

APRIL FINANCIALS 2016

INCOME CATEGORY	MONTH	2016 YTD	2016 Budget	2016 Project	2015 YTD
CDRP Funds	10,936.77	24,060.90	43,747.09	43,747.09	14,403.88
Agency Funds					
A. Charlevoix County			33,000.00	33,000.00	8,250.00
B. Emmet County			30,900.00	30,900.00	7,725.00
C. VORP Charlevoix	830.00	3,360.00	10,000.00	10,000.00	2,200.00
D. VORP Emmet	736.25	2,208.75	8,835.00	8,835.00	1,875.00
E. CDP Charlevoix	9,120.00	9,120.00	9,120.00	9,120.00	
E. Fees for Service	850.00	3,050.00	7,000.00	7,000.00	1,800.00
F. ACVS Fees		1,600.00	3,000.00	3,000.00	300.00
G. SPED Fees	2,200.00	3,000.00	3,600.00	3,600.00	
H. Donations		187.45	50.00	187.45	46.90
I. Donor Campaign		420.00	3,500.00	3,500.00	2,497.50
K. Theatre Party					
1. Sponsorships	650.00	6,425.00	6,425.00	7,075.00	6,300.00
2. Ticket Sales	100.00	4,075.00	2,375.00	4,075.00	2,375.00
3. Other	4.00	793.00	1,573.00	1,525.90	1,573.90
L. Reimbursement/Rebate	45.60	225.60			103.10
M. Interest	2.46	5.80	95.00	95.00	34.47
N. Training					
1. 40-Hour					950.00
2. Roundtables					
3. Oakland Mediation	1,000.00	1,000.00		1,000.00	
O. GovPayNet	160.00	160.00		160.00	
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation					
C. Petoskey Foundation		3,287.00	3,287.00	3,287.00	1,540.00
D. United Way		500.00	500.00	500.00	1,294.75
E. Charlevoix Lions					
F. Revenue Sharing					
G. Women's Club					
H. Women Who Care		6,000.00	6,000.00	6,000.00	
Transfer from Savings					
TOTAL INCOME	26,635.08	69,478.50	173,007.09	176,607.44	53,269.50
In Kind					
A. Accounting Services			300.00	300.00	400.00
B. Volunteer Mediators	27,150.00	61,785.00	123,038.00	123,038.00	155,430.00
C. Volunteer Labor	1,120.00	1,550.00			
D. Volunteer Training					1,200.00
E. Mediation Locations	500.00	2,150.00	5,020.00	5,020.00	5,000.00
F. Rent	1,300.00	5,200.00	15,600.00	15,600.00	15,600.00
G. Equipment/Supplies		22.23	550.00	550.00	525.00
H. Cell Phone	107.05	536.01	1,380.00	1,380.00	2,109.85
I. Theatre Party		3,490.50	3,000.00	3,490.50	3,313.00
J. Training Locations			400.00	400.00	1,000.00
K. Mileage		46.44	500.00	500.00	500.00
L. GoToMyPC	21.95	87.80	305.00	305.00	240.00
M. Refund					
N. Miscellaneous		271.76		271.76	100.00
O. Executive Director	23.02	225.94		225.94	
IN KIND INCOME	30,222.02	75,365.68	150,093.00	151,081.20	185,417.85
TOTAL + IN KIND INCOME	56,857.10	144,844.18	323,100.09	327,688.64	238,687.35

