AGM Monday 11th March	า 2024
Full Name	I also have apologies for
David Harreveld	
Kim Lovat	
Kelley Toole	
Amy Giblin	Seal Chong Wah
Trevor Omara	
Tho James	
Rebecca Foley	
Kristen Munro	
Mel Wicks	
Milanka Mistry	
Christine Leslie	
Milena babenko	
Matt McCarthy	
Arthur Keyner	
Angela heck	
Marita Prior	
Jim Scott	
Abe Arends	
Jessica Walker	
Ellie Meissner	
Chris Quek	
Craig Millis	
Joel Buchholz	
Kylie Richards	
Peta-Lee Holt	



- SUB Shop
- ✓ Tuckshop
- ✓ OSHC

# **Annual General Meeting**

# **Minutes**

# 11th March 2024 - 5.30pm - SUB Shop Conference Room

- 1. WELCOME & APOLOGIES
  - 1.1. Acknowledgement of Country
  - 1.2. Commence meeting 17.35
  - 1.3. Attendance and apologies (see attendance register)
- 2. RATIFICATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING Christine Leslie
- 3. RECEIPT AND ADOPTION OF PRESIDENT'S REPORT N/A
- **4. RECEIPT AND ADOPTION OF TREASURER'S REPORT** Focus of 2023 was working with the different businesses to ensure they are in a better financial position going forward. Adopted by consensus.
- 5. RECEIPT AND ADOPTION OF THE ASSOCIATION'S AUDITED FINANCIAL STATEMENT Adopted by consensus
- 6. ALL MEMBERSHIPS LAPSE actioned

8.1 President

7. APPLICATIONS FOR MEMBERSHIP (TO INCLUDE RENEWALS)

#### 8. ELECTION OF OFFICERS/EXECUTIVE COMMITTEE

The following people were nominated and elected as Executives:

Craig Millis

8.2 Vice President(s)

Rebecca Foley
Kristen Munro
David Harreveld
Milena Babenko
Trevor Omara

8.3 **Treasurer** Tho James 8.4 **Secretary** Peta-Lee Holt

Approved by consensus

9. MOTION TO CHANGE BANK SIGNATORIES TO THE NEWLY ELECTED OFFICERS - Craig Mills, Tho James, Peta-Lee Holt and David Harreveld. NETBACK access to be given to Craig Mills, Tho James and David Harreveld

**NOTE:** Changes to be made to the Petty Cash Account # XXXX 7052 BSB 064241 - add Craig Mills, Tho James, Peta-Lee Holt. Remove Rebecca Foley, Kirsten Munro, Cecilia Chong Wah. All other signatories currently attached to Petty Cash Account remain the same.

NOTE: Swim Club account XXXX3809 BSB 064241 to be closed.

Approved by Kristen Munro and Milena Babenko.



- ✓ SUB Shop
- ✓ Tuckshop
- ✓ OSHC

# 10. CONFIRMATION OF CONTINUING SUB-COMMITTEES OF THE ASSOCIATION (INCLUDING APPOINTMENT OF MEMBERS OF EACH SUBCOMMITTEE)

- 9.1 Business Operations Committee (BOC)
- 9.2 Junior School P&C

Chair Milena Babenko
Treasurer Amy Giblin
Secretary Scott Wyman

- **11. APPOINTMENT OF THE ASSOCIATION'S AUDITOR Walter Williams.** Approved by Kirsten Munro and Milena Babenko
- **12. ADOPTION OF THE STUDENT PROTECTION RISK MANAGEMENT STRATEGY AND CHECKLIST.** Adopted by David Harreveld and Christine Leslie
- **13.** ADOPTION OF THE 2023 CONSTITUTION AND THE QUORUM CHANGED TO 5 FOR ALL AGM & GENERAL MEETINGS. Adopted by Kristen Munro and Milena Babenko
  Discussion on virtual attendance discussion to be deferred to next month's General meeting.
- 14. GENERAL BUSINESS N/A

