

INCOME EXPENSE REPORT NOVEMBER 2013

INCOME CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
CDRP Funds		41,927.45	41,927.45	41,927.45	47,032.97
Agency Funds					
A. Charlevoix County		25,500.00	30,000.00	33,000.00	29,250.00
B. Emmet County		23,625.00	30,900.00	30,900.00	23,175.00
C. VORP Charlevoix		6,400.00	8,500.00	8,500.00	7,800.00
D. VORP Emmet		6,250.00	7,500.00	7,500.00	6,875.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	300.00	6,562.50	3,600.00	6,600.00	2,835.00
F. ACVS Fees		2,625.00	2,000.00	2,625.00	2,400.00
G. SPED Fees		1,000.00	500.00	2,000.00	2,200.00
H. Donations		3,614.81	3,000.00	3,614.81	4,250.28
I. Designated Gifts					
J. Donor Campaign	1,125.00	2,450.00	3,000.00	2,450.00	100.00
K. Theatre Party					
1. Sponsorships		6,295.65	4,700.00	6,295.65	4,700.00
2. Ticket Sales		2,850.00	2,800.00	2,850.00	2,800.00
3. Other		1,692.40	600.00	1,692.40	1,607.60
L. Bartending					
M. Reimbursement/Rebate		147.57		147.57	59.00
N. Interest	4.93	95.61	300.00	100.00	76.71
O. Training					
1. 40-Hour		5,528.38	8,000.00	5,528.38	
2. Advanced - Spring		1,500.00	1,500.00	1,500.00	
3. Advanced - Fall					1,210.00
4. Special Education		205.86		205.86	
5. Corporate		100.00		100.00	
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation				2,708.00	
C. Petoskey Foundation					1,460.00
D. United Way		2,798.00	625.00	3,884.50	2,191.25
E. Revenue Sharing					
F. Rotary					527.00
G. Womens Club				500.00	
Transfer from Savings			9,125.28		
TOTAL INCOME	1,429.93	149,168.23	166,577.73	172,629.62	148,549.81
In Kind					
A. Accounting Services	100.00	485.00	500.00	500.00	300.00
B. Volunteer Mediators	10,350.00	179,962.50	157,670.00	157,670.00	145,747.50
C. Volunteer Labor					20.00
D. Volunteer Training		3,600.00	600.00	3,600.00	
E. Mediation Locations	450.00	6,150.00	5,520.00	5,520.00	5,050.00
F. Rent	1,300.00	14,300.00	15,600.00	15,600.00	12,600.00
G. Equipment/Supplies		1,239.29		1,239.29	
H. Cell Phone	149.21	1,907.42	2,400.00	1,800.00	2,971.41
I. Theatre Party		1,531.00	2,500.00	1,531.00	2,423.50
J. Training Locations		2,400.00	2,500.00	2,500.00	
K. Mileage		134.87	500.00	500.00	
L. GoToMyPC	19.95	219.45	240.00	240.00	239.40
M. Supplies		803.83		729.64	
N. Refund		150.00		150.00	
IN KIND INCOME	12,369.16	212,883.36	188,030.00	191,579.93	169,351.81
TOTAL + IN KIND INCOME	13,799.09	362,051.59	354,607.73	364,209.55	317,901.62

