

INCOME AND EXPENSE REPORT MARCH 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		13,535.87	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County		8,250.00	33,000.00	33,000.00
B. Emmet County		7,725.00	30,900.00	30,900.00
C. VORP Charlevoix	1,400.00	2,100.00	8,500.00	8,500.00
D. VORP Emmet	625.00	1,250.00	7,500.00	7,500.00
E. CDP Charlevoix			8,000.00	8,000.00
E.Fees for Service	225.00	930.00	4,000.00	4,000.00
F. ACVS Fees	500.00	500.00	1,700.00	1,700.00
G. SPED Fees			500.00	500.00
H. Donations	252.00	1,283.00	1,000.00	1,000.00
I. Designated Gifts				
J. Donor Campaign		2,050.00	3,000.00	3,000.00
K. Theatre Party				
1. Sponsorships	1,000.00	4,850.00	5,000.00	5,000.00
2. Ticket Sales	3,675.00	3,825.00	2,500.00	2,500.00
3. Other	210.70	210.70	500.00	500.00
L. Bartending	51.00	51.00		
M. Reimbursement/Rebate				
N. Interest	7.86	1,483.32	1,000.00	1,000.00
O. Training				
1. 40-Hour			3,000.00	3,000.00
2. Update - Fall			600.00	600.00
3. General Civil				
Grants				
A. Bay Harbor Foundation		3,663.00		
B. Charlevoix Foundation				
C. Petoskey Foundation				
D. United Way	750.00	750.00		
E. Charlevoix Lions	200.00	200.00		
Transfer from Savings			15,396.03	15,396.03
TOTAL INCOME	8,896.56	52,656.89	171,215.59	171,215.59
In Kind				
A. Accounting Services	70.00	145.00	500.00	500.00
B. Volunteer Mediators	13,425.00	44,985.00	190,000.00	190,000.00
C. Volunteer Labor	10.00	20.00		
D. Volunteer Training		600.00		
E. Mediation Locations	600.00	1,750.00	4,500.00	4,500.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00		
H. Cell Phone	81.88	163.41	1,103.00	1,103.00
I. Theatre Party			2,450.00	2,450.00
J. Training Locations			4,000.00	4,000.00
K. Mileage		70.00	500.00	500.00
L. GoToMyPC	19.95	59.85	190.00	190.00
IN KIND INCOME	15,506.83	51,853.26	218,843.00	218,843.00
TOTAL + IN KIND INCOME	24,403.39	104,510.15	390,058.59	390,058.59

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	22,767.72	98,660.00	98,660.00
B. FICA	580.58	1,741.74	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment		132.34	986.60	986.60
E. Insurance/Education		198.59	7,500.00	7,500.00
2. Accounting	350.00	350.00	3,800.00	3,800.00
3. Advertising	462.00	699.77	1,430.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	300.00	1,200.00	1,200.00
B. Telephone	101.64	148.13	650.00	650.00
C. Supplies			0.00	0.00
5.. Communications				
A. Telephone	469.43	684.83	2,500.00	2,500.00
B. Internet	105.90	158.85	660.00	660.00
6. Contractual		60.00	2,000.00	2,000.00
7. Equipment	502.50	502.50		
A. Purchase			0.00	0.00
B. Repair & Maintenance			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	1,500.00	6,000.00	6,000.00
10. Other				
A. Board	26.45	408.58	855.00	855.00
B. Dinner Party		40.00		
C. Executive Director		334.52	1,875.00	1,875.00
D. Hospitality		150.82	650.00	650.00
E. Licenses, Fees, Dues	10.00	30.00	812.50	812.50
F. PD		10.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party	2,256.57	2,256.57	2,445.00	2,445.00
11. Postage	158.00	158.00	2,000.00	2,000.00
12. Reimbursement	25.00	25.00		
13. Printing			2,000.00	2,000.00
14. Supplies	444.18	605.45	3,000.00	3,000.00
15. Training				
A. 40-Hour			7,900.00	7,900.00
B. General Civil				
C. Update - Fall			2,400.00	2,400.00
D. Child Protection				
E. Divorce				
16. Travel				
A. Lodging			585.00	585.00
B. Meals			157.00	157.00
C. Mileage	226.95	475.11	8,500.00	8,500.00
D. Other				
TOTAL EXPENSES	13,908.44	33,738.52	171,215.59	171,215.59
16. Gain (Loss)				
Comparison of Income & Expenses				

04/07/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2011

	<u>Mar '11</u>
Income	
Donation	252.00
Fees	
ACVS	500.00
Divorce	200.00
Domestic	25.00
Total Fees	<u>725.00</u>
Fund Raising	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	1,000.00
Tickets	3,675.00
Total Theatre Party	<u>4,885.70</u>
Total Fund Raising	4,936.70
Grants	
Charlevoix Lions	200.00
United Way	750.00
Total Grants	<u>950.00</u>
Interest	7.86
VORP	
Charlevoix	1,400.00
Emmet	625.00
Total VORP	<u>2,025.00</u>
Total Income	8,896.56
Expense	
Accounting	350.00
Advertising	462.00
Charlevoix Office	
Rent	100.00
Telephone	101.64
Total Charlevoix Office	<u>201.64</u>
Communications	
Internet	105.90
Telephone	469.43
Total Communications	<u>575.33</u>
Contractual	502.50
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>

04/07/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2011

	<u>Mar '11</u>
Other	
Board	26.45
Licenses, Fees, Dues	10.00
Theatre Party	<u>2,256.57</u>
Total Other	2,293.02
Payroll Expenses	580.58
Postage	158.00
Reimbursement	
Fees	<u>25.00</u>
Total Reimbursement	25.00
Salaries and Wages	7,589.24
Supplies	444.18
Travel	
Mileage	<u>226.95</u>
Total Travel	226.95
Void	0.00
Total Expense	<u>13,908.44</u>
Net Income	<u><u>-5,011.88</u></u>

