

## PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2021-08-09T11:48:18+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	P&C General Meeting
2021-08-31T09:48:10+00:00	shae@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Re: Advertising Enquiry
2021-08-25T01:46:02+00:00	Btays@yahoo.com	secretary@capalabascpandc.com.au	Advertising Enquiry
2021-08-26T06:46:26+00:00	email@officeworks.com.au	pandcexecutive@capalabasc.eq.edu.au	Officeworks Capalaba receipt 9243416001024209
2021-08-24T01:36:15+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Emailing: 2021 August 24 P and C Meeting Principal Report
2021-08-26T20:43:55+00:00	Treasurer@capalabascpandc.com.au	cfree2@eq.edu.au	Capalaba State College P&C Association (July)
2021-08-23T07:03:24+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	P&C Meeting 23/8 - Capalaba SC Financial reports
2021-08-23T01:42:22+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Tonight's meeting
2021-08-25T01:18:25+00:00	noreply@messaging.squareup.com	secretary@capalabascpandc.com.au	Capalaba State College P&C Association - You can now activate your Square account
2021-08-23T00:36:39+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Tonight's meeting
2021-08-17T21:28:40+00:00	Treasurer@capalabascpandc.com.au	mgteam@freedomproperty.com.au	RE: Sign on school road
2021-08-19T04:37:51+00:00	no-reply@officeworks.com.au	pandcexecutive@capalabasc.eq.edu.au	School List Quotation ready for review
2021-08-11T00:57:28+00:00	mgteam@freedomproperty.com.au	pandcexecutive@capalabasc.eq.edu.au	Sign on school road
2021-08-31T01:19:02+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au;fundraising.wg@capalabascpandc.com.au	Urgent Request for Help
2021-09-20T23:07:49+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au;cfree2@eq.edu.au	FW: school photography conference offer
2021-09-21T22:26:16+00:00	grants@capalabascpandc.com.au	executive@capalabascpandc.com.au;swimclub.subcommittee@capalabascpandc.com.au	Help needed re Grant application for Volunteer Training - to Redland City Council
2021-09-24T05:27:59+00:00	president@capalabascpandc.com.au	Tracey.Cooke@redland.qld.gov.au;secretary@capalabascpandc.com.au	Re: Your grant applications to Redland City Council: CS-211-009 and OS-211-023
2021-09-23T22:51:21+00:00	president@capalabascpandc.com.au	info@slushpuppie.com.au	P&C Conference Show Stopper Deal
2021-09-24T05:15:55+00:00	Tracey.Cooke@redland.qld.gov.au	president@capalabascpandc.com.au;secretary@capalabascpandc.com.au	RE: Your grant applications to Redland City Council: CS-211-009 and OS-211-023
2021-09-22T06:00:25+00:00	secretary@capalabascpandc.com.au	vice- secretary@capalabascpandc.com.au	Re: Help needed re Grant application for Volunteer Training - to Redland City Council
2021-09-21T06:07:35+00:00	Tracey.Cooke@redland.qld.gov.au	secretary@capalabascpandc.com.au	Your grant applications to Redland City Council: CS-211-009 and OS-211-023
2021-09-22T06:23:43+00:00	grants@capalabascpandc.com.au	secretary@capalabascpandc.com.au;vice- secretary@capalabascpandc.com.au	RE: Help needed re Grant application for Volunteer Training - to Redland City Council
2021-09-17T02:16:41+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabaswimmingclub.org.au;vice-chairperson@capalabaswimmingclub.org.au;webstercf@gmail.com	Lane Ropes
2021-09-22T06:22:50+00:00	grants@capalabascpandc.com.au	secretary@capalabascpandc.com.au;vice- grants@capalabascpandc.com.au	RE: Help needed re Grant application for Volunteer Training - to Redland City Council
