



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

P&C ANNUAL GENERAL MEETING - MINUTES TUESDAY 26th November 2024, 7.30PM

Topic	Who
<p>1 President's Welcome</p> <p>Acknowledgement of Country</p> <p><i>We acknowledge that we are hosting this meeting from the lands of the Cammeraygal People. We also acknowledge the Traditional Custodians of the various lands from which we all meet today and the Aboriginal and Torres Strait Islander people participating in this meeting. We pay our respects to Elders past, present and emerging, and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW</i></p>	President
<p>2 Attendees & Apologies</p> <p>Apologies from Yeddi Yip, Lucie Vasakovic, Yong Sim</p> <p>Attendees...</p> <p>Staff</p> <p>Cameron Jones Matthew Bullen Rani Holstein Samantha Silipo</p> <p>Student leader guest speakers</p> <p>16 P&C Members</p> <p>Annie Luu Brian Chiu Carrie Grundy Greg Austin Jimmy M Joe Grundy Marina Gulline Paul Battaglia Pearl Chan Pei Liu Phil Neal Pip Margan Sunil Sharma Toby Cowling William Latham Yenny Ho</p> <p>8 Guests</p>	Secretary

3	Declaration of Conflict of Interest none declared
4	Student Presentation (from Student Representative Council) Student leaders presented a student initiative of “Wellbeing Walls”, a request to fund and install 6 outdoor notice boards for use in displaying student works and notices. To be installed by CPS GA. Students to apply to display material through their teachers. Motion: That the P&C fund 6x “Wellbeing Wall” notice boards at \$4,500 Moved: Carrie, Seconded Pearl None opposed, motion carried.
5	Confirmation of Previous AGM Minutes – November 2022 Noted 2023 AGM minutes were adopted at an earlier meeting.
6	Principal’s report - Cameron Jones Noted: 2025 move back to grade based classes, composites only as absolutely necessary Reduce events from the school calendar, eg: <ul style="list-style-type: none"> Swim carnival 2025 - competitors only Y4 camp will not happen - Y4 camps are unusual practice 110 Kindy students in 2025, 6 classes Looking for more ways to invite community back inside the gate, eg <ul style="list-style-type: none"> Assemblies at the end of the day, all parents welcome Add speakers for main outdoor playground, for larger outdoor assemblies School families welcome to stay a while after school
7	Correspondence nil
8	President’s Report - Joe Grundy Many thanks to all volunteers, especially office bearers, with particular thanks to our outgoing office bearers Phil (VP), Yenny (canteen convenor) and Renee (Uniform shop treasurer). P&C activities for the year included: Events - Morning teas, fathers day, mothers day, democracy sausage, two discos, teachers lunch Community representation - ANZAC service, court hearing 668 Pacific Hwy, school hiring panels P&C matters - revised by-laws, hosted Council of P&Cs, Funding - Music Intensive event, Marquee shade, Playground shade, Playground recycle bins, Outdoor table tennis tables, Book pods and books, Classroom tech, STEAM mobile stations and equipment
9	Treasurer’s Financial Report for 2022-2023 financial year Motion: To adopt the financial reports for 30 September 2024 Moved: Pearl Chan, Seconded Brian, none opposed motion carried Motion: To approve increasing the Voluntary Contribution in 2025 to \$227 Moved: Pearl Chan, Seconded Yenny, none opposed motion carried Motion: To adopt the draft consolidated budget for 2024-25 Moved: Pearl Chan, Seconded William, none opposed motion carried Motion: To continue with Tinworth & Co as auditor for 2024-25

Moved: Pearl Chan, Seconded Yenny, none opposed motion carried

Motion: To approve amount totalling \$8,125.91 (from main account, as listed in the Treasurer's report) for payment

Date	Paid to	Purpose	Amount
15/11/2024	Tinworth & Co	2024 Audit fees	4,680.50
15/11/2024	Carbon NSW	Accounting Services for 2024 Year-end audit preparation	1,868.90
15/11/2024	Carbon NSW	Accounting Services retainer Nov 2024 and Xero subscription	1,576.51
	Total		8,125.91

Moved: Pearl Chan, Seconded William, none opposed motion carried.

