

**INCOME AND EXPENSE
DECEMBER 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		54,892.64	54,892.64	54,892.64
Agency Funds				
A. Charlevoix County		30,000.00	30,000.00	30,000.00
B. Emmet County	7,500.00	30,000.00	30,000.00	30,000.00
C. VORP Charlevoix	1,400.00	8,400.00	8,400.00	8,500.00
D. VORP Emmet	1,250.00	7,500.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E. Donations	180.00	1,145.00	1,145.00	450.00
F. Fees for Service	500.00	6,712.00	6,712.00	3,000.00
G. Designated Gifts		200.00	200.00	
H. Donor Campaign	100.00	3,975.00	3,975.00	3,000.00
I. SPED Fees		1,000.00	1,000.00	1,000.00
J. Theatre Party				
1. Sponsorships		5,125.00	5,125.00	6,000.00
2. Ticket Sales		2,475.00	2,475.00	3,000.00
3. Other		692.58	692.58	
K. Reimbursement/Rebate		491.58	491.58	
L. Interest	630.18	1,193.19	1,193.19	1,000.00
M. Training				
1. 40-Hour		6,100.00	6,100.00	1,500.00
2. Update - Winter		1,835.00	1,835.00	600.00
3. Update - Fall		1,135.00	1,135.00	
4. General Civil				300.00
5. Char-Em ISD/SPED				800.00
6. Divorce/Domestic Violence		76.25	76.25	
7. VORP		200.00	200.00	
N. Restitution Income		27.00	27.00	
O. Shoplifting		232.52	232.52	
Grants				
A. Bay Harbor Foundation		3,362.00	3,362.00	
B. Charlevoix Foundation		275.00	275.00	
C. Charlevoix Lions		500.00	500.00	
Rent		650.00	650.00	2,400.00
TOTAL INCOME	11,560.18	176,194.76	176,194.76	161,942.64
In Kind				
A. Accounting Services		515.00	515.00	400.00
B. Volunteer Mediators	1,800.00	172,873.35	172,873.35	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	300.00	3,150.00	3,150.00	4,000.00
F. Rent	1,300.00	15,600.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	171.18	1,022.70	1,022.70	700.00
I. Theatre Party		1,699.00	1,699.00	800.00
J. Mileage	212.85	231.03	231.03	
K. Training Locations		3,300.00	3,300.00	4,000.00
IN KIND INCOME	3,784.03	198,391.08	198,391.08	191,500.00
TOTAL + IN KIND INCOME	15,344.21	374,585.84	374,585.84	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,653.04	99,176.68	99,176.68	98,750.00
B. FICA	585.44	7,586.89	7,586.89	7,554.38
C. Worker's Compensation		646.00	646.00	531.00
D. Unemployment		415.44	415.44	987.50
E. Benefits	193.93	501.86	501.86	
2. Accounting		4,165.00	4,165.00	3,775.00
3. Training				
A. 40-Hour		5,226.09	5,226.09	4,500.00
B. General Civil				300.00
C. Update - Winter		2,743.10	2,743.10	2,700.00
D. Update - Fall		3,234.91	3,234.91	
E. VORP		1,267.56	1,267.56	
4. Contractual	507.00	2,746.54	2,746.54	2,200.00
5. Travel				
A. Lodging		672.50	672.50	585.00
B. Meals		202.99	202.99	635.25
C. Mileage	5,407.50	8,809.25	8,809.25	8,482.50
6. Equipment				
A. Purchase		2,248.94	2,248.94	1,223.52
B. Repair & Maintenance	25.00	2,165.38	2,165.38	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	6,000.00	6,000.00	6,000.00
B. Supplies	29.66	3,120.99	3,120.99	3,000.00
C. Communications				
1. Telephone	192.35	1,733.18	1,733.18	1,600.00
2. Internet	52.95	633.44	633.44	850.00
D. Postage	158.00	2,001.71	2,001.71	2,000.00
E. Printing		2,057.32	2,057.32	2,500.00
F. Insurance				
1. Employment Practices	224.00	224.00	224.00	224.00
2. Directors & Officers	1,270.00	1,270.00	1,270.00	1,270.00
3. Commercial Umbrella		300.00	300.00	300.00
4. Business Protection		430.00	430.00	460.00
8. Advertising	30.00	1,460.12	1,460.12	910.00
9. Other				
A. Board	287.82	374.24	374.24	945.00
B. Executive Director	188.16	1,334.96	1,334.96	1,310.00
C. Hospitality	497.29	868.16	868.16	1,100.00
D. PD		1,075.00	1,075.00	1,200.00
E. Licenses, Fees, Dues	10.00	491.90	491.90	575.00
F. Annual Meeting				
G. Theatre Party		2,430.45	2,430.45	2,445.00
H. Shoplifting		145.01	145.01	
I. Refund		50.00	50.00	
J. Restitution Expense		27.00	27.00	
10. Grants				
A. Charlevoix Foundation		275.00	275.00	
B. Charlevoix Lions		500.00	500.00	
11. Charlevoix Office				
A. Rent	100.00	1,200.00	1,200.00	1,200.00
B. Telephone	46.17	615.70	615.70	600.00
C. Chamber	100.00	145.00	145.00	
D. Supplies		61.46	61.46	129.49
TOTAL EXPENSES	18,058.31	170,633.77	170,633.77	161,942.64
12. Gain (Loss)		5,560.99	5,560.99	
Comparison of Income & Expenses		176,194.76	176,194.76	161,942.64

