

**P&C Canteen Sub-committee  
Document of Understanding  
February, 2010**

**1. Overview**

This document represents a statement of direction by the P&C Association for how to operate the Canteen 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 Canteen Committee.

**4. Aims**

- To provide a balanced and nutritious food service to children of the school based on the NSW Healthy Canteen Strategy at a reasonable cost.
- To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- To provide a service to the school community.
- To support the school in its health education program.
- To be financially self funded on a year-by-year basis with minimal financial support from the P&C association and provide funds to the P&C Association where possible.

**5. Membership of the committee**

- a) The committee shall consist of a minimum 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 Canteen Convenor, a representative of the P&C Treasurer (Bookkeeper) or the P&C Treasurer and at least two other

committee members. The convenor, bookkeeper and committee members therefore make up the committee and can vote on decisions.

- d) Committee members 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 has voting rights at committee meetings.
- g) Other people may attend committee meetings as participants but cannot vote on decisions.
- h) The President or representative is automatically a member of all P&C sub-committees and has voting rights on a sub-committee.

## **6. Duties of the committee**

- (a) The committee shall organise and control the full administration of the canteen 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 and school Principal should be invited to all meetings. The minutes should also be distributed to the P&C Executive
- (c) The quorum for all meetings shall be three members.
- (d) A special meeting may be summoned by the Canteen 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 canteen 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 where possible. Receipts for accounts paid for in cash, e.g. last minute purchase of goods locally must be kept and have "paid in cash" noted on them.
- (d) The Canteen Committee may set up Credit Sales accounts for school staff which must be settled by the end of each term.
- (e) Any child requiring recess or lunch with insufficient funds will be provided with food and an invoice to be paid.
- (f) The ongoing giving-away or discounting of goods can only be performed for families or programs approved by the Canteen Committee in advance in consultation with the school principal. The P&C Executive should be advised directly of these decisions.
- (g) The canteen should not operate at a loss on an annual basis.
- (h) All income received by the Canteen shall be given to:
  - a) Replacement of stocked items
  - b) The purchase of additional equipment for the efficient running of the Canteen below \$250.
  - c) Canteen maintenance, consumables or replacement of existing equipment below \$500
  - d) Where a capital purchase or maintenance cost would take the yearly total for either over \$1000 the committee must secure prior approval from the P&C Association
  - e) Repatriation of funds to the P&C Association
- (i) All financial planning should run to a calendar year.
- (j) The committee must ensure that important or irregular financial decisions are brought to the attention of the P&C Association or P&C Executive.
- (k) 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.

- (l) 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 Canteen's operation for the year.
  - b. A Balance Sheet to show the Canteen's financial position as at the end of the year.
  - c. A Pricing Summary Report describing current purchase prices, sales prices, pricing strategies and profit margins on all products.
- (m) 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) \$5,000

## **9. Canteen operation rules**

- (a) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen.
- (b) All relevant Government, Council and Department of Education rules are to be researched and abided by.
- (c) In accordance with the mandatory guidelines developed under the NSW Healthy School Canteen Strategy. All P&C run canteens must adhere to these guidelines from the beginning of Term 1, 2004. Updated information will be available through the P&C Journal, the term newsletter and the website.
- (d) A stock take shall be conducted at the end of each term.

## **10. Pricing**

- a) The Canteen Committee may decide to subsidise the sale price of some items with a higher selling price of other items to encourage the sale of healthier food.
- b) The Canteen Co-ordinator may sell items under cost which are close to their use by date which cannot be returned to the supplier and would otherwise be thrown out.
- c) Pricing should be reviewed at least twice per year to ensure it is in line with inflation and other changes.
- d) The canteen should not operate at a loss on an annual basis.

## **11. Volunteers**

- (a) The Canteen Committee cannot appoint or employ staff who are remunerated in any form.

- (b) The Canteen Committee will ensure all volunteers receive appropriate advice or training to perform their roles in a safe and productive manner.
- (c) The Canteen Committee shall ensure that the parent body has obtained insurance to cover all volunteers as well as public liability insurance.

**12. Audit**

The Canteen committee shall present its completed financial reports to the P&C Treasurer two weeks prior to the P&C AGM to be audited with the combined P&C books.

**13. Alterations**

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

SIGNED BY

....Carolyn Hassell.....  
COMMITTEE CONVENOR

DATED 27/4/2010

AUTHORISED BY

....Tony Winch.....  
P&C ASSOCIATION PRESIDENT

....Jen Punt.....  
P&C ASSOCIATION SECRETARY

DATED 27/4/2010