



Northern Community Mediation

Where The Solution Is Up To You

NORTHERN
COMMUNITY
MEDIATION
2016
ANNUAL REPORT

DECEMBER 2016

INCOME CATEGORY	MONTH	2016 YTD	2016 Budget	2016 Project	2015 YTD
CDRP Funds		43,747.09	43,747.09	43,747.09	48,012.92
Agency Funds					
A. Charlevoix County	8,111.25	33,000.00	33,000.00	33,000.00	33,000.00
B. Emmet County		32,445.00	30,900.00	32,445.00	30,900.00
C. VORP Charlevoix		10,000.00	10,000.00	10,000.00	8,930.00
D. VORP Emmet	2,208.75	8,835.00	8,835.00	8,835.00	7,833.75
E. CDP Charlevoix		9,120.00	9,120.00	9,120.00	8,000.00
F. Fees for Service	1,100.00	8,510.00	7,000.00	8,510.00	6,670.00
G. ACVS Fees		4,700.00	3,000.00	4,700.00	2,500.00
H. SPED Fees		5,000.00	3,600.00	5,000.00	3,200.00
I. Donations		187.45	50.00	187.45	46.90
J. Donor Campaign		570.00	3,500.00	570.00	4,407.50
K. Theatre Party - Petoskey					
1. Sponsorships		7,075.00	6,425.00	7,075.00	6,425.00
2. Ticket Sales		4,075.00	2,375.00	4,075.00	2,375.00
3. Other		1,526.50	1,573.00	1,526.50	1,573.90
L Theatre Party - Charlevoix					
1. Sponsorships	100.00	3,050.00		3,050.00	
2. Ticket Sales		1,735.00		1,735.00	
3. Other		475.00		475.00	
M. Reimbursement/Rebate	100.00	844.64		844.64	1,650.97
N. Interest	14.07	165.14	95.00	165.14	223.88
O. Training					
1. 40-Hour					1,550.00
2. Roundtables					
3. Oakland Mediation		1,000.00		1,000.00	
4. Agreement Writing		325.00		325.00	
5. Advanced Fall					200.00
6. Gryphon Place		406.82		406.82	
P. GovPayNet		160.00		160.00	
Grants					
A. SCAO - RJ - WMU					
B. Charlevoix Foundation		3,278.00		3,278.00	4,280.00
C. Petoskey Foundation		6,573.00	3,287.00	6,573.00	2,060.00
D. United Way		500.00	500.00	500.00	3,349.75
E. SCAO - CDP - GVSU		2,269.44		2,269.44	
F. Revenue Sharing					1,325.00
G. Bar Association					2,000.00
H. Women Who Care		6,000.00	6,000.00	6,000.00	
I. Rotary Club of Petoskey					677.00
Transfer from Savings					
GENERAL INCOME	11,634.07	195,573.08	173,007.09	195,573.08	181,191.57
Restorative Practices (RP)	7,600.00	7,600.00		7,600.00	
GENERAL + RP INCOME	19,234.07	203,173.08		203,173.08	
In Kind					
A. Accounting Services		900.00	300.00	900.00	300.00
B. Volunteer Mediators	4,087.50	142,687.50	123,038.00	142,687.50	112,785.00
C. Volunteer Labor		1,550.00		1,550.00	
D. Volunteer Training					600.00
E. Mediation Locations	200.00	4,750.00	5,020.00	4,750.00	4,600.00
F. Rent	1,300.00	15,600.00	15,600.00	15,600.00	14,300.00
G. Equipment/Supplies		11,193.23	550.00	11,193.23	550.18
H. Cell Phone	112.17	1,310.87	1,380.00	1,310.87	1,263.33
I. Theatre Party		3,490.50	3,000.00	3,490.50	3,313.00
J. Training Locations			400.00		500.00
K. Mileage	482.50	528.74	500.00	528.74	
L. GoToMyPC	23.95	301.35	305.00	301.35	278.35
M. Miscellaneous		271.76		271.76	285.67
N. Executive Director	70.50	1,103.09		1,103.09	
IN KIND INCOME	6,276.62	183,687.04	150,093.00	183,687.04	138,775.53
TOTAL + IN KIND INCOME	25,510.69	386,860.12	323,100.09	386,860.12	319,967.10

EXPENSE CATEGORY	MONTH	2016 YTD	2016 Budget	2016 Project	2015 YTD
1. Personnel					
A. Salaries	8,138.70	107,547.10	105,803.00	105,547.10	103,579.46
B. FICA	640.40	9,025.76	8,093.93	9,025.76	8,789.28
C. Worker's Compensation		476.00	594.00	476.00	545.00
D. Unemployment		1,463.59	1,058.03	1,463.59	672.50
E. Insurance/Education	469.65	5,012.17	5,460.00	5,012.17	4,804.13
2. Accounting		4,150.00	2,400.00	4,150.00	2,380.00
3. Advertising	130.00	10,747.89	5,712.00	10,747.89	2,176.40
4. Charlevoix Office					
A. Rent	100.00	1,300.00	1,200.00	1,300.00	1,400.00
B. Telephone	29.99	745.49	1,195.00	745.49	1,203.29
5. Communications					
A. Telephone		2,335.00	2,560.00	2,335.00	2,573.98
B. Internet	15.00	585.93	840.00	585.93	832.00
6. Contractual		5,398.00	2,880.00	5,398.00	5,658.93
7. Equipment					
A. Purchase		499.00	650.00	499.00	4,320.70
B. Repair & Maintenance			2,800.00		
8. Insurance					
A. Employment Practices			224.00		224.00
B. Directors & Officers	1,474.00	1,474.00	1,270.00	1,474.00	1,270.00
C. Commercial Umbrella		300.00	300.00	300.00	300.00
D. Business Protection		430.00	430.00	430.00	430.00
9. Miscellaneous					10.00
10. Occupancy - Rent	500.00	6,500.00	6,000.00	6,500.00	6,000.00
11. Other					
A. Board	16.66	827.48	818.00	827.48	823.59
B. Executive Director	626.44	2,350.69	2,030.00	2,350.69	1,920.46
C. Hospitality	360.30	675.69	752.63	675.69	1,285.09
D. Licenses, Fees, Dues	120.00	1,335.15	1,045.75	1,335.15	1,107.96
E. PD		930.00	0.00	930.00	986.47
F. Staff Retreat	222.50	222.50	200.00	222.50	206.66
G. Theatre Party - Petoskey		4,017.66	2,641.00	4,017.66	4,042.67
H. Theatre Party - Charlevoix		2,924.20		2,924.20	
I. Miscellaneous		20.00		20.00	
J. Donation					75.00
12. Postage	167.48	1,976.75	1,515.00	1,976.75	1,681.44
13. Printing		2,530.00	2,950.00	2,530.00	3,124.50
14. Reimbursement		160.00		160.00	1,389.37
15. Supplies	176.21	4,199.56	2,900.00	4,199.56	2,947.83
16. Training					
A. 40-Hour					5,805.65
B. Roundtables			30.00		
C. General Civil			1,050.00		
D. Oakland Mediation Center		519.24		519.24	
E. Agreement Writing		700.84		700.84	
F. Advanced Fall					818.42
G. Gryphon Place		424.82		424.82	
17. Travel					
A. Lodging	189.04	616.42	180.00	616.42	886.36
B. Meals	49.08	166.37	133.00	166.37	90.59
C. Mileage	2,997.21	5,607.13	7,291.75	5,607.13	5,207.34
D. Other		3.50		3.50	80.97
18. Restorative Practices (RP)	250.00	2,298.00		2,298.00	
GENERAL EXPENSES	16,672.66	190,495.93	173,007.09	188,495.93	179,650.04
19. General Income - General Expenses	-7,038.59	5,077.15		5,077.15	1,541.53
Comparison of Income & Expenses	9,634.07	195,573.08		193,573.08	181,191.57
Depreciation	2,287.00	2,287.00		2,287.00	2,523.00
GENERAL EXPENSES + DEPRECIATION	18,959.66	192,782.93		190,782.93	182,173.04
Restorative Practices (RP)					
GENERAL + RP EXPENSES					

RESTORATIVE PRACTICES GRANT						
INCOME CATEGORY	MONTH	2016-2018 YTD	2016-2018 Budget	2016-2018 Project	2016-2018 In Kind Budget	2016-2018 In Kind YTD
December Payment		7,600.00	76,000.00	76,000.00		
RP Income		7,600.00	76,000.00	76,000.00		
EXPENSE CATEGORY	MONTH	2016-2018 YTD	2016-2018 Budget	2016-2018 Project	2016-2018 In Kind Budget	2016-2018 In Kind YTD
A. Salaries			63,094.00	63,094.00		
B. FICA			4,826.70	4,826.70		
C. Unemployment			627.94	627.94		
D. Worker's Compensation			868.00	868.00		
E. Supplies			500.00	500.00		
F. Mileage			1,083.36	1,083.36	146.04	
G. Pellston						
H. Boyne City						
I. Contractual			5,000.00	5,000.00	400.00	260.00
J. Equipment Purchase						1,788.00
K. Printing	250.00					250.00
RP EXPENSES	250.00	0.00	76,000.00	76,000.00	546.04	2,298.00
Gain (Loss)		7,600.00	0.00	0.00	-546.04	-2,298.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
December 2016

