

INCOME EXPENSE REPORT AUGUST 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds	9,406.59	35,274.72	47,032.97	47,032.97	33,839.67
Agency Funds					
A. Charlevoix County		16,500.00	33,000.00	33,000.00	16,500.00
B. Emmet County		15,450.00	30,900.00	30,900.00	15,450.00
C. VORP Charlevoix		4,300.00	8,500.00	8,500.00	4,900.00
D. VORP Emmet	625.00	5,000.00	7,500.00	7,500.00	3,750.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	125.00	1,995.00	3,500.00	3,200.00	1,595.00
F. ACVS Fees	400.00	1,900.00	2,300.00	2,300.00	2,100.00
G. SPED Fees		2,200.00	500.00	2,200.00	
H. Donations		3,200.28	3,000.00	3,500.00	3,010.50
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	4,999.01
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	21.17	59.00		59.00	
N. Interest	6.55	62.84	2,000.00	1,000.00	1,527.88
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	0.00	
3. Advanced - Fall			1,200.00	750.00	710.00
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation		460.00			3,200.00
D. United Way		1,566.25	941.25	1,875.00	1,691.25
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	4,993.52	
TOTAL INCOME	10,584.31	105,075.69	167,965.57	166,918.09	111,373.01
In Kind					
A. Accounting Services		200.00	500.00	500.00	345.00
B. Volunteer Mediators	16,312.50	105,592.50	162,072.00	162,072.00	108,772.50
C. Volunteer Labor		20.00			650.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	650.00	3,700.00	6,120.00	6,120.00	3,550.00
F. Rent	1,300.00	8,700.00	15,600.00	15,600.00	9,100.00
G. Equipment/Supplies					160.00
H. Cell Phone	173.60	1,371.67	715.00	1,615.00	490.80
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00	1,000.00	2,000.00
K. Mileage			500.00	500.00	182.10
L. GoToMyPC	19.95	179.55	240.00	240.00	159.60
IN KIND INCOME	18,456.05	122,187.22	189,847.00	190,670.50	128,514.50
TOTAL + IN KIND INCOME	29,040.36	227,262.91	357,812.57	357,588.59	239,887.51

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	65,645.12	99,516.00	99,516.00	64,508.54
B. FICA	579.73	5,222.25	7,612.97	7,612.97	4,934.93
C. Worker's Compensation			498.00	498.00	
D. Unemployment		951.92	986.60	986.60	1,023.34
E. Insurance/Education	176.07	2,196.42	7,500.00	7,500.00	2,750.73
2. Accounting		850.00	3,520.00	3,520.00	600.00
3. Advertising	380.00	1,442.43	1,430.00	1,500.00	1,294.52
4. Charlevoix Office					
A. Rent	100.00	800.00	1,200.00	1,200.00	800.00
B. Telephone	136.00	572.72	700.00	700.00	416.76
C. Supplies					
5.. Communications					
A. Telephone	208.58	1,460.73	2,700.00	2,200.00	1,651.96
B. Internet	54.95	384.65	660.00	660.00	378.65
6. Contractual	407.50	1,045.00	2,200.00	2,200.00	2,004.33
7. Equipment					
A. Purchase			500.00	800.00	1,339.00
B. Repair & Maintenance			1,000.00	1,000.00	471.85
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	4,000.00	6,000.00	6,000.00	4,000.00
10. Other					
A. Board	19.39	550.76	696.50	696.50	461.74
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	85.92	929.18	1,927.00	1,927.00	952.77
D. Hospitality	11.00	469.07	600.00	800.00	385.08
E. Licenses, Fees, Dues	130.00	557.00	920.00	920.00	200.00
F. PD		380.00	700.00	700.00	320.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	11.41	927.41	1,700.00	1,700.00	616.00
12. Reimbursement					25.00
13. Printing			1,500.00	1,500.00	600.00
14. Supplies	1,252.94	2,932.67	3,000.00	3,000.00	2,035.67
15. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall			2,800.00	2,800.00	
16. Travel					
A. Lodging	144.54	810.08	585.00	900.00	377.85
B. Meals	88.12	138.05	157.00	200.00	63.36
C. Mileage	928.52	3,071.33	9,955.00	9,955.00	1,957.32
D. Other					7.00
TOTAL EXPENSES	12,792.83	98,938.81	167,965.57	166,918.09	102,357.13
16. Gain (Loss)					
Comparison of Income & Expenses					

