

INCOME EXPENSE REPORT DECEMBER 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		47,032.97	47,032.97	47,032.97	45,119.56
Agency Funds					
A. Charlevoix County		29,250.00	33,000.00	29,250.00	33,000.00
B. Emmet County	7,725.00	30,900.00	30,900.00	30,900.00	30,900.00
C. VORP Charlevoix	600.00	8,400.00	8,500.00	8,400.00	8,600.00
D. VORP Emmet	625.00	7,500.00	7,500.00	7,500.00	6,875.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	250.00	3,085.00	3,500.00	3,085.00	4,095.00
F. ACVS Fees		2,400.00	2,300.00	2,400.00	3,300.00
G. SPED Fees		2,200.00	500.00	2,200.00	200.00
H. Donations		4,250.28	3,000.00	4,250.28	3,210.50
I. Designated Gifts					
J. Donor Campaign	3,675.00	3,775.00	3,000.00	3,775.00	3,050.00
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		59.00		59.00	227.93
N. Interest	218.11	294.82	2,000.00	294.82	251.73
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00		
3. Advanced - Fall		1,210.00	1,200.00	1,210.00	3,508.00
Grants					
A. Bay Harbor Foundation	3,547.00	3,547.00		3,547.00	3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation	600.00	2,060.00		2,060.00	3,200.00
D. United Way	625.00	2,816.25	941.25	2,816.25	3,573.75
E. Charlevoix Lions					200.00
F. Rotary		527.00		527.00	
Transfer from Savings			6,391.35		
TOTAL INCOME	17,865.11	166,414.92	167,965.57	166,414.92	170,160.18
In Kind					
A. Accounting Services	140.00	440.00	500.00	440.00	755.00
B. Volunteer Mediators	10,175.00	155,922.50	162,072.00	155,922.50	170,118.00
C. Volunteer Labor	60.00	80.00		80.00	890.00
D. Volunteer Training			600.00		600.00
E. Mediation Locations	350.00	5,400.00	6,120.00	5,400.00	5,750.00
F. Rent	1,300.00	15,600.00	15,600.00	15,600.00	15,600.00
G. Equipment/Supplies	800.00	800.00		800.00	160.00
H. Cell Phone		2,971.41	715.00	2,971.41	1,020.05
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00		2,000.00
K. Mileage	806.44	806.44	500.00	806.44	1,155.71
L. GoToMyPC	19.95	259.35	240.00	259.35	239.40
IN KIND INCOME	13,651.39	184,703.20	189,847.00	184,703.20	200,792.66
TOTAL + IN KIND INCOME	31,516.50	351,118.12	357,812.57	351,118.12	370,952.84

