

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

Agenda for Ordinary Meeting to be held on

Monday 6th May @ 7.00pm via TEAMS

parent_citizenLSHS@outlook.com

***Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2024 financial member (cost 50 cents per year).*

1. MEETING OPENED & WELCOME TO NEW MEMBERS

2. APOLOGIES AND PERSONS PRESENT

3. CONFIRM MINUTES

3.1 Minutes from Ordinary Meeting on 18.04.2024

3.2 Matters arising:

- Financial motion about auditor to be added next ordinary meeting
- Canteen Manager role

4. REPORTS:

4.1 President Report

4.2 Vice President's (Correspondence) report

4.3 Treasurer Report

4.4 Canteen Report

4.5 Principals Report

5. GENERAL BUSINESS

5.1 FINANCIAL MOTION – payment to auditor \$600 inc GST

5.2 Canteen Manager

5.3 Presentation of audited 2023 financial statements

5.4

6. ANY OTHER BUSINESS

6.1

6.2

7. DATE OF NEXT MEETING

7.1 Week 9 – Monday 9th June- online

8. CLOSURE

**Lesmurdie Senior High School P&C Inc.
Minutes for Executive Meeting Monday 6th May 2024**

Item No	Details	Action
1	Quorum was not established. Executive meeting declared open at: 7:02pm	
2	Attendance	
2.1	Present Felicity Brodie, Pam Rushton, Hannah Vallance, Vanita Kashyap, Kerry Chipchase, Kirsten Williams, Stacey Raiarta, Renee de Prazer	
2.2	Apologies Stacey Verco, Rachael Boyes, Geoff Tucknott, Amanda Moreno Diaz	
3	Minutes	
3.1	Minutes from the previous meeting on the 18 th April 2024 accepted as being true and correct.	
3.2	Confirmed: Vanita K Seconded: Hannah V Matters arising from previous meeting <ul style="list-style-type: none"> • Financial motion about auditor to be added next ordinary meeting • Canteen Manager role 	Added to this meeting's agenda Added to this meeting's agenda
4	Reports	
4.1	President Thank you all for the extra time that you have put in recently. I appreciate the time everyone has had to spend recently with the extra meetings and the increased emails.	
4.2	Vice-President Emails pre 2021 culled/junk folder organised by setting up new folders ie Canteen, Xero, MYOB.	
4.3	Treasurer's Report See attached. Lodged financial report for 2023 to Auditor – few questions from the auditor regarding the canteen revenue.	
4.4	Canteen Report See attached Committee discussed conducting a review as to why students aren't buying from the canteen.	
4.5	Principals Report Nil Report	
5	General Business	
5.1	Financial Motion - \$330 – payment to auditor Pam proposed the above motion Seconded – Hannah All in favour - Yes	
5.2	Canteen Manager Advertisement to be brief similar to WGPS advertisement. Hannah to check if the unsuccessful canteen applicants of wattle grove could be advised of the Lesmurdie Canteen opportunity. Canteen Applicant review team – Kerry with Hannah and Pam with Vanita as Reserve Pam proposed the above team for interview process Seconded: Kirsten. All in favour: Yes Hannah to discuss with Regina, Christina, Jo-anne and canteen volunteers about a skeleton menu option/reduced canteen hours.	Pam to email Katharine the updated job advert. Hannah
6	Any Other Business	
6.1		
6.2		

7	Date of Next Meeting	
7.1	<p>Term 2 Week 9 Monday 10th June (online)</p> <p>Term 3 Week 4 Monday 5th August (online) Week 8 Monday 2nd September (online)</p> <p>Term 4 Week 4 Monday 28th October (school staffroom) Week 8 Monday 25th November (school staffroom)</p>	
8	Closure – 8:03pm meeting Closed	

**LESMURDIE SENIOR HIGH SCHOOL P & C
FUNDS AVAILABLE FOR SPENDING
AS AT 30 - April - 2024**

FUNDS AVAILABLE

Cash at Bank 30 - April - 2024

- Bendigo Canteen Account	17,428.39	
- Bendigo Statement Account	10,878.97	
		28,307.36

Less: Liabilities 30 - April - 2024

- Trade Creditors	6,563.30	
- Superannuation Payable	138.24	
- Wages Payable	0.70	
- PAYG Payable	1,467.00	
		8,169.24

Less: Committed Spending

	-	
Funds Available	20,138.12	
Minimum Bank Balance	10,000.00	
Funds Available for Spending	\$ 10,138.12	

FUNDING CONSIDERATIONS

Library Tables

Pending for next meeting (\$996*8 +\$724+GST)		8,764.80
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Total Funding Proposed		\$ 8,764.80
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Balance Sheet

