

Swanbourne Primary Parents and Citizen Group
Meeting 1 2020 - Annual General Meeting

Minutes of Meeting

Wednesday 19th February 2020, 7.00pm

Swanbourne Primary School Staff Room

Attendees	Apologies
Mr Tom Orchard – President	Lee Nugawela
Mr Steve O’Hara – Treasurer	
Ms Belle Lyons – Secretary	
Ms Rebecca Robson – Acting Principal	
Ms Delia Bullock – Art Teacher	
Mr Matt Dowd – President of School Board	
Ms Amber Banfield	
Ms Peta Bennett	
Ms Lorna Carter	
Ms Emma Coyle	
Ms Melissa Dove	
Ms Sophy Foreman	
Ms Grace Jones	
Ms Eloise Harris	
Ms Michelle Maple	
Ms Anna McGlew	
Ms Nicole Morecombe	
Ms Zoe Moss	
Ms Lauren Pavlich	
Ms Amanda Spalding	
Ms Taury Wainwright	
Ms Evangeline Welfare	

Item	Description of discussion	Speaker
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced 7:05pm. ▪ Quorum formed. 	Tom Orchard Belle Lyons
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Tom Orchard that the Minutes of the meeting held on 30.10.2019 be taken as read and confirmed. Seconded by Lauren Pavlich. Members supported.</i> 	Tom Orchard
3	<p>Business arising from Minutes</p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> 1. Belle Lyons to check Emma Coyle's email address. <ul style="list-style-type: none"> ○ Not completed. ○ Action: Belle Lyons to check Emma Coyle's email address. 2. Clare Wood to be added as an account signatory. <ul style="list-style-type: none"> ○ No longer required 3. Tom Orchard to send out Connect notification calling for nominations for all 2020 positions. <ul style="list-style-type: none"> ○ Completed. 4. Trevor Mitchell to contact other schools in the area and gauge their interest in the internet safety event. <ul style="list-style-type: none"> ○ Not completed. ○ Action: Rebecca Robson to contact other schools in the area and gauge their interest in the internet safety event. 5. Belle Lyons to put motivational speakers on the Agenda for next meeting. <ul style="list-style-type: none"> ○ Completed. 6. Tom Orchard to organise a draft Connect notification that 25% of the P&C budget is available for ad hoc items. Prior to publication, send a draft to the Executive committee, Communications Representative and Trevor Mitchell for review. Within the notification ask for direct donations for Wishlist items prior to the year commencing. <ul style="list-style-type: none"> ○ Not completed. ○ Comment: Action is dependent upon the view of the members once the 2020 budget is agreed at the next P&C meeting. ○ Action: Zoe Moss to look into a 'Crowd Funding' platform that would allow parents and community members to make direct donations for Wishlist items. 7. Tom Orchard and Taury Wainwright to develop a grant application package. <ul style="list-style-type: none"> ○ Not completed. ○ Action: Tom Orchard and Taury Wainwright to develop a Grant application package and forward to Lauren Pavlich. 	Tom Orchard

