

INCOME EXPENSE REPORT FEBRUARY 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds		12,578.24	41,927.45	41,927.45	14,109.89
Agency Funds					
A. Charlevoix County		7,500.00	30,000.00	30,000.00	8,250.00
B. Emmet County		7,875.00	30,900.00	30,900.00	
C. VORP Charlevoix		800.00	8,500.00	8,500.00	800.00
D. VORP Emmet		1,250.00	7,500.00	7,500.00	625.00
E. CDP Charlevoix			8,000.00	8,000.00	8,000.00
E. Fees for Service	550.00	800.00	3,600.00	3,600.00	300.00
F. ACVS Fees	1,400.00	1,400.00	2,000.00	2,000.00	
G. SPED Fees			500.00	500.00	600.00
H. Donations		64.94	3,000.00	3,000.00	1,130.28
I. Designated Gifts					
J. Donor Campaign	50.00	1,325.00	3,000.00	3,000.00	
K. Theatre Party					
1. Sponsorships	1,375.00	1,375.00	4,700.00	4,700.00	700.00
2. Ticket Sales	75.00	75.00	2,800.00	2,800.00	
3. Other			600.00	600.00	
L. Bartending					
M. Reimbursement/Rebate		147.57			
N. Interest	6.30	7.83	300.00	300.00	1.58
O. Training					
1. 40-Hour			8,000.00	8,000.00	
2. Advanced - Spring			1,500.00	1,500.00	
3. Advanced - Fall					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation					
C. Petoskey Foundation					
D. United Way			625.00	625.00	
E. Charlevoix Lions					
Transfer from Savings			9,125.28	9,125.28	
TOTAL INCOME	3,456.30	35,198.58	166,577.73	166,577.73	34,516.75
In Kind					
A. Accounting Services	185.00	185.00	500.00	500.00	
B. Volunteer Mediators	15,825.00	29,887.50	157,670.00	157,670.00	9,825.00
C. Volunteer Labor					
D. Volunteer Training			600.00	600.00	
E. Mediation Locations	650.00	1,250.00	5,520.00	5,520.00	400.00
F. Rent	1,300.00	2,600.00	15,600.00	15,600.00	1,300.00
G. Equipment/Supplies	614.29	1,239.29			
H. Cell Phone	148.93	297.86	3,565.00	3,565.00	38.70
I. Theatre Party			2,500.00	2,500.00	
J. Training Locations			2,500.00	2,500.00	
K. Mileage		134.87	500.00	500.00	
L. GoToMyPC	19.95	39.90	240.00	240.00	19.95
IN KIND INCOME	18,743.17	35,634.42	189,195.00	189,195.00	11,583.65
TOTAL + IN KIND INCOME	22,199.47	70,833.00	355,772.73	355,772.73	46,100.40

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	7,578.16	15,156.32	98,516.00	98,516.00	7,655.08
B. FICA	579.74	1,159.46	7,536.47	7,536.47	585.62
C. Worker's Compensation			498.00	498.00	
D. Unemployment			976.60	976.60	
E. Insurance/Education			7,500.00	7,500.00	225.10
2. Accounting	725.00	725.00	1,500.00	1,500.00	
3. Advertising	230.00	260.00	1,655.00	1,655.00	
4. Charlevoix Office					
A. Rent	100.00	200.00	1,200.00	1,200.00	100.00
B. Telephone		136.75	800.00	800.00	
C. Equipment					
5.. Communications					
A. Telephone		421.46	2,500.00	2,500.00	
B. Internet	54.95	109.90	660.00	660.00	
6. Contractual	410.00	595.00	1,800.00	1,800.00	
7. Equipment					
A. Purchase	199.00	199.00	800.00	800.00	
B. Repair & Maintenance	180.00	230.00	500.00	500.00	
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	1,000.00	6,000.00	6,000.00	500.00
10. Other					
A. Board		168.75	696.50	696.50	
B. Executive Director		189.25	1,827.00	1,827.00	
C. Hospitality			725.00	725.00	
D. Licenses, Fees, Dues	295.00	305.00	1,235.16	1,235.16	10.00
E. PD			500.00	500.00	
F. Shoplifting					
G. Staff Retreat			100.00	100.00	
H. Theatre Party			2,057.50	2,057.50	
11. Postage			1,800.00	1,800.00	
12. Printing	327.00	882.00	1,700.00	1,700.00	
13. Reimbursement					
14. Supplies	36.83	199.92	3,000.00	3,000.00	148.06
15. Training					
A. 40-Hour			7,040.00	7,040.00	
B. Advanced Spring			2,480.00	2,480.00	
C. Advanced Fall					
16. Travel					
A. Lodging			780.00	780.00	
B. Meals			235.50	235.50	
C. Mileage	101.01	538.23	7,735.00	7,735.00	
D. Other		5.00			
TOTAL EXPENSES	11,316.69	22,481.04	166,577.73	166,577.73	9,223.86
16. Gain (Loss)					
Comparison of Income & Expenses					

03/13/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2013

	<u>Feb '13</u>
Income	
Donation	
Donor Campaign	50.00
Total Donation	<u>50.00</u>
Fees	
ACVS	1,400.00
Cancellation	25.00
Divorce	500.00
Landlord/Tenant	25.00
Total Fees	<u>1,950.00</u>
Fund Raising	
Theatre Party	
Sponsor	1,375.00
Tickets	75.00
Total Theatre Party	<u>1,450.00</u>
Total Fund Raising	1,450.00
Interest	6.30
Total Income	<u>3,456.30</u>
Expense	
Accounting	725.00
Advertising	230.00
Charlevoix Office	
Rent	100.00
Total Charlevoix Office	<u>100.00</u>
Communications	
Internet	54.95
Total Communications	54.95
Contractual	410.00
Equipment Expense	
Purchase	199.00
Repair & Maintenance	180.00
Total Equipment Expense	<u>379.00</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Licenses, Fees, Dues	295.00
Total Other	<u>295.00</u>
Payroll Expenses	579.74
Printing	327.00
Salaries and Wages	7,578.16
Supplies	36.83

