

INCOME AND EXPENSE REPORT NOVEMBER 2010

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		57,968.81	57,368.81	57,368.81
Agency Funds				
A. Charlevoix County		23,200.00	30,000.00	30,000.00
B. Emmet County		23,125.00	30,000.00	30,000.00
C. VORP Charlevoix		6,300.00	8,500.00	8,500.00
D. VORP Emmet	625.00	5,625.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E. Donations		2,620.00	2,620.00	1,000.00
F. Fees for Service	690.00	4,375.00	3,800.00	4,000.00
G. SPED Fees		1,800.00	1,800.00	500.00
H. ACVS Fees		1,275.00	2,000.00	
I. Designated Gifts				
J. Donor Campaign	130.00	4,598.00	4,468.00	3,000.00
K. Theatre Party				
1. Sponsorships		5,550.00	5,550.00	5,000.00
2. Ticket Sales		2,875.00	2,875.00	2,000.00
3. Other		673.60	673.60	670.00
L. Reimbursement/Rebate	1.70	1,954.08	1,952.38	
M Interest	20.21	271.51	1,000.00	1,000.00
N. Training				
1. 40-Hour			0.00	3,000.00
2. Update - Fall		750.00	750.00	1,000.00
3. General Civil		100.00	100.00	300.00
4. Child Protection				
5. Divorce/Domestic Violence				
O. Dinner Party Fund Raiser	980.00	980.00		
Grants				
A. Bay Harbor Foundation		3,663.00	3,663.00	
B. Petoskey Foundation		2,000.00	2,000.00	
C. Charlevoix Foundation		5,000.00	5,000.00	
D. United Way		750.00	3,000.00	
Transfer from Savings				7,500.00
TOTAL INCOME	2,446.91	163,454.00	182,620.79	170,338.81
In Kind				
A. Accounting Services	100.00	780.00	680.00	500.00
B. Volunteer Mediators	13,500.00	176,317.50	183,600.00	183,600.00
C. Volunteer Labor	60.00	60.00		
D. Volunteer Training		1,850.00	1,850.00	
E. Mediation Locations	400.00	4,150.00	3,950.00	3,500.00
F. Rent	1,300.00	14,300.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	74.85	993.95	996.00	996.00
I. Theatre Party		2,450.43	2,450.43	1,500.00
J. Mileage		406.45	500.00	
K. Training Locations		600.00	600.00	4,000.00
L. GoToMyPC	19.95	179.55	190.00	
IN KIND INCOME	15,454.80	202,087.88	210,416.43	209,696.00
TOTAL + IN KIND INCOME	17,901.71	365,541.88	393,037.22	380,034.81

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	3,773.08	89,498.08	99,500.00	99,500.00
B. FICA	288.64	6,835.83	7,611.75	7,611.75
C. Worker's Compensation		505.00	518.00	518.00
D. Unemployment		1,142.06	1,142.06	995.00
E. Insurance/Education		2,312.92	7,500.00	7,500.00
2. Accounting		3,750.00	4,000.00	3,800.00
3. Training				
A. 40-Hour			0.00	2,500.00
B. General Civil		1,214.58	1,214.58	850.00
C. Update - Fall		2,616.15	2,616.15	2,900.00
D. Child Protection		1,491.60	1,491.60	250.00
E. Divorce		331.42	331.42	500.00
4. Contractual	42.50	2,577.39	2,777.38	2,200.00
5. Travel				
A. Lodging		580.63	580.63	585.00
B. Meals		160.09	635.25	635.25
C. Mileage	163.00	3,307.45	9,350.00	9,350.00
D. Other				
6. Equipment				
A. Purchase		999.00	1,700.00	1,500.00
B. Repair & Maintenance	25.00	1,985.10	2,000.00	1,500.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	5,500.00	6,000.00	6,000.00
B. Supplies	264.65	3,383.08	4,380.00	3,000.00
C. Communications				
1. Telephone	207.10	2,356.31	2,550.00	1,450.00
2. Internet	52.95	582.45	660.00	660.00
D. Postage	300.00	2,319.24	2,900.00	1,800.00
E. Printing	710.00	2,574.55	3,500.00	2,100.00
F. Insurance				
1. Employment Practices			235.00	235.00
2. Directors & Officers			1,333.00	1,333.00
3. Commercial Umbrella		300.00	300.00	300.00
4. Business Protection		430.00	430.00	430.00
8. Advertising	30.00	1,705.98	1,700.00	1,110.00
9. Other				
A. Board		658.16	700.00	645.00
B. Executive Director		1,699.76	2,000.00	1,360.00
C. Hospitality		365.49	1,100.00	1,100.00
D. PD		552.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	70.00	1,045.45	1,045.45	575.00
F. Theatre Party		2,611.13	2,611.13	2,445.00
G. Shoplifting		19.38	19.38	
H. Dinner Party Fund Raiser	875.00	875.00	875.00	
10. Grants				
A. Bay Harbor Foundation				
B. Petoskey Foundation				
C. Charlevoix Foundation				
D. United Way				
11. Charlevoix Office				
A. Rent	100.00	1,100.00	1,200.00	1,200.00
B. Telephone	52.09	577.87	600.00	600.00
C. Chamber				
E. Supplies			100.81	100.81
TOTAL EXPENSES	7,454.01	147,963.15	178,408.59	170,338.81
12. Gain (Loss)			4,212.20	
Comparison of Income & Expenses			182,620.79	

