



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INC

ABN 83 704 085 618

ANNUAL GENERAL MEETING – 12TH DECEMBER 2022

Attendees: Alicia Potts, Ali Hafeez, Anna McFarlane, Amy Wild, Bronwyn Wilson, David Malorey, Felicity Bewley, Gladys Wilkins, Katrina Crooks, Kirsten Smith, Leigh Lofts, Lonii Broers, Naomi Lam, Nicole Wynne, Paul Zamuner, Paula Stokoe, Peta Harper, Sandeep Dsa, Sharlene Atkinson, Tamara Leo, Tim Simpson, Wendela Flokstra-Mesker

AGM OPEN – PRESIDENT, LONII BROERS

Meeting commenced at 7:35pm

PRESIDENT'S 2022 ANNUAL REPORT – LONII BROERS

Dear Members, Bronwyn, and School Staff,

And just like that, another year has gone.

On reflection of the year that was, we have been incredibly fortunate to have been able to once again, hold many of our traditional school events and welcome families back onto the school grounds. This has enabled us to invigorate the community atmosphere and successfully raise some impressive dollar amounts for school resources.

We learned from the Covid lockdowns that we could be adaptable to hosting online events and therefore had online alternatives ready to go should we have required them.

In our second year on the executive committee, our knowledge and experience from the previous year of unknowns fused for us to be able to execute tasks more confidently and efficiently.

As it really does take a full year to fully grasp all that is involved, I have been committed to providing some crossover of members, so that incoming executives may benefit from the experience of those who have already been exposed to the responsibilities required of the P&C.

Unfortunately, we have had a somewhat disappointing response to our many attempts to recruit new volunteers who would have an opportunity to invest some of their time to continue the important work that we do, seek improvements or at the very least maintain status quo for their own children attending the school.

The response is usually "I can't, I work, or I can't, I have too much on" and absolutely, these are serious considerations, but it is still possible to contribute and ourselves and those who have gone before us, are proof that you can still hold a full-time job, run a family and carry out the basic tasks of the P&C and if necessary, tasks can be scaled back to suit the needs of the members.

We are gravely concerned that if all required positions on the P&C cannot be filled, all fundraising will cease, the canteen will cease to operate, and the funding & management of various essential functions will freeze. All of these will have a major negative impact on the students, families, and staff in our community.

That said, whilst we have had a fully functioning committee, over the past 12 months, I am very pleased to report that we have met all financial obligations to the school this year, including:

- The funding of a support teacher salary one day per week
- Teacher consumables allowance
- Floating casual teacher contribution
- Staff room supplies

We met all requirements in relation to the canteen including:

- Staff Wages
- Additional Canteen resources such as the 2 new thermomixers and new laptop

Our fundraising efforts this year have exceeded our expectations and as a result we have been able to provide not one but two industrial sized fans for the hall and adjoining COLA area that will have a positive impact for many years to come and will provides an additional space to gather on hot days.

As not all fundraising dollars have yet been allocated, we have the ability to provide another large enhancement to the school in the proposed mural that has been suggested by Bronwyn and if members vote for this spend, it will also be funded by the efforts achieved in 2022.

In relation to grants, the successful outcome of our application for a share of the Community Building Partnership Grant offered by the NSW Government in 2022 will now fund the remainder of the capital required to complete Maddy's Garden (in conjunction with money the school has raised) to see this project finalised in 2023.

It is with the dedication of the Executive Team, tremendous support of the subcommittee members and, support of the school & our extremely generous wider community that we have been able to achieve these impressive results.

It is an honour and a privilege to work alongside the Band and Out of School Care Committees and we thank you for our professionalism always and the essential services you provide for the students and families.

To Bronwyn and your entire team, thank you once again for leading and inspiring our children, for the warmth and love that you provide for them daily, your genuine passion for expanding their minds and providing a safe environment for them in which to thrive.

I am very proud to have shared the executive team responsibilities and achievements with my P&C peers over the past 12 months and beyond. I believe we have all learned a lot, we are all extremely passionate about supporting and enriching West Pymble Public School and I have deep respect for each of you and for your contribution.

A huge thank you to the entire community for your support and appreciation over the past 12 months and thank you for the opportunity to be a representative of this amazing & unique school.

Wishing everyone a safe and happy holiday period with your families and warmest wishes for the new year.

APPROVAL OF 2021 AGM MINUTE – LONII BROERS

Minutes from 6th December 2021 were approved.

