



MINUTES FOR THE MEETING OF PARENTS AND CITIZENS ASSOCIATION
OF BULIMBA STATE SCHOOL ON 7.30AM TUESDAY 18th OCTOBER 2022
Via ZOOM

<https://us02web.zoom.us/j/87329978321?pwd=UDJnb0Y1S1BXbjU0MFNodFhMcFlwUT09>

PRESENT: David Pich, Rosie Callinan, Scott Slattery, Mel Phillips, Peta See, Sarah Grantley, Monique Turnbull, Tess Goener, Michael Zeuschner, Janelle Lynch. VIA ZOOM: Di Farmer, Raelene James, Sacha Guse.

Apologies: Bonny-Lee Adamczyk, Nicole Hurley, Kristina Walker,

ITEM 1 **Introduction, Apologies and Welcome**

Meeting opened at 7.30am by chair
Di Farmer was welcomed to the meeting via Zoom.

ITEM 2 **Confirmation of the Minutes of the Previous General Meeting**

The meeting minutes were circulated prior to the start.

Motion to accept that the previous meeting minutes are true and accurate

Proposed: Scott Slattery **Seconded:** Mel Phillips

MOTION WAS CARRIED

ITEM 3 **Business Arising from the minutes of the previous General Meeting**

Nil

ITEM 4 **Correspondence Report**

Email from Parent- concern re: allergy notation on Qkr! This has already been actioned. Parent has been contacted.

Engagement letter for CMS as auditors

Question to School – is it possible to get a list of food related allergies from the school? To cross check with current smart bites list. **ACTION:** Principal to look into releasing this information to Smart Bites.

Motion to accept the correspondence report

Proposed: Sally Roebuck **Seconded:** Peta See

MOTION WAS CARRIED

ITEM 5 **Business Arising from the Correspondence**

NIL

ITEM 6 **Table Executive Committee's Decisions**

OSHC Pay review – to award

Motion that the Executive committee approve wage increase in line with award.

Proposed: Peta See **Seconded:** Sarah Grantley

MOTION WAS CARRIED

ITEM 7 **Treasurer's Report and Financial Statement, and any business arising from the Treasurer's report and financial statement**

OSHC inclusion support funding – some problems with receiving the funding. Action research to be conducted, issues accessing funding, to research if reduction in barriers could be achieved. Di Farmer has offered assistance if needed.
Grants continue to be applied for.

Motion to accept the Treasurer's report

Proposed: Sally Roebuck **Seconded:** Sarah Grantley

MOTION WAS CARRIED

ITEM 8 **Business Unit reports and financial statements and any business arising from the business unit reports and financial statements**

Overview given of fee structure in OSHC and rationale for costs to services provided.
Smart Bites new app going well – discovering some differences navigating the app. Ask for parents to be patient and understanding during this time. Action – Newsletter item explaining particulars of Qkr! Ordering.

Motion to accept the Business Unit Reports

Proposed: Peta See **Seconded:** Sarah Grantley

MOTION WAS CARRIED

ITEM 9 **Sub Committee Reports & Other Working Groups**

Swim Club

Blue Card number of lifeguards to be sent through School

Potentially Rackley seeking a partnership with the school to negotiate access to the pool after school hours.

Year 6 Graduation Committee

Janelle meeting with group later, Will forward members of the group to P&C after the meeting.

Groups Consists of Class/Social Reps. Will go through proposed budget, school expectations with graduation and liaise with Sacha Guse.

Motion to accept the Sub Committee and Working Group Reports

Proposed: Sally Roebuck **Seconded:** Scott Slattery

MOTION WAS CARRIED

ITEM 10 **Principal's Report**

Issue related to long wait time for ambulance to school for injury. Will be taken up privately.

OLA – continues.

After a successful Gala Sports Day – there may be renewed interested in Friday Sport?

Motion to accept the Principal's Report

Proposed: Sally Roebuck **Seconded:** Sarah Grantley

MOTION WAS CARRIED

ITEM 11

Member of Parliament Hon Di Farmer (via Zoom)

Expressed satisfaction in hearing all the great things happening at BSS

Offered assistance with any issues that the office could possibly render help

Discussed Balmoral High land reclamation process is ongoing and of possible interest to the community – looks positive.

Beginning of next year meeting with Education Minister, Principals and P&C members – usually at Balmoral, is postponed.

Success of Voice forum – would like to understand if there is an interest in this at the primary level.

