

INCOME EXPENSE REPORT FEBRUARY 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		14,109.89	47,032.97	47,032.97	13,535.87
Agency Funds					
A. Charlevoix County		8,250.00	33,000.00	33,000.00	8,250.00
B. Emmet County	7,725.00	7,725.00	30,900.00	30,900.00	7,725.00
C. VORP Charlevoix	700.00	1,500.00	8,500.00	8,500.00	700.00
D. VORP Emmet	625.00	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	240.00	540.00	3,500.00	3,500.00	705.00
F. ACVS Fees			2,300.00	2,300.00	
G. SPED Fees		600.00	500.00	500.00	
H. Donations	1,000.00	2,130.28	3,000.00	3,000.00	1,031.00
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	2,050.00
K. Theatre Party					
1. Sponsorships	3,225.00	3,925.00	5,000.00	5,000.00	3,850.00
2. Ticket Sales	275.00	275.00	3,900.00	3,900.00	150.00
3. Other			100.00	100.00	
L. Bartending					
M. Reimbursement/Rebate					
N. Interest	7.97	9.55	2,000.00	2,000.00	1,460.52
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	1,200.00	
3. Advanced - Fall			1,200.00	1,200.00	
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation					
D. United Way			941.25	941.25	
E. Charlevoix Lions					
Transfer from Savings			6,391.35	6,391.35	
TOTAL INCOME	13,797.97	48,314.72	167,965.57	167,965.57	43,745.39
In Kind					
A. Accounting Services			500.00	500.00	75.00
B. Volunteer Mediators	11,835.00	21,660.00	162,072.00	162,072.00	31,560.00
C. Volunteer Labor					10.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	750.00	1,150.00	6,120.00	6,120.00	1,150.00
F. Rent	1,300.00	2,600.00	15,600.00	15,600.00	2,600.00
G. Equipment/Supplies					160.00
H. Cell Phone	149.34	188.04	715.00	715.00	81.53
I. Theatre Party			2,500.00	2,500.00	
J. Training Locations			1,000.00	1,000.00	
K. Mileage			500.00	500.00	70.00
L. GoToMyPC	19.95	39.90	240.00	240.00	39.90
IN KIND INCOME	14,054.29	25,637.94	189,847.00	189,847.00	36,346.43
TOTAL + IN KIND INCOME	27,852.26	73,952.66	357,812.57	357,812.57	80,091.82

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,655.08	15,310.16	99,516.00	99,516.00	15,178.48
B. FICA	585.62	1,171.24	7,612.97	7,612.97	1,161.16
C. Worker's Compensation			498.00	498.00	
D. Unemployment			986.60	986.60	132.34
E. Insurance/Education		225.10	7,500.00	7,500.00	198.59
2. Accounting			3,520.00	3,520.00	
3. Advertising	485.00	485.00	1,430.00	1,430.00	237.77
4. Charlevoix Office					
A. Rent	100.00	200.00	1,200.00	1,200.00	200.00
B. Telephone	135.10	135.10	700.00	700.00	46.49
5.. Communications					
A. Telephone	419.57	419.57	2,700.00	2,700.00	215.40
B. Internet	130.00	130.00	660.00	660.00	52.95
6. Contractual			2,200.00	2,200.00	60.00
7. Equipment					
A. Purchase			500.00	500.00	
B. Repair & Maintenance			1,000.00	1,000.00	
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	1,000.00
10. Other					
A. Board	479.02	479.02	696.50	696.50	382.13
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	97.75	97.75	1,927.00	1,927.00	334.52
D. Hospitality	36.98	36.98	600.00	600.00	150.82
E. Licenses, Fees, Dues	285.00	295.00	920.00	920.00	20.00
F. PD			700.00	700.00	10.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party			2,577.50	2,577.50	
11. Postage			1,700.00	1,700.00	
12. Reimbursement					
13. Printing			1,500.00	1,500.00	
14. Supplies	234.53	382.59	3,000.00	3,000.00	161.27
15. Training					
A. 40-Hour					
B. Advanced Spring			2,500.00	2,500.00	
C. Advanced Fall			2,800.00	2,800.00	
16. Travel					
A. Lodging			585.00	585.00	
B. Meals			157.00	157.00	
C. Mileage	355.24	355.24	9,955.00	9,955.00	248.16
D. Other					
TOTAL EXPENSES	11,498.89	20,722.75	167,965.57	167,965.57	19,830.08
16. Gain (Loss)					
Comparison of Income & Expenses					

