

INCOME EXPENSE REPORT MARCH 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		14,109.89	47,032.97	47,032.97	13,535.87
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		1,500.00	8,500.00	8,500.00	2,100.00
D. VORP Emmet		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	50.00	590.00	3,500.00	3,500.00	930.00
F. ACVS Fees	1,000.00	1,000.00	2,300.00	2,300.00	500.00
G. SPED Fees	200.00	800.00	500.00	2,200.00	
H. Donations	1,070.00	3,200.28	3,000.00	3,000.00	1,283.00
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	2,050.00
K. Theatre Party					
1. Sponsorships	775.00	4,700.00	5,000.00	4,700.00	4,850.00
2. Ticket Sales	2,275.00	2,550.00	3,900.00	2,550.00	3,825.00
3. Other	607.60	607.60	100.00	607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate					
N. Interest	1.28	10.83	2,000.00	2,000.00	1,483.32
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	1,200.00	
3. Advanced - Fall			1,200.00	1,200.00	
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation					
D. United Way	941.25	941.25	941.25	941.25	750.00
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	5,538.67	
TOTAL INCOME	6,920.13	55,234.85	167,965.57	167,670.49	52,656.89
In Kind					
A. Accounting Services	100.00	100.00	500.00	500.00	145.00
B. Volunteer Mediators	5,212.50	26,872.50	162,072.00	162,072.00	44,985.00
C. Volunteer Labor					20.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	100.00	1,250.00	6,120.00	6,120.00	1,750.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00	3,900.00
G. Equipment/Supplies					160.00
H. Cell Phone	149.34	337.38	715.00	715.00	163.41
I. Theatre Party	2,423.50	2,423.50	2,500.00	2,500.00	
J. Training Locations			1,000.00	1,000.00	
K. Mileage			500.00	500.00	70.00
L. GoToMyPC	19.95	59.85	240.00	240.00	59.85
IN KIND INCOME	9,305.29	34,943.23	189,847.00	189,847.00	51,853.26
TOTAL + IN KIND INCOME	16,225.42	90,178.08	357,812.57	357,517.49	104,510.15

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,655.08	22,965.24	99,516.00	99,516.00	22,767.72
B. FICA	585.62	1,756.86	7,612.97	7,612.97	1,741.74
C. Worker's Compensation			498.00	498.00	
D. Unemployment			986.60	986.60	132.34
E. Insurance/Education		225.10	7,500.00	7,500.00	198.59
2. Accounting	600.00	600.00	3,520.00	3,520.00	350.00
3. Advertising	30.00	515.00	1,430.00	1,430.00	699.77
4. Charlevoix Office					
A. Rent	100.00	300.00	1,200.00	1,200.00	300.00
B. Telephone	117.29	252.39	700.00	700.00	148.13
5.. Communications					
A. Telephone	207.78	627.35	2,700.00	2,700.00	684.83
B. Internet	34.85	164.85	660.00	660.00	158.85
6. Contractual			2,200.00	2,200.00	562.50
7. Equipment					
A. Purchase			500.00	500.00	
B. Repair & Maintenance			1,000.00	1,000.00	
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	27.00	506.02	696.50	696.50	408.58
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	138.03	235.78	1,927.00	1,927.00	334.52
D. Hospitality		36.98	600.00	600.00	150.82
E. Licenses, Fees, Dues	60.00	355.00	920.00	920.00	30.00
F. PD	10.00	10.00	700.00	700.00	10.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party	2,282.42	2,282.42	2,577.50	2,282.42	2,256.57
11. Postage	458.00	458.00	1,700.00	1,700.00	158.00
12. Reimbursement					25.00
13. Printing			1,500.00	1,500.00	
14. Supplies	72.27	454.86	3,000.00	3,000.00	605.45
15. Training					
A. 40-Hour					
B. Advanced Spring			2,500.00	2,500.00	
C. Advanced Fall			2,800.00	2,800.00	
16. Travel					
A. Lodging	119.00	119.00	585.00	585.00	
B. Meals	28.32	28.32	157.00	157.00	
C. Mileage	890.22	1,245.46	9,955.00	9,955.00	475.11
D. Other					
TOTAL EXPENSES	13,915.88	34,638.63	167,965.57	167,670.49	33,738.52
16. Gain (Loss)					
Comparison of Income & Expenses					

04/11/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2012

	<u>Mar '12</u>
Income	
Donation	1,070.00
Fees	
ACVS	1,000.00
Divorce	50.00
SPED	200.00
Total Fees	<u>1,250.00</u>
Fund Raising	
Theatre Party	
Raffle	203.00
Refund	404.60
Sponsor	775.00
Tickets	2,275.00
Total Theatre Party	<u>3,657.60</u>
Total Fund Raising	3,657.60
Grants	
United Way	941.25
Total Grants	<u>941.25</u>
Interest	1.28
Total Income	<u>6,920.13</u>
Expense	
Accounting	600.00
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	117.29
Total Charlevoix Office	<u>217.29</u>
Communications	
Internet	34.85
Telephone	207.78
Total Communications	<u>242.63</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Board	27.00
Executive Director	138.03
Licenses, Fees, Dues	60.00
PD	10.00
Theatre Party	2,282.42
Total Other	<u>2,517.45</u>
Payroll Expenses	585.62
Postage	458.00
Salaries and Wages	7,655.08
Supplies	72.27

