



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/01/2020-31/01/2020

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 3

New memberships this reporting period: 0

Patronage per opening hour: 6.9

January was a quite month with some basic computer workshops running.

The CRC has been busy researching events, information sessions and workshops for the "Planned Activities for the next nine months.

The CRC is transitioning over to Trans WA agent, and in the process of training.

The CRC has acquired Safety Cards OHS for staff that are of high risk and lone workers. The card is monitored 24/7, sim card and network airtime, person down alarm, ambient alarm, two way voice and audio, training and support, and is always in reach as it hangs around your neck.

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

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

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Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Reconciliation Report

12/02/2020
11:08:28 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		31/01/2020		

Reconciled Cheques

1878	2/01/2020	Westnet		\$109.95
SC310120	3/01/2020	Bank Fees		\$10.00
1879	7/01/2020	Horizon Power		\$377.71
1880	15/01/2020	Telstra		\$283.37
SC310120	17/01/2020	Trust Bank Fee		\$10.00
Total:			\$0.00	\$791.03

Reconciled Deposits

CR002946	2/01/2020	Payment; MEEDAC	\$14.50	
CR002948	10/01/2020	Department of Primary Industri	\$28,119.24	
CR002947	13/01/2020	Payment; Shire of Dundas	\$1,200.00	
CR002949	15/01/2020	Centrelink	\$1,952.46	
CR002951	29/01/2020	Payment; Norseman Golf Club	\$35.00	
CR002952	29/01/2020	Bank Deposit 19.11.19 - 29.11.	\$422.30	
Total:			\$31,743.50	\$0.00

Reconciliation

BusinessBasics Balance on 31/01/2020:	\$142,029.16
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$142,029.16
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$142,029.16



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Balance Sheet

As of January 2020

12/02/2020
11:06:39 AM

Assets

Current Assets

Cash On Hand

Cheque Account

\$142,029.16

Petty Cash

\$150.00

Cash Float

\$150.00

Total Cash On Hand

\$142,329.16

Trade Debtors

\$1,898.15

Total Current Assets

\$144,227.31

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

-\$59,246.52

Total Assets

\$172,579.38

Liabilities

Current Liabilities

GST Liabilities

GST Collected

\$15,704.97

ATO Running Balance Account

-\$2,169.00

GST Paid

-\$9,275.25

Total GST Liabilities

\$4,260.72

Other Current Liabilities

Long Service Leave Provision

\$21,773.96

Annual Leave Provision

\$8,595.74

Total Current Liabilities

\$34,630.42

Total Liabilities

\$34,630.42

Net Assets

\$137,948.96

Equity

Retained Earnings

\$46,617.87

Current Year Earnings

\$37,509.54

Historical Balancing

\$53,821.55

Total Equity

\$137,948.96

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Profit & Loss Statement

1/07/2019 through 31/01/2020

12/02/2020

11:06:06 AM

Income

Sales

1 Computer Usage	\$322.89
2 Printing	\$13.63
3 Photocopying/Printing	\$6,581.80
Fax Services	\$47.60
Scanning	\$228.20
Binding	\$21.82
Memberships	\$100.00
Secretarial Services	\$94.13
Laminating	\$197.27
Kids Klub	\$193.63
Events	\$45.45
Computer Goods - Sales	\$351.77
Phones & Credit - Sales	\$2,547.24
4 Drinks - Sales	\$17.27
Photo Express kiosk	\$23.18
Conference Room Hire	\$363.64
Contract Services	\$38,958.65

Grant Income \$51,125.90

Total Income \$101,234.07

Cost of Sales

Purchases

Photocopier Meter Reading	\$5,168.93
Computer & Phone Goods	\$3,257.47

Total Cost of Sales \$8,426.40

Gross Profit \$92,807.67

Expenses

Events	\$1,744.65
Bank Fees	\$140.00
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	\$2,306.52
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 \$35,553.75

Services

Electricity	\$1,405.39
Water	\$56.77
Internet Fees	\$599.70

Total Expenses \$55,298.13

Net Profit / (Loss) \$37,509.54