

2022 HSPA P & C Treasurer's Report

We continue with the Westpac Community Banking accounts with daily taking and operate six accounts- two cheque accounts and three savings accounts-One of each for the P&C and Music Committee and a savings account for Primary funds-this allows each committee's funds to be accounted independently. We also have a cheque account with a debit card attached for the canteen expenses. Accounts are accessed via deposits at the branch by a number of avenues including Canteen, Music subcommittee as well as the P&C treasurer: additionally EFT deposits are made particularly for Music Uniform fees where parents are requested to electronically deposit to the music cheque account. Debits are made electronically with two P&C executives required to authorise all electronic transactions via the Westpac Business Internet banking. Additional security is maintained via SMS codes and mobile phones after individual log in.

We continue with the cloud-based system, Xero, for input and payment of accounts plus wages. Each user has a unique log in code and all transactions are fully trackable in the system. Wages are processed sometime between Friday afternoon and Monday, for the previous week. The canteen accounts are input when able on a weekly basis.

The canteen continues to be the main/only fundraising arm for the P&C generally-The Primary and Music Sub Committees are very active in fundraising in their own rights. The three EFTPOS machines in the canteen continue to be a great asset. We appreciate the time and effort of our staff and volunteers in accepting and processing EFPOS payments but acknowledge that it is an essential tool for our canteen.

A summary of Canteen sales is as follows:

- On Line sales – total for the year \$83,407.
- EFTPOS sales – total for the year \$203,094.
- Cash sales – total for the year \$71,065.
- Catering - \$6750.

We continue to employ three people – two on each day, Dee and Rachel are paid supervisor rates and Jenny assistant rate.

I would personally like to acknowledge and thank Dee Rachel and Jenny for their contribution to running the canteen, for their consistent efforts in keeping the kids coming to the canteen despite the competition of McDonalds etc. right on the doorstep, and the hours they put in making sure they are getting the best price on stock. I would also like to thank them for supporting me in the role, and their patience and understanding at difficult times has been very much appreciated.

Summary/comparison of the results for 2021 and 2022

	2022	2021
Canteen Sales	\$361,327	\$224,929
Canteen Expenses	\$296,638	\$191,854
Net Profit	\$64,689	\$33,075

Break up of expenses as follows:

	2022	2021
Wages	\$123,273	\$79,506
Superannuation	\$12,633	\$6,777
Canteen Accounts	\$160,732	\$105,571
Total Expenditure	\$296,638	\$191,854

Takings are up considerably on last year in part due to COVID closure in 2021.

In 2022 the completion and payment of our quarterly installment Activity Statement to ATO was dealt with by Oracle our accountants.

Additionally there are compliance matters such as reporting to Australian Charities and Not-For-Profit Commission (ACCN); maintaining Working with Children Check register for out paid employees, workers comp and updating details with ATO, Australian Business Register and P&C Federation annually.

As of December 2022 account balances were as follows:

Westpac P&C Transaction account	\$25,569
Westpac Music Transaction account	\$7,168
Westpac P&C Saving Account	\$111,389
Westpac Music Savings account	\$33,184
Westpac Primary Savings account	\$5,990
Canteen Card account	\$1962
Petty Cash	\$500
Total P&C Funds	<u>\$185,762</u>

Donations to the school

P&C

\$24,150 Donations as per Principal's requests throughout the year

Total donation P&C 2022 \$24,150

Primary

\$8,000 Donation as per principal request new playground.

Total donation Primary &8,000

Overall total donation to HSPA P&C to school for all committees for 2022 is \$32,150.

Philippa Cottle
HSPA P&C Treasurer
05/03/2023