



Mount Lawley Senior High School Parents & Citizens Association, Inc

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Web Site: www.mlshspc.org.au

President: Ron Pearce Secretary: John Pryor

General Meeting Minutes 26th November 2012

Open 19:35 Conference Room, 1st Floor Admin Building, MLSHS

1 Attendance

N.Kilcullen, L. O g n e n i s , S . F a r a n d a ,
D. & C. Bates, C. Nicolson, R.Pearce, S. Cockroft, P. Scott, M. Camilleri, M.
Butcher, J. Cloake, J. Fugl, S. Pyanan

2 Apologies

J. McKay, S. Barnes, J. Pryor, V. Bastian, M. Selvey

3 Minutes of Previous Meeting

Move acceptance of minutes :

Moved : N. Kilcullen

Seconded: S. Faranda

Passed: Unanimous.

4 Independent Public Schools

4.1 Ms Heather Aquilina from Shelby Consulting conducted an assessment of parents thoughts re the IPS system. MLSHS is one of many schools completing this assessment which gets responses from the school staff, parents etc

5 Matters arising:

5.1 Status of Approved funding

- Gym Speakers- waiting for the Education Dept to approve the expenditure
- First Aid Training Equipment- this purchase is underway
- Emergency Lockers and Notice Board-purchases underway
- Interactive On-line Language Resouce- purchase underway
- Glee Club Karaoke- purchased
- Tree for Middle School- purchase underway

5.2 P and C Expenditure

- DVC Data Storage-assessment yet to be completed
- Student Council Requests- KIV postponed to 2013

5.3 Air Cooling- on target to be operational Feb 2013

5.4 Staff Morning Tea- motion to financially support the annual Staff Morning Tea

Moved: P. Scott

Second: J. Fugl

Passed: unanimously

5.5 Central Ave Roundabout- mark out has been completed

5.6 Timetable of P and C related meetings- this was looked at and appears to be suitable

6 Reports

6.1 Presidents Report

Ron Pearce thanked everyone for their contributions to a great year with many P and C funds allocated for projects within the school that will benefit many staff and students.

6.2 Principals Report- Mr M. Butcher

- Air-conditioning/Cooling underway.
- Awards night tomorrow night.
- The Early Start program is in place.
- Senior School reports for Years 10 and 11 will be available shortly.
- Middle School is preparing for the orientation of Year 7 students held in the last week of Term 4. Year 9 students will be placed into Year 10 for two days.
- WACE exams concluded.
- The school has re-instituted the Andrew Davis Memorial Award for Music and Art. Efforts are being made to contact family members.
- Dr Earl Louis, Class of 1995, visited the school and spoke to the Year 8 and 9 Science students about his work as a forensic podiatrist. It is hoped he will return next year to inspire more students.
- The selection process for the Middle School Deputy Principal's position has concluded. The successful applicant, is Michael White and he will commence at the start of 2013.
- Bev Burnside is currently on sick leave and will commence long service leave at the start of 2013.
- The production of the school's year book is under way. A group of Year 8 and 9 students have formed the year book committee and are doing a great job.
- Demountable now being installed.
- Year 7 building being finalised.
- Thank you to many of you for your service as you "graduate" tonight, all welcome to the Volunteers Morning Tea on December 10th.

6.3 Treasurers Report- next meeting

The audit report was tabled- in summary the financial records for 2009,2010 and 2011 were free of financial mismanagement. The recommendation was made that treasurers of all groups would benefit from a meeting to get advice on financial record keeping. This will be arranged for early 2013. The full report will be appended to these minutes.

Motion to accept the Auditors report:

Moved: J. Cloake

Second: S. Faranda

Passed: Unanimously

Motion to pay the \$3000 previously recommended as fee to the Auditor :

Moved: J. Cloake

Second: J. Fugl

Passed: Unanimously

6.4 P and C Uniform Shop- next meeting

6.5 P and C Music Support Committee

- Carols on the Lawn rehearsals are in full swing, Thirty minutes entertainment will be provided by the jazz /contemp bands and 30 minutes from the Police band 'The Filth'.
- Wall mirrors have been mounted in the music rooms to assist music teachers in teaching students.
- The recent contemporary and Solo Vocal Festivals were successful with MLSHS well represented. Contemporary students received 2 outstanding and 1 excellent commendations.
- Solo Vocal students were commended on behaviour, performances and dress standards.
- Term deposit- \$20,000 has been moved to the Term deposit account.
- No news on the Cert IV for music.
- Agenda items for 2013- Music Soiree and Music Tour
- Thankyou to Suzie Barnes for submitting the Art Auction article to The Voice Newspaper, it appeared on the front page!

