



**MINUTES OF THE MEETING OF THE ST DENIS PARENTS
AND FRIENDS ASSOCIATION ON TUESDAY 18 MAY 2021**

1 Opening

The meeting was opened at 7:05 pm with a reflection by Alex Garcés (our new P&F President) on the unfortunate circumstances faced currently at other countries around the world and how fortunate we are here in Western Australia despite the minor recent disruptions. Not solely around COVID, both socio-economical and politically motivated situations triggering violence and bringing difficulty to those more disadvantaged; especially in Gaza and Israel and in Colombia where disruptions have seen many people lose their life and many others injured.

2 Attendance

2.1 Attendees

Justin Tuohy (Principal), Alex Garcés (President), Angela Corbett (Vice President), Oliver Douglas (Treasurer), Jonathan De Lima (Secretary), Simone Colreavy, Sara Kane, Jodie Denham, Nancy Vanden Bergh, Joanne Douglas, Erica Bosustow, Kristina Mann, Tamra Baginski, Aleshia Procopis

A quorum was present (at least 10 members including 2 exec).

2.2 Apologies

Lisa Tham, Lauren Peake, Louise Townsend, Louise Williams, Ivana Blazevic, Stephanie Markovic, Katrina Di Camillo, Krysta McBeath

3 Confirmation of minutes from previous meeting

3.1 18 March 2021

That the minutes from the meeting held on Tuesday 18 March 2021 be accepted as a true and correct record of proceedings.

Moved: Angela Corbett
Seconded: Nancy Vanden Bergh
No objections, motion carried

4 Matters arising from previous meetings

No business arising.

5 Principal's Report

Justin Tuohy delivered the following report.

Learning:

- NAPLAN testing took place last week – no major issues, there was a minor IT issue which was resolved without incident or significant delay.
- Paul Litherland student presentation was well received by the students. Paul commented on how honest and open the students were about their experience and how well they had retained the information he had presented in previous sessions.
- Year 6 Camp – tomorrow Wednesday 19 – Friday 21 May.
- Assemblies: Two assemblies this term: Year 3 – Friday 11 June and Year 5 – Friday 18 June.

- PLC with St Lawrence's and OLOL regarding a moderation writing activity & discussion regarding each schools Numeracy focus – Tuesday 25 May.
- Lighthouse Maths – Year 2 & 3.

Engagement:

- Sacred Saints – AFL, soccer and netball throughout the term, culminating in a whole day carnival on Wednesday 23 June.
- Library refurbishment.
- Mother's Day Breakfast & Liturgy – moved to Friday 28 May.
- Dance Showcase – Juniors (Tuesday 15 June) & Seniors (Thursday 17 June) both events are at 2.00pm.

Accountability:

- Student numbers – looking strong (17 Pre-Kindy enrolment).
- Pre-Kindy enrolment interviews for 2021 will begin soon.

Discipleship

- MJR – focus for Term 2 – 'Happy Chappy' and God Moments.
- 1st Holy Communion Retreat for Year 4 students – Friday 28 May.
- 1st Holy Communion Mass – Friday 28 May @ 5.30pm.
- Thanks to students and their families for donating to Cyclone Seroja Appeal.
- Review of St Denis Evangelisation Plan – Leadership Team attending PD – Tuesday 8 June to Thursday 10 June.

Items for Discussion

- Official minutes – Jonathan – completed by the Friday of week of meeting – then to be distributed
- Principal Review.
- Bunning Sausage Sizzle.
- Movie Day.
- Climate Survey.

6 Fundraising/Friend-raising Update 2021

- Erica Bosustow detailed lessons learned from the Bunnings Sausage Sizzle:
 - Layout of equipment was different to originally described – suggest pre-checking next time.
 - Electronic payment was not as successful/streamlined as originally described – suggest we use our own payment device for future events.
 - Investigate whether Balcatta has a more suitable arrangement/layout to maximise chance of profit in the future.

Other notes:

- Bunnings suggested a range from 500 – 700 sausages could be sold based on previous experience, 700 were purchased but 520 sold, Richard Kvesich (owner of FrozBerries WA) kindly agreed to store the remaining 180 in his industrial freezer until we are ready to use
- Richard also donated the ice and Erica donated the onions (in addition to co-ordinating the event) – we thank them for their generosity 😊
- Kristina Mann managed to sell a modest number of candles in her first year (an excellent result!) and has pledged to donate \$200.00= dollars to the school from her business 'Framed with Love'. Oliver will provide banking details to Kristina.
- Nancy Vanden Bergh reported a successful night for the Twilight Picnic with a net profit of \$2,665.85 (final figure to be checked and confirmed with Oliver) – this is a profit of almost \$1,000 higher than 2020! The increased profits are mainly due to major items being donated (sausages, buns, water) and decorations and entertainment being reduced. Justin thanked Nancy for her co-ordination of this

event over many years. Thank you also to the families who donated the various items.