04/07/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
March 2011

	<u>Mar '11</u>
AT&T	571.07
Bert Rousseau	241.95
Blissfest	70.00
City of Charlevoix	120.00
Culligan	36.00
Gaslight Media	165.90
George Willaert	25.00
Glen's Supermarket	27.76
Gordon Food Service	117.02
Hi-Tech	787.50
Mason & Kammermann	350.00
Northern Michigan Review	50.00
Office Max	42.47
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Petoskey Cinema	929.50
Pitney Bowes	158.00
Sign & Design	125.00
St. Francis Xavier	500.00
Symon's	26.45
Synergy	317.00
Taylor Rental	456.00
The Print Shop	612.00
TOTAL	<u>13,908.44</u>

04/07/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2011

	<u>Jan - Mar '11</u>
Income	
CDRP Funds	
1st Quarter	13,535.87
Total CDRP Funds	<u>13,535.87</u>
County Funding	
Charlevoix	8,250.00
Emmet	7,725.00
Total County Funding	<u>15,975.00</u>
Donation	
Donor Campaign	2,050.00
Mileage	31.00
Donation - Other	1,252.00
Total Donation	<u>3,333.00</u>
Fees	
ACVS	500.00
Breach of Contract	40.00
Divorce	825.00
Domestic	65.00
Total Fees	<u>1,430.00</u>
Fund Raising	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,850.00
Tickets	3,825.00
Total Theatre Party	<u>8,885.70</u>
Total Fund Raising	<u>8,936.70</u>
Grants	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
United Way	750.00
Total Grants	<u>4,613.00</u>
Interest	1,483.32
VORP	
Charlevoix	2,100.00
Emmet	1,250.00
Total VORP	<u>3,350.00</u>
Total Income	<u>52,656.89</u>
Expense	
Accounting	350.00
Advertising	699.77
Benefits	198.59

04/07/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2011

	<u>Jan - Mar '11</u>
Charlevoix Office	
Rent	300.00
Telephone	148.13
Total Charlevoix Office	<u>448.13</u>
Communications	
Internet	158.85
Telephone	684.83
Total Communications	<u>843.68</u>
Contractual	562.50
Fringe Benefits	
Unemployment	132.34
Total Fringe Benefits	<u>132.34</u>
Occupancy	
Rent	1,500.00
Total Occupancy	<u>1,500.00</u>
Other	
Board	408.58
Dinner Party	40.00
Executive Director	334.52
Hospitality	150.82
Licenses, Fees, Dues	30.00
PD	10.00
Theatre Party	2,256.57
Total Other	<u>3,230.49</u>
Payroll Expenses	1,741.74
Postage	158.00
Reimbursement	
Fees	25.00
Total Reimbursement	<u>25.00</u>
Salaries and Wages	22,767.72
Supplies	605.45
Travel	
Mileage	475.11
Total Travel	<u>475.11</u>
Void	0.00
Total Expense	<u>33,738.52</u>
Net Income	<u><u>18,918.37</u></u>

04/07/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through March 2011

	<u>Jan - Mar '11</u>
AT&T	832.96
Bert Rousseau	567.74
Blissfest	70.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
City of Charlevoix	320.00
Culligan	41.00
Gaslight Media	248.85
George Willaert	25.00
Glen's Supermarket	27.76
Gordon Food Service	117.02
Hi-Tech	847.50
Jane Millar	265.12
John Wiley & Sons, Inc.	166.50
Mason & Kammermann	350.00
Northern Michigan Review	50.00
Office Max	195.63
Online Payroll Service Fee	30.00
Payroll Distribution	24,509.46
Petoskey Cinema	929.50
Pitney Bowes	158.00
Rotary	187.25
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	1,500.00
Stafford's Hospitality	124.35
Symon's	26.45
Synergy	317.00
Taylor Rental	456.00
The 501 Alliance	132.34
The Print Shop	612.00
Trophy Case	24.00
Wayne Tri	99.96
Weathervane	178.14
TOTAL	<u>33,738.52</u>

04/07/11

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of March 31, 2011

	Mar 31, '11	Mar 31, '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	5,995.45	5,848.79	146.66	2.5%
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	25,189.05	34,575.00	-9,385.95	-27.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,355.34	122.87	0.8%
Savings Chase	18,012.72	17,997.72	15.00	0.1%
Savings NW Bank 710205349	10,249.73	10,242.01	7.72	0.1%
Total Checking/Savings	118,626.91	126,912.70	-8,285.79	-6.5%
Total Current Assets	118,626.91	126,912.70	-8,285.79	-6.5%
Fixed Assets				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
Equipment				
Equipment Repair	371.85	0.00	371.85	100.0%
Purchase	1,997.00	0.00	1,997.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	22,182.99	19,814.14	2,368.85	12.0%
Total Fixed Assets	9,005.99	8,601.14	404.85	4.7%
Other Assets				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	0.00	10,794.43	100.0%
Total Other Assets	21,459.00	10,000.00	11,459.00	114.6%
TOTAL ASSETS	149,091.90	145,513.84	3,578.06	2.5%
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	1,009.38	1,167.87	-158.49	-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	1,414.97	1,442.82	-27.85	-1.9%
Total Current Liabilities	1,414.97	1,442.82	-27.85	-1.9%
Total Liabilities	1,414.97	1,442.82	-27.85	-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	18,918.37	16,317.51	2,600.86	15.9%
Total Equity	147,676.93	144,071.02	3,605.91	2.5%
TOTAL LIABILITIES & EQUITY	149,091.90	145,513.84	3,578.06	2.5%