	Dec 16
Ordinary Income/Expense	
Income	
County Funding	
Emmet	8,111.25
Total County Funding	8,111.25
Fees	
Breach of Contract	100.00
Cancellation	50.00
Divorce	800.00
Employer/Employee	100.00
Real Estate	50.00
Total Fees	1,100.00
Fund Raising	
Theatre Party Charlevoix	
Sponsor	100.00
Total Theatre Party Charlevoix	100.00
Total Fund Raising	100.00
Grants	
Restorative Practices	7,600.00
Total Grants	7,600.00
Interest	14.07
Refund	100.00
VORP	
Emmet	2,208.75
Total VORP	2,208.75
Total Income	19,234.07
Expense	
Christmas Gift	2,000.00
Advertising	130.00
Charlevoix Office	
Rent	100.00
Telephone	29.99
Total Charlevoix Office	129.99
Communications	
Internet	15.00
Total Communications	15.00
Depreciation Expense	2,287.00
Fringe Benefits	
Dental Insurance	34.57
Health Insurance	435.08
Total Fringe Benefits	469.65
Grant Expense	
Restorative Practices	250.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
December 2016

	<u>Dec 16</u>
Total Grant Expense	250.00
Insurance	
Directors & Officers	<u>1,474.00</u>
Total Insurance	1,474.00
Occupancy	
Rent	<u>500.00</u>
Total Occupancy	500.00
Other	
Board	16.66
Executive Director	626.44
Hospitality	360.30
Licenses, Fees, Dues	120.00
Staff Retreat	<u>222.50</u>
Total Other	1,345.90
Payroll Expenses	640.40
Postage	167.48
Salaries and Wages	8,138.70
Supplies	176.21
Travel	
Lodging	189.04
Meals	49.08
Mileage	<u>2,997.21</u>
Total Travel	3,235.33
Void	<u>0.00</u>
Total Expense	<u>20,959.66</u>
Net Ordinary Income	<u>-1,725.59</u>
Net Income	<u><u>-1,725.59</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
December 2016

	<u>Dec 16</u>
Bill O'Brien	33.60
Bruce Herbert	117.95
Charter Communications	29.99
Chemical Bank	125.21
Christine Gebhard	1.05
City of Charlevoix	100.00
Connie Saltonstall	335.30
D&W Fresh Market	60.99
Debbie Neidhamer	70.00
Dick Hendrian	14.00
Gaslight Media	45.00
Harbor Brenn Agency	1,474.00
Hugh Conklin	179.03
Jane Millar	1,542.74
Jeff Higgs	138.60
Jim Raber	193.55
Julienne Tomatoes	215.85
Karen Cole	1,163.36
Katie Eberly	39.90
Kirstyn Horan	793.88
Kristy Whitman	288.20
Kristyn Balog	98.70
Lou Diaz	230.65
McCardel Water Conditioning	51.00
Online Payroll Service Fee	20.00
Payroll Distribution	8,779.10
Petoskey Chamber of Commerce	200.00
Pitney Bowes	167.48
Polly Cheney	47.25
Rob Brown	28.70
Ron Moore	182.88
Ruthie Brown	68.25
Sky's the Limit	42.99
St. Francis Xavier	500.00
Stafford's Hospitality	673.86
Susan Hannah	350.35
The Print Shop	250.00
Tom North	19.25
TOTAL	<u><u>18,672.66</u></u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through December 2016

Jan - Dec 16

Ordinary Income/Expense
Income

CDP 9,120.00

CDRP Funds

1st Quarter 13,124.13

2nd Quarter 10,936.77

3rd Quarter 8,749.42

4th Quarter 10,936.77

Total CDRP Funds 43,747.09

County Funding

Charlevoix 33,000.00

Emmet 32,445.00

Total County Funding 65,445.00

Donation

Donor Campaign 570.00

Mileage 37.45

Donation - Other 150.00

Total Donation 757.45

Fees

ACVS 4,700.00

Breach of Contract 2,300.00

Cancellation 150.00

Divorce 4,400.00

Domestic 150.00

Employer/Employee 200.00

General Civil 350.00

Ord, Statute, Reg. 160.00

Probate 100.00

Property 350.00

Real Estate 150.00

Shoplifting 150.00

SPED 5,000.00

Fees - Other 50.00

Total Fees 18,210.00

Fund Raising

Theatre Party Charlevoix

Other 475.00

Tickets 1,735.00

Supporter 450.00

Sponsor 2,600.00

Total Theatre Party Charlevoix 5,260.00

Theatre Party Petoskey

Bottle Return 4.00

Donation 733.50

Raffle 364.00

Sponsor 7,075.00

Tickets 4,075.00

Tip Jar 25.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through December 2016

	Jan - Dec 16
Theatre Party Petoskey - Other	400.00
Total Theatre Party Petoskey	12,676.50
Total Fund Raising	17,936.50
GovPayNet	160.00
Grants	
Restorative Practices	7,600.00
SCAO CDP	2,269.44
Charlevoix Foundation	3,278.00
Petoskey Foundation	6,573.00
United Way	500.00
Women Who Care	6,000.00
Total Grants	26,220.44
Interest	165.14
Refund	369.94
Reimbursement Income	474.70
Training & Workshops	
Gryphon Place	406.82
Advanced	325.00
Oakland	1,000.00
Total Training & Workshops	1,731.82
VORP	
Charlevoix	10,000.00
Emmet	8,835.00
Total VORP	18,835.00
Total Income	203,173.08
Expense	
Christmas Gift	2,000.00
Accounting	4,150.00
Advertising	10,747.89
Charlevoix Office	
Rent	1,300.00
Telephone	745.49
Total Charlevoix Office	2,045.49
Communications	
Internet	585.93
Telephone	2,335.00
Total Communications	2,920.93
Contractual	5,398.00
Depreciation Expense	2,287.00
Equipment Expense	
Purchase	499.00
Total Equipment Expense	499.00
Fringe Benefits	
Life Insurance	327.00

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2016

	Jan - Dec 16
Dental Insurance	192.77
Health Insurance	4,492.40
Unemployment	1,463.59
Total Fringe Benefits	6,475.76
Grant Expense	
Restorative Practices	2,298.00
Total Grant Expense	2,298.00
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,474.00
Worker's Compensation	476.00
Total Insurance	2,680.00
Occupancy	
Rent	6,500.00
Total Occupancy	6,500.00
Other	
Board	827.48
Executive Director	2,350.69
Hospitality	675.69
Licenses, Fees, Dues	1,335.15
Misc.	20.00
PD	930.00
Staff Retreat	222.50
Theatre Party	4,017.66
Theatre Party Charlevoix	2,924.20
Total Other	13,303.37
Payroll Expenses	9,025.76
Postage	1,976.75
Printing	2,530.00
Reimbursement	
Fees	160.00
Total Reimbursement	160.00
Salaries and Wages	105,547.10
Supplies	4,199.56
Training	
Gryphon Place	424.82
Advanced	700.84
OMC	519.24
Total Training	1,644.90
Travel	
Lodging	616.42
Meals	166.37
Mileage	5,607.13
Other	3.50

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Total Travel	6,393.42
Void	<u>0.00</u>
Total Expense	192,782.93
Net Ordinary Income	<u>10,390.15</u>
Net Income	<u><u>10,390.15</u></u>

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2016

	<u>Jan - Dec 16</u>
Ability Body in Motion	80.00
Abuzz Creative	540.00
Applied Imaging	50.88
AT&T	1,734.06
Bill O'Brien	33.60
Boyne Area Chamber of Commerce	385.00
Bruce Herbert	117.95
Central Interconnect	932.50
Charlevoix Chamber of Commerce	340.00
Charlevoix Cinema	300.00
Charlevoix County Community Foundation	30.00
Charter Communications	1,383.49
Charter Communicatons	53.99
Chase Bank	34.95
Chemical Bank	1,581.76
Christine Gebhard	1.05
City of Charlevoix	1,300.00
City Park Grill	98.80
Conflict Resolution Services	150.00
Connie Saltonstall	335.30
D&W Fresh Market	60.99
Dan McGuire	7,606.50
Debbie Neidhamer	70.00
Dick Hendrian	14.00
DRER, Inc.	182.98
East Jordan Chamber of Commerce	150.00
East Park Tavern	1,496.50
Emmet County Recycling	80.00
EPS	924.00
First Bankcard	37.46
First Community Bank	24.39
Frankenmuth Insurance	1,206.00
Gaslight Media	540.00
Gordon Food Service	168.12
GovPayNet	160.00
Harbor Brenn Agency	1,474.00
Harbor Springs Chamber of Commerce	165.00
Hugh Conklin	179.03
Jane Millar	6,397.52
Jeff Higgs	138.60
Jim Raber	193.55
Joel Wurster	225.00
Johan's	26.95
John Wiley & Sons, Inc.	360.00
Julienne Tomatoes	215.85
Karen Cole	4,065.91
Katie Eberly	39.90
Kirstyn Horan	4,066.56
Kristy Whitman	365.53
Kristyn Balog	98.70
Leadership Charlevoix County	300.00
Lou Diaz	230.65
Mason & Kammermann	4,150.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2016

