

P&C FEDERATION PRESENTATION

AGM and Audit

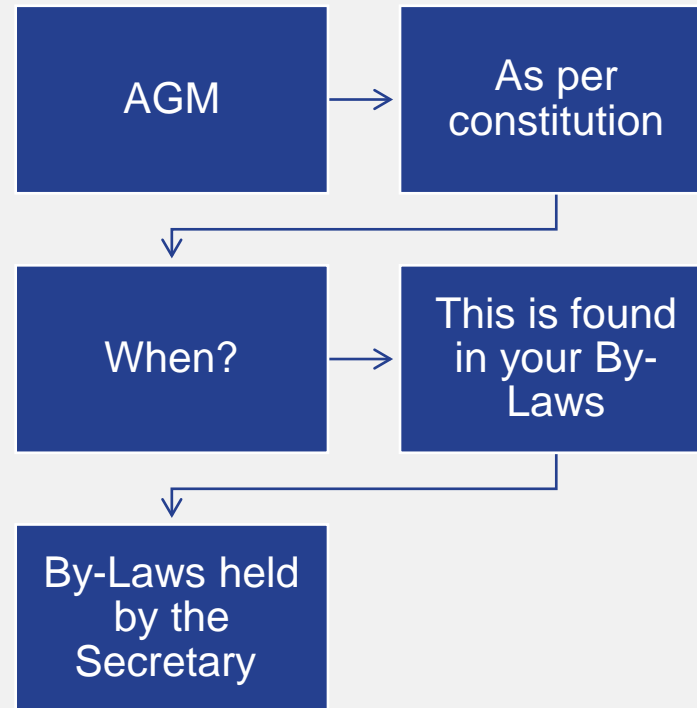
OVERVIEW

- Purpose of the AGM
- Membership
- Preparing for your AGM
- Audit – why and who?
- Election
- Compliance

