

Berrinba East State School P&C General Meeting			
Date:	Monday 20th of October 2025	Location:	BESS Hub
Time of Meeting Open	5.00pm		
AGENDA ITEM			
Acknowledgment	<i>We acknowledge the Traditional Custodians of the land on which we gather and honour their connections to land, sea and community. We pay our respects to elders past, present, and emerging. May we work together in harmony.</i>		
Attendance	<i>Terese Tobin (Chair), Steve Kanowski (Principal), Courtney McEwan, Elizabeth Coleman, Cassie Fien-Carr, Kelly Hodges (Minutes), Joy Pohlner, Paea Steele, Natalie Ellis, Kaye Mundt (BM), Tanya Treadgold.</i> <i>Guests: Cr Paul Jackson, Alice Perese (YMCA)</i>		
Apologies	<i>Judith Williams, Michelle Christensen, Sarah Hyndman (bookkeeper)</i>		
Confirmation of the minutes of the previous meeting	<i>Draft minutes for the previous general meeting were circulated to members via email on 14/09/2025 and 13/10/2025.</i> <i>Error highlighted that Elizabeth Coleman was missed being recorded as attending the 18th of August meeting.</i>		
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held 18 th of August 2025." Moved: Kelly Hodges Seconded: Paea Steele Carried/ Lost		
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • <i>The Principal sought clarification on the statement: "Opportunity to engage directly with the Auditor on any questions is freely available if there are any further queries on the P&C finances." The Principal queried whether this implied that the community should approach the Auditor directly regarding P&C financial matters rather than the P&C itself.</i> • <i>The President clarified that this was not the intent of the statement. The offer to engage with the Auditor was intended only for any specific questions relating to the Auditor's Report, not for general or ongoing P&C financial activities.</i> 		
Correspondence since the previous general meeting <ul style="list-style-type: none"> • Inward (as listed) • Outward (as listed) 	<ul style="list-style-type: none"> • IN: <ul style="list-style-type: none"> ○ <i>Money stuff – Bank statements, Invoices, payment remittances</i> ○ <i>Newsletters - P&Cs QLD, Blue Card, QAST, Book club, Tuckshop suppliers and food recall alerts, Allergen Bureau</i> ○ <i>Uniform enquiries</i> ○ <i>Fundraising galore!</i> • OUT: <ul style="list-style-type: none"> ○ <i>Nothing of note</i> 		
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Kelly Hodges Seconded: Paea Steele Carried/ Lost		
Business arising from the correspondence	<ul style="list-style-type: none"> • <i>No business arising.</i> 		
Table of executive committee's decisions (if any)	<ul style="list-style-type: none"> • <i>Nil</i> 		
Treasurer's report and financial statement, and any business arising from these.	<ul style="list-style-type: none"> • <i>Written report (Ref appendix A) – July and August</i> <p><i>September report is being finalised. Bookkeeper asked some clarifying questions and that information was not provided in a timely manner to her for finalisation of the September report.</i></p>		

	<p><i>Handout provided that outlined the dollar transfers between accounts so it aligns to the purposes of each account that was agreed earlier in the year. It's a bit of a moving target as there are in's and out's almost every day, and timing that with two signatories to do the internal transfers is proving tricky.</i></p> <p><i>Principal commented that he has been asking for clarity around profit and loss for the past 18 months and is still waiting.</i></p> <p><i>Courtney's mum has offered her time to work with the bookkeeper to gain insight to the P&C finances. She may be able to translate the reports into laymans terms for the committee.</i></p> <p><i>Discussion occurred around financial reporting. Confirmed that MYOB can provide a profit and loss report however that is the for entire financial position of the P&C.</i></p> <p>** In addition to what was verbally said in the meeting by President: It does not show profit or loss for the two retail streams of Uniform shop and Tuckshop. To show this information, the bookkeeper manually manages data into a "trading statement" that has sales, costs of goods sold, expenses, stock on hand and nominated business operating expenses that were agreed upon earlier this year.</p>
Motion	<p>"That the Treasurer's report be accepted, and invoices as listed be endorsed for payment." Moved: Kelly Hodges Seconded: Cassie Fien-Carr Carried/Lost</p>
Principal's Report	<ul style="list-style-type: none"> • <i>Written report (Ref appendix B)</i> <p>2026 Booklist <i>Seeking endorsement to add a handwriting textbook to the booklist. Currently, the textbook is supplied through the school's Student Resource Scheme; however, participation in the scheme is extremely low. As a result, the school has been required to photocopy materials, and this workaround has negatively impacted students' handwriting and learning experience.</i></p> <p><i>Endorsed by P&C</i></p> <p>Year 6 Graduation <i>Change is currently being proposed to our Year 6 Families of:</i></p> <ul style="list-style-type: none"> • <i>Awards Ceremony: Thursday 11th December 4-5pm</i> • <i>Family Celebration BBQ: Thursday 11th December 5:00-5:45pm</i> • <i>Year 6 End of Year Celebration: Friday 12th December Area 51 (in school hours)</i> <p><i>Feedback letters have been distributed to families, encouraging them to complete and return their responses to the school.</i> <i>This proposal arises from an incident last year in which 15 students were not collected following the graduation disco. In response, the school sought student input on preferred options, which informed the development and distribution of the feedback letters.</i></p> <p><i>Endorsed by P&C for Area 51 excursion</i></p> <p>Christmas Concert <i>Merging BESS history of Artstravaganza and Christmas concert by going through Footsteps Dance company.</i> <i>Q: regarding stage size, needs to be bigger than last year to address feedback from parents who couldn't see their children perform due to being behind other students. Location to be decided, proposed area is now fenced off due to construction works.</i></p>
Motion	<p>"That the Principals report be accepted" Moved: Steve Kanowski Seconded: Tanya Treadgold Carried/Lost</p>

