Parents & Citizens Association

Annual Financial Reporting Requirements

This document outlines the annual financial reporting requirements for P&C Associations and assists P&Cs in the preparation of their financial statements. The requirements provide updates on new and revised accounting policies and principles.

For further information please contact [**financialpolicy.finance@qed.qld.gov.au**](mailto:financialpolicy.finance@qed.qld.gov.au)

This document contains six major parts:

Part 1 – Annual Financial Reporting Requirements

Part 2 – Audit Requirements and Auditor’s Qualifications

Part 3 – Timeframe and key steps for the preparation of Annual Financial Statements

Part 4 – Definitions

Part 5 – Illustrative Model Financial Statements

Part 6 – Sample Management Representation Letter and Illustrative Model Auditor’s Certification

## Part 1: Annual Financial Reporting Requirements

1.1 Purpose of Financial Statements

Financial Statements are:

* To provide information about the financial position, financial performance and financial viability of the P&C Association.
* To maintain, protect and enhance public trust and confidence in the P&C Association through increased accountability and transparency.
* To help stakeholders assess the stewardship of management.

1.2 Prescribed Accounting and Auditing Requirements

The Parents and Citizens’ Association is formed under the [*Education (General Provisions) Act 2006 (Qld)*](https://www.legislation.qld.gov.au/legisltn/current/e/educgenpra06.pdf). It is established as a statutory body under the[*Statutory Bodies Financial Arrangements Act 1982*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1982-033)*.*

[*The Education (General Provisions) Regulations 2017*](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2017-0161) *(*s47) prescribes the audit requirements of the association’s accounts and prescribes who may conduct the audit for an association.

The financial transactions of the association must be processed, recorded and managed in accordance with the P&C Accounting Manual requirements. The association’s financial statements must be in agreement with the financial accounts and in a form that complies with the P&C Annual Reporting Requirements, which is a key document within the P&C Accounting Manual.

1.3 Accounting Period

The financial year of the P&C Association is the period of twelve months starting on 1 January in a year and ending on 31 December in that year.

1.4 Preparation for financial year-end close

Tasks necessary to prepare financial statements should be performed regularly. The following are examples of key tasks to be performed in preparation for fiscal year end close:

* Prepare and process journals, adjustment journals or accrual journals to better reflect the financial performance or financial position of the Association at reporting date e.g. accruing LSL liability at year end.
* Reconcile all bank accounts, debit cards statements and petty cash float. Make sure balances are equal to year-end statements.
* Pay suppliers for goods and services received. Prepare accrual journals to accrue expenses if goods and services were received in good order and of material amount, but payment has not been made before year-end close.
* Chase outstanding debts. Consider making provision for doubtful debts or write off bad debts if required.
* Accrue Annual Leave and/or Long Service Leave liability.
* Review stock balances and reconcile to physical stocktake. Write off any discrepancy between stock count and stock records.
* In preparation for audit, request auditors to provide a list of auditing items.

1.5 Annual Financial Statements

1.5.1 Annual financial statements must include:

* Statement of Comprehensive Income
* Statement of Financial Position
* A Bank Reconciliation Statement
* Statement of Receipts and Payments
* Trading Statements for each commercial operation the Association may operate e.g. Tuckshop, Uniform Shop, Book Shop, Outside School Hour Care
* Notes to the Financial Statements
* Management Representation Letter from the Association’s Executive Members (signed) – if requested by the auditor. Refer sample letter in Part 6 of this document.
* Compliance Report by the Association’s Executive Members (signed)
* Auditor’s Certificate (signed)
* Auditor’s Management Letter (signed)
  + 1. Optional financial reports

The Executive may choose to provide any other financial reports or documents which they believe might interest stakeholders. Examples include:

* Borrowings / Loan register
* Asset register
  1. Basis of Financial Statement Preparation

1.6.1 Presentation of Financial Statements

An Association shall clearly identify each financial statement and the relevant notes.

* The financial statements are prepared on an accrual OR cash basis
* Amounts included in the financial statements are in Australian dollars and rounded to the nearest $1, unless disclosure of the full amount is specifically required/preferred.
* A comparative statement that compares the financial statements with prior period statements is recommended (not mandatory) if it helps to provide context.

1.6.2 Materiality in the Context of Financial Reporting

Materiality is a general principle that applies to the preparation of financial statements.

Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements.

Materiality is not only concerned with the monetary amount of an item, but also with the nature of the item in question.

Determining what is a material or significant amount can require professional judgement.

Materiality concept may be used to determine whether an accrual journal should be prepared, accruing unpaid expenses or unearned revenue. It may also be used to determine what information should be disclosed to the report audience.

