

## **Treasurer's Report**



**23 Oct 2019**

- As at 22 October 2019, the P&C has approximately \$253K in the bank
  - \$227K is allocated for 2019 school grants
  - Operating expenses for 2019 are all paid
- Disco – Income of \$2,750 less expense of \$420 resulted in \$2,330 profit
- Second-hand Uniform Shop – \$2,500 income received
- Fete – 8 external stallholders have paid \$1,350
- Audit for 2018
  - Change of Auditor from BCB to Howells Chartered Accountants was approved by Executive
  - Howells audit is completed; summary report for SGM is included here
  - Audit Fees of \$1,500 + GST and \$3,000 + GST have been paid
  - Once accepted by P&C at SGM on 23 October, will be lodged to ACNC

### **Outstanding Actions**

- Treasurers – open positions
- Macdonalds Schoolwear – sales rebate
- GST rebate for 2018

P&C Accounts as at 22 October 2019:

Account summary		Export data	
Account ▲		Current balance	Available balance?
 <b>0082968790230766</b> BSB: 082-968 Acct No: 79-023-0766 <a href="#">Transactions</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>		2,344.06 CR	2,344.06
 <b>0082968791075737</b> BSB: 082-968 Acct No: 79-107-5737 <a href="#">Transactions</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>		251,100.93 CR	251,100.93
	Credit balance:	253,444.99 CR	
	Debit balance:	0.00 DR	
	Net position:	253,444.99 CR	

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION		
STATEMENT OF FINANCIAL POSITION AS AT 22 Oct 2019		
	\$	\$
	NAB - General Account	12,333.35
	NAB - Cash Maximiser	190,623.03
<b>Balance Bank Accounts as at 1 January 2019</b>		<b>202,956.38</b>
<b>Add: Income year to date</b>		<b>64,347.00</b>
Fete proceeds	1,350.00	
Raffle proceeds	0.00	
Interest	477.90	
GST Holding Account	0.00	
Uniform shop	2,545.00	
Other	59,974.10	
<b>Less: Expenditure</b>		<b>13,858.39</b>
TPS Grants (see attached schedule)	0.00	
Bank Fees	168.03	
Catering	0.00	
Fete Expenses	4,973.61	
Raffle Expenses	0.00	
GST Holding account	0.00	
Other	8,716.75	
<b>Add: Unpresented cheques</b>		<b>0.00</b>
<b>Operating balance as at 22 Oct 2019</b>		<b>253,444.99</b>
	NAB - General Account	2,344.06
	NAB - Cash Maximiser	251,100.93
<b>Cash in bank as at 22 Oct 2019</b>		<b>253,444.99</b>

