

Berrinba East State School P&C General Meeting			
Date:	Monday 19th of May 2025	Location:	BESS Hub and MS Teams (virtual option)
Time of Meeting Open	5pm		
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), Cassie Fien-Carr, Kaye Mundt, Judith Williams, Paea Steele, Natalie Ellis, Steve Kanowski</i> <i>Guests: Courtney McEwan, Cr Paul Jackson</i>		
Apologies	<i>Alice Perese, Sarah Hyndman</i>		
Confirmation of the minutes of the previous meeting	<i>Draft minutes for the previous general meeting were circulated to members via email on 05/02/2025 and 17/05/2025.</i> <i>No issues or concerns were raised in response.</i>		
Motion	<p>“That the general meeting minutes be confirmed as a true and correct record of the meeting held 11th of November 2024.”</p> <p>Moved: Kelly Hodges Seconded: Natalie Ellis Carried/Lost</p>		
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • <i>Nil</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>Uniform order to Wise</i> ○ <i>Invitations to friends of P&C for Family Fun Day</i> 		
Motion	<p>“That the inwards correspondence be received, and outwards be endorsed.”</p> <p>Moved: Kelly Hodges Seconded: Cassie Fien-Carr Carried/Lost</p>		
Business arising from the correspondence	<ul style="list-style-type: none"> • <i>Nil</i> 		
Table of executive committee’s decisions (if any)	<ul style="list-style-type: none"> • <i>Thank you gift cards to volunteers who have given a significant amount of time and energy during 2024 (from federal volunteer grant)</i> • <i>Quantity of paid hours for back to school uniform shop</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) – November 2024 to March 2025</i> • <i>Recap of history on treasurers reports:</i> <ul style="list-style-type: none"> ○ <i>September meeting – July report was presented and highlighted that August to be presented the following month</i> ○ <i>October meeting – August and September reports not tabled due to a delay in completing monthly reconciling activities</i> ○ <i>November meeting – Significant technical issues with internet and was not able to present any reports. All reports were provided within the minutes post meeting for August, September and October 2024</i> ○ <i>February meeting – did not reach quorum therefore was not able to present reports for November, December and January</i> ○ <i>March did not have a general meeting due to the AGM</i> ○ <i>April was school holidays therefore no meeting</i> ○ <i>May meeting report presented high level details with monthly financial details to be provided in minutes (November2024 to March 2025).</i> <p>Discussion</p> <ul style="list-style-type: none"> • <i>Uniform shop end of term 1 trading statement showed a Loss is due to purchasing winter items, however, is expected to rise again with the sale of purchased items.</i> • <i>Fundraising amount hasn’t changed but hoping to see increase with upcoming events.</i> 		

	<ul style="list-style-type: none"> • Money left over from volunteer grant is being used for Food Safety certifications and P&C conference. This is still within the parameters of the grant. • Engaging in conversation with contractors/visitors that are donating to containers for change and having them see where the money is invested (loose parts, outdoor play areas etc) has helped. • Salvation army has given another \$1000 to cover uniforms at cost that can be provided to the schools hub – This supplements the second hand uniform program nicely.. • Money received for the chest freezer, were able to purchase two freezers • Spoke about the new account Structure, Business Operation Expenses and financial goals • Principal noted the AGM reported Tuckshop ran at a loss, this report shows a profit, can more information be provided? What was the contributor to the loss reported in last year’s AGM? President advised would need to look over reports from the Bookkeeper and auditor to give an accurate response. • Principal mentioned that the question is raised to seek clarity. Could be perceived as a red flag. Is it time for a third party to look at the books? Worst case is that money is missing, best case is it’s not being done up to a quality standard. • Principal advised that after a conversation with Bully Proof, they will not be receiving any additional money from the school or the P&C. The P&C can target this money towards another project. The school will still be receiving the Bully proof product, but it has been agreed that the service has been paid for the next three years.
Motion	<p>“That the Treasurer’s report be accepted, and invoices as listed be endorsed for payment.”</p> <p>Moved: Judith Willams Seconded: Cassie Fien-Carr Carried/Lost</p>
Principal’s Report	<ul style="list-style-type: none"> • As per written report (Ref appendix B) <p>Additional conversation points outside report: Front entrance is due for completion in late July. The delay is due to the rain and logistical challenges; at the extension point the ground has been sinking. Despite the Architect’s vision not meeting the budget they have managed to fulfil it.</p> <p>Playground fence removal has been delayed due to the rain; the vehicles have been unable to get to the playground. Same reason for the shipping container removal.</p> <p>Free Dress Day on State of Origin, Wednesday of next week. To be donated to Baby Give Back on the specific day to have the amount tripled by their partners. Principal asked if the P&C can assist with collecting money and donating to Baby Give Back on their giving day. Yes, the P&C are happy to set up Qkr, Eftpos and cash collection options (physically go class to class to collect cash and deposit at bank), and arrange to deposit to Baby Give Back on their nominated giving day.</p>
Motion	<p>“That the Principals report be accepted”</p> <p>Moved: Steve KANOWSKI Seconded: Natalie Ellis Carried/Lost</p>
Other reports – Retail Manager	<ul style="list-style-type: none"> • As per written report (Ref appendix C)
Other reports – Book Club	<ul style="list-style-type: none"> • Good kickbacks in rewards points for the few orders that are made. • Spent some rewards points on books for the Christmas raffle prizes and Library
Other reports – P&Cs Qld Representative	<ul style="list-style-type: none"> • 2025 P&Cs Qld State Conference <ul style="list-style-type: none"> ○ 6 & 7th June 2025 - Gold Coast Convention and Exhibition Centre ○ Pricing to attend conference only - \$130 per person per day • Record retention freeze <ul style="list-style-type: none"> ○ As part of truth telling, the Dept of Education continued to have a freeze on all destruction of documents. This extended to the P&C. This freeze has now been lifted. All documents will be reviewed and assessed against retention policies to determine what can be destroyed. • P&C Day this year is Friday 23rd of May, during National Volunteer Week. <ul style="list-style-type: none"> ○ The theme for National Volunteer Week in 2025 is "Connecting Communities". This theme recognises the power of volunteering to bring people together and build inclusive communities

