

## INCOME AND EXPENSE REPORT JANUARY 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	13,535.87	13,535.87	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County	8,250.00	8,250.00	33,000.00	33,000.00
B. Emmet County			30,900.00	30,900.00
C. VORP Charlevoix	700.00	700.00	8,500.00	8,500.00
D. VORP Emmet			7,500.00	7,500.00
E. CDP Charlevoix			8,000.00	8,000.00
E.Fees for Service	355.00	355.00	4,000.00	4,000.00
F. ACVS Fees			1,700.00	1,700.00
G. SPED Fees			500.00	500.00
H. Donations	31.00	31.00	1,000.00	1,000.00
I. Designated Gifts				
J. Donor Campaign	1,050.00	1,050.00	3,000.00	3,000.00
K. Theatre Party				
1. Sponsorships	1,075.00	1,075.00	5,000.00	5,000.00
2. Ticket Sales	75.00	75.00	2,500.00	2,500.00
3. Other			500.00	500.00
L. Reimbursement/Rebate				
M. Interest	1,460.52	1.52	1,000.00	1,000.00
N. Training				
1. 40-Hour			3,000.00	3,000.00
2. Update - Fall			600.00	600.00
3. General Civil				
Grants				
A. Bay Harbor Foundation	3,663.00	3,663.00		
B. Charlevoix Foundation				
C. Petoskey Foundation				
D. United Way				
Transfer from Savings			15,396.03	15,396.03
<b>TOTAL INCOME</b>	<b>30,195.39</b>	<b>28,736.39</b>	<b>171,215.59</b>	<b>171,215.59</b>
In Kind				
A. Accounting Services			500.00	500.00
B. Volunteer Mediators	15,037.50	15,037.50	190,000.00	190,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	650.00	650.00	4,500.00	4,500.00
F. Rent	1,300.00	1,300.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	81.53	81.53	1,103.00	1,103.00
I. Theatre Party			2,450.00	2,450.00
J. Training Locations			4,000.00	4,000.00
K. Mileage	70.00	70.00	500.00	500.00
L. GoToMyPC	19.95	19.95	190.00	190.00
<b>IN KIND INCOME</b>	<b>17,158.98</b>	<b>17,158.98</b>	<b>218,843.00</b>	<b>218,843.00</b>
<b>TOTAL + IN KIND INCOME</b>	<b>47,354.37</b>	<b>45,895.37</b>	<b>390,058.59</b>	<b>390,058.59</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	7,589.24	98,660.00	98,660.00
B. FICA	580.58	580.58	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment	132.34	132.34	986.60	986.60
E. Insurance/Education	198.59	198.59	7,500.00	7,500.00
2. Accounting			3,800.00	3,800.00
3. Advertising	195.00	195.00	1,430.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	100.00	1,200.00	1,200.00
B. Telephone	46.49	46.49	650.00	650.00
C. Supplies			0.00	0.00
5.. Communications				
A. Telephone	215.40	215.40	2,500.00	2,500.00
B. Internet	52.95	52.95	660.00	660.00
6. Contractual	60.00	60.00	2,000.00	2,000.00
7. Equipment				
A. Purchase			0.00	0.00
B. Repair & Maintenance			1,500.00	1,500.00
8. Insurance				
A. Employment Practices			235.00	235.00
B. Directors & Officers			1,333.00	1,333.00
C. Commercial Umbrella			300.00	300.00
D. Business Protection			430.00	430.00
9. Occupancy - Rent	500.00	500.00	6,000.00	6,000.00
10. Other				
A. Board	182.50	182.50	855.00	855.00
B. Executive Director	311.60	311.60	1,875.00	1,875.00
C. Hospitality	43.99	43.99	650.00	650.00
D. Licenses, Fees, Dues	10.00	10.00	812.50	812.50
E. PD			600.00	600.00
F. Shoplifting				
G. Staff Retreat			100.00	100.00
H. Theatre Party			2,445.00	2,445.00
11. Postage			2,000.00	2,000.00
12. Printing			2,000.00	2,000.00
13. Supplies	13.00	13.00	3,000.00	3,000.00
14 Training				
A. 40-Hour			7,900.00	7,900.00
B. General Civil				
C. Update - Fall			2,400.00	2,400.00
D. Child Protection				
E. Divorce				
15. Travel				
A. Lodging			585.00	585.00
B. Meals			157.00	157.00
C. Mileage	212.16	212.16	8,500.00	8,500.00
D. Other				
<b>TOTAL EXPENSES</b>	<b>10,443.84</b>	<b>10,443.84</b>	<b>171,215.59</b>	<b>171,215.59</b>
16. Gain (Loss)				
Comparison of Income & Expenses				

02/08/11

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January 2011

	<u>Jan '11</u>
<b>Income</b>	
<b>CDRP Funds</b>	
1st Quarter	13,535.87
<b>Total CDRP Funds</b>	13,535.87
<b>County Funding</b>	
Charlevoix	8,250.00
<b>Total County Funding</b>	8,250.00
<b>Donation</b>	
Donor Campaign	1,050.00
Mileage	31.00
<b>Total Donation</b>	1,081.00
<b>Fees</b>	
Breach of Contract	40.00
Divorce	275.00
Domestic	40.00
<b>Total Fees</b>	355.00
<b>Fund Raising</b>	
Theatre Party	
Sponsor	1,075.00
Tickets	75.00
<b>Total Theatre Party</b>	1,150.00
<b>Total Fund Raising</b>	1,150.00
<b>Grants</b>	
Bay Harbor	3,663.00
<b>Total Grants</b>	3,663.00
<b>Interest</b>	1,460.52
<b>VORP</b>	
Charlevoix	700.00
<b>Total VORP</b>	700.00
<b>Total Income</b>	<b>30,195.39</b>
<b>Expense</b>	
<b>Advertising</b>	195.00
<b>Benefits</b>	198.59
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	46.49
<b>Total Charlevoix Office</b>	146.49
<b>Communications</b>	
Internet	52.95
Telephone	215.40
<b>Total Communications</b>	268.35
<b>Contractual</b>	60.00