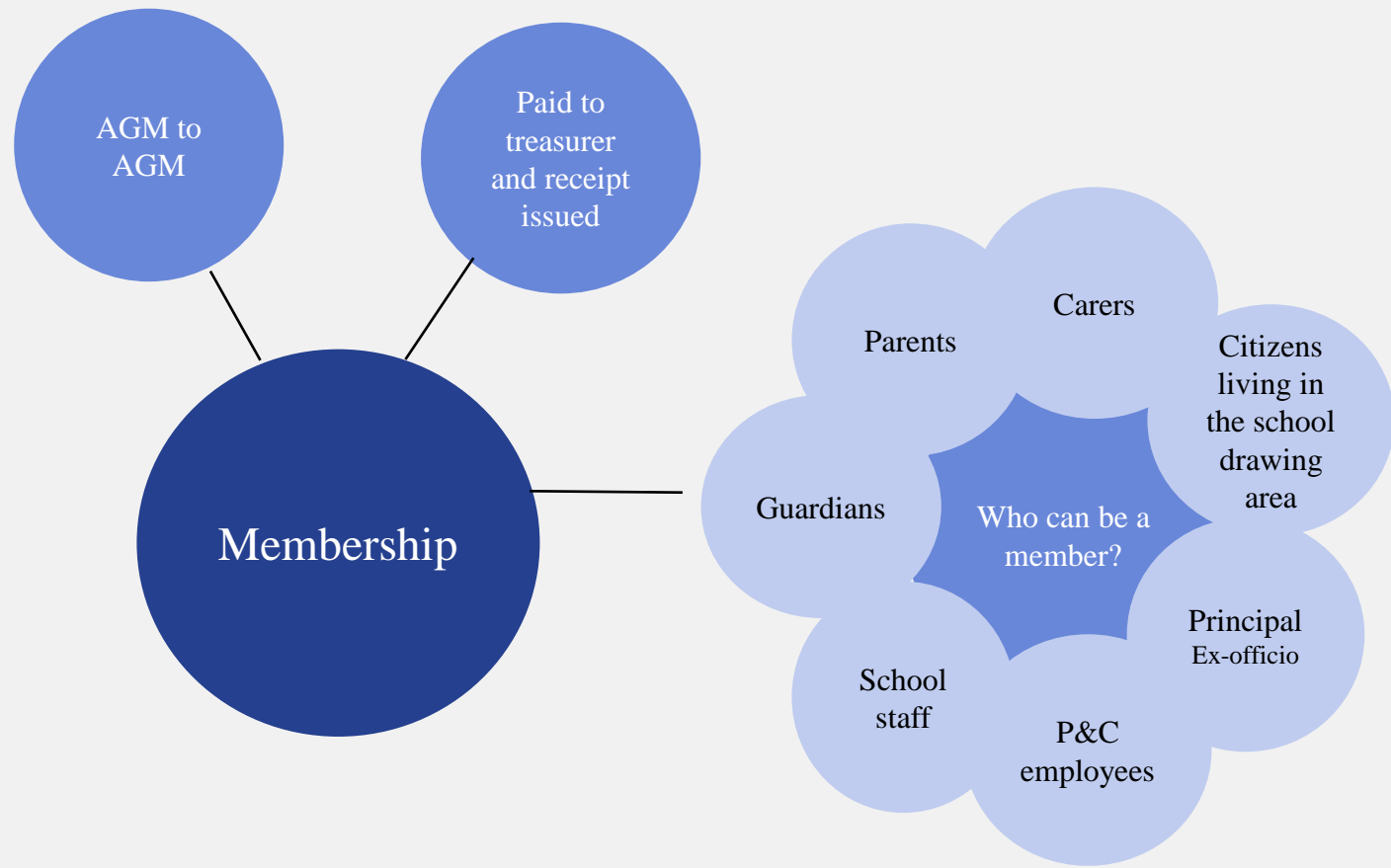


ANNUAL GENERAL MEETING (AGM)

- Annual General Meeting (AGM) is held once per year as per your Constitution
- The timing of your AGM is found in your P&C Associations By-laws
- By-Laws are held by the Secretary



MEMBERSHIP



PURPOSE OF THE AGM

Why hold an AGM ?

- An AGM is held for the purpose of acquitting the previous year's Funds to the members of the P&C Association.
- This includes presenting the reports from the President, Treasurer, Principal and Sub-Committee.
- The Annual Audit is presented to the members to give a clear and accurate showing of the financial situation through the year and the independent opinion of the Auditor on the state of the books.
- The Auditor for the coming year is nominated.
- Elections are held and all positions are declared vacant, and nominations are called for.
- Membership fees for the following year are set.



PREPARING FOR YOUR AGM



*The appointed Auditor does **not** have to be a professional Auditor, it can be someone who has a general understanding of audits e.g. bookkeeper, accountant, (any other examples?)*



Depending on which insurance is purchased, you may need to submit an Audit report when renewing your membership with P&C Federation.



AUDIT REPORTS

Audit reports are prepared by an external Auditor and tabled at the AGM. P&C Associations incorporated with P&C Federation must submit the audit report to P&C Federation within a month of their annual general meeting. The audit report must be certified by the auditor.

P&C Associations that are not incorporated submit an audited balance sheet and annual report at their AGM.

Key questions:

Does your P&C Association have an appointed Auditor?

Has an audit report been prepared for the AGM?

*(your AGM **cannot** proceed without an audit report)*

Has your P&C Association submitted its latest audit report to P&C Federation?

(compulsory for incorporated P&C Associations)

ELECTIONS

The President opens the AGM and the reports (Audit, President, Treasurer) are presented before handing over to the Returning Officer.

Generally, the Principal is the returning officer. If unavailable, the members can elect a Returning Officer and they should be someone who has no intention of participating in the election as either a nominee or voting.

