

**MINUTES OF  
WPS UNIFORM SHOP COMMITTEE MEETING  
WEDNESDAY 30 JULY 2014**

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**Present:** Lynda Morris, Patricia Petterson, Janice Choy, Paula Cunningham, Michelle Verhagen, Melissa Fisher

**Apologies:** Amy Diefes

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**Treasurer's Report**

Profit and Loss for the year to date is provided 1 October 2013 to 30 June 2014.

Balance Sheet provided as at 30 June 2014.

The bank statement shows a balance of \$17,000 at 30 June 2014.

Sales for Term 2 were \$54,200 which is a 44% increase on the same period last year.

Our turnover to date is \$154,800 which is now above the GST registration threshold and we still have 3 months of the financial year left. As we were approaching the threshold before the introduction of the new uniform and the school is growing I think we do need to register for GST now as I don't think we will stay below the \$150,000 threshold in the coming years.

The profit to the end of June shows \$40,854 but we still owe Permapleat \$17,000 which is not reflected in the accounts. So the profit to date this year is similar to the same period as last year around \$23,000.

Stock on hand has decreased to \$99,200. Stock levels are much higher this year so we have increased our insurance to cover this. I haven't seen the worker's compensation renewal yet but will follow this up.

We still haven't set up the photos in shopify yet but hopefully this can be done soon for our online webstore.

At this stage the Uniform Shop is still unable to contribute any funds to the P&C.

**GST Threshold**

JC advised we are above the GST registration threshold and all agree that we now need to register for GST.

In accordance with this, prices will need to increase in Term 4. LM and JC will carry out an audit to ascertain profit margins on each item and based on this prices will be increased on certain items and possibly not others.

MF will draft document for inclusion in the newsletter when appropriate advising all parents that prices need to be increased due to the turnover going above \$150,000 and therefore we now need to pay GST.

### **Perm-a-Pleat**

LM advised the last payment of \$17,000 has been arranged and once paid we will not owe them money.

### **Value of Stock**

MF advised that the insurance has been increased to \$120,000.

### **Workers Compensation Insurance**

Further to above (Financial Report) JC advised that she has not seen the renewal/declaration forms from Alliance and the renewal is due in August.

JC has since contacted Alliance and advises that we last paid it in October 2012. We did not do it last year as the workers compensation laws changed and employers who pay annual wages of less than \$7500 no longer need to hold a workers compensation policy. Lynda's wages are still below this amount.

JC advised the Award Wage has increased and LM's wage needs to be increased to bring in line with this. All agree.

### **Photography/Shopify**

MV advised photographs of individual items are ready and will forward JPG files to LM and JC for uploading to Shopify.

MV advised the group photos were shocking and could not be used. MV has since arranged for Kirsten Delany to take new group photos and when complete these will be forwarded to LM & JC.

LM & JC will work on loading all the photos and getting the system ready to go live by Term 4.

Once the system is live and parents are notified the paper order form will no longer be available and all orders must be placed on-line.

### **Donations of Old Uniforms**

MF advised donations going very well. Local pre-schools have been given uniforms that could not be donated.

MF currently sorting through sizes and styles preparing packs to donate to Catholic charity who will then distribute them locally and overseas as needed.

LM trying to obtain feedback on the destination of the donations so we can provide feedback to the school.

The basket in the office will be removed and possibly returned in Term 4.

### **School Bags**

Kim Jom approved the sample provided by Perm-a-Pleat. All agreed that LM will place the minimum order for 50 which will be offered for parents as an alternative to the current bag.

The cost of the chiropractic approved bag is \$46 and all agreed to sell it for \$65.

PC to arrange for Kim Jom to speak at the Kindy Orientation Days if possible advising on the importance of using better bags.

Please find attached flyer prepared by Kim Jom for inclusion in the Kindy packs.

### **Possible Refurbishment of the Uniform Shop**

All agree the uniform shop is in desperate need of refurbishment.