15. CLOSE - 18:00

# Parents & Citizens' Association



Kelvin Grove State College

# **Treasurer's Report AGM 2024**

# 2023 Annual Report 2024 Budget January 2024 Monthly Report

## This report includes:

- 2023 Annual Report
- 2024 Budget
- Monthly financials for January 2024

If you have any questions about the Annual Report, the P&C Budget, or general queries please contact Kristen Munro at <a href="mailto:kgscpctreasurer@gmail.com">kgscpctreasurer@gmail.com</a>

# **Treasurer's Report: Annual Report 2023**

I am pleased to present the Treasurer's Report and audited financial statements of Kelvin Grove State College Parents & Citizens Association (P&C) for the year ended 31 December 2023. 2023 was a year of innovation and progress for the P&C; new fundraising events were promoted, new and expanded services were offered by our Outside School Hours Care (OSHC), Tuckshops and Uniform shop business lines. New bookkeepers and new accounting software were also employed.

#### **Statement of Comprehensive Income**

Income for 2023 totalled \$2,824,834.49, up by \$390,887.29 from the prior year. Operating surplus reflected a net profit of \$971.12 compared to a net loss of \$4,031.53 in the prior year. The P&C made contributions of \$43,272.63 to the school during the year resulting in a net deficit of \$42,301.51 for 2023. In 2023, concerted efforts were made by senior management to return underperforming business lines to operating surplus. It is my hope that these efforts continue into 2024 to return the P&C to a net surplus position in 2024.

#### **Statement of Financial Position**

The net asset position of the P&C at 31 December 2023 is \$453,975.85 (a reduction from the prior year by the net deficit of \$42,301.51 reported in the Statement of Comprehensive Income). This amount includes cash balances of \$443,871.52 which represents approximately 15% of the P&C annual operating expenses before contributions to the school. Cash reserves are currently sufficient to cover approximately two months of expenses and should be monitored going forward. The liabilities at 31 December 2023 include employment obligations and GST payable.

I would like to thank our outgoing bookkeeper Maree Bell for her many years of service and welcome our new bookkeepers, BOSS Bookkeeping and Taxation. I also extend my thanks to Amy Gilbin, our Business Director and Kim Lovat, our Business Manager, for their efforts in supporting the progress of the P&C and for supporting me in my role as Treasurer. Finally, to our P&C staff and volunteers, thank-you for your contributions to the success of the P&C businesses and most importantly, to supporting our College every day.

# **Treasurer's Report: BUDGET 2024**

Budgeting for this year continues to be conservative given the funding of large projects in 2022 and the net operating loss of the same year. Our strategic spending and policy was not reviewed in 2023 and I recommend it be reviewed in 2024.

The key points of the Budget (refer to the next page for details):

- Income: \$2,841,918
  - o Based on 3-3.5% growth in revenue across all businesses.
    - 3% in Tuckshops and SUBshop, as is the annual average over the past five years if years with historical events are excluded
    - 3.5% increase in OSHC revenue based on average enrollments for before school care and vacation care for the period October 2023 -March 2024 and the average after school care enrolments 2024 to date, this is due to additional indoor capacity.
- Gross Profit: \$2,078,210
  - o We will continue to work closely with business managers to monitor the cost of goods sold.
- Expenses: \$1,724,539
  - Salary costs are budgeted to reduce by 13% from 2023 due to inclusion support funding provided to OSHC, additional monitoring of weekly wage cost and restructuring of administration roles.
  - o Long service leave amounts are estimates only as no calculations have been completed as yet.
  - o OSHC reinvestment will be paid to the OSHC as a bonus to be used for large equipment purchases if profitability targets are reached at 30th June 2024 and 31st December to a maximum of \$20,000.
  - o Other expenses are predominantly based on actuals for 2023 plus 5% on some items for forecast increases across the year.
  - Vacation care has not been included in the budget as all incursions and excursions will be accurately calculated to ensure the costs passed on to the families...
  - o A new point of sale system will be purchased for the SUBshop.
- Net Operating Profit = \$353,671

