

**PARENTS & FRIENDS ASSOCIATION**  
**ANNUAL GENERAL MEETING**  
**MINUTES**

**Tuesday, 28<sup>th</sup> November 2017**

**Venue:** Good Shepherd Catholic School (GSL) School Hall

**Attendance:**

Aaron Debono	Jessica Heketa	Nadia Lake
Adelina Kusabs	Jill Pearce	Nathan Barns
Amy Naylor	Jim Di Carlo	Nicole Sadler
Angela Donisi	Joe Scriva	Olly Blatchford
Ann Cutler	John Cogdon	Orlando Rechichi
Bianca Cuticone	Karolina Swalski	Rebecca D'Andrea
Cara Dilena	Katie Webb	Rebecca Michaelson
Caren Mahoney	Katrina Jenkins	Ross Puglisi
Cassandra Lembo	Kellie Long	Silvia Scriva
Chloè Velliaris	Kerry Cogdon	Siobhan Darge
Chris Caridi	Kristen Pesce	Siobhan Kelly
Connie Mezzatesta	Krystal Barlow	Stefania Musbah
Dominik Swalski	Kylie Debono	Steven Noble
Fr Al Leong	Leah Webb	Sue Ammendolea
Fran Atkinson	Leanne Barns	Susan Beros
Helen Lornie	Lisa Deans	Tam Puglisi
Helen Tomazin	Lisa Manifold	Tony D'Andrea
Holly Vecchio	Lorena Comito	Tracy Mellican
Iolonda Di Ciano	Luisa Panaia	Vanessa Reedman
Janet Klaver	Maria Dzubiel	Wendy Pedulla
Jenny Lazzaroni	Marija Muccilli	
Jenny Lord	Melissa Vidovich	
Jessica Farano	Nadia Campbell	

**Apologies:**

AnnMarie Budworth	Jackie Huntington	Sandra Palmer
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**Meeting Opened:** 6.45pm

**CONFIRMATION OF PREVIOUS MINUTES:**

It was resolved that the Minutes of the Annual General Meeting of the Parent's & Friends Association held on Tuesday, 22<sup>nd</sup> November 2016 be accepted as a true and correct with no amendments to previous minutes.

**Moved:** Jessica Heketa

**Seconded:** Holly Vecchio

**BUSINESS ARISING FROM MINUTES:**

There is no business arising from the previous AGM minutes

**MOVED:** Tam Puglisi

**SECONDED:** Nadia Campbell

**TREASURER'S REPORT:** Tabled by Silvia Scriva

It was resolved that the Audited Financial Statement for the GSL Parent's & Friends Association be accepted – refer attached.

P&F Levy 2018 - \$75 per family

\$10,266.10 - Opening Bank Balance as at 01<sup>st</sup> November 2016

\$20,130.87 - Closing Bank Balance as at 31<sup>st</sup> October 2017

**MOVED:** Marija Muccilli

**SECONDED:** Nadia Campbell

**PRESIDENT'S REPORT:** Tabled by Cassandra Lembo

It was resolved that the President's Report be accepted (attached).

**MOVED:** Jessica Heketa

**SECONDED:** Tam Puglisi

**CONSTITUTION REVIEW:**

Review undertaken of current 2010 (stamped) GSL Parents & Friends Constitution.

Consultation and Guidance by PFFWA during the review and update process.

Working Draft issued to school Principal, Jim DiCarlo and 2017 P&F Committee.

Draft to Association Members (School Community) with 28 days to comment on the amendments.

No Objections received.

Motion to adopt the amended GSL Parents & Friends Constitution as at 28<sup>th</sup> November 2017.

**MOVED:** Jessica Heketa

**SECONDED:** Kellie Long

**ELECTION OF OFFICE BEARERS 2018:**

**Executive Committee**

President	Cassandra Lembo
Vice President	Rebecca D'Andrea
Secretary	Kylie Debono
Treasurer	Silvia Scriva

**Committee**

Nadia Campbell	Sandra Palmer
Jessica Heketa	Tam Puglisi
Kellie Long	Nicole Sadler
Genie McGrath	Rebecca Sharman
Steve Noble	Holly Vecchio

There being no objections, the above candidates are therefore all ELECTED UNOPPOSED.