2021-09-22T05:40:16+00:00	vice- secretary@capalabaswimmingclub.org.au	grants@capalabascpandc.com.au;executive@capalabascpandc.com.au;swimclub.subcommittee@capalabascpandc.com.au	Re: Help needed re Grant application for Volunteer Training - to Redland City Council
2021-09-17T02:46:35+00:00	secretary@capalabaswimmingclub.org.au	chairperson@capalabaswimmingclub.org.au;vice-chairperson@capalabaswimmingclub.org.au;webstercf@gmail.com	Re: Lane Ropes
2021-09-19T23:45:12+00:00	chairperson@capalabaswimmingclub.org.au	cfree2@eq.edu.au;secretary@capalabascpandc.com.au;lthat4@eq.edu.au	Re: lane ropes
2021-09-24T05:03:09+00:00	president@capalabascpandc.com.au	Tracey.Cooke@redland.qld.gov.au;secretary@capalabascpandc.com.au	RE: Your grant applications to Redland City Council: CS-211-009 and OS-211-023
2021-09-15T21:37:32+00:00	chairperson@capalabaswimmingclub.org.au	cfree2@eq.edu.au;lthat4@eq.edu.au	Lane Ropes
2021-09-16T06:46:02+00:00	toni@homestylebake.com.au	toni@homestylebake.com.au	FESTIVE FUNDRAISING STARTS NOW
2021-09-16T23:21:17+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabaswimmingclub.org.au;webstercf@gmail.com;vice-chairperson@capalabaswimmingclub.org.au	lane ropes
2021-09-17T02:02:05+00:00	cfree2@eq.edu.au	secretary@capalabascpandc.com.au;lthat4@eq.edu.au	RE: lane ropes
2021-09-16T05:42:33+00:00	chairperson@capalabaswimmingclub.org.au	webstercf@gmail.com	Fw: Lane Ropes
2021-09-16T00:49:00+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabascpandc.com.au	Re: Lane Ropes
2021-09-16T04:57:29+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabascpandc.com.au	Re: Lane Ropes
2021-09-16T05:21:02+00:00	president@capalabascpandc.com.au	chairperson@capalabaswimmingclub.org.au;secretary@capalabascpandc.com.au	RE: Lane Ropes
2021-09-16T06:36:36+00:00	president@capalabascpandc.com.au	chairperson@capalabaswimmingclub.org.au	RE: Lane ropes
2021-09-13T23:36:54+00:00	cfree2@eq.edu.au	secretary@capalabascpandc.com.au	RE: P&C August 2021 Meeting Minutes
2021-09-13T10:55:28+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	P&C August 2021 Meeting Minutes
2021-09-16T21:11:03+00:00	chairperson@capalabaswimmingclub.org.au	cfree2@eq.edu.au;lthat4@eq.edu.au	Lane Ropes
2021-09-16T02:19:14+00:00	president@capalabascpandc.com.au	secretary@capalabaswimmingclub.org.au	ACTION REQD: P&C Slushie Machine - possible swim club partnership
2021-09-14T10:33:43+00:00	Treasurer@capalabascpandc.com.au	shae@capalabascpandc.com.au	Re: Advertising Enquiry - Capalaba State College
2021-09-09T03:06:52+00:00	Btays@yahoo.com	shae@capalabascpandc.com.au	RE: Advertising Enquiry - Capalaba State College
2021-09-13T11:06:03+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au;fundraising.wg@capalabascpandc.com.au;swimclub.subcommittee@capalabascpandc.com.au	P&C Qld Reference Groups - News
2021-09-04T20:19:00+00:00	Treasurer@capalabascpandc.com.au	secretary@capalabascpandc.com.au;shae@capalabascpandc.com.au	RE: Advertising Enquiry
2021-09-08T08:41:35+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au;cfree2@eq.edu.au	P&C Discretionary Funding R2 OPEN - Please DISTRIBUTE
2021-09-15T23:59:26+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabaswimmingclub.org.au	Re: Lane Ropes
2021-09-16T00:30:21+00:00	Principal@capalabasc.eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Brisbane Airport Corporation - Cash grants, School tours
2021-09-07T22:47:31+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	FW: Action required / Swim Club
2021-09-01T00:23:30+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Last Days - Fathers Day Raffle - Ends Friday 5pm.



