



Norseman Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan
01/05/2020-31/03/2020

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 3

New memberships this reporting period: 0

Patronage per opening hour: 1.125

May has been a good month as the CRC opened its doors to a minimum of 4 x people at a time, as the space provided is limited, due to packing . Was great to welcome back customers especially the locals. The CRC is now providing one-on-one Beconnected courses, which the response has been fantastic. The CRC is still conducting Zoom virtual Coder Dojo which unfortunately has not been the greatest response.

The CRC is now preparing more computer courses, code club courses, and senior courses, all being one-on-one sessions.

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, Powerpoint and Publisher, BeConnected for Seniors 50+

Professional development and training opportunities

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

Balance Sheet

As of May 2020

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Assets

Current Assets	
Cash On Hand	
Cheque Account	\$119,607.06
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	<u>\$119,907.06</u>
Trade Debtors	\$4.00
Total Current Assets	<u>\$119,911.06</u>
Other Assets	
Deposits	<u>\$2,000.00</u>
Total Other Assets	<u>\$2,000.00</u>
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	<u>-\$59,246.52</u>
Total Assets	<u>\$148,263.13</u>

Liabilities

Current Liabilities	
GST Liabilities	
GST Collected	\$19,559.37
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$17,908.87</u>
Total GST Liabilities	<u>-\$518.50</u>
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$29,851.20</u>
Total Liabilities	<u>\$29,851.20</u>

Net Assets \$118,411.93

Equity

Retained Earnings	\$46,617.87
Current Year Earnings	\$17,972.51
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$118,411.93</u>

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Profit & Loss Statement

1/07/2019 through 31/05/2020

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Income		
Sales		
1 Computer Usage	\$556.80	
2 Printing	\$13.63	
3 Photocopying/Printing	\$9,787.31	
Fax Services	\$53.51	
Scanning	\$310.02	
Binding	\$21.82	
Memberships	\$136.37	
Secretarial Services	\$94.13	
Laminating	\$244.08	
Kids Klub	\$246.36	
Events	\$45.45	
Computer Goods - Sales	\$380.36	
Phones & Credit - Sales	\$3,968.18	
4 Drinks - Sales	\$22.91	
Photo Express kiosk	\$36.86	
Conference Room Hire	\$363.64	
Contract Services	\$46,705.81	
Grant Income		\$76,688.85
Commissions		\$8.18
TRANS WA - Sales		\$224.87
Total Income		<u>\$139,909.14</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$9,571.41	
Computer & Phone Goods	\$4,121.47	
Total Cost of Sales		<u>\$13,692.88</u>
Gross Profit		<u>\$126,216.26</u>
Expenses		
Events	\$2,647.80	
Bank Fees	\$220.00	
Advertising	\$1,354.73	
Dues & Subscriptions	\$2,544.11	
Insurance	\$4,022.84	
Cleaning Supplies	\$52.89	
Security	\$3,766.50	
Asset Purchases	\$6,019.23	
Postage & Shipping	\$67.02	
Rent	\$11,646.33	
Telephone	\$3,353.90	
Stationery	\$868.37	
TRANSWA Fares	\$465.10	
Employment Expenses		
Staff Amenities	\$45.80	
Superannuation	\$5,720.77	
Wages & Salaries	\$60,142.05	
Training & Conferences	\$2,026.10	
Other Employer Expenses	\$434.50	
Total Employment Expenses		<u>\$68,369.22</u>
Services		
Electricity	\$1,743.98	
Water	\$56.77	
Internet Fees	\$1,044.96	
Total Expenses		<u>\$108,243.75</u>
Net Profit / (Loss)		\$17,972.51

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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:		31/05/2020		
Last Reconciled:		30/04/2020		
Last Reconciled Balance:		\$126,351.87		
Cleared Cheques				
1923	1/05/2020	Westnet		\$159.95
SC310520	5/05/2020	Bank Fee		\$10.00
1924	18/05/2020	Telstra		\$278.98
SC310520	18/05/2020	Trust Bank Fee		\$10.00
1925	20/05/2020	Norseman IGA		\$10.20
1926	20/05/2020	Future Security Solutions Pty		\$150.15
1927	20/05/2020	Express Yourself Printing		\$268.00
1928	28/05/2020	Express Yourself Printing		\$96.00
1929	28/05/2020	Shire of Dundas - Wages & Su		\$7,218.24
1930	28/05/2020	Shire of Dundas - Photocopier		\$1,406.94
1931	28/05/2020	Shire of Dundas - Postage Exp		\$20.00
1932	28/05/2020	Shire of Dundas - TransWA Ti		\$356.92
Total:			\$0.00	\$9,985.38

Cleared Deposits

CR002975	8/05/2020	Payment; MEEDAC	\$4.20	
CR002976	15/05/2020	Payment; Shire of Dundas	\$600.00	
CR002977	18/05/2020	DHS 18052020	\$2,130.47	
CR002979	18/05/2020	Payment; Norseman Hotel	\$10.00	
CR002980	18/05/2020	Payment; Norseman Turf Club	\$26.80	
CR002982	18/05/2020	Bank Deposit	\$69.80	
CR002983	29/05/2020	Bank Deposit	\$399.30	
Total:			\$3,240.57	\$0.00

Reconciliation

BusinessBasics Balance on 31/05/2020:	\$119,607.06
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$119,607.06
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$119,607.06