

# TREASURER'S REPORT

Year ended 2019 (Presented - AGM March 2020)

## The Gap State High School P&C

### AUDITED REPORTS

The 2019 Financial Statements have been prepared and audited by our appointed auditor, Mr David Hodgkinson, Chartered Accountant (CA). The Financial Statements have been certified by the auditor as being true and correct without qualification. Mr David Hodgkinson has donated his time to complete the audit and is not charging the P&C for the audit of the 2019 financial statements.

Davis has agreed to audit the books for one more year being the 2020 financial year.

This year saw the continuation of improvements to financial and business practices. The P&C will continue to seek improvement operational procedures to strengthen internal controls and efficiencies that streamline administrative process for volunteers and P&C Staff. Following the successful implementation of inventory software and tap payment facilities in 2018 the system was endorsed for expanding the functionality beyond the uniform shop into wider use throughout the P&C. The change of accounting system to XERO has also seen the improvement of financial arrangements and provides a platform for greater integration of the P&C business systems. This will continue in 2020.

I thank Alison and more recently Glenda, the bookkeepers, for their support to me and the executive and the P&C business units. Glenda, having started, in October has played a key role in the move to accrual accounting and refreshing our business processes. The challenge of moving to cash accounting, implementation of a new system and doing a financial year close in a three-month period is not to be underestimated.

There are a number of administrative changes the P&C must undertake due to changing requirements in legislation and compliance procedures and I encourage you to provide the same support and understanding to the new Treasurer and bookkeeper team as you have with me.

P&C business operations improved in comparison to previous years. It was a mixed result as overall net profits were higher. However, sales were down with better expense management in one case and others had increased sales with an unproportionate increase in costs. This will be highlighted later in the relevant business unit. Revised practices and pricing in the 2<sup>nd</sup> half of the 2019 year following substantial reviews contributed to the overall 2019 positive result. Operational strategies during 2020 and refinement will need to be ongoing. The maintenance of income will need to be monitored in 2020 as in 2019 it did not increase proportionally with the increase in size of the school, or in deed sales in some areas. New operations such as the Coffee shop were initially a sunk cost to establish the business as an ongoing concern.

A number of approved expenditure items in 2019 were not delivered in 2019 and as such has increased the net profit.

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The result of \$42,830 surplus against a planned deficit of \$42,630 shows the P&C has strong financial management practices applying funds through a validation process however it has underspent by \$85,000 from its 2019 plans. This is a significant amount and greater focus on managing projects and following through on plans needs to be carried out where possible. This is across all areas of the P&C.

The upside to this is the P&C is in a better position to support major activities in the school in the 60<sup>th</sup> year of the school. The School has approached the P&C with requests for some major school projects in 2020. No school major projects were delivered last year.

The P&C has provided \$71,000 of direct funding, and resources to our school and related school community, up \$23,000 than in 2018. However as stated before this is due to carry over approved expenditure by the P&C.

I would like to thank everyone who has been involved in the raising of funds for the P&C over all prior years and the diligent application of those funds during 2019 for the use within the school and wider school community for the benefit of the students.

Bank accounts totalled \$83,843.23 at the start of the year and at the end of December were \$161,359.37. This is higher than expected and reflects the higher surplus for 2019 and timing issues with vendor supplies delivered in December 2019 and paid in 2020.

**NOTE OF CAUTION:** *COVID-19 (coronavirus) is an unknown and can have significant impact on P&C operations. I would strongly suggest as a minimum that a mid-year review of the budget is conducted.*

## **P&C Operations at a Glance:**

**BUILDING FUND:** Funds of \$5,085.03 (net of fees) were received. \$605 more than last year were received. It is to be noted that a single donation of \$1,000 was made for a specific purpose. \$5,000 from the fund was allocated in 2019. This increase was not proportionate to the increase in school population. The ability to offer a tax-deductible donation option for parents continues to demonstrate its value especially when the benefits are realised through tangible visible school improvements. This fund should be considered as an avenue for seeking contributions for specific capital improvements to the buildings utilised by students and community of the school. Increased awareness of this account through promotional activities should be explored beyond the existing process and target audience.

**COFFEE SHOP:** 2019 was the first year of operation for this business unit. The shop took to mid-year to return a profit and was trading profitably by the end of the year, having recovered all prior month trading losses. The net result loss of \$3,569.02 reflects the once off cost of \$4,150 to purchase the coffee machine and grinder late in 2019. This asset is treated as expenditure due to cash accounting and donation of the funds to the school for the purchase. Had it not been for this asset acquisition the shop would have traded positively by \$600.

# TREASURER'S REPORT

Year ended 2019 (Presented - AGM March 2020)

Recent coffee shop trading trends predict a strong profit for this business this year. It should be closely monitored as this type of business can be highly volatile.

STATIONERY SHOP: 2018 was the last year operation for this business unit. Stock was carried on the books for the year but no trading was conducted. The closing stock will be transferred to operational stationery in 2020 and this will be the last reported activity for this unit.

TUCKSHOP: Tuckshop sales were 3.2% lower however gross profit increased by 3.4% and operating expenses were reduced by 3.5%. This was reflected in net profit increasing by 48.1% \$9,570. Although this is a significant improvement, the net profit to sales ratio was an increase 2.9 % to 8.38%. This shows that the ongoing effort to improve the operations, in particular, production costs to produce quality fresh food, has started to find traction and is moving operations forward in the right direction. A review of operations in 2019 identified matters for consideration and clarity. The challenge for 2020 will be to continue improving operational results while providing students with high quality food choices, at reasonable prices.

UNIFORM SHOP: The uniform shop raised \$51,163 a 21.8% \$9,510 increase compared to 2018. This result reflects the approved increase in uniforms effective from the latter half of 2019. Sales increased by 31.2% for the year, however gross profit increase was only 14.5%. Operating expenses was contained to a 2.8% increase. The net profit to sales ratio deteriorated by 1.5% down to 19.0%. Substantial time and effort were invested into the uniform shop to improve purchasing practices, stock management and consumer experience which included the commencement of online sales. 2020 should see the investment consolidate and improve all performance measures for this business unit.

P&C, SHAPE, POPARTS, SSWAG and A4A: In addition to the contributions of funds to the School and Students the committees perform the vital roles of organising events to engage the community to providing information, entertainment and increasing the profile of the school through wider community involvement. These groups have a focus on specific needs of students, the school or wider community and I encourage you to read their annual reports which provide greater detail of their achievements and plans.