Community mental health issue. Wrap Committee being organised by the school – some difficulty finding an Elder – Di's connection stalled and disconnected

ITEM 12

President's Report

Decision made to postpone Golf Day due to inclement weather forecast, the golf club will be closed. Next proposed date Sunday 13th November. Communication will

Question related to medication and labelling for School Camp. Asking for Clarification – can it be a pharmacy label or a prescribed medication.

Motion to approve the President's Report

Proposed: Sarah Grantley **Seconded:** Sally Roebuck

MOTION WAS CARRIED

ITEM 13

Motions on Notice

Motion to approve the allocation of the \$900,000 held in term deposit to the pool renovation project

Proposed: Sarah Grantley **Seconded:** Sally Roebuck

MOTION WAS CARRIED

ITEM 14

General Business

ITEM 15

APPLICATIONS FOR MEMBERSHIP

ITEM 16

Next Meeting

Last Meeting 6pm Tuesday 15th November 2022

Date _____



TREASURERS REPORT Sep 2022

Summary

- September resulted in a net profit of \$5,432, while year to date there is an overall net profit of \$15,116 which is tracking better than budget.
- Reforecast figures have been entered into Myob with key changes being to Oshc attendance assumptions and staffing levels.
- Oshc fee income is close to budget at \$89,598 with attendances being fairly even throughout vacation care however the unforeseen public holiday was forecast to be our most highly attended day. Oshc inclusion support funding has been received with a catchup payment of \$7,500 as expected and an overall profit for Oshc business unit of \$9,359 for September.
- Smartbites over the counter sales income is trading slightly below budget but we anticipate this will improve with our revitalised Term 4 menu. There have been a couple of teething issues to be expected with the new system but nothing major with online sales set to improve as the parent and staff community all sign up to the new system. Smartbites made a loss in September of \$3,345, mostly due to lower sales with school holidays as well as some minor repairs, and kitchen resource purchases within budget.
- A first draft of budget for 2023 is being drafted with the view to being approved at the November meeting. We continue to tighten the assumptions on Oshc attendances given lower class/student numbers for 2023 whilst still investing in staff professional development so that we can attract and retain quality staff. A reasonable fee increase of 5% for Oshc fees is required to cover the 4.6% award increase in staffing rates as well as increased costs of providing the service to cover program, excursion/incursions etc.
- Smartbites profit forecasts are also conservative with price rises to be passed on where we have incurred direct rises to cost of goods sold, eg milk, fruit and veges. The focus remains on healthy cooked meals with a wide variety, bundled meal deals etc.



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Profit and Loss

	Sep			YTD		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$
Income						
Total Fundraising Income		8,300	-8,000	93,467	93,200	267
Total General Income	5	1,250	-1,245	5,422	9,270	-3,848
Smartbites Income						
Register Sales	928	2,500	-1,572	12,869	25,500	-12,631
QKR Online	7,416	7,500	-84	81,056	86,500	-5,444
Total Smartbites Income	8,344	10,000	-1,656	93,925	112,000	-18,075
OSHC Income						
Fees Received	45,485	61,760	-16,275	365,200	433,089	-67,889
Inclusion Support	14,295	6,000	8,295	54,728	54,000	728
CCS - Child Care Subsidy	29,458	25,000	-2,542	251,668	255,000	-3,332
Total OSHC Income	89,598	92,760	-3,161	671,957	742,089	-70,132
Total Swim Club	3650	0	0	15,156	12,050	3,106
Total Income	101,898	112,310	-10,411	879,927	968,609	-88,682
Total Fundraising	1,905	5,235	-3,331	49,540	51,558	-2,018
Total Smart Bites	7,063	7,000	-63	59,287	63,000	-3,713
Total Cost of Sales	8967	12235	-3267	108,827	114,558	-5,731
Gross Profit	92,930	100,075	-7,144	771,101	854,051	-82,950
Total General Expenses	2,488	4,210	-1,722	25,010	37,850	-12,840
Total Employment Expenses	77,285	72,095	5,190	646,421	720,305	-73,884
Total Smartbites Operating Expenses	220	500	-280	828	4,500	-3,672
Total OSHC Operating Expenses	7,492	7,675	-183	49,587	60,075	-10,488
Total Swim Club	13	520	-507	4,139	6,880	-2,741
Total Expenses	87,498	85,000	2,498	725,985	829,610	-103,625
Operating Profit	5,432	15,075	-9,642	45,116	24,441	20,675
Total Other Income	6,090	6,380	-290	54,855	54,840	15
Other Expenses						
Contribution to SB	6,090	6,380	-290	54,855	54,840	15
Contribution to School/P&C						
Contribution to BSS	0	15,000	-15,000	30,000	30,000	0
Total Contribution to School/P&C	0	15,000	-15,000	30,000	30,000	0
Total Other Expenses	6,090	21,380	-15,290	84,855	84,840	15
Net Profit	5,432	75	5,357	15,116	-5,559	20,675



