

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Reconciliation Report

16/01/2020  
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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 31/12/2019				
Last Reconciled: 29/11/2019				
Last Reconciled Balance: \$125,656.49				

### Cleared Cheques

1872	2/12/2019	Westnet		\$109.95
SC311219	5/12/2019	Bank Fees		\$10.00
1873	13/12/2019	Safe T Card Australia PTY LT		\$1,822.70
1874	13/12/2019	Norseman IGA		\$38.99
1875	13/12/2019	Shire of Dundas - Wages & Su		\$13,006.47
1876	13/12/2019	Shire of Dundas - Photocopier		\$1,486.94
1877	16/12/2019	Telstra		\$302.95
SC311219	17/12/2019	Trust Bank Fees		\$10.00
Total:			\$0.00	\$16,788.00

### Cleared Deposits

CR002944	13/12/2019	Overcharge of invoice 4680 (G	\$77.73	
CR002945	16/12/2019	Centrelink	\$2,130.47	
Total:			\$2,208.20	\$0.00

### Reconciliation

BusinessBasics Balance on 31/12/2019:	\$111,076.69
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$111,076.69
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$111,076.69

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## Balance Sheet

As of December 2019

16/01/2020  
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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$111,076.69
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	\$111,376.69
Trade Debtors	\$1,383.05
Total Current Assets	\$112,759.74
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	-\$61,712.49
Total Assets	\$138,645.84
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$12,772.36
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$9,205.15
Total GST Liabilities	\$1,398.21
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	\$31,767.91
Total Liabilities	\$31,767.91
Net Assets	
	\$106,877.93
Equity	
Retained Earnings	\$46,617.87
Current Year Earnings	\$6,438.51
Historical Balancing	\$53,821.55
Total Equity	\$106,877.93

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## Profit & Loss Statement

1/07/2019 through 31/12/2019

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### Income

Sales	
1 Computer Usage	\$303.80
2 Printing	\$13.63
3 Photocopying/Printing	\$4,985.64
Fax Services	\$47.05
Scanning	\$215.02
Binding	\$10.91
Memberships	\$100.00
Secretarial Services	\$94.13
Laminating	\$192.72
Kids Klub	\$193.63
Events	\$45.45
Computer Goods - Sales	\$351.77
Phones & Credit - Sales	\$2,203.60
4 Drinks - Sales	\$17.27
Photo Express kiosk	\$23.18
Conference Room Hire	\$363.64
Contract Services	\$37,183.69
Grant Income	\$25,562.95
Total Income	<u>\$71,908.08</u>

### Cost of Sales

Purchases	
Photocopier Meter Reading	\$5,168.93
Computer & Phone Goods	\$5,723.44
Total Cost of Sales	<u>\$10,892.37</u>

Gross Profit \$61,015.71

### Expenses

Events	\$1,744.65
Bank Fees	\$120.00
Advertising	\$975.00
Dues & Subscriptions	\$2,184.11
Insurance	\$3,189.78
Cleaning Supplies	\$11.81
Security	\$273.00
Postage & Shipping	\$15.95
Rent	\$6,343.09
Telephone	\$2,048.91
Stationery	\$498.61
Employment Expenses	
Staff Amenities	\$30.10
Superannuation	\$4,665.70
Wages & Salaries	\$28,831.85
Training & Conferences	\$2,026.10
Total Employment Expenses	<u>\$35,553.75</u>
Services	
Electricity	\$1,062.02
Water	\$56.77
Internet Fees	\$499.75
Total Expenses	<u>\$54,577.20</u>

Net Profit / (Loss) \$6,438.51