SPECIAL THANKS FOR THE ARTWORK USED, TO...

EDNEY PS, FLINDERS PARK PS, JURIEN BAY DHS, LOCKRIDGE SHS,
O’CONNOR PS, PALMYRA PS, RANGEWAY PS AND SOMERLY PS.
Welcome Pack

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All publications and forms are available on our website www.wacsso.wa.edu.au
About

The Western Australian Council of State School Organisations Incorporated (WACSSO) is the culmination of over 640 affiliated Western Australian Parent and Citizen Associations (P&Cs), and we represent these as one voice.

WACSSO is not a governing body. WACSSO provides advice to affiliates. This may require forwarding the enquiry on to suitable professional organisations equipped to answer. WACSSO does not offer legal advice.

WACSSO influences the direction of education through negotiation with federal, state and local governments, the Minister for Education, Education Department of WA, P&Cs, schools, unions and other agencies.

We facilitate the participation and involvement of our people and affiliates through developing their knowledge and skills.

Our organisation endeavours through the direction set by our Annual Conference and State Council to influence the direction of education towards the views held by parents and citizens.

We believe the benefits of education encompass all the aspects of learning, mental, social, emotional, health and physical education.

WACSSO acknowledges students as being everyone enrolled in government schools.
Dear P&C Members,

Hello and a warm welcome back to the school year for 2015.

Whilst last year was about preparation, this year is about dealing with the myriad changes afoot within the WA school system. In secondary schools state-wide, we have seen growth from 4.5 cohorts to 6, as our half cohort year group of 12s has graduated and gone out into the world and Year 7s have been welcomed for the first time onto our upper school campuses. Don't forget the series of information sheets published last year in relation to the Year 7 transition. Containing valuable information about creating a positive homework environment, travelling safely to and from school, Cybersafety and social media advice and much more - they can be found on the WACSSO website. This year schools are also operating under the new Student-Centred Funding Model and one-line budget, the impact of which should be known shortly. We hope all facets of transition run smoothly this year, and recommend any parents with concerns or queries, speak to their school principal, and you can also share any concerns with WACSSO. One way you can keep in touch is by subscribing to our fortnightly eNewsletter via the WACSSO website.

Most P&C Associations will be in the process of holding, or have already held, their Annual General Meeting and many may have welcomed in a new group of Office Bearers and Committee members. I congratulate all new P&C and Executive members on stepping up to become more involved for the betterment of your school community. To those returning for another year, thank you for your ongoing commitment.

I encourage you to work together toward a common good – the educational benefit of the students at your school. This year, we would also like all Associations to take a moment recognise their value in the school community. As explored at our 2013 Annual Conference, we know P&Cs have a unique ability to influence greater parental engagement. We would love to see all P&Cs reaching out to their wider school community. Not all parents have the capacity to attend every meeting or take on a role bearing position, but all parents do have something to give, and all efforts are appreciated and valued. Positive parental engagement in learning has been shown to improve academic achievement, wellbeing and productivity. What a great collective goal to have!

For those parents who are stepping into office bearer roles this year, we know that volunteering at this level requires considerable time and effort, and that new duties and responsibilities can sometimes feel daunting. But please remember, WACSSO’s door is always open for any support you may need and our organisation provides training and many valuable resources, such as this Welcome Pack, to assist with the day to day running of the P&C.

WACSSO represents more than 640 affiliated P&C Associations throughout Western Australia, as the combined voice of parents and citizens associated with government schools. WACSSO comprises a number of volunteer Councillors who are elected from P&C Associations like your own to represent your views on the WACSSO State Council, the Department of Education and the Government of the day.

The WACSSO office is open weekdays between 8:00am and 4:00pm. Our dedicated and professional team is more than willing to assist you and your association in meeting the aims and objectives of the P&C Constitution.
We are already keenly anticipating the 2015 WACSSO Conference. Following last year's spectacular 80th annual event, we have taken on affiliates' feedback and suggestions and will be introducing some new initiatives and new formats – for the **weekend of August 22nd and 23rd**. Conference will again be held at Crown Perth. It is a brilliant way to join with other parents from around the State to share your interests and views about public education and P&C matters. It is vitally important that your P&C is represented - at your AGM, ensure you appoint your delegate/s who will attend on behalf of your association. Your children, your school and the wider community will benefit through your participation. The exciting Theme for this year's conference will be announced before the end of this term. **Remember: ONE delegate from each Affiliated School Organisation receives a FREE ticket to Conference.**

As mentioned at Conference last August, in early 2014 WACSSO engaged community development consultant Tim Muirhead to review our organisational structure for sustainability and our policy document for currency and readability. We are now pleased to announce the refreshed document is at final draft stage and draft copies will soon be distributed to affiliates for comment.

If you have any queries or wish to discuss any matter relating to operating your P&C Association, please feel free to contact your State Councillor or the WACSSO staff and remember to visit our website and Facebook page regularly to stay up to date with P&C and public education information and news.

In closing, I would like to assure you that WACSSO is here to represent your P&C Association. To be effective we rely overwhelmingly on you, as affiliate members to contribute information and be active participants in forums, training and our Annual Conference. I encourage each one of your members to utilise the facilities and resources of WACSSO wherever possible. I look forward to a challenging, busy and exciting year and to working with affiliates towards an improved public education system for all Western Australian students.

Yours sincerely

Kylie Catto
WACSSO President
WACSSO Staff

Telephone:  9264 4000
Facsimile:  9264 4948
Email:    info@wacsso.wa.edu.au

Jody Quinn
Affiliate Services Officer
affiliates@wacsso.wa.edu.au
ph: 9264 4000

Karen Izard
Finance and Administration Officer
admin@wacsso.wa.edu.au
ph: 9264 4004

General Enquiries
P&C Voice
Conference
Website & Email

Financial Management
WACSSO Constitution/By-Laws
(is the constitutional secretary)
P&C Constitution
P&C Incorporation & Change of Name
Affiliation Enquiries
Website & Email

Lyndsey Wetton
Communication and Research Officer
communications@wacsso.wa.edu.au
ph: 9264 4949

Richard Brand
Training and Development Officer
training@wacsso.wa.edu.au
ph: 9264 5026

E-News
Social Media
Emerging Issues
Campaign Advice
Media
Website & Email

General Enquiries
Training Delivery
Councillor Recruitment
Publications
Website & Email
** SAMPLE - MY SCHOOL P&C Ready Reckoner 2015 **

** Hold AGM before April 30
** Give notification for Annual General Meeting
** P&C Treasurer to ensure books has been audited and ready for AGM

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<th>February</th>
<th>March</th>
<th>April</th>
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<tr>
<td>Term 1 Starts</td>
<td>Labour Day Public Holiday</td>
<td>Term 1 Ends</td>
<td>P&amp;C Voice Deadline</td>
<td>Foundation Day Public Holiday</td>
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<td>14-15</td>
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<td>P&amp;C Voice Deadline</td>
<td>WACSSO State Council 1/2015</td>
<td>Close of Nominations for WACSSO State Council Elections</td>
<td>Due date for submission of 2015 WACSSO Conference Agenda Items</td>
<td>WACSSO In-House P&amp;C Training</td>
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<td>18</td>
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<td>30</td>
<td>13-14</td>
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<tr>
<td>WACSSO In-House P&amp;C Training</td>
<td>Good Friday Public Holiday</td>
<td>Final date for AGMs to be held</td>
<td>WACSSO State Council 2/2015</td>
<td>WACSSO In-House P&amp;C Training</td>
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<tr>
<td>Due date for Office Bearer forms &amp; Audited Financial Statements to be submitted to WACSSO</td>
<td>ANZAC Day Public Holiday</td>
<td>Due date for Office Bearer forms &amp; Audited Financial Statements to be submitted to WACSSO</td>
<td>WACSSO Affiliation Fees - final due date</td>
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<th>July</th>
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<tr>
<td>Term 2 Ends</td>
<td>Affiliation fee reminder notices</td>
<td>WACSSO In-House P&amp;C Training</td>
<td>Term 4 Starts</td>
<td>Organise Auditor for 2014 Audit</td>
<td>P&amp;C Treasurer to ensure books are ready for Auditing</td>
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<td>20</td>
<td>21</td>
<td>19-20</td>
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<tr>
<td>Term 3 Starts</td>
<td>P&amp;C Voice Deadline</td>
<td>WACSSO State Council 4/2015</td>
<td>Suspension of unpaid Affiliates</td>
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<td>Term 4 Ends</td>
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<td>21</td>
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<td>18</td>
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<tr>
<td>Closing date for Conference Registrations</td>
<td>WACSSO State Council 3/2015</td>
<td>P&amp;C Voice Deadline</td>
<td>Queen’s Birthday Public Holiday</td>
<td>WACSSO Office Closes</td>
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<td>22-23</td>
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<td>2015 WACSSO Annual Conference</td>
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<td>Boxing Day Public Holiday</td>
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This form in word format is available to download on the WACSSO website: [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au) so that you can update and include dates relevant to your individual P&C. You may want to include dates for your P&C meetings, parent information evenings, planned fundraising events, school award nights and school assemblies.

Public Holiday and School Term dates information has been obtained from the Department of Commerce website [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au). We hope you find this a useful tool for your committee. Consider providing a copy of your personalised P&C Ready Reckoner to your WACSSO State Councillor so that they are informed of meeting dates and any special events occurring at your school.
**2015 P&C Checklist**

☑ Tick each box when completed to ensure your P&C is abiding by all the rules of an Association

<table>
<thead>
<tr>
<th>Association Requirements</th>
<th>Information</th>
<th>Done</th>
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<tbody>
<tr>
<td>Annual Membership Subscription</td>
<td>Have your members paid? Annual membership = no more than $1 per member payable at the AGM or when new members join at any time throughout the year.</td>
<td></td>
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<tr>
<td>Annual General Meeting</td>
<td>P&amp;C AGMs must be within 4 months of the end of the financial year (for most P&amp;Cs this would by 30th of April). Notice of an AGM must be in writing not less than 7 days prior to the meeting to current members and the school community. <strong>Only one AGM is permissible per year.</strong></td>
<td></td>
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<tr>
<td>Election of Office Bearers</td>
<td>All P&amp;C positions declared vacate at the AGM for the election process to take place. Only members present at a meeting are entitled to vote – no proxy voting permitted. This rule applies to any P&amp;C meeting.</td>
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<tr>
<td>Appointment of Honorary Auditor</td>
<td>The Honorary Auditor is annually appointed at the AGM (preferably someone holding appropriate financial qualifications as per P&amp;C Constitution). They are required to audit all the accounts of the P&amp;C and provide a written report (see our online templates). A copy of the audit report <strong>must be</strong> given to the Principal and a copy given to WACSSO (P&amp;C Constitution) by <strong>April 30th</strong>.</td>
<td></td>
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<tr>
<td>Notification of Office Bearers</td>
<td>Before 30th April your Principal and WACSSO <strong>must be</strong> provided in writing with the names of the new P&amp;C office bearers and executive committee members. See the form overleaf or download it from the WACSSO website <a href="http://www.wacssso.wa.edu.au">www.wacssso.wa.edu.au</a>. Mail, fax or email a copy to WACSSO, give a copy to the Principal, keep a copy for P&amp;C records.</td>
<td></td>
</tr>
<tr>
<td>Members Register</td>
<td>P&amp;C Secretary to keep a record of all P&amp;C members’ names, postal or residential addresses as it is a legal requirement to retain a member’s register.</td>
<td></td>
</tr>
<tr>
<td>P&amp;C Meetings</td>
<td>It is the P&amp;C Constitutional requirement 15.1 to hold a minimum of one general meeting per school term.</td>
<td></td>
</tr>
<tr>
<td>Australian Business Number (ABN)</td>
<td>A P&amp;C when applying for a ABN can register online via <a href="http://www.abr.gov.au">www.abr.gov.au</a></td>
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</tr>
<tr>
<td>Notification to Tax Office</td>
<td>The Australian Taxation Office (ATO) needs to be annually informed in writing stating, who are the delegated ATO contacts within the P&amp;C. These will be the only people (WACSSO suggest all P&amp;C Office Bearers) who are able to provide and obtain P&amp;C ATO information.</td>
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<tr>
<td>Notification to ACNC</td>
<td>P&amp;Cs who have registered as a charity with the ACNC must provide an annual report within 6 months after the end of their financial year ie. June 2015 reporting for a Jan-Dec 2014 financial year. <a href="http://www.acnc.gov.au">www.acnc.gov.au</a></td>
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## Association Responsibilities

### Affiliation Renewal

| WACSSO affiliation invoices will arrive in May and payment is due before 30th June. Affiliation includes Public Liability Insurance, Volunteer Accident Insurance, one free Conference Delegate, free training opportunities, resources, and advice. |

### Insurance Renewal

| Do you have appropriate insurance for your employees, canteen or stock? Contact CentreWest Insurance Brokers on 9349 7900, or contact the insurance provider of your choice for more information. |

## Responsibilities of the P&C as an employer

### GST/PAYG Tax


### Superannuation


### Employment Guide

| This is available from [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au). For updated wage and conditions enquiries contact the Department of Commerce Wageline on 1300 655 266. |

## Have you considered...

### Attending WACSSO Conference

| 2015 WACSSO 81st Annual Conference is the 22nd & 23rd of August in the Astral Conference Room at the Crown Perth. Each Affiliate is entitled to send a free Conference Delegate. Submit an ‘Expression of Interest’ see the back of the Office Bearer Form. |

### Being a State Councillor

| Your State Councillor is there to help you and represent your district. Why not invite them to a meeting. If your district is unrepresented then consider nominating yourself or someone else in the P&C. |

### Training for your P&C

| Training opportunities are free to affiliated P&Cs, consider booking this year. For more information, please see the WACSSO website [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au) or contact the WACSSO Training & Development Officer on 9264 5026 |

## Contact our organisation if you have any questions

WA Council of State School Organisations Inc (WACSSO)
PO Box 6295, East Perth WA 6892
Ph: 9264 4000  Fax: 9264 4948  [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au)  info@wacsso.wa.edu.au
IMPORTANT

2015 P&C WACSSO Affiliation Obligations

Key Dates

**May**
Affiliation invoices should have been received by the beginning of June.

* If you have not received your invoice by 15 June please contact the WACSSO Office.