**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**Treasurer Report to P&C Meeting 25/10/2021**

**General Business**

- ❖ QLD P&C Conference was held on 10<sup>th</sup> and 11<sup>th</sup> September, of which all 3 executives attended. Michelle Martin (Treasurer) attendance registration was part-funded by QLD P&C, therefore the Exec had to contribute some personal funds to attend.
- ❖ Xero monthly fee increased in September from \$39.00 to \$40.50.
- ❖ Wix.com website annual renewal for Swim Club had Exec approval to be charged to P&C Debit card, with immediate reimbursement from Swim Club.
- ❖ New fence advertising client joined us in Brisbane Tree Yard Specialist in September
- ❖ Reimbursement to Michelle Martin, for the purchase of Father Day stall items from Big W. Available stock only at the Logan store, located closet to Michelle's work.
- ❖ Floats have been included. Noting, Floats are audited as Cash on Hand under Assets. Therefore, floats are not required to be listed in P&L. However, for transparency purposes, floats will remain as reported.

**Decision to pay outstanding bills**

- ❖ Nil

**Treasurer's Report (August 2021)**

<b>Opening Balance (MAIN ACC)</b>		<b>\$79,701.77</b>
<b>RECEIPTS</b>		
Sales	Fencing Advertising	\$220.50
Fundraising	Father's Day Stall	\$1,350.40
	Scholastic Book Club Issue 5	\$99.00
Other	QLD P&C Conference Exec contributions	\$204.00
<b>ADD: Total Receipts processed and presented</b>		<b>\$1,873.90</b>
<b>PAYMENTS</b>		
Fundraising	Father's Day funds transfer to Debit Acc	\$948.86
	Father's Day Smart Gifts	\$179.20
	Office Works- Father's Day Stall	\$49.33
	Scholastic Book Club Issue 5	\$99.00
Father's Day Float		\$450.00
QLD P&C Conference		\$1,770.00
Xero Accounting Subscription		\$39.00
Square fees- Father's Day Stall		\$30.19
<b>LESS: Total Payments processed and presented</b>		<b>\$3,565.58</b>
<b>Closing Balance (MAIN ACC)</b>		<b>\$78,010.09</b>

<b>Opening Balance (DEBIT CARD)</b>	<b>\$51.14</b>
Tfr credit from P&C Main Acc	948.86
Tfr credit Swim Club for payment of WINX	157.86
<b>ADD: Total Receipts processed and presented</b>	<b>\$1,106.72</b>
<b>Father's Day Stall</b>	
Big W	\$60.00
Bunnings	\$15.68
Salvos Store Capalaba	\$37.50
Amazon	\$187.31
BCF	\$285.00
Super Cheap Auto	\$58.30
Repco	\$48.08
ANBP Cameron Park	\$105.00
Kmart	\$10.00
Sockable	\$64.00
Winx	\$157.86
<b>LESS: Total Payments processed and presented</b>	<b>\$1,028.73</b>
<b>Closing Balance (DEBIT CARD)</b>	<b>\$129.13</b>

### Treasurer's Report (September 2021)

<b>Opening Balance (MAIN ACC)</b>	<b>\$78,010.09</b>
<b>RECEIPTS</b>	
Sales	
Fencing Advertising	\$1,543.50
2ndhand Uniform Shop	\$67.50
Fundraising	
Father's Day Stall	\$2,036.00
Father's Day Rafflelink Credit	\$1,068.79
Other	
Father's Day Float	\$450.00
<b>ADD: Total Receipts processed and presented</b>	<b>\$5,165.79</b>
<b>PAYMENTS</b>	
Fundraising	
Father's Day funds transfer to Debit Acc	\$500.00
Officeworks	\$10.83
Slushie Puppies Pty Ltd- P&C lease	\$108.90
Orterra Pty Ltd Connection Corridor Consultancy Fee	\$825.00
Reimburse - Michelle Martin (purchase of Father's Day stall items)	\$145.40
Xero Accounting Subscription	\$40.50
Square fees- Father's Day Stall + 2ndhand Uniform	\$5.09
<b>LESS: Total Payments processed and presented</b>	<b>\$1,635.72</b>
<b>Closing Balance (MAIN ACC)</b>	<b>\$81,540.16</b>

<b>Opening Balance (DEBIT CARD)</b>	<b>\$129.13</b>
Tfr credit from P&C Main Acc	\$500.00
<b>ADD: Total Receipts processed and presented</b>	<b>\$500.00</b>
<b>Fathers Day Stall</b>	
Woolworths	\$28.05
Kmart	\$45.00
Bunning	\$36.06
<b>LESS: Total Payments processed and presented</b>	<b>\$109.11</b>
<b>Closing Balance (DEBIT CARD)</b>	<b>\$520.02</b>

Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)

- As at 31<sup>st</sup> August 2021 :       **\$ 91,225.05**
- As at 30<sup>th</sup> September 2021:   **\$ 96,032.01**



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Debit Card Procedure

Approved 22<sup>nd</sup> June 2020

#### 1. Rationale

The purpose of this policy is to establish rules and procedures for the purchases of goods and services, approved by Capalaba State College P&C Association (P&C), with the use of a debit card. The use of debit cards replaces the practise of people using their personal funds for P&C related expenses and claiming reimbursements of those expenses. It also streamlines P&C banking practices whilst ensuring compliance with the P&C Accounting Manual.

#### 2. Responsibility

- 2.1 The P&C Treasurer is responsible for the operation and monitoring of the cards and has authority to place on lock/hold/cancel any card suspected of being misused. Cards will have a daily maximum cumulative transaction limit of \$500.
- 2.2 A member of the Executive Committee will recommend the issuing of a card to a P&C member and will take responsibility to ensure the P&C member has read the procedures in relation to the use of the card.
- 2.3 The P&C Treasurer will conduct regular checks/reports of the card account transactions including a monthly reconciliation.
- 2.4 A "Debit Card Register", with the details of who has been issued each card, the dates that cards are received and returned, and signatures as appropriate, will be maintained by the P&C Treasurer.
- 2.5 The P&C Treasurer will review the Debit Card arrangements at least annually and confirm the continuation of arrangements, if appropriate, at the Annual General Meeting.
- 2.6 If cards are to be returned, they are to be returned directly to the P&C Treasurer and the Debit Card Register returned sheet completed.

