

**SEPTEMBER FINANCIALS 2016**

<b>INCOME CATEGORY</b>	<b>MONTH</b>	<b>2016 YTD</b>	<b>2016 Budget</b>	<b>2016 Project</b>	<b>2015 YTD</b>
CDRP Funds		32,810.32	43,747.09	43,747.09	36,009.69
Agency Funds					
A. Charlevoix County		24,750.00	33,000.00	33,000.00	24,750.00
B. Emmet County		24,333.75	30,900.00	32,445.00	23,175.00
C. VORP Charlevoix	830.00	7,510.00	10,000.00	10,000.00	5,700.00
D. VORP Emmet	1,472.00	6,626.25	8,835.00	8,835.00	4,375.00
E. CDP Charlevoix		9,120.00	9,120.00	9,120.00	8,000.00
E. Fees for Service	650.00	5,610.00	7,000.00	7,000.00	4,725.00
F. ACVS Fees		3,000.00	3,000.00	4,400.00	1,900.00
G. SPED Fees		4,600.00	3,600.00	5,000.00	
H. Donations		187.45	50.00	187.45	46.90
I. Donor Campaign	100.00	570.00	3,500.00	2,000.00	2,522.50
K. Theatre Party - Petoskey					
1. Sponsorships		7,075.00	6,425.00	7,075.00	6,425.00
2. Ticket Sales		4,075.00	2,375.00	4,075.00	2,375.00
3. Other		1,526.50	1,573.00	1,526.50	1,573.90
L Theatre Party - Charlevoix					
1. Sponsorships	1,650.00	2,350.00		2,350.00	
2. Ticket Sales	25.00	25.00		625.00	
3. Other					
M. Reimbursement/Rebate		744.64		744.64	1,245.60
N. Interest	9.38	117.58	95.00	140.00	75.22
O. Training					
1. 40-Hour					1,550.00
2. Roundtables					
3. Oakland Mediation		1,000.00		1,000.00	
4. Agreement Writing	25.00	325.00		325.00	
P. GovPayNet		160.00		160.00	
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation		2,384.00		2,384.00	2,040.00
C. Petoskey Foundation		5,679.00	3,287.00	5,679.00	2,060.00
D. United Way		500.00	500.00	500.00	2,849.75
E. Charlevoix Lions					
F. Revenue Sharing					
G. Bar Association					2,000.00
H. Women Who Care		6,000.00	6,000.00	6,000.00	
Transfer from Savings					
<b>TOTAL INCOME</b>	<b>4,761.38</b>	<b>151,079.49</b>	<b>173,007.09</b>	<b>188,318.68</b>	<b>133,398.56</b>
In Kind					
A. Accounting Services		800.00	300.00	300.00	200.00
B. Volunteer Mediators	6,262.50	96,450.00	123,038.00	123,038.00	84,810.00
C. Volunteer Labor		1,550.00			
D. Volunteer Training					600.00
E. Mediation Locations	400.00	3,450.00	5,020.00	5,020.00	2,950.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00	10,400.00
G. Equipment/Supplies		11,193.23	550.00	11,150.00	507.21
H. Cell Phone	107.22	1,091.48	1,380.00	1,380.00	945.81
I. Theatre Party		3,490.50	3,000.00	3,490.50	3,313.00
J. Training Locations			400.00	400.00	500.00
K. Mileage		46.44	500.00	500.00	
L. GoToMyPC	23.95	229.50	305.00	305.00	213.50
M. Miscellaneous		271.76		271.76	209.30
N. Executive Director	236.28	793.79		400.00	
<b>IN KIND INCOME</b>	<b>8,329.95</b>	<b>131,066.70</b>	<b>150,093.00</b>	<b>161,855.26</b>	<b>104,648.82</b>
<b>TOTAL + IN KIND INCOME</b>	<b>13,091.33</b>	<b>282,146.19</b>	<b>323,100.09</b>	<b>350,173.94</b>	<b>238,047.38</b>