**August**
Invoice reminders will be sent out if Affiliation payment is overdue.

**September 30**
P&Cs who have not paid by 30 September 2015 will receive suspension notices. As a suspended P&C, you will not be covered by Centrewest Insurance for any event run by the P&C.

PLEASE NOTE

For those P&C’s who choose to use ‘Electronic Funds Transfer’ as a means of paying affiliation fees, please remember to add your school name or invoice number into the ‘account description’ field, this makes it easier to identify your payment.

WACSSO looks forward to assisting P&Cs throughout 2015, please call our office.
IMPORTANT

Notification of Office Bearers

It is a Constitutional requirement that each Executive Committee position must be filled by a different person (Section 7.0). The only exception to this rule is “with the approval of a General Meeting the positions of Honorary Secretary and Honorary Treasurer may be held by one person elected for that purpose” (Section 7.4). The incorporation of your P&C is there to protect individual members and as such you need to abide by the Association’s Constitution.

According to the P&C Constitution sub section 11.5, it is the responsibility of the P&C Committee, to forward the names of Office Bearers to WACSSO, as soon as possible after each election, even if the Office Bearers have not changed.

Please forward to WACSSO by the 30th April 2015

Note:

Your P&C Association may not be covered by your insurance if the legal constitutional requirements are seen as not being adhered to.

Fill out the Office Bearer’s Form on line at
www.wacsso.wa.edu.au\resources\office-bearers-form
Return to WACSSO by the 30th April 2015
(P&C Constitution Rule 11.5 requirement)

P&C Name: ________________________________________________________________
Date:  ___________________________________________________________________

President Name*: _________________________________________________________
Phone:  ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

Vice-President Name*: _____________________________________________________
Phone:  ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

Secretary Name*: _________________________________________________________
Phone:  ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

Treasurer Name*: _________________________________________________________
Phone:  ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

*Note: Automatic Subscription to E-news & P&C Voice unless otherwise indicated.

Executive Committee Members: are in addition to the President, Vice President,
Secretary and Treasurer.

Vote in a minimum of 3 members (2 if less than 100 students enrolled at the school).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

School Council Representative Name: ________________________________________
Phone:   ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

WACSSO Representative Name: _____________________________________________
Address:  _______________________________________________________________
Phone:   ______________________________ Mobile: __________________________
Email:  ___________________________________________________________________

☐ Tick if this person would like to express an interest in attending WACSSO
Annual Conference. Please see reverse if others would like to attend.

Authorised by ________________________________ (P&C President Signature)
Are you interested in attending the WACSSO Conference on 22nd and 23rd August 2015?

Fill in your expression of interest by completing the details below and WACSSO will contact your P&C when more information is available.

**Please note this is not a registration only an expression of interest**

Conference information and a registration form will go out to those who have expressed an interest as well as to all schools. The Conference Registration Form received by the interested person must be completed prior to attendance.

Name: _____________________  Name: ____________________________
Address: _____________________  Address: ____________________________
Phone: _____________________  Phone: ____________________________
Mobile: _____________________  Mobile: ____________________________
Email: _____________________  Email: ____________________________

Name: _____________________  Name: ____________________________
Address: _____________________  Address: ____________________________
Phone: _____________________  Phone: ____________________________
Mobile: _____________________  Mobile: ____________________________
Email: _____________________  Email: ____________________________

**REGISTER ONLINE FROM 1ST MAY**

Affiliated School Organisations are entitled to one complimentary Conference delegate

Privacy Declaration

WACSSO is committed to protecting the privacy and security of personal information collected about individuals. Personal Information means information about an individual whose identity is apparent or can reasonably be ascertained from the information.

The information may be stored as either a paper copy or on our internal computer network system. WACSSO takes steps to protect personal information from misuse and loss, unauthorised access, modification or disclosure. Personal information provided on this form is not circulated to external organisations.
2015 P&C Membership Form

Please return to your P&C Secretary

I, ...........................................................................................................................................................................(your name)

Of ...........................................................................................................................................................................(your address)

Phone .......................................................................................... Mobile.................................................................

Email......................................................................................................................................................................(optional)

I wish to become a financial member of ..............................................................................................................P&C Assoc Inc.

(Date).......................................................................................... by paying the annual membership fee of ..........................................

Please send the meeting minutes and notice of meetings via (please tick preferred option)

☐ Email  ☐ With my child ...............................................................................Child’s name)......................... ...(Room)

☐ I understand that my annual membership is current until the next AGM
☐ I agree to abide by the P&C Constitution (Association rules) and P&C Code of Conduct

Signed ......................................................................................................................................................................(Member)

Secretary’s use only:

Fee paid: .......................................................................................... Signed ...........................................................................................................(Secretary)

_________________________________________________________________________

(Give this part to member)

2015 Membership Receipt

Received from .....................................................................................................................................................(members name)

Amount paid .................................................................................................................................................................(membership fee)

Being Annual Membership fee of ..............................................................................................................P&C Assoc Inc

Signed ......................................................................................................................................................................(P&C Secretary)

Date ......................................................................................................................................................................
2015 P&C Office Bearer Nomination Form

Please return to the P&C by .............................................(date) for circulation to members

I,............................................................................................................................ (your name)
am a financial member of............................................................. (name of P&C Association)

wish to nominate for the position of ...........................................................

(eg President, Vice President, Secretary, Treasurer, sub committee)

for the year of ...........................................................(insert year nominating)

Qualifications/skills for the role or reason for nominating (optional):

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Signed............................................................................................................. Date..........................
I, ......................................................................................................................................................... (your name)
as a financial member of the P&C.
Wish to nominate for the position of **P&C School Council/Board Representative**
for the year of ........................................................................................................................................ (insert year nominating)

Qualifications/reasons for nominating:
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Signed ...................................................................................................................................................(Applicant)

Date .................................................................................................................................................... (Date of application)
P&C ‘Authority Letter’ for the Principal

**Important:** This letter is available on our website as a Word document so you can download it and adjust it according to your P&C requirements. This is for school notification purposes only.

**Name of School**
Parents and Citizens’ Association Inc.

(Date)

Principal
Name of School
Address of School
SUBURB  WA  P/CODE

Dear (Name of Principal)

As you are aware the P&C has conducted it’s AGM for the 20xx year, and new office bearers have taken up their respective roles.

In an effort to increase the capacity of the wider school community to contact P&C Executive members this letter is being sent as notification and authorisation for the school to release contact details of the following people, where callers are specifically inquiring through the school about P&C matters.

**Position:** P&C President
Office Bearer:  
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: __________________________

**Position:** P&C Vice President
Office Bearer:  
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: __________________________

**Position:** P&C Secretary
Office Bearer:  
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: __________________________

**Position:** P&C Treasurer
Office Bearer:  
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: __________________________

We hope this information will be of assistance to school administration, and supports the effective flow of communication.

Regards,

(Name)
P&C President
P&C Constitution

Contact the WACSSO Office for a copy of your P&Cs Constitution

Contact us on (08) 9264 4000 or info@wacsso.wa.edu.au
P&C Communications

Don’t miss out on important information from WACSSO.

**By Phone**

1. Introduce yourselves to the School Administration Staff and provide them with a authority to release details so that people can get in touch with the P&C (see ‘P&C Authority Letter for the Principal’ overleaf)
2. Remember to send in your Office Bearers Form to WACSSO

**By Post**

1. Have a letterbox situated in the Administration block for the staff to put incoming mail into or organise to have a PO Box at the nearest post office
2. If your P&C has a pigeon hole in the staff room don’t forget to check it regularly

**By Email**

Email is a necessary means of communication for every P&C Association, allowing for efficient transfer of information between members, external contacts and the wider school community.

Given the often frequent turnover of member and role-bearers in the P&C from year to year, it is important to have a stable, easily transferable email account (or accounts) to ensure no information is lost and that Office Bearers are easily contactable.

WACSSO does not recommend the use of personal email accounts for P&C business.

WACSSO recommends P&Cs set up at least one email account with a **FREE** web-based email client such as Hotmail, Gmail or Yahoo Mail (there are many more out there – it’s a good idea to do a quick internet search and compare).

P&Cs can set up one account for general use, which should generally be monitored by the Secretary. The address should clearly identify the P&C. For example: fremantleandc@gmail.com.

Schools with very active P&Cs may want to open an email account for one or a number of office bearers. For example: president.fremantleandc@gmail.com, secretary.fremantleandc@gmail.com, etc.

**Some Tips**

- Account passwords should be changed each time a new role bearer is appointed.
- Email account users should be mindful to **NOT** delete important emails, even at the end of their term. Emails should be copied onto a cd and submitted to the P&C for storage.

For more information on P&C email use, please contact the WACSSO office on 9264 4000 or communications@wacsso.wa.edu.au.
WACSSO Requirements

Certificate of Incorporation

In order to be affiliated with WACSSO a School Council/Board must be incorporated. To become incorporated, permission must be obtained from the Director General of Education. A copy of the Certificate of Incorporation must be forwarded to the WACSSO Office.

Constitution

Please forward a copy of the incorporated School Council/Board Constitution to WACSSO.

Contact details

Please fill out the following School Council/Board Office Bearer Form and return to WACSSO by the 30th April (Affiliated School Councils/Boards only)

Benefits of Affiliation

Insurance

$20 Million Public Liability and Volunteer Personal Accident Insurance coverage is included with WACSSO affiliation fees.

Resources

WACSSO provides information and free resources for their affiliates, to be able to network and keep you updated with educational news and events. The resources are available to download from our website or hard copies are available from the WACSSO Office.

Advice

The WACSSO Office is open from 8am-4pm Monday to Friday to answer any affiliation or resource enquiry you may have. Your calls may be forwarded on to the relevant person in the Education Department if we are unable to deal with the enquiry.

WACSSO Conference

Each Affiliate is entitled to have one free representative at the WACSSO Annual Conference.
For Affiliated School Councils/Boards ONLY

WA Council of State School Organisations Inc
PO Box 6295, East Perth 6892
Telephone: 9264 4000 Fax: 9264 4948
Email: info@wacssso.wa.edu.au
Website: www.wacssso.wa.edu.au

Please return to WACSSO by the 30th April 2015

School Council/Board Name: __________________________________________
Date:  __________________________________________________________

Chairperson Name: __________________________________________________
Phone:  ____________________________ Mobile: _______________________
Email:  __________________________________________________________

Principal Name: _____________________________________________________
Phone:  ____________________________ Mobile: _______________________
Email:  __________________________________________________________

Secretary Name: ____________________________________________________
Phone:  ____________________________ Mobile: _______________________
Email:  __________________________________________________________

P&C Representative Name: ___________________________________________
Phone:  ____________________________ Mobile: _______________________
Email:  __________________________________________________________

Authorised by ________________________________ (Chairperson Signature)

Are you interested in attending the WACSSO Conference on 22nd and 23rd August 2015?
Fill in your expression of interest by completing the details below. Conference information and a registration form will be forwarded to interested people. The Conference Registration Form must be completed prior to attendance.

Name:  _____________________  Name:  ____________________________
Phone:    ____________________  Phone:  ____________________________
Mobile:   ____________________  Mobile:  ____________________________
Email:   ____________________  Email:  ____________________________

**REGISTER ONLINE FROM 1ST MAY**
** For Affiliated School Councils/Boards ONLY

All WACSSO Publications are available from our website

www.wacsso.wa.edu.au

or phone the WACSSO office on 9264 4000

To subscribe to the WACSSO eNews, a fortnightly newsletter (during school terms) send an email to info@wacsso.wa.edu.au with ‘subscribe eNews’ in the subject line and include your name and school in the body of the email or fill in your details below:

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

To subscribe to the P&C Voice (5 issues per year) as an email, send an email to info@wacsso.wa.edu.au with ‘subscribe P&C Voice in the subject line and include your name and school in the body of the email or fill in your details below:

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

Name: ___________________  Name: _________________________
Email: ___________________  Email: _________________________

Privacy Declaration

WACSSO is committed to protecting the privacy and security of personal information collected about individuals. Personal Information means information about an individual whose identity is apparent or can reasonably be ascertained from the information.

The information may be stored as either a paper copy or on our internal computer network system. WACSSO takes steps to protect personal information from misuse and loss, unauthorised access, modification or disclosure. Personal information provided on this form is not circulated to external organisations.
WACSSO provides information and free resources for their affiliates, to be able to network and keep you updated with educational news and events. To access specific publications you will need to log on.

