

## **BACKGROUND TO:**

### **WEST RIVER ADULT READING CENTRE**

West River Adult Reading Centre is located generally in the heart of the West River City. It provides facilities to those who wish to improve their reading and writing abilities.

For many years it has provided these services to adults who have needed to improve their reading and writing abilities mainly for employment purposes. However, the State Government is currently considering providing a grant of \$32,000 to pilot a scheme whereby the Centre services the local low security prison in assisting prisoners with similar difficulties.

Given the expansion of services the manager, Bill Billington, considers that the Centre is gaining greater acceptance in the wider community and therefore needs to lift its profile. To do so, Bill is also considering the implementation of a website – to provide resources to the community as well as to generally improve the Centre's image.

The Centre is operated by:

Bill Billington – Bill is a former high school principal who founded the Centre some 8 years ago. He left his school employment because of his commitment to this service. He works in excess of 50 hours a week in the Centre, the overtime being unpaid.

Nora Stanley-Symthe – Nora is a qualified primary school teacher who works part-time in the Centre and assists Bill.

Todd Chung – Todd is a young primary school teacher who is still trying to find a full time position. During the interim he has been volunteering approximately 10 hours a week to the Centre.

#### **Action Planning Example**

West River Adult Reading Centre is a Non-Profit Organisation and a simple example.

Financially, it consists of a single budget, having no multi divisional reporting.

# **WEST RIVER ADULT READING CENTRE**

**Management Action Plan  
for the year ended 30 June 2006**

# WEST RIVER ADULT READING CENTRE

## Management Action Plan for the year ended 30 June 2006

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# WEST RIVER ADULT READING CENTRE

## Plan Overview

### Background of the Organisation

West River Adult Reading Centre is located generally in the heart of the West River City. It provides facilities to those who wish to improve their reading and writing abilities and is the only provider of learning to read classes to adults in the greater metropolitan city.

The organisation was founded in 1994 by Mr Bill Billington, a former high school principal, when he found that there was an urgent need for these learning to read classes in the community.

West River Adult Reading Centre has over the years struggled to make ends meet. However, the Centre has continued to grow steadily upon needs of employers asking for these educational facilities, and backing up those requests with donations which effectively subsidises the government grant funding.

The State Government is considering providing a grant of \$32,000 to pilot a scheme whereby the Centre services the local low security prison in assisting prisoners with reading difficulties.

### Situation Analysis in Brief

Financially the Centre is sound. The Centre endeavours to maintain a minimum balance of \$5,000 in the bank. This policy has been in position for over two years, and only once in that time has it been breached.

The Centre is well staffed. The Manager, Bill Billington, will be remaining for at least another two years. Mrs Nora Stanley-Symthe has likewise advised that she will continue providing her services for at least another two years. The volunteer, Todd Chung, will be with the Centre for at least the next twelve months.

On a service basis, the Centre is well respected in the community by those who know of our existence. Unfortunately, the Centre is not that well known. This is due to the lack of available money. This is a situation that if changed, may lead to expanded services and greater funding accommodation by both government and private institutions.

Educational outcomes are quite high. The response from a number of employers is that they will continue to contribute so long as the Centre continues to perform at this level. It is noted though that contributions from private employers were lower than previous years.

