

# MAYLANDS PENINSULA PRIMARY SCHOOL PARENTS and CITIZENS ASSOCIATION



## DRAFT MINUTES: Annual General Meeting

Time: 6.30pm Wednesday 6 April 2022

### Microsoft Teams meeting

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<b>1</b>	<b>Opening and Welcome</b>
	<p>Attendance and Apologies:</p> <p>Attending: Kaylie Morphew, Ash Greig, Melinda Thomas, Paul Andrijich, Sinead Kelly, Virginia Ting, Marina Males, Lauren Clarkson-Dodd, Megan Parker, Alana Martin, Aimee Smith, Pia Cullen, Karen Hayward, Kelsey Hunt, Tania Visosevic</p> <p>Apologies: Mandy Tompkin, Jacqui Bahr</p>
<b>2</b>	<b>Reports</b>
<b>2.1</b>	<p><b>President's Report (Kaylie Morphew)</b></p> <p>Presentation of the signed Solvency Declaration</p>
<b>2.2</b>	<p><b>Treasurer's Report (Melinda Thomas)</b></p> <p>Presentation and adoption of financial statements, auditor's report or review</p>
<b>3</b>	<b>Elections</b>
<b>3.1</b>	<p><b>Office Bearers – one nomination received per role, agreed to all nominations.</b></p> <p><b>President</b> Kaylie Morphew</p> <p><b>Vice President</b> Ash Greig</p> <p><b>Treasurer</b> Melinda Thomas</p> <p><b>Secretary</b> Sinead Kelly</p>
<b>3.2</b>	<p><b>Executive committee members (not less than 3 positions, and each subcommittee needs to have an executive member).</b></p> <p>Virginia Ting, Lauren Clarkson-Dodd, Megan Parker and Karen Hayward</p>
<b>3.3</b>	<p><b>Sub Committees</b></p> <p><b>Canteen</b> Pia Cullen</p> <p><b>Uniform Shop</b> Lauren Clarkson-Dodd</p> <p><b>Fundraising</b> Megan Parker</p> <p><b>Grants</b></p> <p><b>Communications</b> (Marina Males)</p> <p><b>Sustainability</b> (Kelsey Hunt and Aimee Smith and Karen Hayward will be in the committee, Convenor Role yet to be appointed)</p>
<b>4</b>	<b>Appointments</b>
<b>4.1</b>	<p>Appointment of Review/Auditor if required under the P&amp;C Constitution 2019 (or if not required, but the P&amp;C chooses to have an audit or review executed).</p> <p>- <b>We will need to find someone new for this year.</b></p>

## Solvency Statement Declaration

*We, the Executive Committee of the Maylands Peninsula Primary School  
Parents and Citizens Association Inc. declare, at an Executive Committee meeting  
held on 2 / Mar / 2022, that having reviewed and considered the  
Associations' current and projected financial position, in the Executive Committee's  
opinion the Association is solvent and there are reasonable grounds to believe that  
the Association will be able to pay its debts as and when they become due and  
payable.*

Signed by the P&C President on 4 / Apr / 2022 (date), on behalf of the  
Executive Committee of the Maylands Peninsula Primary School  
Parents and Citizens Association Inc.

P&C President signature 

P&C President full name Kaylie Morphey

A downloadable version of the Solvency Statement and Declaration is available  
on the WACSSO website: <https://www.wacssso.wa.edu.au/resources/pc-resources/>.



## **Independent Audit Report**

To the members of Maylands Peninsula Primary School P & C Association Inc.

I have audited the accompanying financial report, being a special purpose financial report, of Maylands Peninsula Primary School P & C Association Inc., which comprises the statement of financial position as at 31 December 2021 and the statement of comprehensive income for the year ended 31 December 2021.

### **Committee's Responsibility for the Financial Report**

The committee of Maylands Peninsula Primary School P & C Association Inc. is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on the financial report based on the audit. I have planned and performed the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the audit opinion.

### **Opinion**

In my opinion, the financial report presents fairly, in all material respects, the financial position of Maylands Peninsula Primary School P & C Association Inc. as at 31 December 2021 and of its financial performance for the year then ended 31 December 2021 and complies with Australian Accounting Standards.