# STATE COLLEGE WITH ALL THY MIGHT

# Parents & Citizens' Association

# Kelvin Grove State College

# **Budget 2024**

		2024 Budget	2024 Actual	2023 Budget	2023 Actual	2022 - Budget	2022 Actual
	ome / Expense						
Income						2000	
	Federal Govt JobKeeper Wage Subsidy			6400.00	ricon on	\$0.00	é ann n
	Donations			\$400.00	\$600.00	6550 000 00	\$400.00
	Fees - OSHC Fund Raising			\$700,000.00	354,663.25	\$550,000.00	55/3,517.6
	Disco						
	Music Gala						
	Fund Raising - Other						
	Total Fund Raising	\$54,000.00		\$55,200.00	579,604.02	\$30,000.00	\$47,046.10
	Grants/Subsidies			-	p. 400		4.1.4.
	OSHC FAO CCB Income	\$1,385,575.00		\$649,400.00	\$1,279,327.45	5590,000.00	\$595,464.59
	Total Grants/Subsidies	\$1,385,575.00		\$649,400.00	\$1,279,327.45	\$590,000.00	\$595,464.56
	Interest Income	51,941.52		\$600.00	52,302.88	\$0.00	\$584.34
	Misc Income	3/300000		\$8,000.00	\$15,306.95	\$5,000.00	\$7,813.3
	Sales	\$1,400,401.49		\$1,393,000.00	\$1,353,029.94	\$1,105,000.00	\$1,209,121.13
	Swimming Club income	THE STATE OF THE S			1, 5,000,000,000	Tribustines has	School service
	Volunteer Donations					\$0.00	
Total Income	Harris Anna Anna Anna Anna Anna Anna Anna Ann	\$2,841,918.01		\$2,806,600.00	52,824,834.49	\$2,280,000.00	52,433,947.20
Cost of Good	s Sold					\$0.00	
and the second s	Opening Stock	\$117,836.74			\$130,143.52	\$132,602.65	\$136,585.18
	Stock Purchases	5762,836.92		\$709,300.00	\$818,179.42	\$605,000.00	\$646,650.30
	Closing Stock	\$117,836.74		700	-\$117,836.74	-\$136,000.00	-\$130,143.52
	Sale Proceeds	\$870.55		\$400.00	\$870.55	\$1,000.00	\$358.42
Total COGS		\$763,707.47		\$709,700.00	\$831,356.75	\$602,602.65	\$653,450.38
Grass Profit		\$2,078,210.54		\$2,096,900.00	\$1,993,477.74	51,677,397.35	\$1,780,496.82
Expenses							
	Administration P&C	\$773.62		\$3,800.00	\$8,347.81	\$5,000.00	\$5,556.94
	Art & craft supplies	\$27,025.35		\$36,000.00	\$27,025.35	\$10,000.00	\$19,152.22
	Audit Fees	\$2,829.81		\$3,000.00	\$2,880.05		\$2,500.00
	Bank & Govt Service Charges	\$29,344.55		\$30,200.00	\$28,121.80	\$27,500.00	\$29,652.58
	Bookkeeping	\$15,000.00		\$13,200.00	\$13,990.00		\$13,017.50
	Cleaning	\$40,735.21		\$35,950.00	\$37,511.19	\$8,000.00	\$21,579.65
	Computer & Internet	\$1,347.01		\$1,500.00		\$8,000.00	\$14,886.24
	Fundraising Expenses	\$11,750.00		\$14,623.96	\$33,467.30	\$15,000.00	\$14,623.96
	Gifts and Donations	\$350.00		2.000	\$229.95		\$136.64
	Health and Safety	\$2,027.13		\$2,131.16	\$1,926.98	\$2,000.00	\$3,950.92
	Insurance	\$2,568.99		\$2,783.00	\$2,446.66	\$2,500.00	\$2,622.40
	Meals	\$42,217.50		\$33,074.00	\$28,011.33	\$35,000.00	\$35,514.44
	P and C Function	\$893.92		\$2,617.05	\$1,823.24	\$1,500.00	\$2,075.82
	Postage Print and Stationery	\$11,981.01		\$11,334.44	\$12,217.18	\$10,000.00	\$14,446.07
	Professional Fees					\$13,000.00	
	Rental	\$19,002.88		\$21,000.00	\$19,022.88		
	Repairs & Maintenance	53,936.73		\$4,789.00	\$4,454.08	\$7,000.00	\$3,798.03
	Salaries and Wages	\$1,319,088.31		\$1,369,375.00	\$1,517,458.77	\$1,300,000.00	
	Staff Training	\$8,507.79		\$11,678.00	\$10,440.34	\$8,500.00	\$8,844.15
	Subscriptions/Registrations	\$21,795.70		\$15,349.60	\$19,939.39	\$8,500.00	\$4,153.98
	Superannuation	5148,397.44		\$142,403.00	\$161,208.87		\$135,600.08
	Swimming Club Coaches Fees and Expense	V1-10					
	Telephone	\$3,013.58		\$4,005.00	\$5,035.86	\$1,800.00	
	Workcover	\$11,952.52		\$10,248.00	\$11,610.83		\$7,804.45
	Vacation Care			\$36,007.00	\$36,099.45	\$40,000.00	THE PERSON NAMED IN COLUMN
Total Expense		\$1,724,539.05		\$1,805,068.21	\$1,983,269.31	\$1,503,300.00	
Net Ordinary		\$353,671.49		\$291,831.79	\$10,208.43	\$174,097.35	\$59,304.21
Other INCOM							
Other Product	Fed Govt Cash Flow Boost						
Other EXPEN		£11.000.00		611,000.00	60 222 42	630,000,00	\$55,563.02
	P&C Equipment Purchases OSHC Reinvestment	\$11,000.00		\$11,000.00	\$9,237.42	\$20,000.00	333,363.02
	OSHC Reinvestment Chaplaincy	\$20,000.00		630,000,00	\$20,000.00	630,000,00	530 000 O
	Half and the surface of the first of the surface of	\$20,000.00		\$20,000.00	100,000,000,000	\$20,000.00	\$20,000.00
	College (recurring and projects)	\$20,000.00		\$40,000.00	\$6,405.63	\$73,000.00	\$117,906.09
	College (ISP&C - 2023 onwards)	\$6,200.00		\$21,700.00	\$16,867.00	6330 500 50	£190 000 00
TOTAL OUT.	Projects	£177.340.54		501 705 50	663 510 66	\$329,500.00	CONTRACTOR CONTRACTOR CONTRACTOR
TOTAL Other		\$77,200.00		592,700.00	\$52,510.05	\$442,500.00	-
AND DESCRIPTION OF THE PARTY OF	come / Expenses	-577,200.00		-592,700.00	-552,510.05	-\$442,500.00	STATE OF THE PARTY
	with strategic spending	5276,471.49		\$199,131.79	-542,301.62	\$268,402.65	\$414,164.86

