

## INCOME AND EXPENSE REPORT AUGUST 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	9,023.91	33,839.67	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County		16,500.00	33,000.00	33,000.00
B. Emmet County		15,450.00	30,900.00	30,900.00
C. VORP Charlevoix	700.00	4,900.00	8,500.00	8,500.00
D. VORP Emmet		3,750.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E.Fees for Service	50.00	1,595.00	2,800.00	4,000.00
F. ACVS Fees		2,100.00	2,400.00	1,700.00
G. SPED Fees			200.00	500.00
H. Donations		3,010.50	3,010.50	1,000.00
I. Designated Gifts				
J. Donor Campaign		2,050.00	2,850.00	3,000.00
K. Theatre Party				
1. Sponsorships		4,999.01	4,999.01	5,000.00
2. Ticket Sales		3,925.00	3,925.00	2,500.00
3. Other		210.70	210.70	500.00
L. Bartending		51.00	51.00	
M. Reimbursement/Rebate				
N. Interest		1,527.88	1,801.56	1,000.00
O. Training				
1. 40-Hour			0.00	3,000.00
2. Advanced - Fall		710.00	2,254.00	600.00
3. General Civil				
Grants				
A. Bay Harbor Foundation		3,663.00	3,663.00	
B. Charlevoix Foundation				
C. Petoskey Foundation		3,200.00	3,200.00	
D. United Way		1,691.25	3,691.25	
E. Charlevoix Lions		200.00	200.00	
Transfer from Savings			3,897.18	15,396.03
<b>TOTAL INCOME</b>	<b>9,773.91</b>	<b>111,373.01</b>	<b>171,962.06</b>	<b>171,215.59</b>
In Kind				
A. Accounting Services	100.00	345.00	500.00	500.00
B. Volunteer Mediators	14,737.50	108,772.50	190,000.00	190,000.00
C. Volunteer Labor		650.00	1,150.00	
D. Volunteer Training		600.00	600.00	
E. Mediation Locations	550.00	3,550.00	4,500.00	4,500.00
F. Rent	1,300.00	9,100.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00	160.00	
H. Cell Phone	81.81	490.80	1,103.00	1,103.00
I. Theatre Party		2,504.50	2,504.50	2,450.00
J. Training Locations		2,000.00	2,000.00	4,000.00
K. Mileage		182.10	500.00	500.00
L. GoToMyPC	19.95	159.60	239.40	190.00
<b>IN KIND INCOME</b>	<b>16,789.26</b>	<b>128,514.50</b>	<b>218,856.90</b>	<b>218,843.00</b>
<b>TOTAL + IN KIND INCOME</b>	<b>26,563.17</b>	<b>239,887.51</b>	<b>390,818.96</b>	<b>390,058.59</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	64,508.54	98,660.00	98,660.00
B. FICA	580.58	4,934.93	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment		1,023.34	1,023.34	986.60
E. Insurance/Education	1,375.22	2,750.73	7,500.00	7,500.00
2. Accounting		600.00	3,800.00	3,800.00
3. Advertising		1,294.52	1,800.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	800.00	1,200.00	1,200.00
B. Telephone		416.76	650.00	650.00
5.. Communications				
A. Telephone		1,651.96	2,550.00	2,500.00
B. Internet		378.65	660.00	660.00
6. Contractual		2,004.33	2,400.00	2,000.00
7. Equipment				
A. Purchase		1,339.00	1,339.00	0.00
B. Repair & Maintenance	25.00	471.85	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	4,000.00	6,000.00	6,000.00
10. Other				
A. Board		461.74	855.00	855.00
B. Dinner Party		40.00	40.00	
C. Executive Director	175.25	952.77	1,875.00	1,875.00
D. Hospitality		385.08	650.00	650.00
E. Licenses, Fees, Dues	30.00	200.00	812.50	812.50
F. PD	150.00	320.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party		2,470.62	2,470.62	2,445.00
11. Postage		616.00	2,000.00	2,000.00
12. Reimbursement		25.00	50.00	
13. Printing	600.00	600.00	2,000.00	2,000.00
14. Supplies	285.00	2,035.67	3,000.00	3,000.00
15. Training				
A. 40-Hour		5,670.11	5,670.11	7,900.00
B. General Civil				
C. Update - Fall			3,040.00	2,400.00
D. Child Protection				
E. Divorce				
16. Travel				
A. Lodging	134.00	377.85	585.00	585.00
B. Meals		63.36	157.00	157.00
C. Mileage	58.29	1,957.32	8,500.00	8,500.00
D. Other		7.00	25.00	
<b>TOTAL EXPENSES</b>	<b>11,602.58</b>	<b>102,357.13</b>	<b>171,962.06</b>	<b>171,215.59</b>
16. Gain (Loss)				
Comparison of Income & Expenses				