Affiliated P&Cs receive a new log in name and password on their membership certificate. These login details are for the use of members of affiliated P&C Associations only.

Log on details for the 2014-2015 Financial Year

Username: enter full school name
Password: navigate

If you have any questions please contact the WACSSO Office on 9264 4000 or info@wacsso.wa.edu.au
WACSSO is always looking at new ways to remain connected to parents and the wider community. You can now find us on our website, Blog, Facebook and Twitter. By following us on these sites, you can participate in discussion and polls, remain informed on educational issues related to your community and have your say on the direction of education in Western Australia. We invite you to go ahead!

Make us a favourite: [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au)

Blog us: [http://wacsso1921.wordpress.com](http://wacsso1921.wordpress.com)

Join our online community by:

![Facebook Logo]('LIKE' us on Facebook at [www.facebook.com/WACSSOinc](http://www.facebook.com/WACSSOinc)

or

![Twitter Logo]('follow' us on Twitter @WACSSO)
Facebook Use for P&Cs

Facebook pages are great for organisations/associations to quickly and easily connect and communicate with members. Facebook pages can act as very effective notice boards for P&C’s where members and public can easily keep track of news, events and opinions. They are also a great tool for promotion, advertising and discussion, and offer the ability for members to ask a question or leave feedback universally without the hassle of making a phone call or sending a bulk email. In essence, a Facebook page can become a P&C’s online community, allowing members to interact with each other whenever or wherever they are in the world.

This document provides recommended terms of use and should be used as a guide when setting up your P&Cs Facebook page.

1. Reason for Operation
A Facebook page operating under the name and for the purpose of a Parents and Citizens’ Association will be done so for one or more of the following reasons:

- Communicating news, information and issues to the school community.
- The organisation of P&C run or participant events.
- The purposes of research, discussion, raising questions or topics in the school community.
- Advertising (P&C related)
- Administrative purposes

It is important to remember that any P&C Facebook page transmits a digital image of that committee to the wider community. At all times it should represent your P&C in a professional manner.

2. Validity/Authorisation of Operation
The creation of the Facebook page specifically for any P&C must be voted on and passed by the caucus at a general meeting. It should not be a decision made by any one or group of individuals.
3. Code of Conduct

All users of a Facebook page representing a Parents and Citizens’ Association must adhere to the following guidelines:

a. Comments, post and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
b. All discussion must remain professional and personal topics are not to be discussed.
c. As Facebook pages are public spaces, comments relating personally to any individual or group are not to be discussed.
d. Defamatory or derogatory comments are not permitted.
e. Swearing, obscene and abusive language is not permitted.
f. Rude or obscene photographs, or links to photographs, are not to be posted on the page.
g. All advertisements posted on the page should be in relation to the P&C.
h. Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee's employee or administrative position should not be discussed on the page.
i. Information related to the financial position, direction or account details of the P&C should not be discussed on the page as it is in the public arena.
j. Personal information related to specific individuals of the P&C, of which that individual does not want released, should not be discussed on the page.

1. Administration

The administrator/s of the page (Recommend up to three members) must be appointed at a general meeting. If there are several candidates who are requesting the role of administrator a vote shall be held to decide. If the subsequent vote is a tie, the President shall make an executive appointment. Please note that the administrator/s will either have to create an account on behalf the P&C, or use their own Facebook account, to create the page.

The administrator’s responsibilities include:

- Posting information, news, questions and other material to the page with approval from the President in circumstances where it is needed.
- Deletion of comments that breach section 3.
- Removal and/or banning of any user who breach section 3 continuously.
- Reporting back at general meetings any enquiries, queries or matters raised on the page.

For further information please contact:
Communications and Research Officer
Ph: 9264 4947 or e: communications@wacsso.wa.edu.au
Registering process for P&Cs to become a charity

Register for an Australian Business Number (ABN)
- Register via https://abr.gov.au
- Make sure that ‘Entity type’ is Other Incorporated Entity not State Government Entity
- If your P&C already has an ABN, registration details can be accessed from http://www.abr.business.gov.au/
- If you already have an ABN but are registered as a State Government Entity, you will need to contact the Australian Taxation Office (ATO) direct in order to change the entity type.

Register with the Australian Charities & Not for Profit Commission (ACNC)
The ACNC determines the charitable status of an organisation ie does it have a charitable purpose.

**Charity Size**
- Small Charity: annual revenue less than $250,000
- Medium Charity: annual revenue $250,000 or more but less than a million
- Large Charity: annual revenue is 1 million or more

**Examples of Revenue**
- Government and other grants
- Donations
- Fundraising activities
- Bequests or legacies
- Fees and charges for provision of services
- Sales of goods
- Interest earned
- Dividends or similar distributions
The role of the Australian Taxation Office

The Australian Taxation Office still determines if an organisation is entitled to tax concessions. The ACNC will pass on any tax concession requests to the ATO.

The following tax concessions are available to apply for:

- Income tax exemption and franking credits
- Goods and services tax concessions
- Fringe benefit tax rebates
- Deductible gift recipient (DGR) status
- Tax concessions from state, territory and local governments

Annual Requirements

Each time Office Bearers change, the ACNC must be notified. The ACNC website has a variety of forms. Form 3A can be downloaded when there is an Office Bearer change (Responsible Person change). Form 3B can be downloaded to notify the ACNC of change of charity details. Please note that the ATO must also be notified when Office Bearers change otherwise they will not give you any information.

All registered charities must provide an annual information statement to the ACNC from the 2012-2013 reporting period onwards. Medium and large charities must also provide an annual financial report from the 2013-2014 reporting period onwards.

Note: Information gathered from the ACNC website, from communications with the ACNC advice section and the ATO.

For further information please contact:
Karen Izard, Finance and Administration Officer
Ph: 9264 4000 or E: admin@wacsso.wa.edu.au
Guideline

Addressing traffic control issues around schools

Dangerous parking and speeding around schools are two major issues that many P&Cs face each year. Addressing them requires whole-of-community collaboration, with key stakeholders including the P&C, the school, local council and local policing teams. It can be difficult to know where to turn for assistance first as your association works to make your school community a safer and friendlier place to be. This guideline aims to provide points of contact and suggestions on how to address any traffic control issues your school might be experiencing.

SPEEDING

Motorists exceeding the 40km/hr limit in school zones during designated times and exceeding the speed limit on other surrounding roads surrounding when children are travelling to and from school causes ongoing safety issues for many WA schools. Speeding can be carried out by members of the school community and also those in the wider community, so a multi-pronged approach to addressing the issue is recommended.

Here are some suggestions on how to tackle speeding around schools:

- The P&C President can speak up at assemblies and include speeding reminders in P&C correspondence. They can also liaise with the school principal to put out regular communication to all parents through school channels.
- The P&C can resolve to approach the local newspaper (or radio station) for an awareness raising article to be published. (See WACSSO’s President’s Guide for tips on dealing with the media)
- Make contact with your local police. Under WA’s new Policing Model, Local Policing Teams, falling under particular districts, carry out day to day community policing duties. You can find and contact your local policing team using this resource: http://frontline2020.police.wa.gov.au/ Police will often conduct a speeding ‘blitz’ in a particular area of concern in the community.
- The P&C could even coordinate the above three suggestions by resolving to start its own ‘slow down’ campaign. Ramp it up by producing bumper stickers, or bin stickers etc. that community members can display. The local council may even be interested in partnering with the P&C in an initiative.
PARKING

Parking is an issue at most schools and it is a challenge for the school community to provide various options to ensure all students get to and from school safely. Schools have a limited amount of parking bays to cater for school staff and for parent pick-up and drop-off. If left unaddressed, parking issues can lead to double parking, illegal verge and footpath parking and other dangerous stopping habits. Here are some suggestions on how to improve parking around your school:

Discuss

Put parking on the agenda for an upcoming P&C Meeting, when the Principal can be present to aid the discussion. Work through any ways the P&C can partner with the school to remediate parking issues – eg. More frequent communication with parents, the implementation of a Kiss and Ride program, erecting signage, joining the Department of Transport’s TravelSmart to School Program.

Communicate

The P&C President can speak at assemblies and include safe parking and drop-off/ pick-up information in P&C correspondence. They can also liaise with the school principal to put out regular communication to all parents through school channels.

Year 12 Drivers

Starting in 2015, around half of Year 12 students at secondary schools will be turning 18 years, so it is predicted more students will be gaining drivers licenses and some will want to drive to school. Each school deals with this issue differently, so it is important to clarify any concerns with the school principal.

Kiss and Ride Zones

These are ‘no-parking’ areas where parents can drop-off and pick-up their child without disturbing the flow of traffic on the road. They are implemented for student safety, parent convenience and to minimise congestion and confusion during the busiest times of the day – drop-off and pick up. Often the P&C supplies volunteer/s to supervise the zone to ensure safety and the smooth flow of traffic.

Work with your local council

Where there is an acute or ongoing problem, Councils will often supply parking inspectors (rangers) to monitor problem areas and ticket if necessary. Many Councils also produce publications addressing school parking issues. The City of Stirling has a ‘Parking at School’ brochure and a ‘Travel Smart Checklist’ for schools. The City of Mandurah has a ‘Safe Parking’ brochure.

Councils will usually work with schools to address parking issues – find out how your Council can help you.
PROGRAMS & RESOURCES

WALGA Roadwise Program
This WA Local Government Association initiative supports Local Governments, community groups, businesses and individuals to become involved in the road safety network around the state. The program provides access to resources and training.


Dept. Transport TravelSmart to School Program
The State Government run TravelSmart to School program works with primary schools to promote safe and active ways to travel to school.

The program works by:
• Helping students be healthy and active by increasing walking and riding to school.
• Tackling traffic issues and boosting school spirit.
• Creating student-centred teams to foster leadership skills and achieve change.
• Providing practical ways to teach and develop sustainability at your school.
• Hosting an Online Community to provide examples and discuss solutions to parking congestion, road safety and physical activity issues.

Schools that partake in the program can be eligible for reward packs, competitions with student prizes, signage and badge machines for loan, how-to guides, planning support, eNewsletters, and professional development and networking opportunities.


Traffic Wardens & School Crossings
WA Police administer the Children’s Crossing and Road Safety Committee, which consults and decides on applications requesting children’s crossings around schools. WACSSO is an advisory member of this committee. Their webpage includes information on how to apply for a crossing guard, the criteria, who makes the decision and the appeals process. There are also downloadable application and other forms. It also contains school resources including colouring sheets and road safety fact sheets.


For further information please contact:
Communications and Research Officer
Ph: 9264 4000 or e: communications@wacsso.wa.edu.au
Fundraising Guideline for P&Cs

Decision-making processes
- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting.
- A Sub-committee may be formed of 3 or more people.
- A job description may be written for the Sub-committee convenor.
- Terms of Reference for Sub-committees should be written to clarify the level of authority delegated to the Sub-committee by the General Meeting (log on to our website at www.wacsso.wa.edu.au for Terms of Reference and information about setting up sub-committees).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

Insurance
- For P&Cs affiliated with WACSSO, contact CentreWest Insurance on 9349 7900 or joe@centrewest.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

Money handling procedures
- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep detailed amounts of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

How to organise an event
- Consider the following:
  - Theme
  - Location
  - Date
  - Insurance
  - Publicity (consider advertising your event in the WACSSO publications at no cost)
  - Security & Occupational Health & Safety
  - Booking equipment/supplies/rides
- For more detailed information go to www.fetesandfestivals.com.au and click on ‘How to organize an event.’

See also: www.commerce.wa.gov.au for ‘Voluntary Code of Practice for Public Fundraising’
Fundraising Ideas

- Sausage Sizzle/ Cultural Food Fair
- Lap-a-thon, Spell-a-thon, Math-a-thon
- Disco/Bush dance
- Mother’s/Father’s Day breakfast/stall
- Car boot sale/second hand car park sale
- Quiz/Casino night/Fashion Parade
- Plants/flower bulbs
- www.fetesandfestivals.com.au
- www.fundraisingdirectory.com.au
- Herbs and Spices
- Beauty Products/Ladies Pamper Event
- Obstacle Course/ Greatest Race Event
- Candles, toothbrushes, tea towels
- Moonlight Markets/Fete
- Student talent quest/ pet competition
- Costume or pyjama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Five cent drive
- Parent Auction(donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Old style Family picnic
- Fridge magnets/sunblock sales
- Modern and healthy alternatives: www.det.wa.edu.au/healthyfoodanddrink click on ‘Fact Sheets’ and select ‘Fundraising by Parents & Citizens’ Organisations’
- Fruit smoothie day/ Healthy Hampers
- Show bags (vouchers, gifts) for Mother’s or Father’s Day
- Commemorative History book/ Student Cook Book
- ATO approved sub-committees for direct donations tax-deductable (building, library etc)
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent)

Holding a P&C Event?

Email details to communications@wacsso.wa.edu.au

WACSSO will help P&Cs network by advertising the event in E-news, Facebook and in the WACSSO Event Calendar on the WACSSO Website.
Effective record keeping is essential for an Association to have an efficient management. Records not only document the history of the Association, they are extremely useful for assessing, planning and monitoring for future decision making.

Records of the P&C include the Constitution, Certificate of Incorporation, Member register, Office Bearer register, Minutes, Correspondence, Financial documents and Employment Records. Books and documents may be inspected by any financial or ex-officio member of the Association on conditions set by the P&C Executive Committee (P&C Constitution Rule 13).