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	99,746.84	99,516.00	99,746.84	98,660.12
B. FICA	579.74	7,831.06	7,612.97	7,831.06	7,547.54
C. Worker's Compensation	136.00	634.00	498.00	634.00	633.00
D. Unemployment		1,104.23	986.60	1,104.23	1,023.34
E. Insurance/Education	535.16	5,590.02	7,500.00	5,590.02	7,277.69
2. Accounting	250.00	1,350.00	3,520.00	1,350.00	3,170.00
3. Advertising	30.00	1,737.43	1,430.00	1,737.43	1,841.52
4. Charlevoix Office					
A. Rent	100.00	1,200.00	1,200.00	1,200.00	1,200.00
B. Telephone	73.45	840.33	700.00	840.33	701.22
C. Supplies					
D. Equipment		99.00		99.00	
5.. Communications					
A. Telephone	207.30	2,521.47	2,700.00	2,521.47	2,673.50
B. Internet	54.95	604.45	660.00	604.45	653.40
6. Contractual	42.50	1,087.50	2,200.00	1,087.50	2,166.83
7. Equipment					
A. Purchase		688.94	500.00	688.94	2,044.00
B. Repair & Maintenance	25.00	455.00	1,000.00	225.00	835.85
8. Insurance					
A. Employment Practices	224.00	224.00	224.00	224.00	224.00
B. Directors & Officers	1,270.00	1,270.00	1,270.00	1,270.00	1,270.00
C. Commercial Umbrella		300.00	300.00	300.00	300.00
D. Business Protection		430.00	430.00	430.00	430.00
9. Occupancy - Rent	500.00	6,000.00	6,000.00	6,000.00	6,000.00
10. Other					
A. Board		589.95	696.50	589.95	496.37
B. Dinner Party			0.00		40.00
C. Executive Director	79.64	1,231.83	1,927.00	1,231.83	1,074.57
D. Hospitality	666.46	1,164.53	600.00	1,164.53	694.07
E. Licenses, Fees, Dues	105.00	1,142.00	920.00	1,142.00	630.00
F. PD		420.00	700.00	420.00	320.00
G. Shoplifting					18.31
H. Staff Retreat		100.00	100.00	100.00	100.00
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	2,186.48	3,673.38	1,700.00	3,673.38	1,701.52
12. Printing		1,776.00	1,500.00	1,776.00	1,130.00
13. Refund		250.00		250.00	
14. Reimbursement					290.00
15. Supplies	694.89	3,396.82	3,000.00	3,396.82	3,418.35
16. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall		1,930.05	2,800.00	1,930.05	3,359.77
17. Travel					
A. Lodging		966.88	585.00	966.88	401.97
B. Meals		305.72	157.00	305.72	83.91
C. Mileage	4,069.31	8,439.34	9,955.00	8,439.34	7,555.96
D. Other					7.00
TOTAL EXPENSES	19,408.04	162,702.79	167,965.57	162,472.79	168,114.54
18. Gain (Loss)		3,712.13	0.00	3,712.13	2,045.64
Comparison of Income & Expenses		166,414.92	167,965.57	166,414.92	170,160.18
19. Depreciation	1,668.95	1,668.95		1,668.95	2,260.00
EXPENSES + DEPRECIATION	21,076.99	164,371.74		164,371.74	170,374.54

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2012

	<u>Dec '12</u>
Income	
County Funding	
Emmet	7,725.00
Total County Funding	<u>7,725.00</u>
Donation	
Donor Campaign	3,675.00
Total Donation	<u>3,675.00</u>
Fees	
Divorce	150.00
General Civil	100.00
Total Fees	<u>250.00</u>
Grants	
Bay Harbor	3,547.00
Petoskey Foundation	600.00
United Way	625.00
Total Grants	<u>4,772.00</u>
Interest	218.11
VORP	
Charlevoix	600.00
Emmet	625.00
Total VORP	<u>1,225.00</u>
Total Income	17,865.11
Expense	
Accounting	250.00
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	73.45
Total Charlevoix Office	<u>173.45</u>
Communications	
Internet	54.95
Telephone	207.30
Total Communications	<u>262.25</u>
Contractual	42.50
Depreciation Expense	1,668.95
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	<u>25.00</u>
Fringe Benefits	
Education	535.16
Total Fringe Benefits	<u>535.16</u>

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2012

	<u>Dec '12</u>
Insurance	
Directors & Officers	1,270.00
Employment Practices	224.00
Worker's Compensation	136.00
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Total Insurance	1,630.00
Occupancy	
Rent	500.00
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Total Occupancy	500.00
Other	
Executive Director	79.64
Hospitality	666.46
Licenses, Fees, Dues	105.00
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Total Other	851.10
Payroll Expenses	579.74
Postage	2,186.48
Salaries and Wages	7,578.16
Supplies	694.89
Travel	
Mileage	4,069.31
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Total Travel	4,069.31
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Total Expense	21,076.99
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Net Income	-3,211.88
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01/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
December 2012

