Minutes of the Annual General Meeting for Richmond Primary School P & C Association Inc. held in the School Library.
Tuesday 19 February 2013

1. OPEN. WELCOME. ATTENDANCE AND APOLOGIES

The meeting commenced at 7.40pm.

1.1 In Attendance
Sarah Levalds (President), Lidia Cesconetto (Vice President), Cheryl Pech (Secretary), Larissa Tonkin (Treasurer), Phil Beeck, Lisa Dentith (Principal), Andrew Foley, Katrina Tamlin, Tammy Anastasakis, Tony Tamlin, Samuel Daniels, Peta Van Heemst, Sara Millenbach, Tanya Dean, Beatrice Masia, Randeep Dhillon.

1.2 Apologies
Debbie Thackray, Meredith Fonti, Laura Cargill, Milly Sayer, Paula Evans, Elizabeth Sorenson.

1.3 Confirmation of minutes of the previous meeting
• Motion: Is it your wish that I sign the minutes as a true and accurate record of the meeting of 20 November 2012? Moved: Lidia Cesconetto; Seconded: Larissa Tonkin. Motion carried.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Canteen Employer/Employee Contract
The Canteen Manager, Mel Massey, has signed a fixed term contract that ends 31 December 2013. The Secretary holds the second original copy.

2.2 Dad’s & Kids Camp 22-23 March – Phil Beeck
This camp has previously been held in 2011 and 2012 on the school oval. It is sponsored by the East Fremantle Baptist Church and the Fathering Project (http://thefatheringproject.org). There will be no religious content at the camp. Fathers, father figures and significant other males can attend; therefore it is open to all families attending the school. Discussion about whether this is a school event or a P&C event followed. If a P&C event, a cover note must be obtained from WACSSO’s insurers, Centrewest Insurance Brokers. Sarah Levalds has previously spoken with Joe Barbaro of Centrewest, who said they would not cover this event for the P&C. The opinion of the meeting was to deal with WACSSO, not CentreWest. The camp will run as a P&C event. Phil has already set up the online registration. Action: Lisa Dentith will phone WACSSO for clarification of insurance.

2.3 P&C Noticeboard
The P&C noticeboard for the Early Childhood Centre has arrived and will be hung within the next few days.

3. CORRESPONDENCE

3.1 Incoming
• WACSSO –Not for Profit organisations. Action: Treasurer to determine whether action required.
• Australian Charities and Not-for-profits Commission (ACNC). **Action:** Treasurer to complete and submit form and provide Secretary with copy.
• State School Teachers Union of WA – Notification of Inquiry
• Departments of Health and Education – Healthy school, Healthy student guide for parent body.
• P&C Voice

4. **REPORTS**

4.1 **President’s Report – Sarah Levalds**
• Sarah tabled her President’s Report, Business Plan for 2012-2014 and Organisational Chart for 2012. **Attached.**
• **Motion:** That the President’s Report be accepted. **Moved:** Cheryl Pech; **Seconded:** Lidia Cesconetto. **Motion carried.**

4.2 **Treasurer’s Report – Larissa Tonkin**
• Larissa tabled the 2012 Audit Report, and End of Year Finances. **Attached.**
• **End of year balances:**
  - Main cheque account 900109  $33,406
  - Canteen cheque account 900889 $3,140
  - Society cheque account 10265381 $3,227
• January and February files are set up for incoming Treasurer.
• Canteen broke even for 2012.
• Finances very good.
• Peta to run Hot Cross Bun fundraiser again this year.
• Conflict of interest declared: Audit done by Treasurer’s sister. Members accepted this.
• Sarah thanked Larissa for all work with treasury on behalf of the P&C.

5. **ELECTIONS**

5.1 **Office Bearers**
• President Nominated: Sarah Levalds and Phil Beeck. Phil elected.
• Vice President Nominated: Lidia Cesconetto. Elected.
• Secretary Nominated: Cheryl Pech. Elected.
• Treasurer Nominated: Mike Dean. Mike was not present at the meeting but was voted into the position in his absence.
• Executive committee (3 positions plus Principal, Lisa Dentith) Nominated: Tania Dean, Andrew Foley, Tammy Anastasakis. All elected.