Lesmurdie Senior High School Parents and Citizens Association As at 30 April 2024

30 APR 2024

Assets

Bank

Bendigo Bank Statement Account	10,878.97
LSHS P & C Canteen Account	17,428.39
Total Bank	28,307.36

Current Assets

Cash Float	234.00
Petty Cash	(139.15)
Stock on Hand	1,045.00
Total Current Assets	1,139.85

Fixed Assets

Canteen Equipment	659.98
Kitchen Equipment at Cost	18,460.00
Less: Accumulated Depreciation Kitchen Equipment	(6,147.00)
Total Fixed Assets	12,972.98

Total Assets **42,420.19**

Liabilities

Current Liabilities

Accounts Payable	6,563.30
PAYG Withholdings Payable	1,467.00
Superannuation Payable	138.24
Wages Payable - Payroll	0.70
Total Current Liabilities	8,169.24

Total Liabilities **8,169.24**

Net Assets **34,250.95**

Equity

Current Year Earnings	(3,030.07)
Retained Earnings	37,281.02
Total Equity	34,250.95

Aged Payables Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 30 April 2024

Ageing by due date

CONTACT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables						
Bakers Delight Kalamunda	762.86	-	-	-	-	762.86
Cold Trek WA	400.45	-	-	-	-	400.45
Sanderson IGA	382.38	-	-	-	-	382.38
WA School Canteen Suppliers	905.28	-	-	-	-	905.28
Westoz Food Distributors	4,112.33	-	-	-	-	4,112.33
Total Aged Payables	6,563.30	-	-	-	-	6,563.30
Total	6,563.30	-	-	-	-	6,563.30
Percentage of total	100.00%	-	-	-	-	100.00%

Profit and Loss

Lesmurdie Senior High School Parents and Citizens Association For the 2 months ended 30 April 2024

	MAR-APR 2024	MAR-APR 2023	\$ COMPARISON	% COMPARISON
Trading Income				
Catering Sales	892.90	684.50	208.40	30.45%
Food Sales	25,487.10	37,944.26	(12,457.16)	-32.83%
Miscellaneous Income	236.98	-	236.98	-
Total Trading Income	26,616.98	38,628.76	(12,011.78)	-31.10%
Cost of Sales				
Stock Purchases	11,750.41	17,625.67	(5,875.26)	-33.33%
Total Cost of Sales	11,750.41	17,625.67	(5,875.26)	-33.33%
Gross Profit	14,866.57	21,003.09	(6,136.52)	-29.22%
Other Income				
Interest Income	0.53	0.87	(0.34)	-39.08%
Parents Contribution	-	4,280.50	(4,280.50)	-100.00%
Total Other Income	0.53	4,281.37	(4,280.84)	-99.99%
Operating Expenses				
Dues & Subscription	42.50	330.00	(287.50)	-87.12%
Merchant Fees	179.09	253.65	(74.56)	-29.39%
Quick Cliq Commission	43.46	130.25	(86.79)	-66.63%
Superannuation	1,015.74	1,047.53	(31.79)	-3.03%
Wages and Salaries	9,234.55	9,976.49	(741.94)	-7.44%
Total Operating Expenses	10,515.34	11,737.92	(1,222.58)	-10.42%
Net Profit	4,351.76	13,546.54	(9,194.78)	-67.88%

LSHS P & C Canteen Account Reconciliation Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 30 April 2024

LSHS P & C Canteen Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Balance in Xero			
30 Apr 2024			17,428.39
Statement Balances			
30 Apr 2024	Statement balance (calculated)		17,428.39
28 Apr 2024	Imported statement balance		17,428.39
30 Apr 2024	Calculated balance out by		-

Bank Statement

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 April 2024 to 30 April 2024