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2009

	<u>Dec '09</u>
Income	
County Funding	
Emmet	7,500.00
Total County Funding	7,500.00
Donation	
Donor Campaign	100.00
Donation - Other	180.00
Total Donation	280.00
Fees	
Divorce	100.00
Employer/Employee	300.00
Shoplifting	100.00
Total Fees	500.00
Interest	630.18
VORP	
Charlevoix	1,400.00
Emmet	1,250.00
Total VORP	2,650.00
Total Income	11,560.18
Expense	
Advertising	30.00
Benefits	193.93
Charlevoix Office	
Dues	100.00
Rent	100.00
Telephone	46.17
Total Charlevoix Office	246.17
Communications	
Internet	52.95
Telephone	192.35
Total Communications	245.30
Contractual	507.00
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Insurance	
Directors & Officers	1,270.00
Employment Practices	224.00
Total Insurance	1,494.00
Occupancy	
Rent	500.00
Total Occupancy	500.00

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2009

	<u>Dec '09</u>
Other	
Board	287.82
Executive Director	188.16
Hospitality	497.29
Licenses, Fees, Dues	10.00
Total Other	<u>983.27</u>
Payroll Expenses	585.44
Postage	158.00
Salaries and Wages	7,653.04
Supplies	29.66
Travel	
Mileage	5,407.50
Total Travel	<u>5,407.50</u>
Void	0.00
Total Expense	<u>18,058.31</u>
Net Income	<u><u>-6,498.13</u></u>

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NORTHERN COMMUNITY MEDIATION