09/11/12

NORTHERN COMMUNITY MEDIATION
Profit & Loss
August 2012

	<u>Aug '12</u>
Income	
CDRP Funds	
3rd Quarter	9,406.59
Total CDRP Funds	<u>9,406.59</u>
Fees	
ACVS	400.00
Cancellation	25.00
Divorce	100.00
Total Fees	<u>525.00</u>
Interest	6.55
Refund	21.17
VORP	
Emmet	625.00
Total VORP	<u>625.00</u>
Total Income	<u>10,584.31</u>
Expense	
Advertising	380.00
Charlevoix Office	
Rent	100.00
Telephone	136.00
Total Charlevoix Office	<u>236.00</u>
Communications	
Internet	54.95
Telephone	208.58
Total Communications	<u>263.53</u>
Contractual	407.50
Fringe Benefits	
Education	176.07
Total Fringe Benefits	<u>176.07</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Board	19.39
Executive Director	85.92
Hospitality	11.00
Licenses, Fees, Dues	130.00
Total Other	<u>246.31</u>
Payroll Expenses	579.73
Postage	11.41
Salaries and Wages	7,578.16
Supplies	1,252.94

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
August 2012

	<u>Aug '12</u>
Travel	
Lodging	144.54
Meals	88.12
Mileage	<u>928.52</u>
Total Travel	1,161.18
Void	<u>0.00</u>
Total Expense	<u>12,792.83</u>
Net Income	<u><u>-2,208.52</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
August 2012

	<u>Aug '12</u>
AT&T	344.58
Bert Rousseau	308.32
City of Charlevoix	100.00
Culligan	5.00
Gaslight Media	84.95
Gordon Food Service	82.93
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	636.40
Jane Millar	1,064.00
Kiwanis	100.00
MC Sports	21.17
North Central Michigan College	176.07
Office Max	43.66
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.89
Petoskey Chamber of Commerce	250.00
Pitney Bowes	11.41
St. Francis Xavier	500.00
State of Michigan	20.00
Terri Sevener	86.45
The Print Shop	690.00
TOTAL	<u><u>12,792.83</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through August 2012

	<u>Jan - Aug '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
Total CDRP Funds	<u>35,274.72</u>
County Funding	
Charlevoix	16,500.00
Emmet	15,450.00
Total County Funding	<u>31,950.00</u>
Donation	
Mileage	130.28
Donation - Other	3,070.00
Total Donation	<u>3,200.28</u>
Fees	
ACVS	1,900.00
Breach of Contract	80.00
Cancellation	65.00
Divorce	1,150.00
Property	50.00
Shoplifting	650.00
SPED	2,200.00
Total Fees	<u>6,095.00</u>
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	<u>9,107.60</u>
Total Fund Raising	9,107.60
Grants	
Petoskey Foundation	460.00
United Way	1,566.25
Total Grants	<u>2,026.25</u>
Interest	62.84
Refund	59.00
VORP	
Charlevoix	4,300.00
Emmet	5,000.00
Total VORP	<u>9,300.00</u>
Total Income	<u>105,075.69</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through August 2012

