

St Patrick's Catholic Primary School

P&F Association AGM Reports 2016

President Report
Canteen Report
Treasurer Report



P&F President's Report 2016

The P&F of St Patrick's has a proud history of having a positive, active and effective role in the way our school provides a high standard of education for our children.

We do this by giving support to a wide range of activities and events that our school undertakes. I believe that everything the P&F is involved in is to benefit the children – our children.

We welcomed Mrs. Cheryl Walsh to St Patrick's at the start of Term 1, 2016 and Cheryl has embraced our school community and has a positive impact of the entire school. We welcome her experience and ideas.

In 2016 we had two projects that were our focus. The first half of the year saw the P&F direct our energy and funds into the upgrading of the infant's playground. The playground was looking tired and not very inspiring for the children to play in. With the help of the staff, the CSO and parent feedback we have installed a great playground for our K-2 children. A dry creek bed, car racing tracks, stage, blackboard, shop front are just a few of the features. Not only is it interactive for the children it also looks great and provides a great background on a busy main road. The funds for this project came from our P&F levy, canteen, disco, trivia night and raffle profit. It is a credit to everyone – a community effort - that this playground is now operational. The extra seating and decking provided by the school is also practical and functional and greatly appreciated.

In the latter part of 2016 we agreed to support and fundraise for the installation of air conditioning in all classrooms. Originally, we agreed to fund raise and install air conditioning in the primary classrooms however with the support of the school we could install air conditioning in ALL classrooms over the Christmas summer holidays of 2016/17. Whilst we still have a debt of approx. \$12,000 to service, this project has been well received by the entire school community. The impact it has on our children's and staff's well-being is extremely positive. The funding for this project was kick started by the October walk-a-thon which raised more than \$11,000. This is a tremendous result for a school our size and just goes to show the support for this project. Our funds again came from our P&F levy, canteen, Christmas raffle and Christmas carol profit.

The P&F also coordinates the Mother's Day and Father's Day Stall. Thanks to Patti Cox and Ange Stitt for organizing the gifts. We provide these stalls as a service as opposed to a fund raiser and what little profit we make is directed to our current projects.

Other events organized by the P&F in 2016 included Bunnings BBQ (to promote our school in the community), St Patrick's Day sausage sizzle, Easter raffle, term 2 school disco, Infants playground opening, Trivia Night, Casey's Toy World Shopping Night, Kinder Orientation, World Teachers Appreciation Day morning tea, Walk-a-thon sausage Sizzle, Christmas raffle and Christmas Carols BBQ.

We would like to acknowledge and thank the family members who support and volunteer to help run these events throughout the year. Without parental involvement, the above-mentioned events would not go ahead. There are many other mums, dads, carers and grandparents who regularly answer my call for help and to them I thank you.

I would also like to acknowledge the work of Annabel Cockerton, Ange Stitt, Nicole Patrick and Patti Cox who form the executive committee. Always ready to pitch in and help and ensure the kids have fun. Thank you, girls, – you do a fantastic job! A special mention to Rachael Payle, who has embraced our P&F in her first year at our school. Rachael is always looking for ways to fundraise and is happy to coordinate new events. Her support with sourcing prizes for our raffles and trivia nights is amazing.

The P&F could not function properly without a strong, respectful and friendly relationship with every staff member at St Patrick's. We appreciate all that you do for our children and will continue to work with you and support you. Thank you for the great care you take of our children.

To all families (new and old), we strongly encourage you to be part of the 2017 P&F and connect with our school. We have 4 meetings a year and it is a great opportunity to hear first-hand what is happening in our school.

We are blessed to belong to such a great community – a community we create by working together.

Michelle Cormack
President

P&F Canteen report 2016

2016 Canteen Sales Income	\$42,293.00
Less Canteen expenses	(\$26,067)
Total 2016 Canteen profit	\$16,226.00

In 2015 the canteen made a profit of \$11,408.00. This year we increased our profit by \$4,818.00.

At the beginning of 2016 we reviewed our prices and increased the cost of our finger food (chicken fingers, nuggets etc.) for the first time in seven years. We also found it necessary to increase the cost of our drinks. In most cases the increases brought our prices into line with what other school canteens on the Central Coast were charging.

As we are a volunteer run canteen with no paid staff ALL our profit is given back to the school. We can be very proud of our 2016 result as it is most profitable year yet.