	<ul style="list-style-type: none"> ▪ Belle Lyons to contact Sophy Foreman regarding her interest and potential participation in the Green Team <ul style="list-style-type: none"> ○ Completed. 	
<p>4</p>	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ President: <ul style="list-style-type: none"> ○ Trevor Mitchell & Cameron Jenkinson: Certificate of Appreciation (Bidyadanga Program) ○ Trevor Mitchell, Brad Trpchev & Cameron Jenkinson: Letter of Appreciation (Bidyadanga Program) ○ ASCA: Calendar 2020 ○ ASCA: Canteen News Term 1 2020 ○ WACSSO: P&C Voice 2019 Conference Summary ▪ Treasurer: <ul style="list-style-type: none"> ○ School Canteen Association - Invoice \$90 for annual membership ○ Westpac: Investment Account Statement 09.05.19 – 08.11.19. ○ Westpac: General Account Statement 30.09.19 – 31.12.19. ○ Janice: Money for Roger Hunt (\$10 for seedlings). ▪ Secretary: <ul style="list-style-type: none"> ○ Three requests to receive P&C email correspondence ▪ School Banking Representative: <ul style="list-style-type: none"> ○ Commonwealth Bank: School Banking Account Statement 01.10.2019 – 31.12.2019 ▪ Uniform Shop Representative: <ul style="list-style-type: none"> ○ P&C Uniforms: pamphlet ▪ Fundraising Committee: <ul style="list-style-type: none"> ○ Cadbury: Fundraising pamphlet ○ Australian Fundraising specialists: Fundraising pamphlet ▪ Uniform Shop Representative: <ul style="list-style-type: none"> ○ Perm-a-Pleat: Christmas card and pen 	<p>Belle Lyons</p>
<p>5</p>	<p>President's Report</p> <ul style="list-style-type: none"> ▪ 2019 Constitution <ul style="list-style-type: none"> ○ We have updated to the 2019 Constitution. Lodgement with WACSSO has been completed. ○ Action: Belle Lyons to upload 2019 Constitution to the school website. ▪ New Uniform <ul style="list-style-type: none"> ○ Matt Dowd described the make-up of the Committee that has been formed to work on developing the new uniform. The group includes members who are parents of children representing all age groups within the school. ○ Recently, the committee met with a number of suppliers to consider different fabric options. ○ Any significant change in uniform colour has been decided against. 	<p>Tom Orchard</p> <p>Matt Dowd</p>

	<ul style="list-style-type: none"> ○ During week 5-6 of Term 1 communications will be sent out to the school community outlining the new uniform concept. Feedback will be sought via a community survey. ○ 2-3 months after community consultation and design finalisation (around the middle of the year) the new uniform items will be rolled out. ○ It is intended to have an 18-month transition period for the new uniform. ▪ Trevor Mitchell's new appointment <ul style="list-style-type: none"> ○ As a community it was sad to see Trevor Mitchell leave the school. ○ He made a massive contribution to the school in the time he spent at Swanbourne Primary. ○ Also, credit to Rebecca Robson for hitting the ground running as Acting Principal in 2020. 	Tom Orchard
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ 2020 commencement <ul style="list-style-type: none"> ○ Has been a very smooth start to the year. ○ This is a credit to both the teachers and notably to Trevor Mitchell's preparation for handover. ▪ Artist in residence, Anna Gee (presented by Delia Bullock, Art Teacher) <ul style="list-style-type: none"> ○ Local Artist Anne Gee has been awarded a grant from the Town of Claremont to work with a local school. ○ The grant provides the opportunity for Anne to work with the children teaching them skills and techniques working with different media with the goal being to create an exhibit to be part of the Town of Claremont's ARTTRA art festival. ○ All major costs are all covered and all year groups at the school will be involved. ○ Her style of art uses continuous paper cutting with lights behind. ○ Years 4 - 6 are using a scalpel, the younger kids are using scissors. ○ Action: Zoe Moss to look into holding an 'Art Bar' event displaying the students' work in the Art Room on an evening later in the year as a fundraising event. ○ Action: Lauren Pavlich and Tom Orchard to look into getting 'The Post' newspaper to run a story on Angie's work and her involvement with Swanbourne Primary. Elica Kennedy, Rebecca Robson, Delia Bullock and Taury Wainwright to be involved. ▪ Buz Program – social, emotional and wellbeing life skills program <ul style="list-style-type: none"> ○ This is an exciting mental health/wellness initiative for the school and has already commenced. ○ More information will be shared with parents and the community in the next few weeks. 	<p>Rebecca Robson</p> <p>Delia Bullock</p>

