**SAC Annual Community Meeting – 20th November 2023**

**Finance Officer’s Report**

This year has seen some major changes in the front office with Deb Maddock stepping back to 1 day per week at the beginning of Term 3 and myself increasing to 4 days per week in the finance officer role.

The school ran a process to employ an Administration Officer at the commencement of Term 3 but unfortunately the successful applicant did not commence in this role. We are currently in the process of advertising for an Admin Officer for two days per week to commence at the beginning of the 2024 school year.

St Joseph’s PS was also a part of the Compliance Audit process in 2023. This was a huge undertaking; I would like to say a special thank you to Natalie Beaton for her assistance with the Curriculum Standard and Michelle Pedrin for her input for the WH&S Standard. Thank you also to Chantelle, Molly, and Lisa for providing classroom samples and evidence.

2023 has also saw changes to the way in which schools prepare the Annual Budget, with the new reporting platform Workday. The Workday software package consists of a Salaries and School Budget platform.

The changes to Budget Timelines required the Annual Budget, including enrolment forecasts to commence in August. We are still waiting for approval of the Budget from CEWA and we anticipate budget approval at the beginning of December. The 2024 budget will then be presented to the SAC for consideration and approval at their next meeting in December.

The low fee structure will continue for 2024 and will also be endorsed by SAC at the December meeting:

Pre Kindy $60 per year ($1.50 per week)

Kindergarten $100 per year ($5 per fortnight)

Pre-Primary to Year 6 $250 per year ($12.50 per fortnight)

Building Levy $50 per family ($12.50 per term)

This year the school transitioned to managing all P&F funds and the running of the uniform shop. The office now carries out all aspects of the financial management of these funds including monthly reporting requirements and preparing reports for the P&F meetings.

In 2023 the following budgeted maintenance items were carried out:

* Sandpit rejuvenation
* Test and Tagging
* Ongoing replacement of all lights to LED lights
* Eaves Repairs
* Shelving in the Sport Shed was installed after a busy bee.
* WIFI and Switch upgrade 95% completed.

To meet the schools’ changing needs and to achieve compliance the following unbudgeted items were also carried out:

* Signage was installed around the school to meet compliance.
* Tree Lopping of the whole school.
* Purchase of grounds equipment to facilitate a school-based gardener (to be appointed in 2024)

I am excited to announce the resurfacing of the bitumen courts is commencing tomorrow and the Junior Room ceiling upgrade will be carried out in January 2024.

Major works budgeted for 2024 include:

* Senior Room classroom refurbishment
* Commencement of an aircon replacement schedule
* Oval Refurbishment
* Commencement of a Shade Sail replacement and repairs to existing shade sails.

Once again, the St Joseph’s P&F were very generous with the Teacher Wish List donations.

As we come to the end of 2023 the school’s financial position is healthy and the 2024 Budget reflects this.

Kind Regards

Jodie Cobden

Finance Officer.