

## Parents & Citizens Association Compliance Report for the Financial Year 2025

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a “No” response. N/A should only be used if the questions were not relevant to your P&C.


No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Principal approved all contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No conflict of interest with selected suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Stock levels monitored to ensure no under or over stocking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Suppliers paid on time unless there were disputes with the orders or invoices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All disputes with suppliers were resolved or settled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Two independent people handled collecting and counting of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Two cheque signatories signed cheques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Two bank account signatories approved and processed all electronic transfers of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
14	All financial reconciliations and statements were prepared on a monthly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Cash balances were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Cash was available to make payments.</li> <li>• Surplus cash from sub-committee account/s transferred to the P&amp;C main account.</li> <li>• A reasonable amount of funds used or reserved to replace assets and stock.</li> <li>• Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Items sold provide value for money.</li> <li>• Surplus funds used to replace assets and stock.</li> <li>• Income was sufficient to cover all costs.</li> <li>• Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	All transactions were GST compliant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	ATO reporting requirements were lodged and completed within reportable timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	All meeting minutes outlining all official decisions were appropriately recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	All complaints were recorded and addressed appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	All financial records were maintained according to the record retention policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
27	No P&C Committee Members or employees received any gifts of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	No P&C Committee Members or employees received any gifts from suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Any received gifts from suppliers were recorded and reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	WorkCover premiums and all other insurance payments were paid for the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A

President \_\_\_\_\_     /    /      
  
 Treasurer/  
 Vice President \_\_\_\_\_ 23/02/25