

Berrinba East State School P&C General Meeting			
Date:	Monday 18th of August 2025	Location:	BESS Hub
Time of Meeting Open	5:01pm		
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), Kelly Hodges (Secretary), Paea Steele, Natalie Ellis, Steve Kanowski, Kaye Mundt, Guests: Courtney McEwan, Karen Devlyn</i>		
Apologies	<i>Judith Williams, Michelle Christensen, Tanya Treadgold</i>		
Confirmation of the minutes of the previous meeting	<i>Draft minutes for the previous general meeting were circulated to members via email on 29/05/2025 and 17/08/2025. No issues or concerns were raised in response.</i>		
Motion	<p><i>“That the general meeting minutes be confirmed as a true and correct record of the meeting held 19th of May 2025.”</i></p> <p>Moved: Kelly Hodges Seconded: Paea Steele Carried/Lost</p>		
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • <i>Principal noted the AGM reported Tuckshop ran at a loss, the trading statement shows a profit, can more information be provided?</i> <ul style="list-style-type: none"> ○ <i>Financial information provided on 29th of May</i> ○ <i>Profit and loss report showed a net loss of \$1,305.07 for the entire business operation, not specifically Tuckshop</i> ○ <i>Tuckshop trading statement end of 2024 showed a net profit of \$2,661.45</i> ○ <i>Uniform shop trading statement end of 2024 showed a net profit of \$4,475.26</i> ○ <i>Opportunity to engage directly with the Auditor on any questions is freely available if there are any further queries on the P&C finances</i> <p><i>Providing outcome of previous minutes action created further discussion...</i></p> <p><i>Principal: questions regarding the trading statement profit and loss. Discrepancy. What has chewed up the profit for it to end up as a loss.</i></p> <p><i>President: working with bookkeeper to break it down but not to include business expenses as part of that report</i></p> <p><i>Member: not accurate reporting</i></p> <p><i>Jumped forward to review Treasurers Report.</i></p> <p><i>Principal: want to know month to month if bank statement goes up or down.</i></p> <p><i>President noted that Judith would like to step away from Treasurer role, however doing this prior to the AGM requires an audit to be completed which comes at a cost (estimated \$1,200).</i></p> <p><i>Looking for an assistant treasurer might be a strong strategy to remove concerns.</i></p> <p><i>Principal suggested to put a halt on spending excluding operational spending. This was not discussed further or motioned.</i></p> <ul style="list-style-type: none"> • <i>Free Dress Day – SoO game 1</i> <ul style="list-style-type: none"> ○ <i>Qkr! was set up, flyers and advertisements were created, and volunteers were arranged to collect any cash donations from classrooms.</i> ○ <i>However, the P&C misunderstood the request to assist with collecting Free Dress Day donations and contributing to Baby Give Back, interpreting it as confirmation that the event would proceed.</i> ○ <i>At the school’s request, all advertising for the day was removed. One family had already paid \$1 through Qkr! before the backend work was taken down.</i> 		

	<ul style="list-style-type: none"> ○ <i>No donation was made by the P&C to Baby Give Back as originally intended; however, friends of the P&C contributed directly to Baby Give Back on their Giving Day.</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"> ● <i>IN:</i> <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> ● <i>OUT:</i> <ul style="list-style-type: none"> ○ <i>Nothing of note</i>
Motion	<p>“That the inwards correspondence be received, and outwards be endorsed.” Moved: Kelly Hodges Seconded: Natalie Ellis Carried/Lost</p>
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>Decision to spend rest of Jim Chalmers Volunteer 2023/24 grant on a mobile phone for Retail Manager and a Bain Marie for Tuckshop</i>
Treasurer’s report and financial statement, and any business arising from these.	<ul style="list-style-type: none"> ● <i>Written report (Ref appendix B) – April, May, June</i> <i>Principal abstained from motion</i>
Motion	<p>“That the Treasurer’s report be accepted, and invoices as listed be endorsed for payment.” Moved: Natalie Ellis Seconded: Elizabeth Coleman Carried/Lost</p>
Principal’s Report	<ul style="list-style-type: none"> ● <i>No written report provided</i> <p>Enrolments, student attendance, staffing shortages, new teacher. Facilities, new construction starting October this year and scheduled to finish feb 2026. Removal of trees Bullyproof Australia has committed to fully refunding \$40k which will be reallocated to garden kitchen project. Book week parade will be for all students. Junior school sports day – 12/9. School financial snapshot provided</p>
Motion	<p>“That the Principals report be accepted” Moved: Steve Kanowski Seconded: Paea Steele Carried/Lost</p>
Other reports – Retail Manager	<ul style="list-style-type: none"> ● <i>Winter uniform pants remain a challenge with stock arriving without BESS written on the leg. Engaging with Wise Schools on how to rectify that. Will not be paying the invoice for these items until a satisfactory way forward is offered.</i> ● <i>Term 3 menu has seen Suchi days put on hold until the warmer weather returns and the introduction of chicken and beef noodles. Safety of students is at the forefront of our mind and boiling water is removed from the cup of noodles before serving.</i> ● <i>As previously mentioned, the school community has requested that the Tuckshop be open on Mondays, or the first day of the school week. Currently, Wednesdays are the slowest day for sales, so we plan to open on Mondays instead of Wednesdays. This change not only responds to the community request but also provides an opportunity to use defrosted food from the previous week, helping to reduce food waste.</i>
Motion	<p>“That the Tuckshop opening days be changed to Monday (or first day of school if the Monday is a public holiday), Thursday and Friday, commencing Term 4, 2025.” Moved: Elizabeth Coleman Seconded: Kelly Hodges Carried/Lost</p>
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>Nothing of note to report</i>
Other reports – Fundraising and Events	<ul style="list-style-type: none"> ● <i>Free Event - International Day of Play</i>

	<ul style="list-style-type: none"> ○ <i>Joint event with The Family Place, YMCA OSHC, KENG Hippy Program and the P&C</i> ○ <i>Successful play session with lots of variety of activities, over 50 people attended</i> ● <i>Planning another community play session with our friends at The Family Place and YMCA – either end of Term 3 or beginning of Term 4</i> ● <i>No Father’s Day Stall this year – not enough manpower to host the stall</i> ● <i>Will do something for R U OK? Day through the Tuckshop</i> ● <i>Childhood Summit – P&C collaborated with the YMCA OSHC to help submit applications through the community pathway – all were successful. Will continue to work with YMCA on providing support for the speakers</i> ● <i>Will celebrate Tuckshop Day – Friday 7th November</i> ● <i>Trivia Night – joint fundraiser with Woodridge Scouts</i> <ul style="list-style-type: none"> ○ <i>Planned for Saturday 15th of November 2025 at the school hall</i> ○ <i>Cassie and Terese are representing P&C’s interests</i> ● <i>Would like to be involved with the 2026 prep play sessions if possible</i> ● <i>Year 6 graduation is on our radar regarding providing Pizzas and Cake</i> ● <i>Discussing plans for the food service at the Christmas Concert</i> ● <i>Containers for Change – Partnership with CEVA</i> <ul style="list-style-type: none"> ○ <i>They have donated Cfc items to the tune of \$686 over the past 3 months</i> ○ <i>We will seek input from the Student Council and School Leaders on initiatives these funds could support and share with CEVA the positive impact they have had on our school.</i> ○ <i>This relationship will be used as an example that we can share with other businesses surrounding the school with the aim of gaining more donations from more businesses</i>
Grants and Donations	<ul style="list-style-type: none"> ● <i>Club Southside - Unsuccessful</i> <ul style="list-style-type: none"> ○ <i>Purpose: enhance our school library</i> ○ <i>Requested amount: \$1,500</i> ● <i>Future grants on the horizon to apply for – having the strategic plan endorsed will help guide us in this space</i>
General Business	<ul style="list-style-type: none"> ● <i>Strategic Plan and Operational Plan</i> <ul style="list-style-type: none"> ○ <i>Drafts of these documents were sent in May to the committee for feedback. No negative feedback was received. Seeking endorsement.</i> ● <i>From 20 September 2025, changes to the blue card system will take effect</i> <ul style="list-style-type: none"> ○ <i>Confirming that these changes do not impact P&C volunteers as we already have an additional policy in place for all members to hold a blue card</i>
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"> ● Monday 15th of September 2025 ● <i>Principal requested we meet in September as we have struggled with quorum earlier this year.</i> ● <i>Final two meetings for this year will continue on the 3rd Monday – 20th October and 17 November</i>
Time of Meeting Close	<ul style="list-style-type: none"> ● 6:20pm
Actions from the meeting:	
<i>Seek out people interested in taking on the Assistant Treasurer role - everyone</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

Appendix A

TEASURER'S REPORT

General Meeting 18 August 2025

Both income and expenses are below budget expectations; however, the overall financial position of the P&C remains steady, with a net profit of \$1,636.14 for the first six months of 2025. By comparison, the P&C recorded a net loss of \$1,184.20 during the same period last year.

