



WEST PYMBLE P&C ASSOCIATION INCORPORATED

AGM MINUTES – 4 DECEMBER 2023

Attendees: Sharlene Atkinson, Felicity Bewley, Chih-Lun Yeh (Allan), Nicole Wynne, Anmarie Forrester, Amy Wild, Alicia Potts, Naomi Lam, Tim Simpson, Tara Cooling, Tamara Leo, Holly McDonald, Lonii Broers, Amin Shantia, Jen Stokes, Gladys Wilkins, Katrina Crooks, Melissa Vince, Sky Brown

Apologies: Paul Zamuner, David Malorey

**AGM Open – President, Sharlene Atkinson**

Meeting commenced at 7:34 pm.

**President's 2023 Annual Report – Sharlene Atkinson**

**President's Report 2023**

Dear Members, Tim, and School Staff,

I would like to start by extending my sincere thanks to our fantastic Executive Team, who have done an exceptional job this year. Felicity, Allan, Anmarie, Nicky, Amy and our newest recruit Alicia – we are a motley crew with very different skills, interests and backgrounds but that's what makes us work well and achieve so much.

We held an incredible amount of fun and fundraising events in 2024, Welcome Night, Market Day, Comedy Night, Mothers Day Stall, Grandfriends Day Wishing Tree, Movie Night, Spellathon, Father's Day Stall, Brick Lane Guessing Jar, Steam Showcase Wishing Tree, Referendum Day Cake Stall and Wishing Tree, Kids Disco and Trivia. We have one last event to come, a stall at the Bunnings Christmas market this Thursday 7 December!

I will leave it to the Treasurer to provide more of an overview of the funds raised, but the support and generosity of our school community never ceases to amaze. Trivia night was once again the highlight of the West Pymble social calendar and was a sell-out. I am sure many of your children were thrilled to find out that you had purchased your child's class artwork at Trivia night. I was thrilled that we had no noise complaints from neighbours! (or at least none that anyone has told me about). Next time would someone please remind me to shut the back door of the hall.

On top of all that there were many more school events that we supported through the year. I would like to thank Naomi for all her in the role of Morning Teas Coordinator, Peta and Mel for organising and running the second hand uniform stall, Katrina and her team for their roles with Band, Paul for organising the Working Bee and Gladys for her continuing stella job as class parent liaison.

A big thanks to the committee members and volunteers who supported all of our activities, a special shout out to Jen and Helen for taking on the mothers day stall and Holly for the taking on the disco. Thanks to all those who donated, time, prizes, sourced sponsors, worked in the canteen, turned a sausage, baked a cake, or packed up a trestle table. It's all appreciated and every bit helps.

This year we farewell Wendela our Canteen Manager and welcomed Jen into the role working with Nada. Jen has grand, or perhaps a better word is "green" plans for the canteen for 2024, so stay tuned. A big thank you to Setareh in her role as Canteen Treasurer, and to Paulina for organising the volunteers.

I am very pleased to report that over the past year through our fundraising efforts we have been able to provide the school with:

- A significant general teaching support contribution, that allows the school to redirect its funds to additional staff salaries;
- A teacher consumable allowance, so teachers don't have to pay for things like stickers and stamps out of their own pockets;
- \$3000 in technology items, through the STEAM Showcase wishing tree;
- \$2000 in class teacher wish list items, through the Grand friends Wishing Tree;
- A contribution to the mural;
- \$15,000 for new iPads to support the maths assessment program.

Through successful grant applications funding we have:

- Increased (and continue to increase) the amount of reusables in the canteen
- Received AFL sports equipment

In 2023 we introduced a financial hardship fund to assist families (anonymous to the P&C) to pay for excursions, incursions and the like to ensure all children have the same access to experiences, and we will maintain that fund in 2024.

In 2024 our fundraising focus will be on supporting the school's investment in technology and innovation. I will leave it to Tim and Tara to talk more about that later – but it's very exciting.

Also in 2024 the West Pymble Out of School Care will become part of the P&C. Due to changes made by the NSW government, it is essential that we take on the OOSH to ensure that it remains run by a school parent committee and not outsourced to a corporate entity. There is a fair bit of work we need to do to make it happen, but we are very lucky to that our OOSH is so well run and well staffed that the transition should go smoothly. A big thanks to our OOSH team.