- **New staff**
 - Mr Scott Barker – Year 2
 - Ms Melissa Stevens – Year 4/5
 - Ms Jess Stacey – Year 5
 - Ms Carly-Jo Smith – Year 1
- **Skip bin in carpark**
 - There is a big clean out of old furniture underway. All tables and chairs that are broken are being donated or thrown out. The plan is to eventually get new desks for a number of classrooms.
- **Mud Kitchen**
 - The kitchen hasn't been put on pavers yet so doesn't look too great at the moment, this will be done soon.
 - 300L water tank has been donated and is to be installed shortly.
- **2020 Wishlist**
 - The leadership team is still working on the 2020 Wishlist.
- **Student leadership team - GRIP**
 - Voting will take place on Thursday and Friday of this week.
 - The 20 students that are selected will be taken to a leadership conference at the Convention Centre.
- **DSF tutoring at the school**
 - Now available at the school.
 - Allows kids to find out where they're at and where the gaps are.
 - Room is provided for free and parents have to pay approximately \$150 for testing.
 - Parents have to ask for their child to be tested as teachers aren't permitted to suggest it.
- **Uniform shop**
 - Will be moving stock from the STEM area into the science room.
 - This is a better location as it opens up a STEM space, and the Science room is free on Mondays and Fridays.
- **New CommBank App for school payments**
 - A new App will be launched making the process of payments to the school more streamlined and efficient.
 - **Action:** Rebecca Robson to look into a system which would allow parents to give permission once per year for all excursions, as opposed to signing a number of forms throughout the year.
- **New Principal**
 - Advertisements for this permanent position will go out soon.
 - A panel has been developed to choose the new Principal.
 - The decision will be made in time for a Term 2 start.

<p>7</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ Current Financial Reports <ul style="list-style-type: none"> ○ Steve O'Hara presented the reports for General funds, Canteen and Uniform Shop for the year ending 31st December 2019. <ul style="list-style-type: none"> ▪ Reports are attached ▪ Voluntary Contributions Term 1 <ul style="list-style-type: none"> ○ The P&C haven't received any of the voluntary contributions to date. ▪ Financial reports from the previous Meeting and 2019 Annual Reports. <ul style="list-style-type: none"> ○ <i>Moved by Steven O'Hara that the financial reports dated December 2019 be taken as read and confirmed. Seconded by Peta Bennett. Members supported.</i> ○ <i>Moved by Tom Orchard that the General Account Report is amended to take into account that the commitment for the Welcome BBQ should be included. Seconded by Lauren Pavlich. Members supported.</i> 	<p>Steve O'Hara</p>
<p>8</p>	<p>Sub-Committee Reports</p> <p>Social and Fundraising Committee</p> <ul style="list-style-type: none"> ▪ General Fundraising planning 2020 <ul style="list-style-type: none"> ○ Look into 'Go Fund Me' type of platform: <ul style="list-style-type: none"> ▪ After talking to staff and teachers a Wishlist is published on this website. ▪ Parents and community members can go onto the website and decide where they want to put their money. ▪ Can we work out where the money goes (maybe the school building fund?) so that donations are tax deductible? If it goes to the P&C account directly it isn't tax deductible. ○ Art Bar <ul style="list-style-type: none"> ▪ Committee to discuss options. As outlined in Principal's Report ○ Committee to discuss options for: Run for Fun, quiz, bogan bingo, cabaret etc. ○ Year group fundraisers <ul style="list-style-type: none"> ▪ Consider each Year group doing their own cake stalls etc. and funding going towards something of their choosing in collaboration with their teachers for immediate funding. ○ Year Groups to lol at social fundraising. Bowling, disco, movie etc with a social direction but will contribute to P&C funds. <ul style="list-style-type: none"> ▪ Kindy/PP ▪ Years 1 & 2 ▪ Years 3 & 4 ▪ Years 5 & 6 (considering an oval sleep out) 	<p>Zoe Moss</p>

- All school inclusive social event. Committee to consider outdoor movie, summer cool down and other options.
- Consider Swanbourne pop up coffee stall in the mornings to offer an opportunity for parents and children (early years in particular) to have a coffee before school.
- Explore merchandise options for faction fundraising – faction hats, shirts for parents etc.
- Consider the opportunity for some year groups to run the canteen at recess.
- Consider a car boot sale on the grounds.
- Consider end of year wastage of school items. Eg. Pencils, stationary etc. Make up packs at the end of the year and send to schools in need?

