



Parents and Friends Meeting Minutes

Date	Monday 13 th March 2017
Time	6:30pm 30pm
Venue	Parents and Friends Room
In Attendance	Tanja Nelson, Lisa Larkins, James Dods, Salakesh Ananda , Nadine Zahura, Sarah Armstrong, Neil Young, Kylie Clarke, Jen Henderson, Kerrie Hart, Patti Jacobs, Michelle Ruthven
Apologies	Sarah Sykes, Amanda Campbell, Nerrida Johnson
Chair Person	Tanja Nelson
Treasurer	Sarah Sykes
Secretary	Lisa Larkins

Annual General Meeting

1. **P&F Executive Reports** – summary of 2016 activities tabled at meeting.

Full transcript of report is attached.

The P&F Executive Report was moved by Jen Henderson and accepted by James Dods
Confirmed ote.

2. **Treasurer's Report**

Full financial report is attached.

The Auditor, Mark Charter, has completed the audit for past three financial years. Working with bookkeeper Bettina Hartman has allowed P&F to develop a high standard of account keeping. P&F, the accountant and School all have access to the P&F MYOB account.

The P&F Treasurer's Report was moved by Kerrie Hart and accepted by Sarah Armstrong
Confirmed ote.

3. **Confirmation of Auditors**

The current auditors Mr. Mark Charter of MF Partners, Chartered Accountants were ved
Nadine Zahura and confirmed by Jen Henderson

4. **Election of P&F Executive**

James Dods assumed the Chair or this item on the AGM agenda. James thanked Tanja, Lisa and Sarah for their work on the P&F Executive.

Nominations for the P&F Executive Roles

Chairperson Nominee Tanja Nelson

Treasurer Nominee Sarah Sykes

Secretary Nominee Lisa Larkins



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The nominations were moved and confirmed by vote.

5. Meeting concluded ...7.04pm..

P&F General Meeting

1. Confirmation of Minutes – th February 2017

Minutes 20th February 2017

Moved by: Nadine Zahura

Seconded: Salakesh Ananda

Minutes 20/2/17 confirmed by vote.

2. Tales of Triumph

- High School Regional Swimming Carnival – wonderful support by a small but enthusiastic team of students. Even some year 12 students drove to Lismore to participate in events before leaving again. Ric mentioned he was very happy with the response of students and enjoyed the day.
- Some High School students are going to see the movie 'Hidden Figures' tomorrow as an inspirational story of women in science.
- James reported a very quiet period for the Board which has been great for attending to the bigger projects.
- The wetland works around the school have resulted in the reemergence of two lakes, which is wonderful to see and exciting for the environmental future of the area.

3. Reports

Principal's Report

Nerrida was in Brisbane, no report was made.

School Council Report

Building works will be commencing soon but all planning is ahead of schedule which is pleasing for the school.

Financially the school is in a very healthy position – a result confirmed by our recent auditing.

4. Other Business

Question was asked about how long it will take for the school to employ a Eurythmy teacher. The feeling is this is a very important addition to the school. (Discussion ensued about the factors that are impeding this.)

'Art Makes Sense' report was read by Tanja. Discussion ensued about the need to keep sharing information about this fundraiser so that parents and others can continue to offer the 20% profit to our overall fundraising efforts. Attendees were in agreement that the 'Art Makes Sense' website and information regarding this should appear regularly in the Bulletin. Also discussed



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other ideas for keeping the parent community aware of this valuable fundraiser.

Attendees mentioned there is some confusion and difficulties regarding the process of receiving the Bulletin. Tanja directed them to speak with reception.

Neil raised the matter of Class Coordinators having to put class communication through reception. Also discussed why the decision was made to bring this practice into effect. Tanja reminded us that communication that is related to school/teacher must go through reception. It is important for the teacher to instigate communication between parents with the support of the coordinator. James asked that this be placed on the agenda for the next meeting to be further discussed and explained by Nerrida. Including text messages and the 'after hours' policy.

