

## INCOME AND EXPENSE REPORT MAY 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		24,815.76	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County	8,250.00	16,500.00	33,000.00	33,000.00
B. Emmet County	7,725.00	15,450.00	30,900.00	30,900.00
C. VORP Charlevoix	1,400.00	3,500.00	8,500.00	8,500.00
D. VORP Emmet	625.00	2,500.00	7,500.00	7,500.00
E. CDP Charlevoix	8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	175.00	1,155.00	3,000.00	4,000.00
F. ACVS Fees		500.00	2,200.00	1,700.00
G. SPED Fees			500.00	500.00
H. Donations	625.00	2,010.50	2,100.00	1,000.00
I. Designated Gifts				
J. Donor Campaign		2,050.00	3,000.00	3,000.00
K. Theatre Party				
1. Sponsorships		4,900.00	4,900.00	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	1,600.00	1,000.00
O. Training				
1. 40-Hour			0.00	3,000.00
2. Advanced - Fall		334.00	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		750.00	750.00	
E. Charlevoix Lions		200.00	200.00	
Transfer from Savings			15,396.03	15,396.03
<b>TOTAL INCOME</b>	<b>26,800.00</b>	<b>92,016.52</b>	<b>174,904.59</b>	<b>171,215.59</b>
In Kind				
A. Accounting Services		145.00	500.00	500.00
B. Volunteer Mediators	12,637.50	69,997.50	190,000.00	190,000.00
C. Volunteer Labor		20.00		
D. Volunteer Training		600.00		
E. Mediation Locations	500.00	2,700.00	4,500.00	4,500.00
F. Rent	1,300.00	6,500.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00		
H. Cell Phone	81.86	245.27	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	99.75	190.00	190.00
<b>IN KIND INCOME</b>	<b>14,539.31</b>	<b>80,537.52</b>	<b>218,843.00</b>	<b>218,843.00</b>
<b>TOTAL + IN KIND INCOME</b>	<b>41,339.31</b>	<b>172,554.04</b>	<b>393,747.59</b>	<b>390,058.59</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	37,946.20	98,660.00	98,660.00
B. FICA	580.58	2,902.90	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		350.00	3,800.00	3,800.00
3. Advertising	247.00	1,178.27	1,430.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	500.00	1,200.00	1,200.00
B. Telephone	95.35	304.30	650.00	650.00
C. Supplies	12.98	12.98	25.00	0.00
5.. Communications				
A. Telephone	291.76	1,241.04	2,700.00	2,500.00
B. Internet	54.95	268.75	660.00	660.00
6. Contractual	1,176.83	1,839.33	2,000.00	2,000.00
7. Equipment				
A. Purchase		1,339.00	1,339.00	0.00
B. Repair & Maintenance	25.00	371.85	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	2,500.00	6,000.00	6,000.00
10. Other				
A. Board		415.48	855.00	855.00
B. Dinner Party		40.00	40.00	
C. Executive Director	175.25	509.77	1,875.00	1,875.00
D. Hospitality	175.44	326.26	650.00	650.00
E. Licenses, Fees, Dues	10.00	150.00	812.50	812.50
F. PD		20.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party		2,450.17	2,450.17	2,445.00
11. Postage	300.00	458.00	2,000.00	2,000.00
12. Reimbursement		25.00	50.00	
13. Printing			2,000.00	2,000.00
14. Supplies		1,516.02	3,000.00	3,000.00
15. Training				
A. 40-Hour	75.00	5,462.51	5,462.51	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	73.45	585.00	585.00
B. Meals	47.65	47.65	157.00	157.00
C. Mileage	602.31	1,224.30	8,500.00	8,500.00
D. Other	7.00	7.00	25.00	
<b>TOTAL EXPENSES</b>	<b>12,139.79</b>	<b>64,508.42</b>	<b>170,462.27</b>	<b>171,215.59</b>
16. Gain (Loss)				
Comparison of Income & Expenses				

