

YEO PARK INFANTS SCHOOL P&C MEETING 13/8/2014

TREASURERS REPORT

1. SUMMARY OF INCOME AND EXPENSES 05/06/2014 to 13/08/2014

Income

Opening Balance from 05/06/2014	\$	36,953.67
Uniforms	\$290.80	
P & C M'ship/Donations	\$2.90	
Bank Interest	\$107.66	
CakeDays	\$384.30	
Broccoli Tree Cinema	\$545.00	
Family Fun Night	\$2,301.40	
Trivia and artwork	\$4,352.55	
City to Surf	\$159.63	
Sub Total		\$8,144.24

Less Expenses

Uniforms	\$83.00	
Broccoli Tree Cinema	\$351.75	
Family Fun Night	\$756.88	
Bank Charges	\$31.65	
Insurance	\$571.00	
Special Lunch Days	\$163.37	
Last day of term events	\$7.63	
Music Programme	\$8,180.00	
Sub Total		\$10,145.28

Book Balance	\$	<u>34,952.63</u>
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Bank Statement Reconciliation

Business Transaction Account as at 13/8/2014	\$	11,300.50
Business Online Saver Account as at 13/8/2014	\$	23,456.18
Pay Pal account as at 13/8/2014		-
Add: Cash on Hand		195.95
Less Unpresent cheques		-
Total as per Book Balance	\$	<u>34,952.63</u>

2 BUSINESS

2.1 P&C ASSETS

Stock take of P&C assets was carry out in August. Detailed list attached

The purpose of the stock take is to verify the quantities and condition of items hold.

If you have purchased any new assets on behalf of P&C during this year, please provide detail of the item and the location to be included in the Assets list. Also don't forget to submit your expense claim.

2.2 AFFILIATION FEE & INSURANCE

P&C Federation Affiliation & Insurance has been renewed, this include P&C Federation membership and public liability insurance for the period 2 August 2014 to 1 August 2015.

2.3 2014 YEO PARK INFANT SCHOOL P&C BUDGET

Please see attached updated 2014 Yeo Park Infant School P&C Budget.

Total uncommitted funds available for expenditure by P&C and School: **\$7,026.00**

2.4 2014 FUNDRAISING ACTIVITY

P&C had number of very successful fundraising events, the total YTD profit: **\$13,155.05**

Congratulations to the fundraising committee and big thanks to everyone help out on those events.

3. ATTACHMENTS

ATTACHMENT 3.1 YEO PARK P&C BUDGET 2014

Expense	Allocation	Payment Due:	Actual Spend	Comments:
Running Costs				
Website - Annual hosting fee	99.00	November		
Website - Domain name registration	20.00	November		
Gift 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			
Purchases/replacement/repair of P&C equipment	1,050.00			Note: \$1,050 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		\$144.40	
	Subtotal		144.40	
	1,819.00			
Insurance				
Student Injury Insurance	460.75	6 April 2014	\$431.65	\$4.85 per student, 89 students enrolled (budgeted at 95 students). Download application form - www.pandc.org.au
P&C Federation Affiliation & Insurance (including Public Liability)	582.00	31 July 2014	571.00	Download application form - www.pandc.org.au
	Subtotal		1,002.65	
	1,042.75			
Contribution to School				
Welcome BBQ	150.00	Term 1	\$68.40	Term 1 last day BBQ
Easter Eggs	95.00	Term 1	\$0.00	Kerri Lovi kindly donated the easter eggs, thanks Kerri
Special Lunch Days	760.00	Term 1-4	\$297.61	\$2 per student per lunch day
Last day of term events	150.00	Term 2-4	\$7.63	
Kindergarten Orientation	100.00	Term 4	\$0.00	
Music Programme	8,180.00		\$8,180.00	\$16,267 Less \$8,087 (retained from 2013 funding)
Gymnastics	3,560.00	Term 3	\$0.00	89 student at \$40 per student - 8 weeks
Digi Ed	1,400.00	Term 4	\$0.00	
Drama - Aesop	4,482.00		\$0.00	
Year 2 Graduation Books	550.00		\$660.09	
Bus fare for end of year outing	1,034.00		\$0.00	
	Subtotal		9,213.73	
	20,461.00			
Other items to be identified by P&C and School	7,026.00			
	Subtotal		-	
	7,026.00			
TOTAL	30,348.75		10,360.78	

ATTACHMENT 3.2

P and C FUNDRAISING 2014 - AS AT 13/8/2014

Events	Sales	Costs	Profit (Loss)	Status	Comments
CakeDays	901.50	0.00	\$901.50	On Going	
Aussie Farmers	100.06	0.00	\$100.06	Closed	
Style Swap	876.80	0.00	\$876.80	Closed	
Bunnings BBQ	3,365.15	1,158.47	\$2,206.68	Closed	
Raffle Ticket	273.00	5.59	\$267.41	Closed	
Broccoli Tree Cinema	4,387.20	1,508.30	\$2,878.90	Closed	\$100 donation from Ruth. \$500 donation from Rich and Oliva
Family Fun Night	2,858.40	1,446.88	\$1,411.52	Closed	\$385 donation from Peter Murray \$200 donation from Butcher
Trivia and artwork	4,352.55	0.00	\$4,352.55	Open	\$50 donation from Pam & Ian Maddock Auction total \$4,762 balance to be collected
City to Surf	159.63	0.00	\$159.63	Open	
Total	\$17,274.29	4,119.24	\$13,155.05		

ATTACHMENT 3.3**P and C SHED - Assets List as at 13/8/2014**

Assets	Quantity
Barbeque	2
Gas bottles	2
Fold down tables (large)	5
Fold down tables (medium)	4
Tables (large)	5
Tables (medium)	2
Gazebo	5
Hot water urn	1
Cold water urn	1
Esky	1
Trolley	1
Work light	1
Coffee drip machine	1
Insulated pots	2
Cashier tins	2
Banners	2
Ladder	1
Rubbish bin	2

Inventories and Consumables

Uniform

Paper cups & lids

Platters, baskets, muffin tray

Utensils

Plastic cutlery

Tea, sugar,

Water, Cans, Juice Poppers

Napkins, Paper towel, Paper bags

Hand sanitiser, gloves, garbage bags

Cleaning items

Sauces, Oil, Foils, Plastic wrap

Popcorn

Storage Boxes

Large flat pack cardboard boxes

Signs