

MEETING PAPERS

MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
PREPARED BY:	Michael Christiansen (MC)
ITEM:	2.1 – 2024-25 Treasurers

Highgate Forrest Park Playgroup Inc

2025 Treasurer's Report

I am pleased to present the 2025 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 2024 - 2025 Financial Year (FY24/25)

Highgate Playgroup reports overall Profit of \$7,673.48 between the 1 July 2024 and 30 June 2025. This is a better result than expected when compared to the budget set and approved by the 2024 Playgroup Committee which forecasted a deficit of \$4,450.00 for FY24/25. (see Attachment 1)

An extremely good result with net difference of \$12,373.48 between budgeted and actual, likewise when compared to a losses of \$1,089.82 in the 2023-2024 and \$6,000.65 in the 2022-2023 financial year's it reflects our committee's diligent financial management throughout the year and commitment to making The Highgate Playgroup successful into the future.

It is noted that:

- **Income:** Total income was \$28,210.00 which is \$10,210.00 more than the budgeted income of \$18,000.50.
 - Revenue from membership fees for FY 24/25 totalled \$11,860.00 providing an additional income of \$902.50 above budget also healthy increase from last year's \$10,970.00.
 - Cashflow from party hire was \$16,050.00 which was \$10,050.00 above budget expectations. A very healthy increase from \$5,080 as reported in FY23/24 and \$1,740.00 as reported in FY22/23.
 - We received 1 Donation of \$300. No fundraising revenue was obtained, and no community grants were received.

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- **Expenses:** Total expenses were \$20,286.52 which was \$2,163.48 less than the budgeted expenses of \$22,450.00. However, it's important to note that with increased memberships and bookings of party hires that our operating costs would generally increase. Likewise, Australia is still dealing with cost-of-living increases our playgroup is not immune from. Thus, our costs have increased by \$3,146.70 from the \$17,139.82 spent in FY23/24.

The underspend was predominantly associated with:

- Savings on cleaning costs by having a busy bee.
- We purchased soft play equipment rather than hiring it for the Christmas party.
- PGWA changed the way insurance was charged to us at the start of the 2025 calendar year and members now pay PGWA directly. Thus, saving us > \$1,865.00 from the budget.
- We didn't need to pay for gutter cleaning or COV maintenance this year.

Increased expenditure predominantly included:

- Operational expenses like supplies and stripe fees have increased mostly due to having more members and transactions.
- COV water rates increased substantially.
- Approved purchasing of some toys and books in the previous financial year did not get realized until this year.

2. Balance Sheet

Total equity in the balance sheet as of 30th June 2025 is \$48,592.76. Which includes holding 13 bonds of \$250 each for future party hire reservations. (Total \$3250) and prepaid deposits of \$184.75 for prebooked member events to be held in FY 25/26.

Overall, the Playgroup continues to hold a strong financial position after another productive and successful financial year. Having again increased our enrolment numbers and income generated from party hire, meanwhile also keeping our overall outgoing expenses well within the allocated budget. This combined has changed our forecasted deficit for FY24/25 into profit equating to a positive net cashflow variance of \$12373.48 above budget.

Despite the generous revenue and resulting net equity position, Highgate Forrest Park Playgroup Inc 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 2025/2026 Financial Year (see Attachment 2) has been adjusted to budget for:

1. Building and maintenance costs increased by \$30000.

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- \$25000 to allow for the floor replacement of which \$20000 will come from a grant Supported by the Department of Communities and \$5000 as a contingency for unexpected, related costs as approved by our committee.
- \$4000 to allow for the painting of a mural on the exterior walls of playgroup, which we are hoping to secure a grant to cover up to half or \$2000 of this cost under the COV Mural co-funding program.
- \$1000 for anticipated increased costs due to more use of the premises as we gain popularity.

2. Cleaning budget has been increased to \$6500 to allow for more regular cleaning due to demand.
3. Marketing increased to \$1500 allowing for including professional photography and advertising (\$1000).
4. Digital & Website Maintenance budget increased by \$300 to allow for the inclusion of "Elementor".
5. Meeting catering has been increased by \$100 to allow for more in-person committee meetings.
6. Member events budget has been increased to \$3000 to allow for additional inclusion of families and our increased membership numbers by allowing us to run additional and bigger events.
7. Budget for Emergency services levy has been reduced to \$500 as we have paid back the deficit owed from previous financial years.
8. Other minor general increases for inflation and additional usage as we become more popular include things like Electricity, Water, Rates, Insurance, Stripe fees, Food, Consumables and Craft Supplies.
9. Due to the increased popularity of playgroup, we are also budgeting for increased refunds under exceptional circumstances related to both party hire and enrolments.
10. We have added back into the budget \$350 to allow for appreciation committee gifts to thank the current team and help with retention of future volunteers.
11. Income generated from party hire we are hoping to increase further through advertising and increasing rates. However, we are budgeting \$17000 in line with the performance of the past financial year.
12. Income from enrolments has been increased to \$10920 to reflect current membership figures.

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13. We Have already received a grant of \$20000 to replace the playgroups flooring and anticipate another \$2000 towards the mural. Any other grants would also be very welcome.

This presented the FY25/26 budget represents an overall deficit of -\$7030. However, this does include \$2000 out of pocket for the mural and a contingency of \$5000 out of pocket for the flooring replacement and the additional \$2000 allocation for party hire refunds under exceptional circumstances. 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 2026 membership year whilst at the same time continuing to pursue diligent financial management.