Name of Auditor: Caroline James (CPA)

Signature:



Date: 27/03/2022

# Maylands Peninsula Primary School P & C Association Inc.

## Profit and Loss Statement

For the Year Ended 31 December 2021

<b>Income</b>	<b>Notes</b>	<b>2021</b>	<b>2020</b>
Canteen Sales		16,926	22,837
Canteen Sales - Online		83,451	38,899
Uniform Shop Sales		9,491	18,486
Uniform Sales - Online		17,290	12,867
School Banking Commission		720	1,056
Donations		2,300	803
P&C Membership		6,779	5,374
Scholastic Book Club		1,012	573
Fundraising		36,434	20,035
Jobkeeper Subsidy		0	74,250
Cash Boost		0	20,000
<b>Total Income</b>		<b>174,403</b>	<b>215,179</b>
<b>Cost of Sales</b>			
<b>Canteen Expenses</b>			
Food Purchases		42,710	29,262
Kitchen Supplies		0	155
Online Commission		34	1,456
<b>Total Canteen Expenses</b>		<b>42,744</b>	<b>30,873</b>
<b>Uniform Expenses</b>			
Uniform Purchases		20,114	26,061
Uniform Commission		547	314
Square Commission		0	234
<b>Total Uniform Expenses</b>		<b>20,662</b>	<b>26,609</b>
Scholastic Book Club		1,012	573
Fundraising Expenses		3,293	1,185
<b>Total Cost of Sales</b>		<b>67,711</b>	<b>59,239</b>
<b>Gross Profit</b>		<b>106,692</b>	<b>155,940</b>
<b>Expenses</b>			
Depreciation	1	799	266
Dues & Subscriptions		2,793	2,188
Insurance		1,793	1,167
Bank Fees		2,528	346
<b>Employment Expenses</b>			
Wages		43,819	82,047
Superannuation		3,750	2,978
<b>Total Employment Expenses</b>		<b>47,569</b>	<b>85,025</b>
Printing & Stationery		149	255

<b>Total Expenses</b>		<b>55,631</b>	<b>89,247</b>
<b>Operating Profit</b>		<b>51,061</b>	<b>66,692</b>
<b>Other Income</b>			
Interest Term Deposit		24	185
<b>Total Other Income</b>		<b>24</b>	<b>185</b>
<b>Other Expenses</b>			
School Donations	2	24,834	18,576
<b>Total Other Expenses</b>		<b>24,834</b>	<b>18,576</b>
<b>Net Profit</b>		<b>26,250</b>	<b>48,301</b>

# Maylands Peninsula Primary School P & C Association Inc.

## Balance Sheet

As at 31 December 2021

Assets	Notes	2021	2020
<b>Current Assets</b>			
<b>Cash On Hand</b>			
Cheque Account		127,991	97,151
Term Deposit - Bendigo Bank		19,142	19,118
Cash Drawer		300	300
<b>Total Cash On Hand</b>		<b>147,433</b>	<b>116,569</b>
Inventory - Canteen Stock	3	1,200	1,200
Inventory - Uniform Stock	4	17,457	17,457
<b>Total Current Assets</b>		<b>166,090</b>	<b>135,226</b>
<b>Property, Plant &amp; Equipment</b>			
<b>Kitchen Equipment</b>			
Kitchen Equipment at Cost		1,065	1,065
Accumulated Depreciation		-1,065	-266
<b>Total Kitchen Equipment</b>		<b>0</b>	<b>799</b>
<b>Total Property, Plant &amp; Equipment</b>		<b>0</b>	<b>799</b>
<b>Total Assets</b>		<b>166,090</b>	<b>136,024</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade Creditors		1,705	1,799
<b>Payroll Liabilities</b>			
Superannuation Payable		430	418
PAYG Withholding Payable		198	-992
<b>Total Payroll Liabilities</b>		<b>628</b>	<b>-574</b>
Annual Leave Accrual		2,707	0
<b>Total Current Liabilities</b>		<b>5,040</b>	<b>1,225</b>
<b>Total Liabilities</b>		<b>5,040</b>	<b>1,225</b>
<b>Net Assets</b>		<b>161,050</b>	<b>134,800</b>
<b>Equity</b>			
Retained Earnings		134,800	86,498
Current Year Earnings		26,250	48,302
<b>Total Equity</b>		<b>161,050</b>	<b>134,799</b>



# Maylands Peninsula Primary School P & C Association Inc.

## Notes to the Accounts

For the Year Ended 31 December 2021

### 1: Full Depreciation on Kitchen Equipment

2: School Donations	\$
Y6 Graduation Excursion (2020)	600
Indigenous Games & Puppets	560
Mathletics Subscription	6242
Speakers & Stands	1037
Dump Cart	208
Obstacle Course Trestles	778
Road Safety Signs	223
Swiss Balls	70
Kimochi	884
Indigenous Games & Puppets	246
Aust Birds/Animals Sets	460
Floor Rugs	1833
Maths Resources	906
Year 6 Camp Subsidy	3000
Year 6 Excursions	1656
Undercover Area Mural	4500
JA Art Display Board	1631
<b>TOTAL</b>	<b><u>24834</u></b>

School Donations Committed in 2021 but not Paid for:	\$
Nature Playground	30000
Pre-Primary Playground Upgrade	20000
Art Kiln	14000
Art Work	10000
<b>TOTAL</b>	<b><u>74000</u></b>