### Goals for the next year in Brief

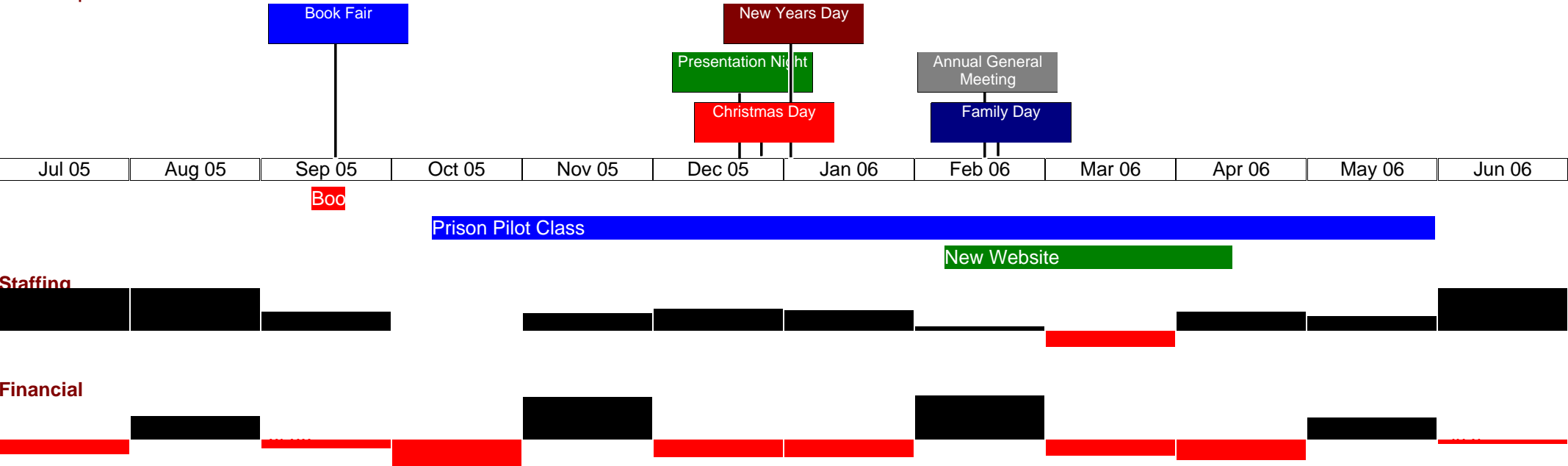
- 1) Obtain the funding from the State Government to commence the Pilot Program for the Prison Reading and Education Group.
- 2) Ensure that we deliver all our services to a high degree of professionalism.
- 3) Set up a web site. This will be our first step in telling our story to the wider community and to commence growing the services of the Centre within the greater metropolitan area as it is recognised that our services are greatly needed and required by more than just the relative few that we currently accommodate.

### Our Strategies

- 1) Submit this Action Plan to the State Government for funding for the Pilot Program for the Prison Reading and Education Group.
- 2) Set Up a web site.

# WEST RIVER ADULT READING CENTRE

**Strategy Plan Chart**  
for the period from 01 Jul 2005 to 30 Jun 2006





**WEST RIVER ADULT READING CENTRE**

Target Listing in date order for the Period Commencing: Jul 2005

<b>Due Date</b>	<b>Target Description</b>	<b>Project Id</b>	<b>Manager</b>
14/09/2005	Pay and register for Fair	Book Fair Stall	Bill Billington
17/09/2005	Run the Fair	Book Fair Stall	Bill Billington
19/09/2005	Clean Up and bank proceeds	Book Fair Stall	Bill Billington
1/11/2005	Prelimin curriculum complete	Prison Pilot Class	Bill Billington
11/11/2005	Final curriculum complete	Prison Pilot Class	Bill Billington
24/02/2006	Basic layout complete	New Website	Bill Billington
24/03/2006	Initial Content complete	New Website	Bill Billington
14/04/2006	Website complete	New Website	Bill Billington
28/04/2006	Complete teaching pilot	Prison Pilot Class	Bill Billington
31/05/2006	Complete final report	Prison Pilot Class	Bill Billington

# WEST RIVER ADULT READING CENTRE

## Operations Plan

### Situation Analysis

The Centre needs to set up a Pilot Program for the Prison Reading and Education Group. Currently, the Centre has the experience and ability to run such a program for the local prison. Further, the Centre has a number of resources that it can commit to making this program a success, although a number of items will still need to be sourced.

Importantly, the Centre has the ability to supervise this program and has a draft curriculum that is suitable for immediate use. A teacher will have to be employed. But this will pose no real problems as the Centre is aware of a number of fine teachers who would like to meet this particular challenge.

The Centre will be able to continue to provide its usual services notwithstanding the impact of the Pilot Program.

### Goals for the next year

Achieve the same standard of outcomes from the Pilot Program at the Prison as is achieved at the standard historically by the Centre.