Contributions to the school and events have included:

- Facilities upgrade
- Arts and sports equipment
- Supporting student representation at district, state and national events
- Speech night awards
- Community variety events (Trivia night, concerts and cabarets, Gap Ninja, Ping Pong)
- Community BBQs
- Community/family assistance
- Chaplaincy and SSWAG

# TREASURER'S REPORT

Year ended 2019 (Presented - AGM March 2020)

## BUDGET FOR 2020

A 2020 Draft Budget has been prepared that projects the results of the P&C and Sub-Committees taking into account known commitments. The budget will be subject to amendment as a result of the changes required by the incoming 2020 P&C committees. The budget will be updated to reflect all funding decisions throughout the year.

The P&C budget provides a summary of the sub-committee budgets and I encourage to engage with the subcommittee of interest to you to find more detail. The meeting schedules are available on the P&C website.

The preliminary budget for the year is estimated as a \$70,200 deficit. This encompasses contribution to major projects of \$72,500. POPARTS, SHAPE and A4A have budgeted to expend funds from previous years retained fund raising during 2020.

This deficit is able to be accommodated due to underspend from previous years budgets. This would leave a total of \$69,480 available cash at end of 2020. This is projected bank balance (\$91,160) less liabilities (\$21,680). The deficit will be dependent upon the success of business operations and the support of P&C events. Major expenditure will be subject to review throughout the year.

I look forward to 2020 knowing another rewarding year is achievable with the community spirit and willingness of the new P&C to support the students of the school and engage with the broader school community.



Greg Walters  
Treasurer 2019.

## **ADDENDUM for delayed AGM**

My final AGM Treasurers report was prepared back in March 2020.

The Covid-19 pandemic has significantly impact on the P&C planned activities.

It should be noted that the financial impact overall on the P&C has not be as substantial however a June 30 midyear review will confirm that and be presented at the next available general meeting. The reduction in revenue has been offset by matched planned reduction in costs where possible.

During this time the Executive has monitored the support options available to the P&C employees and the P&C itself and ensured we have engaged compliantly, and fully, to the extent available. The pandemic continues to impact and until such time as restrictions are lifted and the community feels confident to interact into the community the P&C will need to continually revise its expectations.

I have reviewed the budget and would recommend the major P&C funding of significant project school activities could still be delivered.

All sub-committee and business operations should prepare revised budgets once the pandemic restrictions have been lifted.

Until such time the proposed budget will be the baseline from which to monitor and gage the impact.

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**The Gap State High School Parents and Citizens' Association  
Financial Statements  
For the Year Ended 31 Dec 2019**

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**Certification**

- A signed certificate of the P&C President, Secretary & Treasurer
- A signed Compliance Report by the P&C President, Treasurer and Secretary.
- A signed Auditor's certification

# The Gap State High School Parents and Citizens' Association

## Notes to the Financial Statements

### A1 BASIS OF FINANCIAL STATEMENT PREPARATION

#### A1-1 GENERAL INFORMATION

The Gap State High School Parents and Citizens' Association is formed under the [Education \(General Provisions\) Act 2006 \(Qld\)](#). The association is a statutory body under the [Statutory Bodies Financial Arrangements Act 1982](#). Its function is to promote the interests of the Gap State High School and benefit all students at the school.

#### A1-2 OBJECTIVES AND PRINCIPAL ACTIVITIES

The Association's function is to promote the interests of the Gap State High School and benefit the students at the school.

The principal activities of the association during the financial year were:

- General P&C Operations
- Tuckshop
- Uniform Shop
- Kiosk shop
- Fundraising (includes subcommittees – Shape, PopArts, A4A, PEG, SSWAG)

No significant change in the nature of these activities occurred during the year

#### A1-3 COMMITTEE MEMBERS

The names of committee members throughout the year and at the date of this report were:

- President Leigh Passfield
- Vice Presidents Martin Kammann (Mar-Dec 2019)  
Scott Spence (Mar-Sept 2019)  
Andy Davey (Oct-Dec 2019)
- Treasurer/s Greg Walters
- Secretary David Dunn (April - Dec 2019)  
Wendy Mahbubani (Jan-Mar 2019)

#### A1-4 COMPLIANCE WITH PRESCRIBED REQUIREMENTS

The financial statements have been prepared in accordance with the requirements prescribed by:

- The *Education (General Provisions) Act 2006*
- The P&C Accounting Manual issued by the Department of Education

## **A1-5 PURPOSE AND SCOPE OF FINANCIAL STATEMENT**

The financial statements have been prepared to provide information about the financial positions, financial performance and financial viability of the Association and to maintain, protect and enhance public trust and confidence in the Association through increased accountability and transparency. It also helps stakeholders in assessing the stewardship of management.

## **A1-6 REPORTING ENTITY**

The financial statement is a special purpose financial statement prepared to satisfy the financial reporting requirements of the Association. The P&C Executive Committee has determined that the Association is not a reporting entity.

The consolidated financial statements include all income, expenses, assets, liabilities and equity of the committee and sub-committee comprising the Association. All transactions and balances internal to the Association have been eliminated in full.

## **A1-7 PRESENTATION**

The following accounting principles, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial statement.

### **1 Basis of Accounting**

The financial statement has been prepared on an accruals basis and is based on historical costs.

### **2 Inventories**

All inventory is measured at cost. Costs are assigned on a first-in first-out basis.

### **3 Currencies and Rounding**

Amounts included in the financial statements are in Australian dollars are not rounded.

### **4 Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less.

### **5 Current/Non-Current Classification**

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Association does not have an unconditional right to defer settlement to beyond 12 months after the reporting date.

All other assets and liabilities are classified as non-current.

6 Fixed Assets

Items of plant and equipment have a useful life greater than 1 year and a purchase cost greater than \$5,000 are depreciated based on their estimated useful life.

7 Contingent assets/liabilities

There were no known contingent assets/liabilities of a significant nature at 31 December 2019.

8 Employee entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

9 Income Tax

The Association is a statutory body formed under the *Statutory Financial Arrangement Act* and is exempt from income tax under section 50-1 of the *Income Tax Assessment Act 1997*.

**A1-7 EVENTS AFTER THE REPORTING PERIOD**

There were no other events that have the potential to significantly affect the ongoing structure and financial activities of the Association.

