

**ROSEVILLE PUBLIC SCHOOL**  
**P & C Minutes**  
**Annual General Meeting 16<sup>th</sup> February 2017**



|                       |        |
|-----------------------|--------|
| <b>Meeting Opened</b> | 7:45pm |
|-----------------------|--------|

|                    |   |
|--------------------|---|
| <b>Attendance:</b> | Victoria Muller, Melissa Munn, Deb Lane, Val Maguire, Suzy Zhao, Belinda Shearer, Simon Cole, Elissa Chighine, Sascha Hillebrande, Jen Stephenson, Paul Nicholson, Julia Re, Aeron Caulfield, Lucinda Frantz, Yvonne Counsell, Felicity Symons, Simone Stickles, Reece Coleman, Peter Grant, Jennifer Willard, Deborah Kellahan, Nicky Chong White, Gen Verman, Sonia Baillie, Lyndsay Tottenham, Nikki Collett, Symone Archer, Grace Wang, Thierry Lefebure, Stephen Deane, Anna Li, Melissa Solomon, Simon Matkin, Stefan Meisiek, Samuel Fong, |
| <b>Apologies:</b>  | Sean Moran, Mark Fleming, Belinda Renshaw, Jax Darling, Emma Gracey, Melinda Stewart, Mark Stewart, Rebecca Wang, Suzie Walker, Vanessa Heah, Brett Kensett Smith   |

## **ANNUAL GENERAL MEETING**

### **Minutes**

Move to accept the Minutes of the Annual General Meeting February 2016

|                 |                 |
|-----------------|-----------------|
| <b>Proposed</b> | Val Maguire     |
| <b>Seconded</b> | Aeron Caulfield |
| <b>Carried</b>  | Yes             |

#### **1. 2016 Accounts – Suzy Zhao**

RPS P&C had a busy funds raising year given the fact the school Fair happened in September 2016 which raised over 68k in revenue. The trivia night raised up to 31k which is similar to previous years. The main drivers for revenues are still from bands, clothing pool and canteen. Readathon was raised 17k which was 7k more than 2015. The voluntary parents contribution was hit the low only \$28k received for P&C initiatives and 35k for library fund. Below is the detailed P&L as at 30/11/2016.

*The P&L was tabled and is attached.*

#### **2. President's Report – Melissa Munn**

The parent community is an amazingly strong part of the feel of RPS. Many long term friendships for both children and parents are forged at RPS and much of that is thanks to the willingness of so many parents to jump in and be a part of all the wonderful activities and initiatives we have. 2016 was another fantastic example of what can be achieved when many people work together.

2016 started off with many long-standing P&C committee members leaving their positions and special thanks must be given to Tim Haddow for his many years as Treasurer and then later President. The P&C only had a full executive team after the March meeting, with many newcomers standing up to have a go. This meant a considerable amount of initial learning for all involved!

A major undertaking straight away was the organisation of the 2016 School Fair in September. The fair runs every 3 years and the committee made the decision to continue with the 2016 fair as scheduled, despite a late start to planning and no fair convenors in place. All of the executive committee were heavily involved in coordinating the event and special thanks must be given to Suzie Walker, who did a great deal of the legwork involved in the lead-up to the fair. A big, big thanks to

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the year group leaders who did a wonderful job in co-ordinating the parents in their year. Many, many volunteers came forward and it was a wonderful, community day. I don't think I have ever seen so many happy children's faces. Their joy and pride in their school was clear to see and made all the effort worthwhile.

In addition to the fair, the P&C ran several social and fundraising events, many of which are allocated to year groups who take charge. Events such as Book Day, the Welcome Picnic (Yr 6), Men's Shed drinks and rugby nights, Mother's Day breakfast (run by Yr 5 dads), the Readathon, an Olympics themed Trivia Night at Killara High School (Yr 3), Father's Day Breakfast (Yr 2), a Halloween Disco (Yr 4), and the Christmas lights were once again a terrific success and so we say a big thank you to all the volunteers for all their hard work. And, of course, there are regular musical events, such as Band camps and Musicales, which were also an outstanding success. Some events are purely social, while others, such as the Readathon and the Trivia Night, make a lot of money that goes directly back into making the school a better place for our children. These sorts of events are a great chance to get involved and help out, however you are able to contribute. Every little bit of assistance helps and we encourage mums and dads each year to keep offering their help to make these events as good as they currently are.