	<u>Jan - Dec 16</u>
McCardel Water Conditioning	338.50
MCDRPCA	110.75
McLaren Northern Michigan Foundation	20.00
Meyer Hardware	19.45
Michigan Department of Treasury	70.40
Michigan UIA	758.17
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,209.24
Office Max	159.25
Oleson's	70.40
On The Throttle	2,245.00
Online Payroll Service Fee	162.00
Parrot Film Company	1,800.00
Payroll Distribution	114,348.86
Petoskey Chamber of Commerce	1,535.00
Petoskey Cinema	1,412.50
Pitney Bowes	1,939.91
PMP	224.00
Polly Cheney	47.25
Rob Brown	28.70
Ron Moore	182.88
Rotary	296.25
Rotary Club of Petoskey	658.75
Ruthie Brown	68.25
Sign & Design	3,775.00
Sky's the Limit	72.99
Spectrum Business	314.88
St. Francis Xavier	6,500.00
Stafford's Hospitality	1,374.70
State Bar of Michigan	40.00
State of Michigan	20.00
Susan Hannah	350.35
Taylor Rental	499.50
The 501 Alliance	705.42
The Print Shop	3,819.00
Tom North	19.25
Trophy Case	31.80
United Way	50.00
Weathervane	260.51
Zonta	40.00
TOTAL	<u>190,495.93</u>

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Cash Basis

NORTHERN COMMUNITY MEDIATION

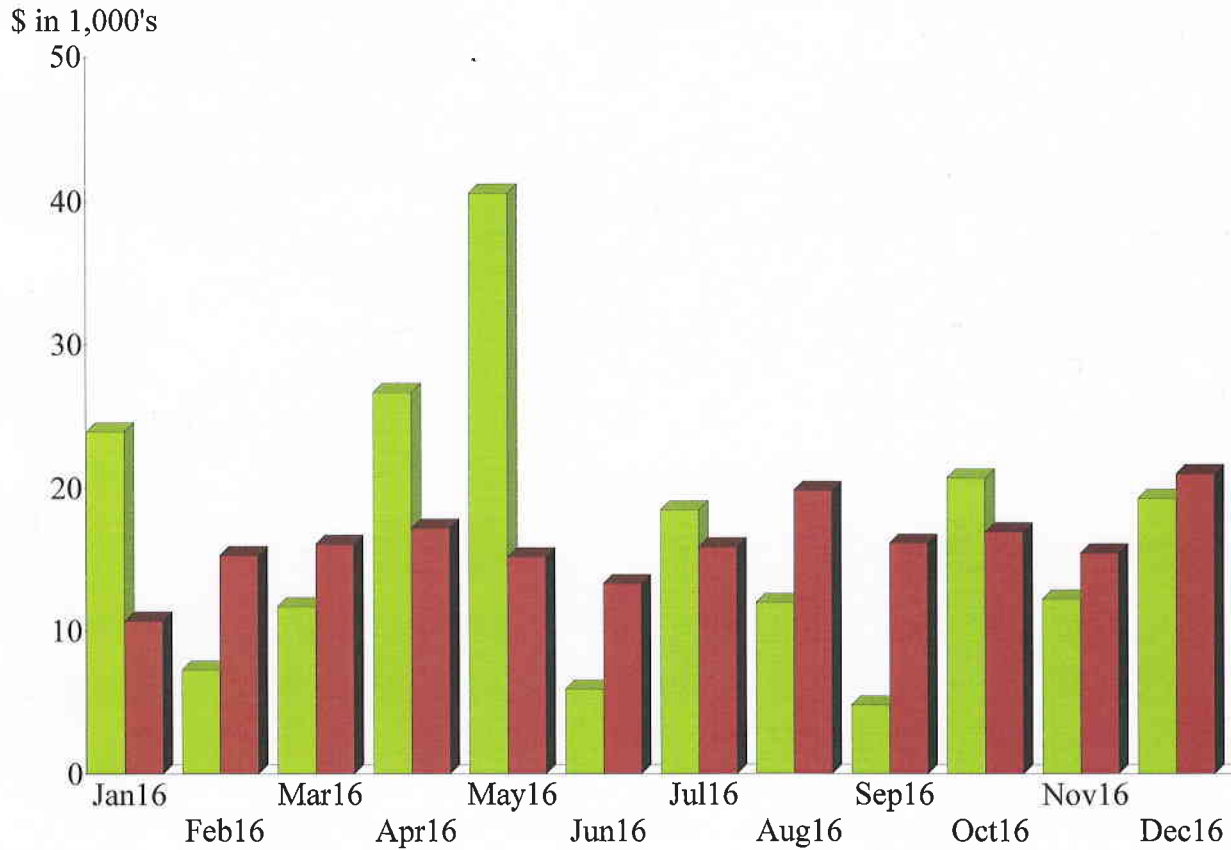
Balance Sheet Prev Year Comparison

As of December 31, 2016

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Savings 4Front	15,815.22	0.00	15,815.22	100.0%
CD Bank of N. MI 803611	0.00	6,567.86	-6,567.86	-100.0%
CD Bank of N. MI 804631	0.00	6,202.13	-6,202.13	-100.0%
CD Bank of N. MI 806536	7.95	6,382.49	-6,374.54	-99.9%
CD Char State Bank 18756	5,964.49	5,964.49	0.00	0.0%
CD Char State Bank 18910	12,208.47	12,208.47	0.00	0.0%
CD Chemical Bank 803611	6,587.59	0.00	6,587.59	100.0%
CD Chemical Bank 804631	6,233.21	0.00	6,233.21	100.0%
CD Chemical Bank 806536	6,406.50	0.00	6,406.50	100.0%
CD First Comm. Bank 60302215	7,844.98	7,844.98	0.00	0.0%
CD First Comm. Bank 60302716	5,593.36	5,593.36	0.00	0.0%
Checking 1st Community Bank	33,625.55	0.00	33,625.55	100.0%
Checking Chase	0.00	19,704.45	-19,704.45	-100.0%
Money Market Fifth Third	5,000.53	0.00	5,000.53	100.0%
Money Market PNC	5,000.42	0.00	5,000.42	100.0%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	0.00	15,815.22	-15,815.22	-100.0%
Savings Chase	8,092.43	18,089.77	-9,997.34	-55.3%
Savings Chemical Bank	20,294.64	20,285.36	9.28	0.1%
Total Checking/Savings	138,775.34	124,758.58	14,016.76	11.2%
Total Current Assets	138,775.34	124,758.58	14,016.76	11.2%
Fixed Assets				
Accumulated Depreciation	-29,933.79	-27,646.79	-2,287.00	-8.3%
Equipment				
Purchase	12,327.70	12,327.70	0.00	0.0%
Equipment - Other	26,910.05	26,910.05	0.00	0.0%
Total Equipment	39,237.75	39,237.75	0.00	0.0%
Total Fixed Assets	9,303.96	11,590.96	-2,287.00	-19.7%
Other Assets				
Investments - CCCF	11,677.77	11,677.77	0.00	0.0%
Investments - PHSACF	13,457.15	13,457.15	0.00	0.0%
Total Other Assets	25,134.92	25,134.92	0.00	0.0%
TOTAL ASSETS	173,214.22	161,484.46	11,729.76	7.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	653.00	563.00	90.00	16.0%
Fica Tax Withheld	1,232.35	1,011.91	220.44	21.8%
Michigan Unemployment	1,083.84	115.29	968.55	840.1%
State Income Tax Withheld	331.04	270.42	60.62	22.4%
Total Other Current Liabilities	3,300.23	1,960.62	1,339.61	68.3%
Total Current Liabilities	3,300.23	1,960.62	1,339.61	68.3%
Total Liabilities	3,300.23	1,960.62	1,339.61	68.3%
Equity				
*Retained Earnings	159,523.85	151,920.80	7,603.05	5.0%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	10,390.15	7,603.05	2,787.10	36.7%
Total Equity	169,913.99	159,523.84	10,390.15	6.5%
TOTAL LIABILITIES & EQUITY	173,214.22	161,484.46	11,729.76	7.3%

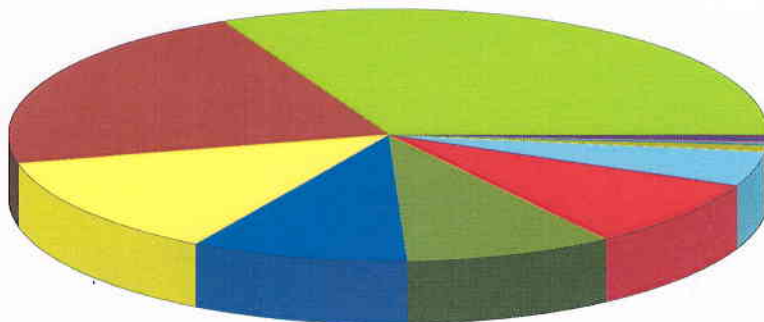
Income and Expense by Month January through December 2016

