

LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

GENERAL MEETING MINUTES 29 OCTOBER 2024

Location: Club Lennox Sports

Meeting opened at 18:00

1. Welcome

2. Attendance and Apologies

Present: K Mitchell, K Nimmo, S Leonard, L Ludvigson, R O'Connor, E McKenzie, J Lachmann, M Ivey, S Brown, K Smith

Apologies: I Yap, M Dippert, C Domensino

3. Confirmation of previous meeting minutes

D Langfield requested an amendment to the wording of the minutes after distribution to members. Motion passed to approve previous meeting minutes with the requested amendment. Moved: L Ludvigson Second: K Mitchell.

4. Matters arising from previous meeting minutes

4.1 Motion passed to close Southern Cross Credit Union bank accounts named "Lennox Head P&C Canteen" and "Fundraising" account number 100043291 and 100143757. Moved M Dippert Second: L Ludvigson

5. Principal's Report

Received and attached.

P&C will provide cake for the year six farewell Thursday 12 December.

6. Canteen Report

Attached.

7. Treasurers Report

Received and attached.

8. General Business

8.1 Fundraising

- Halloween Disco a success with ~340 attendees and 2.5K profit.
- Tintenbar Upfront fundraiser 3.30-6.15 pm 10 November at Tintenbar Hall. S Leonard, S Brown, L Ludvigson, K Wafer providing food for afternoon tea for 30-40 people. S Leonard to share event on P&C Facebook page.
- K Smith to liaise with D Langfield to confirm date in term 2 next year for colour/fun run

8.2 Assemblies

- S Brown asked about the potential for P&C to replace the speakers used for the school song and national anthem at assemblies. New audio/visual equipment expected in the new school build, so no
- S Brown suggested engaging the school community to re-record the school song played at school assemblies. S Leonard to raise with D Langfield.

9. Closure and date of next meeting

Meeting closed: 19:12

Next meeting: Tuesday 3 December followed by end of year drinks and dinner.

Profit and Loss

Lennox Head Public School P & C Association

For the period 1 January 2024 to 25 November 2024

Account	1 Jan-25 Nov 2024	1 Jan-26 Nov 2023
Trading Income		
Canteen Cash Sales	4,798.70	1,387.15
Canteen Sales	74,524.38	71,812.15
Disco Night	3,118.20	0.00
Easter Raffle	2,478.20	3,344.65
Fathers Day Stall Income	2,919.40	3,019.05
Mothers Day Income	2,755.85	2,826.60
Tintenbar Upfront	175.00	0.00
Uniform Sales	0.00	41.28
Total Trading Income	90,769.73	82,430.88
Gross Profit		
	90,769.73	82,430.88
Other Income		
Interest Received	202.21	67.96
P & C Membership	0.00	16.00
Total Other Income	202.21	83.96
Operating Expenses		
Audit Fee	654.50	599.50
Bank Fees	27.21	15.85
Byron Gourmet Pies	0.00	90.42
Canteen Equipment	577.50	0.00
Closing Stock on Hand - Food	(542.79)	(545.61)
Closing Stock on Hand - Uniform	(659.18)	44.80
Disco Costs	630.49	0.00
Dolphin Office	52.00	0.00
Easter Raffle Costs	0.00	145.30
Essential Equipment & Supplies	377.60	0.00
Fathers Day Stall Costs	2,172.56	2,069.30
Freewave Sushi	2,643.73	1,211.60
IGA	1,067.60	122.73
Insurance	1,554.00	1,445.00
JDC Holdings	0.00	990.35
Kemp Agencies	2,277.25	644.30
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	1,627.50
Miscellaneous Purchases	1,663.36	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Norco	3,872.74	2,911.10
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	160.00
Payroll Expenses	30,496.50	30,005.55
Payroll Expenses- Contractor	516.98	0.00
School donation- Outdoor tables	6,000.00	15,930.00
Slush Puppie	742.95	298.00
Superannuation	3,428.94	3,214.60
Superior Food Group	19,934.99	17,295.75
The Provadores	153.48	0.00
Woolworths	14,427.94	7,641.30
Workers Compensation	733.93	486.88
Xero Subscription	741.80	150.50
Total Operating Expenses	96,726.83	88,286.24
Net Profit	(5,754.89)	(5,771.40)

Profit and Loss

Lennox Head Public School P & C Association
For the period 1 January 2024 to 25 November 2024

Cost Centre is Canteen.

