



MINUTES from the AGM Monday 13th May, 2024

Meeting Opened: 7:00 p.m.

Meeting Closed: 7:20 p.m.

Next AGM meeting: Monday 10th March, 2025

| | | | |
|--|--|---|----------------|
| Attendance | | Katie McGuire, Roseanne Simms, Lindal Rankin, Lauren Murphy, Laura Joseph, Fran Fava, Natasha Tyson, Mrs England, Mrs Amargianitakis, Mrs Bullock, Dean LePage, Sally Cheng, Mamita Sheoran, Anand Shinde, Amy Brinckley. | |
| Apologies | | | |
| Motion to accept the previous minutes | | Moved | Laura Joseph |
| | | Seconded | Roseanne Simms |
| 1.1 | The presidents Annual Report was forwarded prior to the meeting and circulated via email. Approved - Fran Fava Second – Laura Joseph | | |
| 1.2 | The Canteen Committee's Annual Written Report was circulated prior to the meeting – Approved - Roseanne Simms Second – Lindal Rankin | | |
| 1.3 | The Music Committee's Annual Written Report was read out and circulated at the meeting Approved - Roseanne Simms Second – Dean Le Page | | |
| 1.4 | The Treasurer's Annual Written Report was circulated prior to the meeting Approved – Lindal Rankin Second – Roseanne Simms | | |
| 1.5 | Audit Vote – agreed to accept 2023 financials and agreed Kargar Associates as the auditor for 2025 financials. *Note - see the Treasurers report for recommendations for future financial activities – Approved – Fran Fava Second – Lindal Rankin | | |
| 1.6 | Current constitution and By Laws was tabled. Approved – Lindal Rankin Second – Fran Fava | | |
| 1.7 | The President handed to the Returning Office who declared all P&C Executive and Coordinator positions vacant. It was noted that the coordinator positions for Music coordinators will be voted upon at their respective Special Meeting. | | |
| 1.8 | Nominations and Voting were conducted – see below. | | |
| 1.9 | Voting closed and roles were effective immediately. | | |
| 1.10 | Incoming President thanked the Returning Officer for conducting the elections and thanked the outgoing Executive for their dedication and commitment during their tenure. | | |
| 1.11 | AGM closed. | | |

| | | |
|------------------------------|---|--|
| President | Person nominated: Roseanne Simms M- Laura Joseph S - Fran Fava Unanimous vote | |
| Senior Vice President | Person nominated: Position vacant M- S- | |



WINSTON HEIGHTS PUBLIC SCHOOL
P & C MINUTES
Buckleys Road
Winston Hills NSW 2153

| | | |
|---------------------------------|--|--|
| Secretary | Person nominated: Katie McGuire M- Lindal Rankin S- Natasha Tyson Unanimous vote | |
| Treasurer | Person nominated: Anand Shinde M- Laura Joseph S- Roseanne Simms Unanimous vote | |
| Uniform Shop Coordinator | Person nominated: Natasha Tyson M- Fran Fava S- Lauren Murphy Unanimous vote | |
| Canteen Coordinator | Person nominated: Fran Fava M- Roseanne Simms S- Dean Le Page Unanimous vote | |
| Music Coordinator | Person nominated: Amy Brinckley (refer to special Music Committee meeting minutes) | |

Winston Heights Public School Prescribed Constitution for Incorporated Associations

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Association of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This prescribed constitution is as follows:

1. Name

This body shall be known as the Winston Heights Public School Parents and Citizens Association, a body corporate under the Parents and Citizens Associations Incorporation Act 1976.

2. Object and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

- (i) The objects:
 - (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
 - (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- (ii) The functions:
 - (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
 - (b) to assist and co-operate with the teaching staff in public functions associated with the school;
 - (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
 - (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

3. School Staff

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

4. Membership

Membership will be open to all parents and guardians of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers

- (a) The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

8. General Meetings

A general meeting shall be held at least once during each school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum

Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.

11. Liability

- (a) A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.
- (b) The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than \$1.00.

13. Subcommittees

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

14. Dissolution

- (a) The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
- (c) Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalised until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.

- (d) Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. Rule-Making Power

The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

16. Accounts

The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.

By-laws for Winston Heights Public School P&C Association (The Association)

- 1 These rules are made under the constitution of Winston Heights Public School Parents and Citizens Association.
- 2 The Association is formed for the benefit of the pupils of the school, which will:
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales; and
 - (c) Promote the interests of public education.
- 3 No person will serve more than four consecutive years in the same position.
- 4 The financial year of The Association shall close on 31 December each year.
- 5 The Annual General Meeting of The Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of The Association.
- 6 A general meeting of The Association shall be held on the Monday of weeks 3 and 7 during term time at 7.00pm in a hybrid setting. Participants may attend meetings via a zoom platform or in the school staff room. Any change to this, shall be notified to the school community with at least two weeks' notice.
- 7 No proxy votes are permitted at AGMs or general meetings, in line with NSW P & C Federation guidelines.
- 8 The new membership year will commence from the March general meeting, which follows the AGM, where all membership payments of \$1 become renewable. Membership payments of \$1 can be paid at

any general meeting. Voting rights commence at the next general meeting following payment. To be eligible to vote at the March AGM, membership payments must have been received before the close of the February general meeting. In line with NSW P & C Federation guidelines, the AGM is an election for all office bearer and sub-committee coordinators. A person may be nominated for more than one position. Prospective candidates will accept nominations at the relevant part of the AGM. The candidate, nominator and seconder must be financial members of the P & C Association. Candidates may nominate themselves. Membership payments can be accepted by proxy at any general meeting; under these circumstances, the minutes must reflect the name of the new member, along with the person who paid the membership on their behalf.