12/08/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

November 2010

	<u>Nov '10</u>
Income	
Donation	
Donor Campaign	130.00
Total Donation	<u>130.00</u>
Fees	
Consumer/Merchant	40.00
Custody	40.00
Divorce	570.00
Employer/Employee	40.00
Total Fees	<u>690.00</u>
Fund Raising	
Dinner Party	980.00
Total Fund Raising	<u>980.00</u>
Interest	20.21
Refund	1.70
VORP	
Emmet	625.00
Total VORP	<u>625.00</u>
Total Income	2,446.91
Expense	
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	52.09
Total Charlevoix Office	<u>152.09</u>
Communications	
Internet	52.95
Telephone	207.10
Total Communications	<u>260.05</u>
Contractual	42.50
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	<u>25.00</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Dinner Party	875.00
Licenses, Fees, Dues	70.00
Total Other	<u>945.00</u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
November 2010

	<u>Nov '10</u>
Payroll Expenses	288.64
Postage	300.00
Printing	710.00
Salaries and Wages	3,773.08
Supplies	264.65
Travel	
Mileage	<u>163.00</u>
Total Travel	<u>163.00</u>
Total Expense	<u>7,454.01</u>
Net Income	<u><u>-5,007.10</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
November 2010

	<u>Nov '10</u>
AT&T	259.19
Bert Rousseau	93.00
Birchwood Country Club	875.00
City of Charlevoix	100.00
Culligan	17.75
East Jordan Chamber of Commerce	60.00
Gaslight Media	82.95
Hi-Tech	67.50
Office Max	246.90
Online Payroll Service Fee	10.00
Payroll Distribution	4,061.72
Reserve Account	300.00
St. Francis Xavier	500.00
The Print Shop	710.00
Wayne Tri	70.00
TOTAL	<u><u>7,454.01</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2010

	<u>Jan - Nov '10</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	17,210.65
2nd Quarter	14,342.20
3rd Quarter	11,473.76
4th Quarter	14,342.20
Total CDRP Funds	<u>57,368.81</u>
County Funding	
Charlevoix	22,500.00
Emmet	22,500.00
Total County Funding	<u>45,000.00</u>
Donation	
Donor Campaign	4,598.00
Donation - Other	2,620.00
Total Donation	<u>7,218.00</u>
Fees	
ACVS	1,875.00
Cancellation	20.00
Civil Rights	175.00
Consumer/Merchant	40.00
Custody	40.00
Divorce	2,570.00
Domestic	350.00
Employer/Employee	40.00
General	80.00
Landlord/Tenant	60.00
Observation	100.00
Shoplifting	900.00
SPED	1,800.00
Total Fees	<u>8,050.00</u>
Fund Raising	
Dinner Party	980.00
Theatre Party	
Donation	91.00
Raffle	177.00
Refund	405.60
Sponsor	5,550.00
Tickets	2,875.00
Total Theatre Party	<u>9,098.60</u>
Total Fund Raising	<u>10,078.60</u>
Grants	
Bay Harbor	3,663.00
Charlevoix Foundation	5,000.00
Petoskey Foundation	2,000.00
United Way	750.00
Total Grants	<u>11,413.00</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2010

	<u>Jan - Nov '10</u>
Interest	271.51
Refund	1,954.08
Training & Workshops	
General Civil	100.00
Update	750.00
Total Training & Workshops	<u>850.00</u>
VORP	
Charlevoix	7,000.00
Emmet	6,250.00
Total VORP	<u>13,250.00</u>
Total Income	163,454.00
Expense	
Accounting	3,750.00
Advertising	1,750.48
Benefits	2,312.92
Charlevoix Office	
Rent	1,100.00
Telephone	577.87
Total Charlevoix Office	<u>1,677.87</u>
Communications	
Internet	582.45
Telephone	2,356.31
Total Communications	<u>2,938.76</u>
Contractual	2,577.39
Equipment Expense	
Purchase	999.00
Repair & Maintenance	1,985.10
Total Equipment Expense	<u>2,984.10</u>
Fringe Benefits	
Unemployment	1,142.06
Total Fringe Benefits	<u>1,142.06</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	505.00
Total Insurance	<u>1,235.00</u>
Occupancy	
Rent	5,500.00
Total Occupancy	<u>5,500.00</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2010

	<u>Jan - Nov '10</u>
Other	
Board	658.16
Dinner Party	875.00
Executive Director	1,655.26
Hospitality	365.49
Licenses, Fees, Dues	1,045.45
PD	552.00
Shoplifting Preventative	19.38
Theatre Party	2,611.13
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Total Other	7,781.87
Payroll Expenses	6,835.83
Postage	2,319.24
Printing	2,574.55
Salaries and Wages	89,498.08
Supplies	3,383.08
Training	
CDP	1,491.60
Divorce	331.42
General Civil	1,214.58
Update	2,616.15
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Total Training	5,653.75
Travel	
Lodging	580.63
Meals	160.09
Mileage	3,307.45
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Total Travel	4,048.17
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Total Expense	147,963.15
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Net Income	15,490.85
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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2010