06/08/11

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
May 2011

	<u>May '11</u>
<b>Income</b>	
CDP	8,000.00
<b>County Funding</b>	
Charlevoix	8,250.00
Emmet	7,725.00
<b>Total County Funding</b>	<u>15,975.00</u>
Donation	625.00
<b>Fees</b>	
Divorce	175.00
<b>Total Fees</b>	<u>175.00</u>
<b>VORP</b>	
Charlevoix	1,400.00
Emmet	625.00
<b>Total VORP</b>	<u>2,025.00</u>
<b>Total Income</b>	<u>26,800.00</u>
<b>Expense</b>	
Advertising	247.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	95.35
<b>Total Charlevoix Office</b>	<u>195.35</u>
<b>Communications</b>	
Internet	54.95
Telephone	291.76
<b>Total Communications</b>	<u>346.71</u>
Contractual	1,176.83
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	<u>25.00</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Executive Director	175.25
Hospitality	175.44
Licenses, Fees, Dues	10.00
<b>Total Other</b>	<u>360.69</u>
Payroll Expenses	580.58
Postage	300.00
Salaries and Wages	7,589.24
Supplies	12.98
<b>Training</b>	
40-Hour	75.00
<b>Total Training</b>	<u>75.00</u>

06/08/11

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
May 2011

	<u>May '11</u>
<b>Travel</b>	
Lodging	73.45
Meals	47.65
Mileage	602.31
Other	7.00
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<b>Total Travel</b>	<b>730.41</b>
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<b>Total Expense</b>	<b>12,139.79</b>
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<b>Net Income</b>	<b>14,660.21</b>
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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
May 2011

	<u>May '11</u>
AT&T	387.11
Bert Rousseau	588.19
Boyer Area Chamber of Commerce	195.00
Charlevoix Public Library	75.00
City of Charlevoix	100.00
City Park Grill	150.00
Culligan	5.00
Gaslight Media	84.95
Gordon Food Service	7.98
Hi-Tech	1,201.83
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Reserve Account	300.00
Rotary	175.25
St. Francis Xavier	500.00
Trophy Case	25.44
Wayne Tri	164.22
<b>TOTAL</b>	<b><u>12,139.79</u></b>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through May 2011

	<u>Jan - May '11</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	13,535.87
2nd Quarter	11,279.89
<b>Total CDRP Funds</b>	<u>24,815.76</u>
<b>County Funding</b>	
Charlevoix	16,500.00
Emmet	15,450.00
<b>Total County Funding</b>	<u>31,950.00</u>
<b>Donation</b>	
Donor Campaign	2,050.00
Mileage	133.50
Donation - Other	1,877.00
<b>Total Donation</b>	<u>4,060.50</u>
<b>Fees</b>	
ACVS	500.00
Breach of Contract	40.00
Divorce	1,050.00
Domestic	65.00
<b>Total Fees</b>	<u>1,655.00</u>
<b>Fund Raising</b>	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,900.00
Tickets	3,925.00
<b>Total Theatre Party</b>	<u>9,035.70</u>
<b>Total Fund Raising</b>	<u>9,086.70</u>
<b>Grants</b>	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
United Way	750.00
<b>Total Grants</b>	<u>4,613.00</u>
<b>Interest</b>	1,501.56
<b>Training &amp; Workshops</b>	
Advanced	334.00
<b>Total Training &amp; Workshops</b>	<u>334.00</u>
<b>VORP</b>	
Charlevoix	3,500.00
Emmet	2,500.00
<b>Total VORP</b>	<u>6,000.00</u>
<b>Total Income</b>	<u>92,016.52</u>

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## NORTHERN COMMUNITY MEDIATION

