

INCOME EXPENSE REPORT JULY 2015

INCOME CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
CDRP Funds		26,407.11	48,012.92	48,012.92	25,469.23
Agency Funds					
A. Charlevoix County		16,500.00	33,000.00	33,000.00	16,500.00
B. Emmet County		15,450.00	30,900.00	30,900.00	15,450.00
C. VORP Charlevoix	700.00	4,300.00	8,500.00	8,500.00	4,300.00
D. VORP Emmet	625.00	3,125.00	7,500.00	7,500.00	2,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	675.00	3,200.00	6,500.00	5,500.00	4,705.00
F. ACVS Fees		1,100.00	2,100.00	2,100.00	2,000.00
G. SPED Fees			1,500.00	500.00	2,000.00
H. Donations		46.90	500.00	500.00	53.00
I. Donor Campaign		2,522.50	4,000.00	4,000.00	2,748.50
K. Theatre Party					
1. Sponsorships		6,425.00	5,925.00	6,425.00	5,925.00
2. Ticket Sales		2,375.00	3,185.00	2,375.00	3,185.00
3. Other		1,573.90	1,675.00	1,573.90	1,674.50
L. Reimbursement/Rebate		343.10		350.00	144.25
M. Interest	7.71	58.17	90.00	100.00	59.95
N. Training					
1. 40-Hour		1,550.00	4,500.00	1,550.00	
2. Advanced - Spring					4,945.00
3. Roundtables					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation	500.00	2,040.00	1,540.00	2,040.00	350.00
C. Petoskey Foundation	520.00	2,060.00	1,540.00	2,060.00	1,834.00
D. United Way		2,349.75	1,294.75	3,211.00	2,381.25
E. Charlevoix Lions					
F. Revenue Sharing				1,321.00	4,600.00
G. Women's Club					
H. Bar Association				2,000.00	
Transfer from Savings					
TOTAL INCOME	3,027.71	99,426.43	170,262.67	171,518.82	108,824.68
In Kind					
A. Accounting Services		200.00	400.00	400.00	200.00
B. Volunteer Mediators	5,212.50	71,887.50	155,430.00	125,000.00	98,400.00
C. Volunteer Labor					1,260.00
D. Volunteer Training		600.00	1,200.00	1,000.00	
E. Mediation Locations	50.00	2,550.00	6,250.00	5,000.00	4,000.00
F. Rent	1,300.00	9,100.00	15,600.00	15,600.00	9,100.00
G. Equipment/Supplies		507.21	400.00	525.00	306.50
H. Cell Phone	105.87	839.96	2,109.85	1,470.00	1,105.53
I. Theatre Party		3,313.00	3,003.00	3,313.00	3,003.00
J. Training Locations		500.00	2,000.00	1,000.00	
K. Mileage			500.00	500.00	
L. GoToMyPC	43.90	191.55	240.00	325.00	139.65
M. Miscellaneous		209.30		220.00	
IN KIND INCOME	6,712.27	89,698.52	187,132.85	154,353.00	117,514.68
TOTAL + IN KIND INCOME	9,739.98	189,124.95	357,395.52	325,871.82	226,339.36