# **Strategic Spending 2024 (2020 - 2025)**

The KGSC P&C runs a guideline for strategic discretionary spending ("5 Year Plan") which provides the operational, environmental and economic context for our core strategic spending. The Strategic Spending budget is designed to provide a consistent and long-term plan, enabling the P&C to execute and coordinate capital works and other major and minor projects with the College and our core businesses. The aim of the KGSC P&C, as outlined in our constitution is:

To promote the interests of and facilitate the development and further improvement of the school, by promoting parent participation, encouraging close co-operation between parents, students and staff and promoting positive community support.

This key objectives of KGSC P&C Strategic Spending are to:

- Support the ongoing development and refurbishment of KGSC P&C operations and businesses
- Enable the P&C to execute and coordinate capital works with the College
- Support the creation of an effective and aesthetic learning environment, including capital works projects that will provide or improve teacher, student, and/or parent facilities across the College
- Fund long term infrastructure improvements and services
- Support large facilities projects and/or communal structures
- Reserve funds to meet requirements from Government-led programs
- Plan for refurbishment of equipment such as musical instruments and sporting equipment

I recommend further work refining the P&C's policy for strategic spending be conducted in 2024 by the Strategy Working Group.

### Strategic Spending and the Annual Budget

The "5 Year Plan," or Strategic Spending Plan, has been developed by the KGSC P&C through a consultative process with the executive, our businesses, the College, and our members at the AGM and throughout the year at meetings. It is reviewed on an annual basis at the AGM as part of the annual P&C Budget.

The Plan provides the basis for discretionary and/or strategic spending in our annual P&C Budget. For the past year, non-operational discretionary and strategic spending has been limited due to the P&C's net loss in 2022 and small operating surplus in 2023. Strategic spending may also use cash surpluses held by the P&C from previous years or from other unspent funds, fundraising, or other income sources. As at March 2024, the P&C does not hold sufficient cash surpluses to commit to larger projects.

