



GENERAL MEETING

Monday, 11th July 2022

6:30pm

WoodLinks SS Administration Building

Chairperson: Amanda

Welcome to members: Kristie, Kira, Leandra, Greg, Clint, Amanda, and Raylene.

Introduce any guests:

Apologies: Andrew, Beth & Ashlee

Confirmation of minutes of the previous general meeting:

The minutes of the previous General Meeting held on 6th June 2022, were read by those present.

Motion: That the minutes be accepted as a true and a correct record of the meeting.

Motioned: Amanda

Seconded: Kristie

Business arising out of the minutes of the previous general meeting:

NIL

Correspondence received since the previous general meeting:

Inward: Accident Insurance Policy, Invoices and Bills

Outward: NIL

Business arising: NIL

Confirmation of executive committee's decisions (if any):

'Official' Jumpers ordered for a total spend of \$521.50.

Subcommittees' reports and financial statements and any business arising from these:

Treasurer's Report: Attachment A



6.2 Treasurer Report June 2022.pdf

ACTION FROM PREVIOUS MEETING: Bethan & Kira to follow-up the Child Services Reconciliation Receipt (\$229)

Motion: That the Treasurer Report be accepted.

Motioned: Amanda

Seconded: Kira

Tuckshop Report:

Flexischools has now ceased and has been replaced by QKR.

Late orders / email orders will no longer be accepted. Orders for the Tuckshop will now need to be placed by QKR.

Raylene has contacted several Sushi providers, who advised that they are unable to service schools at present.

Motion to go with Sushi Pro commencing August

Motion: Amanda

Seconded: Kristie

Motion to close the tuckshop on Wednesday effective end of July 2022 (continuing to operate on Thursday's and Fridays). Raylene will maintain her hours (10).

Motioned: Amanda

Seconded: Kira

Motion: That the Tuckshop Report be accepted.

Motioned: Raylene

Seconded: Amanda

Uniform Shop Report:

Motion to spend \$400 on Senior Shirt Order (add-on) part paid by WoodLinks State School

Motioned: Amanda

Seconded: Kira

Uniform Shop Sign received by Vistaprint. Unfortunately, there is an issue with the quality of the sign. This has been raised with Vistaprint and they will organise to have a replacement sent at no cost.

Jumpers have been removed from QKR due to limited sizes available. If parents wish to purchase a jumper (and there is a size available), parents can email the uniform shop to place an order.

The internet was recharged by Leandra (reimbursement to be sent to Bethan) as had not been paid, resulting in the POS and internet dongle not working.

In a previous meeting (June), we had motioned to spend \$200 on having someone come to investigate the POS. We have been advised that the system is old and outdated and will require replacement. Leandra and Kira will continue to research providers in preparation for next year.

Gerry to provide a sample for staff shirts. Kira will contact Steph once this arrives.

Motion to spend \$18,000 on a back-to-school order spread across two orders in November 2022 and January 2023.

Motioned: Amanda

Seconded: Kira

Motion to spend \$40 on clear plastic containers to store Winter Stock in the Uniform Shop.

Motioned: Leandra

Seconded: Kira

Motion: That the Uniform Shop Report be accepted.

Motioned: Kira

Seconded: Kristie

Fundraising Report:

Senior & Junior Athletics Carnival BBQ – See attached report.



WoodLinks SS



WoodLinks SS

Junior Athletics CarrSenior Athletics Carr

Due to limited parent and or community attendance at Senior Athletics Carnival we didn't raise as much as we had anticipated. Ideas and suggestions to improve sales at future Senior Athletics Carnival (were attendance from parents and community tends to be smaller compared to junior grades) is to better advertise that the BBQ is a whole of school BBQ, do flyers / handouts and send pre-order forms home to Prep & Year 1 Classes.

With the help of PCYC Staff and Volunteers from Centro Church, we had sufficient help across the days. To generate more help from parents, a suggestion of including one hour time slots and or sending out notes to families asking for them to fill in when they can help.

Our next P&C BBQ will be held on Thursday, 18th August 2022.

We will be running with an EKKA / Show Theme, offering a sausage sizzle, freshly popped popcorn, lollies, and drinks.

Motion to spend \$1300 on BBQ items.

Motioned: Amanda

Seconded: Kristie

VIP Car Park Raffle.

Only 7 tickets sold, raising \$35. Consideration for next term to reduce the cost of tickets (currently \$5) to increase sales.



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Motion: That the Fundraising Report be accepted.

Motioned: Amanda

Seconded: Kira

Other reports:

Principal's Report:

Both the Senior and Junior Athletics Carnival were successful. Big thank you to Christian and Gemma for coordinating the day.

Under 8's Day was a fun and engaging day which saw lots of parents and community members come together.

Gold Rush Excursion was a successful day with positive feedback from the venue about the behaviour of WoodLinks Students

Motion: That the Principal Report be accepted.

Motioned: Greg

Seconded: Kira

Motions on notice: NIL

Motioned: N/A

Seconded: N/A

Outstanding General Business

Electronic Timesheets – Carried over from March Meeting.

Beth to source an app to enable timesheets to be uploaded into Xero.

ACTION: Carry over to August meeting.

Tuckshop Menu Sample – Attachment B – Carry over from April Meeting

Once Tuckshop menu has been set (for the term), I would like to propose that we promote our Tuckshop Menu via our Facebook page. Raylene to send Kristie a copy of the menu, so that it can be promoted on our Facebook Page.

ACTION: Greg to follow-up with Raylene

Special Tuckshop Days – Attachment C – Carry over from April Meeting.