**Gap State High School P&C Association**  
**Statement of Comprehensive Income**  
**Year ended 31 December 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
Catering Income	\$5,044.60	\$7,810.80
Donated Uniform Sales	\$1,996.50	\$3,189.82
Interest - Investment account	\$147.01	\$257.06
Lost Property Sales	\$240.00	\$610.27
Rebates from suppliers	\$2,155.05	\$2,086.52
Sales - Coffee Shop Sales	\$32,776.86	\$0.00
Sales - Stationery Shop	\$262.60	\$1,061.35
Sales - Tuckshop	\$344,432.06	\$353,216.35
Sales - Uniform Shop	\$276,825.78	\$209,012.65
Second Hand Uniform Sales	\$83.00	\$2.80
Uniform - Commission on 2nd hand uniform	\$40.00	\$52.91
<b>Total Income</b>	<b>\$664,003.46</b>	<b>\$577,300.53</b>
<b>Less Cost of Sales</b>		
Stock Opening - Tuckshop Opening Stock	\$883.33	\$614.44
COGS Coffee Shop Purchases	\$12,241.03	\$0.00
COGS Stationery Purchases	\$0.00	\$896.67
COGS Tuckshop Purchases	\$200,047.31	\$216,965.54
COGS Uniform Purchases	\$157,830.64	\$137,781.22
Freight Out	\$164.31	\$0.00
Square Transaction Fees	\$4,286.55	\$2,159.27
Stock Closing - Coffee Shop	-\$524.88	\$0.00
Stock Closing - Stationery	-\$1,562.20	-\$1,562.20
Stock Closing - Uniform	-\$32,262.11	-\$67,901.75
Stock Closing -Tuckshop	-\$930.88	-\$883.33
Stock Opening - Stationery	\$1,562.20	\$2,169.44
Stock Opening - Uniform Shop	\$67,901.75	\$69,818.04
<b>Total Cost of Sales</b>	<b>\$409,637.05</b>	<b>\$360,057.34</b>
<b>Gross Profit</b>	<b>\$254,366.41</b>	<b>\$217,243.19</b>
<b>Plus Other Income</b>		
A4A - Cheese Fest	\$687.00	\$0.00
A4A - Hand Tool Woodworking Workshop	\$180.10	\$157.22
A4A - House Fest	\$0.00	\$414.88
A4A - Nerf Wars	\$392.55	\$0.00
A4A - Nia Dance	\$221.00	\$0.00
A4A - Ninja Warrior	\$354.08	\$521.20
A4A - Other Activities	\$2,491.01	-\$1,105.50
A4A - Paint and Pour	\$438.00	\$157.59
A4A - Ping Pong and Board Games	\$537.50	\$271.66
A4A - Reservoir Walk	\$0.00	\$625.50
A4A - Stem Open Day	\$559.62	\$0.00
Building Fund Donations	\$5,105.00	\$4,500.00
General - AVSC Volleyball Trip Income	\$3,421.30	\$0.00
General - Battle of the Bands	\$31.86	-\$343.01
General - Backpack Sales	\$7,542.77	\$0.00
General - Container Refund Scheme	\$22.50	\$0.00
General - DigIn	\$272.33	\$0.00
General - Donations	\$0.00	\$7.00
General - Miscellaneous Income	\$0.00	\$0.08
General - Other Income	\$20.00	\$0.00

General - School Musical	\$7,380.65	-\$3,737.40
Poparts - Art Exhibition	\$148.50	\$248.34
Poparts - Canteen Operations	\$1,549.40	\$0.00
Poparts - Donations to Poparts Committee	\$0.00	\$181.05
Poparts - Entertainment Books	\$434.00	\$1,022.00
Poparts - Fundraising BBQs	\$0.00	\$1,062.49
Poparts - Lions Club Dinner	\$409.35	\$0.00
Poparts - QYMA Canteen	-\$126.92	\$1,816.48
Poparts - Trivia Night	\$2,771.43	\$5,403.72
Poparts - Tula Autumn Concert	\$1,874.71	\$3,663.19
PopArts - Tula Spring Concert	\$1,764.40	\$0.00
Poparts - Tula Winter concert	\$1,978.05	\$0.00
Shape - Anaconda/Bunnings BBQs	\$1,825.12	\$0.00
Shape - Cross Country BBQ	\$0.00	\$258.78
Shape - Open Day BBQ	\$0.00	\$600.00
Shape - Other fundraising	\$8,384.69	-\$8.31
Shape - Sales from Operating Hall Kiosk	\$4,588.90	\$9,652.67
Shape - Sports Awards Night	\$1,266.07	\$0.00
Shape - Sports Day	\$675.13	\$437.44
Shape - Swimming Carnival	\$1,967.60	\$0.00
SSWAG - Caps Fundraiser	\$0.00	\$2,453.80
SSWAG - Donations to SSWAG Committee	\$0.00	\$46.90
<b>Total Other Income</b>	<b>\$59,167.70</b>	<b>\$28,307.77</b>
<b>Less Operating Expenses</b>		
Community Support - P&C Meetings	\$0.00	\$56.61
Community Support - Volunteer Events	\$0.00	\$200.00
Community Support:Chaplaincy Support	\$5,000.00	\$5,000.00
Community Support:Community General Support	\$60.09	\$480.00
Community Support:Family Assistance Fund	\$3,000.00	\$3,000.00
Community Support:Open Day	\$115.50	\$183.90
Community Support:Public Relations Activities	\$0.00	\$143.30
Community Support:School Marketing Contribution	\$5,000.00	\$5,000.00
Community Support:Speech Night Awards	\$700.00	\$0.00
Community Support:Student Rep Assistance	\$200.00	\$1,000.00
Computer and Maintenance	\$2,724.12	\$2,400.24
DONATIONS to TGS SHS	\$57,047.38	\$32,472.91
Electricity	\$4,317.96	\$6,839.22
Expensed Equipment	\$215.58	\$339.69
Expenses:Bank Fees	\$16.33	\$65.63
Expenses:Merchant Fees	\$4,266.02	\$4,253.65
Expenses:Staff Expenses:Workers Compensation	\$1,002.53	\$926.79
Food Spoilage	\$250.00	\$228.72
Fundraising Expenses:Shape Committee Exp	\$0.00	\$600.00
Gas	\$0.00	\$59.95
Insurance	\$2,550.87	\$2,520.10
Memberships and Licences	\$2,831.88	\$2,966.33
Miscellaneous Expenses	\$299.82	\$1.19
Operating Expenses:Repairs and Maintenance	\$2,376.21	\$2,283.33
Printing	\$387.55	\$259.97
Staff Expenses:Other Employment Expenses	\$457.40	\$295.75
Staff Wages	\$162,283.77	\$148,290.47
Stationery	\$435.75	\$139.93
Superannuation	\$14,996.07	\$13,768.22
Volunteer Appreciation	\$166.35	\$0.00
<b>Total Operating Expenses</b>	<b>\$270,701.18</b>	<b>\$233,775.90</b>
<b>Net Profit</b>	<b>\$42,832.93</b>	<b>\$11,775.06</b>