Other reports – Retail Manager	<ul style="list-style-type: none"> • <i>Tuckshop is now open Monday, Thursday and Friday</i> • <i>Back to school uniforms for 2026 are being prepared with the expectation of delivery by week 9 this term.</i> • <i>Working on BTS opening times for January 2026. President asked Principal if opening on a weekend before school or 7am of first day back at school was an option to allow for parents who can't come at earlier nominated times. Principal said that was doable.</i> • <i>Principal asked if Wise School Uniforms could accept orders and post direct to the family from the warehouse? President to engage with Wise on this.</i>
Other reports – Book Club	<ul style="list-style-type: none"> • <i>Nothing of note to report</i>
Other reports – P&Cs Qld Representative	<ul style="list-style-type: none"> • <i>Lots of discussion amongst the school and P&C sphere around Bluecard requirements. We will be re-reviewing this as there may be some potential gaps that need closing, although confirming that risk is LOW</i> • <i>State Wage Case Outcome – pay rise effective from 1 September 2025. Back payments to be processed in October 2025.</i>
Other reports – Fundraising and Events	<ul style="list-style-type: none"> • <i>CEVA containers for change donations since May total \$1,267.30</i> • Day for Daniel 2025 (Friday, 31 October) – <i>Tabled as an opportunity to deliver classroom education on personal safety and “stranger danger.” The Principal will consider this internally to determine possible inclusion in the school program. The tuckshop will explore incorporating red-themed food items on the day to support continued awareness.</i> • Halloween Trick-or-Treat Bags – <i>A small treat will be available for purchase and collection after school. It was noted that some families find the topic of Halloween sensitive, and the tuckshop will remain mindful of this when decorating. Halloween decorations will be limited to the inside of the tuckshop, with the external banner relocated indoors.</i> • <i>We will celebrate Tuckshop Day in some form – Friday 7th November.</i> • <i>Proposed celebration of McHappy Day on Friday, 14 November – suggestion for students to wear McHappy hats or socks to raise awareness rather than fundraise. This proposal was not approved, as participation could be perceived as the school endorsing a commercial fast-food brand.</i> • 2026 Prep Information Sessions – <i>The P&C expressed interest in being involved in the 2026 prep sessions and inquired who is leading the activity this year. When asked by the Principal in what capacity the P&C wished to participate, it was explained that the intent was to be visible and engage with families to share information about the P&C’s role and activities. The Principal advised that this would not be appropriate at this stage, as the sessions are focused primarily on the children.</i> • Year 6 Graduation – <i>The P&C noted the upcoming Year 6 Graduation, particularly in relation to providing pizzas and a cake. Kathryn Marshall is leading the activity. The school is considering a different approach. Paea has kindly offered to donate the graduation cake. The P&C will pause any further action until the school confirms its plans and advises how the P&C can be involved.</i> • Christmas Concert - <i>Committee is discussing plans for the food service at the Christmas Concert and seeking donations to raffle</i> • <i>Inquiry raised regarding whether the P&C will apply for the LCC Community Grant for stage hire and whether to proceed with booking the usual provider. The response was no – this year, students are focusing on dance, with the arts and concert being combined into a single event, and the usual stage is too small for the planned activities. The P&C will await further advice from the school regarding the event location and opportunities for P&C involvement.</i>
Grants and Donations	<ul style="list-style-type: none"> • <i>Future grants on the horizon to apply for</i>

General Business	<ul style="list-style-type: none"> • <i>Feedback from families who commented to me about some of the things that happened in term 3:</i> <ul style="list-style-type: none"> ○ <i>Book parade - Families loved that it was for all years at the school, and they were excited to see how the teachers also participated. Seeing the book themes was really good, and created a lot of conversation amongst families in the audience. I could also see them sharing their favourite memories of where is the green sheep book with pre schooler kids.</i> ○ <i>Junior Sports day - All the activities seemed to be much more tailored to the playful nature of the younger students. Everyone said having seniors and juniors on different days and different terms worked well for them. (I know some prefer same day some prefer different day, but I thought it was interesting the different term. They said they could manage days off work better that way). Families did say it would have been great to have a timetable or run sheet on a board so they knew what was happening and where...that feedback was given before the day and I believe more focussed on if it was a whole school sports day</i> ○ <i>Talk like a pirate - The word epic was used twice when kids and parents were commenting on the week, especially the last 2 days. They loved the pirate theme song for the "bell". Lots of kids continued their story telling at home about how Mr Kanowski was taken etc. The treasure hunt was fun.</i> ○ <i>From a tuckshop perspective, we wanted to thank you for including us in the Treasurer hunt. We felt very included.</i> <p><i>Comments and Questions</i></p> <p><i>Principal asked what is the P&C purpose? President answered unclearly which likely confused everyone.</i></p> <p><i>Principal expressed a view that the P&C focus should be on a goal, raising money etc.</i></p> <p><i>Principal happy to provide a list of things to fundraise for to help P&C shape a goal.</i></p> <p><i>Parent feedback, school goal; P&C middle ground.</i></p> <p>** In addition to what was verbally ineloquently delivered in the meeting by President: The P&C have a Strategic Plan and Operational Plan that clearly articulates our purpose and vision. This was circulated in May and endorsed in our August general meeting. Sharing this out to the broader community is next on the list to do.</p> <p><i>Q: Parent asked why doesn't the school do interschool sport anymore?</i> <i>A: Principal advised it was cost</i></p> <p><i>Q: Parent asked why no camp for graduating kids? Feedback is that a lot of students and parents are upset over no camp.</i> <i>A: Principal advised that Zero teachers volunteered, teachers are not paid extra hours for camps and must volunteer this time away from their families.</i></p> <p><i>Q: How can parents/P&C bring it to the table? Parents are willing to get blue cards to help and attend camps to share the load.</i> <i>A: Teacher EB issues now, not a good time to raise it.</i></p> <p><i>Cr Paul Jackson, raised Movie Night – fundraising opportunity, invite the community, raise money with stalls. Will provide a flyer with more information for the P&C.</i></p>
Committee Membership	<ul style="list-style-type: none"> • <i>Applications:</i> <ul style="list-style-type: none"> ○ <i>Nil</i> • <i>Resignations:</i> <ul style="list-style-type: none"> ○ <i>Nil</i>
Date of next meeting	<ul style="list-style-type: none"> • <i>Monday 17th of November 2025</i>

