

INCOME EXPENSE REPORT SEPTEMBER 2015

INCOME CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
CDRP Funds		36,009.69	48,012.92	48,012.92	34,730.77
Agency Funds					
A. Charlevoix County		24,750.00	33,000.00	33,000.00	16,500.00
B. Emmet County		23,175.00	30,900.00	30,900.00	15,450.00
C. VORP Charlevoix	700.00	5,700.00	8,500.00	8,930.00	5,700.00
D. VORP Emmet		4,375.00	7,500.00	7,833.75	4,375.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E. Fees for Service	375.00	4,725.00	6,500.00	5,775.00	5,630.00
F. ACVS Fees		1,900.00	2,100.00	2,600.00	2,600.00
G. SPED Fees			1,500.00	2,800.00	2,500.00
H. Donations		46.90	500.00	500.00	58.00
I. Donor Campaign		2,522.50	4,000.00	3,000.00	3,748.50
K. Theatre Party					
1. Sponsorships		6,425.00	5,925.00	6,425.00	5,925.00
2. Ticket Sales		2,375.00	3,185.00	2,375.00	3,185.00
3. Other		1,573.90	1,675.00	1,573.90	1,674.50
L. Reimbursement/Rebate	133.50	1,245.60		1,245.60	447.98
M. Interest	10.57	75.22	90.00	100.00	70.61
N. Training					
1. 40-Hour		1,550.00	4,500.00	1,550.00	
2. Advanced - Spring					4,945.00
3. Roundtables					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation		2,040.00	1,540.00	2,040.00	350.00
C. Petoskey Foundation		2,060.00	1,540.00	2,060.00	1,834.00
D. United Way	500.00	2,849.75	1,294.75	3,211.00	3,723.50
E. Charlevoix Lions					
F. Revenue Sharing				1,321.00	9,334.00
G. Women's Club					
H. Bar Association		2,000.00		2,000.00	
Transfer from Savings					
TOTAL INCOME	1,719.07	133,398.56	170,262.67	175,253.17	130,781.86
In Kind					
A. Accounting Services		200.00	400.00	400.00	300.00
B. Volunteer Mediators	12,525.00	97,335.00	155,430.00	125,000.00	120,337.50
C. Volunteer Labor					1,440.00
D. Volunteer Training		600.00	1,200.00	1,000.00	
E. Mediation Locations	700.00	3,650.00	6,250.00	5,000.00	4,550.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00	11,700.00
G. Equipment/Supplies	42.97	550.18	400.00	525.00	320.15
H. Cell Phone	105.85	1,051.66	2,109.85	1,470.00	1,254.66
I. Theatre Party		3,313.00	3,003.00	3,313.00	3,003.00
J. Training Locations		500.00	2,000.00	1,000.00	
K. Mileage			500.00	500.00	
L. GoToMyPC	21.95	234.45	240.00	325.00	179.55
M. Miscellaneous		209.30		220.00	
IN KIND INCOME	14,695.77	119,143.59	187,132.85	154,353.00	143,084.86
TOTAL + IN KIND INCOME	16,414.84	252,542.15	357,395.52	329,606.17	273,866.72

