

**INCOME AND EXPENSE
NOVEMBER 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		54,892.64	54,892.64	54,892.64
Agency Funds				
A. Charlevoix County	7,500.00	30,000.00	30,000.00	30,000.00
B. Emmet County		22,500.00	30,000.00	30,000.00
C. VORP Charlevoix		7,000.00	8,500.00	8,500.00
D. VORP Emmet	1,250.00	6,250.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E. Donations		965.00	965.00	450.00
F. Fees for Service	365.00	6,212.00	6,300.00	3,000.00
G. Designated Gifts		200.00	200.00	
H. Donor Campaign	150.00	3,875.00	3,875.00	3,000.00
I. SPED Fees		1,000.00	1,000.00	1,000.00
J. Theatre Party				
1. Sponsorships		5,125.00	5,125.00	6,000.00
2. Ticket Sales		2,475.00	2,475.00	3,000.00
3. Other		692.58	692.58	
K. Reimbursement/Rebate		491.58	491.58	
L. Interest	49.44	561.49	1,000.00	1,000.00
M. Training				
1. 40-Hour		6,100.00	6,100.00	1,500.00
2. Update - Winter		1,835.00	1,835.00	600.00
3. Update - Fall		1,135.00	1,135.00	
4. General Civil			0.00	300.00
5. Char-Em ISD/SPED			0.00	800.00
6. Divorce/Domestic Violence		76.25	76.25	
7. VORP		200.00	200.00	
N. Restitution Income		27.00	27.00	
O. Shoplifting		232.52	232.52	
Grants				
A. Bay Harbor Foundation		3,362.00	3,362.00	
B. Charlevoix Foundation	100.00	275.00	175.00	
C. Charlevoix Lions		500.00	500.00	
Rent		650.00	650.00	2,400.00
TOTAL INCOME	9,414.44	164,633.06	175,309.57	161,942.64
In Kind				
A. Accounting Services		515.00	515.00	400.00
B. Volunteer Mediators	13,875.00	171,073.50	175,000.00	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	300.00	2,850.00	3,000.00	4,000.00
F. Rent	1,300.00	14,300.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	83.09	851.52	930.00	700.00
I. Theatre Party		1,699.00	1,699.00	800.00
J. Mileage		18.18	18.18	
K. Training Locations		3,300.00	3,300.00	4,000.00
IN KIND INCOME	15,558.09	194,607.20	200,062.18	191,500.00
TOTAL + IN KIND INCOME	24,972.53	359,240.26	375,371.75	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,653.04	91,523.64	98,750.00	98,750.00
B. FICA	585.44	7,001.45	7,554.38	7,554.38
C. Worker's Compensation	128.00	646.00	646.00	531.00
D. Unemployment		415.44	987.50	987.50
E. Benefits	307.93	307.93	307.93	
2. Accounting	350.00	4,165.00	4,165.00	3,775.00
3. Training				
A. 40-Hour		5,226.09	5,226.09	4,500.00
B. General Civil			0.00	300.00
C. Update - Winter		2,743.10	2,743.10	2,700.00
D. Update - Fall	2,381.93	3,234.91	3,234.91	
E. VORP		1,267.56	1,267.56	
4. Contractual	420.00	2,239.54	2,300.00	2,200.00
5. Travel				
A. Lodging		672.50	672.50	585.00
B. Meals		202.99	300.00	635.25
C. Mileage	154.55	3,401.75	13,000.00	8,482.50
6. Equipment				
A. Purchase		2,248.94	2,500.00	1,223.52
B. Repair & Maintenance	25.00	2,140.38	2,300.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	5,500.00	6,000.00	6,000.00
B. Supplies	210.70	3,366.33	3,500.00	3,000.00
C. Communications				
1. Telephone	143.55	1,540.83	1,600.00	1,600.00
2. Internet	52.95	580.49	650.00	850.00
D. Postage	300.00	1,843.71	2,000.00	2,000.00
E. Printing		2,057.32	2,300.00	2,500.00
F. Insurance				
1. Employment Practices			224.00	224.00
2. Directors & Officers			1,270.00	1,270.00
3. Commercial Umbrella		300.00	300.00	300.00
4. Business Protection		430.00	430.00	460.00
8. Advertising	215.00	1,430.12	1,500.00	910.00
9. Other				
A. Board		86.42	200.00	945.00
B. Executive Director		1,146.80	1,380.00	1,310.00
C. Hospitality		370.87	800.00	1,100.00
D. PD		1,075.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	60.00	471.90	500.00	575.00
F. Annual Meeting				
G. Theatre Party		2,430.45	2,430.45	2,445.00
H. Shoplifting		145.01	145.01	
I. Refund		50.00	50.00	
J. Restitution Expense		27.00	27.00	
10. Grants				
A. Charlevoix Foundation			275.00	
B. Charlevoix Lions		500.00	500.00	
11. Charlevoix Office				
A. Rent	100.00	1,100.00	1,200.00	1,200.00
B. Telephone	63.28	569.53	600.00	600.00
C. Chamber		45.00	45.00	
D. Supplies		61.46	100.00	129.49
TOTAL EXPENSES	13,651.37	152,565.46	175,181.43	161,942.64
12. Gain (Loss)			128.14	
Comparison of Income & Expenses			175,309.57	161,942.64

