



## MANAGEMENT REPORT

Prepared by: Angie Hogan

01/12/2021 - 31/12/2021

Norseman Community Resource Centre

### Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 0

Patronage per opening hour: 12.2

December was a rather quiet month, with a few Christmas events that the CRC assisted in. The CRC ran a Christmas activity at the Christmas Fayre and the seniors Christmas dinner.

The CRC ran a few hobby workshops leading up to Christmas, we created gingerbread houses, with quite a few in attendance and all who attended had a great time. Debbie Ralph ran a Christmas Wreath Powertex workshop, again had a few in attendance and all had a great time.

The CRC has also been busy sourcing online workshops for January, February and March.

The CRC has also met the requirements to be an approved preferred service provider for our service agreement with DPIRD, the Norseman CRC is now positioned for DPIRD to provide us with an extension to 30/6/2027 and certainty of funding for the next five years.

### Events/courses investigated for future succession planning

All year we will be running Free Basic computer classes-Word, Excel, Publisher, and BeConnected for Seniors 50+ and short courses.

### Professional development and training opportunities

Certificate II in information, Digital media and Technology.

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

**1/07/2021 through 31/12/2021**

9/02/2022

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Income		
Sales		
1 Computer Usage	\$193.65	
3 Photocopying/Printing	\$6,306.02	
Scanning	\$211.09	
Binding	\$133.64	
Memberships	\$36.36	
Secretarial Services	\$4.54	
Laminating	\$76.82	
Kids Klub	\$9.09	
Events	\$681.81	
Computer Goods - Sales	\$1,069.08	
Phones & Credit - Sales	\$1,262.01	
4 Drinks - Sales	\$33.55	
Express Yourself - Sales	\$49.33	
Photo Express kiosk	\$393.87	
Animal Jewels & Coasters Sales	\$94.04	
Conference Room Hire	\$968.18	
Contract Services	\$13,338.42	
Grant Income	\$78,983.16	
Miscellaneous Income	\$466.18	
<b>Total Income</b>		<u>\$104,310.84</u>
Cost of Sales		
Purchases		
Purchases - Express Yourself	\$90.00	
Photocopier Meter Reading	\$5,033.56	
Computer & Phone Goods	-\$620.98	
TRANSWA Ticket Sales	-\$610.35	
<b>Total Cost of Sales</b>		<u>\$3,892.23</u>
<b>Gross Profit</b>		<u>\$100,418.61</u>
Expenses		
Events	\$19,439.19	
Bank Fees	\$120.00	
Advertising	\$1,113.64	
Dues & Subscriptions	\$793.07	
Insurance	\$903.65	
Cleaning Supplies	\$74.27	
Security	\$1,662.00	
Photo Express Kiosk	\$654.00	
Asset Purchases	\$3,045.45	
Computer Repairs & Maintenance	\$3,753.73	
Postage & Shipping	\$10.00	
Telephone	\$499.96	
Stationery	\$547.28	
Employment Expenses		
Staff Amenities	\$63.56	
Superannuation	\$3,726.08	
Wages & Salaries	\$24,100.30	
Training & Conferences	\$750.41	
<b>Total Employment Expenses</b>	<u>\$28,640.35</u>	
Services		
Internet Fees	\$22.73	
<b>Total Expenses</b>		<u>\$61,279.32</u>
<b>Net Profit / (Loss)</b>		<u>\$39,139.29</u>

## Norseman Community Resource Centre

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### Balance Sheet

As of December 2021

9/02/2022

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$141,885.45
Petty Cash	\$150.00
Total Cash On Hand	<u>\$142,035.45</u>
Trade Debtors	\$2,542.40
Total Current Assets	<u>\$144,577.85</u>
Other Assets	
Deposits	\$2,000.00
Total Other Assets	<u>\$2,000.00</u>
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$96,659.60
Furniture & Fixtures Accum Dep	<u>-\$70,307.53</u>
Total Assets	<u>\$172,929.92</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$50,574.82
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$46,452.83</u>
Total GST Liabilities	\$1,952.99
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	<u>\$32,322.69</u>
Total Liabilities	<u>\$32,322.69</u>
Net Assets	<u>\$140,607.23</u>
Equity	
Retained Earnings	\$47,646.39
Current Year Earnings	\$39,139.29
Historical Balancing	\$53,821.55
Total Equity	<u>\$140,607.23</u>

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN W.A 6443

### Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
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Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 30/12/2021

#### Reconciled Cheques

SC311221	3/12/2021	Bank Fees		\$10.00
2195	15/12/2021	AUSTRALIAN PHOTO SUPPLIES		\$719.40
2196	15/12/2021	Solutions IT		\$18.88
2197	15/12/2021	Public Transport Authority of		\$24.76
2198	15/12/2021	Norseman IGA		\$154.52
SC311221	17/12/2021	Trust Bank Fees		\$10.00
2199	22/12/2021	Norseman Today Group Inc		\$250.00
2200	22/12/2021	Safe T Card Australia PTY LT		\$603.90
2201	22/12/2021	Esperance Communications		\$1,489.85
Total:			\$0.00	\$3,281.31

#### Reconciled Deposits

CR003134	2/12/2021	Payment, WA Country Health	\$25.00	
CR003135	3/12/2021	Payment, Centrecare Kalgoorl	\$50.00	
CR003138	14/12/2021	Centrelink 14.12.2021	\$2,445.38	
CR003136	21/12/2021	Payment, Full Moon Cafe & T	\$133.50	
CR003141	22/12/2021	EFT Sales 01.11.2021 - 30.11.	\$1,476.08	
CR003139	23/12/2021	Department of Primary Industr	\$28,960.49	
CR003137	29/12/2021	Payment, C.A.P.S	\$110.00	
Total:			\$33,200.45	\$0.00

#### Reconciliation

BusinessBasics Balance on 30/12/2021:	\$141,885.45
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$141,885.45
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$141,885.45