



Narrabeen Lakes P&C

GENERAL MEETING – 18 August 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:

- Apologies: Ian Phillips, LeeAnn Beer, Ingrid Scheel, Michael Digby
- Fees paid

Minutes of Previous Meeting: Approval of the 21 July 2015 General Minutes

Moved: Tiffany Smyth Second: Ingrid Scheel

Voted: Accepted the revisions to the Anti-Bullying policy. Moved: Sarah Jones Second: Kate Hajdu

Voted: To allocate up to \$27,000 to make initial stock purchase and other purchases as required to set up the school uniform shop onsite. This means changing to a new wholesale supplier and discontinuing the use of the current retail supplier Pied Piper at Mona Vale. Moved: Karen Menzies Second: Annie Kent

Voted: To have the maroon fleece jumper with a royal blue collar added to the school uniform and offered as an additional winter jacket option. Moved: Rob Zappia Second: Tiffany Smyth

Voted: That the canteen is to treat all supplies for the canteen as input taxed. This means that the P&C cannot claim any GST back from the canteen related to purchases even though our ABN is registered for GST. This means that the sales pricing does not have to include GST for the food the canteen sells. Moved: Karen Menzies Second: Annie Kent

President Report

Uniform update

- Keep pricing similar or lower than current supplier.
- Not changing the uniform just bringing the supply of the uniforms onsite.
- Wide brim hats will be changed as the ties for the current hats pose a WH&S risk. The new hat is able to be folded and will be changed to an elasticised adjustment for all future orders.
- Start up to be ready by beginning of Term 4 (no later than 2nd Nov) in time for Kindergarten Orientations.
- Online ordering will be set up through Flexischools.

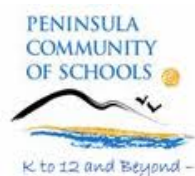
N Factor update

- Tickets will be available on the Flexischools website
- Food stalls, canteen and drinks have been organised to be available on the night for purchase.
- Start of the Nfactor is 7pm and kids will be held in their rooms from 6:30pm onwards.
- Parents are not allowed in the holding rooms and are encouraged to stay for the entire performance.

Vice Presidents Report

Chinese Cuisine Raffle

- \$250 clear profit raised
- Funds will be added to Entertainment Book fundraiser profit of \$1,663 making a total of \$1,913.
- All proceeds will be used to fund all new school representative sporting uniforms. Any shortfall of funds will be provided by the P & C as voted at last month's meeting up to the value of \$2000.



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Narrabeen Lakes P&C

Family feedback from P&C Fee Letter

- The feedback from the people who paid P&C fees and made comment were the following:
 - Happy to spend money on extra teacher resources, smartboards, Ipads, and teacher support
 - Wanted money spent on toilet upgrades and play equipment
 - Were not keen on spending money on an electric sign

Principal's Report

Anti-bullying policy review – Katrina Jeffrey

- The draft anti-bullying policy was distributed for all P&C members and staff present to review and make comment.
- Final to be completed by the end of Term 3, 2015 and then will be evaluated bi-annually.

Staff Development Day change

- The staff development day will move from Thursday 17 Dec to Saturday 24 October. This means that teaching staff will finish the school year on the same day as the students. Admin staff and I will be at school until Friday 18 Dec but school is technically closed from 3.10pm on Wed 16 Dec.

OOSH building progress

- Will not be completed by the end of Term 3 – Andy has a meeting with the OOSH provider to find out when it can be expected to be built.

School Survey

- Kylie Kirkland will implement a school survey for all parents to complete
- It will be an online survey and covers a number of issues

Secretary Report – No updated news

Treasurer Report – attached below

GST Issues – see information below

Seeking another volunteer to help with the treasurer role – ongoing

Canteen Committee Update: Minutes of the Canteen Committee meeting attached below

- Fun time Fridays on the 4th September will have a Father's Day theme – recruiting dads to help on the day
- Looking at adding a 4th day of opening in Term 4
- Flexischools seems to be working well
- Pricing at the canteen is the lowest compared to other similar schools and will be reviewed

Band Committee Update

Treasurer – this role has been filled by Helen Rebbeck as Meredith Jaffe will be leaving the school soon

Clothing Pool – no update

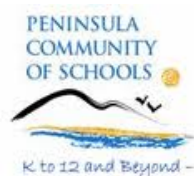
Parent Club

Father's Day Stall – letters to go out to students next week and a reminder to be put in the school newsletter

General Business:

Meeting Closed: 9:30pm

Next Meeting: 15th September at 7:30pm in the Library



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Narrabeen Lakes P&C

P&C GST Registration and Guidelines for Income and Fundraising

The P&C is now registered for GST. This means that we collect GST on behalf of the Govt within our income and remit this GST Collected on a BAS (Business Activity Statement) quarterly. We can also claim back GST Credits on purchases we make that include GST.

However – because we are a Govt School our income status can be varied. This link summarises most of our activities

<https://www.ato.gov.au/non-profit/your-organisation/gst/gst-concessions/>

Annual P&C Fees – GST Free

These are collected from our family community as a voluntary donation with the spend purpose to be determined by the P&C (not specifically the donator) at some point in the future. This avoids the GST as it is not payment for a specific supply.

In future we will need to avoid saying the fundraising is specifically for the purchase of particular goods as this becomes a supply and attracts GST. We can definitely say what it was spent on after the fact.