QAST has a calendar which offer themed days each month. Is this something that we can consider introducing; one theme per month?

ACTION: Raylene to review and consider suggestions and report back at next August Meeting.

Absenteeism in the Tuckshop Contingency Plan – Attachment E

P&C Executives have mapped out a process plan should there be a staff absence in the tuckshop.

ACTION: All P&C Members to spend one day in the Tuckshop with Raylene to job-shadow the day-to-day running of the Tuckshop, should they be required to step in because of an absence.



General Business:

Lamington Day – Thursday, 21 July 2022

Suggestion to source and sell Lamingtons on Thursday, 21st July 2022. Due to limited volunteer help a decision has been made to not proceed with this idea.

Family Photo Fundraiser (Vision Portraits) – Attachment D

They take care of the entire events with an online booking schedule and provide all marketing material for us to distribute. The events can run on Saturdays or Sundays at our school. With minimal efforts, we raise \$30 per family photographed – guaranteed. i.e., 25 families photographed - \$750 raised!

Kristie to contact Vision Portraits to confirm dates available in September and liaise with Greg for approval. A suggestion to have a BBQ or light refreshments (for sale) on the day.



familyphotofundraisingmoreinfo.pdf

Motioned: Amanda

Seconded: Kristie

- Tuckshop Volunteers
With the increased demand, we're needing to increase our volunteer pool. Promotion to go onto our Facebook Page, Newsletter etc.
- Casual Dress Day – Theme: Pyjama Day - Friday, 29th July 2022.
This has been advertised on our P&C Facebook Page and will be advertised in the upcoming newsletter and a flyer drop will be done the week prior.
- Father's Day Stall
This will be held on Wednesday, 31st August and Thursday, 1st September 2022.
Pre-Orders will be available for Preps only and pre-orders will be closed on Tuesday, 30th August 2022
- Motion to spend \$300 on pizzas for the parent teacher interviews.

Motioned: Amanda

Seconded: Kira

Applications for new membership: NIL

NEXT MEETING

The next meeting will be held on Monday, 1st August 2022.

Closure:

Chair closed the meeting at: 8:38PM

Minutes endorsed as true and correct:

President _____

Secretary _____

Attachment A

General Ledger
Summary

| WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022 | | | Net |
|-------------------------------------------------------------------------|---------------|---------------|----------------|
| Account | Debit | Credit | Movement |
| <u>Accounts Receivable (610)</u> | - | <u>1,735</u> | <u>(1,735)</u> |
| <u>Assets Purchased < \$xxx (404)</u> | <u>880</u> | - | <u>880</u> |
| <u>Bank Merchant Fee (407)</u> | <u>152</u> | - | <u>152</u> |
| <u>Donations paid (419)</u> | <u>1,581</u> | - | <u>1,581</u> |
| <u>General Account</u> | <u>4,860</u> | <u>7,364</u> | <u>(2,504)</u> |
| <u>Printing & Stationery (445)</u> | <u>176</u> | - | <u>176</u> |
| <u>Purchases - Fund Raising Events (360)</u> | <u>771</u> | - | <u>771</u> |
| <u>Purchases - Tuckshop (330)</u> | <u>3,682</u> | <u>98</u> | <u>3,584</u> |
| <u>Purchases - Uniform (340)</u> | <u>14,129</u> | - | <u>14,129</u> |
| <u>S&W Superannuation (452)</u> | <u>248</u> | - | <u>248</u> |
| <u>Salaries & Wages (449)</u> | <u>4,969</u> | - | <u>4,969</u> |
| <u>Sales - Fund Raising Events (203)</u> | <u>277</u> | <u>3,125</u> | <u>(2,848)</u> |
| <u>Sales - Uniforms (200)</u> | - | <u>3,811</u> | <u>(3,811)</u> |
| <u>Sales -Tuck Shop (201)</u> | - | <u>3,322</u> | <u>(3,322)</u> |
| <u>Subscriptions (437)</u> | <u>70</u> | - | <u>70</u> |
| <u>Superannuation Payable (826)</u> | - | <u>248</u> | <u>(248)</u> |
| <u>Tuck shop Card</u> | <u>5,798</u> | <u>3,409</u> | <u>2,388</u> |
| <u>Tuckshop</u> | <u>3,322</u> | <u>6,743</u> | <u>(3,421)</u> |
| <u>Uniform</u> | <u>5,546</u> | <u>14,121</u> | <u>(8,575)</u> |
| <u>Wages Payable (803)</u> | - | <u>2,485</u> | <u>(2,485)</u> |
| Total | 46,461 | 46,461 | - |

General Ledger
Exceptions

WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

| Date | Type | Reason | Transaction | Reference | Debit | Credit | GST |
|-----------------------------------|------|--------|-----------------------------------------|------------------------------------|--------------|--------------|------|
| Purchases - Tuckshop (330) | | | | | | | |
| 2 Jun 2022 | PAY | High | Bidfood | | 852 | | 0.0% |
| 14 Jun 2022 | PAY | High | Woolworths | | 455 | | 0.0% |
| 17 Jun 2022 | PAY | High | Coles | | 653 | | 0.0% |
| 17 Jun 2022 | PAY | High | Coles | | 463 | | 0.0% |
| 30 Jun 2022 | | | Total Purchases - Tuckshop (330) | | 2,422 | | |
| | | | Net movement | | 2,422 | | |
| Wages Payable (803) | | | | | | | |
| 6 Jun 2022 | PE | High | Payroll Expense Journal - PD-41 | Payroll Expense Journal - PD-41 | | 1,242 | 0.0% |
| 20 Jun 2022 | PE | High | Payroll Expense Journal - PD-42 | Payroll Expense Journal - PD-42 | | 1,242 | 0.0% |
| 30 Jun 2022 | | | Total Wages Payable (803) | | | 2,485 | |
| | | | Net movement | | | 2,485 | |
| Total | | | | | 2,422 | 2,485 | |