5.2 **Volunteers**
• Book club coordinator: Alison Lilly
• Building and grounds representative: Meredith Fonti
• Canteen volunteers coordinator: Peta Van Heemst.
• Entertainment/Cookbook sales coordinator: Kate Spencer (previously indicated her interest). **Action:** Cheryl to confirm with Kate.
• Grants officer: **Vacant**
• Loyalty programs (Coles and Woolworths): Helen Bawden.
• Road Wise coordinator: **Vacant**
• School Council parent representative: Sara Millenbach
• School Directory coordinator: Janet Duncan and Peta Van Heemst
• Uniform Liaison coordinator: Kirsty Le Gassick
• WACSSO delegate/District Council delegate: Lidia Cesconetti
5.3 Appointments
- Honorary Auditor: Vacant
- Fete coordinator: Beatrice Masia
- Fete treasurer: Vacant
- Signatories: To be determined

5.4 Congratulations
Sarah congratulated the new office bearers.
Larissa to organise a handover with Mike Dean and Sarah will handover to Phil Beeck.

6. GENERAL BUSINESS

6.1 General meeting dates and times for 2013
Traditionally meetings are held on the third Tuesday of each month. Action: Agenda item for March.

6.2 Cake and Cookbook table for State Election 9 March
Agreed in principle, if the school is a polling place.

6.3 Class parent liaison
Cheryl reported having discussions with several parents about the need for a class parent contact for each of the K, PP and Year 1 classes to assist in creating a social network and a general point of contact for parents. This would be particularly beneficial for the split classes and families new to the school. Action: Lidia will coordinate contact lists for K/PP/Year1 and identify class parent contacts.

6.4 Kindy fruit
At the Executive Meeting on 25 July 2012, it was decided that the school take over ordering and collection of payments for kindy fruit from 2013, as the P&C’s only role is to pay the fruit invoices. The fruit is ordered by a kindy Education Assistant and purchased through Coles. However, in an email to the Registrar, Gabrielle Ivanac, DET says if the school takes responsibility for payment the fruit becomes an extra cost option and would need to be funded by voluntary contributions, because parents can opt out of paying. Therefore it is less complicated for the school if the monthly payment responsibility remains with the P&C. The kindy fruit program is an important part of the curriculum at Richmond PS.

7. THANK YOU AND NEXT MEETING
Sarah thanked those in attendance.
The next meeting will be held at 7.30pm on Tuesday 19 March 2013 in the school library.

8. CLOSE
The meeting closed at 9 pm.

I sign these minutes as a true and accurate record of the meeting.

Date:
PRESIDENTS REPORT 2012

2012 was a year of consolidation and the continued reform process of P&C functions. It has to be acknowledged that when Nichola Browning undertook the President’s role in 2011 one of the key things that she undertook was to commence a reform process. When I stepped into the position last March I made it fairly clear that I firmly believed in due process, with transparent and accountable processes. We both shared similar thinking about organisational structure and administrative processes.

The timing it seemed was ripe for the picking, as the winds of change were upon us and momentum was gathering for a greater degree of compliance with legislation amongst not for profit community organisations. This has enabled us to seize the opportunity to evolve, become smarter and to capitalise on our strengths. In a nutshell, in order to respond to these challenges we needed to put the P&C on more of a commercial footing.

In getting involved at the Executive level I remember thinking what an impressive list of names and combination of credentials all these people were bringing to the P&C. Likewise, all of the volunteers who had and who were currently contributing to P&C activities. What a great platform to launch off from and a privilege it was to be working besides all these other talented individuals. It was going to be a productive year.