**Gap State High School P&C Association**  
**Statement of Financial Position**  
**Year ended 31 December 2019**

	<b>2019</b>	<b>2018</b>
<b>Assets</b>		
<b>Bank</b>		
Building Fund Bank Account	\$5,760.26	\$5,331.81
General Bank Account	\$101,264.60	\$24,323.92
Investment Bank Account	\$54,334.51	\$54,187.50
<b>Total Bank</b>	<b>\$161,359.37</b>	<b>\$83,843.23</b>
<b>Current Assets</b>		
Cash on Hand: Coffee Shop Float	\$200.00	\$0.00
Cash on Hand: Stationery Shop Float	\$50.00	\$50.00
Cash on Hand: Tuckshop Float	\$420.00	\$320.00
Cash on Hand: Uniform Shop Float	\$300.00	\$200.00
Prepaid Mastercard	-\$16.00	\$0.00
Stock on Hand: Coffee Shop Stock	\$524.88	\$0.00
Stock on Hand: Stationery Stock	\$1,562.20	\$1,562.20
Stock on Hand: Tuckshop Stock	\$930.88	\$883.33
Stock on Hand: Uniform Stock	\$32,262.11	\$67,901.75
<b>Total Current Assets</b>	<b>\$36,234.07</b>	<b>\$70,917.28</b>
<b>Total Assets</b>	<b>\$197,593.44</b>	<b>\$154,760.51</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Community Funds - DigIn	\$272.33	\$0.00
Community Funds - School Musical	\$9,085.87	\$0.00
Provision for LSL	\$12,325.36	\$13,028.07
<b>Total Current Liabilities</b>	<b>\$21,683.56</b>	<b>\$13,028.07</b>
<b>Total Liabilities</b>	<b>\$21,683.56</b>	<b>\$13,028.07</b>
<b>Net Assets</b>	<b>\$175,909.88</b>	<b>\$141,732.44</b>
<b>Equity</b>		
Activities 4 Activities Equity	\$7,074.06	\$1,743.20
Current Year Earnings	\$42,832.93	\$11,775.06
PopArts Equity	\$12,204.30	\$30,131.73
Retained Earnings	\$99,914.53	\$90,405.00
School Musical Equity	\$0.00	\$1,705.22
Shape Equity	\$8,921.33	\$1,009.50
SSWAG Equity	\$4,962.73	\$4,962.73
<b>Total Equity</b>	<b>\$175,909.88</b>	<b>\$141,732.44</b>

The Gap State High School P&C Association  
 Bank Reconciliation Statements  
 Month ended 31 December 2019

# Bank Reconciliation Summary

P&C General Bank Account  
 THE GAP STATE HIGH SCHOOL P&C ASSN  
 As at 31 December 2019

Date	Description	Reference	Amount
31 Dec 2019	Balance in Xero		114,260.72
31 Dec 2019	Statement Balance		114,260.72

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036  
 THE TREASURER  
 THE GAP SHS P AND C ASSOC  
 PO BOX 1  
 THE GAP QLD 4061



## Your Statement

Statement/Tax invoice 485 (Page 1 of 3)

Total amount of taxable  
 Bank services including  
 GST \$0.28

Total GST paid on  
 taxable Bank services \$0.03

Account Number 06 4174 00900285

Statement  
 Period 1 Dec 2019 - 31 Dec 2019

Closing Balance \$114,260.72 CR

Enquiries 13 1998  
 (24 hours a day, 7 days a week)

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31 Dec 2019 CLOSING BALANCE \$114,260.72 CR

Opening balance	-	Total debits	+	Total credits	=	Closing balance
\$151,376.05 CR		\$95,037.63		\$57,922.30		\$114,260.72 CR

Investment Bank Account  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
 As at 31 December 2019

Date	Description	Reference	Amount
31 Dec 2019	Balance in Xero		54,334.51
31 Dec 2019	Statement Balance		54,334.51

**Bank Statement**

Investment Bank Account  
 THE GAP STATE HIGH SCHOOL P&C ASSN  
 From 1 December 2019 to 31 December 2019

[Add Summary](#)

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Dec 2019	Opening Balance						54,330.04
1 Dec 2019	CBA Interest	6 Jan 2020		Yes	User	4.47	54,334.51
	Closing Balance						54,334.51

Building Fund Bank Account  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
 As at 31 December 2019

Date	Description	Reference	Amount
31 Dec 2019	Balance in Xero		5,760.26
31 Dec 2019	Statement Balance		5,760.26

**Bank Statement**

Building Fund Bank Account  
 THE GAP STATE HIGH SCHOOL P&C ASSN  
 From 1 December 2019 to 31 December 2019

[Add Summary](#)

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Dec 2019	Opening Balance						5,760.26
	Closing Balance						5,760.26

**Gap State High School P&C Association  
Statement of Receipts and Payments  
Year ended 31 December 2019**

**Statement of Cash Flows** (Gross Tax on Operating Activities)

Account	2019 \$	2018 \$
<b>Operating Activities</b>		
Receipts from customers	691,595.21	598,213.69
Payments to suppliers and employees	(697,999.80)	(609,443.51)
Cash receipts from other operating activities	49,237.52	23,004.88
<b>Net Cash Flows from Operating Activities</b>	<b>42,832.93</b>	<b>11,775.06</b>
<b>Investing Activities</b>		
Other cash items from investing activities	34,683.21	2,344.64
<b>Net Cash Flows from Investing Activities</b>	<b>34,683.21</b>	<b>2,344.64</b>
<b>Net Cash Flows</b>	<b>77,516.14</b>	<b>14,119.70</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	83,843.23	69,723.53
Cash and cash equivalents at end of period	161,359.37	83,843.23
<b>Net change in cash for period</b>	<b>77,516.14</b>	<b>14,119.70</b>

