



AGM
Thursday, 19 March 2020
revised time of 6:30 - 7pm

Agenda
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AGM Reports (**Revised**)
pages 2 - 11

Exec Members

Pen Melis	President & acting Treasurer
Kristy Corbett	Vice President
Troy Sinclair	Secretary
Luke McCarter	Grounds
Jenni Wilding	Events
David Graieg	General Exec
Adrian Taylor	Class Rep Coordinator
Jane Rowlands	Principal

AGM Reports - revised

Date: Thursday 19/3/2020

Time: 6:30 – 7:00pm

Venue: Outdoor Learning Area, Chandler Avenue

Floreat Park Primary School
P&C Association



REVISED AGM			
Agenda Items:			
Item	Time	Topic of Discussion	
1	6:30pm	Open meeting, Welcome, Membership & Motions	
	1.1	Motions for meeting minutes	PM
	1.2	Motion for 2019 Financial Report	KC
	1.3	2019 President's Recognition and thanks	PM
2	6:40pm	Voting for 2020 P&C President	
	2.1	Menti voting to close at 6:48ish	KC
3	6:50pm	Confirmation of Exec , Sub committees & other duties	
	3.1	Office Bearers – Show of hands	KC
	3.2	Executive Committee – Show of hands	KC
	3.3	Sub Committees – Show of hands	KC
	3.4	Other Duties & Services – confirmation	KC
	3.5	Appointment of Financial Reviewer	KC
4	7:00pm	Confirmation of Committee & Close of meeting	

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Floreat Park Primary School
P&C Association



AGM

3 Financial Report: Pen Melis



**FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION
INC**

**SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019**



FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC

FOR THE YEAR ENDED 31 DECEMBER 2019
STATEMENT BY MEMBERS OF THE COMMITTEE



The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee of Management the financial report as set out on pages 5 to 7:

1. Presents a true and fair view of the financial position of Floreat Park Primary School Parents and Citizens Association Inc as at 31 December 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Floreat Park Primary School Parents and Citizens Association Inc will be able to pay its debts as and when they fall due.

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

A handwritten signature in black ink, appearing to be 'PM', written over a horizontal line.

Penelope Melis
President

A handwritten signature in black ink, appearing to be 'KC', written over a horizontal line.

Kristy Corbett
Vice President

A handwritten signature in black ink, appearing to be 'TS', written over a horizontal line.

Troy Sinclair
Secretary

Dated this 7th day of March 2020



INDEPENDENT AUDITOR'S REVIEW REPORT OF FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC

Report on the Financial Report

I have reviewed the accompanying financial report, being a special purpose financial report, of Floreat Park Primary School Parents and Citizens Association Inc, which comprises the committee's report, the assets and liabilities statement as at 31 December 2019, the income and expenditure statement for the year ended, notes comprising a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of Floreat Park Primary School Parents and Citizens Association Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012 ("ACNC Act") and the needs of the members. The committee's responsibility also includes such internal control as the committee determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my review. I conducted my review in accordance with Auditing Standards on Review Engagements ASRE 2415 Review of a Financial Statement: Company: Limited by Guarantee or an Entity Reporting Under the ACNC Act or Other Applicable Legislation or Regulation, in order to state whether, on the basis of the procedures described, anything has come to my attention that causes me to believe that the financial report does not satisfy the requirements of Division 60 of the ACNC Act including: giving a true and fair view of the registered entity's financial position as at 31 December 2019 and its performance for the year ended on that date; complying with the Australian Standards and the Australian Charities and Not-for-profits Commission Regulation 2013 ("ACNC Regulations"). ASRE 2415 requires I comply with the ethical requirements relevant to the review of the financial report.

A review of the financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable me to obtain assurances that I would become aware of all significant matters that might be identified in an audit. Accordingly, I do not express an audit opinion.

Conclusion

Based on my review, which is not an audit, nothing has come to my attention that causes me to believe that the financial report of Floreat Park Primary School Parents and Citizens Association Inc does not satisfy the requirements of Division 60 of the Australian Charities and Not-for-profits Commission Act 2012 including:

- a) giving a true and fair view of the registered entity's financial position as at 31 December 2019 and its financial performance for the year ended on that date; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the Australian Charities and Not-for-profit Commission Regulation 2013.

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Basis of Accounting

Without modifying my conclusion, we 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.

