

INCOME EXPENSE REPORT APRIL 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		14,109.89	47,032.97	47,032.97	24,815.76
Agency Funds					
A. Charlevoix County		8,250.00	33,000.00	33,000.00	8,250.00
B. Emmet County		7,725.00	30,900.00	30,900.00	7,725.00
C. VORP Charlevoix		2,200.00	8,500.00	8,500.00	2,100.00
D. VORP Emmet		1,875.00	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	240.00	1,080.00	3,500.00	3,500.00	980.00
F. ACVS Fees	500.00	1,500.00	2,300.00	2,300.00	500.00
G. SPED Fees	1,400.00	2,200.00	500.00	2,200.00	
H. Donations		2,200.28	3,000.00	3,000.00	1,283.00
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	2,050.00
K. Theatre Party					
1. Sponsorships		4,700.00	5,000.00	4,700.00	4,900.00
2. Ticket Sales		2,800.00	3,900.00	2,800.00	3,925.00
3. Other		1,607.60	100.00	1,607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate	37.83	37.83		37.83	
N. Interest	23.03	28.94	2,000.00	2,000.00	1,501.56
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	1,200.00	
3. Advanced - Fall			1,200.00	1,200.00	334.00
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation					
D. United Way		941.25	941.25	941.25	750.00
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	5,420.44	
TOTAL INCOME	2,200.86	59,255.79	167,965.57	168,840.09	65,114.02
In Kind					
A. Accounting Services		100.00	500.00	500.00	145.00
B. Volunteer Mediators	10,125.00	36,997.50	162,072.00	162,072.00	57,360.00
C. Volunteer Labor					20.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	250.00	1,500.00	6,120.00	6,120.00	2,200.00
F. Rent	1,300.00	5,200.00	15,600.00	15,600.00	5,200.00
G. Equipment/Supplies					160.00
H. Cell Phone	149.34	486.72	715.00	715.00	163.41
I. Theatre Party		2,423.50	2,500.00	2,500.00	
J. Training Locations			1,000.00	1,000.00	
K. Mileage			500.00	500.00	70.00
L. GoToMyPC	19.95	79.80	240.00	240.00	79.80
IN KIND INCOME	11,844.29	46,787.52	189,847.00	189,847.00	65,998.21
TOTAL + IN KIND INCOME	14,045.15	106,043.31	357,812.57	358,687.09	131,112.23

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,655.08	30,620.32	99,516.00	99,516.00	30,356.96
B. FICA	585.62	2,342.48	7,612.97	7,612.97	2,322.32
C. Worker's Compensation			498.00	498.00	
D. Unemployment	654.80	654.80	986.60	986.60	829.60
E. Insurance/Education		225.10	7,500.00	7,500.00	198.59
2. Accounting		600.00	3,520.00	3,520.00	350.00
3. Advertising	467.43	982.43	1,430.00	1,430.00	931.27
4. Charlevoix Office					
A. Rent	200.00	400.00	1,200.00	1,200.00	400.00
B. Telephone	66.19	318.58	700.00	700.00	208.95
5.. Communications					
A. Telephone	209.90	837.25	2,700.00	2,700.00	949.28
B. Internet	54.95	219.80	660.00	660.00	213.80
6. Contractual			2,200.00	2,200.00	662.50
7. Equipment					
A. Purchase			500.00	500.00	
B. Repair & Maintenance			1,000.00	1,000.00	
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	1,000.00	2,000.00	6,000.00	6,000.00	2,000.00
10. Other					
A. Board	25.35	531.37	696.50	696.50	415.48
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	163.73	399.51	1,927.00	1,927.00	334.52
D. Hospitality	24.00	60.98	600.00	600.00	150.82
E. Licenses, Fees, Dues	32.00	387.00	920.00	920.00	140.00
F. PD		10.00	700.00	700.00	20.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party	1,169.60	3,452.02	2,577.50	3,452.02	2,450.17
11. Postage		458.00	1,700.00	1,700.00	158.00
12. Reimbursement					25.00
13. Printing			1,500.00	1,500.00	
14. Supplies	374.50	829.36	3,000.00	3,000.00	1,516.02
15. Training					
A. 40-Hour					5,387.51
B. Advanced Spring	150.00	150.00	2,500.00	2,500.00	
C. Advanced Fall			2,800.00	2,800.00	
16. Travel					
A. Lodging		119.00	585.00	585.00	
B. Meals		28.32	157.00	157.00	
C. Mileage	182.60	1,428.06	9,955.00	9,955.00	621.99
D. Other					
TOTAL EXPENSES	13,015.75	47,054.38	167,965.57	168,840.09	50,682.78
16. Gain (Loss)					
Comparison of Income & Expenses					