- Kristina Mann is organising the Movie Night event, still to be confirmed due to possible conflicts with sport days and Year 6 events.
- Tamra Baginski was forced to postpone the Mother's Day Breakfast (COVID-19 restrictions). She is re-planning the event to still include a Liturgy with a reduced amount of decorations (given that the day has passed) Alex Garcés will provide guidance as required – attendees will need to re-register via the TryBooking link to attend the newly planned event, this will be included in the newsletter.
- Angela indicated the Di Martino family has donated a footy team jumper to the P&F. It was suggested to present it during the Father's Day breakfast through a raffle to raise some funds for the P&F. Thanks to the Di Martino family for their generosity.

7 Treasurer's Report

Oliver Douglas presented and spoke to the document attached at the end of these Minutes:

- Profit & Loss Budget Overview (January 1 through December 2021) – 2 pages
 - Profit & Loss Budget vs. Actual (January 1 through December 2021) – 3 pages
 - Balance Sheet (As of May 18, 2021) – 1 page
-
- Oliver also has plans to upgrade the EFTFOS machine to the latest technology.
 - He requested any event co-ordinators to request funds from him directly, rather than incurring out-of-pocket expenses and getting reimbursed.
 - Oliver is getting a new P&F Credit Card this week and will provide details in the future.
 - 2 accounts have been created on the TryBooking site in error – one for the Movie Night and the other for Mother's Day – Oliver will delete the duplicate one created for the Movie Night.
 - Alex Garcés and Jonathan De Lima are to be added as joint signatories for the P&F Bank Account.

8 Board Representative's Report

No matters arising.

9 Committee Reports

No matters arising.

10 General Business

- It was suggested and decided to use the excess sausages from the Bunnings sausage sizzle to feed children attending the Mother's Day Breakfast.
- Angela and Alex will investigate options for a possible future Bingo night.
- Alex and Nancy will investigate whether the school Coffee Machine is functional – possibly for use at the upcoming Mother's Day Breakfast.

11 Close

The meeting was closed at 7:49pm.

Next Meeting

Time: 7.00 pm

Date: Tuesday 15th June 2021

Venue: To Be Confirmed (TBC)

Items can be added to the agenda via pandf_stdenis@cewa.edu.au.

4:58 AM
18/05/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget Overview
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Income from St Denis P & F Levy	
St Denis P & F Levy Collection	12,510.00
Total Income from St Denis P & F Levy	12,510.00
OTHER REVENUE	
Bank Interest Received	24.00
Commissions Received	
Commonwealth Bank School Bank	500.00
Total Commissions Received	500.00
Entertainment Books	660.00
Total OTHER REVENUE	1,184.00
INCOME FROM FUNDRAISING EVENTS	
Bingo Night	
Bingo Revenue	1,300.00
Expenses	-100.00
Total Bingo Night	1,200.00
Bunnings Sge Sizzle	
Sausage Sizzle Sales	1,500.00
Expense	-500.00
Total Bunnings Sge Sizzle	1,000.00
Disco Night	
Revenue	1,500.00
Expenses	-500.00
Total Disco Night	1,000.00
Election Day Events	
Election Day Cake & BBQ Stall	
Sales	
Barbeque	1,500.00
Cake Stall	1,500.00
Total Sales	3,000.00
Expenses	-100.00
Total Election Day Cake & BBQ Stall	2,900.00
Total Election Day Events	2,900.00
Footy Tipping	
Donation for Prize	500.00
Subscriptions	2,800.00
Prize Payout	-1,825.00
Total Footy Tipping	1,475.00
Movie Afternoon	
Ticket Sales	3,500.00
Cost of Movie Tickets	-1,700.00
Total Movie Afternoon	1,800.00
Spring Plant Fundraiser	
Revenue	500.00
Total Spring Plant Fundraiser	500.00
Twilight Picnic	
Sales	3,100.00

4:58 AM
18/05/21
Cash Basis

St Denis Parents and Friends Association Profit & Loss Budget Overview January through December 2021

	Jan - Dec 21
Expenses	
Equip Hire	-800.00
Total Expenses	-800.00
Total Twilight Picnic	2,300.00
Total INCOME FROM FUNDRAISING EVENTS	12,175.00
Total Income	25,869.00
Gross Profit	25,869.00
Expense	
FUNCTION EXPENSES	
Teacher Appreciation Day	400.00
Father's Day Expenses	500.00
Mothers Day	
Food Costs	500.00
Total Mothers Day	500.00
Total FUNCTION EXPENSES	1,400.00
ADMINISTRATIVE EXPENSES	
EFTPOS Machine Transaction Fee	272.76
Meeting Expenses	350.00
Subscriptions	
Parents & Friends Fed of WA	862.40
Total Subscriptions	862.40
Total ADMINISTRATIVE EXPENSES	1,485.16
Total Expense	2,885.16
Net Ordinary Income	22,983.84
Other Income/Expense	
Other Expense	
CONTRIBUTIONS by P & F	
School Board Contrib,Camps,Grad	
Annual Contribution to School	5,000.00
Year 6 Camp	500.00
Year 6 Graduation	250.00
Year 5 Camp	500.00
Total School Board Contrib,Camps,Grad	6,250.00
Total CONTRIBUTIONS by P & F	6,250.00
Total Other Expense	6,250.00
Net Other Income	-6,250.00
Net Income	16,733.84

