

INCOME AND EXPENSE REPORT OCTOBER 2010

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	14,942.20	57,968.81	57,368.81	57,368.81
Agency Funds				
A. Charlevoix County	700.00	23,200.00	30,000.00	30,000.00
B. Emmet County	625.00	23,125.00	30,000.00	30,000.00
C. VORP Charlevoix		6,300.00	8,500.00	8,500.00
D. VORP Emmet		5,000.00	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	375.00	3,685.00	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	450.00	4,468.00	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		1,952.38	1,952.38	
M Interest	37.31	249.88	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				
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	7,500.00
TOTAL INCOME	17,129.51	161,005.67	190,120.79	170,338.81
In Kind				
A. Accounting Services		680.00	680.00	500.00
B. Volunteer Mediators	15,705.00	162,817.50	183,600.00	183,600.00
C. Volunteer Labor				
D. Volunteer Training	900.00	1,850.00	1,850.00	
E. Mediation Locations	400.00	3,750.00	3,950.00	3,500.00
F. Rent	1,300.00	13,000.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	81.61	919.10	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	100.00	600.00	600.00	4,000.00
L. GoToMyPC	19.95	159.60	190.00	
IN KIND INCOME	18,506.56	186,633.08	210,416.43	209,696.00
TOTAL + IN KIND INCOME	35,636.07	347,638.75	400,537.22	380,034.81

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,546.16	85,725.00	99,500.00	99,500.00
B. FICA	577.28	6,547.19	7,611.75	7,611.75
C. Worker's Compensation	505.00	505.00	518.00	518.00
D. Unemployment	186.26	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	3,750.00	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	16.19	2,616.15	2,616.15	2,900.00
D. Child Protection	1,200.00	1,491.60	1,491.60	250.00
E. Divorce	257.08	331.42	500.00	500.00
4. Contractual	125.00	2,534.89	2,700.00	2,200.00
5. Travel				
A. Lodging	193.62	580.63	580.63	585.00
B. Meals	47.37	160.09	635.25	635.25
C. Mileage	894.00	3,144.45	9,350.00	9,350.00
D. Other				
6. Equipment				
A. Purchase		999.00	1,500.00	1,500.00
B. Repair & Maintenance	25.00	1,960.10	2,000.00	1,500.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	5,000.00	6,000.00	6,000.00
B. Supplies	668.28	3,118.43	3,000.00	3,000.00
C. Communications				
1. Telephone	267.63	2,149.21	2,400.00	1,450.00
2. Internet	52.95	529.50	660.00	660.00
D. Postage		2,019.24	2,350.00	1,800.00
E. Printing		1,864.55	2,500.00	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	300.00
4. Business Protection	430.00	430.00	430.00	430.00
8. Advertising	210.00	1,675.98	1,700.00	1,110.00
9. Other				
A. Board		658.16	700.00	645.00
B. Executive Director	384.68	1,699.76	2,000.00	1,360.00
C. Hospitality	86.98	365.49	1,100.00	1,100.00
D. PD		552.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	67.95	975.45	1,000.00	575.00
F. Theatre Party		2,611.13	2,611.13	2,445.00
G. Shoplifting		19.38	19.38	
10. Grants				
A. Bay Harbor Foundation				
B. Petoskey Foundation				
C. Charlevoix Foundation				
D. United Way				
11. Charlevoix Office				
A. Rent	100.00	1,000.00	1,200.00	1,200.00
B. Telephone	45.65	525.78	600.00	600.00
C. Chamber				
E. Supplies			100.81	100.81
TOTAL EXPENSES	14,687.08	140,509.14	174,049.34	170,338.81
12. Gain (Loss)				
Comparison of Income & Expenses				

11/04/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2010

	<u>Oct '10</u>
Income	
CDRP Funds	
4th Quarter	14,942.20
Total CDRP Funds	14,942.20
Donation	
Donor Campaign	450.00
Total Donation	450.00
Fees	
Divorce	375.00
Total Fees	375.00
Interest	37.31
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	1,325.00
Total Income	17,129.51
Expense	
Advertising	210.00
Charlevoix Office	
Rent	100.00
Telephone	45.65
Total Charlevoix Office	145.65
Communications	
Internet	52.95
Telephone	267.63
Total Communications	320.58
Contractual	125.00
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Fringe Benefits	
Unemployment	186.26
Total Fringe Benefits	186.26
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	505.00
Total Insurance	1,235.00
Occupancy	
Rent	500.00
Total Occupancy	500.00

11/04/10

NORTHERN COMMUNITY MEDIATION
Profit & Loss
October 2010

	<u>Oct '10</u>
Other	
Executive Director	384.68
Hospitality	86.98
Licenses, Fees, Dues	67.95
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Total Other	539.61
Payroll Expenses	577.28
Salaries and Wages	7,546.16
Supplies	668.28
Training	
CDP	1,200.00
Divorce	257.08
Update	16.19
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Total Training	1,473.27
Travel	
Lodging	193.62
Meals	47.37
Mileage	894.00
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Total Travel	1,134.99
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Total Expense	14,687.08
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Net Income	<u><u>2,442.43</u></u>

11/04/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
October 2010

	<u>Oct '10</u>
AT&T	313.28
Bert Rousseau	109.00
City of Charlevoix	100.00
Culligan	5.00
Frankenmuth Insurance	1,235.00
Gaslight Media	82.95
Hi-Tech	750.00
Jane Millar	527.09
Julienne Tomatoes	104.38
Kathleen Lame	1,200.00
Mighty Fine Pizza	69.00
Office Max	53.29
Online Payroll Service Fee	10.00
Payroll Distribution	8,123.44
Petoskey Chamber of Commerce	175.00
Rotary	157.75
Scovies	83.70
St. Francis Xavier	500.00
State of Michigan	10.00
The 501 Alliance	186.26
Wayne Tri	868.99
TOTAL	<u><u>14,664.13</u></u>

