

# Sample – P&C Calendar 2024

- \*\*\* HOLD AGM BEFORE APRIL 30 (P&Cs operating on a calendar financial year)
- \*\*\* GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING (NOTE: MINIMUM 7 DAYS NOTICE IS REQUIRED FOR AN AGM)
- \*\*\* 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
- 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.wacssso.wa.edu.au](http://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](http://www.education.wa.edu.au). Information for Public Holidays has been obtained from the Department of Commerce website [www.commerce.wa.gov.au](http://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.