

INCOME AND EXPENSE REPORT JUNE 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		24,815.76	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County		16,500.00	33,000.00	33,000.00
B. Emmet County		15,450.00	30,900.00	30,900.00
C. VORP Charlevoix		3,500.00	8,500.00	8,500.00
D. VORP Emmet	625.00	3,125.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E.Fees for Service	300.00	1,455.00	2,800.00	4,000.00
F. ACVS Fees	1,600.00	2,100.00	2,400.00	1,700.00
G. SPED Fees			500.00	500.00
H. Donations	1,000.00	3,010.50	3,010.50	1,000.00
I. Designated Gifts				
J. Donor Campaign		2,050.00	2,850.00	3,000.00
K. Theatre Party				
1. Sponsorships	99.01	4,999.01	4,999.01	5,000.00
2. Ticket Sales		3,925.00	3,925.00	2,500.00
3. Other		210.70	210.70	500.00
L. Bartending		51.00	51.00	
M. Reimbursement/Rebate				
N. Interest		1,501.56	1,801.56	1,000.00
O. Training				
1. 40-Hour			0.00	3,000.00
2. Advanced - Fall	84.00	418.00	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	941.25	1,691.25	3,691.25	
E. Charlevoix Lions		200.00	200.00	
Transfer from Savings			7,924.44	15,396.03
TOTAL INCOME	4,649.26	96,665.78	171,435.32	171,215.59
In Kind				
A. Accounting Services	100.00	245.00	500.00	500.00
B. Volunteer Mediators	10,800.00	80,797.50	190,000.00	190,000.00
C. Volunteer Labor	630.00	650.00		
D. Volunteer Training		600.00		
E. Mediation Locations		2,700.00	4,500.00	4,500.00
F. Rent	1,300.00	7,800.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00		
H. Cell Phone	81.86	327.13	1,103.00	1,103.00
I. Theatre Party		2,504.50	2,504.50	2,450.00
J. Training Locations		2,000.00	2,000.00	4,000.00
K. Mileage		70.00	500.00	500.00
L. GoToMyPC	19.95	119.70	190.00	190.00
IN KIND INCOME	12,931.81	97,973.83	216,897.50	218,843.00
TOTAL + IN KIND INCOME	17,581.07	194,639.61	388,332.82	390,058.59

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	45,535.44	98,660.00	98,660.00
B. FICA	580.58	3,483.48	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment		829.60	986.60	986.60
E. Insurance/Education		198.59	7,500.00	7,500.00
2. Accounting	250.00	600.00	3,800.00	3,800.00
3. Advertising	86.25	1,264.52	1,800.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	600.00	1,200.00	1,200.00
B. Telephone	50.17	354.47	650.00	650.00
5.. Communications				
A. Telephone	204.38	1,445.42	2,700.00	2,500.00
B. Internet	54.95	323.70	660.00	660.00
6. Contractual	165.00	2,004.33	2,400.00	2,000.00
7. Equipment				
A. Purchase		1,339.00	1,339.00	0.00
B. Repair & Maintenance		396.85	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	3,000.00	6,000.00	6,000.00
10. Other				
A. Board	46.26	461.74	855.00	855.00
B. Dinner Party		40.00	40.00	
C. Executive Director	267.75	777.52	1,875.00	1,875.00
D. Hospitality	58.82	385.08	650.00	650.00
E. Licenses, Fees, Dues	10.00	160.00	812.50	812.50
F. PD		20.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party	20.45	2,470.62	2,470.62	2,445.00
11. Postage	158.00	616.00	2,000.00	2,000.00
12. Reimbursement		25.00	50.00	
13. Printing			2,000.00	2,000.00
14. Supplies	120.15	1,649.15	3,000.00	3,000.00
15. Training				
A. 40-Hour	207.60	5,670.11	5,670.11	7,900.00
B. General Civil				
C. Update - Fall			2,400.00	2,400.00
D. Child Protection				
E. Divorce				
16. Travel				
A. Lodging		73.45	585.00	585.00
B. Meals		47.65	157.00	157.00
C. Mileage	323.85	1,548.15	8,500.00	8,500.00
D. Other		7.00	25.00	
TOTAL EXPENSES	10,793.45	75,326.87	171,435.32	171,215.59
16. Gain (Loss)				
Comparison of Income & Expenses				