EXPENSE CATEGORY	MONTH	2016 YTD	2016 Budget	2016 Project	2015 YTD
1. Personnel					
A. Salaries	12,208.05	36,848.15	105,803.00	105,803.00	30,822.48
B. FICA	1,120.97	3,613.16	8,093.93	8,093.93	3,164.04
C. Worker's Compensation			594.00	594.00	
D. Unemployment	267.26	382.55	1,058.03	1,058.03	101.54
E. Insurance/Education			5,460.00	5,460.00	1,596.62
2. Accounting		575.00	2,400.00	2,400.00	605.00
3. Advertising	300.00	1,745.79	5,712.00	5,712.00	1,060.00
4. Charlevoix Office					
A. Rent	100.00	500.00	1,200.00	1,200.00	500.00
B. Telephone	158.98	505.57	1,195.00	1,195.00	283.19
5.. Communications					
A. Telephone		646.71	2,560.00	2,560.00	634.07
B. Internet	135.99	330.99	840.00	840.00	165.00
6. Contractual	182.00	722.00	2,880.00	2,880.00	558.37
7. Equipment					
A. Purchase			650.00	650.00	3,425.50
B. Repair & Maintenance			2,800.00	2,800.00	
8. Insurance					
A. Employment Practices			224.00	224.00	
B. Directors & Officers			1,270.00	1,270.00	
C. Commercial Umbrella			300.00	300.00	
D. Business Protection			430.00	430.00	
9. Miscellaneous					10.00
10. Occupancy - Rent	500.00	2,500.00	6,000.00	6,000.00	2,500.00
11. Other					
A. Board		710.39	818.00	818.00	326.11
B. Executive Director	20.00	590.83	2,030.00	2,030.00	888.45
C. Hospitality		4.79	752.63	752.63	126.30
D. Licenses, Fees, Dues	125.00	565.75	1,045.75	1,045.75	550.91
E. PD		150.00	0.00	0.00	
F. Staff Retreat			200.00	200.00	
G. Theatre Party	881.30	4,017.66	2,641.00	4,017.66	3,991.05
12. Postage		566.95	1,515.00	1,515.00	330.03
13. Printing		644.00	2,950.00	2,950.00	
14. Reimbursement	160.00	160.00			25.00
15. Supplies	655.65	1,415.48	2,900.00	2,900.00	894.91
16. Training					
A. 40-Hour					513.44
B. Roundtables			30.00	30.00	
C. General Civil			1,050.00	1,050.00	
D. Oakland Mediation Center		519.24		519.24	
17. Travel					
A. Lodging		343.38	180.00	440.00	
B. Meals		26.25	133.00	133.00	
C. Mileage	378.23	1,143.95	7,291.75	7,291.75	353.16
D. Other		3.50		5.00	80.97
TOTAL EXPENSES	17,193.43	59,232.09	173,007.09	175,167.99	53,506.14
16. Gain (Loss)	9,441.65	10,246.41		1,439.45	-236.64
Comparison of Income & Expenses	26,635.08	69,478.50	173,007.09	176,607.44	53,269.50

NORTHERN COMMUNITY MEDIATION
Profit & Loss
April 2016

	<u>Apr 16</u>
Income	
CDP	9,120.00
CDRP Funds	
2nd Quarter	10,936.77
Total CDRP Funds	<u>10,936.77</u>
Fees	
Breach of Contract	250.00
Divorce	400.00
Domestic	100.00
Shoplifting	100.00
SPED	2,200.00
Total Fees	<u>3,050.00</u>
Fund Raising	
Theatre Party	
Bottle Return	4.00
Sponsor	650.00
Tickets	100.00
Total Theatre Party	<u>754.00</u>
Total Fund Raising	754.00
GovPayNet	160.00
Interest	2.46
Refund	45.60
Training & Workshops	
Oakland	1,000.00
Total Training & Workshops	<u>1,000.00</u>
VORP	
Charlevoix	830.00
Emmet	736.25
Total VORP	<u>1,566.25</u>
Total Income	26,635.08
Expense	
Advertising	300.00
Charlevoix Office	
Rent	100.00
Telephone	158.98
Total Charlevoix Office	<u>258.98</u>
Communications	
Internet	135.99
Total Communications	<u>135.99</u>
Contractual	182.00
Fringe Benefits	
Unemployment	267.26
Total Fringe Benefits	<u>267.26</u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
April 2016

	<u>Apr 16</u>
Other	
Executive Director	20.00
Licenses, Fees, Dues	125.00
Theatre Party	881.30
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Total Other	1,026.30
Payroll Expenses	1,120.97
Reimbursement	
Fees	160.00
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Total Reimbursement	160.00
Rent	500.00
Salaries and Wages	12,208.05
Supplies	655.65
Travel	
Mileage	378.23
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Total Travel	378.23
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Total Expense	17,193.43
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Net Income	9,441.65
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
April 2016