Income
Expense



Income Summary January through December 2016

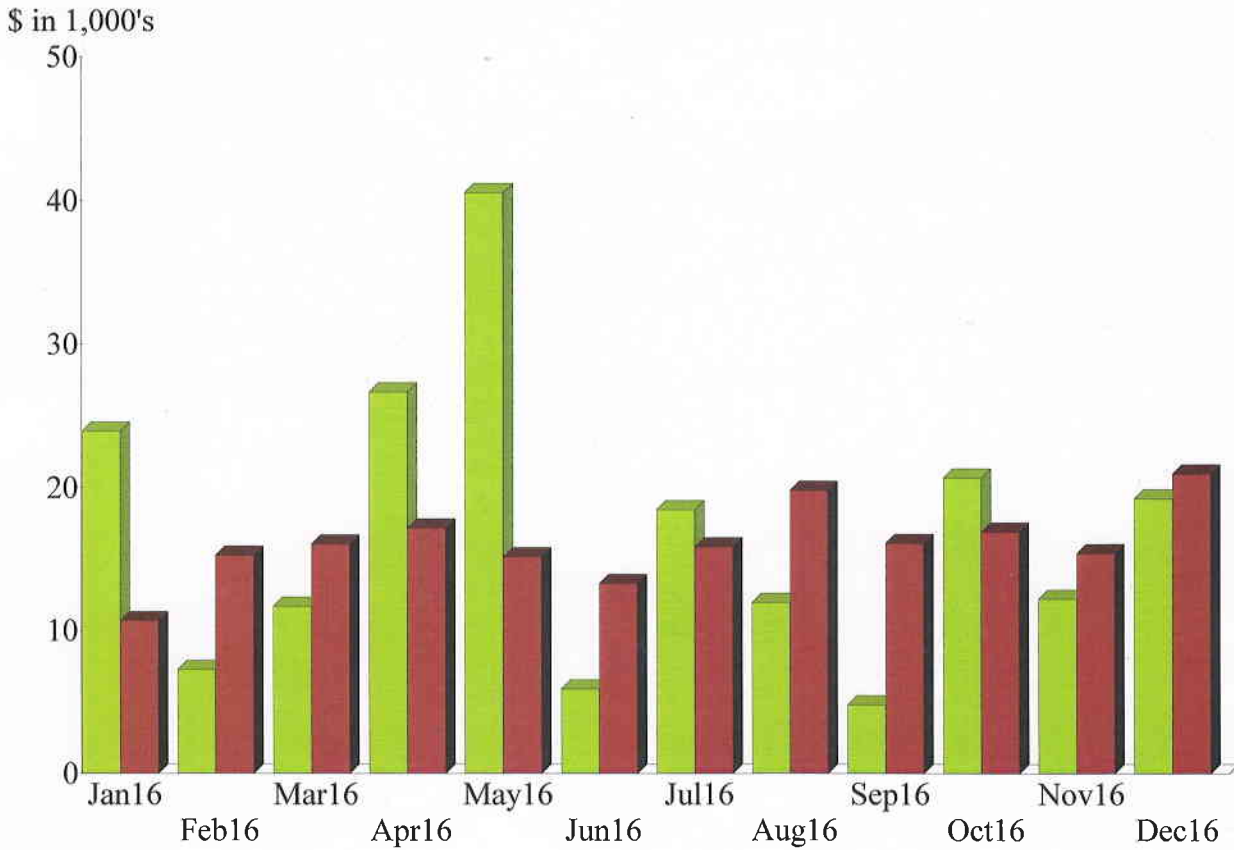
County Funding	%32.21
CDRP Funds	21.53
Grants	12.91
VORP	9.27
Fees	8.96
Fund Raising	8.83
CDP	4.49
Training & Workshops	0.85
Donation	0.37
Reimbursement Income	0.23
Other	0.34
Total	\$203,173.08



By Account

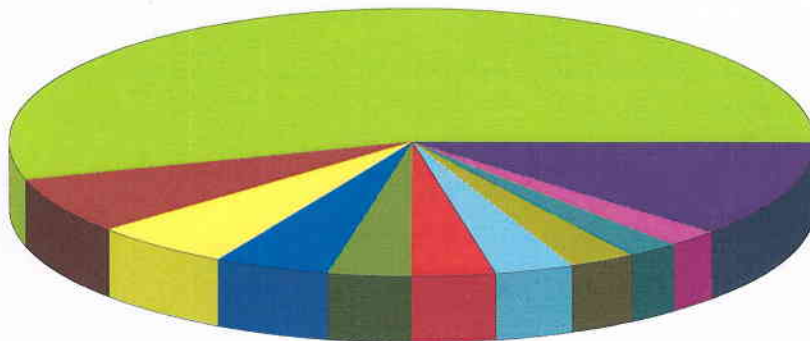
Income and Expense by Month January through December 2016

Income
Expense



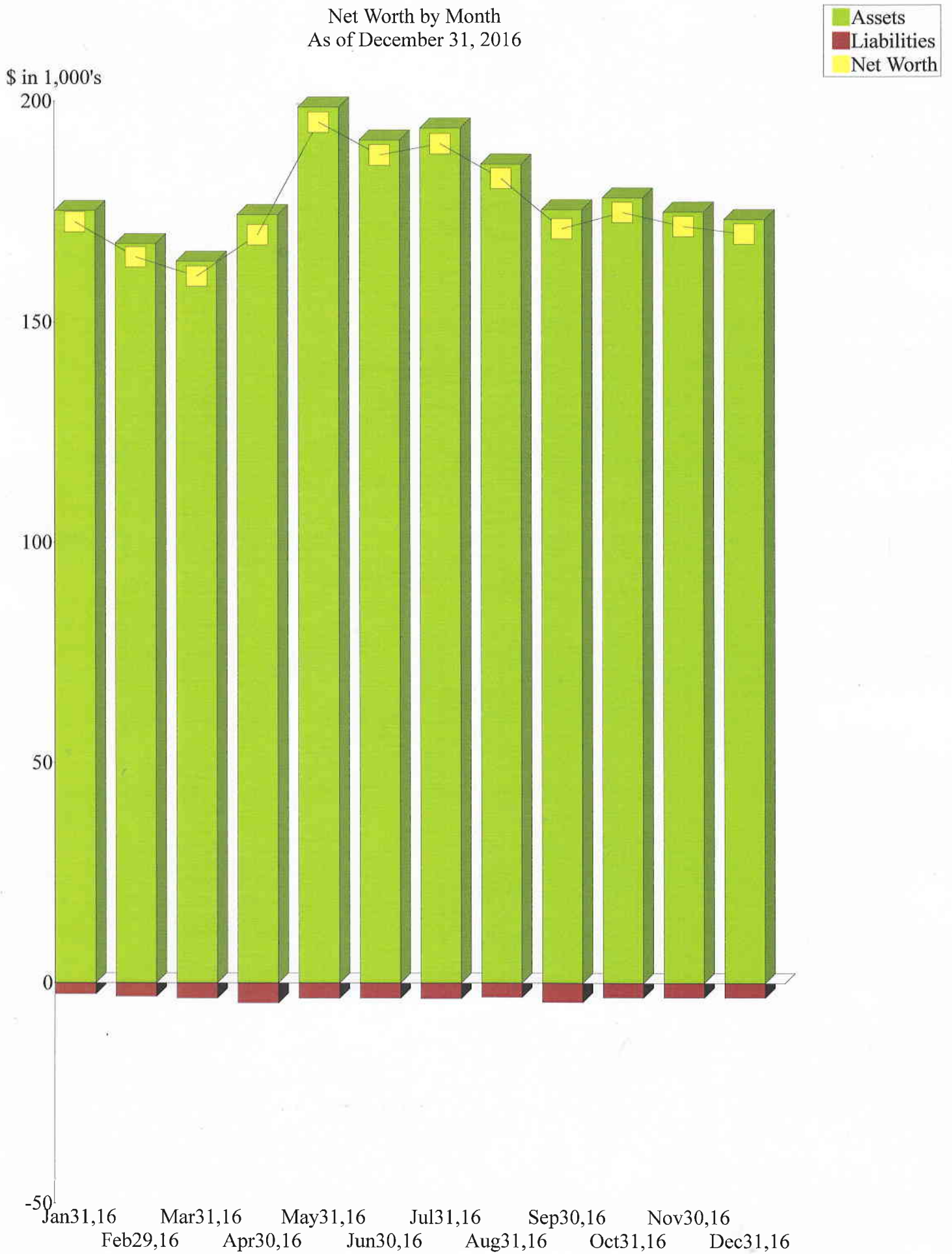
Expense Summary January through December 2016

Salaries and Wages	%54.75
Other	6.90
Advertising	5.58
Payroll Expenses	4.68
Occupancy	3.37
Fringe Benefits	3.36
Travel	3.32
Contractual	2.80
Supplies	2.18
Accounting	2.15
Other	10.91
Total	\$192,782.93