1.6.3 Reporting Entity

P&Cs are in general not considered as a reporting entity. The financial statement is a special purpose financial statement prepared to satisfy the financial reporting requirements of the Association.

1.6.4 Committee Members & Reporting Structure

An Association may consider disclosing information such as the names of committee members, existence of a building fund or whether there are any operational activities being set up as a sub-committee.

1.6.5 Inventories

All inventory is measured at cost.

1.6.6 Measurement

Historical cost should be used as the measurement basis, unless otherwise stated.

1.6.7 Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less.

1.6.8 Current/Non-current Classification

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Association does not have an unconditional right to defer settlement to beyond 12 months after the reporting date.

All other assets and liabilities are classified as non-current.

1.6.9 Fixed Assets

Items of plant and equipment that have a useful life greater than 1 year and a purchase cost greater than $5,000 should be depreciated based on their estimated useful life.

1.6.10 Contingent assets/liabilities

An Association should disclose if there are any known contingent assets/liabilities of a significant nature as at 31 December XXXX.

1.6.11 Employee entitlements

Provision of a material nature should be made for the Association’s liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

1.6.12 Taxation

An Association is a statutory body formed under the *Statutory Bodies Financial Arrangements Act 1982.* It is exempt from income tax under section 50-1 of the *Income Tax Assessment Act 1997*.

An Association may establish and operate a Deductible Gift Recipient School Building Fund to enable donors to receive tax deductions. A separate bank account must be maintained for the Fund.

1.6.13 Events after the Reporting Period

The Association is required to report if there are any other events that have the potential to significantly affect the ongoing structure and financial activities of the Association.

1.7 Table the Financial Statements Package at the Annual General Meeting (AGM) & submit to the Principal and School Supervisor in the relevant Regional Office

An Association must hold their AGM by 31 March of each year. The annual financial statements package listed in Section 1.5.1 is required to be presented at the AGM. A copy of the annual financial statements package should be provided to the Principal and another copy forwarded to the school supervisor in the relevant regional office by 31 May of each year.

Part 2: Audit Requirements and Auditors Qualifications

2.1 Who can conduct the audits for a P&C

A person auditing the accounts of an association must be:

* appointed to carry out the audit by the association at an annual general meeting or special meeting of the association, and
* a suitably qualified person, and
* to the extent practicable, a member of the local community aware of the activities of the association.

A suitably qualified person means any of the following persons:

* a member of CPA Australia Ltd ACN 008 392 452 entitled to use the letters ‘CPA’ or ‘FCPA’,
* a member of Chartered Accountants Australia and New Zealand ARBN 084 642 571 entitled to use the letters ‘CA’ or ‘FCA’,
* a member of the Institute of Public Accountants Ltd ACN 004 130 643 entitled to use the letters ‘MIPA’ or ‘FIPA’,
* an employee of a public sector entity who has the commercial skills and experience to audit the accounts of an association,
* an employee of an insurance company, financial institution or other financial or commercial organisation who has the commercial skills and experience to audit the accounts of an association.

If the person is a member of the association, the person may audit the association’s accounts only with the approval of the chief executive (Director General, Department of Education).

Audit fees must be negotiated and confirmed prior to the auditor’s appointment. Where possible, the auditor is to be appointed in an honorary capacity.

As soon as practical after the appointment of the Auditor, the P&C Association President will give written notice to the Regional Director for the School, of the Auditor’s name, address and qualifications.

2.2 Scope of Audit

An association’s accounts must be audited annually by an Auditor who fits into one of the criteria specified in 2.1.

The Auditor must examine records of collections and payments, cashbooks, minutes of meetings and other records of the association the Auditor considers appropriate.

The Auditor must verify with financial institutions where the association has accounts (the financial accounts), the financial balance held or owing at the end of the relevant financial year, to be able to certify whether or not in the person’s opinion:

1. the association’s financial statements are—
2. in agreement with the financial accounts; and
3. in a form that complies with the chief executive’s requirements for the keeping of accounts by an association; and
4. the financial statements have been prepared to present a true and fair view of the association’s transactions for the relevant financial year, and the association’s financial position at the end of that year, on a basis consistent with the basis for preparing the association’s financial statements for the preceding financial year.

2.3 Management Representation Letter

The Association’s executives may be required to sign a Management Representation Letter at the request of their auditor. The letter is a form letter written by the auditor. The Association executives sign the letter attesting to the accuracy of the financial statements the association has submitted to the auditor for analysis.

2.4 Audit Certification and Audit Management Letter

At the completion of the audit, the Auditor issues an Audit Certificate expressing an Independent Auditor’s Opinion on whether the association’s financial statements:

* are in agreement with the financial accounts;
* are in a form that complies with the chief executive’s requirements for the keeping of accounts by an association;
* have been prepared to present a true and fair view of the association’s transactions for the relevant financial year; and
* the association’s financial position at the end of that year is consistent with the basis for preparing the association’s financial statements for the preceding financial year.

