# SAMPLE – P&C Calendar 2024

**٭٭٭ HOLD AGM BEFORE APRIL 30 (P&Cs operating on a calendar financial year)**

**٭٭٭ GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING**

**٭٭٭ P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT (as required) IS READY FOR AGM**

**January**

22 WACSSO Office Opens

**26 Public Holiday – Australia Day**

31 Term 1 Commences

**February**

05 WACSSO State Council Term Elections commence – Canning East, Canning West, Fremantle, Joondalup East, Peel South, Warren-Blackwood, Wheatbelt North, Wheatbelt South, North West (by-election), Swan East (by-election).

**March**

**04 Labour Day Public Holiday**

28 Term 1 Ends

**29 Public Holiday - Good Friday**

**April**

**01 Public Holiday - Easter Monday**

05 Close of Nominations for WACSSO State Council Elections (12 noon)

15 Term 2 Commences

**25 Public Holiday - ANZAC Day**

30 Final date for AGMs to be held

**May**

\*\* WACSSO Affiliation Fees are mailed

20 National Volunteer Week Commences

**24 P&C Day WA**

31 Deadline for declaration of results State Councillor Term Elections

**June**

01 State Councillor Term of Office commences

**03 Public Holiday - WA Day**

21 Close for receipt of Conference Agenda Items

**June cont**.

28 Term 2 Ends

30 WACSSO Affiliation Fees Due

**July**

15 Term 3 commences

24 Closing date for Conference Registrations

**August**

01 WACSSO Affiliation fee reminder notices

**24-25 2022 WACSSO Annual Conference**

**September**

20 Term 3 Ends

23 Public Holiday - King’s Birthday

30 Suspension of unpaid Affiliates

**October**

07 Term 4 Commences

**November**

**\*\*** Organise Auditor for 2024 FY Review/Audit – if required

01 WASCA Canteen Day

06 Prepare P&C Contributions Report Response

**December**

**\*\*** P&C Treasurer to ensure books are ready for Review/Audit – if required

12 Term 4 Ends

13 WACSSO Office Closes

25 Christmas Day

26 Boxing Day

This form in Word format is available to download on the WACSSO website: [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au) so that you can update and include dates relevant to your individual P&C. You may want to include dates for your P&C meetings, parent information evenings, planned fundraising events, school award nights and school assemblies etc.

Information for School Term dates has been obtained from the Department of Education website [www.education.wa.edu.au](http://www.education.wa.edu.au). Information for Public Holidays has been obtained from the Department of Commerce website www.commerce.wa.gov.au. We hope you find this to be a useful tool for your committee. Consider providing a copy of your personalised P&C Calendar to your WACSSO State Councillor so that they are informed of meeting dates and any special events occurring at your school.