### Our Strategies

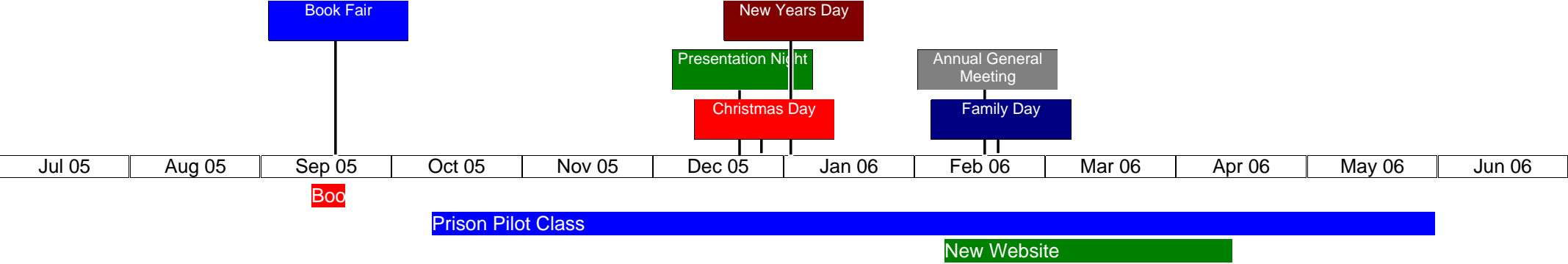
Implement the Pilot Program.

Measure the outcomes and performance of the Centre on a more regular basis and develop a more systematic approach to the measure. This may be quite important for future development of the Centre.

# WEST RIVER ADULT READING CENTRE

## Project Chart

for the period from 01 Jul 2005 to 30 Jun 2006





**WEST RIVER ADULT READING CENTRE**

Projects for the Period Commencing: Jul 2005

<b>Date</b>	<b>Project Id</b>	<b>Short Description</b>
6/02/2006	New Website	Create a website for the Centre.
10/10/2005	Prison Pilot Class	This is an adult reading class project pilot to be run for the West River Correctional Facility with funding from the State Government's Dept of Rehabilitation Services.
12/09/2005	Book Fair Stall	Fundraising by selling some old books at the book fair.

**WEST RIVER ADULT READING CENTRE****Project Report for Book Fair Stall****Period:** 12/09/2005 - 20/09/2005**Manager:** Bill Billington**Description and Rationale**

Sell some of the books that the Centre has accumulated over the years that are not being used in the Centre for teaching purposes.

**Financial Costs**

<u>Details</u>	<u>Account Charged</u>	<u>Amount \$</u>
Stall Fees	Fundraising Costs	150
	<b>Total</b>	<b>150</b>

**Project Income**

<u>Details</u>	<u>Account Charged</u>	<u>Amount \$</u>
Anticipated book sales	Fundraising Income	1,500
	<b>Total</b>	<b>1,500</b>

**Personnel Details**

<u>Personnel</u>	<u>Work Details</u>	<u>Hours</u>
Bill Billington	Prepare for the Book Fair	5
Bill Billington	Run the Book Stall	10
Nora Stanley-Symthe	Run the Book Stall	6
Todd Chung	Clean Up after Fair	2
	<b>Total</b>	<b>23</b>

**Target Settings**

<u>Target</u>	<u>Due Date</u>	<u>Est % Complete</u>
Pay and register for Fair	14/09/2005	20%
Run the Fair	17/09/2005	95%
Clean Up and bank proceeds	19/09/2005	100%

# WEST RIVER ADULT READING CENTRE

## Project Report for New Website

**Period:** 6/02/2006 - 14/04/2006

**Manager:** Bill Billington

### Description and Rationale

The website is to be created for the Centre for the following primary purposes:

- 1) Provide additional information about the Centre - the Centre has a range of services which the majority of the community just are not aware of.
- 2) Provide resources to the community - such as simple resource links to various credible library sites.
- 3) Increase awareness of the results and outcomes that the Centre has provided through its services over the years.

### Financial Costs

<u>Details</u>	<u>Account Charged</u>	<u>Amount \$</u>
Website Consultant deposit	Intellectual Property	2,000
Website Consultant balance	Intellectual Property	2,000
	<b>Total</b>	<b>4,000</b>

### Personnel Details

<u>Personnel</u>	<u>Work Details</u>	<u>Hours</u>
Nora Stanley-Symthe	Website development	25
Todd Chung	Website development	25
Bill Billington	Website review	5
	<b>Total</b>	<b>55</b>

### Target Settings

<u>Target</u>	<u>Due Date</u>	<u>Est % Complete</u>
Basic layout complete	24/02/2006	50%
Initial Content complete	24/03/2006	90%
Website complete	14/04/2006	100%

# WEST RIVER ADULT READING CENTRE

## Project Report for Prison Pilot Class

**Period:** 10/10/2005 - 31/05/2006

**Manager:** Bill Billington

### Description and Rationale

The pilot project is only to be run for a six months period commencing 1 Nov 05 to 30 April 06. A report is to be furnished to DRS by 31 May 06. The project is to entail running an adult reading class twice weekly, for 3 hours per session.