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
August 2011

	<u>Aug '11</u>
<b>Income</b>	
<b>CDRP Funds</b>	
3rd Quarter	9,023.91
<b>Total CDRP Funds</b>	9,023.91
<b>Fees</b>	
Divorce	50.00
<b>Total Fees</b>	50.00
<b>VORP</b>	
Charlevoix	700.00
<b>Total VORP</b>	700.00
<b>Total Income</b>	9,773.91
<b>Expense</b>	
<b>Charlevoix Office</b>	
Rent	100.00
<b>Total Charlevoix Office</b>	100.00
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	25.00
<b>Fringe Benefits</b>	
Education	1,375.22
<b>Total Fringe Benefits</b>	1,375.22
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	500.00
<b>Other</b>	
Executive Director	175.25
Licenses, Fees, Dues	30.00
PD	150.00
<b>Total Other</b>	355.25
<b>Payroll Expenses</b>	580.58
<b>Printing</b>	600.00
<b>Salaries and Wages</b>	7,589.24
<b>Supplies</b>	285.00
<b>Travel</b>	
Lodging	134.00
Mileage	58.29
<b>Total Travel</b>	192.29
<b>Total Expense</b>	11,602.58
<b>Net Income</b>	<u><u>-1,828.67</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
August 2011

	<u>Aug '11</u>
Bert Rousseau	1,375.22
City of Charlevoix	100.00
Crystal Mountain	134.00
Culligan	15.00
Hi-Tech	295.00
MACM	150.00
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Rotary	175.25
St. Francis Xavier	500.00
State of Michigan	20.00
The Print Shop	600.00
Wayne Tri	58.29
<b>TOTAL</b>	<b><u>11,602.58</u></b>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through August 2011

	<u>Jan - Aug '11</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	13,535.87
2nd Quarter	11,279.89
3rd Quarter	9,023.91
<b>Total CDRP Funds</b>	<u>33,839.67</u>
<b>County Funding</b>	
Charlevoix	16,500.00
Emmet	15,450.00
<b>Total County Funding</b>	<u>31,950.00</u>
<b>Donation</b>	
Donor Campaign	2,050.00
Mileage	133.50
Donation - Other	2,877.00
<b>Total Donation</b>	<u>5,060.50</u>
<b>Fees</b>	
ACVS	2,100.00
Breach of Contract	40.00
Divorce	1,450.00
Domestic	105.00
<b>Total Fees</b>	<u>3,695.00</u>
<b>Fund Raising</b>	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,999.01
Tickets	3,925.00
<b>Total Theatre Party</b>	<u>9,134.71</u>
<b>Total Fund Raising</b>	<u>9,185.71</u>
<b>Grants</b>	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
Petoskey Foundation	3,200.00
United Way	1,691.25
<b>Total Grants</b>	<u>8,754.25</u>
<b>Interest</b>	1,527.88
<b>Training &amp; Workshops</b>	
Advanced	710.00
<b>Total Training &amp; Workshops</b>	<u>710.00</u>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through August 2011

	<u>Jan - Aug '11</u>
<b>VORP</b>	
Charlevoix	4,900.00
Emmet	3,750.00
<b>Total VORP</b>	<u>8,650.00</u>
<b>Total Income</b>	111,373.01
<b>Expense</b>	
Accounting	600.00
Advertising	1,294.52
Charlevoix Office	
Rent	800.00
Telephone	416.76
<b>Total Charlevoix Office</b>	<u>1,216.76</u>
Communications	
Internet	378.65
Telephone	1,651.96
<b>Total Communications</b>	2,030.61
Contractual	2,004.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	471.85
<b>Total Equipment Expense</b>	<u>1,810.85</u>
Fringe Benefits	
Education	1,573.81
Insurance	1,176.92
Unemployment	1,023.34
<b>Total Fringe Benefits</b>	<u>3,774.07</u>
Occupancy	
Rent	4,000.00
<b>Total Occupancy</b>	<u>4,000.00</u>
Other	
Board	461.74
Dinner Party	40.00
Executive Director	952.77
Hospitality	385.08
Licenses, Fees, Dues	200.00
PD	320.00
Theatre Party	2,470.62
<b>Total Other</b>	<u>4,830.21</u>
Payroll Expenses	4,934.93
Postage	616.00
Printing	600.00
Reimbursement	
Fees	25.00
<b>Total Reimbursement</b>	<u>25.00</u>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through August 2011

