



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/02/2020-29/02/2020
Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 3

New memberships this reporting period: 0

Patronage per opening hour:

February was a busy month in the way of workshops, events and partially moving items across to the new Woodlands Centre (Centrelink). Hannah and myself have now completed training for TRANSWA and are now Accredited Agents. Senior computer workshops have been quite, have had the odd one or two. Clean Up Australia day was held on the 1st March, not a great response, but a good response, we had a few volunteers to help with cleaning up along the Railway line and ended up with about 12 bags of rubbish, made up of plastic bottles, glass bottles, old cans and other bits and pieces, unfortunately the free BBQ did not go ahead as once we had finished it started to rain. Tidy Towns design a bin sticker competition has been extended, as I haven't had much interest in this, I am now corresponding with the school to try and get some interest.

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

1/07/2019 through 29/02/2020

12/03/2020
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Income		
Sales		
1 Computer Usage	\$446.53	
2 Printing	\$13.63	
3 Photocopying/Printing	\$6,813.27	
Fax Services	\$50.14	
Scanning	\$250.02	
Binding	\$21.82	
Memberships	\$100.00	
Secretarial Services	\$94.13	
Laminating	\$197.27	
Kids Klub	\$241.81	
Events	\$45.45	
Computer Goods - Sales	\$360.18	
Phones & Credit - Sales	\$2,662.92	
4 Drinks - Sales	\$21.09	
Photo Express kiosk	\$29.86	
Conference Room Hire	\$363.64	
Contract Services	\$40,895.44	
Grant Income	\$51,125.90	
Total Income		<u>\$103,733.10</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$7,372.93	
Computer & Phone Goods	\$3,257.47	
Total Cost of Sales		<u>\$10,630.40</u>
Gross Profit		<u>\$93,102.70</u>
Expenses		
Events	\$2,253.81	
Bank Fees	\$160.00	
Advertising	\$1,000.00	
Dues & Subscriptions	\$2,184.11	
Insurance	\$4,022.84	
Cleaning Supplies	\$11.81	
Security	\$691.50	
Postage & Shipping	\$48.84	
Rent	\$8,422.79	
Telephone	\$2,557.06	
Stationery	\$537.46	
Employment Expenses		
Staff Amenities	\$30.10	
Superannuation	\$4,665.70	
Wages & Salaries	\$40,013.54	
Training & Conferences	\$2,026.10	
Total Employment Expenses		<u>\$46,735.44</u>
Services		
Electricity	\$1,405.39	
Water	\$56.77	
Internet Fees	\$699.65	
Total Expenses		<u>\$70,787.47</u>
Net Profit / (Loss)		<u>\$22,315.23</u>

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Reconciliation Report

12/03/2020

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 29/02/2020				
Last Reconciled: 31/01/2020				
Last Reconciled Balance: \$142,029.16				
Cleared Cheques				
1881	3/02/2020	Safe T Card Australia PTY LT		\$310.20
1882	3/02/2020	Kilima WA Pty Ltd		\$1,143.84
1883	3/02/2020	Kilima WA Pty Ltd		\$1,143.84
1884	3/02/2020	Norseman Today Group Inc		\$25.00
1885	3/02/2020	Norseman IGA		\$279.54
1886	3/02/2020	Westnet		\$109.95
SC290220	5/02/2020	Account Servicing Fee		\$10.00
1887	17/02/2020	Telstra		\$275.59
SC290220	17/02/2020	Trust Account Servicing Fee		\$10.00
1888	18/02/2020	Shire of Dundas - Wages & Su		\$11,181.69
1889	18/02/2020	Shire of Dundas - Freight expe		\$36.18
1890	18/02/2020	Shire of Dundas - Photocopier		\$2,424.40
1891	18/02/2020	Shire of Dundas - LGIS Insura		\$916.37
1892	18/02/2020	Future Security Solutions Pty		\$150.15
1893	27/02/2020	Clever Patch		\$318.66
1894	27/02/2020	Australian Tax Office		\$1,271.00
Total:			\$0.00	\$19,606.41

Cleared Deposits

CR002953	6/02/2020	Payment; MEEDAC	\$3.30	
CR002958	14/02/2020	Payment; Norseman Hotel	\$113.75	
CR002960	14/02/2020	Bank Deposit 14.02.2020	\$510.65	
CR002959	17/02/2020	DD17022020	\$2,130.47	
CR002954	18/02/2020	Payment; Shire of Dundas	\$1,680.00	
CR002955	27/02/2020	Payment; MEEDAC	\$14.80	
CR002956	27/02/2020	Payment; G.E.T.S.	\$16.50	
Total:			\$4,469.47	\$0.00

Reconciliation

BusinessBasics Balance on 29/02/2020:	\$126,892.22
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$126,892.22
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$126,892.22

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Balance Sheet

As of February 2020

12/03/2020

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Assets

Current Assets

Cash On Hand

Cheque Account

\$126,892.22

Petty Cash

\$150.00

Cash Float

\$150.00

Total Cash On Hand

\$127,192.22

Trade Debtors

\$177.40

Total Current Assets

\$127,369.62

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

\$155,721.69

Liabilities

Current Liabilities

GST Liabilities

GST Collected

\$15,954.66

ATO Running Balance Account

-\$2,169.00

GST Paid

-\$11,188.32

Total GST Liabilities

\$2,597.34

Other Current Liabilities

Long Service Leave Provision

\$21,773.96

Annual Leave Provision

\$8,595.74

Total Current Liabilities

\$32,967.04

Total Liabilities

\$32,967.04

Net Assets

\$122,754.65

Equity

Retained Earnings

\$46,617.87

Current Year Earnings

\$22,315.23

Historical Balancing

\$53,821.55

Total Equity

\$122,754.65