



MANAGEMENT REPORT

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01/9/2020-30/9/2020

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4

New memberships this reporting period: 1

Patronage per opening hour: 15.5

A busy month for the CRC as workshops and events make a comeback, we have had the youth of Norseman creating bath bombs and mirror mosaics, Halloween movie night, code club, for the adults/seniors we have had fun with Virtual Reality workshops, DIY bath bombs and bath salts, App workshops, scam workshops and BeConnected workshops.

Tidy Town judges were here to have a look at our town and the Woodlands Centre, as Norseman is an entrant for the Tidy Towns "General Appearance" Award.

A few services have also returned back to Norseman, Centrecare are now booking the Conference room along with IDAS Advocate (financial & Counselling services for the Disabled).

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

Reconciliation Report

13/10/2020
4:29:04 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		30/09/2020		
Reconciled Cheques				
SC300920	4/09/2020	Bank Fee		\$10.00
1974	14/09/2020	Telstra		\$308.17
SC300920	17/09/2020	Bank Fees Trust Account		\$10.00
Total:			\$0.00	\$328.17

Reconciled Deposits

CR003003	2/09/2020	Department of Primary Industri	\$550.00	
CR003004	14/09/2020	Payment; Dundas Fencing & B	\$15.00	
CR003005	14/09/2020	Payment; Shire of Dundas	\$1,866.20	
CR003006	15/09/2020	Services AU 01.09.2020	\$2,183.87	
CR003008	15/09/2020	Payment; Norseman Hotel	\$104.90	
CR003011	16/09/2020	Bank Deposit	\$507.50	
CR003010	25/09/2020	Payment; Norseman Hotel	\$2.40	
CR003012	25/09/2020	Bank Deposit	\$225.10	
Total:			\$5,454.97	\$0.00

Reconciliation

BusinessBasics Balance on 30/09/2020:	\$119,197.72
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$119,197.72
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$119,197.72

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Balance Sheet

As of September 2020

13/10/2020
4:29:32 PM

Assets

Current Assets		
Cash On Hand		
Cheque Account	\$119,197.72	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Total Cash On Hand	<u>\$119,497.72</u>	
Trade Debtors	\$927.80	
Total Current Assets		\$120,425.52
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>-\$59,246.52</u>	
Total Assets		<u>\$148,777.59</u>

Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$23,935.35	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$20,595.54</u>	
Total GST Liabilities		\$1,170.81
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	<u>\$8,595.74</u>	
Total Current Liabilities		<u>\$31,540.51</u>
Total Liabilities		\$31,540.51

Net Assets \$117,237.08

Equity

Retained Earnings	\$48,975.78	
Current Year Earnings	\$14,439.75	
Historical Balancing	<u>\$53,821.55</u>	
Total Equity		<u>\$117,237.08</u>

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Profit & Loss Statement

1/07/2020 through 30/09/2020

13/10/2020
4:29:52 PM

Income		
Sales		
1 Computer Usage	\$54.54	
3 Photocopying/Printing	\$2,737.04	
Fax Services	\$10.28	
Scanning	\$81.83	
Memberships	\$63.64	
Laminating	\$36.82	
Computer Goods - Sales	\$52.44	
Phones & Credit - Sales	\$998.18	
Contract Services	\$5,956.02	
Grant Income	\$26,489.85	
TRANS WA - Sales	\$869.54	
Total Income		<u>\$37,350.18</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>\$34,753.04</u>
Expenses		
Events	\$257.99	
Bank Fees	\$110.00	
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	\$790.70	
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>\$20,313.29</u>
Net Profit / (Loss)		<u>\$14,439.75</u>