



## 2023/2024 ANNUAL GENERAL MEETING (AGM) - AGENDA

<b>DATE:</b>	Saturday, 7 September
<b>TIME:</b>	3pm
<b>VENUE:</b>	Highgate Playgroup, 66 Harold St, Mount Lawley WA 6050 Or online via Teams <a href="#">HERE</a>
<b>Chairperson</b>	Rosie Paul

ITEM #:	ITEM:	PRESENTED BY:	N
<b>1.</b>	<b><u>Meeting Opening</u></b>		
1.1	<i>Welcome and Apologies</i>	Rosie Paul	<i>Verbal</i>
1.2	<i>Declaration of Interest</i>	Rosie Paul	<i>Verbal</i>
1.3	<i>Minutes from Previous Meeting: Held on <u>12 August 2024</u></i>	Rosie Paul	<b><i>Attached</i></b>
1.4	<i>Business Arising from Previous Meetings</i>	Rosie Paul	<b><i>Attached</i></b>
1.5	<i>2023/2024 Chairperson Report</i>	Rosie Paul	<b><i>Attached</i></b>
<b>2.</b>	<b><u>Matters for Decision</u></b>		
2.1	<i>2023/2024 Treasurer's Report</i>	Michael Christiansen & Ivy Huang	<b><i>Attached</i></b>
2.2	<i>2024/2025 Committee Nominations</i>	Rosie Paul	<i>Verbal</i>
2.3	<i>2025 Fee Schedule</i>	Rosie Paul	<b><i>Attached</i></b>
<b>3.</b>	<b><u>Matters for Noting</u></b>		
3.1	<i>Enrolments &amp; Purchases Update</i>	Shuri Mitteregger, Hiroe Yoshioka & Yumiko Tokiwa	<i>Verbal</i>
3.2	<i>Party Hire Update</i>	Monika Mečević	<i>Verbal</i>
3.3	<i>Events Update</i>	Viola Poppe	<i>Verbal</i>
<b>4.</b>	<b><u>General Business</u></b>	ALL	<i>Verbal</i>

# MEETING PAPERS

<b>MEETING:</b>	Highgate Playgroup AGM
<b>MEETING DATE:</b>	7 September 2024
<b>PREPARED BY:</b>	Rosie Paul (RP)
<b>ITEM:</b>	<b>1.4 - Business Arising from Previous Meetings</b>

ACTION LIST FROM MEETING HELD 12 August 2024					
Item	Action	Date Raised	Responsible	Original Date Due	Revised Due Date
A.	Grant opportunities to be explored	5/2/24	MM	11 MAR	STANDING UNTIL COMPLETE
B.	New signage for playgroup organised.	11/3/24	RP	8 APR	1 OCT
C.	Playgroup sponsorship options.	11/3/24	MM	8 APR	STANDING UNTIL COMPLETE
D.	\$10k term deposit setup.	8/4/24	RP	6 MAY	1 OCT
E.	Follow-up with Westpace regarding term deposits.	10/6/24	RP	1 JULY	7 SEP
F.	Vote on busy bee date options.	10/6/24	RP	1 JULY	7 SEP
G.	Book Forrest Park for 30 November.	10/6/24	MC	1 JULY	7 SEP
H.	Signage options to be explored for the xylophone equipment to discourage sitting.	10/6/24	RP	1 JULY	7 SEP
I.	Update Monday session on the website.	12/8/24	RP	7 SEP	
J.	Confirm Monday second session group rep.	12/8/24	RP	7 SEP	

# MEETING PAPERS

K.	Source cleaning quotes.	12/8/2 4	RP	7 SEP	
L.	AGM reminder email sent to members.	12/8/2 4	RP	7 SEP	
M.	Confirm reporting requirements for ACNC.	12/8/2 4	MC	7 SEP	

<b>New Action (Not Yet Due)</b>	White
<b>Completed Action</b>	Green
<b>Action in Progress (Past Due Date)</b>	Orange
<b>Action Not Completed</b>	Red

# MEETING PAPERS

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<b>MEETING:</b>	Highgate Playgroup AGM
<b>MEETING DATE:</b>	7 September 2024
<b>PREPARED BY:</b>	Rosie Paul (RP)
<b>ITEM:</b>	<b>1.5 - 2023/2024 Chairperson Report</b>

## 2023/2024 Chairperson Report

What an incredible year 2024 has already been for Highgate Playgroup!