EXPENSE CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
1. Personnel					
A. Salaries	9,147.96	59,234.49	100,173.00	103,673.00	58,542.00
B. FICA	699.83	5,445.50	7,663.24	7,663.24	5,311.27
C. Worker's Compensation			594.00	594.00	
D. Unemployment		497.90	1,001.73	1,001.73	752.40
E. Insurance/Education	347.46	2,405.24	5,500.00	5,500.00	46.06
2. Accounting		955.00	2,735.00	2,735.00	585.00
3. Advertising		1,410.00	2,345.00	2,345.00	1,596.31
4. Charlevoix Office					
A. Rent	100.00	900.00	1,200.00	1,200.00	700.00
B. Telephone	103.98	685.38	990.00	1,132.00	568.90
5.. Communications					
A. Telephone	214.93	1,487.41	2,611.00	2,549.00	1,540.32
B. Internet	180.00	534.00	540.00	800.00	462.30
6. Contractual	522.50	3,615.87	2,060.00	4,000.00	2,322.00
7. Equipment					
A. Purchase		3,561.00	4,204.00	4,204.00	3,661.65
B. Repair & Maintenance			300.00	300.00	197.50
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. Miscellaneous		10.00		10.00	
10. Occupancy - Rent	500.00	4,000.00	6,000.00	6,000.00	3,500.00
11. Other					
A. Board	220.94	624.59	728.00	728.00	1,938.15
B. Executive Director	379.49	1,658.73	1,770.00	2,500.00	1,049.11
C. Hospitality	100.00	563.31	755.00	755.00	827.89
D. Licenses, Fees, Dues	30.00	710.91	1,068.00	1,068.00	675.00
E. PD	185.40	326.47	1,460.00	1,460.00	1,060.00
F. Staff Retreat			125.00	125.00	
G. Theatre Party		4,042.67	2,655.00	4,042.67	4,126.24
12. Postage		497.51	1,015.00	800.00	954.56
13. Printing		822.50	2,893.75	1,800.00	2,533.00
14. Reimbursement	250.00	275.00		25.00	3.73
15. Supplies	364.98	1,611.40	3,335.00	2,600.00	2,367.76
16. Training					
A. 40-Hour	115.40	5,805.65	5,067.05	5,805.65	
B. Roundtables			160.00	160.00	
C. Advanced Spring					3,981.45
D. Security					696.00
17. Travel					
A. Lodging			825.00	825.00	435.32
B. Meals			273.00	273.00	251.14
C. Mileage	507.96	1,421.62	7,215.25	7,215.25	2,186.75
D. Other		80.97		100.00	7.00
TOTAL EXPENSES	13,970.83	103,183.12	169,486.02	176,213.54	102,878.81
18. Gain (Loss)		-3,756.69	776.65	-4,694.72	5,945.87
Comparison of Income & Expenses		99,426.43	170,262.67	171,518.82	108,824.68

NORTHERN COMMUNITY MEDIATION
Profit & Loss
July 2015

	<u>Jul 15</u>
Income	
Fees	
Breach of Contract	300.00
Divorce	225.00
Domestic	100.00
Property	50.00
Total Fees	<u>675.00</u>
Grants	
Charlevoix Foundation	500.00
Petoskey Foundation	520.00
Total Grants	<u>1,020.00</u>
Interest	7.71
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	<u>1,325.00</u>
Total Income	<u>3,027.71</u>
Expense	
Charlevoix Office	
Rent	100.00
Telephone	103.98
Total Charlevoix Office	<u>203.98</u>
Communications	
Internet	180.00
Telephone	214.93
Total Communications	<u>394.93</u>
Contractual	522.50
Fringe Benefits	
Health Insurance	347.46
Total Fringe Benefits	<u>347.46</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Board	220.94
Executive Director	379.49
Hospitality	100.00
Licenses, Fees, Dues	30.00
PD	185.40
Total Other	<u>915.83</u>
Payroll Expenses	699.83
Reimbursement	
Fees	<u>250.00</u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
July 2015

	<u>Jul 15</u>
Total Reimbursement	250.00
Salaries and Wages	9,147.96
Supplies	364.98
Training	
40-Hour	115.40
Total Training	<u>115.40</u>
Travel	
Mileage	507.96
Total Travel	<u>507.96</u>
Void	0.00
Total Expense	<u>13,970.83</u>
Net Income	<u><u>-10,943.12</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
July 2015

	<u>Jul 15</u>
AT&T	363.91
City of Charlevoix	100.00
Dan McGuire	797.50
Dixie Bunker	233.76
Ed Waud	125.00
EPS	75.00
Gaslight Media	135.00
Jane Millar	1,372.89
Kim Lamb	125.00
McCardel Water Conditioning	8.00
Meyer Hardware	6.98
Online Payroll Service Fee	10.00
Payroll Distribution	9,847.79
Sky's the Limit	60.00
St. Francis Xavier	500.00
State Bar of Michigan	150.00
State of Michigan	20.00
Trophy Case	40.00
TOTAL	<u><u>13,970.83</u></u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through July 2015

