <b>754.56</b>    |  |
| <b>Insurance</b>   |                         |               |                  |  |
| Student Injury Insurance   | 460.75                  | April 6 2013  | 460.75           | \$4.85 per student, 95 students enrolled. Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a> |
| P&C Federation Affiliation & Insurance (includes Public Liability)     | 565.00                  | August 1 2013 | 571.00           | Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>   |
| <i>subtotal</i>  | <b>1025.75</b>          |               | <b>1031.75</b>   |  |
| <b>Contributions to school</b>   |                         |               |                  |  |
| Welcome BBQ  | 150.00                  | Term 1        | 150              | BBQ  |
| Easter Eggs  | 95.00                   | Term 1        | 0.00             | Kindly donated by Kerri Lovi   |
| Special Lunch Days   | 760.00                  | Term 1 - 4    | 487.58           | <i>Increased to \$2 per person per lunch day</i>   |
| Last day of term events  | 100.00                  | Term 2 - 4    | 99.00            | <i>BBQ</i>   |
| Kindergarten Orientation   | 125.00                  | Term 4        | 0.00             |  |
| <i>subtotal</i>  | <b>1230.00</b>          |               | <b>736.58</b>    |  |
| <b>Other items to be identified by P&amp;C and school</b>              | <b>(\$28,688 total)</b> |               |                  | Was \$18488, increased by \$10,200 CHPRSL grant funding  |
| Airconditioning Contribution   | 2068.00                 |               | 2068.00          |  |
| Music Program  | 13500.00                |               | 13500.00         |  |
| Digi-Ed  | 1680.00                 |               | 1680.00          |  |
| Year 2 Graduation Books  | 300.00                  |               | 450.68           |  |
| Bus fare for end of year outing  | 940.00                  |               | 940.00           | (note: excludes GST, school to pay direct and we will reimburse)   |
| Additional Funding for playground artworks etc                         | 1500.00                 |               | 1500.00          | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| 50% contribution to school for gymnastics                              | 2052.00                 |               | 2052.00          | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| To School for Drama classes and story-telling                          | 3000.00                 |               | 3000.00          | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| To School for general resources incl yr 2 grad books                   | 1148.00                 |               | 1148.00          | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| To PandC for Broccoli Tree Cinema                                      | 1000.00                 |               | 1000.00          | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| To PandC for Gala Day banner, other items                              | 1500.00                 |               | 452.36           | <i>New expenditure allocated as a result of CHPRSL grant funding</i>   |
| <i>subtotal</i>  | <b>28,688.00</b>        |               | <b>27791.04</b>  |  |
| <b>TOTAL</b>   | <b>\$31,932.65</b>      |               | <b>30,313.93</b> |  |

**ATTACHMENT 5.2  
DRAFT YEO PARK P&C BUDGET 2014**

| <b>Expense</b>   | <b>Allocation</b>  | <b>Payment Due:</b>        | <b>Actual Spend</b> | <b>Comments:</b>   |
|--|--------------------|----------------------------|---------------------|--|
| <b>Running costs</b>   |                    |                            |                     |  |
| Website - Annual hosting fee   | 99.00              | November                   |                     |  |
| Website – Domain name registration                                     | 20.00              | November                   |                     |  |
| Gifts from P&C (to teachers and staff)                                 | 280.00             | December                   |                     |  |
| P&C Meeting – refreshments   | 80.00              |                            |                     |  |
| P&C Parent Events – refreshments, tea & coffee , welcome kindy parents | 80.00              |                            |                     |  |
| Purchase/replacement/repair of P&C equipment                           | 1050.00            |                            |                     | Note: \$1050 carried over from 2013 CHPRSL grant. \$400 allocated for new power point, \$200 for facepainting training. Other requests: extension cords, portable lights |
| Misc (eg stationery, postage)  | 50.00              |                            |                     |  |
| Bank Fees  | 160.00             |                            |                     |  |
| <i>subtotal</i>  | <b>1819.00</b>     |                            |                     |  |
| <b>Insurance</b>   |                    |                            |                     |  |
| Student Injury Insurance   | 460.75             | 6 <sup>th</sup> April 2014 |                     | \$4.85 per student, 95 students enrolled. Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>   |
| P&C Federation Affiliation & Insurance (includes Public Liability)     | 582.00             | 31 <sup>st</sup> July 2014 |                     | Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>   |
| <i>subtotal</i>  | <b>1042.75</b>     |                            |                     |  |
| <b>Contributions to school</b>   |                    |                            |                     |  |
| Welcome BBQ  | 150.00             | Term 1                     |                     |  |
| Easter Eggs  | 95.00              | Term 1                     |                     |  |
| Special Lunch Days   | 760.00             | Term 1 - 4                 |                     | \$2 per student per lunch day  |
| Last day of term events  | 150.00             | Term 2 - 4                 |                     |  |
| Kindergarten Orientation   | 100.00             | Term 4                     |                     |  |
| <i>subtotal</i>  | <b>1255.00</b>     |                            |                     |  |
| Other items to be identified by P&C and school                         | 26,232.00          |                            |                     |  |
|  |                    |                            |                     |  |
|  |                    |                            |                     |  |
|  |                    |                            |                     |  |
| <i>subtotal</i>  | <b>26,232.00</b>   |                            |                     |  |
| <b>TOTAL</b>   | <b>\$30,348.75</b> |                            |                     |  |

ATTACHMENT 5.3

**YEO PARK INFANTS SCHOOL P AND C ASSOCIATION 2013**

**Profit and Loss Statement for the financial year ended 31st December 2013**

|  | <i>Per Child</i> | <b>Total</b>        |
|--|------------------|---------------------|
| Proceeds from Fundraising Activities                               | \$ 516.55        | \$ 49,072.47        |
| Less Costs associated with Fundraising Activities                  | \$ 126.59        | \$ 12,026.18        |
| <b>Net Proceeds from Fundraising Activities</b>                    | <b>\$ 389.96</b> | <b>\$ 37,046.29</b> |
| Less Direct Costs in providing services to the school and children | \$ 295.17        | \$ 28,041.50        |
| Less Indirect Costs  | \$ 11.90         | \$ 1,130.75         |
| <b>Net Operating Profit</b>  | <b>\$ 82.88</b>  | <b>\$ 7,874.04</b>  |
| Add Other Income - Bank Interest                                   |                  | \$ 665.95           |
| Less Other Expenses - Bank Fees                                    |                  | \$ 141.68           |
| <b>Net Profit</b>  | <b>\$ 88.40</b>  | <b>\$ 8,398.31</b>  |
| <br><b>Number of Children Enrolled in 2013</b>                     | <br><b>95</b>    |                     |