EXPENSE CATEGORY	MONTH	2015 YTD	2015 Budget	2015 Project	2014 YTD
1. Personnel					
A. Salaries	8,006.54	73,723.57	100,173.00	103,533.00	74,153.20
B. FICA	650.97	6,611.85	7,663.24	7,663.24	6,505.53
C. Worker's Compensation			594.00	594.00	
D. Unemployment		623.09	1,001.73	1,001.73	752.40
E. Insurance/Education		3,086.67	5,500.00	5,500.00	46.06
2. Accounting		1,305.00	2,735.00	2,735.00	2,485.00
3. Advertising	60.00	1,530.00	2,345.00	2,345.00	1,701.31
4. Charlevoix Office					
A. Rent	100.00	1,000.00	1,200.00	1,200.00	900.00
B. Telephone	104.91	892.41	990.00	1,132.00	742.24
5.. Communications					
A. Telephone	214.56	1,916.53	2,611.00	2,516.00	1,964.88
B. Internet	67.00	631.00	540.00	840.00	552.30
6. Contractual	1,550.00	5,338.93	2,060.00	6,000.00	2,547.00
7. Equipment					
A. Purchase		4,131.70	4,204.00	4,204.00	5,411.65
B. Repair & Maintenance			300.00	300.00	247.50
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		10.00	
10. Occupancy - Rent	500.00	4,500.00	6,000.00	6,000.00	4,500.00
11. Other					
A. Board		624.59	728.00	728.00	1,959.99
B. Executive Director		1,472.73	1,770.00	2,500.00	1,224.67
C. Hospitality		563.31	755.00	755.00	919.10
D. Licenses, Fees, Dues	10.00	707.96	1,068.00	1,068.00	710.00
E. PD		986.47	1,460.00	1,300.00	1,359.00
F. Staff Retreat			125.00	125.00	
G. Theatre Party		4,042.67	2,655.00	4,042.67	4,126.24
12. Postage	398.00	1,046.48	1,015.00	1,046.48	1,277.97
13. Printing	1,430.00	2,252.50	2,893.75	2,500.00	2,533.00
14. Reimbursement		1,044.00		1,044.00	303.73
15. Supplies	309.80	2,413.57	3,335.00	2,600.00	2,904.84
16. Training					
A. 40-Hour		5,805.65	5,067.05	5,805.65	
B. Roundtables			160.00	160.00	
C. Advanced Spring					3,981.45
D. Security					696.00
E. Advanced Fall	498.64	698.64		698.64	
17. Travel					
A. Lodging	301.63	601.63	825.00	825.00	1,231.46
B. Meals	41.95	41.95	273.00	200.00	592.71
C. Mileage	523.59	1,945.21	7,215.25	7,215.25	3,732.63
D. Other		80.97		100.00	10.00
TOTAL EXPENSES	14,767.59	129,629.08	169,486.02	180,511.66	130,071.86
18. Gain (Loss)		3,769.48	776.65	-5,258.49	9,733.59
Comparison of Income & Expenses		133,398.56	170,262.67	175,253.17	139,805.45

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
September 2015

	<u>Sep 15</u>
Income	
Fees	
Breach of Contract	175.00
Divorce	75.00
Public Policy	125.00
Total Fees	<u>375.00</u>
Grants	
United Way	500.00
Total Grants	<u>500.00</u>
Interest	10.57
Refund	133.50
VORP	
Charlevoix	700.00
Total VORP	<u>700.00</u>
Total Income	<u>1,719.07</u>
Expense	
Advertising	60.00
Charlevoix Office	
Rent	100.00
Telephone	104.91
Total Charlevoix Office	<u>204.91</u>
Communications	
Internet	67.00
Telephone	214.56
Total Communications	<u>281.56</u>
Contractual	1,550.00
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>
Other	
Licenses, Fees, Dues	10.00
Total Other	<u>10.00</u>
Payroll Expenses	650.97
Postage	398.00
Printing	1,430.00
Salaries and Wages	8,006.54
Supplies	309.80
Training	
Advanced	498.64
Total Training	<u>498.64</u>
Travel	
Lodging	301.63
Meals	41.95
Mileage	523.59

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
September 2015

	<u>Sep 15</u>
Total Travel	<u>867.17</u>
Total Expense	<u>14,767.59</u>
Net Income	<u><u>-13,048.52</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
September 2015

	<u>Sep 15</u>
AT&T	371.47
City of Charlevoix	100.00
D&W Fresh Market	67.34
Dan McGuire	720.00
EPS	15.00
Gaslight Media	45.00
Karen Cole	427.62
McCardel Water Conditioning	51.50
Office Max	390.06
Online Payroll Service Fee	10.00
Payroll Distribution	8,433.51
Pitney Bowes	300.00
PMP	224.00
Postmaster	98.00
Roast & Toast	90.00
St. Francis Xavier	500.00
Terri Sevener	469.55
The Print Shop	1,430.00
Third Coast Media	1,015.00
Trophy Case	9.54
TOTAL	<u><u>14,767.59</u></u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through September 2015

