



Middle Park State School

Minutes of Annual General Meeting

Date:	15 March 2022
Attendance:	As per attendance sheet
Meeting Chair:	Kelly Ede
Minutes By:	Nivedna Singh
Opened:	18:21

Apologies: Tristan, Fiona, Dee

a) **Confirmation of the Minutes of the previous meeting** –

The Minutes from the AGM were reviewed and ratified.

Moved: Kelly Ede

Seconded: Kimberley Percival

Carried: Yes

b) **Business arising from AGM 2021** –

Nothing carried over

d) **President Report** –

Accepted

Moved: Kelly Ede

Seconded: Kimberley Percival

Carried: Yes

e) **Memberships** -

Nominated:

President: Kelly Ede

Moved: Sean Finnerty

Seconded: Kimberley Percival

Elected: Yes

Vice presidents: Sean Finnerty & Kimberley Percival

Moved: Kelly Ede

Seconded: Jessica Tierney

Elected: Yes

Secretary: Nivedna Singh

Moved: Kelly Ede

Seconded: Emma Vaggs

Elected: Yes

Treasurer: Kelly Grogan

Moved: Kelly Ede

Seconded: Nivedna Singh

Elected: Yes

f) **Motion to change bank signatories to the newly elected Officers** –

Accepted

Moved: Kimberley Percival

Seconded: Emma Vaggs

Carried: Yes

g) **Sub committees –**

OSCH representative needed for projects – working advisory group

(Jess Tierney and Katy Kilgour)

OSCH liaison to work with staff and P&C

liaison to negotiate with OSCH staff, price things, budget, speak to parents

Tuckshop – no sub committee

h) **Grants committee –**

Ask Janet about grants

Leave vacant for now

i) **Website admin –**

New company

Anyone interested in facilitating the website? Training will be provided

Ask local high school if any students would like to run it?

j) **Student Protection -**

Kimberly Percival to draw up documents with Treasurer reports.

k) **Life Membership –**

Kerryn Lewis

l) **General Business –**

Circulate documents

Meeting closed at 19:02

Middle Park State School P&C

Treasurer's AGM Report (Year end 2021)

Below is a summary of the 2021 position for Middle Park State School P&C Association.

Total Cash at Bank at 31 December 2021 - \$333,052.39

OSHC ACCOUNT \$157,040.86

GENERAL ACCOUNT \$174,129.22

BUILDING FUND \$1,283.74 (Committed to Tuckshop refurbishment project)

Outstanding payments: PAYG \$35,526, Super \$250.55, Creditors \$6,466.77 and QTC Loan \$293,201.23

Significant funding priorities for 2022:

- OSHC infrastructure development
- Tuckshop refurbishment project

Significant financial commitments future years:

- \$38,302.93 leave provisions (annual leave, personal leave, long service leave accruals) (Note the P&C has decided in 2022 to gift preps a new hat at the cost of approximately \$700.)

Significant financial investments made this year:

- \$5,465.11- Water bottle refill station
- \$2,505- Second water bottle refill station.
- \$8,720- Yuingin Bushtucker Garden and Yarning Circle project
- \$3,297.53- Table and shade for senior school students.
- \$28,887.01- Shade for Junior Playground. (\$25,000 GST Excl. a grant)
- \$16,456.35- Shade for Senior Playground.
- \$70,000- 2021 school contribution for ICT
- \$647,808.90- OSHC infrastructure development project (\$300,000 GST Excl. a grant)
- \$4,299.15- Tuckshop refurbishment project (convection oven, countertop griddle and heavy induction cooktop)
- \$1,625.02- Year 6 Graduation

TOTAL \$789,064.07 (\$464,064.07 from P&C funds)

