

**INCOME AND EXPENSE
FEBRUARY 2010**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		17,210.65	57,368.81	57,368.81
Agency Funds				
A. Charlevoix County	7,500.00	7,500.00	30,000.00	30,000.00
B. Emmet County	7,500.00	7,500.00	30,000.00	30,000.00
C. VORP Charlevoix	700.00	700.00	8,500.00	8,500.00
D. VORP Emmet	625.00	625.00	7,500.00	7,500.00
E. CDP Charlevoix	8,000.00	8,000.00	8,000.00	8,000.00
E. Donations			1,000.00	1,000.00
F. Fees for Service	590.00	590.00	4,000.00	4,000.00
G. SPED Fees	200.00	200.00	500.00	500.00
H. ACVS Fees	375.00	375.00		
I. Designated Gifts				
J. Donor Campaign		50.00	3,000.00	3,000.00
K. Theatre Party				
1. Sponsorships	4,100.00	4,700.00	5,000.00	5,000.00
2. Ticket Sales	650.00	650.00	2,000.00	2,000.00
3. Other			670.00	670.00
L. Reimbursement/Rebate		406.45		
M Interest			1,000.00	1,000.00
N. Training				
1. 40-Hour			3,000.00	3,000.00
2. Update - Fall			1,000.00	1,000.00
3. General Civil	100.00	100.00	100.00	300.00
4. Child Protection				
5. Divorce/Domestic Violence				
Grants				
A. Bay Harbor Foundation		3,663.00		
B. Petoskey Foundation			2,000.00	
C. Charlevoix Foundation			5,000.00	
Transfer from Savings			7,500.00	7,500.00
TOTAL INCOME	30,340.00	52,270.10	177,138.81	170,338.81
In Kind				
A. Accounting Services	70.00	70.00	500.00	500.00
B. Volunteer Mediators	15,412.50	28,875.00	183,600.00	183,600.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	400	850	3,500.00	3,500.00
F. Rent	1,300.00	2,600.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone		83.09	996.00	996.00
I. Theatre Party			1,500.00	1,500.00
J. Mileage		406.45		
K. Training Locations			4,000.00	4,000.00
IN KIND INCOME	17,182.50	32,884.54	209,696.00	209,696.00
TOTAL + IN KIND INCOME	47,522.50	85,154.64	386,834.81	380,034.81

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,653.04	19,132.60	99,500.00	99,500.00
B. FICA	583.92	1,460.56	7,611.75	7,611.75
C. Worker's Compensation			518.00	518.00
D. Unemployment			995.00	995.00
E. Insurance/Education	193.93	975.61	7,500.00	7,500.00
2. Accounting	350.00	350.00	3,800.00	3,800.00
3. Training				
A. 40-Hour			2,500.00	2,500.00
B. General Civil	585.20	1,185.20	850.00	850.00
C. Update - Fall			2,900.00	2,900.00
D. Child Protection			250.00	250.00
E. Divorce			500.00	500.00
4. Contractual		1,707.50	2,500.00	2,200.00
5. Travel				
A. Lodging			585.00	585.00
B. Meals			635.25	635.25
C. Mileage	247.00	290.45	9,350.00	9,350.00
D. Other				
6. Equipment				
A. Purchase	999.00	999.00	1,500.00	1,500.00
B. Repair & Maintenance	1,058.00	1,083.00	1,500.00	1,500.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	1,000.00	6,000.00	6,000.00
B. Supplies	489.97	834.35	3,000.00	3,000.00
C. Communications				
1. Telephone	159.31	319.36	1,450.00	1,450.00
2. Internet	52.95	105.90	660.00	660.00
D. Postage	68.06	368.06	1,800.00	1,800.00
E. Printing			2,100.00	2,100.00
F. Insurance				
1. Employment Practices			235.00	235.00
2. Directors & Officers			1,333.00	1,333.00
3. Commercial Umbrella			300.00	300.00
4. Business Protection			430.00	430.00
8. Advertising	60.00	256.00	1,110.00	1,110.00
9. Other				
A. Board		166.50	645.00	645.00
B. Executive Director		539.84	1,360.00	1,360.00
C. Hospitality		43.99	1,100.00	1,100.00
D. PD	67.00	107.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	10.00	282.50	575.00	575.00
F. Annual Meeting			2,445.00	2,445.00
G. Theatre Party				
H. Shoplifting				
10. Grants				
A. Bay Harbor Foundation				
B. Petoskey Foundation				
C. Charlevoix Foundation				
11. Charlevoix Office				
A. Rent	100.00	200.00	1,200.00	1,200.00
B. Telephone	48.73	93.26	600.00	600.00
C. Chamber				
E. Supplies			100.81	100.81
TOTAL EXPENSES	13,226.11	31,500.68	170,638.81	170,338.81
12. Gain (Loss)				
Comparison of Income & Expenses				