#### 3. Debit Card Bank Account Set Up

- 3.1 A separate bank account (with the same financial institution) is to be set up for the purpose of issuing debit cards
- 3.2 The debit cards ARE NOT to be linked to the P&C's main bank account. If a debit card is linked to the P&C's main bank account, there is a potential risk that the cardholder would have access to the entire account balance of the P&C's main account.
- 3.3 A motion is to be passed at a P&C Meeting (and recorded in the minutes) about who is authorised to be signatory to the debit card bank account.
- 3.4 To help eliminate any risk and/or fraud, each debit card is to have a daily cumulative transactional limit of no more than \$500.
- 3.5 Deposit only sufficient funds to the debit card account to cover the upcoming authorised transactions for the month (keeping the amount to only what is required and no more than \$1000).

#### **4. Obtaining a Card**

- 4.1 The P&C Treasurer is responsible for establishing card accounts and the issuance and cancellation of cards.
- 4.2 Request for cards should be forwarded to the P&C Treasurer.
- 4.3 A motion is to be passed at a P&C Meeting (and recorded in the minutes) about who is authorised to be issued the debit cards.
- 4.4 It is recommended that only one debit card be issued per committee, unless a resolution is passed at a General Meeting to authorise multiple cards with reason.

#### **5. Use of the Card**

- 5.1 The card is only permitted to be used by the nominated cardholder and not to be 'loaned' out in any circumstances.
- 5.2 The cardholder must acknowledge that they are aware of the responsibilities and restrictions placed on their use of the card prior to taking possession of the card
- 5.3 The cardholder must acknowledge they are responsible for the security of the card and must not allow it to be used by any other person.
- 5.4 Expenditure, other than urgent, unforeseen expenses, must be approved in advance by the P&C Association at a General Meeting and recorded in the minutes. Expenditure may be approved as a budget, within reason, where the exact dollar figure is unknown.
- 5.5 Urgent, unforeseen expenses must be approved by majority of the executive committee, and the decision tabled and minuted at the next P&C Association meeting.
- 5.6 Debit cards must not be used to withdraw cash, and direct debit arrangements cannot be attached to the debit card account.
- 5.7 The cardholder must not exceed their daily cumulative transactional limit of \$500.
- 5.8 If the debit card has a "PayWave" or "PayPass" facility, the cardholder will be responsible for treating the card as securely as they would cash to safeguard against unauthorised "tap and pay" transactions.
- 5.9 The card may be used for telephone/internet purchases by giving the card number over the telephone or internet after receiving prior approval for the purchase.
- 5.10 On receipt of the goods or services the cardholder is to obtain an itemised cash sales receipt or copy of the tax invoice detailing purchase made. These receipts must be submitted to the P&C Treasurer directly or via the Subcommittee Treasurer if applicable.
- 5.11 The card is NOT to be used to purchase goods for personal use.

*Note: Misuse of the card will necessitate the P&C Association taking disciplinary and/or legal action against the cardholder.*

#### **6. Lost or Stolen Cards**

- 6.1 If a debit card is lost or stolen, it is the responsibility of nominated cardholder to immediately contact CBA Bank Card Services and report it. CBA Card Services 24/7 phone number is 13 2221 or (02) 999 3283
- 6.2 Furthermore, immediate notification is to be given to P&C Treasurer, including details of the stolen or lost card

#### **7. Card Record Keeping**

- 7.1 Retain receipts for all transactions to verify and enable the monthly account reconciliation.

- 7.2 If the transaction is via the internet, a copy of the transaction must be obtained as evidence. This will allow you to keep within the total credit limit and assist in reconciliation with the online card statement.
- 7.3 The P&C audit will annually review integrity of the online card statements

#### **8. Card Expense Queries**

- 8.1 Where a card user has a query on their Statement, the first contact should be with the supplier. If the supplier agrees that the charge is incorrect, or the goods have not been delivered or incorrectly delivered, they must organise for a credit to be issued. The cardholder is responsible for this enquiry and to ensure that credits, where agreed, ultimately appear on the statement.
- 8.2 Where agreement cannot be reached with the supplier, the transaction should be marked as a disputed transaction and a Disputed Transaction form, available online, completed and faxed to the CBA Bank who will take up the complaint with the supplier.

