

INCOME EXPENSE REPORT NOVEMBER 2014

INCOME CATEGORY	MONTH	2014 YTD	2014 Budget	2014 Project	2013 YTD
CDRP Funds		46,307.69	46,307.69	46,307.69	41,927.45
Agency Funds					
A. Charlevoix County	16,500.00	33,000.00	33,000.00	33,000.00	25,500.00
B. Emmet County	7,725.00	23,175.00	30,900.00	30,900.00	23,625.00
C. VORP Charlevoix	700.00	7,100.00	8,500.00	8,500.00	6,400.00
D. VORP Emmet	625.00	5,625.00	7,500.00	7,500.00	6,250.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	650.00	7,005.00	5,000.00	7,200.00	6,562.50
F. ACVS Fees		3,100.00	2,000.00	3,100.00	2,625.00
G. SPED Fees		2,500.00	500.00	2,500.00	1,000.00
H. Donations		58.00	3,500.00	58.00	3,614.81
I. Designated Gifts					
J. Donor Campaign	1,225.00	4,973.50	2,000.00	4,973.50	2,450.00
K. Theatre Party					
1. Sponsorships		5,925.00	6,500.00	5,925.00	6,295.65
2. Ticket Sales		3,185.00	2,900.00	3,185.00	2,850.00
3. Other		1,674.50	600.00	1,674.50	1,692.40
L. Reimbursement/Rebate		447.98		447.98	147.57
M. Interest	5.51	83.89	200.00	90.00	95.61
N. Training					
1. 40-Hour					5,528.38
2. Advanced - Spring		4,945.00		4,945.00	1,500.00
3. Special Education					205.86
4. Corporate					100.00
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation		350.00		350.00	
C. Petoskey Foundation		1,834.00	1,484.00	1,834.00	
D. United Way		3,723.50	1,086.50	6,265.50	2,798.00
E. Charlevoix Lions					
F. Revenue Sharing		9,334.00	4,600.00	9,334.00	
G. Women's Club					
Transfer from Savings					
TOTAL INCOME	27,430.51	172,347.06	164,578.19	186,090.17	149,168.23
In Kind					
A. Accounting Services	100.00	400.00	500.00	400.00	485.00
B. Volunteer Mediators	5,925.00	135,450.00	193,762.50	145,000.00	179,962.50
C. Volunteer Labor		1,440.00		1,440.00	
D. Volunteer Training			1,200.00	1,200.00	3,600.00
E. Mediation Locations	250.00	5,400.00	6,840.00	5,460.00	6,150.00
F. Rent	1,300.00	14,300.00	15,600.00	15,600.00	14,300.00
G. Equipment/Supplies	6.00	365.50	500.00	400.00	2,043.12
H. Cell Phone		1,553.06	2,109.85	2,109.85	1,907.42
I. Theatre Party		3,003.00	1,550.00	3,003.00	1,531.00
J. Training Locations			800.00	0.00	2,400.00
K. Mileage			500.00	500.00	134.87
L. GoToMyPC	19.95	219.45	240.00	399.45	219.45
M. Refund					150.00
IN KIND INCOME	7,600.95	162,131.01	223,602.35	175,512.30	212,883.36
TOTAL + IN KIND INCOME	35,031.46	334,478.07	388,180.54	361,602.47	362,051.59

