

## INCOME EXPENSE REPORT NOVEMBER 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		47,032.97	47,032.97	47,032.97	45,819.56
Agency Funds					
A. Charlevoix County		29,250.00	33,000.00	29,250.00	24,750.00
B. Emmet County	7,725.00	23,175.00	30,900.00	30,900.00	23,175.00
C. VORP Charlevoix	800.00	7,800.00	8,500.00	8,500.00	6,300.00
D. VORP Emmet	625.00	6,875.00	7,500.00	7,500.00	5,625.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	340.00	2,835.00	3,500.00	3,000.00	3,195.00
F. ACVS Fees		2,400.00	2,300.00	2,400.00	2,600.00
G. SPED Fees		2,200.00	500.00	2,200.00	
H. Donations		4,250.28	3,000.00	4,250.28	3,010.50
I. Designated Gifts					
J. Donor Campaign	100.00	100.00	3,000.00	2,000.00	3,050.00
K. Theatre Party					
1. Sponsorships		4,700.00	5,000.00	4,700.00	4,999.01
2. Ticket Sales		2,800.00	3,900.00	2,800.00	3,925.00
3. Other		1,607.60	100.00	1,607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate		59.00		59.00	9.62
N. Interest	8.04	76.71	2,000.00	200.00	1,545.65
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	0.00	
3. Advanced - Fall		1,210.00	1,200.00	1,210.00	3,508.00
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation		1,460.00		1,460.00	3,200.00
D. United Way		2,191.25	941.25	2,191.25	2,632.50
E. Charlevoix Lions					200.00
F. Rotary	527.00	527.00		527.00	
Transfer from Savings			6,391.35	4,418.70	
<b>TOTAL INCOME</b>	<b>10,125.04</b>	<b>148,549.81</b>	<b>167,965.57</b>	<b>164,206.80</b>	<b>149,469.54</b>
In Kind					
A. Accounting Services		300.00	500.00	500.00	345.00
B. Volunteer Mediators	14,355.00	145,747.50	162,072.00	162,072.00	135,060.00
C. Volunteer Labor		20.00		20.00	890.00
D. Volunteer Training			600.00	0.00	600.00
E. Mediation Locations	450.00	5,050.00	6,120.00	6,120.00	5,100.00
F. Rent	1,300.00	12,600.00	15,600.00	15,600.00	11,700.00
G. Equipment/Supplies					160.00
H. Cell Phone		2,971.41	715.00	3,100.00	594.54
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00	0.00	2,000.00
K. Mileage			500.00	500.00	182.10
L. GoToMyPC	19.95	239.40	240.00	260.00	199.50
<b>IN KIND INCOME</b>	<b>16,124.95</b>	<b>169,351.81</b>	<b>189,847.00</b>	<b>190,595.50</b>	<b>159,335.64</b>
<b>TOTAL + IN KIND INCOME</b>	<b>26,249.99</b>	<b>317,901.62</b>	<b>357,812.57</b>	<b>354,802.30</b>	<b>308,805.18</b>