7:10 AM
18/05/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Income from St Denis P & F Levy			
St Denis P & F Levy Collection	0.00	12,510.00	-12,510.00
Total Income from St Denis P & F Levy	0.00	12,510.00	-12,510.00
OTHER REVENUE			
Bank Interest Received	0.00	24.00	-24.00
Commissions Received			
Commonwealth Bank School Bank	135.00	500.00	-365.00
Dippin Dots Contribution	35.00		
Total Commissions Received	170.00	500.00	-330.00
Entertainment Books	80.00	660.00	-580.00
Total OTHER REVENUE	250.00	1,184.00	-934.00
INCOME FROM FUNDRAISING EVENTS			
Bingo Night			
Bingo Revenue	0.00	1,300.00	-1,300.00
Expenses	0.00	-100.00	100.00
Total Bingo Night	0.00	1,200.00	-1,200.00
Bunnings Sgo Sizzle			
Sausage Sizzle Sales	1,457.85	1,500.00	-42.15
Expenses	-891.10	-500.00	-391.10
Total Bunnings Sgo Sizzle	566.75	1,000.00	-433.25
Disco Night			
Revenue	0.00	1,500.00	-1,500.00
Expenses	0.00	-500.00	500.00
Total Disco Night	0.00	1,000.00	-1,000.00
Election Day Events			
Election Day Cake & BBQ Stall			
Sales			
Barbeque	1,301.70	1,500.00	-198.30
Cake Stall	2,648.00	1,500.00	1,148.00
Total Sales	3,949.70	3,000.00	949.70
Expenses	-88.50	-100.00	11.50
Total Election Day Cake & BBQ Stall	3,861.20	2,900.00	961.20
Total Election Day Events	3,861.20	2,900.00	961.20
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,060.00	2,800.00	-760.00
Prize Payout	-50.00	-1,825.00	1,775.00
Total Footy Tipping	2,660.00	1,475.00	1,175.00
Movie Afternoon			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	0.00	-1,700.00	1,700.00
Total Movie Afternoon	0.00	1,800.00	-1,800.00
Spring Plant Fundraiser			
Revenue	0.00	500.00	-500.00
Total Spring Plant Fundraiser	0.00	500.00	-500.00
Twilight Picnic			
Sales	3,476.30	3,100.00	376.30
Expenses			
Equip Hire	-670.91	-800.00	129.09
Expenses - Other	-72.35		
Total Expenses	-743.26	-800.00	56.74
Total Twilight Picnic	2,733.04	2,300.00	433.04
Total INCOME FROM FUNDRAISING EVENTS	9,810.99	12,175.00	-2,364.01
Total Income	10,060.99	25,689.00	-15,608.01
Gross Profit	10,060.99	25,689.00	-15,608.01
Expense			
FUNCTION EXPENSES			
Teacher Appreciation Day	0.00	400.00	-400.00
Father's Day Expenses	0.00	500.00	-500.00
Mothers Day			
Food Costs	0.00	500.00	-500.00
Total Mothers Day	0.00	500.00	-500.00
Total FUNCTION EXPENSES	0.00	1,400.00	-1,400.00
ADMINISTRATIVE EXPENSES			
EFTPOS Machine Transaction Fee	128.40	272.76	-144.36
Meeting Expenses	0.00	350.00	-350.00

7:10 AM
18/06/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Subscriptions			
Parents & Friends Fed of WA	0.00	862.40	-862.40
Total Subscriptions	0.00	862.40	-862.40
Total ADMINISTRATIVE EXPENSES	126.40	1,485.16	-1,358.76
Total Expense	126.40	2,886.16	-2,758.76
Net Ordinary Income	9,934.58	22,883.84	-13,049.26
Other Income/Expense			
Other Expense			
CONTRIBUTIONS by P&F			
School Board Contrib,Camps,Grad			
Annual Contribution to School	0.00	5,000.00	-5,000.00
Year 6 Camp	500.00	500.00	0.00
Year 6 Graduation	0.00	250.00	-250.00
Year 5 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps,Grad	1,000.00	6,250.00	-5,250.00
Total CONTRIBUTIONS by P&F	1,000.00	6,250.00	-5,250.00
Total Other Expense	1,000.00	6,250.00	-5,250.00
Net Other Income	-1,000.00	-6,250.00	5,250.00
Net Income	8,934.58	16,733.84	-7,799.26