Thanks to Bronwyn, Tim, Michelle and Ken, and all of the teaching and support staff, for all that you do for our children and your ongoing support of the P&C.

We know that many hands make light work and are hopeful that we can divide up the activities, tasks and events a bit more in 2024 to share the load and enable more parents to make a contribution. I encourage you all to consider nominating for one of the vacant positions tonight, or joining a subcommittee or volunteering to "Captain" an event.

Best wishes for the holiday season. I look forward to seeing well rested (said tongue in cheek because who rests with children for six weeks holidays) for our next meeting in 2024.

#### **Approval of 2022 AGM Minutes – Sharlene Atkinson**

Minutes from 12 December 2022 were approved.

#### **Treasurer's 2023 Annual Report – Allan Yeh**

### **West Pymble P&C Association Inc. Treasurer's Report as of 28 November 2023**

Accounts include income and expenditure from 1st January 2023 to 28th November 2023 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 2023 accounts have been prepared on a cash accounting basis.

#### BANKS ACCOUNTS – BALANCE ON ACCOUNTS

During 2023, the main focus has been to meet our school pledge commitments, contribute funds for other initiatives which benefit the school community, as well as creating a long term sustainable canteen operation.

Going into 2024 the fund has the transactional cash as well as reserves to operate as an ongoing concern.

Sub-Account	\$A (2022/Dec)	\$A (2023/Nov)
P&C Transaction Account 0695 (11110)	92,409	43,827
P&C Investment Account 5922 (11112)	45,025	99,331
Canteen Account 7965 (11113)	22,432	18,734
Band Transaction Account 3438 (11114)	26,748	41,399
Band Investment Account 4881 (11115)	27,718	28,045
P&C Building Fund Account 9036 (11116)	9,657	13,432
Canteen Debit (11118)	500	445
<b>Total</b>	<b>224,489</b>	<b>245,213</b>

#### CONSOLIDATED PROFIT AND LOSS

The P&C has maintained a stable financial situation in 2023, thanks to the support of the families and staff at WPPS.

#### BAND ACCOUNT

The band account is on a net profit of \$14,458 due to a good intake of student membership fees of \$49,713 and an outgoing of \$34,664, the majority of which is relating to band camp and Key Music Australia. As it stands the account is in good order, with reserves available to support band activities going into 2024.

#### CANTEEN ACCOUNT

The canteen account has net losses of \$33,178. A number of factors make 2023 a difficult year to compared to 2022. First in 2022 there was an amount of \$17,545.03 coming into the canteen account from the ATO, which does not apply in 2023. Secondly, cost of sales and operations in terms of food and materials continued to inflate in 2023. Finally, wages adjustment in 2022 resulted in higher labour costs going into 2023.

Measures were put in place towards the end of August to ensure the operation is long term sustainable. Menu prices were adjusted upwards to catch up on several years of inflation, and wage levels were updated ensuring a fair wage and a sustainable operation. We will continue monitoring operations into 2024 and believe the situation is stable.

#### P&C ACCOUNT (INCL. WPPS ALLOCATIONS)

The P&C activities generated a net earning of \$34,803 (\$52,980 fundraising versus \$18,591 expenses for fundraising and P&C operational expense), an awesome thumbs up thanks from the P&C team to volunteers and participants of the events for their generosity with time and donations! The earnings are used to support the school and students to the net amount of \$31,237. As an account we kept a health balance where earnings from activities are allocated to school use in a sustainable way.

Grant amounts are generally a flow-through to the school via P&C managed accounts and doesn't generate an earning or loss.