By Account

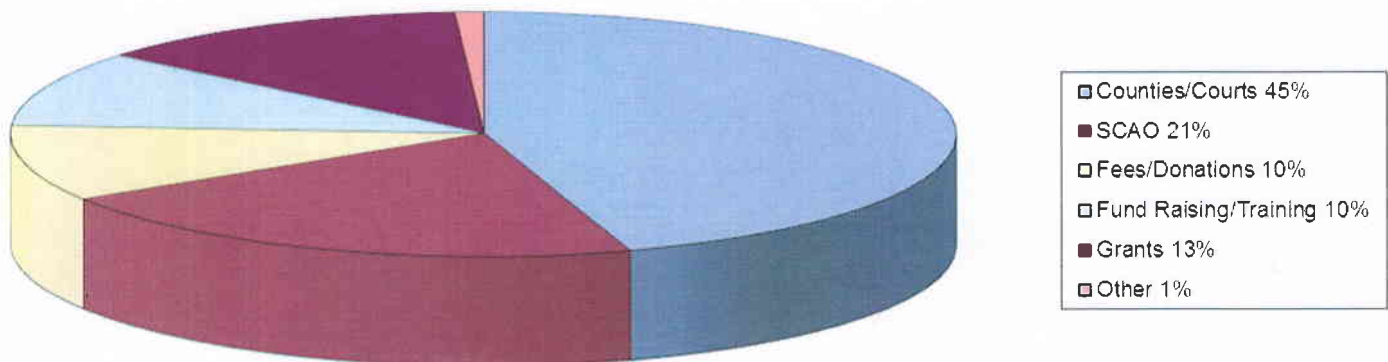
Net Worth by Month
As of December 31, 2016



**SEVENTEEN YEAR COMPARISON
REVENUE SOURCES**

YEAR	SCAO	COUNTIES	AGENCY	TOTAL	IN KIND
2016	43,747.09	93,400.00	58,425.99	195,573.08	183,687.04
2015	48,012.92	88,663.75	44,515.00	181,191.57	163,205.83
2014	46,307.69	87,275.00	51,413.97	184,996.66	170,662.83
2013	41,927.45	89,125.00	43,291.72	174,344.17	226,552.96
2012	47,032.97	84,050.00	35,331.95	166,414.92	184,703.20
2011	45,119.56	87,075.00	37,965.62	170,160.18	200,792.66
2010	57,368.81	84,000.00	42,990.48	184,359.29	228,514.86
2009	54,892.64	83,900.00	37,402.12	176,194.76	198,391.08
2008	52,964.25	76,225.00	48,077.34	177,266.59	193,458.36
2007	68,671.08	60,000.00	65,054.20	193,725.28	191,127.82
2006	67,531.61	69,000.00	31,807.63	168,339.24	142,871.68
2005	64,275.33	45,000.00	39,938.74	149,214.07	62,526.56
2004	70,441.65	33,750.00	22,005.16	126,196.81	44,883.50
2003	75,362.57	4,000.00	10,804.94	90,167.51	44,871.36
2002	69,788.17	3,000.00	5,543.35	78,331.52	46,419.87
2001	68,254.91	3,000.00	13,221.43	84,476.34	NA
2000	66,762.94	3,000.00	19,417.20	89,180.14	NA

Revenue Sources for 2016



ANNUAL REPORT FOR 2015

Personnel

Northern Community Mediation (NCM) has three, full-time employees: two Case Managers and the Executive Director. NCM also employs a part-time Assistant Administrator.

Kristy Whitman joined the NCM team as the Assistant Administrator in September 2015. Although she is part-time, her contribution goes far beyond that of a part-time employee

Case Manager Karen Cole has been a full-time employee with NCM for over a year. She is responsible for domestic relations, divorce, access and visitation, and guardianship cases. She also oversees the School Attendance and Child Protection Mediation Programs.

Case Manager Kirstyn Horan has been a full-time employee with NCM for one year. She is responsible for small claims, general civil, property, and landlord/tenant cases. She also oversees the Victim-Offender Reconciliation Program, as well as the First-Time-Offender Shoplifting Program.

Dr. Jane Millar has served as the Executive Director of NCM for over 13 years.

As of January 3, 2017, NCM will also employ two part-time Restorative Practices Coordinators. In that capacity, they will be responsible for helping students resolve conflicts through mediation. Ed Cole will be at Pellston High School, and Jim Raber will be in the Boyne City High School. These positions are being funded through a State Court Administrative Office (SCAO) grant and will continue through June 2018.

In addition to the paid staff, NCM has 46 volunteer mediators. The majority of the volunteer mediators have received advanced training in specialized fields of mediation. The table below depicts the areas of expertise along with the number of mediators qualified in those fields.

SPECIALIZATION	# OF MEDIATORS
Child Protection	20
Divorce/Domestic Relations	23
Advanced General Civil	13
Guardianship	7
Parenting Time	7
Restorative Justice	5
Special Education	9
Victim-Offender Reconciliation	15
Mental Health	9
School Attendance	18
Safety & Security	11

In 2015, NCM claimed 62 mediators. Many of them, however, had not mediated for at least a year. Therefore, these individuals were removed from the list. Forty-six is still a sufficient number of mediators. The challenge facing NCM relates to the availability of

the mediators. Many are retired or work full-time. Hence, they are either traveling or only available on a limited basis for daytime mediations. Additionally, more and more of the cases referred to NCM are complex and require specialized training.

NCM enforces the State Court Administrative Office (SCAO) requirement that mediators complete a minimum of eight hours of continuing education every two years. NCM also continues to be in compliance with the State Court Administrative Office (SCAO) policy for background checks. All employees, interns, volunteer mediators and other volunteers must undergo a background check through the Michigan State Police (ICHAT), as well as a criminal registry check through the Department of Human Services every two years.

Trainings and Workshops

In February 2016, NCM offered an eight-hour, Advanced Mediator entitled *Agreement Writing*, which was facilitated by Jane Millar. This training was offered in Petoskey for primarily the NCM mediators. There were 25 participants, two of whom were from other CDRP centers.

In March 2016, Oakland Mediation Center contracted with NCM to facilitate the eight-hour, Advanced Mediator Training entitled *Agreement Writing*, which also was facilitated by Jane Millar. Twenty-eight individuals, 25 of whom were attorneys, participated in this workshop.

In October 2016, Jane Millar went to Kalamazoo to train Jacob Beach, the Executive Director of Dispute Resolution Services in Kalamazoo in the School Attendance Mediation Program. This was a four-hour, one-on-one training.

Jane Millar attended a workshop sponsored by the Charlevoix County Community Foundation (CCCF). The purpose of the session was to train Executive Directors on the use of the CCCF website when applying for grants. Jane also attended a United Way grant writing workshop, as well as a workshop on the Exemption Rule for Employees. Kirstyn Horan completed the 48-Hour Divorce/Domestic Mediation Training.

Meetings & Gatherings

In addition to regular meetings relating to the operations of NCM, the staff participates in a variety of specific meetings.

On January 21, 2016, NCM conducted its annual meeting for 2015. It was held from 12:00 pm to 12:45 pm at City Park in Petoskey, Michigan. Minutes of the 2016 annual meeting will be available on the NCM website (www.northernmediation.org) upon approval of the Board of Directors at the 2017 Annual Meeting, which is scheduled for Thursday, January 9, 2016.

The Board of Directors met in person six times in 2016: January, March, May, July, September and November. The minutes of the Board of Directors meetings are available on the NCM website. The Executive Committee met in February, April, June, August and October.

Additional meetings in which NCM staff was involved are depicted in the table below.

MEETING	MEETING
Six NCM Board Meetings	Six NCM Executive Committee Meetings
Board Retreat	Orientation of new board member
Three Meetings with Kate Scollin	Dinner with Chelsea Platte
Pat Simmons Ackerman	
Three NCM Strategic Planning Committee Meetings	Numerous Meetings with Present & Potential Mediators
Weekly Staff Meetings	Staff Dinner
Staff Holiday Party	
Two Steering Committee Meetings	All-Day Staff Retreat
NCM Appreciation Luncheon	Funeral for Kristy Whitman's Mother
Conference Call with Doug Van Epps & Annette Wells	Conference Call with Michelle Hilliker Regarding Potential DHHS Funding
Nine CWIB Luncheons	Weekly Rotary Meetings
Nine Meetings with Leadership Little Traverse Mentee	Nine Meetings with Leadership Charlevoix County Mentee
Leadership Little Traverse Fund Raiser	Leadership Charlevoix County Fund Raiser
Leadership Little Traverse Graduation	Leadership Charlevoix County Graduation
	LCC Alum Gathering
Mason & Kammermann Annual Audit	Bob Esford, Insurance Agent
Two Brown Bag Lunches with Executive Directors of Non-Profits	Nine Human Services Coordinating Body Meetings
Two CDRP Directors' Meetings in Lansing	Michigan Special Education Meeting in Lansing
Petoskey Theatre Party	Charlevoix Theatre Party
Two Meetings with Shane Adams from Parrot Films Regarding Petoskey Theatre Ad	Conference Call with Adam Brubaker from Parrot Films Regarding Petoskey Theatre Ad
	Three Meetings with Chris Matye Regarding Charlevoix Theatre Ad
Two Conference Calls with Chris Kierkus Regarding CDP Grant	All-Day meeting with Chris Kierkus Regarding CDP Grant
Three Conference Calls with Brad Watts Regarding Restorative Practices Program Grant	Two Conference Calls with Michelle Hilliker, Craig Pappas, & Greta McHaney-Trice Regarding Restorative Practices
Interview of Hugh Conklin	Interview of Jim Raber
Interview of Carolyn Belknap	Interview of Ed Cole
Karen Jarema, Jim Raber & John Hertel from Boyne City High School	Monique Dean, Enos Bacon, Tyler Kruzel & Ed Cole from Pellston High School
Monique Dean & Diane Heinzelman Regarding Restorative Practices Grant	Diane Heinzelman from Char-Em ISD Regarding Restorative Practices Grant
United Way Grant Defense	Lorraine Manary
Two Meetings with Alan Hubbard from Sign & Design Regarding Signage Grant	
Charlevoix Chamber Annual Meeting	Boyne Chamber Annual Meeting
Petoskey Chamber Annual Meeting	Petoskey State of the Community
Charlevoix Chamber Appreciation	Charlevoix State of the Community

