



Subcommittee
Monthly Report – _____ / _____

Minutes from last meeting:

Financial Summary of Income and Expenditure:

<u>Balance as at (start of month)</u>		<u>Expenditure</u>	
Bank account	\$	Raffle	\$
Term Deposit	\$	Competition Fees	\$
Cash on hand	\$	Referee fees	\$
Cash Reserve	\$	Annual Dinner	\$
		Equipment	\$
		Trophies/Awards	\$
		Photocopying	\$
		Bank Fees	\$
		Other	
<u>Total</u>	<u>\$</u>	<u>Total</u>	<u>\$</u>
<u>Income</u>		<u>Balance as at (end of month)</u>	
Bank Interest	\$	Bank account	\$
Canteen/BBQ's	\$	Term Deposit	\$
Fundraising	\$	Cash on Hand	\$
End of Season Dinner	\$	Cash Reserve	\$
Donations	\$	<u>Total</u>	<u>\$</u>
Raffle	\$		
Canteen Volunteers	\$		
Other	\$		
<u>Total</u>	<u>\$</u>		

Optional Brief Progress report or update:

Include any significant planned activities

Any significant unresolved matters to recommend for approval by P&C:

Signed : Chair _____ Subcommittee: _____

Dated: _____



Subcommittee
End of Season Report – _____ / _____

Minutes from last meeting – Month, Year

Financial Summary of Income and Expenditure for Season ended / / :

<u>Balance as at (start of season)</u>		<u>Expenditure</u>	
Bank account	\$	Raffle	\$
Term Deposit	\$	Competition Fees	\$
Cash on hand	\$	Referee fees	\$
Cash Reserve	\$	Annual Dinner	\$
		Equipment	\$
		Trophies/Awards	\$
		Photocopying	\$
		Bank Fees	\$
		Other	\$
<u>Total</u>	<u>\$</u>	<u>Total</u>	<u>\$</u>
<u>Income</u>		<u>Balance as at (end of season)</u>	
Bank Interest	\$	Bank account	\$
Canteen/BBQ's	\$	Term Deposit	\$
Fundraising	\$	Cash on Hand	\$
End of Season Dinner	\$	Cash Reserve	\$
Donations	\$	<u>Total</u>	<u>\$</u>
Raffle	\$		
Canteen Volunteers	\$		
Other	\$		
<u>Total</u>	<u>\$</u>		

Surplus Funds:

- **Rationale for rolling over surplus funds from Levies:**

Any surplus to be used to reduce levy in next year or deficit to be used to raise levies next year.

- **Rationale for rolling over surplus funds from Fundraising:**

Optional Brief Progress report or update:

Include any significant planned activities



Any significant unresolved matters as recommendations for approval by P&C:

Meetings:

The (insert name) Subcommittee is now inactive from (date)

The next meeting is proposed to be held (date)

2015 (Insert name) Subcommittee Office Bearers' Names and Contact details

Chair:

Treasurer:

Secretary:

Other:

AGM Preparations:

- Draft Budget prepared
- Draft AGM report prepared
- Financials reports finalised
- Minutes are up to date.

Signed : **Chair** _____ **Subcommittee:** _____

Dated: _____



_____ Subcommittee
Annual Budget – March 23, 2015

	P&C	Levies
Opening Balance (Carried forward from last year)	\$	\$
Plus - Income Expected	\$	\$
Less - Recurrent Expenditure	\$	\$
Less – Capital Purchases	\$	\$
Closing Balance	\$ If planning a carry-over, provide further details below	\$ 00.00 Levies income should be expended in the same year

Carry-Over Balance Details

	P&C	Levies
Description		
Timing		
Minutes approving plans (insert link)		
Has a grant been sought for this item?		
Has the P&C endorsed this project?		

Signed : Chair _____ Subcommittee: _____

Signed: MIC _____ Subcommittee: _____

Dated: _____



Subcommittee

Annual Report

Monday March 23, 2015

Achievements for the Year:

Financial Summary:

Balance as at (start of year) 1.01.2014

Bank account	\$
Term Deposit	\$
Cash on hand	\$
Cash Reserve	\$

Total \$

Income

Bank Interest	\$
Canteen/BBQ's	\$
Fundraising	\$
End of Season Dinner	\$
Donations	\$
Raffle	\$
Canteen Volunteers	\$
Other	\$

Total \$

Expenditure

Raffle	\$
Competition Fees	\$
Referee fees	\$
Annual Dinner	\$
Equipment	\$
Trophies/Awards	\$
Photocopying	\$
Bank Fees	\$
Other	\$

Total \$

Balance as at (end of year) 31.12.2014

Bank account	\$
Term Deposit	\$
Cash on Hand	\$
Cash Reserve	\$
<u>Total</u>	<u>\$</u>

Budget Comparison with Actual Spending:

Brief explanation of any items that were substantially different
Rationale of any surplus funds being held over

Summary of Participation / Competitions entered / etc

Goals for the Coming Year:

Thanks and Recognition:

Signed: Chair _____ Subcommittee: _____

Dated: _____



BRISBANE
STATE
HIGH
SCHOOL

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Parents and Citizens Association