



Treasurer's Report

29 November 2017

- As at 26 November 2017, the P&C has approximately \$157K in the bank.
 - \$101K is allocated to 2017 school grants
 - Fete Results are almost finalized
 - Raffle ticket sales tracking is ongoing
 - 2017 Grants summary and 2018 Budget estimate are included in this report
- Main transactions since last meeting
 - Most of the Fete transactions and ongoing Raffle ticket sales
- Other matters arising
 - Uniform Shop contract

P&C Accounts as at 26 November 2017:

Account summary		Export data	
Account ▲		Current balance	Available balance?
 0082968790230766 BSB: 082-968 Acct No: 79-023-0766 Transactions Pay bill Transfer funds Account details		56,673.95 CR	56,673.95
 0082968791075737 BSB: 082-968 Acct No: 79-107-5737 Transactions Pay bill Transfer funds Account details		100,601.48 CR	100,601.48
	Credit balance:	157,275.43 CR	
	Debit balance:	0.00 DR	
	Net position:	157,275.43 CR	

2017 Year to Date Income & Expenditure

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION		
STATEMENT OF FINANCIAL POSITION AS AT 26 Nov 2017		
	\$	\$
	NAB - General Account	53,754.88
	NAB - Cash Maximiser	85,135.99
Balance Bank Accounts as at 1 January 2017		138,890.87
Add: Income year to date		141,188.11
Fete proceeds	72,995.18	
Raffle proceeds	13,988.01	
Interest	465.49	
GST Holding Account	14,907.88	
Uniform shop	7,218.27	
Other	31,613.28	
Less: Expenditure		122,803.55
TPS Grants (see attached schedule)	59,554.23	
Bank Fees	258.64	
Catering	101.58	
Fete Expenses	43,971.52	
Raffle Expenses	5,417.27	
GST Holding account	6,462.04	
Other	7,038.27	
Add: Unpresented cheques		0.00
Operating balance as at 26 Nov 2017		157,275.43
	NAB - General Account	56,673.95
	NAB - Cash Maximiser	100,601.48
Cash in bank as at 26 Nov 2017		157,275.43