# The Gap State High School P&C Association

## Trading Statements

**Year ended 31 December 2019**  
(In alphabetical order)

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**A4A**  
For the 12 months ended 31 December 2019  
Cash Basis

Account	2019	2018
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income</b>		
A4A - Cheese Fest	687.00	0.00
A4A - Hand Tool Woodworkng Workshop	180.10	0.00
A4A - Nerf Wars	392.55	0.00
A4A - Nia Dance	221.00	0.00
A4A - Ninja Warrior	354.08	0.00
A4A - Other Activities	2,491.01	0.00
A4A - Paint and Pour	438.00	0.00
A4A - Ping Pong and Board Games	537.50	0.00
A4A - Stem Open Day	559.62	0.00
<b>Total Other Income</b>	<b>5,860.86</b>	<b>0.00</b>
<b>Operating Expenses</b>		
DONATIONS to TGSHS	530.00	0.00
<b>Total Operating Expenses</b>	<b>530.00</b>	<b>0.00</b>
<b>Net Profit</b>	<b>5,330.86</b>	<b>0.00</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**Building Fund**  
 For the 12 months ended 31 December 2019  
 Cash Basis

Account	2019	2018
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income</b>		
Building Fund Donations	5,105.00	4,500.00
<b>Total Other Income</b>	<b>5,105.00</b>	<b>4,500.00</b>
<b>Operating Expenses</b>		
DONATIONS to TGSHS	5,000.00	0.00
Expenses: Merchant Fees	85.03	96.22
<b>Total Operating Expenses</b>	<b>5,085.03</b>	<b>96.22</b>
<b>Net Profit</b>	<b>19.97</b>	<b>4,403.78</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**Coffee Shop**  
For the 12 months ended 31 December 2019  
Cash Basis

Account	2019	2018
<b>Trading Income</b>		
Sales - Coffee Shop Sales	32,776.86	0.00
<b>Total Trading Income</b>	<b>32,776.86</b>	<b>0.00</b>
<b>Cost of Sales</b>		
COGS Coffee Shop Purchases	12,241.03	0.00
Square Transaction Fees	24.00	0.00
Stock Closing - Coffee Shop	(524.88)	0.00
<b>Total Cost of Sales</b>	<b>11,740.15</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>21,036.71</b>	<b>0.00</b>
<b>Operating Expenses</b>		
DONATIONS to TGSHS	4,150.00	0.00
Expensed Equipment	205.59	0.00
Printing	26.97	0.00
Staff Expenses: Other Employment Expenses	90.25	0.00
Staff Wages	18,708.12	0.00
Stationery	42.80	0.00
Superannuation	1,382.00	0.00
<b>Total Operating Expenses</b>	<b>24,605.73</b>	<b>0.00</b>
<b>Net Profit</b>	<b>(3,569.02)</b>	<b>0.00</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**General**  
**For the 12 months ended 31 December 2019**  
**Cash Basis**

Account	2019	2018
<b>Trading Income</b>		
Interest - Investment account	70.69	136.82
Sales - Stationery Shop	262.60	0.00
Second Hand Uniform Sales	0.00	2.80
<b>Total Trading Income</b>	<b>333.29</b>	<b>139.62</b>
<b>Gross Profit</b>	<b>333.29</b>	<b>139.62</b>
<b>Other Income</b>		
A4A - Hand Tool Woodworking Workshop	0.00	157.22
A4A - House Fest	0.00	414.88
A4A - Ninja Warrior	0.00	521.20
A4A - Other Activities	0.00	(1,105.50)
A4A - Paint and Pour	0.00	157.59
A4A - Ping Pong and Board Games	0.00	271.66
A4A - Reservoir Walk	0.00	625.50
General - AVSC Volleyball Trip Income	3,681.80	0.00
General - Battle of the Bands	31.86	(343.01)
General - Backpack Sales	7,542.77	0.00
General - Container Refund Scheme	22.50	0.00
General - DigIn	272.33	0.00
General - Donations	0.00	7.00
General - Miscellaneous Income	0.00	0.08
General - Other Income	20.00	0.00
General - School Musical	7,380.65	(3,737.40)
<b>Total Other Income</b>	<b>18,951.91</b>	<b>(3,030.78)</b>
<b>Operating Expenses</b>		
Community Support - P&C Meetings	0.00	56.61
Community Support - Volunteer Events	0.00	200.00
Community Support: Chaplaincy Support	5,000.00	5,000.00
Community Support: Community General Support	60.09	480.00
Community Support: Family Assistance Fund	3,000.00	3,000.00
Community Support: Open Day	115.50	183.90
Community Support: Public Relations Activities	0.00	143.30
Community Support: School Marketing Contribution	5,000.00	5,000.00
Community Support: Speech Night Awards	700.00	0.00
Community Support: Student Rep Assistance	200.00	1,000.00
Computer and Maintenance	823.30	704.87
DONATIONS to TGSHS	8,031.20	11,452.65
Electricity	4,317.96	6,839.22
Expensed Equipment	0.00	339.69
Expenses: Bank Fees	7.23	65.63
Expenses: Staff Expenses: Workers Compensation	1,002.53	926.79
Fundraising Expenses: Shape Committee Exp	0.00	600.00
Insurance	2,550.87	2,520.10
Memberships and Licences	2,831.88	2,966.33
Miscellaneous Expenses	(0.18)	1.19
Printing	112.48	93.56
Staff Expenses: Other Employment Expenses	182.55	115.25
Staff Wages	15,271.59	15,528.38
Stationery	218.78	79.01
Superannuation	1,439.13	1,475.21
<b>Total Operating Expenses</b>	<b>50,864.91</b>	<b>58,771.69</b>
<b>Net Profit</b>	<b>(31,579.71)</b>	<b>(61,662.85)</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**PopArts**  
**For the 12 months ended 31 December 2019**  
**Cash Basis**