- 9 The Secretary shall be responsible for maintaining minutes, agendas, an up-to-date member register and noting any conflict of interest where relevant in the minutes.
- 10 At a general meeting, the quorum shall be five.
- 11 If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will, call a further meeting. Failing that, any five members of the P & C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P & C Association.
- 12 All meetings will be conducted in accordance with the rules and policies of The Association which include Code of Conduct guidelines. Members will conduct themselves accordingly.
- 13 Each meeting of the P & C Association will be conducted as follows:
 - (a) Welcome, formal opening of meeting and apologies
 - (b) Minutes of the previous meeting (Receipt/Amendment/Adoption)
 - (c) Business arising from the previous meeting Minutes
 - (d) Correspondence
 - (e) Reports (including President/Treasurer/Sub-Committee/Principal's)
 - (f) General Business
 - (g) Other Business, close meeting.
- 14 The Association may elect representatives who will be responsible to present The Association on committees or at events. Members who are elected to represent The Association are required to produce a written report to the next general meeting of The Association.
- 15 A general meeting of The Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of The Association constitution.
- 16 The Association may confer the honour of Life Membership or Outstanding Service on a member of The Association or a volunteer who has made a significant contribution to the work of The Association by resolution of members. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members. The Association may remove an honour The Association has bestowed if the recipient of such an honour has been convicted of committing an offence that may be punishable by law.
- 17 Any motion to expend Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of sub-committees should be considered when dispersing

monies. No financial decisions will be considered by The Association, without having a treasurer's report presented and endorsed at the meeting. A sub-committee must not expend funds for any purpose outside those allowed by The Association. There is nothing, however, to prevent an association setting up a sub-committee to raise funds for a particular goal, or a sub-committee recommending a particular use for the funds it has raised.

For events at school, where ever possible, at least two people shall be responsible for collecting and counting money (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated event coordinators). Money should be banked immediately or stored securely at school (temporarily) until such a time that it can be banked. No money is to be kept at people's homes.

For offsite events, where ever possible, at least two people shall be responsible for collecting and counting money (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated event coordinators). The treasurer shall then advise this at the next general meeting and it will be minuted.

Where ever possible, at least two people shall be responsible for collecting and counting money for school banking, uniform shop and canteen (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated coordinators and/or volunteers assigned to undertake school banking, uniform and canteen duties on that day). Money should be banked immediately or stored securely at school (temporarily) until such a time that it can be banked. No money is to be kept at people's homes.

Receipts must be issued whenever money changes hands (external and internal transactions).

Purchases by individuals for reimbursement should be avoided.

Invoices should be obtained and paid via the P & C bank account where possible. In the event of an individual being unable to obtain an invoice for payment via the P & C bank account, the purchase must be supported by a valid receipt and a requisition form completed and approved by two Executives.

All income is to be banked; expenditure and purchases should not be paid from cash at an event.

No amount over \$50 can be expended on behalf of the P&C without the prior approval.

Queries about money (expenses etc.) should be directed to the P&C Treasurer:
treasurer@winstonheightspandc.com.

- 18 As a member of The Association, you agree to uphold the values of the school when participating in P & C meetings and events. All members must declare at the start of meetings any potential or perceived conflict of interest for any agenda item, should an item of business arise to which there is a potential or perceived conflict of interest. Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest. If a member declares a conflict of interest, the meeting shall decide on the participation in the activity or vote.

Winston Heights Public School P&C Association Safe Handling of Money

Policy statement

Security and safety of persons handling money needs to be considered as this is a high-risk function, the most serious and obvious risks being that of misappropriation and potential injury through attempted robbery to persons handling or transporting cash.

To ensure the safety and security of persons responsible for handling money this policy needs to be read by all persons responsible for handling money.

To ensure that monies collected by Winston Heights Public School P & C Association are handled safely and correctly following generic guidelines that have been developed under **by-law 17**.

Winston Heights Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members and volunteers of Winston Heights Public School P&C Association while undertaking any role or activity related to the Winston Heights Public School P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles.

Respect for the Law

Winston Heights Public School P&C Association members and volunteers, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Winston Heights Public School P&C Association members and volunteers are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Integrity

Winston Heights Public School P&C Association members and volunteers should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties

- External activities and public comment.

Diligence

Winston Heights Public School P&C Association members and volunteers should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable, being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities.

Working with Children

The Winston Heights Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures.

Conflict of Interest

P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

Confidentiality

Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure.

Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the *Grievances, complaints and procedures policy*. Violations may result in removal from the Winston Heights Public School P&C Association.

