



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/11/2021-30/11/2021

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 0

Patronage per opening hour: 7.3

A rather busy month with more BeConnected online workshops with more participants attending, the CRC has partnered up with Digital Springboard, Digital Springboard works to address identified digital skill gaps to ensure no one is left behind in today's digital world. By attending a Digital Springboard course, participants can improve their digital skills and open up new employment and career opportunities.

Digital WA Health Roadshow held an information session at the Woodland Centre, helping assist clients with MyGov and Medicare and Digital COVID Certificates.

Bunnings Kalgoorlie and Esperance got together and held a DIY window planter workshop at the woodlands centre, with 9 in attendance, everyone had a great time and feedback was overwhelming.

Debbie Ralph held a POWERTEX Christmas wreath workshop, again attendance was way better than previous workshops.

Marketing strategies undertaken in the reporting period and outcomes achieved

Strategies undertaken:

Events/courses investigated for future succession planning

All year we will be running Free Basic computer classes-Word, Excel, and Publisher, and BeConnected for Seniors 50+ and short courses.

Professional development and training opportunities

Certificate II in information, Digital media and Technology.

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Profit & Loss Statement

1/07/2021 through 30/11/2021

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Income		
Sales		
1 Computer Usage	\$193.65	
3 Photocopying/Printing	\$6,024.02	
Scanning	\$192.64	
Binding	\$24.55	
Memberships	\$36.36	
Secretarial Services	\$4.54	
Laminating	\$76.82	
Events	\$522.72	
Computer Goods - Sales	\$1,069.08	
Phones & Credit - Sales	\$1,262.01	
4 Drinks - Sales	\$33.55	
Express Yourself - Sales	\$46.60	
Photo Express kiosk	\$253.61	
Animal Jewels & Coasters Sales	\$94.04	
Conference Room Hire	\$945.45	
Contract Services	\$11,115.35	
Grant Income	\$52,655.44	
Miscellaneous Income	\$466.18	
Total Income		<u>\$75,016.61</u>
Cost of Sales		
Purchases		
Purchases - Express Yourself	\$90.00	
Photocopier Meter Reading	\$5,033.56	
Computer & Phone Goods	\$414.02	
TRANSWA Ticket Sales	-\$632.86	
Total Cost of Sales		<u>\$4,904.72</u>
Gross Profit		<u>\$70,111.89</u>
Expenses		
Events	\$19,336.61	
Bank Fees	\$100.00	
Advertising	\$863.64	
Dues & Subscriptions	\$775.91	
Insurance	\$903.65	
Cleaning Supplies	\$44.82	
Security	\$1,113.00	
Asset Purchases	\$3,045.45	
Computer Repairs & Maintenance	\$2,399.32	
Postage & Shipping	\$10.00	
Telephone	\$499.96	
Stationery	\$547.28	
Employment Expenses		
Staff Amenities	\$63.56	
Superannuation	\$3,726.08	
Wages & Salaries	\$24,100.30	
Training & Conferences	\$736.02	
Total Employment Expenses		<u>\$28,625.96</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$58,288.33</u>
Net Profit / (Loss)		<u>\$11,823.56</u>

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Balance Sheet

As of November 2021

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Assets

Current Assets		
Cash On Hand		
Cheque Account	\$111,966.31	
Petty Cash	\$150.00	
Total Cash On Hand	\$112,116.31	
Trade Debtors	\$2,380.70	
Total Current Assets		\$114,497.01
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		\$2,000.00
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost		\$96,659.60
Furniture & Fixtures Accum Dep		-\$70,307.53
Total Assets		\$142,849.08

Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$47,541.90	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$46,185.02	
Total GST Liabilities		-\$812.12
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities		\$29,557.58
Total Liabilities		\$29,557.58

Net Assets \$113,291.50

Equity

Retained Earnings	\$47,646.39
Current Year Earnings	\$11,823.56
Historical Balancing	\$53,821.55
Total Equity	<u>\$113,291.50</u>

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Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		30/11/2021		
Last Reconciled:		31/10/2021		
Last Reconciled Balance:		\$116,934.32		
Cleared Cheques				
2179	5/11/2021	The Railway Motel & Woodla		\$980.00
2180	5/11/2021	Norseman Today		\$210.00
2181	5/11/2021	Public Transport Authority of		\$431.45
2182	5/11/2021	Jump 4 Us		\$880.00
2183	5/11/2021	Old McDonald's Travelling Far		\$3,000.00
2184	5/11/2021	Fairies and Other Mischief		\$1,468.20
2185	5/11/2021	Norseman District High School		\$400.00
2186	5/11/2021	Solutions IT		\$18.88
SC301121	5/11/2021	Bank fees		\$10.00
SC301121	17/11/2021	Trust Bank fees		\$10.00
2188	23/11/2021	Debbie Ralph		\$210.00
2189	23/11/2021	Public Transport Authority of		\$431.45
2190	23/11/2021	Dummies Corp.		\$2,475.00
2191	23/11/2021	C Direct		\$87.12
2192	23/11/2021	Squash Magic Co.,		\$1,265.00
2193	23/11/2021	Solutions IT		\$18.88
2194	23/11/2021	Norseman IGA		\$117.56
2187	29/11/2021	Cancer Council WA Inc		\$530.00
Total:			\$0.00	\$12,543.54

Cleared Deposits

CR003123	4/11/2021	Payment; Centrecare	\$29.80	
CR003124	4/11/2021	Payment; Centrecare Kalgoorli	\$50.00	
CR003125	5/11/2021	Payment; Shire of Dundas	\$1,302.60	
CR003127	11/11/2021	DD11112021	\$2,445.38	
CR003128	17/11/2021	DD17112021	\$295.47	
CR003132	18/11/2021	Bank Deposit	\$1,351.28	
CR003126	23/11/2021	Payment; Shire of Dundas	\$940.00	
CR003129	29/11/2021	Chq 29.11.2021	\$21.00	
CR003133	29/11/2021	Bank Deposit	\$1,140.00	
Total:			\$7,575.53	\$0.00

Reconciliation

BusinessBasics Balance on 30/11/2021:	\$111,966.31
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$111,966.31
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$111,966.31