

INCOME EXPENSE REPORT OCTOBER 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds	11,758.25	47,032.97	47,032.97	47,032.97	45,819.56
Agency Funds					
A. Charlevoix County	12,750.00	29,250.00	33,000.00	29,250.00	24,750.00
B. Emmet County		15,450.00	30,900.00	30,900.00	23,175.00
C. VORP Charlevoix	1,425.00	7,000.00	8,500.00	8,500.00	6,300.00
D. VORP Emmet	625.00	6,250.00	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	400.00	2,495.00	3,500.00	2,600.00	3,195.00
F. ACVS Fees	500.00	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	50.00	4,250.28	3,000.00	4,250.28	3,010.50
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	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	1.63	68.67	2,000.00	300.00	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	1,000.00	1,460.00		1,460.00	3,200.00
D. United Way	625.00	2,191.25	941.25	2,191.25	2,632.50
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	4,245.70	
TOTAL INCOME	29,134.88	138,424.77	167,965.57	164,206.80	149,469.54
In Kind					
A. Accounting Services		300.00	500.00	500.00	345.00
B. Volunteer Mediators	17,250.00	131,392.50	162,072.00	162,072.00	135,060.00
C. Volunteer Labor		20.00			890.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	350.00	4,600.00	6,120.00	6,120.00	5,100.00
F. Rent	1,300.00	11,300.00	15,600.00	15,600.00	11,700.00
G. Equipment/Supplies					160.00
H. Cell Phone	148.61	2,971.41	715.00	1,615.00	594.54
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00	1,000.00	2,000.00
K. Mileage			500.00	500.00	182.10
L. GoToMyPC	19.95	219.45	240.00	240.00	199.50
IN KIND INCOME	19,068.56	153,226.86	189,847.00	190,670.50	159,335.64
TOTAL + IN KIND INCOME	48,203.44	291,651.63	357,812.57	354,877.30	308,805.18

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	80,801.44	99,516.00	99,516.00	79,687.02
B. FICA	579.72	6,381.71	7,612.97	7,800.00	6,096.09
C. Worker's Compensation	498.00	498.00	498.00	498.00	498.00
D. Unemployment	152.31	1,104.23	986.60	1,104.23	1,023.34
E. Insurance/Education	2,474.44	4,670.86	7,500.00	7,500.00	3,579.73
2. Accounting		1,100.00	3,520.00	1,350.00	850.00
3. Advertising	30.00	1,597.43	1,430.00	1,600.00	1,701.52
4. Charlevoix Office					
A. Rent	100.00	1,000.00	1,200.00	1,200.00	1,000.00
B. Telephone	65.18	701.45	700.00	800.00	585.08
C. Supplies					
D. Equipment	99.00	99.00		99.00	
5.. Communications					
A. Telephone	216.39	2,103.46	2,700.00	2,500.00	2,265.35
B. Internet	54.95	494.55	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	300.00
D. Business Protection	430.00	430.00	430.00	430.00	430.00
9. Occupancy - Rent	500.00	5,000.00	6,000.00	6,000.00	5,000.00
10. Other					
A. Board	8.00	558.76	696.50	696.50	461.74
B. Dinner Party			0.00	0.00	40.00
C. Executive Director	167.00	1,096.18	1,927.00	1,927.00	984.02
D. Hospitality		498.07	600.00	800.00	385.08
E. Licenses, Fees, Dues	150.00	717.00	920.00	920.00	360.00
F. PD	40.00	420.00	700.00	700.00	320.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	9.02	1,394.43	1,700.00	1,700.00	1,384.47
12. Printing	167.00	1,607.00	1,500.00	1,800.00	600.00
13. Refund		250.00		250.00	
14. Reimbursement					25.00
15. Supplies	276.93	2,500.81	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	1,686.91	1,930.05	2,800.00	1,930.05	3,330.39
17. Travel					
A. Lodging		810.08	585.00	950.00	401.97
B. Meals	23.66	174.90	157.00	225.00	83.91
C. Mileage	328.56	3,417.09	9,955.00	9,955.00	2,430.31
D. Other					7.00
TOTAL EXPENSES	15,935.23	127,217.46	167,965.57	164,206.80	128,861.48
18. Gain (Loss)					
Comparison of Income & Expenses					