Dated this **6th** day of **March** 2020



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Chino Yuan CTA, CAANZ #525486
Director

CNY Chartered Accountants
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**FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2019**

INCOME	2018	2019
	\$	\$
<u>P & C</u>		
Voluntary Contributions current year	78,679.80	84,351.97
Infrastructure Levy current year	52,090.50	54,414.17
Fundraising Income	30,597.06	36,608.04
Interest Income	1,329.01	828.35
Other Income incl. Building fund donations	153.58	2,200.31
<u>Uniform Shop</u>		
Uniform Shop Sales	49,763.10	55,895.50
Interest	1.40	1.98
<u>Canteen</u>		
Cake Stalls	0.00	0.00
Fundraising Income	144.00	75.00
Canteen Orders & Sales	89,363.11	104,884.22
Function Catering	1,155.80	341.00
Other Income	0.00	0.00
Interest	1.28	133.76
TOTAL INCOME	303,278.64	339,734.30
 COST OF GOODS SOLD		
<u>Uniform Shop</u>		
Stock	45,209.71	45,135.30
<u>Canteen</u>		
Canteen Supplies	43,202.01	46,752.85
TOTAL COST OF GOODS SOLD	88,411.72	91,888.15
 EXPENDITURE		
<u>P & C</u>		
Fundraising Expenses	75,576.38	65,730.00
Bank Charges	0.00	0.11
School Banksia Publication	5,160.00	4,875.00
Voluntary Contribution Donations to FPPS	68,606.49	67,346.32
Infrastructure Donations to FPPS	38,592.06	104,225.40
Safety House Reimbursement & Initiatives	300.00	0.00
Domain name and Email addresses	155.10	221.22
MYOB essentials	318.00	324.00
Grounds Improvement	1,031.71	0.00
Fathering Project	0.00	400.00
Chaplain Donation	600.00	4,100.00
Yr 6 Graduation Expenses current year	1,691.90	1,206.20
WACSSO Membership Fees	1,123.18	1,135.54
Sundry Expenses	1,842.99	1,167.79

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Floreat Park Primary School
P&C Association



Uniform Shop

Paypal Fees	923.18	1,251.09
Credit Card Fees	1,211.96	1,321.29
Insurance	747.00	0.10
MYOB essentials	318.00	656.25
Office Supplies	78.31	324.00
Sundry Expenses	355.95	1,174.12
Repairs and Maintenance	355.95	2,058.45

Canteen

Book Keeping Fees	2,187.50	2,454.90
Bank Charges & Interest & Credit Card Fees	856.25	192.98
Cleaning Supplies	93.05	34.85
Computer & Internet	645.00	852.63
Commission Fees	2,005.37	2,420.06
Depreciation – Plant & Equipment	713.90	1,211.55
Equipment	1,636.93	665.29
Gifts	280.99	50.00
Insurance	1,314.50	1,463.50
Memberships	90.00	177.00
Printing & Stationery	1,228.20	1,131.85
Repairs & Maintenance	1,142.40	5,963.89
Superannuation	3,114.91	3,763.49
Training	563.79	390.00
Wages & Salaries	33,063.28	39,615.48
Other expenses	199.50	238.45
TOTAL EXPENDITURE	247,767.78	318,142.80

NET PROFIT

-32,900.86	-70,296.65
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FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC

ASSETS AND LIABILITIES STATEMENT

AS AT 31 DECEMBER 2019

P & C	2018	2019
ASSETS	\$	\$
P & C Main Bank Account	6,307.01	12,140.96
TeleSaver Bonus Interest Account	110,959.63	18,871.43
Building Fund	-	2,200.31
Loan to Uniform Shop	5,000.00	-
Uniform Shop		
Uniform Bank Account	30,089.32	18,919.12
Cash Float	150.00	130.00
Stock- Uniforms	44,079.79	40,607.59
Canteen		
Bankwest Account	9,462.83	16,497.82
Term Deposit	5,000.00	5,000.00
Sundry Debtors	80.50	-
Total Current Assets	211,129.08	114,367.23
Office Equipment & Computers	-	-
Plant & Equipment	5,533.00	16,265.25
Total Fixed Assets	5,533.00	16,265.25
Total Assets	216,662.08	130,632.48
Uniform Shop		
Invoices	-	1,622.76
Accounts Payable	12,293.23	276.71
Loan from P & C	5,000.00	-
Canteen		
Credit Card	1,830.43	1,364.96
Accounts Payable	1,847.10	1,999.70
Sundry Creditors	-	415.00
PAYG withholdings payable	-	1,142.00
Superannuation Payable	-	1,662.20
Total Liabilities	20,970.76	5,237.81
Net Assets	195,691.32	125,394.67
Retained Earnings	186,843.39	153,942.53
Current year Earnings	-32,900.86	-70,296.65
Owner Contribution	41,748.79	41,748.79
Total Equity	195,691.32	125,394.67



FLOREAT PARK PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 1: Summary of Significant Accounting Policies

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act of Western Australia. The Committee has determined that the association is not a reporting entity.