Request for confirmation that Terra has sent out, to all the Class Coordinators, the link to the new Handbook and confirmation of the process of directing class mail outs through reception.

Jen asked that we make an agenda item for next meeting regarding the decision to stop producing the Calendar and to discuss cards as a fundraiser.

5. Correspondence

Mercurius/Art Makes Sense sent a letter confirmation 20% gift back of \$280.64 to P&F.

P&F receives a letter of thanks from the school community for its ongoing work.

Meeting concluded: 7.50pm

Next meeting Monday 15th May 2017.

**Parents & Friends Association AGM
13/3/2017**

Chairperson Report for 2016 – Tanja Nelson

P&F extends its sincerest gratitude to every parent and guardian of our school. You are all part of the foundation that supports our school and most importantly our children. A strong sense of community is also vital for a healthy schooling environment. Every act of support you give has a flow on effect into the broader community. Attending RC&M days, going to parent/teacher meetings, helping the class teacher prepare for a craft session, sweeping a path, attending craft, choir or study group, going on a class excursion – all these acts help maintain the ethos of our school and a healthy, vibrant and active community. We can do no better than show our children *by example*, how to be in the world.

NEW INITIATIVES for 2016

CRAFT

School management and P&F partnered to try a new approach to increasing support for craft group. Each Kindy and C1 family were required to attend 4 sessions of craft to assist in whatever way they could manage, whether it was stitching, rolling knitting wool, cutting felt or making cups of tea. The idea was that as C1 did not have to create cards or a calendar for fundraising, they would help the craft group to generate additional funds through making more craft, but more importantly, they would be learning skills to support their children in their class work, like knitting and sewing. Kindergarten parents were also engaged in this process to increase their skill base as well. In the long term it is hoped that this parent education will help parents better understand how and why the arts and crafts are used within a Steiner education and be better able to support their child and teacher.

New parent Kylie Clarke took up coordination of the craft group in 2016. Despite challenges around engaging parents to attend, she led a small but amazing band of dedicated crafters who really made a huge effort during the year. P&F would like to acknowledge the extraordinary efforts of Kylie in not only crafting so diligently, but also sharing her wonderful knowledge of the crafts and the reasons behind Steiner education. P&F is also thankful that Kylie will continue on in 2017 as the craft group facilitator. 2017 will see a further review of the parental engagement in the craft group.

ART MAKES SENSE

A new fundraising idea was brought to P&F by parents in Term 4. Shalayheem Ananda worked closely with Mercurius to implement a 'gift back' system

whenever parents or friends purchase Steiner inspired toys and art/craft materials online at <http://www.art-makes-sense.com.au/> Over the Christmas period P&F received 20% of sales with \$280.64 being gifted back to the school. If parents continue to use this resource it could easily generate funds for our school simply by shopping online for gifts.

FOOD POLICY

After much consultation through out the year between school management, P&F, canteen and the broader community, it was great to see the Food Policy completed and implemented at the end of 2016. A BIG thank-you to all involved in the process.

If you haven't read the document you can download it from the school website [http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/ - toggle-id-7](http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/-toggle-id-7)

ONGOING INITIATIVES for 2016

SILKY OAK COTTAGE

The cottage continued to be available to the community during 2016 on Monday, Tuesday and Thursday mornings. Craft Group used the room regularly on Tuesday mornings, and it also continued to be the home for the school's study group on Tuesday evenings. A meditation group also made use of the space on Monday mornings during term 4 of 2016.

While it was encouraging to have these groups utilize the space, P&F would like to really encourage greater use of the facilities by parents. People are always welcome to make themselves a cup of tea and sit and chat either inside or outdoors where children can play within the fenced area. The room is also available for other parent groups to use, so if you have an idea please contact the secretary at pandf.sec@gmail.com

SPRING FAIR

The 2016 Spring Fair was a wonderful community event. Class 3 led the school with joyous spirit and a truly amazing opening ceremony. Rachel Sullivan was again the events coordinator employed to support C3 in running the fair and did a great job keeping the event on track.