	<u>Apr 16</u>
AT&T	52.00
Charter Communications	158.98
Charter Communicatons	53.99
City of Charlevoix	100.00
Dan McGuire	509.00
Emmet County Recycling	80.00
EPS	102.00
First Bankcard	37.46
First Community Bank	24.39
Gaslight Media	90.00
GovPayNet	160.00
Harbor Springs Chamber of Commerce	115.00
Karen Cole	286.10
Kirstyn Horan	115.43
McCardel Water Conditioning	61.50
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,091.30
Online Payroll Service Fee	10.00
Payroll Distribution	13,329.02
Sky's the Limit	30.00
St. Francis Xavier	500.00
The 501 Alliance	267.26
TOTAL	<u>17,193.43</u>

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through April 2016

	<u>Jan - Apr 16</u>
Income	
CDP	9,120.00
CDRP Funds	
1st Quarter	13,124.13
2nd Quarter	10,936.77
Total CDRP Funds	<u>24,060.90</u>
Donation	
Donor Campaign	420.00
Mileage	37.45
Donation - Other	150.00
Total Donation	<u>607.45</u>
Fees	
ACVS	1,600.00
Breach of Contract	850.00
Divorce	1,400.00
Domestic	150.00
General Civil	50.00
Ord, Statute, Reg.	100.00
Probate	100.00
Property	250.00
Shoplifting	150.00
SPED	3,000.00
Total Fees	<u>7,650.00</u>
Fund Raising	
Theatre Party	
Bottle Return	4.00
Raffle	364.00
Sponsor	6,425.00
Tickets	4,075.00
Tip Jar	25.00
Theatre Party - Other	400.00
Total Theatre Party	<u>11,293.00</u>
Total Fund Raising	11,293.00
GovPayNet	160.00
Grants	
Petoskey Foundation	3,287.00
United Way	500.00
Women Who Care	6,000.00
Total Grants	<u>9,787.00</u>
Interest	5.80
Refund	225.60
Training & Workshops	
Oakland	1,000.00
Total Training & Workshops	<u>1,000.00</u>
VORP	
Charlevoix	3,360.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through April 2016

	Jan - Apr 16
Emmet	2,208.75
Total VORP	5,568.75
Total Income	69,478.50
Expense	
Accounting	575.00
Advertising	1,745.79
Charlevoix Office	
Rent	500.00
Telephone	505.57
Total Charlevoix Office	1,005.57
Communications	
Internet	330.99
Telephone	646.71
Total Communications	977.70
Contractual	722.00
Fringe Benefits	
Unemployment	382.55
Total Fringe Benefits	382.55
Occupancy	
Rent	2,000.00
Total Occupancy	2,000.00
Other	
Board	710.39
Executive Director	590.83
Hospitality	4.79
Licenses, Fees, Dues	565.75
PD	150.00
Theatre Party	4,017.66
Total Other	6,039.42
Payroll Expenses	3,613.16
Postage	566.95
Printing	644.00
Reimbursement	
Fees	160.00
Total Reimbursement	160.00
Rent	500.00
Salaries and Wages	36,848.15
Supplies	1,415.48
Training	
OMC	519.24
Total Training	519.24
Travel	
Lodging	343.38
Meals	26.25

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through April 2016

	<u>Jan - Apr 16</u>
Mileage	1,143.95
Other	3.50
Total Travel	1,517.08
Void	0.00
Total Expense	59,232.09
Net Income	10,246.41