One of the key challenges to P&C work is that we choose to volunteer our time for the benefit of the school. We often do this juggling quite a lot of other tasks in our lives which furthers contribute to our “time poor” status. In trying to do more with less I thought perhaps that we could utilise continuous improvement processes to critically look at P&C business. So that’s where the work started and we examined what we did, how we did it and what we could / would like to be doing.

Key achievements for 2012

- Streamlining of treasury functions
- Informed Notice of Consent Form & procedures designed – adopted by WACSSO as best practice
- Fundraising Proposal / Business Case proforma developed
- Renegotiation of the uniform contract with Willetton Uniform Supplies
- Establishment of an employment contract with Mel Massey
- Commencement of the Attracting and Retaining Volunteers (ARV) concept model

We were fortunate that the level of voluntary contributions received for the year were within the targeted performance measure of the 80th percentile and totalled $19.9k. Fundraising initiatives for the year raised a total of $8.7k. As a result the P&C were able to approve the following funding initiatives for the benefit of the school.
Computer leases $8,000
Picnic benches $5,000
Kindy reading books $1,000
Mathletics program $3,500
Renaissance garden $3,000
Sports carnival ribbons $385
Kindy Xmas books $310
Graduation class prizes $850
Chess prizes $100

Total $22,145

As at the end of the year the P&C bank accounts show the following balances;

Main operating - chq account 900109 $33,406
Canteen operating - chq account 900889 $3,140
Society – chq account 10265381 $3,227

The P&C have deliberately maintained a larger than normal balance in the main operating account in order to factor in a buffer to kick start preparations for the fete. At least $15k is potentially available for immediate disbursement for suitably identified projects. The P&C will seek advice from the school to assist with any funding requirements.

The canteen has continued to operate smoothly over the past year amidst concerns which surfaced during 2011 with the threat of possible closure. The 2011 survey results indicated an overwhelming requirement to continue with a canteen service and the response from the community has seen a positive change in being able to staff volunteer rosters over the past year. Continuous hard work by the Canteen Advisory Team has enabled the service to continue in meeting the revised two (2) opening days per week as well as meet the necessary requirements under the Canteens Association charter. The canteen previously operated with its own separate Treasurer but the decision was taken last year to role all of the financial functions back under the main treasury umbrella.

It wasn’t all smooth sailing for the P&C last year. The P&C Executive and Members tackled the controversial issue of the unsold cookbooks which had been produced in 2011. In attempting to draw a line in the sand on a number of difficulties which had been experienced with this project, it was proposed at the May meeting that for each cookbook sold those funds would be directly returned to the classroom of the family purchasing the book. This proposal initially generated a renewed interest in the cookbook which resulted in the project breaking even. However, there still remain quite a number of unsold books which equates to approximately $9k of funds which could be effectively utilised within the classrooms.

This report should be read in conjunction with the Business Plan 2012 – 2014 as it clarifies and puts into context the activities that we undertake. The plan is designed to be a working document and as such will be kept up to date to reflect our current environment. In addition to our identified activities the following items are key challenges for the P&C and are highlighted as follows;
• Education of newly elected Executive Members in P&C roles of liabilities / limitations 2013
• Attraction / participation rates for P&C members at scheduled P&C General Meetings
• Preparations / appropriate mechanisms in place to manage the scheduled fete in November
• Communication of the role of the P&C particularly to new parents / members of the community
• Monitoring of our commitment to provide a viable canteen service as well as our legal and moral responsibility to our employee

As with every year, we need to praise the time and effort put into the P&C and school by our Principal, Mrs Lisa Dentith and our Deputy Principals, Mr Dave Carder and Mrs Charmaine Cook. They all give freely of their time to attend and discuss any issues we raise.

I would also like to thank all our active members, volunteers and our Executive for their hard work in keeping the P&C business running throughout the year. In a recent newsletter article I issue an invitation to all our new parents about becoming part of a very special school community. It has been a privilege to have been able to be your President for 2012 and I thank you firstly for your vote of confidence in allowing me to take on the role but secondly to thank you for all the support you have given me along the way.