Account	2019	2018
<b>Trading Income</b>		
Interest - Investment account	76.32	120.24
<b>Total Trading Income</b>	<b>76.32</b>	<b>120.24</b>
<b>Cost of Sales</b>		
Square Transaction Fees	5.67	0.00
<b>Total Cost of Sales</b>	<b>5.67</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>70.65</b>	<b>120.24</b>
<b>Other Income</b>		
PopArts - Art Exhibition	148.50	248.34
PopArts - Canteen Operations	1,549.40	0.00
PopArts - Donations to PopArts Committee	0.00	181.05
PopArts - Entertainment Books	434.00	1,022.00
PopArts - Fundraising BBQs	0.00	1,062.49
PopArts - Lions Club Dinner	409.35	0.00
PopArts - QYMA Canteen	(126.92)	1,816.48
PopArts - Trivia Night	2,771.43	5,403.72
PopArts - Tula Autumn Concert	1,874.71	3,663.19
PopArts - Tula Spring Concert	1,764.40	0.00
PopArts - Tula Winter concert	1,978.05	0.00
<b>Total Other Income</b>	<b>10,802.92</b>	<b>13,397.27</b>
<b>Operating Expenses</b>		
DONATIONS to TGSHS	28,801.00	4,501.00
<b>Total Operating Expenses</b>	<b>28,801.00</b>	<b>4,501.00</b>
<b>Net Profit</b>	<b>(17,927.43)</b>	<b>9,016.51</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**SHAPE**  
**For the 12 months ended 31 December 2019**  
**Cash Basis**

Account	2019	2018
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income</b>		
General - AVSC Volleyball Trip Income	(260.50)	0.00
Shape - Anaconda/Bunnings BBQs	1,825.12	0.00
Shape - Cross Country BBQ	0.00	258.78
Shape - Open Day BBQ	0.00	600.00
Shape - Other fundraising	8,384.69	(8.31)
Shape - Sales from Operating Hall Kiosk	4,588.90	9,652.67
Shape - Sports Awards Night	1,266.07	0.00
Shape - Sports Day	675.13	437.44
Shape - Swimming Carnival	1,967.60	0.00
<b>Total Other Income</b>	<b>18,447.01</b>	<b>10,940.58</b>
<b>Operating Expenses</b>		
DONATIONS to TGSHS	10,535.18	16,519.26
<b>Total Operating Expenses</b>	<b>10,535.18</b>	<b>16,519.26</b>
<b>Net Profit</b>	<b>7,911.83</b>	<b>(5,578.68)</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**SSWAG**  
**For the 12 months ended 31 December 2019**  
**Cash Basis**

Account	2019	2018
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income</b>		
SSWAG - Caps Fundraiser	0.00	2,453.80
SSWAG - Donations to SSWAG Committee	0.00	46.90
<b>Total Other Income</b>	<b>0.00</b>	<b>2,500.70</b>
<b>Net Profit</b>	<b>0.00</b>	<b>2,500.70</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**Stationery**  
For the 12 months ended 31 December 2019  
Cash Basis

Account	2019	2018
<b>Trading Income</b>		
Sales - Stationery Shop	0.00	1,061.35
<b>Total Trading Income</b>	<b>0.00</b>	<b>1,061.35</b>
<b>Cost of Sales</b>		
COGS Stationery Purchases	0.00	896.67
Stock Closing - Stationery	(1,562.20)	(1,562.20)
Stock Opening - Stationery	1,562.20	2,169.44
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>1,503.91</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>(442.56)</b>
<b>Operating Expenses</b>		
Expenses: Merchant Fees	0.00	25.93
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>25.93</b>
<b>Net Profit</b>	<b>0.00</b>	<b>(468.49)</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**Tuckshop**  
**For the 12 months ended 31 December 2019**  
**Cash Basis**

Account	2019	2018
<b>Trading Income</b>		
Catering Income	5,044.60	7,810.80
Rebates from suppliers	2,155.05	2,086.52
Sales - Tuckshop	344,432.06	353,216.35
<b>Total Trading Income</b>	<b>351,631.71</b>	<b>363,113.67</b>
<b>Cost of Sales</b>		
COGS Tuckshop Purchases	200,047.31	216,965.54
Stock Closing -Tuckshop	(930.88)	(883.33)
Stock Opening:Tuckshop Opening Stock	883.33	614.44
<b>Total Cost of Sales</b>	<b>199,999.76</b>	<b>216,696.65</b>
<b>Gross Profit</b>	<b>151,631.95</b>	<b>146,417.02</b>
<b>Operating Expenses</b>		
Computer and Maintenance	0.00	110.50
Expensed Equipment	9.99	0.00
Expenses:Merchant Fees	3,948.37	3,135.49
Food Spoilage	250.00	228.72
Gas	0.00	59.95
Miscellaneous Expenses	300.00	0.00
Operating Expenses:Repairs and Maintenance	2,376.21	2,283.33
Printing	175.82	152.36
Staff Expenses:Other Employment Expenses	184.60	90.25
Staff Wages	104,412.01	110,089.27
Stationery	174.17	60.92
Superannuation	10,151.05	10,293.27
Volunteer Appreciation	166.35	0.00
<b>Total Operating Expenses</b>	<b>122,148.57</b>	<b>126,504.06</b>
<b>Net Profit</b>	<b>29,483.38</b>	<b>19,912.96</b>

**Profit and Loss**  
**THE GAP STATE HIGH SCHOOL P&C ASSN**  
**Uniforms**  
For the 12 months ended 31 December 2019  
Cash Basis

Account	2019	2018
<b>Trading Income</b>		
Donated Uniform Sales	1,996.50	3,189.82
Lost Property Sales	240.00	610.27
Sales - Uniform Shop	276,825.78	209,012.65
Second Hand Uniform Sales	83.00	0.00
Uniform - Commission on 2nd hand uniform	40.00	52.91
<b>Total Trading Income</b>	<b>279,185.28</b>	<b>212,865.65</b>
<b>Cost of Sales</b>		
COGS Uniform Purchases	157,830.64	137,781.22
Freight Out	164.31	0.00
Square Transaction Fees	4,256.88	2,159.27
Stock Closing - Uniform	(32,262.11)	(67,901.75)
Stock Opening - Uniform Shop	67,901.75	69,818.04
<b>Total Cost of Sales</b>	<b>197,891.47</b>	<b>141,856.78</b>
<b>Gross Profit</b>	<b>81,293.81</b>	<b>71,008.87</b>
<b>Operating Expenses</b>		
Computer and Maintenance	1,900.82	1,584.87
Expenses:Bank Fees	9.10	0.00
Expenses:Merchant Fees	232.62	996.01
Printing	72.28	14.05
Staff Expenses:Other Employment Expenses	0.00	90.25
Staff Wages	23,892.05	22,672.82
Superannuation	2,023.89	1,999.74
<b>Total Operating Expenses</b>	<b>28,130.76</b>	<b>27,357.74</b>
<b>Net Profit</b>	<b>53,163.05</b>	<b>43,651.13</b>