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	11,367.24	92,168.68	99,516.00	99,516.00	79,687.02
B. FICA	869.61	7,251.32	7,612.97	7,800.00	6,096.09
C. Worker's Compensation		498.00	498.00	498.00	498.00
D. Unemployment		1,104.23	986.60	1,104.23	1,023.34
E. Insurance/Education	384.00	5,054.86	7,500.00	7,500.00	3,579.73
2. Accounting		1,100.00	3,520.00	1,350.00	850.00
3. Advertising	110.00	1,707.43	1,430.00	1,600.00	1,701.52
4. Charlevoix Office					
A. Rent	100.00	1,100.00	1,200.00	1,200.00	1,000.00
B. Telephone	65.43	766.88	700.00	800.00	585.08
C. Supplies					
D. Equipment		99.00		99.00	
5.. Communications					
A. Telephone	210.71	2,314.17	2,700.00	2,500.00	2,265.35
B. Internet	54.95	549.50	660.00	660.00	543.50
6. Contractual		1,045.00	2,200.00	1,500.00	2,004.33
7. Equipment					
A. Purchase		688.94	500.00	800.00	1,339.00
B. Repair & Maintenance		225.00	1,000.00	500.00	521.85
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	31.19	589.95	696.50	696.50	461.74
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	56.01	1,152.19	1,927.00	1,927.00	984.02
D. Hospitality		498.07	600.00	800.00	385.08
E. Licenses, Fees, Dues	320.00	1,037.00	920.00	920.00	360.00
F. PD		420.00	700.00	700.00	320.00
G. Shoplifting					
H. Staff Retreat	100.00	100.00	100.00	100.00	
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	92.47	1,486.90	1,700.00	1,700.00	1,384.47
12. Printing	169.00	1,776.00	1,500.00	1,800.00	600.00
13. Refund		250.00		250.00	
14. Reimbursement					25.00
15. Supplies	201.12	2,701.93	3,000.00	3,000.00	2,482.05
16. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall		1,930.05	2,800.00	1,930.05	3,330.39
17. Travel					
A. Lodging	156.80	966.88	585.00	950.00	401.97
B. Meals	130.82	305.72	157.00	225.00	83.91
C. Mileage	952.94	4,370.03	9,955.00	9,955.00	2,430.31
D. Other					7.00
<b>TOTAL EXPENSES</b>	<b>15,872.29</b>	<b>143,089.75</b>	<b>167,965.57</b>	<b>164,206.80</b>	<b>128,861.48</b>
18. Gain (Loss)					
Comparison of Income & Expenses					

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

November 2012

	<u>Nov '12</u>
<b>Income</b>	
<b>County Funding</b>	
Emmet	7,725.00
<b>Total County Funding</b>	7,725.00
<b>Donation</b>	
Donor Campaign	100.00
<b>Total Donation</b>	100.00
<b>Fees</b>	
Breach of Contract	40.00
Neighbor	50.00
Shoplifting	250.00
<b>Total Fees</b>	340.00
<b>Grants</b>	
Rotary Club of Petoskey	527.00
<b>Total Grants</b>	527.00
<b>Interest</b>	8.04
<b>VORP</b>	
Charlevoix	800.00
Emmet	625.00
<b>Total VORP</b>	1,425.00
<b>Total Income</b>	10,125.04
<b>Expense</b>	
<b>Advertising</b>	110.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	65.43
<b>Total Charlevoix Office</b>	165.43
<b>Communications</b>	
Internet	54.95
Telephone	210.71
<b>Total Communications</b>	265.66
<b>Fringe Benefits</b>	
Education	384.00
<b>Total Fringe Benefits</b>	384.00
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	500.00
<b>Other</b>	
Board	31.19
Executive Director	56.01
Licenses, Fees, Dues	320.00
Staff Retreat	100.00
<b>Total Other</b>	507.20

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

November 2012

	<u>Nov '12</u>
Payroll Expenses	869.61
Postage	92.47
Printing	169.00
Salaries and Wages	11,367.24
Supplies	201.12
Travel	
Lodging	156.80
Meals	130.82
Mileage	952.94
Total Travel	<u>1,240.56</u>
Total Expense	<u>15,872.29</u>
Net Income	<u><u>-5,747.25</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
November 2012

	<u>Nov '12</u>
AT&T	276.14
Bert Rousseau	1,003.97
Charlevoix Chamber of Commerce	110.00
City of Charlevoix	100.00
Gaslight Media	84.95
Gordon Food Service	12.99
Hi-Tech	140.00
Jane Millar	263.94
Kiwanis	200.00
McCardel Water Conditioning	5.00
Meyer Hardware	18.14
North Central Michigan College	384.00
Office Max	24.99
Online Payroll Service Fee	10.00
Payroll Distribution	12,236.85
Petoskey Chamber of Commerce	80.00
Postmaster	90.00
St. Francis Xavier	500.00
Terri Sevenser	62.32
The Print Shop	169.00
Twisted Olive	100.00
<b>TOTAL</b>	<b><u><u>15,872.29</u></u></b>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through November 2012