Sarah Levalds
President - Richmond Primary School P&C Association Inc.

8 February 2013
CONTEXT - PARENTS & CITIZENS ASSOCIATIONS

Parents play an integral role within the state education system. As the primary educators of children, parents’ active involvement in formal schooling is essential to the learning process.

Government schools benefit not only from the involvement of the parent body but also the active interest and work of the local community. As such, members of the local community play an important role in assisting the school to provide the best quality education for its students.

1. For parent participation to be effective there must be forums for the formulation of the parent viewpoint. At the school level, this requires the establishment and maintenance of Parents & Citizens’ Associations.

2. The role of Parents & Citizens’ Associations should be:
   a. to act as a forum for discussion and formulation of the parent view on issues concerned with the education policies and well being of:
      (i) the individual school and its students;
      (ii) the whole school system;
      (b) to convey parent views to the individual school decision-making bodies;
   (c) to elect Parents & Citizens’ Association representatives to School Councils and/or other school decision-making bodies;
   (d) to use and promote democratic practices that enable all parents to participate in school structures;
   (e) to receive and raise funds either by themselves or in conjunction with other bodies associated with the school;
   (f) to promote public schooling within the local community.

P&C Associations and School Councils should work together in identifying school needs and priorities; however they should remain independent bodies.

Parents and community members should ensure that any work undertaken within the P&C Association is in the best interests of the students at the school and not for individual benefit.
OUR COMMUNITY / OPERATING ENVIRONMENT

Richmond enjoys a strong tradition of parental involvement. We are fortunate to have within our school community a vast range of people who are not only very well educated but who are also very highly skilled technically and artistically. We also have quite a number of people in our community who have achieved greatness through a wide range of sporting achievements. As a result we have an enormous pool of skills to draw upon and we are fortunate that people within the community people who are a professional team and who are a credit to their profession.

We are as a result a collaborative and connected school community where there is an enthusiastic, vibrant, positive and harmonious environment for its members. We are a community who has the ability to share not only successes, but also problems and their solutions. We are also a community who possesses a great sense of compassion and have the ability to dig deep to assist others when in need. We believe that our sense of community is greater than the sum of the individual.

Our operating environment can be complex and is impacted by a range of factors, including;

- The recognition that P&C functions rely solely upon a volunteer work base
- Lack of necessary volunteers to fulfil key roles within the Executive Committee
- Knowledge deficit of the legal liabilities and legal limitations of the Executive role
- Dwindling numbers of volunteers to fulfil roles associated with P&C functions
- Knowledge deficit of the role of the function of a P&C Association amongst school community

We are responding to this challenging environment by;

- Constructing a business model to flexibly apply the available volunteer resources
- Continually review our business practices to identify opportunities for continuous improvement
- Create an environment of awareness of the requirements of the P&C Association within the school community
- Fostering partnerships with WACSSO and other P&C communities to create networking opportunities and a shared understanding of our community role
### OUR BUSINESS