Time of Meeting Close	<ul style="list-style-type: none">• 6:32pm.
Actions from the meeting:	
<i>Principal asked if Wise School Uniforms could accept orders and post direct to the family from the warehouse? President to engage with Wise on this.</i>	

CONFIRMATION OF MINUTES

The chairperson has verified the accuracy of the minutes as accepted by the association – see section 21.2 of the P&C Constitution

DRAFT

Appendix A

TEASURER'S REPORT
General Meeting 20 October 2025

The following full treasurers reports will be sent as an attachment with the minutes after the meeting:

- Treasurers report 2025-07-30 v1.0
- Treasurers report 2025-08-30 v1.0

Below is a summary of in's and out's for July and August 2025:

Bank Account and Debit Card Reconciliation - 01 July to 30 July 2025

Accounts	Opening Balance 01 July 2025	Debits	Credits	Closing Balance 30 July 2025
General (402)	\$16,755.62	43.40	244.01	\$16,956.23
Retail (410)	\$10,788.66	7,050.68	2,448.39	\$6,186.37
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>7,094.08</i>	<i>2,692.40</i>	
Debit Card	\$132.11	\$247.33	\$464.93	\$349.71

Bank Account and Debit Card Reconciliation - 31 July to 30 August 2025

Accounts	Opening Balance 31 July 2025	Debits	Credits	Closing Balance 30 August 2025
General (402)	\$16,956.23	43.40	395.60	\$17,308.43
Retail (410)	\$6,186.37	6,310.92	9,410.43	\$9,285.88
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>6,354.32</i>	<i>9,806.03</i>	
Debit Card	\$349.71	\$484.16	\$481.08	\$346.63

Alignment of bank accounts

Item	Additional Comments	402 - unallocated funds	903 - allocated funds	410 - transactions
Long Service Leave Provision			\$935.49	
Containers for Change			\$2,122.43	
Ex bullyproof initiative			\$7,000.32	
Donation	Salvos - Uniforms		\$579.80	
Donation	CD BBQ	\$45.86		
Donation	CD Freezer	\$69.00		
Fundraising	Easter Raffle	\$170.25		
Fundraising	BBQ May	\$1,020.10		
Fundraising	Mothers Day Stall	\$917.30		
Fundraising	Mothers Day Raffle	\$256.00		
Fundraising	Donuts	\$206.40		
Tuckshop fundraising	Sushi Day Term 1		\$326.06	
Tuckshop fundraising	Sushi Day Term 2		\$211.16	
Tuckshop fundraising	EKKA Food Day Term 3		\$926.13	
Fundraising	Fathers day raffle	\$286.00		
Tuckshop fundraising	Priate Pack		\$368.00	
Business Operating Expenses yet to pay	Refer to table below		\$2,620.00	\$10,000.00
Balance required to be in account		\$2,970.91	\$15,089.39	\$10,000.00
20 Oct 2025 - Balance in bank		\$17,721.91	\$935.49	\$10,155.80
Transfer		-\$14,751.00	\$14,153.90	\$597.10
Balance after transfer		\$2,970.91	\$15,089.39	\$10,752.90

** amounts highlighted in yellow are not confirmed as total profit and will change once expenses are subtracted

** Wages slightly inflated – estimated amount not yet 3 months

ACTIONS

Transfer from 402 to 903
Transfer from 402 to 410

\$14,153.90
\$597.10

Business Operating Expenses yet to pay

Graduation Year 6 2025	Budget	\$300.00
Preppies 2026	Budget	\$300.00
MYOB Software	Budget - Nov, Dec	\$100.00
Audit 2026 (for 2025)	Budget	\$1,320.00
Bank charges	Budget - Nov, Dec	\$600.00
		\$2,620.00

410 transactions "float"	Minimum	\$10,000.00
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Wages PAYG & Super (includes book keeping)	Budget - Nov, Dec	\$7,000.00
We don't have sufficient funds to put this aside prior to paying wages out		

Principal's Report

P&C Meeting – October

Student enrolment – 405

Student Attendance Rate – 82.4%

Staffing

- Ms Germaine Lo has joined our team and is currently on Year 3 Blue. Ms Lo will be on this class until Mrs Morris returns from her injury.
- Ms Dianne Murray is currently teaching 2/3 with the support of Ms Joy 3 days a week. The other two days of the week are shared between Ms Joy and other school staff.
- Ms Jenai Tapling has been appointed to Year 1 Blue. Jenai comes to us from New Zealand.
- Ms Kendra Clarke has joined our Inclusion Team from Woodridge SHS as a permanent appointment.
- The school still currently has vacancies in 2/3 (two days a week), The Arts and LRT.

Facilities

- Fencing has gone up around the top part of the school to create a Bio pit for storm water run off from the property next door as well as our own school grounds. This work will see a above ground bio pit, under ground piping and the provision of an extended over land swail. This work will commence shortly.
- The boundary between the school and the new Special School will be developed within this work. This will see terraced sand stone block and wheel chair ramps to the neighbouring property.
- To facilitate these changes a number of mature trees will need to be removed from along the northern boundary and also a couple of trees internal to the Berrinba East SS where new stormwater pipework is being installed. The majority of replacement trees will be planted at a size of 45L-100L as this size tree acclimatises to the new soil faster and grows faster, however in recognition of the current mature vegetated area at the northern boundary we are proposing to plant a number of more mature 300-400L size trees also.
- The Community Kitchen Garden is almost complete with only a BBQ and whiteboard to be installed. Currently in place are work benches, sinks and garden beds. This work has been funded from the reallocation of the money contributed to the Bullyproof program.
- External painting of M Block and other building occurred over the holidays. The school is now completely Blue.
- Work is due to commence on a new sand pit starting next month. This will be located where the previously demolished playground once stood.
- Refurbishment of the cricket nets is now complete.