Michael Christiansen - Co-Treasurer

12 September 2025

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EOFY Report 2024 / 2025 Financial Year

Cash at Bank		1/07/2024	40,669.28	Start of year
Current Bank		31/06/2025	48,592.76	End of Year
Expenses				
Item No.	Description	Budgeted	Actual	Variance
1	Administration Expenses			
1.1	Building Maintenance - General	\$ (1,000.00)	\$ (400.00)	\$ 600.00
1.2	Cleaning Contractor	\$ (4,000.00)	\$ (2,520.00)	\$ 1,480.00
1.3	Marketing	\$ (500.00)	\$ (445.50)	\$ 54.50
1.4	PO Box Rental	\$ (300.00)	\$ (315.00)	\$ (15.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)	\$ (535.50)	\$ 164.50
1.6	Purchases - Toys & Books	\$ (500.00)	\$ (667.68)	\$ (167.68)
1.7	Digital & Website Maintenance	\$ (600.00)	\$ (875.05)	\$ (275.05)
2	Events			
2.1	Christmas Party	\$ (3,000.00)	\$ (1,966.69)	\$ 1,033.31
2.2	Meeting Catering	\$ (200.00)	\$ (38.46)	\$ 161.54
2.3	Member Events	\$ (2,000.00)	\$ (2,013.75)	\$ (13.75)
3	City of Vincent Payments			
3.1	CoV Electricity	\$ (600.00)	\$ (573.54)	\$ 26.46
3.2	CoV Emergency Services Levy	\$ (1,450.00)	\$ (1,389.41)	\$ 60.59
3.3	CoV Lease Annual Fee	\$ (600.00)	\$ (589.04)	\$ 10.96
3.4	CoV Maintenance	\$ (300.00)	\$ -	\$ 300.00
3.5	CoV Water Rates	\$ (1,350.00)	\$ (1,923.14)	\$ (573.14)
4	Insurance			
4.1	Party Hire Insurance - FinSure	\$ (800.00)	\$ (790.00)	\$ 10.00
4.2	PGWA Insurance	\$ (2,500.00)	\$ (635.00)	\$ 1,865.00
5	Operational			
5.1	Stripe Fees	\$ (600.00)	\$ (774.50)	\$ (174.50)
5.2	Purchases - Food and Consumables	\$ (500.00)	\$ (610.54)	\$ (110.54)
5.3	Purchases - Craft Supplies	\$ (650.00)	\$ (592.18)	\$ 57.82
6	Refunds			
6.1	Enrolment Refunds	\$ (300.00)	\$ (854.54)	\$ (554.54)
6.2	Party Hire Refunds (Not Bonds)	\$ -	\$ (1,777.00)	\$ (1,777.00)
7	Other			
7.1				
Total Expenses:		\$ (22,450.00)	\$ (20,286.52)	\$ 2,163.48
Income				
Item No.	Description	Budgeted	Actual	Variance
A	Bank Interest	\$ 1,000.00	\$ -	\$ (1,000.00)
B	Enrolments	\$ 11,000.00	\$ 11,860.00	\$ 860.00
C	Fundraising Income	\$ -	\$ -	\$ -
D	Party Hire	\$ 6,000.00	\$ 16,050.00	\$ 10,050.00
E	Income Other, Gifts and Donations	\$ -	\$ 300.00	\$ 300.00
Total Income		\$ 18,000.00	\$ 28,210.00	\$ 10,210.00
Net Profit / Loss		-\$ 4,450.00	\$ 7,923.48	\$ 12,373.48
Cash reserves change			\$ 7,923.48	
Current Liabilities				
Party Hire Bonds currently held		13	\$ 3,250.00	
Party hire bonds from previous financial year		-12	\$ (3,000.00)	
Net Bonds			\$ 250.00	
Grand Total			\$ 7,673.48	

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MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
PREPARED BY:	Michael Christiansen (MC)
ITEM:	2.2 – 2025-26 Budget

Budget 2025 / 2026 Financial Year

Expenses		
Item No.	Description	FY25/26 Budget
1	Administration Expenses	
1.1	Building Maintenance - General	\$ (31,000.00)
1.2	Cleaning Contractor	\$ (6,500.00)
1.3	Marketing	\$ (1,500.00)
1.4	PO Box Rental	\$ (350.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)
1.6	Purchases - Toys & Books	\$ (500.00)
1.7	Digital & Website Maintenance	\$ (900.00)
2	Events	
2.1	Christmas Party	\$ (3,000.00)
2.2	Meeting Catering	\$ (300.00)
2.3	Member Events	\$ (3,000.00)
3	City of Vincent Payments	
3.1	CoV Electricity	\$ (650.00)
3.2	CoV Emergency Services Levy	\$ (500.00)
3.3	CoV Lease Annual Fee	\$ (600.00)
3.4	CoV Maintenance	\$ (300.00)
3.5	CoV Water Rates	\$ (2,100.00)
4	Insurance	
4.1	Party Hire Insurance - FinSure	\$ (850.00)
4.2	PGWA Insurance	\$ -
5	Operational	
5.1	Stripe Fees	\$ (850.00)
5.2	Purchases - Food and Consumables	\$ (800.00)
5.3	Purchases - Craft Supplies	\$ (700.00)
5.4	Purchases - EOY Committee Gifts	\$ (350.00)
6	Refunds	
6.1	Enrolment Refunds	\$ (500.00)
6.2	Party Hire Refunds (Not Bonds)	\$ (2,000.00)
Total Expenses:		\$ (57,950.00)

Income		
Item No.	Description	
A	Bank Interest	\$ 1,000.00
B	Enrolments	\$ 10,920.00
C	Fundraising Income	\$ -
D	Gifts and Donations.	\$ 22,000.00
E	Party Hire	\$ 17,000.00
Total Income		\$ 50,920.00

Projected Loss	-\$ 7,030.00
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