Expenses by Vendor Summary

December 2009

	<u>Dec '09</u>
Ace Hardware	11.16
AT&T	238.52
Bert Rousseau	38.50
Betsy Hanson	66.00
Bob Harkness	444.95
Bruce Herbert	302.50
Charlevoix Chamber of Commerce	100.00
Cheryl Bauman	56.65
Christine Gebhard	5.50
Christine Wacholz	53.35
City of Charlevoix	100.00
City Park Grill	200.00
Connie Saltonstall	243.10
Culligan	18.50
David Pizzuti	99.55
Dog Eat Dog Graphic Designs	62.00
Donald Swank	86.90
Doug Basel	8.80
Ed Engstrom	50.60
Eugene Smith	107.25
Gary Barfknecht	105.05
Gaslight Media	82.95
Gene Miller	25.30
George Lewis	85.25
Gordon Food Service	19.85
Hi-Tech	170.00
Hugh Conklin	125.95
Jamie Winters	186.45
Jane Figueirido	16.50
Jane Gootee	18.70
Jane Millar	302.96
Jeff Higgs	215.05
Jim Minder	1.65
Jim Smith	0.55
Jodi Doak	16.00
John Campbell	21.45
Jon Paul Bautel	218.35
Josie MacLean	22.00
Julienne Tomatoes	241.50
Karen Cole	100.10
Kathleen Lame	636.05
Kirsten Cochran	60.50
Lee Hornberger	130.90
Mark Hess	24.05
Mary Horan	152.35
Nancy Sherman	11.00
Online Payroll Service Fee	10.00
Pat Pulver	145.20
Paul Schemanski	64.35
Payroll Distribution	8,238.48
Pitney Bowes	158.00
Polly Cheney	158.95
Priority Health	193.93
Richard Hendrian	584.65

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
December 2009

	<u>Dec '09</u>
Roger Postmus	18.70
Ron Moore	634.15
St. Francis Xavier	500.00
Stafford's Hospitality	231.16
Steve Tresidder	16.50
Susan Davis	56.10
Suzanne Engle	19.80
Suzanne LaBeau	3.30
The Villager	50.00
Tim Hass	117.70
Trophy Case	18.00
Waldvogel Insurance	1,494.00
Wayne Tri	61.05
TOTAL	<u><u>18,058.31</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2009

	<u>Jan - Dec '09</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	16,467.79
2nd Quarter	13,723.16
3rd Quarter	10,978.53
4th Quarter	13,723.16
Total CDRP Funds	<u>54,892.64</u>
County Funding	
Charlevoix	30,000.00
Emmet	30,000.00
Total County Funding	<u>60,000.00</u>
Donation	
Designated Gift	200.00
Donor Campaign	3,975.00
Donation - Other	1,145.00
Total Donation	<u>5,320.00</u>
Fees	
ACVS	2,140.00
Breach of Contract	80.00
Cancellation	40.00
Divorce	2,295.00
Domestic	350.00
Employer/Employee	300.00
Landlord/Tenant	40.00
Observation	100.00
Ord, Statute, Reg.	50.00
Probate	100.00
Property	50.00
Shoplifting	1,167.00
SPED	1,000.00
Total Fees	<u>7,712.00</u>
Fund Raising	
Theatre Party	
Donation	103.25
Raffle	177.00
Refund	405.63
Sponsor	5,125.00
Tickets	2,475.00
Theatre Party - Other	6.70
Total Theatre Party	<u>8,292.58</u>
Total Fund Raising	<u>8,292.58</u>
Grants	
Bay Harbor	3,362.00
Charlevoix Foundation	275.00
Charlevoix Lions	500.00
Total Grants	<u>4,137.00</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2009

	<u>Jan - Dec '09</u>
Interest	1,193.19
Refund	491.58
Rental Income	650.00
Restitution Income	27.00
Shoplifting	232.52
Training & Workshops	
40-Hour	6,100.00
Divorce	76.25
Update	2,970.00
VORP	200.00
Total Training & Workshops	<u>9,346.25</u>
VORP	
Charlevoix	8,400.00
Emmet	7,500.00
Total VORP	<u>15,900.00</u>
Total Income	176,194.76
Expense	
Accounting	4,165.00
Advertising	1,460.12
Benefits	501.86
Charlevoix Office	
Dues	145.00
Rent	1,200.00
Supplies	61.46
Telephone	615.70
Total Charlevoix Office	<u>2,022.16</u>
Communications	
Internet	633.44
Telephone	1,733.18
Total Communications	<u>2,366.62</u>
Contractual	2,746.54
Equipment Expense	
Purchase	2,248.94
Repair & Maintenance	2,165.38
Total Equipment Expense	<u>4,414.32</u>
Fringe Benefits	
Unemployment	415.44
Total Fringe Benefits	<u>415.44</u>
Grant Expense	
Char Found General	275.00
Charlevoix Lion's	500.00
Total Grant Expense	<u>775.00</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2009

