



Narrabeen Lakes P&C

GENERAL MEETING – 17 November 2015 – MINUTES

7:30pm Library, Narrabeen Lakes Public School

Meeting Opened: This meeting is being held on the traditional lands of the Guringai people.

Attendance & Apologies: A total of 12 members were present. Apologies from: Rob Zappia, Nadine Newell and Helen Rebbeck

- Fees paid - None

Minutes of Previous Meeting: Approval of the 20 October 2015 General Minutes

Moved: Jo De Vries

Second: Kate Hajdu

Voted Previous to October Meeting via Evote (email)

Evoted: 22/10/2015: For the P&C to use its own merchant facility for accepting credit/debit card payment at a cost to the P&C of \$19/month. The credit card surcharges will be passed onto the cardholder at a rate of 1.8% Visa/MC, 3.15% American Express, 2.7% Diners, and \$.45 for debit card transactions. Moved: Karen Menzies Second: Ingrid Scheel

Evoted: 22/10/2015: That the P&C accept \$1.00 per member of the canteen committee as being a financial member of the canteen committee based on the canteen only being operational for half a year. Moved: Tiffany Smyth Second: Jo De Vries

Evoted: 30/10/2015: That the current P&C spending guidelines voted on in December 2014 which read:

(f) Spending Authorities: Executive, Band, Parent Club and Clothing Pool Coordinators have a spending limit of \$300 per month with the maximum amount per transaction of \$100 without prior approval provided that all documentation is submitted to the Treasurer within one month of the expenditure and that the spend is available for queries at the next P&C meeting. Moved: Jennifer Sheehan Seconded: Lisa Gillespie

These guidelines be changed as of October 2015 to read:

Executive, Band, Canteen and Uniform Shop (and any subsequent nominated Event Coordinators/Teams) can make purchases relevant to their specific needs according to the following;

Spend up to \$300 PREAPPROVED – supporting paperwork supplied for relevant audit - P&C Gen or Canteen

Spend \$300 - \$1000 must have sub committee approval prior to purchase – supporting paperwork supplied with invoice including e-vote or minutes showing vote for audit purposes

Spend over \$1000 needs P&C approval prior to spend – evote or minutes included with invoice for audit purposes

Moved: Kate Hajdu Second: Sarah Jones

Evoted 12/11/2015: The GST that is to be paid by the band in 2015 and 2016 is paid by the P&C out of P&C funds and not from the band's income. The decision of the P&C to register for GST (for the purposes of the uniform shop) means that GST must also be charged on band fees. However, very few of the band's expenses are subject to GST, so that band parents will have to pay an additional 10% in fees without benefit to the band. An additional problem is that the band has not budgeted for the need to account for GST in this calendar year. Moved: Tiffany Smyth Second: Karen Menzies

Evoted: 16/11/2015: That the canteen float be increased from \$65.00 to \$200.00. Moved: Karen Menzies Second: Kate Hajdu



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Voted on the night 17/11/2015

Voted: To employ Julie for the Uniform Shop at a maximum of 4 hours per week. She will be paid \$28/hr inclusive of super and to be invoiced on her own ABN to the Uniform Shop. We will remit the PAYG to the ATO on her behalf.

Moved: Kate Hajdu Second: Ingrid Scheel

Voted: That \$5000 is to go towards purchase of the computers for school (when money is available) – this money was raised from the Rotary Raffle, but had never been voted. Moved: Lynn Chant Second: Ryan McMahon

Voted: That the canteen will not need to pay back the initial loan of \$7000 provided by the P&C Association to start up the canteen. Moved: Kate Hajdu Second: Ann Boyle

President Report

Uniform update – How did Kindy Orientation go with uniforms/orders etc.

- Uniform shop is going well everyone seems to like having the uniforms at the school
- Much more convenient than the old uniform supplier
- Need to have another paper letter go out to Year 6 students asking them to donate back any old uniforms that they may have when they leave Narrabeen Lakes

General Canteen Survey and Volunteer Survey – Surveys to go out Term 4 about the canteen

Vice President's Report

Advanced Photography – still awaiting additional information

Principal's Report

Clarification of funds available from 2015 wishlist items – these items have been clarified and sorted out for 2015

Wishlist items for 2016

- SLSO (school learning support officer) funding \$8,000 + \$5,000 (to replace cultural excursions that were funded in the past) for a total of \$13,000
- COLA – a cantilever structure to be added so that the kids are not in the sun during assemblies
- New play equipment in the playground
- Existing Book Fund Pledge \$3000

Policy update – a review of the Homework, Uniform, and Discipline policy will be conducted in 2016

RAM – Resource Allocation Module will be the new finance system for the school in 2016

- The school has gained in some areas and lost in some areas, but in general has not gained a lot of extra funding for 2016

Secretary Report

CBA School Banking Program – Fundraiser/Education Program – will provide additional information as to how it would be implemented and run in 2016

- This was presented and in theory happy for this to happen at the school
- Two volunteers have been approached to run the banking program and two more will be recruited – this allows for 2 people to do it only once per fortnight
- School is given a small amount of funds for the school banking, but would not be a huge fundraiser

Canteen and Volunteer Survey Drafts for were presented for comments.