Income

TELOPEA PARK SCHOOL P&C INCOME RECEIVED

DATE	FETE PROCEEDS \$	RAFFLE PROCEEDS \$	INTEREST \$	GST HOLDING \$	UNIFORM SHOP \$	OTHER \$	TOTAL \$	NOTES
31-Jan-2017			44.78				44.78	Interest on Cash Maximizer account
28-Feb-2017			35.26				35.26	Interest on Cash Maximizer account
17-Mar-2017				14,907.88			14,907.88	GST Refund for 2016 processed by BASC
22-Mar-2017					100.00		100.00	Uniform Shop 2nd-hand sales (cash)
22-Mar-2017					3,944.44		3,944.44	Pickles Uniform Shop 5% commission H1 2016
22-Mar-2017					2,308.83		2,308.83	Pickles Uniform Shop 5% commission H2 2016
23-Mar-2017						181.00	181.00	French Breakfast (eftpos)
31-Mar-2017			33.23				33.23	Interest on Cash Maximizer account
19-Apr-2017						2,811.30	2,811.30	French Breakfast (cash)
26-Apr-2017					100.00		100.00	Uniform Shop 2nd-hand sales (cash)
28-Apr-2017			30.85				30.85	Interest on Cash Maximizer account
8-May-2017		3,900.00					3,900.00	Raffle (credit cards)
9-May-2017		4,770.00					4,770.00	Raffle (credit cards)
9-May-2017						20,000.00	20,000.00	TPS subsidy for Playground Soft-Fall Installation (2017-001)
25-May-2017		1,240.00					1,240.00	Raffle (cash)
31-May-2017			48.97				48.97	Interest on Cash Maximizer account
8-Jun-2017		100.00					100.00	Raffle (cash)
8-Jun-2017					300.00		300.00	Uniform Shop 2nd-hand sales (cash)
14-Jun-2017					20.00		20.00	Uniform Shop 2nd-hand sales (credit card)
22-Jun-2017						4,700.00	4,700.00	TPS subsidy for Playground Soft-Fall Installation (2017-002)
23-Jun-2017						440.00	440.00	Disco (eftpos)
23-Jun-2017						3,280.90	3,280.90	Disco (cash)
30-Jun-2017			56.05				56.05	Interest on Cash Maximizer account
21-Jul-2017		110.00					110.00	Raffle (credit cards)
25-Jul-2017		200.00					200.00	Raffle (credit cards)
31-Jul-2017			58.79				58.79	Interest on Cash Maximizer account
16-Aug-2017					5.00		5.00	Uniform Shop 2nd-hand sales (credit card)
24-Aug-2017					200.00		200.00	Uniform Shop 2nd-hand sales (cash)
31-Aug-2017			58.82				58.82	Interest on Cash Maximizer account
19-Sep-2017	150.00						150.00	Stallholder Invoice 2017-004
22-Sep-2017	150.00						150.00	Stallholder Invoice 2017-003
29-Sep-2017					200.00		200.00	Uniform Shop 2nd-hand sales (cash)
29-Sep-2017			48.09				48.09	Interest on Cash Maximizer account
16-Oct-2017	150.00						150.00	Stallholder Invoice 2017-008
18-Oct-2017					40.00		40.00	Uniform Shop 2nd-hand sales (credit card)
30-Oct-2017						200.08	200.08	Telopea BASC Workers Comp Insurance Refund
31-Oct-2017			50.65				50.65	Interest on Cash Maximizer account
31-Oct-2017	150.00						150.00	Stallholder Invoice 2017-012
31-Oct-2017	150.00						150.00	Stallholder Invoice 2017-011
31-Oct-2017	150.00						150.00	Stallholder Invoice 2017-009
2-Nov-2017	300.00						300.00	Stallholder Invoice 2017-006 & 2017-007
6-Nov-2017	48,503.75						48,503.75	Fete Cash Deposits
6-Nov-2017	827.00						827.00	Scout Popcorn/Floss Stall
7-Nov-2017	10,000.00						10,000.00	Fete Cash Deposits
13-Nov-2017	11,273.73						11,273.73	Eventbrite - Durkins pre-sale Tickets
15-Nov-2017	775.00						775.00	Scout Crepe Stall
16-Nov-2017	153.70						153.70	Face Painting Stall
21-Nov-2017	262.00						262.00	Villers Bretonneux Cake Stall
26-Nov-2017		3,668.01					3,668.01	Online Raffle Ticket Sales (10-Nov to 24-Nov)
	<u>72,995.18</u>	<u>13,988.01</u>	<u>465.49</u>	<u>14,907.88</u>	<u>7,218.27</u>	<u>31,613.28</u>	<u>141,188.11</u>	