6.6P and C Languages Committee

Head of Department Grace Costa would like parents to know that other exchange teachers may come in a similar manner as the Chinese teacher who has visited for the last six months. Many thanks to the Tate family for accommodating this teacher. An Italian teacher may be the next to attend and if anyone is able to help with accommodation please notify her.

6.7P and C SVAPA Committee

- The morning workshop in movement and improvisation is continuing. The interactive 'Museum of Now'; has been nominated for an award and can be voted for via the school website link.
- The introductory meeting for SVAPA intake 2013 was held last week and was well attended.
- The yr 9 performance 'The Odyssey' will be on in December- check the website for details.

6.8 Community Art auction- in recess

6.9 MLSHS Finance Committee

- The most recent meeting was on Wed November 14th.
- Financial reports were discussed and passed by the committee.
- The 2013 Approved Subject Charges report was discussed and this included some amendments for yr 10 to reduce cost. There were 2 amendments to yr 11 and 12 to cover 2 new courses of study being offered for 2013.

6.10 MLSHS Health Committee

The Healthy Active program has been nominated for an award.

6.11 MLSHS School Board Report

Feedback will again be sought from parents early 2013 regarding the yr 11 and 12 early start program.

Fees and Charges 2013 were supported by the board.

Board members have been involved with the school process of recruitment as a result of the new IPS status.

Retiring Board members will need replacement so please volunteer for these positions.

7 General Business

7.1 Homework Centre 2013

2 nights per week are provided and attendance spikes prior to exams.

Motion to support the program up to a value of \$15,000:

Moved: J. Cloake

Second: L. Ognenis

Passed: Unanimously

7.2 Yr 7 Uniform Try-on Days

It is suggested that a P and C representative be present on this annual Try-on day each year to provide P and C info for the parents.

7.3 Recruiting New P and C members

Please ask other parents to come to P and C meetings and have a say in some school matters.

8 Correspondence

8.1 Correspondence – In

- 2 x P and C Voice newsletters
- Dianella Church of Christ have a resource 'Read the Signs' on Suicide Prevention
- WACSSO- information about tax obligations for not-for-profit organisations

7.2 Correspondence out - nil

Next Meeting Dates - Monday , February 25th 2013 7.30 pm – Annual General Meeting

Meeting closed 9.30 pm

Date: 27th October 2012

To: The Committee and Principal
Mt Lawley High School P&C Association

Scope

I have conducted an independent audit of the books of the Mt Lawley High School P&C Association for the years ending 31/12/2009, 31/12/2010 and 31/12/2011 in order to express an opinion on them.

The audit included reviewing, on a test basis, evidence supporting the Income and Expenditures of the Association. Amounts registered in the source documents were compared against the bank statements provided.

Copies of this report will be given to the Committee and the School Principal in accordance with the relevant provisions of the School Education Act 1999 and the WACSSO's P&C's Association Incorporated Constitution and Rules.

Qualifications

The Audit was conducted in order to provide reasonable assurance as to whether the financial report is free of material misstatement.

The financial position verified includes only cash asset values at balance date. Stock on Hand amounts were estimates provided by the Committee.

Findings

The P&C bank accounts were able to be reconciled with all bank statements when compared to the cheque and deposit records on a test basis in the majority of cases, however other means were required for verification due to the absence of the following;

- Cheque book for General, Uniform and Music accounts;
- Receipts for Music accounts;
- Deposit books for Music, Library and Language accounts.
- Statements for end of 2011 for Language account.

The language subcommittee has provided no financial reports for any of the year's 2009, 2010 or 2011.

The records of income and expenses seem to represent a fair view of the financial affairs of the P&C for the period of time given and project expenditures were well documented in the meeting minutes.