Balance Sheet

WoodLinks State School P&C Association
As at 30 June 2022

30JUN2022

Assets

| | | |
|-----------------------------|--|------------------|
| Bank | | |
| General Account | | 42,407.65 |
| Tuck shop Card | | 3,092.38 |
| Tuckshop | | 6,347.64 |
| Uniform | | 15,824.25 |
| Total Bank | | 67,671.92 |
| Current Assets | | |
| Cash Floats | | 1,170.00 |
| Total Current Assets | | 1,170.00 |
| Fixed Assets | | |
| Office Equipment | | 129.80 |
| Total Fixed Assets | | 129.80 |

| | |
|----------------------------------|------------------|
| Total Assets | 68,971.72 |
| Liabilities | |
| Current Liabilities | |
| PAYG Withholdings Payable | 6.00 |
| Superannuation Payable | 1,806.47 |
| Wages Payable | 8,450.34 |
| Total Current Liabilities | 10,262.81 |
| Total Liabilities | 10,262.81 |
| Net Assets | 58,708.91 |
| Equity | |
| Current Year Earnings | (36,260.02) |
| Historical Adjustment | 86,388.95 |
| Retained Earnings | 8,579.98 |
| Total Equity | 58,708.91 |

Balance Sheet

WoodLinks State School P&C Association

Profit and Loss

WoodLinks State School P&C Association

For the month ended 30 June 2022

JUN2022

Trading Income

| | |
|-----------------------------|-----------------|
| Sales - Fund Raising Events | 2,847.67 |
| Sales - Uniforms | 3,811.00 |
| Sales -Tuck Shop | 3,321.96 |
| Total Trading Income | 9,980.63 |

Cost of Sales

| | |
|---------------------------------|----------|
| Purchases - Fund Raising Events | 770.50 |
| Purchases - Tuckshop | 3,584.06 |

| | |
|---------------------------------|--------------------|
| Purchases - Uniform | 14,129.25 |
| Total Cost of Sales | 18,483.81 |
| Gross Profit | (8,503.18) |
| Operating Expenses | |
| Assets Purchased < \$xxx | 880.00 |
| Bank Merchant Fee | 151.53 |
| Donations paid | 1,581.36 |
| Printing & Stationery | 176.14 |
| S&W Superannuation | 248.46 |
| Salaries & Wages | 4,969.28 |
| Subscriptions | 70.00 |
| Total Operating Expenses | 8,076.77 |
| Net Profit | (16,579.95) |

Bank Reconciliation Summary

General Account
WoodLinks State School P&C Association
As at 30 June 2022

| | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|------------------|
| 30 Jun 2022 | Balance in Xero | 42,407.65 |
| <u>Date</u> | | <u>Reference</u> |
| 30 Jun 2022 | Statement Balance | 42,407.65 |

General Account
WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

| Date | Description Date imported | Reference into Xero | Reconciled | Source | Amount | Balance |
|-------------------|------------------------------|---------------------|------------|-----------|------------|------------------|
| 1 Jun 2022 | Opening Balance | | | | | 44,911.84 |
| 3 Jun 2022 | PAYMENTS- 3 Jun 2022 | MIS | Yes | Bank Feed | 1,735.00 | 46,646.84 |
| | 030622 10 The Village Buil | | | | | |
| 3 Jun 2022 | Transfer to CBA 3 Jun 2022 | MIS | Yes | Bank Feed | (52.00) | 46,594.84 |
| | 2022 A- BBQ Supplies | | | | | |
| 3 Jun 2022 | Transfer to 3 Jun 2022 | MIS | Yes | Bank Feed | (277.20) | 46,317.64 |
| | other BBQ Supplies | | | | | |
| 3 Jun 2022 | Transfer to CBA 3 Jun 2022 | MIS | Yes | Bank Feed | (1,581.36) | 44,736.28 |
| | A- Donation BBQ | | | | | |
| 6 Jun 2022 | XeroAUIINV_LoJA 7 Jun 2022 | M T | Yes | Bank Feed | (70.00) | 44,666.28 |
| | 2YCc XEROAUSTRALIA PTY | | | | | |
| 9 Jun 2022 | Transfer to CBA 9 Jun 2022 | MIS | Yes | Bank Feed | (1,000.00) | 43,666.28 |
| | 2022 A- | | | | | |
| 9 Jun 2022 | Transfer to CBA 9 Jun 2022 | MIS | Yes | Bank Feed | (1,735.00) | 41,931.28 |
| | A- Village Invoice | | | | | |
| 13 Jun 2022 | Transfer to 13 Jun 2022 | MIS | Yes | Bank Feed | (268.50) | 41,662.78 |
| | 2022 other Reimburse Lollies | | | | | |
| 13 Jun 2022 | Transfer to 13 Jun 2022 | MIS | Yes | Bank Feed | (1,500.00) | 40,162.78 |
| | CBA A- Internal Transfe | | | | | |
| 16 Jun 2022 | Transfer From 16 Jun 2022 | NPP | Yes | Bank Feed | 23.00 | 40,185.78 |
| | KYLIE KADIR kylie foo | | | | | |
| 16 Jun 2022 | Transfer From 16 Jun 2022 | NPP | Yes | Bank Feed | 20.00 | 40,205.78 |
| | LEANDRA ARROWSMITH Le | | | | | |
| 17 Jun 2022 | 17 Jun 2022 | CSH 4165 | Yes | Bank Feed | 1,084.65 | 41,290.43 |
| | Closing Balance | | | | | 42,407.65 |

