Announcement Requirements for P&C Associations

February 2013

Welcome to another year. I trust that you all had a happy and safe start to the year. I am looking forward to yet another busy year, working closely with Regions and Principals.

P&Cs are required to hold their AGM by 31 March each year. If their Annual Financial Statements are not available at that meeting, the P&C would have to adjourn their AGM until such time as the reports are available. This also means that they cannot continue with the AGM elections. Officers from 2012 would stay in place until the AGM can be completed or if an officer resigns then an election can be held at the next meeting of the Association.

P&C Association Accountability and Reporting Package for the Audited Annual Financial Statements of the P&C

Annual Audited Statements are required in a specific format. Information on this format, the Transition Report and the audit certificates can be found at the following link. P&C Accountability Transmission Document [192k].

Note: Annual Audited Statement must be returned to the relevant Regional Office by 31 May each year. This is a requirement (under The (General Provisions) Regulations 2006).

Note: P&C Associations must be audited under the EGPA 2006 and not the Associations Incorporation Act.

Notification of Officers of the Association

P&C Associations are also required to notify the relevant DETE Regional Office of the incoming P&C Executive Officers for each year. This is a requirement (under The (General Provisions) Regulations 2006).

I have attached the standard form for you to distribute to P&Cs through the school Principal.

Note: P&Cs Qld will also send out a separate form to collect this data for their purposes.

Regional Office Responsibilities

- Distribute the information to Principals
- Collect Annual Audited Statements from all P&C Associations by 31 May
- Collect Executive Officer contact details for all P&C Associations ASAP
- Collect P&C Association Auditor’s name and qualifications

P&C Association Insurance

P&Cs are required to hold insurance cover. P&Cs Qld offer this insurance with their membership. Invoices for insurance will be distributed to affiliated P&C Associations from the 4 February. Payment is due by 1 March. Please alert Principals to this information.

I am happy to assist in any way I can.

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