The class is divided into two main groups: those who cannot read, or who have great difficulty in reading; and the second group being for those who can and would like to explore the content further in a group appreciation atmosphere.

The reading class curriculum is to be structured.

### Financial Costs

<u>Details</u>	<u>Account Charged</u>	<u>Amount \$</u>
Program Materials	Program Materials	2,800
Computer Supplies	Program Materials	1,800
Wages for Cas Staff - Nov	Salaries & Wages Employees	3,000
Wages for Cas Staff - Dec	Salaries & Wages Employees	3,000
Wages for Cas Staff - Feb	Salaries & Wages Employees	3,000
Wages for Cas Staff - Mar	Salaries & Wages Employees	3,000
Wages for Cas Staff - Apr	Salaries & Wages Employees	3,000
Super for Staff	Superannuation Employees	675
Super for Staff	Superannuation Employees	675
2 X Notebook Computers	Office Equipment	4,200
	<b>Total</b>	<b>25,150</b>

### Project Income

<u>Details</u>	<u>Account Charged</u>	<u>Amount \$</u>
1st Release of Grant	Grant Funding from DRS	16,000
2nd Release of Grant	Grant Funding from DRS	16,000
	<b>Total</b>	<b>32,000</b>

### Personnel Details

<u>Personnel</u>	<u>Work Details</u>	<u>Hours</u>
Casual Teacher Prison Pilot	Teaching at Prison	140
Bill Billington	Course Curriculum	40
Bill Billington	Report Compiled & Lodged	40
Casual Teacher Prison Pilot	Hired Staff teaching add back	-86
Casual Teacher Prison Pilot	Hired Staff teaching add back	-54
Casual Teacher Prison Pilot	Teaching at Prison	260
Casual Teacher Prison Pilot	Hired Staff teaching add back	-82
Casual Teacher Prison Pilot	Hired Staff teaching add back	-91
Casual Teacher Prison Pilot	Hired Staff teaching add back	-87
Bill Billington	Supervise Teaching	21
Bill Billington	Supervise Teaching	39
	<b>Total</b>	<b>140</b>

## Target Settings

<u>Target</u>	<u>Due Date</u>	<u>Est % Complete</u>
Prelimin curriculum complete	1/11/2005	30%
Final curriculum complete	11/11/2005	50%
Complete teaching pilot	28/04/2006	90%
Complete final report	31/05/2006	100%

# WEST RIVER ADULT READING CENTRE

## Marketing Plan

### Situation Analysis

The Centre is not well known throughout the wider community.

The majority of contacts that have been made over the past have mainly been with employer groups asking for assistance to help educate their employees. This is particularly so with the West River Coke & Foundry Company, the major employer in the city.

The Centre is not well known throughout the various migrant communities, nor throughout other areas in which reading and writing skills of the adults are lacking.

### Goals for the next year

Ensure that the web site is constructed and its operation announced and promoted.

### Our Strategies

As the Centre has an extremely important Pilot Program to be run for the State Government local prison, the emphasis over the coming year will be to continue to provide our usual services at a high level of professionalism and to provide that same level of service to the local prison.

The Centre will set up the web site. However, because of the above, it will not be promoted widely until the next year when the outcomes of the Pilot Program are known and when more time is available to promote the Centre more widely.

# WEST RIVER ADULT READING CENTRE

## Staffing Plan

### Situation Analysis

Bill Billington is the Manager of the Centre and founded the Centre some six years ago. He is a former high school principal. He is employed on a full time basis. He works in excess of 50 hours a week but does not claim any overtime.

Nora Stanley-Symthe is a qualified primary school teacher who works part-time in the Centre on a paid basis and assists Bill.

Todd Chung is a young primary school teacher who is still trying to find a full time position. During the interim he has been volunteering approximately 10 hours a week to the Centre.

In the opinion of management, the Centre is well staffed with plenty of experience and drive.

### Goals for the next year

To continue as is with the current staffing arrangement.

### Our Strategies

To continue as is with the current staffing arrangement.

The Prison Pilot Program will be staffed predominantly by outsourced temporary staff and supervised by Bill Billington. If the program proves a success the Centre will determine the necessity of funding a new teaching position.