EXPENSE CATEGORY	MONTH	2013 YTD	2013 Budget	Projected	2012 YTD
1. Personnel					
A. Salaries	11,367.24	90,937.92	98,516.00	98,516.00	92,168.68
B. FICA	869.57	6,956.74	7,536.47	7,536.47	7,251.32
C. Worker's Compensation		498.00	498.00	498.00	498.00
D. Unemployment		792.30	976.60	976.60	1,104.23
E. Insurance/Education	1,009.00	2,229.66	7,500.00	4,500.00	5,054.86
2. Accounting	250.00	1,475.00	1,500.00	1,475.00	1,100.00
3. Advertising	110.00	1,532.85	1,655.00	1,655.00	1,707.43
4. Charlevoix Office					
A. Rent	100.00	1,100.00	1,200.00	1,200.00	1,100.00
B. Telephone	69.58	785.33	800.00	850.00	766.88
C. Equipment					99.00
5.. Communications					
A. Telephone	212.76	2,124.22	2,500.00	2,325.00	2,314.17
B. Internet	54.95	714.35	660.00	800.00	549.50
6. Contractual		1,542.00	1,800.00	1,800.00	1,045.00
7. Equipment					
A. Purchase		409.94	800.00	800.00	688.94
B. Repair & Maintenance		380.00	500.00	500.00	225.00
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	5,000.00	6,000.00	6,000.00	5,500.00
10. Other					
A. Board		502.34	696.50	696.50	589.95
B. Executive Director		1,093.43	1,827.00	1,827.00	1,152.19
C. Hospitality		505.88	725.00	725.00	498.07
D. Licenses, Fees, Dues	187.00	1,269.95	1,235.16	1,269.95	1,037.00
E. PD		1,357.00	500.00	1,500.00	420.00
F. Shoplifting					
G. Staff Retreat	150.00	150.00	100.00	150.00	100.00
H. Theatre Party		3,881.56	2,057.50	3,881.56	3,452.02
11. Postage		489.76	1,800.00	900.00	1,486.90
12. Printing	455.00	3,084.00	1,700.00	3,200.00	1,776.00
13. Reimbursement		50.00		50.00	250.00
14. Supplies	84.45	2,908.55	3,000.00	3,200.00	2,701.93
15. Training					
A. 40-Hour		6,269.26	7,040.00	6,269.26	
B. Advanced Spring		2,452.63	2,480.00	2,452.63	150.00
C. Advanced Fall		1,326.93		1,326.93	1,930.05
D. Special Education		205.86		205.86	
16. Travel					
A. Lodging		254.26	780.00	254.26	966.88
B. Meals		208.40	235.50	235.50	305.72
C. Mileage	471.19	4,051.61	7,735.00	7,735.00	4,370.03
D. Other	3.00	115.00		115.00	
TOTAL EXPENSES	15,893.74	147,384.73	166,577.73	167,650.52	143,089.75
16. Gain (Loss)				4,979.10	
Comparison of Income & Expenses				172,629.62	

12/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

November 2013

	<u>Nov '13</u>
Income	
Donation	
Donor Campaign	1,125.00
Total Donation	<u>1,125.00</u>
Fees	
Breach of Contract	150.00
Divorce	75.00
Domestic	25.00
Property	50.00
Total Fees	<u>300.00</u>
Interest	4.93
Total Income	<u>1,429.93</u>
Expense	
Accounting	250.00
Advertising	110.00
Charlevoix Office	
Rent	100.00
Telephone	69.58
Total Charlevoix Office	<u>169.58</u>
Communications	
Internet	54.95
Telephone	212.76
Total Communications	<u>267.71</u>
Fringe Benefits	
Education	1,009.00
Total Fringe Benefits	<u>1,009.00</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Licenses, Fees, Dues	187.00
Staff Retreat	150.00
Total Other	<u>337.00</u>
Payroll Expenses	869.57
Printing	455.00
Salaries and Wages	11,367.24
Supplies	84.45
Travel	
Mileage	471.19
Other	3.00
Total Travel	<u>474.19</u>
Total Expense	<u>15,893.74</u>
Net Income	<u><u>-14,463.81</u></u>

12/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
November 2013

	<u>Nov '13</u>
AT&T	282.34
Bert Rousseau	417.03
Charlevoix Chamber of Commerce	110.00
City of Charlevoix	100.00
Gaslight Media	84.95
Gordon Food Service	79.45
Mason & Kammermann	250.00
McCardel Water Conditioning	5.00
NAFCM	67.00
North Central Michigan College	1,009.00
Online Payroll Service Fee	10.00
Payroll Distribution	12,236.81
Petoskey Chamber of Commerce	80.00
St. Francis Xavier	500.00
Terri Sevener	57.16
The Print Shop	455.00
Twisted Olive	150.00
TOTAL	<u><u>15,893.74</u></u>