**MOVED:** Holly Vecchio

**SECONDED:** Nadia Campbell

**CLOSING PRAYER:**

Our Father

**MEETING CLOSED:** 6.54pm

Good Shepherd Catholic School  
Parents & Friends Association

Bank Reconciliation  
01/11/16 - 31/10/17

<u>Opening balance 01/11/16</u>	\$ 10,266.10
Income	\$ 39,028.36
Expenses	\$ 29,163.59
<u>Closing Balance 31/10/17</u>	\$ 20,130.87

Bank statement balance as at 31/10/17	\$ 20,130.87
Diffs	\$ -

Good Shepherd Catholic School  
Parents & Friends Association

Event Summary  
01/11/16 - 31/10/17

Bunnings Sausage Sizzle	\$ 1,360.46	
School Camp Out	\$ 164.56	
Mothers Day Stall	\$ 485.19	
High Tea	\$ 1,151.46	
Fun- A-Thon	\$ 3,829.21	
Disco - June	\$ 955.15	
Pre-Loved Book Sale	\$ 969.50	
Fathers Day Stall	\$ 168.99	
TWD Sausage Sizzle - Sept	\$ 907.53	
School Banking Commission	\$ 1,257.90	
Interest	\$ 42.95	\$ 11,292.90

P&F Levy	\$ 15,623.98	\$ 15,623.98
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Sundowner	\$ (624.37)	
Hot Cross Bun Day	\$ (411.00)	
Scholastic Book Fair	\$ (71.39)	
Graduation Bears	\$ (329.50)	\$ (1,436.26)

Misc.	\$ (178.41)	
Stock	\$ (466.74)	
PFF WA Affiliation Fee	\$ (1,878.00)	
2016 Events	\$ 25.30	\$ (2,497.85) \$ 22,982.77

Items Purchased in 2017:

St John Ambulance Defibrillator	\$ 2,150.00	
Lower Primary Cubby House	\$ 3,500.00	
School Band Contribution	\$ 4,000.00	
Sporting Equipment	\$ 3,468.00	\$ 13,118.00 \$ 13,118.00

\$ 9,864.77

Good Shepherd Catholic School  
Parents & Friends Association

Statement of Income & Expenses  
01/11/16 - 31/10/17

Income

Interest	\$ 42.95
P&F Levy	\$ 15,623.98
School Banking Commission	\$ 1,331.73
Sundowner - Feb 2017	\$ 9.00
Bunnings Sausage Sizzle - Mar 2017	\$ 1,666.70
Mothers Day Stall - May 2017	\$ 1,090.50
School Camp Out - Apr 2017	\$ 307.12
High Tea - May 2017	\$ 1,760.09
Fun-A-Thon - May 2017	\$ 4,542.70
Disco - Jun 2017	\$ 1,910.35
Pre-Loved Book Sale - Jun 2017	\$ 969.50
Scholastic Book Fair - Aug 2017	\$ 3,593.80
Fathers Day Stall - Sep 2017	\$ 1,011.10
TWD Sausage Sizzle - Sep 2017	\$ 1,048.35
Graduation Bears - Oct 2017	\$ 410.00
Misc.	\$ 867.20
	<u>\$ 36,185.07</u>

Bogan Bingo - 2016	\$ 350.94
Disco - 2016	\$ 1,403.35
Entertainment Books - 2016	\$ 949.00
Graduation Bears - 2016	\$ 140.00
	<u>\$ 2,843.29</u>

Total Income \$ 39,028.36

Expenses

School Banking Commission	\$ 73.83
Sundowner - Feb 2017	\$ 633.37
Bunnings Sausage Sizzle - Mar 2017	\$ 306.24
Hot Cross Bun Day - Apr 2017	\$ 411.00
Mothers Day Stall - May 2017	\$ 605.31
School Camp Out - Apr 2017	\$ 142.56
High Tea - May 2017	\$ 608.63
Fun-A-Thon - May 2017	\$ 713.49
Disco - Jun 2017	\$ 955.20
Scholastic Book Fair - Aug 2017	\$ 3,665.19
Fathers Day Stall - Sep 2017	\$ 842.11
TWD Sausage Sizzle - Sep 2017	\$ 140.82
Graduation Bears - Oct 2017	\$ 739.50
Disco - Nov 2017	\$ 149.91

Stock	\$ 466.74
Misc.	\$ 895.70
PFF WA Affiliation Fee	\$ 1,878.00
St John Ambulance Defibrillator	\$ 2,150.00
Lower Primary Cubby House	\$ 3,500.00
School Band Contribution	\$ 4,000.00
Sporting Equipment	\$ 3,468.00
	<u>\$ 26,345.60</u>

Disco - 2016	\$ 983.00
Graduation - 2016	\$ 833.99
Book Fair - 2016	\$ 1,001.00
	<u>\$ 2,817.99</u>

Total Expenses \$ 29,163.59

Net Income \$ 9,864.77

INDEPENDENT AUDIT REPORT to the Members of  
Good Shepherd Catholic School Parents & Friends (P&F) Association

Scope:

I have audited the financial reports of Good Shepherd Catholic School P&F Association for the twelve months beginning the 1<sup>st</sup> November 2016 to the 31<sup>st</sup> October 2017. The committee (Treasurer) is responsible for the preparation and presentation of the financial statements, the information contained therein and has determined that they meet the needs of the Members. I have conducted an independent audit of the financial reports, including Statement of Income & Expenses, Event Summary and Bank Reconciliation, in order to express an opinion on them to the members of the Good Shepherd Catholic School P&F Association.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial reports are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements provided. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial statements are presented fairly, so as to present a view which is consistent with our understanding of Good Shepherd Catholic School P&F Association's financial position, and performance as represented by the result of its operations and its cash flows.

