



Falls Creek P & C AGM Minutes

Date: Thursday 11th February 2016

Meeting Opened: 6.22pm

Present: Sandra Spencer, Donna Wyatt, Nicole Humphreys, Bonnie Cullen, Lyn Brown, Shaun Russell, Tamie Harvie, Leonie Myers, Leah Ryan

Apologies:

Minutes from previous AGM meeting were read by Shaun. Moved to be accepted by Shaun and seconded by Nicole.

Presidents Report

Submitted by Shaun, attached –moved to be accepted, seconded by Bonnie

Treasurer's Report

Submitted by Sandra, attached –Sandra moved to be accepted, Donna seconded

Canteen Report

Read by Tamie, read from the Audit report, - moved to be accepted, seconded by Nicole

Auditors Report

Read by Nicole, attached-Nicole moved to be accepted, seconded by Donna

Principals Report

Read by Nicole, attached – moved to be accepted by Nicole, seconded by Bonnie

Positions: 2015-2016

Nicole Humphreys declared all positions vacant.

President – Shaun, nominated Tamie, accepted, Donna seconded, unanimous

Vice President– Leonie nominated by Tamie – seconded by Nicole- unanimous

Secretary – Donna Wyatt- Nominated by self, seconded - unanimous

Treasurer – Sandra Spencer – Nominated by Donna, accepted, unanimous

Correspondence Secretary- Bonnie Cullen, Nominated by self, unanimous

Canteen Coordinators – Tamie will oversee with Leah & Suzanne Lighttowers as main co-ordinators, nominated, accepted, seconded by Donna, unanimous

Account Signatories

P&C Account

Sandra Spencer, Leonie Myers, Shaun Russell

Canteen Account

Tamie Harvie, Sandra Spencer, Shaun Russell, Leah & Suzanne

Nicole welcomed all new office bearers and looks forward to working with them during 2016

Closed @ 6:46 pm

Hello Falls Creek Public School. My name is Shaun Russell and tonight I am representing the P&C as the acting president.

You may ask yourself, what does the P&C actually do?

I've been on a steep learning curve these last 12 months and I can tell you the P&C helps the school and the students by raising funds and providing additional resources and amenities for the benefit of the students.

In addition, the P&C also gives parents and carers an opportunity to become involved in the development of school policies and programs. An opportunity to have your voice heard.

The P&C, is also completely voluntary. In fact it would not continue to operate without volunteers. I would like to take this opportunity to thank

Lynn Brown

Ms Cullen

James Duke

Tamie Harvey

Ms Humphries

Sandra Spencer

Donna Wyatt

& everyone who helped out in the canteen this year.

In fact everyone who has volunteered their time and energy to make Falls Creek Public an even better place to learn and to grow. Please put your hands together...

On behalf of the P&C I would like to welcome the new families who have joined Falls Creek Public this year. A big welcome to the

Ryan family

Fisk family

Mc Nabs

Sankovics

And the Bowlings

We would also wish to farewell the students and families moving on...the

Wisniewskis

Picker / MacKenzies

Riley-Burnes

McKibbins

Taylor-Thomas's

Gimmlers

Melanie Lawrence

Partridges

& Finches

I trust you will look back on your time at Falls Creek Public with fond memories. On behalf of the P&C I would like to wish you every success at your new schools and future endeavours.

It's been a big year and next year is sure to bring new challenges. Merry Christmas to you and yours and all the very best for the new year.

FALLS CREEK P & C ASSOCIATION
ABN 68848639334

A G M FINANCIAL REPORT 1/01/2015 to 31/12/2015

OPENING BALANCE 1/01/2015

\$ 7,671.27

INCOME

Fundraising

Bulbs	378.00	
Easter Raffle	502.00	
Mothers Day stall	130.00	
Fathers Day stall	225.00	
Christmas Raffle	608.00	1,843.00
Membership fees		22.00
P&C Canteen account		3,000.00
School Banking Commission		179.60
Bank Interest		47.40
School uniforms		1,537.51
TOTAL INCOME		\$ 6,629.51

EXPENDITURE

School Support

Presentation night 2015	701.04	
Life Education funding	454.00	
Book Vouchers	240.00	
Support school athletes	200.00	
School hats	1,440.00	3,035.04
Fund Raising		
Bulbs	194.00	
Fathers Day stall	142.00	336.00
Federation P&C Association		174.00

Gifts of appreciation	150.00
Uniform Account	344.58
Term Investment	10,000.00
TOTAL EXPENDITURE	\$ 14,039.62

CLOSING BALANCE 31/12/2015 **\$ 261.16**

Cash in hand	200.00
Bank Balance	261.16
Term Deposit	10,000.00
TOTAL ASSETS at 31/12/2015	\$ 10,461.16

P&C Annual General Meeting: Thursday 11 February, 2016

Principal's Report

2015 was another busy year for Falls Creek Public School. We implemented the new Mathematics and Science and Technology syllabus and prepared to implement the History and Geography syllabuses in 2015.