As at 14 Mar 2022	Profit/Loss YTD	Comments

Fundraising	\$20,759.32	<p>Profit: Disco \$6,800.56 (\$9,499.10-\$2,698.54) Christmas concert \$537.9 (\$1,042.05-\$94.15-\$410) Colour fun run \$5,962.88 (\$8,128.90-\$2,166.02) Entertainment book \$244 Mother's Day stall \$578.07 (\$5,724.85-\$5,146.78) Father's Day stall \$2,415.24 (\$4,956.70-\$2,802.46) Performing arts nights \$291.36 (\$1,194.55-\$903.19) Year 6 \$1,456.6 (\$2,479.05-\$876.65-\$145.8) Chaplain \$808 (\$1,552.00- \$744.00) Free dress day \$1,394.70 Snow cones \$1,001.60 (\$1,138.45-\$72.31-\$19-\$45.54)</p> <p><i>*Note staff wages of \$194.38 were not factored into costs above</i></p>
OSHC	(\$377,647.24)	<p>Jan (\$4,943.07), Feb \$21,004.44, Mar \$9,372.03, Apr \$173.37, May (\$36,142.97), June \$18,874.93, July \$15,934.44, Aug \$9,497.29, Sept \$3,833.03, Oct \$782.85, Nov (\$398,779.80), Dec (\$17,253.78)</p> <p>In May a rostering issue led to a significant loss being recorded. In November the transfer of funding for the OSHC infrastructure project can be seen. The OSHC management team has worked diligently during 2021 to ensure the rostering is proportionate to the fluctuation in student numbers due to COVID-19 and other disruptive events. The team has also been on a journey to reinvest in the facilities, acquiring resources and reviewing policies to reflect the future of the service. The deficit is reflective of the investment being made in infrastructure and variable staffing levels over this period.</p>

General	(\$117,910.05)	<p>\$10k COVID-19 business support grant was received. \$500k Donation from Jess Pugh for under 8's day \$275 Donation from Metro Middle Park \$25k Community Benefits Fund Grant towards Junior shade sail \$290 Commonwealth Bank Commission \$359.51 School Locker Commission (\$1,200) Audit fees (\$2,218.16) Bookkeeping fees (\$1,660) \$1330+\$330 Cultural awareness (\$395.21) Bushtucker garden maintenance (\$1,780.61) Year 6 graduation expenses (\$13,431.27) Administration wages (\$70K) School contribution for IT (\$8,720) Yuingin Project (\$7,970.11) Water bottle refill station (\$28,887.01) Senior shade sail (\$16,456.35) Senior shade sail (\$4,299.15) Tuckshop equipment (\$3,297.53) Table and shade</p>
Tuckshop	\$8,914.27	<p>Jan (\$3,365.59), Feb \$594.75, Mar \$3,845.47, Apr (\$1,333.50), May \$3,098.41, June \$1,854.88, July \$2,461.06, Aug \$3,254.79, Sept \$536.76, Oct \$4,442.23, Nov (\$2,158.20), Dec (\$4,316.79)</p> <p>Tuckshop was impacted by COVID-19 closures, volunteer restrictions as well as the rising cost of food but still performed well in 2021. Thank you to our dedicated tuckshop team that continues to deliver delicious high-quality food to our school</p>

Uniform	\$7,092.47	Jan \$106.66, Feb \$4,268.87, Mar \$1,423.07, Apr (\$4,070.61) , May (\$3,944.81) , June \$1,545.81, July \$329.40, Aug \$1,182.03, Sept \$1,872.26, Oct (\$3,911.15) , Nov \$10,509, Dec (\$2,218.06) Uniform shop procedures have been refining and it has performed strongly in 2021. This is a credit to the effective management by our outgoing Uniform Shop Convenor Steph. We welcome Cassy Homan to the role for 2022.
Building Fund	\$420.00	
P&C Consolidated	(\$458,371.23)	

Middle Park State School P&C received an income of \$1,246,277.54 in 2021. During this period \$1,605,833.32 was paid in expenses and \$98,815.45 the cost of sales.

During 2021, the P&C has been on a journey to refine processes, improve policies and invest in areas which will best support our school community into the future. It has been a challenging period with COVID-19 closures and restrictions. This has limited financial performance but due to the support of the business leads and Director of Operations the impact has been minimised.

The budget for 2022 has been prepared in conjunction with business group leads with a focus on initiatives such as the OSHC infrastructure project and tuckshop refurbishment as well as replenishing tired resources.

