



# Norseman Community Resource Centre

## MANAGEMENT REPORT

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Prepared by: Angie Hogan  
01/03/2021-31/03/2021

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: 27.1

The CRC has seen a rise in tourists and locals using the centre as you can see the Patronage per hour.

The CRC facilitated Debbie Ralph to run a Powertex workshop, in which we made decorative bottles, all that attended had a great time. Debbie will be running a few Powertex workshops at the centre this year.

Kidz Klub hosted its annual Egg Hunt, as usual a great day and a great turnout with bouncy castles and a popcorn machine and a free BBQ around 25 kids had a great morning. Also the opening of the new Woodlands Centre which all went according to plan.

### **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, and Publisher, and BeConnected for Seniors 50+ short courses.

#### **Professional development and training opportunities**

Certificate II in information, Digital media and Technology.

#### **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

## Balance Sheet

As of March 2021

7/04/2021  
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### Assets

Current Assets		
Cash On Hand		
Cheque Account	\$82,508.06	
Petty Cash	\$150.00	
Total Cash On Hand	\$82,658.06	
Trade Debtors	\$2,078.50	
Total Current Assets		\$84,736.56
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		\$2,000.00
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost		\$88,064.56
Furniture & Fixtures Accum Dep		-\$61,712.49
Total Assets		\$113,088.63

### Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$31,726.10	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$32,150.64	
Total GST Liabilities		-\$2,593.54
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities		\$27,776.16
Total Liabilities		\$27,776.16

Net Assets \$85,312.47

### Equity

Retained Earnings	\$48,975.78
Current Year Earnings	-\$17,484.86
Historical Balancing	\$53,821.55
Total Equity	<u>\$85,312.47</u>

# Norseman Community Resource Centre

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## Profit & Loss Statement

1/07/2020 through 31/03/2021

7/04/2021  
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Income		
Sales		
1 Computer Usage	\$205.44	
2 Printing	\$818.18	
3 Photocopying/Printing	\$8,406.26	
Fax Services	\$20.46	
Scanning	\$344.01	
Memberships	\$136.36	
Secretarial Services	\$20.00	
Laminating	\$153.64	
Kids Klub	\$133.64	
Events	\$52.73	
Computer Goods - Sales	\$105.90	
Phones & Credit - Sales	\$3,666.19	
Express Yourself - Sales	\$115.87	
Photo Express kiosk	\$192.33	
Animal Jewels & Coasters Sales	\$26.82	
Conference Room Hire	\$545.46	
Contract Services	\$17,868.06	
Grant Income	\$79,469.55	
TRANS WA - Sales	\$869.54	
Miscellaneous Income	\$384.09	
Total Income		<u>\$113,534.53</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$6,037.52	
Computer & Phone Goods	\$5,313.56	
TRANSWA Ticket Sales	\$282.34	
Freight	\$182.33	
Total Cost of Sales		<u>\$11,815.75</u>
Gross Profit		<u>\$101,718.78</u>
Expenses		
Accounting Fees	\$5,000.00	
Events	\$7,725.76	
Bank Fees	\$230.00	
Advertising	\$3,836.82	
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	\$7,833.50	
Asset Purchases	\$16,994.29	
Computer Repairs & Maintenance	\$5,013.23	
Postage & Shipping	\$478.25	
Rent	\$9,440.00	
Telephone	\$2,200.41	
Stationery	\$732.65	
TRANSWA Fares	\$556.43	
Employment Expenses		
Staff Amenities	\$261.33	
Superannuation	\$3,882.48	
Wages & Salaries	\$44,828.88	
Total Employment Expenses		<u>\$48,972.69</u>
Services		
Internet Fees	\$99.95	
Total Expenses		<u>\$119,203.64</u>

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Net Profit / (Loss)

-\$17,484.86

# 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:	31/03/2021			
Last Reconciled:	28/02/2021			
Last Reconciled Balance:	\$100,632.96			

### Cleared Cheques

SC310321	5/03/2021			\$10.00
2050	12/03/2021	Australian Tax Office		\$2,197.00
2051	12/03/2021	Public Transport Authority of		\$1,076.10
2052	12/03/2021	AUSTRALIAN PHOTO SUPPLIES		\$141.35
2053	12/03/2021	Dummies Corp.		\$2,530.00
2054	12/03/2021	Jason Signmakers		\$295.47
2055	12/03/2021	Public Transport Authority of		\$172.95
2056	12/03/2021	Norseman IGA		\$39.93
2057	12/03/2021	Shire of Dundas - Wages & Su		\$11,348.64
2058	12/03/2021	Shire of Dundas - Photocopier		\$1,539.66
2059	12/03/2021	Shire of Dundas - Freight expe		\$5.43
2060	17/03/2021	Telstra		\$274.98
2061	17/03/2021	C Direct		\$411.20
2062	17/03/2021	Norseman Today		\$130.00
2063	17/03/2021	Norseman Today		\$180.00
2064	17/03/2021	Norseman IGA		\$17.64
2065	17/03/2021	Solutions IT		\$18.88
2066	17/03/2021	Solutions IT		\$18.88
SC310321	17/03/2021	TRUST BANK FEE		\$10.00
2067	29/03/2021	AUSTRALIAN PHOTO SUPPLIES		\$528.00
2068	29/03/2021	Norseman Today		\$60.00
2069	29/03/2021	Norseman Today		\$105.00
2070	29/03/2021	Debbie Ralph		\$225.00
		Total:	\$0.00	\$21,336.11

### Cleared Deposits

CR003052	4/03/2021	Payment; Norseman Hotel	\$16.25	
CR003059	4/03/2021	Bank Deposit	\$187.09	
CR003060	5/03/2021	Bank Deposit	\$415.05	
CR003054	12/03/2021	Payment; Goldfields Nullabor	\$25.00	
CR003055	12/03/2021	Centrelink 01.03.2021	\$2,183.87	
CR003056	17/03/2021	Payment; Dundas Fencing & B	\$12.50	
CR003061	31/03/2021	Bank Deposit	\$32.85	
CR003062	31/03/2021	Bank Deposit	\$338.60	
		Total:	\$3,211.21	\$0.00

### Reconciliation

BusinessBasics Balance on 31/03/2021:	\$82,508.06
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$82,508.06
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$82,508.06

# Norseman Community Resource Centre

## Reconciliation Report

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Cleared Deposits