	Jan - Sep 15
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,403.88
2nd Quarter	12,003.23
3rd Quarter	9,602.58
Total CDRP Funds	36,009.69
County Funding	
Charlevoix	24,750.00
Emmet	23,175.00
Total County Funding	47,925.00
Donation	
Donor Campaign	2,522.50
Mileage	46.90
Total Donation	2,569.40
Fees	
ACVS	1,900.00
Breach of Contract	1,000.00
Divorce	3,075.00
Domestic	100.00
Landlord/Tenant	225.00
Property	100.00
Public Policy	125.00
Real Estate	100.00
Total Fees	6,625.00
Fund Raising	
Theatre Party	
Donation	1,128.90
Raffle	406.00
Sponsor	6,425.00
Tickets	2,375.00
Tip Jar	39.00
Total Theatre Party	10,373.90
Total Fund Raising	10,373.90
Grants	
Bar Association	2,000.00
Charlevoix Foundation	2,040.00
Petoskey Foundation	2,060.00
United Way	2,849.75
Total Grants	8,949.75
Interest	75.22
Refund	1,245.60
Training & Workshops	
40-Hour	1,550.00
Total Training & Workshops	1,550.00

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through September 2015

	<u>Jan - Sep 15</u>
VORP	
Charlevoix	5,700.00
Emmet	4,375.00
Total VORP	<u>10,075.00</u>
Total Income	133,398.56
Expense	
Accounting	1,305.00
Advertising	1,530.00
Charlevoix Office	
Rent	1,000.00
Telephone	892.41
Total Charlevoix Office	<u>1,892.41</u>
Communications	
Internet	631.00
Telephone	1,916.53
Total Communications	<u>2,547.53</u>
Contractual	5,338.93
Equipment Expense	
Purchase	4,131.70
Total Equipment Expense	<u>4,131.70</u>
Fringe Benefits	
Health Insurance	3,086.67
Unemployment	623.09
Total Fringe Benefits	<u>3,709.76</u>
Miscellaneous	10.00
Occupancy	
Rent	4,500.00
Total Occupancy	<u>4,500.00</u>
Other	
Board	624.59
Executive Director	1,472.73
Hospitality	563.31
Licenses, Fees, Dues	707.96
PD	986.47
Theatre Party	4,042.67
Total Other	<u>8,397.73</u>
Payroll Expenses	6,611.85
Postage	1,046.48
Printing	2,252.50
Reimbursement	
Fees	275.00
Restitution	769.00
Total Reimbursement	<u>1,044.00</u>
Salaries and Wages	73,723.57

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through September 2015

	<u>Jan - Sep 15</u>
Supplies	2,413.57
Training	
40-Hour	5,805.65
Advanced	698.64
Total Training	<u>6,504.29</u>
Travel	
Lodging	601.63
Meals	41.95
Mileage	1,945.21
Other	80.97
Total Travel	<u>2,669.76</u>
Void	0.00
Total Expense	<u>129,629.08</u>
Net Income	<u>3,769.48</u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2015

	<u>Jan - Sep 15</u>
AT&T	3,184.94
Bay View Association	200.00
Bill & Carol's	54.43
Boyne Area Chamber of Commerce	140.00
Cafe Sante	50.00
Charlevoix Chamber of Commerce	330.00
Charlevoix County Community Foundation	50.00
Check Supply	22.95
City of Charlevoix	1,000.00
City Park Grill	35.53
Crossroads Industries	35.00
Crystal Mountain	300.00
D&W Fresh Market	110.59
Dan Harris Law Firm	25.00
Dan McGuire	4,138.50
Dixie Bunker	701.28
East Jordan Chamber of Commerce	10.00
Ed Waud	125.00
Emmet County Recycling	80.00
EPS	3,812.63
Gaslight Media	540.00
Gordon Food Service	548.83
Harbor Springs Chamber of Commerce	110.00
Hi-Tech	1,549.50
Island Airways	80.97
Jane Millar	2,472.22
Jimmy Johns	40.30
Karen Cole	427.62
Kim Lamb	125.00
LRBOI Tribal Court	200.00
MACM	450.00
Mason & Kammermann	1,305.00
McCardel Water Conditioning	157.25
MCDRPCA	115.01
Meyer Hardware	97.45
Northern Copy Express	61.84
Northern Lakes Economic Alliance	20.00
Northern Michigan Review	1,471.70
Office Depot	275.74
Office Max	1,106.12
Oleson's	11.97
Online Payroll Service Fee	90.00
Payroll Distribution	80,111.42
Petoskey Chamber of Commerce	990.00
Petoskey Cinema	972.00
Petoskey Public School	280.00
Pitney Bowes	785.93
PMP	224.00
Postmaster	250.75
Roast & Toast	240.78
Rotary	548.75
SBM	10.00
Sign & Design	125.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2015