### Availability Chart

Productivity Legend

Normal ■ Under 100% ■ Over 100% ■

Name	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06						
Bill Billington																		
Casual Teacher Prison Pilot																		
Nora Stanley-Symthe																		
Todd Chung																		

# WEST RIVER ADULT READING CENTRE

Estimated staffing productivity capacity in hours with projects for the period from 01 Jul 2005 to 30 Jun 2006

Date: 7/01/2005

Time: 14:23:39

Name	Productivity Estimate	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06
Bill Billington	80%	174	174	174	90	174	123	106	174	83	174	174	174
Casual Teacher Prison Pilot													
Nora Stanley-Symthe	90%	59	59	59	59	59	41	7	59	59	59	59	59
Todd Chung	80%	34	34	34	34	34	25	5	34	34	34	34	34
Total Productive Hours		267	267	267	183	267	189	118	267	176	267	267	267
<b>Project</b>													
Prison Pilot Class		0	0	0	26	24	8	0	13	14	20	27	0
New Website		0	0	0	0	0	0	0	24	25	3	0	0
Book Fair Stall		0	0	23	0	0	0	0	0	0	0	0	0
Total Project Hours		0	0	23	26	24	8	0	37	39	23	27	0
Total Work Hours		267	267	290	209	291	197	118	304	215	290	294	267
Threshold Hours (95%)		309	309	309	210	309	219	139	309	201	309	309	309
<b>Capacity Surplus (Deficit)</b>		<b>42</b>	<b>42</b>	<b>19</b>	<b>1</b>	<b>18</b>	<b>22</b>	<b>21</b>	<b>5</b>	<b>-14</b>	<b>19</b>	<b>15</b>	<b>42</b>

**WEST RIVER ADULT READING CENTRE**

## Responsibility Checklist for Bill Billington

Date: 7/01/2005

Time: 14:24:19

<b>Project</b>	<b>Reporting To</b>	<b>Hrs</b>	<b>Dates</b>	<b>Task Description</b>
Book Fair Stall	Bill Billington	5	12/09/2005 - 16/09/2005	Prepare for the Book Fair
Book Fair Stall	Bill Billington	10	17/09/2005 - 17/09/2005	Run the Book Stall
New Website	Bill Billington	5	27/03/2006 - 14/04/2006	Website review
Prison Pilot Class	Bill Billington	21	1/11/2005 - 19/12/2005	Supervise Teaching
Prison Pilot Class	Bill Billington	39	30/01/2006 - 28/04/2006	Supervise Teaching
Prison Pilot Class	Bill Billington	40	10/10/2005 - 11/11/2005	Course Curriculum
Prison Pilot Class	Bill Billington	40	17/04/2006 - 31/05/2006	Report Compiled & Lodged

**WEST RIVER ADULT READING CENTRE**

## Responsibility Checklist for Casual Teacher I

Date: 7/01/2005

Time: 14:24:19

<b>Project</b>	<b>Reporting To</b>	<b>Hrs</b>	<b>Dates</b>	<b>Task Description</b>
Prison Pilot Class	Bill Billington	-86	1/11/2005 - 30/11/2005	Hired Staff teaching add back
Prison Pilot Class	Bill Billington	-54	1/12/2005 - 19/12/2005	Hired Staff teaching add back
Prison Pilot Class	Bill Billington	260	1/02/2006 - 28/04/2006	Teaching at Prison
Prison Pilot Class	Bill Billington	-82	1/02/2006 - 28/02/2006	Hired Staff teaching add back
Prison Pilot Class	Bill Billington	-91	1/03/2006 - 31/03/2006	Hired Staff teaching add back
Prison Pilot Class	Bill Billington	-87	1/04/2006 - 28/04/2006	Hired Staff teaching add back
Prison Pilot Class	Bill Billington	140	1/11/2005 - 19/12/2005	Teaching at Prison

# WEST RIVER ADULT READING CENTRE

## Responsibility Checklist for Nora Stanley-Syr

Date: 7/01/2005

Time: 14:24:19

<b>Project</b>	<b>Reporting To</b>	<b>Hrs</b>	<b>Dates</b>	<b>Task Description</b>
Book Fair Stall	Bill Billington	6	17/09/2005 - 17/09/2005	Run the Book Stall
New Website	Bill Billington	25	6/02/2006 - 24/03/2006	Website development

# WEST RIVER ADULT READING CENTRE

## Responsibility Checklist for Todd Chung

Date: 7/01/2005

Time: 14:24:19

<b>Project</b>	<b>Reporting To</b>	<b>Hrs</b>	<b>Dates</b>	<b>Task Description</b>
Book Fair Stall	Bill Billington	2	19/09/2005 - 19/09/2005	Clean Up after Fair
New Website	Bill Billington	25	6/02/2006 - 24/03/2006	Website development

# WEST RIVER ADULT READING CENTRE

## Financial Plan

### Situation Analysis

Financially the Centre is sound. The Centre endeavours to maintain a minimum balance of \$5,000 in the bank. This policy has been in position for over two years, and only once in that time has it been breached.