We were able to maintain 3 classes in 2015. Our student enrolment at the census date was 53 (with 51 needed to keep 3 classes). The classes were formed as follows:

K/1/2H – taught by myself

3/4B – taught by Mrs Lyn Brown

5/6L – taught by Mr Lalor

Ms Bonnie Cullen maintained the roles of release from face to face (RFF) teaching and learning and support (LST). She did these positions proud and worked hard to support all students, especially those requiring extra assistance and support.

Ms Susan Porteous taught K/1/2 on my Principal release days and was employed one day a week to provide extra learning support for targeted students. This extra support was funded through some extra learning and support staffing and RAM funds. She also worked in a casual capacity when required.

Mrs Lyn Brown took leave one day a week (Tuesday) for the entire year and Ms Porteous taught the class on that day.

Our students participated in many sporting events and the Small Schools Public Speaking Competition. They achieved great results, winning the Small Schools Athletics Carnival and the District PSSA Athletics Carnival for the first time.

Flashing lights for the school zone and pedestrian crossing were installed in early 2015.

The school and P&C continued to work closely together on a variety of issues and events throughout 2015. Your support is greatly appreciated throughout the year.

I thank the P&C for their support and acknowledge the hard work of everyone on the executive: James Duke as President, Shaun Russel as Vice President (and acting President in Semester 2), Donna Wyatt as Secretary, Sandra Spencer in her role as the School Banking Coordinator and Treasurer, and Tamie Harvie as Canteen Coordinator.

The P&C does a lot of work behind the scenes to support the children of the school and I greatly appreciate the effort of all parents who are busy juggling jobs, families, children as well as finding time to work as part of the P&C.

I move that this report be accepted.

Nicole Humphreys

Principal, Falls Creek Public School


STREET QUINN PTY LTD

A.C.N. 001 983 795

A.B.N. 65 901 983 795

Certified Practising Accountant**(02) 4421 7199****(02) 4421 7128 (Fax)**

Principal: Phillip Balding, CPA

Associate: Samantha Purcell, ASA, B.Acc

Thursday, 11 February 2016

The Committee
 Falls Creek Public School P & C Association
 26 Vidler Street
 Falls Creek 2540

Dear Committee Members

We have completed the review of Falls Creek Public School P & C Association for the year ended 31st December 2015.

Our review encompasses verifying that the 3 bank accounts, namely, P & C Account, Canteen Account and Uniform Account, held are stated as true and fair value at the balance date and also to verify that purchases and sales agrees to the receipts provided to us.

We wish to bring the following issues to the attention of the committee.

Uniform Account

- It is understood that there is no longer a uniform account and all transaction are recorded in the P & C Account, however no stock-take was provided for the uniform stocks. It is strongly advised that a stock-take be undertaken at once per year.

P & C Account

General

We note that a cash book has been maintained and a financial statement has been sighted. We noted no material contraventions during the course of the review.

Canteen Account

We noted no material contraventions during the course of the review.

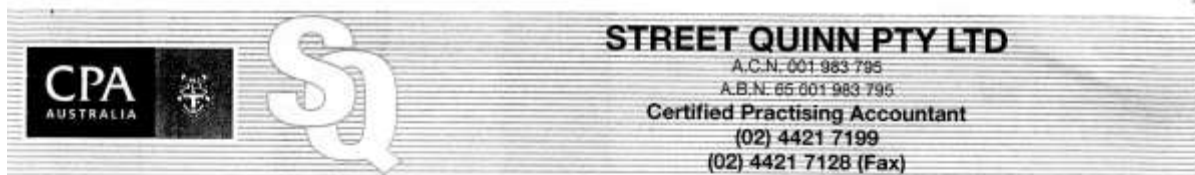
Thank you for your co-operation with the review. If you wish to discuss any points regarding the review please do not hesitate to contact our office.

Yours sincerely
 STREET QUINN PTY LTD
 Per-

72 OSBORNE STREET, NOWRA PO BOX 631, NOWRA NSW 2541

EMAIL ADDRESS: accounts@streetquinn.com.au

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Principal: Phillip Balding, CPA

Associate: Samantha Purcell, ASA, B.Acc

INDEPENDENT ASSURANCE PRACTITIONER'S REPORT

To the Members of Falls Creek Public School P & C Association

Report on the financial report

We have reviewed the accompanying 2015 financial report of Falls Creek Public School P & C Association, which comprises the income & expenditure accounts for the P & C Account, Uniform Account and Canteen Account as at 31st December 2015, and cash flow statement for the 2015 ended on that date.

