



MANAGEMENT REPORT

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01/10/2020-31/10/2020

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 1

Patronage per opening hour: 7.5

October was a busy month with Halloween events, Halloween Disco was a great success, and Halloween Movie night. Beconnected workshops are now available, all about data and online skills, word, excel and publisher.

Norseman has made it to the Finalists of the Tidy Town entrant "General Appearance" Award.

A few services have also returned back to Norseman, Centrecare are now booking the Conference room along with IDAS Advocate (financial & Counselling services for the Disabled) and BOICO.

Bookings have resumed for the Woodlands Centre conference room.

The CRC has also ordered a Photo Kiosk as the last one had been decommissioned.

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

Profit & Loss Statement

1/07/2020 through 31/10/2020

6/11/2020
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Income

Sales	
1 Computer Usage	\$54.54
2 Printing	\$0.00
3 Photocopying/Printing	\$2,796.18
Fax Services	\$10.28
Scanning	\$93.19
Folding	\$0.00
Binding	\$0.00
Memberships	\$100.00
Secretarial Services	\$4.55
Resume' Services	\$0.00
Phone Calls	\$0.00
Laminating	\$36.82
Kids Klub	\$0.00
Events	\$0.00
Computer Goods - Sales	\$52.44
Phones & Credit - Sales	\$998.18
4 Drinks - Sales	\$0.00
Express Yourself - Sales	\$40.00
Photo Express kiosk	\$0.00
Animal Jewels & Coasters Sales	\$0.00
Conference Room Hire	\$0.00
Contract Services	\$7,941.36
Grant Income	\$53,479.70
Video Conferencing Grant	\$0.00
Commissions	\$0.00
TRANS WA - Sales	\$869.54
Shipping Fees Collected	\$0.00
Sale of Assets	\$0.00
Miscellaneous Income	\$0.00
Total Income	<u>\$66,476.78</u>

Cost of Sales

Purchases	
Purchases - Express Yourself	\$0.00
Drinks	\$0.00
Photocopier Meter Reading	\$3,144.31
Computer & Phone Goods	\$3,349.12
Camera's	\$0.00
Animal Jewellery & Coasters	\$0.00
TRANSWA Ticket Sales	\$371.52
New Account	\$0.00
Freight	\$0.00
Total Cost of Sales	<u>\$6,864.95</u>

Gross Profit \$59,611.83

Expenses

Accounting Fees	\$0.00
Donations	\$0.00
Events	\$2,047.47
Bank Fees	\$130.00
Lease payment Interactive Boar	\$0.00
Advertising	\$2,920.48
Depreciation Expense	\$0.00
Dues & Subscriptions	\$2,704.55
Insurance	\$1,826.75
Legal Fees	\$0.00
Repairs & Maintenance	\$0.00

Norseman Community Resource Centre

Profit & Loss Statement

1/07/2020 through 31/10/2020

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Cleaning Supplies	\$20.34	
Security	\$1,386.00	
Photo Express Kiosk	\$0.00	
Asset Purchases	\$7,645.05	
Computer Repairs & Maintenance	\$68.64	
Postage & Shipping	\$457.14	
Petty Cash	\$0.00	
Rent	\$0.00	
Telephone	\$1,041.41	
Stationery	\$485.73	
ATO Penalties	\$0.00	
TRANSWA Fares	\$556.43	
New Account	\$0.00	
Employment Expenses		
Staff Amenities	\$40.51	
Superannuation	\$1,488.65	
Wages & Salaries	\$20,360.23	
Workers' Compensation	\$0.00	
Training & Conferences	\$0.00	
Travel & Accomodation	\$0.00	
Other Employer Expenses	\$0.00	
Total Employment Expenses	\$21,889.39	
Services		
Gas	\$0.00	
Electricity	\$0.00	
Water	\$0.00	
Internet Fees	\$99.95	
Revaluation of Assets	\$0.00	
Loss on disposal of assets	\$0.00	
Suspense Account	\$0.00	
Total Expenses	\$43,279.33	
Net Profit / (Loss)	\$16,332.50	

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Balance Sheet

As of October 2020

6/11/2020
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Assets

Current Assets		
Cash On Hand		
Cheque Account	\$120,965.00	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Undeposited Funds	\$0.00	
Total Cash On Hand		\$121,265.00
Trade Debtors		\$42.15
Less Prov'n for Doubtful Debts		\$0.00
Inventory		\$0.00
Withholding Credits		
Voluntary Withholding Credits	\$0.00	
ABN Withholding Credits	\$0.00	
Total Withholding Credits		\$0.00
Total Current Assets		\$121,307.15
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		\$2,000.00
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost		\$88,064.56
Furniture & Fixtures Accum Dep		-\$61,712.49
Plant & Equipment at cost		\$0.00
Plant & Equipment Accum Dep		\$0.00
Leasehold Improvements		
Improvements at Cost	\$0.00	
Improvements Amortisation	\$0.00	
Total Leasehold Improvements		\$0.00
Total Assets		\$149,659.22