Last year, Term 2 saw the Tuckshop reduce its paid staff from three to two, and in Term 4 from two to one. Staffing has remained the same this year, which is reflected in the significant drop in payroll expenses shown in the budget vs. actual tracking graph.

While lower wage expenses have contributed to the net profit, it's worth noting that Term 2 tuckshop sales more than doubled. This increase occurred without any changes to the menu or pricing—simply higher sales volume.

The trading statement for the Uniform Shop shows a decline in profit due to the purchase of winter uniforms in Term 2.

Statement of Financial Position as at 30 June 2025

Assets	
Total Banking (inc \$66.90 Cash Float on Hand, & -\$0.10 underpaid wages owing)	\$28,678.68
<i>Stock on Hand - Tuckshop</i>	<i>2,705.37</i>
<i>Stock on Hand - Uniforms</i>	<i>26,628.79</i>
Total Other Current Assets	\$29,334.16
Total Fixed Assets (shed, equipment, etc)	\$18,845.27
Total Assets	\$76,858.11
Liabilities	
Total Payroll Liabilities	1,423.78
Total Long Term Liabilities	935.49
Total Liability	\$2,359.27

Profit and Loss Report - 01 Jan 2025 - 30 Jun 2025

	2025	2024
Total Retail Income	\$43,188.19	\$51,507.80
Total Income from Fundraisers & Raffles	\$3,772.30	\$3,456.50
Grant & Donations Income	\$3,110.00	\$4,350.00
Total Income	\$50,070.49	\$59,314.30
Total Cost of Sales	\$26,637.33	\$29,901.99
Gross Profit / Loss	\$23,433.16	\$29,412.31
Total Retail Expenses	\$1,223.18	\$1,276.44
Total Expenses from Fundraisers & Raffles	\$1,186.56	\$2,568.28
Total Payroll Expenses	\$13,813.64	\$19,755.27
Operating Expenses	\$5,879.45	\$7,615.31
Total Expense	\$22,102.83	\$31,215.30
Total Other Income	\$305.81	\$618.79
Other Expense	\$0.00	\$0.00
Net Profit / Loss	\$1,636.14	-\$1,184.20

Trading Statements - 2025

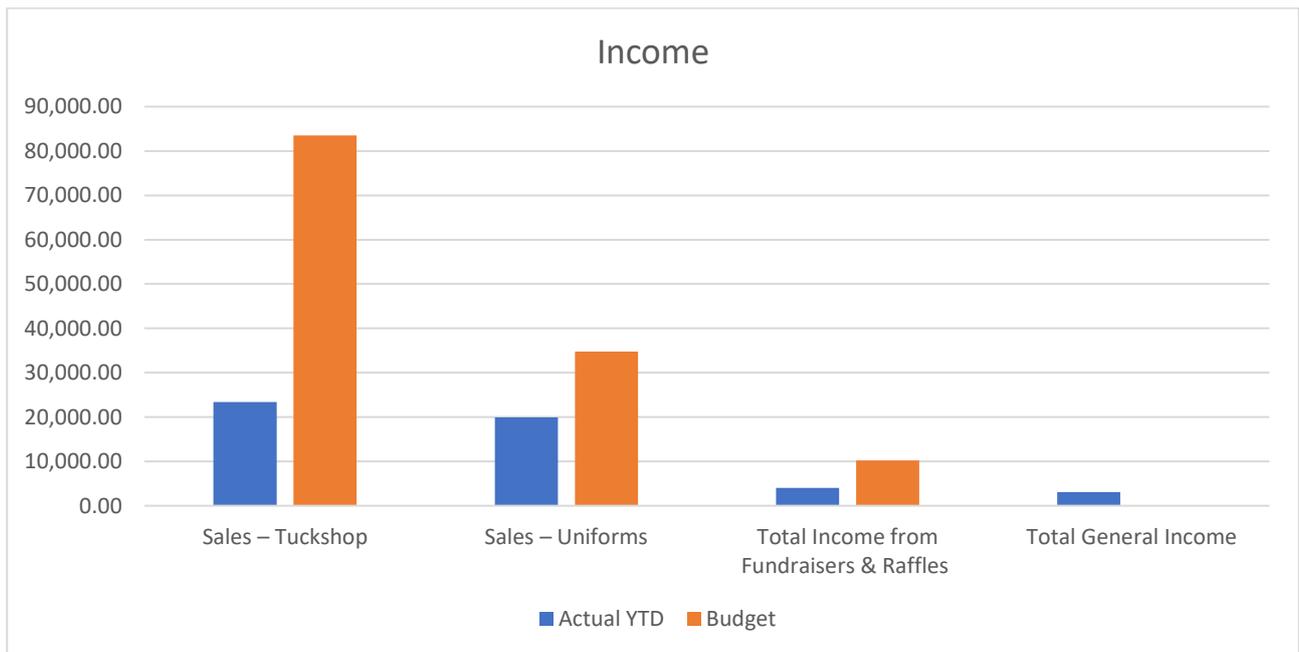
YTD – Year to date, COGS – Costs of goods sold, OE – operating expenses

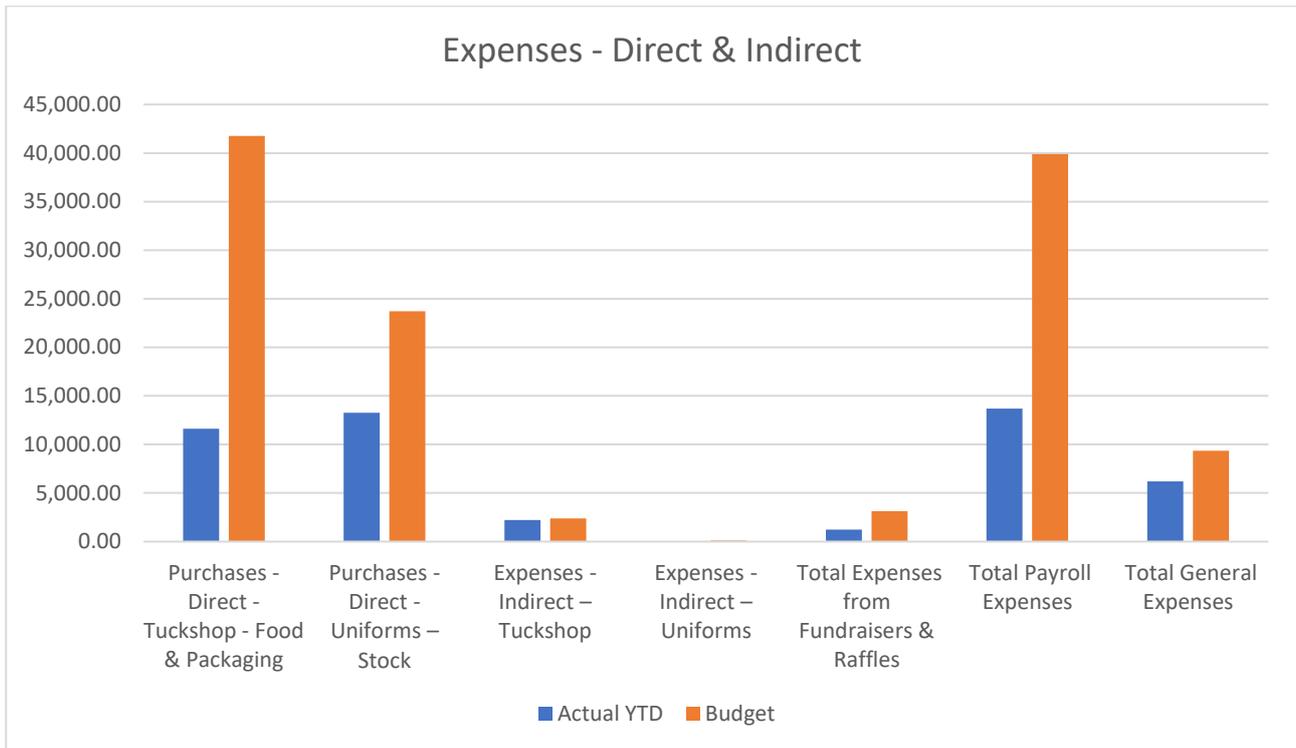
Uniform Shop	Term 1	Term 2	Term 3	Term 4
Sales YTD	\$15,558.81	\$19,702.71		
Less COGS	-\$14,366.11	-\$16,939.14		
Gross Profit/Loss	\$1,192.70	\$2,763.57		
Less OE	-\$1,482.93	-\$2,633.26		
Net Profit/Loss YTD	-\$290.23	\$130.31		