We ended 2023 with a wonderful Christmas party, celebrating the year's achievements and bidding farewell to some of our dedicated volunteers who have helped guide the association. Special thanks go to Annie Chan, our former Chair; Eleanor Penny, our previous Treasurer; and Mayuka Jubber and Duncan Thomas, our past Enrolment Officers. Their hard work and commitment have been vital in enhancing the Highgate Playgroup. I would also like to express my gratitude to Kristina Markoski and Megan Jordan, who have stepped down from the committee but continue to support us in other capacities. Their ongoing involvement is greatly appreciated.

As we transitioned into the new year, we welcomed a few fresh faces to our committee. Yumiko Tokiwa remained with us as an Enrolment Officer and was joined by Shuri Mitteregger and Hiroe Yoshioka, who, together, have formed an exceptional enrolment and purchasing team. We also welcomed Viola Poppe as our new Secretary, Michael Christiansen and Ivy Huang as our Co-Treasurers, Monika Mečević as our Party Hire Coordinator, and myself, Rosie Paul, as your new Chairperson. This dedicated team has been working tirelessly to ensure that Highgate Playgroup remains one of the best playgroups in the state. On behalf of all our members, I want to thank the committee for their continued hard work and commitment.

I'm pleased to report that our membership has grown by approximately 5% annually since 2022, reaching 82 members for the 2023/2024 year (including committee members). Our party hire service also experienced significant growth, generating \$5,080 in revenue this financial year, which has greatly supported our operating costs. Looking ahead to the 2024/2025 financial year, we aim to continue this upward trend in both membership and party hire by focusing on marketing and promoting Highgate Playgroup and its facilities.

Many of us on the committee were relatively new to Highgate Playgroup when we volunteered, and some, like Monika and myself, had never even attended before joining. As we have familiarised ourselves with the playgroup, we've been able to implement a series of small improvements throughout the 2023/2024 financial year. With our increased confidence and experience, we are planning even more improvements for 2024/2025.

One of the main initiatives we've introduced is more frequent member events. In 2024, we hosted events such as "Fire Engine Fun" and "Made to be Messy." For the 2024/2025 financial year, we have

# MEETING PAPERS

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already scheduled exciting events, including "Magic Dale," a visit from the Swan Valley Animal Farm, "Rock 'n' Toddle," and our end of Year Christmas Party. We plan to continue hosting bi-monthly events throughout the 2025 calendar year to keep our members engaged and connected.

Other improvements made in 2023/2024 include updating the Highgate Playgroup website (<https://highgateplaygroup.org.au/>), acquiring a PO Box (PO Box 8422, Perth WA 6849), and upgrading our membership payment and party hire booking systems to Jotforms and Stripe for a more streamlined experience.

For the 2024/2025 year, alongside our marketing efforts, we plan to enhance our outdoor area, purchase new furniture, and make general improvements to the playgroup facilities. I encourage all members to reach out to the committee with any suggestions or improvements they would like to see for the coming year.

On a personal note, Highgate Playgroup has been a wonderful space for me to grow and develop my skills as a parent, surrounded by a supportive community. It has been invaluable to have a safe and welcoming place to connect with other parents, share experiences, and watch our children grow and learn together. My son, who is almost one, has been attending since he was just four months old, and it has been amazing to see his development through play and interaction with other children. My hope for Highgate Playgroup is that we continue to grow our membership so that more parents can benefit from the support and joy that playgroup provides.

