

# 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:	31/12/2019			
Last Reconciled:	29/11/2019			
Last Reconciled Balance:	\$125,656.49			

### Cleared Cheques

1872	2/12/2019	Westnet		\$109.95
SC311219	5/12/2019	Bank Fees		\$10.00
1873	13/12/2019	Safe T Card Australia PTY LT		\$1,822.70
1874	13/12/2019	Norseman IGA		\$38.99
1875	13/12/2019	Shire of Dundas - Wages & Su		\$13,006.47
1876	13/12/2019	Shire of Dundas - Photocopier		\$1,486.94
1877	16/12/2019	Telstra		\$302.95
SC311219	17/12/2019	Trust Bank Fees		\$10.00
Total:			\$0.00	\$16,788.00

### Cleared Deposits

CR002944	13/12/2019	Overcharge of invoice 4680 (G	\$77.73	
CR002945	16/12/2019	Centrelink	\$2,130.47	
Total:			\$2,208.20	\$0.00

### Reconciliation

BusinessBasics Balance on 31/12/2019:	\$111,076.69
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$111,076.69
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$111,076.69

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## Balance Sheet

### As of December 2019

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#### Assets

Current Assets		
Cash On Hand		
Cheque Account	\$111,076.69	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Total Cash On Hand	<u>\$111,376.69</u>	
Trade Debtors	\$1,383.05	
Total Current Assets		<u>\$112,759.74</u>
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		<u>\$2,000.00</u>
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$85,598.59	
Furniture & Fixtures Accum Dep	<u>-\$61,712.49</u>	
Total Assets		<u>\$138,645.84</u>

#### Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$12,772.36	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$9,205.15</u>	
Total GST Liabilities		<u>\$1,398.21</u>
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	<u>\$8,595.74</u>	
Total Current Liabilities		<u>\$31,767.91</u>
Total Liabilities		<u>\$31,767.91</u>
Net Assets		<u>\$106,877.93</u>

#### Equity

Retained Earnings	\$46,617.87	
Current Year Earnings	\$6,438.51	
Historical Balancing	<u>\$53,821.55</u>	
Total Equity		<u>\$106,877.93</u>

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## Profit & Loss Statement

1/07/2019 through 31/12/2019

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### Income

Sales		
1 Computer Usage	\$303.80	
2 Printing	\$13.63	
3 Photocopying/Printing	\$4,985.64	
Fax Services	\$47.05	
Scanning	\$215.02	
Binding	\$10.91	
Memberships	\$100.00	
Secretarial Services	\$94.13	
Laminating	\$192.72	
Kids Klub	\$193.63	
Events	\$45.45	
Computer Goods - Sales	\$351.77	
Phones & Credit - Sales	\$2,203.60	
4 Drinks - Sales	\$17.27	
Photo Express kiosk	\$23.18	
Conference Room Hire	\$363.64	
Contract Services	\$37,183.69	
Grant Income	\$25,562.95	
Total Income		<u>\$71,908.08</u>

### Cost of Sales

Purchases		
Photocopier Meter Reading	\$5,168.93	
Computer & Phone Goods	\$5,723.44	
Total Cost of Sales		<u>\$10,892.37</u>

### Gross Profit

\$61,015.71

### Expenses

Events	\$1,744.65	
Bank Fees	\$120.00	
Advertising	\$975.00	
Dues & Subscriptions	\$2,184.11	
Insurance	\$3,189.78	
Cleaning Supplies	\$11.81	
Security	\$273.00	
Postage & Shipping	\$15.95	
Rent	\$6,343.09	
Telephone	\$2,048.91	
Stationery	\$498.61	
Employment Expenses		
Staff Amenities	\$30.10	
Superannuation	\$4,665.70	
Wages & Salaries	\$28,831.85	
Training & Conferences	\$2,026.10	
Total Employment Expenses		<u>\$35,553.75</u>
Services		
Electricity	\$1,062.02	
Water	\$56.77	
Internet Fees	\$499.75	
Total Expenses		<u>\$54,577.20</u>
Net Profit / (Loss)		<u>\$6,438.51</u>