The grounds committee continued to meet and by August the P&C had approved spend and suppliers for the Phase 3 Landscaping Masterplan to build a new adventure playground, retractable cricket nets and an outdoor classroom. This is the culmination of three years of planning and raising money to fund this final major landscaping project for the school. Many thanks must be given to the grounds committee who have been reviewing plans and quotes for quite some years! Works are due to start in 2017 Term 2 after final governmental sign-off.

One of our key P&C objectives this year was to be financially transparent. We achieved this by more clearly communicating to parents how P&C funds are spent and using a fundraising tool to track fundraising success. I believe this has helped parents better understand what the P&C does for the school and we will continue with this in 2017.

P&C voluntary contributions were collected by the school as a standalone exercise and happened later than usual towards the end of Term 1. Contribution rates significantly decreased, with only 55% participation rate, and with feedback from parents that the payment system was complicated. For these reasons, a review took place in Term 4, with the result that a new collection system has been implemented in 2017, in line with other local schools who are achieving much higher participation rates than our school. We hope this new system is easier for parents and that contribution rates will be better so we can help the school to purchase much needed resources.

A big heartfelt thank you to all of the sub-committees, each of which rely on volunteers to run their own smooth processes. Thank you to all the parents who work tirelessly in canteen, clothing pool, the band program, community noticeboard, banking, homezone, allergy, sports, website, school watch, and men's shed. A huge thanks also to class parents who do a fantastic job in communications between the P&C, teachers and parents. All of these sub-committees rely on parent volunteers. If parents are unable to fill these roles, we are in danger of discontinuing events or increasing costs to supplement activities otherwise performed by volunteers. For example, the band program has again experienced difficulties in finding a permanent new co-ordinator. While we have a temporary solution, we are hopeful that a parent will come forward and share in our vision to continue to offer the wonderful opportunity the band program provides.

# ROSEVILLE PUBLIC SCHOOL

## P & C Minutes

### Annual General Meeting 16<sup>th</sup> February 2017



Mr Moran, Ms Lane and our RPS teaching staff are superb and are the reason why parents want their children to come to this school. Thank you so much to Mr Moran and Ms Lane, who fearlessly lead the team. The fact that both of you are at this school at all hours is not unnoticed by parents - your dedication to this school and our children is truly appreciated.

Finally, I must thank all of the Executive Committee who worked together this year to learn the ropes of running a P&C and did it with good humour and enthusiasm. The P&C would not be what it is without the leadership provided by this team. There was much behind the scenes work with special meetings and phone calls, not to mention the emails, to flesh out issues and sort out what needed to be sorted. Thank you to the team of the Vice Presidents, Val Maguire and Phil Barfield, Treasurers, Suzy Zhao and Kirsti Nunn, and our Secretary, Vic Muller. Many of these people put their hands up all the time, whether it's for canteen or special event coordination, and all your hard work and friendship is cherished.

3. CURRENT EXECUTIVE AND SUB COMMITTEE POSITIONS DECLARED VACANT
4. NOMINATION OF OFFICE BEARERS

The following candidates were nominated and appointed as Office Bearers to the Roseville Public School P&C Association for 2017 –

|     | <b>Position</b>                   | <b>Office Bearer</b>              |
|-----|-----------------------------------|-----------------------------------|
| 1.  | President                         | Melissa Munn                      |
| 2.  | Vice President 1                  | Valerie Maguire                   |
| 3.  | Vice President 2                  | Mark Fleming                      |
| 4.  | Treasurer                         | Reece Coleman                     |
| 5.  | Assistant Treasurer               | Peter Grant                       |
| 6.  | Secretary                         | Victoria Muller                   |
| 8.  | Social/Fundraising Coordinator    | Suzie Walker                      |
| 9.  | Sponsorship Coordinator           | Grace Wang                        |
| 10. | Grants Coordinator                | Lucinda Frantz                    |
| 11. | Auditor                           | Sonia Baillie                     |
| 12. | Allergy Committee Coordinator     | Melissa Solomon                   |
| 13. | Band Programme Coordinator        | Belinda Shearer                   |
| 14. | Band Assistant Coordinator 1      | Paul Nicholson                    |
| 15. | Band Assistant Coordinator 2      | Melissa Solomon                   |
| 16. | Band Secretary                    | Simone Stickles                   |
| 17. | Band Finance Coordinator          | Vanessa Heah                      |
| 18. | Banking Coordinator               | Emma Gracey & Fiona Grellman      |
| 19. | Canteen Coordinator               | Jax Darling                       |
| 20. | Clothing Pool Coordinator         | Jennifer Stephenson               |
| 21. | Clothing Pool Treasurer           | Sarah Farrer                      |
| 22. | Community Advertising Coordinator | Ronald Eilering                   |
| 23. | Grounds Committee Liaison         | Sean Moran                        |
| 24. | Home Zone Coordinator             | Belinda Renshaw                   |
| 25. | School Watch Coordinator          | Symone Archer                     |
| 26. | Sports Committee Coordinator      | Genevieve Verman                  |
| 27. | Men's Shed Coordinators           | Paul Nicholson & Michael Stone    |
| 28. | Website Coordinator               | Aeron Caulfield & Yvonne Counsell |

