



Norseman

Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan
01/08/2019-31/08/2019

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 5

New memberships this reporting period: 0

Patronage per opening hour: 12

August has been a quite month we had Lotterywest visit the CRC to run a free information session on applying for grants, this was open to anyone who wished to attend, unfortunately attendance was low.

Kidz Klub has been busy making and creating garden projects getting ready for the Norseman Garden show.

The CRC has run a few computer and resume writing workshops for the unemployed and anyone who wishes to attend, there were a few in attendance.

The CRC has a busy few months ahead with a lot more workshops and community events.

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

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Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		31/08/2019		
Last Reconciled:		31/07/2019		
Last Reconciled Balance:		\$129,716.18		
Cleared Cheques				
1832	1/08/2019	Westnet		\$109.95
1833	1/08/2019	Australian Tax Office		\$2,169.00
SC300819	5/08/2019	ACCOUNT SERVICING FEE		\$10.00
1834	14/08/2019	Telstra		\$377.12
SC300819	19/08/2019	TRUST SERVICING FEE		\$10.00
1835	23/08/2019	Norseman IGA		\$267.10
1836	23/08/2019	Kilima WA Pty Ltd		\$2,203.52
1837	23/08/2019	C Direct		\$888.48
1838	26/08/2019	Water Corporation		\$56.77
Total:			\$0.00	\$6,091.94

Cleared Deposits

CR002916	15/08/2019	Centrelink Agent Payment	\$2,130.47	
CR002917	22/08/2019	Payment; Wilsons Diesel & Au	\$279.00	
CR002918	23/08/2019	Payment; Shire of Dundas	\$1,200.00	
CR002920	28/08/2019	Payment; Norseman Hotel	\$55.00	
CR002922	28/08/2019	Bank Deposit	\$1,273.10	
CR002923	30/08/2019	Bank Deposit	\$25.10	
Total:			\$4,962.67	\$0.00

Reconciliation

BusinessBasics Balance on 31/08/2019:	\$128,586.91
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$128,586.91
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$128,586.91

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Balance Sheet

As of August 2019

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$128,586.91	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Total Cash On Hand	<u>\$128,886.91</u>	
Trade Debtors	\$1,222.15	
Total Current Assets		<u>\$130,109.06</u>
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		<u>\$2,000.00</u>
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$85,598.59	
Furniture & Fixtures Accum Dep	<u>-\$61,712.49</u>	
Total Assets		<u>\$155,995.16</u>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$9,014.82	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$2,075.82</u>	
Total GST Liabilities		<u>\$4,770.00</u>
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	<u>\$8,595.74</u>	
Total Current Liabilities		<u>\$35,139.70</u>
Total Liabilities		<u>\$35,139.70</u>
Net Assets		
		<u>\$120,855.46</u>
Equity		
Retained Earnings	\$46,617.87	
Current Year Earnings	\$20,416.04	
Historical Balancing	<u>\$53,821.55</u>	
Total Equity		<u>\$120,855.46</u>

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Profit & Loss Statement

1/08/2019 through 31/08/2019

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Income		
Sales		
1 Computer Usage	\$99.08	
3 Photocopying/Printing	\$629.47	
Fax Services	\$10.90	
Scanning	\$46.37	
Secretarial Services	\$89.59	
Laminating	\$19.54	
Kids Klub	\$22.72	
Computer Goods - Sales	\$189.09	
Phones & Credit - Sales	\$654.55	
4 Drinks - Sales	\$1.82	
Photo Express kiosk	\$7.00	
Conference Room Hire	\$363.64	
Contract Services	\$1,936.79	
Total Income		<u>\$4,070.56</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$807.71	
Total Cost of Sales		<u>\$807.71</u>
Gross Profit		<u>\$3,262.85</u>
Expenses		
Events	\$228.25	
Bank Fees	\$20.00	
Dues & Subscriptions	\$2,003.20	
Telephone	\$342.84	
Stationery	\$6.70	
Employment Expenses		
Staff Amenities	\$14.84	
Total Employment Expenses		<u>\$14.84</u>
Services		
Water	\$56.77	
Internet Fees	\$99.95	
Total Expenses		<u>\$2,772.55</u>
Net Profit / (Loss)		<u>\$490.30</u>

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