Breakfast	
Harbor Springs Chamber Annual Meeting	Jim Bauman's Retirement Luncheon
PHSACF Annual Meeting	PHSACF Grant Meeting
DJ Jones & Sarah Ford from PHSACF	NLEA Annual Meeting
Breakfast of Champions	United Way Celebration Breakfast
Celebrating Women Awards	Women's Resource Center Fund Raiser
Attendance at Women Can/Women Do	
Veteran's Workgroup	Veteran's Meeting
Char-Em ISD Superintendents' Meeting	Char-Em ISD Principals' Meeting
Two Meetings with Joel Wurster Regarding Subpoena of Karen Cole	Court for Subpoena of Karen Cole
Enos Bacon & Tammy Pickla from Pellston School District	Lisa Meyer from Charlevoix Elementary School
Dean Paul from Alanson Schools	
Wendy Viles from 90 th District Court	Carrie Zahner from 90 th District Court
Dave Rauch & Vick Seeger Regarding School Attendance	Dave Rauch Regarding School Attendance
Constance Lord Regarding Telephone System	La Shaun Turner Regarding Victim- Offender, Reconciliation Program
Christine Gebhard from Community Mental Health	Amy Wieland Regarding Use of Elks Club for Charlevoix Theatre Party
Mark Zink from D&W Fresh Market	Heidi Tribfelner from PNC Bank
Maureen Clone from the Department of Health & Human Service	Three Meetings with Steve Tresidder
Rob Straebel	Bert Rousseau
Mark Heydlauff	Two Meetings with Renee Tanner
Lunch with Dolores Wehrenberg	Lunch with Diane Clark
Lunch with Dave Kring	Lunch with Leila Hilal
Lunch with Jan Mancinelli	

On December 13 from 4:30 pm to 6:00 pm, NCM held its annual holiday party. Everyone in attendance enjoyed food, beverage, conversation and friendship. Approximately 40 people attended.

Approximately 40 people attended the Appreciation Luncheon, which was held on Monday, May 16 at City Park Grill in Petoskey. The following individuals were recognized: Mary Horan for Veteran Mediator of the Year, John Hoffman for Rookie Mediator of the Year, and John Marshall for Advocate of the Year. As the keynote speaker, mediator Scott Brinkmeyer spoke about his experiences with mediation downstate. The staff developed a quiz in which the guests had to figure out which descriptors applied to the various staff members. Fun was had by all.

The Executive Director continues to be a driving force behind the Michigan Citizen Dispute Resolution Program Center Directors' Association. She serves as an advisor to the organization and as a consultant to and liaison between the Association and the SCAO.

Presentations and Promotion

The year 2016 was a busy one in terms of participation in community events. NCM participated in Project Connect, a day of free services for those in need provided by various non-profit organizations in the community. The Executive Director served as a mentor for Leadership Little Traverse, a program sponsored by the Petoskey Chamber of Commerce, as well as a mentor for Leadership Charlevoix County, a program sponsored by the Charlevoix Chamber of Commerce.

NCM also participated in the Information Summit, which is sponsored by the Human Services Coordinating Body. The Summit was held on September 16 and provides an opportunity for those individuals involved with social service agencies to network and learn more about one another's services. Kristy Whitman staffed the NCM booth for the entire event due to the fact that Karen Cole, Kirstyn Horan and Jane Millar had NCM responsibilities elsewhere.

The Executive Director was the guest speaker for a class in conflict resolution at North Central Michigan College.

The table below lists additional presentations that were done to promote NCM and draw attention to its services and programs.

ORGANIZATION	TOPIC
Leadership Little Traverse	Conflict in the Workplace
Leadership Little Traverse Lunch Host	NCM & Mediation
Leadership Charlevoix County Lunch Host	Stories of Mediation
Petoskey Chamber Expo	What is Northern Community Mediation?
Boyne City Chamber Expo	What is Northern Community Mediation?
Charlevoix Chamber Expo	What is Northern Community Mediation?
Hárbor Springs Chamber Expo	What is Northern Community Mediation?
Project Connect	What is Northern Community Mediation?
DHHS	School Attendance Mediation Program
Antrim County Court Personnel	School Attendance Mediation Program
Central Lake & Ellsworth Schools	School Attendance Mediation Program
Coast Guard	Use of Mediation
Career Day at Petoskey Middle School	Conflict Resolution
Podcast for <i>Petoskey News Review</i>	What is Northern Community Mediation
Eleven Press Releases	Varied
Twelve <i>Bridges</i> (monthly newsletter)	Varied

Caseload

The number of cases opened in 2016 as compared with 2015 was down by 29 cases: 738 vs. 767. This decrease does not appear to be of any significance. The number of cases disposed in 2016 as compared with 215 was down by 62 cases: 738 vs. 800. It is premature to draw any conclusions about this decrease. NCM will continue to monitor the disposed cases in order to determine if this should be of concern.

Breach of Contract continues to be the most prevalent type of case (68.97%). This is followed by cases involving divorce and domestics matters (12.87%). The third most common type of case relates to the School attendance Mediation Program (6.5%), followed by parenting time (3.12%) and Victim-Offender Reconciliation (2.57%)

The case breakdown by programs is as follows:

PROGRAM	2016		2015	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Child Protection	16	16	17	17
Victim Offender	20	19	31	37
Parenting Time	54	58	64	30
School Attendance	45	46	62	62

The case breakdown by counties is as follows:

COUNTY	2016		2015	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Charlevoix	301	307	305	299
Emmet	421	415	448	487
Other	16	15	8	8

The case breakdown relating to the courts is as follows:

COURT	2016		2015	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
33 rd Circuit	32	35	62	54
57 th Circuit	39	33	32	37
90 th District	498	499	505	526
7 th Probate	39	39	50	55

The case breakdown by dispute type is as follows:

DISPUTE TYPE	2016		2015	
	#ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Breach of Contract	517	509	485	513
Victim Offender	20	19	31	37
Domestic Matters	43	47	47	43
Child Protection	16	16	17	17
Parenting Time	54	58	64	30
Divorce	51	48	46	49
Landlord/Tenant	1	2	25	25
Other	36	39	52	87

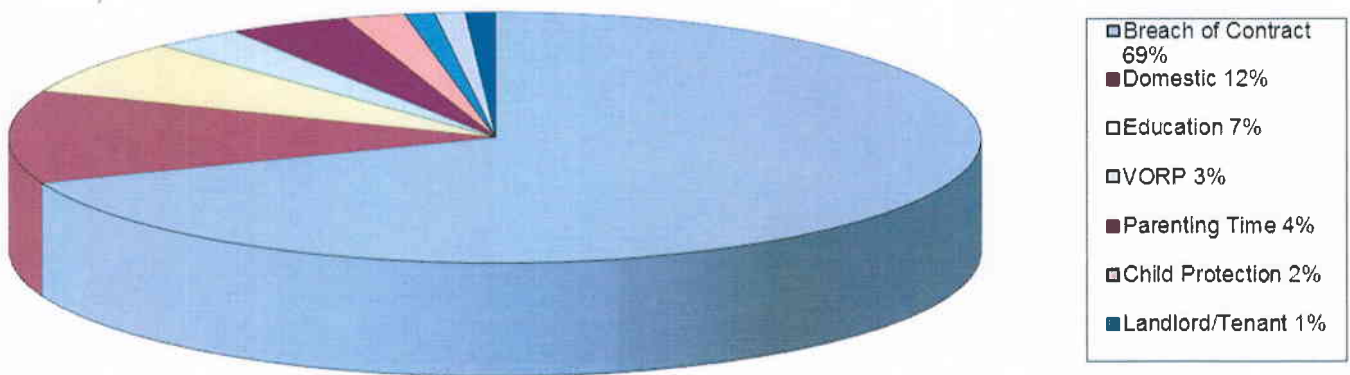
A comparison of the caseload is as follows:

CATEGORY	2016	2015	2014	2013	2012
# Opened	738	767	728	514	411
# Closed	738	800	702	501	391
Agreement Rate	82.58%	83.41%	85.21%	75.51%	73.44%
# Court Referred	597	683	609	373	273
# Self Referred	81	47	50	70	74

SEVENTEEN YEAR COMPARISON
DISPUTE TYPES (based on number of cases disposed in a given year)

Year	CDP	Breach Contract	EMP	Guard	Land/Tenant	Neighbor	Div Dom	Post Judge	Property	Edu	Vic Offend	Oth	Total
2016	15	509	4	4	2	1	95	23	14	48	19	4	738
2015	17	512	3	4	25	1	92	30	8	62	39	7	800
2014	35	366	2	6	56	0	88	38	22	27	55	7	702
2013	32	162	1	2	24	1	104	58	15	37	54	11	501
2012	30	127	2	4	14	1	92	41	12	2	55	11	391
2011	43	131	4	6	16	1	105	61	13	1	57	8	446
2010	22	160	4	5	12	2	104	44	6	3	60	13	435
2009	33	180	3	5	20	6	100	40	2	3	51	12	455
2008	26	186	2	1	16	1	95	29	8	4	81	10	459
2007	49	192	2	1	14	0	92	38	7	0	127	6	528
2006	59	187	5	3	16	7	76	23	8	2	89	13	488
2005	60	165	17	2	6	4	50	29	4	2	83	5	427
2004		179			30	7	67		11		13	80	387
2003		148			11	9	50		14		11	78	321
2002		150			19	5	71		18		6	64	333
2001		165			20	6	50		13		4	54	312
2000		106			16	7	24		14		5	55	227

Dispute Types for 2016



Agreement Rates

For all practical purposes, the agreement rates are the same for 2016 as they were for 2015.

