

## INCOME EXPENSE REPORT JULY 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		25,868.13	47,032.97	47,032.97	24,815.76
Agency Funds					
A. Charlevoix County		16,500.00	33,000.00	33,000.00	16,500.00
B. Emmet County	7,725.00	15,450.00	30,900.00	30,900.00	15,450.00
C. VORP Charlevoix		4,300.00	8,500.00	8,500.00	4,200.00
D. VORP Emmet	625.00	4,375.00	7,500.00	7,500.00	3,750.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	250.00	1,870.00	3,500.00	3,200.00	1,545.00
F. ACVS Fees		1,500.00	2,300.00	2,300.00	2,100.00
G. SPED Fees		2,200.00	500.00	2,200.00	
H. Donations		3,200.28	3,000.00	3,500.00	3,010.50
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	2,050.00
K. Theatre Party					
1. Sponsorships		4,700.00	5,000.00	4,700.00	4,999.01
2. Ticket Sales		2,800.00	3,900.00	2,800.00	3,925.00
3. Other		1,607.60	100.00	1,607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate		37.83		37.83	
N. Interest	16.72	56.29	2,000.00	1,000.00	1,527.88
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	0.00	
3. Advanced - Fall			1,200.00	1,200.00	710.00
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation	460.00	460.00			3,200.00
D. United Way		1,566.25	941.25	1,875.00	1,691.25
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	4,351.69	
<b>TOTAL INCOME</b>	<b>9,076.72</b>	<b>94,491.38</b>	<b>167,965.57</b>	<b>166,705.09</b>	<b>101,599.10</b>
In Kind					
A. Accounting Services		200.00	500.00	500.00	245.00
B. Volunteer Mediators	10,357.50	72,967.50	162,072.00	162,072.00	94,035.00
C. Volunteer Labor		20.00			650.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	350.00	2,400.00	6,120.00	6,120.00	3,000.00
F. Rent	1,300.00	6,100.00	15,600.00	15,600.00	7,800.00
G. Equipment/Supplies					160.00
H. Cell Phone	174.11	1,024.47	715.00	1,615.00	408.99
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00	1,000.00	2,000.00
K. Mileage			500.00	500.00	182.10
L. GoToMyPC	19.95	139.65	240.00	240.00	139.65
<b>IN KIND INCOME</b>	<b>12,201.56</b>	<b>85,275.12</b>	<b>189,847.00</b>	<b>190,670.50</b>	<b>111,725.24</b>
<b>TOTAL + IN KIND INCOME</b>	<b>21,278.28</b>	<b>179,766.50</b>	<b>357,812.57</b>	<b>357,375.59</b>	<b>213,324.34</b>

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	58,066.96	99,516.00	99,516.00	56,919.30
B. FICA	606.27	4,642.52	7,612.97	7,612.97	4,354.35
C. Worker's Compensation			498.00	498.00	
D. Unemployment	297.12	951.92	986.60	986.60	1,023.34
E. Insurance/Education	921.25	2,020.35	7,500.00	7,500.00	1,375.51
2. Accounting		850.00	3,520.00	3,520.00	600.00
3. Advertising		1,062.43	1,430.00	1,430.00	1,294.52
4. Charlevoix Office					
A. Rent	100.00	700.00	1,200.00	1,200.00	700.00
B. Telephone		436.72	700.00	700.00	416.76
C. Supplies					
5.. Communications					
A. Telephone		1,252.15	2,700.00	2,200.00	1,651.96
B. Internet		329.70	660.00	660.00	378.65
6. Contractual	150.00	637.50	2,200.00	2,200.00	2,004.33
7. Equipment					
A. Purchase			500.00	800.00	1,339.00
B. Repair & Maintenance			1,000.00	1,000.00	446.85
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	3,500.00	6,000.00	6,000.00	3,500.00
10. Other					
A. Board		531.37	696.50	696.50	461.74
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	228.00	843.26	1,927.00	1,927.00	777.52
D. Hospitality		458.07	600.00	800.00	385.08
E. Licenses, Fees, Dues	20.00	427.00	920.00	920.00	170.00
F. PD		380.00	700.00	700.00	170.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage		916.00	1,700.00	1,700.00	616.00
12. Reimbursement					25.00
13. Printing			1,500.00	1,500.00	
14. Supplies	333.75	1,679.73	3,000.00	3,000.00	1,750.67
15. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall			2,800.00	2,800.00	
16. Travel					
A. Lodging		665.54	585.00	800.00	243.85
B. Meals		49.93	157.00	157.00	63.36
C. Mileage	104.25	2,142.81	9,955.00	9,955.00	1,899.03
D. Other					7.00
<b>TOTAL EXPENSES</b>	<b>10,838.80</b>	<b>86,145.98</b>	<b>167,965.57</b>	<b>166,705.09</b>	<b>90,754.55</b>
16. Gain (Loss)					
Comparison of Income & Expenses					