Tuckshop	Term 1	Term 2	Term 3	Term 4
Sales YTD	\$9,830.65	\$23,340.85		
Less COGS	\$4,494.23	-\$9,548.56		
Gross Profit/Loss	\$5,336.42	\$13,792.29		
Less OE	-\$2,698.32	-\$8,941.26		
Net Profit/Loss YTD	\$2,638.10	\$4,851.03		

Adjustment to March Treasurers report for the Tuckshop trading statement highlighted in green.

Tracking of Budget v Actual (Year to Date)





Committed Funds

Description	Amount (as at 30 June 2025)
Containers for Change	\$1,537.53
Indigenous Dance Group – NAIDOC cupcakes & donations	\$126.00
Bullyproof Australia Program 2025 New Initiative to be decided	\$7,000.32

Fundraising Financials

(as at 30/06/2025)	Easter Raffle	BBQ 3 May	Mother's Day Stall	Mother's Day Raffle	Free Dress Day	Donuts Drive
Sales	\$170.25	\$1,191.45	\$925.10	\$256.00	\$1.00	\$875.00
Expenses		- \$158.23 fees -\$13.12	fees -\$7.80			- \$665.00 fees -\$3.60
Donations	YMCA	CBF660 \$350 + YMCA – sausages & bread				
Profit / Loss	\$170.25	- \$1,020.10	\$917.30	\$256.00	\$1.00	\$206.40

Tuckshop Special Food Days

(as at 30/06/2025)	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 30/06/2025)	Donation – MP C Dick – BBQ's	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards, Uniforms	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$3,000.00	\$2,000.00	\$500.00
Expenses	- \$275.14	- \$2,090.00	- \$500.60	- \$431.00
Remaining / (Out-of-Pocket)	\$45.86	\$910.00	\$1499.40	\$69.00

For detailed monthly report information, please refer to the following individual treasurers reports:

- Treasurers report 2025-04-30 v1.0
- Treasurers report 2025-05-30 v2.0
- Treasurers report 2025-06-30 v2.0

Note on Trading Statements

The tuckshop and uniform shop trading statements are prepared to show the financial performance of each trading activity. They include sales, cost of goods sold, and a portion of operating expenses allocated to that revenue stream (such as wages, insurance, bookkeeping, and other overheads).

These statements provide a useful view of how each operation is performing but they are not intended to reconcile directly with the association's overall profit or loss. The P&C's full accounts also incorporate income and expenses not allocated to tuckshop or uniform shop, such as grants, fundraising, donations, bank interest, and other committee costs.

For this reason, the results shown in the trading statements will differ from the overall financial result of the P&C. This difference does not indicate missing funds, but reflects the different purposes of the two reports.

TREASURER'S REPORT

@ 30 April 2025

Version	Date	Key changes made	Author/s
	08/06/2025	Created	Sarah Hyndman
	12/06/2025	Updated with invoices and debit card transactions Added graphs of expenses & income compared to budget	Terese Tobin
	15/06/2025	Updated with assignment of costs for QAST course to volunteer grant (grant tracking and trading statement)	Sarah Hyndman
v1.0	16/06/2025	Ready to be presented at meeting	