Events and News

- Booklists – Will be finalised this week. Action – Move to seek endorsement from P&C that the Qld Handwriting book be added to the school booklist. This book costs \$14 and is available from Officeworks.
- Year 6 Graduation – change is currently being proposed to our Year 6 Families. The proposal is:
 - o **Awards Ceremony:** Thursday 11th December 4-5pm
 - o **Family Celebration BBQ:** Thursday 11th December 5:00-5:45pm
 - o **Year 6 End of Year Celebration:** Friday 12th December Area 51 (in school hours)
- Action – Move to seek the P&C endorsement of the off site excursion to AREA 51 for Year 6 students in Friday 12 December.
- Christmas Concert – Friday 5 December – 4.00pm – 5.30pm
- Footsteps – Dance Instruction – Every Thursday Week 1 to 9 Term 4

School Financial Snapshot

Berrinba East State School (1867)

Period 202510 (Oct 2025)

as at 20-October-2025 04:43 PM



What We Own

Cash Holdings

General Bank Account 1,142,812.48

Subtotal of Cash Holdings 1,142,812.48

What Others Owe Us

Parents 12,904.61

Others 68,593.82

Subtotal of What Others Owe Us 81,498.43

Total of What We Own 1,224,310.91

ADJUSTED FOR

What We Owe Others

Payables -9,060.11

Funds Held in Trust 0.00

Total of What We Owe Others -9,060.11

Net Ownership* (We own more than we owe) 1,215,250.80

ADJUSTED FOR

What We Are Committed to Spend 233,337.56

Funds We Hold for Others

Global Trading Activities -250.00

Administered Cluster Funds -30,334.37

Total Funds Held for Other Bodies -30,584.37

Amounts Held for Future Projects

Bank Reserve Provision 30,000.00

Plant & Equipment Provision 134,981.00

Future Projects Provision 37,015.00

Total Provisions 201,996.00

Actual Financial Position of the School/Available Funds 749,332.87

Reconciliation to Balance Sheet Summary Report

Net Ownership* 1,215,250.80

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery 32,175.77

Corporate Card 12,935.03

Total Items Awaiting Reconciliation 45,110.80

Net Assets/(Liabilities) as per Balance Sheet Summary Report 1,260,361.60

TREASURER'S REPORT

@ 30 July 2025

Version	Date	Key changes made	Author/s
Draft	15/08/2025	Report created	Sarah Hyndman
	16/08/2025	Report continued	Sarah Hyndman
	17/08/2025	Report completed	Sarah Hyndman
	03/09/2025	Added Graphs, updated figures for "Donation – Salv. Army CfC donation" and entered in invoices	Terese Tobin
v1.0	03/09/2025	To be presented at P&C Meeting	

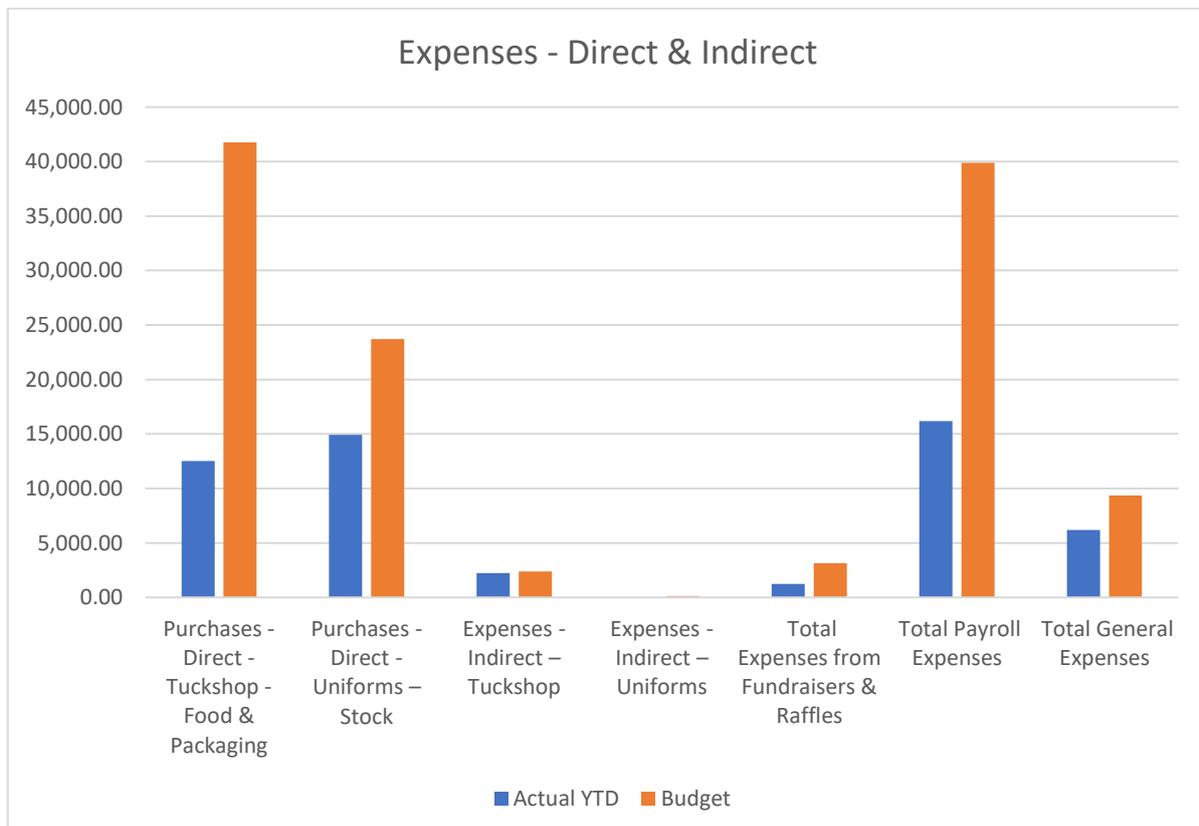
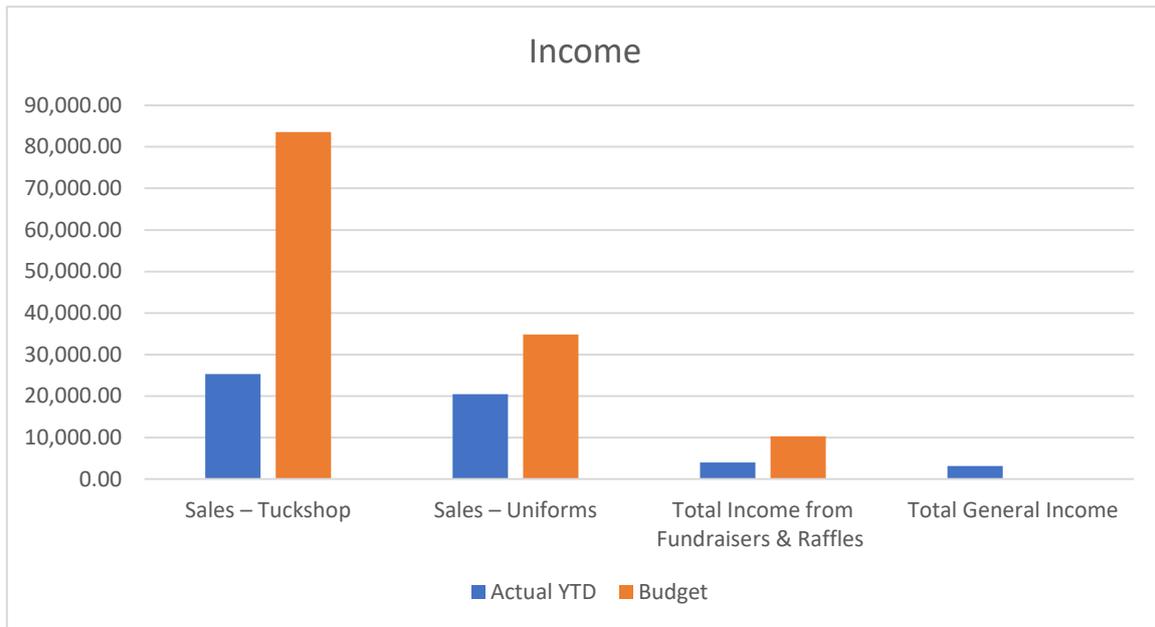
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Statement of Receipts & Payments – 01 July to 30 July 2025

