



## **MANAGEMENT REPORT**

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01/05/2021-31/05/2021

**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: 12.0

The CRC will be running more Hobby-based workshops run with the aim of achieving community connectedness and engaging with the community, the CRC will be running a few this year. A few one on one sessions in technology training with members of the community kept the CRC busy, the CRC provides a troubleshooting service to show people how to load apps, change settings set up and use social media, one on one sessions usually take 30-60 minutes. The CRC is busy organising workshops and events for the next month.

### **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

## Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 30/04/2021				
Last Reconciled: 31/03/2021				
Last Reconciled Balance: \$82,508.06				
Cleared Cheques				
SC300421	1/04/2021			\$10.00
2071	14/04/2021	Telstra		\$274.98
2072	15/04/2021	Esperance IT Services		\$253.00
2073	15/04/2021	Jump 4 Us		\$989.00
2074	15/04/2021	Safe T Card Australia PTY LT		\$603.90
2075	15/04/2021	Public Transport Authority of		\$269.02
2076	15/04/2021	Solutions IT		\$18.88
2077	15/04/2021	Express Yourself Printing		\$1,047.00
2078	15/04/2021	Norseman IGA		\$250.42
SC300421	19/04/2021	Trust Bank Fee		\$10.00
2079	28/04/2021	Officeworks		\$119.63
2080	28/04/2021	Safe T Card Australia PTY LT		\$310.20
2081	28/04/2021	C Direct		\$1,088.75
2082	28/04/2021	Shire of Dundas - Wages & Su		\$10,225.06
2083	28/04/2021	Shire of Dundas - Photocopier		\$1,857.53
2084	28/04/2021	Shire of Dundas - Postage Exp		\$330.00
Total:			\$0.00	\$17,657.37

### Cleared Deposits

CR003063	1/04/2021	Department of Primary Industri	\$28,588.83	
CR003064	13/04/2021	Centrelink	\$2,183.87	
CR003065	14/04/2021	Payment; Dundas Fencing & B	\$10.00	
CR003066	21/04/2021	Payment; Shire of Dundas	\$2,700.00	
CR003067	23/04/2021	Payment; Shire of Dundas	\$402.60	
CR003068	30/04/2021	Australian Tax Office	\$1,493.00	
Total:			\$35,378.30	\$0.00

### Reconciliation

BusinessBasics Balance on 30/04/2021:	\$100,228.99
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$100,228.99
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$100,228.99

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## Balance Sheet

As of April 2021

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$100,228.99	
Petty Cash	\$150.00	
Total Cash On Hand	\$100,378.99	
Trade Debtors	\$2,991.90	
Total Current Assets	\$103,370.89	
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	\$131,722.96	
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$34,889.61	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$31,324.22	
Total GST Liabilities	\$1,396.39	
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities	\$31,766.09	
Total Liabilities	\$31,766.09	
Net Assets		
	\$99,956.87	
Equity		
Retained Earnings	\$48,975.78	
Current Year Earnings	-\$2,840.46	
Historical Balancing	\$53,821.55	
Total Equity	\$99,956.87	

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## Profit & Loss Statement

1/07/2020 through 30/04/2021

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### Income

Sales	
1 Computer Usage	\$205.44
2 Printing	\$818.18
3 Photocopying/Printing	\$11,695.71
Fax Services	\$20.46
Scanning	\$348.56
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	\$19,853.40
Grant Income	\$105,459.40
TRANS WA - Sales	\$869.54
Miscellaneous Income	\$750.09
Total Income	<u>\$145,169.72</u>

### Cost of Sales

Purchases	
Photocopier Meter Reading	\$7,726.18
Computer & Phone Goods	\$6,303.33
TRANSWA Ticket Sales	\$526.90
Freight	\$182.33
Total Cost of Sales	<u>\$14,738.74</u>

Gross Profit \$130,430.98

### Expenses

Accounting Fees	\$5,000.00
Events	\$8,849.52
Bank Fees	\$250.00
Advertising	\$3,836.82
Dues & Subscriptions	\$3,101.71
Insurance	\$3,620.86
Repairs & Maintenance	\$1,392.00
Cleaning Supplies	\$58.09
Security	\$3,048.00
Photo Express Kiosk	\$7,833.50
Asset Purchases	\$16,994.29
Computer Repairs & Maintenance	\$5,260.39
Postage & Shipping	\$478.25
Rent	\$9,440.00
Telephone	\$2,450.39
Stationery	\$1,793.22
TRANSWA Fares	\$556.43
Employment Expenses	
Staff Amenities	\$271.60
Superannuation	\$5,450.61
Wages & Salaries	\$53,485.81
Total Employment Expenses	<u>\$59,208.02</u>
Services	
Internet Fees	\$99.95
Total Expenses	<u>\$133,271.44</u>

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Net Profit / (Loss)

-\$2,840.46