Uniform Shop

- New Uniform
 - As discussed in the President’s Report.
 - Concern that the old uniforms will go to waste in the transition to the new uniform.
 - Look at options to upcycle or donate.
- Ensure that stock is kept to a minimum over the next two terms in preparation for the transition to the new uniform.
- Concerns that the quality of uniforms is below par
 - Consider introducing a formal return policy that is communicated to the community.

Environmental Committee

- Meeting with Mrs Linda Scott (teacher)
 - Scheduled for this Friday at 8:30am.
 - Discuss planning for 2020.
- Vege garden
 - Not sure how much work Roger Hunt is willing to do this year. Hopefully we’ll get in a winter crop. Watering is very time-consuming during summer.
 - Rebecca Robson suggested a bush medicine garden instead of veggies.
- A significant goal for 2020 is to work towards integrating Green Team activities into the Year 1 curriculum.
- Sophy Foreman and Belle Lyons have registered to attend the Clean Schools workshop on the 16th of March.
- Suggestions made by Sophy Foreman:
 - Wastewise – 4.5k grant might be available to us.
 - Wastewise - composing workshop April the 6th
 - Cash for containers could be a great recycling initiative for the whole school, rolls out in June/July.
 - Greenbatch – run school programs, can offer schools a free bin, but there’s a collection fee involved.
 - Consider Information nights where the Environmental Committee Representative talks to the school community.

Evangeline Welfare/
Anna McGlew

Belle Lyons

	<p>Canteen</p> <ul style="list-style-type: none"> ▪ We need to test the market to ensure the arrangement with Kirkwood is an appropriate cost and quality. <ul style="list-style-type: none"> ○ Talk with Kirkwood and some alternative suppliers about options moving forward. ▪ Action: Steve O’Hara, Tom Orchard and Lauren Pavlich to speak with alternative suppliers for the canteen to consider options. <p>Guest Speaker Events</p> <ul style="list-style-type: none"> ▪ Action: Lauren Pavlich to send email to Rebecca Robson with information about speaker Christie Goodman. ▪ Potential topics – protective behaviours, mental health and wellbeing (youth focus), positive parenting tips, moving into the teenage years. 	
9	<p>Funding requests</p> <ul style="list-style-type: none"> ▪ GRIP Leadership Conference - \$1,000 <ul style="list-style-type: none"> ○ Tom Orchard declared that the details of this funding request were not distributed 14 days prior to the AGM, as required by the Constitution. <ul style="list-style-type: none"> ▪ Members were asked if they had had enough time to consider this funding request. Members unanimously agreed. ○ <i>Moved by Rebecca Robson that \$1,000 is contributed towards the GRIP Leadership Conference. Seconded by Emma Coyle. Members supported.</i> 	Tom Orchard Rebecca Robson
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ Elections <ul style="list-style-type: none"> ○ Election of Office Bearers, Executive members and Committee Representatives. <ul style="list-style-type: none"> ▪ See Attachment 1. ▪ All positions were filled with the exception of: <ul style="list-style-type: none"> • Auditor; Music/Choir/Drama Representative; Sports Representative; Music Representative; Secondhand Clothing Representative; and Lost Property Representative. ▪ Action: Tom Orchard and Lauren Pavlich to seek people to fill vacant P&C positions and vote them in via Executive approval. ▪ Action: Emma Coyle to send out Connect notice and/or newsletter item asking for volunteers for school banking day. ○ Nomination of Bank Account Signatories <ul style="list-style-type: none"> ▪ Action: Tom Orchard to add Lauren Pavlich and Melissa Dove as account signatories. 	Tom Orchard