| | | | | | | | |
|-------------|-------------------------------------------|---------------|-----------------------|-----|-----------|-----------------|------------------|
| 17 Jun 2022 | SQUARE PTY LT | AU17 Jun 2022 | MIS | Yes | Bank Feed | 3.92 | 41,294.35 |
| 17 Jun 2022 | Transfer to other 99367003110 | 17 Jun 2022 | MIS | Yes | Bank Feed | (880.00) | 40,414.35 |
| 23 Jun 2022 | Transfer From Mrs Annette Mckay CRE | 23 Jun 2022 | NPP Chloe McKay 5C | Yes | Bank Feed | 9.10 | 40,423.45 |
| 24 Jun 2022 | | 24 Jun 2022 | <u>CSH 4165</u> | Yes | Bank Feed | <u>1,984.20</u> | <u>42,407.65</u> |

Statement Exceptions

General Account
 WoodLinks State School P&C Association From 1 June 2022 to 30 June
 2022

Bank Reconciliation Summary

Uniform
WoodLinks State School P&C Association As at 30 June 2022

| <u>Date</u> | <u>Description</u> | <u>Reference</u> | <u>Amount</u> | <u>30 Jun 2022 Balance in Xero</u> | <u>15,824.25</u> |
|-----------------------------------|--------------------|--------------------------------|---------------|------------------------------------|------------------|
| Less Outstanding Receipts | | | | | |
| 9 Feb 2022 | | Payment: Child Safety Services | | | 229.00 |
| Total Outstanding Receipts | | | | | 229.00 |
| 30 Jun 2022 | | Statement Balance | | | 15,595.25 |

Uniform
WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

| Date | Description | Date imported | Reference into Xero | Reconciled | Source | Amount | Balance |
|-------------------|-----------------------------------------|---------------|--------------------------------|------------|-----------|------------|------------------|
| 1 Jun 2022 | Opening Balance | | | | | | 24,170.00 |
| 1 Jun 2022 | POS 23349800 2022 01 JUN | 1 Jun | AGN 23349800 | Yes | Bank Feed | 263.00 | 24,433.00 |
| 1 Jun 2022 | Transfer From1 TAHNEE KROPP Nytro se | 1 Jun 2022 | NPP | Yes | Bank Feed | 38.00 | 24,471.00 |
| 2 Jun 2022 | HUTCHINSON ROBYN | 2 Jun 2022 | MIS | Yes | Bank Feed | 38.00 | 24,509.00 |
| 2 Jun 2022 | 53531094903675 2022 03 CBA MERCHANT FEE | 2 Jun | M T | Yes | Bank Feed | (79.25) | 24,429.75 |
| 3 Jun 2022 | POS 23349800 03 JUN | 3 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 413.00 | 24,842.75 |
| 3 Jun 2022 | | 3 Jun 2022 | CSH | Yes | Bank Feed | 84.00 | 24,926.75 |
| 3 Jun 2022 | | 3 Jun 2022 | CSH | Yes | Bank Feed | 41.00 | 24,967.75 |
| 6 Jun 2022 | POS 23349800 06 JUN | 7 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 255.00 | 25,222.75 |
| 8 Jun 2022 | POS 23349800 08 JUN | 8 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 442.00 | 25,664.75 |
| 8 Jun 2022 | Oliver Zuehlke 3D ZUEHLKE | 8 Jun 2022 | MIS | Yes | Bank Feed | 30.00 | 25,694.75 |
| 9 Jun 2022 | NETBANK TFR | 9 Jun 2022 | D E 873 | Yes | Bank Feed | 1,735.00 | 27,429.75 |
| 9 Jun 2022 | Transfer to other Uniform Inv46379 | 9 Jun 2022 | MIS | Yes | Bank Feed | (9,285.10) | 18,144.65 |
| 10 Jun 2022 | POS 23349800 10 JUN | 10 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 462.00 | 18,606.65 |
| 10 Jun 2022 | Transfer From10 ALANA EDGAR Uniform | 10 Jun 2022 | NPP Levi Marshall Senior Shirt | Yes | Bank Feed | 38.00 | 18,644.65 |

| | | | | | | | |
|-------------|----------------------------------------------|-------------|--------------|-----|-----------|------------|-----------|
| 13 Jun 2022 | POS 23349800 13 JUN | 13 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 332.00 | 18,976.65 |
| 13 Jun 2022 | Transfer From STEPHANIE MCKENNA Ste | 13 Jun 2022 | NPP | Yes | Bank Feed | 30.00 | 19,006.65 |
| 15 Jun 2022 | POS 23349800 15 JUN | 15 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 60.00 | 19,066.65 |
| 16 Jun 2022 | POS 23349800 16 JUN | 16 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 291.00 | 19,357.65 |
| 17 Jun 2022 | POS 23349800 17 JUN | 17 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 148.00 | 19,505.65 |
| 20 Jun 2022 | POS 23349800 20 JUN | 20 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 58.00 | 19,563.65 |
| 20 Jun 2022 | Transfer to other Uniform Inv47443 | 20 Jun 2022 | MIS | Yes | Bank Feed | (4,756.40) | 14,807.25 |
| 22 Jun 2022 | POS 23349800 22 JUN | 22 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 60.00 | 14,867.25 |