Thank you to all our members for your continued support of Highgate Playgroup. I look forward to another fantastic year ahead!

**Rosie Paul**

Chair, Highgate Playgroup

## Highgate Forrest Park Playgroup Inc

### 2024 Treasurer's Report

I am pleased to present the 2024 Treasurer's Report to the members of the Highgate Forrest Park Playgroup Inc (**Playgroup**). The Playgroup is a community based not for profit playgroup whose objective is to provide opportunities for children to learn through play and develop social, emotional, physical and cognitive skills in a safe, nurturing and stimulating environment.

The Treasurer's role is to manage the Playgroup's income and expenses and to track the Playgroup's progress against a budget set by the Playgroup's committee (**Committee**). This includes being able to explain any differences against the budget and monitor any upcoming financial decisions. The Treasurer also manages the Playgroup's bank account, with a second Committee member (usually the Chair) reviewing and providing authorizations on any payments.

#### 1. Income statement for the 2023 - 2024 Financial Year (FY23/24)

The Playgroup's financial year is from 1 July 2023 to 30 June 2024. The budget for FY23/24 was set and approved by the 2024 Playgroup Committee (see Attachment 1).

During FY23/24, the Playgroup reported an overall loss of \$1089.82, despite the budget forecasting a deficit of \$5,254.50 saving the playgroup \$4,164.68. This is compared to a loss of \$6,000.65 in the 2022-2023 financial year.

It is noted that:

- **Income:** Total income was \$16,050.00 which was \$517.50 less than the budgeted income of \$16,567.50.
  - Revenue from membership fees for 23/24 totaled \$10,970.00 providing an additional income of \$902.50 above budget and a healthy increase from last year's (\$10,763.65\*<sup>1</sup>). This was received from 82 members including 7 discounted committee memberships. In comparison to 79 members in FY22/23 and 78 members in FY21/22.
  - Revenue from party hire was \$5,080 which was \$3580.00 above budget and a very healthy increase, in comparison \$1,740.00 as reported in FY22/23.
  - Mail delivery issues to 66 Harold ST have resulted in an unknown overdue debt to the City of Vincent of \$935.15 for emergency services levy, which has been budgeted into FY 24/25.
  - No fundraising revenue was obtained, no community grants were received, this was the same as in FY22/23.
- **Expenses:** Total expenses were \$17,139.82 which was \$4,682.18 less than the budgeted expenses of \$21,822.00. However, it's important to note that Australia is currently dealing with rapid increases in the cost of living and inflation, our playgroup is not immune to these increases. Thus, our costs have increased by \$900.92 from the \$16,238.90 spent in FY22/23.
  - The underspend was predominantly associated with reduced Website Maintenance costs, Reduced City of Vincent fees and the unpaid Emergency services levy.
  - Cleaning costs have increased, but this is mostly due to end-of-year cleaning inflation.
  - We also did not spend on advertising or meeting catering.

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Notes:

\*<sup>1</sup> Equivalent period 01/07/22 to 30/07/23 used for calculation as actual EOFY reporting period was changed from December to July. Calculated using amount FY22/23 \$8,498.25 & period 01/07/2022-31/12/2022 \$2,265.50

## 2. Balance Sheet

Total equity in the balance sheet as of 30<sup>th</sup> June 2024 is \$40,669.28. (including stripe account credit). On EOFY we were holding 12 bonds of \$250 each for party hire reservations. (Total \$3000). We have also prepaid deposits of \$545.00 for upcoming member events. This results in our net equity position of \$1,910.18 more than EOFY 22/23.

Overall, the Playgroup holds a strong financial position after another productive and successful financial year. Having increased our enrollment numbers, income from party hire meanwhile having also significantly reduced our outgoing expenses from the allocated budget. This has resulted in a reduction of our budgeted deficit for FY23/24 by 79% despite not gaining any external funding or grants.