EXPENSE CATEGORY	MONTH	2016 YTD	2016 Budget	2016 Project	2015 YTD
1. Personnel					
A. Salaries	12,208.05	81,131.00	105,803.00	105,803.00	73,723.57
B. FICA	960.59	7,104.56	8,093.93	8,093.93	6,611.85
C. Worker's Compensation			594.00	594.00	
D. Unemployment		877.13	1,058.03	1,058.03	623.09
E. Insurance/Education	201.78	3,616.84	5,460.00	5,460.00	3,086.67
2. Accounting		3,750.00	2,400.00	3,750.00	1,305.00
3. Advertising	950.00	10,227.89	5,712.00	10,227.89	1,530.00
4. Charlevoix Office					
A. Rent	100.00	1,100.00	1,200.00	1,200.00	1,000.00
B. Telephone	29.99	655.52	1,195.00	715.50	892.41
5.. Communications					
A. Telephone		1,900.18	2,560.00	2,200.00	1,916.53
B. Internet		525.93	840.00	840.00	631.00
6. Contractual		4,793.00	2,880.00	4,800.00	5,338.93
7. Equipment					
A. Purchase		499.00	650.00	650.00	4,131.70
B. Repair & Maintenance			2,800.00	1,000.00	
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	
D. Business Protection			430.00	430.00	
9. Miscellaneous					10.00
10. Occupancy - Rent	500.00	5,500.00	6,000.00	6,000.00	4,500.00
11. Other					
A. Board	30.00	778.43	818.00	818.00	624.59
B. Executive Director		1,298.21	2,030.00	2,100.00	1,472.73
C. Hospitality		315.39	752.63	752.63	563.31
D. Licenses, Fees, Dues	80.40	750.15	1,045.75	1,045.75	707.96
E. PD	675.00	930.00	0.00	1,175.00	986.47
F. Staff Retreat			200.00	200.00	
G. Theatre Party - Petoskey		4,017.66	2,641.00	4,017.66	4,042.67
H. Theatre Party - Charlevoix		32.86		2,400.00	
12. Postage	167.48	1,509.27	1,515.00	1,615.00	1,046.48
13. Printing		1,752.00	2,950.00	2,950.00	2,252.50
14. Reimbursement		160.00		160.00	1,044.00
15. Supplies	144.20	3,106.05	2,900.00	3,400.00	2,413.57
16. Training					
A. 40-Hour					5,805.65
B. Roundtables			30.00	30.00	
C. General Civil			1,050.00		
D. Oakland Mediation Center		519.24		519.24	
E. Agreement Writing				1,000.00	
F. Advanced Fall					698.64
17. Travel					
A. Lodging		427.38	180.00	600.00	601.63
B. Meals		117.29	133.00	250.00	41.95
C. Mileage	74.72	2,101.51	7,291.75	7,291.75	1,945.21
D. Other		3.50		5.00	80.97
<b>TOTAL EXPENSES</b>	<b>16,122.21</b>	<b>139,499.99</b>	<b>173,007.09</b>	<b>184,946.38</b>	<b>129,629.08</b>
16. Gain (Loss)	-11,360.83	11,579.50		3,372.30	3,769.48
Comparison of Income & Expenses	<b>4,761.38</b>	<b>151,079.49</b>	<b>173,007.09</b>	<b>188,318.68</b>	<b>133,398.56</b>