With the new bookkeeping procedures in place the 2016 SF budget was more accurately tracked, showing a final profit of \$11,480.82, slightly down on last year by \$600. There were additional capital expenses contributing to the lower profit margin – these will be further discussed in the Treasurer's report.

In terms of the social and communal benefits of the Spring Fair, P&F would like to reiterate that these are of far greater value to the educational and emotional health of our children than any funds generated. Watching parents work, problem solve and create together teaches our children to be proactive, creative and co-operative individuals who can enhance any community they belong to during their lifetime.

Thank-you to the whole community for its participation in the Spring Fair.

FRIDAY MARKET

The Friday Markets were again co-ordinated by Tania Djipalo, and continued to be a popular aspect of our school. Tania's first hand experience in the market (both as a stall holder and the manager) meant her participation in the draft food policy was invaluable and we thank Tania for her ongoing work and positive manner in managing this aspect of the P&F.

Friday Markets raised \$1447 in 2016.

SCHOOL CARDS

2015 saw the C1 parents produce the first set of school cards (which replaced the school calendar). While the end result was beautifully made, the cards did not sell as quickly as expected. As such 2016 saw no new cards produced while the initial set of cards continued to be sold at the Spring Fair and Christmas Festival Market. At the end of 2016 there are still a considerable quantity of cards and the process will be further reviewed during 2017.

BUSH DANCE

As always, the Bush Dance was a great social event and P&F is grateful to the parents of class 5&6 for their efforts in organizing and running the event. The outdoor pizza service was very well patron by those at the dance.

\$1200.70 profit was made on the night and both classes received \$240.14 each (20% each of the takings).

We are looking forward to the event again this year on 19th May (TBC).

CHAI TENT

While the Chai tent did not run with quite the regularity of 2015, it did still provide a fundraising platform for classes and an opportunity for our principal to engage with parents and students in an informal setting. We hope to see this continue in 2017 and help maintain open communication across our school.

BOOKKEEPER

Bettina Hartmann continued as bookkeeper for P&F and will also do so in 2017. Mark Charter Accountants has continued to audit the accounts for P&F.

THE FUTURE - 2017

Over the coming year P&F has the opportunity to further its engagement with the whole school community by:

- Continuing to engage in community building.
- Commencing discussions for an adventure playground and living wall for the outdoor classroom.
- Encouraging individual class fundraising activities.
- Supporting preparations for the school's 30th anniversary in 2018.
- Facilitating and supporting parent education initiatives through Craft Group.
- Partnering with teachers and staff to create a vibrant and visually beautiful school environment.
- Discussion around a community mural project will be further discussed.
- Organize a parent social event.

**Parents & Friends Assoc. AGM
13th March 2017**

**P&F Activities of 2016
Secretary's Report**

2016 was a very active year for the Parents and friends Association. Our first task was to seek support in repainting the Silky-Oak Cottage before the start of term. We wanted to refresh the space, and make it more welcoming for parents on the three mornings the room is available for our use.

We began the school-year with a view to increasing parent participation. Initially, we focused on providing information about the role of P&F, while highlighting the need for parental input and community building throughout the school.

In light of this Tanja attended every Parent - Teacher Meeting in first term. This was a huge and generous task!

We instigated an increase to RC&M fees to better reflect the value of parent contributions.

We contributed to updating Parent Information Sheets for admin.

Purchased new High School and School entrance Noticeboards.

Met regularly with our Principal, Nerrida to discuss and share ideas for parent and community involvement and projects.

Began the process of updating the Class Co-ordinator Handbook with support from our Head of Primary School, Teera.

Facilitated the P&F table at the 'Whole School Meeting' and provided feedback from the parent body to management.

Began meeting with Nerrida to plan for more play spaces around the school in accordance with allocated areas in the Masterplan.

Met with Tani Shaw to discuss ideas for a regular Parent Social event.

Continued to support and encourage individual class fundraisers at the Friday Market, including the Chai Tent, where members of school management can attend and be available to liaise with the parent body.

Another of our priorities was the running of the Craft Group. With the work and time required to produce saleable items for our Spring Fair fundraising, the importance of having a strong craft group in the school is vital.

