

INCOME EXPENSE REPORT JUNE 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	7,725.00
C. VORP Charlevoix		3,600.00	8,500.00	8,500.00	4,300.00
D. VORP Emmet		3,125.00	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	550.00	3,887.50	3,600.00	5,000.00	1,620.00
F. ACVS Fees	600.00	2,000.00	2,000.00	2,000.00	1,500.00
G. SPED Fees			500.00	500.00	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	125.00	5,945.65	4,700.00	5,945.65	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	10.59	59.67	300.00	200.00	38.30
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					
D. United Way		625.00	3,884.50	4,509.50	1,566.25
E. Revenue Sharing			4,000.00	4,000.00	
Transfer from Savings			9,125.28	766.26	
TOTAL INCOME	1,285.59	94,832.70	173,837.23	167,450.07	85,413.39
In Kind					
A. Accounting Services	100.00	285.00	500.00	500.00	200.00
B. Volunteer Mediators	13,275.00	98,487.50	157,670.00	157,670.00	62,610.00
C. Volunteer Labor					20.00
D. Volunteer Training		3,600.00	600.00	3,600.00	
E. Mediation Locations	750.00	3,900.00	5,520.00	5,520.00	2,050.00
F. Rent	1,300.00	7,800.00	15,600.00	15,600.00	4,800.00
G. Equipment/Supplies		1,239.29		1,239.29	
H. Cell Phone	299.62	1,045.27	2,400.00	1,800.00	850.36
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	119.70	240.00	240.00	119.70
M. Supplies	19.05	748.69		729.64	
N. Refund		150.00		150.00	
IN KIND INCOME	15,763.62	121,041.32	188,030.00	191,579.93	73,073.56
TOTAL + IN KIND INCOME	17,049.21	215,874.02	361,867.23	359,030.00	158,486.95

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	7,578.16	49,258.04	98,516.00	98,516.00	50,488.80
B. FICA	579.72	3,768.24	7,536.47	7,536.47	4,036.25
C. Worker's Compensation			498.00	498.00	
D. Unemployment		600.37	976.60	976.60	654.80
E. Insurance/Education		750.50	7,500.00	7,500.00	1,099.10
2. Accounting	250.00	975.00	1,500.00	1,500.00	850.00
3. Advertising	75.00	1,005.00	1,655.00	1,655.00	1,062.43
4. Charlevoix Office					
A. Rent	100.00	600.00	1,200.00	1,200.00	600.00
B. Telephone	69.89	425.47	800.00	800.00	436.72
C. Equipment					
5.. Communications					
A. Telephone	187.19	1,132.11	2,500.00	2,500.00	1,252.15
B. Internet	54.95	329.70	660.00	660.00	329.70
6. Contractual		1,134.50	1,800.00	1,800.00	487.50
7. Equipment					
A. Purchase		409.94	800.00	800.00	
B. Repair & Maintenance	25.00	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		2,500.00	6,000.00	6,000.00	3,000.00
10. Other					
A. Board		502.34	696.50	696.50	531.37
B. Executive Director		825.68	1,827.00	1,827.00	615.26
C. Hospitality	12.00	451.89	725.00	725.00	458.07
D. Licenses, Fees, Dues	10.00	522.95	1,235.16	1,235.16	407.00
E. PD	175.00	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	158.00	322.28	1,800.00	1,800.00	916.00
12. Printing	195.00	2,257.00	1,700.00	2,400.00	
13. Reimbursement					
14. Supplies	223.15	1,354.19	3,000.00	3,000.00	1,345.98
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			780.00	780.00	665.54
B. Meals			235.50	235.50	49.93
C. Mileage		2,003.99	7,735.00	7,735.00	2,038.56
D. Other		5.00		5.00	
TOTAL EXPENSES	9,693.06	83,862.79	166,577.73	168,943.83	75,307.18
16. Gain (Loss)					
Comparison of Income & Expenses					

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

June 2013

	<u>Jun '13</u>
Income	
Fees	
ACVS	600.00
Breach of Contract	100.00
Divorce	300.00
Domestic	25.00
Landlord/Tenant	25.00
Property	50.00
Real Estate	50.00
Total Fees	<u>1,150.00</u>
Fund Raising	
Theatre Party	
Sponsor	125.00
Total Theatre Party	<u>125.00</u>
Total Fund Raising	125.00
Interest	10.59
Total Income	<u>1,285.59</u>
Expense	
Accounting	250.00
Advertising	75.00
Charlevoix Office	
Rent	100.00
Telephone	69.89
Total Charlevoix Office	<u>169.89</u>
Communications	
Internet	54.95
Telephone	187.19
Total Communications	<u>242.14</u>
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	<u>25.00</u>
Other	
Hospitality	12.00
Licenses, Fees, Dues	10.00
PD	175.00
Total Other	<u>197.00</u>
Payroll Expenses	579.72
Postage	158.00
Printing	195.00
Salaries and Wages	7,578.16
Supplies	223.15
Total Expense	<u>9,693.06</u>
Net Income	<u><u>-8,407.47</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
June 2013