The agreement rate percentages for 2016 are depicted in the pie chart entitled Agreement Rates. The table below shows the comparison of agreement rates between 2015 and 2016.

YEAR	AGREEMENT	NO AGREEMENT	CONCILIATED	FACILITATED /ARBITRATED	PARTIAL
2016	41%	17%	41%	0%	1%
2015	40%	17%	41%	0%	2%

Referral Sources

The pattern continues that the vast majority of cases are referred / ordered by the Court (80.89%). The only referral source that has showed a noticeable change is in self-referrals, which increase from 5.87% in 2015 to 10.98% in 2016.

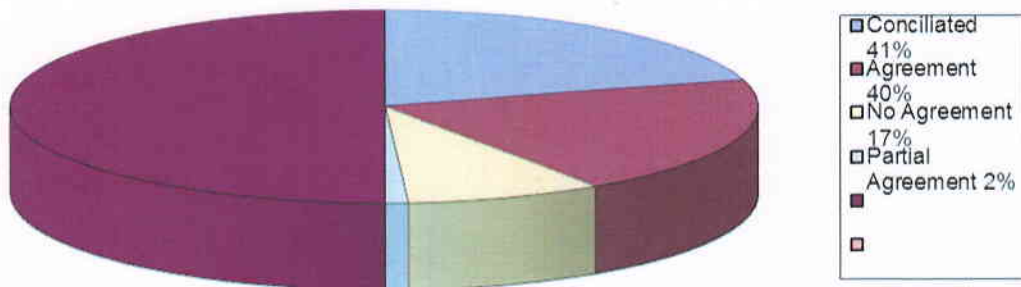
The referral source percentages for 2016 are shown in the pie chart entitled Referral Sources. The case breakdown by referral source is as follows:

REFERRAL SOURCE	# IN 2016	# IN 2015
Courts	597	683
Self	81	47
Educational Institutions	48	61
Legal Organizations	0	0
Prosecutor	6	4
Other	6	5

SEVENTEEN YEAR COMPARISON AGREEMENT RATES

Year	Total Cases	Core Cases	Agreement	Partial Agreement	Conciliated	Facilitated	Arbitrated	No Agreement
2016	738	396	161	3	163	0	0	69
2015	800	440	179	8	180	0	0	73
2014	702	426	175	17	171	4	0	59
2013	501	392	209	12	75	1	0	95
2012	391	305	162	9	52	1	0	81
2011	446	345	175	6	55	1	1	107
2010	435	340	203	7	52	4	1	73
2009	455	349	224	4	41	1	1	78
2008	459	339	173	4	67	21	1	73
2007	528	395	177	0	143	10	0	65
2006	488	379	253	6	71	0	0	49
2005	428	369	253	3	66	4	0	43
2004	337	232	150	0	41	2	0	39
2003	318	NA	266	NA	NA	NA	NA	NA
2002	332	NA	287	NA	NA	NA	NA	NA
2001	307	NA	266	NA	NA	NA	NA	NA
2000	240	NA	201	NA	NA	NA	NA	NA

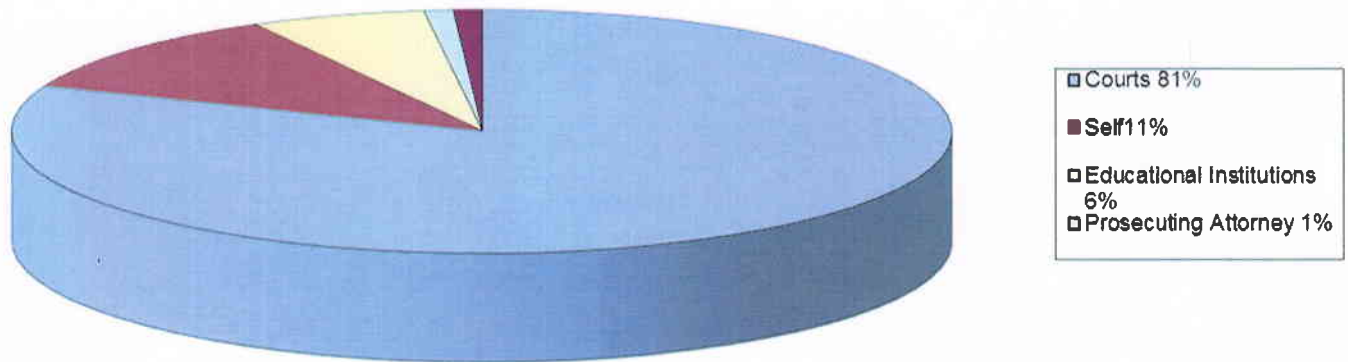
Agreement Rates for 2016



SEVENTEEN YEAR COMPARISON
REFERRAL SOURCES (based on number of cases disposed in a given year)

YEAR	COURT	GOV/ POLICE	LEGAL/ BUSINESS/CORP	SELF- REFERRAL	SOC SER/ EDUC/COMM	OTHER	TOTAL
2016	597	0	6	81	48	6	738
2015	683	1	4	47	61	4	800
2014	609	1	12	50	27	3	702
2013	373	2	15	70	37	4	501
2012	273	4	39	74	0	1	391
2011	372	1	19	45		9	446
2010	351	2	30	48	2	2	435
2009	348	2	29	68	3	5	455
2008	351	0	43	57	4	4	459
2007	429	3	26	60	2	8	528
2006	394	8	14	51	3	18	488
2005	348	18	0	38	2	21	427
2004	299	5	20	33	7	23	387
2003	175	6	33	80	16	11	321
2002	207	4	22	76	13	11	333
2001	187	4	29	62	23	7	312
2000	167	3	14	15	7	21	227

Referral Sources for 2016



Fund Raising and Grants

The twelfth annual Theatre Party was held on Monday, March 14. NCM budgeted \$10,373.00 in revenue and \$2,641.00 in expenses for a profit of \$7,732.00. In reality, \$12,776.50 was collected in revenue, and expenses totaled \$4,017.66 for a profit of \$8,758.84, which was \$2,026.84 over budget. Both sponsorships and ticket sales exceeded budget projections.

Petoskey Theatre Party	2016	2015
Sponsorships	\$7,075.00	\$6,425.00
Ticket Sales	\$4,175.00	\$2,375.00
Other	\$1,526.50	\$1,573.00
Total Income	\$12,776.50	\$10,373.00
Expenses	\$4,017.66	\$4,042.67
Profit	\$8,758.84	\$6,330.33

On October 10, NCM held an inaugural Theatre Party in Charlevoix. Since this fund raiser had not been planned, there was no line item in the budget for the event. With \$5,060.00 in revenue and \$2,924.20 in expenses, NCM realized a profit of \$2,135.80. It is believed that this was a sufficient enough gain to justify continuing the Charlevoix Theatre Party.

Charlevoix Theatre Party	2016	2015
Sponsorships	\$2,850.00	
Ticket Sales	\$1,735.00	
Other	\$475.00	
Total Income	\$5,060.00	
Expenses	\$2,924.20	
Profit	\$2,135.80	

NCM does charge a minimal administrative fee for most cases. Those cases for which there is no charge are school attendance, access and visitation, victim-offender, special education, and small claims. Additionally, fees are waived if it would be a hardship for an individual to pay the fee. In 2016, NCM collected \$8,510.00 in fees from 126 individuals as compared to \$6,700.00 from 107 participants in 2015. In 2016, \$2,050.00 in fees was written off as uncollectable, as compared to \$4,045.00.00 in 2015.

In 2016, NCM received \$4,700.00 from the federal government for access and visitation cases, as compared to \$2,500.00 in 2015. In both cases, the amount received was the maximum amount that could have been received. For special education cases, NCM was awarded from the Department of Special Education \$5,000.00 in 2016 and \$3,200.00 in 2015. The increase in funding from the Department of Special Education relates to the fact that the Executive Director has been aggressively presenting programs relating to the Special Education Mediation Program.

Fee Source	2016	2015
NCM Fees	\$8,510.00	\$6,670.00
Access & Visitation	\$4,700.00	\$2,500.00
Special Education	\$5,000.00	\$3,200.00
Total	\$18,210.00	\$10,120.00

Donations for 2016 totaled \$757.45, as compared to \$4,454.40 in 2015. The decline in donations has been decreasing on a regular basis from year to year. The significant decline from 2015 to 2016 is in all probability due to the fact that there was not a formal donor campaign in 2016.