**CERTIFICATE OF THE PRESIDENT, SECRETARY AND TREASURER**

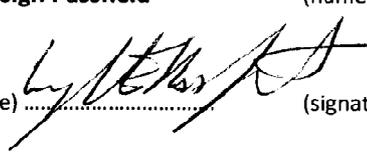
**GAP STATE HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION**

We have prepared the foregoing annual financial statements pursuant to the provisions of the *Financial Accountability Act 2009, Education (General Provisions) Act 2006*, and the Accounting Manual for Parents and Citizens' Associations and certify that:

- a) the financial statements and notes to and forming part of the accounts are in agreement with the accounts and records of the Gap State High School Parents & Citizens' Association;
- b) in our opinion:
  - i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
  - ii) the statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the financial year last preceding, of the transactions of the association for the financial year to which they relate and, where they show the financial position as at the close of that year, of that financial position.

President

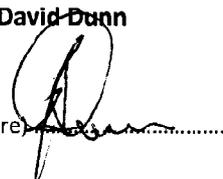
(name) Leigh Passfield

(signature) 

(date) 3/3/2020

Secretary

(name) David Dunn

(signature) 

(date) 9/3/2020

Treasurer

(name) Greg Walters

(signature) 

(date) 2/03/2020

# The Gap State High School Parents & Citizens Association Compliance Report for the Financial Year 2019

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a “No” response. N/A should only be used if the questions were not relevant to your P&C.

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Principal approved all contracts. Some operational contracts (eg internet, software licensing were approved at P&C meetings attended by the Principal but individual contracts were signed by the named party/President of the P&C. Principal approved all supplier arrangements for uniform and tuckshop supplies etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No conflict of interest with selected suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Stock levels monitored to ensure no under or over stocking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Suppliers paid on time unless there were disputes with the orders or invoices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All disputes with suppliers were resolved or settled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Two independent people handled collecting and counting of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Two cheque signatories signed cheques. NO CHEQUES ISSUED. Two signatures are required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
12	Two bank account signatories approved and processed all electronic transfers of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	All financial reconciliations and statements were prepared on a monthly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Cash balances were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Cash was available to make payments.</li> <li>• Surplus cash from sub-committee account/s transferred to the P&amp;C main account.</li> <li>• A reasonable amount of funds used or reserved to replace assets and stock.</li> <li>• Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Items sold provide value for money.</li> <li>• Surplus funds used to replace assets and stock.</li> <li>• Income was sufficient to cover all costs.</li> <li>• Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	All transactions were GST compliant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	ATO reporting requirements were lodged and completed within reportable timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	All meeting minutes outlining all official decisions were appropriately recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	All complaints were recorded and addressed appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	All financial records were maintained according to the record retention policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	No P&C Committee Members or employees received any gifts of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	No P&C Committee Members or employees received any gifts from suppliers. Supplier rewards points were retained by P&C and applied in an approved manner – not decided by the employee recipients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Any received gifts from suppliers were recorded and reported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	WorkCover premiums and all other insurance payments were paid for the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A
	Comments included with questions 2, 10
	Debit cards require only one authorisation/signature by their nature. A debit card is used for trading online transactional activities with vendors. These were prepaid debits cards in 2019. This has transitioned to a debit card that is connected to a bank account that is managed as an imprest account with minimal funds balance to minimise financial risk.

President  31/03/2020

Treasurer  31/03/2020

## AUDITOR'S CERTIFICATION

For the financial year ended 31 December 2019

I have examined the accounts of the Gap State High School Parents and Citizens' Association and I certify that, in my opinion:

1. The attached financial statements of the Parents and Citizens' Association Fund established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the association have been complied with, in all material respects.
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.

David Hodgkinson CA

  
.....  
(Qualifications) BACH.FIN.ADMIN, DIP.AP.FIN & INVEST  
8/3/20, CHARTERED ACCOUNTNT

The Gap State High School P&C Association  
 AGM Budget  
 January 2019 to December 2019

	2019	2019		
		Actual	Diff	%
<b>Income</b>				
Interest on General Business Account	0	-	-	
Interest on Online Savings Account	250	71	(179)	(71.72%)
Interest on Building Fund Account	0	-	-	
Uniform Shop Sales (includes donated items sales)	225,000	278,822	53,822	23.92%
2nd Hand Uniform Shop Sales	0	123	123	
Stationery Shop Sales ##	1,562	263	(1,300)	(83.19%)
Tuckshop Sales & Catering Income	380,000	351,632	(28,368)	(7.47%)
Sports Hall Kiosk Sales	0	32,777	32,777	
Building Fund Donations	5,500	5,100	(400)	(7.27%)
Shape Committee	17,100	18,447	1,347	7.88%
Poparts Committee	21,320	10,874	(10,446)	(49.00%)
SSWAG **	500	-	(500)	(100.00%)
A4A	1,500	5,861	4,361	290.72%
Lost Property Sales (donate to Community )	500	240	(260)	(52.00%)
Open Day Sausage Sizzles etc.			-	
School musical (non event year/paid in advance) + Battle of bands etc		7,685	7,685	
bookpacks		3,682	3,682	
Community funds in trust		7,543	7,543	
Miscellaneous		43	43	
			-	
<b>INCOME Total</b>	<b>653,232</b>	<b>723,160</b>	<b>69,928</b>	<b>10.70%</b>

The Gap State High School P&C Association  
 AGM Budget  
 January 2019 to December 2019

