

INCOME EXPENSE REPORT MARCH 2015

INCOME CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
CDRP Funds		14,403.88	48,012.92	48,012.92	13,892.31
Agency Funds					
A. Charlevoix County		8,250.00	33,000.00	33,000.00	8,250.00
B. Emmet County		7,725.00	30,900.00	30,900.00	7,725.00
C. VORP Charlevoix	1,400.00	2,200.00	8,500.00	8,500.00	2,200.00
D. VORP Emmet	625.00	1,250.00	7,500.00	7,500.00	1,250.00
E. CDP Charlevoix			8,000.00	8,000.00	8,000.00
E. Fees for Service	425.00	1,100.00	6,500.00	6,500.00	1,535.00
F. ACVS Fees		300.00	2,100.00	2,100.00	1,300.00
G. SPED Fees			1,500.00	1,500.00	2,000.00
H. Donations		46.90	500.00	500.00	53.00
I. Donor Campaign	122.50	497.50	4,000.00	4,000.00	1,700.00
K. Theatre Party					
1. Sponsorships	1,625.00	5,700.00	5,925.00	5,925.00	5,575.00
2. Ticket Sales	1,750.00	2,350.00	3,185.00	2,350.00	3,185.00
3. Other	547.90	1,573.90	1,675.00	1,573.90	1,674.50
L. Reimbursement/Rebate		103.10			
M. Interest	7.83	21.30	90.00	80.00	26.18
N. Training					
1. 40-Hour	600.00	600.00	4,500.00	1,550.00	
2. Advanced - Spring					2,855.00
3. Roundtables					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation			1,540.00	1,540.00	350.00
C. Petoskey Foundation			1,540.00	1,540.00	1,834.00
D. United Way	1,294.75	1,294.75	1,294.75	1,294.75	1,086.50
E. Charlevoix Lions					
F. Revenue Sharing					3,732.63
G. Women's Club					
Transfer from Savings					
TOTAL INCOME	8,397.98	47,416.33	170,262.67	166,366.57	68,224.12
In Kind					
A. Accounting Services			400.00	400.00	100.00
B. Volunteer Mediators	6,000.00	19,305.00	155,430.00	155,430.00	39,000.00
C. Volunteer Labor					720.00
D. Volunteer Training			1,200.00	1,200.00	
E. Mediation Locations	300.00	1,200.00	6,250.00	5,000.00	1,500.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00	3,900.00
G. Equipment/Supplies	143.98	407.21	400.00	500.00	306.50
H. Cell Phone	149.74	448.85	2,109.85	2,109.85	448.49
I. Theatre Party	3,313.00	3,313.00	3,003.00	3,313.00	
J. Training Locations			2,000.00	2,000.00	
K. Mileage			500.00	500.00	
L. GoToMyPC	43.90	83.80	240.00	240.00	59.85
M. Miscellaneous	61.60	87.20		100.00	
IN KIND INCOME	11,250.62	28,745.06	187,132.85	186,392.85	46,034.84
TOTAL + IN KIND INCOME	19,648.60	76,161.39	357,395.52	352,759.42	114,258.96

EXPENSE CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
1. Personnel					
A. Salaries	7,705.62	23,116.86	100,173.00	100,173.00	23,416.80
B. FICA	803.73	2,411.11	7,663.24	7,663.24	2,442.37
C. Worker's Compensation			594.00	594.00	
D. Unemployment		101.54	1,001.73	1,001.73	
E. Insurance/Education	915.19	915.19	5,500.00	5,500.00	
2. Accounting	305.00	605.00	2,735.00	2,735.00	335.00
3. Advertising		820.00	2,345.00	2,345.00	540.00
4. Charlevoix Office					
A. Rent	100.00	400.00	1,200.00	1,200.00	300.00
B. Telephone	94.04	283.19	990.00	1,132.00	227.39
5.. Communications					
A. Telephone	211.40	634.07	2,611.00	2,536.00	631.82
B. Internet	60.00	165.00	540.00	660.00	164.85
6. Contractual	227.00	558.37	2,060.00	2,060.00	35.00
7. Equipment					
A. Purchase	785.50	3,425.50	4,204.00	4,204.00	
B. Repair & Maintenance			300.00	300.00	75.00
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	2,000.00	6,000.00	6,000.00	1,500.00
10. Other					
A. Board		326.11	728.00	728.00	1,859.02
B. Executive Director	270.25	659.20	1,770.00	2,500.00	261.50
C. Hospitality		126.30	755.00	755.00	131.96
D. Licenses, Fees, Dues	10.00	540.91	1,068.00	1,068.00	370.00
E. PD			1,460.00	1,460.00	620.00
F. Staff Retreat			125.00	125.00	
G. Theatre Party	2,734.35	2,734.35	2,655.00	2,734.35	2,894.54
11. Postage	222.23	330.03	1,015.00	1,015.00	202.45
12. Printing			2,893.75	2,893.75	1,081.00
13. Reimbursement					
14. Supplies	91.23	816.35	3,335.00	3,335.00	769.77
15. Training					
A. 40-Hour			5,067.05	5,067.05	
B. Roundtables			160.00	160.00	
16. Travel					
A. Lodging			825.00	825.00	
B. Meals			273.00	273.00	
C. Mileage		150.31	7,215.25	7,215.25	822.74
D. Other	80.97	80.97		100.00	4.00
TOTAL EXPENSES	15,116.51	41,200.36	169,486.02	170,582.37	38,685.21
16. Gain (Loss)		6,215.97	776.65	-4,215.80	29,538.91
Comparison of Income & Expenses		47,416.33	170,262.67	166,366.57	68,224.12

