

INCOME AND EXPENSE REPORT OCTOBER 2011

INCOME CATEGORY	MONTH	2011 YTD	PROJECTED	BUDGET	2010 YTD
CDRP Funds	11,979.89	45,819.56	45,119.56	45,119.56	43,026.61
Agency Funds					
A. Charlevoix County		24,750.00	33,000.00	33,000.00	22,500.00
B. Emmet County	625.00	23,175.00	30,900.00	30,900.00	15,000.00
C. VORP Charlevoix		6,300.00	8,500.00	8,500.00	5,600.00
D. VORP Emmet		5,625.00	7,500.00	7,500.00	4,375.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	850.00	3,195.00	3,500.00	4,000.00	2,920.00
F. ACVS Fees		2,600.00	2,600.00	1,700.00	1,050.00
G. SPED Fees			0.00	500.00	1,000.00
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	2,050.00
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		1,758.45
N. Interest	15.19	1,545.65	1,801.56	1,000.00	177.56
O. Training					
1. 40-Hour			0.00	3,000.00	
2. Advanced - Fall	502.00	3,508.00	3,508.00	600.00	
3. General Civil					100
Grants					
A. Bay Harbor Foundation		3,663.00	3,663.00		3663
B. Charlevoix Foundation					5000
C. Petoskey Foundation		3,200.00	3,200.00		2000
D. United Way	941.25	2,632.50	3,691.25		750
E. Charlevoix Lions		200.00	200.00		
Transfer from Savings			1,524.05	15,396.03	
TOTAL INCOME	14,913.33	149,469.54	171,752.55	171,215.59	130,689.22
In Kind					
A. Accounting Services		345.00	500.00	500.00	680
B. Volunteer Mediators	12,637.50	135,060.00	190,000.00	190,000.00	131,662.50
C. Volunteer Labor		890.00	1,150.00		
D. Volunteer Training		600.00	600.00		500
E. Mediation Locations	800.00	5,100.00	5,100.00	4,500.00	3,100.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00	10,400.00
G. Equipment/Supplies		160.00	160.00		
H. Cell Phone		594.54	1,103.00	1,103.00	756.01
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	406.45
K. Mileage		182.10	500.00	500.00	
L. GoToMyPC	19.95	199.50	239.40	190.00	119.70
IN KIND INCOME	14,757.45	159,335.64	219,456.90	218,843.00	150,075.09
TOTAL + IN KIND INCOME	29,670.78	308,805.18	391,209.45	390,058.59	280,764.31

EXPENSE CATEGORY	MONTH	2011 YTD	PROJECTED	BUDGET	2010 YTD
1. Personnel					
A. Salaries	7,589.24	79,687.02	98,660.00	98,660.00	70,632.68
B. FICA	580.58	6,096.09	7,547.49	7,547.49	5,392.63
C. Worker's Compensation	498.00	498.00	604.00	604.00	
D. Unemployment		1,023.34	1,023.34	986.60	955.80
E. Insurance/Education	829.00	3,579.73	7,500.00	7,500.00	2,312.92
2. Accounting		850.00	3,800.00	3,800.00	3,500.00
3. Advertising	30.00	1,701.52	1,800.00	1,430.00	1,350.98
4. Charlevoix Office					
A. Rent	100.00	1,000.00	1,200.00	1,200.00	800.00
B. Telephone	56.91	585.08	650.00	650.00	431.20
5.. Communications					
A. Telephone	202.61	2,265.35	2,550.00	2,500.00	1,684.30
B. Internet	54.95	543.50	660.00	660.00	423.60
6. Contractual		2,004.33	2,400.00	2,000.00	2,347.39
7. Equipment					
A. Purchase		1,339.00	1,339.00	0.00	999.00
B. Repair & Maintenance	25.00	521.85	1,000.00	1,500.00	1,907.00
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	
D. Business Protection	730.00	730.00	430.00	430.00	
9. Occupancy - Rent	500.00	5,000.00	6,000.00	6,000.00	4,000.00
10. Other					
A. Board		461.74	855.00	855.00	658.16
B. Dinner Party		40.00	40.00		
C. Executive Director	31.25	984.02	1,875.00	1,875.00	1,315.08
D. Hospitality		385.08	650.00	650.00	278.51
E. Licenses, Fees, Dues	150.00	360.00	812.50	812.50	742.50
F. PD		320.00	600.00	600.00	552.00
G. Shoplifting					19.38
H. Staff Retreat			100.00	100.00	
I. Theatre Party		2,470.62	2,470.62	2,445.00	2,611.13
11. Postage	310.47	1,384.47	2,000.00	2,000.00	1,561.24
12. Reimbursement		25.00	50.00		
13. Printing		600.00	2,000.00	2,000.00	1,864.55
14. Supplies	123.46	2,482.05	3,000.00	3,000.00	2,326.95
15. Training					
A. 40-Hour		5,670.11	5,670.11	7,900.00	
B. General Civil					1214.58
C. Update - Fall	2,612.00	3,330.39	3,330.49	2,400.00	
D. Child Protection					
E. Divorce					
16. Travel					
A. Lodging		401.97	585.00	585.00	387.01
B. Meals		83.91	157.00	157.00	112.72
C. Mileage	48.84	2,430.31	8,500.00	8,500.00	2,058.45
D. Other		7.00	25.00		
TOTAL EXPENSES	14,472.31	128,861.48	171,752.55	171,215.59	112,439.76
16. Gain (Loss)					
Comparison of Income & Expenses					

