



# Norseman Community Resource Centre

## MANAGEMENT REPORT

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Prepared by: Angie Hogan  
01/11/2020-31/12/2020 (November & December)  
Norseman Community Resource Centre

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### **Membership and patronage details:**

Total Number of memberships: 4  
New memberships this reporting period: 0  
Patronage per opening hour:

The CRC ran a few online workshops on Data and how to use it and online skills. Business local ran an intermediate Excel workshop and media marketing workshop. Workshops are starting to increase now that there is a little bit of normality about.

The CRC has also been looking at other Video Conferencing platforms as Beingthere has now ceased, and have decided that we will use Zoom, Hannah and myself have been busy with Natika from Tiktech solutions who can offer our business advice and support Natika has a solid understanding and background in connecting people through secure online video conferencing technology as she used to work with Beingthere.

The Meeting room is also starting to pick up as we have had quite a lot of Bookings with services that are required here in Norseman.

Kidz Klub Christmas teamed up with the Christmas Fayre this year which worked well with a kids activity and stockings handed out by Santa.

### **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 31/12/2020

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|                                |             |                     |
|--------------------------------|-------------|---------------------|
| Income                         |             |                     |
| Sales                          |             |                     |
| 1 Computer Usage               | \$59.99     |                     |
| 2 Printing                     | \$1,378.24  |                     |
| 3 Photocopying/Printing        | \$6,056.59  |                     |
| Fax Services                   | \$15.92     |                     |
| Scanning                       | \$116.29    |                     |
| Memberships                    | \$100.00    |                     |
| Secretarial Services           | \$4.55      |                     |
| Laminating                     | \$38.64     |                     |
| Kids Klub                      | \$65.46     |                     |
| Events                         | \$52.73     |                     |
| Computer Goods - Sales         | \$52.44     |                     |
| Phones & Credit - Sales        | \$998.18    |                     |
| Express Yourself - Sales       | \$51.82     |                     |
| Photo Express kiosk            | \$3.63      |                     |
| Conference Room Hire           | \$90.91     |                     |
| Contract Services              | \$11,912.04 |                     |
| Grant Income                   | \$79,469.55 |                     |
| TRANS WA - Sales               | \$869.54    |                     |
| Miscellaneous Income           | \$18.09     |                     |
| Total Income                   |             | <u>\$101,354.61</u> |
| Cost of Sales                  |             |                     |
| Purchases                      |             |                     |
| Photocopier Meter Reading      | \$3,855.41  |                     |
| Computer & Phone Goods         | \$3,349.12  |                     |
| TRANSWA Ticket Sales           | \$392.34    |                     |
| Freight                        | \$182.33    |                     |
| Total Cost of Sales            |             | <u>\$7,779.20</u>   |
| Gross Profit                   |             | <u>\$93,575.41</u>  |
| Expenses                       |             |                     |
| Events                         | \$2,600.40  |                     |
| Bank Fees                      | \$170.00    |                     |
| Advertising                    | \$3,093.21  |                     |
| Dues & Subscriptions           | \$2,801.71  |                     |
| Insurance                      | \$3,620.86  |                     |
| Repairs & Maintenance          | \$1,392.00  |                     |
| Cleaning Supplies              | \$58.09     |                     |
| Security                       | \$1,386.00  |                     |
| Photo Express Kiosk            | \$7,225.00  |                     |
| Asset Purchases                | \$15,839.74 |                     |
| Computer Repairs & Maintenance | \$4,634.59  |                     |
| Postage & Shipping             | \$457.14    |                     |
| Rent                           | \$440.00    |                     |
| Telephone                      | \$1,541.37  |                     |
| Stationery                     | \$732.65    |                     |
| TRANSWA Fares                  | \$556.43    |                     |
| Employment Expenses            |             |                     |
| Staff Amenities                | \$40.51     |                     |
| Superannuation                 | \$2,299.52  |                     |
| Wages & Salaries               | \$25,429.90 |                     |
| Total Employment Expenses      |             | <u>\$27,769.93</u>  |
| Services                       |             |                     |
| Internet Fees                  | \$99.95     |                     |
| Total Expenses                 |             | <u>\$74,419.07</u>  |
| Net Profit / (Loss)            |             | \$19,156.34         |

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## Profit & Loss Statement

1/07/2020 through 31/12/2020

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## Balance Sheet

As of December 2020

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### Assets

|                                |                     |                     |
|--------------------------------|---------------------|---------------------|
| Current Assets                 |                     |                     |
| Cash On Hand                   |                     |                     |
| Cheque Account                 | \$122,950.02        |                     |
| Petty Cash                     | \$150.00            |                     |
| Total Cash On Hand             | <u>\$123,100.02</u> |                     |
| Trade Debtors                  | \$1,957.00          |                     |
| Total Current Assets           |                     | <u>\$125,057.02</u> |
| Other Assets                   |                     |                     |
| Deposits                       | \$2,000.00          |                     |
| Total Other Assets             |                     | <u>\$2,000.00</u>   |
| Fixed Assets                   |                     |                     |
| Furniture & Fixtures           |                     |                     |
| Furniture & Fixtures at Cost   |                     | \$88,064.56         |
| Furniture & Fixtures Accum Dep |                     | <u>-\$61,712.49</u> |
| Total Assets                   |                     | <u>\$153,409.09</u> |