TREASURER'S 2022 ANNUAL REPORT – ALI HAFEEZ

Accounts include income and expenditure from 1st January 2022 to 30th November 2022 and the figures represented in this report aim to fairly represent the financial performance of the West Pymble Public School Parents and Citizens (hereafter "WPPS PNC" or "P&C") for this period. The 2022 accounts have been prepared on a cash accounting basis.

BANKS ACCOUNTS – BALANCE AND MOVEMENTS ON ACCOUNTS

During 2022, the main focus has been to meet our school pledge commitments and also contribute funds for other initiatives which benefit the school community.

CONSOLIDATED PROFIT AND LOSS

The P&C will finish 2022 in a strong financial position. The team has succeeded in managing running costs with fantastic support from the families and staff at WPPS.

BAND ACCOUNT

The band account has a **net loss of \$262.29** (compared to a **net earning of \$3,003.85** last year for the same period). The main difference this year are increased band tutor costs. There may be a case to forecast band tutoring costs for 2023 and adjust the fees for band next year to ensure that the band remains net positive.

CANTEEN ACCOUNT

The canteen account has **net earnings of \$4,231.89** (compared to **net earnings of \$91.31** last year for the same period). This position includes transfer of the \$17,545.03 into the canteen account from the ATO. There was a big uptick in top line revenue for the canteen in 2022. However, the cost of goods is also tracking upwards with minimal adjustment to food pricing. 2023 will need a holistic review of the pricing of canteen food to ensure that the canteen can remain profitable without the small business cash boost.

P&C ACCOUNT

The P&C account is in a good financial position with **net earnings of \$37,881.86** (compared to **net loss of \$25,188.79** last year for the same period). Funds over \$43k were raised after costs during the year, with the Trivia Night being the most successful fundraising event at \$27k. This was followed by the Election Day stall and Spring Showcase (Spell-a-thon not yet full reconciled). The P&C also trialed a comedy night which was also both successful and a hit with the community, so it is likely to be repeated in 2023. The results of the fundraising can already be seen with the P&C funding the school blazers and most recently the fans for the hall and COLA.

P&C ACCOUNT – FORECAST BUDGET FOR 2023

The P&C executive team has reviewed the current year expenses and fundraising to set a budget for 2023. Most of the budget is proposed to be allocate to the school for support teaching staff and staff resources.

Forecast Budget P&C - 2023			
Description	Forecast Sales	Forecast Costs	Forecast Income
Welcome Night	\$1,700.00	\$700.00	\$1,000.00
Grandparents Day	\$1,200.00	\$200.00	\$1,000.00
Miscellaneous Fundraisers	\$1,500.00	\$500.00	\$1,000.00
Mother's Day Stall	\$5,500.00	\$5,000.00	\$500.00
Trivia Night	\$27,000.00	\$4,000.00	\$23,000.00
Spring Showcase	\$3,200.00	\$200.00	\$3,000.00
Election Day BBQ/Cake Stall	\$2,700.00	\$200.00	\$2,500.00
Second Hand Clothing Stall	\$2,300.00	\$200.00	\$2,100.00
Bottle Recycling	\$400.00	\$0.00	\$400.00
Family Pledges	\$16,000.00	\$0.00	\$16,000.00
Spell-a-thon	\$5,200.00	\$200.00	\$5,000.00
Subtotal	\$66,700.00	\$11,200.00	\$55,500.00
Forecasted Income-commission and other			
Athletes Foot			\$0.00
Ray White			\$0.00
Excel Uniform Commission	\$2,000.00	\$0.00	\$2,000.00
Grants			\$0.00
Projected Net Income	\$68,700.00	\$11,200.00	\$57,500.00

Expenditures			
Honour Board	\$0.00	\$1,250.00	\$1,250.00
End of Year / Christmas Events / Gifts	\$0.00	\$500.00	\$500.00
Teacher 1 day p/w	\$0.00	\$28,544.00	\$28,544.00
Floating Casual	\$0.00	\$5,000.00	\$5,000.00
Staff Allowance	\$0.00	\$1,300.00	\$1,300.00
Pledge to Playground	<i>Not budgeted</i>	<i>Not budgeted</i>	\$0.00
Mural	<i>Not budgeted</i>	<i>Not budgeted</i>	\$0.00
WPPS staff gifts	\$0.00	\$200.00	\$200.00
Year 6 graduation	\$0.00	\$300.00	\$300.00
Morning teas and events	\$0.00	\$200.00	\$200.00
Insurance	\$0.00	\$2,000.00	\$2,000.00
Quickbooks	\$0.00	\$720.00	\$720.00
Zoom	\$0.00	\$210.00	\$210.00
Total Expenditure	\$0.00	\$40,224.00	\$40,224.00
Net	\$68,700.00	\$51,424.00	\$17,276.00