The Audit opinion expressed in this report has been formed on the above basis.

Qualification:

Fundraising and levies are a significant source of revenue for the Good Shepherd Catholic School P&F Association. As is common for organisations of this type, the Association has determined it is not practicable to maintain an effective system of internal control over donations, levy receipts and other fundraising activities until their initial entry in the accounting records. Accordingly, as the evidence available regarding revenue from these sources was limited, the audit procedure with respect to fundraising and levies had to be restricted to the amounts recorded in the financial records. Therefore, I am unable to express an opinion on whether the fundraising and levies of the Good Shepherd Catholic School P&F Association obtained are complete.

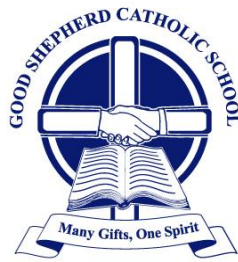
Audit Opinion:

In my opinion, except for the limitations described above, the financial reports of Good Shepherd Catholic School P&F Association represent a true and fair view of the financial position as at 31<sup>st</sup> October 2017 and the results of its operations and its cash flows for the period.



Sarah Crowe CPA

14<sup>th</sup> November 2017



## **GOOD SHEPHERD CATHOLIC SCHOOL PARENTS & FRIENDS ASSOCIATION ANNUAL GENERAL MEETING**

**28<sup>th</sup> November 2017  
President Annual Report**

It has been an exciting year for the 2017 P&F Committee we had a new executive committee with several new committee members, which lead to an action-packed year. The main aim for the 2017 Committee was to embrace the whole school community in all of our events. The Facebook page and the use of the school app has assisted this by giving us maximum exposure. The P&F covers 3 very important areas Fundraising, FriendRaising & School Community and I do believe we have covered each one to the best of our ability.

Fundraising Event for 2017 included The Bunnings Sausage Sizzle, The School Camp Out this was a great community building event also. It was wonderful seeing families camping for the first time, seeing all the kids interacting and the Dads bonding around the Campfire. We are hoping this will be the beginning of an annual event. The Mother's Day stall, Entertainment Books which are always a winner.

The Mother's High Tea was a wonderful and entertaining day and we greatly appreciate the school staff for supporting this event and their skill on the Catwalk.

Our Pre-Loved Book Sale had an amazing amount of support from our school community as well as the parish. We had over 1600 books donated and over 1000 books sold at the sale days at the school and the morning tea held at the parish. It was great to see so many books going to new homes.

The Fun-a-thon is our biggest fundraiser for the year and the school community raised a staggering \$4200. The kids had a blast with the new obstacles and I look forward to seeing what wonderful obstacles the committee will come up with next year.

The Schoolastic Book Fair was very successful and our commission from the total sales allowed us to purchase the 2018 Lit Pro program. Storytime with the wonderful Mrs Caridi drew a big crowd with over 85 children staying after school to hear her awesome stories all while enjoying popcorn & juice. The Father's Day Stall, Discos & TKD Sausage sizzle also added greatly to our fundraising goals.

The FriendRaising events cover the Sundowner, Hot Cross Buns & assisting the school with Telethon 500.

The sundowner was our 1<sup>st</sup> FriendRaising event for 2017, It was a lovely evening with over 256 people attending. The bouncy castle & the numerous sporting activities available to the children proved to be a hit. It was wonderful to have Father CJ and a few teachers pop in.

We continued to embrace and grow the school community through many activities like the School Banking, the newly established Year 2 & 3 Netball teams which we hope will expand into other year groups and the Morning Tea that was held at the Parish.

Through all of these events we have successfully raised \$11,292.90 and been able to contribute \$13,118 to the school through various avenues, defibrillator, cubby house, colour coded sports sets & music equipment for the school band. We have also pledged \$3000 to kick start the Sustainability Program for 2018.

These events could not have been a success without the generosity and help from our school community and the support from the school administration. I would like to make special note of the sponsors who contributed over the year with various events. Neo-met Engineering, WA Retaining, IGA Midland, Music Rocks, Whites Group & Survey Dynamics. But most of all I would like to Thank the 2017 committee and the long list of volunteers for their dedication and support over the year. I hope 2018 is just as successful.

Thank you!

Cassandra Lembo  
P&F President 2017

DRAFT