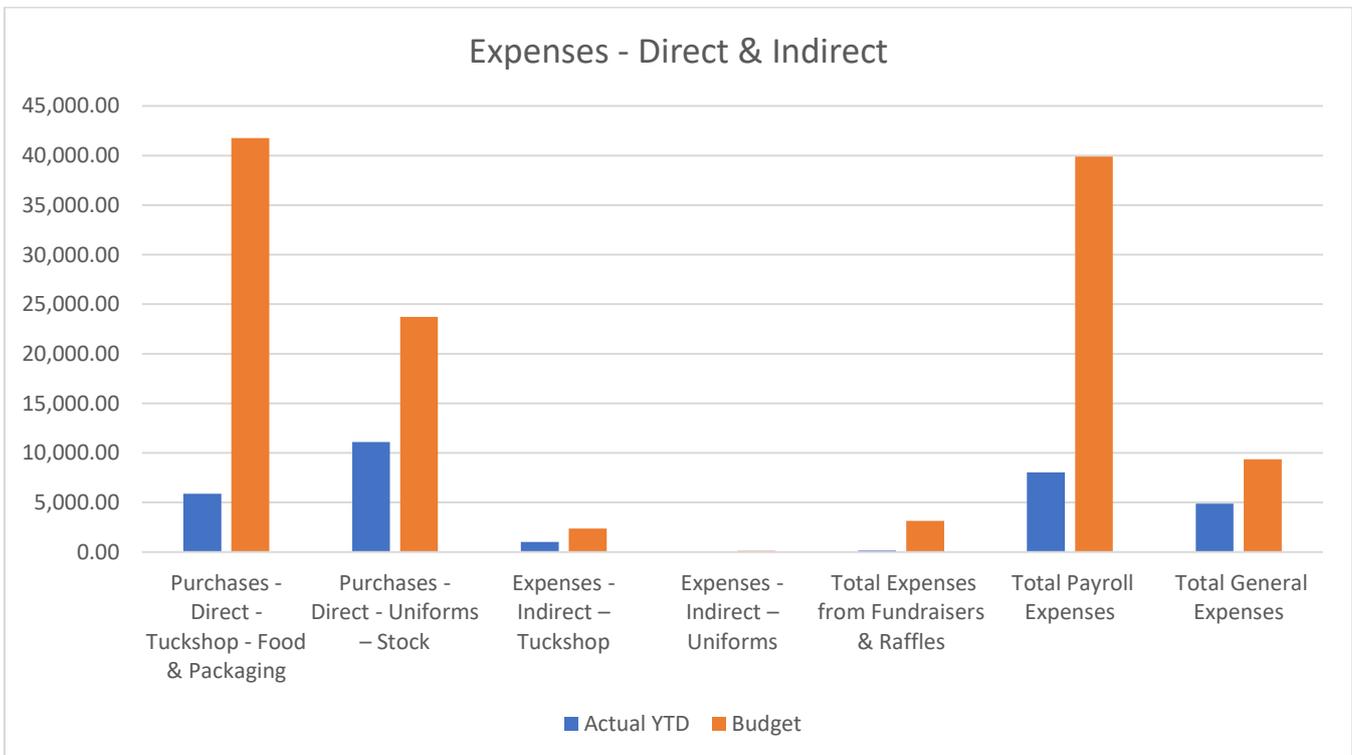
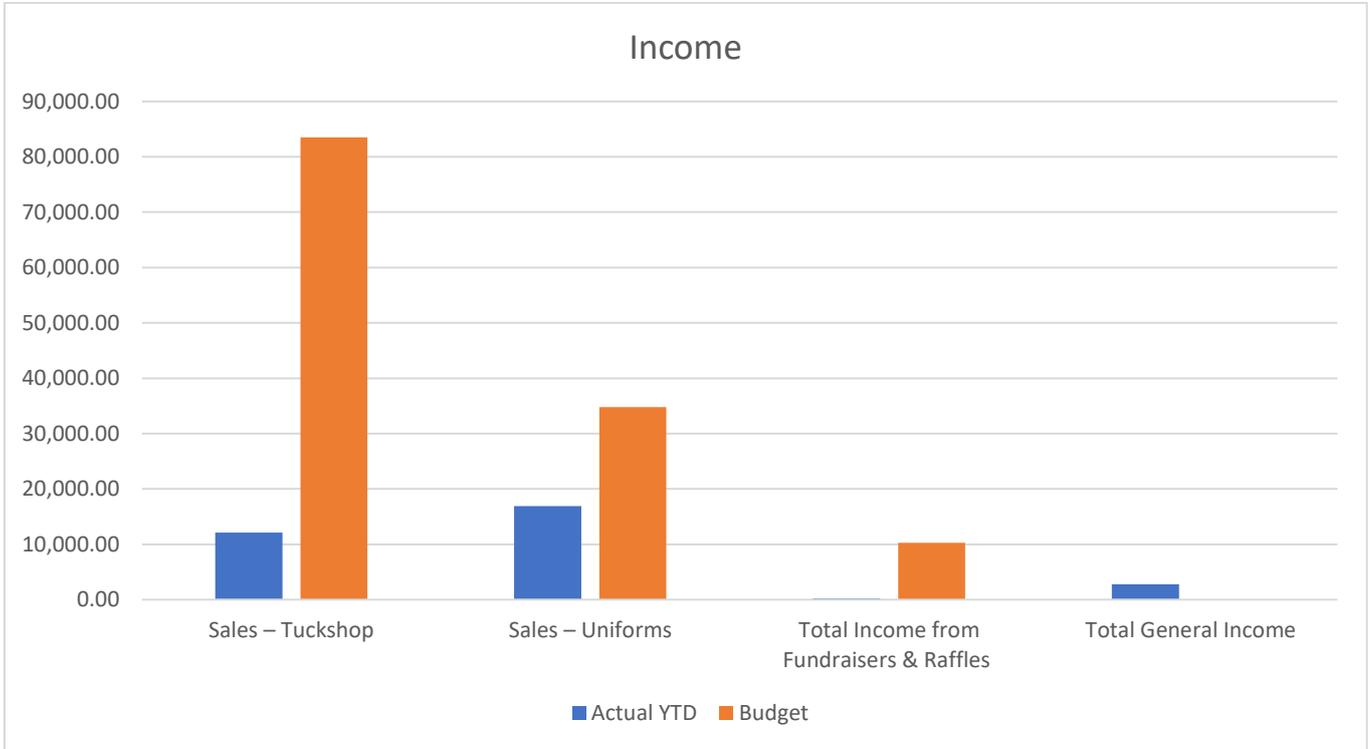
Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 March 2025	Debits	Credits	Closing Balance 30 April 2025
General (402)	\$16,480.91	43.40	30.75	\$16,468.26
Retail (410)	\$9,691.59	5,973.34	4,530.08	\$8,248.33
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>6,016.74</i>	<i>4,560.83</i>	
Debit Card	\$267.90	\$228.55	\$ -	\$39.35

Statement of Receipts & Payments – 31 March 2025 to 30 April 2025

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	<i>0.00</i>	<i>19.50</i>		<i>2,269.30</i>	<i>12,119.45</i>	<i>83,540.00</i>
<i>Sales – Uniforms</i>	<i>0.00</i>	<i>90.00</i>		<i>1,080.90</i>	<i>16,879.34</i>	<i>34,800.00</i>
Total Retail Income	\$ -	\$109.50		\$3,350.20	\$28,998.79	\$118,340.00
Total Income from Fundraisers & Raffles				\$170.25	\$214.45	\$10,250.00
Total General Income				\$1,000.00	\$2,760.00	\$ -
Total Income	\$ -	\$109.50		\$4,520.45	\$31,973.24	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	<i>759.32</i>	<i>5,894.07</i>	<i>41,770.00</i>			
<i>Purchases - Direct - Uniforms – Stock</i>	<i>2,604.25</i>	<i>11,116.08</i>	<i>23,725.00</i>			
Total Cost of Sales	\$3,363.57	\$17,010.15	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	<i>\$22.98</i>	<i>\$1,021.39</i>	<i>2,380.00</i>			
<i>Expenses - Indirect – Uniforms</i>			<i>120.00</i>			
Total Retail Expenses	\$22.98	\$1,021.39	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$72.33	\$136.63	\$3,150.00			
Total Payroll Expenses	\$2,602.65	\$8,032.62	\$39,900.00			
Total General Expenses	\$193.64	\$4,870.27	\$9,350.00			
Total Expenses	\$2,891.60	\$14,060.91	\$54,900.00			
Total Other Income	\$0.01	\$0.03	\$ -	\$50.27	\$213.62	\$650.00
Total Other Expense	\$ -	\$ -	\$ -			
Total Receipts & Payments	\$6,255.18	\$31,180.59	\$120,395.00	\$4,570.72	\$32,186.86	\$129,240.00
Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less square fees (-\$9.89)</i>	\$6,245.29			\$4,560.83		

Plus/Less extra available/used on Debit Card (-\$228.55 from Outs)	\$6,016.74			\$4,560.83		
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)	\$6,016.74			\$4,560.83		



Statement of Financial Position as at 30 April 2025

Assets		
Total Banking		\$25,691.43
Total Fixed Assets (shed, equipment, etc)		\$18,845.27
Total Assets	Plus stock	\$44,536.70
Liabilities		
Total Payroll Liabilities	1,237.82	
Total Long Term Liabilities	935.49	
Total Liability	\$2,173.31	

Committed Funds

Description	Amount (as at 30 April 2025)
Containers for Change	\$1,264.23
Indigenous Dance Group – NAIDOC cupcakes & donations	\$126.00
Bullyproof Australia Program 2025	\$7,000.32

Invoices and Payments

Supplier	Description	Invoice No	Invoice Date	Amount	Date Invoice Paid
CBA	Merchant fees for March 2025		01-Apr-25	\$110.35	02-Apr-25
MYOB	accounting program	1-91866845608	02-Apr-25	\$43.40	03-Apr-25
Bidfood	Tuckshop	l65923097	24-Mar-25	\$282.15	04-Apr-25
QAST	Food Safety Supervisor course - Tanya and Terese	8919	14-Mar-25	\$550.00	07-Apr-25
Wise Schools	Senior polos	5398	18-Feb-25	\$759.00	07-Apr-25
Wise Schools	Green polos	5404	19-Feb-25	\$1,119.25	07-Apr-25
Wise Schools	Shorts	5451	03-Mar-25	\$726.00	07-Apr-25
Woolworths	Tuckshop - March 2025		01-Apr-25	\$129.29	15-Apr-25
Homestyle Bakeries	Rebate	4884926	24-Mar-25	-\$2.76	30-Apr-25
Homestyle Bakeries	Rebate	4913500	10-Apr-25	-\$0.63	30-Apr-25
Homestyle Bakeries	Tuckshop	4923606	23-Apr-25	\$301.68	30-Apr-25
Homestyle Bakeries	Credit for mini quiches not delivered	4928395	23-Apr-25	-\$53.65	30-Apr-25

