

INCOME EXPENSE REPORT JANUARY 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds	12,578.24	12,578.24	41,927.45	41,927.45	14,109.89
Agency Funds					
A. Charlevoix County	7,500.00	7,500.00	30,000.00	30,000.00	8,250.00
B. Emmet County	7,875.00	7,875.00	30,900.00	30,900.00	
C. VORP Charlevoix	800.00	800.00	8,500.00	8,500.00	800.00
D. VORP Emmet	1,250.00	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	250.00	250.00	3,600.00	3,600.00	300.00
F. ACVS Fees			2,000.00	2,000.00	
G. SPED Fees			500.00	500.00	600.00
H. Donations	64.94	64.94	3,000.00	3,000.00	1,130.28
I. Designated Gifts					
J. Donor Campaign	1,275.00	1,275.00	3,000.00	3,000.00	
K. Theatre Party					
1. Sponsorships			4,700.00	4,700.00	700.00
2. Ticket Sales			2,800.00	2,800.00	
3. Other			600.00	600.00	
L. Bartending					
M. Reimbursement/Rebate	147.57	147.57			
N. Interest	1.53	1.53	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	31,742.28	31,742.28	166,577.73	166,577.73	34,516.75
In Kind					
A. Accounting Services			500.00	500.00	
B. Volunteer Mediators	14,062.50	14,062.50	157,670.00	157,670.00	9,825.00
C. Volunteer Labor					
D. Volunteer Training			600.00	600.00	
E. Mediation Locations	600.00	600.00	5,520.00	5,520.00	400.00
F. Rent	1,300.00	1,300.00	15,600.00	15,600.00	1,300.00
G. Equipment/Supplies	625.00	625.00			
H. Cell Phone	148.93	148.93	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	134.87	500.00	500.00	
L. GoToMyPC	19.95	19.95	240.00	240.00	19.95
IN KIND INCOME	16,891.25	16,891.25	189,195.00	189,195.00	11,583.65
TOTAL + IN KIND INCOME	48,633.53	48,633.53	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		98,516.00	98,516.00	7,655.08
B. FICA	579.72		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			1,500.00	1,500.00	
3. Advertising	30.00		1,655.00	1,655.00	
4. Charlevoix Office					
A. Rent	100.00		1,200.00	1,200.00	100.00
B. Telephone	136.75		800.00	800.00	
C. Equipment					
5.. Communications	54.95				
A. Telephone	421.46		2,500.00	2,500.00	
B. Internet			660.00	660.00	
6. Contractual	185.00		1,800.00	1,800.00	
7. Equipment					
A. Purchase			800.00	800.00	
B. Repair & Maintenance			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		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	10.00		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	555.00		1,700.00	1,700.00	
13. Reimbursement					
14. Supplies	163.09		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	437.22		7,735.00	7,735.00	
D. Other	5.00				
TOTAL EXPENSES	11,114.35	0.00	166,577.73	166,577.73	9,223.86
16. Gain (Loss)					
Comparison of Income & Expenses					

02/19/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January 2013

	<u>Jan '13</u>
Income	
CDRP Funds	
1st Quarter	12,578.24
Total CDRP Funds	12,578.24
County Funding	
Charlevoix	7,500.00
Emmet	7,875.00
Total County Funding	15,375.00
Donation	
Donor Campaign	1,275.00
Mileage	64.94
Total Donation	1,339.94
Fees	
Divorce	225.00
Post Judgement	25.00
Total Fees	250.00
Interest	1.53
Refund	147.57
VORP	
Charlevoix	800.00
Emmet	1,250.00
Total VORP	2,050.00
Total Income	31,742.28
Expense	
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	136.75
Total Charlevoix Office	236.75
Communications	
Internet	54.95
Telephone	421.46
Total Communications	476.41
Contractual	185.00
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	168.75
Executive Director	189.25
Licenses, Fees, Dues	10.00
Total Other	368.00

02/19/13

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2013

	<u>Jan '13</u>
Payroll Expenses	579.72
Printing	555.00
Salaries and Wages	7,578.16
Supplies	163.09
Travel	
Mileage	437.22
Other	<u>5.00</u>
Total Travel	<u>442.22</u>
Total Expense	<u>11,114.35</u>
Net Income	<u><u>20,627.93</u></u>

02/19/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January 2013

	<u>Jan '13</u>
AT&T	558.21
Bert Rousseau	348.25
City of Charlevoix	100.00
Conni Zingler	47.94
Doug Basel	64.94
Gaslight Media	84.95
Gordon Food Service	85.21
Hi-Tech	185.00
McCardel Water Conditioning	5.00
Office Max	53.97
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.88
Petoskey Chamber of Commerce	30.00
Rotary	159.25
St. Francis Xavier	500.00
The Print Shop	555.00
Wiley Subscription Services	168.75
TOTAL	<u>11,114.35</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of January 31, 2013

	Jan 31, '13	Jan 31, '12	\$ 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	36,076.83	37,120.17	-1,043.34	-2.8%
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	18,048.70	18,030.64	18.06	0.1%
Savings NW Bank 710205349	10,264.73	10,259.60	5.13	0.1%
Total Checking/Savings	130,230.64	130,979.21	-748.57	-0.6%
Total Current Assets	130,230.64	130,979.21	-748.57	-0.6%
Fixed Assets				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
Equipment				
Maintenance	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	3,416.19	5,035.14	-1,618.95	-32.2%
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	156,147.36	157,166.13	-1,018.77	-0.7%
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	2,429.74	-1,706.28	-70.2%
Fica Tax Withheld	1,007.89	-738.95	1,746.84	236.4%
State Income Tax Withheld	309.16	295.86	13.30	4.5%
Total Other Current Liabilities	2,040.51	1,786.25	254.26	14.2%
Total Current Liabilities	2,040.51	1,786.25	254.26	14.2%
Total Liabilities	2,040.51	1,786.25	254.26	14.2%
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	20,627.93	25,292.89	-4,664.96	-18.4%
Total Equity	154,106.85	155,379.88	-1,273.03	-0.8%
TOTAL LIABILITIES & EQUITY	156,147.36	157,166.13	-1,018.77	-0.7%