





**Mount Keira Demonstration School  
Parents and Citizens Association  
Annual General Meeting  
Tuesday 13<sup>th</sup> February 2018**

**MINUTES**

<b>Meeting commenced at 7:05 pm</b>	
<b>Agenda Item</b>	
<b>1. Welcome</b>	
Attendees	Kelly Rewell, Kerry Sorensen, Tenae Carroll, Walid Abou-Halloun, Lisa Cooney, Lili Zlojutro, Brad Newton, Megan Blanchard, Heather Vucenovic, Adrian Tootell, Nicki McNamara, Grant Ellmers, Minh Hao Vuong, Angela Milic, Tony Palmer, Melanie Palmer, Kera Bruton, Peter Martino, Trevor Stewart
Apologies	Deb Stewart, Meli Abou-Halloun, Mel Waterhouse, Maddy Morris, Rebecca Nikolovski
<b>2. Confirmation of last P &amp; C Minutes</b>	Minutes accepted - Proposed: Walid Abou-Halloun, Seconded: Megan Blanchard
<b>3. President's Annual Report</b>	See report  AGM 2018 President Report.pdf
<b>4. Treasurer's Annual Report</b>	See report  2017 AGM Financial Reports.pdf  Great year of fundraising Costs associated with cookbook sales were acknowledged as being very low, maximising profits
<b>5. Principal's Annual Report</b>	No annual report however a huge congratulations to the fundraising efforts of the school
<b>6. Nomination and Election of Executive Committee 2018</b>	The Returning Officer (Tenae Carroll) declared all roles vacant and sort nomination for the forthcoming year.  In all cases, the vacant positions were individually presented. P&C members either nominated themselves or were nominated by other members. Thereafter the nominations in each case were accepted by the nominee and subsequent voting for all positions was unanimous.  Thank you to Walid Abou-Halloun as retiring President for his contribution to the P&C and school throughout his term.

<b>POSITION</b>	<b>2018 OFFICE BEARER (BY NOMINATION, SUBSEQUENT</b>
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	<b>ACCEPTANCE AND UNANIMOUS VOTE OF APPROVAL)</b>
President	Kerry Sorensen accepted nomination by Walid Abou-Halloun
Vice President (Fundraising)	Heather Vucenovic accepted nomination by Lisa Cooney
Vice President (Outdoors & Cookbook)	Lili Zlojutro accepted nomination by Lisa Cooney
Treasurer	Lisa Cooney accepted nomination by Walid Abou-Halloun
Secretary	Kelly Rewell accepted nomination by Walid Abou-Halloun

<b>POSITION</b>	<b>2017 RETIRING OFFICE BEARERS</b>
President	Walid Abou-Halloun

<b>7. Nomination for other roles</b>	<ul style="list-style-type: none"> <li>Uniform subcommittee Megan Blanchard returned as the Uniform Co-ordinator</li> <li>Cookbook subcommittee Lili Zlojutro returned as the Cookbook Co-ordinator</li> <li>Monday Munchies Jacqui Cousins returned as Monday Munchies Co-ordinator</li> <li>Outdoor subcommittee Lili Zlojutro returned as the Outdoor Co-ordinator</li> </ul>
<b>8. P&amp;C Membership Fees 2018</b>	<p>The 2018 P&amp;C Voluntary Membership Fee for 2017 was \$10 per family, with families advised that they can give more if they would like.</p> <p>Discussion held regarding ensuring the membership fees cover the insurance policies – total approximately \$1,000.</p> <p><b>Motion: Increase fee to \$20 per family</b> Proposed by Grant Ellmers, seconded by Angela Milic</p> <p>Discussion was held regarding the timing of the fee and Term 1 invoices</p> <p><b>Action Item: Lisa Cooney to draft form for parents and organise to go out as soon as possible</b></p>
<b>9. General Business</b> P&C documents on P&C website – Kelly	<p>P&amp;C documents – Code of Conduct, Work Place &amp; Safety, By-Laws</p> <p>It was raised that copies of the P&amp;C By-Laws, Work Place &amp; Safety and Code of Conduct, adopted in late 2017 had not yet been updated on the P&amp;C page of the school website</p> <ul style="list-style-type: none"> <li>Drafted documents were voted on and endorsed (within the Term 4 minutes) however signed copies cannot be found.</li> <li>Agreed that they will be posted unsigned.</li> <li>Kelly suggested the policies be tabled for review every Term 4 P&amp;C meeting, distributed through the Summit for community feedback and endorsed through the AGM of each year</li> </ul> <p><b>Action Item: Kelly to organise for policies to be updated on P&amp;C website page</b> <b>Action Item: Kelly to include future agenda item in Term 4 meeting to review policies</b></p>
<b>10. Close</b>	Meeting Closed at 7:41 pm