12/07/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

November 2009

	<u>Nov '09</u>
Income	
County Funding	
Charlevoix	7,500.00
Total County Funding	7,500.00
Donation	
Donor Campaign	150.00
Total Donation	150.00
Fees	
Cancellation	40.00
Divorce	225.00
Shoplifting	100.00
Total Fees	365.00
Grants	
Charlevoix Foundation	100.00
Total Grants	100.00
Interest	49.44
VORP	
Emmet	1,250.00
Total VORP	1,250.00
Total Income	9,414.44
Expense	
Accounting	350.00
Advertising	215.00
Benefits	307.93
Charlevoix Office	
Rent	100.00
Telephone	63.28
Total Charlevoix Office	163.28
Communications	
Internet	52.95
Telephone	143.55
Total Communications	196.50
Contractual	420.00
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Insurance	
Worker's Compensation	128.00
Total Insurance	128.00
Occupancy	
Rent	500.00
Total Occupancy	500.00

12/07/09

NORTHERN COMMUNITY MEDIATION
Profit & Loss
November 2009

	<u>Nov '09</u>
Other	
Licenses, Fees, Dues	<u>60.00</u>
Total Other	60.00
Payroll Expenses	585.44
Postage	300.00
Salaries and Wages	7,653.04
Supplies	210.70
Training	
Earlene Baggett-Hayes	<u>2,381.93</u>
Total Training	2,381.93
Travel	
Mileage	<u>154.55</u>
Total Travel	<u>154.55</u>
Total Expense	<u>13,651.37</u>
Net Income	<u><u>-4,236.93</u></u>

12/07/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
November 2009

	<u>Nov '09</u>
AT&T	206.83
Bert Rousseau	204.55
Blissfest	60.00
City of Charlevoix	100.00
Core Documents, Inc.	114.00
Culligan	5.00
Earlene Baggett-Hayes	2,381.93
Frankenmuth Insurance	128.00
FraserTrebilcock Lawyers	360.00
Gaslight Media	82.95
Gordon Food Service	41.92
Hi-Tech	225.00
Mason & Kammermann	350.00
Office Max	23.78
Online Payroll Service Fee	10.00
Payroll Distribution	8,238.48
Petoskey Chamber of Commerce	75.00
Priority Health	193.93
Reserve Account	300.00
St. Francis Xavier	500.00
United Way	50.00
TOTAL	<u><u>13,651.37</u></u>