Debit Card Transactions

Date	Receipt No	Paid to / Received from	Purpose	Cash out	Cash in
15/04/2025	0203 G123/004/801	Aldi Brownsplains	2 x 36 can pack of Coke for family fun day	72.33	
15/04/2025	AutoRecharge	Optus	Optus prepaid data only plan for Retail (mainly tuckshop) - 30 days	30.00	
22/04/2025	1113	Woolworths Woodridge	Veges for fried rice (didn't have wollies account card) - plus 1 shopping bag (sorry)	17.34	
22/04/2025	224031	Koung Trading (Yen Two)	Packaging for tuckshop	85.90	
24/04/2025	094-19130-8210-2025-04-24	Bunnings Underwood	Powerboard for tuckshop	22.98	

Fundraising Financials

(as at 30/04/2025)	Easter Raffle	BBQ 3 May
Sales	\$170.25	
Expenses		- \$72.33
Donations	YMCA	
Profit / Loss	\$170.25	- \$72.33

Tuckshop Special Food Days

(as at 30/04/2025)	Sushi Pro 12/2	Sushi Pro 19/2	Sushi Pro 5/3	Sushi Pro 19/3	Sushi Pro 30/4
Sales	\$246.00	\$259.50	\$185.00	\$269.00	\$207.00
Expenses	- \$166.16	- \$166.87	- \$123.53	- \$176.88	132.22
Donations		\$9.50 sales were for drinks	\$7.50 sales were for drinks	\$21 sales were for drinks	
Profit / Loss	\$79.84	\$92.63	\$61.47	\$92.12	\$74.78

Grants and Donations

(as at 30/04/2025)	Donation – MP C Dick – BBQ's	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards, Uniforms	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$3,000.00	\$2,000.00	\$500.00
Expenses	- \$275.14	- \$2,391.00	- \$500.60	- \$431.00
Remaining / (Out-of-Pocket)	\$45.86	\$609.00	\$1499.40	\$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.

TREASURER'S REPORT

@ 30 May 2025

Version	Date	Key changes made	Author/s
	15/06/2025	Report created	Sarah Hyndman
	16/06/2025	Updated with invoices and debit card transactions Added graphs of expenses & income compared to budget	Terese Tobin
v1.0	16/06/2025	Ready to be presented at meeting	
v2.0	29/07/2025	Updated figures in debits and credits columns for general and retail accounts and subsequently total bank dr & cr when realised that the figures initially presented were from April and had not been updated for May	Sarah Hyndman

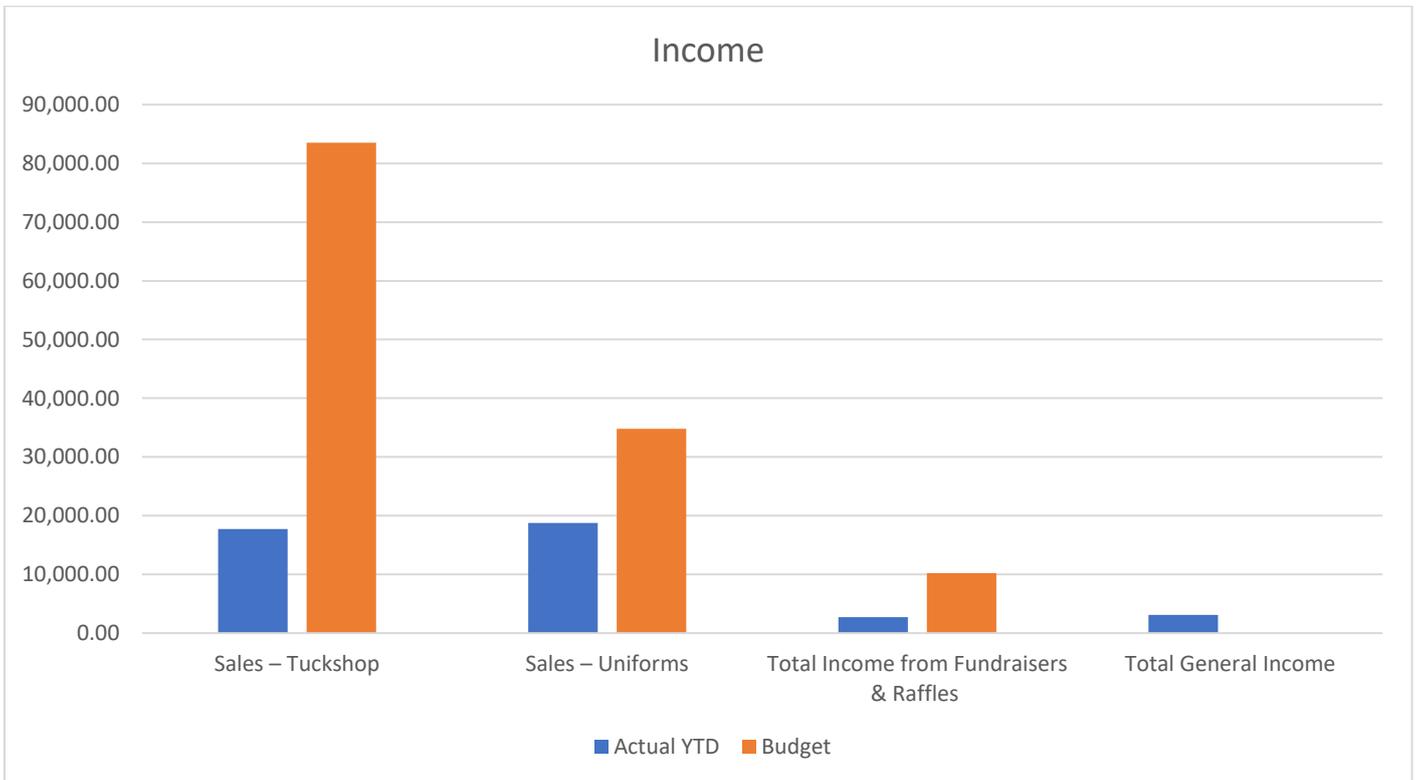
Bank Account and Debit Card Reconciliation