	<ul style="list-style-type: none"> ▪ Non-sport based whole school competition <ul style="list-style-type: none"> ○ Swanbourne Primary is very sport focussed, there is concern that this leaves less athletic kids out of experiencing competition they enjoy. ○ Action: Amanda Spalding to work on developing a school wide competition that isn't sports based. Peta Bennett, Jane Crawford, Launa Carter and Isabella Ryman (teacher) to be involved. 	
10	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 9:41pm. ▪ Next meeting Wednesday 25th of March 2020 7:00pm – 8:30pm. 	Tom Orchard

**Swanbourne Primary School P&C Reporting
2019
General Monthly Report and Annual Summary**

	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	YEAR TO DATE
Receipts													
Membership fees	-	16.00	-	-	-	1.00	-	-	4.00	1.00	-	-	22.00
P&C Levies	-	-	-	33,386.00	5,225.15	-	1,750.95	-	2,382.50	-	525.00	1,441.00	44,710.60
Fundraising - Junior Disco	-	-	-	-	-	4,178.70	-	-	-	-	-	-	4,178.70
Fundraising - Election Day	-	-	-	-	3,893.30	-	-	-	-	-	-	-	3,893.30
Fundraising - Sports Carnival ca	-	-	-	-	0.00	-	-	-	1,579.40	-	-	-	1,579.40
Fundraising - Seedling sales	-	-	-	-	0.00	-	-	-	-	-	763.70	-	763.70
School Banking	70.00	100.00	-	50.00	-	-	75.00	-	-	95.00	-	-	390.00
Transfers	-	-	-	-	-	-	-	15,000.00	-	-	-	7,000.00	22,000.00
Interest received	1.38	0.72	0.70	2.72	1.68	1.94	2.40	4.04	4.50	3.60	2.49	1.88	28.05
Total Receipts	71.38	116.72	0.70	33,438.72	9,120.13	4,181.64	1,828.35	15,004.04	3,970.40	99.60	1,291.19	8,442.88	77,565.75
Expenditure													
Affiliation fees	-	-	-	-	-	947.03	-	-	-	-	-	-	947.03
Admin costs	-	-	-	-	-	-	-	90.64	-	-	-	-	90.64
2/3 Levies paid to SPS	-	-	-	22,257.33	-	3,483.43	-	1,167.30	1,588.33	-	350.00	960.67	29,807.06
Projects - Stage	23,560.00	-	-	-	-	-	-	-	11,483.00	-	-	-	35,043.00
Project - Bidyadanga	-	306.00	-	-	-	-	-	1,112.00	-	-	-	-	1,418.00
Kindy books	-	-	-	-	-	-	-	-	-	-	-	203.88	203.88
Chaplaincy	-	-	-	-	-	-	-	-	-	-	-	13,000.00	13,000.00
Keyboards	-	-	-	-	-	-	-	2,062.50	-	-	-	-	2,062.50
Whiteboards	-	-	-	-	-	-	-	800.00	-	-	-	-	800.00
Tables	-	-	-	-	-	200.00	-	-	-	-	-	-	200.00
Christmas Decorations	-	806.00	-	-	-	-	-	-	-	-	-	-	806.00
Swimming lan hire	-	-	-	-	234.00	-	-	-	-	-	-	-	234.00
Social - Welcome night	-	-	815.60	-	561.00	-	-	-	-	-	-	-	1,376.60
Summer Cool Down	-	-	-	-	-	-	-	-	-	3,490.00	-	1.00	3,491.00
Transfers	-	-	-	-	-	-	-	-	-	-	-	7,000.00	7,000.00
Year 6 Graduation books	-	-	-	-	-	-	-	-	-	-	2,000.00	665.30	2,665.30
Mud Kitchen install	-	-	-	-	-	-	-	-	-	-	-	2,046.00	2,046.00
Fundraising - Junior Disco	-	-	-	-	-	1,840.00	-	-	-	-	-	-	1,840.00
Fundraising - Run for Fun	-	-	-	443.92	-	-	-	-	-	-	-	-	443.92
Fundraising - Veggie patch	-	-	-	-	-	-	-	-	-	-	-	683.50	683.50
Fundraising - Election day	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - Sports Carnival caps	-	-	-	-	-	-	-	-	1,004.85	-	-	-	1,004.85
Total expenses	23,560.00	1,112.00	815.60	22,701.25	795.00	6,470.46	0.00	5,232.44	14,076.18	3,490.00	2,350.00	24,560.35	105,163.28
Monthly Profit/(Loss)	(\$23,488.62)	(\$995.28)	(\$814.90)	\$10,737.47	\$8,325.13	(\$2,288.82)	\$1,828.35	\$9,771.60	(\$10,105.78)	(\$3,390.40)	(\$1,058.81)	(\$16,117.47)	(\$27,597.53)
Bank Balances													
Start of month	41,809.42	18,320.80	17,325.52	16,510.62	27,248.09	35,573.22	33,284.40	35,112.75	44,884.35	34,778.57	31,388.17	30,329.36	41,809.42
End of month	18,320.80	17,325.52	16,510.62	27,248.09	35,573.22	33,284.40	35,112.75	44,884.35	34,778.57	31,388.17	30,329.36	14,211.89	14,211.89
Difference	(23,488.62)	(995.28)	(814.90)	10,737.47	8,325.13	(2,288.82)	1,828.35	9,771.60	(10,105.78)	(3,390.40)	(1,058.81)	(16,117.47)	(27,597.53)
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Commitments at December	
Interschool Sports fees	281.82
Swimming lanes	566.00
P&C Admin fees	1,766.94
Environment - Veggie patch	739.00
Literacy	636.36
Sporting Equipment	628.44
Kindy books	554.01
Special circumstances	500.00
Bidgy contribution	1,526.00
Netball equipment	500.00
Total commitments	7,698.57
Uncommitted Funds	6,513.32