	<ul style="list-style-type: none"> The committee and friends have been invited to gather at Café 63 in Logan Central for morning tea. Have reached out to surrounding schools P&C and invited them. Connecting communities. 																																										
Motion	<p>"That the P&C provide the funding for the following people to attend P&Cs Qld's annual State Conference on 6th and 7th of June 2025 at Gold Coast Convention & Exhibition Centre costing a total of \$260.00; Terese Tobin, Cassie Fien-Carr"</p> <p>Moved: Cassie Fien-Carr Seconded: Steve KANOWSKI Carried/lost</p>																																										
Other reports – Fundraising	<ul style="list-style-type: none"> 2024 Fundraising - Total raised: \$4,930 <ul style="list-style-type: none"> Election BBQs - \$1,229.52 Stalls - \$41.90 Raffles - \$1,628.37 Product Drives - \$256.66 Christmas BBQ - \$1,774.65 2024 Tuckshop Special Food Days <ul style="list-style-type: none"> Total raised: \$1,587.52 2024 Containers for Change Program <ul style="list-style-type: none"> Total raised: \$600 (\$1,220.03 across 2023 & 2024) P&C Calendar - Term 2, 2025 – DRAFT <table border="1"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>19/May P&C Meeting</td> <td>20/May</td> <td>21/May Under 8's Day</td> <td>22/May</td> <td>23/May P&C Day</td> </tr> <tr> <td>6</td> <td>26/May</td> <td>27/May Sushi cut off</td> <td>28/May Sushi Day</td> <td>29/May</td> <td>30/May</td> </tr> <tr> <td>7</td> <td>02/Jun</td> <td>03/Jun</td> <td>04/Jun Donut order cut off – 10am</td> <td>05/Jun</td> <td>06/Jun P&Cs Qld Conference</td> </tr> <tr> <td>8</td> <td>09/Jun P&C Meeting</td> <td>10/Jun</td> <td>11/Jun</td> <td>12/Jun</td> <td>13/Jun</td> </tr> <tr> <td>9</td> <td>16/Jun</td> <td>17/Jun Sushi cut off</td> <td>18/Jun Sushi Day</td> <td>19/Jun Donut Collection</td> <td>20/Jun</td> </tr> <tr> <td>10</td> <td>23/Jun</td> <td>24/Jun US stock take after 9am</td> <td>25/Jun Sports day</td> <td>26/Jun</td> <td>27/Jun TS stock take & deep clean</td> </tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	5	19/May P&C Meeting	20/May	21/May Under 8's Day	22/May	23/May P&C Day	6	26/May	27/May Sushi cut off	28/May Sushi Day	29/May	30/May	7	02/Jun	03/Jun	04/Jun Donut order cut off – 10am	05/Jun	06/Jun P&Cs Qld Conference	8	09/Jun P&C Meeting	10/Jun	11/Jun	12/Jun	13/Jun	9	16/Jun	17/Jun Sushi cut off	18/Jun Sushi Day	19/Jun Donut Collection	20/Jun	10	23/Jun	24/Jun US stock take after 9am	25/Jun Sports day	26/Jun	27/Jun TS stock take & deep clean
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Grants and Donations	<ul style="list-style-type: none"> Summary of 2024 <ul style="list-style-type: none"> 2024 Grants and Donations Total - \$8,731 (Excludes all the donations from the YMCA) All grant applications, with the exception of one, were successful! All monies have been spent except for Jim Chalmers Volunteer grant and funds donated by Communities for Children. Club Southside <ul style="list-style-type: none"> Purpose: enhance our school library Requested amount: \$1,500, pending outcome The Salvation Army, Communities for Children <ul style="list-style-type: none"> Purpose: To provide school uniforms to the Hub on request Donated amount: \$1,000 																																										
General Business	<ul style="list-style-type: none"> Nil 																																										
Committee Membership	<ul style="list-style-type: none"> Applications: <ul style="list-style-type: none"> Nil Resignations: <ul style="list-style-type: none"> Bev Egan (Nov 2024) 																																										
Date of next meeting	<ul style="list-style-type: none"> Monday 9th of June 2025 																																										
Time of Meeting Close	<ul style="list-style-type: none"> 6:01pm 																																										

Actions from the meeting:	
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Principal noted the AGM reported Tuckshop ran at a loss, this report shows a profit, can more information be provided? What was the contributor to the loss reported in last year's AGM? President advised would need to look over reports from the Bookkeeper and auditor to give an accurate response. – Terese

Principal mentioned that the question is raised to seek clarity. Could be perceived as a red flag. Is it time for a third party to look at the books? Worst case money is missing, best case is it's not being done up to a quality standard. - Terese

Free Dress Day – SoO game 1 - P&C to set up Qkr, Eftpos and cash collection options (physically go class to class to collect cash and deposit at bank), and arrange to deposit to Baby Give Back on their nominated giving day – Terese & Cassie

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

TEASURER'S REPORT

General Meeting 19 May 2025

Profit & Loss Statement – 2024

Uniform Shop	
Sales - Year To Date	\$27,176.00
Less Costs of Goods Sold	-\$21,837.92
Gross Profit/Loss	\$9,790.64
Less Operating Expenses	-\$5,315.38
Net Profit/Loss - Year to Date	\$4,475.26
Net Profit/Loss % - Year to Date	16.47%

Tuckshop	
Sales - Year To Date	\$64,948.20
Less Costs of Goods Sold	-\$29,733.64
Gross Profit/Loss	\$32,498.44
Less Operating Expenses	-\$32,071.79
Net Profit/Loss - Year to Date	\$2,661.45
Net Profit/Loss % - Year to Date	4.10%

Profit & Loss Statement - end of Term 1 2025

Uniform Shop	
Sales - Year To Date	\$15,558.81
Less Costs of Goods Sold	-\$14,366.11
Gross Profit/Loss	\$1,192.70
Less Operating Expenses	-\$1,482.93
Net Profit/Loss - Year to Date	-\$290.23
Net Profit/Loss % - Year to Date	-1.87%

Tuckshop	
Sales - Year To Date	\$9,830.65
Less Costs of Goods Sold	-\$5,470.25
Gross Profit/Loss	\$4,360.40
Less Operating Expenses	-\$2,698.32
Net Profit/Loss - Year to Date	\$1,662.08
Net Profit/Loss % - Year to Date	16.91%

Account Structure

To assist with simplicity, below is a table outlining the purpose of each of the P&C's three bank accounts

402 - Unallocated funds	410 - Transaction account	903 - Allocated funds
	<ul style="list-style-type: none"> All income All expenses 	<ul style="list-style-type: none"> Long service leave provision Grants & Donations Bullyproof Program Containers for Change Program Business Operations Expenses

Business Operating Expenses

The goal is that each retail stream will generate sufficient funds to cover expenses that are applicable to that stream.

Profit over and above what is required for business operating expenses will be considered at the end of 2025 and a decision made on what those funds will be allocated to.

Tuckshop	Uniform Shop	Special Projects
Profit to cover expenses such as: <ul style="list-style-type: none"> Retail wages incl PAYG & Super (portion attributed to Tuckshop - 85%) Bookkeeping QAST membership Workcover HR support General committee expenses 	Profit to cover expenses such as: <ul style="list-style-type: none"> Retail wages incl PAYG & Super (portion attributed to Uniform Shop - 15%) Audit Insurance MYOB software Website maintenance General operating expenses (internet, mobile phone, etc) 	<ul style="list-style-type: none"> Fundraising Grants & Donations

Retail Operations Financial Goals – 2025

Tuckshop	Uniform Shop
Increase: Sales by \$2,000	Increase: Sales by \$2,000
Decrease: Indirect expenses by \$450 <i>Such as: Printing costs / order stickers, Woolworths delivery costs, Shopping bags, single use containers in tuckshop etc</i>	

@ 30 November 2024

Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 October 2024	Debits	Credits	Closing Balance 30 November 2024
General (402)	\$15,410.09	\$1,945.13	\$611.67	\$14,076.63
Retail (410)	\$5,941.97	\$5,843.81	\$8,392.74	\$8,490.90
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		\$7,788.94	\$9,004.41	
Debit Card	\$189.89	\$640.98	\$691.72	\$240.63