(Refer to P&C Qld Fact Sheet – Debit Cards Updated May 2019, in conjunction with the P&C Accounting Manual Version 4.2 July 2019)

---



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Additional Explanatory Notes to be read in conjunction with the Debit Card Procedure and Cardholder Agreement

- The bank account holding the debit funds to have a maximum limit of \$1,000. This is a maximum balance only, with only sufficient funds to cover upcoming authorised transactions for the month to be transferred. This is in accordance with [P&C Qld Fact Sheet – Debit Cards \(Updated May 2019\)](#)
- Debit cards to have a maximum daily expenditure of \$500 per card per day (can be over multiple transactions). This is in accordance with [Page 23 – Debit Cards of the P&C Accounting Manual \(July 2019\)](#)
- Holding a card does not automatically authorise the cardholder to spend. All Expenses are approved either at a P&C General Meeting or by majority of the executive committee. This is in accordance with [Page 22 of Expenditure of the P&C Accounting Manual \(July 2019\)](#) AND [Part 20.7.1 - Expenditure, of the P&C Constitution for Capalaba State College](#)
- The exact dollar figure of some expenditures are not known ahead of time, e.g. swim club canteen. Instead, a budget may be known prior to season and can be approved via motion at a General Meeting. An approved budget would allow the card to be used for that purpose within that scope. Therefore, it is possible that all expected upcoming expenditures for the card are approved ahead of time, whether it be by a budgeted amount, or an actual dollar figure.
- The preference will be for one only card issued per sub-committee unless approved otherwise at a General Meeting by resolution. It is good financial practise to limit cards to only those necessary and this also reduces the monthly burden on the P&C Treasurer.
- The suggested procedure has been developed to reflect the following:
  - [Accounting Manual](#)
  - [Debit Card Guide](#)
  - Constitution





**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**AUTHORISED CARDHOLDER AGREEMENT**

In accordance with Capalaba State College P&C Association DEBIT CARD PROCEDURE the undersigned is hereby authorised to accept, use, and be responsible for a Capalaba State College P&C Association Debit Card. This authorisation shall remain effective until terminated by the P&C Association, the CBA Bank, upon transfer to another user, or resignation from the Capalaba State College P&C Association.

**AS A DEBIT CARD CARDHOLDER:**

- I agree to not incur personal or unauthorised purchases on the Debit Card. I understand personal and unauthorised use may result in disciplinary action, removal from the P&C Association and/or legal action against me.
- I agree to only use the Debit Card for authorised purchases.
- I agree to comply with the all applicable Policies, Procedures, laws and regulations when using the debit card.
- I agree to not use the debit card for cash advances, or purchase of negotiable instruments such as money orders or gift cards.
- I agree to not allow another person to borrow or use my Debit Card or Debit Card number.
- I agree to return the Debit Card to the Treasurer upon termination of the card, or upon request by the Executive Committee of the P&C Association.
- I agree to abide by Capalaba State College P&C Association procedure governing Debit Card use for Purchases/Payment.
- I understand that the P&C Association will review my Debit Card transactions for unauthorised use and reconciliations.
- I understand that I will be required to repay charges for unauthorised charges.
- I understand the Debit Card may be suspended or cancelled at any time.

I ACKNOWLEDGE I HAVE RECEIVED DEBIT CARD # \_\_\_\_\_, AND UNDERSTAND AND ACCEPT THE TERMS OF THIS AGREEMENT:

**Cardholder Signature**..... **Date** .....

The above cardholder is authorised to use this Debit Card in accordance with the above terms.

**Signature** ..... **Date** .....  
President, Capalaba State College P&C Association

**Signature** ..... **Date** .....  
Treasurer, Capalaba State College P&C Association

If President/Treasurer is Cardholder, one alternate Executive Committee Officer signature is required below in lieu of Cardholder’s Signature

**Full Name**..... **Members Position**.....

**Signature** ..... **Date** .....



Updated 20<sup>th</sup> May 2020 DRAFT

## Debit Card Register

Debit Card #	Cardholder Full Name	Date – Issued	Cardholder Signature	P&C Exec Member Signature	Date – Returned	Cardholder Signature	P&C Exec Member Signature

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB  
FINANCIAL REPORT FOR August 2021**

**MAIN ACCOUNT**

<b>OPENING BALANCE @1st August 2021</b>		<b>\$12,350.49</b>
<b>Deposits</b>		
<b>Total Deposits</b>		<b>\$0.00</b>
<b>Expenses</b>		
WIX Website Hosting - Reimburse P&C		\$157.86
<b>Total Expenses</b>		<b>\$157.86</b>
Less outstanding cheques		
Plus outstanding cheques presented		
<b>Book Balance @ 31st August 2021</b>		<b>\$12,192.63</b>

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB  
FINANCIAL REPORT FOR August 2021**

**DEBIT CARD ACCOUNT**

<b>OPENING BALANCE @1st August 2021</b>		<b>\$828.00</b>
<b>Deposits</b>		
<b>Total Deposits</b>		<b>\$0.00</b>
<b>Expenses</b>		
<b>Total Expenses</b>		<b>\$0.00</b>
<b>Book Balance @ 31st August 2021</b>		<b>\$828.00</b>

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB  
FINANCIAL REPORT FOR September 2021**