We worked with Teera to expand the responsibilities for the Craft Group into Kindergarten and Cl.1

We also proposed ongoing options to foster a better understanding of the importance of Art and Craft in the Steiner Curriculum, throughout the Primary School.

We began investigating the possibility of holding craft workshops, where

parents are able to take home a Steiner inspired piece, while learning to support their children with craft projects at school. Proposals were made to High School Art Teachers to contribute to craft projects focused on beautifying areas of the school.

We supported another successful Bush Dance, run by Class 5&6.

Welcomed Sarah Sykes as our new Treasurer.

Employed Bettina Hartmann to complete P&F finances for Annual Registration with the Department of Fair Trade.

Instigated the development of a School Food Policy.

Supported another successful Spring Fair to raise funds for new play areas.

Supported the auspice of the Art Makes Sense fundraiser, which is ongoing.

Paid to upgrade the overflow carparking space into a dry-weather play field for the High School.

Many of these matters move forward into 2017. We look forward to ongoing community support and involvement.

Lisa Larkins.
Secretary,
Parents and Friends Association Executive.

P&F FUND ALLOCATIONS FOR 2016

BUSH DANCE

\$1200.70 profit was made on the night and both classes 5&6 received \$240.14 each (20% each of the takings).

2016 SPRING FAIR

\$1,184.25 to Class 3 as 10% of SF profit

CHRISTMAS FESTIVAL MARKET 2016

It is difficult to assess the actual funds raised as we do not track individual class fundraising.

However we do know that private stall holders made \$2438, 10% of which went to P&F - \$243.80. Of this C2 earned 20% which totalled \$48.76.

PLAYING FIELD

\$5200

HIGH SCHOOL NOTICE BOARDS

\$4260.10

Profit and loss

Cape Byron Rudolf Steiner School P&F Assoc

Accrual mode
01 Jan 2016 - 31 Dec 2016
Generated 27 Feb 2017

Compared to Last Year

	Total			
	Actual	Last Year	Var \$	Var %
Income				
Bush Dance	2,208	1,262	946 ↑	74.9% ↑
Byron Markets	-	639	639 ↓	100.0% ↓
Calendar Sales	-	-1,854	1,854 ↑	100.0% ↑
Craft/SCOOP	1,671	50	1,621 ↑	3,242.5% ↑
Donation Received	101	-	101 ↑	-
Friday Market	1,447	1,039	408 ↑	39.3% ↑
Hit Niz 46	70	-	70 ↑	-
Keep Cups	45	530	485 ↓	91.5% ↓
Other Income	666	7,397	6,731 ↓	91.0% ↓
Raffle Ticket Sales	3,152	4,349	1,197 ↓	27.5% ↓
Spring Fair	34,242	36,871	2,628 ↓	7.1% ↓
Xmas Market	2,451	-47	2,498 ↑	5,291.8% ↑
Total Income	46,053	50,235	4,182 ↓	8.3% ↓

Less Expenses				
Accounting fees	1,193	-	1,193 ↑	-
Bank charges	8	8	0	1.2% ↑
Bush Dance Expense	1,463	1,134	329 ↑	29.0% ↑
Calendar Expenses	-	670	670 ↓	100.0% ↓
Catering Expenses	-	269	269 ↓	100.0% ↓
Chai Tent Expenses	-	146	146 ↓	100.0% ↓
Christmas Market	143	-1,500	1,643 ↑	109.5% ↑
Craft/ SCOOP Supplies	2,781	3,269	487 ↓	14.9% ↓
Donation to CBRSS	9,460	13,700	4,240 ↓	30.9% ↓
Dues & Subscription	651	105	546 ↑	519.3% ↑
Friday Market	-	144	144 ↓	100.0% ↓
Keep Cups Expense	-	539	539 ↓	100.0% ↓
Other Expenses	626	4,085	3,458 ↓	84.7% ↓
Small Assets	-	720	720 ↓	100.0% ↓
Spring Fair Class Stalls	16,779	9,110	7,669 ↑	84.2% ↑
Spring Fair Other Expenses	12,036	13,183	1,147 ↓	8.7% ↓
Total Expenses	45,141	45,582	441 ↓	1.0% ↓

