

**INCOME AND EXPENSE
OCTOBER 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	13,723.16	54,892.64	54,892.64	54,892.64
Agency Funds				
A. Charlevoix County		23,200.00	30,000.00	30,000.00
B. Emmet County		22,500.00	30,000.00	30,000.00
C. VORP Charlevoix	1,400.00	6,300.00	8,500.00	8,500.00
D. VORP Emmet	625.00	5,000.00	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	1,290.00	5,847.00	6,300.00	3,000.00
G. Designated Gifts		200.00	200.00	
H. Donor Campaign	3,675.00	3,725.00	3,725.00	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	12.70	491.58	491.58	
L. Interest	37.87	512.05	1,000.00	1,000.00
M. Training				
1. 40-Hour	100.00	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	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		175.00	175.00	
C. Charlevoix Lions		500.00	500.00	
Rent		650.00	650.00	2,400.00
TOTAL INCOME	21,998.73	155,218.62	175,159.57	161,942.64
In Kind				
A. Accounting Services	450.00	515.00	515.00	400.00
B. Volunteer Mediators	19,522.50	157,198.50	166,000.00	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	500.00	2,550.00	3,000.00	4,000.00
F. Rent	1,300.00	13,000.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	83.15	768.43	840.00	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	21,855.65	179,049.11	190,972.18	191,500.00
TOTAL + IN KIND INCOME	43,854.38	334,267.73	366,131.75	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,653.04	83,870.60	98,750.00	98,750.00
B. FICA	585.44	6,416.01	7,554.38	7,554.38
C. Worker's Compensation	518.00	518.00	518.00	531.00
D. Unemployment	35.92	415.44	987.50	987.50
2. Accounting	350.00	3,815.00	3,815.00	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	852.98	852.98	3,634.91	
E. VORP		1,267.56	1,267.56	
4. Contractual	606.25	1,819.54	2,200.00	2,200.00
5. Travel				
A. Lodging	198.69	672.50	672.50	585.00
B. Meals	53.10	202.99	300.00	635.25
C. Mileage	894.30	3,247.20	13,000.00	8,482.50
D. Other				
6. Equipment				
A. Purchase	1,269.00	2,248.94	2,500.00	1,223.52
B. Repair & Maintenance	50.00	2,115.38	2,300.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	5,000.00	6,000.00	6,000.00
B. Supplies	571.14	3,155.63	3,500.00	3,000.00
C. Communications				
1. Telephone	447.36	1,397.28	1,600.00	1,600.00
2. Internet	105.90	527.54	850.00	850.00
D. Postage		1,543.71	2,000.00	2,000.00
E. Printing	352.00	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	300.00
4. Business Protection	430.00	430.00	430.00	460.00
8. Advertising	660.12	1,215.12	1,250.00	910.00
9. Other				
A. Board	13.50	86.42	200.00	945.00
B. Executive Director	289.56	1,146.80	1,380.00	1,310.00
C. Hospitality	35.94	370.87	1,100.00	1,100.00
D. PD		1,075.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	10.00	411.90	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. Bay Harbor Foundation				
B. Charlevoix Lions		500.00	500.00	
11. Charlevoix Office				
A. Rent	100.00	1,000.00	1,200.00	1,200.00
B. Telephone	92.01	506.25	600.00	600.00
C. Chamber		45.00	45.00	
D. Supplies		61.46	100.00	129.49
TOTAL EXPENSES	16,974.25	138,914.09	174,670.50	161,942.64
12. Gain (Loss)			489.07	
Comparison of Income & Expenses			175,159.57	161,942.64