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	0	19.50		1,914.00	25,274.35	83,540.00
<i>Sales – Uniforms</i>	0	95		529.00	20,471.34	34,800.00
Total Retail Income	\$0.00	\$114.50		\$2,443.00	\$45,745.69	\$118,340.00
Total Income from Fundraisers & Raffles				\$217.30	\$3,989.60	\$10,250.00
Total General Income				\$0.00	\$3110.00	\$ -
Total Income	\$0.00	\$114.50		\$2,660.30	\$52,845.29	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	1,377.79	12,514.32	41,770.00			
<i>Purchases - Direct - Uniforms – Stock</i>	1,644.50	14,909.98	23,725.00			
Total Cost of Sales	\$3,022.29	\$27,424.30	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	1,001.84	2225.02	2,380.00			
<i>Expenses - Indirect – Uniforms</i>	0.00	0	120			
Total Retail Expenses	\$1,001.84	\$2,225.02	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$50.00	\$1,236.56	\$3,150.00			
Total Payroll Expenses	\$2,489.07	\$16,180.55	\$39,900.00			
Total General Expenses	\$324.63	\$6,204.08	\$9,350.00			
Total Expenses	\$3,865.54	\$25,846.21	\$54,900.00			
Total Other Income	\$0.01	\$0.05	\$0.00	\$43.46	\$349.31	\$650.00
Total Other Expense	\$0.00	\$0.00	\$0.00			
Total Receipts & Payments	\$6,887.84	\$53,385.06	\$120,395.00	\$2,703.76	\$53,194.60	\$129,240.00

Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less square fees (-\$11.36 from both)</i>	\$6,876.48			\$2,692.40		
<i>Plus/Less extra available/used on Debit Card (+\$217.60 to Outs)</i>	\$7,094.08			\$2,692.40		
Transfer between accounts for amounts in wrong account (eg withdrawals or deposits made to wrong account, etc)						
- Transaction (410)	0			0		
- General (402)	0			0		
Total outs and ins (should balance on bank rec)	\$7,094.08			\$2,692.40		



Statement of Financial Position as at 30 July 2025

Assets		
Total Banking (inc \$66.90 Cash Float on Hand)		\$24,494.70
Total Fixed Assets (shed, equipment, etc)		\$18,845.27
Total Assets	<i>Plus stock</i>	\$43,339.97
Liabilities		
Total Payroll Liabilities	299.62	
Total Long Term Liabilities	935.49	
Total Liability	\$1,235.11	

Committed Funds

Description	Amount (as at 30 July 2025)
Containers for Change (July \$217.30)	\$1,754.83
Indigenous Dance Group – NAIDOC cupcakes & donations	\$126.00
Bullyproof Australia Program 2025 New Initiative to be decided	\$7,000.32

