
MINUTES
WPS UNIFORM SHOP COMMITTEE MEETING & AGM
Wednesday 21 November 2015, 9.45am

Present: Lynda Morris, Janice Choy, Helen Bromley-Fox, Melissa Fisher, Caz Kam, Amy Diefes

Apologies: Paula Cunningham, Natasha Keen, Lisa Woods, Emma McGoldrick

Confirmation of Minutes of Previous Meeting

Report was adopted and agreed.

Moved by: Janice Choy

Seconded by: Amy Diefes

Treasurer's Report

Profit and Loss for the financial year 1 October 2014 to 30 September 2015 is provided.

Balance Sheet provided as at 30 September 2015.

The bank statement shows a balance of \$33,024 at the end of the financial year.

Sales for the year were \$166,279 which is a 3.7% decrease on the year before.

The profit for the financial year was \$33,024 which is a 14% decrease on the year prior, due mainly to the increase in fees from the online system and the decrease in new girls' uniform sales. This is expected.

The Uniform Shop was able to donate \$10,000 to the P&C in the last financial year. P&C will decide on a further donation at the next meeting, after the current stock orders have been paid for.

AGM: All Financial Documents for year ending 30 September 2015 have been submitted to Auditor and P&C Treasurer.

Report was adopted and agreed.

Moved by: Amy Diefes

Seconded by: Mel Fisher

Appointment of Executive Members for 2016

Position	Name	Moved	Seconded
Convenor	Helen Bromley-Fox	Mel Fisher	Lynda Morris
Secretary	Melissa Fisher	Helen Bromley-Fox	Caz Kam

Janice Choy	Treasurer	Lynda Morris	Caz Cam
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Lynda Morris, Shop Manager, thanked the outgoing committee of Amy Diefes and Paula Cunningham. In addition she thanked all the volunteers.

The new and returning committee members who nominated were elected unanimously.

Changes to Bank Signatories for 2016

New paperwork was issued to HBF and MF in order to complete the required identification process to become Uniform Shop Signatories. (Two signatories required – Shop Manager, Convenor, Secretary, Treasurer and Deputy Principal – no change.)

Noted and confirmed.

Confirmation that Workers Compensation Policy is up to date

Confirmation that Workers Compensation Policy is up to date: Policy renewal is 22 August each year. TBC

Noted and confirmed.

Business Arising & General Business

Staff & Opening Hours

No changes to staffing.

Extended opening times for Kindy Orientation weeks were discussed and agreed. Volunteers secured from those present.

Extended opening times were also discussed for Weeks 1 & 2, 2016. Tentative agreement:

Pupil Free Day, Wed 27 January: 9.30-11.30am

Week 1, Thu & Fri, 28 & 29 Jan: 8.30-9.30am both days

Week 2, return to normal hours, Wed and Fri 8.30-9.30am both days

Volunteers schedule to be confirmed w/c 23/11/15 – LM, HBF, MF.

Storage

All present discussed ongoing storage shortage. The use of the disability bathroom was a short term solution and was full due to boxes of school bags.

NK had previously suggested we approach a local storage company, based on her experience with a past primary school they will often provide a space for free, in exchange for some exposure within the school community.

Insurance etc was discussed too.

All agreed this was a good idea and NK to follow up.

Girls Uniform & Supplier

The delayed delivery of the girls' summer uniform was discussed. And a decision was made to speak to Michelle Verhagen in the New Year regarding a change in suppliers. All expressed dissatisfaction with Permapleat on service, delivery, flexibility, communications and follow up. LM, HBF to meet with MV in the New Year.

Despite the delay all agreed the new style, with slightly adjusted neckline and more generous under arm fit looked and fitted better.

It was again agreed not to 'advertise' the Q sizes, only offer to parents who come in.

Chiropractic Bags

LM noted that the bags have continued to sell well.

Kim Jom provided two video clips to show families how to properly wear both backpacks. JC to put link onto Shopify. MF to put link on P&C website.

WPS Merchandise

After a year in the Uniform shop, there have been very few sales of WPS merchandise. It was decided to reduce the prices significantly and advertise the price reductions in the newsletter.

Donation of the merchandise will be discussed in early 2016.

Band Uniforms

The uniform Shop was approached by the Band regarding selling their uniform and second hand goods. Whilst this is an excellent sharing of resources, the storage and display concern was raised. HBF to discuss further with the band in advance of the Term 1 meeting to work out a trial system.

Stocktake

End of year stocktake is taking place on ?...

Next meeting date

To be confirmed – 1st Term 2016, based on P&C meeting dates

Closure

The meeting closed at 11.45am

WILLOUGHBY PUBLIC SCHOOL – UNIFORM SHOP

TREASURER'S REPORT OCTOBER 2015

Profit and Loss for the financial year 1 October 2014 to 30 September 2015 is provided.

Balance Sheet provided as at 30 September 2015.

The bank statement shows a balance of \$33,024 at the end of the financial year.

Sales for the year were \$166,279 which is 3.7% decrease on the year before.

The profit for the financial year was \$24,976 which is a 14% decrease on the year before, mainly due to the increase in fees from the online system and the decrease in sales but this is as expected.

Stock on hand is \$85,648 which is a small decrease on the previous year.

We were able to donate \$10,000 to the P&C in the last financial year and will decide on a further donation at the next meeting after the current stock orders have been paid for.

Profit & Loss

Willoughby Public School P & C Uniform Shop 1 October 2014 to 30 September 2015

	30 Sep 15	30 Sep 14
Income		
Interest Income	196	197
Other Revenue	47	-
Sales - Clothing	165,170	172,434
Sales - Second Hand Clothing	1,109	301
Total Income	166,523	172,932
Less Cost of Sales		
Opening Stock	87,096	66,247
Purchases - Accessories	126	654
Purchases - Clothing	128,327	152,313
Closing Stock	(85,648)	(87,096)
Total Cost of Sales	129,901	132,119
Gross Profit	36,622	40,813
Plus Other Income		
Shoe Sale Commission	445	445
Total Other Income	445	445
Less Operating Expenses		
Bank Fees	2,113	2,033
Depreciation	153	191
General Expenses	149	62
Insurance	159	159
Office Expenses	27	800
Postage	-	30
Printing & Stationery	130	24
Repairs and Maintenance	14	-
Subscriptions	464	2,163
Superannuation	682	574
Transaction Fees	1,021	-
Wages and Salaries	7,180	6,168
Total Operating Expenses	12,091	12,204
Net Profit	24,976	29,055

Balance Sheet

Willoughby Public School P & C Uniform Shop As at 30 September 2015

	30 Sep 2015	30 Sep 2014
Assets		
Bank		
General Bank	33,024	16,043
PayPal Account	814	-
Total Bank	33,838	16,043
Current Assets		
Cash Drawer	150	150
Petty Cash	-	3
Sales Clearing Account	(143)	-
Stock on Hand - Clothing	85,648	87,096
Total Current Assets	85,656	87,249
Fixed Assets		
Office Equipment	1,540	1,540
Less Accumulated Depreciation on Office Equipment	(930)	(777)
Total Fixed Assets	610	763
Total Assets	120,104	104,055
Liabilities		
Current Liabilities		
Accrued Expenses	21	-
GST	1,108	42
PAYG Withholdings Payable	314	323
Superannuation Payable	136	140
Total Current Liabilities	1,578	505
Total Liabilities	1,578	505
Net Assets	118,526	103,550
Equity		
Current Year Earnings	24,976	29,055
P&C Contributions	(189,460)	(179,460)
Retained Earnings	283,010	253,955
Total Equity	118,526	103,550