

INCOME AND EXPENSE REPORT APRIL 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	11,279.89	24,815.76	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County		8,250.00	33,000.00	33,000.00
B. Emmet County		7,725.00	30,900.00	30,900.00
C. VORP Charlevoix		2,100.00	8,500.00	8,500.00
D. VORP Emmet	625.00	1,875.00	7,500.00	7,500.00
E. CDP Charlevoix			8,000.00	8,000.00
E.Fees for Service	50.00	980.00	4,000.00	4,000.00
F. ACVS Fees		500.00	1,700.00	1,700.00
G. SPED Fees			500.00	500.00
H. Donations		1,283.00	1,000.00	1,000.00
I. Designated Gifts				
J. Donor Campaign		2,050.00	3,000.00	3,000.00
K. Theatre Party				
1. Sponsorships	50.00	4,900.00	5,000.00	5,000.00
2. Ticket Sales	100.00	3,925.00	2,500.00	2,500.00
3. Other		210.70	500.00	500.00
L. Bartending		51.00		
M. Reimbursement/Rebate				
N. Interest	15.72	1,501.56	1,000.00	1,000.00
O. Training				
1. 40-Hour			3,000.00	3,000.00
2. Advanced - Fall	334.00	334.00	600.00	600.00
3. General Civil				
Grants				
A. Bay Harbor Foundation		3,663.00		
B. Charlevoix Foundation				
C. Petoskey Foundation				
D. United Way		750.00		
E. Charlevoix Lions		200.00		
Transfer from Savings			15,396.03	15,396.03
TOTAL INCOME	12,454.61	65,114.02	171,215.59	171,215.59
In Kind				
A. Accounting Services		145.00	500.00	500.00
B. Volunteer Mediators	12,375.00	57,360.00	190,000.00	190,000.00
C. Volunteer Labor		20.00		
D. Volunteer Training		600.00		
E. Mediation Locations	450.00	2,200.00	4,500.00	4,500.00
F. Rent	1,300.00	5,200.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00		
H. Cell Phone		163.41	1,103.00	1,103.00
I. Theatre Party			2,450.00	2,450.00
J. Training Locations			4,000.00	4,000.00
K. Mileage		70.00	500.00	500.00
L. GoToMyPC	19.95	79.80	190.00	190.00
IN KIND INCOME	14,144.95	65,998.21	218,843.00	218,843.00
TOTAL + IN KIND INCOME	26,599.56	131,112.23	390,058.59	390,058.59

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	30,356.96	98,660.00	98,660.00
B. FICA	580.58	2,322.32	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment	697.26	829.60	986.60	986.60
E. Insurance/Education		198.59	7,500.00	7,500.00
2. Accounting		350.00	3,800.00	3,800.00
3. Advertising	231.50	931.27	1,430.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	400.00	1,200.00	1,200.00
B. Telephone	60.82	208.95	650.00	650.00
C. Supplies			0.00	0.00
5.. Communications				
A. Telephone	264.45	949.28	2,500.00	2,500.00
B. Internet	54.95	213.80	660.00	660.00
6. Contractual	100.00	160.00	2,000.00	2,000.00
7. Equipment		502.50		
A. Purchase			0.00	0.00
B. Repair & Maintenance			1,500.00	1,500.00
8. Insurance				
A. Employment Practices			235.00	235.00
B. Directors & Officers			1,333.00	1,333.00
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
10. Other				
A. Board	6.90	415.48	855.00	855.00
B. Dinner Party		40.00		
C. Executive Director		334.52	1,875.00	1,875.00
D. Hospitality		150.82	650.00	650.00
E. Licenses, Fees, Dues	110.00	140.00	812.50	812.50
F. PD	10.00	20.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party	193.60	2,450.17	2,445.00	2,445.00
11. Postage		158.00	2,000.00	2,000.00
12. Reimbursement		25.00		
13. Printing			2,000.00	2,000.00
14. Supplies	910.57	1,516.02	3,000.00	3,000.00
15. Training				
A. 40-Hour	5,387.51	5,387.51	7,900.00	7,900.00
B. General Civil				
C. Update - Fall			2,400.00	2,400.00
D. Child Protection				
E. Divorce				
16. Travel				
A. Lodging			585.00	585.00
B. Meals			157.00	157.00
C. Mileage	146.88	621.99	8,500.00	8,500.00
D. Other				
TOTAL EXPENSES	16,944.26	50,682.78	171,215.59	171,215.59
16. Gain (Loss)				
Comparison of Income & Expenses				