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

September 2016

	<u>Sep 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donation</b>	
Donor Campaign	100.00
<b>Total Donation</b>	<u>100.00</u>
<b>Fees</b>	
Divorce	550.00
General Civil	100.00
<b>Total Fees</b>	<u>650.00</u>
<b>Fund Raising</b>	
Theatre Party Charlevoix	
Tickets	25.00
Sponsor	1,650.00
<b>Total Theatre Party Charlevoix</b>	<u>1,675.00</u>
<b>Total Fund Raising</b>	1,675.00
Interest	9.38
<b>Training &amp; Workshops</b>	
Advanced	25.00
<b>Total Training &amp; Workshops</b>	<u>25.00</u>
<b>VORP</b>	
Charlevoix	830.00
Emmet	1,472.50
<b>Total VORP</b>	<u>2,302.50</u>
<b>Total Income</b>	4,761.88
<b>Expense</b>	
<b>Advertising</b>	950.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	29.99
<b>Total Charlevoix Office</b>	<u>129.99</u>
<b>Fringe Benefits</b>	
Dental Insurance	22.60
Health Insurance	179.18
<b>Total Fringe Benefits</b>	<u>201.78</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Board	30.00
Licenses, Fees, Dues	80.40
PD	675.00
<b>Total Other</b>	<u>785.40</u>

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
September 2016

	<u>Sep 16</u>
Payroll Expenses	960.59
Postage	167.48
Salaries and Wages	12,208.05
Supplies	144.20
Travel	
Mileage	74.72
Total Travel	<u>74.72</u>
Total Expense	<u>16,122.21</u>
Net Ordinary Income	<u>-11,360.33</u>
Net Income	<u><u>-11,360.33</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
September 2016

	<u>Sep 16</u>
Charlevoix County Community Foundation	30.00
Charter Communications	29.99
Chemical Bank	119.20
City of Charlevoix	100.00
Kirstyn Horan	276.50
McCardel Water Conditioning	25.00
Michigan Department of Treasury	70.40
Online Payroll Service Fee	10.00
Payroll Distribution	13,168.64
Petoskey Chamber of Commerce	675.00
Pitney Bowes	167.48
Sign & Design	950.00
St. Francis Xavier	500.00
<b>TOTAL</b>	<u><u>16,122.21</u></u>

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
 January through September 2016

	<u>Jan - Sep 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CDP	9,120.00
CDRP Funds	
1st Quarter	13,124.13
2nd Quarter	10,936.77
3rd Quarter	8,749.42
Total CDRP Funds	<u>32,810.32</u>
County Funding	
Charlevoix	24,750.00
Emmet	24,333.75
Total County Funding	<u>49,083.75</u>
Donation	
Donor Campaign	570.00
Mileage	37.45
Donation - Other	150.00
Total Donation	<u>757.45</u>
Fees	
ACVS	3,000.00
Breach of Contract	1,650.00
Divorce	2,550.00
Domestic	150.00
Employer/Employee	100.00
General Civil	300.00
Ord, Statute, Reg.	160.00
Probate	100.00
Property	350.00
Real Estate	100.00
Shoplifting	150.00
SPED	4,600.00
Total Fees	<u>13,210.00</u>
Fund Raising	
Theatre Party Charlevoix	
Tickets	25.00
Supporter	150.00
Sponsor	2,200.00
Total Theatre Party Charlevoix	<u>2,375.00</u>
Theatre Party Petoskey	
Bottle Return	4.00
Donation	733.50
Raffle	364.00
Sponsor	7,075.00
Tickets	4,075.00
Tip Jar	25.00
Theatre Party Petoskey - Other	400.00
Total Theatre Party Petoskey	<u>12,676.50</u>

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through September 2016

	<u>Jan - Sep 16</u>
Total Fund Raising	15,051.50
GovPayNet	160.00
Grants	
Charlevoix Foundation	2,384.00
Petoskey Foundation	5,679.00
United Way	500.00
Women Who Care	6,000.00
Total Grants	14,563.00
Interest	117.58
Refund	269.94
Reimbursement Income	474.70
Training & Workshops	
Advanced	325.00
Oakland	1,000.00
Total Training & Workshops	1,325.00
VORP	
Charlevoix	7,510.00
Emmet	6,626.25
Total VORP	14,136.25
Total Income	151,079.49
Expense	
Accounting	3,750.00
Advertising	10,227.89
Charlevoix Office	
Rent	1,100.00
Telephone	655.52
Total Charlevoix Office	1,755.52
Communications	
Internet	525.93
Telephone	1,900.18
Total Communications	2,426.11
Contractual	4,793.00
Equipment Expense	
Purchase	499.00
Total Equipment Expense	499.00
Fringe Benefits	
Life Insurance	163.50
Dental Insurance	113.00
Health Insurance	3,340.34
Unemployment	877.13
Total Fringe Benefits	4,493.97
Occupancy	
Rent	5,500.00