Bank Statement

| Date | Description | Date imported | Reference | Reconciled | Source | Amount |
|--------------------------|-------------------------------------------|---------------|-----------------------------|------------|-----------|------------------|
| Balance into Xero | | | | | | |
| 22 Jun 2022 | Transfer From CHRISTINE TURNER Cale | 22 Jun 2022 | NPP | Yes | Bank Feed | 28.00 14,895.25 |
| 23 Jun 2022 | POS 23349800 23 JUN | 23 Jun 2022 | AGN 23349800 | Yes | Bank Feed | 558.00 15,453.25 |
| 23 Jun 2022 | Transfer From TUKUAFU KAYLA MARIE H | 23 Jun 2022 | NPP KAYLA TUKUAFU HAT | Yes | Bank Feed | 15.00 15,468.25 |
| 24 Jun 2022 | POS 23349800 2022 24 JUN | 24 Jun | AGN 23349800 | Yes | Bank Feed | 97.00 15,565.25 |
| 24 Jun 2022 | | 24 Jun 2022 | CSH 4165 | Yes | Bank Feed | 30.00 15,595.25 |
| Closing Balance | | | | | | 15,595.25 |

Uniform
WoodLinks State School P&C Association From 1 June 2022 to 30 June
2022

Bank Reconciliation Summary

Tuckshop
 WoodLinks State School P&C Association
 As at 30 June 2022

| Description | Amount |
|------------------------------------------------------------|------------------|
| 30 Jun 2022 | 6,347.64 |
| <hr/> | |
| Balance in Xero | |
| <hr/> | |
| Plus Outstanding Payments | |
| 9 Jun 2022 Bank Transfer to Tuck shop Card. 873 | 1,000.00 |
| Date | Reference |
| 13 Jun 2022 Bank Transfer to Tuck shop Card. 873 | 1,500.00 |
| Total Outstanding Payments | 2,500.00 |
| 30 Jun 2022 | 8,847.64 |
| Statement Balance | |

Tuckshop

WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

| Date | Description | Date imported | Reference into Xero | Reconciled | Source | Amount | Balance |
|------------|-------------------------------------------|---------------|---------------------|------------|-----------|----------|-----------------|
| 1 Jun 2022 | Opening Balance | | | | | | 9,768.78 |
| 1 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 1 Jun 2022 | MIS | Yes | Bank Feed | 267.50 | 10,036.28 |
| 1 Jun 2022 | NETBANK BPAY BIDVEST AUST LTD | 1 Jun 2022 | MIS | Yes | Bank Feed | (40.00) | 9,996.28 |
| 2 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 2 Jun 2022 | MIS | Yes | Bank Feed | 365.70 | 10,361.98 |
| 2 Jun 2022 | 53531094919076 82 CBA MERCHANT FEE | 2 Jun 2022 | M T | Yes | Bank Feed | (72.28) | 10,289.70 |
| 2 Jun 2022 | Transfer to other tuckshop supplies | 2 Jun 2022 | MIS | Yes | Bank Feed | (77.96) | 10,211.74 |
| 2 Jun 2022 | NETBANK BPAY BIDVEST AUST LTD | 2 Jun 2022 | MIS | Yes | Bank Feed | (851.73) | 9,360.01 |
| 3 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 3 Jun 2022 | MIS | Yes | Bank Feed | 348.60 | 9,708.61 |
| 4 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 4 Jun 2022 | MIS | Yes | Bank Feed | 16.90 | 9,725.51 |
| 6 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 7 Jun 2022 | MIS | Yes | Bank Feed | 34.90 | 9,760.41 |
| 6 Jun 2022 | Statement #1715402 INLOOP PTY LTD | 7 Jun 2022 | MIS | Yes | Bank Feed | 6.16 | 9,766.57 |
| 7 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 7 Jun 2022 | MIS | Yes | Bank Feed | 102.20 | 9,868.77 |
| 8 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 8 Jun 2022 | MIS | Yes | Bank Feed | 349.50 | 10,218.27 |

| | | | | | | | |
|-------------|----------------------------------------------|-------------|-------------------------|-----|-----------|------------|----------|
| 8 Jun 2022 | Multiple Transfer PC Tuckshop Wages | 8 Jun 2022 | FFN | Yes | Bank Feed | (1,242.32) | 8,975.95 |
| 9 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 9 Jun 2022 | MIS | Yes | Bank Feed | 291.20 | 9,267.15 |
| 10 Jun 2022 | 53531094919076 82 CBA CREDIT CARDE | 10 Jun 2022 | MIS | Yes | Bank Feed | 230.70 | 9,497.85 |
| 10 Jun 2022 | Transfer From MISS | 10 Jun 2022 | NPP ZACHARY FIELD 4E | Yes | Bank Feed | 14.00 | 9,511.85 |