**MAIN ACCOUNT**

<b>OPENING BALANCE @1st September 2021</b>		<b>\$12,192.63</b>
<b>Deposits</b>		
Participation Fees Square (11/09)		\$600.00
Participation Fees Cash		\$240.00
Participation Fees Square (14/09)		\$360.00
Participation Fees Direct Deposit		\$120.00
Participation Fees Direct Deposit		\$120.00
<b>Total Deposits</b>		<b>\$1,440.00</b>
<b>Expenses</b>		
Officeworks - Printing (Booklets, Signs)		\$140.00
Officeworks - Flyers		\$99.00
Square Fees (11/09)		\$11.40
Square Fees (14/09)		\$6.84
Aquatic Elements		\$296.76
<b>Total Expenses</b>		<b>\$554.00</b>
Less outstanding cheques		
Plus outstanding cheques presented		
<b>Book Balance @ 30th September 2021</b>		<b>\$13,078.63</b>

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB  
FINANCIAL REPORT FOR September 2021**

**DEBIT CARD ACCOUNT**

<b>OPENING BALANCE @1st September 2021</b>		<b>\$828.00</b>
<b>Deposits</b>		
<b>Total Deposits</b>		<b>\$0.00</b>
<b>Expenses</b>		
<b>Total Expenses</b>		<b>\$0.00</b>
<b>Book Balance @ 30th September 2021</b>		<b>\$828.00</b>

# P and C Meeting

Monday, October 25th 2021

Principal's Report

---

**I'd like to acknowledge the traditional owners of the land on which we meet tonight, wherever that may be. I pay my respect to the elders, past, present and future.**

*Our different setup tonight is because of our year twelve small group exams starting tomorrow. We have had some larger exams, but they're done now.*

## **Teaching**

We are currently having some challenging times...

I'll say it out loud, quality Teachers are difficult to find.  
In particular in Secondary.

For the last couple of years, Human Resources have discussed the great Teacher Shortage on the horizon... The future is now the present... this isn't unique to the College, or the Region, or even the state to be honest.

Teachers that would normally take small contracts are getting a significant amount of relief work and don't have to do any of the planning, marking assessment, writing reports or meeting with parents. It sounds like heaven. It is totally understandable. Staff absences have been through the roof with covid tests, vaccination appointments, concerns over a sniffle, and surprisingly, more common than you would think, unable to take their children to daycare if the temperature isn't on point.

We have employed short term contracts, and then short-term contracts to support the short-term contracts!

## **Capability**

We have shifted a bit of our thinking at the moment; around supporting our newer staff, that may not be with us for long. Very different to setting up people as the latest addition to the College family, it is like preparing for a cousin to stay over for a little while as they pass through town!

We continue to develop our skills in improving our writing.

We also continue to develop our skills in supporting students from traumatic backgrounds, which is dominating our time at the moment. This again, isn't unique to the College, Redlands or the region.

## **Partners**

We continue to work with a number of partners to develop our reading, writing and student wellbeing. It has been nice to welcome volunteers in to the College again.

We have also been working with various teams at South East Region (our regional office) to help problem solve some of the issues that we have been having. We are working on gaining some additional staffing funding and creating our own intervention space for children that struggle in mainstream settings.

## **Wellbeing**

Year Twelve have started their exams, they've survived their senior year. We are working on graduation plans now, and with consideration of the eased restrictions, we can welcome parents in to attend. We will work on communication and an RSVP process on Wednesday.

Wellbeing is definitely low amongst the team at the moment. The air conditioning program, an incredibly busy schedule with events, a small selection of very difficult students on both campuses and that shift in weather has us flat.

We will return to Campus Principals next year, instead of the current model of Operations vs Teaching and Learning. The staffing changes have made it difficult for the roles to get traction.

Tied in with this is our School Opinion Survey data.

**Performance**

School Opinion Survey has been returned.

Most of it is quite positive.

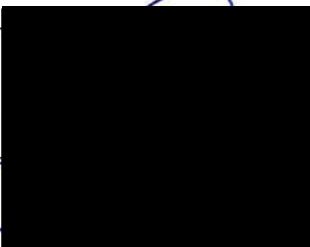

As always, a few things for us to work on.

I'll unpack more of it at the next meeting because it is still hot off the press. This year, for the first time ever, we have been able to divide Junior and Senior Campus, meaning that we can tailor our responses to the campus which is really nice.

Seven weeks to go and then hopefully a full reset with a new, sustainable and calmer normal.