#### IMPROVEMENT STRATEGIES

<table>
<thead>
<tr>
<th>Improvement Strategies</th>
<th>Lead</th>
<th>Partners</th>
<th>Timing</th>
<th>Performance Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain a viable canteen service that meets the needs of the parents / children in the school community</td>
<td>P&amp;C Executive</td>
<td>Canteen Association Principal Canteen Advisory Group</td>
<td>Ongoing</td>
<td>Menu selection in line with red / green light requirements Suitably selected menu selection that provides interest within a 5-13 yr. age group Fund allocation from main P&amp;C account, to supplement canteen not to exceed &lt;$2k p/a Retention of Canteen Manager on long term basis Maintain required numbers of volunteers for the term rosters Maintain operating days of Wed / Fri</td>
</tr>
<tr>
<td>Provide support to the School Council on uniform policy decisions / design of components to ensure the students can be identified and proudly represent the school</td>
<td>P&amp;C Executive</td>
<td>Principal School Council Willetton Uniforms</td>
<td>Ongoing</td>
<td>Uniform components in line with school uniform policy requirements Performance of uniform items to the satisfaction of school / parents / children Suitably agreed contract terms that reflect requirements of stakeholders</td>
</tr>
<tr>
<td>Develop strategies to ensure that the P&amp;C fulfils its function as a relevant and meaningful organisation</td>
<td>P&amp;C Executive</td>
<td>School Community WACSSO</td>
<td>Ongoing</td>
<td>Succession planning P&amp;C Executive positions filled P&amp;C volunteer support roles filled Ability to draw upon volunteer base Attraction and Retention of Volunteers (ARV) concept developed</td>
</tr>
<tr>
<td>Maintain P&amp;C Member confidence in the financial administration of the Association</td>
<td>P&amp;C Executive</td>
<td>Principal P&amp;C Members</td>
<td>Ongoing</td>
<td>True &amp; accurate accounting records Monthly review of account balances / reporting of income / expenditure to Executive / General Meeting Critical analysis of income / expenditure trends Compliance with legal requirements /obligations</td>
</tr>
</tbody>
</table>
## OUR BUSINESS

### IMPROVEMENT STRATEGIES

<table>
<thead>
<tr>
<th>IMPROVEMENT STRATEGIES</th>
<th>LEAD</th>
<th>PARTNERS</th>
<th>TIMING</th>
<th>PERFORMANCE MEASUREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain P&amp;C Member confidence in the administrative function of the Executive Committee</td>
<td>P&amp;C President &amp; Principal</td>
<td>Ongoing</td>
<td>Executive Members are obliged to take all reasonable steps to ensure the association complies with its legal obligations. Executive Members are required to disclose any direct or indirect conflict of interest. Appropriate compliment and complaints feedback mechanism.</td>
<td></td>
</tr>
<tr>
<td>Develop fundraising initiatives that meet the needs of the school community</td>
<td>P&amp;C Executive &amp; Principal School Community</td>
<td>Ongoing</td>
<td>Variety of initiatives to maintain interest and participation within school community. Fully costed business proposal to be presented to a General Meeting for consideration by P&amp;C Members.</td>
<td></td>
</tr>
<tr>
<td>Create awareness of the role of a P&amp;C within the school community</td>
<td>P&amp;C Executive &amp; Principal</td>
<td>Ongoing</td>
<td>Targeted promotional / educational strategies to new members to the community. Survey school community – new / existing. Maintain voluntary contribution rate within the 80th percentile.</td>
<td></td>
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</tbody>
</table>

### OUR COMMUNITY – BUSINESS CHALLENGES

<table>
<thead>
<tr>
<th>BUSINESS CHALLENGES</th>
<th>TREATMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient understanding of legal liabilities / limitations of Executive / P&amp;C member group</td>
<td>Identification of liabilities / education of required legal framework within P&amp;C environment.</td>
</tr>
<tr>
<td>Inability to recognise and keep up with emerging trends within scope of P&amp;C functions</td>
<td>Identify networking opportunities / research within P&amp;C framework.</td>
</tr>
<tr>
<td>Inability to manage stakeholder expectations</td>
<td>Regular engagement within school community at all levels / face to face / written / electronic.</td>
</tr>
</tbody>
</table>
**OUR COMMUNITY – BUSINESS CHALLENGES**

<table>
<thead>
<tr>
<th>BUSINESS CHALLENGES</th>
<th>TREATMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S issues within canteen</td>
<td>OH&amp;S understanding / application of principles / pro-activity within scope of environment</td>
</tr>
<tr>
<td>Risk management / duty of care</td>
<td>Assessing, actively managing potential exposure to loss, damage or litigation</td>
</tr>
</tbody>
</table>