Returning Officer Checklist

- A list of the current financial members as these are the only persons able to vote or be nominated for a position
- Has Quorum been met?
- Declares all positions vacant
- Have all nominations been received before the AGM?
- Nominations can be taken from the floor.
- Call for nominations in each office bearer role:
 - President
 - 2x Vice Presidents
 - Treasurer
 - Secretary
- Any Sub-Committee positions required
- Any school committee representative required e.g. School Finance Committee

ELECTIONS

- Where there is more than one nomination there should be a secret ballot.
- This will need to be counted.
- Should ensure there is a second person is available for support as an independent person to help where a ballot is required to be counted.
- The Returning Officer is not to influence who is nominated or the vote.
- The result should be given as a thank you to all nominees and congratulations to _____
- Welcome the new committee and hand over the meeting to the new President.

- **President's Checklist**
- Ensure that the membership fee is set for the new year. Your P&C Association will decide at the AGM whether membership fees remain the same, or if it will be raised or lowered. This can only be voted on by financial members in an AGM and not in a special meeting.
- Ensure membership fees have been collected for the upcoming year? Fees must be collected by the newly elected office bearers (who will take their positions in the upcoming year), usually the treasurer or secretary.
- Has an auditor been appointed for the next year by the P&C Association?
- A motion shall be carried which names the new office bearers and their role as the signatories on all accounts and the responsible persons of the P&C Association



COMPLIANCE

Is your organisation incorporated?

- If yes, you must send a copy of the audited financial statements to P&C Federation within one month of the AGM. If not contact P&C Federation and get more information.

All member P&C Associations must:

- Complete P&C Federation's Member Register Update; www.pandc.org.au under 'Members'- this will ensure that all of the office-bearer information is up to date.
- Ensure that the President and Secretary have access to the passwords for the P&C Association's affiliate email account as provided by P&C Federation. Email: affiliatesupport@pandc.org.au if assistance is required
- Update the contact details for your Australian Business Number (ABN). P&C Associations are required by law to update the Australian Business Register within 28 days of any changes in your registered business details, including changes to the authorised contact person. www.abr.business.gov.au/
- Update the Australian Charities and Not-for-profits Commission (ACNC) Registration – P&C Associations will need to update the responsible person information and contact details within 60 days of any change. www.acnc.com.au.

Note: ACNC is currently reviewing P&C Association Governing documents, please ensure you have uploaded the current constitution.



Email your report to:
mail@pandc.org.au
or upload it to the
P&C Member's
Portal.



THINGS TO REMEMBER

- A P&C Association is an autonomous entity.
- P&C Associations are **not** part of the Department of Education.
- A P&C Association should have a collaborative partnership with the school and staff.
- P&C Associations are to offer support and assistance for the welfare of all students enrolled at the school.
- P&C Associations can work alongside the staff in positive promotion of the school and the school community.
- P&C Federation is the peak body who offers advice and support and resources to our member organisations. These are P&C Associations represented by the 5 Office Bearers.
- P&C Federation has no authority over any P&C Association.



AS RESPONSIBLE PERSONS OF THE P&C ASSOCIATION

- P&C Federation
Web: pandc.org.au
Email: mail@pandc.org.au
Ph: 1300 885 982 Mon- Fri 9am –4pm
- [Member register Update](#)
- Insurance
Insurance@pandc.org.au
- ABR -Australian Business Register
<https://abr.gov.au/>
- ACNC –Australian and Not for Profit Commission
<http://www.acnc.gov.au/>

P&C COMMUNITY LEADERSHIP VIRTUAL TOWN HALL

This year to celebrate P&C Day, P&C Federation will be holding a Town Hall (on-line) event. This event is open to parents, carers and P&C Association members and will provide an interactive forum to discuss with a panel of speakers.

Join us as we celebrate P&C Day and recognise the contribution of P&C Associations in creating strong school community through the impact of volunteering.

When: Wednesday 3 March from 7:00PM to 8:00PM

Registration: To register go to P&C Federation website at pandc.org.au