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through April 2016

	<u>Jan - Apr 16</u>
Applied Imaging	50.88
AT&T	1,210.30
Boyne Area Chamber of Commerce	45.00
Charlevoix Chamber of Commerce	230.00
Charter Communications	158.98
Charter Communicatons	53.99
Chase Bank	22.95
City of Charlevoix	500.00
Conflict Resolution Services	150.00
Dan McGuire	1,009.00
DRER, Inc.	182.98
East Jordan Chamber of Commerce	45.00
Emmet County Recycling	80.00
EPS	282.00
First Bankcard	37.46
First Community Bank	24.39
Gaslight Media	180.00
Gordon Food Service	168.12
GovPayNet	160.00
Harbor Springs Chamber of Commerce	165.00
Jane Millar	2,461.42
Johan's	26.95
John Wiley & Sons, Inc.	360.00
Karen Cole	381.56
Kirstyn Horan	672.86
Mason & Kammermann	575.00
McCardel Water Conditioning	114.00
MCDRPCA	110.75
Meyer Hardware	12.46
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,091.30
Office Max	159.25
Oleson's	70.40
Online Payroll Service Fee	40.00
Payroll Distribution	40,237.31
Petoskey Chamber of Commerce	660.00
Petoskey Cinema	1,412.50
Pitney Bowes	537.47
PMP	224.00
Rotary	296.25
Sign & Design	125.00
Sky's the Limit	30.00
St. Francis Xavier	2,500.00
Taylor Rental	499.50
The 501 Alliance	382.55
The Print Shop	1,215.00
Weathervane	260.51
TOTAL	<u>59,232.09</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of April 30, 2016

	Apr 30, 16	Apr 30, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	0.00	6,553.15	-6,553.15	-100.0%
CD Bank of N. MI 804631	0.00	6,186.61	-6,186.61	-100.0%
CD Bank of N. MI 806536	0.00	6,358.51	-6,358.51	-100.0%
CD Char State Bank 18756	5,964.49	5,940.69	23.80	0.4%
CD Char State Bank 18910	12,208.47	12,165.82	42.65	0.4%
CD Chemical Bank 803611	6,567.86	0.00	6,567.86	100.0%
CD Chemical Bank 804631	6,202.13	0.00	6,202.13	100.0%
CD Chemical Bank 806536	6,374.54	0.00	6,374.54	100.0%
CD First Comm. Bank 60302215	7,844.98	7,821.49	23.49	0.3%
CD First Comm. Bank 60302716	5,593.36	5,576.60	16.76	0.3%
Checking 1st Community Bank	16,486.55	0.00	16,486.55	100.0%
Checking Chase	16,067.59	19,656.03	-3,588.44	-18.3%
Money Market Fifth Third	5,000.15	0.00	5,000.15	100.0%
Money Market PNC	5,000.09	0.00	5,000.09	100.0%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,815.22	15,791.58	23.64	0.2%
Savings Chase	8,091.43	18,083.75	-9,992.32	-55.3%
Savings Chemical Bank	20,287.88	20,278.57	9.31	0.1%
Total Checking/Savings	137,604.74	124,512.80	13,091.94	10.5%
Total Current Assets	137,604.74	124,512.80	13,091.94	10.5%
Fixed Assets				
Accumulated Depreciation	-22,885.95	-20,362.95	-2,523.00	-12.4%
Equipment				
Maintenance	190.00	190.00	0.00	0.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,662.14	20,662.14	0.00	0.0%
Total Fixed Assets	-2,223.81	299.19	-2,523.00	-843.3%
Other Assets				
Investments - CCCF	11,677.77	12,134.67	-456.90	-3.8%
Investments - PHSACF	13,598.44	13,945.42	-346.98	-2.5%
Total Other Assets	25,276.21	26,080.09	-803.88	-3.1%
TOTAL ASSETS	160,657.14	150,892.08	9,765.06	6.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	970.00	638.00	332.00	52.0%
Fica Tax Withheld	1,848.84	1,156.98	691.86	59.8%
Michigan Unemployment	2,915.38	1,745.83	1,169.55	67.0%
State Income Tax Withheld	816.67	574.52	242.15	42.2%
Total Other Current Liabilities	6,550.89	4,115.33	2,435.56	59.2%
Total Current Liabilities	6,550.89	4,115.33	2,435.56	59.2%
Total Liabilities	6,550.89	4,115.33	2,435.56	59.2%
Equity				
*Retained Earnings	143,859.85	145,470.20	-1,610.35	-1.1%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	10,246.41	1,306.56	8,939.85	684.2%
Total Equity	154,106.25	146,776.75	7,329.50	5.0%
TOTAL LIABILITIES & EQUITY	160,657.14	150,892.08	9,765.06	6.5%