The responsibility of the committee for the 2015 financial report

The committee of the Falls Creek Public School P & C Association are responsible for the preparation and fair presentation of the 2015 financial report in accordance with the constitution. The committee's responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the 31 December 2015 financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Assurance practitioner's responsibility

Our responsibility is to express a conclusion on the 31 December 2015 financial report based on our review. We conducted our review in accordance with Standard on Review Engagements ASRE 2400 *Review of a Financial Report Performed by an Assurance Practitioner Who is Not the Auditor of the Entity* in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects. In accordance with the ASRE 2400 requires us to comply with the requirements of the applicable code of professional conduct of a professional accounting body.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Independence

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the 31 December 2015 financial report of the Falls Creek Public School P & C Association does not present fairly, in all material respects, the financial position of the Falls Creek P & C Association as at 31 December 2015 and of its financial performance and its cash flows for the 2015 year ended on that date.


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Certified Practising Accountant

Dated this 11th day February 2016.

72 OSBORNE STREET, NOWRA PO BOX 631, NOWRA NSW 2541

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FALLS CREEK PUBLIC SCHOOL P & C ASSOCIATION

**P & C ACCOUNT
FINANCIAL SUMMARY
FOR THE YEAR ENDED 31st DECEMBER 2015**

Income		Expenditure	
P & C Memberships	22.00	Fund Raising	336.00
Canteen	3,000.00	Federation P & C Assoc.	174.00
Raffle	1,110.00	Gifts of appreciation	150.00
Fund Raising	733.00	Gift Voucher	240.00
Bank Interest	47.40	Presentation Night	701.04
Uniform	1,537.51	School support	654.00
School Banking Commission	179.60	Uniforms	1,784.58
		Term Investment	10,000.00
	<u>6,629.51</u>		<u>14,039.62</u>
Opening Balance as at 01/01/2015	7,671.27	Closing Balance as at 31/12/2015	261.16
	<u>14,300.78</u>		<u>14,300.78</u>

Bank Reconciliation as at 31st December 2015

Bank Balance as at 01/01/15	7,671.27
ADD Deposits	<u>6,629.51</u>
	14,300.78
LESS Payments	<u>14,039.62</u>
	<u>261.16</u>
Closing Cash Book Balance 31/12/2015	<u><u>261.16</u></u>

FALLS CREEK PUBLIC SCHOOL P & C ASSOCIATION
UNIFORM COMMITTEE
FINANCIAL SUMMARY
FOR THE YEAR ENDED 31st DECEMBER 2015

Income		Expenditure	
Total	191.00	Account closed	977.51
Interest	3.67		
	<u>194.67</u>		<u>977.51</u>
Opening Balance 1/01/2015	782.84	Closing Balance 31/12/2015	-
	<u>977.51</u>		<u>977.51</u>

NOTHING RECEIVED

Bank Reconciliation as at 31st December 2015

Bank Balance as per Statement 1/01/2015	782.84
ADD Deposits	<u>194.67</u>
	<u>977.51</u>
LESS Payments	<u>977.51</u>
	<u>-</u>
Closing Cash Book Balance 31/12/2015	<u>-</u>

FALLS CREEK PUBLIC SCHOOL P & C ASSOCIATION
CANTEEN ACCOUNT
FINANCIAL SUMMARY
FOR THE YEAR ENDED 31st DECEMBER 2015

Income		Expenditure	
Canteen Sales	5,946.16	Canteen Purchases	2,159.70
Bank interest	20.55	P & C	3,000.00
Grant	500.00		
	<u>6,466.71</u>		<u>5,159.70</u>
Opening Balance 01/01/15	2,384.54	Closing Balance 31/12/15	3,691.55
	<u>8,851.25</u>		<u>8,851.25</u>

Bank Reconciliation as at 31st December 2015

Opening Balance 01/01/15	2,384.54
ADD Deposits	<u>6,417.15</u>
	8,801.69
LESS Payments	<u>5,110.14</u>
Closing Cash Bank Balance 31/12/15	<u>3,691.55</u>
 Less O/s cheques	
 Adjusted bank balance	<u>3,691.55</u>

FALLS CREEK PUBLIC SCHOOL P & C ASSOCIATION**UNIFORM COMMITTEE
STOCKTAKE AS AT 31st DECEMBER 2015**

NO STOCK TAKE Given

Item**\$**

Short Sleeve Polo Shirt
Long Sleeve Polo Shirt
V-Neck Jumpers
Zip Front Jackets
Bootleg Pants
Track Pants
Fleecy Long Sleeve Polo Jumper
Culottes
Polar Fleece Jumpers
Hat
Patches

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