**Capalaba State College P&C Association  
2021 Request for Discretionary Funding form**

Date of request:	8/10/2021	
Contact person:	Bernadette POWER	
Contact phone & email:	3823 9111 bpowe112@eq.edu.au	
Brief description of the item to be purchased or activity to be undertaken:	To develop a Makerspace/Tech Tuesday activity centre in the Library	
Brief description of how this project will support the objectives of the P&C:  Promote the interests of the College to facilitate the development and further improvement of the College.	Provision of a 3D printer in the Library will enhance the technology resources available to the school community. Purchasing a variety of different consumables will enable the printer to be used for a range of different design projects.	<b>P&amp;C Evaluation</b>
Proposed benefits to the students, staff and/or community:	The intention of this project is to increase student engagement with technology. A 3D printer will provide staff & students access to new technologies, and enable them to develop technological capabilities relating to their own interests, and enhance employability in the future.	
Funding amount requested:	\$1,150	
Brief description of sustainability:  Will more funds be required at a later date?	With care, this device should last for a number of years. Repair and maintenance costs expected to be minimal and should be able to be covered from future budget allocation. Ongoing cost of consumables should also be able to be factored into future Resource Centre budget. It may need to be upgraded /replaced in future to maintain compatibility with new and emerging tech developments.	
Summary of supporting financial documentation:	Please see attached Rationale & Quote	
If discussed with the College administration team, please write their name.		
Signature of person requesting funds:	 8 / 10 / 2021 Date	
Principal's signature:	 11 / 10 / 2021 Date	

## **RATIONALE**

Although basic filament printers and the associated consumables are sometimes a bit cheaper than resin 3D printers and consumables, they often require expert knowledge and technical skills to set up, and print accurately. They are prone to frequent errors during the print process, which renders the models unusable. In general, filament printers are quite slow to print, and this may limit the projects that students could print within a reasonable time frame. The resin 3D printers appear to be much simpler to operate and produce a more accurate product. Additionally, they use LED light to cure the resin, so the printed items are safe to handle straight out of the printer, whereas items printed in a filament printer require cooling down before handling. Resin is available in a variety of formats, depending on the intended use of the finished design, so this offers more scope for creativity.

## **ITEMS REQUESTED**

Printer: Phrozen Sonic Mini 4K 3D Printer

Additional equipment: Phrozen 6.1" Aluminium Resin Vat

Consumables: Phrozen Water-Washable 3D Printer Model Resin – 1kg (Grey)

Phrozen Beige-Flex 3D Printer Resin – 500g

Phrozen ABS-Like 3D Printer Resin (Matte Grey) – 1kg

3DPO FEP 150micron 30cm x 42cm Compatible (A3 – 2 Sheets)

Phrozen Model Wash – Resin Detergent 5kg

The preferred model is a stand-alone item, which means that students can use their own devices or school desktops to create their design, and save them to a USB flash drive which is then inserted into the printer to start the printing process. This particular model is able to produce slightly larger designs than similar sized printers. The additional vat allows a change of resin types between print jobs.

Preferred supplier: 3D Printers Online.

The preferred supplier was chosen as they provide free support, a reliable source for consumables and parts, and repair services if required.

Please see attached quote for selected resin printer & consumables.

Additional documents show cost of filament printer and consumables for comparison. Filament printer does not have the same build capacity and design flexibility of the resin printer, and requires constant adjusting to maintain level of build plate.



# QUOTE

Capalaba State College  
Attention: Bernadette Power  
Capalaba SC  
School Road, Gate 2  
CAPALABA QLD 4157  
AUSTRALIA

**Date**  
11 Oct 2021

**Expiry**  
30 Nov 2021

**Quote Number**  
QU-3173

**Reference**  
Quote Request 11.10.21

**ABN**  
28 613 769 761

3D Printers Online  
Unit 6  
7 Salisbury Road  
Castle Hill NSW 2154

Description	Quantity	Unit Price	GST	Amount AUD
Phrozen Sonic Mini 4K 3D Printer	1.00	629.95	10%	629.95
Phrozen 6.1" Aluminium Resin Vat	1.00	119.95	10%	119.95
Phrozen Water-Washable 3D Printer Model Resin – 1kg (Grey)	1.00	94.95	10%	94.95
Phrozen Beige-Flex 3D Printer Resin – 500g	1.00	64.95	10%	64.95
Phrozen ABS-Like 3D Printer Resin (Matte Grey) – 1kg	1.00	99.95	10%	99.95
3DPO FEP 150micron 30cm x 42cm Compatible (A3 – 2 Sheets)	1.00	39.95	10%	39.95
Phrozen Model Wash – Resin Detergent 5kg	1.00	99.95	10%	99.95
Free Shipping over \$149				
		INCLUDES GST 10%		104.51
		<b>TOTAL AUD</b>		<b>1,149.65</b>

This item is out of stock.

Price shown does not include cost of shipping/freight.




SOLD OUT



## Phrozen Sonic Mini 4K (Resin)

\$699.95 Inc. GST

Approximate Cryptocurrency Prices:  
- BTC: 0.008410

Zip it now, pay later  Zip   
Payment  
or 4 fortnightly payments of \$174.99 with  
[afterpay](#)  [More info](#)

OUT OF STOCK

♥ Add to Wishlist

NOTIFY ME WHEN IN STOCK




### Description


### Additional information


### Technical FAQs


The Sonic Mini 4K is the most consumer-friendly 4K 3D printer on the market, offering ultra-high resolution with 722 PPI, the highest PPI ever! The printer offers 4K resolution printing at 35µm, producing highly detailed 3D models that match your exact design, regardless of the size of your model.


