

## INCOME AND EXPENSE REPORT NOVEMBER 2011

INCOME CATEGORY	MONTH	2011 YTD	PROJECTED	2011BUDGET	2010 YTD
CDRP Funds		45,819.56	45,119.56	45,119.56	57,968.81
Agency Funds					
A. Charlevoix County		24,750.00	33,000.00	33,000.00	23,200.00
B. Emmet County		23,175.00	30,900.00	30,900.00	23,125.00
C. VORP Charlevoix		6,300.00	8,500.00	8,500.00	6,300.00
D. VORP Emmet		5,625.00	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		3,195.00	3,500.00	4,000.00	4,375.00
F. ACVS Fees		2,600.00	2,600.00	1,700.00	1,275.00
G. SPED Fees			0.00	500.00	1,800.00
H. Donations		3,010.50	3,010.50	1,000.00	2,620.00
I. Designated Gifts					
J. Donor Campaign		3,050.00	3,050.00	3,000.00	4,598.00
K. Theatre Party					
1. Sponsorships		4,999.01	4,999.01	5,000.00	5,550.00
2. Ticket Sales		3,925.00	3,925.00	2,500.00	2,875.00
3. Other		210.70	210.70	500.00	673.60
L. Bartending		51.00	51.00		
M. Reimbursement/Rebate		9.62	9.62		1,954.08
N. Interest	1.48	1,551.74	1,801.56	1,000.00	271.51
O. Training					
1. 40-Hour			0.00	3,000.00	
2. Advanced - Fall		3,508.00	3,508.00	600.00	750.00
3. General Civil					100.00
P. Grants					
1. Bay Harbor Foundation		3,663.00	3,663.00		3663.00
2. Charlevoix Foundation					5000.00
3. Petoskey Foundation		3,200.00	3,200.00		2000.00
4. United Way		2,632.50	3,691.25		750.00
5. Charlevoix Lions		200.00	200.00		
Q. Dinner Party Fund Raiser					980.00
Transfer from Savings			185.02	15,396.03	
<b>TOTAL INCOME</b>	<b>1.48</b>	<b>149,475.63</b>	<b>170,413.52</b>	<b>171,215.59</b>	<b>163,454.00</b>
In Kind					
A. Accounting Services	410.00	755.00	755.00	500.00	780.00
B. Volunteer Mediators	19,345.50	154,405.50	160,000.00	190,000.00	176,317.50
C. Volunteer Labor		890.00	890.00		60.00
D. Volunteer Training		600.00	600.00		1,850.00
E. Mediation Locations		5,100.00	5,100.00	4,500.00	4,150.00
F. Rent	1,300.00	13,000.00	15,600.00	15,600.00	14,300.00
G. Equipment/Supplies		160.00	160.00		
H. Cell Phone	103.93	698.47	1,000.00	1,103.00	993.95
I. Theatre Party		2,504.50	2,504.50	2,450.00	2,450.43
J. Training Locations		2,000.00	2,000.00	4,000.00	600.00
K. Mileage		182.10	500.00	500.00	406.45
L. GoToMyPC	19.95	219.45	239.40	190.00	179.55
<b>IN KIND INCOME</b>	<b>21,179.38</b>	<b>180,515.02</b>	<b>189,348.90</b>	<b>218,843.00</b>	<b>202,087.88</b>
<b>TOTAL + IN KIND INCOME</b>	<b>21,180.86</b>	<b>329,990.65</b>	<b>359,762.42</b>	<b>390,058.59</b>	<b>365,541.88</b>

EXPENSE CATEGORY	MONTH	2011 YTD	PROJECTED	BUDGET	2010 YTD
1. Personnel					
A. Salaries	7,589.24	87,276.26	98,660.00	98,660.00	89,498.08
B. FICA	580.58	6,676.67	7,547.49	7,547.49	6,835.83
C. Worker's Compensation	135.00	633.00	633.00	604.00	505.00
D. Unemployment		1,023.34	1,023.34	986.60	1,142.06
E. Insurance/Education		3,579.73	7,500.00	7,500.00	2,312.92
2. Accounting	2,320.00	3,170.00	3,170.00	3,800.00	3,750.00
3. Advertising	30.00	1,731.52	1,800.00	1,430.00	1,705.98
4. Charlevoix Office					
A. Rent	100.00	1,100.00	1,200.00	1,200.00	1,100.00
B. Telephone	59.28	644.36	700.00	650.00	577.87
5.. Communications					
A. Telephone	202.68	2,468.03	2,600.00	2,500.00	2,356.31
B. Internet	54.95	598.45	660.00	660.00	582.45
6. Contractual		2,004.33	2,400.00	2,000.00	2,577.39
7. Equipment					
A. Purchase		1,339.00	1,339.00	0.00	999.00
B. Repair & Maintenance	25.00	546.85	700.00	1,500.00	1,985.10
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	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	5,500.00
10. Other					
A. Board		461.74	500.00	855.00	658.16
B. Dinner Party		40.00	40.00		
C. Executive Director		984.02	1,875.00	1,875.00	1,699.76
D. Hospitality		385.08	650.00	650.00	365.49
E. Licenses, Fees, Dues	10.00	370.00	812.50	812.50	1,045.45
F. PD		320.00	600.00	600.00	552.00
G. Shoplifting					19.38
H. Staff Retreat	100.00	100.00	100.00	100.00	
I. Theatre Party		2,470.62	2,470.62	2,445.00	2,611.13
J. Dinner Party Fund Raiser					875.00
11. Postage	17.05	1,401.52	2,000.00	2,000.00	2,319.24
12. Reimbursement		25.00	50.00		
13. Printing	530.00	1,130.00	2,000.00	2,000.00	2,574.55
14. Supplies	106.05	2,588.10	3,000.00	3,000.00	3,383.08
15. Training					
A. 40-Hour		5,670.11	5,670.11	7,900.00	
B. General Civil					1,214.58
C. Update - Fall		3,330.39	3,330.49	2,400.00	2,616.15
D. Child Protection					1,491.60
E. Divorce					331.42
16. Travel					
A. Lodging		401.97	401.97	585.00	580.63
B. Meals		83.91	157.00	157.00	160.09
C. Mileage	136.01	2,566.32	8,500.00	8,500.00	3,307.45
D. Other		7.00	25.00		
<b>TOTAL EXPENSES</b>	<b>12,495.84</b>	<b>141,357.32</b>	<b>170,413.52</b>	<b>171,215.59</b>	<b>147,963.15</b>
16. Gain (Loss)					
Comparison of Income & Expenses					