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|     |                                |            |
|-----|--------------------------------|------------|
| 29. | Year 6 Fundraising Coordinator | Jane Latta |
| 30. | Tuckerbox Coordinator          | Gen Verman |

Congratulations to all 2017 Office Bearers.

Annual General Meeting Closed – 8:26pm

## **GENERAL MEETING**

### **Minutes**

Move to accept the Minutes of the General Meeting 17<sup>th</sup> November 2016

|                 |                 |
|-----------------|-----------------|
| <b>Proposed</b> | Aeron Caulfield |
| <b>Seconded</b> | Val Maguire     |
| <b>Carried</b>  | Yes             |

### **Matters arising from previous minutes**

| <b><u>Action Point</u></b>  | <b><u>Responsibility</u></b> | <b><u>Outcome</u></b> |
|---|------------------------------|-----------------------|
| School to implement food policy for birthdays and educate parents | Sean/Deb                     | Ongoing               |
| Implement changes to voluntary contribution fee                   | Exec                         | Complete              |
| Organise volunteers for Book Day                                  | Phil Barfield                | Complete              |
| Advertise for Treasurer/Book keeper                               | Exec                         | Complete              |
| Code of Conduct for band  | Band Committee               | Complete              |
| Advertise for new Band Convenor                                   | Melissa/Jason                | Complete              |
| Put together social calendar and welcome pack for 2017            | Melissa/Suzie                | Complete              |
| Purchase new bbq for school events                                | Melissa/Suzie                | Complete              |
| Book in coffee carts for Mothers/Fathers Day events               | Melissa/Suzie                | Ongoing               |

### **Correspondence**

Fundraising Mothers Day magazines

### **New Members**

98 new members signed up from the beginning of 2017.

## **NEW BUSINESS**

### **Allergy Week at RPS**

Melissa Solomon outlined a proposal to have a Mufti Day during Allergy Awareness Week to promote empathy and awareness among the children. In addition to this the committee would like to organise a 15 minute video for all children to watch.

This was endorsed by the P&C.

### **Action**

- *Melissa and Rebecca to discuss with Mr Moran and Ms Lane a suitable date/time.*

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**REPORTS**

**President - Melissa Munn**

Melissa reiterated the 2017 focus for the P&C Executive was 'financial fix' and streamlined systems. This includes all technology and financial systems. By the end of 2017 everything should be centralised with less need for data entry or manual work arounds. The financial systems will all be streamlined, this process has already begun.

**Treasurer – Suzy Zhao**

The focus for the new Treasurers for March is setting the budget for all sub-committees. All old signatories are to be removed from the accounts – Tim Haddow, Samantha Hellen, Kirsti Nunn and Suzy Zhao, New signatories to be added – Elissa Chigine, Peter Grant and Reece Coleman.

Suzy Zhao explained the reasons behind the P&C Executive employing a part time book keeper. The role will give consistency and stability to the P&C as well as complete transparency. Elissa Chigine has been employed for this role. This was endorsed by all at the meeting.

**Principal - Sean Moran**

*Ms Lane read Mr Moran's report in his absence*

Although it is now Week 4, I would like to welcome everyone back to RPS. I hope that everyone enjoyed a great break with their families and have come back to school refreshed and relaxed and ready for the challenges of 2017.