Expenditure

TELOPEA PARK SCHOOL P&C EXPENDITURE

DATE	CHQ #	PAYEE	TPS GRANTS \$	BANK FEES \$	Catering \$	FETE EXPENSES \$	Raffle Expenses \$	GST HOLDING \$	MISC. \$	TOTAL \$	NOTES
3-Jan-2017	online	Les Explorateurs Scout Group				546.60				546.60	Crepe Stall (50% profit share with scouts)
3-Jan-2017	online	Debbie Tucek				160.47				160.47	Showbags Stall
3-Jan-2017	online	Suez Environment				856.44				856.44	Fete Garbage Services Invoice 17597341
3-Jan-2017	online	Genplus Hire Pty Ltd				2,954.71				2,954.71	Fete Electricity Generation Invoice 161127
1-Feb-2017	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
17-Feb-2017	476	Bruce's Landscaping	58,666.25					5,866.62		64,532.87	Playground Project - invoices 771, 772, 774
1-Mar-2017	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
22-Mar-2017	online	Anita Gardner	454.25							454.25	New Teacher Welcome Packs
22-Mar-2017	online	Catriona Dove			101.58					101.58	AGM Catering
22-Mar-2017	online	Audrey Michiels							17.45	17.45	Flyers for French Breakfast
22-Mar-2017	online	St. John Ambulance				299.00				299.00	St. John Ambulance Invoice # 01611112
27-Mar-2017	477	Crust Bakery							1,225.00	1,225.00	French Breakfast
31-Mar-2017	automatic	NAB		16.73						16.73	Credit Card Merchant Monthly Fee
28-Apr-2017	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
1-Jun-2017	automatic	NAB		115.22						115.22	Credit Card Merchant Monthly Fee
2-Jun-2017	online	Bellchambers Barrett Audit Pty Ltd						238.50	2,385.00	2,623.50	2016 Audit Report (90% of fee) Invoice 150706
2-Jun-2017	online	ACT P&C Council						129.71	1,297.13	1,426.84	ACT P&C Council Membership for 2017
23-Jun-2017	online	Hyperactive Entertainment							350.00	350.00	Disco DJ Invoice IV1617-009
26-Jun-2017	online	Flight Centre Manuka					5,000.00			5,000.00	Raffle First Prize Invoice I60887850
30-Jun-2017	automatic	NAB		19.25						19.25	Credit Card Merchant Monthly Fee
21-Jul-2017	online	Civc Insurance Brokers						90.59	905.94	996.53	Civc Insurance Invoice I18808-TELO
21-Jul-2017	online	Bellchambers Barrett Audit Pty Ltd						26.50	265.00	291.50	2016 Audit Report (10% of fee) Invoice 150745
21-Jul-2017	online	Audrey Michiels						9.82	123.68	133.50	Web Hosting & Domain Name renewals
21-Jul-2017	online	Catriona Dove						21.22	227.99	249.21	French Breakfast & Disco expenses
1-Aug-2017	online	NAB		17.56						17.56	Credit Card Merchant Monthly Fee
31-Aug-2017	online	NAB		14.96						14.96	Credit Card Merchant Monthly Fee
6-Sep-2017	online	Sharon Tiede							41.00	41.00	Access Canberra Audit Lodgement Fee
6-Sep-2017	online	Sarah Milligan					417.27	41.73		459.00	Ticket Seller First Prize (iPad)
6-Sep-2017	online	Colombe Bories	433.73					37.35		471.08	New Teacher Welcome Packs
29-Sep-2017	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
31-Oct-2017	automatic	NAB		15.32						15.32	Credit Card Merchant Monthly Fee
2-Nov-2017	online	Barlens				4,718.76				4,718.76	Barlens Equipment Rental Invoice CT11039 F-D035509
2-Nov-2017	479	Cash				15,000.00				15,000.00	Cash Float
6-Nov-2017	480	Durkins				5,291.00				5,291.00	Durkins Rides balance of ticket sales
14-Nov-2017	bpay	Mr. Showbags				331.35				331.35	Mr. Showbags Invoice 00030388
14-Nov-2017	online	Zierholz				775.00				775.00	Zierholz Invoice 00731500 (2016 Fete)
14-Nov-2017	online	Zierholz				1,551.00				1,551.00	Zierholz Invoice 00731501 (2017 Fete)
14-Nov-2017	online	ATM 2 Go				440.00				440.00	ATM2Go Invoice 00212
14-Nov-2017	online	Aust. Security Patrol				1,337.60				1,337.60	Australian Security Patrol Invoice TELF/Nov17
14-Nov-2017	online	Tania Kriticos				25.00				25.00	Scout Crepe Stall
15-Nov-2017	online	Grant Michl				1,367.36				1,367.36	German Bratwurst Stall
15-Nov-2017	online	Brasserie Bread				1,637.33				1,637.33	Brasserie Bread Invoice 1397675
15-Nov-2017	online	Sound Workshop				1,408.00				1,408.00	Sound Workshop Invoice IV-522
15-Nov-2017	online	Melinda McRedmond				304.86				304.86	Cold Drinks Stall
17-Nov-2017	online	Simon Johnson				219.50				219.50	French Café Stall
17-Nov-2017	online	Colombe Bories				347.00				347.00	French Café Stall
17-Nov-2017	online	Catriona Dove				333.50				333.50	BBQ Stall
17-Nov-2017	online	TPS Canteen				2,840.32				2,840.32	TPS Canteen 0097
17-Nov-2017	online	That's Cool				770.00				770.00	That's Cool Coolroom Hire Invoice 9112
21-Nov-2017	online	Lisa Lockey				456.72				456.72	Miscellaneous Fete Expenses
21-Nov-2017	online	Telopea P&C BASC							200.08	200.08	Telopea BASC Workers Comp Insurance Refund
			<u>59,554.23</u>	<u>258.64</u>	<u>101.58</u>	<u>43,971.52</u>	<u>5,417.27</u>	<u>6,462.04</u>	<u>7,038.27</u>	<u>122,803.55</u>	

