

**CONCORD HIGH SCHOOL P&C ASSOCIATION**

**General Meeting Minutes**

**ABN:** 43 317 153 298

**Meeting Tuesday 4<sup>th</sup> Nov at 6:30pm**

**Where:** School Library

**Website:** <https://www.concordhspandc.com.au/>

**Facebook:** <https://www.facebook.com/groups/concordhighschoolpandc>

	<b>Item</b>	<b>Lead</b>
<b>1</b>	<b>Welcome</b>	Alison
	Attendance: Alison Wallbank, Emma Bayley, Alice Leung (teacher), Anna Koskinen, Cassandra Seto, Amy De Paula,	
	<b>Apologies</b> Amber Hooker <b>Acceptance of Minutes</b> – Accepted by Amy de Paula seconded by Alison Wallbank	Alison
<b>4</b>		
<b>5</b>	<b>Correspondence and Communication:</b> Increasing density - Greens Joanna Somerville. Alison to contact to find out what they are hoping to achieve by speaking with us.	Alison
<b>6</b>	<b>Business arising from previous meeting</b> <ul style="list-style-type: none"> <li>● World Teacher’s Day – presenting gifts went well.</li> <li>● Orientation Day – 2/12. Amber and Anna to attend. Digital sign up with QR.</li> <li>● Poster for people to read – Emma happy to update.</li> <li>● Open Day – smaller food in and around buildings? Use rear? Problems with food trucks on oval. Agreed not larger food trucks.</li> <li>● Possibility to approach canteen – agreed good idea. They also have coffee.</li> <li>● Hospitality for coffee. May need to supplement, school to let P&amp;C know preferred option.</li> <li>● Book gelato – Amy</li> <li>● Jacquie – book canteen/talk to canteen about their availability – Yvette contact</li> <li>● Alice will update Jodie, Alice to speak to Vanessa C re busking/music groups</li> </ul>	

	<ul style="list-style-type: none"> <li>• Alice mentioned some of the students can do face painting. Eliza contact for that (as well as hospitality). Alice to follow up.</li> <li>• Rent stalls or do we have marquees? Possibly borrow from local soccer clubs? TBC</li> <li>• \$1000 approved to book/spend on gelato. Potential vouchers for students who are helping out or in music groups etc.</li> </ul>	
7	<b>President's Report</b>	Alison
8	<b>Principal's Report – see below</b> Victor unable to attend. Ms Alice Leung provided representation.	
9	<b>Treasurer's Report - see report for details</b>	Anna
10		
	<b>Meeting close</b>	
	<b>Next meeting : 9<sup>th</sup> December, consider Massey Park, dinner from 6 meeting at 7pm</b>	Alison

### TREASURER'S REPORT 4 November 2025

#### Summary:

Since the last meeting in September the P&C have received:

- an additional \$10 in membership fees

The P&C have incurred the following since the last meeting in September:

- The Annual Audit was completed and the financial reports are ready to be submitted for FY25 for the P&C. Audit Fees for FY25 were \$902
- Year 12 cupcakes were donated to the school by the P&C at a cost of \$510
- The P&C prepared gift hampers for each of the teachers' staff rooms (15 in total) including SLSOs, Library and Office staff. These were presented on the 31<sup>st</sup> Oct. This was a cost of \$891 (with an additional \$73.41 paid to be noted in the next report.)

**Noting:**

1. P&C PayPal Account – The P&C PayPal account was used for the trivia night to process donations, but unfortunately it was suspended by PayPal during the evening. This was due to the increased regulations over the past 12 months relating to AML and KYC. This will require the P&C President and Treasurer to provide additional personal details to be verified as account holders, before the account can be re-opened. There is a balance of \$549.23 in the account and PayPal have indicated they will hold this balance for 180 days. At this point the P&C will be able to transfer this balance into the main P&C account. Also, we will likely close the P&C PayPal account at this time as we no longer require it. **Noting only.**
  
2. ATO Access Request - The application to the ATO that was submitted in August 2025 to add Anna Koskinen to the list of registered persons who can access the P&C ATO records. There is no update on this item as yet. **Noting Only.**

**Grant Status:**

Date	Project	Description	Status
20/8/25	Waiving of Room Hire Fee for Trivia Night	Canada Bay Club – Community Club Grants	\$850 <b>Unsuccessful</b>
20/8/25	Development of 'The Tree's' Area (planned 2026)	Drummoyne Sailing Club – Community Club Grants	\$4500 <b>Unsuccessful</b>
22/8/25	Point of Sale technology purchase	A grant for the purchase of Square EFTPOS terminal and cash drawer.	\$1200 <b>Received and acquitted</b>
22/9/25	Development of 'The Tree's' Area (planned 2026)	Transurban Community Grants Program	\$10,000 <b>Unsuccessful</b>

**Bank Balance**

- General P&C account balance: \$35,255
- General P&C equity (portion of above available for general spending): \$29,836 taking into account the following future expenses:
  - GST Liability (\$646)
  - Trivia Donations For 'The Trees Upgrade' (\$4700)
  - Remaining Expenses for Teachers Day Gifts (\$73.41)