11/04/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2010

	<u>Jan - Oct '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	14,942.20
Total CDRP Funds	<u>57,968.81</u>
County Funding	
Charlevoix	22,500.00
Emmet	22,500.00
Total County Funding	<u>45,000.00</u>
Donation	
Donor Campaign	4,468.00
Donation - Other	2,620.00
Total Donation	<u>7,088.00</u>
Fees	
ACVS	1,275.00
Cancellation	20.00
Civil Rights	175.00
Divorce	2,000.00
Domestic	350.00
General	80.00
Landlord/Tenant	60.00
Observation	100.00
Shoplifting	900.00
SPED	1,800.00
Total Fees	<u>6,760.00</u>
Fund Raising	
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>9,098.60</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>
Interest	249.88
Refund	1,952.38

11/04/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2010

	<u>Jan - Oct '10</u>
Training & Workshops	
General Civil	100.00
Update	750.00
Total Training & Workshops	<u>850.00</u>
VORP	
Charlevoix	7,000.00
Emmet	5,625.00
Total VORP	<u>12,625.00</u>
Total Income	161,005.67
Expense	
Accounting	3,750.00
Advertising	1,675.98
Benefits	2,312.92
Charlevoix Office	
Rent	1,000.00
Telephone	525.78
Total Charlevoix Office	<u>1,525.78</u>
Communications	
Internet	529.50
Telephone	2,149.21
Total Communications	<u>2,678.71</u>
Contractual	2,534.89
Equipment Expense	
Purchase	999.00
Repair & Maintenance	1,960.10
Total Equipment Expense	<u>2,959.10</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	5,000.00
Total Occupancy	<u>5,000.00</u>

11/04/10

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2010

	<u>Jan - Oct '10</u>
Other	
Board	658.16
Executive Director	1,699.76
Hospitality	365.49
Licenses, Fees, Dues	975.45
PD	552.00
Shoplifting Preventative	19.38
Theatre Party	2,611.13
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Total Other	6,881.37
Payroll Expenses	6,547.19
Postage	2,019.24
Printing	1,864.55
Salaries and Wages	85,725.00
Supplies	3,118.43
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	3,144.45
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Total Travel	3,885.17
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Total Expense	140,509.14
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Net Income	20,496.53
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11/04/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2010

	<u>Jan - Oct '10</u>
Anne Bachle Fifer	1,403.50
AT&T	2,674.99
Bay Harbor	32.00
BC Pizza	62.94
Ben Franklin	28.75
Bert Rousseau	2,634.23
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	1,000.00
City of Petoskey	10.00
Conflict Resolution Services	40.00
Crystal Mountain	260.00
Culligan	146.00
Dog Eat Dog Graphic Designs	236.25
East Jordan Chamber of Commerce	60.00
Frankenmuth Insurance	1,235.00
FraserTrebilcock Lawyers	1,340.00
Gaslight Media	964.50
Glen's Supermarket	31.68
Gordon Food Service	477.71
Harbor Springs Chamber of Commerce	125.00
Hi-Tech	5,298.99
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	1,392.94
Oleson's	58.54
Online Payroll Service Fee	100.00
Payroll Distribution	92,272.19
Petoskey Chamber of Commerce	987.50
Petoskey Cinema	710.00
Pitney Bowes	1,410.81
Priority Health	1,163.58
Reserve Account	600.00
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
St. Francis Xavier	5,000.00

11/04/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2010

	<u>Jan - Oct '10</u>
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	2,197.20
Trophy Case	210.00
United Way	50.00
Wayne Tri	991.49
Weathervane	214.46
TOTAL	<u><u>140,086.19</u></u>

11/04/10

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of October 31, 2010

	<u>Oct 31, '10</u>	<u>Oct 31, '09</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,432.04	6,327.60	104.44	1.7%
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	28,541.31	39,875.85	-11,334.54	-28.4%
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	18,006.69	17,990.27	16.42	0.1%
Savings NW Bank 710205349	10,244.56	10,230.85	13.71	0.1%
Total Checking/Savings	<u>119,888.19</u>	<u>130,291.71</u>	<u>-10,403.52</u>	<u>-8.0%</u>
Total Current Assets	<u>119,888.19</u>	<u>130,291.71</u>	<u>-10,403.52</u>	<u>-8.0%</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>
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	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>100.0%</u>
TOTAL ASSETS	<u>148,489.33</u>	<u>138,892.85</u>	<u>9,596.48</u>	<u>6.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	548.98	502.50	46.48	9.3%
Fica Tax Withheld	1,154.58	1,170.92	-16.34	-1.4%
State Income Tax Withheld	-49.53	-32.83	-16.70	-50.9%
Total Other Current Liabilities	<u>1,430.03</u>	<u>1,416.59</u>	<u>13.44</u>	<u>1.0%</u>
Total Current Liabilities	<u>1,430.03</u>	<u>1,416.59</u>	<u>13.44</u>	<u>1.0%</u>
Total Liabilities	<u>1,430.03</u>	<u>1,416.59</u>	<u>13.44</u>	<u>1.0%</u>
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	20,496.53	16,304.53	4,192.00	25.7%
Total Equity	<u>147,059.30</u>	<u>137,476.26</u>	<u>9,583.04</u>	<u>7.0%</u>
TOTAL LIABILITIES & EQUITY	<u>148,489.33</u>	<u>138,892.85</u>	<u>9,596.48</u>	<u>6.9%</u>