12/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2013

	<u>Jan - Nov '13</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	12,578.24
2nd Quarter	10,481.86
3rd Quarter	8,385.49
4th Quarter	10,481.86
Total CDRP Funds	<u>41,927.45</u>
County Funding	
Charlevoix	25,500.00
Emmet	23,625.00
Total County Funding	<u>49,125.00</u>
Donation	
Donor Campaign	2,450.00
Mileage	199.81
Donation - Other	3,415.00
Total Donation	<u>6,064.81</u>
Fees	
ACVS	2,625.00
Breach of Contract	950.00
Cancellation	75.00
Custody	25.00
Divorce	3,525.00
Domestic	625.00
Landlord/Tenant	200.00
Post Judgement	75.00
Property	387.50
Real Estate	100.00
Shoplifting	600.00
SPED	1,000.00
Total Fees	<u>10,187.50</u>
Fund Raising	
Theatre Party	
Donation	1,020.00
Raffle	240.00
Refund	11.00
Sponsor	6,295.65
Tickets	2,850.00
Theatre Party - Other	421.40
Total Theatre Party	<u>10,838.05</u>
Total Fund Raising	<u>10,838.05</u>
Grants	
United Way	2,798.00
Total Grants	<u>2,798.00</u>
Interest	95.61
Refund	147.57

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2013

	<u>Jan - Nov '13</u>
Training & Workshops	
40-Hour	5,528.38
Advanced	1,500.00
Mitchell Graphics	100.00
Special Education	205.86
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Total Training & Workshops	7,334.24
VORP	
Charlevoix	6,400.00
Emmet	6,250.00
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Total VORP	12,650.00
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Total Income	149,168.23
Expense	
Accounting	1,475.00
Advertising	1,532.85
Charlevoix Office	
Rent	1,100.00
Telephone	785.33
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Total Charlevoix Office	1,885.33
Communications	
Internet	714.35
Telephone	2,124.22
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Total Communications	2,838.57
Contractual	1,542.00
Equipment Expense	
Purchase	409.94
Repair & Maintenance	380.00
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Total Equipment Expense	789.94
Fringe Benefits	
Education	2,229.66
Unemployment	792.30
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Total Fringe Benefits	3,021.96
Insurance	
Business Protector	730.00
Worker's Compensation	498.00
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Total Insurance	1,228.00
Occupancy	
Rent	5,000.00
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Total Occupancy	5,000.00

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2013

	<u>Jan - Nov '13</u>
Other	
Board	502.34
Executive Director	1,093.43
Hospitality	505.88
Licenses, Fees, Dues	1,269.95
PD	1,357.00
Staff Retreat	150.00
Theatre Party	3,881.56
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Total Other	8,760.16
Payroll Expenses	6,956.74
Postage	489.76
Printing	3,084.00
Refund Expense	50.00
Salaries and Wages	90,937.92
Supplies	2,908.55
Training	
40-Hour	6,269.26
Advanced	3,779.56
Special Education	205.86
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Total Training	10,254.68
Travel	
Lodging	254.26
Meals	208.40
Mileage	4,051.61
Other	115.00
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Total Travel	4,629.27
Void	0.00
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Total Expense	147,384.73
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Net Income	1,783.50
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2013