Bank Statement

| Date | Description | Date imported into Xero | Reference | Reconciled | Source | Amount | Balance |
|-------------|--------------------------------------------------|----------------------------|-------------------------------|------------|-----------|--------|-----------|
| | COURTNEY-ANN LES | | | | | | |
| 10 Jun 2022 | Transfer From HALL STEPHANIE LOUISE | 10 Jun 2022 | NPP SHALL TUCKSHOP FOOD | Yes | Bank Feed | 6.00 | 9,517.85 |
| 11 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 11 Jun | MIS | Yes | Bank Feed | 20.00 | 9,537.85 |
| 12 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 12 Jun | MIS | Yes | Bank Feed | 16.70 | 9,554.55 |
| 13 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 13 Jun | MIS | Yes | Bank Feed | 51.20 | 9,605.75 |
| 14 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 14 Jun | MIS | Yes | Bank Feed | 82.00 | 9,687.75 |
| 15 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 15 Jun | MIS | Yes | Bank Feed | 135.00 | 9,822.75 |
| 16 Jun 2022 | 53531094919076 2022 82 CBA CREDIT CARDE | 16 Jun | MIS | Yes | Bank Feed | 281.00 | 10,103.75 |

| | | | | | | |
|------------------------|----------------------------------|-----|-----|-----------|------------|-----------------|
| 17 Jun 2022 | 53531094919076 17 Jun 2022 | MIS | Yes | Bank Feed | 229.90 | 10,333.65 |
| | 82 CBA CREDIT CARDE | | | | | |
| 20 Jun 2022 | 53531094919076 20 Jun 2022 | MIS | Yes | Bank Feed | 66.50 | 10,400.15 |
| | 82 CBA CREDIT CARDE | | | | | |
| 20 Jun 2022 | Transfer to CBA 20 Jun 2022 | MIS | Yes | Bank Feed | (16.49) | 10,383.66 |
| | A- tuckshop supplie | | | | | |
| 20 Jun 2022 | Transfer to CBA 20 Jun 2022 | MIS | Yes | Bank Feed | (700.00) | 9,683.66 |
| | A- Top UP | | | | | |
| 20 Jun 2022 | Multiple 20 Jun 2022 | FFN | Yes | Bank Feed | (1,242.32) | 8,441.34 |
| | Transfer PC Tuckshop Wages | | | | | |
| 21 Jun 2022 | 53531094919076 21 Jun 2022 | MIS | Yes | Bank Feed | 139.30 | 8,580.64 |
| | 82 CBA CREDIT CARDE | | | | | |
| 22 Jun 2022 | 53531094919076 22 Jun 2022 | MIS | Yes | Bank Feed | 258.20 | 8,838.84 |
| | 82 CBA CREDIT CARDE | | | | | |
| 24 Jun 2022 | 53531094919076 24 Jun 2022 | MIS | Yes | Bank Feed | 8.80 | 8,847.64 |
| | 82 CBA CREDIT CARDE | | | | | |
| Closing Balance | | | | | | 8,847.64 |

Statement Exceptions

Tuckshop
WoodLinks State School P&C Association From 1 June 2022 to 30 June
2022

Bank Reconciliation Summary

Tuck shop Card
WoodLinks State School P&C Association As at 30 June 2022

| <u>Date</u> | <u>Description</u> | <u>Reference</u> | <u>Amount</u> | <u>30 Jun 2022 Balance in Xero</u> | <u>3,092.38</u> |
|-----------------------------------|-------------------------------------|------------------|---------------|------------------------------------|-----------------|
| Less Outstanding Receipts | | | | | |
| 9 Jun 2022 | Bank Transfer from General Account. | MIS | | 1,000.00 | |
| 13 Jun 2022 | Bank Transfer from General Account. | MIS | | 1,500.00 | |
| Total Outstanding Receipts | | | | 2,500.00 | |
| 30 Jun 2022 | Statement Balance | | | 592.38 | |

Bank Statement

Tuck shop Card

WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

| Date | Description | Date imported | Reference into | Reconciled | Source | Amount | Balance |
|-------------------|---------------------------------|---------------|----------------|------------|-----------|----------|---------------|
| | Xero | | | | | | |
| 1 Jun 2022 | Opening Balance | | | | | | 704.15 |
| 1 Jun 2022 | WOOLWORTHS 20 | 1 Jun 2022 | POS | Yes | Bank Feed | (105.92) | 598.23 |
| 1 Jun 2022 | Woolworths Online Card xx3435 | 1 Jun 2022 | POS | Yes | Bank Feed | (226.25) | 371.98 |
| 2 Jun 2022 | Return Woolworths Card xx3435 | 2 Jun 2022 | MIS | Yes | Bank Feed | 17.60 | 389.58 |
| 2 Jun 2022 | WOOLWORTHS 20 | 2 Jun 2022 | POS | Yes | Bank Feed | (40.90) | 348.68 |
| 2 Jun 2022 | WOOLWORTHS157 COL Card xx3435 | 2 Jun 2022 | POS | Yes | Bank Feed | (45.04) | 303.64 |
| 3 Jun 2022 | COLES 4533 SPRINGF Card xx3435 | 3 Jun 2022 | POS | Yes | Bank Feed | (8.88) | 294.76 |
| 4 Jun 2022 | WOOLWORTHSCNR4 RED Card xx3435 | 4 Jun 2022 | POS | Yes | Bank Feed | (9.55) | 285.21 |
| 7 Jun 2022 | WOOLWORTHS157 COL Card xx3435 | 7 Jun 2022 | POS | Yes | Bank Feed | (6.50) | 278.71 |
| 8 Jun 2022 | WOOLWORTHS 20 | 8 Jun 2022 | POS | Yes | Bank Feed | (31.14) | 247.57 |
| 9 Jun 2022 | NETBANK TFR | 9 Jun 2022 | D E 873 | Yes | Bank Feed | 1,000.00 | 1,247.57 |
| 9 Jun 2022 | Woolworths Online Card xx3435 | 9 Jun 2022 | POS | Yes | Bank Feed | (87.30) | 1,160.27 |
| 11 Jun 2022 | COLES 4783 REDBANK Card xx3435 | 11 Jun 2022 | POS | Yes | Bank Feed | (16.36) | 1,143.91 |
| 11 Jun 2022 | WOOLWORTHS211 TOURN Card xx3435 | 11 Jun 2022 | POS | Yes | Bank Feed | (19.50) | 1,124.41 |
| 13 Jun 2022 | Internal Transfer NETBANK TFR | 13 Jun 2022 | D E 873 | Yes | Bank Feed | 1,500.00 | 2,624.41 |
| 14 Jun 2022 | BIG W-AUGUSTA PKWY Card xx3435 | 14 Jun 2022 | POS | Yes | Bank Feed | (4.20) | 2,620.21 |
| 14 Jun 2022 | Woolworths Online Card xx3435 | 14 Jun 2022 | POS | Yes | Bank Feed | (51.15) | 2,569.06 |
| 14 Jun 2022 | Woolworths | 14 Jun 2022 | POS | Yes | Bank Feed | (55.80) | 2,513.26 |