2021 saw a decline in volunteer resources due to the ever-changing COVID-19 environment and limited availability of the parent community. This resulted in an increase in P&C wages to supplement the volunteer workforce and meet the demand for P&C services.

Unforeseen expenses due to natural disasters and increasing input costs are ongoing liabilities which we will see carry into 2022. Wages are by far the biggest P&C expense outside of infrastructure investments. As an organisation we are committed to our staff and value their contribution and commitment to the service. As such we will continue to see funding allocated to training and operational resources which support the day-to-day function of the service into 2022.

In 2021 we commenced a discussion around P&C assets, what we have and the best approach to manage these moving forward. Due to competing priorities a review of the asset register was not completed this year and will carry into outyears.

Independent Auditor's Report to the Members of State School Parents and Citizens

Report on the Financial Report

the committee.

and making accounting estimates that are reasonable in the circumstances.

the financial report is free from material misstatement.

of the entity's internal control.

Taking on the Treasurer role for the P&C in 2021 has challenged me beyond belief and taken me outside of my comfort zone. It has given me an insight into P&C operations and the importance of a good P&C team. Our people are the strength and backbone of the organisation and I want to personally thank them for the support they have provided me during this term.

I move that the Treasurer's report be accepted by the P&C.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Education (General Provisions) Act 2006. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of Middle Park State School Parents and Citizens Association presents fairly, in all material respects the financial position of Middle Park State School Parents and Citizens Association as of 31 December 2021 and of its financial performance for the period ended in accordance with the accounting policies described, the Associations Incorporation Act (1981) and the Education (General Provisions) Act 2006.



Jennifer Lowe CPA

Dated this 22nd day of February 2022.

Not-For-Profit - Association Report

Middle Park State School P & C

For the year ended 31 December 2021

Middle Park State School P & C
1 January 2021 to 31 December 2021

	31 Dec 21	31 Dec
20		
Income		
Administration Income from OHSC	10,909	10,909
Bank Interest	-	292
Catering	1,113	210
Container Refund Scheme - P & C	3,549	1,738
COVID-19 Business Support Grants Aug 2021	10,000	-
Donations	1,195	-
ECEC 50% Childcare Subsidy	-	159,372
Fees - OSHC	407,644	244,678
Fees - OSHC (CCS)	542,234	333,430
Fete - General Income	-	395
Fete - Plant Stall	-	659
Fete - Sponsorship Income	-	6,550
Fundraising - Christmas Concert Sales	1,042	292
Fundraising - Colour Fun Run	8,129	8,813
Fundraising - Disco Income	9,499	36
Fundraising - Entertainment Book Commission	244	324
Fundraising - Fathers Day Stall Income	4,957	-
Fundraising - Free Dress Day	1,395	1,296
Fundraising - Ladies Lunch	6,257	-
Fundraising - Mothers Day Stall	5,725	-
Fundraising - Performing Arts Night	1,245	-
Fundraising - Year 6	2,479	-
Fundraising Income	1,138	18
Grants	25,000	-
Income - Chaplain	1,552	-
JobKeeper Subsidy	-	214,500
OSHC Afternoon Tea	36,082	-
Sales - Tuckshop	106,646	82,411
Sales - Uniforms	57,313	68,029

Profit and Loss

School Banking Commission - P & C	290	380
School Fundraising	252	377
Sponsorship - Ongoing	360	322
Square Sales	9,082	-
Total Income Less Cost of Sales	1,255,331	1,135,030
Opening Stock on Hand - Tuckshop	513	195
Opening Stock on Hand - Uniforms	33,913	40,055
Purchases - Tuckshop	49,119	34,418
Purchases - Uniforms	51,509	45,092
Closing Stock - Tuckshop	(199)	(513)
Closing Stock - Uniforms	(34,885)	(33,913)
Total Cost of Sales	99,969	
85,333		

Middle Park State School P & C

	31 Dec 21	31 Dec
20		
Gross Profit	1,155,362	1,049,697
Plus Other Income		
Cashflow Boost	-	100,000
Total Other Income Less Operating Expenses	-	100,000
Accounting & Administration	10,909	10,909
Annual Leave Expense	(2,725)	6,706
Audit Fees	1,200	1,200
Bad debts	82	-
Bank Fee Flexi Schools	2,926	2,274
Bank Fees	1,049	1,206
Bank fees - Square Fees	459	401
Bank Interest - QTC Loan	880	-
Bookkeeping Fees	2,218	2,682
Chaplain Contributions	-	5,808
Chaplain Expenses	744	-
Christmas Concert Expenses	94	-
Cleaning supplies	3,704	3,503

These notes should be read in conjunction with the attached compilation report.