In addition, the Auditor may also issue an Audit Management Letter which contains relevant information about accounting and management issues in the Association.

If this occurs, the P&C Executive must provide a management response documenting whether they agree or disagree with the Auditor’s recommendations. If the Executive agree with the Auditor’s recommendations, document actions to be taken to resolve the issues. If there is disagreement over the auditor’s recommendations, the P&C Executive should discuss with the Auditor and provide evidence or justifications to support their arguments.

## Part 3: Timeframe and key steps for the preparation of annual financial statements

The financial year of the P&C is from 1 January to 31 December in that year. An audited financial statement is required to be presented to the Annual General Meeting by 31 March of each year and submitted to the principal and school supervisor in the relevant regional office by 31 May of each year.

|  |  |  |
| --- | --- | --- |
| **Steps** | **Months** | **Essential Tasks** |
| 1 | At the AGM or a special meeting convened for this purpose | **Appointment of an Auditor**   * Selection/Appointment of an Auditor at the AGM or a special meeting convened for this purpose * Ensure all nominated auditors meet the auditor’s qualification as per the [*Education (General Provisions) Regulations 2017*](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2017-0161) requirements. * Inform AGM whether the nominated auditor provides volunteering services or fee-for-service. If it is a fee-for-service, ensure proper procurement processes are followed. |
| 2 | Nov/Dec | **Preparation for fiscal year-end close**  Tasks necessary to prepare financial statements should be performed regularly. The following are examples of key tasks to be performed in preparation for fiscal year end close:   * Pay suppliers for goods and services received. Prepare an accrual journal accruing expenses if the Association has received goods or services that are of significant value but payment has not been made before year-end close. * Chase outstanding debts. Consider taking up a provision for doubtful debts if there is a high chance that the debt might become a bad debt at some point in the future. Write off the debt when it is certain that the invoice will not be paid. * Accrue Annual Leave and/or Long Service Leave liability where required. * Undertake physical stocktake to reconcile physical stock to the inventory/accounting records. Once the stocktake has been finalised, update the inventory records. * Reconcile all bank accounts, debit cards statements and petty cash float. Make sure balances are equal to year-end statements. * Prepare any other journals, adjustment journals and/or accrual journals where required. * Close the ledgers by 31 December. * In preparation for audit, request auditors to provide a list of planned audit items. |
| 3 | January February | **Preparation of financial statements and End of Financial Year Audit**   * The Treasurer/Bookkeeper prepares the financial statements as required under Part 1. * If there are unusual transactions or uncertainty about the treatment of a specific item, contact and discuss with the auditor. * Though not mandatory, it is recommended that the Treasurer review and discuss the outcome of the financial statements with other P&C Executives before submitting to the auditor. * Collate and prepare documentation or materials which might be required by the auditors (e.g. minutes of the meeting, stocktake records). * The auditor will scrutinise controls, policies and transactions. Answer any questions or queries raised by the auditor and provide documentation to the auditor when requested. * The auditor may issue a Management Representation Letter for the Executive to sign. A management representation letter is a form letter written by the auditor, which is then signed by the Association’s Executive. The letter attests to the accuracy of the financial statements that the Association has submitted to the auditors for their analysis. * At the conclusion of the audit, findings and proposed recommendations are discussed with management and subsequently, a management plan is developed to explain how the agreed recommendations will be implemented. If there is any disagreement with the audit findings, communicate the disagreement in writing with documents to support your position. |
| 4 | March | **Table the audited financial statements at the AGM**  Table the Association’s audited annual financial statements and Treasurer’s report at the AGM. The AGM is to be held by 31 March.  The P&C Model Constitution prescribes that should the audit not be available, the meeting cannot proceed and must be adjourned until such time as the audit is available for considerations by the members. |
| 5 | April/May | **Submission of the audited financial statements to the school and school supervisor in the relevant regional office**  A copy of the Association audited financial statements are required to be provided to the relevant school and school supervisor in the relevant Regional Office by 31 May of each year.  The school and school supervisor in the relevant Regional Office will keep a copy of the Associations’ audited financial statements and may raise further questions/clarifications to the Association. |

**Part 4: Definitions**

**Cash and Accrual Accounting** – The cash basis and accrual basis of accounting are two different methods used to record accounting transactions. The core underlying difference between the two methods is in the timing of transaction recordation. When aggregated over time, the results of the two methods are approximately the same.

[**Cash basis**](https://www.accountingtools.com/articles/what-is-the-cash-basis-of-accounting.html) – Revenue is recorded when cash is received from customers, and expenses are recorded when cash is paid to suppliers and employees.