LSHS P & C Canteen Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Apr 2024						-	22,000.92
Statement Lines							
1 Apr 2024		1 Apr 2024	INTEREST	Yes	Bank Feed	0.19	22,001.11
2 Apr 2024		2 Apr 2024	DIRECT DEBIT XEROAUSTRALIA PTY 0301629114 XeroAUIINV_PqDt 9DgD	Yes	Bank Feed	(42.50)	21,958.61
4 Apr 2024		4 Apr 2024	OSKO PAYMENT Wages week ending 29March Felicity BRodie	Yes	Bank Feed	(773.76)	21,184.85
4 Apr 2024		4 Apr 2024	OSKO PAYMENT Wages week ending 29March Joanne DeRoost	Yes	Bank Feed	(300.40)	20,884.45
4 Apr 2024		4 Apr 2024	OSKO PAYMENT Wages week ending 29March Regina Tan Stew Lee	Yes	Bank Feed	(150.20)	20,734.25
11 Apr 2024		11 Apr 2024	PAY ANYONE ANZ83298 LSHS P & C 0183936468Brow ns Foo	Yes	Bank Feed	(904.82)	19,829.43
11 Apr 2024		11 Apr 2024	OSKO PAYMENT Lesmurdie P & C Satnam Waheguru Pty	Yes	Bank Feed	(863.94)	18,965.49
11 Apr 2024		11 Apr 2024	OSKO PAYMENT Account No 8 Sanderson Road IGA	Yes	Bank Feed	(200.13)	18,765.36
11 Apr 2024		11 Apr 2024	OSKO PAYMENT Lesmurdie SHS Khusmi Traders Pty L	Yes	Bank Feed	(864.48)	17,900.88
11 Apr 2024		11 Apr 2024	OSKO PAYMENT Customer ID 774 Westoz	Yes	Bank Feed	(2,203.74)	15,697.14
11 Apr 2024		11 Apr 2024	DIRECT DEBIT SuperChoice P/L 0304547165 PC110424- 155417567	Yes	Bank Feed	(1,392.55)	14,304.59
11 Apr 2024		11 Apr 2024	DIRECT DEBIT SuperChoice P/L 0304547166 PC110424- 155417489	Yes	Bank Feed	(2,055.68)	12,248.91
14 Apr 2024		14 Apr 2024	PAYMENT Square Australia Pty	Yes	Bank Feed	123.98	12,372.89
15 Apr 2024		15 Apr 2024	DEPOSIT - CASH TIE DYE STORE	Yes	Bank Feed	113.00	12,485.89

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
16 Apr 2024		16 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0305543713	Yes	Bank Feed	287.77	12,773.66
17 Apr 2024		17 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0305884972	Yes	Bank Feed	419.25	13,192.91
18 Apr 2024		18 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0306274374	Yes	Bank Feed	565.12	13,758.03
19 Apr 2024		19 Apr 2024	DEPOSIT - CASH T2 W1	Yes	Bank Feed	2,509.75	16,267.78
19 Apr 2024		19 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0306601666	Yes	Bank Feed	540.11	16,807.89
19 Apr 2024		19 Apr 2024	DIRECT CREDIT QUICKCLIQ 0306640906 QCCAN36084180	Yes	Bank Feed	539.94	17,347.83
20 Apr 2024		20 Apr 2024	PAYMENT Square Australia Pty	Yes	Bank Feed	469.21	17,817.04
23 Apr 2024		23 Apr 2024	PAYMENT Canteen 8 April 2024 Christina Chong	Yes	Bank Feed	(431.60)	17,385.44
23 Apr 2024		23 Apr 2024	OSKO PAYMENT Canteen 8 April 2024 Felicity Brodie	Yes	Bank Feed	(920.95)	16,464.49
23 Apr 2024		23 Apr 2024	OSKO PAYMENT Cantten 8 April 2024 Joanne DeRoost	Yes	Bank Feed	(300.40)	16,164.09
23 Apr 2024		23 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0307341674	Yes	Bank Feed	545.88	16,709.97
25 Apr 2024		25 Apr 2024	OSKO PAYMENT Lesmurdie Senior High/M24/185 WA School Canteen As	Yes	Bank Feed	(199.00)	16,510.97
26 Apr 2024		26 Apr 2024	DEPOSIT - CASH T2 W 2	Yes	Bank Feed	848.60	17,359.57
26 Apr 2024		26 Apr 2024	DIRECT CREDIT SQUARE AU PTY LT 0308208246	Yes	Bank Feed	543.91	17,903.48
26 Apr 2024		27 Apr 2024	DIRECT CREDIT QUICKCLIQ 0308354332 QCCAN36191814	Yes	Bank Feed	256.69	18,160.17
28 Apr 2024		28 Apr 2024	PAYMENT Canteen 15 April Christina Chong	Yes	Bank Feed	(150.20)	18,009.97
28 Apr 2024		28 Apr 2024	OSKO PAYMENT Canteen 15 April Felicity Brodie	Yes	Bank Feed	(431.38)	17,578.59
28 Apr 2024		28 Apr 2024	OSKO PAYMENT Canteen 15 April Joanne DeRoost	Yes	Bank Feed	(150.20)	17,428.39
Closing Balance							
30 Apr 2024						-	17,428.39

Statement Exceptions

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 April 2024 to 30 April 2024

LSHS P & C Canteen Account

Bendigo Bank Statement Account Reconciliation Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 30 April 2024

Bendigo Bank Statement Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Balance in Xero			
30 Apr 2024			10,878.97
Statement Balances			
30 Apr 2024	Statement balance (calculated)		10,878.97
28 Apr 2024	Imported statement balance		10,878.97
30 Apr 2024	Calculated balance out by		-

