



Norseman

Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan

01/07/2019-31/07/2019

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 5

New memberships this reporting period: 0

Patronage per opening hour: 12

July was a fairly busy Month, we were busy creating MyGov Accounts for customers and linking up services such as the ATO and Centrelink.

MEEDAC (Midwest Employment and Economic Development Aboriginal corporation) who have taken over from GETS (Goldfields Employment and Training Services) will no longer be working out of the CRC, they are creating offices at the old Bowling Club and will work from there.

The Youth Centre and the CRC got together at the start of the School holidays and had a Movie Day, a great day with a great turnout. The CRC held a String Art flower workshop for the ladies, a few attended, morning tea was supplied and everyone was happy with what they had created.

A visit from Steve Nikola (Project Officer-Department of Primary Industries and Regional Development) to review the CRC, making sure the service deliverables are being delivered to the community-via the contract, I am happy to say he was extremely pleased with how the CRC is operating.

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

Professional development and training opportunities

Investigating Cert IV in Tourism

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

Investigating Cert IV in Tourism

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Balance Sheet

As of July 2019

14/08/2019
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Assets

Current Assets

Cash On Hand

Cheque Account

\$129,716.18

Petty Cash

\$150.00

Cash Float

\$150.00

Total Cash On Hand

\$130,016.18

Trade Debtors

\$1,707.20

Total Current Assets

\$131,723.38

Other Assets

Deposits

\$2,000.00

Total Other Assets

\$2,000.00

Fixed Assets

Furniture & Fixtures

Furniture & Fixtures at Cost

\$85,598.59

Furniture & Fixtures Accum Dep

-\$61,712.49

Total Assets

\$157,609.48

Liabilities

Current Liabilities

GST Liabilities

GST Collected

\$8,607.76

GST Paid

-\$1,733.14

Total GST Liabilities

\$6,874.62

Other Current Liabilities

Long Service Leave Provision

\$21,773.96

Annual Leave Provision

\$8,595.74

Total Current Liabilities

\$37,244.32

Total Liabilities

\$37,244.32

Net Assets

\$120,365.16

Equity

Retained Earnings

\$46,617.87

Current Year Earnings

\$19,925.74

Historical Balancing

\$53,821.55

Total Equity

\$120,365.16

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Profit & Loss Statement

1/07/2019 through 31/07/2019

14/08/2019
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Income		
Sales		
1 Computer Usage	\$106.54	
3 Photocopying/Printing	\$1,603.37	
Fax Services	\$7.81	
Scanning	\$63.65	
Memberships	\$100.00	
Laminating	\$89.54	
Kids Klub	\$84.55	
Events	\$45.45	
Computer Goods - Sales	\$131.63	
Phones & Credit - Sales	\$551.82	
4 Drinks - Sales	\$12.73	
Photo Express kiosk	\$6.09	
Contract Services	\$1,936.79	
Grant Income	\$25,562.95	
Total Income		<u>\$30,302.92</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$747.00	
Computer & Phone Goods	\$330.91	
Total Cost of Sales		<u>\$1,077.91</u>
Gross Profit		<u>\$29,225.01</u>
Expenses		
Events	\$69.82	
Bank Fees	\$20.00	
Advertising	\$545.00	
Security	\$136.50	
Rent	\$2,183.69	
Telephone	\$422.93	
Stationery	\$176.36	
Employment Expenses		
Superannuation	\$687.38	
Wages & Salaries	\$4,361.50	
Training & Conferences	\$369.10	
Total Employment Expenses		<u>\$5,417.98</u>
Services		
Electricity	\$326.99	
Total Expenses		<u>\$9,299.27</u>
Net Profit / (Loss)		<u>\$19,925.74</u>

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Reconciliation Report

14/08/2019
12:57:54 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 31/07/2019				
Last Reconciled: 30/06/2019				
Last Reconciled Balance: \$86,810.56				
Cleared Cheques				
1831	1/07/2019	Westnet		\$109.95
1817	4/07/2019	Horizon Power		\$359.69
SC310719	5/07/2019	Bank Fees		\$10.00
1818	11/07/2019	Kilima WA Pty Ltd		\$1,143.84
1819	11/07/2019	Express Yourself Printing		\$194.00
1820	11/07/2019	Full Moon Cafe & Thai Restau		\$57.20
1821	11/07/2019	Shire of Dundas - Wages & Su		\$5,048.88
1822	11/07/2019	Shire of Dundas - Photocopier		\$821.70
1823	11/07/2019	Norseman IGA		\$18.56
1824	16/07/2019	Telstra		\$355.28
SC310719	17/07/2019	Bank Fees - Trust		\$10.00
1825	26/07/2019	C Direct		\$364.00
1826	26/07/2019	Central Regional TAFE		\$369.10
1827	26/07/2019	Norseman Today Group Inc		\$525.00
1828	31/07/2019	Norseman Today Group Inc		\$20.00
1829	31/07/2019	Kilima WA Pty Ltd		\$1,143.84
1830	31/07/2019	Future Security Solutions Pty		\$150.15
Total:			\$0.00	\$10,701.19

Cleared Deposits

CR002904	4/07/2019	Payment; G.E.T.S.	\$787.70	
CR002905	5/07/2019	Payment; Australian Electoral	\$17,250.00	
CR002913	5/07/2019	DD05072019	\$28,119.24	
CR002906	10/07/2019	Payment; Dundas Fencing & B	\$2.50	
CR002907	11/07/2019	Payment; Shire of Dundas	\$3,600.00	
CR002914	12/07/2019	Bank Deposit	\$605.65	
CR002909	15/07/2019	Centrelink	\$2,130.47	
CR002908	24/07/2019	Payment; Norseman Gold Feve	\$302.50	
CR002912	26/07/2019	Payment; Norseman Hotel	\$21.60	
CR002915	26/07/2019	Bank Deposit	\$787.15	
Total:			\$53,606.81	\$0.00

Reconciliation

BusinessBasics Balance on 31/07/2019:	\$129,716.18
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$129,716.18
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$129,716.18