

## INCOME EXPENSE REPORT SEPTEMBER 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		35,274.72	47,032.97	47,032.97	33,839.67
Agency Funds					
A. Charlevoix County		16,500.00	33,000.00	33,000.00	24,750.00
B. Emmet County		15,450.00	30,900.00	30,900.00	23,175.00
C. VORP Charlevoix	1,275.00	5,575.00	8,500.00	8,500.00	6,300.00
D. VORP Emmet	625.00	5,625.00	7,500.00	7,500.00	5,000.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	100.00	2,095.00	3,500.00	2,300.00	2,345.00
F. ACVS Fees		1,900.00	2,300.00	2,600.00	2,600.00
G. SPED Fees		2,200.00	500.00	2,200.00	
H. Donations	1,000.00	4,200.28	3,000.00	4,200.28	3,010.50
I. Designated Gifts					
J. Donor Campaign			3,000.00	3,000.00	3,050.00
K. Theatre Party					
1. Sponsorships		4,700.00	5,000.00	4,700.00	4,999.01
2. Ticket Sales		2,800.00	3,900.00	2,800.00	3,925.00
3. Other		1,607.60	100.00	1,607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate		59.00		59.00	9.62
N. Interest	1.29	64.13	2,000.00	300.00	1,527.88
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00	0.00	
3. Advanced - Fall	1,210.00	1,210.00	1,200.00	1,210.00	3,006.00
Grants					
A. Bay Harbor Foundation					3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation		460.00		460.00	3,200.00
D. United Way		1,566.25	941.25	1,875.00	1,691.25
E. Charlevoix Lions					200.00
Transfer from Savings			6,391.35	3,323.24	
<b>TOTAL INCOME</b>	<b>4,211.29</b>	<b>109,286.98</b>	<b>167,965.57</b>	<b>165,568.09</b>	<b>134,553.63</b>
In Kind					
A. Accounting Services	100.00	300.00	500.00	500.00	345.00
B. Volunteer Mediators	8,550.00	114,142.50	162,072.00	162,072.00	122,422.50
C. Volunteer Labor		20.00			890.00
D. Volunteer Training			600.00	600.00	600.00
E. Mediation Locations	550.00	4,250.00	6,120.00	6,120.00	4,300.00
F. Rent	1,300.00	10,000.00	15,600.00	15,600.00	10,400.00
G. Equipment/Supplies					160.00
H. Cell Phone	111.13	1,482.80	715.00	1,615.00	594.54
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00	1,000.00	2,000.00
K. Mileage			500.00	500.00	182.10
L. GoToMyPC	19.95	199.50	240.00	240.00	179.55
<b>IN KIND INCOME</b>	<b>10,631.08</b>	<b>132,818.30</b>	<b>189,847.00</b>	<b>190,670.50</b>	<b>144,578.19</b>
<b>TOTAL + IN KIND INCOME</b>	<b>14,842.37</b>	<b>242,105.28</b>	<b>357,812.57</b>	<b>356,238.59</b>	<b>279,131.82</b>

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	73,223.28	99,516.00	99,516.00	72,097.78
B. FICA	579.74	5,801.99	7,612.97	7,612.97	5,515.51
C. Worker's Compensation			498.00	498.00	
D. Unemployment		951.92	986.60	986.60	1,023.34
E. Insurance/Education		2,196.42	7,500.00	7,500.00	2,750.73
2. Accounting	250.00	1,100.00	3,520.00	3,520.00	850.00
3. Advertising	125.00	1,567.43	1,430.00	1,600.00	1,671.52
4. Charlevoix Office					
A. Rent	100.00	900.00	1,200.00	1,200.00	900.00
B. Telephone	63.55	636.27	700.00	800.00	528.17
C. Supplies					
5.. Communications					
A. Telephone	426.34	1,887.07	2,700.00	2,200.00	2,062.74
B. Internet	54.95	439.60	660.00	660.00	488.55
6. Contractual		1,045.00	2,200.00	1,500.00	2,004.33
7. Equipment					
A. Purchase		688.94	500.00	800.00	1,339.00
B. Repair & Maintenance	25.00	225.00	1,000.00	500.00	496.85
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. Occupancy - Rent	500.00	4,500.00	6,000.00	6,000.00	4,500.00
10. Other					
A. Board		550.76	696.50	696.50	461.74
B. Dinner Party			0.00	0.00	40.00
C. Executive Director		929.18	1,927.00	1,927.00	952.77
D. Hospitality	29.00	498.07	600.00	800.00	385.08
E. Licenses, Fees, Dues	10.00	567.00	920.00	920.00	210.00
F. PD		380.00	700.00	700.00	320.00
G. Shoplifting					
H. Staff Retreat			100.00	100.00	
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	458.00	1,385.41	1,700.00	1,700.00	1,074.00
12. Printing	360.00	1,440.00	1,500.00	1,500.00	600.00
13. Refund	250.00	250.00		250.00	
14. Reimbursement					25.00
15. Supplies	371.21	2,223.88	3,000.00	3,000.00	2,358.59
16. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall	243.14	243.14	2,800.00	2,200.00	718.39
17. Travel					
A. Lodging		810.08	585.00	900.00	401.97
B. Meals	13.19	151.24	157.00	200.00	83.91
C. Mileage	17.20	3,088.53	9,955.00	9,955.00	2,381.47
D. Other					7.00
<b>TOTAL EXPENSES</b>	<b>11,454.48</b>	<b>111,282.23</b>	<b>167,965.57</b>	<b>165,568.09</b>	<b>114,389.17</b>
18. Gain (Loss)					
Comparison of Income & Expenses					