02/08/11

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January 2011

	<u>Jan '11</u>
<b>Fringe Benefits</b>	
Unemployment	132.34
<b>Total Fringe Benefits</b>	132.34
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	500.00
<b>Other</b>	
Board	182.50
Executive Director	311.60
Hospitality	43.99
Licenses, Fees, Dues	10.00
<b>Total Other</b>	548.09
<b>Payroll Expenses</b>	580.58
<b>Salaries and Wages</b>	7,589.24
<b>Supplies</b>	13.00
<b>Travel</b>	
Mileage	212.16
<b>Total Travel</b>	212.16
<b>Total Expense</b>	10,443.84
<b>Net Income</b>	<u>19,751.55</u>

02/08/11

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January 2011

	<u>Jan '11</u>
AT&T	261.89
Bert Rousseau	325.79
Charlevoix Chamber of Commerce	150.00
City of Charlevoix	100.00
Culligan	5.00
Gaslight Media	82.95
Hi-Tech	60.00
John Wiley & Sons, Inc.	166.50
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Rotary	187.25
Sky's the Limit	43.99
St. Francis Xavier	500.00
Stafford's Hospitality	124.35
The 501 Alliance	132.34
Trophy Case	24.00
Wayne Tri	99.96
<b>TOTAL</b>	<b><u><u>10,443.84</u></u></b>

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**

As of January 31, 2011

	Jan 31, '11	Jan 31, '10	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,498.99	6,425.35	73.64	1.2%
CD Bank of N. MI 804631	5,995.45	5,848.79	146.66	2.5%
CD Char State Bank 18756	5,767.99	5,659.54	108.45	1.9%
CD Char State Bank 18910	11,903.44	11,670.24	233.20	2.0%
CD First Comm. Bank 60302215	7,705.80	7,623.94	81.86	1.1%
CD First Comm. Bank 60302716	5,502.20	5,448.10	54.10	1.0%
CD Nat'l City Bank 4160286236	0.00	5,966.67	-5,966.67	-100.0%
CD PNC Bank 22013275839	6,223.33	0.00	6,223.33	100.0%
Checking Chase	27,724.90	32,970.15	-5,245.25	-15.9%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,455.41	15,330.67	124.74	0.8%
Savings Chase	18,012.72	17,994.73	17.99	0.1%
Savings NW Bank 710205349	10,249.73	10,237.30	12.43	0.1%
<b>Total Checking/Savings</b>	<b>121,139.96</b>	<b>125,275.48</b>	<b>-4,135.52</b>	<b>-3.3%</b>
<b>Total Current Assets</b>	<b>121,139.96</b>	<b>125,275.48</b>	<b>-4,135.52</b>	<b>-3.3%</b>
<b>Fixed Assets</b>				
<b>Accumulated Depreciation</b>	-13,177.00	-11,213.00	-1,964.00	-17.5%
<b>Equipment</b>				
Equipment Repair	25.00	0.00	25.00	100.0%
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,497.14</b>	<b>19,814.14</b>	<b>683.00</b>	<b>3.5%</b>
<b>Total Fixed Assets</b>	<b>7,320.14</b>	<b>8,601.14</b>	<b>-1,281.00</b>	<b>-14.9%</b>
<b>Other Assets</b>				
Investments - CCCF	10,664.57	0.00	10,664.57	100.0%
Investments - PHSACF	10,794.43	0.00	10,794.43	100.0%
<b>Total Other Assets</b>	<b>21,459.00</b>	<b>0.00</b>	<b>21,459.00</b>	<b>100.0%</b>
<b>TOTAL ASSETS</b>	<b>149,919.10</b>	<b>133,876.62</b>	<b>16,042.48</b>	<b>12.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	672.28	799.97	-127.69	-16.0%
Fica Tax Withheld	1,009.40	1,753.31	-743.91	-42.4%
State Income Tax Withheld	-48.69	120.71	-169.40	-140.3%
<b>Total Other Current Liabilities</b>	<b>1,408.99</b>	<b>2,449.99</b>	<b>-1,041.00</b>	<b>-42.5%</b>
<b>Total Current Liabilities</b>	<b>1,408.99</b>	<b>2,449.99</b>	<b>-1,041.00</b>	<b>-42.5%</b>
<b>Total Liabilities</b>	<b>1,408.99</b>	<b>2,449.99</b>	<b>-1,041.00</b>	<b>-42.5%</b>
<b>Equity</b>				
*Retained Earnings	128,758.57	127,753.52	1,005.05	0.8%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	19,751.55	3,673.12	16,078.43	437.7%
<b>Total Equity</b>	<b>148,510.11</b>	<b>131,426.63</b>	<b>17,083.48</b>	<b>13.0%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>149,919.10</b>	<b>133,876.62</b>	<b>16,042.48</b>	<b>12.0%</b>