Cheltenham Girls’ High School P&C Association

Minutes of Annual General Meeting held Monday 16 February 2015

1. Welcome

The meeting commenced at 7:45pm.

2. Apologies

Sharon Martin and Carolyn McKenzie

3. Minutes of 17 February 2014 AGM

Accepted by Malcolm Finlayson; seconded by Michelle Moore.

4. Elections

All positions were declared vacant and the conduct of elections was carried out by the Principal, Susan Bridge. Each position received one nomination only and thus no voting was needed. Each nomination was accepted.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Nominated By</th>
<th>Seconded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jim Kalotheos</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Vice President</td>
<td>Stephanie Davison</td>
<td>Malcolm Finlayson</td>
<td>Janet Kalotheos</td>
</tr>
<tr>
<td>Vice President</td>
<td>Sam Graiche</td>
<td>Malcolm Finlayson</td>
<td>Janet Kalotheos</td>
</tr>
<tr>
<td>Secretary Minutes</td>
<td>Sharon Martin</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Secretary Correspondence</td>
<td>Reza Shariflou</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
<td>Janet Kalotheos</td>
</tr>
<tr>
<td>Shadow Treasurer</td>
<td>Jason Stevens</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Entertainment / Fundraising Convenor</td>
<td>Janet Kalotheos</td>
<td>Stephanie Davison</td>
<td>Malcolm Finlayson</td>
</tr>
<tr>
<td>Grounds Convenor</td>
<td>Phil Bush</td>
<td>Stephanie Davison</td>
<td>Janet Kalotheos</td>
</tr>
<tr>
<td>Catering Convenor</td>
<td>Selvi Nadaradjane / Jenny Houlihan</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Clothing Pool Convenor</td>
<td>Carolyn McKenzie / Barbara Ann Pierce</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Executive Member</td>
<td>Sapna Dave (Website)</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Executive Member</td>
<td>Michelle Moore</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
<tr>
<td>Executive Member</td>
<td>Helen Achat</td>
<td>Malcolm Finlayson</td>
<td>Stephanie Davison</td>
</tr>
</tbody>
</table>

Jim Kalotheos welcomed all to the P&C Committee for 2015.

5. Business Arising

Nil
6. **Correspondence**

   Nil

7. **Principal’s Report**

   • Again we achieved great HSC results and are very pleased. We achieved an overall increase in the number of Band 6 results 2014. The girls came 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th} and 5\textsuperscript{th} in Aboriginal Studies, 8\textsuperscript{th} in Chemistry, in the top 20 for biology and PDHPE as well as 1\textsuperscript{st} for music and music extension.
   • The 2014 Annual School Report is currently being written and will be ready by the end of Term 1.

8. **President’s Report**

   President, Jim Kalotheos

   • Jim reminded parents P&C is a friendly place to come and meet other parents and the Executive teaching staff.
   • This years focus is air conditioning the rest of the school. The girls have appreciated the work to date.
   • On the safety radar is continued monitoring during the construction of the Epping to Thornleigh track, as well as overcrowding on Beecroft Road waiting for school bus. ETTT will provide an annual update. Bernadette Azizi offered to raise the bus waiting area at council.
   • P&C Federation: last year a lot of infighting, however, now it is moving forward. Jim is attending the NWA P&C (North West Area P&C) meeting next Thursday.

9. **Treasurer’s Report**

   • Malcolm Finlayson presented the 2014 Accounts to the meeting – see Appendix 1. Audited accounts available for 2014.
   • Main income is from voluntary contributions. We drew down on capital of $200K to complete the COLA.
   • 2015 $54K for maintenance, $19K solar paneling.
   
   Motion – to accept the 2014 accounts
   Moved by: Malcolm Finlayson
   Seconded by: Charlie Jarrett
   Motion carried.