Balance Sheet

Assets		
Current Assets		
Cash On Hand	1,206,181	
Accounts Receivable - Other	600	
Accrued Income	36,000	
Inventory	9,230	
P&C Assets - White Goods	15,501	
P&C Asset - Airconditioner Units	8,619	
Total Current Assets	1,276,132	
Other Assets		
Prepayments	11,334	
Total Other Assets	11,334	
Total Assets	1,287,466	
Liabilities		
Current Liabilities		
Accounts Payable	2,083	
GST Liabilities	-2,843	
Payroll Liabilities	60,302	
Accrued Expenses	13,500	
Total Current Liabilities	73,041	
Total Liabilities	73,041	
Net Assets	1,214,425	
Equity		
Retained Earnings	1,199,309	
Current Year Earnings	15,116	
Total Equity	1,214,425	

Events, Grants & Fundraising

- The Stem Festival resulted in an overall net profit of approx \$4,300 and Fathers Day stall \$3,900 with thanks to Mel Phillips, Janelle Lynch and Executives for co-ordinating these efforts.
- Grant writing is underway for the \$35,000 gambling grant for the bottom oval playground repairs. The closing date is 31 October.



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- The P&C have paid the first tranche of Trivia Night profits of \$20,000 towards soft fall edging, an additional playground product component and incidentals needed for initial repairs this year. The remaining \$12,000 in profits from the Trivia Night will be contributed in 2023.
- Further events planned are the Golf Day in October, the Wine Drive in November, and the Movie Night in December.

Motions

Peta See
Treasurer
18 October 2022



Bulimba State School OSHC P&C

Services Manager's Report –

September/October 2022

Where motions are required – *see underlines and italics.*

Topics for discussion

Financial Report - OSHC and Smart Bites

Please see results in Treasurer's report for Profit and Loss.

Attendances in September met assumed averages and income met budget expectations. Staffing costs are being monitored closely and are tracking to budget.

Smart Bites income remains lower, this is expected due to the system change over and will be closely monitored this term.

OSHC Report

2023 Budget Discussion

Ahead of the November meeting, we wish to discuss the notable additions and changes to the proposed 2023 budget (please note the budget is not being motioned this meeting, just discussed).

- OSHC Fee Increase: We have based the 2023 budget on an increase of 6.5% to OSHC fees. This is to cover the 5% increase to wages, as well as increases to cost of goods and services which have been significant this year. This increase leaves a small profit margin for the year to ensure we have some breathing space should attendance numbers change again. You can see in the comparison table that the proposed fee increases are still lower than the average fee across the 7 services.
- Equipment and Repairs: We have slightly increased our equipment and repairs allocations to ensure we have adequate funds for updating some IT as well as refreshing the OSHC office. The office requires fresh paint and new flooring, as well as some cosmetic and functional updates to our desk areas.
- Parental Leave Accruals: these have been removed as we do not have any staff members expecting currently. We can always change this, should this become an eventuality.

Fee Policy – Proposed Updates

Attached is the 2023 Fee Comparison Table detailing our fees in comparison to other like for like services around us and across Brisbane. We will be submitting our proposal for a fee increase for 2023 to the association at the November meeting, but would like to flag that this increase will need to be more than previous years due to the 5% increase to wages this year and the ongoing rises in costs of goods and services.

We wish to also propose an update to our fee policy to change the difference between the permanent and casual fees. Currently, the difference in fees is \$2 per session for Before and After School Care and \$5 for Vacation Care. We wish to increase this amount to \$3.50 per session for before and after school care and \$7.50 for Vacation Care. This is to ensure that bookings are made on a permanent basis as much as possible to better predict numbers for staffing arrangements. It is also in line with industry standards.