11/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2011

	<u>Oct '11</u>
Income	
CDRP Funds	
4th Quarter	11,979.89
Total CDRP Funds	11,979.89
Fees	
Divorce	250.00
Employer/Employee	300.00
Shoplifting	300.00
Total Fees	850.00
Grants	
United Way	941.25
Total Grants	941.25
Interest	15.19
Training & Workshops	
Advanced	502.00
Total Training & Workshops	502.00
VORP	
Emmet	625.00
Total VORP	625.00
Total Income	14,913.33
Expense	
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	56.91
Total Charlevoix Office	156.91
Communications	
Internet	54.95
Telephone	202.61
Total Communications	257.56
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Fringe Benefits	
Insurance	829.00
Total Fringe Benefits	829.00
Insurance	
Business Protector	730.00
Worker's Compensation	498.00
Total Insurance	1,228.00

11/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2011

	<u>Oct '11</u>
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Executive Director	31.25
Licenses, Fees, Dues	150.00
Total Other	181.25
Payroll Expenses	580.58
Postage	310.47
Salaries and Wages	7,589.24
Supplies	123.46
Training	
Advanced	2,612.00
Total Training	2,612.00
Travel	
Mileage	48.84
Total Travel	48.84
Total Expense	14,472.31
Net Income	<u>441.02</u>

11/04/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
October 2011

	<u>Oct '11</u>
AT&T	259.52
Bert Rousseau	48.84
Boyer Area Chamber of Commerce	130.00
City of Charlevoix	100.00
Culligan	24.50
Frankenmuth Insurance	1,228.00
Gaslight Media	84.95
Hi-Tech	25.00
McLean & Eakin	387.00
Office Max	98.96
Online Payroll Service Fee	20.00
Payroll Distribution	8,169.82
Pitney Bowes	310.47
Rotary	31.25
St. Francis Xavier	500.00
Stafford's Hospitality	1,025.00
Steve Tresidder	1,200.00
Wayne Tri	829.00
TOTAL	<u>14,472.31</u>

11/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2011

	<u>Jan - Oct '11</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	13,535.87
2nd Quarter	11,279.89
3rd Quarter	9,023.91
4th Quarter	11,979.89
Total CDRP Funds	<u>45,819.56</u>
County Funding	
Charlevoix	24,750.00
Emmet	23,175.00
Total County Funding	<u>47,925.00</u>
Donation	
Donor Campaign	3,050.00
Mileage	133.50
Donation - Other	2,877.00
Total Donation	<u>6,060.50</u>
Fees	
ACVS	2,600.00
Breach of Contract	40.00
Divorce	2,000.00
Domestic	155.00
Employer/Employee	600.00
Shoplifting	400.00
Total Fees	<u>5,795.00</u>
Fund Raising	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,999.01
Tickets	3,925.00
Total Theatre Party	<u>9,134.71</u>
Total Fund Raising	<u>9,185.71</u>
Grants	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
Petoskey Foundation	3,200.00
United Way	2,632.50
Total Grants	<u>9,695.50</u>
Interest	1,545.65
Refund	9.62
Training & Workshops	
Advanced	3,508.00
Total Training & Workshops	<u>3,508.00</u>