Despite the generous revenue and resulting net equity position, The Highgate Playgroup is still comfortably within the tier 1 band of the *Associations Incorporation Act 2015* (WA) (being less than \$250,000 revenue) which means that it does not require independent auditing. However, the Playgroup is a not for profit so it noted that legally any income must be used to promote the objects and purposes of the association.

With that in mind, the budget for 2024/2025 Financial Year (see Attachment 2) has been adjusted to budget for:

1. Building and maintenance costs are expected to increase therefore we have allocated an additional \$500 and also grouped all costs under "Building Maintenance – General".
2. Cleaning costs are expected to increase further with an increase of \$660.
3. COV bin service levy has been removed as we are no longer required to pay this.
4. Stripe transaction fees have been included in the budget at \$600
5. Additional marketing to replace signage of \$200 included
6. We now have a PO box at \$300 PA
7. Insurance costs are increasing.
8. Ongoing website maintenance is expected to reduce to around \$600 PA
9. Digital lockbox has been purchased therefore removed from this year's budget.
10. We anticipate opening Term Deposit accounts predicted to generate \$1000PA in interest.
11. Income from party hire we are hoping to increase further to \$6000 through advertising.
12. Income from enrollments has been increased to \$11000 in line with the current membership and in relation our PGWA insurance allocation has been increased by \$250.
13. We do not currently anticipate any grants however they would be welcome.
14. Toys and craft supplies have been recategorized into "Purchases - Furniture & Equipment" (\$700 budget allocated as we expect to purchase new tables) and "Purchases - Toys & Books" (\$500).
15. Some headings have been changed and relocated in the budget to provide better categorization and clarity.

This presented the FY24/25 budget represents an overall deficit of -\$4450. However, considering the Playgroup has an overall comfortable positive net equity position, this is a reasonable position to be in and we look forward to presenting members with an exciting program of events in the 2025 membership year whilst at the same time continuing to pursue diligent financial management.