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

April 2011

	<u>Apr '11</u>
Income	
CDRP Funds	
2nd Quarter	11,279.89
Total CDRP Funds	11,279.89
Fees	
Divorce	50.00
Total Fees	50.00
Fund Raising	
Theatre Party	
Sponsor	50.00
Tickets	100.00
Total Theatre Party	150.00
Total Fund Raising	150.00
Interest	15.72
Training & Workshops	
Advanced	334.00
Total Training & Workshops	334.00
VORP	
Emmet	625.00
Total VORP	625.00
Total Income	12,454.61
Expense	
Advertising	231.50
Charlevoix Office	
Rent	100.00
Telephone	60.82
Total Charlevoix Office	160.82
Communications	
Internet	54.95
Telephone	264.45
Total Communications	319.40
Contractual	100.00
Fringe Benefits	
Unemployment	697.26
Total Fringe Benefits	697.26
Occupancy	
Rent	500.00
Total Occupancy	500.00

05/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

April 2011

	<u>Apr '11</u>
Other	
Board	6.90
Licenses, Fees, Dues	110.00
Professional Development	10.00
Theatre Party	193.60
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Total Other	320.50
Payroll Expenses	580.58
Salaries and Wages	7,589.24
Supplies	910.57
Training	
40-Hour	5,387.51
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Total Training	5,387.51
Travel	
Mileage	146.88
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Total Travel	146.88
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Total Expense	16,944.26
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Net Income	-4,489.65
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05/04/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
April 2011

	<u>Apr '11</u>
AT&T	325.27
Bill Waters	2,600.00
City of Charlevoix	100.00
Culligan	19.00
Gaslight Media	84.95
Glen's Supermarket	54.76
Gordon Food Service	33.45
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	640.00
Jane Millar	83.93
Johan's	34.70
Northern Michigan Review	193.60
Office Max	321.02
Oleson's	19.62
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Petoskey Chamber of Commerce	210.00
St. Francis Xavier	500.00
The 501 Alliance	697.26
Wanda Joseph	2,600.00
Wayne Tri	146.88
TOTAL	<u><u>16,944.26</u></u>

05/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2011

	<u>Jan - Apr '11</u>
Income	
CDRP Funds	
1st Quarter	13,535.87
2nd Quarter	11,279.89
Total CDRP Funds	<u>24,815.76</u>
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	<u>15,975.00</u>
Donation	
Donor Campaign	2,050.00
Mileage	31.00
Donation - Other	1,252.00
Total Donation	<u>3,333.00</u>
Fees	
ACVS	500.00
Breach of Contract	40.00
Divorce	875.00
Domestic	65.00
Total Fees	<u>1,480.00</u>
Fund Raising	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,900.00
Tickets	3,925.00
Total Theatre Party	<u>9,035.70</u>
Total Fund Raising	<u>9,086.70</u>
Grants	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
United Way	750.00
Total Grants	<u>4,613.00</u>
Interest	1,501.56
Training & Workshops	
Advanced	334.00
Total Training & Workshops	<u>334.00</u>
VORP	
Charlevoix	2,100.00
Emmet	1,875.00
Total VORP	<u>3,975.00</u>
Total Income	<u>65,114.02</u>

05/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2011

	<u>Jan - Apr '11</u>
Expense	
Accounting	350.00
Advertising	931.27
Benefits	198.59
Charlevoix Office	
Rent	400.00
Telephone	208.95
Total Charlevoix Office	608.95
Communications	
Internet	213.80
Telephone	949.28
Total Communications	1,163.08
Contractual	662.50
Fringe Benefits	
Unemployment	829.60
Total Fringe Benefits	829.60
Occupancy	
Rent	2,000.00
Total Occupancy	2,000.00
Other	
Board	415.48
Dinner Party	40.00
Executive Director	334.52
Hospitality	150.82
Licenses, Fees, Dues	140.00
PD	10.00
Professional Development	10.00
Theatre Party	2,450.17
Total Other	3,550.99
Payroll Expenses	2,322.32
Postage	158.00
Reimbursement	
Fees	25.00
Total Reimbursement	25.00
Salaries and Wages	30,356.96
Supplies	1,516.02
Training	
40-Hour	5,387.51
Total Training	5,387.51
Travel	
Mileage	621.99
Total Travel	621.99