Audit Opinion

It is my opinion that the Balance Sheet and Operating Results Statements for the years ending 2009, 2010 & 2011 for the Mt Lawley High School P&C were accurate and compiled in accordance with applicable P&C Constitutional Requirements.

Regards,

Emma Gough
Honorary Auditor

**MLSHS P&C ASSOCIATION INC.
STATEMENT OF OPERATING RESULTS
AS AT 31 DECEMBER 2011**

1ST JANUARY 2009 TO 31 DECEMBER 2009

	2009	2010	2011
NET INCOME			
General	19,034	22,294	18,786
Uniform Shop	191,772	69,127	52,057
SVAPPA	58,665	48,958	47,479
Library	30	18	26
Music	26,536	22,330	21,500
Language	774	1,432	722
TOTAL NET INCOME	296,811	164,159	140,570
LESS OTHER EXPENSES			
General	28,066	23,411	9157
Uniform Shop	181,860	24,902	28733
SVAPPA	55,484	46,583	45797
Library	165	-	1100
Music	13,332	14,074	12990
Language	50	277	65
TOTAL OTHER EXPENSES	278,957	109,247	97842
Net Operating Surplus for Year	17,854	54,912	42,728
Accumulated Surplus at Start of Year	59,694	77,548	132,460
ACCUMULATED SURPLUS AT END OF YEAR	77,548	132,460	175,188

**MLSHS P&C ASSOCIATION INC.
NOTES TO FINANCIAL STATEMENTS
2009/2010/2011**

1ST JANUARY 2009 TO 31ST DECEMBER 2011

NOTE 1: OPERATING STATEMENTS BY SUB-COMMITTEES

2009						
	GENERAL 2009	UNIFORM SHOP 2009	SVAPPA 2009	LIBRARY 2009	MUSIC 2009	LANGUAGE 2009
RECEIPTS						
Sales/Fundraising	18,588	191,772	58,655	-	16,298	20
Interest	446	-	10	30	5	
Transfer from other committee/s	-	-	-	-	10,233	754
Total Receipts	19,034	191,772	58,665	30	26,536	774
LESS COST OF GOODS SOLD						
Opening Stock	-	108,741	-	-	-	-
Purchases	-	167,570	-	-	-	-
Less Closing Stock	-	103,741	-	-	-	-
Cost of Goods Sold	-	172,570	-	-	-	-
GROSS PROFIT	19,034	19,202	58,665	30	26,536	774
Plus Adjustment for Cash on Hand	-	100	-	-	-	-
LESS OPERATING EXPENSES						
Insurance & Membership	1,123	1,450	-	-	-	-
Wages	-	9,038	-	-	-	-
Stationery	-	401	-	-	-	-
Other	495	78	-	-	1,649	-
Equipment	-	1,400	-	-	5,712	-
Refunds/Returns	-	229	20	-	50	-
Fees	-	1,694	5	165	-	50
Transfer to other committee/s	3,250	-	10,233	-	-	-
Special projects	23,198	-	2,223	-	5,280	-
Fundraising	-	-	38,092	-	331	-
Workshops	-	-	4,911	-	310	-
TOTAL OPERATING EXPENSES	28,066	14,290	55,484	165	13,332	50
NET SURPLUS/DEFECIET FOR THE YEAR	(9,032)	5,012	3,181	(135)	13,205	724