Invoices and Payments

Supplier	Description	Invoice No	Invoice Date	Amount	Date Invoice Paid
CBA	Merchant fees for June 2025		01-Jul-25	\$122.83	02-Jul-25
MYOB	accounting program	1-92240000908	02-Jul-25	\$43.40	02-Jul-25
Bidfood	Credit for 2 items not delivered (I66723572)	C6795644	20-Jun-25	-\$86.02	04-Jul-25
Bidfood	Tuckshop	I66877650	23-Jun-25	\$385.64	04-Jul-25
Officeworks	Tuckshop order labels, date received stamp & top up of printing card	713219	03-Jun-25	\$173.85	14-Jul-25
Woolworths	Tuckshop - June 2025		01-Jul-25	\$201.70	15-Jul-25
Homestyle Bakeries	Rebate - May	5003303	10-Jun-25	-\$2.88	23-Jul-25
Homestyle Bakeries	Rebate - June	5049983	11-Jul-25	-\$2.88	23-Jul-25
Homestyle Bakeries	Tuckshop	5056739	18-Jul-25	\$63.49	23-Jul-25
Wise Schools	Senior polos - 12 to 3XL	5689	15-May-25	\$1,644.50	24-Jul-25
Bidfood	Start of term order	I67142618	17-Jul-25	\$681.45	25-Jul-25

Debit Card Transactions

Date	Receipt No	Paid to / Received from	Purpose	Cash Out	Cash In	Balance
03/07/2025		Dougies Donuts	2 boxes from the misplaced order	50.00		82.11
07/07/2025		Connecting Up (paypal)	2 year subscription to cheaper rate for website	47.04		35.07
14/07/2025	N271458916646	BESS P&C	Top up debit card		464.93	500.00
21/07/2025		Woolworths Brownsplains	Tuckshop foods	47.50		452.50
22/07/2025		Woolworths Marsden	Tuckshop foods	77.00		375.50
28/07/2025		Woolworths Marsden	Replacement batteries for thermometer and scales	13.00		362.50
30/07/2025		Coles Logan Central	TT - tuckshop (\$8 oil, \$4.79 food)	12.79		349.71
31/07/2025		Koung Trading	Lids for noddle cups and order bags	52.00		297.71

Fundraising Financials

(as at 30/07/2025)	Easter Raffle	BBQ 3 May	Mother's Day Stall	Mother's Day Raffle	Free Dress Day	Donuts Drive	Sports Day Softdrinks
Sales	\$170.25	\$1,191.45	\$925.10	\$256.00	\$1.00	\$875.00	
Expenses		-\$158.23 fees - \$13.12	fees -\$7.80			-\$715.00 fees -\$3.60	-\$45.15
Donations	YMCA	CBF660 \$350 + YMCA – sausages & bread					
Profit / Loss	\$170.25	\$1,020.10	\$917.30	\$256.00	\$1.00	\$156.40	-\$45.15

Tuckshop Special Food Days

(as at 30/07/2025)	Sushi Pro Term 1	Sushi Pro 30/4	Sushi Pro 28/5	Sushi Pro 18/6
Sales	\$959.50	\$207.00	\$217.00	\$161.50
Expenses	-\$633.44	132.22	-\$132.28	-\$109.84
Donations	\$38 sales were for drinks		\$11 sales were for drinks	
Profit / Loss	\$326.06	\$74.78	\$84.72	\$51.66

Grants and Donations

(as at 30/07/2025)	Donation – MP C Dick – BBQ	Volunteer Grant – MP J Chalmers	Donation – Salv. Army CfC	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$3,000.00	\$1,004.95	\$500.00
Expenses	-\$275.14	-\$3,004.99	-\$203.50	-\$431.00
Remaining / (Out-of-Pocket)	\$45.86	-\$4.99	\$801.45	\$69.00

Trading Statements and Approximate YTD Net Income:

Note – Year to date profit/loss figures are not applicable without stocktake which occurs at the end of every school term.

TREASURER'S REPORT

@ 30 August 2025

Version	Date	Key changes made	Author/s
Draft	03/09/2025	Report created (no changes made from July)	Terese Tobin
V1.0	10/09/2025	Update from July to August	Sarah Hyndman
	20/10/2025	Added invoices paid in August, debit card spendings in August and graphs	Terese Tobin
	20/10/2025	Ready to present at meeting	