11/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2011

	<u>Jan - Oct '11</u>
VORP	
Charlevoix	6,300.00
Emmet	5,625.00
Total VORP	<u>11,925.00</u>
Total Income	149,469.54
Expense	
Accounting	850.00
Advertising	1,701.52
Charlevoix Office	
Rent	1,000.00
Telephone	585.08
Total Charlevoix Office	<u>1,585.08</u>
Communications	
Internet	543.50
Telephone	2,265.35
Total Communications	2,808.85
Contractual	2,004.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	521.85
Total Equipment Expense	<u>1,860.85</u>
Fringe Benefits	
Education	1,573.81
Insurance	2,005.92
Unemployment	1,023.34
Total Fringe Benefits	4,603.07
Insurance	
Business Protector	730.00
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	461.74
Dinner Party	40.00
Executive Director	984.02
Hospitality	385.08
Licenses, Fees, Dues	360.00
PD	320.00
Theatre Party	2,470.62
Total Other	<u>5,021.46</u>
Payroll Expenses	6,096.09
Postage	1,384.47
Printing	600.00

11/04/11

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2011

	<u>Jan - Oct '11</u>
Reimbursement	
Fees	25.00
Total Reimbursement	25.00
Salaries and Wages	79,687.02
Supplies	2,482.05
Training	
40-Hour	5,670.11
Advanced	3,330.39
Total Training	9,000.50
Travel	
Lodging	401.97
Meals	83.91
Mileage	2,430.31
Other	7.00
Total Travel	2,923.19
Void	0.00
Total Expense	128,861.48
Net Income	20,608.06

11/04/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2011

	<u>Jan - Oct '11</u>
Ace Hardware	5.37
AT&T	2,850.43
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	1,020.00
City Park Grill	150.00
Crystal Mountain	280.06
Culligan	138.50
Dog Eat Dog Graphic Designs	56.25
Frankenmuth Insurance	1,228.00
Gaslight Media	843.50
George Willaert	25.00
Glen's Supermarket	92.25
Gordon Food Service	313.93
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,960.18
Jane Millar	1,232.44
Johan's	77.45
John Wiley & Sons, Inc.	166.50
MACM	300.00
Mason & Kammermann	850.00
McLean & Eakin	1,041.04
Meyer Hardware	7.16
Northern Michigan Review	243.60
Office Max	814.56
Oleson's	46.54
Online Payroll Service Fee	110.00
Payroll Distribution	85,783.11
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	784.47
Reserve Account	600.00
Rotary	569.00
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	5,000.00
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	1,212.00
Trophy Case	49.44
USPS	64.35
Wanda Joseph	2,600.00

11/04/11

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2011

	<u>Jan - Oct '11</u>
Wayne Tri	3,213.78
Weathervane	178.14
TOTAL	<u><u>128,861.48</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of October 31, 2011

	Oct 31, '11	Oct 31, '10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,474.83	6,432.04	42.79	0.7%
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	28,527.26	28,541.31	-14.05	-0.1%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,437.12	41.09	0.3%
Savings Chase	18,021.49	18,008.11	13.38	0.1%
Savings NW Bank 710205349	10,257.39	10,244.56	12.83	0.1%
Total Checking/Savings	122,003.29	121,090.46	912.83	0.8%
Total Current Assets	122,003.29	121,090.46	912.83	0.8%
Fixed Assets				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
Equipment				
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,472.14	19,814.14	658.00	3.3%
Total Fixed Assets	7,295.14	8,601.14	-1,306.00	-15.2%
Other Assets				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
Total Other Assets	21,459.00	20,000.00	1,459.00	7.3%
TOTAL ASSETS	150,757.43	149,691.60	1,065.83	0.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	-1.99	548.98	-550.97	-100.4%
Fica Tax Withheld	1,683.67	1,154.58	529.09	45.8%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.71	-49.53	0.82	1.7%
Total Other Current Liabilities	1,414.97	1,430.03	-15.06	-1.1%
Total Current Liabilities	1,414.97	1,430.03	-15.06	-1.1%
Total Liabilities	1,414.97	1,430.03	-15.06	-1.1%
Equity				
*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	20,608.06	20,508.06	100.00	0.5%
Total Equity	149,342.46	148,261.57	1,080.89	0.7%
TOTAL LIABILITIES & EQUITY	150,757.43	149,691.60	1,065.83	0.7%