



P&C ASSOCIATION

Date: 12/02/2024

AMW AUDIT  
Chartered Accountants  
PO Box 229  
JOONDALUP DC WA 6919

Dear Sirs

### **REPRESENTATION LETTER**

In connection with your examination of the financial statements of Aveley Primary School Parent and Citizens' Association Inc. for the year ended 31 December 2023, we hereby confirm that, to the best of our knowledge and belief, the following statements relating to the accounts are correct. These statements are made at your request to supplement information obtained by you from the books and records of the association and to confirm information given to you orally.

We are responsible for the presentation of the financial statements in a manner which shows a true and fair view of the balance sheet for the year ended 31 December 2023 and the income statement for the year then ended. In this connection we confirm that the books of account of the association were maintained in accordance with generally accepted accounting principles applied consistently with those of the previous year.

### **Accounting Records**

We have made available to you all the association's accounting records in which all its financial transactions have been reflected.

### **Purpose of Audit**

We understand that your examination was made in accordance with Australian Auditing Standards. We understand also that this examination was designed primarily for the purpose of expressing an opinion on the financial statements of the association taken as a whole and would not necessarily disclose any, or all, irregularities, should such exist.

### **Current Assets**

To the best of our knowledge, all current assets will realise, in the ordinary course of business, at least the amount at which they are recorded in the financial statements.

### **Unrecorded or Contingent Assets**

All known assets of a material amount have been recorded in the financial statements.

### **Unrecorded Events or Transactions**

There have been no events or transactions up to balance date, other than those reflected or fully disclosed in the books of account, which would make the balance sheet and profit and loss statement for the financial year materially inaccurate or misleading.

No events have occurred, and no facts have been discovered since the balance date which would make the balance sheet and the profit and loss statement for the year then ended materially inaccurate or misleading, nor are any matters pending which might have such an effect.

### **Known and Contingent Liabilities**

With the possible exception of immaterial amounts for which invoices had not been received, or which could not otherwise be readily determined or estimated within a reasonable period of time after the balance date, all known liabilities of the association at balance date have been recorded or disclosed in the financial statements.

Other than those items noted in the financial statements, there were no contingent, undetermined or unrecorded obligations of a material amount at balance date.

### **Capital, Purchase and Sale Commitments**

Commitments for capital expenditure at balance date amount to \$Nil. There were no material commitments for the acquisition of trading assets which should have been recorded or disclosed in the financial statements.

### **Insurance**

To the best of our knowledge, all assets and normal business risks of the association were adequately covered by current insurance policies.

### **Minutes of meeting**

The minutes of meetings of Committee members made available to you are complete and authentic records of proceedings of such meetings held during the year.

### **Errors identified**

We acknowledge that we have been made aware of the errors and adjustments identified during the audit, which is attached hereto, and resolve to adjust the journals.

### **Subsequent Events**

No events or transactions have occurred since 31 December 2023 or are pending which would have a material effect upon the association's state of affairs, as to require mention in notes to

the financial statements in order to ensure they are not misleading as to the state of affairs or results from operations or movement in equity.

**General**

Except as already disclosed to you, there have been no irregularities or material shortages (either settled, under investigation or otherwise unsettled) during the year and we have no knowledge of the existence of any conditions which might indicate or give rise to irregularities or material shortages (whether relating to management, employees or internal systems of accounting control) in the future.

There are no charges pending against the association relating to alleged violation of, or non-compliance with, Federal, State or local laws or regulations, except as noted in the financial statements, and to the best of our knowledge and belief there have been no such examples of violation or non-compliance which would have a material effect on the financial statements.

Yours faithfully

  
.....  
**Committee Member**

**Errors and Adjustments**

**Adjusted Errors**

<b>Jnl</b>	<b>Account</b>	<b>DR</b>	<b>CR</b>
	None noted		

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**ABN: 19 963 534 671**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2023**

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**ABN: 19 963 534 671**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2023**

	<u>2023</u>	<u>2022</u>
	\$	\$
<b>Cash at Bank</b>		
P&C Bank Account (Ac. 10040767)	26,480.66	25,947.39
Canteen Bank Account (Ac. 10104708)	7,348.07	11,975.30
<b>Total Cash at Bank</b>	33,828.73	37,922.69
Cash at Bank in Prior Year	37,922.69	43,313.02
Correction Related to Prior Year	-	(120.00)
	37,922.69	43,193.02
Loss Attributed to Canteen	(4,627.23)	(188.07)
Profit/ (Loss) Attributed to P&C Operations	533.27	(5,082.26)
<b>Closing Cash at Bank</b>	33,828.73	37,922.69

The accompanying notes form part of these financial statements.

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**ABN: 19 963 534 671**

**CANTEEN PROFIT OR LOSS STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>Income:</b>	<u>2023</u> \$	<u>2022</u> \$
Flexischools	76,869.70	66,844.68
ATO Credit	-	180.00
Canteem Allowance	500.00	-
P&C Reimburse	63.80	1,385.55
Recess Cash	1,565.85	173.02
School Payment	-	1,788.55
<b>Total Income</b>	<u>78,999.35</u>	<u>70,371.80</u>
<b>Expense:</b>		
Audit Expense	605.00	522.50
Canteen Allowance	500.00	-
Equipment Purchases	1,089.88	2,137.00
Insurance	992.00	947.00
P&C Reimbursements	2,042.05	2,762.58
PAYG - ATO	1,196.00	648.00
Staff Reimbursements	-	2,197.39
Superannuation Expense	3,609.08	2,782.93
Wages	32,267.34	26,308.62
West Oz	31,841.92	24,324.44
Woolworth	9,348.31	7,689.41
Xero	135.00	240.00
<b>Total Expenses</b>	<u>83,626.58</u>	<u>70,559.87</u>
<b>Loss for the Year</b>	<u>(4,627.23)</u>	<u>(188.07)</u>

The accompanying notes form part of these financial statements.