	<u>Jan - Nov '12</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
4th Quarter	11,758.25
<b>Total CDRP Funds</b>	<u>47,032.97</u>
<b>County Funding</b>	
Charlevoix	29,250.00
Emmet	23,175.00
<b>Total County Funding</b>	<u>52,425.00</u>
<b>Donation</b>	
Donor Campaign	100.00
Mileage	130.28
Donation - Other	4,120.00
<b>Total Donation</b>	<u>4,350.28</u>
<b>Fees</b>	
ACVS	2,400.00
Breach of Contract	170.00
Cancellation	65.00
Divorce	1,550.00
Neighbor	50.00
Property	50.00
Shoplifting	950.00
SPED	2,200.00
<b>Total Fees</b>	<u>7,435.00</u>
<b>Fund Raising</b>	
<b>Theatre Party</b>	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
<b>Total Theatre Party</b>	<u>9,107.60</u>
<b>Total Fund Raising</b>	<u>9,107.60</u>
<b>Grants</b>	
Petoskey Foundation	1,460.00
Rotary Club of Petoskey	527.00
United Way	2,191.25
<b>Total Grants</b>	<u>4,178.25</u>
<b>Interest</b>	76.71
<b>Refund</b>	59.00
<b>Training &amp; Workshops</b>	
Advanced	1,210.00
<b>Total Training &amp; Workshops</b>	<u>1,210.00</u>

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# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through November 2012

	<u>Jan - Nov '12</u>
<b>VORP</b>	
Charlevoix	7,800.00
Emmet	6,875.00
<b>Total VORP</b>	<u>14,675.00</u>
<b>Total Income</b>	148,549.81
<b>Expense</b>	
Accounting	1,100.00
Advertising	1,707.43
Charlevoix Office	
Equipment	99.00
Rent	1,100.00
Telephone	766.88
<b>Total Charlevoix Office</b>	<u>1,965.88</u>
Communications	
Internet	549.50
Telephone	2,314.17
<b>Total Communications</b>	<u>2,863.67</u>
Contractual	1,045.00
Equipment Expense	
Purchase	688.94
Repair & Maintenance	225.00
<b>Total Equipment Expense</b>	<u>913.94</u>
Fringe Benefits	
Education	1,659.17
Health Insurance	921.25
Insurance	2,474.44
Unemployment	1,104.23
<b>Total Fringe Benefits</b>	<u>6,159.09</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	498.00
<b>Total Insurance</b>	<u>1,228.00</u>
Occupancy	
Rent	5,500.00
<b>Total Occupancy</b>	<u>5,500.00</u>
Other	
Board	589.95
Executive Director	1,152.19
Hospitality	498.07
Licenses, Fees, Dues	1,037.00
PD	420.00
Staff Retreat	100.00
Theatre Party	3,452.02
<b>Total Other</b>	<u>7,249.23</u>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through November 2012

	<u>Jan - Nov '12</u>
Payroll Expenses	7,251.32
Postage	1,486.90
Printing	1,776.00
Refund Expense	250.00
Salaries and Wages	92,168.68
Supplies	2,701.93
Training	
Advanced	1,930.05
Update	150.00
Total Training	<u>2,080.05</u>
Travel	
Lodging	966.88
Meals	305.72
Mileage	4,370.03
Total Travel	<u>5,642.63</u>
Void	0.00
Total Expense	<u>143,089.75</u>
Net Income	<u><u>5,460.06</u></u>



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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through November 2012

