

INCOME EXPENSE REPORT JULY 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds		23,060.10	41,927.45	41,927.45	25,868.13
Agency Funds					
A. Charlevoix County		18,000.00	30,000.00	30,000.00	16,500.00
B. Emmet County		15,750.00	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	1,250.00	4,375.00	7,500.00	7,500.00	4,375.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	675.00	4,562.50	3,600.00	5,000.00	1,870.00
F. ACVS Fees		2,000.00	2,000.00	2,000.00	1,500.00
G. SPED Fees			500.00	0.00	2,200.00
H. Donations		2,334.81	3,000.00	3,000.00	3,200.28
I. Designated Gifts					
J. Donor Campaign		1,325.00	3,000.00	3,000.00	
K. Theatre Party					
1. Sponsorships	100.00	6,045.65	4,700.00	6,045.65	4,700.00
2. Ticket Sales		2,850.00	2,800.00	2,850.00	2,800.00
3. Other		1,672.40	600.00	1,672.40	1,607.60
L. Bartending					
M. Reimbursement/Rebate		147.57		147.57	37.83
N. Interest	7.64	67.31	300.00	180.00	56.29
O. Training					
1. 40-Hour		950.00	8,000.00	5,531.24	
2. Advanced - Spring		1,500.00	1,500.00	1,500.00	
3. Advanced - Fall					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation					
C. Petoskey Foundation					460.00
D. United Way	1,086.50	1,711.50	3,884.50	4,509.50	1,566.25
E. Revenue Sharing			4,000.00	4,000.00	
Transfer from Savings			9,125.28	1,990.02	
TOTAL INCOME	3,819.14	98,651.84	173,837.23	168,253.83	94,491.38
In Kind					
A. Accounting Services		285.00	500.00	500.00	200.00
B. Volunteer Mediators	12,562.50	111,050.00	157,670.00	157,670.00	72,967.50
C. Volunteer Labor					20.00
D. Volunteer Training		3,600.00	600.00	3,600.00	
E. Mediation Locations	350.00	4,250.00	5,520.00	5,520.00	2,400.00
F. Rent	1,300.00	9,100.00	15,600.00	15,600.00	6,100.00
G. Equipment/Supplies		1,239.29		1,239.29	
H. Cell Phone	260.47	1,305.74	2,400.00	1,800.00	1,024.47
I. Theatre Party		1,531.00	2,500.00	1,531.00	2,423.50
J. Training Locations		2,000.00	2,500.00	2,500.00	
K. Mileage		134.87	500.00	500.00	
L. GoToMyPC	19.95	139.65	240.00	240.00	139.65
M. Supplies	27.62	776.31		729.64	
N. Refund		150.00		150.00	
IN KIND INCOME	14,520.54	135,561.86	188,030.00	191,579.93	85,275.12
TOTAL + IN KIND INCOME	18,339.68	234,213.70	361,867.23	359,833.76	179,766.50

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	7,578.16	56,836.20	98,516.00	98,516.00	58,066.96
B. FICA	579.72	4,347.96	7,536.47	7,536.47	4,642.52
C. Worker's Compensation			498.00	498.00	
D. Unemployment	191.93	792.30	976.60	976.60	951.92
E. Insurance/Education		750.50	7,500.00	7,500.00	2,020.35
2. Accounting		975.00	1,500.00	1,500.00	850.00
3. Advertising	30.00	1,035.00	1,655.00	1,655.00	1,062.43
4. Charlevoix Office					
A. Rent	100.00	700.00	1,200.00	1,200.00	700.00
B. Telephone		425.47	800.00	800.00	436.72
C. Equipment					
5.. Communications					
A. Telephone		1,132.11	2,500.00	2,200.00	1,252.15
B. Internet		329.70	660.00	660.00	329.70
6. Contractual		1,134.50	1,800.00	1,800.00	637.50
7. Equipment					
A. Purchase		409.94	800.00	800.00	
B. Repair & Maintenance		330.00	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	3,000.00	6,000.00	6,000.00	3,500.00
10. Other					
A. Board		502.34	696.50	696.50	531.37
B. Executive Director	128.75	954.43	1,827.00	1,827.00	843.26
C. Hospitality		451.89	725.00	725.00	458.07
D. Licenses, Fees, Dues	30.00	552.95	1,235.16	1,235.16	427.00
E. PD		360.00	500.00	500.00	380.00
F. Shoplifting					
G. Staff Retreat			100.00	100.00	
H. Theatre Party		3,881.56	2,057.50	3,881.56	3,452.02
11. Postage		322.28	1,800.00	1,200.00	916.00
12. Printing		2,257.00	1,700.00	2,600.00	
13. Reimbursement					
14. Supplies	80.95	1,435.14	3,000.00	3,000.00	1,679.73
15. Training					
A. 40-Hour		5,704.41	7,040.00	5,704.41	
B. Advanced Spring		2,452.63	2,480.00	2,452.63	150.00
C. Advanced Fall				1,200.00	
16. Travel					
A. Lodging	127.14	127.14	780.00	780.00	665.54
B. Meals	78.90	78.90	235.50	235.50	49.93
C. Mileage	503.95	2,507.94	7,735.00	7,735.00	2,142.81
D. Other	10.00	15.00		15.00	
TOTAL EXPENSES	9,939.50	93,802.29	166,577.73	168,253.83	86,145.98
16. Gain (Loss)					
Comparison of Income & Expenses					