- Jo would like to have Robyn and herself review the surveys.
- These would go out no later than the 1st December 2015 and the general survey would be available online
- Revised surveys will be emailed to Andy, Jo and exec committee for review before going out



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Fundraising calendar was completed for 2016

- Included existing fundraising with volunteers attached and any new fundraisers that could be included
- Helen Rebbeck will not have time to organise the Disco next year, so a couple of new volunteers will need to be recruited

Treasurer Report

Uniform shop breakdown of costs – see attachment

**The Bank Reconciliation from 20 October 2015 meeting showed the incorrect amount for the school cheque (was \$267.45) - revised reconciliation below, but attached November Bank Reconciliation includes these adjustments

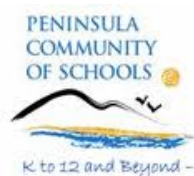
Bank Reconciliation	
MYOB Balance on 16 Oct 2015 from above	\$22,685.17
Less: Unpresented Cheques (adjusted amount for school)	-\$2,067.45
Add: Uncleared Deposits	\$3,590.00
Less: Band Pledge outstanding as per band report 16 Oct	-\$6,818.39
Less: School Pledges remaining - see below for breakdown	-\$3,880.02
Projected bank balance after payments:	\$13,509.31

- It was also suggested that funds not be carried over each year if they have not been spent. They will either be moved to cover another item that has a shortfall or will be kept by the P&C and allocated in the following year.

Canteen Committee Update:

The P&C has a loan amount of \$12,124.15. Approximately \$7000 of this was used to equip the canteen for operation. This included: new computer, Flexischools costs, internet access, maintenance to the exhaust flues, roller door and existing fridge, new equipment and anything needed to bring it up to food handling standards outlined by Warringah Council and other miscellaneous expenses. The canteen was deemed compliant by the end of June 2015 after the installation of hot water on the hand basin tap. (This was the main issue that was raised by the Warringah Council audit). The remaining \$5000 was used to keep the canteen bank balance over \$2000 and to pay for initial stock purchases. Current bank balance as of 17th Nov is +\$8000.

- Discussion on the general expectations of the P&C with regards to the canteen having to pay for / not pay for the initial canteen fit-out costs please?
 - Initial fit out was voted that the canteen did not have to pay this back
 - The canteen wants to run with a bank balance of around \$5000 so that in case any unexpected expenses arise they would be able to pay for it
- Discussion on how often the canteen will transfer any profits from the canteen to the P&C Association to help pay associated commitments for the school. This would include making sure the amount held by the canteen is sufficient for them to operate. Currently, the canteen does not want to fall below \$2000 so that it can cover any unexpected expenses. (this amount will now be \$5000)
 - The canteen is happy that when it maintains \$8000 in their account that it will move the excess profits into the general P&C Association bank account. This is so that it can be used to help fund the wish list and any other items that will benefit the school community.
 - The canteen will aim to make a profit of \$5000 in 2016 which can be used to fund any wish list items in 2016 or in 2017
- The school has offered to cover half the cost of the air conditioning that was provided for the canteen. This was equal to \$1400.



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- Jo reported back on the impact on the volume of lunch orders since the introduction of a fourth day (Thursdays) in term 4. She reported that though the average number of lunch orders PER DAY in term 4 was slightly lower than the average number of lunch orders PER DAY in term 3, the average number of lunch orders PER WEEK have increased in term 4 in comparison to term 3. This indicates that the fourth service day has been a success in term 4.
- Having discussed the above, Jo then raised concern about an anticipated drop in the volume of lunch orders in term 1, 2016. Based on Robyn's experience, term 1 has traditionally been the quietest term. Jo queried if the Thursday service should be stopped in anticipation of reduced lunch order volumes (and therefore reduced turnover). After discussion, it was agreed to keep Thursdays and to monitor the volume of lunch orders.

Balance Sheet as at 14 Nov 2015

Assets

CBA 0031 Main Account Reconciled	\$38,777.13
CBA Term Deposit 0588	\$0.00
Uniform Shop Float	\$200.00
Total Assets	\$38,977.13

Carry over pledge remaining SCHOOL	\$3,880.02
Carry over pledge remaining BAND	\$7,831.99
Uniform shop pledge \$27 balance remaining	\$23,983.00
MYOB Balance on 14 Nov 2015 from above	\$38,777.13
Deduct: Pledges Outstanding	\$35,695.01

Available funds for new spend	\$3,082.12
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Activities since last meeting

Special Event -

Income - Late Father's Day IOU	\$3.00
Expense -	
Net Profit	\$3.00

Uniform Shop INC GST

Income -	\$4,686.78
Expenses -	-\$662.00
Net Profit	\$4,024.78



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Band \$ Movement

Fundraising -	
Expenses -	-\$464.20
Expenses -	
Income - Fees received	\$4,320.00
Net Profit	\$3,855.80

