



Norseman Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan
01/10/2019-30/10/2019

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 5

New memberships this reporting period: 0

Patronage per opening hour: 7.5

October was a busy month with some great workshops held for the seniors, Virtual Reality, digital art, Wi-Fi and cellular data, the workshop was a great success and seniors would like to see more of these, the workshop was facilitated by Esperance Library and BeConnected. The CRC is now looking to purchase a few Virtual Reality headsets so that we can continue these workshops.

The annual Halloween movie night and Halloween party were a lot quieter than previous years, but that didn't stop the kids from enjoying themselves.

The CRC annual report has been completed and submitted to Department of Primaries Industries Regional Development (DPIRD)

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

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 October 2019

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$132,626.77
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	<u>\$132,926.77</u>
Trade Debtors	\$1,560.90
Total Current Assets	<u>\$134,487.67</u>
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>\$160,373.77</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$12,200.35
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$7,906.88</u>
Total GST Liabilities	\$2,124.47
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$32,494.17</u>
Total Liabilities	\$32,494.17
Net Assets	<u>\$127,879.60</u>
Equity	
Retained Earnings	\$46,617.87
Current Year Earnings	\$27,440.18
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$127,879.60</u>

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Profit & Loss Statement

1/07/2019 through 31/10/2019

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Income		
Sales		
1 Computer Usage	\$232.89	
3 Photocopying/Printing	\$3,602.85	
Fax Services	\$30.52	
Scanning	\$166.83	
Binding	\$10.91	
Memberships	\$100.00	
Secretarial Services	\$89.59	
Laminating	\$174.54	
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	\$33,310.11	
Grant Income	\$25,562.95	
Total Income		<u>\$66,228.73</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$3,817.17	
Computer & Phone Goods	\$1,426.62	
Total Cost of Sales		<u>\$5,243.79</u>
Gross Profit		<u>\$60,984.94</u>
Expenses		
Events	\$1,590.70	
Bank Fees	\$80.00	
Advertising	\$675.00	
Dues & Subscriptions	\$2,184.11	
Insurance	\$997.31	
Security	\$136.50	
Postage & Shipping	\$15.95	
Rent	\$4,263.39	
Telephone	\$1,439.98	
Stationery	\$214.97	
Employment Expenses		
Staff Amenities	\$22.10	
Superannuation	\$2,842.12	
Wages & Salaries	\$17,648.96	
Training & Conferences	\$369.10	
Total Employment Expenses	\$20,882.28	
Services		
Electricity	\$707.95	
Water	\$56.77	
Internet Fees	\$299.85	
Total Expenses		<u>\$33,544.76</u>
Net Profit / (Loss)		<u>\$27,440.18</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:		31/10/2019		
Last Reconciled:		30/09/2019		
Last Reconciled Balance:		\$131,691.53		
Cleared Cheques				
1842	1/10/2019	Westnet		\$109.95
1843	4/10/2019	Clever Patch		\$653.94
1844	4/10/2019	Norseman IGA		\$38.70
1845	4/10/2019	C Direct		\$288.00
1846	4/10/2019	Kilima WA Pty Ltd		\$1,143.84
1847	4/10/2019	Shire of Dundas - Wages & Su		\$15,442.20
1848	4/10/2019	Shire of Dundas - Events		\$172.72
1849	4/10/2019	Shire of Dundas - Photocopier		\$3,377.19
1850	4/10/2019	Shire of Dundas		\$199.00
1851	4/10/2019	Shire of Dundas - Freight expe		\$17.55
1852	4/10/2019	Shire of Dundas - LGIS Insura		\$1,097.04
SC311019	4/10/2019	Account Servicing Fee		\$10.00
1853	16/10/2019	Telstra		\$374.95
SC311019	17/10/2019	Trust Bank Fee		\$10.00
1854	30/10/2019	Clever Patch		\$482.81
1855	30/10/2019	Norseman IGA		\$112.74
1856	30/10/2019	Norseman Today Group Inc		\$130.00
1857	30/10/2019	Kilima WA Pty Ltd		\$1,143.84
1858	31/10/2019	Australian Tax Office		\$4,942.00
Total:			\$0.00	\$29,746.47

Cleared Deposits

CR002933	2/10/2019	DPIRD02102019	\$28,119.24	
CR002934	15/10/2019	Centrelink15102019	\$2,130.47	
CR002935	18/10/2019	Payment; MEEDAC	\$432.00	
Total:			\$30,681.71	\$0.00

Reconciliation

BusinessBasics Balance on 31/10/2019:	\$132,626.77
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$132,626.77
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$132,626.77