	<u>Jan - Nov '13</u>
American Spoon	32.85
Anne Bachle Fifer	1,806.46
AT&T	2,909.55
Bert Rousseau	3,259.32
Big Horn County Historical Museum	75.00
Boyne Area Chamber of Commerce	275.00
Charlevoix Chamber of Commerce	360.00
Charlevoix County Community Foundation	10.00
Chase Bank	22.95
Chris Etienne	100.00
City of Charlevoix	1,100.00
City Park Grill	470.04
Conni Zingler	47.94
Diane Huff	16.41
Dog Eat Dog Graphic Designs	247.50
Doug Basel	64.94
Emmet County Department of Public Works	72.00
Frankenmuth Insurance	1,228.00
Gaslight Media	1,104.35
Glen's Supermarket	11.98
Gordon Food Service	554.14
Harbor Springs Chamber of Commerce	105.00
Hi-Tech	3,262.94
Island Airways	94.00
Jane Millar	2,619.96
Johan's	163.45
Julienne Tomatoes	182.90
Kiwanis	280.00
MACM	350.00
Mark Dancer	150.00
Mason & Kammermann	1,475.00
McCardel Water Conditioning	122.25
McLaren Northern Michigan Foundation	15.00
Meyer Hardware	64.37
Mike VanAst	143.81
NAFCM	67.00
North Central Michigan College	1,759.50
Northern Michigan Review	1,406.70
Oakland Community Mediation	564.85
Oakland Mediation Center	3,500.00
Office Max	1,119.79
Oleson's	125.72
Online Payroll Service Fee	120.00
Payroll Distribution	97,894.66
Petoskey-Harbor Springs Foundation	10.00
Petoskey Chamber of Commerce	645.00
Petoskey Cinema	924.00
Pierpont Productions	25.00
Pitney Bowes	483.48
Ray Richard	50.00
Roast & Toast	144.65
Rotary	564.50
Royal Publishing	45.00
Scott Kingdon	29.89

12/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2013

	<u>Jan - Nov '13</u>
Sign & Design	125.00
Sky's the Limit	53.99
St. Francis Xavier	5,000.00
Stafford's Hospitality	1,034.75
State of Michigan	20.00
Steve Tresidder	1,200.00
Taylor Rental	442.60
Terri Sevens	1,834.58
The 501 Alliance	792.30
The Print Shop	3,713.00
Trophy Case	24.00
Twisted Olive	150.00
United States Treasury	140.00
United Way	50.00
Van's Business Machines	90.00
Weathervane	268.91
Wiley Subscription Services	168.75
TOTAL	<u><u>147,384.73</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of November 30, 2013

	Nov 30, '13	Nov 30, '12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,528.59	6,509.04	19.55	0.3%
CD Bank of N. MI 804631	6,140.45	6,086.82	53.63	0.9%
CD Bank of N. MI 806536	6,311.16	0.00	6,311.16	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	18,214.82	18,281.70	-66.88	-0.4%
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	18,059.11	18,047.27	11.84	0.1%
Savings NW Bank 710205349	10,268.57	10,263.44	5.13	0.1%
Total Checking/Savings	112,464.34	112,217.50	246.84	0.2%
Total Current Assets	112,464.34	112,217.50	246.84	0.2%
Fixed Assets				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
Equipment				
Maintenance	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	3,441.19	5,035.14	-1,593.95	-31.7%
Other Assets				
Investments - CCCF	11,045.07	10,543.37	501.70	4.8%
Investments - PHSACF	11,455.46	10,608.41	847.05	8.0%
Total Other Assets	22,500.53	21,151.78	1,348.75	6.4%
TOTAL ASSETS	138,406.06	138,404.42	1.64	0.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	1,074.00	1,085.19	-11.19	-1.0%
Fica Tax Withheld	1,739.14	1,511.81	227.33	15.0%
State Income Tax Withheld	463.74	463.74	0.00	0.0%
Total Other Current Liabilities	3,276.88	3,060.74	216.14	7.1%
Total Current Liabilities	3,276.88	3,060.74	216.14	7.1%
Total Liabilities	3,276.88	3,060.74	216.14	7.1%
Equity				
*Retained Earnings	133,345.69	130,087.00	3,258.69	2.5%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	1,783.50	5,256.69	-3,473.19	-66.1%
Total Equity	135,129.18	135,343.68	-214.50	-0.2%
TOTAL LIABILITIES & EQUITY	138,406.06	138,404.42	1.64	0.0%