**Status of DGR Building Fund**

- The building fund balance sits at \$620

**Table for NOTING ONLY 2025 expenses:**

Month 2025	Out - Expected expenses

# CONCORD HIGH SCHOOL P&C ASSOCIATION

We help our community thrive

Jan (Actual Paid) & Feb	<ul style="list-style-type: none"> <li>• Sports Uniforms for \$4,800, School Mascot for \$5,000.</li> <li>• Seating for the side office area \$26,000 which was paid using:             <ul style="list-style-type: none"> <li>○ \$2700 from the CHS P&amp;C Building Fund Account (See below)</li> <li>○ \$1000 from Five Dock RSL Grant</li> <li>○ \$22,300 from the CHS P&amp;C General Account</li> </ul> </li> <li>• Consent Labs \$2916.16</li> <li>• Annual Audit FY24 \$902</li> </ul>
Mar & Apr	<ul style="list-style-type: none"> <li>• Bunnings BBQ Funds Raised Net = \$2317.21 (Cash Received \$3960.90 - Expenses \$1643.69)</li> <li>• Note: \$2000 to be provided to CHS in 2026 for Year 10 peer support @Year 7 camp</li> </ul>
May & June	<ul style="list-style-type: none"> <li>• \$2000 donation for Year 10 Peer Support Leaders camp 2026</li> <li>• Renew Website support \$43</li> </ul>
July	<ul style="list-style-type: none"> <li>• Website expenses \$670 for 2 years</li> </ul>
Aug	<ul style="list-style-type: none"> <li>• Membership and Insurance fees \$1166</li> <li>• Trivia night fundraiser Raised Net: \$ (Cash received \$</li> </ul>
Sept	<ul style="list-style-type: none"> <li>• Year 12 Cupcakes \$509</li> <li>• Refund \$130 for Trivia night issue</li> </ul>
Oct, Nov & Dec	<ul style="list-style-type: none"> <li>• Teachers Day \$965</li> <li>• Annual Audit FY25 \$902</li> </ul>

***Balance Sheet***

**CONCORD HIGH SCHOOL  
P&C**

Prepared by: A. Koskinen 4/11/2025

**Financial Statements**

**Balance Sheet**

	<b>30-Jun 2026</b>	Year Ending <b>30-Jun 2025</b>
<b>ASSETS</b>		
<b>Bank</b>		
Westpac General	35,255	34,002
Westpac GDR Building Fund	620	120
<b>Total Bank</b>	<b>35,874</b>	<b>34,121</b>
<b>Current Assets</b>		
Inventory On Hand	0	0
<b>Total Current Assets</b>	<b>0</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>35,874</b>	<b>34,121</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
GST	646	646
Suppliers Payable	0	0
<b>Total Current Liabilities</b>	<b>646</b>	<b>646</b>
<b>Non-Current Liabilities</b>		
Unacquitted GDR Building Funds	620	120
Unacquitted Grants	0	0
<b>Total Non-Current Liabilities</b>	<b>620</b>	<b>120</b>
<b>TOTAL LIABILITIES</b>	<b>1,266</b>	<b>766</b>
<b>NET ASSETS</b>	<b>34,608</b>	<b>33,355</b>
<b>EQUITY</b>		
Current Year Earnings	1,253	(13,284)
Retained Earnings	33,355	46,637
<b>TOTAL EQUITY</b>	<b>34,608</b>	<b>33,353</b>

(2)

**P&L**

**CONCORD HIGH SCHOOL P&C  
Financial Statements  
Profit & Loss**

Prepared by: A. Koskinen 4/11/2025

	FY 26 Year to Date	
	<b>30-Jun 2026</b>	<b>30-Jun 2025</b>
<b>Income</b>		
Grants Received & Acquitted	1,200	2,000
Donations - Building Fund (acquitted)	0	2,702
Donations & Contributions	1,983	24,697
Fundraising - Bunnings BBQ	0	3,811
Fundraising - Trivia Night	4,961	4,695
Interest Income	0	0
Membership	10	23
<b>Total Other Income</b>	<b>8,154</b>	<b>37,928</b>
<b>Operating Expenses</b>		
Bank Fees	0	0
Insurance	1,166	961
Telephone & Internet	0	0
Consulting & Accounting	902	902
Donations to CHS - Buildings	0	2,700
Donations to CHS - Cupcakes	510	0
Donations to CHS - Furniture	0	23,300
Donations to CHS - Hardship Fund	0	1,000
Donations to CHS - Harmony Day	0	0
Donations to CHS - Mental Health Programs	0	3,416
Donations to CHS - Robotics	0	3,003
Donations to CHS - School Mascot Uniform	0	5,000
Donations to CHS - Sports Uniforms	0	4,800
Donations to CHS - Teachers Day Gifts	891	630
Donations to CHS - Year 10 Peer Support	0	2,000
Fundraising Expenses	1,455	2,940
General Expenses	1,306	0
Student Uniform Contribution	0	0
End of school Yr 12 Gifts	0	517
Website Expenses	671	43
<b>Total Operating Expenses</b>	<b>6,901</b>	<b>51,212</b>
<b>Net Profit/(Loss)</b>	<b>1,253</b>	<b>(13,284)</b>