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through September 2016

	Jan - Sep 16
Total Occupancy	5,500.00
Other	
Board	778.43
Executive Director	1,298.21
Hospitality	315.39
Licenses, Fees, Dues	750.15
PD	930.00
Theatre Party	4,017.66
Theatre Party Charlevoix	32.86
Total Other	8,122.70
Payroll Expenses	7,104.56
Postage	1,509.27
Printing	1,752.00
Reimbursement	
Fees	160.00
Total Reimbursement	160.00
Salaries and Wages	81,131.00
Supplies	3,106.05
Training	
OMC	519.24
Total Training	519.24
Travel	
Lodging	427.38
Meals	117.29
Mileage	2,101.51
Other	3.50
Total Travel	2,649.68
Void	0.00
Total Expense	139,499.99
Net Ordinary Income	11,579.50
Net Income	11,579.50



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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through September 2016

	<u>Jan - Sep 16</u>
Ability Body in Motion	80.00
Abuzz Creative	540.00
Applied Imaging	50.88
AT&T	1,734.06
Boyne Area Chamber of Commerce	245.00
Central Interconnect	932.50
Charlevoix Chamber of Commerce	230.00
Charlevoix County Community Foundation	30.00
Charter Communications	858.70
Charter Communicatons	53.99
Chase Bank	34.95
Chemical Bank	946.75
City of Charlevoix	1,100.00
City Park Grill	98.80
Conflict Resolution Services	150.00
Dan McGuire	4,795.50
DRER, Inc.	182.98
East Jordan Chamber of Commerce	45.00
Emmet County Recycling	80.00
EPS	744.00
First Bankcard	37.46
First Community Bank	24.39
Gaslight Media	360.00
Gordon Food Service	168.12
GovPayNet	160.00
Harbor Springs Chamber of Commerce	165.00
Jane Millar	3,423.80
Joel Wurster	225.00
Johan's	26.95
John Wiley & Sons, Inc.	360.00
Karen Cole	2,384.76
Kirstyn Horan	2,738.46
Kristy Whitman	77.33
Mason & Kammermann	3,750.00
McCardel Water Conditioning	218.00
MCDRPCA	110.75
Meyer Hardware	19.45
Michigan Department of Treasury	70.40
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,091.30
Office Max	159.25
Oleson's	70.40
On The Throttle	2,245.00
Online Payroll Service Fee	122.00
Parrot Film Company	1,800.00
Payroll Distribution	88,011.56
Petoskey Chamber of Commerce	1,335.00
Petoskey Cinema	1,412.50
Pitney Bowes	1,472.43
PMP	224.00
Rotary	296.25
Rotary Club of Petoskey	440.50
Sign & Design	3,650.00

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through September 2016

	<u>Jan - Sep 16</u>
Sky's the Limit	30.00
Spectrum Business	314.88
St. Francis Xavier	5,500.00
State of Michigan	20.00
Taylor Rental	499.50
The 501 Alliance	877.13
The Print Shop	2,323.00
Trophy Case	31.80
Weathervane	260.51
Zonta	40.00
<b>TOTAL</b>	<u><u>139,499.99</u></u>