Ivy Huang - Treasurer  
Michael Christiansen - Co-Treasurer  
29 August 2024

## EOFY Report 2023 / 2024 Financial Year

Cash at Bank	1/07/2023	38,759.10	<i>Start of year</i>	
Current Bank + Stripe	31/06/2024	40,669.28	<i>End of Year</i>	
<b>Expenses</b>				
Item No.	Description	Budgeted	Actual	Variance
1	<b>Building Maintenance</b>			
1.1	Building Maintenance Other	\$ (500.00)	\$ (210.00)	\$ 290.00
1.2	Cleaning Contractor	\$ (3,340.00)	\$ (3,606.03)	\$ (266.03)
2	Christmas Party	\$ (3,000.00)	\$ (2,639.58)	\$ 360.42
3	<b>City of Vincent Payments</b>			\$ -
3.1	CoV Bin Levy	\$ (800.00)	\$ -	\$ 800.00
3.2	CoV Building Insurance	\$ (500.00)	\$ -	\$ 500.00
3.3	CoV Maintenance	\$ (300.00)	\$ (50.00)	\$ 250.00
3.4	CoV Electricity	\$ (600.00)	\$ (516.38)	\$ 83.62
3.5	CoV Emergency Services Levy	\$ (200.00)	\$ -	\$ 200.00
3.6	CoV Lease Annual Fee	\$ (700.00)	\$ (562.93)	\$ 137.07
3.7	CoV Water Rates	\$ (1,350.00)	\$ (1,282.22)	\$ 67.78
4	<b>Enrolment Fees</b>			
4.1	PGWA Insurance	\$ (2,250.00)	\$ (2,250.00)	\$ -
5	<b>General</b>			
5.1	Food and Consumables	\$ (500.00)	\$ (133.04)	\$ 366.96
5.2	Toys & Craft Supplies	\$ (500.00)	\$ (627.36)	\$ (127.36)
5.3	Equipment (other)	\$ (250.00)	\$ (287.10)	\$ (37.10)
6	<b>Other</b>			
6.1	Stripe Fees	\$ -	\$ (220.19)	\$ (220.19)
6.2	Marketing	\$ (300.00)	\$ -	\$ 300.00
6.3	Meeting Catering	\$ (200.00)	\$ -	\$ 200.00
6.4	Miscellaneous Member Events	\$ (2,000.00)	\$ (1,721.50)	\$ 278.50
6.5	PO Box Rental	\$ (132.00)	\$ (294.00)	\$ (162.00)
6.6	Party Hire Insurance - FinSure	\$ (750.00)	\$ (770.00)	\$ (20.00)
6.7	Enrolment Refunds	\$ (300.00)	\$ (300.00)	\$ -
6.8	Website Maintenance	\$ (3,000.00)	\$ (1,669.49)	\$ 1,330.51
6.9	Digital Lockbox	\$ (350.00)	\$ -	\$ 350.00
<b>Total Expenses:</b>		<b>\$ (21,822.00)</b>	<b>\$ (17,139.82)</b>	<b>\$ 4,682.18</b>
<b>Income</b>				
Item No.	Description	Budgeted	Actual	Variance
A	Bank Interest	\$ -	\$ -	\$ -
B	Enrolments	\$ 10,067.50	\$ 10,970.00	\$ 902.50
C	Fundraising Income	\$ -	\$ -	\$ -
D	Party Hire +Bonds	\$ 7,500.00	\$ 14,080.00	\$ 3,580.00
D	Party Hire Bonds balance		\$ (3,000.00)	
D	Party Hire Bond Refund	\$ (6,000.00)	\$ (6,000.00)	\$ -
E	Income Other	\$ 5,000.00	\$ -	\$ (5,000.00)
<b>Total Income</b>		<b>\$ 16,567.50</b>	<b>\$ 16,050.00</b>	<b>\$ (517.50)</b>
<b>Net Profit / Loss</b>		<b>-\$ 5,254.50</b>	<b>-\$ 1,089.82</b>	<b>\$ 4,164.68</b>
Cash reserves change			\$ 1,910.18	
<b>Current Liabilities</b>				
Party Hire Bonds currently held		15	\$ 3,750.00	
Party hire bonds from previous financial year		-3	\$ (750.00)	
Net Bonds			\$ 3,000.00	
Net Income from party hire			\$ 5,080.00	
<b>Grand Total</b>			<b>-\$ 1,089.82</b>	<b>-79.26%</b>



## Budget 2024 / 2025 Financial Year

Expenses		
Item No.	Description	2025 Budget
1	<b>Administration Expenses</b>	
1.1	Building Maintenance - General	\$ (1,000.00)
1.2	Cleaning Contractor	\$ (4,000.00)
1.3	Marketing	\$ (500.00)
1.4	PO Box Rental	\$ (300.00)
1.5	Purchases - Furniture & Equipmen	\$ (700.00)
1.6	Purchases - Toys & Books	\$ (500.00)
1.7	Digital & Website Maintenance	\$ (600.00)
2	<b>Events</b>	
2.1	Christmas Party	\$ (3,000.00)
2.2	Meeting Catering	\$ (200.00)
2.3	Member Events	\$ (2,000.00)
3	<b>City of Vincent Payments</b>	
3.1	CoV Electricity	\$ (600.00)
3.2	CoV Emergency Services Levy	\$ (1,450.00)
3.3	CoV Lease Annual Fee	\$ (600.00)
3.4	CoV Maintenance	\$ (300.00)
3.5	CoV Water Rates	\$ (1,350.00)
4	<b>Insurance</b>	
4.1	Party Hire Insurance - FinSure	\$ (800.00)
4.2	PGWA Insurance	\$ (2,500.00)
5	<b>Operational</b>	
5.1	Stripe Fees	\$ (600.00)
5.2	Purchases - Food and Consumable	\$ (500.00)
5.3	Purchases - Craft Supplies	\$ (650.00)
6	<b>Refunds</b>	
6.1	Enrolment Refunds	\$ (300.00)
6.2	Party Hire Refunds (Not Bonds)	\$ -
7	<b>Other</b>	
7.1		\$ -
7.2		\$ -
<b>Total Expenses:</b>		<b>\$ (22,450.00)</b>