**MLSHS P&C ASSOCIATION INC.
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2009/2010/2011**

1ST JANUARY 2009 TO 31ST DECEMBER 2011

NOTE 1: OPERATING STATEMENTS BY SUB-COMMITTEES

2010						
	GENERAL 2010	UNIFORM SHOP 2010	SVAPPA 2010	LIBRARY 2010	MUSIC 2010	LANGUAGE 2010
RECEIPTS						
Sales/Fundraising	22,066	69,127	48,375	-	7,721	1,432
Interest	228	-	583	18	404	-
Transfer from other committee/s	-	-	-	-	14,205	-
Total Receipts	22,294	69,127	48,958	18	22,330	1,432
LESS COST OF GOODS SOLD						
Opening Stock	-	-	-	-	-	-
Purchases	-	24,491	-	-	-	-
Less Closing Stock	-	-	-	-	-	-
Cost of Goods Sold	-	24,491	-	-	-	-
GROSS PROFIT	22,294	44,636	48,958	18	22,330	1,432
Plus Adjustment for Cash on Hand	-	100	-	-	-	-
LESS OPERATING EXPENSES						
Insurance & Membership	1,065	-	-	-	223	-
Wages	-	368	-	-	-	-
Stationery	80	-	-	-	-	-
Other	6,168	-	100	-	101	100
Equipment	7,359	-	-	-	3,726	-
Refunds>Returns	-	-	-	-	-	-
Fees	-	43	496	-	-	80
Transfer to other committee/s	3,739	-	10,466	-	-	-
Special projects	5,000	-	1,700	-	5,426	47
Fundraising	-	-	27,383	-	1,183	50
Workshops	-	-	6,438	-	3,415	-
TOTAL OPERATING EXPENSES	23,411	411	46,583	-	14,074	277
NET SURPLUS/DEFECIET FOR THE YEAR	(1,117)	44,325	2,375	18	8,256	1,155

**MLSHS P&C ASSOCIATION INC.
NOTES TO FINANCIAL STATEMENTS
2009/2010/2011**

1ST JANUARY 2009 TO 31ST DECEMBER 2011

NOTE 1: OPERATING STATEMENTS BY SUB-COMMITTEES

2011						
	GENERAL 2011	UNIFORM SHOP 2011	SVAPPA 2011	LIBRARY 2011	MUSIC 2011	LANGUAGE 2011
RECEIPTS						
Sales/Fundraising	18,445	40,940	46,991	-	12,329	722
Interest	341	761	488	26	771	
Transfer from other committee/s	-	10,356	-	-	8,400	-
Total Receipts	18,786	52,057	47,479	26	21,500	722
LESS COST OF GOODS SOLD						
Opening Stock	-	-	-	-	-	-
Purchases	-	-	-	-	-	-
Less Closing Stock	-	-	-	-	-	-
Cost of Goods Sold	-	-	-	-	-	-
GROSS PROFIT	18,786	52,057	47,479	26	21,500	722
Plus Adjustment for Cash on Hand	-	100	-	-	-	-
LESS OPERATING EXPENSES						
Insurance & Membership	1,093	-	-	-	-	-
Wages	-	-	-	-	-	-
Stationery	-	-	-	-	-	-
Other	86	-	-	-	-	65
Equipment	7,561	-	-	1,100	5,564	-
Refunds/Returns	-	-	-	-	-	-
Fees	-	-	779	-	-	-
Transfer to other committee/s	-	-	8,400	-	-	-
Special projects	417	-	7,630	-	257	-
Fundraising	-	10,356	28,988	-	6,328	-
Workshops	-	18,377	-	-	841	65
TOTAL OPERATING EXPENSES	9,157	28,733	45,797	1,100	12,990	65
NET SURPLUS/DEFECIET FOR THE YEAR	9,629	23,424	1,682	(1,074)	8,510	657

**MLSHSL P&C ASSOCIATION INC.
BALANCE SHEET
FOR YEAR END 2009, 2010 & 2011**

AS AT 31ST DECEMBER 2011

Accumulated Funds at end of year	2009	2010	2011
Represented by:	176,904	156,499	180,091
CURRENT ASSETS <i>Including Term Deposits</i>			
General	11,376	10,260	19,889
Uniform Shop	14,645	58,869	82,193
SVAPPA	20,865	23,240	24,922
Library	1,114	1,132	58
Music	28,824	37,080	45,591
Language	724	1,879	2,535
Total Cash Resources	77,548	132,460	175,188
Stock on Hand			
Uniform Shop	103,741	24,039	4,903
Total Stock on Hand	103,741	24,039	4,903
TOTAL ASSETS	181,289	156,499	180,091
LESS LIABILITIES			
Accounts Payable - SVAPPA	3,348	-	-
Accounts Payable - Music	80	-	-
Accounts Payable - Uniform Shop	957	-	-
TOTAL LIABILITIES	4,385	-	-
NET ASSETS	176,904	156,499	180,091

