



Summary of the Affairs of the Association Template

The completed 'Summary of the Affairs of the Association' can assist with handover at the rise of the AGM. This template is also available as a downloadable PDF document on the WACSSO website at: www.wacssso.wa.edu.au/pc-resources/ under P&C Templates/Forms.

Legal Registered Name: Subiaco Primary School Council and Parents and Citizens' Association Incorporated

Incorporated Association Registration Number (IARN): A0821305X

Date of Incorporation: 21/08/1984

AGM Date (within 4 months of the end of the financial year): 27/02/2023

Association Address: 271 Bagot Road, Subiaco 6008

Western Australian Council of State School Organisations (WACSSO)

Affiliation - Date Paid: 02/05/2022 (due prior to 30 June for following financial year)

Public Liability and Volunteer Accident Insurance is included in the WACSSO Affiliation.

Reporting Responsibility: Secretary

Reporting Requirement	Reported to	Due Date
Update P&C Office Bearers	WACSSO	Before 30 April
Update P&C Office Bearers	School Principal	Before 30 April
Submit Financial Statement & Solvency Statement	WACSSO	Within 4 months after the end of every financial year

Committee Meetings

How often does the committee meet (note – must meet at least once/term):

- Twice a term:

- Term 1 – week 5 AGM; week 8 General Meeting
- Terms 2-4 - weeks 3 & 8

All meetings are held on a Monday at 7pm in the school library

Notice requirements for committee meetings (note: minimum notice is 7 days):

- General, Annual General & Special General Meetings - 7 days
- Executive Committee Meetings – 48 hours

Quorum for General meetings (note: quorum for large schools is 8 and for small schools is 5: 8 financial members. (NB: As the Principal is an ex-officio member of the P&C, they are not a financial member).

AssociationsOnline

Primary User*: President, Fiona Plant.

Authorised user(s)**: To be added:
Co-Secretary – Eleanor Stoney
Co-Secretary – Tamara Brestovac

*Karen Izard (WACSSO Representative) is a Primary User for all P&Cs. Please do not remove her.

** Authorised users can upload an AIS

Reporting Responsibility: Treasurer, Kanchana Karunaratna

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Consumer Protection through AssociationsOnline	Within 6 months after the end of every financial year

Reporting Responsibility: Secretary

Reporting Requirement	Reported to	Due Date
Changes to address or address for service	Consumer Protection through AssociationsOnline	Within 28 days of a change occurring

Australian Charities and Not for Profit Commission (ACNC) - if registered

Responsible Persons listed: N/A – Not registered.

Reporting Responsibility: N/A – Not registered.

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Through ACNC Charity Portal	Report Annually within 6 months after the end of every financial year
Changes to legal name, address for service or Responsible Persons	Through ACNC Charity Portal	Within 28 days of a change occurring for medium and large charities. Within 60 days for small charities.

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FINANCIAL INFORMATION

Financial:

Financial Year: 31st December

Accountant/Bookkeeper: None. Accounts maintained in QuickBooks
Phoenix Accountants & Advisers have been used in the past and were used to set up QuickBooks reporting but are not retained to provide any ongoing services.

Address: Suite 5, 40 Cedric St, Stirling WA 6021

Ph: 6444 6311

M: 0468 786 065

E: lavishab@phoenixconsultancy.com.au

W: phoenixconsultancy.com.au

Auditor or Reviewer: None. Not required under WACSSO rules.

