

INCOME EXPENSE REPORT APRIL 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds		12,578.24	41,927.45	41,927.45	14,109.89
Agency Funds					
A. Charlevoix County		7,500.00	30,000.00	30,000.00	8,250.00
B. Emmet County		7,875.00	30,900.00	30,900.00	7,725.00
C. VORP Charlevoix	1,400.00	2,900.00	8,500.00	8,500.00	2,200.00
D. VORP Emmet	625.00	2,500.00	7,500.00	7,500.00	1,875.00
E. CDP Charlevoix			8,000.00	8,000.00	8,000.00
E.Fees for Service	850.00	2,650.00	3,600.00	3,600.00	1,080.00
F. ACVS Fees		1,400.00	2,000.00	2,000.00	1,500.00
G. SPED Fees			500.00	500.00	2,200.00
H. Donations		1,219.81	3,000.00	3,000.00	2,200.28
I. Designated Gifts					
J. Donor Campaign		1,325.00	3,000.00	3,000.00	
K. Theatre Party					
1. Sponsorships	1,470.65	5,670.65	4,700.00	5,800.00	4,700.00
2. Ticket Sales		3,000.00	2,800.00	3,000.00	2,800.00
3. Other		661.40	600.00	1,661.40	1,607.60
L. Bartending					
M. Reimbursement/Rebate		147.57			37.83
N. Interest	9.12	42.78	300.00	300.00	28.94
O. Training					
1. 40-Hour	850.00	850.00	8,000.00	5,950.00	
2. Advanced - Spring			1,500.00	1,350.00	
3. Advanced - Fall					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation					
C. Petoskey Foundation					
D. United Way	625.00	625.00	625.00	625.00	941.25
E. Charlevoix Lions					
Transfer from Savings			9,125.28	9,125.28	
TOTAL INCOME	5,829.77	50,945.45	166,577.73	166,739.13	59,255.79
In Kind					
A. Accounting Services		185.00	500.00	500.00	100.00
B. Volunteer Mediators	19,200.00	64,587.50	157,670.00	157,670.00	36,997.50
C. Volunteer Labor					
D. Volunteer Training			600.00	600.00	
E. Mediation Locations	700.00	2,600.00	5,520.00	5,520.00	1,500.00
F. Rent	1,300.00	5,200.00	15,600.00	15,600.00	5,200.00
G. Equipment/Supplies		1,239.29			
H. Cell Phone	148.63	595.12	2,400.00	3,565.00	486.72
I. Theatre Party			2,500.00	2,500.00	2,423.50
J. Training Locations	2,000.00	2,000.00	2,500.00	2,500.00	
K. Mileage		134.87	500.00	500.00	
L. GoToMyPC	19.95	79.80	240.00	240.00	79.80
M. Supplies	364.82	364.82			
IN KIND INCOME	23,733.40	76,986.40	188,030.00	189,195.00	46,787.52
TOTAL + IN KIND INCOME	29,563.17	127,931.85	354,607.73	355,934.13	106,043.31

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	7,578.16	30,312.64	98,516.00	98,516.00	30,620.32
B. FICA	579.73	2,318.92	7,536.47	7,536.47	2,342.48
C. Worker's Compensation			498.00	498.00	
D. Unemployment	600.37	600.37	976.60	976.60	654.80
E. Insurance/Education	750.50	750.50	7,500.00	7,500.00	225.10
2. Accounting		725.00	1,500.00	1,500.00	600.00
3. Advertising		540.00	1,655.00	1,655.00	982.43
4. Charlevoix Office					
A. Rent	100.00	400.00	1,200.00	1,200.00	400.00
B. Telephone	71.31	278.34	800.00	800.00	318.58
C. Equipment					
5.. Communications					
A. Telephone	195.87	770.61	2,500.00	2,500.00	837.25
B. Internet		164.85	660.00	660.00	219.80
6. Contractual	462.00	1,134.50	1,800.00	1,800.00	
7. Equipment					
A. Purchase		409.94	800.00	800.00	
B. Repair & Maintenance	25.00	280.00	500.00	500.00	
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. Occupancy - Rent	500.00	2,000.00	6,000.00	6,000.00	2,000.00
10. Other					
A. Board		453.24	696.50	696.50	531.37
B. Executive Director	137.50	326.75	1,827.00	1,827.00	399.51
C. Hospitality		50.00	725.00	725.00	60.98
D. Licenses, Fees, Dues	165.00	502.95	1,235.16	1,235.16	387.00
E. PD	10.00	10.00	500.00	500.00	10.00
F. Shoplifting					
G. Staff Retreat			100.00	100.00	
H. Theatre Party	25.00	2,649.86	2,057.50	2,881.56	3,452.02
11. Postage		164.28	1,800.00	1,800.00	458.00
12. Printing	469.00	1,351.00	1,700.00	2,000.00	
13. Reimbursement					
14. Supplies	324.47	899.72	3,000.00	3,000.00	829.36
15. Training					
A. 40-Hour	3,943.34	3,943.34	7,040.00	7,040.00	
B. Advanced Spring			2,480.00	2,480.00	150.00
C. Advanced Fall					
16. Travel					
A. Lodging			780.00	780.00	119.00
B. Meals			235.50	235.50	28.32
C. Mileage		586.51	7,735.00	7,735.00	1,428.06
D. Other		5.00			
TOTAL EXPENSES	15,937.25	51,628.32	166,577.73	167,701.79	47,054.38
16. Gain (Loss)					
Comparison of Income & Expenses					