CURRENT ACCOUNT BALANCES

The account balances as they currently stand (as at 30th November 2022) are shown below:

11110 P&C Transaction Account 0695	87,492.72
11112 P&C Investment Account 5922	44,985.06
11113 Canteen Account 7965	24,266.87
11114 Band Transaction Account 3438	34,351.50
11115 Band Investment Account 4881	27,692.92
11116 P&C Building Fund Account 9036	13,652.20
Total Cash on Hand	232,441.27

P&C PROFIT AND LOSS REPORT

See next page.

West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss by Location

January - November, 2022

	TOTAL
Income	
40000 Income	72.48
41000 Donations	
41010 Building Fund - deductible	120.00
41020 General - non deductible	79.89
Total 41000 Donations	199.89
42000 Fundraising Income	375.60
42010 Fundraising Events Income	43,905.65
42030 Sponsorships received	4,750.00
42040 Sale of Goods	3,982.97
46010 Second Hand Clothing Stall	4,166.79
46011 Year 6 Fundraising 2022	647.94
Total 42000 Fundraising Income	57,828.95
43000 Operating Activities	
43060 Membership fees received	11.50
46020 Excel Uniforms Commission	2,270.80
46050 Other Commission Received	274.34
47040 Other Income - Miscellaneous	8,040.58
Total 43000 Operating Activities	10,597.22
44000 Canteen Sales	95.50
44010 Counter Sales	7,986.90
44020 School24 Online Sales	75,639.89
Total 44000 Canteen Sales	83,722.29
45000 Band Income	2,435.00
45011 Performance Band	9,676.00
45012 Concert Band	6,615.00
45013 Training Band	6,836.00
45014 Instrument Hire - Percussion	700.00
45020 Instrument Hire	6,240.00
45030 Band Income - Miscellaneous	2,205.00
45050 Band Income T-Shirt Sales	210.00
Total 45000 Band Income	34,917.00
Total 40000 Income	187,337.83
In-Kind Donations	0.00
Total Income	A\$187,337.83
Cost of Sales	
50000 Cost of Sales	
51000 Cost of Sales - Canteen	130.42
51010 Food Purchases	29,235.31
51020 Beverage Purchases	9,158.11
51030 Frozen Dessert Purchases	11,975.61
51040 Packaging Purchases	1,451.40
51100 Freight	20.00
Total 51000 Cost of Sales - Canteen	51,970.85
52000 Cost of Sales - Band	
52010 Band Tutors	

West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss by Location

January - November, 2022

	TOTAL
52011 Band Tutors - Performance Band	6,649.00
52012 Band Tutors - Concert Band	3,488.00
52013 Band Tutors - Training Band	2,071.00
Total 52010 Band Tutors	12,208.00
52020 Band Camp	19,936.75
52030 Band Competitions/Events	550.00
52050 Instrument Repairs/Maintenance	3,382.00
Total 52000 Cost of Sales - Band	36,076.75
Total 50000 Cost of Sales	88,047.60
Total Cost of Sales	A\$88,047.60
GROSS PROFIT	A\$99,290.23
Other Income	
80000 Other Income	
82000 Interest P&C Investment 5922	125.59
85000 Interest Band Investment 4881	81.19
86000 Interest Building Fund 9036	38.52
88000 Cash Boost No GST	17,664.00
Total 80000 Other Income	17,909.30
Total Other Income	A\$17,909.30
Expenses	
51010 Food Purchases	21.94
60000 Expenses	
61000 General & Administrative Exp	
61080 Gifts \$300	80.00
62010 Insurance	1,200.95
62020 Computer Software/Web Develop	679.84
62040 Postage & Freight	80.00
Total 61000 General & Administrative Exp	2,040.79
62100 Canteen Operating Expenses	
62105 Kitchen Equipment / Tools	2,600.00
62120 Repairs & Maintenance	415.00
62200 Misc Canteen Operating Expense	9,346.82
Total 62100 Canteen Operating Expenses	12,361.82
62400 Employment Expenses	
62420 Superannuation	5,884.78
62430 Wages & Salaries	32,709.58
62440 Workers' Compensation	523.07
62470 Other Employer Expenses	438.83
Total 62400 Employment Expenses	39,556.26
63000 Fundraising Expenses	749.49
63010 Cost of food/goods	4,388.01
63030 Labour Hire	715.00
63110 Licence fees	179.94
63900 Fundraising Expenses - Misc	4,591.50
Total 63000 Fundraising Expenses	10,623.94