# Strategic Spending - 2024 Budget (see Table)

Strategic spending specified in this budget is \$46,200. This spending falls into three categories:

Initiative	Details	Lead	A/C	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Annual Support to College										\$40,000	\$2,522	\$20,000
Junior School	Support for JS enhanced learning	Junior School		\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000			
Middle School	Support for MS enhanced learning	Middle School		\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000			
Senior School	Support for SS enhanced learning	Senor School		\$15,000	\$7,500	\$15,000	\$15,000	\$15,000	\$15,000			
Executive Principal Contribution	Support for College enhanced learning	College		\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000			
Emergency College Fund	To support at risk students - top up as necessary to \$5,000	College			\$0	\$5,000	\$5,000	\$2,500	\$2,500			
BYOx	Computer equity fund	College		\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000			
Library & Library Books	Junior and Senior	Libraries				\$3,000	\$3,000	\$3,000	\$3,000	\$4,000	\$3,702	
Instrumental Music	New and replacement instruments	MSG	MSG					\$2,500	\$2,500			
JSP&C (from 2022 onwards)	Projects identified by JS	JSP&C	JPAG						\$34,515	\$21,700	\$20,790	\$6,200
Subtotal Annual Support				\$65,000	\$22,500	\$73,000	\$73,000	\$73,000	\$107,515	\$65,700	\$27,014	\$26,200

### **Budgeted Line Items: \$46,200**

- \$6,200 = JPAG Contributions
- \$20,000 = Chaplaincy
- \$20,000 = College Contributions

**Recurring annual support for the College:** These amounts were reviewed for the 2023 budget due to the negative financial position of the P&C in 2022. It is proposed that this spending be reviewed when the P&C reviews our policy on strategic spending and is in a stronger financial position.

Strategic Projects: There are no strategic projects included in the 2024 budget.



Kelvin Grove State College

# Treasurer's Report January 2024

The following report provides a summary of the financial performance of Kelvin Grove State College Parents & Citizens' Association (P&C) for the month ended 31 January 2024. You can find the Profit and Loss statement extract for January 2024 at the end of this Report.

### **Summarised Profit and Loss**

Please refer to the detailed Profit and Loss Statement at the end of this report.

	Jan 2024 (\$)	Prior Year (\$)	Variance YTD (\$)
Income	320,561.85	289,393.28	31,168.57
Cost of Goods Sold	102,358.24	93,009.64	9,348.60
Gross Profit	218,203.61	196,383.61	21,820.00
Total Expenses	113,524.42	127,915.66	14,391.24
~ Payroll Expenses	88,701.39	100,889.42	12,188.03
Net Ordinary Income	104,679.19	68,467.98	36,211.21
Other Expenses		2,581.45	2,581.45
Net Income	104,679.19	65,886.53	38,792.66

Year-to-date Net ordinary income has increased 59% compared to the same period in 2023 (\$164,035.41) primarily driven by improved performance by the OSHC, SUBshop and Tuckshop in January 2024 compared to the prior year.

Individual Areas: Net Income	January 2024 (\$)	January 2023 (\$)	Variance (\$)
General Office	-8,297.88	-8,297.59	-0.29
OSHC	10,856.75	-7,100.18	17,956.93
Senior Events	-2,066.19	0	-2,066.19
SUBshop	102,738.00	86,243.17	16,494.83
Tuckshop	1,448.51	-4,844.35	6,292.86

### Cash at Bank:

	31 January 2024 (\$)
KGSC P&C CBA Cheque Acc	78,976.59
KGSC P&C CBA Invest	160,012.25
KGSC P&C CBA OSHC Acc	248,224.03
KGSC P&C Visa Debit	2,711.90
KGSC P&C CBA JPAG	91,039.89
Total Chequing/Savings	580,964.66

# **Compliance Items**

All compliance items have been completed with no issues arising.