Vacation Care Wrap Up

Our September Vacation Care program received great feedback from families; in particular for the Teddy Bear Picnic, Top Gun Day, Op Shop and Park crawl excursion and colour run. Each child took home a new stuffed toy on the Teddy Bear Picnic Day and we were so pleased to be given feedback about how seamlessly some of them fit into their new family's routine. The Top Gun day gave all of us an opportunity to find our inner Maverick and live out our fighter pilot dreams. We had dogfight obstacles, phonetic alphabet games, paper plane competitions and parachutes thrown off balconies carrying supplies. Our prep – grade 3 park crawl excursion gave the children a chance to explore the Wynnum/Manly foreshore, keeping them interested with 3 different parks and just the right amount of walking in-between. The grade 4 – 6 op shop tour was equally as successful, giving our seniors the chance to be responsible for their own money and spending whilst also understanding the benefits of buying second-hand items. They showed great street smarts and were very respectful of other shoppers as they explored the abundance of op shops that Wynnum has to offer. All incursions and excursions were thoughtfully planned to reflect children's ideas and interests but to also be as cost effective for families as possible. As we now look to the Dec/Jan program, we're excited for new ideas, experiences and welcoming a whole new cohort in January 2023.





Food Services Report

Qkr! System Rollout

We want to thank the families for being patient as we navigate the new tuckshop ordering system rollout. We have had some teething issues, as was expected, and are working on ensuring these are smoothed out for a more streamlined experience. As with all programs, Qkr! Doesn't offer every single feature that we would want, but it does offer many excellent features and is much easier for parents to access and use than the previous software. As always, for any issues or questions, please email smartbites.

New Menu Changes

Ka Wai has made some changes to the menu to better streamline operations within the tuckshop. We understand that this change will mean that parents and children may have to order their favourite items on different days and apologise for this inconvenience. We are trialling this way of doing things this term and will have a parent survey at the end of term to see if we will continue in 2023. We thank you for your patience and understanding as we navigate these changes and welcome feedback via email.

2022 Class Volunteer Roster

Our Class Volunteer Roster is below for Term 4. If you would like to join in, please send Ka Wai an email using the email below. We have not had volunteers in the tuckshop for a few weeks now and it does put a lot of pressure on the staff to ensure we get all the orders packed and out to the students on time. If you can help – even if only for an hour – please let us know and lend a hand!

smartbites@bulimbasspc.org.au

Term 4 2022

Week	Date	Class
1	Fri 7 Oct	4C
2	Fri 14 Oct	4D
3	Fri 21 Oct	4HB
4	Fri 28 Oct	4J
5	Fri 4 Nov	4T
6	Fri 11 Nov	5D
7	Fri 18 Nov	5J
8	Fri 25 Nov	5M
9	Fri 2 Dec	5P
10	Fri 9 Dec	OPEN INVITE

2022 Fee Comparison Breakdown - with current fees

Comparison to Other Large Providers - Bulimba is below average in other OSHC providers' fees

Service	Type	Bulimba	Camp Hill	Wilston	Wellers Hill	Morningside	St P&P	MacGregor	Average	Difference for Bulimba	% difference
BSC	Perm	\$ 15.75	\$ 19.00	\$ 19.50	\$ 20	\$ 18.50	\$ 20.00	\$ 22.50	19.32	-\$3.57	-18.48%
BSC	Average	\$ 19.32									
BSC	Casual	\$ 17.75	\$ 19.00	\$ 21.50	\$ 22.00	\$ 18.50	\$ 25.00	\$ 27.50	21.61	-\$3.86	-17.85%
BSC	Average	\$ 21.61									
ASC	Perm	\$ 23.00	\$ 25.00	\$ 27.00	\$ 27.50	\$ 25.50	\$ 25.00	\$ 27.00	25.71	-\$2.71	-10.56%
ASC	Average	\$ 25.71									
ASC	Casual	\$ 25.00	\$ 25.00	\$ 30.00	\$ 29.50	\$ 25.50	\$ 30.00	\$ 33.50	28.36	-\$3.36	-11.84%
ASC	Average	\$ 28.36									
Vac	Early Bird	\$ 53.00	\$ 58.00	\$ 60.00	\$ 61.00	\$ 54.00	\$ 51.00	\$ 79.50	59.50	-\$6.50	-10.92%
Vac	Casual	\$ 58.00	\$ 58.00	\$ 60.00	\$ 71.00	\$ 54.00	\$ 56.00	\$ 85.00	59.50	-\$1.50	-2.52%
Vac	Average	\$ 59.50									

* Please note that these are the 2021 fee structures from each service and most will be changing in the New Year.