Comments:

Transferred \$10,000 from Uniform shop and \$5,000 from Canteen during August 2019

Please note this report is prepared on a cash basis.

Swanbourne Primary School P&C Reporting

Uniform Shop 2019 Monthly Report and Annual Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
Revenue													
Sales	0.00	15,755.78	3,099.97	1,758.22	3,087.34	1,764.04	721.97	3,172.95	1,617.12	1,183.17	1,065.44	2,047.20	35,273.20
Interest received	0.97	1.61	1.77	1.71	1.63	1.63	2.05	1.29	0.73	0.48	0.48	0.37	14.72
Other revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.97	15,757.39	3,101.74	1,759.93	3,088.97	1,765.67	724.02	3,174.24	1,617.85	1,183.65	1,065.92	2,047.57	35,287.92
Cost of Goods Sold													
Opening stock	26,270.00	21,615.56	11,674.14	20,999.00	21,908.78	20,212.83	17,406.38	15,933.07	15,058.98	24,295.48	23,924.76	26,359.40	26,270.00
Purchases	0.00	0.00	11,585.97	2,445.30	885.45	(793.05)	0.00	1,617.00	10,374.80	1,119.00	3,945.56	0.00	31,180.03
less: Closing stock	(21,615.56)	(11,674.14)	(20,999.00)	(21,908.78)	(20,212.83)	(17,406.38)	(15,933.07)	(15,058.98)	(24,295.48)	(23,924.76)	(26,359.40)	(25,374.02)	(25,374.02)
Cost of Goods Sold	4,654.44	9,941.41	2,261.11	1,535.52	2,581.40	2,013.40	1,473.31	2,491.09	1,138.31	1,489.72	1,510.92	985.37	32,076.01
Expenses													
Supplies, Insurance etc	0.00	0.00	140.45	0.00	37.55	375.00	0.00	0.00	0.00	0.00	41.45	0.00	594.45
Total expenses	0.00	0.00	140.45	0.00	37.55	375.00	0.00	0.00	0.00	0.00	41.45	0.00	594.45
Monthly Profit/(Loss)	(\$4,653.47)	\$5,815.98	\$700.18	\$224.41	\$470.02	(\$622.73)	(\$749.29)	\$683.15	\$479.54	(\$306.07)	(\$486.45)	\$1,062.20	\$2,617.46
Bank Balances													
Start of month	11,514.94	11,515.91	27,273.30	18,648.62	17,963.25	20,129.22	22,312.94	23,036.96	14,594.20	5,837.25	5,901.90	2,980.81	11,514.94
End of month	11,515.91	27,273.30	18,648.62	17,963.25	20,129.22	22,312.94	23,036.96	14,594.20	5,837.25	5,901.90	2,980.81	5,028.38	5,028.38
Reconciliation	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	(10,000.00)	0.00	(0.00)	0.00	0.00	(10,000.00)
End of Month Stock Value	21,615.56	11,674.14	20,999.00	21,908.78	20,212.83	17,406.38	15,933.07	15,058.98	24,295.48	23,924.76	26,359.40	25,374.02	25374