### Profit & Loss

January through May 2011

	<u>Jan - May '11</u>
<b>Expense</b>	
Accounting	350.00
Advertising	1,178.27
Benefits	198.59
Charlevoix Office	
Rent	500.00
Telephone	304.30
<b>Total Charlevoix Office</b>	<b>804.30</b>
Communications	
Internet	268.75
Telephone	1,241.04
<b>Total Communications</b>	<b>1,509.79</b>
Contractual	1,839.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	371.85
<b>Total Equipment Expense</b>	<b>1,710.85</b>
Fringe Benefits	
Unemployment	829.60
<b>Total Fringe Benefits</b>	<b>829.60</b>
Occupancy	
Rent	2,500.00
<b>Total Occupancy</b>	<b>2,500.00</b>
Other	
Board	415.48
Dinner Party	40.00
Executive Director	509.77
Hospitality	326.26
Licenses, Fees, Dues	150.00
PD	10.00
Professional Development	10.00
Theatre Party	2,450.17
<b>Total Other</b>	<b>3,911.68</b>
Payroll Expenses	2,902.90
Postage	458.00
Reimbursement	
Fees	25.00
<b>Total Reimbursement</b>	<b>25.00</b>
Salaries and Wages	37,946.20
Supplies	1,529.00
Training	
40-Hour	5,462.51
<b>Total Training</b>	<b>5,462.51</b>

06/08/11

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through May 2011

	<u>Jan - May '11</u>
<b>Travel</b>	
<b>Lodging</b>	73.45
<b>Meals</b>	47.65
<b>Mileage</b>	1,224.30
<b>Other</b>	7.00
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<b>Total Travel</b>	1,352.40
<b>Void</b>	0.00
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<b>Total Expense</b>	64,508.42
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<b>Net Income</b>	<u><u>27,508.10</u></u>



06/08/11

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through May 2011

	<u>Jan - May '11</u>
AT&T	1,545.34
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	520.00
City Park Grill	150.00
Culligan	65.00
Gaslight Media	418.75
George Willaert	25.00
Glen's Supermarket	82.52
Gordon Food Service	158.45
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,375.18
Jane Millar	349.05
Johan's	34.70
John Wiley & Sons, Inc.	166.50
Mason & Kammermann	350.00
Northern Michigan Review	243.60
Office Max	516.65
Oleson's	19.62
Online Payroll Service Fee	50.00
Payroll Distribution	40,849.10
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	158.00
Reserve Account	300.00
Rotary	362.50
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	2,500.00
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	411.06
Weathervane	178.14
<b>TOTAL</b>	<b><u>64,508.42</u></b>

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

As of May 31, 2011

	May 31, '11	May 31, '10	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
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	35,446.41	26,088.11	9,358.30	35.9%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,380.89	97.32	0.6%
Savings Chase	18,012.72	18,000.56	12.16	0.1%
Savings NW Bank 710205349	10,252.25	10,242.01	10.24	0.1%
<b>Total Checking/Savings</b>	<b>128,902.51</b>	<b>118,490.25</b>	<b>10,412.26</b>	<b>8.8%</b>
<b>Total Current Assets</b>	<b>128,902.51</b>	<b>118,490.25</b>	<b>10,412.26</b>	<b>8.8%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
<b>Equipment</b>				
Equipment Repair	25.00	0.00	25.00	100.0%
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,497.14</b>	<b>19,814.14</b>	<b>683.00</b>	<b>3.5%</b>
<b>Total Fixed Assets</b>	<b>7,320.14</b>	<b>8,601.14</b>	<b>-1,281.00</b>	<b>-14.9%</b>
<b>Other Assets</b>				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
<b>Total Other Assets</b>	<b>21,459.00</b>	<b>20,000.00</b>	<b>1,459.00</b>	<b>7.3%</b>
<b>TOTAL ASSETS</b>	<b>157,681.65</b>	<b>147,091.39</b>	<b>10,590.26</b>	<b>7.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
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%
<b>Total Other Current Liabilities</b>	<b>1,414.99</b>	<b>1,442.82</b>	<b>-27.83</b>	<b>-1.9%</b>
<b>Total Current Liabilities</b>	<b>1,414.99</b>	<b>1,442.82</b>	<b>-27.83</b>	<b>-1.9%</b>
<b>Total Liabilities</b>	<b>1,414.99</b>	<b>1,442.82</b>	<b>-27.83</b>	<b>-1.9%</b>
<b>Equity</b>				
*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	27,508.10	17,895.06	9,613.04	53.7%
<b>Total Equity</b>	<b>156,266.66</b>	<b>145,648.57</b>	<b>10,618.09</b>	<b>7.3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>157,681.65</b>	<b>147,091.39</b>	<b>10,590.26</b>	<b>7.2%</b>