- Payroll was paid fortnightly during the month and payslips emailed to staff.
- No insurance or legal incidents or claims to report.
- January 2024 IAS was approved for lodgement on 26 February and paid 4 March 2024 (due date was 21 February 2024).
- Superannuation (Jan & Feb) is now up to date and will be paid monthly again going forward (note minimum of 4 payments per year by the 28th of the month following the close of quarter).

### **Motions:**

• No out of session motions

If you have any questions about the accounts, contact me directly at kgscpctreasurer@gmail.com

Kristen Munro Treasurer Kelvin Grove State College Parents and Citizens Association kgscpctreasurer@gmail.com

# Job profit and loss comparison report Cash mode

01 Jan 2024 - 31 Jan 2024

Total

	Total						
	Gen: Office - Gen: Office	OSHC - OSHC	SeniorEvents - Senior Event Committee	Subshop - Subshop	Tuckshop - Tuckshop	Total	
4-0000 Income							
4-2000 Fundraising	0.00	0.00	20.17	0.00	0,00	20.1	
4-4000 Interest	67.92	0.00	0.00	0.00	0.00	67.92	
4-5000 OSHC CCS	0.00	18,886.49	0.00	0.00	0.00	18,886.49	
4-6000 OSHC Fees	0.00	84,314.12	0.00	0.00	0.00	84,314.12	
4-7000 SUBshop Sales	0.00	0.00	0.00	194,309.30	0.00	194,309.30	
4-8000 Tuckshop Sales	0.00	0.00	0.00	0.00	22,963.85	22,963.85	
Total Income	67.92	103,200.61	20.17	194,309.30	22,963.85	320,561.85	
5-0000 Cost Of Sales							
5-1200 Stock Purchases	0.00	2,024.34	0.00	86,409.03	8,148.71	96,582.08	
5-2100 Art & craft supplies	0.00	818.16	0.00	0.00	0.00	818.16	
5-2200 Excursions/Incursions	0.00	4,958.00	0.00	0.00	0.00	4,958.00	
Total Cost Of Sales	0.00	7,800.50	0.00	86,409.03	8,148.71	102,358.24	
Gross Profit	67.92	95,400.11	20.17	107,900.27	14,815.14	218,203.6	
6-0000 Expenses							
6-1325 Bank Fees	60.78	2.50	0.00	0.00	0.00	63.2	
6-1326 Rounding on Income	0.00	0.00	0.00	0.00	0.50	0.50	
6-1350 Merchant Fees	0.00	0.00	0.00	347.59	316.70	664.2	
6-1400 Bookkeeping	1,317.35	0.00	0.00	0.00	0.00	1,317.3	
6-1600 Cleaning	0.00	3,240.74	0.00	0.00	0,00	3,240.74	
6-2200 Postage Print and Stationery	0.00	530.77	0.00	0.00	125.34	656.1	
6-2400 Repairs & Maintenance	0.00	0.00	0.00	0.00	345.00	345.0	
6-2500 Subscriptions/Registrations	198.18	684.35	0.00	0.00	0.00	882.5	
6-2501 Subscriptions - Digitial	0.00	11.81	0.00	0.00	0.00	11.8	
6-2600 Telephone and Internet	0.00	232.91	0.00	0.00	0.00	232.9	
6-2700 Delivery Expense	0.00	15.25	0.00	990.84	50.12	1,056.2	
6-2800 Uniforms / clothing	0.00	440.00	0.00	0.00	0.00	440.0	
6-4000 General Expense	0.00	0.00	0.00	0.00	42.73	42.73	
6-4100 Kelvin Grove State College Contributions	0.00	0.00	2,086.36	0.00	0.00	2,086.30	
6-8110 Wages & Salaries Expenses	5,516.57	69,161.83	0.00	3,444.90	10,578.09	88,701.3	
6-8175 Staff Training	0.00	2,345.00	0.00	0.00	0.00	2,345.00	
6-8176 Staff Recruitment	0.00	295.00	0.00	0.00	0.00	295.00	
6-8180 Superannuation	1,272.92	7,583.20	0.00	378.94	1,908.15	11,143.21	
Total Expenses	8,365.80	84,543.36	2,086.36	5,162.27	13,366.63	113,524.42	
Operating Profit	(8,297.88)	10,856.75	(2,066.19)	102,738.00	1,448.51	104,679.19	