11/06/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2012

	<u>Oct '12</u>
Income	
CDRP Funds	
4th Quarter	11,758.25
Total CDRP Funds	11,758.25
County Funding	
Charlevoix	12,750.00
Total County Funding	12,750.00
Donation	50.00
Fees	
ACVS	500.00
Breach of Contract	50.00
Divorce	300.00
Shoplifting	50.00
Total Fees	900.00
Grants	
Petoskey Foundation	1,000.00
United Way	625.00
Total Grants	1,625.00
Interest	1.63
VORP	
Charlevoix	1,425.00
Emmet	625.00
Total VORP	2,050.00
Total Income	29,134.88
Expense	
Advertising	30.00
Charlevoix Office	
Equipment	99.00
Rent	100.00
Telephone	65.18
Total Charlevoix Office	264.18
Communications	
Internet	54.95
Telephone	216.39
Total Communications	271.34
Fringe Benefits	
Insurance	2,474.44
Unemployment	152.31
Total Fringe Benefits	2,626.75
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	498.00
Total Insurance	1,228.00

11/06/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2012

	<u>Oct '12</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Board	8.00
Executive Director	167.00
Licenses, Fees, Dues	150.00
PD	40.00
Total Other	<u>365.00</u>
Payroll Expenses	579.72
Postage	9.02
Printing	167.00
Salaries and Wages	7,578.16
Supplies	276.93
Training	
Advanced	1,686.91
Total Training	<u>1,686.91</u>
Travel	
Meals	23.66
Mileage	328.56
Total Travel	<u>352.22</u>
Total Expense	<u>15,935.23</u>
Net Income	<u><u>13,199.65</u></u>

11/06/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
October 2012

	<u>Oct '12</u>
AT&T	281.57
Bert Rousseau	365.71
Boyne Area Chamber of Commerce	135.00
City of Charlevoix	100.00
Frankenmuth Insurance	1,228.00
Gaslight Media	84.95
Hi-Tech	188.00
Jane Millar	2,474.44
McCardel Water Conditioning	10.00
McLaren Northern Michigan Foundation	15.00
Meyer Hardware	13.98
Office Max	155.95
Payroll Distribution	8,157.88
Petoskey Chamber of Commerce	90.00
Pitney Bowes	9.02
Rotary	117.00
St. Francis Xavier	500.00
Stafford's Hospitality	473.42
Steve Tresidder	1,200.00
The 501 Alliance	152.31
The Print Shop	167.00
Trophy Case	16.00
TOTAL	<u><u>15,935.23</u></u>

11/06/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2012

	<u>Jan - Oct '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
4th Quarter	11,758.25
Total CDRP Funds	<u>47,032.97</u>
County Funding	
Charlevoix	29,250.00
Emmet	15,450.00
Total County Funding	<u>44,700.00</u>
Donation	
Mileage	130.28
Donation - Other	4,120.00
Total Donation	<u>4,250.28</u>
Fees	
ACVS	2,400.00
Breach of Contract	130.00
Cancellation	65.00
Divorce	1,550.00
Property	50.00
Shoplifting	700.00
SPED	2,200.00
Total Fees	<u>7,095.00</u>
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
Total Theatre Party	<u>9,107.60</u>
Total Fund Raising	9,107.60
Grants	
Petoskey Foundation	1,460.00
United Way	2,191.25
Total Grants	<u>3,651.25</u>
Interest	68.67
Refund	59.00
Training & Workshops	
Advanced	1,210.00
Total Training & Workshops	<u>1,210.00</u>

11/06/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2012

	<u>Jan - Oct '12</u>
VORP	
Charlevoix	7,000.00
Emmet	6,250.00
Total VORP	<u>13,250.00</u>
Total Income	138,424.77
Expense	
Accounting	1,100.00
Advertising	1,597.43
Charlevoix Office	
Equipment	99.00
Rent	1,000.00
Telephone	701.45
Total Charlevoix Office	<u>1,800.45</u>
Communications	
Internet	494.55
Telephone	2,103.46
Total Communications	<u>2,598.01</u>
Contractual	1,045.00
Equipment Expense	
Purchase	688.94
Repair & Maintenance	225.00
Total Equipment Expense	<u>913.94</u>
Fringe Benefits	
Education	1,275.17
Health Insurance	921.25
Insurance	2,474.44
Unemployment	1,104.23
Total Fringe Benefits	<u>5,775.09</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	498.00
Total Insurance	<u>1,228.00</u>
Occupancy	
Rent	5,000.00
Total Occupancy	<u>5,000.00</u>
Other	
Board	558.76
Executive Director	1,096.18
Hospitality	498.07
Licenses, Fees, Dues	717.00
PD	420.00
Theatre Party	3,452.02
Total Other	<u>6,742.03</u>