	<u>Jun '13</u>
AT&T	257.08
City of Charlevoix	100.00
Gaslight Media	84.95
Glen's Supermarket	11.98
Gordon Food Service	43.45
Hi-Tech	25.00
Johan's	12.00
MACM	175.00
Mason & Kammermann	250.00
McCardel Water Conditioning	27.75
Meyer Hardware	21.98
Office Max	27.99
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.88
Pitney Bowes	158.00
Royal Publishing	45.00
The Print Shop	195.00
Van's Business Machines	90.00
TOTAL	<u><u>9,693.06</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2013

	<u>Jan - Jun '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	600.00
Cancellation	25.00
Custody	25.00
Divorce	2,400.00
Domestic	250.00
Landlord/Tenant	100.00
Post Judgement	50.00
Property	187.50
Real Estate	50.00
Shoplifting	200.00
Total Fees	<u>5,887.50</u>
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	240.00
Refund	11.00
Sponsor	5,945.65
Tickets	2,850.00
Theatre Party - Other	421.40
Total Theatre Party	<u>10,468.05</u>
Total Fund Raising	10,468.05
Grants	
United Way	625.00
Total Grants	<u>625.00</u>
Interest	59.67
Refund	147.57

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2013

	<u>Jan - Jun '13</u>
Training & Workshops	
40-Hour	950.00
Advanced	1,500.00
Total Training & Workshops	<u>2,450.00</u>
VORP	
Charlevoix	3,600.00
Emmet	3,125.00
Total VORP	<u>6,725.00</u>
Total Income	94,832.70
Expense	
Accounting	975.00
Advertising	1,005.00
Charlevoix Office	
Rent	600.00
Telephone	425.47
Total Charlevoix Office	<u>1,025.47</u>
Communications	
Internet	329.70
Telephone	1,132.11
Total Communications	<u>1,461.81</u>
Contractual	1,134.50
Equipment Expense	
Purchase	409.94
Repair & Maintenance	330.00
Total Equipment Expense	<u>739.94</u>
Fringe Benefits	
Education	750.50
Unemployment	600.37
Total Fringe Benefits	<u>1,350.87</u>
Occupancy	
Rent	2,500.00
Total Occupancy	<u>2,500.00</u>
Other	
Board	502.34
Executive Director	825.68
Hospitality	451.89
Licenses, Fees, Dues	522.95
PD	360.00
Theatre Party	3,881.56
Total Other	<u>6,544.42</u>
Payroll Expenses	3,768.24
Postage	322.28
Printing	2,257.00
Salaries and Wages	49,258.04
Supplies	1,354.19

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2013

	<u>Jan - Jun '13</u>
Training	
40-Hour	5,704.41
Advanced	2,452.63
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Total Training	8,157.04
Travel	
Mileage	2,003.99
Other	5.00
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Total Travel	2,008.99
Void	0.00
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Total Expense	83,862.79
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Net Income	<u><u>10,969.91</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through June 2013

	<u>Jan - Jun '13</u>
Anne Bachle Fifer	1,806.46
AT&T	1,557.58
Bert Rousseau	819.29
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	600.00
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	370.25
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	763.43
Oleson's	125.72
Online Payroll Service Fee	60.00
Payroll Distribution	53,026.28
Petoskey Chamber of Commerce	565.00
Petoskey Cinema	924.00
Pierpont Productions	25.00
Pitney Bowes	316.00
Roast & Toast	94.40
Rotary	296.75
Royal Publishing	45.00
Scott Kingdon	29.89
Sign & Design	125.00
Sky's the Limit	25.00
St. Francis Xavier	2,500.00
Stafford's Hospitality	1,034.75
Taylor Rental	442.60
Terri Sevener	242.03
The 501 Alliance	600.37
The Print Shop	2,886.00
Trophy Case	24.00

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through June 2013

	<u>Jan - Jun '13</u>
United Way	50.00
Van's Business Machines	90.00
Weathervane	268.91
Wiley Subscription Services	168.75
TOTAL	<u><u>83,862.79</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of June 30, 2013

	Jun 30, '13	Jun 30, '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	6,125.08	6,071.68	53.40	0.9%
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	26,554.76	22,777.95	3,776.81	16.6%
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	18,056.00	18,038.04	17.96	0.1%
Savings NW Bank 710205349	10,267.28	10,262.15	5.13	0.1%
Total Checking/Savings	120,766.71	116,674.98	4,091.73	3.5%
Total Current Assets	120,766.71	116,674.98	4,091.73	3.5%
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	146,633.43	142,861.90	3,771.53	2.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued State Unemp.	0.00	-26.54	26.54	100.0%
Federal Income Tax Withheld	716.00	1,085.19	-369.19	-34.0%
Fica Tax Withheld	1,159.44	1,511.81	-352.37	-23.3%
State Income Tax Withheld	309.16	475.92	-166.76	-35.0%
Total Other Current Liabilities	2,184.60	3,046.38	-861.78	-28.3%
Total Current Liabilities	2,184.60	3,046.38	-861.78	-28.3%
Total Liabilities	2,184.60	3,046.38	-861.78	-28.3%
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	10,969.91	9,728.53	1,241.38	12.8%
Total Equity	144,448.83	139,815.52	4,633.31	3.3%
TOTAL LIABILITIES & EQUITY	146,633.43	142,861.90	3,771.53	2.6%