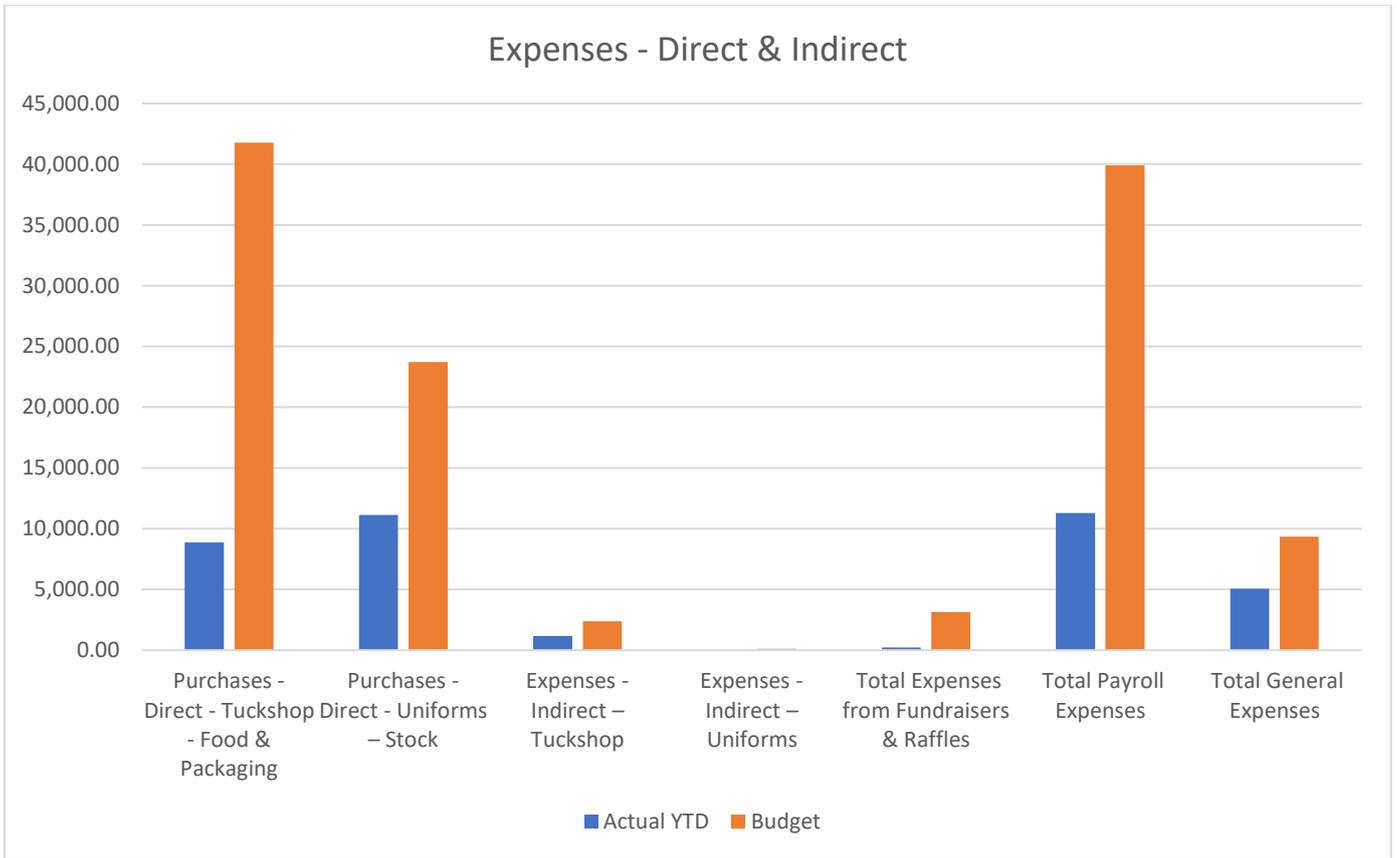
Accounts	Opening Balance 01 May 2025	Debits	Credits	Closing Balance 30 May 2025
General (402)	\$16,468.26	43.40	153.38	\$16,578.24
Retail (410)	\$8,248.33	6,672.24	10,213.58	\$11,789.67
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		6,715.64	10,366.96	
Debit Card	\$39.35	\$351.40	\$460.65	\$148.60

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

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	0	19.5		5,636.50	17,755.95	83,540.00
<i>Sales – Uniforms</i>	5	95		1,894.00	18,773.34	34,800.00
Total Retail Income	\$ -	\$114.50		\$7,530.50	\$36,529.29	\$118,340.00
Total Income from Fundraisers & Raffles				\$2,497.15	\$2,711.60	\$10,250.00
Total General Income				\$350.00	\$3,110.00	\$ -
Total Income	\$ -	\$114.50		\$10,377.65	\$42,350.89	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	2971.5	8,865.57	41,770.00			
<i>Purchases - Direct - Uniforms – Stock</i>	0.00	11,116.08	23,725.00			
Total Cost of Sales	\$2,971.50	\$19,981.65	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	\$150.58	\$1,171.97	2,380.00			
<i>Expenses - Indirect – Uniforms</i>	0	0	120			
Total Retail Expenses	\$150.58	\$1,171.97	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$83.70	\$220.33	\$3,150.00			

Total Payroll Expenses	\$3,265.25	\$11,297.87	\$39,900.00			
Total General Expenses	\$184.87	\$5,055.14	\$9,350.00			
Total Expenses	\$3,684.40	\$17,745.31	\$54,900.00			
Total Other Income	\$0.01	\$0.04	\$0.00	\$43.83	\$257.45	\$650.00
Total Other Expense	\$0.00	\$0.00	\$0.00			
Total Receipts & Payments	\$6,660.91	\$37,732.00	\$120,395.00	\$10,421.48	\$42,608.34	\$129,240.00
Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less Refund Outstanding (-\$5.00)</i>	\$6,655.91			\$10,416.48		
<i>Less square fees (-\$49.52)</i>	\$6,606.39			\$10,366.96		
<i>Plus/Less extra available/used on Debit Card (+\$109.25 to/from Outs)</i>	\$6,715.64			\$10,366.96		
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)	\$6,715.64			\$10,366.96		





Statement of Financial Position as at 30 April 2025

Assets		
Total Banking		\$29,452.00
Total Fixed Assets (shed, equipment, etc)		\$18,845.27
Total Assets	Plus stock	\$48,297.27
Liabilities		
Total Payroll Liabilities	932.20	
Total Long Term Liabilities	935.49	
Total Liability	\$1,867.69	

Committed Funds

Description	Amount (as at 30 May 2025)
Containers for Change (May \$123.60)	\$1,387.83
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 April 2025		01-May-25	\$61.95	02-May-25
Bidfood	Tuckshop	I66205326	21-Apr-25	\$907.14	02-May-25
MYOB	accounting program	1-91987673316	02-May-25	\$43.40	03-May-25
Home Ice Cream	Tuckshop	146916	29-Apr-25	\$161.00	04-May-25
Homestyle Bakeries	BBQ fundraiser for 3 May 2025	4937169	02-May-25	\$94.88	07-May-25
Bidfood	Tuckshop	I66276571	28-Apr-25	\$457.72	09-May-25
Woolworths	Tuckshop - April 2025		01-May-25	\$324.56	15-May-25
Homestyle Bakeries	Credit for mini quiches not delivered	4959921	14-May-25	-\$53.65	21-May-25
Homestyle Bakeries	Tuckshop	4958540	14-May-25	\$104.69	21-May-25
Bidfood	Tuckshop	I66430293	12-May-25	\$888.04	23-May-25

Debit Card Transactions

Date	Receipt No	Paid to / Received from	Purpose	Cash out	Cash in
04/05/2025	Reload	BESS P&C	Top up debit card		460.65
07/05/2025	6129	Woolworths Marsden	Tuckshop fruit and bread	27.71	
10/05/2025	#091-93075-8066-2025-05-10	Bunnings Browns Plains	Fire extinguisher, blanket and sign for BBQ events (covered by left over funds from Cameron Dicks donation for a freezer). Storage containers for tuckshop	82.90	
15/05/2025	2055	Woolworths Woodridge	Containers for tuckshop	23.00	
15/05/2025	AutoRecharge	Optus	Optus prepaid data only plan for Retail (mainly tuckshop) - 30 days	30.00	
26/05/2025	#253180256	Woolworths online order	Tuckshop fruit etc	55.51	
27/05/2025		Sushipro	Sushi day 28 May 2025	132.28	

Fundraising Financials

(as at 30/05/2025)	Easter Raffle	BBQ 3 May	Mother's Day Stall	Mother's Day Raffle	Free Dress Day	
Sales	\$170.25	\$1,191.45	\$925.10	\$256.00	\$1.00	
Expenses		- \$158.23 fees -\$13.12	fees -\$7.80			
Donations	YMCA	CBF660 \$350 + YMCA – sausages & bread				
Profit / Loss	\$170.25	- \$1,020.10	\$917.30	\$256.00	\$1.00	

Tuckshop Special Food Days

(as at 30/05/2025)	Sushi Pro 12/2	Sushi Pro 19/2	Sushi Pro 5/3	Sushi Pro 19/3	Sushi Pro 30/4	Sushi Pro 28/5
Sales	\$246.00	\$259.50	\$185.00	\$269.00	\$207.00	\$217.00
Expenses	- \$166.16	- \$166.87	- \$123.53	- \$176.88	132.22	- \$132.28
Donations		\$9.50 sales were for drinks	\$7.50 sales were for drinks	\$21 sales were for drinks		\$11 sales were for drinks
Profit / Loss	\$79.84	\$92.63	\$61.47	\$92.12	\$74.78	\$84.72

Grants and Donations

(as at 30/05/2025)	Donation – MP C Dick – BBQ's	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards, Uniforms	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$3,000.00	\$2,000.00	\$500.00
Expenses	- \$275.14	- \$2,391.00	- \$500.60	- \$431.00
Remaining / (Out-of-Pocket)	\$45.86	\$609.00	\$1499.40	\$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.