#### Product Features:

 4K with 6.1" Printing Area 3840 x 2160 ultra-high-definition. Prints at 35µm with 722 PPI, the highest PPI ever, with a large printing area of 6.1"

 Monochrome LCD Screenprints up to 4 times faster than traditional 3D printers, taking only two seconds to print one layer.

 Super Easy to Use Just use a USB flash drive to send over your data to the printer and with a few taps, you're good to go

 Mini but mighty Compact & lightweight, easy to store, and fits in different settings for both personal or professional uses

 Multi-Resin Compatibility works best with Phrozen's Aqua-Gray 4K, also compatible with 3rd party resins

Search keyword or product code

Maker Hub Catalogues Collection Store Recently viewed

hummm



**1HR CLICK & COLLECT**  
Shop online, collect in-store



**FREE DELIVERY**  
Online orders over \$99



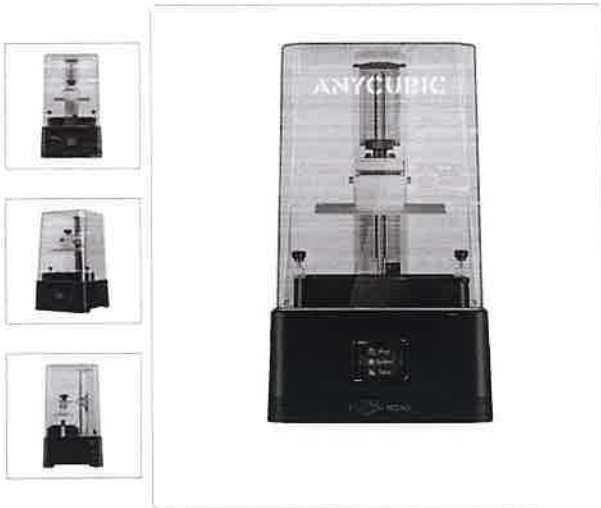
**GET REWARDS**  
Become a member

COVID-19 & Shipping Updates

SHOW

HOME > PRODUCTS > GIFTS FOR THE SCIENTIST & MAKERS > ANYCUBIC MONO UV PHOTON RESIN 3D PRINTER

## ANYCUBIC Mono UV Photon Resin 3D Printer



*This printer is  
2K only.  
Slower printing speed  
& less detail.*

CAT.NO: **TL4422**

Create highly detailed 3D prints with this Photon Mono resin printer by Anycubic.

- Fast Printing Speed
- High Quality Z-axis
- ANYCUBIC Mono UV Photon

ADD TO WISHLIST

NOTIFY ME WHEN IN STOCK

NOTIFY ME WHEN ON SPECIAL

**\$499.00**

Bulk Pricing:

1-2 \$499.00

3-5 \$499.00

6+ \$499.00

1

STORE PICKUP

**Bundle Deal - 40% Off**

Flashforge

### Foto 6.0 - 2K High Speed LCD Monoscreen (NEW)

Be the first to review this product

\$544.54 ex gst

QTY

Quantity selector with minus, 1, and plus buttons.

ADD TO CART button



*This printer is 2K only. Slower printing with less fine detail.*

#### Flashforge Foto 8.9



#### Verified Customer Reviews

No reviews yet, be the first! Write a Review!



**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**Connection Corridor 2021/2022**

**FUNDRAISING FOR 2021**

Fundraising Event	Fundraising Connection	Profit
Term 1		
Disco P-6	The Walk (Total Net Profit = \$3,844.31)*	\$ 1,922.16
Easter Raffle Fundraiser	The Walk	\$ 842.41
Term 2		
Mother's Day Stall	The Walk	\$ 1,256.22
Mother's Day Raffle	The Walk	\$ 193.05
Term 3		
Father's Day Stall	The Walk	\$ 1,839.91
Father's Day Raffle fundraiser	The Walk	\$ 1,129.43
Term 4		
Santa Photos	The Walk	
<b>TOTAL RAISED</b>		<b>\$ 7,183.18</b>

*\*Disco P-6 profits were allocated to 50% The Walk project and 50% to Discretionary Funds*

<b>Budget Summary - Connection Corridor 2021/2022</b>		<b>Amount</b>
Budget (approved GM March 2021) towards Connection Corridor		\$ 6,600.00
16.09.21 Orterra Pty Ltd- Stage 2 Consultation Fees	\$ 825.00	
08.10.21 Site Surveys Pty Ltd - Partial Site Plan - detail & contour survey of part of existing site	\$ 3,800.00	
Total Expenses		<u>\$ 4,625.00</u>
Balance Remaining		<u>\$ 1,975.00</u>