Profit and Loss

Computer Operating expenses	5,277	4,714
Computer Upgrade	1,473	1,090
Consultancy Fees	580	330
Consumables	-	10
Cultural Awareness	1,330	-
Depreciation	173	-
Equipment - Games and Toys	3,593	1,365
Equipment - Gardening	1,168	114
Equipment - Kitchen	4,292	10
Equipment - Room	14,514	3,494
Equipment - Sporting	2,066	-
Fete - Rides	-	3,000
Fete- General Expenses	-	13
First Aid Supplies	675	645
Fundraising - Colour Fun Run Expense	2,166	2,223
Fundraising - Disco Expenses	2,699	74
Fundraising - Fathers Day Stall	2,802	-
Fundraising - General Expenses	283	-
Fundraising - Ladies Race Day Expenses	4,760	-
Fundraising - Mothers Day Stall Purchases	5,147	38
Fundraising - Performing Arts Night Expense	903	-
Insurance	2,662	2,830
Long Service Leave Expense	20,731	-
Maintenance	91	192
Memberships	2,863	2,949
OSHC - Christmas Party	915	471
OSHC - Craft Supplies	880	657
OSHC - Facility Hire Expense	2,182	-

These notes should be read in conjunction with the attached compilation report.

Profit and Loss

20	31 Dec 21	31 Dec
OSHC - Food	52,640	30,327
OSHC - Food-VAC	5,135	1,655
OSHC - VAC Activities	2,820	-
OSHC - VAC Art & Craft	1,813	188
OSHC - VAC Excursions	19,921	14,394
OSHC - VAC Incursions	13,877	-
Other Employer Expenses	712	-
Personal/Carers Leave Expense	(2,209)	8,255
Photos/film	-	8
Postage	124	132
Purchases - OSHC	7,164	1,030
School Contribution	83,125	116,164
School Contribution - Additional Purchases	450	350
School Contribution - Facilities	414,340	2,100
School Contribution - Facilities - Air Conditioning	-	2,926
Square Fees	193	-
Staff Advertising	285	285
Staff Training	5,103	4,651
Staff-Uniforms	2,797	1,662
Stationery	6,662	4,314
Storage	-	44
Student Contributions	-	506
Subscriptions	3,914	2,721
Sundry Expenses	27	12
Superannuation	76,526	55,172
Telephone & Internet	2,831	2,686
Till Under/Over	(7)	213
Time Off in Lieu Expense	467	-
Volunteer engagement	-	294
Wages & Salaries	810,294	682,077
Website Expenses	240	313
Workers' Compensation	5,730	3,509
Year 6 Gift expense	-	626
Year 6 Graduation - Expenses	2,722	930
Total Operating Expenses	1,623,460	996,453
Net Profit	(468,098)	153,244

These notes should be read in conjunction with the attached compilation report.

Balance Sheet

Middle Park State School P & C As at 31 December 2021

	31 Dec 2021	31 Dec 2020
Assets		
Bank		
Building Fund Cheque Account	1,284	5,183
Mastercard - OSHC Petty Cash	486	(18)
Mastercard - P&C Petty Cash	65	-
Mastercard - Tuckshop	48	-
OSHC Petty Cash	-	300
OSHC Cheque Account (1752)	157,041	212,063
P & C Cheque Account	174,129	270,348
Petty Cash - Tuckshop	-	100
Total Bank Current Assets	333,052	487,976
Assets		
Float on Hand	-	100
Stock on Hand - Tuckshop	199	513
Stock on Hand - Uniform	34,885	33,913
Trade Debtors	285	100
Total Current Assets	35,370	34,626
Non-current Assets		
Buildings & Improvements	-	8,000
Office Equipment Accum Dep	(173)	-
Office Equipment Org Cost	2,439	-
Parent Debtors	48,593	41,359
Total Non-current Assets	50,859	49,359
Total Assets	419,281	571,961
Liabilities		
Current Liabilities		
ATO Activity Statement Account	-	22,608
GST Liability	(4,954)	(463)
Parent Prepayments	6,435	7,999
PAYG Withholding Payable	35,526	-
Provision for Annual Leave	11,059	13,784
Provision for Long Service Leave	20,731	-
Provision for Personal/Carers Leave	6,046	8,255
Provision for Time Off in Lieu	467	-
Rounding	-	-
Superannuation Liability Accrual	251	4,544
Trade Creditors	8,798	6,141