11/06/12

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2012

	<u>Jan - Oct '12</u>
Payroll Expenses	6,381.71
Postage	1,394.43
Printing	1,607.00
Refund Expense	250.00
Salaries and Wages	80,801.44
Supplies	2,500.81
Training	
Advanced	1,930.05
Update	150.00
Total Training	<u>2,080.05</u>
Travel	
Lodging	810.08
Meals	174.90
Mileage	3,417.09
Total Travel	<u>4,402.07</u>
Void	0.00
Total Expense	<u>127,217.46</u>
Net Income	<u><u>11,207.31</u></u>

11/06/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2012

	<u>Jan - Oct '12</u>
AT&T	2,804.91
Bay Harbor Golf Club	250.00
Bert Rousseau	1,991.90
Bill & Carol's	16.42
Blissfest	95.00
Boyne Area Chamber of Commerce	135.00
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	1,000.00
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	764.55
Gordon Food Service	426.07
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	2,480.85
Jane Millar	5,040.62
Johan's	29.00
Kiwanis	150.00
MACM	370.00
Marsha Harrison	106.56
Mason & Kammermann	1,100.00
MC Sports	21.17
McCardel Water Conditioning	37.75
McLaren Northern Michigan Foundation	15.00
McLean & Eakin	315.35
Meyer Hardware	481.95
MSU Extension	10.00
North Central Michigan College	1,050.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	523.13
Online Payroll Service Fee	100.00
Payroll Distribution	87,183.15
Petoskey Chamber of Commerce	1,030.00
Petoskey Cinema	793.50
Pitney Bowes	494.43
Reserve Account	900.00
Rotary	618.50
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	5,000.00
Stafford's Hospitality	473.42
State of Michigan	20.00
Steve Tresidder	1,200.00
Taylor Rental	427.00
Terri Sevener	198.43
The 501 Alliance	1,104.23
The Phone Man	150.00
The Print Shop	2,219.00
Trophy Case	76.00
Wayne Tri	1,155.96

11/06/12

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2012

	<u>Jan - Oct '12</u>
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u><u>126,901.46</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of October 31, 2012

	Oct 31, '12	Oct 31, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,502.48	6,466.83	35.65	0.6%
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	23,041.73	29,095.26	-6,053.53	-20.8%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,530.00	12.95	0.1%
Savings Chase	18,044.16	18,026.10	18.06	0.1%
Savings NW Bank 710205349	10,263.44	10,257.39	6.05	0.1%
Total Checking/Savings	116,967.86	122,536.82	-5,568.96	-4.5%
Total Current Assets	116,967.86	122,536.82	-5,568.96	-4.5%
Fixed Assets				
Accumulated Depreciation	-15,437.00	-13,177.00	-2,260.00	-17.2%
Equipment				
Purchase	658.00	658.00	0.00	0.0%
Repair	180.00	0.00	180.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,652.14	20,472.14	180.00	0.9%
Total Fixed Assets	5,215.14	7,295.14	-2,080.00	-28.5%
Other Assets				
Investments - CCCF	10,543.37	10,664.57	-121.20	-1.1%
Investments - PHSACF	10,608.41	10,794.43	-186.02	-1.7%
Total Other Assets	21,151.78	21,459.00	-307.22	-1.4%
TOTAL ASSETS	143,334.78	151,290.96	-7,956.18	-5.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
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	-2,382.09	-1.99	-2,380.10	-119,603.0%
Fica Tax Withheld	4,113.52	1,683.67	2,429.85	144.3%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	-32.53	-48.71	16.18	33.2%
Total Other Current Liabilities	1,681.30	1,414.97	266.33	18.8%
Total Current Liabilities	1,681.30	1,414.97	266.33	18.8%
Total Liabilities	1,681.30	1,414.97	266.33	18.8%
Equity				
*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	11,207.31	19,773.46	-8,566.15	-43.3%
Total Equity	141,653.48	149,875.99	-8,222.51	-5.5%
TOTAL LIABILITIES & EQUITY	143,334.78	151,290.96	-7,956.18	-5.3%