Account	25-Nov-24	25-Nov-23
Trading Income		
Canteen Cash Sales	4,798.70	1,387.15
Canteen Sales	74,524.38	71,812.15
Total Trading Income	79,323.08	73,199.30
Gross Profit	79,323.08	73,199.30
Operating Expenses		
Bank Fees	3.61	15.85
Byron Gourmet Pies	0.00	90.42
Canteen Equipment	577.50	0.00
Closing Stock on Hand - Food	(542.79)	(545.61)
Dolphin Office	52.00	0.00
Essential Equipment & Supplies	377.60	0.00
Freewave Sushi	2,643.73	1,211.60
IGA	1,067.60	122.73
JDC Holdings	0.00	990.35
Kemp Agencies	2,277.25	644.30
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	1,627.50
Miscellaneous Purchases	1,163.36	0.00
Norco	3,872.74	2,911.10
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	0.00
Payroll Expenses	30,496.50	30,005.55
Payroll Expenses- Contractor	516.98	0.00
Slush Puppie	742.95	298.00
Superannuation	3,428.94	3,214.60
Superior Food Group	19,934.99	17,295.75
The Provodores	153.48	0.00
Woolworths	14,427.94	7,641.30
Workers Compensation	733.93	486.88
Total Operating Expenses	82,478.26	66,579.40
Net Profit	(3,155.18)	6,619.90

* Gross Margin Calculation	32,059.49	39,797.17
	40.42%	54.37%

Note- \$1,526.02 was paid in sick leave in 2024.....Canteen was non operational

Profit and Loss

Lennox Head Public School P & C Association
For the period 1 January 2024 to 25 November 2024

Cost Centre is Fundraising.

Account	25-Nov-24	25-Nov-23
Trading Income		
Disco Night	3,118.20	0.00
Easter Raffle	2,478.20	3,344.65
Fathers Day Stall Income	2,919.40	3,019.05
Mothers Day Income	2,755.85	2,826.60
Tintenbar Upfront	175.00	0.00
Uniform Sales	0.00	41.28
Total Trading Income	11,446.65	9,231.58
Gross Profit	11,446.65	9,231.58
Other Income		
Interest Received	202.21	67.96
P & C Membership	0.00	16.00
Total Other Income	202.21	83.96
Operating Expenses		
Audit Fee	654.50	599.50
Bank Fees	23.60	0.00
Closing Stock on Hand - Uniform	(659.18)	44.80
Disco Costs	630.49	0.00
Easter Raffle Costs	0.00	145.30
Fathers Day Stall Costs	2,172.56	2,069.30
Insurance	1,554.00	1,445.00
Miscellaneous Purchases	500.00	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Parents Info BBQ Night	0.00	160.00
School donation- Outdoor tables	6,000.00	15,930.00
Xero Subscription	741.80	150.50
Total Operating Expenses	14,248.57	21,706.84
Net Profit	(2,599.71)	(12,391.30)

Balance Sheet

Lennox Head Public School P & C Association

As at 25 November 2024

Account	25 Nov 2024	25 Nov 2023
Assets		
Bank		
Canteen Account	3,144.11	0.00
Fund Raising	3,293.20	0.00
SouthernCross CU Canteen	8,522.70	16,073.22
SouthernCross CU Fundraising	20,580.88	14,609.54
SouthernCross CU Term Deposit	5,270.17	5,067.96
Total Bank	40,811.06	35,750.72
Current Assets		
Petty Cash - Canteen	300.00	300.00
StockonHand - Food	1,925.50	1,440.06
StockonHand - Uniforms	735.98	315.30
Total Current Assets	2,961.48	2,055.36
Total Assets	43,772.54	37,806.08
Liabilities		
Current Liabilities		
Canteen	7,152.31	0.00
Other Accounts Payable	(144.69)	6,870.78
PAYG Withholding Payable	660.25	1,768.25
Superannuation Payable	650.61	1,522.82
Total Current Liabilities	8,318.48	10,161.85
Total Liabilities	8,318.48	10,161.85
Net Assets	35,454.06	27,644.23
Equity		
Current Year Earnings	(5,754.89)	(5,771.40)
Retained Earnings	33,415.63	33,415.63
Retained Earnings9	7,793.32	0.00
Total Equity	35,454.06	27,644.23

Lennox Head Public School P&C General Meeting Agenda

Tuesday 3 December 2024, 6pm,

Club Lennox Sports

Item	Description	Who
1	Welcome	Chair
2	Attendance / Apologies	Chair
3	Confirmation of previous meeting minutes	Chair
4	Matters arising from previous meeting minutes 8.1 Date for colour/fun run 2025	
5	Principal's report	DL
6	Canteen report	CD
7	Treasurer's report	Treasurer
8.	Correspondence	Secretary
9	General Business 9.1 Kindy Barbecue 9.2 Meet the Teacher 9.3 Change of school uniform	
10	Close.	Chair