		Total		
	Actual	Last Year	Var \$	Var %
Operating Profit	913	4,653	3,741 ↓	80.4% ↓
Plus Other Income				
Interest income	68	145	77 ↓	52.9% ↓
Other income	-	56	56 ↓	100.0% ↓
Total Other Income	68	201	133 ↓	66.0% ↓
Net Profit	981	4,854	3,873 ↓	79.8% ↓

Balance sheet

Cape Byron Rudolf Steiner School P&F Assoc

As at 31 December 2016

Asset

Current Assets

Society Cheque A/c 10126082	1,413
Business Online Saver 10126090	27,045
NAB 082-489 / 04-882-9344	2,501
Petty Cash P&F	100
Loan School	8,738
Stock on Hand	360
	<hr/>
	40,158

Fixed Assets

Plant & equipment	1,274
Plant & equipment Accum. Dep.	-1,224
	<hr/>
	50

Total Assets

40,208

Liability

Total Liabilities

0

Net Assets

40,208

Equity

Retained earnings	39,227
Current year earnings	981
	<hr/>

Total Equity

40,208



**Cape Byron Steiner School
LEDGER DETAILS REPORT**

Date	Jnl Code	Jnl Num	Analysis	Ref Num	Description	Source	Supplier	Debit	Credit
00-2440-00-00	Parents and Friends		Year: 2016	Period: 2			Opening Balance		-3,686.83
01/02/2016	CR	1116		400	P&F - Gift Cards Teera Palmer	BATCH		0.00	15.00
01/02/2016	CR	1116		400	P&F Nit solution	BATCH		0.00	40.00
05/02/2016	CR	1170		400	P&F Nit solution	BATCH		0.00	40.00
12/02/2016	CR	1228		440	P&F Crayons	BATCH		0.00	18.00
24/02/2016	CR	1289		470	Crayons	BATCH		0.00	58.00
								0.00	171.00
							Closing Balance		-3,857.83
			Year: 2016	Period: 3			Opening Balance		-3,857.83
23/03/2016	CR	1493		520	P&F - cups x 2	BATCH		0.00	30.00
23/03/2016	CR	1493		520	P&F Crayons	BATCH		0.00	3.00
23/03/2016	CR	1494		524	Nit Spray	BATCH		0.00	30.00
								0.00	63.00
							Closing Balance		-3,920.83
			Year: 2016	Period: 4			Opening Balance		-3,920.83
13/04/2016	CR	1626		558	Crayons P&F	BATCH		0.00	6.00
13/04/2016	CR	1626		558	P&F Crayon	BATCH		0.00	1.50
13/04/2016	CR	1626		558	P&F crayons	BATCH		0.00	28.00
								0.00	35.50
							Closing Balance		-3,956.33
			Year: 2016	Period: 5			Opening Balance		-3,956.33
05/05/2016	CR	1737		612	Crayon	BATCH		0.00	1.50
10/05/2016	PJ	1786		1542	Nit Solution Refund Out Dated	KYLIE	Kylie O'Brien	40.00	0.00
18/05/2016	CR	1775		630	Pencils P&F	BATCH		0.00	15.00
19/05/2016	CR	1794		640	Bush Dance Vrilic	BATCH		0.00	20.00
24/05/2016	CR	1811		644	Bush Dance	BATCH		0.00	20.00
24/05/2016	CR	1811		644	Bush Dance	BATCH		0.00	15.00
24/05/2016	CR	1811		644	Crayons	BATCH		0.00	13.00
02/06/2016	CR	1849		665	P&F Craft Stall	BATCH		0.00	86.00
								40.00	170.50
							Closing Balance		-4,086.83
			Year: 2016	Period: 6			Opening Balance		-4,086.83
10/06/2016	CR	1884		688	P&F Art supplies	BATCH		0.00	13.50
15/06/2016	CR	1889		690	P&F Crayons	BATCH		0.00	24.00
15/06/2016	CR	1909		694	P&F crayons	BATCH		0.00	37.00
24/06/2016	CR	1971		704	P&F - crayons	BATCH		0.00	4.00
24/06/2016	GJ	1983		0	Transfer 20% bush dance profits to each CL5 & 6			480.28	0.00



