

CITY OF PERTH EARLY CHILDHOOD CENTRE

MINUTES OF FINANCE MEETING
HELD MONDAY 11 June 2018

Present: Steve Rivers, Sandra Gibb, Elaine Kirk and Linda Lloyd

Minutes from meeting on 22nd May 2018 were approved by everyone.

Discussing snack costs and the impact this was having on our toy fund the way things were split at the moment with only 50p from both full and part time children going to toy. After further discussion we all agreed that snack for full time children should be raised to £3.50 with £1.00 going to toy and snack for part time children would remain at £2.00 with 50p going to toy as of August. This change would be communicated to parents via our facebook page and by newsletter.

Noting that our art supplies are pretty low and Sandra was to try and look at this during this week and get an order prepared.

We had still to purchase the games that were agreed at a previous meeting to the value of £150.00. Elaine advising that the catalogues were limited as to what games we could get and suggested we perhaps go to Fun Junction to purchase these as we could get a better variety. It was agreed that Sandra and Linda would look into this further. Elaine to check if they were still on PECOS as we could order them through this once we had a list of the games we wanted. Elaine also to check what limit there was on petty cash spends at one time as it may be we could look at other companies for games given the poor selection from the catalogues. (Later being advised by Finance that there was no limit but if the supplier was on PECOS we should use PECOS).

Steve going over the totals of each pot of money we had in School Fund. We still had £1,000 in General Reserves. Snack was sitting at £696.95 so should more than cover any snack due to end of term and through the holidays. Elaine also mentioned that she was looking into getting an ice cream van along on the day of the bouncy castle so the children could experience this and the snack money could be used for this as a special treat for the children. Elaine to let Steve know costs etc.

There was still £129.00 in the Enviro Fund and Elaine or Steve to check with Claire our Finance Officer what this could be used for.

Date of next meeting 2nd Oct 2018 3pm