	<u>Jan - Nov '12</u>
AT&T	3,081.05
Bay Harbor Golf Club	250.00
Bert Rousseau	2,995.87
Bill & Carol's	16.42
Blissfest	95.00
Boyer Area Chamber of Commerce	135.00
Charlevoix Chamber of Commerce	360.00
City of Charlevoix	1,100.00
City Park Grill	147.09
Crystal Mountain	300.84
Culligan	116.00
Dan O'Neil	250.00
Emmet County Department of Public Works	72.00
Frankenmuth Insurance	1,228.00
Gaslight Media	849.50
Gordon Food Service	439.06
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	2,620.85
Jane Millar	5,304.56
Johan's	29.00
Kiwanis	350.00
MACM	370.00
Marsha Harrison	106.56
Mason & Kammermann	1,100.00
MC Sports	21.17
McCardel Water Conditioning	42.75
McLaren Northern Michigan Foundation	15.00
McLean & Eakin	315.35
Meyer Hardware	500.09
MSU Extension	10.00
North Central Michigan College	1,434.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	548.12
Online Payroll Service Fee	110.00
Payroll Distribution	99,420.00
Petoskey Chamber of Commerce	1,110.00
Petoskey Cinema	793.50
Pitney Bowes	494.43
Postmaster	90.00
Reserve Account	900.00
Rotary	618.50
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	5,500.00
Stafford's Hospitality	473.42
State of Michigan	20.00
Steve Tresidder	1,200.00
Taylor Rental	427.00
Terri Sevener	260.75
The 501 Alliance	1,104.23
The Phone Man	150.00
The Print Shop	2,388.00
Trophy Case	76.00

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through November 2012

	<u>Jan - Nov '12</u>
Twisted Olive	100.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
<b>TOTAL</b>	<u><u>142,773.75</u></u>

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

As of November 30, 2012

	Nov 30, '12	Nov 30, '11	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,509.04	6,466.83	42.21	0.7%
CD Bank of N. MI 804631	6,086.82	6,041.35	45.47	0.8%
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	18,281.70	16,599.44	1,682.26	10.1%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,536.37	6.58	0.0%
Savings Chase	18,045.64	18,027.58	18.06	0.1%
Savings NW Bank 710205349	10,263.44	10,257.39	6.05	0.1%
<b>Total Checking/Savings</b>	<b>112,215.87</b>	<b>110,048.85</b>	<b>2,167.02</b>	<b>2.0%</b>
<b>Total Current Assets</b>	<b>112,215.87</b>	<b>110,048.85</b>	<b>2,167.02</b>	<b>2.0%</b>
<b>Fixed Assets</b>				
<b>Accumulated Depreciation</b>				
Equipment	-15,437.00	-13,177.00	-2,260.00	-17.2%
<b>Purchase</b>				
Purchase	658.00	658.00	0.00	0.0%
<b>Repair</b>				
Repair	205.00	0.00	205.00	100.0%
<b>Equipment - Other</b>				
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,677.14</b>	<b>20,472.14</b>	<b>205.00</b>	<b>1.0%</b>
<b>Total Fixed Assets</b>	<b>5,240.14</b>	<b>7,295.14</b>	<b>-2,055.00</b>	<b>-28.2%</b>
<b>Other Assets</b>				
Investments - CCCF	10,543.37	10,664.57	-121.20	-1.1%
Investments - PHSACF	10,608.41	10,794.43	-186.02	-1.7%
<b>Total Other Assets</b>	<b>21,151.78</b>	<b>21,459.00</b>	<b>-307.22</b>	<b>-1.4%</b>
<b>TOTAL ASSETS</b>	<b>138,607.79</b>	<b>138,802.99</b>	<b>-195.20</b>	<b>-0.1%</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%
Accrued State Unemp.	200.40	0.00	200.40	100.0%
Federal Income Tax Withheld	-2,020.36	-339.11	-1,681.25	-495.8%
Fica Tax Withheld	4,617.47	2,020.81	2,596.66	128.5%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	122.05	-48.71	170.76	350.6%
<b>Total Other Current Liabilities</b>	<b>2,701.56</b>	<b>1,414.99</b>	<b>1,286.57</b>	<b>90.9%</b>
<b>Total Current Liabilities</b>	<b>2,701.56</b>	<b>1,414.99</b>	<b>1,286.57</b>	<b>90.9%</b>
<b>Total Liabilities</b>	<b>2,701.56</b>	<b>1,414.99</b>	<b>1,286.57</b>	<b>90.9%</b>
<b>Equity</b>				
*Retained Earnings	130,446.18	130,102.54	343.64	0.3%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	5,460.06	7,285.47	-1,825.41	-25.1%
<b>Total Equity</b>	<b>135,906.23</b>	<b>137,388.00</b>	<b>-1,481.77</b>	<b>-1.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>138,607.79</b>	<b>138,802.99</b>	<b>-195.20</b>	<b>-0.1%</b>