These notes should be read in conjunction with the attached compilation report.

Total Current Liabilities	84,358	62,868
Non-Current Liabilities		
QTC Loan		
294,753 -		
Balance Sheet		
	31 Dec 2021	31 Dec
2020		
QTC Loan Unexpired Interest	(824)	-
Total Non-Current Liabilities	293,929	-
Total Liabilities	378,287	62,868
Net Assets	40,994	509,093
Equity		
Current Year Earnings	(468,098)	153,244
Retained Earnings	509,093	355,849
Total Equity	40,994	509,093

These notes should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

Middle Park State School P & C For the year ended 31 December 2021

1. Summary of Significant Accounting Policies

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

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

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

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.

Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash on Hand

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

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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 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.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied. All revenue is stated net of the amount of goods and services tax.

Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

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 Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

Accounts Payable and Other Payables

Middle Park State School P & C

Notes to the Financial Statements

These notes should be read in conjunction with the attached compilation report.

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

2020	2021	
2. Trade and Other Receivables		
Trade Receivables		
Trade Debtors	285	10 0
Total Trade Receivables	285	10 0
Total Trade and Other Receivables	285	10 0
	2021	20 20
3. Trade and Other Payables		
Trade Payables		
Trade Creditors	8,798	6 , 1 4 1
Total Trade Payables	8,798	6 , 1 4 1
<i>Total Trade and Other Payables</i>	<i>8,798</i>	
<i>6,141</i>		

Middle Park State School P & C

These notes should be read in conjunction with the attached compilation report.

PURPOSE AND SCOPE OF FINANCIAL STATEMENTS

The Parents and Citizens' Association was established pursuant to the *Education (General Provisions) Act 2006*. The objectives of an Association are to promote the interests and facilitate the development of the State school.

The financial statements have been prepared in accordance with the requirements prescribed by:

- *Education (General Provisions) Act 2006*;
- *Education (General Provisions) Regulation 2017*
- Section 62 of the *Financial Accountability Act 2009*, with the exception that the statements are to be submitted to the appointed auditor;
- the P&C Accounting Manual.

The statements have been prepared so as to provide a full disclosure of the financial operations of all of the association's activities during the financial year and the general state of affairs at the end of that year.

STATEMENT OF ACCOUNTING PRINCIPLES

Significant accounting principles applied to the annual financial statements:

- (a) basis of accounting:

The foregoing financial statements have been prepared on a cash accounting basis consistent with that which applied in the previous year.

- (b) stock on hand:

All stocks are valued at cost.

- (c) fixed assets:

Items of plant and equipment, amenities and facilities when purchased from P&C funds for school use must be registered on the school's asset system. A separate register of the assets held for association use is kept and shown on the financial records of the association, in the balance sheet, along with 'trading stock' and 'cash held' or 'cash in the bank' and any investments.

- (d) contingent assets/liabilities:

There were no known contingent assets/liabilities of a significant nature at 31 December 2021

AUDITOR'S CERTIFICATION


for the financial year ended 31 December 2021

I have examined the accounts of the Middle Parke State School Parents and Citizens' Association and I certify that, in my opinion:

1. The attached financial statements of the Parents and Citizens' Association Fund established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the association have been complied with, in all material respects.
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.

Auditor

(name)..... Jennifer Lowe
(qualifications).....CPA

(signature).....