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

June 2011

	<u>Jun '11</u>
Income	
Donation	1,000.00
Fees	
ACVS	1,600.00
Divorce	300.00
Total Fees	<u>1,900.00</u>
Fund Raising	
Theatre Party Sponsor	99.01
Total Theatre Party	<u>99.01</u>
Total Fund Raising	99.01
Grants	
United Way	941.25
Total Grants	<u>941.25</u>
Training & Workshops	
Advanced	84.00
Total Training & Workshops	<u>84.00</u>
VORP	
Emmet	625.00
Total VORP	<u>625.00</u>
Total Income	4,649.26
Expense	
Accounting	250.00
Advertising	86.25
Charlevoix Office	
Rent	100.00
Telephone	50.17
Total Charlevoix Office	<u>150.17</u>
Communications	
Internet	54.95
Telephone	204.38
Total Communications	<u>259.33</u>
Contractual	165.00
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Board	46.26
Executive Director	267.75
Hospitality	58.82
Licenses, Fees, Dues	10.00
Theatre Party	20.45
Total Other	<u>403.28</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

June 2011

	<u>Jun '11</u>
Payroll Expenses	580.58
Postage	158.00
Salaries and Wages	7,589.24
Supplies	120.15
Training	
40-Hour	<u>207.60</u>
Total Training	207.60
Travel	
Mileage	<u>323.85</u>
Total Travel	<u>323.85</u>
Total Expense	<u>10,793.45</u>
Net Income	<u><u>-6,144.19</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
June 2011

	<u>Jun '11</u>
AT&T	254.55
City of Charlevoix	100.00
Culligan	29.00
Dog Eat Dog Graphic Designs	56.25
Gaslight Media	84.95
Hi-Tech	165.00
Jane Millar	883.39
Mason & Kammermann	250.00
Oleson's	26.92
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Pitney Bowes	158.00
St. Francis Xavier	500.00
Wayne Tri	105.57
TOTAL	<u><u>10,793.45</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2011

	<u>Jan - Jun '11</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	13,535.87
2nd Quarter	11,279.89
Total CDRP Funds	<u>24,815.76</u>
County Funding	
Charlevoix	16,500.00
Emmet	15,450.00
Total County Funding	<u>31,950.00</u>
Donation	
Donor Campaign	2,050.00
Mileage	133.50
Donation - Other	2,877.00
Total Donation	<u>5,060.50</u>
Fees	
ACVS	2,100.00
Breach of Contract	40.00
Divorce	1,350.00
Domestic	65.00
Total Fees	<u>3,555.00</u>
Fund Raising	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,999.01
Tickets	3,925.00
Total Theatre Party	<u>9,134.71</u>
Total Fund Raising	<u>9,185.71</u>
Grants	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
United Way	1,691.25
Total Grants	<u>5,554.25</u>
Interest	1,501.56
Training & Workshops	
Advanced	418.00
Total Training & Workshops	<u>418.00</u>
VORP	
Charlevoix	3,500.00
Emmet	3,125.00
Total VORP	<u>6,625.00</u>
Total Income	<u>96,665.78</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2011