## Income and Expenditure

TELOPEA PARK SCHOOL P&C INCOME RECEIVED									
DATE	FETE PROCEEDS \$	RAFFLE PROCEEDS \$	INTEREST \$	GST HOLDING \$	UNIFORM SHOP \$	OTHER \$	TOTAL \$	NOTES	
31-Jan-2019			64.75				64.75	Interest on Cash Maximizer account	
5-Feb-2019					10.00		10.00	Uniform Shop 2nd-hand sales (credit cards)	
6-Feb-2019					425.00		425.00	Uniform Shop 2nd-hand sales (cash)	
6-Feb-2019					75.00		75.00	Uniform Shop Clearance Sale (credit cards)	
8-Feb-2019					295.00		295.00	Uniform Shop Clearance Sale (cash)	
8-Feb-2019					170.00		170.00	Uniform Shop Clearance Sale (credit cards)	
28-Feb-2019			58.51				58.51	Interest on Cash Maximizer account	
22-Mar-2019						674.00	674.00	French Breakfast (credit cards)	
22-Mar-2019						4,082.90	4,082.90	French Breakfast (cash)	
29-Mar-2019			60.62				60.62	Interest on Cash Maximizer account	
4-Apr-2019						50,000.00	50,000.00	BASC Surplus Transfer	
30-Apr-2019					300.00		300.00	Uniform Shop 2nd-hand sales (cash)	
30-Apr-2019			76.77				76.77	Interest on Cash Maximizer account	
31-May-2019						518.00	518.00	French Breakfast (credit cards)	
31-May-2019						1,870.30	1,870.30	French Breakfast (cash)	
31-May-2019						63.00	63.00	French Breakfast (cash)	
31-May-2019						18.00	18.00	French Breakfast (cash)	
31-May-2019			85.23				85.23	Interest on Cash Maximizer account	
21-Jun-2019						283.00	283.00	Disco (credit cards)	
25-Jun-2019						2,464.90	2,464.90	Disco (cash)	
28-Jun-2019			57.75				57.75	Interest on Cash Maximizer account	
10-Jul-2019					1,020.00		1,020.00	Uniform Shop 2nd-hand sales (cash)	
31-Jul-2019			32.32				32.32	Interest on Cash Maximizer account	
30-Aug-2019			20.63				20.63	Interest on Cash Maximizer account	
13-Sep-2019	150.00						150.00	Fete Stallholder Fee - Forum Anne Mangeant	
16-Sep-2019					250.00		250.00	Uniform Shop 2nd-hand sales (cash)	
16-Sep-2019	150.00						150.00	Fete Stallholder Fee - La Bastide	
16-Sep-2019	0.00						0.00	Fete Stallholder Fee - Chillato Novotny [note: was refunded on 2-Oct]	
17-Sep-2019	150.00						150.00	Fete Stallholder Fee - Sandra Ira	
17-Sep-2019	150.00						150.00	Fete Stallholder Fee - Sompasong Kongma	
25-Sep-2019	150.00						150.00	Fete Stallholder Fee - French Cheese	
26-Sep-2019	150.00						150.00	Fete Stallholder Fee - Tina Brewer	
27-Sep-2019	150.00						150.00	Fete Stallholder Fee - Giang Nguyen	
30-Sep-2019	150.00						150.00	Fete Stallholder Fee - What The Pho	
30-Sep-2019			21.32				21.32	Interest on Cash Maximizer account	
3-Oct-2019	150.00						150.00	Fete Stallholder Fee - Adam Beans	
	1,350.00	0.00	477.90	0.00	2,545.00	59,974.10	64,347.00		

TELOPEA PARK SCHOOL P&C EXPENDITURE											
DATE	CHQ #	PAYEE	TPS GRANTS \$	BANK FEES \$	Catering \$	FETE EXPENSES \$	Raffle Expenses \$	GST HOLDING \$	MISC. \$	TOTAL \$	NOTES
2-Jan-2019	online	Her Canberra				170.16				170.16	Fete - Her Canberra marketing Invoice 1763
2-Jan-2019	automatic	NAB		17.47						17.47	Credit Card Merchant Monthly Fee
1-Feb-2019	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
1-Mar-2019	automatic	NAB		16.87						16.87	Credit Card Merchant Monthly Fee
14-Mar-2019	online	St. John Ambulance				280.38				280.38	Fete - First Aid (50% deposit for 2019) Invoice 01903038
14-Mar-2019	online	Crust Bakery							1,665.75	1,665.75	Crust French Breakfast expenses Invoice 62
14-Mar-2019	online	Southern Generators & Electrical				785.82				785.82	Fete - Electrical equipment rental Invoice 45906
1-Apr-2019	automatic	NAB		20.83						20.83	Credit Card Merchant Monthly Fee
1-May-2019	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
7-May-2019	online	Audrey Michiels						2.32	23.18	25.50	Webcity Domain Renewal
7-May-2019	online	Disco DJ							375.00	375.00	Disco DJ Fee
30-May-2019	online	Catherine Pontifey						29.87	298.70	328.57	3 x Aldi Coffee Machines
30-May-2019	online	Crust Bakery							1,274.50	1,274.50	Crust French Breakfast expenses Invoice ??
31-May-2019	automatic	NAB		20.49						20.49	Credit Card Merchant Monthly Fee
28-Jun-2019	automatic	NAB		17.87						17.87	Credit Card Merchant Monthly Fee
23-Jul-2019	online	Tricia Van der Walt							44.89	44.89	Disco Glow Sticks
1-Aug-2019	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
19-Aug-2019	online	Penelope Andrews							635.35	635.35	Teacher Welcome Packs? Disco?
19-Aug-2019	online	Civic Insurance							979.55	979.55	P&C Insurance Renewal
30-Aug-2019	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
2-Sep-2019	online	Suez				1,000.45				1,000.45	Fete - 2018 Garbage Services
2-Sep-2019	online	ACT P&C Council							1,521.44	1,521.44	ACT P&C Council Annual Affiliation Fee 2019/20
17-Sep-2019	online	Audrey Michiels						18.65	186.55	205.20	Webcity Hosting Renewal
17-Sep-2019	online	Tricia Van der Walt				912.80				912.80	Fete Expenses
1-Oct-2019	automatic	NAB		14.90						14.90	Credit Card Merchant Monthly Fee
14-Oct-2019	online	Howells Accountants							1,661.00	1,661.00	2018 Audit Fee
14-Oct-2019	online	Barlens				1,664.00				1,664.00	Fete - Barlens Rental Deposit (30%)
21-Oct-2019	online	Tender Edge Pty Ltd				160.00				160.00	Fete - Sign making
			0.00	168.03	0.00	4,973.61	0.00	50.84	8,665.91	13,858.39	