2023 Fee Comparison Breakdown - with proposed fees

Comparison to Other Large Providers - Bulimba is below average in other OSHC providers' fees

Service	Type	Bulimba	Camp Hill	Wilston	Wellers Hill	Morningside	St P&P	MacGregor	Average	Difference for Bulimba	% difference
BSC	Perm	\$ 17.00	\$ 19.00	\$ 19.50	\$ 20	\$ 18.50	\$ 21.00	\$ 22.50	\$ 19.64	-\$2.64	-13.45%
BSC	Average	\$ 19.64									
BSC	Casual	\$ 20.50	\$ 19.00	\$ 21.50	\$ 22.00	\$ 18.50	\$ 26.00	\$ 27.50	\$ 22.14	-\$1.64	-7.42%
BSC	Average	\$ 22.14									
ASC	Perm	\$ 24.50	\$ 25.00	\$ 27.00	\$ 27.50	\$ 25.50	\$ 26.00	\$ 27.00	\$ 26.07	-\$1.57	-6.03%
ASC	Average	\$ 26.07									
ASC	Casual	\$ 28.00	\$ 25.00	\$ 30.00	\$ 29.50	\$ 25.50	\$ 31.00	\$ 33.50	\$ 28.93	-\$0.93	-3.21%
ASC	Average	\$ 28.93									
Vac	Early Bird	\$ 56.50	\$ 58.00	\$ 60.00	\$ 61.00	\$ 54.00	\$ 52.00	\$ 79.50	\$ 60.14	-\$3.64	-6.06%
Vac	Average	\$ 60.14									
Vac	Casual	\$ 64.00	\$ 58.00	\$ 60.00	\$ 71.00	\$ 54.00	\$ 57.00	\$ 85.00	\$ 64.14	-\$0.14	-0.22%
Vac	Average	\$ 64.14									

* Please note that these are the 2022 fee structures from each service and some will be changing in the New Year.

Principal's Report to P&C 18 October 2022

Bulimba State School

Vision: *Empowered learners Shaping the future.*

Mission: *Active engaged Learners
Confident creative and critical thinkers
Ethical empowered global citizens*

Values:



1. Staffing

The Department have changed the process for teacher transfers. Teachers can apply for a transfer at any time during the year and their transfer will stay active. The 2023 transfers of teaching staff are being finalised and it looks like we will have two staff transferred and new staff member joining us.

Chris Wiggins our school's Business Manager Finance and Facilities has extended her leave until the end of the 2022 school year.

Louisa Carr our Head of Department Curriculum will not be returning to Bulimba in 2023. Louisa has been offered an opportunity to work in the Inquiry area assisting a school to embed this in their practice. As everyone knows Louisa is passionate about the power of inquiry to engage students in meaningful learning. She has also assisted our staff to take the risk to work in this area. Our school wishes Louisa all the best in her future endeavours. Louisa will be greatly missed as a valued member of our team.

Louisa's new role will be Assistant Head of Middle School- Teaching and Learning at Brisbane Grammar School, beginning January 2023.

2. General Update

PREP SPORTS DAY A great day was had by our Preps as they participate in their sports day on our oval today. The weather treated us kindly. Thank you to Caitlin Parfitt our HPE teacher, the Prep team and our House Captains for organising and running the day.



SCHOOL OPINION SURVEY (SOS) 2022

Our 2022 SOS data has been returned to the school. In 2022 we had 146 parents, 178 students and 58 staff respond to the survey. The Agreement is measured in percentage of survey participants.

Highlights report for (0017) Bulimba State School, 2022



147

Parents and Caregivers
(29.1%) participated.

Most positive items

Agreement

This school celebrates student achievements.	99.3
Teachers at this school expect my child to do his or her best.	99.3
This school is well maintained.	98.6

Least positive items

Agreement

This school takes parents' opinions seriously.	86.6
This school asks for my input.	87.9
This school looks for ways to improve.	91.3



179

Students
(89.1%) participated.

Most positive items

Agreement

My teachers expect me to do my best.	98.3
My school encourages students to respect one another.	97.2
I feel safe undertaking online activities using my school's internet.	97.1

Least positive items

Agreement

I am interested in my school work.	81.8
My school treats students equally, regardless of gender.	84.2
Student behaviour is well managed at my school.	84.8



58

Staff
(60.4%) participated.