04/02/15

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2015

	<u>Mar '15</u>
Income	
Donation	
Donor Campaign	122.50
Total Donation	<u>122.50</u>
Fees	
Breach of Contract	50.00
Divorce	375.00
Total Fees	<u>425.00</u>
Fund Raising	
Theatre Party	
Donation	102.90
Raffle	406.00
Sponsor	1,625.00
Tickets	1,750.00
Tip Jar	39.00
Total Theatre Party	<u>3,922.90</u>
Total Fund Raising	3,922.90
Grants	
United Way	1,294.75
Total Grants	<u>1,294.75</u>
Interest	7.83
Training & Workshops	
40-Hour	600.00
Total Training & Workshops	<u>600.00</u>
VORP	
Charlevoix	1,400.00
Emmet	625.00
Total VORP	<u>2,025.00</u>
Total Income	<u>8,397.98</u>
Expense	
Advertising	305.00
Charlevoix Office	
Rent	100.00
Telephone	94.04
Total Charlevoix Office	<u>194.04</u>
Communications	
Internet	60.00
Telephone	211.40
Total Communications	<u>271.40</u>
Contractual	227.00

04/02/15

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2015

	<u>Mar '15</u>
Equipment Expense	
Purchase	785.50
Total Equipment Expense	785.50
Fringe Benefits	
Health Insurance	915.19
Total Fringe Benefits	915.19
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Executive Director	270.25
Licenses, Fees, Dues	10.00
Theatre Party	2,734.35
Total Other	3,014.60
Payroll Expenses	803.73
Postage	222.23
Salaries and Wages	7,705.62
Supplies	91.23
Travel	
Other	80.97
Total Travel	80.97
Total Expense	15,116.51
Net Income	<u><u>-6,718.53</u></u>

04/02/15

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
March 2015

	<u>Mar '15</u>
AT&T	350.44
Bill & Carol's	54.43
City of Charlevoix	100.00
Dixie Bunker	233.76
Emmet County Recycling	80.00
Gaslight Media	45.00
Gordon Food Service	138.42
Hi-Tech	797.00
Island Airways	80.97
McCardel Water Conditioning	17.25
Office Max	73.98
Online Payroll Service Fee	10.00
Payroll Distribution	8,509.35
Petoskey Chamber of Commerce	295.00
Petoskey Cinema	972.00
Petoskey Public School	280.00
Pitney Bowes	167.48
Postmaster	54.75
Rotary	250.25
Sign & Design	125.00
St. Francis Xavier	500.00
Taylor Rental	514.50
Terri Sevener	681.43
The Print Shop	785.50
TOTAL	<u><u>15,116.51</u></u>

04/02/15

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2015

	<u>Jan - Mar '15</u>
Income	
CDRP Funds	
1st Quarter	14,403.88
Total CDRP Funds	<u>14,403.88</u>
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	<u>15,975.00</u>
Donation	
Donor Campaign	497.50
Mileage	46.90
Total Donation	<u>544.40</u>
Fees	
ACVS	300.00
Breach of Contract	100.00
Divorce	825.00
Landlord/Tenant	75.00
Real Estate	100.00
Total Fees	<u>1,400.00</u>
Fund Raising	
Theatre Party	
Donation	1,128.90
Raffle	406.00
Sponsor	5,700.00
Tickets	2,350.00
Tip Jar	39.00
Total Theatre Party	<u>9,623.90</u>
Total Fund Raising	9,623.90
Grants	
United Way	1,294.75
Total Grants	<u>1,294.75</u>
Interest	21.30
Refund	103.10
Training & Workshops	
40-Hour	600.00
Total Training & Workshops	<u>600.00</u>
VORP	
Charlevoix	2,200.00
Emmet	1,250.00
Total VORP	<u>3,450.00</u>
Total Income	<u>47,416.33</u>