   • Malcolm then presented the Budget for the 2015 year – see Appendix 2
   
   Motion – to accept the Budget for the 2015 year
   Moved by: Malcolm Finlayson
   Accepted by: Jason Stevens
   Motion carried.
• Bank Accounts:
  o We will change the signatories to the bank accounts to reflect the following 2015 P&C Executive Members:
  o **Main Accounts** - President Jim Kalotheos, Vice President Stephanie Davison, Vice President Sam Graiche, Treasurer Malcolm Finlayson, Executive Vice Treasurer Jason Stevens, Treasurer Malcolm Finlayson, Executive Vice Treasurer Jason Stevens, **Clothing Pool Conveners** Carolyn McKenzie and Barbara Anne Pierce

**Motion – to change the signatories named to bank accounts**
Moved by: Malcolm Finlayson
Accepted by: Michelle Moore
Motion carried.

10. General Business

**Clothing Pool**

• Carolyn McKenzie provided a written update, great orientation day, including a great uptake with the school backpacks.
• There are now 11 volunteers and able to open weekly.
• Lowes approached supplier for backpack, they have ordered some, however, without logo and smaller in size.

**Working Bee**

• No report, however, plan a couple of days to achieve simple school enhancements.

**Fundraising**

• Trivia Night 22nd August. All volunteers welcome to assist organizing.
• Great fun night, great way to know families and make some money for the school.
• Currently organizing a plaque for one bank of lockers, which Cafe Longshot donated in memory of one of their employees.
• Sausage Sizzle / Cake Stall planned for Election Day 28th March

**Market Stall Day**

• SRC organizing a Market Stall Day on Election Day 28th March.
• Invited to next P&C Meeting to update.

**BYOD**
• Can Mr Crangle find out who supplies Microsoft Office and ADOBE to the schools?
• The DET does not support “Apps” on iPads.

11. Close

There being no further business, the meeting closed at 8:50pm.

12. Next meeting

Monday 16 March 2015.
Tuesday, 10 February 2015

Malcolm Findlayson
Treasurer
Cheltenham Girls High School P & C Association

Ref: Audit for year ended 31st December 2014.

I enclose herewith the Association’s Financial Statements for the year ended 31st December 2014 duly audited as required.

I have audited the financial statements for the above periods and am satisfied that there is sufficient evidence to be able to give an unqualified Audit report for the year in question.

I would like to reiterate the suggestion made last year that there is no Stocktake at the end of the year for the clothing pool so the true financial nature of this business unit is not clear. This could be achieved by introducing a Point of Sale system that would allow a running stocktake to take place and also remove the need for hand written receipts.

During the course of the audit I received answers to all my queries and enquiries and appreciate the co-operation and assistance of all concerned.

Yours faithfully,

Jane Noller CTA MTMA.
CHELTENHAM GIRLS HIGH SCHOOL
2013 P & C ASSOCIATION
INDEPENDENT AUDITORS REPORT

P & C ASSOCIATION – MAIN ACCOUNTS

Scope

I have audited the attached Income and Expenditure and Balance Sheet in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Statements are free of material misstatement. My procedures included examination of evidence supporting the amounts and other disclosures in the Financial Statement and the evaluation of accounting policies.

Unqualified Audit Opinion

In my opinion and according to the information and explanations given to me, the attached Balance Sheet and Income and Expenditure Statement has been drawn up so as to give a fair view of Cheltenham Girls High School P & C Association’s state of affairs as at 31st December 2013 and of its income and expenditure for the year ended on that date.

Signed at Pennant Hills this 10th day of February 2015

[Signature]
Jane Noller CTA AIPA
CHELTENHAM GIRLS HIGH SCHOOL P & C ASSOCIATION

STATEMENT OF INCOME & EXPENSES FOR THE YEAR ENDED 31 DECEMBER 2014

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Accumulated Funds brought forward 1 January</td>
<td>$432,083.76</td>
<td>$432,708.63</td>
</tr>
</tbody>
</table>

**Add Income**

- Voluntary Contributions: $129,296.60, $162,809.50
- Membership Subscriptions: $, $
- Fund Raising: $8,185.95, $15,007.00
- Draw Down of Provisions: $200,000.00, $
- Interest Credited to Bank Accounts: $9,024.21, $12,322.02
- Other Income: $- $346,506.76, $- $190,138.52