05/16/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

April 2012

	<u>Apr '12</u>
Income	
Agency Funds	
Reimbursement	37.83
Total Agency Funds	37.83
Fees	
ACVS	500.00
Cancellation	40.00
Shoplifting	200.00
SPED	1,400.00
Total Fees	2,140.00
Interest	16.63
Total Income	2,194.46
Expense	
Advertising	467.43
Charlevoix Office	
Rent	100.00
Telephone	66.19
Total Charlevoix Office	166.19
Communications	
Internet	54.95
Telephone	209.90
Total Communications	264.85
Fringe Benefits	
Unemployment	654.80
Total Fringe Benefits	654.80
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	25.35
Executive Director	163.73
Hospitality	24.00
Licenses, Fees, Dues	32.00
Theatre Party	1,169.60
Total Other	1,414.68
Payroll Expenses	585.62
Salaries and Wages	7,655.08
Supplies	374.50
Training	
Update	150.00
Total Training	150.00

05/16/12

NORTHERN COMMUNITY MEDIATION
Profit & Loss
April 2012

	<u>Apr '12</u>
Travel	
Mileage	<u>182.60</u>
Total Travel	<u>182.60</u>
Total Expense	<u>12,415.75</u>
Net Income	<u><u>-10,221.29</u></u>

05/16/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
April 2012

	<u>Apr '12</u>
AT&T	276.09
Bert Rousseau	144.86
City of Charlevoix	100.00
Culligan	5.00
Emmet County Department of Public Works	72.00
Gaslight Media	84.95
Jane Millar	320.32
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Online Payroll Service Fee	10.00
Payroll Distribution	8,240.70
Petoskey Chamber of Commerce	200.00
Sky's the Limit	25.00
Sreve Tresidder	150.00
St. Francis Xavier	500.00
The 501 Alliance	654.80
The Print Shop	195.00
Trophy Case	33.00
TOTAL	<u><u>12,415.75</u></u>

05/16/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2012

	<u>Jan - Apr '12</u>
Income	
Agency Funds	
Reimbursement	37.83
Total Agency Funds	37.83
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
Total CDRP Funds	14,109.89
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	15,975.00
Donation	
Mileage	130.28
Donation - Other	2,070.00
Total Donation	2,200.28
Fees	
ACVS	1,500.00
Breach of Contract	40.00
Cancellation	40.00
Divorce	350.00
Shoplifting	650.00
SPED	2,200.00
Total Fees	4,780.00
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
Total Theatre Party	9,107.60
Total Fund Raising	9,107.60
Grants	
United Way	941.25
Total Grants	941.25
Interest	28.94
VORP	
Charlevoix	2,200.00
Emmet	1,875.00
Total VORP	4,075.00
Total Income	59,255.79