05/09/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

April 2013

	<u>Apr '13</u>
Income	
Fees	
Breach of Contract	100.00
Divorce	450.00
Domestic	75.00
Landlord/Tenant	25.00
Shoplifting	200.00
Total Fees	<u>850.00</u>
Fund Raising	
Theatre Party	
Sponsor	1,470.65
Total Theatre Party	<u>1,470.65</u>
Total Fund Raising	1,470.65
Grants	
United Way	625.00
Total Grants	<u>625.00</u>
Interest	9.12
Training & Workshops	
40-Hour	850.00
Total Training & Workshops	<u>850.00</u>
VORP	
Charlevoix	1,400.00
Emmet	625.00
Total VORP	<u>2,025.00</u>
Total Income	5,829.77
Expense	
Charlevoix Office	
Rent	100.00
Telephone	71.31
Total Charlevoix Office	<u>171.31</u>
Communications	
Telephone	195.87
Total Communications	<u>195.87</u>
Contractual	462.00
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	<u>25.00</u>
Fringe Benefits	
Education	750.50
Unemployment	600.37
Total Fringe Benefits	<u>1,350.87</u>

05/09/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

April 2013

	<u>Apr '13</u>
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Executive Director	137.50
Licenses, Fees, Dues	165.00
PD	10.00
Theatre Party	25.00
Total Other	337.50
Payroll Expenses	579.73
Printing	469.00
Salaries and Wages	7,578.16
Supplies	324.47
Training	
40-Hour	3,943.34
Total Training	3,943.34
Void	0.00
Total Expense	15,937.25
Net Income	-10,107.48

05/09/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
April 2013

	<u>Apr '13</u>
AT&T	267.18
Charlevoix County Community Foundation	10.00
City of Charlevoix	100.00
City Park Grill	235.10
Emmet County Department of Public Works	72.00
Gordon Food Service	101.90
Harbor Springs Chamber of Commerce	105.00
Hi-Tech	555.00
Johan's	70.00
McCardel Water Conditioning	5.00
Meyer Hardware	15.56
North Central Michigan College	750.50
Oakland Mediation Center	3,500.00
Office Max	107.97
Oleson's	72.88
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.89
Pierpont Productions	25.00
Roast & Toast	94.40
Rotary	137.50
Sky's the Limit	25.00
St. Francis Xavier	500.00
The 501 Alliance	600.37
The Print Shop	469.00
United Way	50.00
TOTAL	<u><u>16,037.25</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2013

	<u>Jan - Apr '13</u>
Income	
CDRP Funds	
1st Quarter	12,578.24
Total CDRP Funds	<u>12,578.24</u>
County Funding	
Charlevoix	7,500.00
Emmet	7,875.00
Total County Funding	<u>15,375.00</u>
Donation	
Donor Campaign	1,325.00
Mileage	199.81
Theatre Party	20.00
Donation - Other	1,000.00
Total Donation	<u>2,544.81</u>
Fees	
ACVS	1,400.00
Breach of Contract	450.00
Cancellation	25.00
Divorce	1,725.00
Domestic	150.00
Landlord/Tenant	75.00
Post Judgement	25.00
Shoplifting	200.00
Total Fees	<u>4,050.00</u>
Fund Raising	
Theatre Party	
Raffle	240.00
Sponsor	5,670.65
Tickets	3,000.00
Theatre Party - Other	421.40
Total Theatre Party	<u>9,332.05</u>
Total Fund Raising	9,332.05
Grants	
United Way	625.00
Total Grants	<u>625.00</u>
Interest	42.78
Refund	147.57
Training & Workshops	
40-Hour	850.00
Total Training & Workshops	<u>850.00</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2013

	<u>Jan - Apr '13</u>
VORP	
Charlevoix	2,900.00
Emmet	2,500.00
Total VORP	<u>5,400.00</u>
Total Income	50,945.45
Expense	
Accounting	725.00
Advertising	540.00
Charlevoix Office	
Rent	400.00
Telephone	278.34
Total Charlevoix Office	<u>678.34</u>
Communications	
Internet	164.85
Telephone	770.61
Total Communications	935.46
Contractual	1,134.50
Equipment Expense	
Purchase	409.94
Repair & Maintenance	280.00
Total Equipment Expense	<u>689.94</u>
Fringe Benefits	
Education	750.50
Unemployment	600.37
Total Fringe Benefits	<u>1,350.87</u>
Occupancy	
Rent	2,000.00
Total Occupancy	<u>2,000.00</u>
Other	
Board	453.24
Executive Director	326.75
Hospitality	50.00
Licenses, Fees, Dues	502.95
PD	10.00
Theatre Party	2,649.86
Total Other	<u>3,992.80</u>
Payroll Expenses	2,318.92
Postage	164.28
Printing	1,351.00
Salaries and Wages	30,312.64
Supplies	899.72
Training	
40-Hour	3,943.34
Total Training	<u>3,943.34</u>