It is expected that should the Prison Pilot Program be awarded to the Centre then the Centre may well make a surplus for the year of \$11,758. However, a significant portion of this will be spent on the acquisition on capital equipment for the Pilot Program with the remaining surplus available for promotion of the Centre into the future.

### Goals for the next year

To ensure that the bank balance position is maintained.

To maintain a tight control over the finances of the Centre.

### Our Strategies

To continue monitoring the finances and continue providing monthly financial reviews to the Executive Committee.

**WEST RIVER ADULT READING CENTRE****Forecast Profit and Loss Statement**

for the period from 01 Jul 2005 to 30 Jun 2006

			<b>Prior Period Actual</b>	<b>Forecast YTD</b>
<b>Business Income</b>				
3300	Grant Funding from Dept Family Services		95,000	95,000
3301	Grant Funding from DRS		0	32,000
3750	Donations Received		6,820	6,800
3770	Fundraising Income		3,620	5,100
			<hr/>	<hr/>
			105,440	138,900
<b>Overheads</b>				
4030	Annual General Meeting Expenses		300	300
4190	Depreciation		340	336
4300	Fundraising Costs		1,840	1,980
4370	Insurance		800	800
4550	Office Expenses		2,100	2,100
4605	Program Materials		6,800	11,404
4680	Rent of Office & Classrooms		14,400	14,400
4700	Salaries & Wages Employees		70,000	84,996
4770	Superannuation Employees		6,300	8,150
4810	Telephone		1,820	1,824
4885	Volunteer Expenses		850	852
			<hr/>	<hr/>
			105,550	127,142
<b>Net Profit/(Loss)</b>			(110)	11,758