Winston Heights Public School P&C Association members and volunteers should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

Winston Heights Public School P & C Association Grievance, Complaints & Disputes Procedures

The Winston Heights Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers, staff of Department of Education and students enrolled at Winston Heights Public School, concerns are dealt with in a timely and appropriate manner.

A grievance or complaint, may be received by the P&C Association in relation to a fellow member or volunteer. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles

Complainants should not instigate grievances that are frivolous, vexatious or malicious.

Grievances and information arising from the handling of the grievance, must be treated confidentially.

Concerns should be raised as early as possible after the incident relating to the complaint has occurred.

The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures

The complainant should provide written details of their concerns and the grounds for the grievance, to the P&C Association President.

Where the complaint is about a member of the P&C Association Executive it may be raised with an independent third party here, for example Principal along with a copy of these procedures and all relevant policies.

The President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.

The complainant may have an independent witness attend any meetings.

The President or person handling the complaint, as described in these procedures, will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

If the matter pertains to another P&C Association member or volunteer, that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.

Grievances are to be resolved no later than six weeks after the complaint is lodged.

The outcomes of a formal grievance process may include (but is not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to the NSW P&C Federation where the matters involve volunteers.

Winston Heights Public School P & C Association email policy

Winston Heights Public School P&C has access to its own email domain as part of a Crazy Domains subscription. The domain name is winstonheightspandc.com

The use of email accounts outside of this domain, operated by uniform, school banking, canteen, music, events or other P & C matters, should be limited, where possible.

As at the date of this policy, the Winston Heights Public School P & C Committee must approve the creation of any new email addresses at general P & C meetings. This aims to diffuse the incidence of dissemination from multiple sources regarding P & C matters, which causes confusion and is not in line with transparency.

The use of email accounts come with responsibilities that have security, compliance and ethical implications. This policy is to communicate the expectations of the Winston Heights Public School P&C Committee with respect to the use of email accounts and the high standard of conduct expected by P & C members.

All email communication that is stored, composed and transmitted via Winston Heights Public School P & C email accounts are the property of Winston Heights Public School P&C Association and will be monitored at the Winston Heights Public School P & C Committee's discretion. As such, all users shall conform to any security measures which are in place to protect access control and exercise proper control over passwords or any other security mechanism.

Appropriate Use

Email accounts may be used to exchange information with Winston Heights Public School parents, the School and external parties in relation to responsibilities conducted by the P&C.

All emails should:

- be drafted in a manner consistent with treating others with respect and consistent with accepted business ethics and standards
- use blind-copy to maintain privacy of email addresses of the Winston Heights parents when sending large group emails
- include an author/checker process to ensure all content is accurate and of a high standard of expression when emailing large groups

Inappropriate use

The email account may not be used to:

- send messages to large groups for business purposes outside of the Winston Heights Public School P & C Association
- solicit for any items or issues not sponsored by Winston Heights Public School P&C Association
- transmit messages that use offensive speech or disparage individuals on the basis of race, colour, religion, gender, national origin, citizenship, veteran status, marital status, disability or sexual orientation or any other characteristic protected by Australian law
- originate or distribute chain letters
- advance personal gain or profit.

Policy Review: The by-laws and above policies may be reviewed annually and more frequently if changes are required.

Winston Heights Public School P & C Association
ABN 33 678 739 425

Financial Statements
For the year ended 31 December 2023



Kargar & Associates
No 1 New Zealand Street
Parramatta 2150

Phone: 0296834546 Fax: 0296834542
Email: info@kargar.com.au
Website: www.kargar.com.au

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Committee's Report
For the year ended 31 December 2023

Your committee members submit the financial accounts of the Winston Heights Public School P & C Association for the financial year ended 31 December 2023.

Committee Members

The names of committee members at the date of this report are:

Lauren Murphy
Anand Shinde
Liam Joseph

Principal Activities

The principal activities of the association during the financial year were: Parents & Citizens Association.

Significant Changes

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

Operating Result

The profit from ordinary activities after providing for income tax amounted to

| Yearended | Yearended |
|-----------------|-----------------|
| 31 December2023 | 31 December2022 |
| | \$ |
| 28,130.011 | 754.22 |

Signed in accordance with a resolution of the Members of the Committee on:



Lauren Murphy



Anand Shinde

Trading Account
For the year ended 31 December 2023

| | 2023 \$ | 2022 \$ |
|----------------------------------|-------------------------|-------------------------|
| Trading Income | | |
| Gross Sales | 128,196.42 | 97,914.56 |
| Total Trading Income | <u>128,196.42</u> | <u>97,914.56</u> |
| Cost of Sales | | |
| Add: | | |
| Purchases | 74,753.12 | 59,438.69 |
| Freight | 371.94 | 208.60 |
| Inventory Adjustment | <u>1,526.26</u> | <u>1,526.26</u> |
| | <u>75,125.06</u> | <u>61,173.55</u> |
| Cost of Sales | 75,125.06 | 61,173.55 |
| Gross Profit from Trading | <u><u>53,071.36</u></u> | <u><u>36,741.01</u></u> |