Online Card xx3435

Bank Statement

| Date | Description | Date imported | Reference | Reconciled | Source | Amount | Balance |
|-------------|--------------------------------------|---------------|-----------|------------|-----------|----------|----------|
| | | | into Xero | | | | |
| 14 Jun 2022 | Woolworths Online Card xx3435 | 14 Jun 2022 | POS | Yes | Bank Feed | (455.40) | 2,057.86 |
| 15 Jun 2022 | WOOLWORTHS- 2022 CNR RED Card xx3435 | 15 Jun | POS | Yes | Bank Feed | (45.23) | 2,012.63 |
| 15 Jun 2022 | WOOLWORTHS- 2022 157 COL Card xx3435 | 15 Jun | POS | Yes | Bank Feed | (46.95) | 1,965.68 |
| 16 Jun 2022 | THE DISTRIBUTORS B Card xx7796 | 16 Jun 2022 | POS | Yes | Bank Feed | (450.00) | 1,515.68 |
| 17 Jun 2022 | Return COLES 4504 Card xx7796 | 17 Jun 2022 | MIS | Yes | Bank Feed | 80.10 | 1,595.78 |
| 17 Jun 2022 | WOOLWORTHS- 2022 157 COL Card xx3435 | 17 Jun | POS | Yes | Bank Feed | (45.75) | 1,550.03 |
| 17 Jun 2022 | COLES 4504 REDBANK Card xx7796 | 17 Jun 2022 | POS | Yes | Bank Feed | (66.00) | 1,484.03 |
| 17 Jun 2022 | COLES 4504 REDBANK Card xx7796 | 17 Jun 2022 | POS | Yes | Bank Feed | (462.60) | 1,021.43 |
| 17 Jun 2022 | COLES 4504 REDBANK Card xx7796 | 17 Jun 2022 | POS | Yes | Bank Feed | (652.70) | 368.73 |
| 20 Jun 2022 | Top UP NETBANK TFR | 20 Jun 2022 | D E 873 | Yes | Bank Feed | 700.00 | 1,068.73 |
| 21 Jun 2022 | WOOLWORTHS- 2022 157 COL Card xx3435 | 21 Jun | POS | Yes | Bank Feed | (18.50) | 1,050.23 |
| 21 Jun 2022 | Vistaprint Austral Card xx7796 | 21 Jun 2022 | POS | Yes | Bank Feed | (87.75) | 962.48 |
| 21 Jun 2022 | INK STATION MARRIC Card xx7796 | 21 Jun 2022 | POS | Yes | Bank Feed | (176.14) | 786.34 |
| 22 Jun 2022 | Woolworths Online Card xx3435 | 22 Jun 2022 | POS | Yes | Bank Feed | (85.40) | 700.94 |

| | | | | | | | |
|------------------------|--------------------------------------------|-------------|-----|-----|-----------|---------|---------------|
| 23 Jun 2022 | COLES 4533 SPRINGF Card xx3435 | 23 Jun 2022 | POS | Yes | Bank Feed | (18.57) | 682.37 |
| 23 Jun 2022 | Woolworths Online Card xx3435 | 23 Jun 2022 | POS | Yes | Bank Feed | (54.20) | 628.17 |
| 24 Jun 2022 | WOOLWORTHS- 2022 157 COL Card xx3435 | 24 Jun | POS | Yes | Bank Feed | (35.79) | 592.38 |
| Closing Balance | | | | | | | 592.38 |