Various

P&C Voting Fees	\$6.00
School fees paid to P&C to be refunded next period	-\$126.00
Parent contributions to P&C (fees)	\$200.00
Printing	-\$44.80
Excursions	-\$1,800.00
Increase Uniform Shop float from \$65 to \$200	-\$135.00
Misc. - Merchant Fees (Credit card fees school invoice)	-\$222.65
CLOSE TERM DEP	\$10,000.00
Interest from 0031 main account	\$10.83
Interest from term dep into 0031 main account	\$320.00
Total Various	\$8,208.38

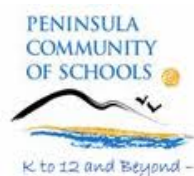
Canteen Loan Account No Movement this period

Band Report

The performance and concert band are currently playing together and will be performing at the SNBSWE concert at Pittwater High School on 26th November, at Christmas Carols on 8th December and on Presentation Day on 10th December.

There are 48 students currently enrolled in the band program. Numbers are expected to rise significantly in 2016, as 38 new students have expressed an interest in joining the band. Students will be asked to enroll / re-enroll for 2016 online using our new band administration website www.myschoolmusic.com.au/narrablksband.

The band's income in 2015 is expected to cover all planned expenditure. The first installment of band fees for 2016, due on 4 December 2015, will cover any additional purchases or repairs needed over the summer holidays.



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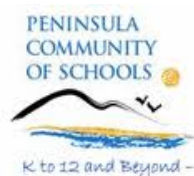
Band Financials

Band Budget 2015 (\$ shown include GST)

Details	Date	Income	
		Promised Spend from 2014 Profit	\$3,185.00
		Fee Income 2015 to 11 Nov 2015	\$15,300.00
		Fundraising 2015	\$2,326.35
		P&C Sheet music annual pledge \$1000 2015	\$1,000.00

		Fees Band Camp 2015	\$825.00
		Total Income 2015	\$22,636.35

CHQ #	Date	Expenses - cheques allocated	
1325	16/03/2015	Mona Vale Music	\$57.69
1328	16/03/2015	Band music for band library	\$1,000.20
1324	31/03/2015	Band Repairs on the Hill Inv 1342 & 1298	\$295.00
1324	31/03/2015	Band Repairs on the Hill Inv 1342 & 1298	\$1,175.00
1331	1/04/2015	Band Viktoria Rika Heke Inv 1374	\$270.00
1327	23/04/2015	Dickson's Music - Band purchase	\$1,500.00
1327	23/04/2015	Dickson's Music - Band hire per term	\$99.00
1334	14/05/2015	Mona Vale Inv 10020, 10021, 62607	\$2,327.98
1329	18/05/2015	Band 10 x music stands from Aldi	\$200.89
1335	18/05/2015	Mall Music Inv 139101	\$79.00
1337	3/06/2015	Victoria Rika-Heke Inv 1389, 1390	\$192.00
1340	19/06/2015	Band Reimburse Tanya for payment to Embroidme for band uniforms	\$708.40
1347	29/07/2015	Rachel Term 1 and Term 2 2015	\$1,540.00
1347	29/07/2015	Rachel Term 1 and Term 2 2015	\$2,100.00
1348	3/08/2015	Band Lesson x 2 Steven Williams	\$1,600.00
1350	10/08/2015	Victoria Rika-Heke Inv 1417	\$340.00
1352	17/08/2015	Mona Vale Music Inv 65048	\$50.00
Cash	12/08/15	Band Camp - Paying tutors in cash	\$805.00
1354	7/09/15	Blossom Musical Instruments (maintenance)	\$33.00



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1355	10/10/15	Helen Rebbeck (DW Music (Saxophone case) & Amazon.com (reeds) & storage box	\$331.20
1356	10/10/15	Harbord Public School (music stand trolley)	\$100.00
		Total Expenses - cheques allocated	\$14,804.36
		Available to spend before budgeted expenses	\$7,831.99
		Expenses Budgeted - cheques not allocated yet	
		Coach to Warringah Mall 02.11.15 (not received from school yet)	\$280.00
		Rachel Rule T 3 & 4 (70 hrs x 70)	\$4,900.00
		Expected hire (1 x euphonium, 1 x bass clarinet, 1 x French horn)	\$600.00
		Expected purchase Marbig refillable display book from MegaOffice Supplies 7 packs of 12 (=84) @ \$35.61 each	\$249.27
		Expected purchase Avery translucent polypropylene document file 4 packs of 12 = 48 @ \$39.95 each plus \$11 postage	\$170.80
		Expected purchase t-shirts kids x 20 @\$25 plus GST = \$550, adults x 5 @ \$30 plus GST = \$165	\$715.00
		Total future expenses not allocated yet	\$6,915.07
		Remaining \$\$ to spend after budgeted expenses	\$916.92

P&C to cover - Available to spend before budgeted expenses (pledge allocation)	\$7,831.99
- Fee Income 2016	\$430.00



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