Although I was only at school for the first week, I could tell that the children were enthused to be back at school and they settled into classes extremely well. Ms Lane has continued to report that this is the case. Many thanks to all of the staff and families for their efforts with this as starting a new school year can be challenging for everyone.

In 2017, we have again formed 25 classes, in line with previous years. We have 13 classes across K-2 and 12 across 3-6. We welcome two new classroom teachers to our school: Miss Aspinall and Miss Smith. They are teaching Kindergarten and Year 4 respectively. Miss Aspinall has worked previously at Redlands and Miss Smith at Balgowlah Heights. In addition, I would also like to welcome back Mrs Cocks. As many people would know, Mrs Cocks is a long serving teacher of RPS. She took personal leave throughout 2016 and it is great to have her back teaching Year 6 in 2017.

2017 is the third year in our 3 year school plan cycle. Throughout this cycle we have been focussing upon: providing quality teaching and learning programs with a particular emphasis on improving our delivery of various areas of Literacy; embedding a range of improved communication strategies between the school and the parent body as well as between individual teachers and parents and providing continued opportunities for our students to become more respectful as well as more globally and domestically aware of various citizenship issues.

Each year our staff form into 5 major committees or project teams. They are based upon our school plan and define our focusses for the upcoming year. In 2017, we have formed the following Project Teams and they will be focussing upon the following:

- Literacy – led by Mrs Ipsen. 2017 focusses include improved delivery of Writing strategies and ongoing focus upon our recently implemented Spelling program. The team will be working closely with our external literacy partner: Jo-Ann Dooner.
- Technology – led by Mr Brown. 2017 focusses include integrating a range of new mobile technology devices. In particular, laptops and tablets. As well as the logistics involved with this the team will also be focussing upon training staff so that technology integration is seamless and meaningful and compliments current programming.

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- Student Welfare – led by Miss Madden and then Miss Madden and Mrs Petrou following Mrs petrous return from maternity leave.. The focus of this team will be to revise and further embed our Bounce Back resilience program as well as respond to a number of the points that were raised via our 2016 bullying survey.
- Learning & Support Team – led by Ms Lane and Mrs Willard. Major focusses will continue to be on providing quality support for students with learning difficulties as well as students who identify as Gifted and Talented.
- Sport – led by Mr Ferguson and Mrs Weber. The Sports Committee ensures that all current sporting programs run smoothly. New ideas are being incorporated throughout the year. Such as the very successful Sports In School program which commenced late last year.

Throughout the year we also strive to offer a wide range of enrichment activities. We aim to cater for everyone and I thank our staff for taking on these extra responsibilities. Some of the options that are available this year include: Debating; Public Speaking; Chess, Philosophy, Tournament of the Minds, Drawing Club, Movie Making Club, Skipping, Enviro Kids, Dance Groups, Choir and various sporting options. Of course, there is also our renowned Band program which is entirely parent coordinated and is a credit to the school. I encourage as many children as possible to become involved.

As always, there is a lot happening at RPS this term. However, the major event that we are currently in the final stages of planning for is our Year 6 Bourke Camp. This camp has been a long time in the making and has been constructed as a result of community feedback. We have been conscious in ensuring that our itinerary is as engaging as possible as the Year 6 camp is also a very special and important bonding opportunity for students. Throughout the camp well be: visiting Jenolan Caves; sleeping over at Dubbo Zoo, working with students from Bourke Public School, visiting the various attractions of Bourke and the surrounding area, this includes enjoying a paddle boat ride down the Darling River, sleeping as a group in the Bourke PS Hall and participating in a twilight Old Dubbo Goal tour. We are confident that the students are going to have a wonderful time. However, our primary goal has stemmed from the feedback we received from parents via our last 3 year school survey: to make our students more aware of local and global issues. In particular, Indigenous affairs. I truly believe that this camp will be life changing for many of our students.

Again, welcome back to everyone. Many thanks to everyone who was involved within the P&C in 2016 and I would like to thank all of our new office bearers in advance. RPS has a wonderful, supportive community and I look forward to that partnership achieving great things again in 2017.

**Grounds - Sean Moran**

As reported last year, RPS is ready to commence work on the next stage of our Landscape Masterplan. This involves converting the current cricket net area into a multi purpose play area which includes retractable cricket nets. Our school is at capacity, especially in regards to playground space. This project will ensure that an additional, much needed playground space is available to our students. In addition, three outdoor classrooms, a series of gardens and an adventure walk will also be constructed along the current disused strip of land adjacent to the basketball court.

