

Bardwell Park Infants School (BPIS)

P & C Meeting Minutes, Wednesday 22nd February 2023

Annual general meeting



Meeting opened	Onsite and Zoom
Attendance	Jo Fulham, Catherine B, Lucille V, Nicole A, Lillian B, Matthew E, Joanna D, Maddie , Geoff
Apologies	
Chair	Catherine B -P&C president

Item	Description	Owner
1. Introduction	Welcome and Acknowledgment to Country	Jo Fulham
2. Previous Minutes	Nil minutes to confirm as last meeting was celebratory dinner.	ALL
3. Principle's update	Term overview sent out FUNDRAISING Robokids is the most expensive external program. Term 2 STATE ELECTION Saturday 25 March Jo will receive Teachers Federation requesting name of the President of the P&C. When this information is requested, I will seek the President's permission to share. Next Principal update due week 9.	Jo Fulham
4. Update and discuss	Former President Catherine B presented 2022 annual report. The report outlined a great number of successes including Robokids, Election BBQ, Mother and Fathers days stalls, Disco, Easter raffles and contributing to footsteps (dance). Catherine thanked and acknowledged all the volunteers who gave their time and energy through out the year. Voting on New Parents and Citizen members: Treasurer: Matthew Ellard Secretary: Madeleine	

	Vice President: Lillian B Co: President : Joanna D and Nicole A.	
5. Treasurer Update	<p>Annual financial report presented by Lucille V. Annual audit completed with thanks to Liz Hughes who donated her time and effort to complete. STATUS: passed and completed for 1st Jan 2022- 2 Feb 2023.</p> <p>Balance 2022: Chequing :\$2258.02 Term deposit: \$10,493.02 No cash currently outside of accounts.</p> <p>2023 Cheque A/C: \$2,258.02 Term deposit: \$10,493.02 Total Cash and Bank: \$12,737.30</p> <p>We earnt \$5914.10 over the year. Due to donated goods Easter raffle was highest earner. Highest dollar earning was federal election \$1943.11.</p> <p>Gross loss – \$1452.38 . Operating expenses: \$3043.90 Beneficial expenses:\$4322.58</p> <p>Anticipated financial expenses: March Election, footsteps, robokids.</p>	Lucille V
6. Fundraising and Events	<p>Chocolate drive: COST: 839.92. Income generated- 1163.50. PROFIT: \$323.58 Calendar sale: Cost \$407.87 Income gen=\$ 510.00 Profit: \$102.13.</p> <p>NSW State Election BBQ</p>	ALL
7. Business without Notice		ALL
8. Next P&C meeting	Week 9 Wed 22 March @7pm at school	
9. Meeting Closed	8:17 PM	

Elizabeth Hughes
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2 February 2023

To whom it may concern,

I have reviewed the financial statements prepared by Bardwell Park P&C Association as detailed below:

- Balance Sheet as at 2 February 2023;
- Profit and Loss statement for period 1 January 2022 to 2 February 2023;
- Cheque Account Transactions for period 1 January 2022 to 2 February 2023;
- Term Deposit Account Transactions from 1 January 2022 to 2 February 2023.

In my opinion, the financial statements give a true and fair view of the Bardwell Park P & C Association's finances.

Note I am providing this opinion is in my personal capacity and I am not a registered company auditor in Australia.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Hughes', written in a cursive style.

Elizabeth Hughes

Profit and Loss

Bardwell Park Infants School P&C

Date Range: Jan 01, 2022 to Feb 02, 2023

ACCOUNTS	Jan 01, 2022 to Feb 02, 2023
Income	\$5,900.36
Cost of Goods Sold	\$2,310.53
Gross Profit As a percentage of Total Income	\$3,589.83 60.84%
Operating Expenses	\$5,055.95
Net Profit As a percentage of Total Income	-\$1,466.12 -24.85%

Balance Sheet

Bardwell Park Infants School P&C

As of Feb 02, 2023

ACCOUNTS	Feb 02, 2023
Assets	
Cash and Bank	
Cheque A/c	\$2,254.96
Term Deposit	\$10,482.34
Total Cash and Bank	\$12,737.30
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$12,737.30
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Equity	
Retained Earnings	
Profit for all prior years	-\$7,828.14
Profit between Jan 1, 2023 and Feb 2, 2023	\$13.44
Owner's Equity	\$20,552.00
Total Retained Earnings	\$12,737.30
Total Equity	\$12,737.30