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## MANAGEMENT REPORT

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Prepared by: Angie Hogan  
01/09/2019-30/09/2019  
Norseman Community Resource Centre

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### **Membership and patronage details:**

Total Number of memberships: 5  
New memberships this reporting period: 0  
Patronage per opening hour: 12.5

September has been a busy month preparing for future workshops and events, the CRC has been preparing for online week which will commence from the 14-20<sup>th</sup> October we have some exciting workshops set up for the seniors and the response has been fantastic. Code club for the kids will commence in November and again we have a full house. Kidz Klub attendance is on the rise, the kids have been indulging in a lot of arts & crafts and the CRC is investigating some excursions out of town.

The CRC has also had some exciting news from Hon Alannah MacTiernan MLC in regard to the CRC's new contracts and they have been extended from 2020 to 2022.

The CRC has also supervised 2 x students who attended exams at the CRC, these are external students studying with Curtin University who use the CRC meeting room and I assist Curtin University with their examinations.

### **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

#### **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

## Profit & Loss Statement

1/07/2019 through 30/09/2019

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Income		
Sales		
1 Computer Usage	\$232.89	
3 Photocopying/Printing	\$2,262.03	
Fax Services	\$30.52	
Scanning	\$155.47	
Binding	\$10.91	
Memberships	\$100.00	
Secretarial Services	\$89.59	
Laminating	\$122.72	
Kids Klub	\$120.90	
Events	\$45.45	
Computer Goods - Sales	\$320.72	
Phones & Credit - Sales	\$2,065.42	
4 Drinks - Sales	\$14.55	
Photo Express kiosk	\$16.86	
Conference Room Hire	\$363.64	
Contract Services	\$5,810.37	
Grant Income	\$25,562.95	
Total Income		<u>\$37,324.99</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$747.00	
Computer & Phone Goods	\$1,138.62	
Total Cost of Sales		<u>\$1,885.62</u>
Gross Profit		<u>\$35,439.37</u>
Expenses		
Events	\$298.07	
Bank Fees	\$60.00	
Advertising	\$545.00	
Dues & Subscriptions	\$2,003.20	
Security	\$136.50	
Rent	\$2,183.69	
Telephone	\$1,099.12	
Stationery	\$183.06	
Employment Expenses		
Staff Amenities	\$14.84	
Superannuation	\$687.38	
Wages & Salaries	\$4,361.50	
Training & Conferences	\$369.10	
Total Employment Expenses		<u>\$5,432.82</u>
Services		
Electricity	\$707.95	
Water	\$56.77	
Internet Fees	\$199.90	
Total Expenses		<u>\$12,906.08</u>
Net Profit / (Loss)		<u>\$22,533.29</u>

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Balance Sheet

As of September 2019

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$131,691.53
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	<u>\$131,991.53</u>
Trade Debtors	\$448.50
Total Current Assets	\$132,440.03
Other Assets	
Deposits	<u>\$2,000.00</u>
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	<u>-\$61,712.49</u>
Total Assets	<u>\$158,326.13</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$9,309.98
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$2,157.26</u>
Total GST Liabilities	\$4,983.72
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$35,353.42</u>
Total Liabilities	\$35,353.42
Net Assets	<u>\$122,972.71</u>
Equity	
Retained Earnings	\$46,617.87
Current Year Earnings	\$22,533.29
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$122,972.71</u>

# Norseman Community Resource Centre

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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:		30/09/2019		
Last Reconciled:		31/08/2019		
Last Reconciled Balance:		\$128,586.91		

### Cleared Cheques

1839	2/09/2019	Westnet		\$109.95
1840	3/09/2019	Horizon Power		\$419.06
SC300919	5/09/2019	Service Fee		\$10.00
1841	16/09/2019	Telstra		\$366.69
SC300919	17/09/2019	Trust bank fee		\$10.00
Total:			\$0.00	\$915.70

### Cleared Deposits

CR002924	6/09/2019	Payment; MEEDAC	\$14.60	
CR002926	16/09/2019	Centrelink010719	\$2,130.47	
CR002931	16/09/2019	Bank Deposit	\$287.60	
CR002925	27/09/2019	Payment; Norseman Gold Feve	\$600.50	
CR002929	27/09/2019	Payment; P & L Hogan Funera	\$118.55	
CR002930	27/09/2019	Payment; Norseman Hotel	\$40.00	
CR002932	27/09/2019	Bank Deposit	\$828.60	
Total:			\$4,020.32	\$0.00

### Reconciliation

BusinessBasics Balance on 30/09/2019:	\$131,691.53
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$131,691.53
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$131,691.53