03/07/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2012

	<u>Feb '12</u>
Income	
County Funding	
Emmet	7,725.00
Total County Funding	7,725.00
Donation	1,000.00
Fees	
Breach of Contract	40.00
Divorce	100.00
Shoplifting	100.00
Total Fees	240.00
Fund Raising	
Theatre Party	
Sponsor	3,225.00
Tickets	275.00
Total Theatre Party	3,500.00
Total Fund Raising	3,500.00
Interest	7.97
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	1,325.00
Total Income	13,797.97
Expense	
Advertising	485.00
Charlevoix Office	
Rent	100.00
Telephone	135.10
Total Charlevoix Office	235.10
Communications	
Internet	130.00
Telephone	419.57
Total Communications	549.57
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	479.02
Executive Director	97.75
Hospitality	36.98
Licenses, Fees, Dues	285.00
Total Other	898.75
Payroll Expenses	585.62
Salaries and Wages	7,655.08
Supplies	234.53

03/07/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2012

	<u>Feb '12</u>
Travel	
Mileage	<u>355.24</u>
Total Travel	<u>355.24</u>
Total Expense	<u>11,498.89</u>
Net Income	<u><u>2,299.08</u></u>

03/07/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
February 2012

	<u>Feb '12</u>
AT&T	554.67
Bert Rousseau	183.15
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	100.00
Gaslight Media	190.00
Gordon Food Service	67.96
Hi-Tech	135.00
Office Max	31.57
Online Payroll Service Fee	10.00
Payroll Distribution	8,240.70
Petoskey Chamber of Commerce	450.00
Rotary	97.75
Sky's the Limit	36.98
St. Francis Xavier	500.00
Wayne Tri	172.09
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u><u>11,498.89</u></u>

03/07/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2012

	<u>Jan - Feb '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
Total CDRP Funds	14,109.89
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	15,975.00
Donation	
Mileage	130.28
Donation - Other	2,000.00
Total Donation	2,130.28
Fees	
Breach of Contract	40.00
Divorce	150.00
Shoplifting	350.00
SPED	600.00
Total Fees	1,140.00
Fund Raising	
Theatre Party	
Sponsor	3,925.00
Tickets	275.00
Total Theatre Party	4,200.00
Total Fund Raising	4,200.00
Interest	9.55
VORP	
Charlevoix	1,500.00
Emmet	1,250.00
Total VORP	2,750.00
Total Income	48,314.72
Expense	
Advertising	485.00
Charlevoix Office	
Rent	200.00
Telephone	135.10
Total Charlevoix Office	335.10
Communications	
Internet	130.00
Telephone	419.57
Total Communications	549.57

03/07/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2012

	<u>Jan - Feb '12</u>
Fringe Benefits	
Education	225.10
Total Fringe Benefits	225.10
Occupancy	
Rent	1,000.00
Total Occupancy	1,000.00
Other	
Board	479.02
Executive Director	97.75
Hospitality	36.98
Licenses, Fees, Dues	295.00
Total Other	908.75
Payroll Expenses	1,171.24
Salaries and Wages	15,310.16
Supplies	382.59
Travel	
Mileage	355.24
Total Travel	355.24
Total Expense	20,722.75
Net Income	27,591.97

03/07/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through February 2012

	<u>Jan - Feb '12</u>
AT&T	554.67
Bert Rousseau	408.25
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	200.00
Culligan	24.00
Gaslight Media	190.00
Gordon Food Service	144.86
Hi-Tech	135.00
Office Max	78.73
Online Payroll Service Fee	20.00
Payroll Distribution	16,481.40
Petoskey Chamber of Commerce	450.00
Rotary	97.75
Sky's the Limit	36.98
St. Francis Xavier	1,000.00
Wayne Tri	172.09
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u>20,722.75</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of February 29, 2012

	Feb 29, '12	Feb 28, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,489.53	6,466.83	22.70	0.4%
CD Bank of N. MI 804631	6,056.58	5,995.45	61.13	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	38,803.27	32,187.63	6,615.64	20.6%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,470.35	72.60	0.5%
Savings Chase	18,032.07	18,014.09	17.98	0.1%
Savings NW Bank 710205349	10,259.60	10,249.73	9.87	0.1%
Total Checking/Savings	132,670.28	125,503.97	7,166.31	5.7%
Total Current Assets	132,670.28	125,503.97	7,166.31	5.7%
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Equipment Repair	50.00	0.00	50.00	100.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,522.14	20,472.14	50.00	0.2%
Total Fixed Assets	5,085.14	7,295.14	-2,210.00	-30.3%
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	158,907.20	154,258.11	4,649.09	3.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	-1,021.27	672.28	-1,693.55	-251.9%
Fica Tax Withheld	2,712.16	1,009.39	1,702.77	168.7%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-45.83	244.29	-290.12	-118.8%
Total Other Current Liabilities	1,427.06	1,707.96	-280.90	-16.5%
Total Current Liabilities	1,427.06	1,707.96	-280.90	-16.5%
Total Liabilities	1,427.06	1,707.96	-280.90	-16.5%
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	27,591.97	22,447.62	5,144.35	22.9%
Total Equity	157,480.14	152,550.15	4,929.99	3.2%
TOTAL LIABILITIES & EQUITY	158,907.20	154,258.11	4,649.09	3.0%