**Constitution & Certificate of Incorporation**

All Associations must be incorporated and the Constitution is your Association’s governing document. It is integral to your organisation. If you do not have a copy of your Constitution or Certificate of Incorporation please contact the WACSSO Office.

**Office Bearers & Members Register**

It is a constitutional requirement that a register of members and office bearers be maintained. This register must be kept in perpetuity (forever).

**Minutes**

*Minutes of all meetings must provide:*
- an official record of attendance,
- business discussed,
- correspondence received,
- reports tabled,
- decisions made, and
- resolutions adopted.

For each resolution, the minutes should clearly state what the decision was, who will be responsible for its implementation and when, if the decision is to be reviewed (when and by whom) and who should be informed of the decision and how. In order to access resolutions if required, a resolution register is highly recommended. Agendas/Notices of meetings should also be kept with the minutes showing date of issue in case of later dispute.

The Minutes of the Association must be kept in perpetuity.
Correspondence

The Correspondence of the Association should be noted in the minutes and is required to be retained for 12 months.

Financial & Employment Records

Financial Records

Each Association must keep accurate financial records which explain each financial transaction and the financial position of the Association. This is a P&C constitutional requirement as well as being required by the Association Incorporations Act 1987. The year to date information should be reported to each P&C meeting and be properly audited at the end of each financial year. The audited records must be presented at the Annual General Meeting.

It is the decision of the Association as to how an association organises its accounts. This will vary depending upon the size and complexity of the association’s financial situation.

Financial records will include:

- cash payment books (either hard copy or electronic),
- cash receipt books,
- GST tax invoices and tax records,
- Employment records (see below),
- bank reconciliation statements, and
- other relevant financial documents.

Financial records are required to be kept for 5 financial years. As most P&Cs operate on a January to December financial year, WACSSO recommends that financial records should be kept for 7 years.

Employment Records

It is a legal requirement that all employers keep time and wages records showing that each employee has been paid correctly and received their full entitlements. Such records are also necessary for tax and superannuation purposes.

It is compulsory to keep records for all employees detailing:

- employee’s name
- date of birth if under 21 years of age
- date the employment started
- total number of hours worked each week (this does not apply to award free employees earning $45,000 or more per annum)
- the gross and net amounts paid to the employee
- all pay deductions and the reasons for them
- all leave taken, whether paid, partly paid or unpaid, and
- all information required to calculate long service leave entitlements and payment.
NOTE: For additional information employers are required to record for employees covered by a WA award, please refer to the Department of Commerce www.commerce.wa.gov.au/labour-relations/record-keeping-requirements.

For employers whose employees are covered by a national award please refer to the Fair Work Ombudsman www.fairwork.gov.au.

Other employment records would include; records of all job descriptions, selection criteria, related industrial agreements, past advertisements and job position evaluations, employee performance and position review, grievances, staff training and professional development; or records relating to individual conditions of employment, changes or requests.

All employment records must be stored for 7 years after an employee ceases employment. This is a requirement of the Minimum Conditions of the Employment Act 1993 (WA).

Record Format

Records can exist as a physical record or an electronic (or ‘digital’) record. Whichever record keeping system an Association chooses to adopt, it should be functional, accurate, reliable and user-friendly. Please consider the following:

- the nature of information to be stored and retrieved;
- the security and access of files and information (particularly computer records);
- the validity and reliability of the information collected and the system on which it is recorded;
- the resources and training required; and
- the length of time that the records should be kept.

Special consideration is required for the electronic storage of records. Electronic records include;

- document files,
- databases,
- spreadsheets,
- electronic mail and
- Internet documents.

Electronic records should have an appropriate security system to prevent original documents from being altered. Electronic records must also be managed so that they remain accessible. With the advancement of technology, archived documents should be regularly copied onto up to date devices to ensure reliability and usability of records.

WACSSO recommends that Associations should have a hard copy of all their records but back these up with electronic records following the above recommendations.
Storage

All records are the property of the P&C and therefore should be stored within the school grounds, convenient for both School and P&C. It is very important for documents to be stored in safe, secure and appropriate facilities.

Storage facilities should:
- be conveniently located to the user;
- comply with occupational health and safety standards;
- comply with building standards;
- have secure and controlled access;
- be appropriate for the kinds of documents to be stored;
- facilitate easy access and retrieval;
- have containers that are suitable, durable and appropriate for the kinds of documents; and;
- protect documents from disasters (eg fire) and deterioration (eg by excluding direct sunlight).

Destroying and Archiving records

No record should be destroyed without the appropriate authorisation. Appropriate motions must be voted upon at a general meeting of the Association. Records that have been kept for the required length of time, must be destroyed confidentially, i.e. shredded. An association should have a policy on archiving and destroying records.

Records that must be kept permanently must be archived and must not be destroyed. Records that have permanent value are historical documents, minutes of meetings and legal documents.

In the event that a school closes, the properly collated records of the dissolved P&C should be forwarded to an appropriate association such as the Western Australian Council of State School Organisations Inc. (WACSSO) or the Western Australian State Library.

NOTE: This guideline has been formulated using information provided by INC. A Guide for Incorporated Associations in Western Australia. Department of Commerce June 2010.

For further information please contact the WACSSO Office:
Ph: 9264 4000 or E: info@wacsso.wa.edu.au
Complaint Direction Chart – P&C Members

Complainant

P&C related complaints

P&C President
(or vice-President if complaint is against President)

WACSSO
Ph: 9264 4000
E: info@wacsso.wa.edu.au

School related complaints

Teacher

School Principal

Regional Executive Director

Director General of Education
Insurance - The Grey Area Illuminated

Insurance is a topic that is often not understood or explained properly. Many P&C Associations may not consider insurance in relation to their fundraising activities, events or other functions; however the implications of an un-insured volunteer or individual sustaining an injury can be costly and damaging. As part of affiliation to WACSSO, P&C’s pay an insurance component that gives them Volunteer Personal Accident insurance for volunteers. This insurance covers volunteers in the case of an accident while working for the P&C.

However, insurance for volunteers not working for the P&C is a grey area and many are unaware who exactly is covered and who isn't. Considering that in many cases it is not only P&C’s who raise money or volunteer for the schools benefit, it is important that the policies, coverage and boundaries for insurance is understood. Volunteers should always consider insurance in any activity they undertake and ensure that they are covered under a policy.

Insurance Policies that Cover Volunteers not under a P&C

The Department of Education has personal accident insurance cover for volunteers that provide their services to the Department as arranged and authorised by the Department, and where the volunteer acts under the direction and supervision of the Department in the course of duties allocated to them. Where a volunteer for the Department is acting in good faith, the Department can choose to extend personal accident cover to them.

Therefore, any volunteer work or fundraising not done under the P&C would have to be approved by the school for those individuals to be covered by the Departments insurance policy.

It is advised that those volunteering in this capacity contact the school/Department to ensure they are covered under this policy before undertaking any activity. If the school cannot answer a question regarding insurance, then Legal Services within the Department will be able to.

Canteens at Schools with No P&C: Are we covered?

Volunteers in a canteen run by a school with no P&C would be covered by the Department's insurance cover where the volunteer acts under the direction and supervision of the Department in the course of duties allocated to them.

Non-member volunteers in a P&C run school canteen are covered for personal accident insurance coverage as long as they are listed as working for the P&C and follow safety guidelines. This is the same for all P&C run activities.

Legalities of Fundraising: Can I do it without being part of an incorporated body? Am I covered?

Anyone can legally raise money for the school without being part of an incorporated body. Risk of exposure to legal claims would depend on many things such as the nature of the fundraising, who was organising the fundraising, the degree of risk of the fundraising (having a family sell 6 raffle tickets to fundraise is a
different level of risk than having a family run a carnival ride at a local fete), and what insurance cover is provided for the people. Personal accident insurance cover is just one facet of cover. It would not respond to a claim where a volunteer caused injury or damage to a third party, for example.

In most cases, if an individual or group is not fundraising under the direction and approval of the school or P&C, they will not be covered for insurance purposes.

Therefore:

- All fundraising is legal.
- Any fundraising done for the school would have to be approved by the school/Department for insurance purposes.
- Likewise, any fundraising done for the P&C must be approved by the committee.
- Any individual or group can fundraise without it being approved by either the school or P&C, however they will not be covered for public liability insurance or personal accident insurance. Additionally, some venues, such as shopping centres, will not allow fundraising events to take place without appropriate insurance policies in place.

Because every case is different, it is important for volunteers to find out what insurance policy covers them by asking the school or P&C.

**Does Volunteer Personal Accident Insurance only cover endorsed P&C activities?**

Yes, through the policy that Centrewest provides to WACSSO affiliates, only endorsed P&C activities are covered. This means that individuals or groups fundraising or undertaking activities without the approval of the P&C are not covered, regardless of good intention or success.

**Public Liability Insurance**

Public Liability insurance should not be confused with Voluntary Personal Accident Insurance. Public Liability insurance protects the organisers’ legal liability to third parties for injury and damage to property. Voluntary Personal Accident insurance protects members who offer to help with organisation for the fundraising event.

In events conducted by the school, organisers are covered by the Department provided their services to the Department are arranged and authorised by the Department, and where the organiser acts under the direction and supervision of the Department in the course of duties allocated to them.

In events conducted by the P&C, the same applies. If an individual or group conducts an event or activity without the authorisation of either the school or P&C, however, they are not covered for Public Liability Insurance or Volunteer Accident Insurance.

**Summarization**

Simply, any fundraising, volunteer work or school related activity must be approved by either the school or a P&C for insurance to cover those involved.
Workers Compensation Insurance

Where a P&C employs staff either in the Canteen, Uniform shop or any other capacity they have an obligation to take out Workers Compensation Insurance. Failure to have a current policy if a P & C has staff may lead to Prosecution and/or fines from WorkCover.

Please ensure you have a current policy if you employ staff.

General Insurance

Where a canteen is operated by the P&C it is advisable to obtain insurance to protect the canteen. Cover policies to consider include Fire, Burglary, Money, Fusion and Food Spoilage. If the P&C operates a Uniform shop then insurance coverage should be considered to cover money and uniform stock.

Understanding insurance and interpreting insurance clauses are difficult. Centrewest Insurance Brokers are always available to provide advice and assistance to a P&C.

Contact CentreWest: 9349 7900 or joe@centrewest.com.au

Our thanks to former staff member Kristofer Doherty for preparing this article, for their assistance Legal Services, Department of Education, and to Joe Barbaro CentreWest Insurance Brokers.
PRINCIPALS

PARENTS AND COMMUNITY VOLUNTEERS: WORKING WITH CHILDREN CHECKS

Many volunteers who work at educational institutions require a WWCC card. This document, in conjunction with the flowchart following, outlines the circumstances in which parents and volunteers require a WWCC card.

Volunteers

Volunteers who undertake work at a school and who are over the age of 18 require a WWCC card if they complete more than five days of child related work in a calendar year.

All volunteers who are obliged to apply for a WWCC card as a requirement of working at a Department of Education site are entitled to be reimbursed the cost of the WWCC application fee. Please note that P&C members who are employed by the P&C to work at a school are not entitled to a reimbursement.

For information on who can apply for a reimbursement as well as how to obtain a reimbursement, go to Working With Children Check.

Parents

Parents who carry out child related work on a voluntary basis at the school where their child is enrolled are generally exempt from requiring a WWCC card. An exception of this is for overnight camps.

Please note that, for the purposes of this exemption, a parent is a person who:
- is the mother, father, stepfather, stepmother of the child;
- at law has responsibility for –
  - the long term care, welfare and development of the child; or
  - the day-to-day care, welfare and development of the child; or
- is in a de facto relationship with a person referred to above.

Further information on WWCC related issues may be found on the WWCC website or by telephoning the Working with Children Screening Unit at the Department of Child Protection on 6217 8100 or the Standards and Integrity Directorate on 1800 655 985.

EAMON RYAN
EXECUTIVE DIRECTOR
PROFESSIONAL STANDARDS AND CONDUCT
Parents and Community Volunteers and Working with Children Checks

This flowchart provides a general explanation of when parents and volunteers require a WWCC card when undertaking work at a school.

Will the individual have contact with students as part of their regular duties?

NO

Are they over the age of 18?

YES

Are they a parent of a child who is currently enrolled at the school?

A parent is a person who:
- is the mother, father, stepfather, stepmother of the child;
- at law has responsibility for –
  - the long term care, welfare and development of the child; or
  - the day-to-day care, welfare and development of the child; or
- is in a de facto relationship with a person referred to above.

NO

Volunteers under the age of 18 do not require a WWCC card.