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**  
As of September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
CD Bank of N. MI [REDACTED]	0.00	6,562.90	-6,562.90	-100.0%
CD Bank of N. MI [REDACTED]	0.00	6,194.32	-6,194.32	-100.0%
CD Bank of N. MI [REDACTED]	0.00	6,374.54	-6,374.54	-100.0%
CD Char State Bank [REDACTED]	5,964.49	5,940.69	23.80	0.4%
CD Char State Bank [REDACTED]	12,208.47	12,165.82	42.65	0.4%
CD Chemical Bank [REDACTED]	6,582.63	0.00	6,582.63	100.0%
CD Chemical Bank [REDACTED]	6,225.39	0.00	6,225.39	100.0%
CD Chemical Bank [REDACTED]	6,406.41	0.00	6,406.41	100.0%
CD First Comm. Bank [REDACTED]	7,844.98	7,821.49	23.49	0.3%
CD First Comm. Bank [REDACTED]	5,593.36	5,576.60	16.76	0.3%
Checking 1st Community Bank	33,604.05	0.00	33,604.05	100.0%
Checking Chase	0.00	22,314.14	-22,314.14	-100.0%
Money Market Fifth Third	5,000.47	0.00	5,000.47	100.0%
Money Market PNC	5,000.29	0.00	5,000.29	100.0%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,815.22	15,791.58	23.64	0.2%
Savings Chase	8,092.43	18,086.77	-9,994.34	-55.3%
Savings Chemical Bank	20,292.12	20,282.81	9.31	0.1%
<b>Total Checking/Savings</b>	<b>138,730.31</b>	<b>127,211.66</b>	<b>11,518.65</b>	<b>9.1%</b>
<b>Total Current Assets</b>	<b>138,730.31</b>	<b>127,211.66</b>	<b>11,518.65</b>	<b>9.1%</b>
Fixed Assets				
Accumulated Depreciation	-27,646.79	-24,925.79	-2,721.00	-10.9%
Equipment				
Purchase	12,327.70	6,022.00	6,305.70	104.7%
Equipment - Other	26,910.05	26,910.05	0.00	0.0%
<b>Total Equipment</b>	<b>39,237.75</b>	<b>32,932.05</b>	<b>6,305.70</b>	<b>19.2%</b>
<b>Total Fixed Assets</b>	<b>11,590.96</b>	<b>8,006.26</b>	<b>3,584.70</b>	<b>44.8%</b>
Other Assets				
Investments - CCCF	11,677.77	11,150.00	527.77	4.7%
Investments - PHSACF	13,457.15	12,740.00	717.15	5.6%
<b>Total Other Assets</b>	<b>25,134.92</b>	<b>23,890.00</b>	<b>1,244.92</b>	<b>5.2%</b>
<b>TOTAL ASSETS</b>	<b>175,456.19</b>	<b>159,107.92</b>	<b>16,348.27</b>	<b>10.3%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	970.00	638.00	332.00	52.0%
Fica Tax Withheld	1,854.93	1,174.87	680.06	57.9%
Michigan Unemployment	1,030.47	989.10	41.37	4.2%
State Income Tax Withheld	497.45	315.68	181.77	57.6%
<b>Total Other Current Liabilities</b>	<b>4,352.85</b>	<b>3,117.65</b>	<b>1,235.20</b>	<b>39.6%</b>
<b>Total Current Liabilities</b>	<b>4,352.85</b>	<b>3,117.65</b>	<b>1,235.20</b>	<b>39.6%</b>
<b>Total Liabilities</b>	<b>4,352.85</b>	<b>3,117.65</b>	<b>1,235.20</b>	<b>39.6%</b>
Equity				
*Retained Earnings	159,523.85	151,920.80	7,603.05	5.0%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	11,579.50	4,069.48	7,510.02	184.5%
<b>Total Equity</b>	<b>171,103.34</b>	<b>155,990.27</b>	<b>15,113.07</b>	<b>9.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>175,456.19</b>	<b>159,107.92</b>	<b>16,348.27</b>	<b>10.3%</b>