	<u>Jan - Jul 15</u>
Income	
Agency Funds	
VORP Charlevoix	700.00
Total Agency Funds	700.00
CDP	8,000.00
CDRP Funds	
1st Quarter	14,403.88
2nd Quarter	12,003.23
Total CDRP Funds	26,407.11
County Funding	
Charlevoix	16,500.00
Emmet	15,450.00
Total County Funding	31,950.00
Donation	
Donor Campaign	2,522.50
Mileage	46.90
Total Donation	2,569.40
Fees	
ACVS	1,100.00
Breach of Contract	725.00
Divorce	2,100.00
Domestic	100.00
Landlord/Tenant	125.00
Property	50.00
Real Estate	100.00
Total Fees	4,300.00
Fund Raising	
Theatre Party	
Donation	1,128.90
Raffle	406.00
Sponsor	6,425.00
Tickets	2,375.00
Tip Jar	39.00
Total Theatre Party	10,373.90
Total Fund Raising	10,373.90
Grants	
Charlevoix Foundation	2,040.00
Petoskey Foundation	2,060.00
United Way	2,349.75
Total Grants	6,449.75
Interest	58.17
Refund	343.10
Training & Workshops	
40-Hour	1,550.00

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through July 2015

	Jan - Jul 15
Total Training & Workshops	1,550.00
VORP	
Charlevoix	3,600.00
Emmet	3,125.00
Total VORP	6,725.00
Total Income	99,426.43
Expense	
Accounting	955.00
Advertising	1,410.00
Charlevoix Office	
Rent	900.00
Telephone	685.38
Total Charlevoix Office	1,585.38
Communications	
Internet	534.00
Telephone	1,487.41
Total Communications	2,021.41
Contractual	3,615.87
Equipment Expense	
Purchase	3,561.00
Total Equipment Expense	3,561.00
Fringe Benefits	
Health Insurance	2,177.84
Insurance	227.40
Unemployment	497.90
Total Fringe Benefits	2,903.14
Miscellaneous	10.00
Occupancy	
Rent	4,000.00
Total Occupancy	4,000.00
Other	
Board	624.59
Executive Director	1,658.73
Hospitality	563.31
Licenses, Fees, Dues	710.91
PD	326.47
Theatre Party	4,042.67
Total Other	7,926.68
Payroll Expenses	5,445.50
Postage	497.51
Printing	822.50
Reimbursement	
Fees	250.00
Reimbursement - Other	25.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through July 2015

	<u>Jan - Jul 15</u>
Total Reimbursement	275.00
Salaries and Wages	59,234.49
Supplies	1,611.40
Training	
40-Hour	5,805.65
Total Training	<u>5,805.65</u>
Travel	
Mileage	1,421.62
Other	80.97
Total Travel	<u>1,502.59</u>
Void	0.00
Total Expense	<u>103,183.12</u>
Net Income	<u><u>-3,756.69</u></u>