YES

No WWCC Card Required unless other exemptions apply (see note below)

NO

No WWCC Card Required

Please Note:
The Working with Children (Criminal Record Checking) Act 2004, provides a number of exemptions, including a five day grace period in most cases to provide reasonable flexibility and allow for unforeseen circumstances (refer to WWCC factsheets 3 and 5 www.checkwcc.wa.gov.au/checkwcc/Publications+and+Forms/Factsheets.htm). Employers/volunteer organisations/education providers do not commit an offence if they engage or procure child-related work for most people for no more than five days in a calendar year before that person has applied for a WWCC Card. However this five day threshold does not apply if the employer/volunteer organisation/education provider knows that the person has been convicted of, or has a pending charge for a Class 1 or 2 offence, in which case the individual must apply for a WWCC Check before they start child-related work. The five day threshold also does not apply where the employer/volunteer organisation/education provider is aware that a person has a current Negative Notice, an Interim Negative Notice, or has withdrawn their application for a WWCC Check. For further information please visit www.checkwcc.wa.gov.au/checkwcc.
# WACSSO 2015 In-House Training

**Sessions:** 9.30am – 12.00pm (Light refreshments provided)

**Cost:** Free to all affiliated Parents & Citizens members

**Venue:** Room 16, Ground Floor, Department of Education, 151 Royal Street, East Perth 6004

**Registration:** Arrive early and register at the reception desk (access building from Hill Street)

**Parking:** Royal Perth Hospital car park Wellington St, Wilson’s car park Cnr Hill and Royal St, Wilson’s car park Royal St opposite Health Dept or there is surrounding metered street parking but this can be limited to 2 hours. Consider the train as Claisebrook Station is only a 2-minute walk to Hill Street.

**Numbers:** Secure a place as numbers are limited. Complete a registration form online or see contact details below

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
</table>
| 18th March  | Constitutional requirements of a P&C  
**Guest Speaker:** Dept. of Commerce Affiliates Division representative  
**Effective meetings**  
Take part, have fun, run a meeting and learn the roles of members  
**Facilitator:** WACSSO Training & Development Officer |
| 10th June   | Fundraising Guidelines for P&Cs  
**Guest Speaker:** Steve Spallarossa Dept. of Racing, Gaming and Liquor  
**Effective meetings**  
Take part, have fun, run a meeting and learn the roles of members  
**Facilitator:** WACSSO Training & Development Officer |
| 9th September | Canteen Information Session  
**Guest Speaker:** WA School Canteen Association representative  
**Canteen Responsibilities**  
Employment, awards, records, dismissal best practice  
**Guest Speaker:** Dept. of Commerce Labour Relations Division representative |
| 18th November | P&C members roles and responsibilities  
**Speaker:** WACSSO Training & Development Officer  
**Successful Fundraising**  
What has worked, tips for improving, team approach  
**Guest speaker:** TBA |

Please reserve your place at [https://v1.bookwhen.com/wacsso](https://v1.bookwhen.com/wacsso)

or contact the Training and Development Officer.

**Telephone:** (08) 9264 5026 **Fax:** (08) 9264 4948  
**E-mail:** training@wacsso.wa.edu.au  
**See our Website:** [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au)
2015 WACSSO Annual Conference
22nd and 23rd August
The Astral, Crown Perth
Great Eastern Highway, Burswood

‘Connecting the DOTS – Developing Opportunities for Teamwork and Success.’

**REGISTER ONLINE FROM 1ST MAY**
Affiliated School Organisations are entitled to one complimentary Conference delegate.
Receipt of Agenda Items deadline 29th May 2015.
Registrations close 24th July 2015.

Make Sure
It’s on your 2015 calendar
22\textsuperscript{nd} - 23\textsuperscript{rd} August 2015 – The Astral, Crown Perth

Subject: ........................................................................................................................................

Submitted By: ..............................................................................................................................
(P&C Association/District Council)

Preamble: (if necessary attach additional page/s) ................................................................................
....................................................................................................................................................
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Motion: That WACSSO ................................................................................................................
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President/Secretary P&C Association: ..........................................................................................
(Name & Signature)

Daytime Contact Telephone: ........................................................................................................

Email: ..........................................................................................................................................

AGENDA ITEMS MUST BE RECEIVED BY FRIDAY 29\textsuperscript{th} MAY 2015

For information and sample agenda items, or to complete an online form please go to
www.wacsso.wa.edu.au

WACSSO, PO Box 6295, EAST PERTH 6892 - Telephone: 9264 4000  Fax: 9264 4948
Email: info@wacsso.wa.edu.au

Acknowledgment of receipt of Item (please complete details)
(This slip will be returned to the P&C by the WACSSO Office as confirmation of receipt of your item)

The President

P&C Association

Address

(office use only) Received ____/____/2015

Initials:
Annual General Meetings (AGM):

Q: When does the P&C have to hold their AGM?
A: P&C Associations are required to be incorporated which means they are governed by legislation enshrined in the Associations Incorporation Act 1987. Section 23 of this Act refers to the AGM and states “… an incorporated association shall hold an AGM in every calendar year within 4 months after the end of the association’s financial year or such longer period as may in a particular case be allowed by the Commissioner.”

For the majority of P&Cs the financial year is the calendar year starting on 1st January and ending on 31st December of the same year. Therefore, these P&Cs must hold an AGM sometime before the end of April in the following year.

Q: Do P&C Associations need to have their books audited?
A: Yes, the P&C Constitution states the P&C books are to be audited annually by an appropriately qualified person (Rule 14.1). The School Education Act 1999 Section 147 and the P&C Constitution Rule 12.9 requires that the P&C give the Principal and WACSSO a copy of the audited annual financial statements. The P&C Treasurer should ensure that any audit of the P&C books of account include all sub-committees where money is handled eg: canteen, uniform shop, fundraising etc. All these books need to be audited at the same time and by the same person or persons and presented at the AGM. Appendix 1 includes samples of an Annual Financial Statement and an Auditor’s Report. These documents can also be found on the WACSSO Website.

Q: Do I have to be a paid member of the P&C to be elected to a sub-committee of the P&C?
A: Yes, only paid members of the P&C can be members on all sub committees of the P&C. You can volunteer to assist in the sub-committee but cannot vote or legally make decisions within this group, or hold a position of responsibility.
Q: Can staff members of the school be a member on the P&C Association?
A: Yes, the Principal and staff of the school can be financial members of the P&C Association and can be elected to office bearer and executive positions. Staff must very conscious of conflict of interest and remove themselves from the decision making process should it arise.

Q: Can we have a secret ballot for the election of office bearers at the AGM?
A: Yes, voting is usually taken by a show of hands, unless a ballot is required under the Association’s rules, or a ballot has been requested by the meeting. In the case of a ballot, the Chairperson should appoint returning officers to distribute ballot papers, count the votes and advice the Chairperson of the result.

Q: Does a person have to be present at a P&C Meeting to nominate for a position on the P&C?
A: No, however they do need to be aware of that the nomination will take place. It is important that the person nominating another person for a position on the P&C is present at the meeting. This enables the person to vote should an election be required for the position. If it is impossible for a person to attend the meeting then it is preferable that they indicate in writing to the President prior to the meeting that they are willing to accept a position should they be nominated and elected.

Meetings:

Q: What are the restrictions on matters that can be discussed at a P&C Meeting?
A: It would be inappropriate for a General Meeting to discuss school management issues or any school community individual, parent, student, or school staff member as guided by the provisions of the School Education Act 1999. These should be private discussions held between the parents, the teacher and the Principal. These are the only restrictions, which leaves the field wide open to discuss general education, safety, health issues, matters that have a bearing on the welfare of students as well as a whole range of local, state or national issues that arise. Remember, the P&C is a public forum for parents to discuss the education of their children, and members should be encouraged to embark on wide issue discussions.

Q: I am unable to attend a meeting of the P&C Association, is proxy voting allowed?
A: No. The P&C Constitution explicitly states that members must be present to vote.

Q: Is there a quorum for a general meeting of the P&C Association?
A: Yes, according to the current P&C Constitution Rule 17.3 at a general meeting you must have ten (10) financial members present if your school has over 100 students and five (5) financial members if your school has less than 100 students to hold a legal P&C meeting. This does not include the Principal unless they have paid the membership fee to the P&C.

Q: Do the minutes of the P&C Meeting have to be circulated to all of the financial and ex officio members?
A: Yes, all financial members and ex officio members of the P&C must be given the opportunity to read the minutes of a General or Executive Committee Meeting prior to the meeting at which they are to be adopted. The P&C should decide on the method of distributing the minutes. This can be by post to each financial and ex officio member, via the school newsletter, hand delivered, emailed or posted as draft minutes on the school website.
Q. Can P&C meeting minutes be ratified by any P&C member?
A. No, a member that was present at the former meeting must accept meeting minutes as a true account of what took place. Amendments if required can be accepted prior to the ratification process.

General:

Q: How long do we keep P&C records such as correspondence, financial information, minutes and employment records?
A: Correspondence does not need to be kept longer than a year unless it is of an ongoing nature or may need to be referred to. Books of accounts should be retained for 5 years. Minutes are to be retained permanently as these are the historical record of the Association. P&C records should be kept at the school, preferably in a locked cabinet.

Q: What if our P&C does not get a quorum at meetings?
A: Your meeting minutes should reflect this in the attendance and indicate that a discussion was had by those members attending to discuss issues but no financial decisions was made due to the lack of a quorum. Any decisions requiring insurance coverage would be delayed also as a fully ratified decision is one covered by insurers. A few members making illegal decisions on the expenditure of P&C funds is inappropriate and unacceptable. P&Cs in this situation need to revise their volunteer recruitment strategies or review what barriers might exist to preventing members participating.

Q. Is P&C training available?
A. Yes, WACSSO offer the opportunity of P&C training to all affiliated P&Cs at no cost. Any school community member will find it worthwhile to refresh, enlighten, question, become involved, develop skills, gain knowledge and participate with like-minded people. Enquire to organize with the WACSSO Training & Development Officer. Surrounding district schools are invited, promotion material and a Host Pack provided. P&C training is available at a school near you. Importantly let your P&C members and school community know the opportunity exists!

Insurance:

Q: What insurance is covered through Affiliation Fees with WACSSO?
A: $20 Million Public Liability and Volunteer Personal Accident Insurance coverage is included with WACSSO affiliation fees.

Q: Are P&C members and other volunteers covered if they have an accident while volunteering for the P&C?
A: Volunteer Personal Accident Insurance coverage is included with WACSSO affiliation fees. This is only for volunteers acting on behalf of the P&C, but they do not have to be members of the P&C to be covered, but the event needs to be approved by a general meeting of the P&C.
Financial - Employees:

Q. Can a P&C Office Bearer be employed by the P&C?
A. Although an employee is eligible to be a member of a P&C it is recommended that they do not hold a position on the Executive committee. It is a serious conflict of interest to be an employer and employee in the same organisation.

Q. Can the Canteen Supervisor employ staff?
A. No. The P&C is the Employer not the Canteen Supervisor.

Q. Can the Canteen Supervisor sign cheques?
A. As it is recommended that the Canteen Supervisor is not a P&C Executive Committee member, then they would also not be able to sign cheques. Constitution item 12.5 states that only the President, Vice President, Treasurer, Secretary and one other Executive member who is appointed for such purpose, are entitled to sign cheques.

Financial - General:

Q: Can a P&C ask for accountability and billing from school prior to donating?
A: Yes. It is fine for a P&C to ask the school for an initial bill or quote before donating money. For example, in a case where a P&C intends to go halves with the school in funding a new playground, it is perfectly reasonable to wait until the bill has arrived and an actual amount in known before a contribution is made.

Q: Can P&Cs spend money on farewell gifts, thank-you and bereavement cards, flowers, farewell / volunteer event, etc?
A: The School Education Act 1999 Section 143 (3) states that "an association is not to expend its funds that are in excess of administrative costs otherwise than for the benefit of students at a government school". This is also reflected in the P&C Constitution (Rule 4.1). It is not recommended that P&C funds being used to purchase gifts or provide entertainment (dinners etc.) for teachers, volunteers, and P&C members. P&Cs can have a specific fundraiser indicating to parents the purpose is for the P&C to put money aside specifically for possible farewell gifts, a thank-you or a bereavement card or flowers just name a few. Keep this money in a sub account from the main P&C operating account and include in the Treasurer’s reconciliation each P&C meeting. If your P&C chooses to spend some of this specially raised money to have a thank you morning tea or barbecue for your volunteers, this is a great way of justifying the expenditure legally and transparently to all parents in the school community will assist in maintaining the P&C legal obligations. All decisions to spend this specially raised money needs to be decided on by a correctly ratified motion passed within a General Meeting.

Q: Can the P&C use electronic chequeing (Internet banking)?
A: Yes. WACSSO has determined that the process of electronic chequeing (Internet Banking) satisfies the requirements of P&C Constitution Rule 12.4 & 12.5, provided there are two separate logons and passwords, and no individual person can make payments without the second authorisation. Those with logons and passwords must be authorised signatories as per Constitution Rule 12.5.

Q. Are P&Cs obligated to run the school canteen and the school uniform shop?
A. No, these are business ventures that must be run on business guidelines and there is no obligation for a P&C to operate them. If the P&C choose to concentrate on other fundraising options and get together to discuss topics of interest to stay involved in the school community this is acceptable. The School Education Act 1999 recognises P&Cs as a forum where anyone interested in the welfare of government schools can meet to discuss educational issues. This means a P&Cs place in a school is valued regardless of whether they operate the canteen or uniform shop. In saying this schools would support a P&C that operate a viable business successfully.

Q. How do I ensure the Tax Office can speak to my P&C’s representative?
A. The Australian Tax Office needs to know when certain changes occur with the P&C. They include changes that might occur to
- The legal or trading name,
- Postal, email or business address
- Authorised contact person
- Associate details (including public officer, director, office bearer, partner or trustee)
- Main business activity, or
- Financial institution account details

As many non-profit organisations elect office bearers for an annual term, the authorised contact people often change from year to year. To assist the tax office protect the organisation’s privacy and provide office bearers with access to the information they require to perform their duties, the tax office ask that non-profits and other organisations notify them when there has been a change of office bearers authorised to make enquiries about the organisation’s tax affairs.