Most positive items

Agreement

I use the Australian Curriculum (P-10) and/or Queensland senior syllabuses (11-12) for planning teaching, learning and assessment.	100.0
This school encourages parents/carers to be active partners in educating their child.	100.0
Students are encouraged to do their best at this school.	100.0

Least positive items

Agreement

I feel that staff morale is positive at this school.	78.9
Student behaviour is well managed at this school.	79.3
I am confident that poor performance will be appropriately addressed in this school.	80.0

3. Master Plan

Update and Enrolment Management Master Plan

The Bulimba State School Master Plan is currently park until enrolment pressure requires implementation. Review <http://www.qgso.qld.gov.au/maps/edmap/> follow link and zoom in.

Current Enrolment Summary

17/10/22	Prep	Prim	Sec	Spec	Total		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Full Time	90	650	0	0	740		98	126	96	130	90	110
Part Time	0	1	0	0	1		0	0	1	0	0	0
Persons	90	651	0	0	741		98	126	97	130	90	110
FTE	90	650.4	0	0.0	740.4		98.0	126.0	96.4	130.0	90.0	110.0
Average Class Size	22.25						24.5	25	19.2	26	22.5	27.5

Bulimba Prep Expression of Interest

2023	83	2024	12	2025	3	2026	1
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4. Infrastructure

NEW FENCE – The new school boundary fence is nearly completed. This will provide better safety for our students and security for our site.

OUTDOOR LEARNING AREA (OLA) – Work continues to make better progress. The pictures below show the development of the teaching area and kitchen.



New central stair being prepared and poured.



Gala Sports Day – Years 4,5 & 6 participated in the District Gala Sports Day on Monday 17 October. Students played netball, volleyball, soccer or basketball. I had the opportunity to visit all venues and students were enjoying the opportunity to be involved and outside.



5. School Financial Position

Bulimba State School Financial Position as at 17/10/2022		
Description	Amount	Detail
Cash Float	\$ 100.00	Cash held at office
Provisions	\$ 240,006.00	Savings at bank for future planning inc \$200,000 Pool
Global Trading	\$ 89,581.00	School activities e.g. Camps, Excursions
Representative Sport	\$ 78,039.00	Lytton District funds managed by school
Non-Curricula	\$ 7,638.00	Student Council
TOTAL Funds Available to School	\$ 534,314.66	General Expenditure excluding provisions
TOTAL Funds at Bank	\$ 852,359.66	Total Funds at bank
DGR Building Fund	\$ 9,123.15	Tax deductible Building Fund
DGR Library Fund	\$ 1,995.95	Tax deductible Library Fund
Debtors		
Receivables - Students	\$ 32,342.40	Outstanding Invoices (Fees etc only recently billed)
Receivables - Others	\$ 29,505.52	Outstanding Invoices – Schools or Customers
The school accounts ar solvent. The school has more money at bank than what it owes.		

Budget Overview Report

Bulimba State School - (0017)

Report Date: 17-Oct-2022 4:01 PM

Budget Quarter 4

Period: 202210 | Cost Centre: % | Cost Centre Manager: %

User: Zeuschner, Michael (001700001220)



	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-493,121	-493,121	0		-493,121	0		-493,121
Revenue	-1,232,964	-1,365,549	-132,585	Under Budget	-1,365,549	-132,585	Under Budget	-1,165,867
Expense	1,116,054	1,618,664	502,610	Under Budget	1,618,664	502,610	Under Budget	1,418,982
Global Trading Activities	-89,581	0	89,581	In Surplus	0	89,581	In Surplus	0
Representative Sports	-78,039	0	78,039	In Surplus	0	78,039	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-7,638	0	7,638	In Surplus	0	7,638	In Surplus	0
Balance of Operating Funds	-785,289	-240,006	545,283		-240,006	545,283		-240,006
Provision	0	240,006	240,006		240,006	240,006		240,006
Balance of Funds Available	-785,289	0	785,289		0	785,289		0
Memofigure: System Cost Centres (Not included in above totals)	0	0	0		0	0		0

Balance Sheet Summary Report

Bulimba State School - (0017)