**Total Income**: $346,506.76, $190,138.52

**Less Expenses**

- CGHS - Computer Lease: $, $16,344.44
- CGHS - Funding Requests: $364,028.14, $145,224.74
- CGHS - Sporting Events: $8,623.63, $7,852.08
- CGHS - Grounds Maintenance: $20,880.91, $17,000.00
- Presentation Day Prizes and Expenses: $880.00, $377.28
- Bank Charges and Interest: $, $
- Audit: $375.00, $1,500.00
- Federation of P & C Fees & Insurance: $883.00, $1,513.00
- Payments for P & C Social Events: $778.80, $396,458.48, $951.85, $190,703.39

**Current Year Performance**: $(49,951.72), $(624.87)

**Total Accumulated Funds as at 31 December**: $182,132.04, $432,083.76

**BALANCE SHEET AS AT 31 DECEMBER 2013**

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ Cheque Account</td>
<td>$7,291.85</td>
<td>$21,267.78</td>
</tr>
<tr>
<td>less: Unpresented Cheques</td>
<td>$-</td>
<td>$7,291.85</td>
</tr>
<tr>
<td>ANZ V2 Cash Management Account</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>ANZ Term Deposit</td>
<td>$-</td>
<td>$2,239,016.72</td>
</tr>
<tr>
<td>ANZ Cash Management</td>
<td>$174,840.19</td>
<td>$167,799.26</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$182,132.04</td>
<td>$432,083.76</td>
</tr>
</tbody>
</table>

**Representing**

- Major Capital Works Reserve: $- $200,000.00
- Current Year Performance: $ (49,951.72), $(624.87)
- Accumulated Funds: $232,083.76, $232,708.63

<table>
<thead>
<tr>
<th><strong>Accumulated Funds</strong></th>
<th><strong>2014</strong></th>
<th><strong>2013</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$182,132.04</td>
<td>$432,083.76</td>
</tr>
</tbody>
</table>
CLOTHING POOL 2014

Scope

I have audited the attached Statement of Receipts and Payments in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Statements are free of material misstatement. My procedures included examination of evidence supporting the amounts and other disclosures in the Financial Statement and the evaluation of accounting policies.

Unqualified Audit Opinion

In my opinion and according to the information and explanations given to me, the attached Statement of Income and Expenditure has been drawn up so as to give a fair view of Cheltenham Girls High School Clothing Pool’s state of affairs as at 31st December 2014.

Signed at Pennant Hills this 10th February, 2015

[Signature]

Jane Noller CTA AIPA
CHELTENHAM GIRLS HIGH SCHOOL
CLOTHING POOL
STATEMENT OF RECEIPTS AND PAYMENTS
YEAR ENDED 31 DECEMBER 2014

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sale of Uniforms</td>
<td>$ 31,276.12</td>
<td>$ 28,961.00</td>
</tr>
<tr>
<td>Interest from Bank</td>
<td>$ 218.40</td>
<td>$ 36.63</td>
</tr>
<tr>
<td>Total</td>
<td>$ 31,494.52</td>
<td>$ 29,997.83</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Purchases</td>
<td>$ 28,880.45</td>
<td>$ 38,434.65</td>
</tr>
<tr>
<td><strong>Profit/(loss)</strong></td>
<td>$ 2,614.07</td>
<td>$(9,436.82)</td>
</tr>
<tr>
<td>Add: Cash at Bank and on hand 1 January</td>
<td>$ 11,232.45</td>
<td>$ 19,660.36</td>
</tr>
<tr>
<td>Less: unpresented cheques to 31 December</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Add: unpresented cheques cancelled</td>
<td>$ 13,846.52</td>
<td>$ 10,223.54</td>
</tr>
</tbody>
</table>

| Add: Donations from |            |            |
| Art & Craft Account | $ -        | $(1,008.91) |
| CGHS SRC            | $ -        | $ -        |
| Total               | $ 13,846.52| $(1,008.91) |

| Comprised of:       |            |            |
| Cash at bank 31 December | $ 13,696.52 | $ 11,082.45 |
| Cash On Hand 31 December | $ 150.00   | $ 150.00   |
| Less: Accruals      | $ -        | $ -        |
| Total               | $ 13,846.52| $ 11,232.45 |