Motions from Meeting held 12 February 2018

2018 P&C Membership Fee - \$20 per family

**Action Items from Meeting held 12 February 2018**

<b>Person/s Responsible</b>	<b>Action Item</b>
Lisa	Draft and send forms for P&C Membership Fees to all families at the school
Kelly	Organise for unsigned approved policy documents to be updated on P&C website
Kelly	Include as Term 4 agenda item to review P&C policies

Minutes recorded by: Kelly Rewell

## Mount Keira P&C Annual General Meeting President's Report

2017 was a very productive year of fundraising for the artificial turf and play spaces for the school. We received a successful grant which bolstered the overall funds and in total raised over \$70k for the year which is a significant increase from previous years.

These funds will be put to good use in purchasing artificial turf and creating fun and engaging play spaces for our children to enjoy.

Special congratulations should go to the cookbook committee for creating and promoting a high-quality cookbook which was received extremely well in the community and raised more funds than anyone dreamed of. Special thanks go to the Martino family for selling the vast majority of cookbooks.

The P&C are grateful for the positive relationship they have with the school staff and community and have been working over the past year to engage more effectively with the community and increase community participation in events and school life.

The P&C are highly active in our school and we thank the ongoing efforts of our community for contribution to:

- P&C Events such as the progressive dinner, school disco and working bees.
- School services such as Monday munchies, uniform supplies and parent readers.
- Fundraising events.

Thank you to the current executive team: Vice Presidents – Lili and Kerry; Treasurer – Lisa; Secretary – Kelly for the tireless work and ability to juggle home life work and the needs of the community. Each person has contributed amazingly and has supported one another and it has been great to be part of a team working towards achieving the same goals.



Accountants | Business and Financial Advisers

## **MOUNT KEIRA DEMO SCHOOL**

### **Financial Statements For the year ended 31 December 2017**

HLB Mann Judd (Wollongong) Pty Ltd  
PO Box 544 Wollongong NSW 2520  
65 Kembla Street  
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# **MOUNT KEIRA DEMO SCHOOL**

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# MOUNT KEIRA DEMO SCHOOL

## Committee's Report

For the year ended 31 December 2017



**HLB Mann Judd**

Accountants | Business and Financial Advisers

Your committee members submit the financial accounts of the MOUNT KEIRA DEMO SCHOOL for the financial year ended 31 December 2017.

### Committee Members

The names of committee members at the date of this report are:

Walid Abou-Halloun (President)

Lili Zlogutro (Vice President)

Kerry Sorensen (Vice President)

Lisa Cooney (Treasurer)

Kelly Rewell (Secretary)

### Principal Activities

The principal activities of the association during the financial year were: Funding activities for school, fundraising and other functions related to parents and citizens association

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### Operating Result

The profit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
31 December 2017	31 December 2016
\$	\$
20,843.76	22,865.32

Signed in accordance with a resolution of the Members of the Committee on: 13th February 2018