Period 202210 as at
17-Oct-2022 4:03 PM



<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
ASSETS			
	100001	Cash Float	100.00
	101201	General Bank Account	852,359.66
	101202	DGR Bank Account - Building Fund	9,123.15
	101204	DGR Bank Account - Library Fund	1,995.95
	104001	Receivables - Students	32,342.40
	104002	Receivables - Other	29,505.52
	109001	GST Input Credit Control	132.80
	109003	GST Clearing	7,420.71
	115005	Disputed Items - Corporate Card	530.00
	136001	Prepaid Expenses	500.00
	162001	Plant & Equipment	1,322,416.27
	172001	Plant & Equipment - Accum Depr	-1,322,416.27
			<hr/>
			934,010.19
LIABILITIES			
	200001	Payables	-3,946.99
	200002	Credit Card Advance Control Account (Staff)	465.65
	200003	CBA/MCC Control Account (MCC)	-465.65
	205501	GST - Revenue Control	-2,061.15
	216801	Security Deposits	-600.00
	233003	Other Agencies Collections (GST Out Of Scope)	-5,939.20
			<hr/>
			-12,547.34
		Net Assets/(Liabilities)	<hr/>
			921,462.85
EQUITY			
	340001	Accumulated Surplus/Deficit	-493,121.20
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-428,341.65
			<hr/>
			-921,462.85

School Financial Snapshot

Bulimba State School (0017)

Period 202210 (Oct 2022)
as at 17-Oct-2022 04:04 PM



What we own		\$863,578.76
What others owe us		
Parents	\$32,342.40	
Others	\$38,089.03	\$70,431.43
Sub total of what we own		<u>\$934,010.19</u>
LESS		
What we owe others		\$7,073.79
What we are committed to spend		\$136,174.30
What funds we hold for other bodies		\$189,361.61
(E.g. Student Council, Regional Office and Sports Boards)		
Sub total of what we owe		<u>\$332,609.70</u>
We own more than we owe		<u>\$601,400.49</u>
Cost price of school assets		\$1,322,416.27
Amounts held by the school in the current year for asset replacement and future projects		\$240,000.00

Future Meeting Financial Business

- Student Resource Scheme (SRS) for 2023 will be presented to the P&C for approval. The SRS is then billed to parents.
- P&C to run the school year level book packs.

4 October 2022

President
Bulimba State School P&C Association
Oxford Street
BULIMBA QLD 4171

Dear President,

ENGAGEMENT AS AUDITORS

You have requested that we audit the financial report of Bulimba State School P&C Association which comprises the statement of financial position as at 31 December 2022, and the statement of financial performance for the year then ended, the statement by members of the committee and notes comprising a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our audit will be conducted with the objective of expressing an opinion on the financial report.

The responsibilities of the auditor

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial report as a whole, is free from material misstatement. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. The procedures selected depend on the auditor's professional judgement, including the identification and assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. We will design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal control relevant to the Association's preparation of the financial statements in order to design and perform audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Our audit is not designed to be a complete examination of all aspects of your accounting system. Accordingly any matters that are reported to you verbally or in writing should not be regarded as all-inclusive.

We will conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

Responsibilities of those charged with governance (the committee)

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) For the preparation of the financial statements that present fairly the results of the Association for the reporting period and the financial position of the Association as at the end of the reporting period.
- b) To provide us with:
 - i. Access to all information of which the management committee and management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
 - ii. Additional information that we may request from the committee and management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence.
- c) To advise us of any material and/or contentious issues relating to the preparation of the financial statements and any known or suspected frauds which have occurred within the Association.
- d) To maintain adequate accounting records, to ensure that proper internal controls are in place, to ensure the accuracy of all financial records, and to maintain and safeguard the Association's assets to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Such internal controls reduce but do not eliminate the risk of misstatements in the financial statements from fraud or error. Those charged with governance assume responsibility for such risk. While the conduct of an audit may act as a deterrent against fraud or error we cannot be held responsible for preventing them.

Those charged with governance are responsible for adjusting the financial statements to correct identified material misstatements. At the conclusion of each financial reporting engagement we provide those charged with governance with a summary of any uncorrected misstatements we identify and request to confirm in writing that the effects of any uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

Representations from those charged with governance

As part of our audit process, we will request from those charged with governance written confirmation concerning oral representations made to us by Bulimba State School P&C Association in connection with the audit and that Bulimba State School P&C Association acknowledges that such representations would be relied upon by us during the audit.

Reporting

We anticipate the issuing of a qualified audit report in accordance with Australian Auditing Standards, due to the qualification required for the receipting processes. However, the form and content of our report may need to be further amended due to our audit findings.