West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss by Location

January - November, 2022

	TOTAL
64000 Funding Commitments	2,273.65
64010 School Pledges	2,498.59
64020 Staff Room Supplies	332.63
Total 64000 Funding Commitments	5,104.87
65000 Band Expenses	
65070 Band Expenses - Miscellaneous	1,557.25
Total 65000 Band Expenses	1,557.25
Total 60000 Expenses	71,244.93
Unapplied Cash Bill Payment Expense	81.20
Total Expenses	A\$71,348.07
Other Expenses	
90000 Other Expenses	4,000.00
Total Other Expenses	A\$4,000.00
NET EARNINGS	A\$41,851.46

SUBMISSION OF REPORTS FOR AGM – SANDEEP DSA

- List of Financial Members 2022
- President’s Annual Report 2022
- Treasurer’s Report 2022
- Audited Financial Statements 2021
- AGM Minutes, 6th December 2021

ELECTION OF OFFICE BEARERS – BRONWYN WILSON

Position	2022	Continuing	2023	Nominated by
P&C Executive Team				
President	Lonii Broers	Partial Year	Lonii Broers	Bronwyn Wilson
Vice President – 1	Paula Stokoe	No	Anna McFarlane	Sharlene Atkinson
Vice President – 2	Sharlene Atkinson	Yes	Sharlene Atkinson	Lonii Broers
Treasurer	Ali Hafeez	Yes	Ali Hafeez	Lonii Broers
Secretary	Sandeep Dsa	No	Felicity Bewley	Nicole Wynne
Communications	Nicole Wynne	Yes	Nicole Wynne	Lonii Broers
Band				
Band Convenor	Katrina Crooks	Yes	Katrina Crooks	Lonii Broers
Band Treasurer	Jocelyn Girard	No	Weina Liuu	Katrina Crooks
Band Secretary	Sophie Le Page	No	<i>Vacant</i>	-
Canteen				
Canteen Coordinator	Paulina Okunew	Yes	Paulina Okunew	Lonii Broers
Canteen Accounts	Setareh Ganjali	Yes	Setareh Ganjali	Ali Hafeez
Fundraising Committee				
Fundraising Coordinator	Paula Stokoe	No	<i>Vacant</i>	-
Fundraising Committee – 1	Setareh Ganjali	No	Charles Caravousanos	Lonii Broers
Fundraising Committee – 2	Kirsten Smith	No	Holly De Rooy	Lonii Broers
Fundraising Committee – 3	Leigh Lofts	Yes	Leigh Lofts	Lonii Broers
Fundraising Committee – 4	Jenny Gilio	Yes	Jenny Gilio	Lonii Broers
Fundraising Committee – 5	Alison Iaslett	No	Prudie Maltby	Lonii Broers
Fundraising Committee – 6	<i>Vacant</i>	-	Lonii Broers	Nicole Wynne
Fundraising Committee – 7	<i>Vacant</i>	-	Simone Ting	Nicole Wynne
Fundraising Committee – 8				
Grants Committee	Sharlene Atkinson	Yes	Sharlene Atkinson	Lonii Broers
Grants Committee	<i>Vacant</i>	-	Amy Wild	Lonii Broers
Working Bee Coordinator	Gladys Wilkins	No	Paul Zamuner	Lonii Broers
Teas Coordinator	Setareh Ganjali	No	Naomi Lam	Paula Stokoe
Teas Coordinator	Christina Gaete	No	Alicia Potts	Paula Stokoe
Pre-loved Uniforms Coordinator	Sharlene Atkinson	No	Peta Harper	Lonii Broers
Class Parent Liaison	Gladys Wilkins	Yes	Gladys Wilkins	Lonii Broers

It was agreed that the following new team members will be granted access to relevant P&C bank accounts:

- Nicole Wynne – all accounts
- Felicity Bewley – all accounts
- Weina Liuu – band accounts

The following people will be removed once new access is granted

- Paula Stokoe
- Sandeep Dsa
- Jocelyn Girard

AGM CLOSE

Meeting adjourned at 8.30pm

The second part of the AGM to finalise any outstanding office bearers and approve the 2022 audited financial statements will be held in conjunction with and precede the ordinary general meeting in February 2023.

Next General Meeting – 6th February 2023, 7:30pm.