	<u>Jan - Aug '11</u>
Salaries and Wages	64,508.54
Supplies	2,035.67
Training	
40-Hour	5,670.11
Total Training	<u>5,670.11</u>
Travel	
Lodging	377.85
Meals	63.36
Mileage	1,957.32
Other	7.00
Total Travel	<u>2,405.53</u>
Void	0.00
Total Expense	<u>102,357.13</u>
Net Income	<u><u>9,015.88</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through August 2011

	<u>Jan - Aug '11</u>
AT&T	2,068.72
Bert Rousseau	2,565.83
Bill Waters	2,600.00
Blissfest	70.00
Boyne Area Chamber of Commerce	195.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
Charlevoix Public Library	75.00
City of Charlevoix	820.00
City Park Grill	150.00
Crystal Mountain	268.00
Culligan	109.00
Dog Eat Dog Graphic Designs	56.25
Gaslight Media	588.65
George Willaert	25.00
Glen's Supermarket	82.52
Gordon Food Service	231.83
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,910.18
Jane Millar	1,232.44
Johan's	34.70
John Wiley & Sons, Inc.	166.50
MACM	300.00
Mason & Kammermann	600.00
Meyer Hardware	7.16
Northern Michigan Review	243.60
Office Max	537.63
Oleson's	46.54
Online Payroll Service Fee	80.00
Payroll Distribution	69,443.47
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	316.00
Reserve Account	300.00
Rotary	537.75
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	4,000.00
Stafford's Hospitality	124.35
State of Michigan	20.00
Symon's	26.45
Synergy	317.00
Taylor Rental	456.00
The 501 Alliance	1,023.34
The Print Shop	1,212.00
Trophy Case	49.44
Wanda Joseph	2,600.00
Wayne Tri	2,120.15
Weathervane	178.14
<b>TOTAL</b>	<b><u>102,357.13</u></b>



**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**

As of August 31, 2011

	Aug 31, '11	Aug 31, '10	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,498.99	6,432.04	66.95	1.0%
CD Bank of N. MI 804631	6,026.16	5,921.52	104.64	1.8%
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	16,952.86	26,420.07	-9,467.21	-35.8%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,416.91	61.30	0.4%
Savings Chase	18,021.49	18,005.22	16.27	0.1%
Savings NW Bank 710205349	10,254.81	10,244.56	10.25	0.1%
<b>Total Checking/Savings</b>	<b>110,435.28</b>	<b>118,908.81</b>	<b>-8,473.53</b>	<b>-7.1%</b>
<b>Total Current Assets</b>	<b>110,435.28</b>	<b>118,908.81</b>	<b>-8,473.53</b>	<b>-7.1%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
<b>Equipment</b>				
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,472.14</b>	<b>19,814.14</b>	<b>658.00</b>	<b>3.3%</b>
<b>Total Fixed Assets</b>	<b>7,295.14</b>	<b>8,601.14</b>	<b>-1,306.00</b>	<b>-15.2%</b>
<b>Other Assets</b>				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
<b>Total Other Assets</b>	<b>21,459.00</b>	<b>20,000.00</b>	<b>1,459.00</b>	<b>7.3%</b>
<b>TOTAL ASSETS</b>	<b>139,189.42</b>	<b>147,509.95</b>	<b>-8,320.53</b>	<b>-5.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	672.28	548.98	123.30	22.5%
Fica Tax Withheld	1,009.41	1,200.93	-191.52	-16.0%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.71	-42.37	-6.34	-15.0%
<b>Total Other Current Liabilities</b>	<b>1,414.98</b>	<b>1,483.54</b>	<b>-68.56</b>	<b>-4.6%</b>
<b>Total Current Liabilities</b>	<b>1,414.98</b>	<b>1,483.54</b>	<b>-68.56</b>	<b>-4.6%</b>
<b>Total Liabilities</b>	<b>1,414.98</b>	<b>1,483.54</b>	<b>-68.56</b>	<b>-4.6%</b>
<b>Equity</b>				
*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	9,015.88	18,272.90	-9,257.02	-50.7%
<b>Total Equity</b>	<b>137,774.44</b>	<b>146,026.41</b>	<b>-8,251.97</b>	<b>-5.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>139,189.42</b>	<b>147,509.95</b>	<b>-8,320.53</b>	<b>-5.6%</b>