The canteen is co-ordinated by 3 people:

-) Michelle Cormack – stock control / ordering
-) Ange Stitt – volunteer rostering
-) Annabel Cockerton – weekly banking of takings and paying bills

In 2016 we introduced some new items which were well received (garlic bread, moose ice blocks) and some which were not (fried rice, piranha gluten free chips). We continue to try new items whilst stocking those that sell well.

Without our volunteers, we have no canteen. We thank everybody who has given their time to work canteen this year. Thank you to Ange Stitt for coordinating our volunteers and training them where needed. Ange does a wonderful job ensuring the canteen is staffed every week and often works Fridays! Ange was also the driving force behind our two special meal deals - "Footy Finals" day and "Pizza Day" which were well received by the children.

Thanks to Annabel Cockerton who ensures the takings are banked every week and that our suppliers are paid weekly. Her good financial management is truly appreciated.

Thanks to the children and parents of St Patricks who support our canteen. It really is a credit to everyone that we operate the way we do.

2017 will see the introduction of new Healthy Canteen guidelines in NSW. These will be introduced over 3 years. This may mean changes to our current canteen structure but as always, we will keep everyone informed as we implement the new rules.

Michelle Cormack
Canteen Committee

CASHBOOK

Name: 0.00

Month: February

Details			Income							Expenses					BANK BALANCE	
Date	Description	Ref	P&F Levy	Transfers	Fundraising Income	Uniform Sales	Interest	Sundry Income	Total	Audit Fees	Fundraising Exp	Sundry Exp.	Infants Play Ground	Sundry Exp.		Total
31-Jan-16			-	-	-	-	-	-	0.00	-	-	-	-	-	0.00	#REF!
29-Feb-16			618.50	-	1,717.85	-	-	-	2,336.35	-	680.00	-	-	36.00	716.00	#REF!
31-Mar-16			2,446.45	-	983.15	-	81.37	-	3,510.97	-	-	-	-	-	0.00	#REF!
30-Apr-16			1,985.50	-	276.65	-	-	-	2,262.15	400.00	-	-	-	-	400.00	#REF!
31-May-16			1,129.50	-	2,405.00	6.35	-	-	3,540.85	-	2,197.75	-	12,658.00	-	14,855.75	#REF!
30-Jun-16			3,185.30	17,336.24	1,004.30	-	86.32	-	21,612.16	-	-	-	-	-	0.00	#REF!
31-Jul-16			2,504.00	-	2,966.50	-	-	-	5,470.50	-	-	-	-	-	0.00	#REF!
31-Aug-16			2,576.90	-	-	-	-	-	2,576.90	-	1,624.00	-	50,632.00	-	52,256.00	#REF!
30-Sep-16			4,558.42	-	3,505.00	-	53.77	-	8,117.19	-	-	-	-	-	0.00	#REF!
31-Oct-16			1,912.48	-	373.65	-	-	-	2,286.13	-	382.50	-	-	-	382.50	#REF!
30-Nov-16			5,237.90	-	250.00	-	-	-	5,487.90	-	885.28	-	-	-	885.28	#REF!
31-Dec-16			714.50	10,639.76	3,298.60	-	6.04	-	14,658.90	-	-	-	-	100.00	100.00	#REF!
									0.00						0.00	#REF!
TOTALS			26,869.45	27,976.00	16,780.70	6.35	227.50	0.00	71,860.00	400.00	5,769.53	0.00	63,290.00	136.00	69,595.53	#REF!

TRUE

DATE	Description	Ref	Sales	Interest	0	0	0	0	Total	Cleaning	0	0	P & F Expensive	Funds to P & F Account	purchased food Canteen	Total
31-Jan-16			-	-	-	-	-	-	-	-	-	-	-	-	-	-
29-Feb-16			3,950.20	-	-	-	-	-	3,950.20	-	-	-	100.52	-	3,135.52	3,236.04
31-Mar-16			4,551.50	37.44	-	-	-	-	4,588.94	-	-	-	-	-	2,471.51	2,471.51
30-Apr-16			1,634.10	-	-	-	-	-	1,634.10	-	-	-	-	-	2,904.82	2,904.82
31-May-16			6,151.65	-	-	-	-	-	6,151.65	210.00	-	-	-	-	2,367.69	2,577.69
30-Jun-16			2,467.40	34.33	-	-	-	-	2,501.73	-	-	-	-	17,336.24	2,570.15	19,906.39
31-Jul-16			3,931.45	-	-	-	-	-	3,931.45	-	-	-	-	-	-	-
31-Aug-16			5,146.85	-	-	-	-	-	5,146.85	-	-	-	-	-	4,398.15	4,398.15
30-Sep-16			3,987.30	7.63	-	-	-	-	3,994.93	-	-	-	-	-	2,172.16	2,172.16
31-Oct-16			1,471.05	-	-	-	-	-	1,471.05	200.00	-	-	-	-	1,948.93	2,148.93
30-Nov-16			5,396.50	-	-	-	-	-	5,396.50	-	-	-	-	-	3,623.92	3,623.92
31-Dec-16			3,605.15	2.78	-	-	-	-	3,607.93	-	-	-	-	10,639.76	474.21	11,113.97
			42,293.15	82.18	-	-	-	-	42,375.33	410.00	-	-	100.52	27,976.00	26,067.06	54,553.58