Statement of Receipts & Payments – 31 October 2024 to 30 November 2024

Transfer between accounts for amounts in wrong account (eg Fundraising sales in Qkr, Fundraising purchases on debit card, deposits made to wrong account, etc)	Outs	Ins
– Retail (410)		
– General (402)		
Income	Outs	Ins
Retail Income		
Sales - Tuckshop		7,261.35
Sales - Tuckshop - Special Food Day – Sushi Pro x 3		610.50
Sales – Uniforms (less refund)	25.00	448.50
Sales - Uniforms - Senior Shirts		64.00
Sales - Uniforms - Labelling		3.00
Total Retail Income	25.00	8,387.35
Income from Fundraisers & Raffles		
Containers for Change		78.70
Total Income from Fundraisers & Raffles		78.70
General Income		
Grant Income – CBF554-D2 - Freezer		500.00
Total General Income		500.00
Total Income	25.00	8,966.05
Cost of Sales		
Purchases - Direct - Tuckshop - Food & Packaging	2,950.19	
Purchases - Direct - Tuckshop - Special Food Day – Sushi Pro Days x 3	597.97	
Purchases - Direct - Uniforms – Stock – donated via grant	-58.85	
Total Cost of Sales	3,489.31	
Expense		
Retail Expenses		
Expenses - Indirect - Tuckshop - Misc Equipment & Supplies – containers	54.00	
Expenses - Indirect - Uniforms - Repairs & Maintenance – repair Cricut	75.00	
Total Retail Expenses	129.00	
Expenses from Fundraisers & Raffles		
Student Council Expenses – donated funds raised for camp and recycling centre	532.23	
Total Expenses from Fundraisers & Raffles	532.23	
Payroll Expenses		
Wages & salaries Expenses	1,917.69	
Total Payroll Expenses	1,917.69	
General Expenses		
Accounting/Bookkeeping Fees	43.40	
Bank fees & charges	179.23	
Donations to School Programs – cupcakes for yr6 graduation	110.00	
Grant Funding – uniforms via grant + stage hire	1,318.35	
Total General Expenses	1,650.98	
Total Expense	4,229.90	

Other Income		
Interest income		44.14
Other Income - paypal account verification transactions		0.23
Total Other Income		44.37
Other Expense	0.00	
Total outs and ins	7,744.21	9,010.42
Less square fees (to balance with bank reconciliation) (\$6.01)	7,738.20	9,004.41
Plus extra on debit card (to balance with bank reconciliation) (\$50.74)	7,788.94	9,004.41

Statement of Financial Position as at 30 November 2024

Asset		
Current Assets		
Banking		
Cheque account - General		14,076.63
Cheque account - Tuckshop		8,490.90
Cheque account - Leave Provisions		935.49
Cash on Hand		200.00
Debit Card		240.63
Total Banking		23,943.65
Total Current Assets (plus stock on hand)		23,943.65
Fixed Assets		
Total Fixed Assets		21,069.76
Total Asset (plus stock on hand)		45,013.41
Liability		
Current Liabilities		
Payroll Liabilities		
PAYG withholdings payable	292.00	
Superannuation payable	498.39	
Total Payroll Liabilities	790.39	
Total Current Liabilities	790.39	
Long Term Liabilities		
Provision for Long Service Leave	935.49	
Total Long Term Liabilities	935.49	
Total Liability	1,725.88	

Committed Funds

Description	Amount (as at 30 November 2024)
Student Council – Free Dress Day – Yr 5&6 Camp – Nov (-\$260.00)	\$0
Student Council Recycling Centre (up to Aug 2022) – Nov (-\$272.23)	\$0
Containers for Change – Nov \$78.70	\$1117.43
Bullyproof Australia Program 2025	\$7,000.32
Budget for 2024 Operating Expenses	\$1,706.57

Invoices and Payments

Supplier	Description	Invoice No	Invoice Date	Amount	Date Invoice Paid
Bidfood	Tuckshop	I64354743	21-Oct-24	\$698.82	01-Nov-24
CBA	Merchant fees for October 2024		01-Nov-24	\$171.22	02-Nov-24
Home Ice Cream	Tuckshop	48917	05-Nov-24	\$86.01	04-Nov-24
Assorted Grains	deposit for stage hire for xmas concert	QBO21847	24-Oct-24	\$630.00	04-Nov-24
Officeworks	Stickers for order bags	811594	27-Oct-24	\$69.88	04-Nov-24
Refund to parent	Refund for fleece pants that are not in stock			\$25.00	04-Nov-24
Woolworths	Tuckshop - October 2024		01-Nov-24	\$261.10	15-Nov-24
Bidfood	Term 4 tuckshop	I64506122	04-Nov-24	\$623.18	15-Nov-24
Berrinba East SS	Donation for camp (old can recycling profit + free dress day)		19-Nov-24	\$532.23	19-Nov-24
Assorted Grains	Paid remaining monies owed for outdoor stage hire (re Paul Jacksons grant)	QBO21847	24-Oct-24	\$629.50	19-Nov-24
Home Ice Cream	Tuckshop	48954	19-Nov-24	\$70.01	19-Nov-24
Bidfood	Term 4 tuckshop	I64579652	11-Nov-24	\$211.41	22-Nov-24
Bidfood	Term 4 tuckshop	I64606783	13-Nov-24	\$229.78	22-Nov-24
Kensington Fair Bakery	Cupcakes for year 6 graduation (instead of a cake)	BESS0001	21-Nov-24	\$110.00	22-Nov-24
Bidfood	Tuckshop	I64654998	18-Nov-24	\$385.29	29-Nov-24
Bidfood	Christmas concert drinks, chicken nuggets for tuckshop	I64668897	19-Nov-24	\$257.64	29-Nov-24

Debit Card Transactions

Date	Receipt No	Paid To / Received From	Purpose	Debit	Credit
01/11/2024	0485 G099/008/804	Aldi Slacks Creek	Tuckshop dino nuggets (emergency run)	36.13	
05/11/2024	RELOAD	BESS P&C	Top up (from t/shop)		346.24
07/11/2024	9563	Woolworths Marsden	Zooper doopers for tuckshop (on half price) didn't take in woollies account card	21.60	
12/11/2024	10010	SLOFFEE DESIGNZ NORTH LAKES	Repair of Cricut Joy (roller replacement)	75.00	
12/11/2024	9PY531593R4840528	Sushipro	Sushi day for 13/11/2024	196.08	
12/11/2024	1846	Woolworths Brownsplains	Tuckshop fruit - didn't have woollies account card on me (Terese)	52.80	
19/11/2024	N311940409906	BESS P&C	Reload (from T/Shop)		345.48
22/11/2024	02 / 4942	Foodworks Woodridge	Tanya - Tuckshop fruit	8.33	
22/11/2024	430201386953	Spar Jacaranda Ave (HP Friends)	Eggs and BBQ crackers for tuckshop (emergency run)	8.09	

22/11/2024	3805064523	Spotlight Logan	Containers for tuckshop (3 x 1L, 2 x 4L, 1 x 2.5L for wraps, salad crisper)	54.00	
25/11/2024	n/a	Debit Card	Monthly fee (refunded on 21/01/2025)	2.00	
26/11/2024	8BJ76497MF222222P	Sushipro	Sushi day for 28/11/2024	186.95	

Fundraising Financials

(as at 30/11/2024)	Council Election BBQ (16 March)	Star Wars Cookies (04/05)	Mother's Day Stall (May)	Donut Day	Naidoc Gold Coin Donations	Father's Day Stall (Aug)	State Election BBQ (26/10)	Halloween Raffle		Christmas Concert BBQ
Sales	\$936.20 (less \$10.51 fees)	\$336.00	\$920.00 + \$60.00 raffle	\$616.00	\$9.00	\$840.95	\$613.80	\$174.00		
Expenses	-\$432.13	-\$261.00 - \$0.69 fees	-\$1164.20 - \$2.04 fees	-\$433.00 - \$0.65 fees		-\$552.81	-\$72.00 - \$5.84 fees	-\$102.00		-\$300.00
Donations / Grants	CD-MP - \$200.00 YMCA - snags, bread, sauce			CfC gift card for prize \$157.95						
Profit / Loss	\$693.56	\$74.31	-\$246.24 + \$60.00 raffle	\$182.35	\$9.00	\$288.14	\$535.96	\$72.00		-\$300.00

