**Subcommittee/Working Group Report**

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| **Subcommittee** |  |
| **Report Prepared by** |  |
| **Date of P&C Meeting** |  |
| **Subcommittee Members** |  |

**Summary**

*Overview of meetings, activities, decisions, issues, events and future plans*

**Finance**

*Overview of all finance matters*

**Actions required by P&C**

*Decisions/Actions that are required by the P&C*

**SUBCOMMITTE REPORT GUIDELINES**

**Summary** – All committees toprovide an overview of the following:

* Meetings (attach copy of minutes if applicable)
* activities
* Any decisions that have been made
* Issues – complaints, staffing
* Future plans and events

**Schools Out**

Table showing enrolments for before and after school care, vacation care, permanent and casual bookings

Outstanding fees and action taken

**Retail Operations**

Profit and Loss statement

Lunch orders – table showing how many lunch orders for each day

Volunteers – List of volunteers that have worked

Uniform stock update

Matters which affect the running of the business; latest products, price changes, equipment repairs

**Swim Club**

Finance Statement - Membership, Hats, canteen, and expenditure

Enrolment figures

Swimmer of the week

**Fundraising**

Finance Statement – income, expenditure

Volunteer list