Common Seal (if the Association has one)

Custody: N/A. None held

Authorised users: N/A. None held

Bank Account Details:

Name: Subiaco Primary School P&C Association

Bank: ANZ, Business Extra Account (Cheque)

BSB: 016-460

Account Number: 3408-89723

Signatories: President (Mandatory) – Fiona Plant

Treasurer (Mandatory) - Kanchana Karunaratna

Vice President (Mandatory) – Joanne Wilkie [NOT YET ADDED]

Co-Secretary (Mandatory) - Tamara Brestovac

Co-Secretary (Mandatory) - Eleanor Stoney

Name: Subiaco Primary School P&C Association

Bank: ANZ, Business Online Saver (Savings)

BSB: 016-460

Account Number: 9044-28624

Signatories: President (Mandatory) – Fiona Plant

Treasurer (Mandatory) - Kanchana Karunaratna

Vice President (Mandatory) – Joanne Wilkie [NOT YET ADDED]

Co-Secretary (Mandatory) - Tamara Brestovac

Co-Secretary (Mandatory) - Eleanor Stoney

Name: Building fund – details tbc

Bank: tbc

BSB: tbc

Account Number: tbc

Signatories: tbc

Debit Card Details:

No debit card currently held or operated. [TO BE UPDATED IF APPROVED]

TAXATION:

Australian Business Number (ABN): 75 015 848 751

Tax File Number (TFN): TBC

Taxation Registrations (i.e. GST, PAYG, FBT):

- Pay as you go (PAYG) withholding registration – as an employer the P&C must be registered for PAYG. NB: Payments are due
- STP (Single Touch Payroll) - TBC
- SuperStream – TBC NB: Super contributions are due:
 - o 1 July – 30 Sept 28 Oct
 - o 1 Oct – 31 Dec 28 Jan
 - o 1 Jan – 31 Mar 28 Apr
 - o 1 Apr – 30 Jun 28 July

NB:

- The P&C is not currently registered for GST. Tax advice is to be obtained.
- The P&C is not currently registered for Payroll Tax as monthly taxable wages don't exceed \$83,333. (As at March 2023)

Taxation exemptions (i.e. PBI, DGR):

- Income Tax – Currently exempt via self-assessment as a 'Community service organisation'. Exemption to be renewed annually and ratified at a General Meeting via 'Income tax status review worksheet for self-assessing non-profit organisations' (available on the ATO website)
- Payroll Tax – Not applicable as only applies where monthly taxable wages exceed \$83,333 (as at March 2023).
- Deductible Gift Recipient status – as the P&C is not registered with the Australian Charities and Not-for-profits Commission it is not entitled to this. Building fund TBC

Authorised contact for Australian Taxation Office (ATO) – Currently unknown. Requested update to:

- Treasurer, Kanchana Karunaratna, M: 0432 557 188
- President, Fiona Plant, M: 0448 698 937

- Vice-President, Joanne Wilkie, M: 0451 152 574
- Co-Secretary (Mandatory) - Tamara Brestovac, M: 0401 186 415
- Co-Secretary (Mandatory) - Eleanor Stoney, M: 0407 401 783

Authorised user(s) of ATO Online Services account: Currently unknown. To be updated to:

- Treasurer, Kanchana Karunaratna, M: 0432 557 188
- President, Fiona Plant, M: 0448 698 937
- Vice-President, Joanne Wilkie, M: 0451 152 574

Reporting Responsibility: Kanchana Karunaratna, Treasurer

Reporting Requirement	Reported to	Due Date
Office Bearer Notification	ATO (via Change of Registration Details form 2943-08-2021. Currently a paper version has to be ordered through the website and posted. The physical form then needs to be completed)	As soon as possible after AGM
Business Activity Statements (if required)	ATO	See above - Not currently required Quarterly: 28 October, 28 February, 28 April and 28 July
Annual GST return	ATO	See above - Not currently required
PAYG Instalment activity statement	ATO	Quarterly: 28 Feb, 28 April, 28 July and 28 October
PAYG End of Year finalization declaration	ATO – via Single Touch Processing	14 July
PAYG Annual Withholding Report (for all payments not reported and finalized through Single Touch Payroll)	ATO – PAYG payment summary annual report	Only required where all payments are not reported and finalized through Single Touch Payroll 14 August
Superannuation guarantee charge statements (only required super contributions not made by quarterly cut-off date)	Superannuation Clearing House	Quarterly: 28 October, 28 February, 28 April and 28 July