## Audited Financial Statements and Audit Reports

- Howells Chartered Accountants were engaged in March 2018 to be the Auditor for both Before & After School Care Subcommittee and the P&C as a whole, for the 2018 Financial Year
- The P&C 2018 Financial Year is 1 January to 31 December 2017
- The Financial Statements and Audit Report are tabled for approval and will be lodged with ACNC upon acceptance
- The BASC Audit is complete and those results are rolled-up into the P&C Financial Statements
- The P&C Audit fee is \$1,500 and the BASC Audit fee is \$3,000
- Howells will provide a quotation to be the P&C Auditor for 2019
- Howells issued the Audit Report as unqualified with no matters to bring to our attention

## Summary of Financial Statements

P&C Financial Statements Summary from 2018 Audited Financial Statements									
Profit & Loss Summary		2018	2017	2016	2015	2014	2013	2012	From Last Year % Change
<b>Revenue</b>	Before & After School Care	966,263	929,795	758,465	689,746	610,724	577,904	455,097	4%
	Fete	59,623	58,395	45,622	54,084	59,768	64,432	44,771	2%
	Raffle	7,522	17,098	13,611	24,874	29,645	35,865	58,275	-56%
	Interest	2,058	1,289	2,345	2,844	3,835	3,734	3,769	
	Uniform Shop	8,627	7,643	8,067	4,560	7,129	-	1,152	
	Other	7,209	96,033	40,935	7,126	5,133	4,850	15,131	
	<b>Total</b>	<b>1,051,302</b>	<b>1,110,253</b>	<b>869,045</b>	<b>783,234</b>	<b>716,234</b>	<b>708,314</b>	<b>586,275</b>	-5%
<b>Expenses</b>	Before & After School Care	119,680	177,473	666,989	609,765	489,419	460,516	424,897	-33%
	Wages	471,067	455,125						4%
	Extra Curricular Activities	108,918	121,118						-10%
	Rent	31,238	29,440						6%
	Book Keeping	35,460							
	Consumables	67,404	45,105						49%
	Fete	29,167	28,972	20,882	38,899	37,446	41,301	19,971	1%
	Raffle	1,883	5,417	4,641	3,248	6,962	11,639	3,659	-65%
	Grants to School	50,801	59,554	165,153	71,290	113,319	108,901	48,619	-15%
	Depreciation/Disposal	14,826	14,342	8,168	4,049	5,284	286	-	3%
	Insurance	12,038	11,726						3%
	Other	6,653	10,475	10,345	23,550	4,079	16,376	6,377	-36%
	<b>Total</b>	<b>949,136</b>	<b>958,749</b>	<b>876,178</b>	<b>750,801</b>	<b>657,290</b>	<b>639,244</b>	<b>506,191</b>	-1%
<b>Profit</b>		<b>102,166</b>	<b>151,504</b>	<b>(7,133)</b>	<b>32,433</b>	<b>58,944</b>	<b>69,070</b>	<b>80,084</b>	
<b>Cash at bank, in-hand &amp; equivalents</b>		<b>579,284</b>	<b>497,734</b>	<b>332,986</b>	<b>392,903</b>	<b>359,962</b>	<b>300,076</b>	<b>240,100</b>	16%