6:58 AM
18/05/21
Cash Basis

**St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January 1 through May 18, 2021**

	Jan 1 - May 18, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
OTHER REVENUE			
Bank Interest Received	0.00	9.16	-9.16
Commissions Received			
Commonwealth Bank School Bank	135.00	179.03	-44.03
Dippin Dots Contribution	35.00	0.00	35.00
Total Commissions Received	170.00	179.03	-9.03
Entertainment Books	80.00	214.84	-134.84
Total OTHER REVENUE	250.00	403.03	-153.03
INCOME FROM FUNDRAISING EVENTS			
Bunnings Sgs Sizzle			
Sausage Sizzle Sales	1,457.85	1,500.00	-42.15
Expense	-981.10	-500.00	-391.10
Total Bunnings Sgs Sizzle	566.75	1,000.00	-433.25
Election Day Events			
Election Day Cake & BBQ Stall			
Sales			
Barbeque	1,301.70	1,500.00	-198.30
Cake Stall	2,648.00	1,500.00	1,148.00
Total Sales	3,949.70	3,000.00	949.70
Expenses	-88.50	-100.00	11.50
Total Election Day Cake & BBQ Stall	3,861.20	2,900.00	961.20
Total Election Day Events	3,861.20	2,900.00	961.20
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,060.00	2,800.00	-760.00
Prize Payout	-50.00	-50.00	0.00
Total Footy Tipping	2,660.00	3,250.00	-600.00
Twilight Picnic			
Sales	3,476.30	3,100.00	376.30
Expenses			
Equip Hire	-670.91	-800.00	129.09
Expenses - Other	-72.35	0.00	-72.35
Total Expenses	-743.26	-800.00	56.74
Total Twilight Picnic	2,733.04	2,300.00	433.04
Total INCOME FROM FUNDRAISING EVENTS	9,810.98	9,450.00	360.98
Total Income	10,060.98	9,853.03	207.95
Gross Profit	10,060.98	9,853.03	207.95
Expense			
FUNCTION EXPENSES			
Teacher Appreciation Day	0.00	200.00	-200.00
Mothers Day			
Food Costs	0.00	500.00	-500.00
Total Mothers Day	0.00	500.00	-500.00
Total FUNCTION EXPENSES	0.00	700.00	-700.00
ADMINISTRATIVE EXPENSES			
EFTPOS Machine Transaction Fee	126.40	104.12	22.28
Meeting Expenses	0.00	100.00	-100.00
Subscriptions			
Parents & Friends Fed of WA	0.00	862.40	-862.40
Total Subscriptions	0.00	862.40	-862.40
Total ADMINISTRATIVE EXPENSES	126.40	1,066.52	-940.12
Total Expense	126.40	1,766.52	-1,640.12
Net Ordinary Income	9,934.58	8,086.51	1,848.06
Other Income/Expense			
Other Expense			
CONTRIBUTIONS by P & F			
School Board Contrib,Camps, Grad			
Annual Contribution to School	0.00	5,000.00	-5,000.00
Year 6 Camp	500.00	500.00	0.00
Year 6 Graduation	0.00	250.00	-250.00
Year 5 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps, Grad	1,000.00	6,250.00	-5,250.00
Total CONTRIBUTIONS by P & F	1,000.00	6,250.00	-5,250.00
Total Other Expense	1,000.00	6,250.00	-5,250.00
Net Other Income	-1,000.00	-6,250.00	5,250.00
Net Income	8,934.58	1,836.51	7,098.06

7:00 AM
18/05/21
Cash Basis

St Denis Parents and Friends Association **Balance Sheet** **As of May 18, 2021**

	<u>May 18, 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Imprest Acc 28-0643	27,717.66
Westpac General ACC 343867	188.21
Total Chequing/Savings	<u>27,905.87</u>
Other Current Assets	
Stock on Hand	143.04
Total Other Current Assets	<u>143.04</u>
Total Current Assets	28,048.91
Fixed Assets	
P & F Equipment	1,328.68
Total Fixed Assets	<u>1,328.68</u>
TOTAL ASSETS	<u>29,377.59</u>
LIABILITIES	
Current Liabilities	
Other Current Liabilities	
Tax Payable	-46.46
Total Other Current Liabilities	<u>-46.46</u>
Total Current Liabilities	<u>-46.46</u>
TOTAL LIABILITIES	<u>-46.46</u>
NET ASSETS	<u>29,424.05</u>
EQUITY	
Opening Bal Equity	25,689.30
Retained Earnings	-5,199.84
Net Income	8,934.59
TOTAL EQUITY	<u>29,424.05</u>