**OUR COMMUNITY – BUSINESS STRENGTHS**

<table>
<thead>
<tr>
<th>BUSINESS STRENGTHS</th>
<th>TREATMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well-resourced parent community</td>
<td>Encourage parents to provide assistance according to their personal resources and areas of interest</td>
</tr>
<tr>
<td>Parent participation across a wide range of areas</td>
<td>Encourage existing parents to be open to new and innovative suggestions as a P &amp; C</td>
</tr>
<tr>
<td>Committed school principals / staff / support staff</td>
<td>Maintain open dialogue with staff through principal or delegate</td>
</tr>
<tr>
<td>Committed volunteers</td>
<td>Be open to innovative projects proposed by staff</td>
</tr>
<tr>
<td></td>
<td>Appropriate recognition for consistent participation</td>
</tr>
</tbody>
</table>

**OUR STRUCTURE**

Organisational chart – Refer to attached document
## OUR ACCOUNTABILITIES

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CHANNEL</th>
<th>TIMINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Activity Statements (BAS)</td>
<td>Australian Taxation Office (ATO)</td>
<td>As per ATO requirements</td>
</tr>
<tr>
<td>School Principal</td>
<td>Office bearers / audits / final say on P&amp;C newsletters / letters /</td>
<td>Ongoing communication</td>
</tr>
<tr>
<td></td>
<td>communications to school community</td>
<td></td>
</tr>
<tr>
<td>WACSSO</td>
<td>Office bearers / audits / advice</td>
<td>As per WACSSO requirements</td>
</tr>
<tr>
<td>School Community</td>
<td>Newsletter / website / noticeboard / face to face contact</td>
<td>Weekly and ongoing</td>
</tr>
<tr>
<td>P&amp;C Members</td>
<td>Minutes / financial statements /</td>
<td>As per constitutional / legislative requirements</td>
</tr>
<tr>
<td>Governance details office bearers / rules</td>
<td>Australia Charities &amp; Not for Profits Commission (ACNC)</td>
<td>As per requirement</td>
</tr>
</tbody>
</table>
RICHMOND PRIMARY SCHOOL - P&C ASSOCIATION INC.

Organisational Chart - 2012

P&C Employee

Canteen Manager
Mel Massey

Executive Committee

President
Sarah Levalds

Vice President
Lidia Cesconetto

Honorary Secretary
Cheryl Peck

Honorary Treasurer
Larissa Tonkin

Executive Member
Phil Breck

Executive Member
Laura Cargill

Executive Member **
Kate Duncanson

Ex-Officio Member
Lisa Dentith

** - undertook Canteen Treasury role

P&C Volunteer / Parent Representative Roles

Book Club Coordinator
Allison Lilly

Buildings & Grounds Representative
Meredith Fonti

Canteen Volunteer Coordinator
Peta Van Heemst

Entertainment Book Sales Coordinator
Lee Simes / Kate Spencer

Grants Coordinator
Debbie Murphy / Lidia Cesconetto

Loyalty Programs
Peta Van Heemst

RoadWise Coordinator
Vacant

School Council Delegate
Andrea Lisewski

School Directory Coordinator
Janet Duncanson

Sensory Playground
Laura Cargill / Andrea Lisewski

Uniform Liaison Coordinator
Kirsty Le Gassicke

WACSSO / District Delegate
Lidia Cesconetto

Honorary Auditor
Vacant
Richmond Primary School
Audit Report 2012

I, Nicole Humphry, have examined a sample of transactions of the financial records of the Richmond Primary School P&C operating under the A.B.N. 94 285 403. In my opinion the records appear to represent a true and accurate record.

I have examined the following accounts;

- Account 715077 – This account was closed as per last audits recommendations and the balance was transferred to account 900109.
- Account 10265381 – This account is kept for the fundraising fete held bi/tri annually. As this was not a fete year the account has laid dormant and the funds have been preserved.
- Account 900889 – This is the main account and my audit found everything in order.
- Account 900109 – This is the canteen account and although the books transferred treasurers during the year, there seemed no interruption to the accounting systems and filing. The audit found no inconsistencies.

In my opinion the books of Richmond Primary School are a true representation of the financial affairs of the P&C committee.

