

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



AGM Meeting Minutes: 14th March 2023

Conference Centre, 6.30pm

Meeting Opened: 6:35pm

Present:

Rob McEwan, Dayana Baker, Shirl Badenach, Alli McShane, Courtney Bell, Laura Machin, Louise Christie, Kate Sice-Low, Louissa Johnson.

Apologies:

Hayley Baker, Anthony Gunton, Camilla Fox, Krysta Brocklehurst, Narida Arnott

Acceptance of Previous AGM Minutes:

Moved – Shirl Badenach
Seconded – Dayana Baker

President's Report:

General discussion and summary from Dayana about the year 2022 for the PA and what functions were held.

Principals Report

In 2022 numerous programs/policies were focused on. Including Reconciliation; Inclusion; Sustainability; School Character; the new building project.

The Atar results were very promising.

The School Motto is about Character, it is very interesting to note that the focus has shifted to include more Character awards at Speech night.

Thank you to the PA for 2022. It was a very big year for all involved. It is important to note that the PA contributes to all students across all areas of the school.

Treasurer's/Auditors Annual Report:

I

Treasurer Report:

WLF recently completed the audit of the Financial Statements for the Financial year ended 31 January 2023.

The Balance Sheet shows total equity of \$219,412 which reflects a reduction of \$84,318 compared to the prior reporting period. The associated net assets include \$53,653 on Term Deposit and the remaining \$165,759 balance with the school.

The reduction in total equity includes a current year deficit, compared to a surplus in the prior reporting period, reflecting the significant donations of \$169,169 made to the school, largely for the Junior School playground development project.

The main revenue streams for the Association continues to be Tucksop Profits and Parent Subscriptions, on trend with the prior year. Fundraising net profit was down compared to the prior reporting period, a function of the 2-year fair cycle for the school. The Association wishes to thank WLF for their involvement with the Audit.

Kind regards

Krysta Brocklehurst

Treasurer

Hutchins Parents Association

See Attached report below.



Dayana Baker
Hutchins School Parent's Association
PO Box 254
SANDY BAY TAS 7005

Dear Dayana,

Re: HUTCHINS SCHOOL PARENT'S ASSOCIATION

We have finalised the audit of the Hutchins School Parent's Association for the year ended 31 January 2023.

Auditors are encouraged by the Australian Auditing Standards to issue a management letter at the completion of each audit, as a means to advise management of any matters noted during the course of the audit.

Our audit work involves the review of only those systems and controls adopted by the Association, upon which we wish to rely for the purposes of determining our audit procedures. Accordingly, our examination may not have identified all the control weaknesses that may exist. Furthermore, our audit should not be relied on to disclose defalcations or other similar irregularities, although their disclosure, if they exist, may well result from the audit tests we undertake.

We wish to advise that we have not encountered any matters during the course of our audit that we believe should be brought to your attention. Should you wish to discuss the above please do not hesitate to contact myself or Matthew Barnes of this office.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'J Doyle'.

J DOYLE
PARTNER
WLF Accounting & Advisory

Date: 9 March 2023

Independent auditor's report to the members of the Hutchins School Parent's Association

Opinion

We have audited the financial report of the Hutchins School Parent's Association (the Association) which comprises the balance sheet as at 31 January 2023, the income and expense statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

Subject to the below qualification, in our opinion, the accompanying financial report gives a true and fair view of the financial position of the Association as at 31 January 2023, and of its financial performance. The accounting and other records examined by us have been properly kept.

Qualification

The Association, in common with other organisations of a similar nature, received a material amount of income from various social and other fundraising activities for which it is not practicable to establish an effective system of internal control until the initial entry in the accounting records, and therefore, the audit in relation to these items was limited to the amounts recorded.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Association's Committee and those Charged with Governance for the Financial Report

The Association's Committee is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the financial reporting requirements of the *Associations Incorporation Act [TAS]* and the Association's constitution and are appropriate to meet the needs of the members.

In preparing the financial report, the Association's Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Wise Lord & Ferguson

Wise Lord & Ferguson



JOANNE DOYLE
PARTNER
WISE LORD & FERGUSON

Date: 9 March 2023

The Hutchins School Parent's Association

Balance Sheet

as at 31 January 2023

	2023	2022
	\$	\$
Assets		
Current Assets		
Term Deposit	53,653	53,288
Balance with School	165,759	250,442
Total Current Assets	<u>219,412</u>	<u>303,730</u>
Total Assets	<u>219,412</u>	<u>303,730</u>
Net Assets	<u>219,412</u>	<u>303,730</u>
Equity		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	(84,318)	80,038
Total Equity	<u>219,412</u>	<u>303,730</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 31 January 2023

	2023	2022
	\$	\$
Income		
Tuckshop Profit	65,463	67,732
Interest	365	40
Clothing Pool & Crested Sales	226	55
Parent Subscriptions	19,201	19,450
Fundraising Functions Net Profit	677	6,011
Total Income	<u>85,932</u>	<u>93,287</u>
Expenses		
Audit Fees	500	350
Donations to the School	169,169	10,000
General Catering	367	436
Social Functions	-	2,463
Square Readers - Shared with Fahan	215	-
Total Expenses	<u>170,250</u>	<u>13,249</u>
Net Surplus / (Deficit)	<u>(84,318)</u>	<u>80,038</u>

THE HUTCHINS SCHOOL PARENT'S ASSOCIATION
COMMITTEE MEMBERS FOR YEAR ENDED 31 JANUARY 2023

President	Dayana Baker
Vice President	Alli McShane
Secretary	Shirlene Badenach
Treasurer	Krysta Brocklehurst
Committee Members	Anthony Gunton, Hayley Baker, Courtney Bell

To the best of our knowledge and belief, the above-named persons comprised the Committee of The Hutchins School Parent's Association as at 31 January 2023.



J DOYLE
PARTNER
WLF Accounting & Advisory

9 March 2023

Proposed Resolution: that the 2022 Financial Statements tabled at the AGM be accepted.

Moved: Dayana Baker Seconded: Lou Christie

Proposed Resolution: That Wise Lord and Ferguson remain as Auditors for the 2023 term.

Moved: Alli McShane Seconded: Lou Christie

Acknowledgement:

Thank you to Anthony Gunton, and Lou Christie for previous work with the Blokes and Spokes Event, and for all of their work on the PA Committee over previous years.

Thank you to Camilla Fox for coordinating the Mother's Day stall in 2022.

We wish to acknowledge, and thank, all PA members, and previous PA members, who supported the PA in 2022.

Election of Committee Members

All positions are vacated.

Election of new members:

- President
Dayana Baker
- Vice President
Courtney Bell
- Treasurer
Krysta Brocklehurst
- Secretary
Shirl Badenach
- Committee Members
Laura Machin (ELC)
Louissa Johnson (MS)
Alli McShane (SS)
Kate Sice-Low (MS)

All accepted and ratified.

Meeting Closed: 7.15 pm

Next Meeting: March 2024