04/11/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2012

	<u>Mar '12</u>
Travel	
Lodging	119.00
Meals	28.32
Mileage	890.22
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Total Travel	1,037.54
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Total Expense	13,915.88
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Net Income	<u><u>-6,995.75</u></u>

04/11/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
March 2012

	<u>Mar '12</u>
AT&T	325.07
City of Charlevoix	100.00
Culligan	47.00
Gaslight Media	64.85
Gordon Food Service	49.92
Jane Millar	1,181.86
Kiwanis	50.00
Mason & Kammermann	600.00
MSU Extension	10.00
Office Max	18.98
Online Payroll Service Fee	10.00
Payroll Distribution	8,240.70
Petoskey Cinema	793.50
Pitney Bowes	158.00
Reserve Account	300.00
St. Francis Xavier	500.00
Taylor Rental	427.00
The Print Shop	612.00
Trophy Case	27.00
TOTAL	<u>13,515.88</u>

04/11/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2012

	<u>Jan - Mar '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
Total CDRP Funds	14,109.89
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	15,975.00
Donation	
Mileage	130.28
Donation - Other	3,070.00
Total Donation	3,200.28
Fees	
ACVS	1,000.00
Breach of Contract	40.00
Divorce	200.00
Shoplifting	350.00
SPED	800.00
Total Fees	2,390.00
Fund Raising	
Theatre Party	
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,550.00
Total Theatre Party	7,857.60
Total Fund Raising	7,857.60
Grants	
United Way	941.25
Total Grants	941.25
Interest	10.83
VORP	
Charlevoix	1,500.00
Emmet	1,250.00
Total VORP	2,750.00
Total Income	55,234.85
Expense	
Accounting	600.00
Advertising	515.00
Charlevoix Office	
Rent	300.00
Telephone	252.39
Total Charlevoix Office	552.39

04/11/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2012

	<u>Jan - Mar '12</u>
Communications	
Internet	164.85
Telephone	627.35
Total Communications	<u>792.20</u>
Fringe Benefits	
Education	225.10
Total Fringe Benefits	<u>225.10</u>
Occupancy	
Rent	1,500.00
Total Occupancy	<u>1,500.00</u>
Other	
Board	506.02
Executive Director	235.78
Hospitality	36.98
Licenses, Fees, Dues	355.00
PD	10.00
Theatre Party	2,282.42
Total Other	<u>3,426.20</u>
Payroll Expenses	1,756.86
Postage	458.00
Salaries and Wages	22,965.24
Supplies	454.86
Travel	
Lodging	119.00
Meals	28.32
Mileage	1,245.46
Total Travel	<u>1,392.78</u>
Total Expense	<u>34,638.63</u>
Net Income	<u><u>20,596.22</u></u>

04/11/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through March 2012

	<u>Jan - Mar '12</u>
AT&T	879.74
Bert Rousseau	408.25
Bill & Carol's	16.42
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	300.00
Culligan	71.00
Gaslight Media	254.85
Gordon Food Service	194.78
Hi-Tech	135.00
Jane Millar	1,181.86
Kiwanis	50.00
Mason & Kammermann	600.00
MSU Extension	10.00
Office Max	97.71
Online Payroll Service Fee	30.00
Payroll Distribution	24,722.10
Petoskey Chamber of Commerce	450.00
Petoskey Cinema	793.50
Pitney Bowes	158.00
Reserve Account	300.00
Rotary	97.75
Sky's the Limit	36.98
St. Francis Xavier	1,500.00
Taylor Rental	427.00
The Print Shop	612.00
Trophy Case	27.00
Wayne Tri	172.09
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u>34,238.63</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of March 31, 2012

	Mar 31, '12	Mar 31, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,489.53	6,466.83	22.70	0.4%
CD Bank of N. MI 804631	6,056.58	5,995.45	61.13	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	31,781.23	25,189.05	6,592.18	26.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,478.21	64.74	0.4%
Savings Chase	18,032.07	18,015.61	16.46	0.1%
Savings NW Bank 710205349	10,260.88	10,252.25	8.63	0.1%
Total Checking/Savings	125,649.52	118,517.29	7,132.23	6.0%
Total Current Assets	125,649.52	118,517.29	7,132.23	6.0%
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Equipment Repair	75.00	0.00	75.00	100.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,547.14	20,472.14	75.00	0.4%
Total Fixed Assets	5,110.14	7,295.14	-2,185.00	-30.0%
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%
Total Other Assets	21,151.78	21,459.00	-307.22	-1.4%
TOTAL ASSETS	151,911.44	147,271.43	4,640.01	3.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	-1,366.72	672.28	-2,039.00	-303.3%
Fica Tax Withheld	3,057.60	1,009.38	2,048.22	202.9%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-45.83	-48.69	2.86	5.9%
Total Other Current Liabilities	1,427.05	1,414.97	12.08	0.9%
Total Current Liabilities	1,427.05	1,414.97	12.08	0.9%
Total Liabilities	1,427.05	1,414.97	12.08	0.9%
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	20,596.22	15,753.93	4,842.29	30.7%
Total Equity	150,484.39	145,856.46	4,627.93	3.2%
TOTAL LIABILITIES & EQUITY	151,911.44	147,271.43	4,640.01	3.2%