Divisional Trading Account

For the year ended 31 December 2023

| | P and C | Uniform Shop Committee | Canteen Committee | Music Committee | Total |
|--------------------------------|---------|---------------------------|----------------------|-----------------|------------|
| Trading Income | | | | | |
| Gross Sales | | 48,837.12 | 79,359.30 | | 128,196.42 |
| Total | | 48,837.12 | 79,359.30 | | 128,196.42 |
| Cost of Sales | | | | | |
| Add: | | | | | |
| Purchases | | 29,500.81 | 45,252.31 | | 74,753.12 |
| Freight | | 371.94 | | | 371.94 |
| | | 29,872.75 | 45,252.31 | | 75,125.06 |
| Total | | 29,872.75 | 45,252.31 | | 75,125.06 |
| Divisional Profit from Trading | | | | | |
| | | 18,964.37 | 34,106.99 | | 53,071.36 |
| Gross Profit from Trading | | | | | |
| | | | | | 53,071.36 |

The accompanying notes form part of these financial statements.

Income and Expenditure Statement
For the year ended 31 December 2023

| | 2023 \$ | 2022 \$ |
|-------------------------------|------------|------------|
| Income | | |
| Trading profit | 53,071.36 | 36,741.01 |
| Fundraising | | |
| - Choc Fundraising | 3,063.98 | 4,480.00 |
| - Fathers Day | 2,948.69 | 2,716.00 |
| - Mothers Day | 4,675.98 | 3,727.30 |
| - Sports Carnivals | 3,264.38 | 1,635.38 |
| - Tea Towels | 1,150.00 | |
| - Trivia Night | 1,963.73 | 2,629.07 |
| - Election BBQ | 2,992.13 | 2,835.96 |
| - Donations | 460.25 | 100.20 |
| - Xmas Raffle And Candles | 2,368.74 | 2,156.11 |
| - Easter Raffle | 1,445.79 | 2,071.44 |
| - K-2 Fun Day | | 1,602.05 |
| - XMas Carols BBQ | 2,417.85 | 2,073.34 |
| - Cookie Dough Fundraising | 1,032.95 | 3,512.00 |
| - Square Sales | 511.21 | 640.23 |
| - Crazy Hair Day | 219.00 | |
| | 28,514.68 | 30,179.08 |
| Music Committee Income | | |
| - Band Camp | 17,150.00 | 16,560.00 |
| - Keyboard Fee | 17,995.50 | 18,458.75 |
| - Instrument Hire | 6,936.04 | 6,088.00 |
| - Discounts/Late Fees | (3,604.50) | (6,984.50) |
| - Band Fee | 53,294.12 | 53,982.50 |
| - Books & Cleaning Kits | 1,169.66 | 1,348.00 |
| - Fundraising | 425.50 | 437.70 |
| - Family Levy | 5,026.72 | 1,306.25 |
| - Percussion Maintenance | 760.00 | 641.25 |
| - Selling Old Instruments | 2,280.00 | 440.00 |
| | 101,433.04 | 92,277.95 |
| Other Income | | |
| - Financial Members | | 38.00 |
| - Other Income | | 15.04 |
| - Square Sales | | 19.08 |
| | | 72.12 |
| Family Contribution | | |
| - Family Contribution | | 9,805.00 |
| | | 9,805.00 |

The accompanying notes form part of these financial statements.

Income and Expenditure Statement
For the year ended 31 December 2023

| | 2023 \$ | 2022 \$ |
|-----------------------------|-------------------|-------------------|
| Interest received | | |
| - Interest received | 2,668.48 | 225.42 |
| - Westpac | 618.75 | 167.18 |
| - ING | 0.12 | 0.12 |
| | <u>3,287.35</u> | <u>392.72</u> |
| Total income | <u>186,306.43</u> | <u>169,467.88</u> |
| Expenses | | |
| Payments to WHPS | | |
| - School Maintenance | 3,363.64 | 3,954.55 |
| - Band | 8,958.34 | 10,578.67 |
| - Classroom Resources | | 746.08 |
| - Fun & Sport Programs | 12,355.00 | 9,650.00 |
| - Students Wellbeing | 1,406.91 | 12,500.00 |
| - Electronic Board | | 12,395.90 |
| | <u>26,083.89</u> | <u>49,825.20</u> |
| Fundraising Expenses | | |
| - Father's Day | 73.12 | 28.98 |
| - Mother's Day | 4,372.86 | 2,437.60 |
| - Carol's Night | 682.98 | 1,252.31 |
| - Trivia Night | 1,745.48 | 1,601.69 |
| - Election BBQ | 1,224.10 | 1,005.53 |
| - Sports Carnivals | 830.62 | 579.97 |
| - Kindegarten Orientation | 146.20 | 105.75 |
| - Easter Raffle | 358.75 | 309.40 |
| - Teacher's Day | 348.00 | 287.99 |
| - Discount Given | | 5.00 |
| - Xmas Party | 605.09 | 1,459.65 |
| - Choc Fundraising | 1,619.97 | |
| - PnC Open Day | 280.11 | 334.29 |
| - School Parties | 45.65 | 13.25 |
| - SAAS Week | 120.00 | 217.35 |
| - K-2 Fun Day | 440.00 | 143.65 |
| | <u>12,892.93</u> | <u>9,782.41</u> |
| Operating Expenses | | |
| - Audit Fees | 1,595.00 | 880.00 |
| - Printing & Stationary | 532.91 | 629.17 |
| - Dues & Subscriptions | 1,528.58 | 994.13 |
| - Insurance | 1,993.33 | 1,736.83 |
| - Flexischool | 995.38 | 2,558.62 |

The accompanying notes form part of these financial statements.