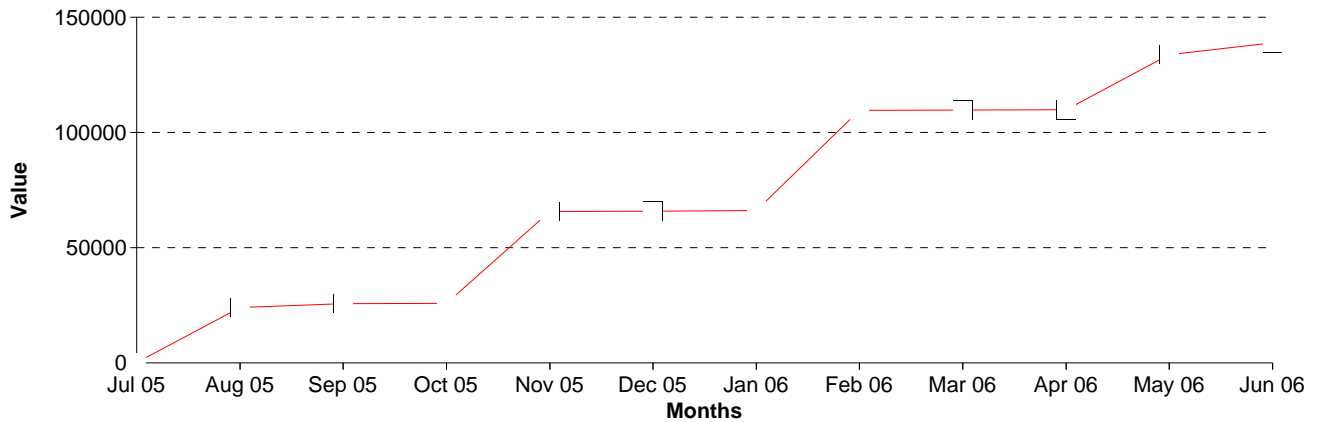
# WEST RIVER ADULT READING CENTRE

Date: 7/01/2005

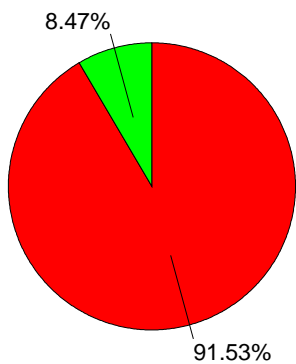
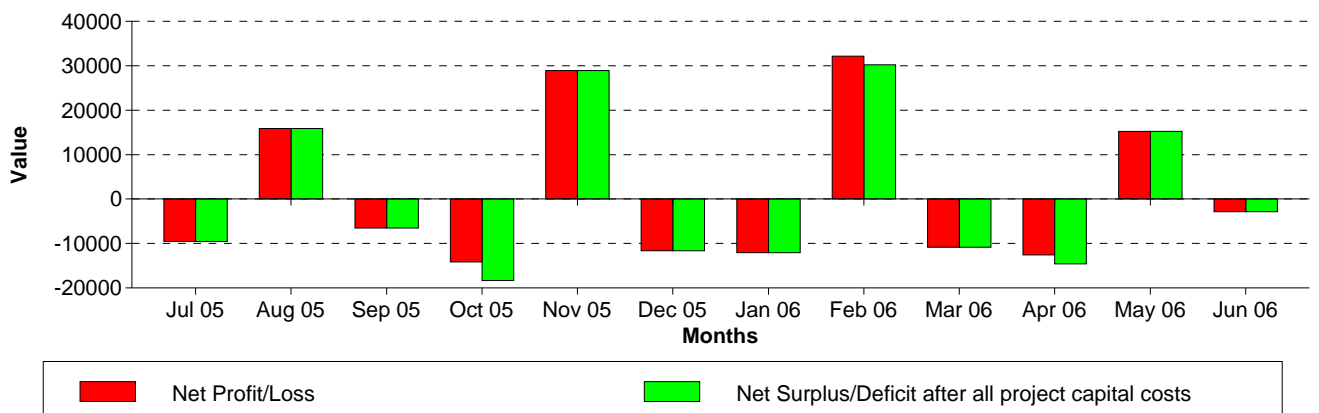
Time: 14:25:51

## Graphical Analysis

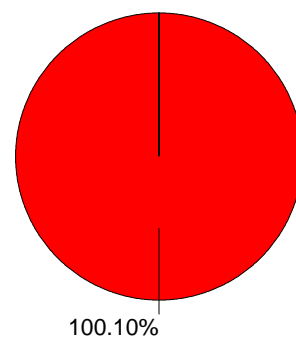
### Forecast Cumulative Sales



### Forecast Profitability



Forecast Costs as a % of Sales



Actual Costs as a % of Sales for the Prior Period

# WEST RIVER ADULT READING CENTRE

Budget for the period from 01 Jul 2005 to 30 Jun 2006

	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Total YTD	
<b>Business Income</b>														
3300	Grant Funding from Dept Family Ser	0	23,750	0	0	23,750	0	0	23,750	0	0	23,750	0	95,000
3301	Grant Funding from DRS	0	0	0	0	0	0	0	0	0	0	0	0	0
3750	Donations Received	150	150	150	150	150	150	150	150	150	150	150	5,150	6,800
3770	Fundraising Income	0	0	0	0	0	0	3,600	0	0	0	0	0	3,600
		150	23,900	150	150	23,900	150	150	27,500	150	150	23,900	5,150	105,400
<b>Overheads</b>														
4030	Annual General Meeting Expenses	0	0	0	0	0	0	300	0	0	0	0	0	300
4190	Depreciation	28	28	28	28	28	28	28	28	28	28	28	28	336
4300	Fundraising Costs	0	0	0	0	0	1,830	0	0	0	0	0	0	1,830
4370	Insurance	0	0	0	0	800	0	0	0	0	0	0	0	800
4550	Office Expenses	175	175	175	175	175	175	175	175	175	175	175	175	2,100
4605	Program Materials	567	567	567	567	567	567	567	567	567	567	567	567	6,804
4680	Rent of Office & Classrooms	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
4700	Salaries & Wages Employees	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	69,996
4770	Superannuation Employees	1,700	0	0	1,700	0	0	1,700	0	0	1,700	0	0	6,800
4810	Telephone	152	152	152	152	152	152	152	152	152	152	152	152	1,824
4885	Volunteer Expenses	71	71	71	71	71	71	71	71	71	71	71	71	852
		9,726	8,026	8,026	9,726	8,026	8,826	11,556	8,326	8,026	9,726	8,026	8,026	106,042
<b>Profit Before Projects</b>		(9,576)	15,874	(7,876)	(9,576)	15,874	(8,676)	(11,406)	19,174	(7,876)	(9,576)	15,874	(2,876)	(642)
<b>Project Income</b>														
	Book Fair Stall	0	0	1,500	0	0	0	0	0	0	0	0	0	1,500
	Prison Pilot Class	0	0	0	0	16,000	0	0	16,000	0	0	0	0	32,000
		0	0	1,500	0	16,000	0	0	16,000	0	0	0	0	33,500
<b>Project Costs</b>														
	Book Fair Stall	0	0	150	0	0	0	0	0	0	0	0	0	150
	New Website	0	0	0	0	0	0	2,000	0	2,000	0	0	0	4,000
	Prison Pilot Class	0	0	0	8,800	3,000	3,000	675	3,000	3,000	3,000	675	0	25,150