[**Accrual basis**](https://www.accountingtools.com/articles/what-is-the-accrual-basis-of-accounting.html) – Revenue is recorded when earned and expenses are recorded when consumed.

**Provision for Doubtful Debts** – The provision for doubtful debts is the estimated amount of bad debt that will arise from accounts receivable that have been issued but not yet collected. It is identical to the allowance for doubtful accounts.

**Statement of Comprehensive Income** (also known as Profit and Loss Statement) – Is a summary of income and expenses for the P&C over a period of time. It's prepared at regular intervals – usually monthly and at the end of the financial year

**Statement of Financial Position** (also known as a Balance Sheet Report) – Is a general snapshot of the financial health of a P&C on a given day. This report displays the total balance of your assets (what you own), your liabilities (what you owe) and your equity in the business as at the end of the selected period. You would normally complete a balance sheet at the end of a month or financial year.

**Statement of Receipts and Payment** – Accounts are created using a simple form of accounting that summarises all monies received and paid via the bank and in cash by the Association during its financial year.

**A management representation letter** – Is a form letter written by the auditor, which is then signed by the Association’s Executive. The letter attests to the accuracy of the financial statements that the Association has submitted to the auditors for their analysis.

**Writing off Bad Debts** –The entry to write off a bad account affects only balance sheet accounts: a debit to Allowance for Doubtful Accounts and a credit to Accounts Receivable. No expense or loss is reported on the income statement because this write-off is "covered" under the earlier adjusting entries for estimated bad debts expense**.**

## **Part 5: Illustrative Model Financial Statements**

The ABC State School P&C’s Model Financial Statements (The ABC Model) are for ILLUSTRATIVE GUIDANCE ONLY and should be amended to reflect each P&C’s circumstances and operational characteristics.

P&Cs should refer to the latest version of the P&C Accounting Manual for compliance of relevant accounting policies and principles.

**ABC State School Parents and Citizens’ Association Financial Statements**

**For the Year Ended 31 Dec xxxx**

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* An Asset Register

**Certification**

* A signed certificate of the P&C President, Secretary & Treasurer
* A signed Compliance Report by the P&C President, Treasurer and Secretary.
* A signed Auditor’s certification

**The ABC State School Parents and Citizens’ Association**

**Notes to the Financial Statements**

**A1 BASIS OF FINANCIAL STATEMENT PREPARATION**

**A1-1 GENERAL INFORMTION**

The ABC State School Parents and Citizens’ Association is formed under the [*Education (General Provisions) Act 2006 (Qld)*](https://www.legislation.qld.gov.au/legisltn/current/e/educgenpra06.pdf). The association is a statutory body under the *Statutory Bodies Financial Arrangements Act 1982*. Its function is to promote the interests of the ABC State School and benefit all students at the school.

**A1-2 OBJECTIVES AND PRINCIPAL ACTIVITIES**

The Association’s function is to promote the interests of the ABC State School and benefit the students at the school.

The principal activities of the association during the financial year were:

* General P&C Operations
* Tuckshop
* Uniform Shop
* Bookshop
* Fundraising

No significant change in the nature of these activities occurred during the year

**A1-3 COMMITTEE MEMBERS**

The names of committee members throughout the year and at the date of this report were:

* President John Smith
* Vice President Amy Citizen
* Treasurer/s Peter Clark (1 Jan to 15 April)

Mary Driver (16 April to 31 Dec)

* Secretary Tina Henderson

**A1-4 COMPLIANCE WITH PRESCRIBED REQUIREMENTS**

The financial statements have been prepared in accordance with the requirements prescribed by:

* The *Education (General Provisions) Act 2006*
* The P&C Accounting Manual issued by the Department of Education

**A1-5 PURPOSE AND SCOPE OF FINANCIAL STATEMENT**

The financial statements have been prepared to provide information about the financial positions, financial performance and financial viability of the Association and to maintain, protect and enhance public trust and confidence in the Association through increased accountability and transparency. It also helps stakeholders in assessing the stewardship of management.

**A1-6 REPORTING ENTITY**

The financial statement is a special purpose financial statement prepared to satisfy the financial reporting requirements of the Association. The P&C Executive Committee has determined that the Association is not a reporting entity.

The consolidated financial statements include all income, expenses, assets, liabilities and equity of the committee and sub-committee comprising the Association. All transactions and balances internal to the Association have been eliminated in full.

**A1-7 PRESENTATION**

The following accounting principles, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial statement.

1. Basis of Accounting

The financial statement has been prepared on an accruals basis and is based on historical costs.

1. Inventories

All inventory is measured at cost. Costs are assigned on a first-in first-out basis.

1. Currencies and Rounding

Amounts included in the financial statements are in Australian dollars and rounded to the nearest $1.

1. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less.

1. Current/Non-Current Classification

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Association does not have an unconditional right to defer settlement to beyond 12 months after the reporting date.

All other assets and liabilities are classified as non-current.

1. Fixed Assets

Items of plant and equipment have a useful life greater than 1 year and a purchase cost greater than $5,000 are depreciated based on their estimated useful life.

1. Contingent assets/liabilities

There were no known contingent assets/liabilities of a significant nature at 31 December XXXX.

1. Employee entitlements

Provision is made for the Association’s liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to the paid when the liability is settled.

1. Income Tax

The Association is a statutory body formed under the *Statutory Financial Arrangement Act* and is exempt from income tax under section 50-1 of the *Income Tax Assessment Act 1997*.

**A1-7 EVENTS AFTER THE REPORTING PERIOD**

There were no other events that have the potential to significantly affect the ongoing structure and financial activities of the Association.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ABC State School P&C Association** | | | | | | | | | | |  | | |
|  | **Statement of Comprehensive Income** | | | | | | | | | | |  | | |
|  | **Year ended 31 December 2018** | | | | | | | | | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  |  | |  | | | **2018** | |  | | **2017** | | |  | | |
|  |  | |  | | | **$** | |  | | **$** | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Income** | |  | | |  | |  | |  | | |  | | |
|  | Sales Tuckshop | |  | | | 37,200.00 | |  | | 34,375.00 | | |  | | |
|  | Sales Uniform Shop | |  | | | 8,280.00 | |  | | 8,668.00 | | |  | | |
|  | Sales Bookshop | |  | | | 2,449.00 | |  | | 3,744.00 | | |  | | |
|  | Sales Swim Club | |  | | | 0.00 | |  | | 0.00 | | |  | | |
|  | Fundraising | |  | | | 26,224.00 | |  | | 24,358.00 | | |  | | |
|  | Donations | |  | | | 3,200.00 | |  | | 1,760.00 | | |  | | |
|  | Grant | |  | | | 1,200.00 | |  | | 1,200.00 | | |  | | |
|  | Interest earned | |  | | | 176.00 | |  | | 155.00 | | |  | | |
|  | Other Income | |  | | | 334.00 | |  | | 129.00 | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Total Income** | |  | | | **79,063.00** | |  | | **74,389.00** | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Cost of Goods Sold** | |  | | |  | |  | |  | | |  | | |
|  | Cost of Goods Sold - Tuckshop | |  | | | 22,219.86 | |  | | 22,154.50 | | |  | | |
|  | Cost of Goods Sold - Uniform shop | |  | | | 4,979.00 | |  | | 5,091.00 | | |  | | |
|  | Cost of Goods Sold - Bookshop | |  | | | 1,888.00 | |  | | 2,095.20 | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Total Cost of Sales** | |  | | | **29,086.86** | |  | | **29,340.70** | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Gross Profit** | |  | | | **49,976.14** | |  | | **45,048.30** | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Expenses** | |  | | |  | |  | |  | | |  | | |
|  | Accountant fees | |  | | | 750.00 | |  | | 750.00 | | |  | | |
|  | Advertising and marketing | |  | | | 165.00 | |  | | 184.00 | | |  | | |
|  | Audit fees | |  | | | 520.00 | |  | | 520.00 | | |  | | |
|  | Bank charges | |  | | | 120.00 | |  | | 120.00 | | |  | | |
|  | Donations | |  | | | 5,200.00 | |  | | 5,000.00 | | |  | | |
|  | Depreciation | |  | | | 1,500.00 | |  | | 1,500.00 | | |  | | |
|  | Equipment/tools | |  | | | 146.00 | |  | | 221.00 | | |  | | |
|  | Fundraising Expenses | |  | | | 11,600.00 | |  | | 10,543.20 | | |  | | |
|  | Insurance | |  | | | 450.00 | |  | | 450.00 | | |  | | |
|  | Loan repayment - interest expenses | |  | | | 300.00 | |  | | 150.00 | | |  | | |
|  | Membership and subscriptions | |  | | | 220.00 | |  | | 220.00 | | |  | | |
|  | Printing | |  | | | 169.00 | |  | | 148.00 | | |  | | |
|  | Hiring expenses - coffee machine | |  | | | 3,000.00 | |  | | 0.00 | | |  | | |
|  | Annual Leave | |  | | | 1,568.00 | |  | | 1,142.00 | | |  | | |
|  | Long Service Leave | |  | | | 278.00 | |  | | 0.00 | | |  | | |
|  | Repairs and maintenance | |  | | | 224.00 | |  | | 186.00 | | |  | | |
|  | School premise/facility hire | |  | | | 340.00 | |  | | 312.00 | | |  | | |
|  | Stationery and postage | |  | | | 125.00 | |  | | 102.00 | | |  | | |
|  | Superannuation | |  | | | 1,363.00 | |  | | 1,312.00 | | |  | | |
|  | Wages | |  | | | 14,372.00 | |  | | 13,829.00 | | |  | | |
|  | Other Expenses | |  | | | 68.00 | |  | | 91.00 | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Total Expense** | |  | | | **42,478.00** | |  | | **36,780.20** | | |  | | |
|  |  | |  | | |  | |  | |  | | |  | | |
|  | **Net Profit / (Loss)** | |  | | | **7,498.14** | |  | | **8,268.10** | | |  | | |
|  | **ABC State School P&C Association** | | | | | | | | | | | | |  | | |
|  | **Statement of Financial Position** | | | | | | | | | | | | |  | | |
|  | **Year ended 31 December 2018** | | | | | | | | | | | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  |  |  | |  |  | | **2018** | |  | | **2017** | | |  | | |
