

## INCOME EXPENSE REPORT MARCH 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds		12,578.24	41,927.45	41,927.45	14,109.89
Agency Funds					
A. Charlevoix County		7,500.00	30,000.00	30,000.00	8,250.00
B. Emmet County		7,875.00	30,900.00	30,900.00	7,725.00
C. VORP Charlevoix	700.00	1,500.00	8,500.00	8,500.00	1,500.00
D. VORP Emmet	625.00	1,875.00	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	1,000.00	1,800.00	3,600.00	3,600.00	590.00
F. ACVS Fees		1,400.00	2,000.00	2,000.00	1,000.00
G. SPED Fees			500.00	500.00	800.00
H. Donations	1,154.87	1,219.81	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	2,825.00	4,200.00	4,700.00	4,700.00	4,700.00
2. Ticket Sales	2,925.00	3,000.00	2,800.00	2,800.00	2,550.00
3. Other	661.40	661.40	600.00	600.00	607.60
L. Bartending					
M. Reimbursement/Rebate		147.57			
N. Interest	25.83	33.66	300.00	300.00	10.83
O. Training					
1. 40-Hour			8,000.00	8,000.00	
2. Advanced - Spring			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	625.00	941.25
E. Charlevoix Lions					
Transfer from Savings			9,125.28	9,125.28	
<b>TOTAL INCOME</b>	<b>9,917.10</b>	<b>45,115.68</b>	<b>166,577.73</b>	<b>166,577.73</b>	<b>55,234.85</b>
In Kind					
A. Accounting Services		185.00	500.00	500.00	100.00
B. Volunteer Mediators	15,500.00	45,387.50	157,670.00	157,670.00	26,872.50
C. Volunteer Labor					
D. Volunteer Training			600.00	600.00	
E. Mediation Locations	650.00	1,900.00	5,520.00	5,520.00	1,250.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00	3,900.00
G. Equipment/Supplies	96.46	1,335.75		1,335.75	
H. Cell Phone	148.63	446.49	3,565.00	3,565.00	337.38
I. Theatre Party	1,531.00	1,531.00	2,500.00	2,500.00	2,423.50
J. Training Locations			2,500.00	2,500.00	
K. Mileage		134.87	500.00	500.00	
L. GoToMyPC	19.95	59.85	240.00	240.00	59.85
<b>IN KIND INCOME</b>	<b>19,246.04</b>	<b>54,880.46</b>	<b>189,195.00</b>	<b>190,530.75</b>	<b>34,943.23</b>
<b>TOTAL + IN KIND INCOME</b>	<b>29,163.14</b>	<b>99,996.14</b>	<b>355,772.73</b>	<b>357,108.48</b>	<b>90,178.08</b>

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	7,578.16	22,734.48	98,516.00	98,516.00	22,965.24
B. FICA	579.73	1,739.19	7,536.47	7,536.47	1,756.86
C. Worker's Compensation			498.00	498.00	
D. Unemployment			976.60	976.60	
E. Insurance/Education			7,500.00	7,500.00	225.10
2. Accounting		725.00	1,500.00	1,500.00	600.00
3. Advertising	280.00	540.00	1,655.00	1,655.00	515.00
4. Charlevoix Office					
A. Rent	100.00	300.00	1,200.00	1,200.00	300.00
B. Telephone	70.28	207.03	800.00	800.00	252.39
C. Equipment					
5.. Communications					
A. Telephone	153.28	574.74	2,500.00	2,500.00	627.35
B. Internet	54.95	164.85	660.00	660.00	164.85
6. Contractual	77.50	672.50	1,800.00	1,800.00	
7. Equipment					
A. Purchase	210.94	409.94	800.00	800.00	
B. Repair & Maintenance	25.00	255.00	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	1,500.00	6,000.00	6,000.00	1,500.00
10. Other					
A. Board	284.49	453.24	696.50	696.50	506.02
B. Executive Director		189.25	1,827.00	1,827.00	235.78
C. Hospitality	50.00	50.00	725.00	725.00	36.98
D. Licenses, Fees, Dues	32.95	337.95	1,235.16	1,235.16	355.00
E. PD			500.00	500.00	10.00
F. Shoplifting					
G. Staff Retreat			100.00	100.00	
H. Theatre Party	2,624.86	2,624.86	2,057.50	2,624.86	2,282.42
11. Postage	164.28	164.28	1,800.00	1,800.00	458.00
12. Printing		882.00	1,700.00	1,700.00	
13. Reimbursement					
14. Supplies	375.33	575.25	3,000.00	3,000.00	454.86
15. Training					
A. 40-Hour			7,040.00	7,040.00	
B. Advanced Spring			2,480.00	2,480.00	
C. Advanced Fall					
16. Travel					
A. Lodging			780.00	780.00	119.00
B. Meals			235.50	235.50	28.32
C. Mileage	48.28	586.51	7,735.00	7,735.00	1,245.46
D. Other		5.00			
<b>TOTAL EXPENSES</b>	<b>13,210.03</b>	<b>35,691.07</b>	<b>166,577.73</b>	<b>167,145.09</b>	<b>34,638.63</b>
16. Gain (Loss)					
Comparison of Income & Expenses					