Income tax exemption	P&C General Meeting	To be presented at the final GM each year, applying to the following year
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INSURANCE (employees, canteen or stock)

Provider: Ansvar Insurance Limited
 via broker Grange Insurance Solutions Pty Ltd

Certificate of Insurance (Policy) Number: 06.300.0582454

Inclusions: Public and Products Liability

Expiry: 15/09/2023 at 4.00pm

Provider: Tokio Marine & Nichido Fire Insurance Co. Ltd
 via broker Grange Insurance Solutions Pty Ltd

Certificate of Insurance (Policy) Number: 0072921

Inclusions: Voluntary Workers Personal Accident

Expiry: 15/09/2023 at 4.00pm

Provider: Insce Aust Ltd T/As CGU Workers Compensation
 via broker Grange Insurance Solutions Pty Ltd

Certificate of Insurance (Policy) Number: O/20-15248

Inclusions: Workers Compensation insurance

Expiry: 6 May 2023 4.00pm

Provider: XL Insurance Co. SE

Certificate of Insurance (Policy) Number: 127937

Inclusions: Public & Products Liability, Public & School Swimming Pool

Expiry: 24 May 2023 4pm local standard time

Insurance Broker: Grange Insurance Solutions
 Ph: 9201 8000
 M: info@grangeinsurance.com.au

NB: Uniform Shop stock is not currently accounted for and is therefore not insured.

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LICENSES

License type	License number	Renewal date
Registration as a Food Business, City of Subiaco	Certificate is in name of school, <u>not</u> the P&C however responsibility liaising with City of Subiaco Health Services re inspections and ongoing certification currently rests with the Healthy Hub Sub-Committee as per Terms of Reference.	N/A – ongoing, providing regular inspections are passed.

CUSTODY OF RECORDS

Record	Current Custodian or storage location
Rules/Constitution	Secretary (lodged with the Department of Mines, Industry Regulation and Safety and available to view / download through AssociationsOnline - AssociationsOnline (commerce.wa.gov.au)).
Certificate of Incorporation	Secretary (lodged with the Department of Mines, Industry Regulation and Safety and available to view / download through AssociationsOnline - AssociationsOnline (commerce.wa.gov.au)).
Licences and registration certificates	Liquor licences (temporary only) – Events Coordinator (as required) Council event permits – Events Coordinator (as required)
Register of Members	Secretary
Record of Office Holders	Secretary
Member application Forms	Secretary
Financial records	Treasurer
Banking Records	Treasurer
Financial Reports	Treasurer
Contracts and agreements	Pool Contracts – Pool Coordinator: - Deed of licence between Subiaco Primary School and the P&C covering use of the pool, commencing 27/11/2021 (due for expiry / renewal 26/11/2023). Needs to be renewed prior to the

	<p>re-opening of the pool on 24/11/2023.</p> <ul style="list-style-type: none"> - Pool operating agreement between the P&C and Royal Life Saving (RLSSWA) commencing 1/7/2022, expiring 30/6/2023. Needs to be renewed prior to expiry as services are provided throughout the year, including the off season when the pool is closed. - Partnership agreement between the P&C and Subiaco Council commencing 25/11/2022, expiring 30/6/2023. Also covers the \$5,000 contribution towards pool operating costs. Needs to be renewed prior to the re-opening of the pool on 24/11/2023. <p>Licence for Third Party Use of School Property – Events Coordinator (as required)</p> <p>No other contracts or agreements identified.</p>
Meeting minutes	Secretary
Correspondence	Secretary
Policies and procedures	P&C Code of Conduct – Secretary
Website/Facebook details	Facebook Committee
Sub-Committee Terms of Reference	<p>Secretary</p> <p>Also available on School Website</p>

Employment contract (Uniform shop)	Vice President
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NB: P&C online storage arrangements to be reviewed.

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