MOUNT LAWLEY SENIOR HIGH SCHOOL

COMMITTEE: _____

EVENT _____

DATE _____

EXPENSES

Sundries \$ _____
 Equipment \$ _____
 Hire \$ _____
 Fees/Licencing \$ _____
 Artists \$ _____
 Stock \$ _____
 Prizes/Awards \$ _____
 Other \$ _____
 \$ _____
TOTAL \$ _____

INCOME

Product sales \$ _____
 Entry fees \$ _____
 Donations \$ _____
 Other \$ _____
 \$ _____
 \$ _____
TOTAL \$ _____

100	
50	
20	
10	
5	
2	
1	
0.50	
0.20	
0.10	
0.05	

TOTAL INCOME \$ _____

\$ _____ TOTAL

TOTAL EXPENSE \$ _____

PROFIT \$ _____

Cheques _____

Cash _____

TOTAL _____

Amount Banked \$ _____

Date _____

Signed _____

Name _____

MOUNT LAWLEY SENIOR HIGH SCHOOL P&C
 COMMITTEE: _____

Year: _____

DATE	Details	Sundries	Insurnce &M'ships	Fees	Refunds/Returns	Wages	Wrkshop	Equipmnt	Fundraisin g costs	Special Projects	MISC.	Sales	Fundraising income	Bank Interest	Chq	Cashe d	Ledger Balance
	Opening Balance																
	TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Closing Bank Statement balance
 Closing Ledger Balance
 Difference

Treasurer's signature _____

President's signature _____

MOUNT LAWLEY SENIOR HIGH SCHOOL P&C
 COMMITTEE: _____

Year: _____

DATE	Details	Sundries	Insurnce &M'ships	Fees	Refunds/ Returns	Wages	Wrkshop	Equipmnt	Fundraisin g costs	Special Projects	MISC.	Sales	Fundraising income	Bank Interest	Chq	Cashe d	Ledger Balance
	Opening Balance																
	TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Closing Bank Statement balance
 Closing Ledger Balance
 Difference

Treasurer's signature _____

President's signature _____

MOUNT LAWLEY SENIOR HIGH SCHOOL P&C

COMMITTEE: SVAPPA

Year: 2013

DATE	Details	Sundries	Insurnce &M'ships	Fees	Refunds/ Returns	Wages	Wrkshop	Equipmnt	Fundraising costs	Special Projects	MISC.	Sales	Fundraising income	Bank Interest	Chq	Cashed	Ledger Balance
01-Jan	Opening balance																11000.00
10-Mar	Soiree food								90.00						101	✓	1910.00
25-Mar	Soiree sales											130.00					11040.00
01-Apr	Junkadelic						800.00								102	✓	1240.00
15-Jun	Art Auction - POS												23001.00				24241.00
16-Jun	Art Auction												8023.00				32264.00
18-Jun	Art Auction Fence Hire								750.00						103	✓	31514.00
19-Jun	Art Auction - Artist								450.00						104	✓	31064.00
	Art Auction - Artist								620.00						105	✓	30444.00
	Art Auction - Artist								335.00						106	✓	30109.00
	Art Auction - Artist								950.00						107	✓	29159.00
	Art Auction - Artist								1100.00						108	✓	28059.00
	Art Auction - Artist								1250.00						109	✓	26809.00
	Art Auction - Artist								230.00						110	✓	26579.00
21-Jun	CANCELLED CHEQUE														111	X	26579.00
30-Jun	Bank Fees			335.78													26243.22
01-Jul	Music portion of Auction										12500.00				112	✓	13743.22
11-Aug	Workshop						500.00								113	✓	13243.22
	Workshop lunch						78.27								114	✓	13164.95
08-Nov	Welcome morning tea									117.10					115	✓	13047.85
	Closing Balance																13047.85
	TOTALS	0.00	0.00	335.78	0.00	0.00	1378.27	0.00	5775.00	117.10	12500.00	130.00	31024.00	0.00			

Closing Bank Statement balance 13047.85
 Closing Ledger Balance 13047.85
 Difference 0.00

Treasurer's signature _____

President's signature _____