

MUDGEE HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION
ANNUAL GENERAL MEETING 2018

Minutes of Meeting: 26 March 2018
Attendance: Dyanna Thommeny, Lorraine Stewart, Melanie Double, Jacqui Wakely,
Wayne Eade, John Laidlaw, Joanne Ninness, Renae Hill, Helen Pegg,
Veronica Miller
Apologies: Richard Finter
Meeting Opened: 7.04

Acceptance of Minutes from AGM 27 March 2017:

Moved: Renae Hill

Seconded: John Laidlaw

Business Arising: Special thankyou to the canteen staff.

Correspondence: Nil

Treasurers Report: Presented by Lorraine Stewart, prepared by Lisa Hauville. See attached.
Moved: Lorraine Stewart
Seconded: Renae Hill All in favour
Auditor's report agrees P&Cs financial position is accurate.

Principals Report: Approximately 853 students for 2018.
Naplan results are sustaining and growing but slightly below state average.

President's Report: N/a

General Business: Membership fee to be set at \$1.00 for 2018.

Moved: Renae Hill

Seconded: John Laidlaw All in favour

Auditors for 2018 Adam Cheetham Accountants to be retained.

Moved: Renae Hill

Seconded: Joanne Ninness All in favour

Meeting handed over to returning officer, Wayne Eade for election of 2018 Executive Committee. All Executive positions declared vacant.

President: Veronica Miller nominated by Helen Pegg, seconded by John Laidlaw.
Veronica Miller elected unopposed.

Secretary: Helen Pegg nominated by Veronica Miller, seconded by Lorraine Stewart.
Helen Pegg elected unopposed.

Treasurer: Renae Hill nominated by Lorraine Stewart, seconded Joanne Ninness.
Renae Hill elected unopposed.
Nominated Assistant Treasurer is Lisa Hauville. Lisa Hauville may be relinquishing this position due to work commitments; a replacement may be needed.

Vice-President: John Laidlaw nominated by Jacqui Wakely, seconded Veronica Miller.
John Laidlaw elected unopposed.

The following are signatories on the P&C bank accounts:

President – Veronica Miller

Treasurer – Renae Hill

Secretary – Helen Pegg

Assistant Treasurer - Lisa Hauville

Signatories – Dyanna Thommeny (Deputy), Richard Finter (Deputy), John Laidlaw (VP)

Principal – Wayne Eade

Meeting Closed: 7.24pm

Next P&C Meeting: 25 March 2019

Mudgee High School P&C

AGM 26/3/2018

MYOB account balances as at 31/12/2017:

	<u>@ 31/12/17</u>	<u>@ 31/12/16</u>
P&C Account	\$ 2509.42	\$ 6065.80
Canteen Account	\$13101.07	\$ 4131.30
Term Deposit – No1	\$12048.89	\$11697.95
Term Deposit – LSL	\$14806.89	\$14375.62
Term Deposit – Ex Students	\$ 7219.13	\$ 7335.74
Total Funds	\$49685.40	\$43606.41

The LSL and Ex Students term deposits cannot be utilised for school funding projects. Due to the current low interest rates, part principal of the Ex Students term deposit was required to fund the annual \$300 Mary Lester scholarship.

Enclosed are the following: -

MHS P&C Account and Canteen Account statements and bank reconciliations for February 2018.

MYOB account balances as at 28/2/2018:

P&C Account	\$ 2059.85
Canteen Account	\$18205.05
Term Deposit – No1 @ 2.35% due 24/9/18	\$12048.89
Term Deposit – LSL @ 2.35% due 22/9/18	\$14806.89
(LSL Term Deposit will need to be increased to approx. \$17000 on maturity in September.)	
Term Deposit – Ex Students @ 2.30% due 9/12/18	\$ 7219.13

The following 2017 reports are attached:-

Auditors Review
Balance Sheet
Profit and Loss Statement
Profit and Loss History

Income

Canteen sales from 2016 to 2017 decreased by \$29699.74 which is also reflected by a reduction of \$27641.29 in the Cost of Sales. LMBR training last year helped to boost the catering income by \$4084.02 to a record total of \$18831.35 for the year. In spite of the downturn in Canteen Sales, the additional source of income along with good management of stock and expenses has minimised the overall impact on the Operating Profit which increased by \$3713.23 from the previous year.

Expenses

Expenses decreased by \$1696.66. Maintenance and Repairs totalling \$953.80 included the purchase of a new printer, repairs to the cool room, oven element replacement and Council inspection fees. Volunteer expenses included purchasing a farewell gift for Glenda Stewart who had been a loyal supporter of the canteen for approximately 20 years. Her regular weekly assistance in the canteen will be missed.

Profit

The Net Profit for 2017 (before donations to the school) was \$19980.64 which is \$3796.46 more than 2016.

\$16727.60 was donated to the school in 2017 compared to \$22939.98 in 2016.

2017 Funding Paid

P&C Awards (Includes Canteen vouchers \$850)	\$ 4127.60
Bus	\$12000.00
Ex Students Mary Lester Scholarship 2016 & 2017	\$ 600.00
Total	\$16727.60

Total P&C funds @ 31/12/17 \$49685.40 is \$6078.99 more than the previous year. Approximately \$1600 approved 28/8/17 for touch football uniforms will be invoiced for payment in the near future.

Please state in the AGM minutes all signatories for the bank accounts so I can provide Westpac with a copy. The President, Secretary and Treasurer all need to sign the attached bank authority and signatories that have not been identified by the bank will need to call to Westpac with 100 point identification.

I have had the pleasure of working with Jacqui and Mel for the last 11 years. Due to new work commitments, I need to relinquish my position as Canteen Treasurer however, will continue in the position until a replacement can be found. This is no ordinary school canteen; Jacqui and Mel do a great job. It has always been entertaining and I will miss my weekly visits, little gourmet tastings and a good laugh with them.

Lisa