MF advised on a number of possible solutions, including new lockable cabinetry and shelving and removal of some hanging space.

All agreed that before we spend any money on minor works we investigate the possibility of a total refurbishment.

PC advised that she will meet with MF and LM with her husband Jay (builder) to see if we can provide a complete solution and provide a quote for submission to PP for consideration/approval.

### **Miscellaneous**

MF suggested the uniform shop sell maroon hair clips and provided samples. LM will make enquiries about purchasing the suggested 'best' clip and begin selling.

150 Merchandise was discussed as it is currently not selling. A suggestion was made that girl and boy kits be made up for selling at the kindy orientation events in an attempt to move some of the stock.

Another suggestion was made to upload photos from the upcoming Year 5 camp and sell the USB sticks loaded with the photos from the camp (as a one off) to families. Concerns were raised regarding permission to photograph all children, and the work load placed on teachers to ensure all kids are photographed at least once.

PP will discuss with Year 5 teachers to ascertain if they think it could be done.

MV to contact the three families who have not given permission for their children to be photographed and see if they would allow them to be photographed at the camp?

If the teachers think it is possible and all three families agree to their children being photographed then we could possibly proceed with this in an attempt to sell the USB sticks.

### **Next meeting date**

Wednesday 12 November 2014 at 9.45am – location tbc

### **Closure**

The meeting closed at 11.15am

# Balance Sheet

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## Willoughby Public School P & C Uniform Shop As at 30 June 2014

	30 Jun 2014	30 Sep 2013
<b>Assets</b>		
<b>Bank</b>		
General Bank	16,942	7,573
<b>Total Bank</b>	<b>16,942</b>	<b>7,573</b>
<b>Current Assets</b>		
Cash Drawer	150	150
Petty Cash	3	3
Sales Clearing Account	(1,800)	-
Stock on Hand - Clothing	99,203	66,247
<b>Total Current Assets</b>	<b>97,557</b>	<b>66,400</b>
<b>Fixed Assets</b>		
Office Equipment	2,340	1,540
Less Accumulated Depreciation on Office Equipment	(348)	(348)
<b>Total Fixed Assets</b>	<b>1,992</b>	<b>1,192</b>
<b>Total Assets</b>	<b>116,490</b>	<b>75,165</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
PAYG Withholdings Payable	335	297
Superannuation Payable	148	135
<b>Total Current Liabilities</b>	<b>483</b>	<b>432</b>
<b>Total Liabilities</b>	<b>483</b>	<b>432</b>
<b>Net Assets</b>	<b>116,008</b>	<b>74,733</b>
<b>Equity</b>		
Current Year Earnings	40,854	19,342
P&C Contributions	(179,040)	(179,460)
Retained Earnings	254,193	234,851
<b>Total Equity</b>	<b>116,008</b>	<b>74,733</b>

# Profit & Loss

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## Willoughby Public School P & C Uniform Shop 1 October 2013 to 30 June 2014

	<b>30 Jun 14</b>
<b>Income</b>	
Interest Income	155
Sales - Clothing	154,814
<b>Total Income</b>	<b>154,969</b>
<b>Less Cost of Sales</b>	
Opening Stock	66,247
Purchases - Accessories	654
Purchases - Clothing	137,863
Closing Stock	(99,203)
<b>Total Cost of Sales</b>	<b>105,561</b>
<b>Gross Profit</b>	<b>49,407</b>
<b>Plus Other Income</b>	
Shoe Sale Commission	404
<b>Total Other Income</b>	<b>404</b>
<b>Less Operating Expenses</b>	
Bank Fees	1,723
General Expenses	30
Printing & Stationery	24
Subscriptions	2,051
Superannuation	434
Wages and Salaries	4,695
<b>Total Operating Expenses</b>	<b>8,957</b>
<b>Net Profit</b>	<b>40,854</b>