Income		
Item No.	Description	
A	Bank Interest	\$ 1,000.00
B	Enrolments	\$ 11,000.00
C	Fundraising Income	\$ -
D	Gifts and Donations.	\$ -
E	Party Hire	\$ 6,000.00
<b>Total Income</b>		<b>\$ 18,000.00</b>

Projected Loss	-\$ 4,450.00
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# MEETING PAPERS

<b>MEETING:</b>	Highgate Playgroup AGM
<b>MEETING DATE:</b>	7 September 2024
<b>ACTION:</b>	Matters for Decision
<b>PREPARED BY:</b>	Rosie Paul (RP)
<b>ITEM:</b>	<b>2.3 - 2025 Fee Schedule</b>

## Purpose

To confirm the Highgate Playgroup fee schedule for the 2025 calendar year.

## Background

Highgate Playgroup is a non-profit which relies on fees received from memberships and party hire to operate. The fees cover the continual purchasing of new toys and equipment, utilities, amenities and consumable supplies and cleaning. These expenses have been increasing due to CPI as well as the current cost of living crisis.

The fees for the last two years have been as follows:

<b>Fee</b>	<b>2024</b>	<b>2023</b>
1st Quarter (Jan-Mar) Annual Membership Fee	\$145	\$145
2nd Quarter (Apr-Jun) Annual Membership Fee	\$115	\$108.75
3rd Quarter (Jul-Sep) Annual Membership Fee	\$75	\$72.50
4th Quarter (Oct-Dec) Annual Membership Fee	\$35	\$36.25
Member Party Hire	\$100	\$100
Non-Member Party Hire	\$200	\$150

It is also compulsory for all members to be members of Playgroup WA. The fee for membership to Playgroup WA is determined by the Playgroup WA board in November annually. This fee will be passed on to members when they sign-up for Highgate Playgroup membership.

We want to continue to encourage the growth of membership to Highgate Playgroup as well as make the membership fee as accessible as possible to members in the community but also ensure expenses are appropriately accommodated.

## Recommendation

It is therefore recommended that, to ensure membership remains as accessible as possible, Highgate Playgroup membership fees for the 2025 calendar year remain the same as 2024.

### **2025 Membership Fees (same as 2024)**

<b>Fee Type</b>	<b>Cost</b>
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<b>Membership (excluding Playgroup WA fees)</b>	
1st Quarter (Jan-Mar) Annual Membership Fee	\$145
2nd Quarter (Apr-Jun) Annual Membership Fee	\$115
3rd Quarter (Jul-Sep) Annual Membership Fee	\$75
4th Quarter (Oct-Dec) Annual Membership Fee	\$35
<b>Early Bird</b>	
Early Bird Discount (if purchased prior to 31 January 2025)	-\$20
<b>Committee Membership (excluding Playgroup WA fees)</b>	
Annual Membership Fee – HPG Committee	\$0
<b>Additional Membership Options</b>	
Extra Child (per child)	\$15
Unlimited Sessions	\$15

*Note: Committee members are not required to pay Highgate Playgroup fees in recognition of their volunteer service but are still required to pay the annual Playgroup WA fees.*

To accommodate the increase in expenses to the playgroup, it is recommended that the party hire fee increases by \$50 per booking for both members and non-members.

## 2025 Party Hire Fees (\$50 increase)

Fee Type	Cost
Party Hire – Member	\$150
Party Hire – Non-Member	\$250
Party Hire – Bond	\$250

*Note: Committee members receive one complimentary party hire booking per calendar year.*

## Action

For members to confirm the fee schedule for the 2025 calendar year.