Statement Exceptions

Tuck shop Card

WoodLinks State School P&C Association From 1 June 2022 to 30 June 2022

Attachment B

FOOD
LINKS

TERM 2 2022

ONLINE ORDER
CUT OFF 7:00AM

1st Break
10:30am

2nd Break
1:00pm

DAILY SPECIALS

WEDNESDAY \$4.50

WARM CHICKEN TENDER WRAP

Crumbed Chicken Tenderloin, Lettuce, Cheese & Mayo

THURSDAY \$7.00

CHICKEN NUGGETS MEAL DEAL

5 Chicken Nuggets Apple and Drink of Choice

FRIDAY \$5.50

CHEESY BEEF NACHOS

Corn Chips, Cheese, Veg Loaded Taco Mince & Salsa

*Sour Cream 50c extra

SNACKS

Rice Cakes with Vegemite x2 \$1.00

Boiled Egg .50c

Vanilla Yogurt Cup \$2.00

Custard Cup \$2.00

Vanilla Muffin \$1.50

Berry Muffin \$2.00

Warm Corn on the Cob \$1.00

Apple \$1.00

Garlic Bread \$1.00

Popcorn .50c

SANDWICH/WRAPs

Cheese Sandwich \$2.50

Vegemite Sandwich \$2.00

Egg & Lettuce Sandwich \$4.00

Ham Sandwich \$2.50

Ham, Cheese & Pickle Sandwich \$4.00

Cheese Wrap \$2.50

Ham, Cheese & Lettuce Wrap \$4.00

Ham, Cheese & Pickle Wrap \$4.00

SALADS

Mini Chicken Caesar Salad \$4.00

Lettuce Cucumber & Carrot Cup \$1.50

HOT FOOD

Sausage Roll \$4.00

Meat Pie \$4.00

Spinach & Ricotta Roll (v) \$4.00

Vegetable Pastie (v) \$4.00

Bolognese Pasta \$6.00

Carbonara \$5.50

DRINKS

Water \$2.50

Chocolate Milk \$2.50

Strawberry Milk \$2.50

Apple Juice \$2.50

Apple & Blackcurrant Juice \$2.50

Tropical Juice \$2.50

ICE BLOCKS

Various 50c, \$1 or \$2

Sauce: Tomato or BBQ 30c

Orders are to be made online via QKR.

2022 SPECIAL DATES FOR TUCKSHOPS

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>March</p> <p>1 Pancake Day 4 Schools Clean Up Day 8 International Women's Day 16 World's Greatest Shake 17 St Patrick's Day 21 Harmony Day</p> | <p>April</p> <p>1 Burrito Day 12 Grilled Cheese Sandwich Day 22 Earth Day 25 ANZAC Day 27 Stop Food Waste Day</p> | <p>May</p> <p>8 Mother's Day 13 International Hummus Day 16 Volunteer Week 19 Australia's Biggest Morning Tea 20 P&Cs Day 28 Burger Day</p> |
| <p>June</p> <p>8 State of Origin 11 Corn on the Cob Day 12 International Falafel Day 13 Whole Grain Week 18 International Sushi Day 26 State of Origin</p> | <p>July</p> <p>1 Plastic-Free Month 5 NAIDOC Week 13 State of Origin 29 Crazy Hair Day 29 International Lasagne Day 31 International Avocado Day</p> | <p>August</p> <p>3 National Watermelon Day 13 National Science Week 20 Book Week 23 Healthy Bones Action Week 29 Teacher Aide Appreciation Week</p> |
| <p>October</p> <p>1 World Vegetarian Day 4 International Taco Day 5 World Teacher's Day 16 National Nutrition Week 24 Diwali 31 Halloween</p> | <p>November</p> <p>3 National Sandwich Day 4 Tuckshop Day 7 National Recycling Week 12 Australian Food Safety Week</p> | <p>December</p> <p>5 International Volunteers Day 25 Christmas</p> |
| <p>September</p> <p>1 Health and Physical Education Day 4 Father's Day 8 R U OK Day 12 International Fajita Day 19 International Talk Like a Pirate Day</p> | | |

FOR A FULL RANGE OF
MENU PLANNING
RESOURCES AND
RECIPES VISIT
WWW.QAST.ORG.AU





FAMILY PHOTO FUNDRAISER WITH VISION PORTRAITS

We guarantee our family photo fundraiser event will:

- be the easiest to run
- raise the most money
- require the least amount of effort
- create the most joy to all that attend - creating beautiful memories that last a lifetime!

Vision Portraits are the leaders in child and family photography and have been running family photo fundraising events for over 23 years. We only work with the most talented portrait photographers in Australia. Every family will be blown away by the fun, efficient and relaxed nature of our photo sessions, and the quality of our images.



HOW IT WORKS!

- 1 We take care of the entire event with an online booking schedule & provide all marketing material for you to distribute
- 2 Events run on Saturdays or Sundays at your School/Kinder
- 3 With minimal efforts you raise \$30 per family photographed - guaranteed! 25 families photographed - \$750.00
- 4 You can book your entire family for the photo shoot (recommended) or just the kids.



WHAT FAMILIES RECEIVE FOR THEIR \$30

A photoshoot comprising of at least 50 quality images of all pose combinations **PLUS one high resolution digital photo of their choice.** Digital photo's are by far the best value to families as they can print the image to any size or product, as many times as they like, at whichever lab they

choose, email friends and family and post on social media. By far the best value product on the market. By offering this valuable product to your families we are giving you the highest fundraising money in the industry!

Enquires?
Call 03 8689 0033
Email info@visionportraits.com.au
visionportraits.com.au

**CLICK HERE TO
BOOK NOW**

TUCKSHOP STAFF – STAFF ABSENCE POLICY.

I have read and understood the following:

- Staff must provide notice of their absence **by 6am** to Tuckshop Manager via phone call.
- If Tuckshop Manager is unable to be contacted, staff must contact the P&C President or Vice President **before 7am.** Phone numbers attached.
- If staff need to leave during a shift, they must contact the Tuckshop Manager. If staff are unable to contact Tuckshop Manager, staff must contact P&C President or Vice President before leaving.
- In the event of a staff absence the Tuckshop Manager is to contact the P&C Executive to determine if any Executives are available to cover the day. If no Executive available, Tuckshop Manager to alert the school and have a message sent out to all parents **by 8am**. This will also messaging about how parents can contact the school for an emergency lunch if children have already been dropped off to school or PCYC.
- Tuckshop staff to prepare and keep current, clear checklists visibly available to enable to volunteers to continue tuckshop operations in the event of a staff absence.
- P&C Executives to spend one day in tuckshop to familiarise themselves with tuckshop operations.

Name: _____ Date: _____

Signature: _____