	Band	Canteen	PnC	West Pymble Public School
<b>Income</b>				
<b>40000 Income</b>		500.00		
<b>41000 Donations</b>				2.50
41010 Building Fund - deductible			3,186.50	40,083.00
41020 General - non deductible			3,128.84	21,062.10
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 41000 Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>6,315.34</b>	<b>61,147.60</b>
<b>42000 Fundraising Income</b>				36.40
42010 Fundraising Events Income	273.52	1,006.00	34,928.18	21,061.18
42030 Sponsorships received		2,750.00	3,000.00	
42050 Year 6 fundraiser income			774.00	
46010 Second Hand Clothing Stall				1,062.90
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 42000 Fundraising Income</b>	<b>273.52</b>	<b>3,756.00</b>	<b>38,702.18</b>	<b>22,160.48</b>
<b>43000 Operating Activites</b>				
43040 P&C Run Event Income			628.82	
43060 Membership fees received		12.27	5,000.50	14.00
46020 Excel Uniforms Commission				738.64
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 43000 Operating Activites</b>	<b>0.00</b>	<b>12.27</b>	<b>5,629.32</b>	<b>752.64</b>
<b>44000 Canteen Sales</b>		13,567.55		
44010 Counter Sales		10,051.70	28.20	
44020 School24 Online Sales		57,768.58	1,972.54	
44040 OOSC Sales		5,306.97		
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 44000 Canteen Sales</b>	<b>0.00</b>	<b>86,694.80</b>	<b>2,000.74</b>	<b>0.00</b>
<b>45000 Band Income</b>	44,127.70			
45011 Performance Band	140.00			
45012 Concert Band	930.00			
45013 Training Band	2,510.00			
45020 Instrument Hire	1,680.00			
45030 Band Income - Miscellaneous	52.55			
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 45000 Band Income</b>	<b>49,440.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 40000 Income</b>	<b>49,713.77</b>	<b>90,963.07</b>	<b>52,647.58</b>	<b>84,060.72</b>
<b>Sales</b>			315.86	
<b>Sales of Product Income</b>		242.40	17.36	
<b>Unapplied Cash Payment Income</b>				40.00
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total Income</b>	<b>49,713.77</b>	<b>91,205.47</b>	<b>52,980.80</b>	<b>84,100.72</b>
<b>Cost of Sales</b>				
<b>50000 Cost of Sales</b>				
51000 Cost of Sales - Canteen		500.00		
51010 Food Purchases		27,470.14		189.87
51020 Beverage Purchases		9,485.61		
51030 Frozen Dessert Purchases		13,591.06		

51040 Packaging Purchases		1,187.14		
	A\$	A\$	A\$	A\$
Total 51000 Cost of Sales - Canteen	0.00	52,233.95	0.00	189.87
52000 Cost of Sales - Band				
52050 Instrument Repairs/Maintenance	775.00			
	A\$	A\$	A\$	A\$
Total 52000 Cost of Sales - Band	775.00	0.00	0.00	0.00
	A\$	A\$	A\$	A\$
Total 50000 Cost of Sales	775.00	52,233.95	0.00	189.87
	A\$	A\$	A\$	A\$
Total Cost of Sales	775.00	52,233.95	0.00	189.87
	A\$	A\$	A\$	A\$
Gross Profit	48,938.77	38,971.52	52,980.80	83,910.85
Other Income				
80000 Other Income				
82000 Interest P&C Investment 5922			360.62	500.05
85000 Interest Band Investment 4881	184.45		33.97	
86000 Interest Building Fund 9036			19.88	0.38
	A\$	A\$	A\$	A\$
Total 80000 Other Income	184.45	0.00	414.47	500.43
	A\$	A\$	A\$	A\$
Total Other Income	184.45	0.00	414.47	500.43
Expenses				
51010 Food Purchases		1,214.15	33.65	120.10
60000 Expenses	0.00			
61000 General & Administrative Exp			27.30	
61010 Bank Charges			910.00	17.36
61012 PayPal Fees - General			71.45	
61080 Gifts \$300				17.44
62010 Insurance		536.38	1,077.27	348.00
62020 Computer Software/Web Develop			1,286.38	530.79
62040 Postage & Freight		110.00		
62050 Communication Costs				12.75
	A\$	A\$	A\$	A\$
Total 61000 General & Administrative Exp	0.00	646.38	3,372.40	926.34
62100 Canteen Operating Expenses				
62110 Kitchen Supplies		101.75		
62120 Repairs & Maintenance		185.50		
62160 Council / Govt Fees or Charges		272.00		
62200 Misc Canteen Operating Expense		281.90		
	A\$	A\$	A\$	A\$
Total 62100 Canteen Operating Expenses	0.00	841.15	0.00	0.00
62400 Employment Expenses				
62420 Superannuation		9,006.47		
62430 Wages & Salaries		59,620.36	715.00	
	A\$	A\$	A\$	A\$
Total 62400 Employment Expenses	0.00	68,626.83	715.00	0.00
63000 Fundraising Expenses			450.00	
63010 Cost of food/goods		163.70	7,013.02	4,917.95
63030 Labour Hire			5,500.00	