EXPENSE CATEGORY	MONTH	2014 YTD	2014 Budget	2014 Project	2013 YTD
1. Personnel					
A. Salaries	7,705.62	94,434.90	101,473.00	101,473.00	90,937.92
B. FICA	642.93	8,110.54	7,762.68	8,110.54	6,956.74
C. Worker's Compensation	143.00	594.00	634.00	594.00	498.00
D. Unemployment		752.40	1,014.73	1,014.73	792.30
E. Insurance/Education		500.86	7,500.00	1,000.00	2,229.66
2. Accounting		2,485.00	1,500.00	2,735.00	1,475.00
3. Advertising	448.74	2,350.05	1,595.00	2,400.00	1,532.85
4. Charlevoix Office					
A. Rent	100.00	1,100.00	1,200.00	1,200.00	1,100.00
B. Telephone	81.33	907.13	855.00	985.00	785.33
5. Communications					
A. Telephone	214.59	2,390.63	2,100.00	2,700.00	2,124.22
B. Internet	45.00	642.30	800.00	690.00	714.35
6. Contractual	265.00	2,812.00	1,600.00	2,812.00	1,542.00
7. Equipment					
A. Purchase	287.85	5,699.50	500.00	5,699.50	409.94
B. Repair & Maintenance		247.50	500.00	500.00	380.00
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	300.00	300.00
D. Business Protection		430.00	430.00	430.00	430.00
9. Occupancy - Rent	500.00	5,500.00	6,000.00	6,000.00	5,000.00
10. Other					
A. Board	54.00	2,337.99	2,314.19	2,500.00	502.34
B. Executive Director		1,389.92	1,827.00	1,827.00	1,093.43
C. Hospitality	334.19	1,384.29	635.00	1,650.00	505.88
D. Licenses, Fees, Dues	120.00	850.00	1,167.00	1,167.00	1,269.95
E. PD		1,359.00	1,150.00	1,500.00	1,357.00
F. Staff Retreat	125.00	125.00	125.00	125.00	150.00
G. Theatre Party		4,126.24	2,248.00	4,126.24	3,881.56
11. Postage		1,577.97	900.00	1,877.97	489.76
12. Printing	195.00	2,728.00	1,850.00	2,800.00	3,084.00
13. Reimbursement		303.73		303.73	50.00
14. Supplies	173.90	3,209.11	3,000.00	3,500.00	2,908.55
15. Training					
A. 40-Hour					6,269.26
B. Advanced Spring		3,981.45		3,981.45	2,452.63
C. Advanced - Fall					1,326.93
D. Special Education					205.86
E. Security		696.00		696.00	
F. Roundtables			160.00	160.00	
16. Travel					
A. Lodging		1,231.46	585.00	1,231.46	254.26
B. Meals	13.76	615.56	235.50	700.00	208.40
C. Mileage	398.90	4,416.86	8,766.25	9,766.25	4,051.61
D. Other		10.00		10.00	115.00
TOTAL EXPENSES	11,848.81	159,599.39	162,221.35	178,059.87	147,384.73
16. Gain (Loss)			2,356.84	8,030.30	
Comparison of Income & Expenses			164,578.19	186,090.17	

12/03/14

NORTHERN COMMUNITY MEDIATION

Profit & Loss

November 2014

	<u>Nov '14</u>
Income	
County Funding	
Charlevoix	16,500.00
Emmet	7,725.00
Total County Funding	<u>24,225.00</u>
Donation	
Donor Campaign	1,225.00
Total Donation	<u>1,225.00</u>
Fees	
Breach of Contract	50.00
Divorce	375.00
Guardianship	100.00
Landlord/Tenant	50.00
Shoplifting	75.00
Total Fees	<u>650.00</u>
Interest	5.51
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	<u>1,325.00</u>
Total Income	27,430.51
Expense	
Advertising	448.74
Charlevoix Office	
Rent	100.00
Telephone	81.33
Total Charlevoix Office	<u>181.33</u>
Communications	
Internet	45.00
Telephone	214.59
Total Communications	<u>259.59</u>
Contractual	265.00
Equipment Expense	
Purchase	287.85
Total Equipment Expense	<u>287.85</u>
Insurance	
Worker's Compensation	143.00
Total Insurance	<u>143.00</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>

12/03/14

NORTHERN COMMUNITY MEDIATION
Profit & Loss
November 2014

	<u>Nov '14</u>
Other	
Board	54.00
Hospitality	334.19
Licenses, Fees, Dues	120.00
Staff Retreat	125.00
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Total Other	633.19
Payroll Expenses	642.93
Printing	195.00
Salaries and Wages	7,705.62
Supplies	173.90
Travel	
Meals	13.76
Mileage	398.90
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Total Travel	412.66
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Total Expense	11,848.81
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Net Income	15,581.70
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
November 2014

	<u>Nov '14</u>
AT&T	340.92
Charlevoix Chamber of Commerce	110.00
City of Charlevoix	100.00
Frankenmuth Insurance	143.00
Gaslight Media	45.00
Gordon Food Service	14.98
Hi-Tech	651.85
Julienne Tomatoes	174.50
Northern Michigan Review	173.74
Office Max	59.92
Oleson's	159.69
Online Payroll Service Fee	10.00
Payroll Distribution	8,348.55
Petoskey Chamber of Commerce	195.00
St. Francis Xavier	500.00
Terri Sevener	447.66
The Print Shop	195.00
Trophy Case	54.00
Twisted Olive	125.00
TOTAL	<u><u>11,848.81</u></u>