2019

2019

<b>Expenses</b>				
Uniform Shop Expenses	180,000	226,022	46,022	25.57%
2nd Hand Uniform Shop Payments	0		-	
Stationery Shop Expenses ##	1,562	-	(1,562)	(100.00%)
Tuckshop Expenses	350,000	322,148	(27,852)	(7.96%)
Sports Hall Kiosk Expenses	0	36,346	36,346	
			5,085	
Shape Committee Expenses	14,639	10,535	(4,104)	(28.03%)
Poparts Committee Expenses	49,775	28,801	(20,974)	(42.14%)
A4A	1,500	530		(64.67%)
Lost Property Expenses (donated to Chaplaincy) **	1,000		(1,000)	(100.00%)
Open Day Sausage Sizzles etc. Expenses	350	116	(235)	(67.00%)
Christmas Carols Expenses	0		-	
Family Assistance Fund Contribution	3,000	3,000	-	0.00%
Chaplaincy Contribution	5,000	5,000	-	0.00%
School Marketing Position Contribution	5,000	5,000	-	0.00%
P&C's Qld Membership	850	919	69	8.12%
Insurance (Marsh	2,791	2,551	(240)	(8.60%)
CMS, QAST & other Membership	2,500	1,913	(587)	(23.48%)
Staff Training	2,000	-	(2,000)	(100.00%)
Workers Compensation Premiums	1,200	1,003	(197)	(16.46%)
Auditing Fees	500	-	(500)	(100.00%)
Student Sponsorship	5,000	200	(4,800)	(96.00%)
Fellowship Award Trophies	700	700	-	0.00%
Bank Fees	250	7	(243)	(97.11%)
Bank & Merchant Fees (\$5,500) dsitributed to business			-	
Sundry Expenses (stationery, postage, maintenance etc.)	1,500	331	(1,169)	(77.93%)
PC & equip Maintenance	1,250	823	(427)	(34.14%)
Electricity	7,500	4,318	(3,182)	(42.43%)
ATO BAS Payments (GST and PAYG Tax) [Included in activity expense]			-	
General exp (includes Wages)	18,000	16,949	(1,051)	(5.84%)
School Projects:			-	
Funded projects - Shared commuity use	10,000		(10,000)	(100.00%)
School Projects:	30,000	8,031	(21,969)	(73.23%)
	<b>EXPENSE Total</b>	<b>695,867</b>	<b>680,328</b>	<b>(2.23%)</b>
<b>Total Earnings (Spend)</b>	<b>\$ (42,635)</b>	<b>\$ 42,833</b>	69,928	(199.54%)

POPARTS spend of previous years equity \$28,455  
 Contribution to major project of \$40,000

The Gap State High School P&C Association

AGM Budget

January 2020 to December 2020

2020

2019

		Actual	Diff	Growth
<b>Income</b>		663,927		
Interest on General Business Account	0	-	-	
Interest on Online Savings Account	150	71	(79)	112.19%
Interest on Building Fund Account	0		-	
Uniform Shop Sales (includes donated items sales)	300,000	278,822	(21,178)	7.60%
2nd Hand Uniform Shop Sales	0	123	123	(100.00%)
Stationery Shop Sales ##	0	263	263	(100.00%)
Tuckshop Sales & Catering Income & Supplier rebates	390,000	351,632	(38,368)	10.91%
Sports Hall Kiosk Sales (Coffee Shop)	45,000	32,777	(12,223)	37.29%
Building Fund Donations	5,500	5,100	(400)	7.84%
Shape Committee	13,930	18,447	4,517	(24.49%)
Poparts Committee	5,000	10,874	5,874	(54.02%)
SSWAG **	500	-	(500)	
A4A	6,650	5,861	(789)	13.46%
Lost Property Sales (donate to Community )	200	240	40	(16.67%)
Open Day Sausage Sizzles etc.			-	
School musical (non event year - paid in advance) + Battle of bands etc		7,685		(100.00%)
Communit funds intrust AVSC		3,682		
Bookpacks	7,500	7,543		
Miscellaneous		43		(100.00%)
Christmas Carols	0		-	
<b>INCOME Total</b>	<b>774,430</b>	<b>723,160</b>	<b>(51,270)</b>	<b>7.09%</b>

<b>Expenses</b>				
Uniform Shop Expenses	240,000	226,022	(13,978)	6.18%
2nd Hand Uniform Shop Payments	0		-	
Stationery Shop Expenses ##	0	-	-	
Tuckshop Expenses	345,813	322,148	(23,664)	7.35%
Sports Hall Kiosk Sales (Coffee Shop)	36,000	36,346	346	(0.95%)
Building Fund projects		5,085		
Shape Committee Expenses	12,600	10,535	(2,065)	19.60%
Poparts Committee Expenses	14,500	28,801	14,301	(49.65%)
A4A	10,000	530		
Lost Property Expenses (donated to Chaplaincy) **	200		(200)	
Open Day Sausage Sizzles etc. Expenses	350	116	(235)	203.03%
Christmas Carols Expenses	0		-	
Family Assistance Fund Contribution	3,000	3,000	-	0.00%
Chaplaincy Contribution	5,000	5,000	-	0.00%
School Marketing Position Contribution	5,000	5,000	-	0.00%
P&C's Qld Membership	1,010	919	(91)	9.96%
Insurance (Marsh)	2,959	2,551	(409)	16.02%
CMS, QAST & other Membership	2,500	1,913	(587)	30.69%
Staff Training	2,000	-	(2,000)	
Workers Compensation Premiums	1,200	1,003	(197)	19.70%
Auditing Fees	500	-	(500)	
Student Sponsorship/Representation	5,000	200	(4,800)	2400.00%
Fellowship Award Trophies	1,000	700	(300)	42.86%
Bank Fees	250	7	(243)	3357.81%
Bank & Merchant Fees (\$5,500) dsitributed to business			-	
Sundry Expenses (stationery, postage, maintenance etc.)	1,500	331	(1,169)	353.06%
PC & equip Maintenance	1,250	823	(427)	51.83%
Electricity	7,500	4,318	(3,182)	73.69%
ATO BAS Payments (GST and PAYG Tax) [Included in activity expense]	0		-	
Uniform Shop Wages [Included in activity expense]	0		-	
Tuckshop Wages [Included in activity expense]	0		-	
general exp (includes Wages)	18,000	16,949	(1,051)	6.20%
Sports Hall Kiosk Wages [Included in activity expense]	0		-	
Superannuation for all Staff [Included in activity expense]	0		-	
Business Manager (approx 6 months \$45 x 25 hours week x 26 weeks)	30,000			
School Projects:	0		-	
Funded projects - Shared commuity use	25,000		(25,000)	
			-	
School Projects:	72,500	8,031	(64,469)	802.73%
<b>EXPENSE Total</b>	<b>844,632</b>	<b>680,328</b>		24.15%
<b>Total Earnings (Spend)</b>	<b>\$ (70,202)</b>	42,832.93	(51,270)	(263.90%)

POPARTS & A4A will spend from previous years equity  
Contribution to major project of \$72,500