Tuckshop Special Food Days

(as at 30/11/2024)	Pancake Day 14-16 Feb	Subway Meal Deal – T1	Easter Cookies	Anzac Biscuits	Cross Country Softdrinks	Subway Meal Deal – T2	Sports Day Spectator Menu	Sushi Meal Deal – T2	Naidoc Cupcakes	Ekka Food Day	Sushi Pro Day 1,2,3
Sales	\$96.00	\$129.80	\$250.00	\$102.00	\$9.00	\$99.60	\$420.50	\$58.00	\$117.00	\$788.00	\$335.50 + \$292.50 + \$291.00 = \$919.00
Expenses	-\$15.00	0	-\$88.32	-\$18.00	?	0	-\$118.74	0	0	-\$433.31	-\$227.98 -\$196.08 -\$186.95 = -\$611.01
Donations											
Profit / Loss	\$81.00	\$129.80	\$161.68	\$84.00	\$9.00	\$99.60	\$301.76	\$58.00	\$117.00	\$354.69	\$107.52 + \$96.42 + \$104.05 = \$307.99

Grants and Donations

(as at 30/11/2024)	CBF349 – D5 – Play Events	Donation – MP C Dick – BBQ's	Donation – We Belong – Family Fun Day Event	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards & Uniforms	Greenbank Services Club – CBF	CBF554 – D2 – Freezer	CBF – D5 – Stage Hire
Funding received	\$1,000.00	\$321.00	\$150.00	\$3,000.00	\$1,000.00	\$1,000.00	\$500.00	

Expenses	- \$994.69	- \$275.14	- \$137.87	- \$1,841.00	- \$500.60	- \$1268.00		- \$1259.50
Remaining / (Out-of-Pocket)	\$5.31	\$45.86	\$12.13	\$1,159.00	\$499.40	- \$268.00	\$500.00	- \$1259.50

@ 30 December 2024

Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 1 December 2024	Debits	Credits	Closing Balance 30 December 2024
General (402)	\$14,076.63	447.08	1,188.99	\$14,818.54
Retail (410)	\$8,490.90	4,678.68	4,756.31	\$8,568.53
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>5,125.76</i>	<i>5,945.30</i>	
Debit Card	\$240.63	\$575.10	\$497.07	\$162.60

Statement of Receipts & Payments – 1 December 2024 to 30 December 2024

Transfer between accounts for amounts in wrong account (eg Fundraising sales in Qkr, Fundraising purchases on debit card, deposits made to wrong account, etc)	Outs	Ins
– Retail (410)		
– General (402)		
Income	Outs	Ins
Retail Income		
Sales – Tuckshop (less refunds)	44.50	1,758.75
Sales – Uniforms		250.00
Sales - Uniforms - Senior Shirts		160.00
Total Retail Income	44.50	2,168.75
Income from Fundraisers & Raffles		
Containers for Change		102.60
BBQ Fundraiser		2,158.50
Christmas Raffle		1,497.01
Total Income from Fundraisers & Raffles		3,758.11
Total Income	44.50	5,926.86
Cost of Sales		
Purchases - Direct - Tuckshop - Food & Packaging	253.54	
Purchases - Direct - Uniforms – Stock	949.30	
Purchases - Direct - Uniforms – Stock – Senior Shirts	759.00	
Total Cost of Sales	1,961.84	
Expense		
Retail Expenses		
Expenses - Indirect - Tuckshop - Misc Equipment & Supplies – utensils	11.00	
Expenses - Indirect - Uniforms - Misc Equipment & Supplies – iron	25.40	
Total Retail Expenses	36.40	
Payroll Expenses		
Wages & salaries Expenses	2,429.71	
Total Payroll Expenses	2,429.71	
General Expenses		
Accounting/Bookkeeping Fees	43.40	
Bank fees & charges	173.99	
Donations & Gifts – gifts for volunteers	301.00	
Donations to School Programs – pizza for yr6 graduation	237.70	
Total General Expenses	756.09	
Total Expense	3,222.20	
Other Income		
Interest income	0.02	43.21
Total Other Income	0.02	43.21

Other Expense	0.00	
Total outs and ins	5,228.56	5,970.07
Less square fees (to balance with bank reconciliation) (\$24.77)	5,203.79	5,945.30
Plus extra on debit card (to balance with bank reconciliation) (-\$78.03)	5,125.76	5,945.30

Statement of Financial Position as at 30 December 2024

Asset		
Current Assets		
Banking		
Cheque account - General		14,818.54
Cheque account - Tuckshop		8,568.53
Cheque account - Leave Provisions		935.49
Cash on Hand		200.00
Debit Card		162.60
Total Banking		24,685.16
Other Current Assets		
Stock on Hand - Tuckshop		1,117.40
Stock on Hand - Uniforms		30,452.08
Total Other Current Assets		31,569.48
Total Current Assets		56,254.64
Fixed Assets		
Total Fixed Assets		21,069.76
Total Asset		77,324.40
Liability		
Current Liabilities		
Payroll Liabilities		
PAYG withholdings payable	500.00	
Superannuation payable	801.72	
Total Payroll Liabilities	1301.72	
Total Current Liabilities	1301.72	
Long Term Liabilities		
Provision for Long Service Leave	935.49	
Total Long Term Liabilities	935.49	
Total Liability	2,237.21	

Committed Funds

Description	Amount (as at 30 December 2024)
Containers for Change – Dec \$102.60	(2023-\$742.76+2024-\$ 477.27=) \$1,220.03
Indigenous Dance Group – NAIDOC cupcakes & donations	\$126.00
Bullyproof Australia Program 2025	\$7,000.32
Budget for 2024 Operating Expenses	\$362.07

Invoices and Payments

Supplier	Description	Invoice No	Invoice Date	Amount	Date Invoice Paid
CBA	Merchant fees for November 2024		01-Dec-24	\$149.22	02-Dec-24
Woolworths	Tuckshop - November 2024		01-Dec-24	\$235.32	15-Dec-24
Wise Schools	Uniforms for BTS - skorts	5007	21-Nov-24	\$187.00	17-Dec-24
Wise Schools	Uniforms for BTS - shorts	5008	21-Nov-24	\$762.30	17-Dec-24
Wise Schools	Uniforms for BTS - Snr polos	5053	04-Dec-24	\$759.00	17-Dec-24
Refund to parent	Week 11 tuckshop refund - Richard Brighton			\$21.00	17-Dec-24
Refund to parent	Week 11 tuckshop refund - Amanda Coyne			\$8.00	17-Dec-24
Refund to parent	Week 11 tuckshop refund - Brooke Herridge			\$15.50	17-Dec-24

Debit Card Transactions

Date	Receipt No	Paid To / Received From	Purpose	Debit	Credit
01/12/2024	Kathryn-84cf9465	Pizza Hutt	Pizzas for Year 6 graduation	237.70	
05/12/2024	N320543966020	BESS P&C	Reload (from T/Shop)		497.07
10/12/2024	1379 1186 094	Kmart Brownsplains	Exec decision - Thank you chocolates and gift cards for volunteers (funds from Jim Chalmers Vol Grant)	301.00	
19/12/2024	Paypal	Officeworks via paypal	Terese mistakenly made payment for personal items using BESS P&C paypal (auto population of password)	77.00	
19/12/2024	n/a	Terese Tobin	Reimbursement for mistake made		77.00
20/12/2024	960400613975	Spotlight Brownsplains	Pizza wheel (to cut pizzas), mini iron	36.40	