	<u>Jan - Aug '12</u>
Expense	
Accounting	850.00
Advertising	1,442.43
Charlevoix Office	
Rent	800.00
Telephone	572.72
Total Charlevoix Office	<u>1,372.72</u>
Communications	
Internet	384.65
Telephone	1,460.73
Total Communications	<u>1,845.38</u>
Contractual	1,045.00
Fringe Benefits	
Education	1,275.17
Health Insurance	921.25
Unemployment	951.92
Total Fringe Benefits	<u>3,148.34</u>
Occupancy	
Rent	4,000.00
Total Occupancy	<u>4,000.00</u>
Other	
Board	550.76
Executive Director	929.18
Hospitality	469.07
Licenses, Fees, Dues	557.00
PD	380.00
Theatre Party	3,452.02
Total Other	<u>6,338.03</u>
Payroll Expenses	5,222.25
Postage	927.41
Salaries and Wages	65,645.12
Supplies	2,932.67
Training	
Update	150.00
Total Training	<u>150.00</u>
Travel	
Lodging	810.08
Meals	138.05
Mileage	3,071.33
Total Travel	<u>4,019.46</u>
Void	0.00
Total Expense	<u>98,938.81</u>
Net Income	<u><u>6,136.88</u></u>

09/11/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through August 2012

	<u>Jan - Aug '12</u>
AT&T	2,033.45
Bay Harbor Golf Club	250.00
Bert Rousseau	1,626.19
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	800.00
City Park Grill	147.09
Crystal Mountain	300.84
Culligan	116.00
Emmet County Department of Public Works	72.00
Gaslight Media	594.65
Gordon Food Service	426.07
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	1,548.90
Jane Millar	2,566.18
Kiwanis	150.00
MACM	370.00
Marsha Harrison	106.56
Mason & Kammermann	850.00
MC Sports	21.17
MSU Extension	10.00
North Central Michigan College	1,050.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	309.91
Online Payroll Service Fee	90.00
Payroll Distribution	70,867.37
Petoskey Chamber of Commerce	940.00
Petoskey Cinema	793.50
Pitney Bowes	327.41
Reserve Account	600.00
Rotary	501.50
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	4,000.00
State of Michigan	20.00
Taylor Rental	427.00
Terri Sevener	168.04
The 501 Alliance	951.92
The Phone Man	150.00
The Print Shop	1,692.00
Trophy Case	60.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u><u>98,538.81</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of August 31, 2012

	Aug 31, '12	Aug 31, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,502.48	6,466.83	35.65	0.6%
CD Bank of N. MI 804631	6,086.82	6,026.16	60.66	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	16,718.32	16,952.86	-234.54	-1.4%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,517.06	25.89	0.2%
Savings Chase	18,039.62	18,023.11	16.51	0.1%
Savings NW Bank 710205349	10,262.15	10,254.81	7.34	0.1%
Total Checking/Savings	110,638.62	110,360.72	277.90	0.3%
Total Current Assets	110,638.62	110,360.72	277.90	0.3%
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Equipment Repair	175.00	0.00	175.00	100.0%
Purchase	1,346.94	658.00	688.94	104.7%
Repair	25.00	0.00	25.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	21,361.08	20,472.14	888.94	4.3%
Total Fixed Assets	5,924.08	7,295.14	-1,371.06	-18.8%
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	137,714.48	139,114.86	-1,400.38	-1.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Accrued State Unemp.	200.40	0.00	200.40	100.0%
Federal Income Tax Withheld	-2,382.09	672.28	-3,054.37	-454.3%
Fica Tax Withheld	4,113.53	1,009.41	3,104.12	307.5%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-24.41	-48.71	24.30	49.9%
Total Other Current Liabilities	1,689.43	1,414.98	274.45	19.4%
Total Current Liabilities	1,689.43	1,414.98	274.45	19.4%
Total Liabilities	1,689.43	1,414.98	274.45	19.4%
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	6,136.88	7,597.35	-1,460.47	-19.2%
Total Equity	136,025.05	137,699.88	-1,674.83	-1.2%
TOTAL LIABILITIES & EQUITY	137,714.48	139,114.86	-1,400.38	-1.0%