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Cash Basis

NORTHERN COMMUNITY MEDIATION

Expenses by Vendor Summary

January through July 2015

	<u>Jan - Jul 15</u>
AT&T	2,496.79
Bill & Carol's	54.43
Boyne Area Chamber of Commerce	140.00
Cafe Sante	50.00
Charlevoix Chamber of Commerce	330.00
Charlevoix County Community Foundation	50.00
Chase Bank	22.95
Check Supply	22.95
City of Charlevoix	900.00
City Park Grill	35.53
Crossroads Industries	35.00
D&W Fresh Market	43.25
Dan Harris Law Firm	25.00
Dan McGuire	3,418.50
Dixie Bunker	701.28
East Jordan Chamber of Commerce	10.00
Ed Waud	125.00
Emmet County Recycling	80.00
EPS	3,053.87
Gaslight Media	405.00
Gordon Food Service	447.15
Harbor Springs Chamber of Commerce	110.00
Hi-Tech	1,549.50
Island Airways	80.97
Jane Millar	2,472.22
Jimmy Johns	40.30
Kim Lamb	125.00
Mason & Kammermann	955.00
McCardel Water Conditioning	67.25
MCDRPCA	115.01
Meyer Hardware	97.45
Northern Copy Express	61.84
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,471.70
Office Depot	275.74
Office Max	381.87
Oleson's	11.97
Online Payroll Service Fee	70.00
Payroll Distribution	64,679.99
Petoskey Chamber of Commerce	1,015.00
Petoskey Cinema	972.00
Petoskey Public School	280.00
Pitney Bowes	334.96
Postmaster	152.75
Roast & Toast	150.78
Rotary	709.75
Sign & Design	125.00
Sky's the Limit	128.99
St. Francis Xavier	4,000.00
Stafford's Hospitality	439.56
State Bar of Michigan	150.00
State of Michigan	30.00
Taylor Rental	514.50

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through July 2015

	<u>Jan - Jul 15</u>
Terri Sevener	2,219.06
The 501 Alliance	497.90
The Bistro	155.01
The Print Shop	1,472.50
Tne New York Restaurant	100.00
Trophy Case	72.00
United Way	30.00
Wanda Joseph	4,310.27
Weathervane	290.58
TOTAL	<u><u>103,183.12</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of July 31, 2015

	Jul 31, 15	Jul 31, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,557.94	6,538.31	19.63	0.3%
CD Bank of N. MI 804631	6,194.32	6,163.44	30.88	0.5%
CD Bank of N. MI 806536	6,366.52	6,334.79	31.73	0.5%
CD Char State Bank 18756	5,940.69	5,910.02	30.67	0.5%
CD Char State Bank 18910	12,165.82	12,112.48	53.34	0.4%
CD First Comm. Bank 60302215	7,821.49	7,798.71	22.78	0.3%
CD First Comm. Bank 60302716	5,576.60	5,560.36	16.24	0.3%
Checking Chase	13,001.76	26,040.68	-13,038.92	-50.1%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,791.58	15,696.38	95.20	0.6%
Savings Chase	18,085.25	18,075.64	9.61	0.1%
Savings Chemical Bank	20,280.26	0.00	20,280.26	100.0%
Savings NW Bank 710205349	0.00	10,272.41	-10,272.41	-100.0%
Total Checking/Savings	117,882.23	120,603.22	-2,720.99	-2.3%
Total Current Assets	117,882.23	120,603.22	-2,720.99	-2.3%
Fixed Assets				
Accumulated Depreciation	-20,362.95	-18,412.95	-1,950.00	-10.6%
Equipment				
Maintenance	190.00	190.00	0.00	0.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,662.14	20,662.14	0.00	0.0%
Total Fixed Assets	299.19	2,249.19	-1,950.00	-86.7%
Other Assets				
Investments - CCCF	11,150.00	11,045.07	104.93	1.0%
Investments - PHSACF	12,740.00	11,455.46	1,284.54	11.2%
Total Other Assets	23,890.00	22,500.53	1,389.47	6.2%
TOTAL ASSETS	142,071.42	145,352.94	-3,281.52	-2.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	161.00	764.00	-603.00	-78.9%
Fica Tax Withheld	198.76	1,172.26	-973.50	-83.0%
Michigan Unemployment	1,853.77	832.81	1,020.96	122.6%
State Income Tax Withheld	334.48	316.66	17.82	5.6%
Total Other Current Liabilities	2,548.01	3,085.73	-537.72	-17.4%
Total Current Liabilities	2,548.01	3,085.73	-537.72	-17.4%
Total Liabilities	2,548.01	3,085.73	-537.72	-17.4%
Equity				
*Retained Earnings	143,280.11	135,886.80	7,393.31	5.4%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	-3,756.69	6,380.42	-10,137.11	-158.9%
Total Equity	139,523.41	142,267.21	-2,743.80	-1.9%
TOTAL LIABILITIES & EQUITY	142,071.42	145,352.94	-3,281.52	-2.3%