Signed: ___________________________ Date: 31-03-2013
Nicole Humphry (BSc, LLM)
Occupation: Project Manager
### Richmond Primary School
**P&C**
**2012**

#### Opening Bank Balance

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc 900889</td>
<td>Canteen account</td>
<td>$1,183.23</td>
</tr>
<tr>
<td>Acc 900109</td>
<td>P&amp;C General</td>
<td>$17,454.86</td>
</tr>
<tr>
<td>Acc 715077</td>
<td>Savings</td>
<td>$15,144.63</td>
</tr>
<tr>
<td>Acc 10265381</td>
<td>Fete / Cookbook fundraising</td>
<td>$1,902.17</td>
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#### 2011 Outstanding chq's

<table>
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<tr>
<th>Cheque #</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>#2792</td>
<td>$222.00</td>
</tr>
<tr>
<td>#2787</td>
<td>$155.00</td>
</tr>
<tr>
<td>#1541, 54-55</td>
<td>$131.46</td>
</tr>
<tr>
<td>#1548</td>
<td>$206.00</td>
</tr>
<tr>
<td>#1559</td>
<td>$23.99</td>
</tr>
<tr>
<td>#1535</td>
<td>$332.50</td>
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#### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>$288.77</td>
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<tr>
<td>Cookbook sales</td>
<td>$1,325.00</td>
</tr>
<tr>
<td>Fundraisers</td>
<td>$7,602.92</td>
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<tr>
<td>PrePrim.&amp; normal hats</td>
<td>$740.00</td>
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<tr>
<td>Voluntary Cont.</td>
<td>$19,923.50</td>
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<tr>
<td>Kindy Fruit</td>
<td>$6,155.00</td>
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<tr>
<td>Uniform</td>
<td>$3,486.92</td>
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<tr>
<td>Canteen Sales</td>
<td>$50,157.06</td>
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#### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Fees</td>
<td>$50.53</td>
</tr>
<tr>
<td>Canteen</td>
<td>$393.60</td>
</tr>
<tr>
<td>Pre Primary Hats</td>
<td>$2,671.75</td>
</tr>
<tr>
<td>Fundraising expenses</td>
<td>$3,676.60</td>
</tr>
<tr>
<td>Kindy Fruit costs</td>
<td>$5,058.22</td>
</tr>
<tr>
<td>Other</td>
<td>$23,813.85</td>
</tr>
<tr>
<td>Canteen food supplies</td>
<td>$34,112.87</td>
</tr>
<tr>
<td>Canteen phone</td>
<td>$449.69</td>
</tr>
<tr>
<td>Canteen Wages</td>
<td>$14,292.51</td>
</tr>
</tbody>
</table>

#### Closing Bank Balance

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc 900889</td>
<td>Canteen account</td>
<td>$4,494.99</td>
</tr>
<tr>
<td>Acc 900109</td>
<td>P&amp;C General</td>
<td>$33,898.98</td>
</tr>
<tr>
<td>Acc 715077</td>
<td>Savings</td>
<td>$-</td>
</tr>
<tr>
<td>Acc 10265381</td>
<td>Fete / Cookbook fundraising</td>
<td>$3,227.44</td>
</tr>
</tbody>
</table>

#### 2012 Outstanding chq's

<table>
<thead>
<tr>
<th>Cheque #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2881, 87-8 &amp;90</td>
<td>$1,354.92</td>
</tr>
<tr>
<td>#1591 &amp;603</td>
<td>$493.00</td>
</tr>
</tbody>
</table>

#### Summary

- **Income Total:** $89,679.17
- **Expenses Total:** $84,519.62
- **Net Income:** $5,159.55
- **Closing Bank Balance:**
  - Canteen account: $4,494.99
  - P&C General: $33,898.98
  - Savings: $- (Loss)
  - Fete / Cookbook fundraising: $3,227.44
  - 2012 Outstanding chq's: $39,773.49

**Total:** $39,773.49