

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizens Association



### SUBCOMMITTEE REPORT

#### details

Tuesday 14 February 2017

**Subcommittee:** Uniform Shop

item	notes
General	
Successes <i>Things going well</i>	<ul style="list-style-type: none"><li>✓ Plenty of orders coming in over the school holidays and the open days on school holidays were very successful.</li><li>✓ Orders continue to be of high volume with our three regular volunteers being very busy on Wednesday mornings. Michelle, Sharon and Marcio have confirmed they are managing well but will let us know if this changes.</li><li>✓ Stocktake was done in the first week of school and Leah was able to confirm her solid grasp on current stock levels. All travelling well.</li></ul>
Roadblocks <i>Things getting in the way</i>	<ul style="list-style-type: none"><li>○ Chip reader on EFTPOS machine broken, new terminal required</li><li>○ Data entry of each sale is onerous and time-consuming.</li></ul>
Actions	
Decisions <i>Actions that have been implemented</i>	<ul style="list-style-type: none"><li>✓ An order has been placed for polos (using the screen printing as approved in last meeting). P&amp;C Exec approval sought and gained as order needed to be placed within time frame to ensure delivery in line with market needs.</li><li>✓ New terminal ordered, no change to price. The new terminal has a touchscreen and will enable usage of KOUNTA, an application that integrates with the accounting software (MYOB) that is used by the P&amp;C.</li></ul>
Recommendations <i>Motions you want to raise</i>	<ul style="list-style-type: none"><li>○ We would like to purchase a subscription to the KOUNTA application for \$50/month. This will increase efficiency, reduce errors and save a considerable amount of time in entering each sale into MYOB.</li></ul>

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