Fete and Raffle Reconciliation

Notes:

- Expenses in italics are not yet paid ... estimates based on invoices on-hand or prior years
- Raffle income is ongoing ... daily deposits are received from the online ticket sales
- Finalized 2016 Fete and Raffle results:

	2016	Income	Expenditure	Net profit
Raffle	\$	13,611	\$ 6,498	\$ 7,113
Fete	\$	44,613	\$ 24,306	\$ 20,306
Total	\$	58,224	\$ 30,805	\$ 27,419

Stall No.	Stall - Description	Contact	Float Collected?	# of Floats \$500	Cash Float \$	Deposits \$	Post-take exp \$	Net deposits \$	Cash profit \$	Income not on day \$	Exp not on day \$	Net profit \$
Raffle	Raffle	Peter Roberts	Yes	1	500.00	3,009.50	0.00	3,009.50	2,509.50	3,668.01	5,867.00	310.51
1	Information, Entertainment & Common Services	T, Roudrew				0.00	0.00	0.00	0.00	415.70	12,374.02	-11,958.32
4	2ND HAND BOOKS	Christine	Yes	1	500.00	2,390.00	0.00	2,390.00	1,890.00		0.00	1,890.00
5	POTAGER	Stephanie Julienne	Yes	1	500.00	2,635.00	0.00	2,635.00	2,135.00		0.00	2,135.00
7	SHOWBAGS	Lisa Wallace	Yes	1	500.00	2,502.40	0.00	2,502.40	2,002.40		331.35	1,671.05
10	VINTAGE FASHION	Scott Lockey	Yes	1	500.00	3,070.00	0.00	3,070.00	2,570.00		0.00	2,570.00
11	TOMBOLA	Pauline Cullen	Yes	1	500.00	1,882.40	0.00	1,882.40	1,382.40		0.00	1,382.40
12	SATAY	Jane Holloway	Yes	1	500.00	2,655.00	0.00	2,655.00	2,155.00		1,657.30	497.70
13	CAKE STALL	Claire	Yes	1	500.00	3,167.65	0.00	3,167.65	2,667.65		0.00	2,667.65
14	COLD DRINKS	Mel McRedmond	Yes	1	500.00	2,298.40	0.00	2,298.40	1,798.40		304.86	1,493.54
15	TRUE BLUE BBQ	Chris & Catriona Burge	Yes	1	500.00	1,930.90	0.00	1,930.90	1,430.90		333.50	1,097.40
16	ICE CREAM	Dean Cottam	Yes	1	500.00	1,170.00	0.00	1,170.00	670.00		627.08	42.92
18	Year 6 Fundraising	Naomi Lamb	Yes	1	500.00	500.00	0.00	500.00	0.00		0.00	0.00
19	BEST BREWS ZEIRHOLZ	Simon Gane	Yes	1	500.00	6,200.00	0.00	6,200.00	5,700.00		1,551.00	4,149.00
20	CREPES	Les Exploireteurs		0	0.00	0.00	0.00	0.00	0.00	775.00	25.00	750.00
21	Fairy Floss & Popcorn	Philippe Roncuquet		0	0.00	0.00	0.00	0.00	0.00	827.00	0.00	827.00
22	CAFÉ FRANCAISE	Colombe Bories	Yes	1	500.00	5,519.50	0.00	5,519.50	5,019.50		566.50	4,453.00
23	GERMAN BRATWURST	Grant Michl	Yes	1	500.00	4,130.00	0.00	4,130.00	3,630.00		1,367.36	2,262.64
24	GREAT SHAKES	Kristin Milton	Yes	1	500.00	2,622.00	0.00	2,622.00	2,122.00		120.40	2,001.60
25	BOULANGERIE	Anna Ciaccia	Yes	1	500.00	4,030.40	0.00	4,030.40	3,530.40		1,637.33	1,893.07
27	International Food	Sanaz Mirzabgian	Yes	1	500.00	2,409.30	0.00	2,409.30	1,909.30		0.00	1,909.30
28	DURKINS AMUSEMENTS	Amanda Whitley		0	0.00	0.00	0.00	0.00	0.00	11,273.73	5,291.00	5,982.73
	External Stallholders	Nicola Smith		0	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
	General Cash Float			# of floats used: 18	6,000.00	6,000.00		6,000.00				
				Fete:	15,000.00	55,112.95	0.00	55,112.95	40,612.95	14,791.43	26,186.70	29,217.68