	<u>Jan - Nov '10</u>
Anne Bachle Fifer	1,403.50
AT&T	2,934.18
Bay Harbor	32.00
BC Pizza	62.94
Ben Franklin	28.75
Bert Rousseau	2,727.23
Birchwood Country Club	875.00
Blissfest	70.00
Boyne Area Chamber of Commerce	265.00
Char-Em Great Start	15.00
Cheryl Bauman	576.81
Child Abuse Council	20.00
City of Charlevoix	1,100.00
City of Petoskey	10.00
Conflict Resolution Services	40.00
Crystal Mountain	260.00
Culligan	163.75
Dog Eat Dog Graphic Designs	236.25
East Jordan Chamber of Commerce	120.00
Frankenmuth Insurance	1,235.00
FraserTrebilcock Lawyers	1,340.00
Gaslight Media	1,047.45
Glen's Supermarket	31.68
Gordon Food Service	477.71
Harbor Springs Chamber of Commerce	125.00
Hi-Tech	5,366.49
Jane Millar	1,946.79
Johan's	11.40
John Wiley & Sons, Inc.	166.50
Julienne Tomatoes	104.38
K-Mart	59.18
Kathleen Lame	1,200.00
MACM	200.00
Mason & Kammermann	3,750.00
McLean & Eakin	42.00
Meyer Hardware	35.64
Michigan State University	25.00
Mighty Fine Pizza	69.00
Northern Michigan Review	463.49
Office Max	1,639.84
Oleson's	58.54
Online Payroll Service Fee	110.00
Payroll Distribution	96,333.91
Petoskey Chamber of Commerce	987.50
Petoskey Cinema	710.00
Pitney Bowes	1,410.81
Priority Health	1,163.58
Reserve Account	900.00
Rotary	641.50
Rotary Club of Grand Rapids	50.00
Scovies	83.70
Sherwin Williams	75.97
Sign & Design	125.00
Sky's the Limit	82.72

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2010

	<u>Jan - Nov '10</u>
St. Francis Xavier	5,500.00
Stafford's Hospitality	2,074.80
State of Michigan	30.00
Steve Tresidder	600.00
Synergy	317.00
Taylor Rental	423.00
The 501 Alliance	1,142.06
The Print Shop	2,907.20
Trophy Case	210.00
United Way	50.00
Wayne Tri	1,061.49
Weathervane	214.46
TOTAL	<u><u>147,540.20</u></u>

12/08/10

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of November 30, 2010

	Nov 30, '10	Nov 30, '09	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,450.68	6,377.04	73.64	1.2%
CD Bank of N. MI 804631	5,958.83	5,812.17	146.66	2.5%
CD Char State Bank 16925	5,277.40	5,277.40	0.00	0.0%
CD Char State Bank 18910	11,129.36	11,129.36	0.00	0.0%
CD First Comm. Bank 60302215	7,623.94	7,495.17	128.77	1.7%
CD First Comm. Bank 60302716	5,448.10	5,314.18	133.92	2.5%
CD Nat'l City Bank 4160286236	5,698.95	5,472.24	226.71	4.1%
Checking Chase	22,516.18	35,589.48	-13,073.30	-36.7%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,427.01	15,266.62	160.39	1.1%
Savings Chase	18,009.68	17,991.79	17.89	0.1%
Savings NW Bank 710205349	10,244.56	10,230.85	13.71	0.1%
Total Checking/Savings	113,884.69	126,056.30	-12,171.61	-9.7%
Total Current Assets	113,884.69	126,056.30	-12,171.61	-9.7%
Fixed Assets				
Accumulated Depreciation	-11,213.00	-11,213.00	0.00	0.0%
Equipment	19,814.14	19,814.14	0.00	0.0%
Total Fixed Assets	8,601.14	8,601.14	0.00	0.0%
Other Assets				
Investments - CCCF	10,000.00	0.00	10,000.00	100.0%
Investments - PHSACF	10,000.00	0.00	10,000.00	100.0%
Total Other Assets	20,000.00	0.00	20,000.00	100.0%
TOTAL ASSETS	142,485.83	134,657.44	7,828.39	5.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	274.51	502.50	-227.99	-45.4%
Fica Tax Withheld	577.30	1,170.92	-593.62	-50.7%
State Income Tax Withheld	-195.60	-32.83	-162.77	-495.8%
Total Other Current Liabilities	432.21	1,416.59	-984.38	-69.5%
Total Current Liabilities	432.21	1,416.59	-984.38	-69.5%
Total Liabilities	432.21	1,416.59	-984.38	-69.5%
Equity				
*Retained Earnings	126,562.78	121,171.74	5,391.04	4.5%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	15,490.85	12,069.12	3,421.73	28.4%
Total Equity	142,053.62	133,240.85	8,812.77	6.6%
TOTAL LIABILITIES & EQUITY	142,485.83	134,657.44	7,828.39	5.8%