**Cape Byron Steiner School
LEDGER DETAILS REPORT**

Date	Jnl Code	Jnl Num	Analysis	Ref Num	Description	Source	Supplier	Debit	Credit
27/06/2016	CR	1988		719	P&F crayons	BATCH		0.00	4.50
28/06/2016	CBJ	2117		0	Mobile Display Panels x 6	Dir Deb		3,620.00	0.00
30/06/2016	CR	1995		720	Crayons	BATCH		0.00	35.00
01/07/2016	CR	2006		719	P&F crayons	BATCH		0.00	16.50
								4,100.28	134.50
								Closing Balance	-121.05
								Opening Balance	-121.05
Year: 2016 Period: 7									
05/07/2016	CR	2026		738	Crayons	BATCH		0.00	57.00
05/07/2016	CR	2026		738	Crayons	BATCH		0.00	100.00
05/07/2016	CR	2026		738	Crayons	BATCH		0.00	36.00
26/07/2016	GJ	2133		0	Cards bought from P&F			0.00	15.00
26/07/2016	GJ	2133		0	Crayon bought from D&T			0.00	3.00
26/07/2016	GJ	2133		0	\$350 to fund Anaheke's workshop			350.00	0.00
29/07/2016	CR	2154		756	Friday market craft - 1/7/16	BATCH		0.00	338.80
								350.00	549.80
								Closing Balance	-320.85
								Opening Balance	-320.85
Year: 2016 Period: 8									
08/08/2016	CR	2180		776	P&F Craft Wool	BATCH		0.00	10.00
08/08/2016	CR	2180		776	Crayons	BATCH		0.00	18.00
11/08/2016	CR	2224		801	P&F Crayons	BATCH		0.00	4.00
18/08/2016	CR	2266		808	P&F - crayons & books	BATCH		0.00	24.00
18/08/2016	CR	2271		821	Crayon Box	BATCH		0.00	18.00
18/08/2016	CR	2271		821	P&F Crayons	BATCH		0.00	1.50
26/08/2016	CR	2308		840	P&F - wool & crayons	BATCH		0.00	8.50
26/08/2016	CR	2308		840	P&F - crayons	BATCH		0.00	4.00
29/08/2016	CR	2316		848	P&F - craft supplies	BATCH		0.00	38.00
29/08/2016	CBJ	2600		0	Artana - sign up zone software for spring fair	Dir Deb		18.18	0.00
01/09/2016	CR	2319		851	P&F Crayons	BATCH		0.00	12.00
								18.18	138.00
								Closing Balance	-440.67
								Opening Balance	-440.67
Year: 2016 Period: 9									
09/09/2016	CR	2373		865	P&F - crayons	BATCH		0.00	35.00
19/09/2016	CR	2453		894	SF. Craft: 217.50. SA: 595.	BATCH		0.00	812.50
19/09/2016	CR	2454		894	Silent auction. No: 66	BATCH		0.00	34.00
19/09/2016	CR	2454		894	P&F craft	BATCH		0.00	79.00
22/09/2016	CR	2466		896	Silent Auction	BATCH		0.00	225.00
23/09/2016	CR	2474		894	SAuction\$345MarbleComp.\$10	BATCH		0.00	355.00
23/09/2016	CR	2475		896	Hire of Inflatable Ball	BATCH		0.00	50.00