|  |  |  | |  |  | | **$** | |  | | **$** | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Current Assets** |  | |  |  | |  | |  | |  | | |  | | |
|  | Cash in bank - General Account |  | |  |  | | 7,999.00 | |  | | 4,279.70 | | |  | | |
|  | Cash in hand - Petty Cash |  | |  |  | | 82.70 | |  | | 75.00 | | |  | | |
|  | Debit Card Account |  | |  |  | | 305.00 | |  | | 224.00 | | |  | | |
|  | Pre-paid expense |  | |  |  | | 600.00 | |  | | 3,600.00 | | |  | | |
|  | Stock on hand - Book Shop |  | |  |  | | 1,349.00 | |  | | 1174.00 | | |  | | |
|  | Stock on hand - Tuckshop |  | |  |  | | 884.64 | |  | | 938.50 | | |  | | |
|  | Stock on hand - Uniform Shop |  | |  |  | | 3,564.00 | |  | | 2,291.00 | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Total Current Assets** |  | |  |  | | **14,784.34** | |  | | **12,582.20** | | |  | | |
|  | **Non-Current Assets** |  | |  |  | |  | |  | |  | | |  | | |
|  | Plant and Equipment |  | |  |  | | 13,500.00 | |  | | 15,000.00 | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Total Non-Current Assets** |  | |  |  | | **13,500.00** | |  | | **15,000.00** | | |  | | |
|  | **Total Assets** |  | |  |  | | **28,284.34** | |  | | **27,582.20** | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Liabilities** |  | |  |  | |  | |  | |  | | |  | | |
|  | Balance of Loans |  | |  |  | | 7,500.00 | |  | | 15,000.00 | | |  | | |
|  | Provision for Annual Leave Liability |  | |  |  | | 1,660.00 | |  | | 1,239.00 | | |  | | |
|  | Provision for LSL Liability |  | |  |  | | 1,062.00 | |  | | 779.00 | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Total Liabilities** |  | |  |  | | **10,222.00** | |  | | **17,018.00** | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Net Assets** |  | |  |  | | **18,062.34** | |  | | **10,564.20** | | |  | | |
|  | **Accumulated Surplus** |  | |  |  | |  | |  | |  | | |  | | |
|  | Opening balance |  | |  |  | | 10,564.20 | |  | | 2,296.10 | | |  | | |
|  | Profit/(Loss) for year |  | |  |  | | 7,498.14 | |  | | 8,268.10 | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |
|  | **Accumulated Surplus at the end of year** |  | |  |  | | **18,062.34** | |  | | **10,564.20** | | |  | | |
|  |  |  | |  |  | |  | |  | |  | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **ABC State School P&C Association** | | | | | | | | |  | | |
|  | | **Statement of Receipts and Payments** | | | | | | | | |  | | |
|  | | **Year ended 31 December 2018** | | | | | | | | |  | | |
|  | |  | |  |  |  |  |  | |  | |  |
|  | |  | |  |  |  | **2018** |  | | **2017** | |  |
|  | |  | |  |  |  | **$** |  | | **$** | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | | **Receipts** | |  |  |  |  |  | |  | |  |
|  | | Sales | |  |  |  |  |  | |  | |  |
|  | | *Sales Tuckshop* | |  |  |  | 37,200.00 |  | | 34,375.00 | |  |
|  | | *Sales Uniform Shop* | |  |  |  | 8,280.00 |  | | 8,668.00 | |  |
|  | | *Sales Bookshop* | |  |  |  | 2,449.00 |  | | 3,744.00 | |  |
|  | | Fundraising: | |  |  |  |  |  | |  | |  |
|  | | *Fundraising Chocolate drive* | |  |  |  | 3,537.00 |  | | 2,260.00 | |  |
|  | | *Fundraising Disco* | |  |  |  | 4,350.00 |  | | 3,828.00 | |  |
|  | | *Fundraising Entertainment book* | |  |  |  | 0.00 |  | | 1,850.00 | |  |
|  | | *Fundraising Fete* | |  |  |  | 18,337.00 |  | | 16,420.00 | |  |
|  | | Donations | |  |  |  | 3,200.00 |  | | 1,760.00 | |  |
|  | | Grant | |  |  |  | 1,200.00 |  | | 1,200.00 | |  |
|  | | Interest earned | |  |  |  | 176.00 |  | | 155.00 | |  |
|  | | Other Income | |  |  |  | 334.00 |  | | 129.00 | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | | **Total Receipts** | |  |  |  | **79,063.00** |  | | **74,389.00** | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | | **Payments** | |  |  |  |  |  | |  | |  |
|  | | Stock purchase | |  |  |  |  |  | |  | |  |
|  | | *Tuckshop Stock purchase* | |  |  |  | 22,166.00 |  | | 21,618.00 | |  |
|  | | *Uniform shop Stock purchase* | |  |  |  | 5,850.00 |  | | 3,900.00 | |  |
|  | | *Bookshop Stock purchase* | |  |  |  | 1,761.00 |  | | 1,358.00 | |  |
|  | | Fundraising Expense | |  |  |  |  |  | |  | |  |
|  | | *Chocolate drive Fundraising Expenses* | | |  |  | 2,579.00 |  | | 2,255.00 | |  |
|  | | *Disco Fundraising Expenses* | |  |  |  | 3,065.00 |  | | 2,428.00 | |  |
|  | | *Entertainment book Fundraising Expenses* | | | |  | 0.00 |  | | 1,450.00 | |  |
|  | | *Fete Fundraising Expenses* | |  |  |  | 5,956.00 |  | | 4,410.20 | |  |
|  | | Accountant fees | |  |  |  | 750.00 |  | | 750.00 | |  |
|  | | Advertising and marketing | |  |  |  | 165.00 |  | | 184.00 | |  |
|  | | Annual Leave | |  |  |  | 1,568.00 |  | | 1,142.00 | |  |
|  | | Audit fees | |  |  |  | 520.00 |  | | 520.00 | |  |
|  | | Bank charges | |  |  |  | 120.00 |  | | 120.00 | |  |
|  | | Donations | |  |  |  | 5,200.00 |  | | 5,000.00 | |  |
|  | | Equipment/tools | |  |  |  | 146.00 |  | | 221.00 | |  |
|  | | Loan repayment - principal component | |  |  |  | 7,500.00 |  | | 3,750.00 | |  |