Fundraising Financials

(as at 30/12/2024)	Council Election BBQ (16 March)	Star Wars Cookies (04/05)	Mother's Day Stall (May)	Donut Day	Father's Day Stall (Aug)	State Election BBQ (26/10)	Halloween Raffle	Christmas Raffle	Christmas Concert BBQ	Election BBQs \$1229.52
Sales	\$936.20 (less \$10.51 fees)	\$336.00	\$920.00 + \$60.00 raffle	\$616.00	\$840.95	\$613.80	\$174.00	\$1,497.01	\$2,158.50	Stalls \$41.90
Expenses	- \$432.13	- \$261.00 - \$0.69 fees	- \$1164.20 - \$2.04 fees	- \$433.00 - \$0.65 fees	- \$552.81	- \$72.00 - \$5.84 fees	- \$102.00	- \$0.64 fees	- \$364.30 - \$19.55 fees	Raffles \$1628.37
Donations / Grants	CD-MP - \$200.00 YMCA – snags, bread, sauce			CfC gift card for prize \$157.95						Product Drives \$256.66
Profit / Loss	\$693.56	\$74.31	- \$246.24 + \$60.00 raffle	\$182.35	\$288.14	\$535.96	\$72.00	\$1,496.37	\$1,774.65	BBQ \$1774.65

Tuckshop Special Food Days

(as at 30/12/2024)	Pancake Day 14-16 Feb	Subway Meal Deal – T1	Easter Cookies	Anzac Biscuits	Cross Country Softdrinks	Subway Meal Deal – T2	Sports Day Spectator Menu	Sushi Meal Deal – T2	Ekka Food Day	Sushi Pro Day 1,2,3
Sales	\$96.00	\$129.80	\$250.00	\$102.00	\$9.00	\$99.60	\$420.50	\$58.00	\$788.00	\$335.50 + \$292.50 + \$291.00 = \$919.00
Expenses	- \$15.00	0	- \$88.32	- \$18.00	?	0	- \$118.74	0	- \$433.31	- \$227.98 - \$196.08 - \$186.95 = - \$611.01
Donations										
Profit / Loss	\$81.00	\$129.80	\$161.68	\$84.00	\$9.00	\$99.60	\$301.76	\$58.00	\$354.69	\$107.52 + \$ 96.42 + \$104.05 = \$307.99

Grants and Donations

(as at 30/12/2024)	CBF349 – D5 – Play Events	Donation – MP C Dick – BBQ's	Donation – We Belong – Family Fun Day Event	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards & Uniforms	Greenbank Services Club – CBF	CBF554 – D2 – Freezer	CBF525 – D5 – Stage Hire
Funding received	\$1,000.00	\$321.00	\$150.00	\$3,000.00	\$1,000.00	\$1,000.00	\$500.00	
Expenses	- \$994.69	- \$275.14	- \$137.87	- \$1,841.00	- \$500.60	- \$1268.00		- \$1259.50
Remaining / (Out-of-Pocket)	\$5.31	\$45.86	\$12.13	\$1,159.00	\$499.40	- \$268.00	\$500.00	- \$1259.50

@ 30 January 2025

Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 December 2024	Debits	Credits	Closing Balance 30 January 2025
General (402)	\$14,818.54	1,410.58	562.67	\$13,970.63
Transaction (410)	\$8,568.53	1,161.68	11,901.43	\$19,308.28
Leave Provision	\$935.49	0	0	\$935.49
		2,572.26	12,464.10	34,214.40
Debit Card	\$162.60	\$0.00	\$2.00	\$164.60

Statement of Receipts & Payments – 31 December 2024 to 30 January 2025

	Outs		Ins	
	Budget	Actual	Budget	Actual
Income				
<i>Sales – Tuckshop</i>			83,540.00	0.00
<i>Sales – Uniforms</i>		90.00	34,800.00	11,990.92
Total Retail Income			\$118,340.00	\$11,990.92
Total Income from Fundraisers & Raffles			0	2
Total General Income			\$10,250.00	\$ -
Total Income		\$90.00	\$128,590.00	\$12,490.92
			0	2
Cost of Sales				
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	41,770.00	69.00		
<i>Purchases - Direct - Uniforms – Stock</i>	23,725.00	883.30		
Total Cost of Sales	\$65,495.00	\$952.30		
Expenses				
<i>Expenses - Indirect – Tuckshop</i>	2,380.00	931.00		
<i>Expenses - Indirect – Uniforms</i>	120.00	0.00		
Total Retail Expenses	\$2,500.00	\$931.00		
Total Expenses from Fundraisers & Raffles	\$3,150.00	\$64.30		
Total Payroll Expenses	\$39,900.00	\$403.68		
Total General Expenses	\$9,350.00	\$205.56		
Total Expenses	\$54,900.00	\$1604.54		
Total Other Income	\$ -	\$0.01	\$650.00	\$49.77
Total Other Expense	\$ -	\$ -		
Total Receipts & Payments		\$2,646.85		\$12,540.69
Adjustments to balance with Bank Reconciliation		Outs		Ins
<i>Less square fees (-\$109.09)</i>		2,537.76		12,431.60
<i>Plus Containers for Change in & out (+\$32.50)</i>		2,570.26		12,464.10
<i>Plus extra available on Debit Card (+\$2.00)</i>		2,572.26		12,464.10

Transfer between accounts for amounts in wrong account (eg withdrawals or deposits made to wrong account, etc)				
– Transaction (410)				
– General (402)				
Total outs and ins		\$2,572.26		\$12,464.10

Statement of Financial Position as at 30 January 2025

Assets		
Total Banking	inc float	34,579.00
Total Fixed Assets		21,069.76
Total Assets	plus stock	55,648.76
Liabilities		
Total Payroll Liabilities	1,435.11	
Total Long Term Liabilities	935.49	
Total Liability	2,370.60	

Committed Funds

Description	Amount (as at 30 January 2025)
Containers for Change	(2023-\$742.76+2024-\$ 477.27=) \$1,220.03
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 December 2024		01-Jan-25	\$55.07	02-Jan-25
MYOB	accounting program		02-Jan-25	\$43.40	06-Jan-25
Woolworths	Tuckshop - December 2024		01-Jan-25	\$133.30	15-Jan-25
Wise Schools	Uniforms for BTS	5005	21-Nov-24	\$883.30	30-Jan-25
The good guys	Freezers (ref C Dick and T Lane grant)		16-Jan-25	\$931.00	30-Jan-25
Containers for change	Return funds incorrectly deposited to us			\$32.50	30-Jan-25

Debit Card Transactions

DATE	RECEIPT NO	PAID TO / RECEIVED FROM	PURPOSE	CASH OUT	CASH IN
21/01/2025	n/a	Debit Card	Maintenance fee reversal		\$2.00

Grants and Donations

(as at 30/01/2025)	Donation – MP C Dick – BBQ's	Volunteer Grant – MP J Chalmers – Auslan course	Donation – Salv. Army CfC – Gift Cards & Uniforms	CBF554 – D2 – Freezer	Donation – MP C Dick – Freezer	CBF525 – D5 – Stage Hire
Funding received	\$321.00	\$3,000.00	\$1,000.00	\$500.00	\$500.00	
Expenses	-\$275.14	-\$1,841.00	-\$500.60	-\$500.00	-\$431.00	-\$1259.50
Remaining / (Out-of-Pocket)	\$45.86	\$1,159.00	\$499.40	\$0.00	\$69.00	-\$1259.50