To do this, you can contact the ATO on 13 2869 between 8am and 6pm Monday to Friday. You will need to provide proof of identity requirements. For further information regarding these, see the fact sheet “How do I ensure the Tax Office can speak to my organisation’s representative” on the Australian Taxation Office’s website through the ‘Non-Profit Fact Sheets’ site http://www.ato.gov.au/nonprofit/content.aspx?doc=/content/24372.htm&pc=001/004/042/005&mnu=0&mfp=&st=&cy=

Q. Must a Treasurer present a report at every meeting?
A. Yes. The Treasurer’s report is a critical part of any P&C meeting and is required by Rule 12.8 of the P&C Constitution. The format of Treasurer’s reports can and do vary widely from P&C to P&C. The Treasurer’s report should always include a summary of the committee bank account activities since the previous meeting and year to date, corresponding bank statements, a list of cheques that have been signed and a statement of financial position. A P&C committee that doesn’t understand the Treasurer’s report is in danger of getting into financial difficulty. Regardless of the type of bookkeeping system used, the first step to good reporting is to keep accurate and timely records. In the following sample it is assumed that there are three major sub committees with separate bank accounts. A general account has been included to cover all other activities. If each of the sub committees choose to keep their own set of records, it is essential this information be provided to the Treasurer before each meeting to allow preparation of summary reports.

More Q&As can be found in the WACSSO Q&A Handbook which can be accessed via the WACSSO website www.wacsso.wa.edu.au. Please note that you must log in. Please see your Certificate of Membership for login details.
Sample Treasurer's Report
Financial Summary

ABC Primary School P&C Association Inc.
Summary of Financial Activities for 30 June 2012

Account | Month | Year to Date |
---------|-------|--------------|
Canteen  | $46.00 | -$3,460.87   |
Uniform Shop | -$599.05 | -$2,067.70 |
Fund Raising | $5,407.31 | $7,682.48 |
General   | $2,033.46 | -$1,778.94 |

Total    | $6,887.72 | $374.97 |

Financial Position as at 30 June 2012

<table>
<thead>
<tr>
<th>Assets</th>
<th>Liabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Canteen $7,750.30</td>
<td>Unpaid Canteen Accounts $4,500.00</td>
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<tr>
<td>Uniforms $5,347.78</td>
<td>Unpaid Uniform Accounts $3,000.00</td>
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<td>Fund Raising $10,007.50</td>
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<td>General $6,234.06</td>
<td>Unpaid Taxation $1,000.00</td>
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<tr>
<td>Unbanked cash</td>
<td>Total Current $9,000.00</td>
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<td>Float Canteen $150.00</td>
<td>Deferred Liabilities</td>
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<td>Float Uniforms $300.00</td>
<td>Long Service Leave $3,000.00</td>
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<tr>
<td>Fund Raising $1,500.00</td>
<td>Sick Leave $4,500.00</td>
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<td></td>
<td>Total Deferred $7,500.00</td>
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<tr>
<td>Total Assets $31,289.64</td>
<td>Total Liabilities $16,500.00</td>
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<tr>
<td>Net Funds $14,789.64</td>
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## Sample Treasurer's Report

### Account detail

<table>
<thead>
<tr>
<th>Account</th>
<th>Canteen</th>
<th>Uniform</th>
<th>Fundraising</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Month Ending</strong></td>
<td>30-Jun-12</td>
<td>30-Jun-12</td>
<td>30-Jun-12</td>
<td>30-Jun-12</td>
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<td><strong>Starting Balance</strong></td>
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<tr>
<td>Parent Contributions</td>
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<tr>
<td>Cash Donations</td>
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<tr>
<td>Interest</td>
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<td>P&amp;C Membership</td>
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<tr>
<td>Sales</td>
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<tr>
<td>Credit Card Surcharge</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>$13,152.70</td>
<td>$1,668.00</td>
<td>$10,208.20</td>
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<tr>
<td><strong>Expences</strong></td>
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<tr>
<td>Staff</td>
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<td>Affiliation Fees</td>
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<tr>
<td>Supplies</td>
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<tr>
<td><strong>Total Expences</strong></td>
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<td>$2,267.05</td>
<td>$4,800.89</td>
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<tr>
<td><strong>Profit</strong></td>
<td>$46.00</td>
<td>-$599.05</td>
<td>$5,407.31</td>
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<td>Transfer In</td>
<td></td>
<td></td>
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<tr>
<td>Transfer Out</td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td><strong>Closing Balance</strong></td>
<td>$7,750.30</td>
<td>$5,347.78</td>
<td>$10,007.50</td>
<td>$6,234.06</td>
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</tbody>
</table>
## Sample Treasurer's Report

### Cheques Issued all accounts June 2012

#### Cheques Issued June 2012 - Canteen Account

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Date</th>
<th>Payee</th>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1548</td>
<td>1/06/2012</td>
<td>Canteen Staff</td>
<td>Wages</td>
<td>$725.60</td>
</tr>
<tr>
<td>1549</td>
<td>1/06/2012</td>
<td>Canteen Staff</td>
<td>Wages</td>
<td>$967.05</td>
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<tr>
<td>1550</td>
<td>1/06/2012</td>
<td>Big Milk Supplier</td>
<td>Purchases</td>
<td>$1,312.30</td>
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<tr>
<td>1551</td>
<td>15/06/2012</td>
<td>Canteen Staff</td>
<td>Wages</td>
<td>$725.60</td>
</tr>
<tr>
<td>1552</td>
<td>15/06/2012</td>
<td>Canteen Staff</td>
<td>Wages</td>
<td>$967.05</td>
</tr>
<tr>
<td>1553</td>
<td>15/06/2012</td>
<td>Total Bread Supplies</td>
<td>Purchases</td>
<td>$1,312.30</td>
</tr>
<tr>
<td>1554</td>
<td>15/06/2012</td>
<td>XYZ Insurance</td>
<td>Insurance</td>
<td>$947.67</td>
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<tr>
<td>1555</td>
<td>15/06/2012</td>
<td>ABC Electrical Store</td>
<td>Durables</td>
<td>$112.00</td>
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<tr>
<td>1556</td>
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<td>Your Local Electrician</td>
<td>Maintenance</td>
<td>$99.00</td>
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<td>1557</td>
<td>29/06/2012</td>
<td>Canteen Association</td>
<td>Training</td>
<td>$110.00</td>
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<td>1558</td>
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<td>Industry Super Fund</td>
<td>Superannuation</td>
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<td>1559</td>
<td>29/06/2012</td>
<td>Canteen Staff</td>
<td>Canteen Wages</td>
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<tr>
<td>1560</td>
<td>29/06/2012</td>
<td>Canteen Staff</td>
<td>Canteen Wages</td>
<td>$828.55</td>
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<tr>
<td>1561</td>
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<td>DEF Frozen Food</td>
<td>Purchases</td>
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<td>Total Bread Supplies</td>
<td>Purchases</td>
<td>$1,284.71</td>
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</table>

**Total** $13,106.70

**Reconciliation**
- Bank Statement $11,772.53
- Outstanding Cheques $4,022.23
- Balance $7,750.30

#### Cheques Issued June 2012 - Uniform Shop Account

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Date</th>
<th>Payee</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>14/06/2012</td>
<td>Armadale Uniforms</td>
<td>Purchases</td>
<td>$1,672.22</td>
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<tr>
<td>152</td>
<td>15/06/2012</td>
<td>XYZ Insurance</td>
<td>Insurance</td>
<td>$580.00</td>
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<tr>
<td></td>
<td>30/06/2012</td>
<td>Commonwealth Bank</td>
<td>Credit Card Fees</td>
<td>$14.83</td>
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</tbody>
</table>

**Total** $2,267.05

**Reconciliation**
- Bank Statement $5,347.78
- Outstanding Cheques $0.00
- Balance $5,347.78

#### Cheques Issued June 2012 - Fund Raising Account

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Date</th>
<th>Payee</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>223</td>
<td>15/06/2012</td>
<td>Lucky Winner</td>
<td>Raffle Prize</td>
<td>$3,000.00</td>
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<tr>
<td>224</td>
<td>15/06/2012</td>
<td>Local Store</td>
<td>Purchases</td>
<td>$966.03</td>
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<tr>
<td>225</td>
<td>15/06/2012</td>
<td>Local Garage</td>
<td>Energy</td>
<td>$19.95</td>
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<tr>
<td>226</td>
<td>15/06/2012</td>
<td>Local Hire Company</td>
<td>Equipment Hire</td>
<td>$750.00</td>
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<tr>
<td>227</td>
<td>15/06/2012</td>
<td>Local Newspaper</td>
<td>Publicity</td>
<td>$47.92</td>
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<tr>
<td>228</td>
<td>15/06/2012</td>
<td>Local Store</td>
<td>Supplies</td>
<td>$16.99</td>
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<tr>
<td>229</td>
<td>20/06/2012</td>
<td>Uniform Shop</td>
<td>Transfer</td>
<td>$1,000.00</td>
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</tbody>
</table>
Appendix 1
Sample Auditor’s Statement

Date:

To: The Committee and Principal
Xxx Primary School P&C Association

Scope
I have conducted an independent audit of the books of the Xxx Primary School P&C Association for the year ended xx/xx/xxxx in order to express an opinion on them.

The audit included reviewing, on a test basis, evidence supporting the Income and Expenditures of the Association. Amounts registered in the source documents were compared against the bank statements provided.

Copies of this report will be given to the Committee and the School Principal in accordance with the relevant provisions of the School Education Act 1999 and the WACSSO’s P&C’s Association Incorporated Constitution and Rules.

Qualifications
The Audit was conducted in order to provide reasonable assurance as to whether the financial report is free of material misstatement.

The financial position verified includes only cash asset values at balance date. Stock on Hand amounts were estimates provided by the Committee and are not included in this report.

Findings
The P&C bank accounts were able to be reconciled with all bank statements when compared to the cheque and deposit records on a test basis.

The records of income and expenses seem to represent the fair view of the financial affairs of the P&C for the period of time given.

Audit Opinion
It is my opinion that the Balance Sheet and Operating Results Statements for the year ending xxxx for the Xxx Primary School P&C were accurate and compiled in accordance with applicable P&C Constitutional Requirements.

Regards,

Honorary Auditor

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# APPENDIX 1

## SAMPLE ANNUAL FINANCIAL STATEMENT

Your PRIMARY SCHOOL P&C ASSOCIATION INC.
STATEMENT OF OPERATING RESULTS AS AT 31 DECEMBER 20X3

1ST JANUARY 20X3 TO 31 DECEMBER 20X3

<table>
<thead>
<tr>
<th></th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>Notes</th>
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</thead>
<tbody>
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<td><strong>NET INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td>5,260</td>
<td>7,741</td>
<td>(6,184)</td>
<td>1</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>5,016</td>
<td>2,491</td>
<td>6,882</td>
<td>1</td>
</tr>
<tr>
<td>Language Club</td>
<td>(434)</td>
<td>504</td>
<td>154</td>
<td>1</td>
</tr>
<tr>
<td>School Band</td>
<td>1,660</td>
<td>(479)</td>
<td>(46)</td>
<td>1</td>
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<tr>
<td>Fundraising</td>
<td>17,644</td>
<td>13,954</td>
<td>22,289</td>
<td>2</td>
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<tr>
<td>Voluntary Contributions</td>
<td>20,625</td>
<td>13,884</td>
<td>12,648</td>
<td>3</td>
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<tr>
<td>General</td>
<td>152</td>
<td>13,110</td>
<td>5,187</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL NET INCOME</strong></td>
<td>49,923</td>
<td>51,206</td>
<td>40,930</td>
<td></td>
</tr>
</tbody>
</table>

| **LESS OTHER EXPENSES** |      |      |      |       |
| Grant Payments         | 30,000| 44,506| 41,484| 5     |
| Provision for Grant Payment| 15,000|      |      |       |
| Insurances             | 1,022 | 1,322 | 1,911 | 6     |
| WACSSO Fees            | 941   | 819  | 941  | 6     |
| Misc Expenses          | 3,430 | 2,549| -    | 6     |
| **TOTAL OTHER EXPENSES** | 50,393| 49,196| 44,336|       |

- Net Operating Surplus for Year: (470) 2,010 (3,407)
- Accumulated Surplus at Start of Year: 73,275 71,265 74,672

**ACCUMULATED SURPLUS AT END OF YEAR**

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<thead>
<tr>
<th></th>
<th>20X3</th>
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<tr>
<td></td>
<td>72,805</td>
<td>73,275</td>
<td>71,265</td>
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### NOTE 1: OPERATING STATEMENTS BY SUB-COMMITTEES