05/16/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2012

	<u>Jan - Apr '12</u>
Expense	
Accounting	600.00
Advertising	982.43
Charlevoix Office	
Rent	400.00
Telephone	318.58
Total Charlevoix Office	<u>718.58</u>
Communications	
Internet	219.80
Telephone	837.25
Total Communications	<u>1,057.05</u>
Fringe Benefits	
Education	225.10
Unemployment	654.80
Total Fringe Benefits	<u>879.90</u>
Occupancy	
Rent	2,000.00
Total Occupancy	<u>2,000.00</u>
Other	
Board	531.37
Executive Director	399.51
Hospitality	60.98
Licenses, Fees, Dues	387.00
PD	10.00
Theatre Party	3,452.02
Total Other	<u>4,840.88</u>
Payroll Expenses	2,342.48
Postage	458.00
Salaries and Wages	30,620.32
Supplies	829.36
Training	
Update	150.00
Total Training	<u>150.00</u>
Travel	
Lodging	119.00
Meals	28.32
Mileage	1,428.06
Total Travel	<u>1,575.38</u>
Total Expense	<u>47,054.38</u>
Net Income	<u><u>12,201.41</u></u>

05/16/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through April 2012

	<u>Jan - Apr '12</u>
AT&T	1,155.83
Bert Rousseau	553.11
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	400.00
Culligan	76.00
Emmet County Department of Public Works	72.00
Gaslight Media	339.80
Gordon Food Service	194.78
Hi-Tech	135.00
Jane Millar	1,502.18
Kiwanis	50.00
Mason & Kammermann	600.00
MSU Extension	10.00
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	97.71
Online Payroll Service Fee	40.00
Payroll Distribution	32,962.80
Petoskey Chamber of Commerce	650.00
Petoskey Cinema	793.50
Pitney Bowes	158.00
Reserve Account	300.00
Rotary	97.75
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	2,000.00
Taylor Rental	427.00
The 501 Alliance	654.80
The Print Shop	807.00
Trophy Case	60.00
Wayne Tri	172.09
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u><u>46,654.38</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of April 30, 2012

	Apr 30, '12	Apr 30, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,489.53	6,466.83	22.70	0.4%
CD Bank of N. MI 804631	6,071.68	6,011.17	60.51	1.0%
CD Char State Bank 18756	5,825.93	5,742.46	83.47	1.5%
CD Char State Bank 18910	12,021.96	11,846.10	175.86	1.5%
CD First Comm. Bank 60302215	7,752.07	7,705.80	46.27	0.6%
CD First Comm. Bank 60302716	5,527.11	5,502.20	24.91	0.5%
CD PNC Bank 22013275839	6,259.21	6,223.33	35.88	0.6%
Checking Chase	23,343.32	20,786.19	2,557.13	12.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,485.82	57.13	0.4%
Savings Chase	18,035.08	18,017.03	18.05	0.1%
Savings NW Bank 710205349	10,260.88	10,252.25	8.63	0.1%
Total Checking/Savings	117,229.72	114,139.18	3,090.54	2.7%
Total Current Assets	117,229.72	114,139.18	3,090.54	2.7%
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Equipment Repair	100.00	0.00	100.00	100.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,572.14	20,472.14	100.00	0.5%
Total Fixed Assets	5,135.14	7,295.14	-2,160.00	-29.6%
Other Assets				
Investments - CCCF	10,543.37	10,664.57	-121.20	-1.1%
Investments - PHSACF	10,608.41	10,794.43	-186.02	-1.7%
Total Other Assets	21,151.78	21,459.00	-307.22	-1.4%
TOTAL ASSETS	143,516.64	142,893.32	623.32	0.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	-1,712.16	672.28	-2,384.44	-354.7%
Fica Tax Withheld	3,403.05	1,009.39	2,393.66	237.1%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-45.83	-48.69	2.86	5.9%
Total Other Current Liabilities	1,427.06	1,414.98	12.08	0.9%
Total Current Liabilities	1,427.06	1,414.98	12.08	0.9%
Total Liabilities	1,427.06	1,414.98	12.08	0.9%
Equity				
*Retained Earnings	129,888.18	130,102.54	-214.36	-0.2%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	12,201.41	11,375.81	825.60	7.3%
Total Equity	142,089.58	141,478.34	611.24	0.4%
TOTAL LIABILITIES & EQUITY	143,516.64	142,893.32	623.32	0.4%