04/12/13

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

March 2013

	<u>Mar '13</u>
<b>Income</b>	
<b>Donation</b>	
Mileage	134.87
Theatre Party	20.00
Donation - Other	1,000.00
<b>Total Donation</b>	<u>1,154.87</u>
<b>Fees</b>	
Breach of Contract	350.00
Divorce	550.00
Domestic	75.00
Landlord/Tenant	25.00
<b>Total Fees</b>	<u>1,000.00</u>
<b>Fund Raising</b>	
Theatre Party	
Raffle	240.00
Sponsor	2,825.00
Tickets	2,925.00
Theatre Party - Other	421.40
<b>Total Theatre Party</b>	<u>6,411.40</u>
<b>Total Fund Raising</b>	6,411.40
<b>Interest</b>	25.83
<b>VORP</b>	
Charlevoix	700.00
Emmet	625.00
<b>Total VORP</b>	<u>1,325.00</u>
<b>Total Income</b>	9,917.10
<b>Expense</b>	
<b>Advertising</b>	280.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	70.28
<b>Total Charlevoix Office</b>	<u>170.28</u>
<b>Communications</b>	
Internet	54.95
Telephone	153.28
<b>Total Communications</b>	<u>208.23</u>
<b>Contractual</b>	77.50
<b>Equipment Expense</b>	
Purchase	210.94
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	<u>235.94</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>

04/12/13

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

March 2013

	<u>Mar '13</u>
<b>Other</b>	
Board	284.49
Hospitality	50.00
Licenses, Fees, Dues	32.95
Theatre Party	<u>2,624.86</u>
<b>Total Other</b>	2,992.30
<b>Payroll Expenses</b>	579.73
<b>Postage</b>	164.28
<b>Salaries and Wages</b>	7,578.16
<b>Supplies</b>	375.33
<b>Travel</b>	
Mileage	<u>48.28</u>
<b>Total Travel</b>	<u>48.28</u>
<b>Total Expense</b>	<u>13,210.03</u>
<b>Net Income</b>	<u><u>-3,292.93</u></u>

04/12/13

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
March 2013

	<u>Mar '13</u>
AT&T	223.56
Big Horn County Historical Museum	50.00
Chase Bank	22.95
City of Charlevoix	100.00
Gaslight Media	84.95
Gordon Food Service	81.38
Hi-Tech	442.44
Jane Millar	467.60
McCardel Water Conditioning	27.75
Office Max	142.88
Oleson's	52.84
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.89
Petoskey Chamber of Commerce	250.00
Petoskey Cinema	924.00
Pitney Bowes	158.00
Sign & Design	125.00
St. Francis Xavier	500.00
Taylor Rental	442.60
Terri Sevener	48.28
The Print Shop	629.00
Weathervane	268.91
<b>TOTAL</b>	<b><u><u>13,210.03</u></u></b>

04/12/13

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through March 2013

	<u>Jan - Mar '13</u>
<b>Income</b>	
<b>CDRP Funds</b>	
1st Quarter	12,578.24
<b>Total CDRP Funds</b>	<u>12,578.24</u>
<b>County Funding</b>	
Charlevoix	7,500.00
Emmet	7,875.00
<b>Total County Funding</b>	<u>15,375.00</u>
<b>Donation</b>	
Donor Campaign	1,325.00
Mileage	199.81
Theatre Party	20.00
Donation - Other	1,000.00
<b>Total Donation</b>	<u>2,544.81</u>
<b>Fees</b>	
ACVS	1,400.00
Breach of Contract	350.00
Cancellation	25.00
Divorce	1,275.00
Domestic	75.00
Landlord/Tenant	50.00
Post Judgement	25.00
<b>Total Fees</b>	<u>3,200.00</u>
<b>Fund Raising</b>	
Theatre Party	
Raffle	240.00
Sponsor	4,200.00
Tickets	3,000.00
Theatre Party - Other	421.40
<b>Total Theatre Party</b>	<u>7,861.40</u>
<b>Total Fund Raising</b>	7,861.40
Interest	33.66
Refund	147.57
<b>VORP</b>	
Charlevoix	1,500.00
Emmet	1,875.00
<b>Total VORP</b>	<u>3,375.00</u>
<b>Total Income</b>	45,115.68
<b>Expense</b>	
Accounting	725.00
Advertising	540.00
<b>Charlevoix Office</b>	
Rent	300.00
Telephone	207.03
<b>Total Charlevoix Office</b>	<u>507.03</u>

