

Sample – P&C Calendar 2023

- *** HOLD AGM BEFORE 30 APRIL
- *** GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING
- *** P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT (as required) IS READY FOR AGM

January

- 23 WACSSO Office Opens
- 26 Public Holiday – Australia Day

February

- 01 Term 1 Commences
- 05 WACSSO State Council Term Elections commence - Great Southern, Joondalup West, Midwest, North West, Perth North, Swan East, Canning North (by-election), Fremantle (by-election), Warren-Blackwood (by-election).

March

- 06 Labour Day Public Holiday

April

- 07 Close of Nominations for WACSSO State Council Elections (12 noon)
- 07 Term 1 Ends
- 07 Public Holiday - Good Friday
- 10 Public Holiday - Easter Monday
- 23 Term 2 Commences
- 25 Public Holiday - ANZAC Day
- 30 Final date for AGMs to be held

May

- ** WACSSO Affiliation Fees are mailed
- 15 National Volunteer Week Commences
- 19 P&C Day WA
- 31 Deadline for declaration of results State Councillor Term Elections

June

- 01 State Councillor Term of Office Commences
- 05 Public Holiday - WA Day
- 16 Close for receipt of Conference Agenda Items
- 30 WACSSO Affiliation Fees Due
- 30 Term 2 Ends

July

- 17 Term 3 commences
- 21 Closing date for Conference Registrations

August

- 01 WACSSO Affiliation fee reminder notices
- 19-20 2023 WACSSO Annual Conference

September

- 22 Term 3 Ends
- 25 Public Holiday - King's Birthday
- 30 Suspension of unpaid Affiliates

October

- 09 Term 4 Commences

November

- ** Organise Auditor for 2022 FY Review/Audit – if required
- 03 WASCA Canteen Day
- 06 Prepare P&C Contributions Report Response

December

- ** P&C Treasurer to ensure books are ready for Review/Audit – if required
- 15 Term 4 Ends
- 15 Submit P&C Contributions Report to WACSSO
- 18 WACSSO Office Closes
- 25 Christmas Day
- 26 Boxing Day

This form in word format is available to download on the WACSSO website: www.wacssso.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. 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.