### Liabilities

|                              |                     |                    |
|------------------------------|---------------------|--------------------|
| Current Liabilities          |                     |                    |
| GST Liabilities              |                     |                    |
| GST Collected                | \$30,344.28         |                    |
| ATO Running Balance Account  | -\$2,169.00         |                    |
| GST Paid                     | <u>-\$27,089.56</u> |                    |
| Total GST Liabilities        |                     | <u>\$1,085.72</u>  |
| Other Current Liabilities    |                     |                    |
| Long Service Leave Provision | \$21,773.96         |                    |
| Annual Leave Provision       | <u>\$8,595.74</u>   |                    |
| Total Current Liabilities    |                     | <u>\$31,455.42</u> |
| Total Liabilities            |                     | <u>\$31,455.42</u> |

Net Assets \$121,953.67

### Equity

|                       |                     |
|-----------------------|---------------------|
| Retained Earnings     | \$48,975.78         |
| Current Year Earnings | \$19,156.34         |
| Historical Balancing  | <u>\$53,821.55</u>  |
| Total Equity          | <u>\$121,953.67</u> |

# Norseman Community Resource Centre

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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:  |            | 30/12/2020                     |         |             |
| Last Reconciled:         |            | 30/11/2020                     |         |             |
| Last Reconciled Balance: |            | \$113,147.54                   |         |             |
| Cleared Cheques          |            |                                |         |             |
| SC311220                 | 4/12/2020  |                                |         | \$10.00     |
| 2011                     | 7/12/2020  | Public Transport Authority of  |         | \$133.49    |
| 2012                     | 7/12/2020  | Express Yourself Printing      |         | \$155.20    |
| 2013                     | 7/12/2020  | Express Yourself Printing      |         | \$95.00     |
| 2014                     | 7/12/2020  | Shire of Dundas - Wages & Su   |         | \$5,069.67  |
| 2015                     | 7/12/2020  | Shire of Dundas - Wages & Su   |         | \$810.87    |
| 2016                     | 7/12/2020  | Shire of Dundas - Rent 81 Rob  |         | \$440.00    |
| 2017                     | 7/12/2020  | Shire of Dundas - Photocopier  |         | \$782.21    |
| 2018                     | 7/12/2020  | Shire of Dundas - Office Natio |         | \$1,635.11  |
| 2019                     | 7/12/2020  | Shire of Dundas - Freight expe |         | \$200.56    |
| 2020                     | 7/12/2020  | Shire of Dundas - LGIS Insura  |         | \$1,973.52  |
| 2021                     | 7/12/2020  | Shire of Dundas                |         | \$29.57     |
| 2022                     | 7/12/2020  | Esperance Communications       |         | \$3,177.55  |
| 2023                     | 7/12/2020  | Esperance Communications       |         | \$1,845.00  |
| 2024                     | 7/12/2020  | Being There Solutions Pty Ltd  |         | \$44.00     |
| 2025                     | 7/12/2020  | Esperance Communications       |         | \$7,379.05  |
| 2026                     | 7/12/2020  | Norseman IGA                   |         | \$47.11     |
| 2010                     | 16/12/2020 | Telstra                        |         | \$274.98    |
| SC311220                 | 17/12/2020 | Trust Bank Fees                |         | \$10.00     |
| Total:                   |            |                                | \$0.00  | \$24,112.89 |

### Cleared Deposits

|          |            |                                |             |        |
|----------|------------|--------------------------------|-------------|--------|
| CR003032 | 2/12/2020  | Department of Primary Industri | \$28,588.83 |        |
| CR003035 | 7/12/2020  | Payment; Shire of Dundas       | \$1,626.60  |        |
| CR003036 | 14/12/2020 | Centrelink 14.12.2021          | \$2,183.87  |        |
| CR003034 | 17/12/2020 | Payment; Shire of Dundas       | \$1,516.07  |        |
| Total:   |            |                                | \$33,915.37 | \$0.00 |

### Reconciliation

|                                       |              |  |
|---------------------------------------|--------------|--|
| BusinessBasics Balance on 30/12/2020: | \$122,950.02 |  |
| Add: Outstanding Cheques:             | \$0.00       |  |
| Subtotal:                             | \$122,950.02 |  |
| Deduct: Outstanding Deposits:         | \$0.00       |  |
| Expected Balance on Statement:        | \$122,950.02 |  |