Income and Expenditure Statement
For the year ended 31 December 2023

| | 2023 \$ | 2022 \$ |
|---|-------------------|-------------------|
| - Gifts | 159.82 | 169.95 |
| - Assets Under \$1000 | | 98.00 |
| - Pay Pal & Square Fees | 1.00 | 0.14 |
| - Uniform Shop Expenses | 289.95 | 109.71 |
| - Wages & Salaries | 18,783.65 | 5,227.87 |
| - Legal Fees | | 2,200.00 |
| - Canteen Resources | 231.83 | 1,251.58 |
| - Superannuation | 1,882.49 | 83.14 |
| - Repair & Maintenance | | 99.00 |
| - Advertising | 199.00 | |
| | <u>28,192.94</u> | <u>16,038.14</u> |
| Music Committee Expenses | | |
| - Band Camp | 16,585.75 | 15,012.75 |
| - Instruments R & M | 842.50 | 3,783.34 |
| - Instruments Purchases | 114.90 | |
| - Books & Cleaning Kits | | 1,264.10 |
| - Printing & Stationary | | 75.73 |
| - Tutors Fees | 72,726.00 | 69,954.75 |
| - Awards & Gifts | 210.00 | |
| - Fundraising Costs | 232.51 | 2,559.74 |
| - Refunds | 295.00 | 417.50 |
| | <u>91,006.66</u> | <u>93,067.91</u> |
| Total expenses | <u>158,176.42</u> | <u>168,713.66</u> |
| Profit from ordinary activities before income tax | <u>28,130.01</u> | <u>754.22</u> |
| Income tax revenue relating to ordinary activities | | |
| Net profit attributable to the association | <u>28,130.01</u> | <u>754.22</u> |
| Total changes in equity of the association | <u>28,130.01</u> | <u>754.22</u> |
| Opening retained profits | 270,996.32 | 271,057.32 |
| Net profit attributable to the association | <u>28,130.01</u> | <u>754.22</u> |
| Closing retained profits | <u>299,126.33</u> | <u>271,811.54</u> |

Divisional Profit and Loss Statement

For the year ended 31 December 2023

| | P and C | Uniform Shop Committee | Canteen Committee | Music Committee | Total |
|--------------------------|----------|---------------------------|----------------------|-----------------|------------|
| Income | | | | | |
| Trading Profit | | 18,964.37 | 34,106.99 | | 53,071.36 |
| Choc Fundraising | 3,063.98 | | | | 3,063.98 |
| Fathers Day | 2,948.69 | | | | 2,948.69 |
| Mothers Day | 4,675.98 | | | | 4,675.98 |
| Sports Carnivals | 3,264.38 | | | | 3,264.38 |
| Tea Towels | 1,150.00 | | | | 1,150.00 |
| Trivia Night | 1,963.73 | | | | 1,963.73 |
| Election BBQ | 2,992.13 | | | | 2,992.13 |
| Donations | 460.25 | | | | 460.25 |
| Xmas Raffle And Candles | 2,368.74 | | | | 2,368.74 |
| Easter Raffle | 1,445.79 | | | | 1,445.79 |
| XMas Carols BBQ | 2,417.85 | | | | 2,417.85 |
| Cookie Dough Fundraising | 1,032.95 | | | | 1,032.95 |
| Square Sales | 511.21 | | | | 511.21 |
| Crazy Hair Day | 219.00 | | | | 219.00 |
| Band Camp | | | | 17,150.00 | 17,150.00 |
| Keyboard Fee | | | | 17,995.50 | 17,995.50 |
| Instrument Hire | | | | 6,936.04 | 6,936.04 |
| Discounts/Late Fees | | | | (3,604.50) | (3,604.50) |
| Band Fee | | | | 53,294.12 | 53,294.12 |
| Books & Cleaning Kits | | | | 1,169.66 | 1,169.66 |
| Fundraising | | | | 425.50 | 425.50 |

The accompanying notes form part of these financial statements.