TREASURER'S REPORT

@ 30 June 2025

Version	Date	Key changes made	Author/s
Draft	29/07/2025	Report created	Sarah Hyndman
Draft	10/08/2025	Updated with invoices and debit card transactions Added graphs of expenses & income compared to budget	Terese Tobin
v1.0		Ready to be presented at meeting	
v2.0	16/08/2025	Updated after finding error/miscalculation in figures as highlighted	Sarah Hyndman
v2.0	16/08/2025	Updated graph with adjusted figures. Ready to be presented at meeting	Terese Tobin

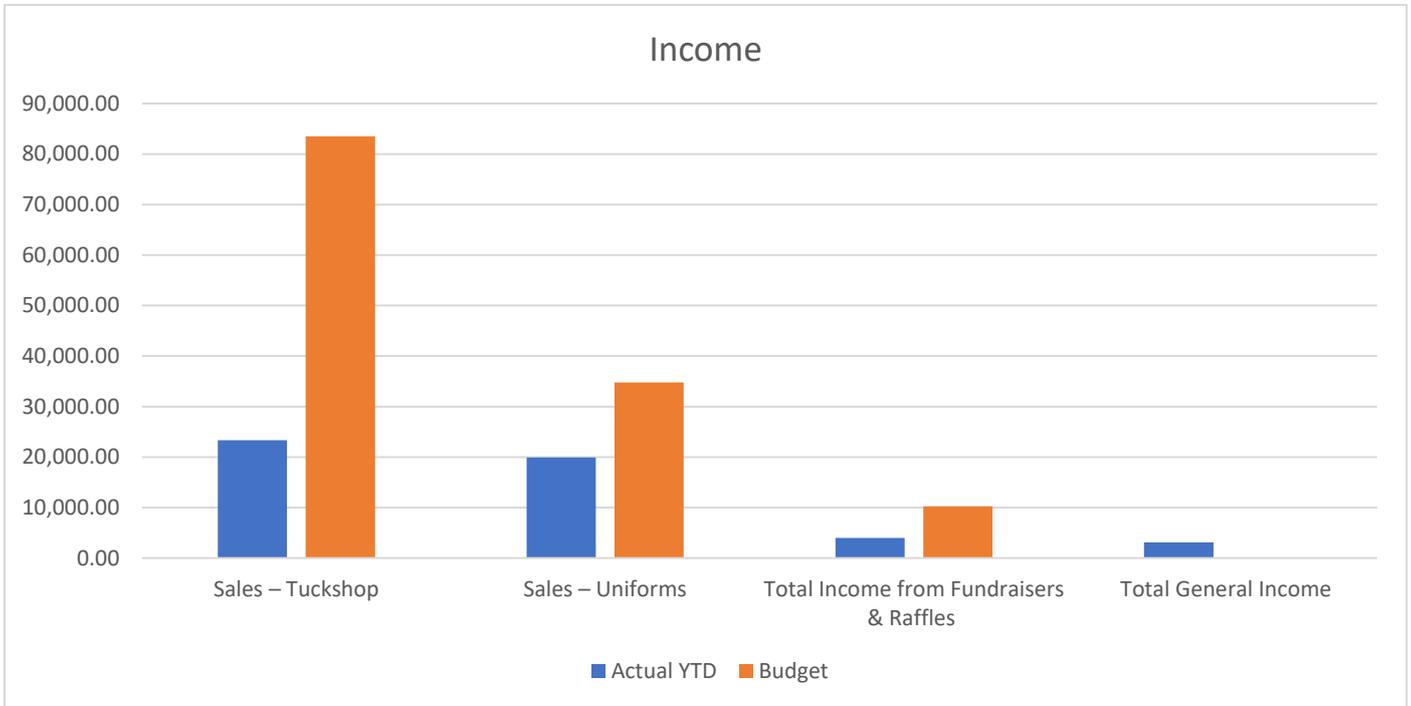
Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 May 2025	Debits	Credits	Closing Balance 30 June 2025
General (402)	\$16,578.24	43.40	220.78	\$16,755.62
Retail (410)	\$11,789.67	8,922.70	7,921.69	\$10,788.66
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>8,966.10</i>	<i>8,142.47</i>	
Debit Card	\$148.60	\$367.89 (\$719.29)	\$351.40 (\$702.80)	\$132.11

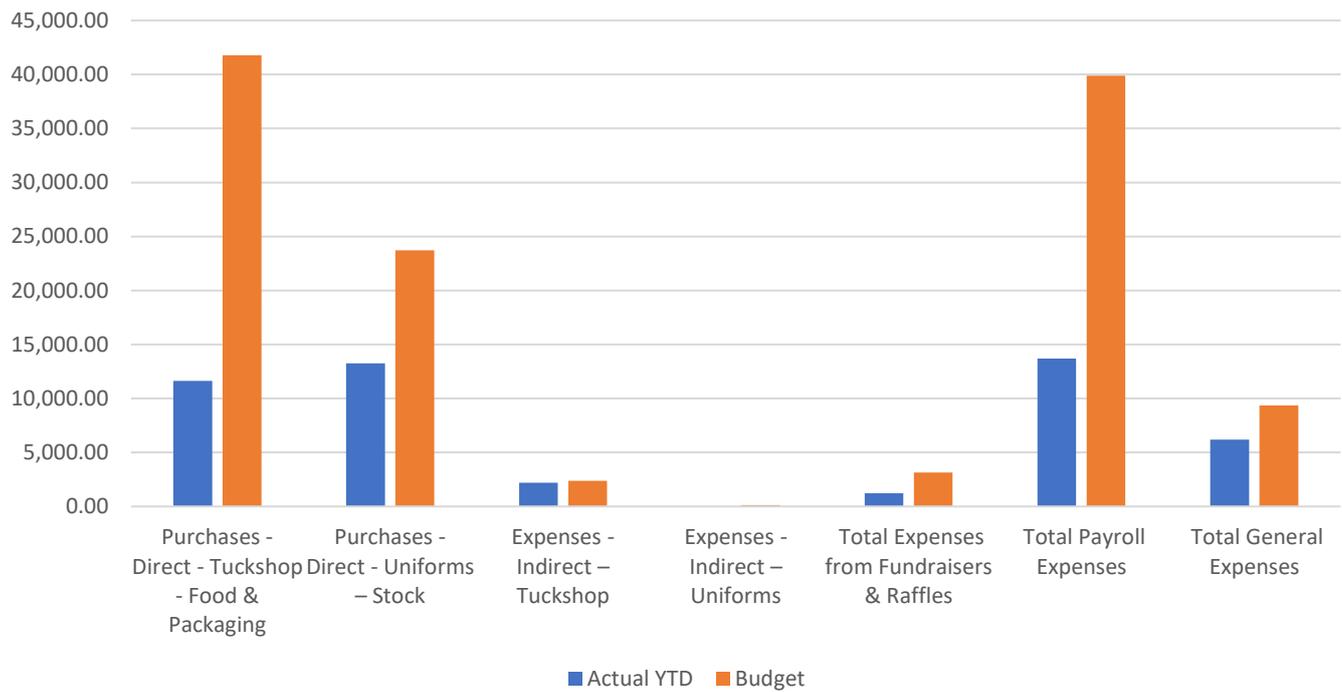
Statement of Receipts & Payments – 31 May to 30 June 2025