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2013

	<u>Feb '13</u>
Travel	
Mileage	<u>101.01</u>
Total Travel	<u>101.01</u>
Total Expense	<u>11,316.69</u>
Net Income	<u><u>-7,860.39</u></u>

03/13/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
February 2013

	<u>Feb '13</u>
Bert Rousseau	101.01
Boyne Area Chamber of Commerce	140.00
City of Charlevoix	100.00
Dog Eat Dog Graphic Designs	157.50
Gaslight Media	84.95
Gordon Food Service	20.86
Hi-Tech	631.50
Mason & Kammermann	725.00
Meyer Hardware	15.97
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.90
Petoskey Chamber of Commerce	285.00
St. Francis Xavier	500.00
Terri Sevener	60.00
The Print Shop	327.00
TOTAL	<u><u>11,316.69</u></u>

03/13/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2013

	<u>Jan - Feb '13</u>
Income	
CDRP Funds	
1st Quarter	12,578.24
Total CDRP Funds	<u>12,578.24</u>
County Funding	
Charlevoix	7,500.00
Emmet	7,875.00
Total County Funding	<u>15,375.00</u>
Donation	
Donor Campaign	1,325.00
Mileage	64.94
Total Donation	<u>1,389.94</u>
Fees	
ACVS	1,400.00
Cancellation	25.00
Divorce	725.00
Landlord/Tenant	25.00
Post Judgement	25.00
Total Fees	<u>2,200.00</u>
Fund Raising	
Theatre Party	
Sponsor	1,375.00
Tickets	75.00
Total Theatre Party	<u>1,450.00</u>
Total Fund Raising	1,450.00
Interest	7.83
Refund	147.57
VORP	
Charlevoix	800.00
Emmet	1,250.00
Total VORP	<u>2,050.00</u>
Total Income	<u>35,198.58</u>
Expense	
Accounting	725.00
Advertising	260.00
Charlevoix Office	
Rent	200.00
Telephone	136.75
Total Charlevoix Office	<u>336.75</u>
Communications	
Internet	109.90
Telephone	421.46
Total Communications	<u>531.36</u>
Contractual	595.00

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2013

	<u>Jan - Feb '13</u>
Equipment Expense	
Purchase	199.00
Repair & Maintenance	230.00
Total Equipment Expense	<u>429.00</u>
Occupancy	
Rent	1,000.00
Total Occupancy	<u>1,000.00</u>
Other	
Board	168.75
Executive Director	189.25
Licenses, Fees, Dues	305.00
Total Other	<u>663.00</u>
Payroll Expenses	1,159.46
Printing	882.00
Salaries and Wages	15,156.32
Supplies	199.92
Travel	
Mileage	538.23
Other	5.00
Total Travel	<u>543.23</u>
Total Expense	<u>22,481.04</u>
Net Income	<u><u>12,717.54</u></u>

03/13/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through February 2013

	<u>Jan - Feb '13</u>
AT&T	558.21
Bert Rousseau	449.26
Boyne Area Chamber of Commerce	140.00
City of Charlevoix	200.00
Conni Zingler	47.94
Dog Eat Dog Graphic Designs	157.50
Doug Basel	64.94
Gaslight Media	169.90
Gordon Food Service	106.07
Hi-Tech	866.50
Mason & Kammermann	725.00
McCardel Water Conditioning	5.00
Meyer Hardware	15.97
Office Max	53.97
Online Payroll Service Fee	20.00
Payroll Distribution	16,315.78
Petoskey Chamber of Commerce	315.00
Rotary	159.25
St. Francis Xavier	1,000.00
Terri Sevener	60.00
The Print Shop	882.00
Wiley Subscription Services	168.75
TOTAL	<u><u>22,481.04</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of February 28, 2013

	Feb 28, '13	Feb 29, '12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,513.96	6,489.53	24.43	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	28,509.19	39,361.27	-10,852.08	-27.6%
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	18,050.08	18,032.07	18.01	0.1%
Savings NW Bank 710205349	10,264.73	10,259.60	5.13	0.1%
Total Checking/Savings	122,669.30	133,228.28	-10,558.98	-7.9%
Total Current Assets	122,669.30	133,228.28	-10,558.98	-7.9%
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	148,536.02	159,415.20	-10,879.18	-6.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued State Unemp.	0.00	-200.40	200.40	100.0%
Federal Income Tax Withheld	719.37	2,084.28	-1,364.91	-65.5%
Fica Tax Withheld	1,311.03	-393.50	1,704.53	433.2%
State Income Tax Withheld	309.16	295.86	13.30	4.5%
Total Other Current Liabilities	2,339.56	1,786.24	553.32	31.0%
Total Current Liabilities	2,339.56	1,786.24	553.32	31.0%
Total Liabilities	2,339.56	1,786.24	553.32	31.0%
Equity				
*Retained Earnings	133,478.93	130,087.00	3,391.93	2.6%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	12,717.54	27,541.97	-14,824.43	-53.8%
Total Equity	146,196.46	157,628.96	-11,432.50	-7.3%
TOTAL LIABILITIES & EQUITY	148,536.02	159,415.20	-10,879.18	-6.8%