08/13/12

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
July 2012

	<u>Jul '12</u>
<b>Income</b>	
<b>County Funding</b>	
Emmet	7,725.00
<b>Total County Funding</b>	<u>7,725.00</u>
<b>Fees</b>	
Divorce	200.00
Property	50.00
<b>Total Fees</b>	<u>250.00</u>
<b>Grants</b>	
Petoskey Foundation	460.00
<b>Total Grants</b>	<u>460.00</u>
<b>Interest</b>	16.72
<b>VORP</b>	
Emmet	625.00
<b>Total VORP</b>	<u>625.00</u>
<b>Total Income</b>	9,076.72
<b>Expense</b>	
<b>Charlevoix Office</b>	
Rent	100.00
<b>Total Charlevoix Office</b>	<u>100.00</u>
<b>Contractual</b>	150.00
<b>Fringe Benefits</b>	
Health Insurance	921.25
Unemployment	297.12
<b>Total Fringe Benefits</b>	<u>1,218.37</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Executive Director	228.00
Licenses, Fees, Dues	20.00
<b>Total Other</b>	<u>248.00</u>
<b>Payroll Expenses</b>	606.27
<b>Salaries and Wages</b>	7,578.16
<b>Supplies</b>	333.75
<b>Travel</b>	
Mileage	104.25
<b>Total Travel</b>	<u>104.25</u>
<b>Total Expense</b>	<u>10,838.80</u>
<b>Net Income</b>	<u><u>-1,762.08</u></u>

08/13/12

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
July 2012

	<u>Jul '12</u>
City of Charlevoix	100.00
Culligan	5.00
Gordon Food Service	27.96
Hi-Tech	290.00
Office Max	10.79
Online Payroll Service Fee	20.00
Payroll Distribution	8,184.43
Rotary	228.00
St. Francis Xavier	500.00
Terri Sevener	41.63
The 501 Alliance	297.12
The Phone Man	150.00
Wayne Tri	983.87
<b>TOTAL</b>	<b><u><u>10,838.80</u></u></b>

08/13/12

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through July 2012

	<u>Jan - Jul '12</u>
<b>Income</b>	
<b>Agency Funds</b>	
Reimbursement	37.83
<b>Total Agency Funds</b>	<u>37.83</u>
<b>CDP</b>	8,000.00
<b>CDRP Funds</b>	
1st Quarter	14,109.89
2nd Quarter	11,758.24
<b>Total CDRP Funds</b>	<u>25,868.13</u>
<b>County Funding</b>	
Charlevoix	16,500.00
Emmet	15,450.00
<b>Total County Funding</b>	<u>31,950.00</u>
<b>Donation</b>	
Mileage	130.28
Donation - Other	3,070.00
<b>Total Donation</b>	<u>3,200.28</u>
<b>Fees</b>	
ACVS	1,500.00
Breach of Contract	80.00
Cancellation	40.00
Divorce	1,050.00
Property	50.00
Shoplifting	650.00
SPED	2,200.00
<b>Total Fees</b>	<u>5,570.00</u>
<b>Fund Raising</b>	
Theatre Party	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
<b>Total Theatre Party</b>	<u>9,107.60</u>
<b>Total Fund Raising</b>	9,107.60
<b>Grants</b>	
Petoskey Foundation	460.00
United Way	1,566.25
<b>Total Grants</b>	<u>2,026.25</u>
<b>Interest</b>	56.29

08/13/12

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through July 2012

	<u>Jan - Jul '12</u>
<b>VORP</b>	
Charlevoix	4,300.00
Emmet	4,375.00
<b>Total VORP</b>	<u>8,675.00</u>
<b>Total Income</b>	94,491.38
<b>Expense</b>	
Accounting	850.00
Advertising	1,062.43
Charlevoix Office	
Rent	700.00
Telephone	436.72
<b>Total Charlevoix Office</b>	<u>1,136.72</u>
Communications	
Internet	329.70
Telephone	1,252.15
<b>Total Communications</b>	1,581.85
Contractual	637.50
Fringe Benefits	
Education	1,099.10
Health Insurance	921.25
Unemployment	951.92
<b>Total Fringe Benefits</b>	<u>2,972.27</u>
Occupancy	
Rent	3,500.00
<b>Total Occupancy</b>	3,500.00
Other	
Board	531.37
Executive Director	843.26
Hospitality	458.07
Licenses, Fees, Dues	427.00
PD	380.00
Theatre Party	3,452.02
<b>Total Other</b>	<u>6,091.72</u>
Payroll Expenses	4,642.52
Postage	916.00
Salaries and Wages	58,066.96
Supplies	1,679.73
Training	
Update	150.00
<b>Total Training</b>	<u>150.00</u>
Travel	
Lodging	665.54
Meals	49.93
Mileage	2,142.81
<b>Total Travel</b>	<u>2,858.28</u>