05/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through April 2011

	<u>Jan - Apr '11</u>
Void	<u>0.00</u>
Total Expense	<u>50,682.78</u>
Net Income	<u><u>14,431.24</u></u>

05/04/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through April 2011

	<u>Jan - Apr '11</u>
AT&T	1,158.23
Bert Rousseau	567.74
Bill Waters	2,600.00
Blissfest	70.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
City of Charlevoix	420.00
Culligan	60.00
Gaslight Media	333.80
George Willaert	25.00
Glen's Supermarket	82.52
Gordon Food Service	150.47
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	1,487.50
Jane Millar	349.05
Johan's	34.70
John Wiley & Sons, Inc.	166.50
Mason & Kammermann	350.00
Northern Michigan Review	243.60
Office Max	516.65
Oleson's	19.62
Online Payroll Service Fee	40.00
Payroll Distribution	32,679.28
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	158.00
Rotary	187.25
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	2,000.00
Stafford's Hospitality	124.35
Symon's	26.45
Synergy	317.00
Taylor Rental	456.00
The 501 Alliance	829.60
The Print Shop	612.00
Trophy Case	24.00
Wanda Joseph	2,600.00
Wayne Tri	246.84
Weathervane	178.14
TOTAL	<u><u>50,682.78</u></u>

05/04/11

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of April 30, 2011

	Apr 30, '11	Apr 30, '10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,498.99	6,425.35	73.64	1.2%
CD Bank of N. MI 804631	6,011.17	5,884.84	126.33	2.2%
CD Char State Bank 18756	5,767.99	5,659.54	108.45	1.9%
CD Char State Bank 18910	11,903.44	11,670.24	233.20	2.0%
CD First Comm. Bank 60302215	7,705.80	7,623.94	81.86	1.1%
CD First Comm. Bank 60302716	5,502.20	5,448.10	54.10	1.0%
CD Nat'l City Bank 4160286236	0.00	5,966.67	-5,966.67	-100.0%
CD PNC Bank 22013275839	6,223.33	0.00	6,223.33	100.0%
Checking Chase	20,683.69	21,580.83	-897.14	-4.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,367.90	110.31	0.7%
Savings Chase	18,012.72	17,999.19	13.53	0.1%
Savings NW Bank 710205349	10,252.25	10,242.01	10.24	0.1%
Total Checking/Savings	114,139.79	113,968.61	171.18	0.2%
Total Current Assets	114,139.79	113,968.61	171.18	0.2%
Fixed Assets				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
Equipment				
Equipment Repair	371.85	0.00	371.85	100.0%
Purchase	1,997.00	0.00	1,997.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	22,182.99	19,814.14	2,368.85	12.0%
Total Fixed Assets	9,005.99	8,601.14	404.85	4.7%
Other Assets				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
Total Other Assets	21,459.00	20,000.00	1,459.00	7.3%
TOTAL ASSETS	144,604.78	142,569.75	2,035.03	1.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	672.28	532.66	139.62	26.2%
Fica Tax Withheld	1,009.39	1,167.87	-158.48	-13.6%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.69	-33.71	-14.98	-44.4%
Total Other Current Liabilities	1,414.98	1,442.82	-27.84	-1.9%
Total Current Liabilities	1,414.98	1,442.82	-27.84	-1.9%
Total Liabilities	1,414.98	1,442.82	-27.84	-1.9%
Equity				
*Retained Earnings	128,758.57	127,753.52	1,005.05	0.8%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	14,431.24	13,373.42	1,057.82	7.9%
Total Equity	143,189.80	141,126.93	2,062.87	1.5%
TOTAL LIABILITIES & EQUITY	144,604.78	142,569.75	2,035.03	1.4%