12/13/11

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

November 2011

	<u>Nov '11</u>
<b>Income</b>	
Interest	1.48
<b>Total Income</b>	<u>1.48</u>
<b>Expense</b>	
Accounting	2,320.00
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	59.28
<b>Total Charlevoix Office</b>	<u>159.28</u>
<b>Communications</b>	
Internet	54.95
Telephone	202.68
<b>Total Communications</b>	<u>257.63</u>
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	<u>25.00</u>
<b>Insurance</b>	
Worker's Compensation	135.00
<b>Total Insurance</b>	<u>135.00</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Licenses, Fees, Dues	10.00
Staff Retreat	100.00
<b>Total Other</b>	<u>110.00</u>
<b>Payroll Expenses</b>	580.58
<b>Postage</b>	17.05
<b>Printing</b>	530.00
<b>Salaries and Wages</b>	7,589.24
<b>Supplies</b>	106.05
<b>Travel</b>	
Mileage	136.01
<b>Total Travel</b>	<u>136.01</u>
<b>Total Expense</b>	<u>12,495.84</u>
<b>Net Income</b>	<u><u>-12,494.36</u></u>

12/13/11

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
November 2011

	<u>Nov '11</u>
AT&T	261.96
City of Charlevoix	100.00
Frankenmuth Insurance	135.00
Gaslight Media	84.95
Gordon Food Service	15.98
Hi-Tech	25.00
Mason & Kammermann	2,320.00
Office Max	90.07
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Pitney Bowes	17.05
St. Francis Xavier	500.00
The Print Shop	530.00
Twisted Olive	100.00
Wayne Tri	136.01
<b>TOTAL</b>	<u><u>12,495.84</u></u>

12/13/11

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through November 2011

	<u>Jan - Nov '11</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	13,535.87
2nd Quarter	11,279.89
3rd Quarter	9,023.91
4th Quarter	11,979.89
<b>Total CDRP Funds</b>	<u>45,819.56</u>
<b>County Funding</b>	
Charlevoix	24,750.00
Emmet	23,175.00
<b>Total County Funding</b>	<u>47,925.00</u>
<b>Donation</b>	
Donor Campaign	3,050.00
Mileage	133.50
Donation - Other	2,877.00
<b>Total Donation</b>	<u>6,060.50</u>
<b>Fees</b>	
ACVS	2,600.00
Breach of Contract	40.00
Divorce	2,000.00
Domestic	155.00
Employer/Employee	600.00
Shoplifting	400.00
<b>Total Fees</b>	<u>5,795.00</u>
<b>Fund Raising</b>	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,999.01
Tickets	3,925.00
<b>Total Theatre Party</b>	<u>9,134.71</u>
<b>Total Fund Raising</b>	<u>9,185.71</u>
<b>Grants</b>	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
Petoskey Foundation	3,200.00
United Way	2,632.50
<b>Total Grants</b>	<u>9,695.50</u>
<b>Interest</b>	1,551.74
<b>Refund</b>	9.62
<b>Training &amp; Workshops</b>	
Advanced	3,508.00
<b>Total Training &amp; Workshops</b>	<u>3,508.00</u>

