

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Reconciliation Report

4/12/2018
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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		30/11/2018		
Last Reconciled:		31/10/2018		
Last Reconciled Balance:		\$127,280.98		

Cleared Cheques

1790	26/10/2018	Shire of Dundas - Insurance 81		\$846.35
1790	26/10/2018	Shire of Dundas - Photocopier		\$3,787.11
1790	26/10/2018	Shire of Dundas - Wages & Su		\$20,914.52
DD011118	1/11/2018	Kilima WA Pty Ltd		\$1,100.00
DD011118	1/11/2018	Horizon Power		\$381.73
DD011118	1/11/2018	Westnet		\$109.95
SC301118	5/11/2018	Bank fee		\$10.00
DD071118	7/11/2018	Canon Finance		\$233.57
DD632742	9/11/2018	ANGELA HOGAN		\$104.00
DD632742	9/11/2018	Future Security Solutions Pty		\$150.15
DD632742	9/11/2018	Esperance Communications		\$440.00
DD121118	12/11/2018	Telstra		\$158.13
DD121118	12/11/2018	National Kiosk		\$51.50
SC301118	19/11/2018	Bank fee - trust account		\$10.00
DD722758	23/11/2018	C Direct		\$345.81
DD722758	23/11/2018	Clever Patch		\$232.74
DD722758	23/11/2018	Norseman IGA		\$190.14
DD722758	23/11/2018	Ozowned Supplies & Services		\$110.00
DD722758	23/11/2018	Esperance Chamber of Comme		\$60.00
DD903964	30/11/2018	Oleenna Connell		\$200.00
DD903964	30/11/2018	Norseman Today		\$300.00
DD903964	30/11/2018	Full Moon Cafe & Thai Restau		\$70.00
Total:			\$0.00	\$29,805.70

Cleared Deposits

CR002816	2/11/2018	Bank Deposit 02.11.18	\$1,223.05	
CR002778	8/11/2018	Payment; G.E.T.S.	\$1,540.20	
CR002777	15/11/2018	Centrelink	\$2,124.46	
CR002779	23/11/2018	Payment; Shire of Dundas	\$1,449.25	
CR002817	26/11/2018	Bank Deposit 26.11.18	\$320.95	
Total:			\$6,657.91	\$0.00

Reconciliation

BusinessBasics Balance on 30/11/2018:	\$104,133.19
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$104,133.19
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$104,133.19

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Profit & Loss [With Year to Date]

November 2018

4/12/2018

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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sales				
1 Computer Usage	\$48.19	1.4%	\$509.39	0.7%
3 Photocopying/Printing	\$1,410.26	39.9%	\$9,514.93	12.2%
Fax Services	\$5.00	0.1%	\$39.07	0.1%
Scanning	\$18.18	0.5%	\$175.57	0.2%
Binding	\$0.00	0.0%	\$21.82	0.0%
Secretarial Services	\$0.00	0.0%	\$196.35	0.3%
Laminating	\$0.00	0.0%	\$94.08	0.1%
Kids Klub	\$13.63	0.4%	\$258.17	0.3%
Events	\$0.00	0.0%	\$109.08	0.1%
Computer Goods - Sales	-\$12.73	(0.4%)	\$527.82	0.7%
Phones & Credit - Sales	\$113.63	3.2%	\$3,047.47	3.9%
4 Drinks - Sales	\$6.36	0.2%	\$48.18	0.1%
Express Yourself - Sales	\$0.00	0.0%	\$139.46	0.2%
Photo Express kiosk	\$3.77	0.1%	\$46.82	0.1%
Conference Room Hire	\$0.00	0.0%	\$3,000.00	3.9%
Contract Services	\$1,931.33	54.6%	\$9,656.65	12.4%
Grant Income	\$0.00	0.0%	\$50,385.24	64.8%
Miscellaneous Income	\$0.00	0.0%	\$18.18	0.0%
Total Income	\$3,537.62	100.0%	\$77,788.28	100.0%
Cost of Sales				
Purchases				
Purchases - Express Yourself	\$0.00	0.0%	\$187.71	0.2%
Drinks	\$25.52	0.7%	\$25.52	0.0%
Photocopier Meter Reading	\$0.00	0.0%	\$7,487.11	9.6%
Computer & Phone Goods	\$314.37	8.9%	\$3,266.14	4.2%
Total Cost of Sales	\$339.89	9.6%	\$10,966.48	14.1%
Gross Profit	\$3,197.73	90.4%	\$66,821.80	85.9%
Expenses				
Events	\$641.21	18.1%	\$1,776.33	2.3%
Bank Fees	\$18.18	0.5%	\$94.54	0.1%
Advertising	\$300.00	8.5%	\$1,147.27	1.5%
Dues & Subscriptions	\$0.00	0.0%	\$2,836.53	3.6%
Insurance	\$0.00	0.0%	\$3,759.55	4.8%
Repairs & Maintenance	\$400.00	11.3%	\$570.00	0.7%
Cleaning Supplies	\$100.00	2.8%	\$112.28	0.1%
Security	\$136.50	3.9%	\$273.00	0.4%
Photo Express Kiosk	\$259.16	7.3%	\$1,627.06	2.1%
Computer Repairs & Maintenance	\$0.00	0.0%	\$270.00	0.3%
Postage & Shipping	\$0.00	0.0%	\$11.09	0.0%
Rent	\$1,000.00	28.3%	\$5,189.34	6.7%
Telephone	\$143.75	4.1%	\$737.15	0.9%
Stationery	\$0.00	0.0%	\$260.78	0.3%
Employment Expenses				
Superannuation	\$0.00	0.0%	\$3,873.51	5.0%
Wages & Salaries	\$0.00	0.0%	\$24,602.74	31.6%
Training & Conferences	\$118.19	3.3%	\$2,263.81	2.9%
Total Employment Expenses	\$118.19	3.3%	\$30,740.06	39.5%
Services				
Electricity	\$347.03	9.8%	\$1,136.56	1.5%
Water	\$0.00	0.0%	\$94.58	0.1%
Internet Fees	\$99.95	2.8%	\$499.75	0.6%
Total Expenses	\$3,563.97	100.7%	\$51,135.87	65.7%
Net Profit / (Loss)	-\$366.24	(10.4%)	\$15,685.93	20.2%

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Balance Sheet

As of November 2018

4/12/2018

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Assets

Current Assets		
Cash On Hand		
Cheque Account	\$104,133.19	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Undeposited Funds	\$0.00	
Total Cash On Hand	\$104,433.19	
Trade Debtors	\$1,058.50	
Total Current Assets		\$105,491.69
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		\$2,000.00
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost		\$85,598.59
Furniture & Fixtures Accum Dep		-\$43,555.82
Total Assets		\$149,534.46

Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$115,142.33	
GST Paid	-\$109,954.76	
Total GST Liabilities	\$5,187.57	
Other Current Liabilities		
Long Service Leave Provision	\$19,870.73	
Annual Leave Provision	\$15,113.62	
Total Current Liabilities		\$40,171.92
Total Liabilities		\$40,171.92

Net Assets \$109,362.54

Equity

Retained Earnings	\$39,855.06	
Current Year Earnings	\$15,685.93	
Historical Balancing	\$53,821.55	
Total Equity		<u>\$109,362.54</u>