**Cape Byron Steiner School
LEDGER DETAILS REPORT**

Date	Jnl Code	Jnl Num	Analysis	Ref Num	Description	Source	Supplier	Debit	Credit
23/09/2016	CR	2475		896	Silent Auction x 2 Liat Sokal	BATCH		0.00	115.00
23/09/2016	CR	2475		896	Silent Auction Yani Murray	BATCH		0.00	10.00
23/09/2016	CR	2475		896	Silent Auction Lisa Adostolide	BATCH		0.00	75.00
23/09/2016	CR	2475		896	Silent Auction Yvette Thackray	BATCH		0.00	30.00
23/09/2016	CR	2480		896	Silent Auction Suzie Smith	BATCH		0.00	185.00
28/09/2016	CR	2493		908	Silent auction	BATCH		0.00	45.00
								0.00	2,050.50
								Closing Balance	-2,491.17
								Opening Balance	-2,491.17
Year: 2016 Period: 10									
14/10/2016	CR	2578		938	P&F from cabinet at reception	BATCH		0.00	86.50
21/10/2016	CR	2622		955	P&F Paints	BATCH		0.00	18.00
01/12/2016	GJ	2836		0	Tsfr SFair Echo advert to P&F			336.36	0.00
								336.36	104.50
								Closing Balance	-2,259.31
								Opening Balance	-2,259.31
Year: 2016 Period: 11									
11/11/2016	CR	2722		1008	Felt from reception	BATCH		0.00	24.50
18/11/2016	CR	2765		1013	S Auction - Joe Vescio	BATCH		0.00	90.00
18/11/2016	CR	2765		1013	Reception sales	BATCH		0.00	30.00
18/11/2016	CR	2770		1023	Wax	BATCH		0.00	15.00
25/11/2016	CR	2813		1033	Silent Auction - Ellis	BATCH		0.00	45.00
30/11/2016	CR	2833		1035	P&F craft	BATCH		0.00	32.00
								0.00	236.50
								Closing Balance	-2,495.81
								Opening Balance	-2,495.81
Year: 2016 Period: 12									
05/12/2016	CR	2851		1043	P&F - craft	BATCH		0.00	102.76
05/12/2016	CR	2851		1043	P&F - craft	BATCH		0.00	28.00
06/12/2016	CR	2854		1043	P&F - 10 x sheets felt	BATCH		0.00	35.00
09/12/2016	CR	2872		1043	P& F - pencils	BATCH		0.00	28.00
09/12/2016	CR	2872		1043	P&F craft supplies	BATCH		0.00	30.00
12/12/2016	CR	2885		1057	P&F - Xmas market	BATCH		0.00	502.50
12/12/2016	CR	2885		1057	P&F - Xmas market	BATCH		0.00	36.00
13/12/2016	CR	2898		1057	SF Silent Auction - C Farrow	BATCH		0.00	40.00
16/12/2016	CR	2923		1057	Keep cup	BATCH		0.00	15.00
16/12/2016	CR	2924		1057	P&F - Reception sales	BATCH		0.00	24.00
16/12/2016	CR	2925		1059	Craft	BATCH		0.00	7.00
16/12/2016	GJ	2932		0	Return GST on donation from P&F for Bashforth (Jnl 2910)			0.00	450.90
19/12/2016	CR	2934		1066	P&F - craft	BATCH		0.00	12.00



Cape Byron Steiner School
LEDGER DETAILS REPORT

Date	Jnl Code	Jnl Num	Analysis	Ref Num	Description	Source	Supplier	Debit	Credit
19/12/2016	CR	2936		1068	Periwinkle for SFair	BATCH		0.00	153.00
19/12/2016	GJ	2942		0	Tsfr 10% S. Fair profit to CL3			1,184.25	0.00
19/12/2016	GJ	2943		0	Tsfr 20% Xmas market profit to CL2			48.76	0.00
20/12/2016	CR	2949		1073	Staff Lunch - Claire & P&F Cra	BATCH		0.00	11.30
								1,233.01	1,475.46
Closing Balance									-2,738.26
Report Totals								\$6,077.83	\$5,129.26

Record Count: 85

COMPOSE

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Inbox

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Junk

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Travel

 Tanja 



Secretary

Feb 21 ↗

Hi Annette My name is Tanja Nelson and I am the current chairperson for the C...