	<u>Jan - Dec '09</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,270.00
Employment Practices	224.00
Worker's Compensation	646.00
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Total Insurance	2,870.00
Occupancy	
Rent	6,000.00
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Total Occupancy	6,000.00
Other	
Board	374.24
Executive Director	1,334.96
Hospitality	868.16
Licenses, Fees, Dues	481.90
Professional Development	1,075.00
Refund	50.00
Shoplifting Preventative	145.01
Theatre Party	2,430.45
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Total Other	6,759.72
Payroll Expenses	7,586.89
Postage	2,001.71
Printing	2,057.32
Restitution Expense	27.00
Salaries and Wages	99,176.68
Supplies	3,120.99
Training	
40-Hour	5,226.09
Anne Bachle Fifer	2,743.10
Earlene Baggett-Hayes	3,234.91
VORP	1,267.56
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Total Training	12,471.66
Travel	
Lodging	672.50
Meals	202.99
Mileage	8,809.25
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Total Travel	9,684.74
Void	0.00
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Total Expense	170,623.77
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Net Income	5,570.99
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2009

	<u>Jan - Dec '09</u>
Ace Hardware	11.16
Anne Bachle Fifer	1,402.40
AT&T	2,348.88
Bert Rousseau	1,992.96
Betsy Hanson	66.00
Blissfest	60.00
Bob Harkness	444.95
Bruce Herbert	302.50
Charlevoix Chamber of Commerce	145.00
Cheryl Bauman	1,878.79
Christine Gebhard	5.50
Christine Wacholz	53.35
City of Charlevoix	1,200.00
City Park Grill	200.00
Connie Saltonstall	243.10
Core Documents, Inc.	114.00
Culligan	226.50
David Pizzuti	99.55
David Searles	53.80
Dog Eat Dog Graphic Designs	488.00
Donald Swank	86.90
Doug Basel	8.80
Earlene Baggett-Hayes	2,381.93
Ed Engstrom	50.60
Eugene Smith	107.25
Frankenmuth Insurance	1,376.00
FraserTrebilcock Lawyers	360.00
Gary Barfknecht	105.05
Gaslight Media	1,087.19
Gene Miller	25.30
George Lewis	85.25
Glen's Supermarket	58.36
Gordon Food Service	592.10
Hi-Tech	6,917.22
Home Depot	10.58
Hugh Conklin	125.95
Jamie Winters	186.45
Jane Figueirido	16.50
Jane Gootee	18.70
Jane Millar	3,372.02
Jeff Higgs	215.05
Jim Minder	1.65
Jim Smith	0.55
Jodi Doak	16.00
Johan's	67.65
John Campbell	21.45
Jon Paul Bautel	218.35
Josie MacLean	22.00
Julienne Tomatoes	241.50
K-Mart	9.53
Karen Cole	100.10
Kathleen Lame	3,636.05
Kathleen Wells	50.00
Keith Lapp	500.00