12/03/14

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2014

	Jan - Nov '14
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	13,892.31
2nd Quarter	11,576.92
3rd Quarter	9,261.54
4th Quarter	11,576.92
Total CDRP Funds	46,307.69
County Funding	
Charlevoix	33,000.00
Emmet	23,175.00
Total County Funding	56,175.00
Donation	
Donor Campaign	4,973.50
Donation - Other	58.00
Total Donation	5,031.50
Fees	
ACVS	3,100.00
Breach of Contract	375.00
Cancellation	75.00
Civil Rights	175.00
Divorce	4,535.00
Domestic	300.00
Guardianship	100.00
Landlord/Tenant	350.00
Ord, Statute, Reg.	250.00
Post Judgement	75.00
Property	100.00
Real Estate	100.00
Shoplifting	570.00
SPED	2,500.00
Total Fees	12,605.00
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	250.00
Sponsor	5,925.00
Tickets	3,185.00
Theatre Party - Other	424.50
Total Theatre Party	10,784.50
Total Fund Raising	10,784.50

12/03/14

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2014

	Jan - Nov '14
Grants	
Charlevoix Foundation	350.00
Petoskey Foundation	1,834.00
Revenue Sharing	9,334.00
United Way	3,723.50
Total Grants	15,241.50
Interest	83.89
Refund	447.98
Training & Workshops	
Advanced	4,920.00
Training & Workshops - Other	25.00
Total Training & Workshops	4,945.00
VORP	
Charlevoix	7,100.00
Emmet	5,625.00
Total VORP	12,725.00
Total Income	172,347.06
Expense	
Accounting	2,485.00
Advertising	2,350.05
Charlevoix Office	
Rent	1,100.00
Telephone	907.13
Total Charlevoix Office	2,007.13
Communications	
Internet	642.30
Telephone	2,390.63
Total Communications	3,032.93
Contractual	2,812.00
Equipment Expense	
Purchase	5,699.50
Repair & Maintenance	247.50
Total Equipment Expense	5,947.00
Fringe Benefits	
Education	46.06
Health Insurance	454.80
Unemployment	752.40
Total Fringe Benefits	1,253.26
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	594.00
Total Insurance	1,324.00
IntyINT	0.00

12/03/14

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2014

	Jan - Nov '14
Occupancy	
Rent	5,500.00
Total Occupancy	5,500.00
Other	
Board	2,337.99
Executive Director	1,389.92
Hospitality	1,384.29
Licenses, Fees, Dues	850.00
PD	1,359.00
Staff Retreat	125.00
Theatre Party	4,126.24
Total Other	11,572.44
Payroll Expenses	8,110.54
Postage	1,577.97
Printing	2,728.00
Refund Expense	300.00
Reimbursement	
Restitution	3.73
Total Reimbursement	3.73
Salaries and Wages	94,434.90
Supplies	3,209.11
Training	
Advanced	3,981.45
Security	696.00
Total Training	4,677.45
Travel	
Lodging	1,231.46
Meals	615.56
Mileage	4,416.86
Other	10.00
Total Travel	6,273.88
Void	0.00
Total Expense	159,599.39
Net Income	12,747.67