	<u>Dec '12</u>
Allen Telgenhof	57.72
AT&T	280.75
Bert Rousseau	382.02
Betsy Hanson	177.60
Brian Kasiborski	23.87
Bruce Herbert	243.09
Chuck Jadwin	27.20
City of Charlevoix	100.00
Conni Zingler	88.80
Connie Saltonstall	261.96
Doug Basel	64.94
East Jordan Chamber of Commerce	95.00
Ed Engstrom	45.51
Frankenmuth Insurance	136.00
Gaslight Media	84.95
Gordon Food Service	14.47
Hi-Tech	67.50
Jane Millar	260.40
Jeff Higgs	164.84
Jon Paul Bautel	66.60
Julienne Tomatoes	237.40
Karen Cole	220.89
Kathleen Lame	222.00
Kendal Taylor	134.87
Mark Hess	104.34
Marsha Harrison	65.49
Mary Horan	194.25
Mason & Kammermann	250.00
McCardel Water Conditioning	32.75
Nancy Kohler	51.62
North Central Michigan College	293.00
Office Max	606.66
Oleson's	75.84
Online Payroll Service Fee	10.00
Pam Hagel	20.54
Paul Schemanski	44.96
Payroll Distribution	8,157.90
Pitney Bowes	158.00
Polly Cheney	184.82
Postmaster	28.48
Reserve Account	2,000.00
Richard Hendrian	410.70
Ron Moore	562.77
Sky's the Limit	68.99
St. Francis Xavier	500.00
Stafford's Hospitality	266.58
Suzanne Engle	16.65
Tom Morrow	137.64
Tom North	213.68
Waldvogel Insurance	1,494.00
TOTAL	<u><u>19,408.04</u></u>

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	<u>Jan - Dec '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
4th Quarter	11,758.25
Total CDRP Funds	<u>47,032.97</u>
County Funding	
Charlevoix	29,250.00
Emmet	30,900.00
Total County Funding	<u>60,150.00</u>
Donation	
Donor Campaign	3,775.00
Mileage	130.28
Donation - Other	4,120.00
Total Donation	<u>8,025.28</u>
Fees	
ACVS	2,400.00
Breach of Contract	170.00
Cancellation	65.00
Divorce	1,700.00
General Civil	100.00
Neighbor	50.00
Property	50.00
Shoplifting	950.00
SPED	2,200.00
Total Fees	<u>7,685.00</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	<u>9,107.60</u>
Grants	
Bay Harbor	3,547.00
Petoskey Foundation	2,060.00
Rotary Club of Petoskey	527.00
United Way	2,816.25
Total Grants	<u>8,950.25</u>
Interest	294.82
Refund	59.00

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	Jan - Dec '12
Training & Workshops	
Advanced	1,210.00
Total Training & Workshops	1,210.00
VORP	
Charlevoix	8,400.00
Emmet	7,500.00
Total VORP	15,900.00
Total Income	166,414.92
Expense	
Accounting	1,350.00
Advertising	1,737.43
Charlevoix Office	
Equipment	99.00
Rent	1,200.00
Telephone	840.33
Total Charlevoix Office	2,139.33
Communications	
Internet	604.45
Telephone	2,521.47
Total Communications	3,125.92
Contractual	1,087.50
Depreciation Expense	1,668.95
Equipment Expense	
Purchase	688.94
Repair & Maintenance	455.00
Total Equipment Expense	1,143.94
Fringe Benefits	
Education	2,194.33
Health Insurance	921.25
Insurance	2,474.44
Unemployment	1,104.23
Total Fringe Benefits	6,694.25
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,270.00
Employment Practices	224.00
Worker's Compensation	634.00
Total Insurance	2,858.00
Occupancy	
Rent	6,000.00
Total Occupancy	6,000.00

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	<u>Jan - Dec '12</u>
Other	
Board	589.95
Executive Director	1,231.83
Hospitality	1,164.53
Licenses, Fees, Dues	1,142.00
PD	420.00
Staff Retreat	100.00
Theatre Party	3,452.02
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Total Other	8,100.33
Payroll Expenses	7,831.06
Postage	3,673.38
Printing	1,776.00
Refund Expense	250.00
Salaries and Wages	99,746.84
Supplies	3,396.82
Training	
Advanced	1,930.05
Update	150.00
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Total Training	2,080.05
Travel	
Lodging	966.88
Meals	305.72
Mileage	8,439.34
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Total Travel	9,711.94
Void	0.00
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Total Expense	164,371.74
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Net Income	2,043.18
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01/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2012