(date) 22 / 02 / 2022
MIDDLE PARK STATE SCHOOL

Middle Park State School
PARENTS AND CITIZENS' ASSOCIATION



Queensland Government

ANNUAL FINANCIAL STATEMENTS

For the year ending 31 DECEMBER 2021

CERTIFICATE OF THE PRESIDENT, SECRETARY AND TREASURER

We have prepared the foregoing annual financial statements pursuant to the provisions of the *Financial Accountability Act 2009*, and the manual Accounting for Parents and Citizens' Associations and certify that:

- a) the financial statements and notes to and forming part of the accounts are in agreement with the accounts and records of the Middle Park State School Parents and Citizens' Association;
- b) in our opinion:
 - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
 - (ii) the statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the financial year last preceding, of the transactions of the association for the financial year to which they relate and, where they show the financial position as at the close of that year, of that financial position.

President

Secretary

Treasurer

Kelly Ede

Shafrinah Wadood

Kimberly Percival


(name).....

(name).....

(name).....

(signature).....

(signature).....

(signature).....


(date) / 03 / 22

(date) / 03 / 22

(date) 14 / 03 / 22

\$5,182.89

Closing balance \$1,283.74

Currency AUD

Account name: Middle Park State School P&C Building Fund

Account number: 417310454749

Date	Transaction Detail	Debit	Credit	Balance
26/11/2021	Direct Credit 301500 Middle Park Stat Co Tuckshop - O	4,299.15		1,283.74
23/06/2021	Transfer From G P ROBAZZA ROBAZZA 2M		200.00	5,582.89
15/06/2021	Transfer From MRS MONIQUE MARY GREEN Tuckshop fund		30.00	5,382.89
11/06/2021	Transfer From ROGERIO MARON Maron 1W		100.00	5,352.89
03/06/2021	Transfer From MARIELA KEREN Donation P&C Tuckshop		50.00	5,252.89
30/05/2021	Transfer From Mrs Laura Rachael Misiak Misiak Prep P & 5P		20.00	5,202.89
	No. of transactions	1	5	\$4,299.15
	Total debits			
	Total credits			\$400.00

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes.

For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

\$270,347.76

Closing balance \$174,129.22

Currency AUD

Account name: Middle Park State School P&C

Account number: 417300900945

Date	Transaction Detail	Debit	Credit	Balan ce
30/12/2021	Direct Debit 488299 GoCardless WILLIAMBUC-PD276JK	117.00		174,129. 22
23/12/2021	Direct Credit 301500 Middle Park Stat Co SALARIES AND WAGES	685.14		174,246. 22
15/12/2021	(T) COMMBIZ FEES TRANS FEES-0290165	1.38		174,931. 36
13/12/2021	Direct Credit 301500 Middle Park Stat Co Uniform Bill	8,525.00		174,932. 74
13/12/2021	Direct Credit 301500 Middle Park Stat Co SALARIES AND WAGES	1,027.87		183,457. 74
13/12/2021	Direct Credit 301500 Middle Park Stat OSHC Catering		3,074.00	184,485. 61
13/12/2021	Direct Credit 301500 Middle Park Stat Co SALARIES AND WAGES	3,383.47		181,411. 61
13/12/2021	Direct Credit 390818 THE SCOTNEY GRP Statement #1624810		628.36	184,795. 08
13/12/2021	Direct Credit 390818 THE SCOTNEY GRP Statement #1624809		1,642.06	184,166. 72
10/12/2021	Cash Dep Branch MOUNT OMMANEY 1		62.65	182,524. 66
10/12/2021	Cash Dep Branch MOUNT OMMANEY 2 tuckshop		115.00	182,462. 01
10/12/2021	CASH DEPOSIT CBA ATM MT OMMANEY A QLD 417303 AUS 2 uniform float		100.00	182,347. 01
10/12/2021	CASH DEPOSIT CBA ATM MT OMMANEY A QLD 417303 AUS 2 grad disco		177.25	182,247. 01
10/12/2021	CASH DEPOSIT CBA ATM MT OMMANEY A QLD 417303 AUS 2 pandc float		200.00	182,069. 76
09/12/2021	Direct Credit 485450 SQUARE AU PTY LT 1209 UNIFM		1,798.16	181,869. 76

