



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/01/2022-31/01/2022

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 0

Patronage per opening hour: 10.6

January was busy with customers requiring their Certificates printed, ServiceWA and MyGovID apps put on their phones. The Woodlands centre served 63 customers (mainly Local residents) from the 10/01/2022 - 4/2/2022, we had returning customers as both Apps had crashed and some phones were old they were not compatible to download the App, so we had to print the certificates from the MYGov account (Centrelink). The procedure for some took up to 2 hours.

Looking forward to March as the CRC has a lot of hobby workshops, and online workshops.

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, and Publisher, and BeConnected for Seniors 50+ and short courses.

Professional development and training opportunities

Certificate II in information, Digital media and Technology.

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

1/07/2021 through 31/01/2022

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Income		
Sales		
1 Computer Usage	\$196.38	
3 Photocopying/Printing	\$6,313.65	
Scanning	\$213.82	
Binding	\$133.64	
Memberships	\$36.36	
Secretarial Services	\$4.54	
Laminating	\$84.10	
Kids Klub	\$9.09	
Events	\$681.81	
Computer Goods - Sales	\$1,147.17	
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	\$1,013.63	
Contract Services	\$15,561.49	
Grant Income	\$78,983.16	
Miscellaneous Income	\$466.18	
Total Income		<u>\$106,677.82</u>
Cost of Sales		
Purchases		
Purchases - Express Yourself	\$90.00	
Photocopier Meter Reading	\$5,033.56	
Computer & Phone Goods	-\$620.98	
TRANSWA Ticket Sales	-\$615.80	
Total Cost of Sales		<u>\$3,886.78</u>
Gross Profit		<u>\$102,791.04</u>
Expenses		
Events	\$19,439.19	
Bank Fees	\$140.00	
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	
Total Employment Expenses		<u>\$28,640.35</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$61,299.32</u>
Net Profit / (Loss)		<u>\$41,491.72</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: 31/01/2021				

Reconciled Deposits

CR003045	29/01/2021	Bank Deposit	\$1,372.55	
Total:			\$1,372.55	\$0.00

Reconciliation

BusinessBasics Balance on 31/01/2021:	\$129,484.80
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$129,484.80
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$129,484.80

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Balance Sheet

As of January 2022

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$144,341.83
Petty Cash	\$150.00
Total Cash On Hand	<u>\$144,491.83</u>
Trade Debtors	\$2,675.70
Total Current Assets	<u>\$147,167.53</u>
Other Assets	
Deposits	\$2,000.00
Total Other Assets	<u>\$2,000.00</u>
Fixed Assets	
Furniture & Fixtures	\$96,659.60
Furniture & Fixtures at Cost	
Furniture & Fixtures Accum Dep	<u>-\$70,307.53</u>
Total Assets	<u>\$175,519.60</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$50,812.07
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$46,452.83</u>
Total GST Liabilities	\$2,190.24
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$32,559.94</u>
Total Liabilities	<u>\$32,559.94</u>
Net Assets	<u>\$142,959.66</u>
Equity	
Retained Earnings	\$47,646.39
Current Year Earnings	\$41,491.72
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$142,959.66</u>