



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/8/2020-31/8/2020

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 3

New memberships this reporting period: 0

Patronage per opening hour: 6.2

July was a busy month with the CRC packing and is in the process of moving to the new location. Beconnected short courses have resumed at the CRC along with webinar workshops. The CRC has entered a Tidy Towns submission on the new Woodlands Centre, judges will be here early September. There are seven categories, I have entered in the General Appearance category that recognises improvements to a community and providing a place where visitors are delighted to come, there is an overall state award and prize money of up to \$2000.00.

Events will resume once the CRC has moved to the new location.

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, BeConnected for Seniors 50+

Professional development and training opportunities

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

1/07/2020 through 31/08/2020

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Income		
Sales		
1 Computer Usage	\$54.54	
3 Photocopying/Printing	\$1,884.86	
Fax Services	\$7.19	
Scanning	\$56.82	
Laminating	\$36.82	
Computer Goods - Sales	\$45.40	
Phones & Credit - Sales	\$544.55	
Contract Services	\$3,970.68	
Grant Income	\$25,989.85	
TRANS WA - Sales	\$776.31	
Total Income		<u>\$33,367.02</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$1,468.02	
Computer & Phone Goods	\$1,129.12	
Total Cost of Sales		<u>\$2,597.14</u>
Gross Profit		<u>\$30,769.88</u>
Expenses		
Events	\$257.99	
Bank Fees	\$90.00	
Advertising	\$2,730.48	
Dues & Subscriptions	\$2,624.55	
Insurance	\$1,826.75	
Cleaning Supplies	-\$7.57	
Security	\$418.50	
Computer Repairs & Maintenance	\$34.32	
Postage & Shipping	\$457.14	
Telephone	\$510.55	
Stationery	\$24.18	
TRANSWA Fares	\$556.43	
Employment Expenses		
Staff Amenities	\$28.66	
Wages & Salaries	\$10,361.21	
Total Employment Expenses		<u>\$10,389.87</u>
Services		
Internet Fees	\$99.95	
Total Expenses		<u>\$20,013.14</u>
Net Profit / (Loss)		<u>\$10,756.74</u>

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Balance Sheet

As of August 2020

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$114,070.92
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	<u>\$114,370.92</u>
Trade Debtors	\$2,001.30
Total Current Assets	<u>\$116,372.22</u>
Other Assets	
Deposits	<u>\$2,000.00</u>
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	<u>-\$59,246.52</u>
Total Assets	<u>\$144,724.29</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$23,537.04
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$20,567.52</u>
Total GST Liabilities	\$800.52
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$31,170.22</u>
Total Liabilities	<u>\$31,170.22</u>
Net Assets	<u>\$113,554.07</u>
Equity	
Retained Earnings	\$48,975.78
Current Year Earnings	\$10,756.74
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$113,554.07</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:		31/08/2020		
Last Reconciled:		31/07/2020		
Last Reconciled Balance:		\$132,828.81		

Cleared Cheques

SC310820	5/08/2020			\$10.00
1955	11/08/2020	Australian Tax Office		\$23.00
1956	11/08/2020	Public Transport Authority of		\$121.21
1957	11/08/2020	C Direct		\$274.03
1958	11/08/2020	Norseman Today Group Inc		\$130.00
1959	11/08/2020	Future Security Solutions Pty		\$150.15
1960	11/08/2020	Linkwest Inc		\$2,475.00
1961	11/08/2020	Telstra		\$279.79
1801	14/08/2020	Petty Cash Norseman CRC		\$94.25
SC310820	17/08/2020	TRUST BANK FEE		\$10.00
1962	20/08/2020	Solutions IT		\$18.88
1963	20/08/2020	Solutions IT		\$18.88
1964	20/08/2020	Public Transport Authority of		\$490.86
1965	20/08/2020	Safe T Card Australia PTY LT		\$310.20
1966	20/08/2020	Norseman IGA		\$49.80
1973	20/08/2020	ANZ - Bank Fees		\$50.00
1967	28/08/2020	C Direct		\$968.00
1968	28/08/2020	Jason Signmakers		\$1,937.65
1969	28/08/2020	Shire of Dundas - Wages & Su		\$10,361.21
1970	28/08/2020	Shire of Dundas - Events		\$190.80
1971	28/08/2020	Shire of Dundas - LGIS Insura		\$2,009.43
1972	28/08/2020	Shire of Dundas - Photocopier		\$1,614.82
Total:			\$0.00	\$21,587.96

Cleared Deposits

CR002998	14/08/2020	Centrelink Services AU 01.08.	\$2,183.87	
CR003001	14/08/2020	Bank Deposit	\$331.75	
CR003002	25/08/2020	Bank Deposit	\$314.45	
Total:			\$2,830.07	\$0.00

Reconciliation

BusinessBasics Balance on 31/08/2020:	\$114,070.92
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$114,070.92
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$114,070.92