05/09/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2013

	<u>Jan - Apr '13</u>
Travel	
Mileage	586.51
Other	5.00
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Total Travel	591.51
Void	0.00
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Total Expense	51,628.32
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Net Income	<u><u>-682.87</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through April 2013

	<u>Jan - Apr '13</u>
AT&T	1,048.95
Bert Rousseau	449.26
Big Horn County Historical Museum	50.00
Boyne Area Chamber of Commerce	140.00
Charlevoix County Community Foundation	10.00
Chase Bank	22.95
City of Charlevoix	400.00
City Park Grill	235.10
Conni Zingler	47.94
Dog Eat Dog Graphic Designs	157.50
Doug Basel	64.94
Emmet County Department of Public Works	72.00
Gaslight Media	254.85
Gordon Food Service	289.35
Harbor Springs Chamber of Commerce	105.00
Hi-Tech	1,863.94
Jane Millar	467.60
Johan's	70.00
Mason & Kammermann	725.00
McCardel Water Conditioning	37.75
Meyer Hardware	31.53
North Central Michigan College	750.50
Oakland Mediation Center	3,500.00
Office Max	304.82
Oleson's	125.72
Online Payroll Service Fee	40.00
Payroll Distribution	32,631.56
Petoskey Chamber of Commerce	565.00
Petoskey Cinema	924.00
Pierpont Productions	25.00
Pitney Bowes	158.00
Roast & Toast	94.40
Rotary	296.75
Sign & Design	125.00
Sky's the Limit	25.00
St. Francis Xavier	2,000.00
Taylor Rental	442.60
Terri Sevener	108.28
The 501 Alliance	600.37
The Print Shop	1,980.00
United Way	50.00
Weathervane	268.91
Wiley Subscription Services	168.75
TOTAL	<u><u>51,728.32</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of April 30, 2013

	Apr 30, '13	Apr 30, '12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,513.96	6,489.53	24.43	0.4%
CD Bank of N. MI 804631	6,125.08	6,071.68	53.40	0.9%
CD Bank of N. MI 806536	6,295.29	0.00	6,295.29	100.0%
CD Char State Bank 18756	5,880.53	5,825.93	54.60	0.9%
CD Char State Bank 18910	12,070.14	12,021.96	48.18	0.4%
CD First Comm. Bank 60302215	7,775.37	7,752.07	23.30	0.3%
CD First Comm. Bank 60302716	5,543.73	5,527.11	16.62	0.3%
CD PNC Bank 22013275839	0.00	6,259.21	-6,259.21	-100.0%
Checking Chase	14,918.17	22,501.32	-7,583.15	-33.7%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,571.87	15,542.95	28.92	0.2%
Savings Chase	18,053.09	18,035.08	18.01	0.1%
Savings NW Bank 710205349	10,266.00	10,260.88	5.12	0.1%
Total Checking/Savings	109,113.23	116,387.72	-7,274.49	-6.3%
Total Current Assets	109,113.23	116,387.72	-7,274.49	-6.3%
Fixed Assets				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
Equipment				
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,472.14	20,472.14	0.00	0.0%
Total Fixed Assets	3,366.19	5,035.14	-1,668.95	-33.2%
Other Assets				
Investments - CCCF	11,045.07	10,543.37	501.70	4.8%
Investments - PHSACF	11,455.46	10,608.41	847.05	8.0%
Total Other Assets	22,500.53	21,151.78	1,348.75	6.4%
TOTAL ASSETS	134,979.95	142,574.64	-7,594.69	-5.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued State Unemp.	0.00	-200.40	200.40	100.0%
Federal Income Tax Withheld	715.28	1,393.39	-678.11	-48.7%
Fica Tax Withheld	1,159.46	297.39	862.07	289.9%
State Income Tax Withheld	309.16	295.86	13.30	4.5%
Total Other Current Liabilities	2,183.90	1,786.24	397.66	22.3%
Total Current Liabilities	2,183.90	1,786.24	397.66	22.3%
Total Liabilities	2,183.90	1,786.24	397.66	22.3%
Equity				
*Retained Earnings	133,478.93	130,087.00	3,391.93	2.6%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	-682.87	10,701.41	-11,384.28	-106.4%
Total Equity	132,796.05	140,788.40	-7,992.35	-5.7%
TOTAL LIABILITIES & EQUITY	134,979.95	142,574.64	-7,594.69	-5.3%