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

July 2013

	<u>Jul '13</u>
Income	
Fees	
Breach of Contract	25.00
Divorce	375.00
Domestic	150.00
Post Judgement	25.00
Shoplifting	100.00
Total Fees	<u>675.00</u>
Fund Raising	
Theatre Party Sponsor	100.00
Total Theatre Party	<u>100.00</u>
Total Fund Raising	100.00
Grants	
United Way	1,086.50
Total Grants	1,086.50
Interest	7.64
VORP	
Charlevoix	700.00
Emmet	1,250.00
Total VORP	<u>1,950.00</u>
Total Income	3,819.14
Expense	
Advertising	30.00
Charlevoix Office Rent	100.00
Total Charlevoix Office	100.00
Fringe Benefits	
Unemployment	191.93
Total Fringe Benefits	191.93
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Executive Director	128.75
Licenses, Fees, Dues	30.00
Total Other	<u>158.75</u>
Payroll Expenses	579.72
Salaries and Wages	7,578.16
Supplies	80.95

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
July 2013

	<u>Jul '13</u>
Travel	
Lodging	127.14
Meals	78.90
Mileage	503.95
Other	10.00
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Total Travel	719.99
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Total Expense	9,939.50
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Net Income	-6,120.36
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
July 2013

	<u>Jul '13</u>
Bert Rousseau	109.89
City of Charlevoix	100.00
Gordon Food Service	39.97
Office Max	40.98
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.88
Rotary	128.75
St. Francis Xavier	500.00
State of Michigan	20.00
Terri Sevener	640.10
The 501 Alliance	191.93
TOTAL	<u><u>9,939.50</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through July 2013

	<u>Jan - Jul '13</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	12,578.24
2nd Quarter	10,481.86
Total CDRP Funds	<u>23,060.10</u>
County Funding	
Charlevoix	18,000.00
Emmet	15,750.00
Total County Funding	<u>33,750.00</u>
Donation	
Donor Campaign	1,325.00
Mileage	199.81
Theatre Party	20.00
Donation - Other	2,115.00
Total Donation	<u>3,659.81</u>
Fees	
ACVS	2,000.00
Breach of Contract	625.00
Cancellation	25.00
Custody	25.00
Divorce	2,775.00
Domestic	400.00
Landlord/Tenant	100.00
Post Judgement	75.00
Property	187.50
Real Estate	50.00
Shoplifting	300.00
Total Fees	<u>6,562.50</u>
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	240.00
Refund	11.00
Sponsor	6,045.65
Tickets	2,850.00
Theatre Party - Other	421.40
Total Theatre Party	<u>10,568.05</u>
Total Fund Raising	10,568.05
Grants	
United Way	1,711.50
Total Grants	<u>1,711.50</u>
Interest	67.31
Refund	147.57

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through July 2013

	Jan - Jul '13
Training & Workshops	
40-Hour	950.00
Advanced	1,500.00
Total Training & Workshops	2,450.00
VORP	
Charlevoix	4,300.00
Emmet	4,375.00
Total VORP	8,675.00
Total Income	98,651.84
Expense	
Accounting	975.00
Advertising	1,035.00
Charlevoix Office	
Rent	700.00
Telephone	425.47
Total Charlevoix Office	1,125.47
Communications	
Internet	329.70
Telephone	1,132.11
Total Communications	1,461.81
Contractual	1,134.50
Equipment Expense	
Purchase	409.94
Repair & Maintenance	330.00
Total Equipment Expense	739.94
Fringe Benefits	
Education	750.50
Unemployment	792.30
Total Fringe Benefits	1,542.80
Occupancy	
Rent	3,000.00
Total Occupancy	3,000.00
Other	
Board	502.34
Executive Director	954.43
Hospitality	451.89
Licenses, Fees, Dues	552.95
PD	360.00
Theatre Party	3,881.56
Total Other	6,703.17
Payroll Expenses	4,347.96
Postage	322.28
Printing	2,257.00
Salaries and Wages	56,836.20
Supplies	1,435.14