	Raffle Expenses (non-cash, not paid at Fete)				5,867.00	Supplier Invoice						
	MBE Business Service Centre - ticket/flyer print				0.00	no printing						
	Travel Centre Manuka - 1st prize plane ticket				5,000.00	not paid yet						
	Gambling & Racing Commission - Raffle License				567.00	Peter Roberts						
	Publish Raffle Winners				300.00	estimate						
	Rewards to Student Seller (iPad)				0.00	n/a						
	Individual Expenses (non-cash, not paid at Fete)				3,181.34	Allocate to						
	Lisa Lockey - ORS Liquor Permit				171.00	Access Canberra	General					
	Melinda McRedmond - Cold Drinks				304.86		Cold Drinks					
	Lisa Lockey - miscellaneous fete expenses				292.72		General					
	Grant Michl - German Bratwurst Stall				1,367.36		Bratwurst					
	Simon Johnson & Colombe Bories - French Café				566.50		Café Francaise					
	Kristin Milton - Great Shakes				120.40	not paid	Great Shakes					
	Catriona Dove - BBQ Stall				333.50		Tru Blu BBQ					
	Tania Kriticos - Les Exploireteurs Scout Group				25.00		Crepes					
	Supplier Expenses (non-cash, not paid at Fete)				23,005.36	Supplier Invoice	Allocate to	Comment				
	Teloepa Park School Canteen				555.94	0097	General (m	Ice, Containers, Eggs				
	Teloepa Park School Canteen				627.08	0097	Ice Cream	Ice Cream & Toppings				
	Teloepa Park School Canteen				1,657.30	0097	Satay	Satay & Sauce				
	Brasserie Bread Company				1,637.33	1397675	Boulangerie					
	Mr. Showbags				331.35	00030388	Showbags					
	Bensons Trading				0.00	n/a	Showbags					
	Australian Security Patrol				1,337.60	TELF/Nov17	General					
	ATM 2 GO - ATM rental				440.00	00212	General					
	Sound Workshop - audio/visual services				1,408.00	IV-522	General					
	Durkins Amusements Rides				5,291.00	Cheque 479	Durkins					
	Barfens - fixtures & furniture rental				4,718.76	CT11039 FD035509	General					
	That's Cool - mobile cool rooms				770.00	9112	General					
	Suez - garbage bins and collection				950.00	estimate	General					
	Zierholz - Beer				1,551.00	00731501	Best Brews					
	St. John Ambulance - First Aid				330.00	estimate	General					
	Canprint Communications				400.00	estimate	General	A4 Flyers				
	Wild Digital / Copy Trends				400.00	estimate	General	Posters				
	Genplus Hire - Electricity Generation				600.00	estimate	General					
	External Stallholders Income				1,500.00	P&C Invoice						
	La Bastide				150.00	2017-003	PAID					
	French Cheese				150.00	2017-004	PAID					
	King Swim				150.00	2017-005	sent 13/10					
	A Byzance Romance				150.00	2017-006	PAID					
	Breton et Co.				150.00	2017-007	PAID					
	French Flair Food & Wine				150.00	2017-008	PAID					
	Lipstick				150.00	2017-009	PAID					
	5 Beans Coffee				150.00	2017-010	sent 27/10					
	Rodan + Fields				150.00	2017-011	PAID					
	Kokedamas				150.00	2017-012	PAID					