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	0	19.50		5,604.40	23,360.35	83,540.00
<i>Sales – Uniforms</i>	0	95		1,174.00	19,942.34	34,800.00
Total Retail Income	\$0.00	\$114.50		\$6,778.40	\$43,302.69	\$118,340.00
Total Income from Fundraisers & Raffles				\$1,060.70	\$3,989.60	\$10,250.00
Total General Income				\$0.00	\$3,110.00	\$ -
Total Income	\$0.00	\$114.50		\$7,839.10	\$50,402.29	\$128,590.00
				7772.20		
Cost of Sales				7739.20		
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	2270.96	11,637.85	41,770.00			
<i>Purchases - Direct - Uniforms – Stock</i>	2149.40	13,265.48	23,725.00			
Total Cost of Sales	\$4,420.36	\$24,903.33	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	\$51.21	\$2,212.02	2,380.00			
<i>Expenses - Indirect – Uniforms</i>	0	0	120			
Total Retail Expenses	\$51.21	\$2,212.02	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$966.23	\$1,236.56	\$3,150.00			
Total Payroll Expenses	\$2,393.61	\$13,691.58	\$39,900.00			
Total General Expenses	\$824.31	\$6,192.72	\$9,350.00			
Total Expenses	\$4,235.36	\$23,332.88	\$54,900.00			
Total Other Income	\$0.00	\$0.04	\$0.00	\$48.40	\$349.30	\$650.00

Total Other Expense	\$0.00	\$0.00	\$0.00			
Total Receipts & Payments	\$8,655.72	\$48,345.75	\$120,395.00	\$7,887.50	\$50,751.59	\$129,240.00
Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Plus May Refund Paid (+\$5.00 to Outs)</i>	\$8,660.72			\$7887.50		
<i>Less square fees (-\$29.53 from both)</i>	\$8,631.19			\$7,857.97		
<i>Plus/Less extra available/used on Debit Card (+\$351.40 -both & -\$16.49 -Outs)</i>	\$8,966.10			\$8,209.37		
<i>Less Cash Sales kept for Cash Float for Tuckshop (-\$66.90 from Ins)</i>	\$8,966.10			\$8,142.47		
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)	\$8,966.10			\$8,142.47		



Expenses - Direct & Indirect



Statement of Financial Position as at 30 June 2025

Assets		
Total Banking (inc \$66.90 Cash Float on Hand, & -\$0.10 underpaid wages owing)		\$28,678.68
Stock on Hand - Tuckshop		2,705.37
Stock on Hand - Uniforms		26,628.79
Total Other Current Assets		\$29,334.16
Total Fixed Assets (shed, equipment, etc)		\$18,845.27
Total Assets		\$76,858.11
Liabilities		
Total Payroll Liabilities	1,423.78	
Total Long Term Liabilities	935.49	
Total Liability	\$2,359.27	

Committed Funds

Description	Amount (as at 30 June 2025)
Containers for Change (June \$185.70 - \$36 Zooper Doopers)	\$1,537.53
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
Wise Schools	Polo shirt top up (size 10)	5654	08-May-25	\$407.00	02-Jun-25
Wise Schools	1st round of winter jackets	5613	24-Apr-25	\$1,742.40	02-Jun-25
P&Cs Qld	Conference - 1 day reg Terese Tobin	330	25-May-25	\$130.00	02-Jun-25
P&Cs Qld	Conference - 1 day reg Cassie	329	25-May-25	\$130.00	02-Jun-25
Refund to parent	We do not label polo shirts		15-May-25	\$5.00	02-Jun-25
Officeworks	Photocopying paper (out to tuckshop)	425 621067	13-May-25	\$22.77	02-Jun-25
QAST	Annual membership	Q1867	01-Jun-25	\$280.00	02-Jun-25
CBA	Merchant fees for May 2025		01-Jun-25	\$128.88	02-Jun-25
MYOB	accounting program	1-92110530248	02-Jun-25	\$43.40	03-Jun-25
Homestyle Bakeries	Tuckshop	4980338	28-May-25	\$92.95	04-Jun-25
Bidfood	Tuckshop	I66595565	27-May-25	\$463.08	06-Jun-25
Bidfood	Tuckshop	I66655098	02-Jun-25	\$319.87	13-Jun-25
Woolworths	Tuckshop - May 2025		01-Jun-25	\$145.05	15-Jun-25
Bidfood	Tuckshop	I66723572	09-Jun-25	\$772.62	20-Jun-25

Debit Card Transactions

Date	Receipt No	Paid to / Received from	Purpose	Cash out	Cash in	Balance
02/06/2025	N260252521859	BESS P&C	TOP UP (mistakenly sent to old bank account)		351.40	500.00
03/06/2025		Debit Card	Funds returned as transaction was to old account details	351.40		148.60
03/06/2025	229378	Koung Trading (Yen Two)	Order bags, nugget bags, masking tape	63.90		84.70
04/06/2025	N260457831428	BESS P&C	TOP #2 (to correct bank account)		351.40	436.10
14/06/2025		Optus prepaid	Internet for tuckshop	80.00		356.10
17/06/2025		Sushipro (paypal)	Sushi day - 18/06/2025	109.84		246.26
19/06/2025		Coles Woodridge	Emergency tuckshop run - dino nuggets	33.00		213.26
21/06/2025		Woolworths Brownsplains	Jnr school sports day soft drinks plus zooper doopers for containers for change challenge	81.15		132.11

Fundraising Financials

(as at 30/06/2025)	Easter Raffle	BBQ 3 May	Mother's Day Stall	Mother's Day Raffle	Free Dress Day	Donuts Drive
Sales	\$170.25	\$1,191.45	\$925.10	\$256.00	\$1.00	\$875.00
Expenses		- \$158.23 fees -\$13.12	fees -\$7.80			- \$665.00 fees -\$3.60
Donations	YMCA	CBF660 \$350 + YMCA – sausages & bread				
Profit / Loss	\$170.25	- \$1,020.10	\$917.30	\$256.00	\$1.00	\$206.40

Tuckshop Special Food Days

(as at 30/06/2025)	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 30/06/2025)	Donation – MP C Dick – BBQ's	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards, Uniforms	Donation – MP C Dick – Freezer
Funding received	\$321.00	\$3,000.00	\$2,000.00	\$500.00
Expenses	- \$275.14	- \$2,090.00	- \$500.60	- \$431.00
Remaining / (Out-of-Pocket)	\$45.86	\$910.00	\$1499.40	\$69.00

Trading Statements and Approximate YTD Net Income at 30 June 2025:

UNIFORM SHOP	TRADING STATEMENT	YTD NET PROFIT/Loss	\$ 130.31	GOAL IS 5-10%
	<ul style="list-style-type: none"> o Sales YTD \$19,702.71 o Less COGS - \$16,939.14 o Gross Profit \$ 2,763.57 (14.03% GOAL IS 45-55%) Less Operating Expenses - \$ 2,633.26 			

TUCKSHOP	TRADING STATEMENT	YTD NET PROFIT/Loss	\$4,851.03	GOAL IS 5-10%
	<ul style="list-style-type: none"> o Sales YTD \$23,340.85 o Less COGS - \$ 9,548.56 o Gross Profit \$13,792.29(59.09% GOAL IS 45-55%) Less Operating Expenses - \$ 8,941.26 			

Note on Trading Statements

The tuckshop and uniform shop trading statements are prepared to show the financial performance of each trading activity. They include sales, cost of goods sold, and a portion of operating expenses allocated to that revenue stream (such as wages, insurance, bookkeeping, and other overheads).

These statements provide a useful view of how each operation is performing but they are not intended to reconcile directly with the association's overall profit or loss. The P&C's full accounts also incorporate income and expenses not allocated to tuckshop or uniform shop, such as grants, fundraising, donations, bank interest, and other committee costs.

For this reason, the results shown in the trading statements will differ from the overall financial result of the P&C. This difference does not indicate missing funds, but reflects the different purposes of the two reports.

