

**P&C Uniform Shop Sub-committee
Document of Understanding
Version 6 – October, 2009**

1. Overview

This document represents a statement of direction by the P&C Association for how to operate the Uniform Shop subcommittee on behalf of the Mount Colah Public School P&C Association.

2. Conflicts and Resolution

- If this document conflicts or contravenes the P&C Association Constitution, Government Regulations or MCPS P&C by-laws the P&C Constitution, MCPS P&C by-laws or the relevant Government Regulations shall take precedence.
- For any errors or omissions the matter must be referred to a P&C Association general meeting for a decision or direction.

3. Name

The committee shall be known as the Mount Colah Public School P&C Association Uniform Shop Committee.

4. Aims

The aim of the uniform shop is to operate an efficient volunteer run business enterprise providing:

- (a) a service to the school community for regular easy access to school uniforms (new and pre-loved)
- (b) support to the school in its presentation to the community through facilitating adherence to the school uniform policy
- (c) funds for the P&C Association via the profitable sale of uniforms
- (d) consistent, high quality products that are competitively priced
- (e) the following items to the school community
 - a. School uniforms
 - b. School memorabilia (e.g. books, photos)
 - c. Uniform accessories (e.g. scrunchies, smocks)

5. Membership of the committee

- a) The committee shall consist of a minimum of two members and a maximum of four members. If these positions cannot be filled the committee must be disbanded.

- b) The committee convenor and bookkeeper are elected via the rules defined in the P&C by-laws and are elected annually at the October general meeting of the P&C Association.
- c) Membership of the committee will consist of a Uniform Shop Convenor, a representative of the P&C Treasurer (Bookkeeper) and up to two other coordinators. The convenor, bookkeeper and coordinators therefore make up the committee and can vote on decisions.
- d) Coordinators are appointed by the Convenor via a similar process to the named role process used by the P&C association. Roles are advertised via the school newsletter with applications made directly to the Convenor for consideration.
- e) All committee members must be financial members of the P&C Association.
- f) The Principal or representative shall be a member ex-officio of the committee and does not have voting rights at committee meetings.
- g) Other people may attend committee meetings as participants but can not vote on decisions.

6. Duties of the committee

- (a) The committee shall organise and control the full administration of the uniform shop in congruence with the direction of the P&C Association. However, the committee shall be responsible in all its actions to the P&C association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by two financial members of the P&C Association. Further, such notice shall be advertised to members at least seven (7) days in advance of the general or special meeting.
- (b) The committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for each term prior to the next general meeting of the association.
- (d) The Treasurer's representative must lodge with the association's Treasurer a copy of monthly bank statements one week prior to each general meeting of the association.

7. Meeting of the committee

- (a) The committee shall meet at least once per school term. Each meeting shall be recorded via a set of minutes. All decisions must be agreed by majority votes (if there are an even number of yes and no votes the motion is not passed).

- (b) The P&C Executive should be included in all meeting invitations. The minutes should also be distributed to the P&C Executive
- (c) The quorum for all meetings shall be two members.
- (d) A special meeting must be summoned by the Uniform Convenor on a written request signed by at least two members of the committee. Seven days notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

8. Financial Management

- (a) All money received by the committee shall be deposited in an account in the name of the committee. At least two members of the committee and at least two members of the P&C Executive committee must be signatories on this account. All cheques and transfers must require two authorisers.
- (b) All cash processed by the committee must be counted (daily totals) by two people and recorded in a detailed manner.
- (c) All supplier accounts are to be paid by cheque or direct deposit. Excluding sales refunds under \$100, no accounts are to be paid for in cash.
- (d) A credit sales account cannot be established without approval of the P&C association. All other sales should be on COD terms. Items may be “held” for a customer without a deposit.
- (e) All income received by the Uniform Shop shall be given to:
 - (i) Maintenance costs, consumables or replacement of existing equipment below \$100
 - (ii) Replacement of stocked items (to a limit of \$25,000 stock on hand)
 - (iii) The purchase of additional equipment for the efficient running of the Uniform Shop (to a limit of \$200).
 - (iv) Repatriation of funds to the P&C Association
 - (v) All other purchases exceeding \$200 must secure prior approval from the P&C Association
- (f) All financial planning should run to a calendar year.
- (g) The committee must ensure that important or irregular financial decisions are brought to the attention of the P&C Association or P&C Executive.
- (h) The committee is authorised to apply funds as detailed in this document. Under the guidelines of incorporation, all funds belong to the P&C association, and

expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose outside those allowed by the association.

- (i) The following financial statements are to be prepared at the end of each year:
 - a. A Trading and Profit and Loss Statement to show the net profit or loss on the Uniforms Shop's operation for the year.
 - b. A Balance Sheet to show the Uniform Shop's financial position as at the end of the year.
 - c. Pricing summary report describing current and planned pricing strategies, average gross margin and minimum margin.
- (j) At least twice per year the committee should review its financial status and any monies above the following guidelines should be transferred to the P&C Association.
 - a. Available funds (cash on hand less planned expenditure) \$7,000

9. Uniform Shop operation rules

- (a) A stock-take shall be conducted at the end of each term. If the discrepancy is above 1% of stock on hand or above \$200 the P&C Association must be notified. Any discrepancy below these limits must be approved and minuted by the Uniform Shop sub-committee.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stocktaking.
- (c) All relevant Government, Council and Department of Education rules are to be researched and abided by.
- (d) The uniform shop must be open at least one session per week and at times that support the introduction of new families to the school.
- (e) The school uniform and other items on sale should conform to the School's Uniform Policy.

10. Pricing

- a) The average gross margin on new items sold shall be 20%.
 - a. The minimum standard gross margin on any new item is 3%
 - b. Where possible new item prices should be price competitive with other sales outlets

- b) No item on sale or being discounted shall be sold below cost without prior approval from the P&C Association or P&C Executive. An exception to this is donated items may be discounted or donated to the school or parents at the discretion of the Uniform Shop committee.
- c) Pricing should be reviewed at least twice per year to ensure it is in line with inflation and other changes.
- d) Pre-loved items may be sold on a commission basis using a fixed charge, set once per year by the committee. This charge should be a minimum of \$5.

11. Volunteers

- (a) The committee cannot appoint or employ staffs who are remunerated in any form.
- (b) The committee will ensure all volunteers receive appropriate advice or training to perform their roles in a safe and productive manner.
- (c) The committee shall ensure that the parent body has obtained insurance to cover all volunteers as well as public liability insurance.

12. Audit

The accounts of the Uniform Shop committee shall be audited annually. This audit should be completed by the end of the first term of the following year.

13. Alterations

No alterations shall be made to these rules except at a general or special meeting of the P&C association.

SIGNED BY

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COMMITTEE CONVENOR

DATED ___/___/___

AUTHORISED BY

.....
P&C ASSOCIATION PRESIDENT

.....

P&C ASSOCIATION SECRETARY

DATED ___/___/___