Liabilities

Current Liabilities		
Credit Cards		
Bankcard	\$0.00	
Diners Club	\$0.00	
MasterCard	\$0.00	
Visa	\$0.00	
Total Credit Cards		\$0.00
GST Liabilities		
GST Collected	\$26,846.45	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$24,517.76	
Total GST Liabilities		\$159.69
Sales Tax Payable		\$0.00
Import Duty Payable		\$0.00
Voluntary Withholdings Payable		\$0.00
ABN Withholdings Payable		\$0.00
Luxury Car Tax Payable		\$0.00
Accrued Expenses		\$0.00
Payroll Liabilities		
Payroll Deductions Payable	\$0.00	
PAYG Withholding Payable	\$0.00	
Employee Cost Reimburse Op Bal	\$0.00	
Total Payroll Liabilities		\$0.00
Other Current Liabilities		
Long Service Leave Provision		\$21,773.96
Annual Leave Provision		\$8,595.74
Total Current Liabilities		\$30,529.39
Long-Term Liabilities		

Norseman Community Resource Centre

Balance Sheet

As of October 2020

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Bank Loans	\$0.00	
Other Long-Term Liabilities	\$0.00	
Total Long-Term Liabilities		\$0.00
Total Liabilities		\$30,529.39
Net Assets		\$119,129.83
Equity		
Owner's Equity		
Owner's Capital	\$0.00	
Owner's Drawings	\$0.00	
Total Owner's Equity		\$0.00
Retained Earnings		\$48,975.78
Current Year Earnings		\$16,332.50
Historical Balancing		\$53,821.55
Total Equity		\$119,129.83

Norseman Community Resource Centre

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Reconciliation Report

6/11/2020
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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		31/10/2020		
Last Reconciled:		30/09/2020		
Last Reconciled Balance:		\$119,197.72		
Cleared Cheques				
1975	5/10/2020	Solutions IT		\$18.88
1976	5/10/2020	Clever Patch		\$1,872.82
1977	5/10/2020	C Direct		\$288.00
1978	5/10/2020	Safe T Card Australia PTY LT		\$603.90
1979	5/10/2020	Public Transport Authority of		\$203.52
1980	5/10/2020	Express Yourself Printing		\$190.00
1981	5/10/2020	Ballast		\$44.00
1982	5/10/2020	Being There Solutions Pty Ltd		\$44.00
1983	5/10/2020	Water Corporation		\$195.00
1984	5/10/2020	Solutions IT		\$18.88
1985	5/10/2020	C Direct		\$670.34
1986	5/10/2020	Norseman Today Group Inc		\$115.00
1987	5/10/2020	Norseman Today Group Inc		\$75.00
1988	5/10/2020	Norseman IGA		\$56.13
SC311020	5/10/2020			\$10.00
1989	19/10/2020	Telstra		\$275.78
SC311020	19/10/2020	Trust Bank Fee		\$10.00
1991	28/10/2020	C Direct		\$571.74
1992	28/10/2020	C Direct		\$911.92
1993	28/10/2020	WA LIBRARY SUPPLIES		\$589.00
1994	28/10/2020	Safe T Card Australia PTY LT		\$310.20
1995	28/10/2020	Public Transport Authority of		\$188.05
1996	28/10/2020	Express Yourself Printing		\$313.60
1997	28/10/2020	Future Security Solutions Pty		\$150.15
1998	28/10/2020	Solutions IT		\$7,625.56
1999	28/10/2020	Norseman IGA		\$81.46
2000	28/10/2020	Shire of Dundas - Wages & Su		\$11,487.67
2001	28/10/2020	Shire of Dundas - Photocopier		\$1,843.92
1990	29/10/2020	Australian Tax Office		\$2,376.00
		Total:	\$0.00	\$31,140.52
Cleared Deposits				
CR003013	8/10/2020	Department of Primary Industri	\$28,588.83	
CR003015	13/10/2020	Linkwest Inc 13.10.2020	\$1,100.00	
CR003014	14/10/2020	Centrelink 14.10.2020	\$2,183.87	
CR003016	19/10/2020	Payment; Dundas Fencing & B	\$5.00	
CR003020	21/10/2020	Payment; P & L Hogan Service	\$12.80	
CR003021	21/10/2020	Bank Deposit	\$117.30	
CR003017	23/10/2020	Payment; Shire of Dundas	\$900.00	
		Total:	\$32,907.80	\$0.00

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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:	31/10/2020			
Last Reconciled:	30/09/2020			
Last Reconciled Balance:	\$119,197.72			

Cleared Deposits

Reconciliation

BusinessBasics Balance on 31/10/2020:	\$120,965.00
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$120,965.00
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$120,965.00