Comments:

Start of Year Stock \$ 26,548
 Current Stock Value: \$ 25,374
 Year to Date Profit: \$ 2,617

January monthly profit is negative due to January Back to School sales proceeds received from Flexischools in Feb.
 Transferred \$10,000 to General P&C funds on 6th August 2019.

Please note this report is prepared on a cash basis.

**Swanbourne Primary School P&C Reporting
2019
Canteen Monthly Report and Annual Summary**

	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	YEAR TO DATE
<u>Revenue</u>													
Sales	0.00	2,181.41	3,551.97	3,542.97	3,776.12	3,520.83	3,397.37	4,298.27	5,179.95	2,133.30	4,241.94	5,176.65	41,000.78
Interest received	0.55	0.56	0.77	0.88	0.81	0.79	0.91	0.51	0.49	0.70	0.52	0.74	8.23
Other revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.55	2,181.97	3,552.74	3,543.85	3,776.93	3,521.62	3,398.28	4,298.78	5,180.44	2,134.00	4,242.46	5,177.39	41,009.01
<u>Expenses</u>													
Purchases	0.00	0.00	2,220.55	4,192.26	2,264.06	3,821.10	3,979.86	2,378.24	4,041.32	4,563.00	2,271.10	7,515.75	37,247.24
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total expenses	0.00	0.00	2,220.55	4,192.26	2,264.06	3,821.10	3,979.86	2,378.24	4,041.32	4,563.00	2,271.10	7,515.75	37,247.24
Monthly Profit/(Loss)	\$0.55	\$2,181.97	\$1,332.19	(\$648.41)	\$1,512.87	(\$299.48)	(\$581.58)	\$1,920.54	\$1,139.12	(\$2,429.00)	\$1,971.36	(\$2,338.36)	\$3,761.77
<u>Bank Balances</u>													
Start of month	6,583.80	6,584.35	8,766.32	10,098.51	9,450.10	10,962.97	10,663.49	10,081.91	7,002.45	8,141.57	5,712.57	7,683.93	6,583.80
End of month	6,584.35	8,766.32	10,098.51	9,450.10	10,962.97	10,663.49	10,081.91	7,002.45	8,141.57	5,712.57	7,683.93	5,345.57	5,345.57
Difference	0.55	2,181.97	1,332.19	(648.41)	1,512.87	(299.48)	(581.58)	(3,079.46)	1,139.12	(2,429.00)	1,971.36	(2,338.36)	(1,238.23)
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5000.00	0.00	0.00	0.00	0.00	5000.00

Comments:

Transferred \$5,000 to General Account on 5th August 2019

Please note this report is prepared on a cash basis.