Bank Statement

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 March 2024 to 30 April 2024

Bendigo Bank Statement Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Mar 2024						-	10,878.79
Statement Lines							
1 Mar 2024		1 Mar 2024	INTEREST	Yes	Bank Feed	0.09	10,878.88
1 Apr 2024		1 Apr 2024	INTEREST	Yes	Bank Feed	0.09	10,878.97
Closing Balance							
30 Apr 2024						-	10,878.97

Statement Exceptions

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 March 2024 to 30 April 2024

Bendigo Bank Statement Account

Quest Accounting

Wieclaw Investment Trust
Unit 3, 16 Hammond Road, Cockburn Central, WA, 6164
Phone: 94179729
ABN: 85038719259

Tax invoice

Invoice number
2857

Issue date
30/04/2024

Due date
14/05/2024

Bill to

Lesmurdie Senior High School P&C
21-23 REID RD
Lesmurdie WA 6076
Australia

Description	Tax	Amount (\$) <i>excluding tax</i>
Audit of financial statements for period 1 January 2023 to 31 December 2023.	GST	300.00
	Subtotal (<i>exc. tax</i>)	\$300.00
	Tax	\$30.00
	Total Amount (<i>inc. tax</i>)	\$330.00
	Total paid	\$0.00
	Balance due	\$330.00

View your invoice online

[Click here to view](#)

How to pay

Due date: 14/05/2024

View your invoice online

Scan the QR code or click the link above to view this invoice online.



Bank deposit via EFT

Bank Westpac
Name Quest Accounting
BSB 036081
AC# 234902
Ref# 2857

Mail a cheque

Cheques payable to
Quest Accounting
Mail to
Unit 3, 16 Hammond Road,
Cockburn Central, WA, 6164

2023 Lesmurdie Senior High School P&C audited financial statements

From: Josef Wieclaw (josef@questaccounting.com.au)

To: v.amit36@yahoo.com

Date: Tuesday, 30 April 2024 at 12:43 pm AWST

Hello Vanita

Attached are the 2023 Lesmurdie Senior High School P&C audited financial statements.

I have not included committee members in the report but if you need them please provide list and I will add.

I have the following nominees on the report. Let me know if there is any change from last year.

President	Pam Rushton
Treasurer	Vanita Kashyap

Audit management letter

With regard to the financial statements I have the following comments:

- This is the second year in succession that the Lesmurdie Senior High School has reported a substantial loss. It is clearly evident that the losses are generated by donations to Lesmurdie Senior High School and passing on income from the canteen to the school is general practice, but please ensure that enough funds remain to ensure the canteen can operate throughout the year.
- Percentage gross profit from trading: The percentage gross profit from trading dropped to 59% in 2023 compared to prior years of 89% (2022), 85% (2021) and 78% (2020). See table below. Please ensure the following are occurring.
 - All cash sales have been accounted for and has not been used for other purchases not entered into Xero.
 - There is no significant cash on hand at 31 December 2023.
 - Has there been a reduction in the margins on Food Sales.
 - Are catering sales done at cost or is there a profit in this amount.
 - Closing inventory is accurate.
 - Call me if you need to discuss further.

Sales	Year			
	2023	2022	2021	2020
Food Sales	225,203	186,307	155,855	133,953
Catering Sales	7,363	10,713	11,567	7,847
	232,566	197,020	167,422	141,800
Less: Cost of Goods Sold				
Opening Inventory	3,582	1,330	1,947	500
Purchases	143,990	106,235	89,791	80,953
Closing Inventory	1,045	3,582	1,300	1,947
	146,527	103,983	90,438	79,506
Gross Profit From Trading	86,039	93,037	76,984	62,294
Percentage Gross Profit	59%	89%	85%	78%

- Accounts payable reduced in 2022 by \$225 after the audit was completed. I have adjusted accounts payable to reflect Xero by crediting the \$255 to other income.
- Could you provide the following. I was unable to download from Xero.
 - Bendigo Canteen Account 274 statement showing balance at 31 December 2023.
 - Bendigo Acc 373 statement showing balance at 31 December 2023.

Also attached is our invoice for services rendered. I have increased this to \$330.00 this year as there is more hours than initially expected.

Regards

Josef Wieclaw CPA

Quest Accounting

Accountancy, Taxation & Auditing
SMSF Compliance & Audit

Unit 3, 16 Hammond Road,
Cockburn Central, WA, 6164

Phone 93971195



2023 Lesmurdie Senior High School P&C Financial Statements.pdf
268.3kB



Quest Accounting 2023 invoice Lesmurdie Senior High School P&C.pdf
43.7kB