Divisional Profit and Loss Statement

For the year ended 31 December 2023

| | P and C | Uniform Shop Committee | Canteen Committee | Music Committee | Total |
|--------------------------|------------------|---------------------------|----------------------|-------------------|-------------------|
| Family Levy | | | | 5,026.72 | 5,026.72 |
| Percussion Maintenance | | | | 760.00 | 760.00 |
| Selling Old Instruments | | | | 2,280.00 | 2,280.00 |
| Interest received | | | | 2,668.48 | 2,668.48 |
| Westpac | 618.75 | | | | 618.75 |
| ING | 0.12 | | | | 0.12 |
| Total | 29,133.55 | 18,964.37 | 34,106.99 | 104,101.52 | 186,306.43 |
| Expenses | | | | | |
| School Maintenance | 3,363.64 | | | | 3,363.64 |
| Band | 8,958.34 | | | | 8,958.34 |
| Fun & Sport Programs | 12,355.00 | | | | 12,355.00 |
| Students Wellbeing | 1,406.91 | | | | 1,406.91 |
| Father's Day | 73.12 | | | | 73.12 |
| Mother's Day | 4,372.86 | | | | 4,372.86 |
| Carol's Night | 682.98 | | | | 682.98 |
| Trivia Night | 1,745.48 | | | | 1,745.48 |
| Election BBQ | 1,224.10 | | | | 1,224.10 |
| Sports Carnivals | 830.62 | | | | 830.62 |
| Kindergarten Orientation | 146.20 | | | | 146.20 |
| Easter Raffle | 358.75 | | | | 358.75 |
| Teacher's Day | 348.00 | | | | 348.00 |
| Xmas Party | 605.09 | | | | 605.09 |
| Choc Fundraising | 1,619.97 | | | | 1,619.97 |

The accompanying notes form part of these financial statements.

Divisional Profit and Loss Statement
For the year ended 31 December 2023

| | P and C | Uniform Shop Committee | Canteen Committee | Music Committee | Total |
|-----------------------|------------------|---------------------------|----------------------|------------------|-------------------|
| PnC Open Day | 280.11 | | | | 280.11 |
| School Parties | 45.65 | | | | 45.65 |
| SAAS Week | 120.00 | | | | 120.00 |
| K-2 Fun Day | 440.00 | | | | 440.00 |
| Audit Fees | 1,595.00 | | | | 1,595.00 |
| Printing & Stationary | 532.91 | | | | 532.91 |
| Dues & Subscriptions | 1,528.58 | | | | 1,528.58 |
| Insurance | 1,993.33 | | | | 1,993.33 |
| Flexischool | 995.38 | | | | 995.38 |
| Gifts | 159.82 | | | | 159.82 |
| Pay Pal & Square Fees | 1.00 | | | | 1.00 |
| Uniform Shop Expenses | 229.95 | 60.00 | | | 289.95 |
| Wages & Salaries | | | 18,783.65 | | 18,783.65 |
| Canteen Resources | 120.55 | | 111.28 | | 231.83 |
| Superannuation | | | 1,882.49 | | 1,882.49 |
| Advertising | 199.00 | | | | 199.00 |
| Band Camp | | | | 16,585.75 | 16,585.75 |
| Instruments R & M | | | | 842.50 | 842.50 |
| Instruments Purchases | | | | 114.90 | 114.90 |
| Tutors Fees | | | | 72,726.00 | 72,726.00 |
| Awards & Gifts | | | | 210.00 | 210.00 |
| Fundraising Costs | | | | 232.51 | 232.51 |
| Refunds | | | | 295.00 | 295.00 |
| Total | 46,332.34 | 60.00 | 20,777.42 | 91,006.66 | 158,176.42 |

The accompanying notes form part of these financial statements.

Divisional Profit and Loss Statement
For the year ended 31 December 2023

| | P and C | Uniform Shop Committee | Canteen Committee | Music Committee | Total |
|--------------------------|-------------|---------------------------|----------------------|-----------------|-----------|
| Divisional Profit | (17,198.79) | 18,904.37 | 13,329.57 | 13,094.86 | 28,130.01 |

The accompanying notes form part of these financial statements.

Divisional Profit and Loss Statement
For the year ended 31 December 2023

Net Profit

28,130.01

The accompanying notes form part of these financial statements.

Detailed Balance Sheet as at 31 December 2023

| | Note | 2023 \$ | 2022 \$ |
|------------------------------|------|--------------------------|--------------------------|
| Current Assets | | | |
| Cash Assets | | | |
| Band CBA 7098 | | 59,904.19 | 58,836.87 |
| Canteen Westpac 3977 | | 190.28 | 190.28 |
| Canteen St George | | 29,952.12 | 45,130.10 |
| P & C Westpac General 7927 | | 44,724.01 | 27,119.31 |
| P & C Westpac Saving 6217 | | 44,666.83 | 44,048.08 |
| P & C ING Direct 9572 | | 99.05 | 98.93 |
| Uniform Shop St George 4696 | | 69,930.08 | 62,401.81 |
| Canteen CBA Business 3843 | | 400.62 | 205.23 |
| Cash on hand | | (1,291.30) | |
| Undeposited Funds | | 409.71 | 381.00 |
| Pay Pal | | 217.99 | 217.99 |
| Square | | 1.13 | 1.13 |
| | | <u>249,204.71</u> | <u>238,630.73</u> |
| Receivables | | | |
| Trade debtors | | | 288.50 |
| | | | <u>288.50</u> |
| Inventories | | | |
| Closing Stock - Uniform Shop | | 34,970.19 | 25,364.23 |
| | | <u>34,970.19</u> | <u>25,364.23</u> |
| Other | | | |
| Prepayments | | 1,471.43 | 1,719.08 |
| | | <u>1,471.43</u> | <u>1,719.08</u> |
| Total Current Assets | | <u>285,646.33</u> | <u>266,002.54</u> |