@ 28 February 2025

Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 31 January 2025	Debits	Credits	Closing Balance 28 February 2025
General (402)	\$13,970.63	849.77	3,330.70	\$16,451.56
Retail (410)	\$19,308.28	9,321.17	8,132.91	\$18,120.02
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>10,170.94</i>	<i>11,463.61</i>	
Debit Card	\$164.60	\$357.66	\$335.40	\$142.34

Statement of Receipts & Payments – 31 January 2025 to 28 February 2025

	Outs			Ins		
	Actual MTD	Actual YTD	Budget	Actual MTD	Actual YTD	Budget
Income						
<i>Sales – Tuckshop</i>	19.50	19.50		4,816.65	4,816.65	83,540.00
<i>Sales – Uniforms</i>	0.00	90.00		2,299.00	14,289.92	34,800.00
Total Retail Income	\$19.50	\$109.50		\$7,115.65	\$19,106.57	\$118,340.00
Total Income from Fundraisers & Raffles				\$ -	\$ -	\$10,250.00
Total General Income				\$1,260.00	\$1,760.00	\$ -
Total Income	\$19.50	\$109.50		\$8,375.65	\$20,866.57	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	2,397.29	2,466.29	41,770.00			
<i>Purchases - Direct - Uniforms – Stock</i>	2,866.63	3,749.93	23,725.00			
Total Cost of Sales	\$5,263.92	\$6,216.22	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>		\$931.00	2,380.00			
<i>Expenses - Indirect – Uniforms</i>			120.00			
Total Retail Expenses	\$ -	\$931.00	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$ -	\$64.30	\$3,150.00			
Total Payroll Expenses	\$1,959.08	\$2,362.76	\$39,900.00			
Total General Expenses	\$117.60	\$323.16	\$9,350.00			
Total Expenses	\$2,076.68	\$3,681.22	\$54,900.00			
Total Other Income	\$0.01	\$0.02	\$ -	\$54.87	\$104.64	\$650.00
Total Other Expense	\$ -	\$ -	\$ -			
Total Receipts & Payments	\$7,360.11	\$10,006.96	\$120,395.00	\$8,430.52	\$20,971.21	\$129,240.00
Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less square fees (-\$12.89)</i>	\$7,347.22			\$8,417.63		
<i>Plus Float returned (+\$200.00)</i>	\$7,347.22			\$8,617.63		
<i>Plus/Less extra available/used on Debit Card (-\$22.26)</i>	\$7,324.96			\$8,617.63		

Transfer between accounts for amounts in wrong account (eg withdrawals or deposits made to wrong account, etc)						
October to December 2024 – Transaction (410)	806.37			2,039.61		
October to December 2024 – General (402)	2,039.61			806.37		
Total outs and ins	\$10,170.94			\$11,463.61		

Statement of Financial Position as at 28 February 2025

Assets		
Total Banking	inc float	35,649.41
Total Fixed Assets		18,845.27
Total Assets	plus stock	54,494.68
Liabilities		
Total Payroll Liabilities	1,847.72	
Total Long Term Liabilities	935.49	
Total Liability	2,783.21	

Committed Funds

Description	Amount (as at 28 February 2025)
Containers for Change	(2023-\$742.76+2024-\$ 477.27=) \$1,220.03
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 January		01-Feb-25	\$61.31	02-Feb-25
myob	accounting program		02-Feb-25	\$43.40	03-Feb-25
Wise Schools	Uniforms for BTS	5162	14-Jan-25	\$1,265.00	05-Feb-25
Wise Schools	Uniforms for BTS	5165	14-Jan-25	\$203.50	05-Feb-25
Officeworks	Booklist (invoice GIC80)	618934086	13-Jan-25	\$139.19	05-Feb-25
Officeworks	Booklist (invoice GIC80)	618934125	13-Jan-25	\$10.44	05-Feb-25
Wise Schools	Uniforms for BTS	5298	29-Jan-25	\$1,248.50	05-Feb-25
Refund to parent	Week 11 tuckshop refund - Narissa Mushatt		10-Feb-25	\$19.50	10-Feb-25
Homestyle Bakeries	Rebate December 2024		09-Dec-25	-\$10.07	12-Feb-25
Homestyle Bakeries	Rebate November 2024		08-Nov-25	-\$10.07	12-Feb-25
Homestyle Bakeries	Tuckshop term 1 2025		04-Feb-25	\$104.03	12-Feb-25
Bidfood	Start of the year bulk buy - T1 2025	165410096	03-Feb-25	\$1,761.74	14-Feb-25
Home Ice Cream	tuckshop term 1 2025	98878	13-Feb-25	\$194.00	19-Feb-25

Debit Card Transactions

DATE	RECEIPT NO	PAID TO / RECEIVED FROM	PURPOSE	CASH OUT	CASH IN
03/02/2025	N220351756065	BESS P&C Debit Card	Top up		\$335.40
04/02/2025	1940	Coles Logan Central	Onions and celery - tuckshop food	\$6.05	
05/02/2025	225492	Foodworks Woodridge	Tuckshop veges	\$11.24	
05/02/2025		Foodworks Woodridge	receipt lost	\$24.39	
11/02/2025	2DY74841GJ3772521	SushiPro (paypal)	Day 1 sushi day for 2025 term 1	\$166.16	
13/02/2025	LOST receipt	Yen Huot Two	Tuckshop order bags	\$17.45	
17/02/2025	01/5466	Foodworks Woodridge	Tanya - Tuckshop fruit	\$13.13	
20/02/2025	5270	Yen Huot Two	Order bags, sandwich wrap, nugget bags, sandwich bags	\$112.30	
28/02/2025		Foodworks Woodridge	Tanya - Tuckshop fruit	\$6.94	

Tuckshop Special Food Days

(as at 28/02/2025)	Sushi Pro 12/2	Sushi Pro 19/2	Sushi Pro 5/3
Sales	\$246.00	\$259.50	\$15.50
Expenses	-\$166.16	-\$166.87	
Donations			
Profit / Loss	\$79.84	\$92.63	

Grants and Donations

(as at 28/02/2025)	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	CBF525 – D5 – Stage Hire
Funding received	\$321.00	\$3,000.00	\$1,000.00	\$500.00	\$1260.00
Expenses	-\$275.14	-\$1,841.00	-\$500.60	-\$431.00	-\$1259.50
Remaining / (Out-of-Pocket)	\$45.86	\$1,159.00	\$499.40	\$69.00	\$0.50

@ 30 March 2025

Bank Account and Debit Card Reconciliation

Accounts	Opening Balance 01 March 2025	Debits	Credits	Closing Balance 30 March 2025
General (402)	\$16,451.56	43.40	72.75	\$16,480.91
Retail (410)	\$18,120.02	14,971.58	6,543.15	\$9,691.59
Leave Provision	\$935.49	0	0	\$935.49
<i>Total bank DR & CR</i>		<i>15,014.98</i>	<i>6,615.90</i>	
Debit Card	\$142.34	\$355.63	\$481.19	\$267.90