Currently, the Asset Management Unit of the Department of Education is arranging the paperwork required for our job to go to tender, as per current legal requirements. As per a previous agreement, no management fee will be charged for this.

The Asset Management Unit has set a guideline that the tender process will be completed towards the end of Term 1 and construction will commence during Term 2.

Thanks again to all of the RPS community for their extensive fundraising efforts. It has been a long process and it will be great to see the work commence.

**School Council - Kate Cooper**

*No report*

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**Canteen** - *Jax Darling*

*No report*

**Clothing Pool** – *Jen Stephenson*

Jen showed some new uniform items including a new shell jacket which will be phased in to replace the zipper jacket, yellow round neck sloppy joe and polar fleece. The roll out period for the jacket will be up to 5 years.

The clothing pool will have a table at the Welcome BBQ where new uniform items will be on display.

**Year 6 Committee** – *Jane Latta*

The Year 6 committee has been busy organising the Welcome BBQ which will be a bigger event than previous years with a strong presence from P&C sub-committees and new food offerings.

**Band Committee** – *Belinda Shearer*

- Belinda thanked the previous band committee. Her aim as caretaker of the band programme is to get the band back on track and involve new parents and empower them to be confident to help.
- The motto for the band in 2017 is 'INSPIRE'.
- The Band committee meetings will be open to all parents and widely advertised. New roles within the committee have been created which will make it more manageable.
- Numbers in the three bands have steadily decreased over the last few years. The band committee are going to look at offering scholarships for the less popular instruments and for those families where the band fees might be a stretch.
- The band committee is trialing a new online band management programme which manages finances, inventory etc.
- Belinda is looking into forming a wind ensemble in addition to continuing the string ensemble after Ms Dauth's departure.
- A code of conduct has been issued to all parents and children.

**Allergy Committee** - *Melissa Solomon*

*Please see information under New Business*

**Sports Committee** - *Genevieve Verman*

*No report*

**School Website Update** – *Aeron Caulfield*

Aeron sought permission for all office bearers to have their email addresses sitting behind the 'contact us' form on the P&C website.

**Action**

- *Secretary to provide email addresses to Aeron.*

**Banking** - *Fiona Grellman*

*No report*

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**School Watch** – *Symone Archer*

*No report*

**General Fundraising/Social 2016** – *Suzie Walker*

- A draft social calendar is being put together with tentative dates for all school social events. The calendar will be on the website along with forms for joining the P&C etc.
- The Class parent information evening is being held on Thursday 16<sup>th</sup> March prior to the P&C meeting.
- The Welcome BBQ is the next P&C social event.

**Men's Shed** – *Michael Stone*

*No report*

**Community Advertising** - *Ronald Eilering*

*No report*

**Home Zone** – *Belinda Renshaw*

*No report*

**Meeting Action Points**

| <b><u>Action Point</u></b>  | <b><u>Responsibility</u></b> |
|---|------------------------------|
| School to implement food policy for birthdays and educate parents | Deb Lane/Sean Moran          |
| Book in coffee carts for Mothers and Fathers Day breakfasts       | Suzie Walker                 |
| Allergy Committee to meet with Deb Lane re. date for mufti day    | Melissa Solomon/Deb Lane     |
| Secretary to provide email addresses to Aeron Caulfield           | Victoria                     |

Meeting Closed – 9:40pm

**Next Meeting**  
**Term 1, Thursday 16<sup>th</sup> March 2017**

Victoria Muller  
*Secretary*  
*markandvicmuller@hotmail.com 0411 134 544*

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**Profit & Loss**  
**Roseville P&C Association**  
**1 December 2015 to 30 November 2016**