63080 Equipment Hire / Lease			760.00	1,879.00
63130 PayPal Fees - Fundraisers			7.82	
63900 Fundraising Expenses - Misc			136.41	2,000.00
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 63000 Fundraising Expenses</b>	<b>0.00</b>	<b>163.70</b>	<b>13,867.25</b>	<b>8,796.95</b>
64000 Funding Commitments			603.00	74,950.00
64010 School Pledges				30,855.00
64020 Staff Room Supplies		637.76		
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 64000 Funding Commitments</b>	<b>0.00</b>	<b>637.76</b>	<b>603.00</b>	<b>105,805.00</b>
65000 Band Expenses	8,940.91			
65010 Band Equipment (non-capital)	600.00			
65070 Band Expenses - Miscellaneous	25,124.00			
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 65000 Band Expenses</b>	<b>34,664.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total 60000 Expenses</b>	<b>34,664.91</b>	<b>70,915.82</b>	<b>18,557.65</b>	<b>115,528.29</b>
Uncategorised Expense		20.00		
	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>	<b>A\$</b>
<b>Total Expenses</b>	<b>34,664.91</b>	<b>72,149.97</b>	<b>18,591.30</b>	<b>115,648.39</b>
	<b>A\$</b>	<b>-A\$</b>	<b>A\$</b>	<b>-A\$</b>
<b>Net Earnings</b>	<b>14,458.31</b>	<b>33,178.45</b>	<b>34,803.97</b>	<b>31,237.11</b>

- The 2023 P&C accounts will be audited by Lauren Hosie.

#### Budget 2024 – Allan Yeh

The P&C executive team has reviewed the current year expenses and fundraising, and had discussion with the principal Tim Simpson and administration manager Michelle Eyre to set a budget for 2024.

The budget is primarily setup to support school improvements, support teaching staff and teaching materials and supplies. We would like to propose the usage of P&C investment funds for a portion of the spends next year. The consideration is that with inflation rate where it stands, the funds are more valuable if deployed to improve the school than sitting idle.

#### FUNDRAISING ACTIVITIES

Activities will be adjusted along the year based on the committee and volunteer resources available.

Event/Activity	Donations	Costs	Net
Welcome Night	350	100	250
Grandfriends Day			
Wishing Tree	2,000	2,000	0
Comedy Night	1,600	250	1,350
Disco	750	450	300
Mother's Day Stall	4,500	4,000	500
Father's Day	3,800	1,600	2,200
Trivia Night	24,000	3,500	20,500
Spring Showcase			
Wishing Tree	3,200	200	3,000
Movie Night	1,500	200	1,300
Bottle Recycling	100	-	100
Family Pledges	14,000	-	14,000

Bunnings BBQ	4,000	1,000	<b>3,000</b>
Spell-a-thon	5,000	150	<b>4,850</b>
<b>Sub-Total</b>	<b>64,800</b>	<b>13,450</b>	<b>51,350</b>

PLANNED P&C OPERATING COSTS AND PROVISION FOR WPPS IMPROVEMENTS

Event/Activity	Donations	Costs	Net
Teaching support contribution	-	14,000	<b>-14,000</b>
Consumable	-	3,000	<b>-3,000</b>
STEM upgrade	-	15,000	<b>-15,000</b>
Year 6 graduation	-	300	<b>-300</b>
Morning teas and events	-	300	<b>-300</b>
Insurance	-	200	<b>-200</b>
Quickbooks (Accounting Software)	-	1,500	<b>-1,500</b>
Website	-	800	<b>-800</b>
Misc	-	1,100	<b>-1,100</b>
Zoom	-	1,000	<b>-1,000</b>
WPPS staff gifts	-	250	<b>-250</b>
ANZAC Terrace (1 <sup>st</sup> work package)	-	50,000	<b>-50,000</b>
<b>Sub-Total</b>	<b>-</b>	<b>87,450</b>	<b>87,450</b>
<b>Total</b>	<b>64,800</b>	<b>-100,900</b>	<b>-36,100</b>

- The budget was presented to members at the meeting and no objections were raised.