**MOUNT KEIRA DEMO SCHOOL****Income and Expenditure Statement  
For the year ended 31 December 2017**

	2017 \$	2016 \$
<b>Income</b>		
Interest received		28.34
Receipts - Raffles, lunches, donations	9,367.35	16,120.66
Sponsorship - Cookbook Project	6,675.00	19,250.00
Sales - Cookbook	62,927.93	
Total income	78,970.28	35,399.00
<b>Expenses</b>		
Christmas/End of Year Expenses	1,083.49	1,490.12
Cookbook Production & Other Costs	27,402.89	
Depreciation - other	323.00	358.00
Donations	300.00	300.00
Monday Munchies	5.00	1,799.12
Fundraising Costs	638.40	2,519.80
Insurance and Administration	991.30	964.30
Outdoor Project (P&C Contributions)	25,052.99	
Outdoor Project (Grant Funds)		1,572.25
Other Expenses		99.00
Progressive Dinner	94.25	44.40
Uniform	2,235.20	3,386.69
Total expenses	58,126.52	12,533.68
<b>Profit from ordinary activities before income tax</b>	<b>20,843.76</b>	<b>22,865.32</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>20,843.76</b>	<b>22,865.32</b>
<b>Total changes in equity of the association</b>	<b>20,843.76</b>	<b>22,865.32</b>
Opening retained profits	41,414.17	18,548.85
Net profit attributable to the association	20,843.76	22,865.32
<b>Closing retained profits</b>	<b>62,257.93</b>	<b>41,414.17</b>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.



# MOUNT KEIRA DEMO SCHOOL

Detailed Balance Sheet as at 31 December 2017



Note	2017 \$	2016 \$
<b>Current Assets</b>		
<b>Cash Assets</b>		
Cash At Bank	10,006.11	15,544.39
Cash At Bank - Special Grants	46,451.32	19,251.28
	<u>56,457.43</u>	<u>34,795.67</u>
<b>Other</b>		
Stock on Hand	2,896.50	3,391.50
	<u>2,896.50</u>	<u>3,391.50</u>
<b>Total Current Assets</b>	<b><u>59,353.93</u></b>	<b><u>38,187.17</u></b>
<b>Non-Current Assets</b>		
<b>Property, Plant and Equipment</b>		
Public Garden Sculpture	5,500.00	5,500.00
Less: Accumulated depreciation	(2,596.00)	(2,273.00)
	<u>2,904.00</u>	<u>3,227.00</u>
<b>Total Non-Current Assets</b>	<b><u>2,904.00</u></b>	<b><u>3,227.00</u></b>
<b>Total Assets</b>	<b><u>62,257.93</u></b>	<b><u>41,414.17</u></b>
<b>Net Assets</b>	<b><u>62,257.93</u></b>	<b><u>41,414.17</u></b>
<b>Members' Funds</b>		
Accumulated surplus (deficit)	62,257.93	41,414.17
<b>Total Members' Funds</b>	<b><u>62,257.93</u></b>	<b><u>41,414.17</u></b>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

## **Note 1: Summary of Significant Accounting Policies**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

### **(a) Property, Plant and Equipment (PPE)**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

### **(b) Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

### **(c) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

### **(d) Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

**(e) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

# MOUNT KEIRA DEMO SCHOOL

## Statement by Members of the Committee For the year ended 31 December 2017



The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of MOUNT KEIRA DEMO SCHOOL as at 31 December 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

A handwritten signature in black ink, appearing to be 'W. K. J.', is written above a horizontal line.

President

A handwritten signature in black ink, appearing to be 'J. M.', is written above a horizontal line.

Treasurer

Date: 13/2/2018

**MOUNT KEIRA DEMO SCHOOL**

**Certificate by Member of the Committee  
For the year ended 31 December 2017**



I, Lisa Cooney of 6 Ambleside Ave, Mt Keira certify  
that:

- a. I attended the annual general meeting of the association held on 13 February 2018
- b. The financial statements for the year ended 31 December 2017 were submitted to the members of the association at its annual general meeting.

Dated 13/2/2018

  
\_\_\_\_\_  
Committee Member

We have compiled the accompanying special purpose financial statements of MOUNT KEIRA DEMO SCHOOL, which comprise the Income and Expenditure Statement and Balance Sheet as at 31 December 2017, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

*The Responsibility of the Committee of Management*

The committee of management is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting adopted is appropriate to meet the needs of the committee of management for the purpose of complying with the association's constitution.

*Our Responsibility*

On the basis of information provided by the committee of management, we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

*Assurance Disclaimer*

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose financial statements.

*HLB Mann Judd*

HLB Mann Judd (Wollongong) Pty Ltd  
65 Kembla Street  
Wollongong NSW

12 February, 2018

## Depreciation Schedule for the year ended 31 December, 2017

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.