10 Election of 2024 Office Bearers Principal

With special thanks to outgoing office bearers:

Phil (VP)
Yenny (Canteen Convenor)
Renee (Uniform Treasurer)

Office Bearers for 2025:

- **President** - Brian Chiu
- **Vice President (x2)** - Sunil Sharma, Pip Margan
- **Secretary** - Joe Grundy
- **Treasurer** - Lucie Vasakova (nomination accepted in advance)
- **Canteen Convenor** - Carrie Grundy
- **Canteen Treasurer** - Yong Sim (nomination accepted in advance)
- **Uniform Shop Convenor** - Carrie Grundy
- **Uniform Shop Treasurer** - Joe Grundy
- **Events Coordinator** - Annie Luu
- **Class Parent Coordinator** - Yeddi Yip (nomination accepted in advance)
- **Technology Coordinator** - Paul Battaglia
- **Grounds Coordinator** - Greg Austin
- **Grants Manager** - Sunil Sharma

11 Other Business
Pip raised a wellbeing program option to explore with Rani (DP)

12 **Note:** End of year P&C social event at **Chatswood Hotel** directly following this AGM
(Corner Brown St and Railway St, next to train station.)

Next Meeting: P&C Meeting - Tuesday 25th February 2025

AGM - Tuesday 25th November 2025



**CHATSWOOD PUBLIC SCHOOL
PARENTS AND CITIZENS' ASSOCIATION**

CHATSWOOD PUBLIC SCHOOL P&C ASSOCIATION

ABN 56 993 962 007

FINANCIAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2024

CHATSWOOD PUBLIC SCHOOL P&C ASSOCIATION
ABN 56 993 962 007

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Note	2024 \$	2023 \$
INCOME			
Event Income		61,553	-
Grants		38,838	-
Interest		1,038	3,340
Sundry		159	48
Sales income - Canteen		339,196	296,929
Transfer from Sub-Committees		-	30,000
Voluntary Contribution		114,253	129,734
TOTAL INCOME		555,037	460,051
Cost of Sales		197,895	166,255
Gross Surplus		357,142	293,796
EXPENSES			
Accounting/ Audit Fees		21,260	20,738
Bank Fees		2	-
Contribution to CPS		166,980	512,769
Depreciation Expense		2,790	1,837
Employee entitlements		4,977	289
Event Expenses		9,455	7,278
Fundraising Expenses		31,591	-
Insurance		7,107	5,960
Other Equipment Expenses		-	11,049
Other Expenses		2,714	1,865
Subscriptions		8,105	8,002
Sundry Expenses		1,004	1,197
Superannuation		10,524	9,249
Wages & Salaries		94,526	86,986
Workers' Compensation		1,964	990
TOTAL EXPENSES		362,999	668,209

	Note	2024 \$	2023 \$
OPERATING SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES	2	(5,857)	(374,413)
Income tax expense	1	<u>-</u>	<u>-</u>
Operating surplus/(deficit) after income tax		(5,857)	(374,413)
Accumulated surplus at the beginning of the financial year		160,621	535,034
Balance brought forward from Canteen		<u>-</u>	<u>-</u>
 Accumulated surplus at the end of the financial year	 10	 <u>154,764</u>	 <u>160,621</u>

CHATSWOOD PUBLIC SCHOOL P&C ASSOCIATION
ABN 56 993 962 007

BALANCE SHEET
AS AT 30 SEPTEMBER 2024

	Note	2024 \$	2023 \$
CURRENT ASSET			
Cash	3	231,759	265,413
Inventory	4	3,010	3,164
Other Current Assets	5	4,080	4,667
TOTAL CURRENT ASSETS		<u>238,849</u>	<u>273,244</u>
NON-CURRENT ASSETS			
Office Equipment	6	5,905	8,695
TOTAL NON-CURRENT ASSETS		<u>5,905</u>	<u>8,695</u>
TOTAL ASSETS		<u>244,754</u>	<u>281,939</u>
CURRENT LIABILITIES			
Payables	7	34,865	18,116
TOTAL CURRENT LIABILITIES		<u>34,865</u>	<u>18,116</u>
NON-CURRENT LIABILITES			
Payables – Uniform Shop	8	46,947	100,000
Provisions	9	8,178	3,202
TOTAL NON-CURRENT LIABILITIES		<u>55,125</u>	<u>103,202</u>
TOTAL LIABILITIES		<u>89,990</u>	<u>121,318</u>
NET ASSETS		<u>154,764</u>	<u>160,621</u>
ASSOCIATION RESERVES			
Accumulated Surplus	10	154,764	160,621
TOTAL ASSOCIATION RESERVES		<u>154,764</u>	<u>160,621</u>