04/02/15

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2015

	<u>Jan - Mar '15</u>
Expense	
Accounting	605.00
Advertising	820.00
Charlevoix Office	
Rent	400.00
Telephone	283.19
Total Charlevoix Office	<u>683.19</u>
Communications	
Internet	165.00
Telephone	634.07
Total Communications	<u>799.07</u>
Contractual	558.37
Equipment Expense	
Purchase	3,425.50
Total Equipment Expense	<u>3,425.50</u>
Fringe Benefits	
Health Insurance	915.19
Unemployment	101.54
Total Fringe Benefits	<u>1,016.73</u>
Occupancy	
Rent	2,000.00
Total Occupancy	<u>2,000.00</u>
Other	
Board	326.11
Executive Director	659.20
Hospitality	126.30
Licenses, Fees, Dues	540.91
Theatre Party	2,734.35
Total Other	<u>4,386.87</u>
Payroll Expenses	2,411.11
Postage	330.03
Salaries and Wages	23,116.86
Supplies	816.35
Travel	
Mileage	150.31
Other	80.97
Total Travel	<u>231.28</u>
Void	0.00
Total Expense	<u>41,200.36</u>
Net Income	<u><u>6,215.97</u></u>

04/02/15

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through March 2015

	<u>Jan - Mar '15</u>
AT&T	1,052.26
Bill & Carol's	54.43
Boyne Area Chamber of Commerce	140.00
Charlevoix Chamber of Commerce	330.00
Charlevoix County Community Foundation	50.00
Chase Bank	22.95
Check Supply	22.95
City of Charlevoix	400.00
City Park Grill	35.53
Crossroads Industries	35.00
Dixie Bunker	233.76
Emmet County Recycling	80.00
EPS	2,798.87
Gaslight Media	135.00
Gordon Food Service	138.42
Hi-Tech	1,278.50
Island Airways	80.97
Jane Millar	99.08
Mason & Kammermann	605.00
McCardel Water Conditioning	26.00
MCDRPCA	115.01
Meyer Hardware	79.99
Office Max	333.09
Online Payroll Service Fee	30.00
Payroll Distribution	25,527.97
Petoskey Chamber of Commerce	700.00
Petoskey Cinema	972.00
Petoskey Public School	280.00
Pitney Bowes	167.48
Postmaster	152.75
Rotary	500.50
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	2,000.00
Taylor Rental	514.50
Terri Sevener	831.74
The 501 Alliance	101.54
The Print Shop	785.50
United Way	30.00
Weathervane	290.58
TOTAL	<u>41,200.36</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of March 31, 2015

	Mar 31, '15	Mar 31, '14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,553.15	6,533.53	19.62	0.3%
CD Bank of N. MI 804631	6,178.99	6,148.19	30.80	0.5%
CD Bank of N. MI 806536	6,358.51	6,326.82	31.69	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	23,684.42	49,054.66	-25,370.24	-51.7%
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	18,081.53	18,069.62	11.91	0.1%
Savings Chemical Bank	20,275.24	0.00	20,275.24	100.0%
Savings NW Bank 710205349	0.00	10,271.13	-10,271.13	-100.0%
Total Checking/Savings	128,528.02	143,581.90	-15,053.88	-10.5%
Total Current Assets	128,528.02	143,581.90	-15,053.88	-10.5%
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	152,717.21	168,331.62	-15,614.41	-9.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	638.00	742.00	-104.00	-14.0%
Fica Tax Withheld	1,157.00	1,194.28	-37.28	-3.1%
Michigan Unemployment	1,582.38	650.98	931.40	143.1%
State Income Tax Withheld	286.26	318.66	-32.40	-10.2%
Total Other Current Liabilities	3,663.64	2,905.92	757.72	26.1%
Total Current Liabilities	3,663.64	2,905.92	757.72	26.1%
Total Liabilities	3,663.64	2,905.92	757.72	26.1%
Equity				
*Retained Earnings	142,837.61	135,886.80	6,950.81	5.1%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	6,215.97	29,538.91	-23,322.94	-79.0%
Total Equity	149,053.57	165,425.70	-16,372.13	-9.9%
TOTAL LIABILITIES & EQUITY	152,717.21	168,331.62	-15,614.41	-9.3%