Detailed Balance Sheet as at 31 December 2023

| | Note | 2023 \$ | 2022 \$ |
|--------------------------------------|------|--------------------------|--------------------------|
| <hr/> | | | |
| Non-Current Assets | | | |
| Property, Plant and Equipment | | | |
| Canteen Equipments | | 3,753.00 | 3,753.00 |
| Computer Equipment | | 1,221.00 | 685.00 |
| Band Instruments | | 8,678.00 | 1,433.00 |
| | | <u>13,652.00</u> | <u>5,871.00</u> |
| Total Non-Current Assets | | <u>13,652.00</u> | <u>5,871.00</u> |
| Total Assets | | <u>299,298.33</u> | <u>271,873.54</u> |
| Current Liabilities | | | |
| Current Tax Liabilities | | | |
| TFN withholding tax | | 172.00 | 62.00 |
| | | <u>172.00</u> | <u>62.00</u> |
| Total Current Liabilities | | <u>172.00</u> | <u>62.00</u> |
| Total Liabilities | | <u>172.00</u> | <u>62.00</u> |
| Net Assets | | <u>299,126.33</u> | <u>271,811.54</u> |
| Members' Funds | | | |
| Accumulated surplus (deficit) | | <u>299,126.33</u> | <u>271,811.54</u> |
| Total Members' Funds | | <u>299,126.33</u> | <u>271,811.54</u> |

The accompanying notes form part of these financial statements.

Notes to the Financial Statements
For the year ended 31 December 2023

Note 1: Summary of Significant Accounting Policies

Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of New South Wales. In the opinion of the committee the association is not a reporting entity because it is not reasonable to expect the existence of users who rely on the association's general purpose financial statements for information useful to them for making and evaluating decisions about the allocation of resources.

The financial report has been prepared in accordance with the Associations Incorporations Act of New South Wales, the basis of accounting specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of Accounting Standards AASB 101: Presentation of Financial Statements, AASB 107: Cash Flow Statements, AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors, AASB 1031: Materiality and AASB 1054: Australian Additional Disclosures.

The association has concluded that the requirements set out in AASB 10 and AASB 128 are not applicable as the initial assessment on its interests in other entities indicated that it does not have any subsidiaries, associates or joint ventures. Hence, the financial statements comply with all the recognition and measurement requirements in Australian Accounting Standards.

The association has not assessed whether these special purpose financial statements comply with all the recognition and measurement requirements in Australian Accounting Standards.

The financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

(a) Accounts Receivables and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

| Class of Fixed Asset | Depreciation Rate |
|----------------------|-------------------|
|----------------------|-------------------|

Please enter classes of fixed asset and depreciation rates here

(c) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Notes to the Financial Statements
For the year ended 31 December 2023

(d) Cash and Cash Equivalents

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

(e) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

The association has applied AASB 15: Revenue from Contracts with Customers (AASB 15) and AASB 1058: Income of Not-for-Profit Entities (AASB 1058) using the cumulative effective method of initially applying AASB 15 and AASB 1058 as an adjustment to the opening balance of equity at 1 July 2019. Therefore, the comparative information has not been restated and continues to be presented under AASB 118: Revenue and AASB 1004: Contributions.

In the current year

Contributed Assets

The association receives assets from the government and other parties for nil or nominal consideration in order to further its objectives. These assets are recognised in accordance with the recognition requirements of other applicable accounting standards (eg. AASB 9, AASB 16, AASB 116 and AASB 138).

On initial recognition of an asset, the association recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer).

The association recognises income immediately in profit or loss as the difference between initial carrying amount of the asset and the related amount.

Operating Grants, Donations and Bequests

When the association receives operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the association:

- identifies each performance obligation relating to the grant
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations.

Where the contract is not enforceable or does not have sufficiently specific performance obligations, the association:

- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards (eg. AASB 9, AASB 16, AASB 116 and AASB 138)
- recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer)
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

If a contract liability is recognised as a related amount above, the association recognises income in profit or loss when or as it satisfies its obligations under the contract.

Capital Grant

Notes to the Financial Statements
For the year ended 31 December 2023

When the association receives a capital grant, it recognises a liability for the excess of the initial carrying amount of the financial asset received over any related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer) recognised under other Australian Accounting Standards.

The association recognises income in profit or loss when or as the association satisfies its obligations under the terms of the grant.

Interest Income

Interest revenue is recognised using the effective interest rate method.

Dividend Income

The association recognises dividends in profit or loss only when the right to receive payment of the dividend is established.

Income from Sale of Goods

The association publishes and sells books and magazines publications to the general public. Revenue is recognised when control of the products has transferred to the customer. For such transactions, this is when the products are delivered to the customers. Volume discounts could be provided with the sale of these items, depending on the volume of aggregate sales made to eligible customers over every six-month period. Revenue from these sales is based on the price stipulated in the contract, net of the estimated volume discounts. The volume discounts are estimated using historical experience and applying the expected value method. Revenue is then only recognised to the extent that there is a high probability that a significant reversal of revenue will not occur. Where there is expected volume discounts payable to the customers for sales made until the end of the reporting period, a contract liability is recognised.