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\$212,062.78

Closing balance

\$157,04
0.86

Currency

AUD

Account name: Middle Park State School P&C Outside School Hours

Account number: 417310341752

Date	Transaction Detail	Debit	Credit	Balance
31/12/2021	Direct Credit 623101 DEBITSUCCESS QP4GA		5,287.59	157,040.86
31/12/2021	Direct Credit 010842 STAPLES TG TRUBAI, E		200.00	151,753.27
29/12/2021	Direct Credit 106600 KERRI L ABSOLON Sienna Absolon		25.00	151,553.27
29/12/2021	Direct Credit 165074 H & D HUGHES Hughes, Henry		60.00	151,528.27
29/12/2021	Direct Credit 175029 SUSSMILCH,KERRIE Dassncao		300.00	151,468.27
29/12/2021	Transfer From THOMAS GARRY ANTONY Larissa Harry Thomas		54.98	151,168.27
29/12/2021	Transfer From J OBRIEN & K PALLETT J O'Brien		120.00	151,113.29
29/12/2021	Direct Credit 421520 JULIA MURFITT Mitchell C		45.95	150,993.29
29/12/2021	Direct Credit 080260 BANK OF QLD 000-001- 948		139.64	150,947.34
29/12/2021	Direct Credit 080260 BANK OF QLD A + D HUGHES		108.00	150,807.70
29/12/2021	Direct Credit 128594 000001991CKEIGHE 000001991CKEIGHER		100.00	150,699.70
29/12/2021	Direct Credit 128594 MOONEY000701 MOONEY000701		130.00	150,599.70
29/12/2021	Direct Credit 010842 FEATHERSTONE SHA Featherstone Z		60.93	150,469.70
29/12/2021	Transfer From Mrs Phuong Thi Thu Van Ngu Leon Stuart 2EP		97.29	150,408.77
29/12/2021	Direct Credit 010842 DOAN THANH TAM Huy Le		95.48	150,311.48
29/12/2021	Transfer From HAYMAN PATRICK CALDER Shyan Hayman		14.77	150,216.00

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\$0.00

Closing balance \$0.00

Currency AUD

Account name: Middle Park State School P&C Tuckshop

Account number: 417310294191

Date	Transaction Detail	Debit Balance	Credit
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No. of transactions

0

0

Total debits
Total credits

\$0.00

\$0.00

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes.
For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

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				\$0.00
			Closing balance	\$0.00
			Currency	AU D

Account name: Middle Park State School P&C Uniform Shop

Account number: 417310294183

Date	Transaction Detail	Debit	Credit Balance
	No. of transactions	0	0
	Total debits		\$0.00
	Total credits		\$0.00

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes.
reco
For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

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Parents & Citizens Association

Compliance Report for the Financial Year 2022

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a “No” response. N/A should only be used if the questions were not relevant to your P&C.


No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Principal approved all contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No conflict of interest with selected suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Stock levels monitored to ensure no under or over stocking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Suppliers paid on time unless there were disputes with the orders or invoices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All disputes with suppliers were resolved or settled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Two independent people handled collecting and counting of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Two cheque signatories signed cheques.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Two bank account signatories approved and processed all electronic transfers of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	All financial reconciliations and statements were prepared on a monthly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
15	Cash balances were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> Cash was available to make payments. Surplus cash from sub-committee account/s transferred to the P&C main account. A reasonable amount of funds used or reserved to replace assets and stock. Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> Items sold provide value for money. Surplus funds used to replace assets and stock. Income was sufficient to cover all costs. Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	All transactions were GST compliant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	ATO reporting requirements were lodged and completed within reportable timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	All meeting minutes outlining all official decisions were appropriately recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	All complaints were recorded and addressed appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	All financial records were maintained according to the record retention policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	No P&C Committee Members or employees received any gifts of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	No P&C Committee Members or employees received any gifts from suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Any received gifts from suppliers were recorded and reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
33	WorkCover premiums and all other insurance payments were paid for the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A

President Kelly Ede /3/22

Treasurer Kimberly Percival  14/3/22