Independence

We have established policies and procedures designed to ensure our independence, including policies on the provision of non-audit services. We confirm, to the best of our knowledge and belief, our independence in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that the status of our independence has changed, we shall notify you on a timely basis. In addition, we confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the "Code of Ethics for Professional Accountants" (the code) in relation to the audit of the financial report.

Fees

We look forward to full co-operation with your staff and we trust that they will make available to us whatever records, documentation and other information we request in connection with our audit, in a timely manner.

Our fee for the audit of the financial report of Bulimba State School P&C Association will be charged on an hourly basis at \$185.00 (GST inclusive) per hour.

Please ensure that all accounting transactions have been processed at year-end and that we are presented with a final trial balance at commencement of the audit to enable us to conduct the audit in an efficient manner and minimise any unnecessary overruns being incurred to the association.

Our fees will be billed as the work progresses.

Health and safety

We are required to comply with Occupational Health and Safety legislation by taking all practical steps to ensure the health and safety of our people. Our firm's policy expects mutual responsibility for our people to ensure their own safety and that no harm is caused to others in the workplace, but the Act places responsibility for their safety on your Association when/if they are visitors to your site.

Other services

We are pleased to provide any additional services that may be required from time to time, provided such services do not impair our independence. We note that this engagement letter applies only to the work described in this letter. Should further work be required over and above such work, separate terms of engagement will need to be agreed. In particular, this letter does not deal with accounting advice.

Presentation of Auditing Financial Statements on the internet

If Bulimba State School P&C Association presents the audited financial statements and auditors' report electronically on a web site, the security and controls over information on the web site should be addressed by the Association to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the Association web site is beyond the scope of the audit of the financial statements. Responsibility for the electronic presentation of the financial statements on the Associations web site is that of the governing body of the Association.

Other financial information in reports

We read the financial information contained in the documents or statements that are issued with any of the financial statements, including the Committee reports, to identify material inconsistencies with the financial reports. However, we will not verify such other information.

General matters

The terms of this letter apply to all work carried out by us in connection with this engagement prior to the date of signing this letter.

This letter will be effective for future years unless we advise you of its amendment or replacement or the engagement is terminated.

Please sign and return the agreement below, with a copy of this letter, to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Yours sincerely

Community Management Solutions
ABN 68 150 310 815

A handwritten signature in blue ink, appearing to read "Neale Brosnan", followed by a horizontal line.

Neale F Brosnan CPA
Chief Financial Officer

Financial Services Acceptance Form

Between: Community Management Solutions (Formerly ACSEA) ‘Provider’
Of: PO Box 3060, Newstead Qld 4006

And: Bulimba State School P&C Association ‘Client’
Of: Oxford Street, BULIMBA QLD 4171

With regards to the Engagement Letter dated 4 October 2022, Bulimba State School P&C Association ‘the client’ advise that:

We hereby acknowledge and accept that the Engagement Letter dated 4 October 2022 is in accordance with our understanding of the arrangements for the audit of Bulimba State School P&C Association financial statements.

We acknowledge we have read, understand and agree to be bound by the terms of the Engagement Letter and have received and will retain our own copy of the Engagement Letter.

Note: Please ensure you are familiar with Community Management Solutions billing policy and ensure that an appropriately authorised delegate in your organisation signs this acceptance.

Billing Policy

1. Issue and Payment of Accounts

Invoices will be sent to you containing information of professional fees, other charges, and disbursements, expenses at monthly intervals. Our invoices are payable within 7 days on receipt via direct deposit or cheque.

2. Unpaid Accounts

- (i) *If invoices remain unpaid after 21 days from the due date for payment, Community Management Solutions will cease to provide further work until the account is paid in full.*
- (ii) *If an invoice remains 45 days overdue Community Management Solutions will refer the debt to Community Management Solutions nominated debt collection agency. Community Management Solutions will also recover from the client the cost of any fees or legal costs incurred in recovering the debt.*

We accept the terms and conditions of the Engagement Letter by signing and returning a copy of the Engagement Letter and this acceptance form.

Signed: 

Signed by or on behalf of the client by an appropriately authorised delegate of the business.
 David Pich

Name



Signed by or on behalf of CMS

Neale Brosnan

Name

10 October 2022

Date

President

Position

4 October 2022

Date

Chief Financial Officer

Position