12/03/14

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2014

	<u>Jan - Nov '14</u>
Angele Larson	87.50
AT&T	3,720.26
Bed, Bath & Beyond	13.77
Bert Rousseau	2,841.46
Bill & Carol's	180.81
Blarney Castle	3.73
Boyne Area Chamber of Commerce	290.00
Cash	400.00
Charlevoix Chamber of Commerce	360.00
Charlevoix Community Pool	25.00
City of Charlevoix	1,100.00
City Park Grill	294.32
Conflict Resolution Services	150.00
Conni Zingler	22.40
Crossroads Industries	35.00
Dennis Mac Donell	240.13
Emmet County Recycling	78.00
Frankenmuth Insurance	1,324.00
Gaslight Media	654.80
Gordon Food Service	488.11
Harbor Springs Chamber of Commerce	105.00
Hi-Tech	9,485.49
Jane Millar	4,690.33
Julienne Tomatoes	174.50
K-Mart	6.36
LRBOI Tribal Court	600.00
MACM	400.00
Mason & Kammermann	2,485.00
McCardel Water Conditioning	126.00
McLaren Northern Michigan Foundation	15.00
Meyer Hardware	63.10
North Sky	1,254.19
Northern Michigan Review	1,845.44
Office Max	1,282.99
Oleson's	159.69
Online Payroll Service Fee	110.00
Payroll Distribution	102,545.44
Petoskey Chamber of Commerce	983.00
Petoskey Cinema	1,032.00
Pitney Bowes	658.37
Postmaster	85.39
Reserve Account	900.00
Roast & Toast	24.00
Rotary	165.25
Rotary Club of Petoskey	573.25
Sign & Design	125.00
Sky's the Limit	160.95
St. Francis Xavier	5,500.00
Stafford's Hospitality	2,090.51
State of Michigan	20.00
State of Michigan Bar Association	40.00
Steve Tresidder	1,400.00
Taylor Rental	514.50

12/03/14

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2014

	<u>Jan - Nov '14</u>
Terri Sevener	1,864.81
The 501 Alliance	752.40
The Dispute Resolution Center	149.00
The Print Shop	3,552.00
Trophy Case	95.00
Twisted Olive	337.00
United Way	50.00
Ward & Eis	106.00
Wayne Tri	336.31
Weathervane	233.08
Wiley Subscription Services	168.75
YMCA	25.00
TOTAL	<u><u>159,599.39</u></u>

12/03/14

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of November 30, 2014

	Nov 30, '14	Nov 30, '13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,548.20	6,528.59	19.61	0.3%
CD Bank of N. MI 804631	6,171.21	6,140.45	30.76	0.5%
CD Bank of N. MI 806536	6,334.79	6,311.16	23.63	0.4%
CD Char State Bank 18756	5,910.02	5,880.53	29.49	0.5%
CD Char State Bank 18910	12,112.48	12,070.14	42.34	0.4%
CD First Comm. Bank 60302215	7,798.71	7,775.37	23.34	0.3%
CD First Comm. Bank 60302716	5,560.36	5,543.73	16.63	0.3%
Checking Chase	32,275.26	17,609.77	14,665.49	83.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,696.38	15,620.90	75.48	0.5%
Savings Chase	18,078.53	18,063.60	14.93	0.1%
Savings NW Bank 710205349	10,274.27	10,268.57	5.70	0.1%
Total Checking/Savings	126,860.21	111,912.81	14,947.40	13.4%
Total Current Assets	126,860.21	111,912.81	14,947.40	13.4%
Fixed Assets				
Accumulated Depreciation	-18,412.95	-17,105.95	-1,307.00	-7.6%
Equipment				
Maintenance	190.00	25.00	165.00	660.0%
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	20,497.14	165.00	0.8%
Total Fixed Assets	2,249.19	3,391.19	-1,142.00	-33.7%
Other Assets				
Investments - CCCF	11,045.07	11,045.07	0.00	0.0%
Investments - PHSACF	11,455.46	11,455.46	0.00	0.0%
Total Other Assets	22,500.53	22,500.53	0.00	0.0%
TOTAL ASSETS	151,609.93	137,804.53	13,805.40	10.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	646.00	1,074.00	-428.00	-39.9%
Fica Tax Withheld	1,156.94	1,739.14	-582.20	-33.5%
Michigan Unemployment	886.27	0.00	886.27	100.0%
State Income Tax Withheld	286.26	463.74	-177.48	-38.3%
Total Other Current Liabilities	2,975.47	3,276.88	-301.41	-9.2%
Total Current Liabilities	2,975.47	3,276.88	-301.41	-9.2%
Total Liabilities	2,975.47	3,276.88	-301.41	-9.2%
Equity				
*Retained Earnings	135,886.80	133,394.72	2,492.08	1.9%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	12,747.67	1,132.94	11,614.73	1,025.2%
Total Equity	148,634.46	134,527.65	14,106.81	10.5%
TOTAL LIABILITIES & EQUITY	151,609.93	137,804.53	13,805.40	10.0%