Annette Batchelor

Feb 21 ↗

Hi Tanja, We are pleased to be able to have this opportunity with the school....




Secretary

Feb 22 ↗

Hi Annette Thanks for letting me know. Our P&F banking details are as follows...



Annette Batchelor <Annette@mercurius-australia.com>

10:08 AM (1 hour ago) ☆ 

to Sue, me

Hi Tanja,

Thank you for your pa ence. We have now fully recovered from our 'virus' and are back to normal opera on.

We are happy to be able to gi. back 20% of the sales that have used your fundraising code. Total sales for the period 1/10/16 to 1/3/17 came to \$1403.18.

We will be deposiing \$280.64 into your account today.

BSB: 062 665

Account: 1012 6082

Name: Cape Byron Rudolf Steiner School (CBRSS) Parents and Friends Associaon

Reference: Mercurius Fundraiser

I have included a summary lisng of the sales for your info.

Our next deposit is scheduled for the first week of Term 2. I have checked and so far no further sales have come through (the last sale was 6/1). It might be mely to send a reminder to your parents and friends. If you would like us to help with any promoon of the fundraiser, let us know.

No Hangouts Contacts

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COMPOSE

CBRSS Fundraising Sales 1 Oct 2016 to 1 March 2017

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		Date	Invoice No	Total Ex GST Before Freight	20% Fundraising Donation
	Promo:FRIENDCBRSS 302671	10/11/2016	019955	85.59	17.12
	Promo:FRIENDCBRSS 302713	11/11/2016	019959	87.99	17.60
	Promo:FRIENDCBRSS 303271	15/11/2016	019985	68.18	13.64
	CN to 19985-D01 Promo:FRIENDCBRSS 303271	17/11/2016	019992	-6.20	-1.24
	Promo:FRIENDCBRSS 303694	18/11/2016	019995	159.63	31.93
	Promo:FRIENDCBRSS 303760	18/11/2016	019999	380.63	76.13
	Promo:FRIENDCBRSS 304344	23/11/2016	020026	76.86	15.37
	Promo:FRIENDCBRSS 304465	24/11/2016	020036	24.41	4.88
	Promo:FRIENDCBRSS 305850	02/12/2016	020100	62.10	12.42
	Promo:FRIENDCBRSS 306237	05/12/2016	020110	19.00	3.80
	Promo:FRIENDCBRSS 307272	11/12/2016	020168	286.41	57.28
	Promo:FRIENDCBRSS 308569	18/12/2016	020221	98.18	19.64
	Promo:FRIENDCBRSS 310207	06/01/2017	020257	60.40	12.08
	Total			1,403.18	280.64

Warm Regards
Anne e Batchelor



Mercurius Australia
2/123 Merrindale Drive | Croydon | Vic 3136
www.mercurius-australia.com | www.art-makes-sense.com.au
03 9761 6030

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[Find someone](#)

From: Secretary [mailto:randf.scc@gmail.com]

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 Tanja +

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----- Forwarded message -----

From: **Natalie Dobrohotoff** <natzah@ozemail.com.au>
 Date: 3 March 2017 at 11:37
 Subject: RE: CBRSS: P&F minutes
 To: CBRSS Reception <reception@capebyronsteiner.nsw.edu.au>

Dear P & F, thank you for the extensive minutes of your mee ng.
 The most informa on of a mee ng I have received in 5 years.
 Really appreciate that, Keep up the good work.
 Regards Natalie Dobrohotoff

From: CBRSS Reception [mailto:reception@capebyronsteiner.nsw.edu.au]
Sent: Friday, 3 March 2017 10:52 AM
To: undisclosed-recipients:
Subject: CBRSS: P&F minutes

Dear School Community
 Please find attached the minutes from last week's P&F meeting.

The AGM is Monday 13th March at 6:30pm in Silky Oak Cottage.
 Everyone welcome to vote for new executives!
 Anyone interested in nominating for an executive position please contact the secretary at
 Secretary pandf.sec@gmail.com

Warm regards
 Tanja, Lisa and Sarah



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