	<u>Jan - Jun '11</u>
Expense	
Accounting	600.00
Advertising	1,264.52
Benefits	198.59
Charlevoix Office	
Rent	600.00
Telephone	354.47
Total Charlevoix Office	954.47
Communications	
Internet	323.70
Telephone	1,445.42
Total Communications	1,769.12
Contractual	2,004.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	396.85
Total Equipment Expense	1,735.85
Fringe Benefits	
Unemployment	829.60
Total Fringe Benefits	829.60
Occupancy	
Rent	3,000.00
Total Occupancy	3,000.00
Other	
Board	461.74
Dinner Party	40.00
Executive Director	777.52
Hospitality	385.08
Licenses, Fees, Dues	160.00
PD	20.00
Theatre Party	2,470.62
Total Other	4,314.96
Payroll Expenses	3,483.48
Postage	616.00
Reimbursement	
Fees	25.00
Total Reimbursement	25.00
Salaries and Wages	45,535.44
Supplies	1,649.15
Training	
40-Hour	5,670.11
Total Training	5,670.11

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through June 2011

	<u>Jan - Jun '11</u>
Travel	
Lodging	73.45
Meals	47.65
Mileage	1,548.15
Other	7.00
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Total Travel	1,676.25
Void	0.00
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Total Expense	75,326.87
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Net Income	<u>21,338.91</u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through June 2011

	<u>Jan - Jun '11</u>
AT&T	1,799.89
Bert Rousseau	1,155.93
Bill Waters	2,600.00
Blissfest	70.00
Boyne Area Chamber of Commerce	195.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
Charlevoix Public Library	75.00
City of Charlevoix	620.00
City Park Grill	150.00
Culligan	94.00
Dog Eat Dog Graphic Designs	56.25
Gaslight Media	503.70
George Willaert	25.00
Glen's Supermarket	82.52
Gordon Food Service	158.45
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,565.18
Jane Millar	1,232.44
Johan's	34.70
John Wiley & Sons, Inc.	166.50
Mason & Kammermann	600.00
Northern Michigan Review	243.60
Office Max	516.65
Oleson's	46.54
Online Payroll Service Fee	60.00
Payroll Distribution	49,018.92
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	316.00
Reserve Account	300.00
Rotary	362.50
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	3,000.00
Stafford's Hospitality	124.35
Symon's	26.45
Synergy	317.00
Taylor Rental	456.00
The 501 Alliance	829.60
The Print Shop	612.00
Trophy Case	49.44
Wanda Joseph	2,600.00
Wayne Tri	516.63
Weathervane	178.14
TOTAL	<u><u>75,326.87</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of June 30, 2011

	Jun 30, '11	Jun 30, '10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,498.99	6,425.35	73.64	1.2%
CD Bank of N. MI 804631	6,011.17	5,884.84	126.33	2.2%
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	29,302.22	19,595.13	9,707.09	49.5%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,393.47	84.74	0.6%
Savings Chase	18,012.72	18,002.18	10.54	0.1%
Savings NW Bank 710205349	10,252.25	10,244.56	7.69	0.1%
Total Checking/Savings	122,758.32	112,014.02	10,744.30	9.6%
Total Current Assets	122,758.32	112,014.02	10,744.30	9.6%
Fixed Assets				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
Equipment				
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,472.14	19,814.14	658.00	3.3%
Total Fixed Assets	7,295.14	8,601.14	-1,306.00	-15.2%
Other Assets				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
Total Other Assets	21,459.00	20,000.00	1,459.00	7.3%
TOTAL ASSETS	151,512.46	140,615.16	10,897.30	7.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	672.28	532.66	139.62	26.2%
Fica Tax Withheld	1,009.40	1,167.87	-158.47	-13.6%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.69	-33.71	-14.98	-44.4%
Total Other Current Liabilities	1,414.99	1,442.82	-27.83	-1.9%
Total Current Liabilities	1,414.99	1,442.82	-27.83	-1.9%
Total Liabilities	1,414.99	1,442.82	-27.83	-1.9%
Equity				
*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	21,338.91	11,418.83	9,920.08	86.9%
Total Equity	150,097.47	139,172.34	10,925.13	7.9%
TOTAL LIABILITIES & EQUITY	151,512.46	140,615.16	10,897.30	7.8%