Donations	2016	2015
Non-Specified	\$187.45	\$46.90
Donor Campaign	\$570.00	\$4,407.50
Total	\$757.45	\$4,454.40

Grants totaled \$26,220.44 in 2016. NCM received the following grant awards in 2016:

- The Charlevoix County Community Foundation
 - \$894 for the purchase of a laptop computer and printer for the Restorative Practices Coordinator in Boyne City High School
 - \$2,384 to go towards movie advertising in the Charlevoix Cinema
- The Petoskey-Harbor Springs Area Community Foundation
 - \$894 for the purchase of a laptop computer and printer for the Restorative Practices Coordinator in Pellston High School
 - \$2,392 to go towards movie advertising in the Petoskey Cinema
 - \$3,287 to go towards the purchase of marketing materials, such as signs
- United Way
 - \$500 that was the fourth quarter and final payment helping to cover waived and uncollectable fees
- State Court Administrative Office
 - \$2,269.44 to go towards research relating to the Child Protection Mediation Program
- Women Who Care
 - \$6,000 for operational expenses
- State Court Administrative Office
 - \$7,600.00 for the first payment to go towards the Restorative Practices Program pilot project

Board Retreat

On Monday, February 1, 2016, the Board of Directors met at the Weathervane Restaurant in Charlevoix for a board retreat. The following subjects were on the agenda:

- Review of mission and vision statements
- Distinction between mediation, arbitration and litigation
- Review of the Strategic Plan from the 2015 Board Retreat
 - Third Priority – Facilities

- Second Priority – Leadership/Sustainability/Succession
- First Priority – Resources/Budget
- Review of NCM programs
- Role play of the mediation process

In Kind Contributions

To a non-profit organization, in-kind contributions are significant for two primary reasons. First, when writing grant applications, in kind donations are considered a means of determining community support of the organization. Second, in kind donations help to defray expenses. The top six areas of contributions in 2016 related to the following:

- Mediation hours based upon \$150 per hour \$ 142,687.50
- Rent \$ 15,600.00
- Equipment/Supplies \$ 11,193.23
- Mediation Locations at \$50 per session \$ 4,750.00
- Theatre Parties \$ 3,490.50
- Volunteer Labor \$ 1,550.00
- Executive Director \$ 1,103.09

The total amount of in kind contributions for 2016 was \$183,687.04, which is above that of 2015, which totaled \$163,205.83. The in kind donations for 2016 constituted 48% of the total budget, the same as in 2015. The total in kind contributions attributable to the mediators themselves represented 78% of the in kind contributions.

The table below shows the breakdown of in kind contributions between 2016 and 2015.

In Kind	2016	2015
Mediator Hours	\$142,687.50	\$134,197.25
Rent	\$15,600.00	\$15,600.00
Equipment/Supplies	\$11,193.23	\$550.18
Mediation Locations	\$4,750.00	\$4,950.00
Theatre Parties	\$3,490.50	\$3,313.00
Volunteer Labor	\$1,550.00	0
Cell Phone	\$1,310.87	\$1,263.33
Executive Director	\$1,103.09	NA
Accounting	\$900.00	\$300.00
Mileage	\$528.74	\$1,171.45
GoToMyPC	\$301.35	\$300.30
Miscellaneous	\$271.76	\$460.32
Volunteer Training	0	\$600.00
Training Locations	0	\$500.00
Total	\$183,687.04	\$163,205.83
Percentage of Budget	48%	48%
Mediator Percentage of In Kind	78%	83%

Financial Analysis

Although it initially appeared that NCM might end 2016 in the red, such was not the case. Based upon cash flow, NCM ended 2016 with a gain of \$5,077.15. When depreciation is taken into consideration, the gain is \$2,790.15. The balance sheet previous year comparison shows a gain of \$7,469.32. It is important to keep in mind that there is \$7,600 that relates to the Restorative Practices Program grant. The bottom line for 2016 is that NCM is on financially solid ground.

Summary

The year 2016 was another outstanding year for NCM. It opened 738, which is down 29 cases from 2015. It closed 738 cases, which is down 62 cases from 2015. This decrease in numbers is not necessarily alarming for two primary reasons. First, cases numbers naturally fluctuate from one year to the next, much of this being dependent upon the number of court filings, which in turn impacts the number of cases referred by the courts. Second, the year 2015 was an exceptional one and does not necessarily reflect that all years will have such a large number of cases.

The decrease in disposed cases from 2015 to 2016 rests primarily with a drop in the following types of disputes: landlord/tenant, victim-offender reconciliation, and school attendance. Again, in all probability, this is a cyclical issue and not one reflecting diminished quality in services.

NCM continues to be an exemplary Citizen Dispute Resolution Program center. Although it dropped from the first to the second most efficient center in the state, it did so by only .07 points. Consequently, it received 7.677% of the pooled state funds, which is only 1.5% less than the center receiving the greatest percentage of the funds.

Due to term limits, David Leusink had to leave his position as a board member at the end of 2016. David was a dedicated board member and will be missed. Brian Kasiborski is joining the Board. Brian is an attorney and also a mediator for NCM. The officers for 2017 will be

- President Kate Scollin
- Vice President Julie Kuchnicki
- Treasurer Bill Meengs
- Secretary Stuart Fenton

During 2016, the Strategic Planning Committee and the Board have worked diligently towards solidifying NCM's long-range planning, specifically in the areas of resources and facilities. On February 27, 2017, the Board retreat will focus on these two areas.

In summary, the year 2016 was another excellent year for NCM.

Community Dispute Resolution Program
Northern Community Mediation - CHARLEVOIX

Annual Case Profile CDRP03QT

Report Date: 1/6/2017

Period: Beginning: 1/1/2016 Ending: 12/31/2016

Filtered By: None

<u>CASE DISPOSITION TOTALS</u>	Count	<u>NO MEDIATION HELD</u>	Count
Conciliated	163 41.16%	Settled Prior to Mediation	19 5.56%
Mediated to Agreement	161 40.66%	Respondent Refuses to Mediate	20 5.85%
Mediated to Partial Agreement	3 0.76%	Initiator Failed to Show	4 1.17%
Mediated without Agreement	69 17.42%	Respondent Failed to show	144 42.11%
Facilitated	0 0.00%	Both Failed to Show	1 0.29%
Arbitrated	0 0.00%	Case Withdrawn	107 31.29%
TOTAL	396	Unable to Contact	35 10.23%
		Unamenable for Mediation	12 3.51%
		TOTAL	342

Arbitration Sessions: 0 Mediated w/ Agreement Sessions: 162 Avg Mediation Duration (mins): 86.27
Facilitated Sessions: 0 Mediated Part Agreement Sessions: 3 Total Fees Received: \$8,510.00
Mediated w/o Agreement Sessions: 71 **Excludes Waived Payment**
Total Money Distributed due to Agreement: \$339,987.53 Total Cases where Money was Distributed: 152

ADDITIONAL CASE INFORMATION:

Number of Accepted Cases: 738 Number of Disposed Cases: 738
Returnee to Mediation: Avg Days from Intake to Disposition: 28
New Matter: 5 Number of Court Ordered Cases: 169
Remediation of New Matter: 6 Number of Individuals Served: 2,050
Non-compliance of Old Matter: 0 Number of Children Involved: 236
Number of Cases Referred Elsewhere: 26

<u>REFERRAL SOURCE</u>	Count	<u>DISPUTE TYPE</u>	Count
BUS: Business, Corporation	0 0.00%	CDP: Child Protection	15 2.03%
CSR: Community Organization	0 0.00%	CML: Criminal	0 0.00%
CTS: Courts	597 80.89%	CON: Breach of Contract	509 68.97%
FFC: Friend, Family, Colleague	0 0.00%	EMP: Employment	4 0.54%
GOV: Government	0 0.00%	GDA: Guardianship-Adult	2 0.27%
LEG: Legal Organization	0 0.00%	GDC: Guardianship-Child	2 0.27%
MAR: Marketing, Advertising, Outreach	0 0.00%	LAN: Landord/Tenant	2 0.27%
POL: Police, Sheriff, State Police	0 0.00%	NGH:Neighbor	1 0.14%
PRS: Prosecutor	6 0.81%	ODM: Domestic Matters	47 6.37%
SCH: Educational Institution	48 6.50%	OPM: Other Probate Matters	3 0.41%
SEL: Self	81 10.98%	ORD: Ordinance/Statute/Regulation	0 0.00%
OTH: Other	6 0.81%	PBP: Public Policy	1 0.14%
TOTAL	738	PJC:Post Judgment Domestic	23 3.12%
		PPO: Personal Protection Order	0 0.00%
		PPP: Personal Protection Order-DM	0 0.00%
		PRP: Property	7 0.95%
		RST: Real Estate	7 0.95%
		SCH: Schools	48 6.50%
		VRA: Adult Victim Offender	0 0.00%
		VRJ: Juvenile Victim Offender	19 2.57%
		OTH: Other	0 0.00%
		DIV: Divorce No Children	24 3.25%
		DIK: Divorce Children	24 3.25%
		TOTAL	738