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**

**ABN: 19 963 534 671**

**P&C PROFIT OR LOSS STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>Income:</b>	<u>2023</u>	<u>2022</u>
	\$	\$
Aveley Carol Sausage Sizzle	1,842.56	2,268.21
Bookfair	684.55	469.00
Can Recycling	96.70	254.90
Curst Pizza Fundraiser	-	20.00
Disco	3,952.60	4,528.80
Election Day BBQ	-	1,562.16
Entertainment Books	70.00	98.00
Father's Day Raffle Income	641.24	724.10
Father's Day Stall Income	4,405.90	3,511.10
Food Trucks Donations	-	540.00
Free Dress Day	1,050.50	1,007.90
Memberships	-	15.00
Mother's Day Raffle Income	1,002.45	770.80
Mother's Day Stall Income	4,541.90	3,853.00
Movie Night Income	2,180.95	-
Pharmacy 777 Fundraiser	-	390.60
Referendum BBQ	1,827.72	-
Ret. Funds from Canteen	-	120.00
School Carnival Sizzle	1,420.75	1,763.68
Stem Night Fundraising	289.43	387.59
Uniforms	1,108.09	698.15
Year 5 Fundraising	3,338.65	2,873.60
<b>Total Income</b>	28,453.99	25,856.59
 <b>Expense:</b>		
Audit	605.00	522.50
Aveley Carol Sausage Sizzle	378.71	1,734.29
Bookfair	684.50	469.00
Brick Fundraiser	-	242.02
Disco Purchases	1,067.83	1,807.94
Donations to the School	13,164.16	17,468.89
Election Day BBQ	-	420.15
Equipment	-	329.00

The accompanying notes form part of these financial statements.



<b>Expense:</b>	<u>2023</u>	<u>2022</u>
	\$	\$
Father's Day Raffle Purchases	-	35.53
Father's Day Stall Purchases	3,204.30	2,794.55
Mother's Day Purchases	3,084.00	3,061.25
Movie Night Expenses	1,518.80	-
Referendum Day BBQ	2,477.06	-
School Carnival Purchases	256.75	691.30
WA Council	1,479.61	1,362.43
Total Expense	<u>27,920.72</u>	<u>30,938.85</u>
Profit/ (Loss) for the Year	<u>533.27</u>	<u>(5,082.26)</u>

The accompanying notes form part of these financial statements.

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**ABN: 19 963 534 671**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. Summary of Significant Accounting Policies**

This financial report is a special purpose financial report prepared in order to satisfy the Aveley Primary School Parents and Citizens' Association Incorporated constitutional requirements to prepare financial statements.

The accounting policies used in the preparation of this financial report, are in the opinion of the members of the Committee, appropriate to meet the requirements of the Aveley Primary School Parents and Citizens' Association Incorporated.

The requirements of Australian Accounting Standards do not have mandatory applicability to the Aveley Primary School Parents and Citizens Association Incorporated because it is not a reporting entity. The members of the Committee have determined that relating to recognition, classification and measurement of cash, revenues and expenses have been complied with. This includes the disclosure requirements of AASB 101 Presentation of Financial Statements.

The financial report is prepared on a cash basis.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**A) Revenue Recognition**

Revenue is recognised when received.

**B) Income Tax**

The Association is exempt from payment of Income tax.

**C) Cash and Cash Equivalents**

Cash is defined as cash on hand and cash equivalents, including highly liquid assets, which have a maturity of less than three months from Balance Date.

**AVELEY PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**ABN: 19 963 534 671**

**STATEMENT BY THE COMMITTEE**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**


The Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee Members:

- a) The accompanying financial report of Aveley Primary School Parents and Citizens' Association Incorporated are drawn up so as to give a true and fair view of the results of the Association for the year ended 31 December 2023 and the state of affairs at that date; and
- b) At the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

  
\_\_\_\_\_  
**Committee Member**

  
\_\_\_\_\_  
**Committee Member**

**Dated: 12 day of February 2024**



## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AVELEY PRIMARY SCHOOL PARENT AND CITIZENS ASSOCIATION INCORPORATED

### Qualified Opinion

We have audited the financial report of Aveley Primary School Parents and Citizens Association Incorporated. (the "Association") which comprises the balance sheet for the year ended 31 December 2023, profit or loss statement for the years then ended, notes to and forming part of the accounts and the statement by the committee.

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the accompanying financial report presents fairly the Association's Financial Position as at 31 December 2023, and its financial performance for the year then ended, as per the accounting policies stated in Note 1 to the financial statements.

### Basis for Qualified Opinion

As is common for Organisations of this type, it is not practicable for the Association to maintain an effective system of internal control over cash receipts received until their initial entry in the accounting records. Therefore, our audit testing in relation to cash receipts received was limited to the amounts recorded in the bank statements.

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 auditor independence 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 qualified opinion.

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Aveley Primary School P&C Association Incorporated to meet the requirements of Note 1. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Responsibilities of Committee for the Financial Report

The Committee is responsible for the preparation and fair presentation of the special purpose financial report in accordance with the accounting policies described in Note 1 of the financial statements and for such internal control as the committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the special purpose financial report, the 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 the committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

## Auditor's Responsibility

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 audit 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 this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional skepticism 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 the committee.
- Conclude on the appropriateness of the committee'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 audit 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 the committee 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.

We also provide the committee with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

## AMW AUDIT

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

## BILLY-JOE THOMAS

Director & Registered Company Auditor

Dated at Perth, Western Australia this day of February 2024