

Business Unit

Uniform shop

Completed by:

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From Email

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Date

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Monthly Overview

Sales Summary: (August 2020)

Gross Sales: \$12,234.00 / Net: \$11,146.61

(Compared to Aug 2019 Gross \$6,438.00 / Net \$6,032.87)

Transactions: 163 sales with 375 items sold (ie: 2.3 items per transaction)

The top selling item: Sports Polo - Amounting to \$1758 in sales for the month.

(Followed closely by Boys Trousers amounting to \$1497 in sales.)

Profit for the month is expected to be high due to the low expenses for the month (as no uniforms were ordered, therefore no large payments to suppliers).

Inclusion students:

After discussions with staff member Emma Cullen (Senior Inclusion officer), 3 senior students have commenced work experience in the shop on Wed & Fridays during schools hours and assisting with a range of tasks including: restocking shelves & sorting/ironing/pricing of donated items for the 2nd hand area. The last week of August was their first week at the shop, as they get more familiar with the shop's processes, they will expand their duties to also include picking & processing web orders & assisting in mini-stocktakes for inventory control.

Australian Supplier:

As per the last business report, discussions have been taking place with Fashion Club Wear to investigate their potential as a supplier of uniforms to the school. FCW have now reviewed the product lines and submitted pricing in writing to the uniform shop across most stock categories. The result is having the products made in Australia by this supplier would incur a 30-40% price increase from the current wholesale rates. This increase is substantial and would need to be passed on in the form of increased retail prices to the school community. As such it is viewed that FCW is not a viable option.

(I am happy to provide detailed pricing info regarding FCW to the P & C if requested.)

As an alternative, contact has been made with Tudor Uniforms who are also an Australia made supplier (based in Kenmore). Their fabric is milled in Victoria and garments are sewn in QLD. Turn around time on orders is approx 4-6 weeks, as opposed to approx 4 months off-shore production with the current main supplier of TGSHS. A request for a pricing proposal has been submitted to Tudor. It is hoped that details will be provided in time for the next business report.

End of Year and School Holiday/Back to School:

Extended hours and opening dates over the summer school holidays are being finalised, with the view to distributing this information to existing students/parents and to the feeder schools in the area in preparation for the 2021 Year 7 intake. Details are expected to be finalised by the end of September and communications (via newsletters/Facebook/website update/flyers) to go out in October/November. This year's model will replicate that of last year with a few small alterations to account for Covid safe practices. (ie, student fittings by appointment only via the online booking portal).

New tasks / actions for next month

End of Year/Summer Holiday/Back to School Sales/Extended Hours:

- Finalise communications/roster/ staffing/dates.
- Collate sales history and start forecasting quantities required for the Dec/Jan period.
- Liase with Trish at Sabre to run through/set up of booking process for appointments.

Opportunities/requests for P&C consideration

Safe:

Request for Approval to purchase a digital safe for \$39 from Officeworks (See attached web-info for specification details).

This request is to alleviate the issue of holding large amounts of cash overnight/during school holiday periods/after hours when it is not possible to deposit cash in to the bank on the same day it is received. (Assistance with installing the safe in a suitable location within the shop will be required).

Are there any issues / incidents / concerns?

Volunteers for summer sales period:

There is currently only a small pool of volunteers to assist/rely upon for the busy Dec/Jan sales (which account for 80% of the uniform shops annual total sales).

Continued requests via the newsletter and on the website has yielded low responses thus far.

Cash drawer:

One of the 2 cash drawers is not operating correctly and has been opening in error. (ie. at times when the shop is unattended). Trish from Sabre has been contacted by email with details and a request for this to be fixed. (NB: at the time of writing this report this issue has not been rectified, but may have been fixed by the time of the GM.)

Out of Stock Items:

Several line items are now out of stock. Indent orders for these items were placed back in June/July, however delivery of these items is not expected until November. A request to the supplier for a small quantity of emergency stock to be air freighted sooner has been submitted. We are awaiting a response from the factory around time frames and what is achievable. (An update on this will be provided in next months report).

File attachment

- [August-Attachments.xlsx](#)

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REVIEWS

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