	<u>Jan - Sep 15</u>
Sky's the Limit	128.99
St. Francis Xavier	4,500.00
Stafford's Hospitality	439.56
State Bar of Michigan	150.00
State of Michigan	30.00
Taylor Rental	514.50
Terri Sevener	3,370.04
The 501 Alliance	623.09
The Bistro	155.01
The Print Shop	2,902.50
Third Coast Media	1,015.00
Tne New York Restaurant	100.00
Trophy Case	99.54
United Way	30.00
Wanda Joseph	4,310.27
Weathervane	290.58
TOTAL	<u><u>128,860.08</u></u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of October 7, 2015

	Oct 7, 15	Oct 7, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,562.90	6,543.25	19.65	0.3%
CD Bank of N. MI 804631	6,202.13	6,171.21	30.92	0.5%
CD Bank of N. MI 806536	6,374.54	6,342.77	31.77	0.5%
CD Char State Bank 18756	5,940.69	5,910.02	30.67	0.5%
CD Char State Bank 18910	12,165.82	12,112.48	53.34	0.4%
CD First Comm. Bank 60302215	7,821.49	7,798.71	22.78	0.3%
CD First Comm. Bank 60302716	5,576.60	5,560.36	16.24	0.3%
Checking Chase	17,599.66	17,036.39	563.27	3.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,791.58	15,696.38	95.20	0.6%
Savings Chase	18,086.77	18,078.53	8.24	0.1%
Savings Chemical Bank	20,282.81	0.00	20,282.81	100.0%
Savings NW Bank 710205349	0.00	10,273.71	-10,273.71	-100.0%
Total Checking/Savings	122,504.99	111,623.81	10,881.18	9.8%
Total Current Assets	122,504.99	111,623.81	10,881.18	9.8%
Fixed Assets				
Accumulated Depreciation	-20,362.95	-18,412.95	-1,950.00	-10.6%
Equipment				
Maintenance	190.00	190.00	0.00	0.0%
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,662.14	20,662.14	0.00	0.0%
Total Fixed Assets	299.19	2,249.19	-1,950.00	-86.7%
Other Assets				
Investments - CCCF	11,150.00	11,045.07	104.93	1.0%
Investments - PHSACF	12,740.00	11,455.46	1,284.54	11.2%
Total Other Assets	23,890.00	22,500.53	1,389.47	6.2%
TOTAL ASSETS	146,694.18	136,373.53	10,320.65	7.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	330.00	1,135.00	-805.00	-70.9%
Fica Tax Withheld	585.18	1,769.36	-1,184.18	-66.9%
Michigan Unemployment	1,956.63	832.81	1,123.82	134.9%
State Income Tax Withheld	474.52	475.99	-1.47	-0.3%
Total Other Current Liabilities	3,346.33	4,213.16	-866.83	-20.6%
Total Current Liabilities	3,346.33	4,213.16	-866.83	-20.6%
Total Liabilities	3,346.33	4,213.16	-866.83	-20.6%
Equity				
*Retained Earnings	143,280.11	135,886.80	7,393.31	5.4%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	67.75	-3,726.42	3,794.17	101.8%
Total Equity	143,347.85	132,160.37	11,187.48	8.5%
TOTAL LIABILITIES & EQUITY	146,694.18	136,373.53	10,320.65	7.6%