12/07/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2009

	<u>Jan - Nov '09</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	16,467.79
2nd Quarter	13,723.16
3rd Quarter	10,978.53
4th Quarter	13,723.16
Total CDRP Funds	<u>54,892.64</u>
County Funding	
Charlevoix	30,000.00
Emmet	22,500.00
Total County Funding	<u>52,500.00</u>
Donation	
Designated Gift	200.00
Donor Campaign	3,875.00
Donation - Other	965.00
Total Donation	<u>5,040.00</u>
Fees	
ACVS	2,140.00
Breach of Contract	80.00
Cancellation	40.00
Divorce	2,195.00
Domestic	350.00
Landlord/Tenant	40.00
Observation	100.00
Ord, Statute, Reg.	50.00
Probate	100.00
Property	50.00
Shoplifting	1,067.00
SPED	1,000.00
Total Fees	<u>7,212.00</u>
Fund Raising	
Theatre Party	
Donation	103.25
Raffle	177.00
Refund	405.63
Sponsor	5,125.00
Tickets	2,475.00
Theatre Party - Other	6.70
Total Theatre Party	<u>8,292.58</u>
Total Fund Raising	8,292.58
Grants	
Bay Harbor	3,362.00
Charlevoix Foundation	275.00
Charlevoix Lions	500.00
Total Grants	<u>4,137.00</u>

12/07/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2009

	<u>Jan - Nov '09</u>
Interest	561.49
Refund	491.58
Rental Income	650.00
Restitution Income	27.00
Shoplifting	232.52
Trainings & Workshops	
40-Hour	6,100.00
Divorce	76.25
Update	2,970.00
VORP	200.00
Total Training & Workshops	<u>9,346.25</u>
VORP	
Charlevoix	7,000.00
Emmet	6,250.00
Total VORP	<u>13,250.00</u>
Total Income	164,633.06
Expense	
Accounting	4,165.00
Advertising	1,430.12
Benefits	307.93
Charlevoix Office	
Dues	45.00
Rent	1,100.00
Supplies	61.46
Telephone	569.53
Total Charlevoix Office	<u>1,775.99</u>
Communications	
Internet	580.49
Telephone	1,540.83
Total Communications	<u>2,121.32</u>
Contractual	2,239.54
Equipment Expense	
Purchase	2,248.94
Repair & Maintenance	2,140.38
Total Equipment Expense	<u>4,389.32</u>
Fringe Benefits	
Unemployment	415.44
Total Fringe Benefits	<u>415.44</u>
Grant Expense	
Charlevoix Lion's	500.00
Total Grant Expense	<u>500.00</u>

12/07/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through November 2009

	<u>Jan - Nov '09</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	646.00
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Total Insurance	1,376.00
Occupancy	
Rent	5,500.00
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Total Occupancy	5,500.00
Other	
Board	86.42
Executive Director	1,146.80
Hospitality	370.87
Licenses, Fees, Dues	471.90
Professional Development	1,075.00
Refund	50.00
Shoplifting Preventative	145.01
Theatre Party	2,430.45
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Total Other	5,776.45
Payroll Expenses	7,001.45
Postage	1,843.71
Printing	2,057.32
Restitution Expense	27.00
Salaries and Wages	91,523.64
Supplies	3,366.33
Training	
40-Hour	5,226.09
Anne Bachle Fifer	2,743.10
Earlene Baggett-Hayes	3,234.91
VORP	1,267.56
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Total Training	12,471.66
Travel	
Lodging	672.50
Meals	202.99
Mileage	3,401.75
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Total Travel	4,277.24
Void	0.00
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Total Expense	152,565.46
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Net Income	12,067.60
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12/07/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2009