11/04/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2009

	<u>Oct '09</u>
Income	
CDRP Funds	
4th Quarter	13,723.16
Total CDRP Funds	13,723.16
Donation	
Donor Campaign	3,675.00
Total Donation	3,675.00
Fees	
ACVS	300.00
Breach of Contract	40.00
Divorce	500.00
Ord, Statute, Reg.	50.00
Shoplifting	400.00
Total Fees	1,290.00
Interest	37.87
Refund	12.70
Training & Workshops	
40-Hour	100.00
Update	1,135.00
Total Training & Workshops	1,235.00
VORP	
Charlevoix	1,400.00
Emmet	625.00
Total VORP	2,025.00
Total Income	21,998.73
Expense	
Accounting	350.00
Advertising	660.12
Charlevoix Office	
Rent	100.00
Telephone	92.01
Total Charlevoix Office	192.01
Communications	
Internet	105.90
Telephone	447.36
Total Communications	553.26
Contractual	606.25
Equipment Expense	
Purchase	1,269.00
Repair & Maintenance	50.00
Total Equipment Expense	1,319.00
Fringe Benefits	
Unemployment	35.92
Total Fringe Benefits	35.92

11/04/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

October 2009

	<u>Oct '09</u>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	518.00
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Total Insurance	1,248.00
Occupancy	
Rent	500.00
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Total Occupancy	500.00
Other	
Board	13.50
Executive Director	289.56
Hospitality	35.94
Licenses, Fees, Dues	10.00
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Total Other	349.00
Payroll Expenses	585.44
Printing	352.00
Salaries and Wages	7,653.04
Supplies	571.14
Training	
Update	852.98
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Total Training	852.98
Travel	
Lodging	198.69
Meals	53.10
Mileage	894.30
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Total Travel	1,146.09
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Total Expense	16,974.25
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Net Income	<u>5,024.48</u>

11/04/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
October 2009

	<u>Oct '09</u>
AT&T	539.37
Bert Rousseau	614.98
Cheryl Bauman	497.20
City of Charlevoix	100.00
Culligan	24.50
Dog Eat Dog Graphic Designs	226.00
Frankenmuth Insurance	1,248.00
Gaslight Media	187.15
Gordon Food Service	53.44
Hi-Tech	2,019.00
Jane Millar	544.25
K-Mart	9.53
Mason & Kammermann	350.00
McLean & Eakin	24.33
Meyer Hardware	88.98
O'Donnell Glass	18.77
Office Max	146.86
Oleson's	23.66
Online Payroll Service Fee	10.00
Payroll Distribution	8,238.48
Rotary	151.50
Sherwin Williams	117.35
St. Francis Xavier	500.00
Stafford's Hospitality	852.98
The 501 Alliance	35.92
The Print Shop	352.00
TOTAL	<u><u>16,974.25</u></u>

11/04/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2009

	<u>Jan - Oct '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	23,200.00
Emmet	22,500.00
Total County Funding	<u>45,700.00</u>
Donation	
Designated Gift	200.00
Donor Campaign	3,725.00
Donation - Other	965.00
Total Donation	<u>4,890.00</u>
Fees	
ACVS	2,140.00
Breach of Contract	80.00
Divorce	1,970.00
Domestic	350.00
Landlord/Tenant	40.00
Observation	100.00
Ord, Statute, Reg.	50.00
Probate	100.00
Property	50.00
Shoplifting	967.00
SPED	1,000.00
Total Fees	<u>6,847.00</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	175.00
Charlevoix Lions	500.00
Total Grants	<u>4,037.00</u>

11/04/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2009

	<u>Jan - Oct '09</u>
Interest	512.05
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	6,300.00
Emmet	5,000.00
Total VORP	<u>11,300.00</u>
Total Income	155,218.62
Expense	
Accounting	3,815.00
Advertising	1,215.12
Charlevoix Office	
Dues	45.00
Rent	1,000.00
Supplies	61.46
Telephone	506.25
Total Charlevoix Office	<u>1,612.71</u>
Communications	
Internet	527.54
Telephone	1,397.28
Total Communications	<u>1,924.82</u>
Contractual	1,819.54
Equipment Expense	
Purchase	2,248.94
Repair & Maintenance	2,115.38
Total Equipment Expense	<u>4,364.32</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>
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Worker's Compensation	518.00
Total Insurance	<u>1,248.00</u>