03/03/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2010

	<u>Feb '10</u>
Income	
CDP	8,000.00
County Funding	
Charlevoix	7,500.00
Emmet	7,500.00
Total County Funding	<u>15,000.00</u>
Fees	
ACVS	375.00
Divorce	350.00
General	40.00
Observation	100.00
Shoplifting	100.00
SPED	200.00
Total Fees	<u>1,165.00</u>
Fund Raising	
Theatre Party	
Sponsor	4,100.00
Tickets	650.00
Total Theatre Party	<u>4,750.00</u>
Total Fund Raising	4,750.00
Training & Workshops	
General Civil	100.00
Total Training & Workshops	<u>100.00</u>
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	<u>1,325.00</u>
Total Income	<u>30,340.00</u>
Expense	
Accounting	350.00
Advertising	60.00
Benefits	193.93
Charlevoix Office	
Rent	100.00
Telephone	48.73
Total Charlevoix Office	<u>148.73</u>
Communications	
Internet	52.95
Telephone	159.31
Total Communications	<u>212.26</u>
Equipment Expense	
Purchase	999.00
Repair & Maintenance	1,058.00
Total Equipment Expense	<u>2,057.00</u>

03/03/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

February 2010

	<u>Feb '10</u>
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Licenses, Fees, Dues	10.00
PD	67.00
Total Other	77.00
Payroll Expenses	583.92
Postage	68.06
Salaries and Wages	7,653.04
Supplies	489.97
Training	
General Civil	585.20
Total Training	585.20
Travel	
Mileage	247.00
Total Travel	247.00
Total Expense	13,226.11
Net Income	<u>17,113.89</u>

03/03/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
February 2010

	<u>Feb '10</u>
AT&T	208.04
Bert Rousseau	200.08
Cheryl Bauman	80.00
City of Charlevoix	100.00
Culligan	5.00
Gaslight Media	82.95
Gordon Food Service	23.58
Hi-Tech	2,172.00
Mason & Kammermann	350.00
McLean & Eakin	42.00
Michigan State University	25.00
Office Max	346.39
Online Payroll Service Fee	10.00
Payroll Distribution	8,236.96
Pitney Bowes	64.98
Priority Health	193.93
St. Francis Xavier	500.00
Stafford's Hospitality	585.20
TOTAL	<u><u>13,226.11</u></u>

03/03/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2010

	<u>Jan - Feb '10</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	17,210.65
Total CDRP Funds	17,210.65
County Funding	
Charlevoix	7,500.00
Emmet	7,500.00
Total County Funding	15,000.00
Donation	
Donor Campaign	50.00
Total Donation	50.00
Fees	
ACVS	375.00
Divorce	350.00
General	40.00
Observation	100.00
Shoplifting	100.00
SPED	200.00
Total Fees	1,165.00
Fund Raising	
Theatre Party	
Sponsor	4,700.00
Tickets	650.00
Total Theatre Party	5,350.00
Total Fund Raising	5,350.00
Grants	
Bay Harbor	3,663.00
Total Grants	3,663.00
Refund	406.45
Training & Workshops	
General Civil	100.00
Total Training & Workshops	100.00
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	1,325.00
Total Income	52,270.10
Expense	
Accounting	350.00
Advertising	256.00
Benefits	975.61