Band (and Interrelate) – GST to be included starting 1 July 2015

Band income will attract GST because it is a fee for a specific supply. We will be able to claim back GST on any band purchases from the registration date 1 July 2015

Refer to current P&C policy regarding band GST remittance for BAS

(Fundraising events or performances that involve the band are not a taxable supply)

Canteen – GST Free – GST to be switched off on Flexischools

We have the option to elect to treat the canteen supplies (food we sell) and purchases (items we buy) as INPUT TAXED.

Any future fundraising by the P&C for the school using food products should be run through the canteen to avoid GST eg band cake stall. (Bunnings BBQ fundraisers will attract GST)

This will run cleanly separately from the main P&C as the canteen has its own bank account and record keeping. This particular exemption is specific to Govt School Canteens (can't be used for the Band income)

Uniform Shop – GST to be included

This is a taxable supply that we are electing to keep a GST Supply – we can still set our pricing according to our policies. We can however claim back the GST we pay on our supplier invoices.

Raffles – GST Free

The sale of tickets in a raffle and the acceptance of a person's participation in a game of bingo by a registered charity, gift deductible entity or government school are GST-free provided they do not contravene state or territory law.



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Disco / Movie Night / Nfactor – GST Free

Fundraising events

A registered charity, gift deductible entity or government school may choose to treat certain fundraising events as input taxed.

If an organisation chooses to treat a fundraising event as an input taxed fundraising event, it will have to treat all sales it makes in connection with the event as input taxed. The choice must be made before any sales take place.

The organisation will not be entitled to claim GST credits for any purchases for the event and it will not be required to charge GST on the sales it makes. The organisation will not be entitled to claim GST credits regardless of whether the supply would have been GST-free had it not made the election.

The following fundraising events may be treated as input taxed:

a fete, ball, gala show, dinner, performance or similar event – a similar event may include a charity auction, a cake stall, wine tasting or fashion parade
an event where all goods are sold for \$20 or less, but
the event cannot involve the sale of alcohol or tobacco

Mothers' Day / Fathers' Day Stalls – GST Free

Donated second-hand goods

A sale of donated second-hand goods by an endorsed charity, gift deductible entity or government school is generally GST-free provided there is no change in the original character of the goods.

Balance Sheet as at 15 Aug 2015

Assets

CBA 0031 Main Account Reconciled	\$23,710.93
CBA Term Deposit 0588	\$10,000.00
Clothing Pool Float	\$65.00
Total Assets	\$33,775.93

Bank Reconciliation

MYOB Balance on 15 Aug 2015 from above	\$23,610.93
Add: Unpresented Cheques:	\$100.00
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$23,710.93

Activities since last meeting

Special Event - Chinese Dinner Raffle

Income -	\$250.00
Net Profit	\$250.00



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Band \$ Movement

Fundraising -	
Expenses -	-\$6,369.00
Expenses - Band Camp	-\$30.00
Income - Fees received	\$1,180.00
Net Profit	-\$5,219.00

Various

Clothing Pool	\$120.00
P&C Federation Insurance	-\$1,268.00
Entertainment Book final payout	\$1,663.00
Printing	
Excursions	
Parent contributions to P&C (fees)	\$540.00
Misc - Merchant Fees (Credit card fees school invoice)	
Backpacks	
Interest from 0031 main account	\$16.70
Interest from term dep into 0031 main account	
Total Various	\$1,071.70

Canteen Loan Account

Top up	-\$2,000.00
FTF 17 July 2015	\$250.50
Total Canteen Loan Account net movement	-\$1,749.50

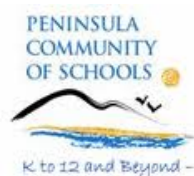
NARRABEEN LAKES PUBLIC SCHOOL MINUTES OF THE CANTEEN SUBCOMMITTEE MEETING HELD ON 28th JULY 2015

Chairperson Joanne de Vries declared the meeting open 14.10

Attendees : Christine Black, Robyn Stonell, Jo de Vries, Kelli Grogan, Ali Russell
Apologies : Karen Menzies, Jennifer Whyte

1. MINUTES OF PREVIOUS MEETING

- Minutes of meeting held 15th June 2015
Accepted by Christine Black
Seconded by Robyn Stonell



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Narrabeen Lakes P&C Association • 1299 Pittwater Road • Narrabeen NSW 2101



Narrabeen Lakes P&C

2. BUSINESS ARISING

- Chairperson thanked treasurer Christine Black for the time she has dedicated to setting up canteen finance processes
- N-Factor – 8th September
 - Canteen is to supply soft drinks and snacks including crisps and ice-cream from 5pm-7pm. Robyn to arrange volunteers
- Fun Time Friday for Fathers – 4th September
 - To coincide with Father's day stall on the 3rd September. Jo to co-ordinate father volunteers
- Air conditioning – Jim (school GA) is co-ordinating quotes from DET approved contractors

3. REPORTS

A) Treasurer – Christine Black

- Balance as of 28th July is \$2,477.69
- P&L statement has been supplied to chairperson

B) Canteen Manager – Robyn Stonell

- Fun Time Friday successfully launched
- Julie Kimberley has completed her training at assistant canteen manager. If the canteen opens for a fourth day (Thursdays) in term 4, 2015, Julie will work every alternate Thursday. Robyn to arrange a set of keys for Julie

4. GENERAL BUSINESS

- Jo and Robyn to analyse profit margins once sufficient data has been collected

The meeting closed at 3.00pm

Next meeting is week commencing 01st September 2015



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