



**St Joseph's School**  
Southern Cross

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**St Joseph's School**  
**SCAC – Annual Community Meeting**  
**Finance Officers Report**

2024 has been a year of significant change and development for our administration team as we navigated several updates to finance processes and procedures as directed by CEWA.

In February 2024, we welcomed Emma Warren to our administration team, who has provided invaluable support to both Nat and myself throughout the year. Additionally, Deb Maddock reduced her full-time equivalent (FTE) to one day per week, offering continued assistance in the Finance Officer role.

A key initiative for 2024 was St Joseph's participation in the pilot program for Zycus, a procurement platform that all schools are expected to implement by March 2025. Our early involvement in this program has given us valuable exposure and experience ahead of its full roll-out. We are pleased to announce that the Zycus platform will go live this week.

Throughout 2024, the school undertook a comprehensive maintenance program, including the following key projects:

- **Resurfacing of the old bitumen courts.**
- **Upgrade of the Junior Room Ceiling** completed in January 2024.
- **Senior Room Ceiling Upgrade** completed at the beginning of February 2025, which included the installation of a new air conditioning system and rewiring of the room. The final cost for this project will be reported at the March CSAC meeting once all accounts are finalized.
- **Staff Kitchen and Office Area Upgrade**, including new flooring in the staff room and office passage.
- **Installation of a new PA system**, complete with an automated siren, to ensure compliance.
- **Telephone replacement program** executed in line with CEWA's requirements.
- **Replacement of a shade sail** damaged in a storm, with the broader shade sail replacement program now deferred until the 2026 school year.
- **Tree lopping** conducted across the school grounds, including additional work in the Early Years playground.
- **New fencing installed** in the Early Years to meet required height standards.



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- Renovation of **31a Taurus Street**, including a new bathroom, internal and external painting, and general maintenance, all funded by CEWA.
- **Reticulation at the Principal's house** has been fully refurbished. The property is currently vacant, with our school gardener assisting in maintaining its appearance. This was also funded by CEWA.
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- **Replacement of the Early Years veranda**, with this project scheduled for completion by the end of February 2025.
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The 2025 school budget was submitted to CEWA for approval in August 2024. As previously discussed, CEWA instructed us to make significant budget adjustments to operating expenses for the 2025 fiscal year.

Some of the key areas affected include:

- A reduction in the budgets for all classroom and learning areas.
- A reduction in the photocopying budget, with pin numbers to be implemented for 2025.
- No furniture replacement program for 2025 due to the school's well-resourced status; we will utilize existing furniture and reallocate as necessary.
- Capital works and replacement programs planned for 2025 have been deferred until 2026, per CEWA's direction. We were, however, authorised to proceed with essential maintenance projects, such as the Early Years veranda replacement, Senior Room upgrade, and some fencing replacements due to safety concerns.

Despite the challenges posed by these budgetary cuts, we are pleased to report a surplus for the fiscal year. However, the cash surplus has been reduced, largely due to the substantial costs associated with the school's building and maintenance initiatives.

The 2025 budget has been approved by CECWA but to date we have not received the Budget letter. This will be circulated to CSAC members when we receive it.

The low fee structure for 2025, as previously endorsed, will remain unchanged:

- **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)
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The management of the P&F funds and the uniform shop will continue to be overseen by office staff in 2025.



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On behalf of the administration team, Emma, Deb, and I look forward to our continued involvement with the school and its community in 2025.

Kind regards,  
Jodie Cobden  
Finance Officer