#### REVENUE

<table>
<thead>
<tr>
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<th>20X2</th>
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<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td>84,399</td>
<td>85,516</td>
<td>80,965</td>
<td>52,743</td>
<td>46,199</td>
<td>54,289</td>
<td>-</td>
<td>708</td>
<td>2,415</td>
<td>3,097</td>
<td>6,353</td>
<td>4,155</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>INTEREST</strong></td>
<td>52</td>
<td>20</td>
<td>26</td>
<td>26</td>
<td>101</td>
<td>113</td>
<td>-</td>
<td>13</td>
<td>19</td>
<td>-</td>
<td>180</td>
<td>164</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>84,452</td>
<td>85,536</td>
<td>80,991</td>
<td>52,829</td>
<td>46,300</td>
<td>54,402</td>
<td>708</td>
<td>2,428</td>
<td>3,116</td>
<td>6,533</td>
<td>5,079</td>
<td>5,912</td>
</tr>
</tbody>
</table>

#### COST OF GOODS SOLD

<table>
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<tr>
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<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPENING STOCK</strong></td>
<td>555</td>
<td>511</td>
<td>888</td>
<td>30,307</td>
<td>20,934</td>
<td>19,261</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>PURCHASES</strong></td>
<td>50,315</td>
<td>50,492</td>
<td>54,576</td>
<td>46,127</td>
<td>43,725</td>
<td>42,744</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>LESS CLOSING STOCK</strong></td>
<td>120</td>
<td>555</td>
<td>511</td>
<td>22,516</td>
<td>20,307</td>
<td>20,934</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>COST OF GOODS SOLD</strong></td>
<td>50,750</td>
<td>50,448</td>
<td>54,953</td>
<td>43,918</td>
<td>34,352</td>
<td>40,071</td>
<td>-</td>
<td>-</td>
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#### GROSS PROFIT

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<th>20X3</th>
<th>20X2</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td>84,399</td>
<td>85,516</td>
<td>80,965</td>
<td>52,743</td>
<td>46,199</td>
<td>54,289</td>
<td>-</td>
<td>708</td>
<td>2,415</td>
<td>3,097</td>
<td>6,353</td>
<td>4,155</td>
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<tr>
<td><strong>FEES</strong></td>
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<td>-</td>
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<tr>
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<td>52</td>
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<td>26</td>
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<td>-</td>
<td>13</td>
<td>19</td>
<td>-</td>
<td>180</td>
<td>164</td>
</tr>
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<td>85,536</td>
<td>80,991</td>
<td>52,829</td>
<td>46,300</td>
<td>54,402</td>
<td>708</td>
<td>2,428</td>
<td>3,116</td>
<td>6,533</td>
<td>5,079</td>
<td>5,912</td>
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</table>

#### LESS COST OF GOODS SOLD

<table>
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<tbody>
<tr>
<td><strong>OPENING STOCK</strong></td>
<td>555</td>
<td>511</td>
<td>888</td>
<td>30,307</td>
<td>20,934</td>
<td>19,261</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>PURCHASES</strong></td>
<td>50,315</td>
<td>50,492</td>
<td>54,576</td>
<td>46,127</td>
<td>43,725</td>
<td>42,744</td>
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</tr>
<tr>
<td><strong>LESS CLOSING STOCK</strong></td>
<td>120</td>
<td>555</td>
<td>511</td>
<td>22,516</td>
<td>20,307</td>
<td>20,934</td>
<td>-</td>
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<td>-</td>
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</tr>
<tr>
<td><strong>COST OF GOODS SOLD</strong></td>
<td>50,750</td>
<td>50,448</td>
<td>54,953</td>
<td>43,918</td>
<td>34,352</td>
<td>40,071</td>
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#### OPERATING EXPENSES

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</thead>
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<tr>
<td><strong>WAGES, SUPERANNUATION, PAYG</strong></td>
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<td>28,019</td>
<td>31,817</td>
<td>2,124</td>
<td>1,080</td>
<td>1,430</td>
<td>2,424</td>
<td>3,754</td>
<td>2,000</td>
<td>2,120</td>
<td>3,566</td>
<td>412</td>
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<td>848</td>
<td>58</td>
<td>62</td>
<td>112</td>
<td>554</td>
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<td><strong>Funds Transfer to P&amp;C General Account</strong></td>
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<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
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<td>27,574</td>
<td>32,846</td>
<td>3,894</td>
<td>9,457</td>
<td>6,449</td>
<td>1,142</td>
<td>1,924</td>
<td>2,536</td>
<td>4,874</td>
<td>5,558</td>
<td>5,912</td>
</tr>
</tbody>
</table>

#### NET SURPLUS / (DEFICIT) FOR THE YEAR

<table>
<thead>
<tr>
<th></th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td>84,399</td>
<td>85,516</td>
<td>80,965</td>
<td>52,743</td>
<td>46,199</td>
<td>54,289</td>
<td>-</td>
<td>708</td>
<td>2,415</td>
<td>3,097</td>
<td>6,353</td>
<td>4,155</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>INTEREST</strong></td>
<td>52</td>
<td>20</td>
<td>26</td>
<td>26</td>
<td>101</td>
<td>113</td>
<td>-</td>
<td>13</td>
<td>19</td>
<td>-</td>
<td>180</td>
<td>164</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>84,452</td>
<td>85,536</td>
<td>80,991</td>
<td>52,829</td>
<td>46,300</td>
<td>54,402</td>
<td>708</td>
<td>2,428</td>
<td>3,116</td>
<td>6,533</td>
<td>5,079</td>
<td>5,912</td>
</tr>
</tbody>
</table>

#### DISCLAIMER

WACSSO makes every effort to ensure that the contents of this document are presented accurately at the time it is created and published. WACSSO makes no warranty, endorsement, representation or undertaking whether expressed or implied, nor does it assume any legal liability, whether direct or indirect, or responsibility for the accuracy, completeness, or usefulness or any information.
## Your PRIMARY SCHOOL P&C ASSOCIATION INC.
### NOTES TO FINANCIAL STATEMENTS
#### FOR YEAR END 20X3

1ST JANUARY 20X3 TO 31ST DECEMBER 20X3

<table>
<thead>
<tr>
<th></th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td>23,630</td>
<td>17,597</td>
<td>28,790</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td>4,905</td>
<td>3,642</td>
<td>6,501</td>
</tr>
<tr>
<td><strong>NET RECEIPTS FROM FUNDRAISING ACTIVITIES</strong></td>
<td>18,725</td>
<td>13,954</td>
<td>22,289</td>
</tr>
</tbody>
</table>

Comprising

- Clothes Collection: 495, (92)
- Footy Tipping: 300, 230
- Booklist Commission: 6,858
- Entertainment Books: 1,548, 700, 1,272
- Free Dress Day: 944, 686, 857
- Lap-a-thon: 9,235, 8,746, 9,419
- Family Photo Commission: 1,020
- Disco: 897, 1,486
- Carols by Torchlight (Bi-annual): 162
- Quiz Night: 2,155, 931
- School Banking: 164, 223, 176
- Car Boot Sale: 384
- Eagles Jumper Raffle: 2,155
- Market Day: 1,297
- Teachers Morning Tea: (82)

**TOTAL NET INCOME** 17,644, 13,484, 21,469

### NOTE 3: VOLUNTARY CONTRIBUTIONS

- Contributions Received in the year it is due: 12,525, 13,884, 12,648

**TOTAL VOLUNTARY CONTRIBUTIONS** 12,525, 13,884, 12,648

### NOTE 4: GENERAL INCOME

<table>
<thead>
<tr>
<th></th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Advance Payments</td>
<td>2,748</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds Received from Uniform Shop</td>
<td>10,000</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>P&amp;C Membership Fee</td>
<td>15</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>P&amp;C General Bank Account Interest</td>
<td>137</td>
<td>332</td>
<td>167</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL INCOME</strong></td>
<td>512</td>
<td>13,110</td>
<td>5,187</td>
</tr>
</tbody>
</table>

### NOTE 5: GRANTS

- Grants unpaid at start of year: - , 3,683
- Net Grants approved during the year: 45,000, 44,506, 37,801

**TOTAL GRANTS PAID DURING YEAR** 45,000, 44,506, 41,484

Comprising

- 08/01 Your Primary School: 45,000
- 08/02 Graduation
- 08/03 Drug Awareness
- 08/04 Carols by Torchlight
- 08/05 Uniform Shop Upgrade

**TOTAL GRANTS PAID DURING YEAR** 45,000

### NOTE 6: INSURANCE

- Workers Compensation Insurance 20X3/20X4: 1,533
- WACSSO Fees: 941

**TOTAL** 2,473

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Your PRIMARY SCHOOL P&C ASSOCIATION INC.
BALANCE SHEET
FOR YEAR END 20x3
AS AT 31ST DECEMBER 20X3

<table>
<thead>
<tr>
<th></th>
<th>20X3</th>
<th>20X2</th>
<th>20X1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accumulated Funds at end of year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Represented by:</td>
<td>73,885</td>
<td>73,274</td>
<td>71,265</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td>15,816</td>
<td>7,173</td>
<td>178</td>
</tr>
<tr>
<td>Canteen Asset Replacement Account</td>
<td>8,762</td>
<td>8,584</td>
<td></td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>19,247</td>
<td>12,458</td>
<td>20,731</td>
</tr>
<tr>
<td>Language Club</td>
<td>3,185</td>
<td>3,255</td>
<td>2,750</td>
</tr>
<tr>
<td>School Band</td>
<td>4,494</td>
<td>2,864</td>
<td>3,343</td>
</tr>
<tr>
<td>P&amp;C General</td>
<td>13,141</td>
<td>15,624</td>
<td>19,672</td>
</tr>
<tr>
<td>Petty Cash Floats</td>
<td>374</td>
<td>376</td>
<td>624</td>
</tr>
<tr>
<td><strong>Total Cash Resources</strong></td>
<td>56,257</td>
<td>50,512</td>
<td>55,882</td>
</tr>
<tr>
<td><strong>Stock on Hand</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td>112</td>
<td>555</td>
<td>510</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>32,516</td>
<td>30,307</td>
<td>20,934</td>
</tr>
<tr>
<td><strong>Total Stock on Hand</strong></td>
<td>32,628</td>
<td>30,862</td>
<td>21,444</td>
</tr>
<tr>
<td><strong>Accounts Receivable</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General - 20X1 XXX Cheque (Fundraising)</td>
<td>495</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td>-</td>
<td>-</td>
<td>495</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>88,885</td>
<td>81,374</td>
<td>77,821</td>
</tr>
<tr>
<td><strong>LESS LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision for Unpaid Grants</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Voluntary Fees Received in Advance</td>
<td></td>
<td>8,100</td>
<td>-</td>
</tr>
<tr>
<td>Graduation 2007 Fundraising Received in Advance</td>
<td>-</td>
<td>-</td>
<td>3,197</td>
</tr>
<tr>
<td>Accounts Payable - General</td>
<td>-</td>
<td>-</td>
<td>1,018</td>
</tr>
<tr>
<td>Accounts Payable - Canteen</td>
<td>-</td>
<td>-</td>
<td>950</td>
</tr>
<tr>
<td>Accounts Payable - Uniform Shop</td>
<td></td>
<td>-</td>
<td>1,291</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>15,000</td>
<td>8,100</td>
<td>6,556</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>73,885</td>
<td>73,274</td>
<td>71,265</td>
</tr>
</tbody>
</table>

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Getting started...

What is a P&C?

A guide to the role of P&C Associations in government schools

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education.

Parents and Citizens’ Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.

A P&C comprises of parents and carers of children attending a school or group of schools and other interested persons over the age of 18 years who have paid an annual subscription.

The Principal of the school is an ex-officio member by right of their position and only needs to pay for membership if they wish to be counted in the P&C quorum.

The Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body for the Parents & Citizens’ movement in WA. The organisation is committed to a public education system for all young people irrespective of their age, culture, socio-economic status, gender, level of ability or geographic location. WACSSO has more than 640 affiliated P&C Associations and provides representation and services such as training, insurance, expert advice and support to each.

For further information, please visit wacsso.wa.edu.au or call 9264 4000 or email info@wacsso.wa.edu.au
10 rules to improve your Association

P&C Meeting Code of Conduct

A guide to facilitating successful and effective meetings

What is a Code of Conduct?

A code of conduct is a set of rules outlining the responsibilities and proper practices for a particular group.

Implementing a Code of Conduct helps to formalise the behaviours and actions of members, in order to ensure successful and effective meetings.

WACSSO recommends that P&Cs create their own Meeting Code of Conduct and adopt it at the meeting following the AGM each year.

RULE #1
We respect each other and everyone’s opinions at all times.
We value the opinion and suggestions of all of our members equally. We practice active listening, never interrupt and always give clear, constructive suggestions. We recognise each other’s success.

RULE #2
All votes are equal and it is the collective that makes the decisions.
We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not. We will use secret ballots when required.

RULE #3
The agenda will be enforced at all times.
Any new items that arise during the meeting or after the agenda is circulated will only be included if a vote is passed at the meeting to allow it. Otherwise they become agenda items for the next meeting.

RULE #4
Stick to the point.
Everyone’s time is valuable and volunteered. Don’t ramble, mumble, go into unnecessary detail, repeat points 10 times, raise matters already discussed, or talk when there is nothing to say.

RULE #5
Delegate when you need to.
We will ask each other for help to complete tasks and activities when we are not able to complete them ourselves. We expect everyone to try their best.

RULE #6
The minutes, agenda and any reports must be delivered in writing to all members 7 days prior to the meeting. Read these! By ‘reading’, we will think about them, identify any issues or concerns, and consider what we want to contribute at the meeting.