A receivable will be recognised when the goods are delivered. The association's right to consideration is deemed unconditional at this time as only the passage of time is required before payment of that consideration is due. There is no significant financing component because sales (which include those with volume discounts) are made within a credit term of 30 to 45 days.

Customers have a right to return products within 60 days as stipulated in the current contract terms. At the point of sale, a refund liability is recognised based on an estimate of the products expected to be returned, with a corresponding adjustment to revenue for these products.

Consistent with the recognition of the refund liability, the association further has a right to recover the product when customers exercise their right of return so consequently the company recognises a right to returned goods asset and a corresponding adjustment is made to cost of sales.

Historical experience of product returns is used to estimate of the number of returns on a portfolio level, using the expected value method. It is considered highly probable that significant reversal in the cumulative revenue will not occur given the consistency in the rate of return presented in the historical information.

All revenue is stated net of the amount of goods and services tax (GST).

In the comparative period

Non-reciprocal grant revenue was recognised in profit or loss when the association obtained control of the grant and it was probable that the economic benefits gained from the grant would flow to the entity and the amount of the grant could be measured reliably.

If conditions were attached to the grant which must be satisfied before the association was eligible to receive the contribution, the recognition of the grant as revenue was deferred until those conditions were satisfied.

When grant revenue was received whereby the association incurred an obligation to deliver economic value directly back to the contributor, this was considered a reciprocal transaction and the grant revenue was recognised in the statement of financial position as a liability until the service had been delivered to the contributor; otherwise the grant was recognised as income on receipt.

Notes to the Financial Statements
For the year ended 31 December 2023

The association received non-reciprocal contributions of assets from the government and other parties for no or nominal value.

These assets were recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of profit or loss and other comprehensive income.

Donations and bequests were recognised as revenue when received.

Interest revenue was recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Dividend revenue was recognised when the right to receive a dividend had been established.

Rental income from operating leases was recognised on a straight-line basis over the term of the relevant leases.

Revenue from the rendering of a service was recognised upon the delivery of the service to the customer.

(f) Leases

The association as lessee

At inception of a contract, the association assesses if the contract contains or is a lease. If there is a lease present, a right-of-use asset and a corresponding lease liability is recognised by the association where the association is a lessee. However, all contracts that are classified as short-term leases (lease with remaining lease term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Initially the lease liability is measured at the present value of the lease payments still to be paid at commencement date. The lease payments are discounted at the interest rate implicit in the lease. If this rate cannot be readily determined, the association uses the incremental borrowing rate.

Lease payments included in the measurement of the lease liability are as follows:

- fixed lease payments less any lease incentives
- variable lease payments that depend on an index or rate, initially measured using the index or rate at the commencement date
- the amount expected to be payable by the lessee under residual value guarantees
- the exercise price of purchase options, if the lessee is reasonably certain to exercise the options
- lease payments under extension options if lessee is reasonably certain to exercise the options and
- payments of penalties for terminating the lease, if the lease term reflects the exercise of an option to terminate the lease.

The right-of-use assets comprise the initial measurement of the corresponding lease liability as mentioned above, any lease payments made at or before the commencement date as well as any initial direct costs. The subsequent measurement of the right-of-use assets is at cost less accumulated depreciation and impairment losses.

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset whichever is the shortest. Where a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the association anticipates exercising a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

Concessionary Leases

For leases that have significantly below-market terms and conditions principally to enable the association to further its objectives (commonly known as peppercorn/concessionary leases), the association has adopted the temporary relief under AASB 2018-8 and measures the right of use assets at cost on initial recognition.

Notes to the Financial Statements
For the year ended 31 December 2023

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Statement by Members of the Committee
For the year ended 31 December 2023

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statement :

1. **Presents fairly the financial position of Winston Heights Public School P & C Association as at 31 December 2023 and its performance for the year ended on that date.**
2. **At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.**

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Liam Murphy
President



Anand Shinde
Treasurer

LOMay.2024

Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Winston Heights Public School P & C Association (the association), which comprises the Statement by Members of the Committee, the Income and Expenditure Statement, Balance Sheet as at 31 December 2023, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 31 December 2023 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 2009.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 2009. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 2009 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

Independent Auditor's Report to the Members

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on 10 May, 2024:

Mahmoud Kargar, FCPA

Kargar & Associates

No 1 New Zealand Street, Parramatta NSW 2150

**Certificate by Member of the Committee
For the year ended 31 December 2023**

I, Lauren Murphy, and I, Anand Shinde of Winston Heights Public School, Buckleys Rd, Winston Hills NSW 2153 certify that:

- a. We attended the annual general meeting of the association held on 13/05/2024.
- b. The financial statements for the year ended 31 December 2023 were submitted to the members of the association at its annual general meeting.

Dated 10 May, 2024

Lauren Murphy
Committee Member

Anand Shinde
Committee Member