CHATSWOOD PUBLIC SCHOOL UNIFORM SHOP
ABN 78 703 343 468

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Note	2024 \$	2023 \$
INCOME			
Accessory Sales		32,211	31,986
Entertainment Book Sales		155	202
Second Hand Sales – Half Yearly		365	666
Uniform Sales		213,956	252,410
Interest Received		1,147	1,646
Sundry		865	927
TOTAL INCOME		<u>248,699</u>	<u>287,837</u>
 Cost of Sales		 <u>188,617</u>	 <u>192,358</u>
Gross Surplus		60,082	95,479
 EXPENSES			
Bank Fees and Merchant Fees		2,898	2,454
Contribution to P&C		-	30,000
Employee Leave Entitlements		518	555
Office Supplies & Computer Expenses		782	1,283
Stripe Fees		-	557
Subscriptions		4,913	3,549
Telephone		111	111
Sundry Expenses		1,236	1,121
Superannuation		4,323	4,577
Wages & Salaries		41,980	43,091
Workers' Compensation		749	425
TOTAL EXPENSES		<u>57,510</u>	<u>87,723</u>
 OPERATING SURPLUS / (DEFICIT)		 2,572	 7,756
FROM ORDINARY ACTIVITIES			
Income tax expense	1	<u>-</u>	<u>-</u>

	Note	2024 \$	2023 \$
Operating surplus after income tax		2,572	7,756
Accumulated surplus at the beginning of the financial year		<u>305,719</u>	<u>297,963</u>
Accumulated surplus at the end of the financial year	7	<u>308,291</u>	<u>305,719</u>

CHATSWOOD PUBLIC SCHOOL UNIFORM SHOP
ABN 78 703 343 468

BALANCE SHEET
AS AT 30 SEPTEMBER 2024

	Note	2024	2023
CURRENT ASSET		\$	\$
Cash	2	50,676	63,949
Inventory	3	<u>214,780</u>	<u>146,814</u>
TOTAL CURRENT ASSETS		<u>265,456</u>	<u>210,763</u>
 NON-CURRENT ASSETS			
Receivables – P&C Association	4	<u>46,946</u>	<u>100,000</u>
TOTAL NON-CURRENT ASSETS		<u>46,946</u>	<u>100,000</u>
TOTAL ASSETS		<u>312,402</u>	<u>310,763</u>
 CURRENT LIABILITIES			
Payables	5	393	1,844
Provisions	6	<u>3,718</u>	<u>3,200</u>
TOTAL CURRENT LIABILITIES		<u>4,111</u>	<u>5,044</u>
 TOTAL LIABILITIES		<u>4,111</u>	<u>5,044</u>
NET ASSETS		<u>308,291</u>	<u>305,719</u>
 ASSOCIATION RESERVES			
Accumulated Surplus	7	<u>308,291</u>	<u>305,719</u>
TOTAL ASSOCIATION RESERVES		<u>308,291</u>	<u>305,719</u>

2024-25 Budget

Income Statement Budget 2025					Actual 2024			
A\$	Main A/c	Canteen	Uniform Shop ¹	Total	Main A/c	Canteen	Uniform Shop	Total
Voluntary Contributions	113,500	-	-	113,500	114,253	-	-	114,253
Sales		319,568	227,339	546,907	-	339,196	247,552	586,749
Fundraising and interest income	16,200	-	-	16,200	62,749	-	1,147	63,897
Grant income	-	-	-	-	38,838	-	-	38,838
Total Income	129,700	319,568	227,339	676,607	215,841	339,196	248,699	803,737
Cost of Sales	-	191,102	151,467	342,569	-	197,895	188,618	386,513
Payroll	-	115,143	30,816	145,959	-	110,027	46,821	156,848
P&C contribution to school	184,055	-	-	184,055	-	-	-	-
Event expenses	10,000	-	-	10,000	42,826	-	-	42,826
Finance, Properties and Admin	31,000	1,904	4,106	37,010	29,001	3,269	5,775	38,046
Software and Depreciation	8,500	2,796	4,580	15,876	8,105	2,790	4,913	15,809
Total Expenses	233,555	310,945	190,968	735,468	79,932	313,982	246,128	640,041
Profit / (loss)	(103,855)	8,623	36,370	(58,862)	135,909	25,215	2,572	163,695

1. Uniform Shop budget assumes continuous operations for 12 months. If successfully transitioned to Lowes from Dec 24, the estimated profit will reduce by \$13k, from \$36k to \$23k.

Budget explanations – Main P&C

- Voluntary contributions (VC) = No. of students paid VC in current year X Per head contribution = 1,000 x \$227 at 50% contribution.
- Grant income – Assume \$nil
- Fundraising income – Assume \$15,000 fundraising income.
- Contribution to School (Projects) - \$43,355 paid in November 2024 for STEM equipment donation.
- Contribution to School (Projects) - \$40,000 for proposal to be received from students or teachers.
- Contribution to School (General and Multi-Lit) at \$40,000 and \$60,000 respectively. The General portion may be reduced subject to the actual level of voluntary contribution.
- Annual Year 6 student graduation gift contribution \$700.
- Finance, property and admin – Bookkeeper \$18,500, Audit fees \$4,500, insurance \$7,000 and other admin \$1,000.
- Software and depreciation - Digital Junction \$6,000 and Xero \$2,500.