08/13/12

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through July 2012

	<u>Jan - Jul '12</u>
Void	<u>0.00</u>
Total Expense	<u>86,145.98</u>
Net Income	<u><u>8,345.40</u></u>

08/13/12

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through July 2012

	<u>Jan - Jul '12</u>
AT&T	1,688.87
Bay Harbor Golf Club	250.00
Bert Rousseau	1,317.87
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	700.00
City Park Grill	147.09
Crystal Mountain	300.84
Culligan	111.00
Emmet County Department of Public Works	72.00
Gaslight Media	509.70
Gordon Food Service	343.14
Hi-Tech	912.50
Jane Millar	1,502.18
Kiwanis	50.00
MACM	370.00
Marsha Harrison	106.56
Mason & Kammermann	850.00
MSU Extension	10.00
North Central Michigan College	874.00
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	266.25
Online Payroll Service Fee	80.00
Payroll Distribution	62,709.48
Petoskey Chamber of Commerce	690.00
Petoskey Cinema	793.50
Pitney Bowes	316.00
Reserve Account	600.00
Rotary	501.50
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	3,500.00
Taylor Rental	427.00
Terri Sevener	81.59
The 501 Alliance	951.92
The Phone Man	150.00
The Print Shop	1,002.00
Trophy Case	60.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
<b>TOTAL</b>	<b><u>85,745.98</u></b>



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

As of July 31, 2012

	Jul 31, '12	Jul 31, '11	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,495.93	6,466.83	29.10	0.5%
CD Bank of N. MI 804631	6,086.82	6,026.16	60.66	1.0%
CD Char State Bank 18756	5,825.93	5,742.46	83.47	1.5%
CD Char State Bank 18910	12,021.96	11,846.10	175.86	1.5%
CD First Comm. Bank 60302215	7,752.07	7,705.80	46.27	0.6%
CD First Comm. Bank 60302716	5,527.11	5,502.20	24.91	0.5%
CD PNC Bank 22013275839	6,259.21	6,223.33	35.88	0.6%
Checking Chase	18,983.39	19,768.84	-785.45	-4.0%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,509.18	33.77	0.2%
Savings Chase	18,039.62	18,021.49	18.13	0.1%
Savings NW Bank 710205349	10,262.15	10,254.81	7.34	0.1%
<b>Total Checking/Savings</b>	<b>112,897.14</b>	<b>113,167.20</b>	<b>-270.06</b>	<b>-0.2%</b>
<b>Total Current Assets</b>	<b>112,897.14</b>	<b>113,167.20</b>	<b>-270.06</b>	<b>-0.2%</b>
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Equipment Repair	150.00	0.00	150.00	100.0%
Purchase	1,346.94	658.00	688.94	104.7%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>21,311.08</b>	<b>20,472.14</b>	<b>838.94</b>	<b>4.1%</b>
<b>Total Fixed Assets</b>	<b>5,874.08</b>	<b>7,295.14</b>	<b>-1,421.06</b>	<b>-19.5%</b>
Other Assets				
Investments - CCCF	10,543.37	10,664.57	-121.20	-1.1%
Investments - PHSACF	10,608.41	10,794.43	-186.02	-1.7%
<b>Total Other Assets</b>	<b>21,151.78</b>	<b>21,459.00</b>	<b>-307.22</b>	<b>-1.4%</b>
<b>TOTAL ASSETS</b>	<b>139,923.00</b>	<b>141,921.34</b>	<b>-1,998.34</b>	<b>-1.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Accrued State Unemp.	200.40	0.00	200.40	100.0%
Federal Income Tax Withheld	-2,382.09	1,008.40	-3,390.49	-336.2%
Fica Tax Withheld	4,113.53	1,514.09	2,599.44	171.7%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-24.41	97.80	-122.21	-125.0%
<b>Total Other Current Liabilities</b>	<b>1,689.43</b>	<b>2,402.29</b>	<b>-712.86</b>	<b>-29.7%</b>
<b>Total Current Liabilities</b>	<b>1,689.43</b>	<b>2,402.29</b>	<b>-712.86</b>	<b>-29.7%</b>
<b>Total Liabilities</b>	<b>1,689.43</b>	<b>2,402.29</b>	<b>-712.86</b>	<b>-29.7%</b>
Equity				
*Retained Earnings	129,888.18	130,102.54	-214.36	-0.2%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	8,345.40	9,416.52	-1,071.12	-11.4%
<b>Total Equity</b>	<b>138,233.57</b>	<b>139,519.05</b>	<b>-1,285.48</b>	<b>-0.9%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>139,923.00</b>	<b>141,921.34</b>	<b>-1,998.34</b>	<b>-1.4%</b>