Statement of Receipts & Payments – 1 March 2025 to 30 March 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>5,033.50</i>	<i>9,850.15</i>	<i>83,540.00</i>
<i>Sales – Uniforms</i>	<i>0.00</i>	<i>90.00</i>		<i>1,508.52</i>	<i>15,798.44</i>	<i>34,800.00</i>
Total Retail Income	\$ -	\$109.50		\$6,542.02	\$25,648.59	\$118,340.00
Total Income from Fundraisers & Raffles				\$44.20	\$44.20	\$10,250.00
Total General Income				\$ -	\$1,760.00	\$ -
Total Income	\$ -	\$109.50		\$6,586.22	\$27,452.79	\$128,590.00
Cost of Sales						
<i>Purchases - Direct - Tuckshop - Food & Packaging</i>	<i>2,668.46</i>	<i>5,134.75</i>	<i>41,770.00</i>			
<i>Purchases - Direct - Uniforms – Stock</i>	<i>4,761.90</i>	<i>8,511.83</i>	<i>23,725.00</i>			
Total Cost of Sales	\$7,430.36	\$13,646.58	\$65,495.00			
Expenses						
<i>Expenses - Indirect – Tuckshop</i>	<i>\$67.41</i>	<i>\$998.41</i>	<i>2,380.00</i>			
<i>Expenses - Indirect – Uniforms</i>			<i>120.00</i>			
Total Retail Expenses	\$67.41	\$998.41	\$2,500.00			
Total Expenses from Fundraisers & Raffles	\$ -	\$64.30	\$3,150.00			
Total Payroll Expenses	\$3,067.21	\$5,429.97	\$39,900.00			
Total General Expenses	\$4,353.47	\$4,676.63	\$9,350.00			
Total Expenses	\$7,488.09	\$11,169.31	\$54,900.00			
Total Other Income	\$ -	\$0.02	\$ -	\$58.71	\$163.35	\$650.00
Total Other Expense	\$ -	\$ -	\$ -			
Total Receipts & Payments	\$14,918.45	\$24,925.41	\$120,395.00	\$6,644.93	\$27,616.14	\$129,240.00
Adjustments to balance with Bank Reconciliation	Outs			Ins		
<i>Less square fees (-\$29.03)</i>	\$14,889.42			\$6,615.90		
<i>Plus/Less extra available/used on Debit Card (+\$125.56 to Outs)</i>	\$15,014.98			\$6,615.90		
<i>Transfer between accounts for amounts in wrong account (eg withdrawals or deposits made to wrong account, etc)</i>						
<i>– Transaction (410)</i>	0			0		
<i>– General (402)</i>	0			0		
Total outs and ins (should balance on bank rec)	\$15,014.98			\$6,615.90		

Statement of Financial Position as at 30 March 2025

Assets		
Total Banking		\$27,375.89
Stock on Hand – Tuckshop		781.90
Stock on Hand – Uniforms		24,448.17
Total Other Current Assets		\$25,230.07
Total Fixed Assets		\$18,845.27
Total Assets		\$71,451.23
Liabilities		
Total Payroll Liabilities	890.26	
Total Long Term Liabilities	935.49	
Total Liability	1,825.75	

Committed Funds

Description	Amount (as at 30 March 2025)
Containers for Change (Mar - \$44.20)	\$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		01-Mar-25	\$123.87	02-Mar-25
SmallBiz Tax	2024 Audit	439	27-Feb-25	\$1,320.00	03-Mar-25
P&Cs Qld	Insurance - 1 March 2025 to 1 March 2026 + HR advisory service (\$604)		12-Feb-25	\$2,807.17	03-Mar-25
myob	accounting program		02-Mar-25	\$43.40	03-Mar-25
Officeworks	Printer inks and order stickers	62041662 9	04-Mar-25	\$409.81	04-Mar-25
Homestyle Bakeries	Tuckshop top up	4839717	26-Feb-25	\$34.03	05-Mar-25
Bidfood	Tuckshop top up	165630241	24-Feb-25	\$878.25	07-Mar-25
Officeworks	Credit to account as kickback from booktlist	40790159 3	12-Mar-25	-\$470.37	12-Mar-25
Wise Schools	Uniforms for BTS	5006	21-Nov-24	\$4,761.90	14-Mar-25
Woolworths	Tuckshop - February 2025		01-Mar-25	\$323.37	15-Mar-25
Bidfood	Tuckshop	165773634	11-Mar-25	\$546.22	21-Mar-25
Homestyle Bakeries	Tuckshop	4873722	19-Mar-25	\$34.03	26-Mar-25
Bidfood	Tuckshop	165860881	18-Mar-25	\$605.19	28-Mar-25
Bidfood	Tuckshop - credit for items not delivered	C6730899	20-Mar-25	-\$10.85	28-Mar-25

Debit Card Transactions

DATE	RECEIPT NO	PAID TO / RECEIVED FROM	PURPOSE	CASH OUT	CASH IN
04/03/2025		SushiPro (paypal)	Day 3 sushi day for 2025 term 1 - no invoice received	\$123.53	
13/03/2025		BESS P&C	Top Up		\$481.19
17/03/2025	AutoRecharge	Optus	Optus prepaid data only plan for Retail (mainly tuckshop) - 30 days	\$30.00	
18/03/2025		SushiPro	Sushi order - last sushi day for term 1	\$176.88	
19/03/2025	6790	Foodworks Woodridge	Tanya - tuckshop fruit	\$7.91	
20/03/2025	5	Foodworks Woodridge	Tanya - tuckshop fruit & milk	\$8.96	
21/03/2025	30	Foodworks Woodridge	Tanya - tuckshop fruit	\$8.35	

Fundraising Financials

(as at 30/03/2025)	
Sales	
Expenses	
Donations	
Profit / Loss	

Tuckshop Special Food Days

(as at 30/03/2025)	Sushi Pro 12/2	Sushi Pro 19/2	Sushi Pro 5/3	Sushi Pro 19/3
Sales	\$246.00	\$259.50	\$185.00	\$269.00
Expenses	-\$166.16	-\$166.87	-\$123.53	-\$176.88
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

Grants and Donations

(as at 30/03/2025)	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	CBF525 – D5 – Stage Hire
Funding received	\$321.00	\$3,000.00	\$1,000.00	\$500.00	\$1260.00
Expenses	-\$275.14	-\$1,841.00	-\$500.60	-\$431.00	-\$1259.50
Remaining / (Out-of-Pocket)	\$45.86	\$1,159.00	\$499.40	\$69.00	\$0.50

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

UNIFORM SHOP	<u>TRADING STATEMENT</u>	\$15,558.81	YTD NET PROFIT/Loss	- \$ 290.23	
	<ul style="list-style-type: none"> ○ Sales YTD ○ Less COGS ○ Gross Profit Less Operating Expenses 	<ul style="list-style-type: none"> - \$14,366.11 \$ 1,192.70 (7.67% GOAL IS 45-55%) - \$ 1,482.93 	YTD Net Profit/Loss %	- 1.87%	GOAL IS 5-10%

TUCKSHOP	<u>TRADING STATEMENT</u>	\$ 9,830.65	YTD NET PROFIT/Loss	\$1,662.08	
	<ul style="list-style-type: none"> ○ Sales YTD ○ Less COGS ○ Gross Profit Less Operating Expenses 	<ul style="list-style-type: none"> - \$ 5,470.25 \$ 4,360.40 (44.36% GOAL IS 45-55%) - \$ 2,698.32 	YTD Net Profit/Loss %	16.91 %	GOAL IS 5-10%