# WEST RIVER ADULT READING CENTRE

Budget for the period from 01 Jul 2005 to 30 Jun 2006

	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Total YTD
<b>Project Costs</b>													
Prison Pilot Class	0	0	0	8,800	3,000	3,000	675	3,000	3,000	3,000	675	0	25,150
	0	0	150	8,800	3,000	3,000	675	5,000	3,000	5,000	675	0	29,300
<b>Surplus/(-Deficit)</b>	(9,576)	15,874	(6,526)	(18,376)	28,874	(11,676)	(12,081)	30,174	(10,876)	(14,576)	15,199	(2,876)	3,558

# WEST RIVER ADULT READING CENTRE

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Profit Analysis for the period from 01 Jul 2005 to 30 Jun 2006

	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Total YTD	
<b>Business Income</b>														
3300	Grant Funding from Dept Family S	0	23,750	0	0	23,750	0	0	23,750	0	0	23,750	0	95,000
3301	Grant Funding from DRS	0	0	0	0	16,000	0	0	16,000	0	0	0	0	32,000
3750	Donations Received	150	150	150	150	150	150	150	150	150	150	150	5,150	6,800
3770	Fundraising Income	0	0	1,500	0	0	0	3,600	0	0	0	0	0	5,100
		150	23,900	1,650	150	39,900	150	150	43,500	150	150	23,900	5,150	138,900
<b>Overheads</b>														
4030	Annual General Meeting Expenses:	0	0	0	0	0	0	300	0	0	0	0	0	300
4190	Depreciation	28	28	28	28	28	28	28	28	28	28	28	28	336
4300	Fundraising Costs	0	0	150	0	0	1,830	0	0	0	0	0	0	1,980
4370	Insurance	0	0	0	0	800	0	0	0	0	0	0	0	800
4550	Office Expenses	175	175	175	175	175	175	175	175	175	175	175	175	2,100
4605	Program Materials	567	567	567	5,167	567	567	567	567	567	567	567	567	11,404
4680	Rent of Office & Classrooms	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
4700	Salaries & Wages Employees	5,833	5,833	5,833	5,833	8,833	8,833	5,833	8,833	8,833	8,833	5,833	5,833	84,996
4770	Superannuation Employees	1,700	0	0	1,700	0	0	2,375	0	0	1,700	675	0	8,150
4810	Telephone	152	152	152	152	152	152	152	152	152	152	152	152	1,824
4885	Volunteer Expenses	71	71	71	71	71	71	71	71	71	71	71	71	852
		9,726	8,026	8,176	14,326	11,026	11,826	12,231	11,326	11,026	12,726	8,701	8,026	127,142
<b>Net Profit/(Loss)</b>		(9,576)	15,874	(6,526)	(14,176)	28,874	(11,676)	(12,081)	32,174	(10,876)	(12,576)	15,199	(2,876)	11,758
<b>Capital</b>														
6620	Office Equipment	0	0	0	4,200	0	0	0	0	0	0	0	0	4,200
6650	Intellectual Property	0	0	0	0	0	0	2,000	0	2,000	0	0	0	4,000
		0	0	0	4,200	0	0	2,000	0	2,000	0	0	0	8,200
<b>Net Surplus</b>		(9,576)	15,874	(6,526)	(18,376)	28,874	(11,676)	(12,081)	30,174	(10,876)	(14,576)	15,199	(2,876)	3,558