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2009

	<u>Jan - Dec '09</u>
Kirsten Cochran	60.50
Lee Hornberger	130.90
MACM	750.00
Mark Hess	24.05
Mary Horan	152.35
Mason & Kammermann	4,165.00
McLean & Eakin	24.33
Melanie Bunn	27.00
Meyer Hardware	109.12
Nancy Sherman	11.00
Northern Michigan Review	781.60
O'Donnell Glass	18.77
Office Max	1,579.60
Oleson's	234.07
Online Payroll Service Fee	120.00
Partners in Prevention	65.00
Pat Pulver	145.20
Paul Schemanski	64.35
Payroll Distribution	106,763.57
Petoskey Chamber of Commerce	540.00
Petoskey Cinema	764.50
Petoskey Printing	255.32
Pitney Bowes	1,051.69
Polly Cheney	158.95
Printed Checks	41.90
Priority Health	387.86
Radio Shack	16.31
Register of Copyrights	45.00
Reserve Account	950.02
Richard Hendrian	584.65
Robert Jarema	350.00
Roger Postmus	18.70
Ron Moore	634.15
Rotary	701.50
Sherwin Williams	117.35
Sign & Design	125.00
Sky's the Limit	85.99
St. Francis Xavier	6,000.00
Stafford's Hospitality	2,869.08
State of Michigan	20.00
Steve Tresidder	16.50
Susan Davis	56.10
Suzanne Engle	19.80
Suzanne LaBeau	3.30
Taylor Rental	413.00
The 501 Alliance	415.44
The Print Shop	1,935.00
The Resolution Center	200.00
The Villager	50.00
Tim Hass	117.70
Trophy Case	18.00
United Way	50.00
Wal-mart	31.03
Waldvogel Insurance	1,494.00

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2009

	<u>Jan - Dec '09</u>
Wayne Tri	61.05
WDRC	50.00
Westshore Dispute Resolution	<u>590.00</u>
TOTAL	<u><u>169,873.77</u></u>

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NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of December 31, 2009

	Dec 31, '09	Dec 31, '08	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	0.00	5,647.88	-5,647.88	-100.0%
CD Bank of N. MI 803611	6,425.35	6,183.13	242.22	3.9%
CD Bank of N. MI 804631	5,848.79	0.00	5,848.79	100.0%
CD Char State Bank 16925	5,277.40	5,277.40	0.00	0.0%
CD Char State Bank 18910	11,129.36	11,129.36	0.00	0.0%
CD First Comm. Bank 60302215	7,623.94	7,495.17	128.77	1.7%
CD First Comm. Bank 60302716	5,448.10	5,314.18	133.92	2.5%
CD Nat'l City Bank 4160286236	5,698.95	5,472.24	226.71	4.1%
Checking Chase	28,461.17	24,715.13	3,746.04	15.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,314.50	15,100.78	213.72	1.4%
Savings Chase	17,993.31	17,974.53	18.78	0.1%
Savings NW Bank 710205349	10,237.30	10,209.14	28.16	0.3%
Total Checking/Savings	<u>119,558.17</u>	<u>114,618.94</u>	<u>4,939.23</u>	<u>4.3%</u>
Total Current Assets	<u>119,558.17</u>	<u>114,618.94</u>	<u>4,939.23</u>	<u>4.3%</u>
Fixed Assets				
Accumulated Depreciation	-11,213.00	-11,213.00	0.00	0.0%
Equipment	19,814.14	19,814.14	0.00	0.0%
Total Fixed Assets	<u>8,601.14</u>	<u>8,601.14</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>128,159.31</u></u>	<u><u>123,220.08</u></u>	<u><u>4,939.23</u></u>	<u><u>4.0%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	502.50	584.64	-82.14	-14.1%
Fica Tax Withheld	1,170.92	1,105.81	65.11	5.9%
State Income Tax Withheld	-32.83	581.90	-614.73	-105.6%
Total Other Current Liabilities	<u>1,416.59</u>	<u>2,048.35</u>	<u>-631.76</u>	<u>-30.8%</u>
Total Current Liabilities	<u>1,416.59</u>	<u>2,048.35</u>	<u>-631.76</u>	<u>-30.8%</u>
Total Liabilities	<u>1,416.59</u>	<u>2,048.35</u>	<u>-631.76</u>	<u>-30.8%</u>
Equity				
*Retained Earnings	121,171.74	101,083.90	20,087.84	19.9%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	5,570.99	20,087.84	-14,516.85	-72.3%
Total Equity	<u>126,742.72</u>	<u>121,171.73</u>	<u>5,570.99</u>	<u>4.6%</u>
TOTAL LIABILITIES & EQUITY	<u><u>128,159.31</u></u>	<u><u>123,220.08</u></u>	<u><u>4,939.23</u></u>	<u><u>4.0%</u></u>