11/04/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through October 2009

	<u>Jan - Oct '09</u>
Occupancy	
Rent	5,000.00
Total Occupancy	5,000.00
Other	
Board	86.42
Executive Director	1,146.80
Hospitality	370.87
Licenses, Fees, Dues	411.90
Professional Development	1,075.00
Refund	50.00
Shoplifting Preventative	145.01
Theatre Party	2,430.45
Total Other	5,716.45
Payroll Expenses	6,416.01
Postage	1,543.71
Printing	2,057.32
Restitution Expense	27.00
Salaries and Wages	83,870.60
Supplies	3,155.63
Training	
40-Hour	5,226.09
Update	3,596.08
VORP	1,267.56
Total Training	10,089.73
Travel	
Lodging	672.50
Meals	202.99
Mileage	3,247.20
Total Travel	4,122.69
Void	0.00
Total Expense	138,914.09
Net Income	16,304.53

11/04/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2009

	<u>Jan - Oct '09</u>
Anne Bachle Fifer	1,402.40
AT&T	1,903.53
Bert Rousseau	1,749.91
Charlevoix Chamber of Commerce	45.00
Cheryl Bauman	1,822.14
City of Charlevoix	1,000.00
Culligan	203.00
David Searles	53.80
Dog Eat Dog Graphic Designs	426.00
Frankenmuth Insurance	1,248.00
Gaslight Media	921.29
Glen's Supermarket	58.36
Gordon Food Service	530.33
Hi-Tech	6,522.22
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	3,815.00
McLean & Eakin	24.33
Melanie Bunn	27.00
Meyer Hardware	109.12
Northern Michigan Review	781.60
O'Donnell Glass	18.77
Office Max	1,555.82
Oleson's	234.07
Online Payroll Service Fee	100.00
Partners in Prevention	65.00
Payroll Distribution	90,286.61
Petoskey Chamber of Commerce	465.00
Petoskey Cinema	764.50
Petoskey Printing	255.32
Pitney Bowes	893.69
Printed Checks	41.90
Radio Shack	16.31
Register of Copyrights	45.00
Reserve Account	650.02
Robert Jarema	350.00
Rotary	701.50
Sherwin Williams	117.35
Sign & Design	125.00
Sky's the Limit	85.99
St. Francis Xavier	5,000.00
Stafford's Hospitality	2,637.92
State of Michigan	20.00
Taylor Rental	413.00
The 501 Alliance	415.44
The Print Shop	1,935.00
The Resolution Center	200.00
Wal-mart	31.03

11/04/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2009

	<u>Jan - Oct '09</u>
WDRC	50.00
Westshore Dispute Resolution	590.00
TOTAL	<u><u>138,164.09</u></u>

11/04/09

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of October 31, 2009

	Oct 31, '09	Oct 31, '08	\$ Change	% Change
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	6,327.60	6,110.74	216.86	3.6%
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	39,875.85	25,934.94	13,940.91	53.8%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,266.62	15,044.73	221.89	1.5%
Savings Chase	17,990.27	17,968.89	21.38	0.1%
Savings NW Bank 710205349	10,230.85	10,198.65	32.20	0.3%
Total Checking/Savings	130,175.90	115,578.37	14,597.53	12.6%
Total Current Assets	130,175.90	115,578.37	14,597.53	12.6%
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%
TOTAL ASSETS	138,777.04	124,179.51	14,597.53	11.8%
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	584.64	-82.14	-14.1%
Fica Tax Withheld	1,170.92	1,105.81	65.11	5.9%
State Income Tax Withheld	-32.83	-0.02	-32.81	-164,050.0%
Total Other Current Liabilities	1,416.59	1,466.43	-49.84	-3.4%
Total Current Liabilities	1,416.59	1,466.43	-49.84	-3.4%
Total Liabilities	1,416.59	1,466.43	-49.84	-3.4%
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	16,304.53	21,316.61	-5,012.08	-23.5%
Total Equity	137,360.45	122,713.08	14,647.37	11.9%
TOTAL LIABILITIES & EQUITY	138,777.04	124,179.51	14,597.53	11.8%