	<u>Jan - Dec '12</u>
Allen Telgenhof	57.72
AT&T	3,361.80
Bay Harbor Golf Club	250.00
Bert Rousseau	3,377.89
Betsy Hanson	177.60
Bill & Carol's	16.42
Blissfest	95.00
Boyne Area Chamber of Commerce	135.00
Brian Kasiborski	23.87
Bruce Herbert	243.09
Charlevoix Chamber of Commerce	360.00
Chuck Jadwin	27.20
City of Charlevoix	1,200.00
City Park Grill	147.09
Conni Zingler	88.80
Connie Saltonstall	261.96
Crystal Mountain	300.84
Culligan	116.00
Dan O'Neil	250.00
Doug Basel	64.94
East Jordan Chamber of Commerce	95.00
Ed Engstrom	45.51
Emmet County Department of Public Works	72.00
Frankenmuth Insurance	1,364.00
Gaslight Media	934.45
Gordon Food Service	453.53
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	2,893.35
Jane Millar	5,564.96
Jeff Higgs	164.84
Johan's	29.00
Jon Paul Bautel	66.60
Julienne Tomatoes	237.40
Karen Cole	220.89
Kathleen Lame	222.00
Kendal Taylor	134.87
Kiwanis	350.00
MACM	370.00
Mark Hess	104.34
Marsha Harrison	172.05
Mary Horan	194.25
Mason & Kammermann	1,350.00
MC Sports	21.17
McCardel Water Conditioning	75.50
McLaren Northern Michigan Foundation	15.00
McLean & Eakin	315.35
Meyer Hardware	500.09
MSU Extension	10.00
Nancy Kohler	51.62
North Central Michigan College	1,727.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	1,154.78
Oleson's	75.84

01/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2012

	<u>Jan - Dec '12</u>
Online Payroll Service Fee	120.00
Pam Hagel	20.54
Paul Schemanski	44.96
Payroll Distribution	107,577.90
Petoskey Chamber of Commerce	1,110.00
Petoskey Cinema	793.50
Pitney Bowes	652.43
Polly Cheney	184.82
Postmaster	118.48
Reserve Account	2,900.00
Richard Hendrian	410.70
Ron Moore	562.77
Rotary	618.50
Sky's the Limit	130.97
Sreve Tresidder	150.00
St. Francis Xavier	6,000.00
Stafford's Hospitality	740.00
State of Michigan	20.00
Steve Tresidder	1,200.00
Suzanne Engle	16.65
Taylor Rental	427.00
Terri Sevener	260.75
The 501 Alliance	1,104.23
The Phone Man	150.00
The Print Shop	2,388.00
Tom Morrow	137.64
Tom North	213.68
Trophy Case	76.00
Twisted Olive	100.00
Waldvogel Insurance	1,494.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u>162,386.79</u>

NORTHERN COMMUNITY MEDIATION Balance Sheet Prev Year Comparison

As of December 31, 2012

	Dec 31, '12	Dec 31, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,509.04	6,482.99	26.05	0.4%
CD Bank of N. MI 804631	6,102.16	6,056.58	45.58	0.8%
CD Bank of N. MI 806536	6,287.54	0.00	6,287.54	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	15,500.46	12,804.06	2,696.40	21.1%
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	18,047.17	18,029.06	18.11	0.1%
Savings NW Bank 710205349	10,264.73	10,259.60	5.13	0.1%
Total Checking/Savings	109,652.74	106,661.52	2,991.22	2.8%
Total Current Assets	109,652.74	106,661.52	2,991.22	2.8%
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	135,519.46	132,848.44	2,671.02	2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued State Unemp.	0.00	-200.40	200.40	100.0%
Federal Income Tax Withheld	723.46	2,765.42	-2,041.96	-73.8%
Fica Tax Withheld	1,007.92	-243.04	1,250.96	514.7%
State Income Tax Withheld	309.16	439.47	-130.31	-29.7%
Total Other Current Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Total Current Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Total Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Equity				
*Retained Earnings	130,087.00	130,102.54	-15.54	0.0%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	3,391.93	-15.54	3,407.47	21,927.1%
Total Equity	133,478.92	130,086.99	3,391.93	2.6%
TOTAL LIABILITIES & EQUITY	135,519.46	132,848.44	2,671.02	2.0%