	Income	Expenditure	Net profit
Raffle	\$ 6,178	\$ 5,867	\$ 311
Fete	\$ 55,404	\$ 26,187	\$ 29,218
Total	\$ 61,582	\$ 32,054	\$ 29,528

Durkins
 Our sales (online via EventBrite) 411 tickets x \$30 less fees = \$11,273.73
 Pre Sold Tickets (409 tickets tendered on the day x \$25) = \$10,225
 Durkins sales (cash on the day) = \$14,446
 Total sales = \$24,671
 Our share @ 20% = \$4,934
 We owe Durkins = \$10,225 - \$4,934 = \$5,291 (cheque #479 written at Fete)
 EventBrite deposited \$11,273.73 on 13-Nov
 Final retained profit from the rides = \$11,273.73 - \$5,291 = \$5,982.73

	Raffle Income	
Cash prior to Fete:	\$ -	
Cash at Fete:	\$ 2,510	
Credit Cards at Fete:	\$ -	
Online Sales:	\$ 3,668	(as at 24-Nov)
Miscellaneous Income:	\$ -	
	\$ 6,177.51	

	Banked	
Jacinda	\$ 10,000	
Lisa	\$ 10,000	
Peter	\$ 10,000	
Justin	\$ 28,504	
	\$ 58,504	
difference	\$ 381.30	(=unaccounted coins)

2017 Grants and 2018 Budget

Notes:

- The P&C has been invoiced for ~\$17K of the 2017 allocated grants
- The P&C has received the following grants wish list for 2018, with funding priority remaining on the Secondary Quad Project
- The P&C estimates that a total of \$200K is available to grant to the School, having carried-forward \$84K into 2018 (that was allocated to the Secondary Quad Project in 2017)

2017 Grants

Grants to Teloepa Park School				
Description	Budget	Paid	Invoiced	Remaining
	\$	\$	\$	\$
2017 Allocation				
Awards K-10	7,000			7,000
French Culture Resources (magazines, etc.)	6,000			6,000
Journalist Club	1,500			1,500
Secondary Music Dept. - WW1 Composition	3,000	1,500		1,500 prepayment on 15-Aug-2016
Tournament of Minds Team excursion to Adelaide (8 x \$150)	1,200			1,200 requested on 17-Oct-2017
Playground equipment/improvement	84,000			84,000
	<u>102,700</u>	<u>1,500</u>	<u>0</u>	<u>101,200</u>

2018 Wish List

Awards K-10	\$8,000
French Culture Resources – magazines etc.	\$7,000
Shanghai swimming trip 15@\$150	\$2,250
Baritone Saxophone	\$5,000
3D Printer (whole school)	\$6,000
Secondary Quad Project	?
Total	\$28,250

2018 Budget

2018 Budget				
Description	Debit	Credit	Balance	Comment
	\$	\$	\$	
Cash on Hand as at 26-Nov-2017			157,000	
2017 Grants to School				
all items, excluding secondary quad project	17,200		139,800	carry over secondary project allocation into 2018
Fete				
outstanding invoices (suez, electrical, sja, etc.)	3,000		136,800	estimate for invoices not paid or not received
Raffle				
ticket sales		8,000	144,800	estimate \$15K total, already received \$7K
outstanding invoices/expenses	6,000		138,800	1st prize, raffle permit, online sales fee, etc.
P&C Operating Costs				
ACT P&C Membership	1,500		137,300	
Insurance	1,000		136,300	
Audit	3,000		133,300	
Miscellaneous (ORS, catering, gifts, misc. grants, etc.)	5,000		128,300	
Pickles Uniform Sales		6,000	134,300	commission on 2017 uniform sales
GST Refund from 2017		6,500	140,800	GST refund submitted via BASC at year end
BASC Surplus Income Transfer		60,000	200,800	planned to receive \$60K in December
2018 Grants to School - funds available				
usual items like awards, readers, etc.	28,250		172,550	assorted 'consumables' and low value requests
secondary quad project	170,000		2,550	combined 2017/18 secondary project allocation
Surplus for 2018			2,550	surplus