04/12/13

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through March 2013

	<u>Jan - Mar '13</u>
<b>Communications</b>	
Internet	164.85
Telephone	574.74
<b>Total Communications</b>	<u>739.59</u>
<b>Contractual</b>	672.50
<b>Equipment Expense</b>	
Purchase	409.94
Repair & Maintenance	255.00
<b>Total Equipment Expense</b>	<u>664.94</u>
<b>Occupancy</b>	
Rent	1,500.00
<b>Total Occupancy</b>	<u>1,500.00</u>
<b>Other</b>	
Board	453.24
Executive Director	189.25
Hospitality	50.00
Licenses, Fees, Dues	337.95
Theatre Party	2,624.86
<b>Total Other</b>	<u>3,655.30</u>
<b>Payroll Expenses</b>	1,739.19
<b>Postage</b>	164.28
<b>Printing</b>	882.00
<b>Salaries and Wages</b>	22,734.48
<b>Supplies</b>	575.25
<b>Travel</b>	
Mileage	586.51
Other	5.00
<b>Total Travel</b>	<u>591.51</u>
<b>Total Expense</b>	<u>35,691.07</u>
<b>Net Income</b>	<u><u>9,424.61</u></u>

04/12/13

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through March 2013

	<u>Jan - Mar '13</u>
AT&T	781.77
Bert Rousseau	449.26
Big Horn County Historical Museum	50.00
Boyne Area Chamber of Commerce	140.00
Chase Bank	22.95
City of Charlevoix	300.00
Conni Zingler	47.94
Dog Eat Dog Graphic Designs	157.50
Doug Basel	64.94
Gaslight Media	254.85
Gordon Food Service	187.45
Hi-Tech	1,308.94
Jane Millar	467.60
Mason & Kammermann	725.00
McCardel Water Conditioning	32.75
Meyer Hardware	15.97
Office Max	196.85
Oleson's	52.84
Online Payroll Service Fee	30.00
Payroll Distribution	24,473.67
Petoskey Chamber of Commerce	565.00
Petoskey Cinema	924.00
Pitney Bowes	158.00
Rotary	159.25
Sign & Design	125.00
St. Francis Xavier	1,500.00
Taylor Rental	442.60
Terri Sevener	108.28
The Print Shop	1,511.00
Weathervane	268.91
Wiley Subscription Services	168.75
<b>TOTAL</b>	<u><u>35,691.07</u></u>



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

As of March 31, 2013

	Mar 31, '13	Mar 31, '12	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,513.96	6,489.53	24.43	0.4%
CD Bank of N. MI 804631	6,117.54	6,056.58	60.96	1.0%
CD Bank of N. MI 806536	6,295.29	0.00	6,295.29	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	25,034.77	34,164.23	-9,129.46	-26.7%
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	18,051.51	18,033.55	17.96	0.1%
Savings NW Bank 710205349	10,266.00	10,260.88	5.12	0.1%
<b>Total Checking/Savings</b>	<b>119,220.71</b>	<b>128,034.00</b>	<b>-8,813.29</b>	<b>-6.9%</b>
<b>Total Current Assets</b>	<b>119,220.71</b>	<b>128,034.00</b>	<b>-8,813.29</b>	<b>-6.9%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
<b>Equipment</b>				
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,472.14</b>	<b>20,472.14</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Fixed Assets</b>	<b>3,366.19</b>	<b>5,035.14</b>	<b>-1,668.95</b>	<b>-33.2%</b>
<b>Other Assets</b>				
Investments - CCCF	11,045.07	10,543.37	501.70	4.8%
Investments - PHSACF	11,455.46	10,608.41	847.05	8.0%
<b>Total Other Assets</b>	<b>22,500.53</b>	<b>21,151.78</b>	<b>1,348.75</b>	<b>6.4%</b>
<b>TOTAL ASSETS</b>	<b>145,087.43</b>	<b>154,220.92</b>	<b>-9,133.49</b>	<b>-5.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued State Unemp.	0.00	-200.40	200.40	100.0%
Federal Income Tax Withheld	715.28	1,738.83	-1,023.55	-58.9%
Fica Tax Withheld	1,159.46	-48.06	1,207.52	2,512.5%
State Income Tax Withheld	309.16	295.86	13.30	4.5%
<b>Total Other Current Liabilities</b>	<b>2,183.90</b>	<b>1,786.23</b>	<b>397.67</b>	<b>22.3%</b>
<b>Total Current Liabilities</b>	<b>2,183.90</b>	<b>1,786.23</b>	<b>397.67</b>	<b>22.3%</b>
<b>Total Liabilities</b>	<b>2,183.90</b>	<b>1,786.23</b>	<b>397.67</b>	<b>22.3%</b>
<b>Equity</b>				
*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	9,424.61	22,347.70	-12,923.09	-57.8%
<b>Total Equity</b>	<b>142,903.53</b>	<b>152,434.69</b>	<b>-9,531.16</b>	<b>-6.3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>145,087.43</b>	<b>154,220.92</b>	<b>-9,133.49</b>	<b>-5.9%</b>