

DRAFT MINUTES: Annual General Meeting

Time: 6.30pm Wednesday 6 April 2022

Microsoft Teams meeting

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

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

Income	Notes	2021	2020
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
Total Income		174,403	215,179
Cost of Sales			
Canteen Expenses			
Food Purchases		42,710	29,262
Kitchen Supplies		0	155
Online Commission		34	1,456
Total Canteen Expenses		42,744	30,873
Uniform Expenses			
Uniform Purchases		20,114	26,061
Uniform Commission		547	314
Square Commission		0	234
Total Uniform Expenses		20,662	26,609
Scholastic Book Club		1,012	573
Fundraising Expenses		3,293	1,185
Total Cost of Sales		67,711	59,239
Gross Profit		106,692	155,940
Expenses			
Depreciation	1	799	266
Dues & Subscriptions		2,793	2,188
Insurance		1,793	1,167
Bank Fees		2,528	346
Employment Expenses			
Wages		43,819	82,047
Superannuation		3,750	2,978
Total Employment Expenses		47,569	85,025
Printing & Stationery		149	255

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

Maylands Peninsula Primary School P & C Association Inc.

Balance Sheet

As at 31 December 2021

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

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
TOTAL	<u>24834</u>

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