The financial report has been prepared on a cash basis and is based on historic costs and does not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

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Floreat Park Primary School
P&C Association



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4 Principal's Summary Report: Jane Rowlands

Report Details:

2019 was a highly successful year in terms of the school's achievement of medium term goals and planned outcomes for students.

This success will be difficult to replicate in terms of quantifiable data; student attendance goals were achieved and the challenging academic targets we set in 2018 for 2019 were realized in full. A testament to good planning, appropriate programs, targeted use of resources and the trust and support of the community. Formal and informal feedback from parents at various times throughout the year has both affirmed our direction and given us an evidence base to improve our communications and services. We are grateful for the open nature of this feedback which we will continue to seek and use.

Excitingly, our students report they have a greater voice in the school on matters which affect them. Year 5 and 6 students appreciate and enjoy the additional opportunities through in school, namely our specialist STEM, Art, PE and drama classes, afterschool programs, student leadership opportunities and our links with Rotary. The support the P&C has so generously offered in terms of provision for many of these curriculum areas and initiatives, improved play space, facilities and grounds, technology and parent workshops has enabled the school to help provide the best learning environment possible for our children.

As an educational institution it is important that we monitor and respond to future education directions so that we adapt and refine our approaches to teaching and learning and play our part in preparing our students to be active, informed citizens with 21st century skills. Parents, community members and students all play important roles in providing input into these directions and later on this year we will be consulting all our stakeholders in redefining these in a new business plan, that will map out broad directions for the next three years, 2021 -2023. Strong school governance and a strong, positive school culture will ensure we continue to strive to meet the needs of all our students. The P&C is an integral part of the governance triangle alongside the Board and school. We are very proud of the ongoing partnership we enjoy with the P&C and on behalf of the staff I thank Pen Melis, Kristy Corbett, the P&C Executive and the membership for your support.

I look forward to an equally exciting and productive 2020.

Jane Rowlands

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Floreat Park Primary School
P&C Association



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5 President Recognition & Thanks: Pen Melis

Report Details:

2019 has been a year of action and change, thanks to our progressive 9- member strong P&C Exec. This fantastic team has ensured our P&C Association is strong, proactive and vibrant within the Floreat Park Primary School community. Each member has contributed their valuable personal resources and expertise to help deliver projects on time, with efficiency and prudence. This has ensured that current students benefit immediately from 2019 P&C Parent Contributions.

Thanks to these contributions, some of the larger projects completed in 2019, are as follows:

- PP Bike Track Trees
- Library Furniture
- STEM Equipment
- Sports Equipment
- 100 Laptops leased for children's learning
- Main School Front Garden Refresh
- The Kindy Garden Refresh
- Interactive Screens for every classroom
- The Canteen Upgrade
- The BER Path & turf rehabilitation
- The Outdoor Learning Playspace

Thank you to Floreat Park Primary School Leadership and Staff for their continued support of our endeavours. Working together as a team has meant we've been able to complete projects that otherwise would have taken many years to come to fruition. This relationship between the School, the Board and the P&C is pertinent and an actuator for action and progress. What a wonderful combination when our valued educators, wise policymakers and passionate parents, align their thinking and work towards the same end game.

Floreat Park Primary School is so fortunate to be filled with involved, loving and generous families. The P&C would not be able to function without the contributions of time, money and resources that parents offer over and over again. Our P&C is able to offer services that many other schools are unable to, only due to the many volunteers that commit to making them happen: The Canteen, The Uniform Shop, Floreat Dad's, Scholastic Book Club & Book Fairs, Safety House, Mother's Day & Father's Day Stalls, Edu dance recordings, Sick Bay, and our P&C Directory.

Our fundraising goal towards the completion of our new Outdoor Learning Playspace has been made possible due to the many volunteers who actioned these successful fundraisers: The Art Bar Initiative (Event, Raffle & Art for Cards), Entertainment Books, Election Cake Stall, Athletics Cake Stall & Sausage sizzle.

Our amazing class reps ensure our families feel part of the class community and the wider school community. The many social events organised throughout the year create valued friendships and treasured memories. The Kindy Fashion Show, the Melbourne Cup Event, Year 6 Graduation Tea, Floreat Dad's camping and the Year 6 Rottnest camping are invaluable opportunities for year groups to join together, thus strengthening our school community. Our termly Stay & Play events have been very popular this year and allow us to chat, meet new parents and celebrate being part of such a wonderful school.

Thank you for your contribution towards making our children's educational experience even better in 2019.

Pen Melis

AGM Reports

Date: Thursday 19/3/2020

Time: 7:00 – 7:45pm

Venue: School Library, Chandler Avenue

Floreat Park Primary School
P&C Association



AGM

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