|  | | Loan repayment - interest expenses | |  |  |  | 300.00 |  | | 150.00 | |  |
|  | | Long Service Leave | |  |  |  | 278.00 |  | | 0.00 | |  |
|  | | Insurance | |  |  |  | 450.00 |  | | 450.00 | |  |
|  | | Membership and subscriptions | |  |  |  | 220.00 |  | | 220.00 | |  |
|  | | Pre-paid expense | |  |  |  | 0.00 |  | | 3,600.00 | |  |
|  | | Printing | |  |  |  | 169.00 |  | | 148.00 | |  |
|  | | Repairs and maintenance | |  |  |  | 224.00 |  | | 186.00 | |  |
|  | | School premise/facility hire | |  |  |  | 340.00 |  | | 312.00 | |  |
|  | | Stationery and postage | |  |  |  | 125.00 |  | | 102.00 | |  |
|  | | Superannuation | |  |  |  | 1,363.00 |  | | 1,312.00 | |  |
|  | | Wages | |  |  |  | 14,372.00 |  | | 13,829.00 | |  |
|  | | Other Expenses | |  |  |  | 68.00 |  | | 91.00 | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | | **Total Payments** | |  |  |  | **75,255.00** |  | | **69,506.20** | |  |
|  | |  | |  |  |  |  |  | |  | |  |
|  | | **Net Receipts / (Payments)** | |  |  |  | **3,808.00** |  | | **4,882.80** | |  |
|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **ABC State School P&C Association** | | | | | |  | |  | **Trading Statement - Tuckshop** | | | | | |  | |  | **Year ended 31 December 2018** | | | | | |  | |  |  |  |  |  |  |  |  | |  |  |  |  | **2018** |  | **2017** |  | |  |  |  |  | **$** |  | **$** |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | **Sales Tuckshop** |  |  | 37,200.00 |  | 34,375.00 |  | |  |  |  |  |  |  |  |  | |  | Opening Stock |  |  | 938.50 |  | 1,475.00 |  | |  | Tuckshop Stock purchase |  |  | 22,166.00 |  | 21,618.00 |  | |  | Closing Stock |  |  | 884.64 |  | 938.50 |  | |  |  |  |  |  |  |  |  | |  | **Cost of Goods Sold** |  |  | **22,219.86** |  | **22,154.50** |  | |  |  |  |  |  |  |  |  | |  | **Gross Income / (Loss)** |  |  | **14,980.14** |  | **12,220.50** |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | **Operating Expenses** |  |  |  |  |  |  | |  | Tuckshop Accountant fees |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Advertising and marketing |  |  | 99.00 |  | 115.00 |  | |  | Tuckshop Audit fees |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Bank charges |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Donations |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Depreciation |  |  | 1,500.00 |  | 1500.00 |  | |  | Tuckshop Equipment/tools |  |  | 86.00 |  | 101.00 |  | |  | Tuckshop Fundraising Expenses |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Loan repayment - interest expenses |  |  | 300.00 |  | 150.00 |  | |  | Tuckshop Insurance |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Membership and subscriptions |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Annual Leave |  |  | 1,176.00 |  | 756.50 |  | |  | Tuckshop Long Service Leave |  |  | 208.50 |  | 0.00 |  | |  | Tuckshop Printing |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Repairs and maintenance |  |  | 180.00 |  | 96.00 |  | |  | Tuckshop School premise/facility hire |  |  | 0.00 |  | 0.00 |  | |  | Tuckshop Stationery and postage |  |  | 42.00 |  | 37.50 |  | |  | Tuckshop Superannuation |  |  | 970.00 |  | 897.00 |  | |  | Tuckshop Wages |  |  | 7,779.00 |  | 7,172.00 |  | |  | Tuckshop Other Expenses |  |  | 0.00 |  | 0.00 |  | |  |  |  |  |  |  |  |  | |  | **Total Operating Expenses** |  |  | **12,340.50** |  | **10,825.10** |  | |  |  |  |  |  |  |  |  | |  | **Tuckshop Net Income / (Loss)** |  |  | **2,639.64** |  | **1,395.40** |  | |  |  |  |  |  |  |  |  |   **ABC State School P&C Association** | | | | | | | | | | | |  | |
|  | **Bank Reconciliation Statement** | | | | | | | | | | | |  | |
|  | **Month ended 31 December 2018** | | | | | | | | | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  |  | |  | | | | |  | **2018** | | | |  | |
|  |  | |  | | | | |  | **$** | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | Bank Reconciliation Statement for the Month of: | | | | | | |  | **Dec-18** | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | **Opening Balance on Bank Statement** | | | | | | |  | 4,895.00 | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | Add: | | Receipts processed and presented on Bank Statement | | | | |  | 5,974.00 | | | |  | |
|  | Less: | | Payments processed and presented on Bank Statement | | | | |  | 3,214.00 | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | **Calculated Closing Balance** | | | | | | |  | **7,655.00** | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | **Closing Balance on Bank Statement** | | | | | | |  | 7,655.00 | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | **Unpresented Receipts and Payments** | | | | | | |  |  | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | Add: | | Unpresented Receipts at reporting date | | | | |  | 688.00 | | | |  | |
|  | Less: | | Unpresented Payments at reporting date | | | | |  | 344.00 | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |
|  | **Adjusted Bank Balance** | | | | | | |  | **7,999.00** | | | |  | |
|  |  | |  | | | | |  |  | | | |  | |