RULE #7
This is a meeting, not a coffee circle.
We only discuss matters relative to the agenda during our meetings - we do not have side conversations or get side-tracked. We allow plenty of time at the end of the meeting to show photos, have a cuppa and discuss the latest results!

RULE #8
It is our right to object constructively.
We all have the right to object constructively when discussing all agenda items.

RULE #9
Volunteer only when you can carry through.
We only volunteer for actions from the meeting when we are able to commit to the timeframe and activities of the motion. We respect the right to say “no”.

RULE #10
Finish on time.
If it is nearing finishing time, we will vote on moving unfinished items to the next scheduled meeting, or hold another one in between. We will create a sub-committee to deal with long, technical or contentious items, who will bring recommendations to the next meeting.

For further information:
wacsso.wa.edu.au
Ph: 9264 4000
E: info@wacsso.wa.edu.au
Annual General Meetings
All you need to know to hold a successful AGM

BEFORE THE MEETING
- The AGM must be held once per year (P&C Constitution).
- The AGM must be held within 4 months of the end of the Association’s financial year. (e.g. Financial Year ends December 31, AGM must fall before April 30.)
- Set the AGM date and time at a general meeting of the P&C.
- Financial members must receive at least 7 days’ notice of the intention to hold the AGM. Notice must be in writing, e.g. via the school newsletter.
- Advertise both the start and finishing time. Consider an early close and make new members feel welcome by offering refreshments to follow.

THE AGENDA
- Includes tasks that must be completed annually, such as election of office bearers and sub-committees, and presentation of the annual financial report. It is prepared by the President and Secretary.
- Only list items of business and correspondence arising from the last or any previous P&C meetings that need immediate attention.
- Distribute all reports beforehand. Members giving reports (including the Principal) can give a brief verbal summary, or answer questions. Reports should not be read out verbatim. Consider setting a time limit for the presentation of each report.
- Include the audited financial statement for tabling and adoption. This replaces the Treasurer’s report, with any questions referred accordingly.
- It is a good idea to confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR contact WACSSO for examples. All ToR must be adopted and can be an appendix to the AGM minutes as a record.
- Allow for the election of Office Bearers and Executive Committee members. Refer to the P&C Constitution for composition of the Executive Committee.
- Elect a P&C member to sit on the School Council (School Education Act 1999).
- List the date of the next P&C general meeting and the next AGM.

AT THE MEETING
- The outgoing President chairs the AGM. (The newly elected President chairs from the following meeting) This applies to all elected executive members.
- The AGM is an excellent opportunity to appoint WACSSO Annual Conference delegates and observers, as well as your district council delegate.
- The AGM is often the first introduction new parents have to the P&C, so an effort should be made to ensure the meeting is engaging and friendly – the aim is for parents to return again and again!
- Observe the WACSSO formal Rules of Debate and Standing Orders for P&Cs

AFTER THE MEETING
- Forward names of elected Office Bearers and Executive to the school Principal, WACSSO and the Australian Taxation Office before April 30.
- AGM minutes should be adopted at the next general meeting of the P&C held after the AGM. The minutes of the last general meeting of the P&C can be tabled and adopted at the AGM.
- Forward Audit report to WACSSO and Principal.

For enquiries, please visit wacsso.wa.edu.au or call 9264 4000 or email info@wacsso.wa.edu.au
Want to run a tight ship?

Chairing a P&C Meeting

Helpful hints for the P&C President and others who chair meetings

Roles and responsibilities of a Chairperson

**RESPONSIBILITIES**

The P&C Constitution states that the President, when present, will chair the P&C meeting.

**It is the responsibility of the Chairperson to:**

- Determine that a quorum is present
- Create an agenda before the meeting in consultation with the Secretary.
- Follow the meeting agenda and keep members on track.
- Sign the confirmed minutes of the previous meeting. Minutes are not an official record until confirmed at a subsequent meeting.
- Control the debate.
- Control the debate.
- The Chairperson should seek to promote orderly and relevant discussion.
- Ensure motions and amendments are clear and relevant.
- Keep speakers to the point and allotted time; and ensure that they are not interrupted.
- Ensure that all discussion is addressed through the Chairperson.
- Sum up both sides of any debate, taking care that no personal bias is introduced.
- Ensure motions/amendments are clearly understood by all members before voting.

*A meeting should be the place where decisions are made and topics discussed. People should leave the meeting happy that progress has been made – and want to come back.*

**RUNNING THE MEETING**

The Chairperson must guide the meeting towards achieving its aims.

**They have the power to:**

- Open the meeting.
- Rule on procedure.
- Decide who speaks and in what order.
- Close debate - when sufficient discussion has taken place or there are no further speakers for or against any motion or amendment.
- Reject motions - if they are outside the power of the Association; insufficient notice has been given (some motions require a minimum notice); are inconsistent with a previous decision; phrased in objectionable language or have ambiguous wording.
- Request that a speaker be seated or stop speaking.
- Close the meeting.

**DISSENT FROM THE CHAIR**

If any member present at a meeting disagrees with a ruling of the Chairperson they can move a motion of dissent. Once the motion has been accepted, the Chairperson shall vacate the chair until a decision is made.

The ‘art’ of being a good chairperson

**The Chairperson:**

- Has an important role - they preside over meetings in a proper and orderly manner, ensuring that the constitutional requirements are observed.
- Should be an active listener, be able to summarise the discussion and ask members what they want next.
- Should allocate a timekeeper when members speak to a motion, especially when debating or discussing an issue. This will prevent meetings running overtime and prevent straying from the agenda. They can set an agreed time for open discussion between members.
- Should be able to identify the strengths and skills of the other members and know when to call on them.
- Should concentrate on the 'art' of getting the group to work together to reach its goals with collective decision-making.

The Rules of Debate and Standing Orders can be found in the WACSSO Constitution & Rules and The Effective Meeting – Guidelines booklet. These WACSSO publications are available from our office or the WACSSO website. For further information, please visit wacsso.wa.edu.au/resources or call 9264 4000 or email info@wacsso.wa.edu.au
Building a great team…

Promoting the P&C

How to attract and retain members and volunteers

“Why join the P&C?”

Parents and community members choose to (or not to) be involved in P&C Associations for many reasons. Consider these when planning your recruitment campaign.

POSITIVES:
- rewarding involvement
- assists to keep up with their child/children
- opportunity for personal development
- sharing in the school community
- keeping abreast with educational changes
- feeling you have made a difference
- can provide positive self esteem
- enhances self-respect
- good environment to meet people
- want an opportunity to influence
- get to know teachers / principal
- opportunity to share expertise
- part of a large decision making group
- helps link school & community
- networking can develop opportunities

NEGATIVES:
- don’t understand the jargon
- can’t get baby-sitters
- too far to travel
- English not first language
- lack of knowledge of P&C role
- afraid they have nothing to contribute
- views current membership as ‘clique’
- indifferent attitude from past members
- can’t see how it affects their child
- too much time and work involved
- impression that not an effective group
- can foresee confrontation or conflict
- indifferent attitude to community activity
- not available as works away is shift worker

For further information, please visit wacsso.wa.edu.au or call 9264 4000 or email info@wacsso.wa.edu.au
How we can help...

WACSSO working with your P&C

A guide to the services provided by WACSSO to affiliated P&C Associations

The benefits of being affiliated with WACSSO

WACSSO SERVICES

- A P&C Training Program is provided for affiliates. Our Training and Development Officer conducts school-based and ‘in-house’ sessions for P&C members.
- Affiliates and individual members can access expert advice and support from WACSSO staff.
- The WACSSO website provides up to date information, news and events.
- The P&C Voice quarterly newsletter is distributed to all affiliates.
- WACSSO eNews is delivered fortnightly to subscribers inboxes.
- Affiliates have the power to form a District Council to act as a local forum.
- Annual Conference is WACSSO’s decision-making forum. Affiliated P&Cs are entitled to send two delegates (one complimentary) and any number of observers. Conference determines WACSSO Constitution and Policy and is the forum for dealing with State and National education issues.
- Each affiliated P&C is represented by a State Councillor. Councillors can attend P&C meetings to assist, and advice and support P&Cs.
- Representation on decision-making committees within the Department of Education as well as to State and Federal Members of Parliament.
- Regular information is supplied to affiliates on relevant education issues.

RESOURCES

WACSSO produces a range of publications and resources covering issues relevant to the successful operation of your P&C. These include:

- The Effective P&C Association
- The Effective Meeting Guidelines
- President, Secretary, Treasurer Guides
- WACSSO Media Guide
- P&C Employment Guide
- P&C Welcome Pack
- Q & A Handbook
- Factsheets

These and many other publications and brochures on specific topics can be accessed on the WACSSO website or at no charge on request to the office.

Visit wacsso.wa.edu.au/resources

INSURANCE

Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Public Liability Insurance will cover your P&C for up to $20 million for any one incident where the P&C is found liable. The Volunteer Personal Accident Policy covers anyone volunteering on behalf of your Association.

Insurance for canteens, uniform shops and workers compensation is available at competitive rates through CentreWest Insurance Brokers.

For further information, please visit wacsso.wa.edu.au or call 9264 4000 or email info@wacsso.wa.edu.au
Want to get involved?

Become a State Councillor

A guide to the roles and responsibilities of a **WACSSO State Councillor**

---

**Roles and responsibilities of a Councillor**

**SUPPORTING LOCAL ACTION**

State Councillors are the connection between P&Cs and WACSSO. Councillors are often contacted by affiliates for advice and assistance and can be invited to attend P&C meetings in their Electorate.

**CONSTITUTIONAL REQUIREMENTS**

A State Councillor must be a member of an affiliated P&C Association.

The WACSSO Constitution also requires Councillors to:
- represent affiliates’ views;
- provide support and information to affiliates;
- attend Annual Conference and State Council meetings;
- convene a meeting of affiliates at least once per semester;
- report back on electorate activities and resolutions passed at State Council meetings;
- become familiar with and promote WACSSO policy; and
- ensure their activities are in the best interests of public school students.

**MEETINGS**

State Council meets four times per year over a weekend.

When Council is not in session an Executive Committee conducts Council business. The President, elected Executive Committee members and rostered Councillors meet by phone link-up.

State Council’s direction is informed by Annual Conference, the forum for affiliates to establish priorities and policy for the coming year. Annual Conference is held on a weekend in August.

**WACSSO OFFICE**

Office staff support State Council by carrying out its resolutions and delivering quality services to affiliated P&C Associations.

**REIMBURSEMENT OF COSTS**

State Councillors are reimbursed for out of pocket expenses associated with WACSSO business such as telephone calls. WACSSO also covers travel costs to all Councillors, accommodation for country Councillors and meals where applicable.

---

“**State Councillors represent the P&C Associations in their Electorate**”

WACSSO State Council is made up of volunteers who represent individual Electorates throughout WA, and a President. Members are nominated by their P&C Association.

Councillors represent the views, issues, concerns and opinions of all the P&Cs in their Electorate through regular contact.

Many Councillors donate their time to sit on a variety of committees such as the Children’s Crossing and Road Safety Committee and Rural & Remote Education Advisory Committee.

**Being a State Councillor is your opportunity to positively contribute the education of students in government schools throughout WA.**

---

For further information, please visit [wacsso.wa.edu.au/council](http://wacsso.wa.edu.au/council) or call 9264 4000 or email info@wacsso.wa.edu.au
Useful Contacts

**Australian Taxation Office**  
Ph: 13 28 66  

**CentreWest Insurance Brokers**  
For insurance queries regarding the WACSSO Public Liability policy or Volunteer Personal Injury Insurance or any additional policies taken out with Centrewest.  
Ph: 9349 7900  

**Department of Commerce**  
For all state employment wage and conditions information, as well as information about complying with the Associations Incorporations Act  
[www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)  
Wageline: 1300 655 266 (Toll free)  
Associations: 1300 304 074 (Toll free)  
[www.commerce.wa.au/associations](http://www.commerce.wa.au/associations)

**Department of Community Development**  
For information relating to Working With Children Checks  
Ph: 1800 883 979 or 6217 8100  

**Department of Education**  
Ph: 9264 4111  
[www.det.wa.edu.au](http://www.det.wa.edu.au)

**Department of Racing, Gaming and Liquor**  
For raffle permits, gaming enquires  
Ph: 1800 634 541  

**Fair Work Ombudsman**  
For all federal award information, conditions of employment, rates of pay advice.  
Ph: 13 1394  

**State Law Publisher**  
Ph: 9321 7688  

**WACSSO**  
151 Royal Street, East Perth WA 6004  
Postal: PO Box 6295, East Perth WA 6892  
Ph: 9264 4000 Fax: 9264 4948  
[www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au)

**WA School Canteen Association**  
Ph: 9264 4999  
[www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au)

**WorkCover WA**  
For all general workers compensation enquires  
Phone: 1300 794 744 (Toll free)  
[www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

**Working with Children Check (WWCC)**  
For all information about Working With Children Check for Western Australia  
Phone: 1800 883 379 (Freecall)  
[www.checkwwc.wa.edu.au](http://www.checkwwc.wa.edu.au)

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Every care has been taken to ensure the accuracy of the information contained herein, but no responsibility is taken for any lack of coincidence with the School Education Act 1999, the School Education Regulations 2000 or the Associations Incorporation Act (1987) (as amended). These Acts of Parliament, together with the P&C Constitution are the definitive documents in this area.