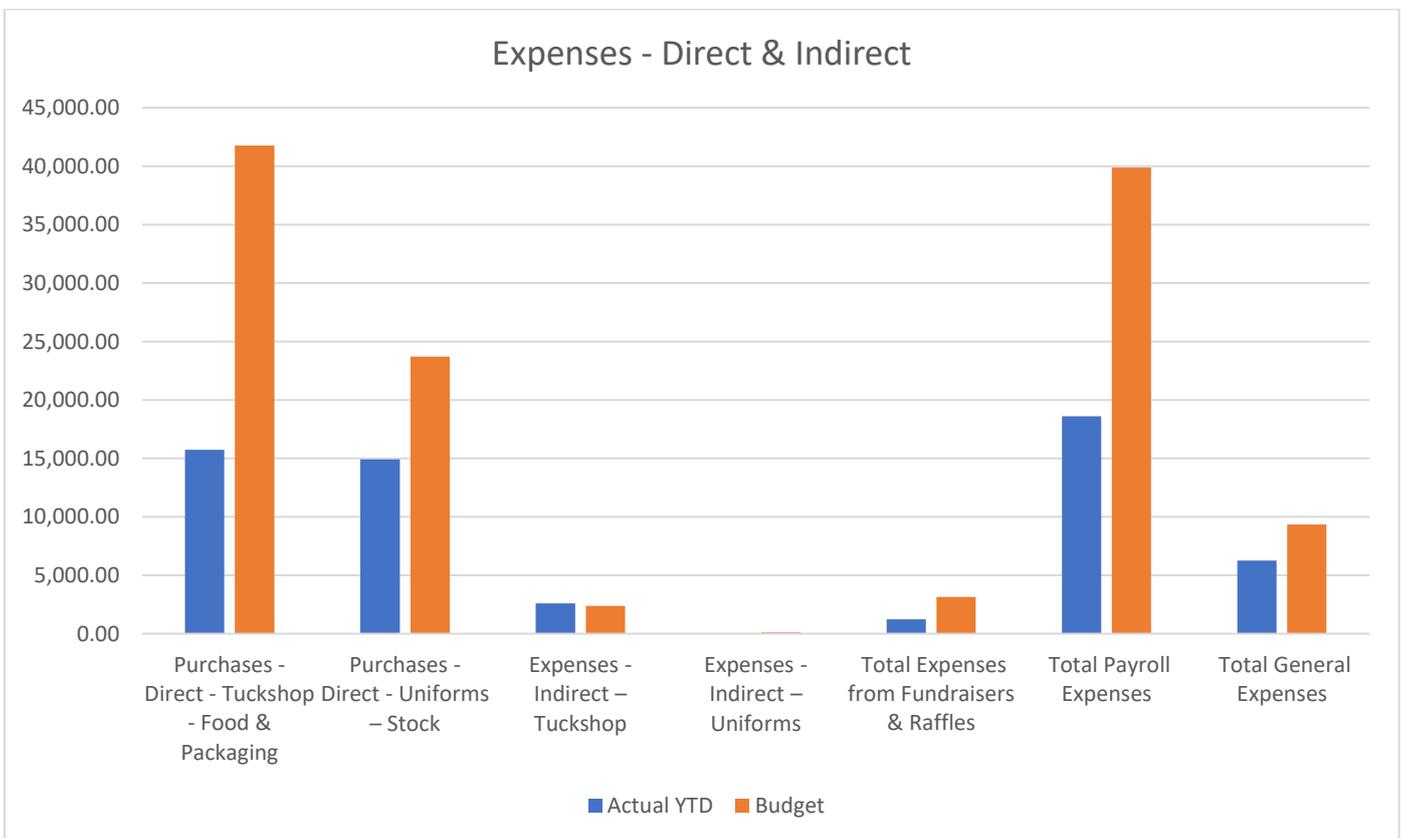
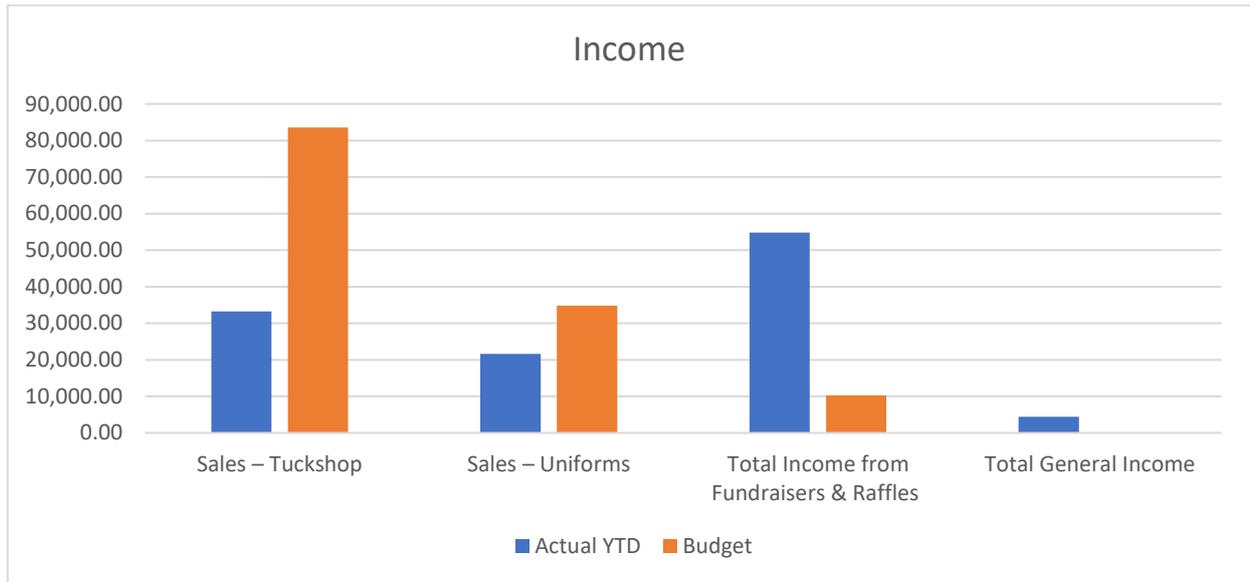
Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 July 2025	Debits	Credits	Closing Balance 30 August 2025
General (402)	\$16,956.23	43.40	395.60	\$17,308.43
Retail (410)	\$6,186.37	6,310.92	9,410.43	\$9,285.88
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>6,354.32</i>	<i>9,806.03</i>	
Debit Card	\$349.71	\$484.16	\$481.08	\$346.63

Statement of Receipts & Payments – 31 July to 30 August 2025

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	0	19.50		7,929.43	33,203.78	83,540.00
<i>Sales – Uniforms</i>	0	95		1,138.00	21,609.34	34,800.00
Total Retail Income	\$0.00	\$114.50		\$9,067.43	\$54,813.12	\$118,340.00
Total Income from Fundraisers & Raffles				\$423.60	\$4,413.20	\$10,250.00
Total General Income				\$0.00	\$3,110.00	\$ -
Total Income	\$0.00	\$114.50		\$9,491.03	\$62,336.32	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	3,226.32	15,740.64	41,770.00			
<i>Purchases - Direct - Uniforms – Stock</i>	0.00	14,909.98	23,725.00			
Total Cost of Sales	\$3,226.32	\$30,650.62	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	380.82	2,605.84	2,380.00			
<i>Expenses - Indirect – Uniforms</i>	0.00	0.00	120			
Total Retail Expenses	\$380.82	\$2,605.84	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$0.00	\$1,236.56	\$3,150.00			
Total Payroll Expenses	\$2,421.81	\$18,602.36	\$39,900.00			
Total General Expenses	\$356.17	\$6,259.25	\$9,350.00	\$301.00	\$301.00	
Total Expenses	\$3,158.80	\$28,704.01	\$54,900.00	\$301.00	\$301.00	
Total Other Income	\$0.01	\$0.06	\$0.00	\$41.73	\$391.03	\$650.00
Total Other Expense	\$0.00	\$0.00	\$0.00			
Total Receipts & Payments	\$6,385.13	\$59,770.19	\$120,395.00	\$9,833.76	\$63,028.36	\$129,240.00

Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less square fees (-\$27.73 from both)</i>	\$6,357.40			\$9,806.03		
<i>Plus/Less extra available/used on Debit Card (-\$3.08 from Outs)</i>	\$6,354.32			\$9,806.03		
Transfer between accounts for amounts in wrong account (eg withdrawals or deposits made to wrong account, etc)						
- Transaction (410)	0			0		
- General (402)	0			0		
Total outs and ins (should balance on bank rec)	\$6,354.32			\$9,806.03		



Statement of Financial Position as at 30 August 2025

Assets		
Total Banking (inc \$66.90 Cash Float on Hand)		\$27,943.33
Total Fixed Assets (shed, equipment, etc)		\$18,845.27
Total Assets	<i>Plus stock</i>	\$46,788.60
Liabilities		
Total Payroll Liabilities	\$794.08	
Total Long Term Liabilities	\$935.49	
Total Liability	\$1,729.57	

Committed Funds

Description	Amount (as at 30 August 2025)
Containers for Change (August \$367.60)	\$2,122.43
Indigenous Dance Group – NAIDOC cupcakes & donations	\$126.00
Bullyproof Australia Program 2025 New Initiative to be decided	\$7,000.32

Invoices and Payments

Supplier	Description	Invoice No	Invoice Date	Amount	Date Invoice Paid
Bidfood	Mostly ekka foods	167219814	24-Jul-25	\$522.22	01-Aug-25
CBA	Merchant fees for July 2025		01-Aug-25	\$55.94	02-Aug-25
MYOB	accounting program	1-92372334696	02-Aug-25	\$43.40	02-Aug-25
Homestyle Bakeries	Tuckshop	5076801	31-Jul-25	\$98.36	06-Aug-25
Home Ice Cream	Tuckshop - ice creams for all term 3	200629	24-Jul-25	\$360.00	07-Aug-25
Bidfood	Tuckshop	167266811	29-Jul-25	\$236.01	08-Aug-25
Homestyle Bakeries	Rebate - July 2025		07-Aug-25	-\$3.18	13-Aug-25
Homestyle Bakeries	Tuckshop	5087639	07-Aug-25	\$70.00	13-Aug-25
Woolworths	Tuckshop - July 2025		01-Aug-25	\$113.98	15-Aug-25
Bidfood	Tuckshop	167371269	07-Aug-25	\$795.99	15-Aug-25
Officeworks	Tuckshop lables and ink for brother printer	616657	11-Aug-25	\$264.00	19-Aug-25
Homestyle Bakeries	Tuckshop	5100107	15-Aug-25	\$34.03	20-Aug-25
Bidfood	Drinks that were originally missing	167389888	10-Aug-25	\$43.20	22-Aug-25
Bidfood	Credit for returned items and missing drinks	C6836873	18-Aug-25	-\$162.57	22-Aug-25
bidfood	Tuckshop	167432333	13-Aug-25	\$423.10	22-Aug-25
Homestyle Bakeries	Tuckshop	5108987	20-Aug-25	\$51.04	27-Aug-25
Bidfood	Tuckshop	167494128	19-Aug-25	\$505.90	29-Aug-25

Debit Card Transactions

Date	Receipt No	Paid to / Received from	Purpose	Cash Out	Cash In	Balance
			BEGINNING BALANCE			297.71
14/08/2025		Foodworks	Tanya - fruit for tuckshop (lost receipt form completed)	11.87		285.84
19/08/2025	1647	Coles Logan Central	Tanya - tuckshop fruit and popcorn	37.82		248.02
19/08/2025	1194325535	Wix.com	2 year plan renewal (with connecting up discount of 70%)	229.10		18.92
19/08/2025	N281956635765	BESS P&C	Top up		481.08	500.00
21/08/2025		Spar Jacaranda Ave	Eggs (emergency run)	7.09		492.91
25/08/2025	365969-3	Marsden Park Fruit Shop	Tuckshop fruit	25.76		467.15
25/08/2025		Marsden Park Fruit Shop	Surcharge	0.28		466.87
28/08/2025	2013551	Nisbets	Thermometers, chopping boards (requirement food safety)	116.82		350.05
29/08/2025	4320	Coles Logan Central	Tuckshop - milk & mayo	3.70		346.35

Fundraising Financials

(as at 30/08/2025)	Easter Raffle	BBQ 3 May	Mother's Day Stall	Mother's Day Raffle	Free Dress Day	Donuts Drive	Sports Day Softdrinks
Sales	\$170.25	\$1,191.45	\$925.10	\$256.00	\$1.00	\$875.00	
Expenses		-\$158.23 fees - \$13.12	fees -\$7.80			-\$715.00 fees -\$3.60	-\$45.15
Donations	YMCA	CBF660 \$350 + YMCA - sausages & bread					
Profit / Loss	\$170.25	\$1,020.10	\$917.30	\$256.00	\$1.00	\$156.40	-\$45.15

Tuckshop Special Food Days

(as at 30/08/2025)	Sushi Pro Term 1	Sushi Pro Term 2	Ekka Food Day
Sales	\$959.50	\$585.50	\$1,365.33
Expenses	-\$633.44	-\$374.34	-\$436.17 fees -\$3.03
Donations	\$38 sales were for drinks	\$11 sales were for drinks	
Profit / Loss	\$326.06	\$211.16	\$926.13

Grants and Donations

(as at 30/08/2025)	Donation – MP C Dick – BBQ	Donation – Salv. Army CfC	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$2,000.00	\$500.00
Expenses	-\$275.14	-\$500.60	-\$431.00
Remaining / (Out-of-Pocket)	\$45.86	\$1,499.40	\$69.00

Trading Statements and Approximate YTD Net Income:

Note – Year to date profit/loss figures are not applicable without stocktake which occurs at the end of every school term.