**Part 6:**

**CERTIFICATE OF THE PRESIDENT, SECRETARY AND TREASURER**

**XXX STATE SCHOOL**

**PARENTS AND CITIZENS’ ASSOCIATION**



We have prepared the foregoing annual financial statements pursuant to the provisions of the *Financial Accountability Act 2009*, *Education (General Provisions) Act 2006*, and the Accounting Manual for Parents and Citizens’ Associations and certify that:

1. the financial statements and notes to and forming part of the accounts are in agreement with the accounts and records of the XXX State School Parents & Citizens’ Association;
2. in our opinion:
3. the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
4. the statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the financial year last preceding, of the transactions of the association for the financial year to which they relate and, where they show the financial position as at the close of that year, of that financial position.

President Secretary Treasurer

(name) …………………………………. (name) …………………………………. (name) ………………………………….

(signature) ……………………………. (signature) ……………………………. (signature) …………………………….

(date) / / (date) / / (date) / /

**AUDITOR’S CERTIFICATION**

**For the financial year ended 31 December 2018**

I have examined the accounts of the ABC State School Parents and Citizens’ Association and I certify that, in my opinion:

1. The attached financial statements of the Parents and Citizens’ Association Fund established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the association have been complied with, in all material respects.
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.

………………………………………………..

Peter Grey, Certified Practicing Accountant

Auditor

Grey and Grey Financial Services Pty Ltd