Submission of reports for AGM – Felicity Bewley

- List of Financial Members 2023 – 36 members
- President’s Annual Report 2023
- Treasurer’s Report 2023
- Audited Financial Statements 2022
- AGM Minutes, 12 December 2022

Election of Office Bearers – Tim Simpson

Position	2023	Continuing	2024	Nominated by	Comments
<b>P&amp;C Executive Team</b>					
<b>President</b>	Sharlene Atkinson	Yes	Sharlene Atkinson	Felicity Bewley	
<b>Vice President - 1</b>	Vacant		TBC		
<b>Vice President - 2</b>	Anmarie Forrester	Yes	Anmarie Forrester	Sharlene Atkinson	
<b>Treasurer</b>	Allan Yeh	Yes	Allan Yeh	Sharlene Atkinson	
<b>Secretary</b>	Felicity Bewley	Yes	Felicity Bewley	Sharlene Atkinson	
<b>Communications</b>	Nicole Wynne	No	TBC		
<b>Grants</b>	Amy Wild	Yes	Amy Wild	Sharlene Atkinson	
<b>Tech Support</b>	Alicia Potts	Yes	Alicia Potts	Sharlene Atkinson	
<b>Band</b>					
<b>Band Convenor</b>	Katrina Crooks	No	Holly De Rooy	Felicity Bewley	
<b>Band Treasurer</b>	Wei Na Liu	Yes	Wei Na Liu	Sharlene Atkinson	
<b>Band Secretary</b>	Jacky Hodges	Yes	Jacky Hodges	Sharlene Atkinson	

<b>Canteen</b>					
<b>Canteen Coordinator</b>	Paulina Okunew	Yes	Paulina Okunew	Sharlene Atkinson	
<b>Canteen Accounts Coordinator</b>	Setareh Ganjali	Partial	Setareh Ganjali	Sharlene Atkinson	Only continuing until a replacement is found
<b>Fundraising</b>					
<b>Fundraising Coordinator</b>	Vacant		Melissa Vince	Felicity Bewley	
<b>Fundraising Committee - 1</b>	Charles Caravousanos	No	TBC		
<b>Fundraising Committee - 2</b>	Holly De Rooy	Yes	Holly De Rooy	Sharlene Atkinson	
<b>Fundraising Committee - 3</b>	Leigh Lofts	No	TBC		
<b>Fundraising Committee - 4</b>	Jenny Gilio	No	TBC		
<b>Fundraising Committee - 5</b>	Prudie Maltby	Yes	Prudie Maltby	Sharlene Atkinson	
<b>Fundraising Committee - 6</b>	Lonii Broers	No	TBC		
<b>Fundraising Committee - 7</b>	Simone Ting	No	TBC		
<b>Fundraising Committee - 8</b>	Vacant		TBC		
<b>Grants Committee</b>	Amy Wild	Yes	Amy Wild	Sharlene Atkinson	
<b>Grants Committee</b>	TBC	TBC	TBC		
<b>Working Bee Coordinator</b>	Paul Zamuner	Yes	Paul Zamuner	Sharlene Atkinson	
<b>Teas Coordinator</b>	Naomi Lam	No	TBC		
<b>Teas Coordinator</b>	Alicia Potts	No	TBC		
<b>Pre-loved Uniforms Coordinator</b>	Peta Harper	Yes	Peta Harper	Sharlene Atkinson	
<b>Class Parent Liaison</b>	Gladys Wilkins	Yes	Gladys Wilkins	Sharlene Atkinson	

The following people will have access removed to the relevant P&C bank accounts:

- Nicole Wynne