Appendix B

Principal's Report – P&C Meeting 19.05.25

Item	Discussion
Student Enrolment	410
Student Attendance Rate	84.6%
Excursions	Woodridge SHS Experience Day (Year 6) – 15 May Rugby League Gala Day - 12 June Bugs Gone Wild Incursion (Year 1) – 15 June Old MacDonald's Farm Incursion (Prep) – 23 June
School Events	Under 8's Day – Wednesday 21 May Sports Day – Wednesday 25 June NAIDOC Week Celebrations – 25 – 27 June Report Cards emailed to parents – Friday 27 June
Facilities Update	School Front Entrance <ul style="list-style-type: none"> - Work is due for completion in late July - Work has been severely impacted by rain Playground <ul style="list-style-type: none"> - Due to be open in the next week (again impacted by rain) 2025 Facilities Plan <ul style="list-style-type: none"> - Over the coming months there will be significant facilities upgrades to the school including external painting, pathways, gardens and a new shed.
Staffing	<ul style="list-style-type: none"> - We currently have vacancies in the following areas: <ul style="list-style-type: none"> o Year 1 o Year 2/3 o Music and the Arts o Head of Special Education Services - A HOSES has been appointed and will commence at Berrinba East State School starting in Week 7. - The school has engaged with a recruitment agency that has connected us with a range of interstate and overseas applicants. This partnership has enabled us to recruit teachers for the start of Term 3.
Finance	The school financial snapshot is attached. <ul style="list-style-type: none"> - Of the \$849967.82 available, the following is committed to spend: <ul style="list-style-type: none"> o \$600000.00 on staffing (this includes SLPs, OTs, HAS and support teaching staff) o An additional \$200000 spend on facilities projects.
Student Council	Propose to have a Free Dress Day on Wednesday 28 May (State of Origin theme) to raise money for our community partners – Baby Give Back Request for P&C to collect and process the money

<p>Community Hub</p>	<ul style="list-style-type: none"> - Morning Mingles have commenced every Monday and Wednesday mornings - Community Library has commenced every Wednesday afternoon. - Plans are in place for a Community Hub Expo to be held as part of State Education Week in Term 4 - An established partnership with Kingston SS Family LinQ has provided much needed support for families living in the suburb of Kingston. - Our partnership with The Family Place is going strong with many community events and workshops happening within our school - A calendar of events in the Hub each week will be published and shared on our school Facebook page
<p>School Review</p>	<ul style="list-style-type: none"> - Our recent school review was a success with over 250 people interviewed in the process. Key affirmations included: <ul style="list-style-type: none"> o Quality systematic Curriculum delivery. o The unconditional positive regard teachers have for students o The outstanding partnerships with community o Innovative Pedagogy including Play based Pedagogy o The innovative and strategic work done by the school leadership to address the impact of system staffing shortages. - Key areas to develop included: <ul style="list-style-type: none"> o Continue to develop and refine the school’s approach to teaching reading. o Continue to develop a whole school/community understanding and philosophy of Inclusion. o Refine transparent processes for decisions made regarding resourcing. - A final report will be published in the next few weeks and this will help start the process of developing our next Four Year Strategic Plan.

School Financial Snapshot

Berrinba East State School (1867)

Period 202505 (May 2025)

as at 19-May-2025 03:02 PM



What We Own

Cash Holdings

General Bank Account 1,299,954.48

Subtotal of Cash Holdings 1,299,954.48

What Others Owe Us

Parents 15,169.80

Others 5,330.69

Subtotal of What Others Owe Us 20,500.49

Total of What We Own 1,320,454.97

ADJUSTED FOR

What We Owe Others

Payables -12,790.88

Funds Held in Trust 0.00

Total of What We Owe Others -12,790.88

Net Ownership* (We own more than we owe) 1,307,664.09

ADJUSTED FOR

What We Are Committed to Spend 225,056.17

Funds We Hold for Others

Global Trading Activities -250.00

Administered Cluster Funds -30,394.10

Total Funds Held for Other Bodies -30,644.10

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 849,967.82

Reconciliation to Balance Sheet Summary Report

Net Ownership*		1,307,664.09
ADJUSTED FOR		
Items Awaiting Reconciliation		
Salary Recovery	89,208.61	
Corporate Card	13,114.21	
Total Items Awaiting Reconciliation		<u>102,322.82</u>
Net Assets/(Liabilities) as per Balance Sheet Summary Report		<u>1,409,986.91</u>

RETAIL OPERATIONS REPORT

General Meeting 19 May 2025

Tuckshop

- Term 2 2025 menu has been adjusted slightly with the addition of a few more GREEN choices in the snack section.
- Prices reviewed again and adjusted accordingly.
- Continuing with 50% pre-made hot foods and making the rest in tuckshop (house made).
- Continuing with Sushi-Pro days
- Food Safety Supervisor Training
 - Tanya and Terese have recently completed their Food Safety Supervisor training. This experience reinforced that our tuckshop already operates on a solid foundation of food safety principles. It was affirming to see that many of our current practices align with industry standards and food safety guidelines.
 - The training also highlighted some areas where small tweaks could further enhance our operations. As a result, we will be implementing a few targeted improvements to strengthen our food safety practices even further.
 - Encouragingly, we discovered that we already have many of the essential elements of a Food Safety Program in place. We will now begin the process of compiling these elements into a formal, documented Food Safety Program.
 - Although our tuckshop is not required to hold a food licence, we have consistently aimed to operate in accordance with food licence standards. This commitment reflects our dedication to providing a safe, healthy, and high-quality service to our school community.
- School Community Feedback
 - Most families order from the tuckshop weekly and for both breaks.
 - There is interest in the tuckshop being open on Mondays; unclear whether this would be in addition to or instead of a current operating day.
 - The main driver for purchasing tuckshop is as a reward, followed closely by convenience.
 - Perceptions of food quality are spread fairly evenly across fair, good, and excellent.
 - Most respondents felt there is enough variety on the menu.
 - There is strong support for continuing sushi days and having at least one Subway day per term.
 - The Qkr! app is seen as clunky and not user-friendly for both families and tuckshop staff.
 - Families expressed appreciation for EFTPOS payment options.
- What do you like about our tuckshop?
 - The convenience and the friendly staff.
 - Wonderful customer service
 - The meals are delicious and great communication
 - The ladies, online ordering
 - The variety, the healthy food options as well as the naughty treats.
 - I like the variety and convenience of ordering online, also if have forgotten to grab a bread then I can order tuck shop during the week
 - The amazing ladies
 - I use it for a reward system.

What do you think could be improved about our tuckshop?

- Open everyday, especially start of week
- When placing a order, they are being checked they are in the system.
- My son complains the nuggets are always to hard, they are over cooked
- I'm happy as is
- More helpers
- Term 1, one of my granddaughters order was not delivered or given to her twice. She is in Prep. I was very disappointed for her to go without during these times.
- I love using the service provided to us, but I've had a few issues with my child not receiving their lunch due to a malfunction in the system, which has resulted in a very hungry child each time. Eg: it has happened on a Friday, we have then had to wait till the following Wednesday to address this issue. Something needs to change in regards to this, as it gets very frustrating at times.
- Do you have any other comments about tuckshop?
 - Keep up the hard work we appreciate it.
 - Pricing is a bit high for what's offered
 - It would be a suggestion that the year 6 could spend some time in the tuck shop help prepare food and also with service at breaks to get some work experience I know I did at my schools growing up and I loved it
 - Maybe a staff menu
 - Thank you for all the continued support and work, especially when I forget to order on time. I appreciate the effort the team puts in.

Uniform Shop

- Back to school ...The website booking system for a dedicated appointment time worked a treat again! Thank you to Tanya and Cassie for running the shop during one of the busiest times!
- Term 1...Notice was given to families of the small price increase for uniforms which took effect from term 2
- Term 2...Fleece jackets have finally arrived. Pending information on track pants. Our uniform supplier, Wise Schools, will be in Brisbane for the P&Cs Qld conference and would like to connect while here

END