30 Nov 16

| <b>Income</b>                          |                     |
|--|---------------------|
| <b>Total Band</b>                      | <b>\$2,573.95</b>   |
| <b>Total Canteen</b>                   | <b>\$133,452.65</b> |
| Commission -Entertainment book         | \$447.00            |
| Community Notice Board                 | \$1,220.00          |
| Disco (45660)                          | \$4,389.30          |
| Election Day Cake stall                | \$3,173.20          |
| Father's Day Breakfast                 | \$4,890.96          |
| Membership Fees                        | \$66.00             |
| Mens shed                              | \$1,270.28          |
| Mother's Day                           | \$752.31            |
| Musicale                               | \$2,110.76          |
| <b>P&amp;C Contributions (General)</b> | <b>\$28,650.02</b>  |
| <b>Total Clothing Pool</b>             | <b>\$109,596.67</b> |
| <b>Readathon</b>                       | <b>\$17,764.71</b>  |
| <b>RPS Fair</b>                        | <b>\$68,170.66</b>  |
| Rugby Toss                             | \$60.00             |
| School Banking Commission CBA          | \$1,368.94          |
| Stage 3 Production                     | \$671.80            |
| <b>Trivia Night</b>                    | <b>\$31,008.72</b>  |
| xmas lights                            | \$152.00            |
| <b>Year 3 Fundraising Event</b>        | <b>\$12,760.00</b>  |
| <b>Year 6 Fundraising</b>              | <b>\$14,729.07</b>  |
| <b>Total Income</b>                    | <b>\$439,279.00</b> |
| <b>Less Cost of Sales</b>              |                     |
| Canteen - Opening Stock                | -\$275.42           |
| Clothing Pool - Opening Stock          | \$14,823.02         |
| Canteen - Bank differences (short)     | \$80.35             |
| <b>Total Cost of Sales</b>             | <b>\$14,627.95</b>  |
| <b>Gross Profit</b>                    | <b>\$424,651.05</b> |
| <b>Plus Other Income</b>               |                     |
| <b>Total Band Income</b>               | <b>\$78,459.74</b>  |
| <b>Interest Income</b>                 | <b>\$4,334.21</b>   |
| <b>Total Other Income</b>              | <b>\$82,793.95</b>  |

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|                                 |                     |
|---------------------------------|---------------------|
| <b>Less Operating Expenses</b>  |                     |
| Accounting Software / License   | \$523.79            |
| Allergy committee               | \$327.00            |
| Archive                         | \$497.38            |
| <b>Total Band</b>               | <b>\$65,989.29</b>  |
| Bank Charges                    | \$16.57             |
| <b>Total Canteen</b>            | <b>\$125,715.39</b> |
| CBA Merchant Fees charged       | \$2.97              |
| Clearing Account                | -\$769.45           |
| Disco (65670)                   | \$2,405.58          |
| <b>Educational initiatives</b>  | <b>\$24,333.22</b>  |
| Election Day Cake stall         | \$1,250.74          |
| <b>Fair Expenses ride depo</b>  | <b>\$12,919.66</b>  |
| Father's Day Breakfast (65300)  | \$3,144.42          |
| General grounds purchases       | \$159.40            |
| <b>Grounds maintenance</b>      | <b>\$14,790.00</b>  |
| Insurance                       | \$5,203.39          |
| Landscape Architect             | \$1,485.00          |
| Mens shed Outgoings             | \$455.00            |
| Movie night food and hire       | \$2,220.00          |
| <b>Total Clothing Pool</b>      | <b>\$91,388.37</b>  |
| Professional Training & Dev.    | \$5,000.00          |
| Readathon (65675)               | \$923.82            |
| <b>Reading support program</b>  | <b>\$27,633.84</b>  |
| Sundry Expenses                 | \$371.45            |
| Trivia Night Expenses           | \$4,392.75          |
| Website design                  | \$211.00            |
| Xmas lights competition         | \$402.00            |
| <b>Year 6 Expenses</b>          | <b>\$16,156.18</b>  |
| <b>Total Operating Expenses</b> | <b>\$407,148.76</b> |
| <br>                            |                     |
| <b>Net Profit</b>               | <b>\$100,296.24</b> |

**Cash on hand as at 30/11/2016**

|                      |                     |
|----------------------|---------------------|
| Westpac Bank Account |                     |
| <br>                 |                     |
| Building Fund        | \$50,103.04         |
| Clothing Pool        | \$10,912.01         |
| Canteen              | \$27,554.12         |
| Fund Raising         | \$85,623.73         |
| Year 6               | \$4,681.43          |
| Reserve Account      | \$362,775.99        |
| Operating Account    | \$2,046.99          |
| <b>Total</b>         | <b>\$543,697.31</b> |