12/13/11

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through November 2011

	<u>Jan - Nov '11</u>
<b>VORP</b>	
Charlevoix	6,300.00
Emmet	5,625.00
<b>Total VORP</b>	<u>11,925.00</u>
<b>Total Income</b>	149,475.63
<b>Expense</b>	
Accounting	3,170.00
Advertising	1,731.52
Charlevoix Office	
Rent	1,100.00
Telephone	644.36
<b>Total Charlevoix Office</b>	<u>1,744.36</u>
Communications	
Internet	598.45
Telephone	2,468.03
<b>Total Communications</b>	3,066.48
Contractual	2,004.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	546.85
<b>Total Equipment Expense</b>	<u>1,885.85</u>
Fringe Benefits	
Education	1,573.81
Insurance	2,005.92
Unemployment	1,023.34
<b>Total Fringe Benefits</b>	4,603.07
Insurance	
Business Protector	730.00
Worker's Compensation	633.00
<b>Total Insurance</b>	<u>1,363.00</u>
Occupancy	
Rent	5,500.00
<b>Total Occupancy</b>	<u>5,500.00</u>
Other	
Board	461.74
Dinner Party	40.00
Executive Director	984.02
Hospitality	385.08
Licenses, Fees, Dues	370.00
PD	320.00
Staff Retreat	100.00
Theatre Party	2,470.62
<b>Total Other</b>	<u>5,131.46</u>

12/13/11

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through November 2011

	<u>Jan - Nov '11</u>
Payroll Expenses	6,676.67
Postage	1,401.52
Printing	1,130.00
Reimbursement	
Fees	25.00
Total Reimbursement	25.00
Salaries and Wages	87,276.26
Supplies	2,588.10
Training	
40-Hour	5,670.11
Advanced	3,330.39
Total Training	9,000.50
Travel	
Lodging	401.97
Meals	83.91
Mileage	2,566.32
Other	7.00
Total Travel	3,059.20
Void	0.00
Total Expense	<u>141,357.32</u>
Net Income	<u><u>8,118.31</u></u>

12/13/11

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

	<u>Jan - Nov '11</u>
Ace Hardware	5.37
AT&T	3,112.39
Bert Rousseau	2,806.80
Bill Waters	2,600.00
Blissfest	70.00
Boyne Area Chamber of Commerce	325.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
Charlevoix Public Library	75.00
City of Charlevoix	1,120.00
City Park Grill	150.00
Crystal Mountain	280.06
Culligan	138.50
Dog Eat Dog Graphic Designs	56.25
Frankenmuth Insurance	1,363.00
Gaslight Media	928.45
George Willaert	25.00
Glen's Supermarket	92.25
Gordon Food Service	329.91
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,985.18
Jane Millar	1,232.44
Johan's	77.45
John Wiley & Sons, Inc.	166.50
MACM	300.00
Mason & Kammermann	3,170.00
McLean & Eakin	1,041.04
Meyer Hardware	7.16
Northern Michigan Review	243.60
Office Max	904.63
Oleson's	46.54
Online Payroll Service Fee	120.00
Payroll Distribution	93,952.93
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	801.52
Reserve Account	600.00
Rotary	569.00
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	5,500.00
Stafford's Hospitality	1,149.35
State of Michigan	20.00
Steve Tresidder	1,200.00
Symon's	26.45
Synergy	634.00
Taylor Rental	456.00
The 501 Alliance	1,023.34
The Print Shop	1,742.00
Trophy Case	49.44
Twisted Olive	100.00
USPS	64.35
Wanda Joseph	2,600.00



12/13/11

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

	<u>Jan - Nov '11</u>
Wayne Tri	3,349.79
Weathervane	178.14
<b>TOTAL</b>	<u><u>141,357.32</u></u>

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

As of November 30, 2011

	Nov 30, '11	Nov 30, '10	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,474.83	6,450.68	24.15	0.4%
CD Bank of N. MI 804631	6,041.35	5,958.83	82.52	1.4%
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	16,031.44	19,452.28	-3,420.84	-17.6%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,447.56	30.65	0.2%
Savings Chase	18,027.58	18,009.68	17.90	0.1%
Savings NW Bank 710205349	10,257.39	10,244.56	12.83	0.1%
<b>Total Checking/Savings</b>	<b>109,513.56</b>	<b>112,032.08</b>	<b>-2,518.52</b>	<b>-2.3%</b>
<b>Total Current Assets</b>	<b>109,513.56</b>	<b>112,032.08</b>	<b>-2,518.52</b>	<b>-2.3%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
<b>Equipment</b>				
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>20,472.14</b>	<b>19,814.14</b>	<b>658.00</b>	<b>3.3%</b>
<b>Total Fixed Assets</b>	<b>7,295.14</b>	<b>8,601.14</b>	<b>-1,306.00</b>	<b>-15.2%</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>138,267.70</b>	<b>140,633.22</b>	<b>-2,365.52</b>	<b>-1.7%</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	-339.11	548.98	-888.09	-161.8%
Fica Tax Withheld	2,020.81	1,154.58	866.23	75.0%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.71	-49.53	0.82	1.7%
<b>Total Other Current Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
<b>Total Current Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
<b>Total Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
<b>Equity</b>				
*Retained Earnings	128,734.41	127,753.52	980.89	0.8%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	8,118.31	11,449.68	-3,331.37	-29.1%
<b>Total Equity</b>	<b>136,852.71</b>	<b>139,203.19</b>	<b>-2,350.48</b>	<b>-1.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>138,267.70</b>	<b>140,633.22</b>	<b>-2,365.52</b>	<b>-1.7%</b>