



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/01/2021-31/01/2021
Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4
New memberships this reporting period: 0
Patronage per opening hour: 14.0

The CRC ran a few online workshops on ipads and how to use them. Nbn ran an online webinar on online safety and scam watch, the CRC has a lot of workshops in store for the rest of the year, the CRC is also working with Business local preparing workshops for businesses in town. Kidz Klub has also returned every second Saturday.

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.

The CRC has also been successful in a Traineeship grant through Department of primary industries and regional development, which the position has now been advertised.

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 31/01/2021

10/02/2021
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Income	
Sales	
1 Computer Usage	\$162.71
2 Printing	\$818.18
3 Photocopying/Printing	\$7,201.69
Fax Services	\$19.92
Scanning	\$200.84
Memberships	\$136.36
Secretarial Services	\$9.09
Laminating	\$75.45
Kids Klub	\$133.64
Events	\$52.73
Computer Goods - Sales	\$52.44
Phones & Credit - Sales	\$1,376.32
Express Yourself - Sales	\$94.28
Photo Express kiosk	\$128.74
Animal Jewels & Coasters Sales	\$26.82
Conference Room Hire	\$113.64
Contract Services	\$13,897.38
Grant Income	\$79,469.55
TRANS WA - Sales	\$869.54
Miscellaneous Income	\$384.09
Total Income	<u>\$105,223.41</u>
Cost of Sales	
Purchases	
Photocopier Meter Reading	\$4,637.83
Computer & Phone Goods	\$4,939.74
TRANSWA Ticket Sales	\$92.26
Freight	\$182.33
Total Cost of Sales	<u>\$9,852.16</u>
Gross Profit	<u>\$95,371.25</u>
Expenses	
Accounting Fees	\$5,000.00
Events	\$5,168.58
Bank Fees	\$190.00
Advertising	\$3,093.21
Dues & Subscriptions	\$2,801.71
Insurance	\$3,620.86
Repairs & Maintenance	\$1,392.00
Cleaning Supplies	\$58.09
Security	\$2,217.00
Photo Express Kiosk	\$7,225.00
Asset Purchases	\$16,994.29
Computer Repairs & Maintenance	\$4,978.91
Postage & Shipping	\$473.31
Rent	\$9,440.00
Telephone	\$1,791.35
Stationery	\$732.65
TRANSWA Fares	\$556.43
Employment Expenses	
Staff Amenities	\$234.18
Superannuation	\$2,299.52
Wages & Salaries	\$35,063.20
Total Employment Expenses	<u>\$37,596.90</u>
Services	
Internet Fees	\$99.95
Total Expenses	<u>\$103,430.24</u>

Net Profit / (Loss)

-\$8,058.99

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Balance Sheet

As of January 2021

10/02/2021
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Assets

Current Assets		
Cash On Hand		
Cheque Account	\$94,454.22	
Petty Cash	\$150.00	
Total Cash On Hand	<u>\$94,604.22</u>	
Trade Debtors	\$1,481.25	
Total Current Assets		<u>\$96,085.47</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>\$124,437.54</u>

Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$30,800.45	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$29,301.95</u>	
Total GST Liabilities		<u>-\$670.50</u>
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	<u>\$8,595.74</u>	
Total Current Liabilities		<u>\$29,699.20</u>
Total Liabilities		<u>\$29,699.20</u>

Net Assets \$94,738.34

Equity

Retained Earnings	\$48,975.78	
Current Year Earnings	-\$8,058.99	
Historical Balancing	<u>\$53,821.55</u>	
Total Equity		<u>\$94,738.34</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:	31/01/2021			
Last Reconciled:	30/12/2020			
Last Reconciled Balance:	\$122,950.02			

Cleared Cheques

SC310121	5/01/2021			\$10.00
2027	12/01/2021	C Direct		\$288.00
2028	12/01/2021	Shire of Dundas - Events		\$250.00
2029	12/01/2021	Solutions IT		\$121.00
2030	12/01/2021	Solutions IT		\$18.88
2031	12/01/2021	Debbie Ralph		\$45.00
2032	12/01/2021	Harvey Norman		\$1,270.00
2033	12/01/2021	Public Transport Authority of		\$161.71
2034	18/01/2021	Telstra		\$274.98
SC310121	18/01/2021	Trust Bank fee		\$10.00
2035	25/01/2021	Safe T Card Australia PTY LT		\$603.90
2036	25/01/2021	C Direct		\$1,461.68
2037	25/01/2021	Public Transport Authority of		\$270.45
2038	25/01/2021	Harvey Norman		\$207.00
2039	25/01/2021	Solutions IT		\$18.88
2040	25/01/2021	Norseman IGA		\$6.04
2041	25/01/2021	TikTech Solutions		\$220.00
2042	25/01/2021	Dummies Corp.		\$2,530.00
2048	25/01/2021	Safe T Card Australia PTY LT		\$310.20
2043	29/01/2021	Shire of Dundas - Wages & Su		\$9,633.30
2044	29/01/2021	Shire of Dundas - Photocopier		\$860.66
2045	29/01/2021	Shire of Dundas - Freight expe		\$17.79
2046	29/01/2021	Shire of Dundas - Rent 79 Prin		\$9,900.00
2047	29/01/2021	Shire of Dundas - Governance		\$5,500.00
		Total:	\$0.00	\$33,989.47

Cleared Deposits

CR003037	15/01/2021	Centrelink 15.01.2021	\$2,183.87	
CR003038	21/01/2021	Shire of Dundas 21/01/2021	\$1,800.00	
CR003039	29/01/2021	Dundas Fencing & Building 29	\$13.90	
CR003041	29/01/2021	Payment; Norseman Hotel	\$26.85	
CR003044	29/01/2021	Payment; P & L Hogan Service	\$96.50	
CR003045	29/01/2021	Bank Deposit	\$1,372.55	
		Total:	\$5,493.67	\$0.00

Reconciliation

BusinessBasics Balance on 31/01/2021:	\$94,454.22
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$94,454.22
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$94,454.22