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through July 2013

	<u>Jan - Jul '13</u>
Training	
40-Hour	5,704.41
Advanced	2,452.63
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Total Training	8,157.04
Travel	
Lodging	127.14
Meals	78.90
Mileage	2,507.94
Other	15.00
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Total Travel	2,728.98
Void	0.00
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Total Expense	93,802.29
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Net Income	4,849.55
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through July 2013

	<u>Jan - Jul '13</u>
Anne Bachle Fifer	1,806.46
AT&T	1,557.58
Bert Rousseau	929.18
Big Horn County Historical Museum	50.00
Boyne Area Chamber of Commerce	140.00
Charlevoix Chamber of Commerce	250.00
Charlevoix County Community Foundation	10.00
Chase Bank	22.95
Chris Etienne	100.00
City of Charlevoix	700.00
City Park Grill	470.04
Conni Zingler	47.94
Diane Huff	16.41
Dog Eat Dog Graphic Designs	157.50
Doug Basel	64.94
Emmet County Department of Public Works	72.00
Gaslight Media	509.70
Glen's Supermarket	11.98
Gordon Food Service	410.22
Harbor Springs Chamber of Commerce	105.00
Hi-Tech	1,913.94
Jane Millar	2,619.96
Johan's	112.95
Kiwanis	80.00
MACM	350.00
Mark Dancer	150.00
Mason & Kammermann	975.00
McCardel Water Conditioning	70.50
Meyer Hardware	53.51
Mike VanAst	143.81
North Central Michigan College	750.50
Northern Michigan Review	1,231.70
Oakland Mediation Center	3,500.00
Office Max	804.41
Oleson's	125.72
Online Payroll Service Fee	70.00
Payroll Distribution	61,184.16
Petoskey Chamber of Commerce	565.00
Petoskey Cinema	924.00
Pierpont Productions	25.00
Pitney Bowes	316.00
Roast & Toast	94.40
Rotary	425.50
Royal Publishing	45.00
Scott Kingdon	29.89
Sign & Design	125.00
Sky's the Limit	25.00
St. Francis Xavier	3,000.00
Stafford's Hospitality	1,034.75
State of Michigan	20.00
Taylor Rental	442.60
Terri Sevener	882.13
The 501 Alliance	792.30
The Print Shop	2,886.00

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through July 2013

	<u>Jan - Jul '13</u>
Trophy Case	24.00
United Way	50.00
Van's Business Machines	90.00
Weathervane	268.91
Wiley Subscription Services	168.75
TOTAL	<u><u>93,802.29</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of July 31, 2013

	Jul 31, '13	Jul 31, '12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,518.73	6,495.93	22.80	0.4%
CD Bank of N. MI 804631	6,132.72	6,086.82	45.90	0.8%
CD Bank of N. MI 806536	6,303.22	0.00	6,303.22	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	20,291.89	19,541.39	750.50	3.8%
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	18,057.63	18,041.25	16.38	0.1%
Savings NW Bank 710205349	10,267.28	10,262.15	5.13	0.1%
Total Checking/Savings	114,513.11	113,456.77	1,056.34	0.9%
Total Current Assets	114,513.11	113,456.77	1,056.34	0.9%
Fixed Assets				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
Equipment				
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,472.14	20,472.14	0.00	0.0%
Total Fixed Assets	3,366.19	5,035.14	-1,668.95	-33.2%
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	140,379.83	139,643.69	736.14	0.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	716.00	723.46	-7.46	-1.0%
Fica Tax Withheld	1,159.44	1,007.87	151.57	15.0%
State Income Tax Withheld	309.16	317.28	-8.12	-2.6%
Total Other Current Liabilities	2,184.60	2,048.61	135.99	6.6%
Total Current Liabilities	2,184.60	2,048.61	135.99	6.6%
Total Liabilities	2,184.60	2,048.61	135.99	6.6%
Equity				
*Retained Earnings	133,345.69	130,087.00	3,258.69	2.5%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	4,849.55	7,508.09	-2,658.54	-35.4%
Total Equity	138,195.23	137,595.08	600.15	0.4%
TOTAL LIABILITIES & EQUITY	140,379.83	139,643.69	736.14	0.5%