03/03/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through February 2010

	<u>Jan - Feb '10</u>
Charlevoix Office	
Rent	200.00
Telephone	93.26
Total Charlevoix Office	<u>293.26</u>
Communications	
Internet	105.90
Telephone	319.36
Total Communications	<u>425.26</u>
Contractual	1,707.50
Equipment Expense	
Purchase	999.00
Repair & Maintenance	1,083.00
Total Equipment Expense	<u>2,082.00</u>
Occupancy	
Rent	1,000.00
Total Occupancy	<u>1,000.00</u>
Other	
Board	166.50
Executive Director	539.84
Hospitality	43.99
Licenses, Fees, Dues	282.50
PD	107.00
Total Other	<u>1,139.83</u>
Payroll Expenses	1,460.56
Postage	368.06
Salaries and Wages	19,132.60
Supplies	834.35
Training	
General Civil	1,185.20
Total Training	<u>1,185.20</u>
Travel	
Mileage	290.45
Total Travel	<u>290.45</u>
Total Expense	<u>31,500.68</u>
Net Income	<u><u>20,769.42</u></u>

03/03/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through February 2010

	<u>Jan - Feb '10</u>
AT&T	412.62
Bay Harbor	32.00
Bert Rousseau	813.81
Cheryl Bauman	291.40
City of Charlevoix	200.00
Conflict Resolution Services	40.00
Culligan	29.50
FraserTrebilcock Lawyers	1,340.00
Gaslight Media	165.90
Gordon Food Service	96.37
Hi-Tech	2,564.50
John Wiley & Sons, Inc.	166.50
Mason & Kammermann	350.00
McLean & Eakin	42.00
Meyer Hardware	14.49
Michigan State University	25.00
Office Max	578.99
Online Payroll Service Fee	20.00
Payroll Distribution	20,593.16
Petoskey Chamber of Commerce	437.50
Pitney Bowes	64.98
Priority Health	193.93
Reserve Account	300.00
Rotary	168.00
Sky's the Limit	43.99
St. Francis Xavier	1,000.00
Stafford's Hospitality	916.04
Steve Tresidder	600.00
TOTAL	<u><u>31,500.68</u></u>

03/03/10

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of February 28, 2010

	Feb 28, '10	Feb 28, '09	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,425.35	6,231.44	193.91	3.1%
CD Bank of N. MI 804631	5,848.79	5,704.82	143.97	2.5%
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	49,256.87	27,621.18	21,635.69	78.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,314.50	15,149.49	165.01	1.1%
Savings Chase	17,993.31	17,978.26	15.05	0.1%
Savings NW Bank 710205349	10,237.30	10,209.14	28.16	0.3%
Total Checking/Savings	140,353.87	117,682.68	22,671.19	19.3%
Total Current Assets	140,353.87	117,682.68	22,671.19	19.3%
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	8,601.14	8,601.14	0.00	0.0%
TOTAL ASSETS	148,955.01	126,283.82	22,671.19	18.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	532.66	627.74	-95.08	-15.2%
Fica Tax Withheld	1,167.87	1,162.23	5.64	0.5%
State Income Tax Withheld	-33.71	15.38	-49.09	-319.2%
Total Other Current Liabilities	1,442.82	1,581.35	-138.53	-8.8%
Total Current Liabilities	1,442.82	1,581.35	-138.53	-8.8%
Total Liabilities	1,442.82	1,581.35	-138.53	-8.8%
Equity				
*Retained Earnings	126,742.78	121,171.74	5,571.04	4.6%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	20,769.42	3,530.74	17,238.68	488.3%
Total Equity	147,512.19	124,702.47	22,809.72	18.3%
TOTAL LIABILITIES & EQUITY	148,955.01	126,283.82	22,671.19	18.0%