Fundraising Income / Expenses Breakdown

	Income	Exp	Net	
Mothers/ Fathers Day	5,910.00	3,821.75	2,088.25	Total Income
Bunnings BBQ	1,717.85	680.00	1,037.85	Net Fundraising - All
Trivia Night	2,966.50	-	2,966.50	P & F Levies Received
Easter Egg Stuff	1,259.80	-	1,259.80	Interest Income
Disco Income	1,004.30	-	1,004.30	Net Canteen Income
Christmas Carols Night	3,298.60	885.28	2,413.32	
Other	623.65	382.50	241.15	
	16,780.70	5,769.53	11,011.17	54,416.39
	-	-	11,018.17	54,423.39
				7.00

St Patrick's School P & F (East Gosford)
Profit & Loss Statement for the Year Ended 31 December 2016

	This Year (2016)	Last Year (15)
<u>Net Income from Core Activities</u>		
Canteen Sales Income	42,293	44,999
less Canteen Purchases	<u>(26,067)</u>	<u>(33,591)</u>
	16,226	11,408
Mothers & Fathers Day Fundraising Income	5,910	4,600
less Mothers & Fathers Day Expenses	<u>(3,822)</u>	<u>(4,139)</u>
	2,088	461
Trivia Night Fundraising Income	2,967	1,957
less Trivia Night Expenses	<u>0</u>	<u>(119)</u>
	2,967	1,838
Bunnings BBQ Proceeds	1,718	0
less Bunnings BBQ Expenses	<u>(680)</u>	<u>0</u>
	1,038	0
Christmas Carols Proceeds	3,299	0
less Christmas Carols Expenses	<u>(885)</u>	<u>0</u>
	2,413	0
Other Fundraising Income - Net	2,512	0
P & F Levies Received	26,869	25,723
Interest Income	310	360
Total Income Received	<u>54,423</u>	<u>39,791</u>
<u>Operating Payments Made</u>		
Sports Uniforms Purchases	0	(1,492)
Coin Counter Purchase	0	(395)
Cleaning Expenses	(410)	0
Audit Fees	(400)	(400)
Staff Gifts - Retirement	(200)	(150)
World Teacher Day Lunch	0	(178)
Easter Egg Prizes	0	(350)
P & F Meeting Expenses	(37)	(141)
Disco DJ Expenses	<u>0</u>	<u>(500)</u>
	(1,047)	(3,606)
P & F TRADING SURPLUS MADE	<u>53,377</u>	<u>36,185</u>
less Donations - St Patricks School (Infants playground)	(63,290)	(13,000)
NET OPERATING PROFIT / LOSS ()	<u>(9,913)</u>	<u>23,185</u>

St Patrick's School P & F (East Gosford)
Reconciliation of Funds for the Year Ended 31 December 2016

	This Year (2016)	Last Year (15)
NET OPERATING PROFIT / LOSS ()	<u><u>(9,913)</u></u>	<u><u>23,185</u></u>
This is represented by:		
<u>Closing Bank Balances - 31/12/16</u>		
P & F Tuck Shop Acct - CBA	5,003	17,181
P & F Cheque Acct - CBA	<u>39,237</u>	<u>36,972</u>
	44,240	54,153
<u>less Opening Bank Balances - 01/01/16</u>		
P & F Tuck Shop Acct - CBA	(17,181)	(17,938)
P & F Cheque Acct - CBA	<u>(36,972)</u>	<u>(13,030)</u>
	(54,153)	(30,968)
BANK BALANCE MOVEMENT FOR THE YEAR	<u><u>(9,913)</u></u>	<u><u>23,185</u></u>

please note walk-a-thon funds were directly deposited into the school account and have not been reported above