	<u>Jan - Nov '09</u>
Anne Bachle Fifer	1,402.40
AT&T	2,110.36
Bert Rousseau	1,954.46
Blissfest	60.00
Charlevoix Chamber of Commerce	45.00
Cheryl Bauman	1,822.14
City of Charlevoix	1,100.00
Core Documents, Inc.	114.00
Culligan	208.00
David Searles	53.80
Dog Eat Dog Graphic Designs	426.00
Earlene Baggett-Hayes	2,381.93
Frankenmuth Insurance	1,376.00
FraserTrebilcock Lawyers	360.00
Gaslight Media	1,004.24
Glen's Supermarket	58.36
Gordon Food Service	572.25
Hi-Tech	6,747.22
Home Depot	10.58
Jane Millar	3,069.06
Johan's	67.65
K-Mart	9.53
Kathleen Lame	3,000.00
Kathleen Wells	50.00
Keith Lapp	500.00
MACM	750.00
Mason & Kammermann	4,165.00
McLean & Eakin	24.33
Melanie Bunn	27.00
Meyer Hardware	109.12
Northern Michigan Review	781.60
O'Donnell Glass	18.77
Office Max	1,579.60
Oleson's	234.07
Online Payroll Service Fee	110.00
Partners in Prevention	65.00
Payroll Distribution	98,525.09
Petoskey Chamber of Commerce	540.00
Petoskey Cinema	764.50
Petoskey Printing	255.32
Pitney Bowes	893.69
Printed Checks	41.90
Priority Health	193.93
Radio Shack	16.31
Register of Copyrights	45.00
Reserve Account	950.02
Robert Jarema	350.00
Rotary	701.50
Sherwin Williams	117.35
Sign & Design	125.00
Sky's the Limit	85.99
St. Francis Xavier	5,500.00
Stafford's Hospitality	2,637.92
State of Michigan	20.00

12/07/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2009

	<u>Jan - Nov '09</u>
Taylor Rental	413.00
The 501 Alliance	415.44
The Print Shop	1,935.00
The Resolution Center	200.00
United Way	50.00
Wal-mart	31.03
WDRC	50.00
Westshore Dispute Resolution	590.00
TOTAL	<u><u>151,815.46</u></u>

12/07/09

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of November 30, 2009

	<u>Nov 30, '09</u>	<u>Nov 30, '08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	0.00	5,647.88	-5,647.88	-100.0%
CD Bank of N. MI 803611	6,377.04	6,183.13	193.91	3.1%
CD Bank of N. MI 804631	5,812.17	0.00	5,812.17	100.0%
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	7,565.00	7,565.00	0.00	0.0%
CD First Comm. Bank 60302716	5,128.54	5,128.54	0.00	0.0%
CD Nat'l City Bank 4160286236	5,472.24	5,472.24	0.00	0.0%
Checking Chase	35,589.48	34,272.68	1,316.80	3.8%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,266.62	15,072.27	194.35	1.3%
Savings Chase	17,990.27	17,971.64	18.63	0.1%
Savings NW Bank 710205349	10,230.85	10,198.65	32.20	0.3%
Total Checking/Savings	<u>125,938.97</u>	<u>124,018.79</u>	<u>1,920.18</u>	<u>1.6%</u>
Total Current Assets	<u>125,938.97</u>	<u>124,018.79</u>	<u>1,920.18</u>	<u>1.6%</u>
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	<u>8,601.14</u>	<u>8,601.14</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>134,540.11</u></u>	<u><u>132,619.93</u></u>	<u><u>1,920.18</u></u>	<u><u>1.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	502.50	292.34	210.16	71.9%
Fica Tax Withheld	1,170.92	552.91	618.01	111.8%
State Income Tax Withheld	-32.83	145.46	-178.29	-122.6%
Total Other Current Liabilities	<u>1,416.59</u>	<u>766.71</u>	<u>649.88</u>	<u>84.8%</u>
Total Current Liabilities	<u>1,416.59</u>	<u>766.71</u>	<u>649.88</u>	<u>84.8%</u>
Total Liabilities	<u>1,416.59</u>	<u>766.71</u>	<u>649.88</u>	<u>84.8%</u>
Equity				
*Retained Earnings	121,055.93	101,396.48	19,659.45	19.4%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	12,067.60	30,456.75	-18,389.15	-60.4%
Total Equity	<u>133,123.52</u>	<u>131,853.22</u>	<u>1,270.30</u>	<u>1.0%</u>
TOTAL LIABILITIES & EQUITY	<u><u>134,540.11</u></u>	<u><u>132,619.93</u></u>	<u><u>1,920.18</u></u>	<u><u>1.5%</u></u>