10/16/12

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

September 2012

	<u>Sep '12</u>
<b>Income</b>	
Donation	1,000.00
<b>Fees</b>	
Divorce	100.00
<b>Total Fees</b>	<u>100.00</u>
Interest	1.29
<b>Training &amp; Workshops</b>	
Advanced	1,210.00
<b>Total Training &amp; Workshops</b>	<u>1,210.00</u>
<b>VORP</b>	
Charlevoix	1,275.00
Emmet	625.00
<b>Total VORP</b>	<u>1,900.00</u>
<b>Total Income</b>	4,211.29
<b>Expense</b>	
Accounting	250.00
Advertising	125.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	63.55
<b>Total Charlevoix Office</b>	<u>163.55</u>
<b>Communications</b>	
Internet	54.95
Telephone	426.34
<b>Total Communications</b>	<u>481.29</u>
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	<u>25.00</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Hospitality	29.00
Licenses, Fees, Dues	10.00
<b>Total Other</b>	<u>39.00</u>
Payroll Expenses	579.74
Postage	458.00
Printing	360.00
Refund Expense	250.00
Salaries and Wages	7,578.16
Supplies	371.21
<b>Training</b>	
Advanced	243.14
<b>Total Training</b>	<u>243.14</u>

10/16/12

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
September 2012

	<u>Sep '12</u>
Travel	
Meals	13.19
Mileage	17.20
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Total Travel	30.39
Void	0.00
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Total Expense	11,454.48
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Net Income	-7,243.19
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10/16/12

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
September 2012

	<u>Sep '12</u>
AT&T	489.89
Blissfest	95.00
City of Charlevoix	100.00
Dan O'Neil	250.00
Gaslight Media	84.95
Hi-Tech	315.00
Johan's	29.00
Mason & Kammermann	250.00
McCardel Water Conditioning	27.75
McLean & Eakin	315.35
Meyer Hardware	7.98
Office Max	57.27
Online Payroll Service Fee	10.00
Payroll Distribution	8,157.90
Pitney Bowes	158.00
Reserve Account	300.00
St. Francis Xavier	500.00
Terri Sevener	30.39
The Print Shop	360.00
<b>TOTAL</b>	<b><u>11,538.48</u></b>

10/16/12

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through September 2012

	<u>Jan - Sep '12</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
<b>Total CDRP Funds</b>	<u>35,274.72</u>
<b>County Funding</b>	
Charlevoix	16,500.00
Emmet	15,450.00
<b>Total County Funding</b>	<u>31,950.00</u>
<b>Donation</b>	
Mileage	130.28
Donation - Other	4,070.00
<b>Total Donation</b>	<u>4,200.28</u>
<b>Fees</b>	
ACVS	1,900.00
Breach of Contract	80.00
Cancellation	65.00
Divorce	1,250.00
Property	50.00
Shoplifting	650.00
SPED	2,200.00
<b>Total Fees</b>	<u>6,195.00</u>
<b>Fund Raising</b>	
<b>Theatre Party</b>	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
<b>Total Theatre Party</b>	<u>9,107.60</u>
<b>Total Fund Raising</b>	9,107.60
<b>Grants</b>	
Petoskey Foundation	460.00
United Way	1,566.25
<b>Total Grants</b>	<u>2,026.25</u>
<b>Interest</b>	64.13
<b>Refund</b>	59.00
<b>Training &amp; Workshops</b>	
Advanced	1,210.00
<b>Total Training &amp; Workshops</b>	<u>1,210.00</u>

10/16/12

## NORTHERN COMMUNITY MEDIATION

### Profit & Loss

January through September 2012

	<u>Jan - Sep '12</u>
<b>VORP</b>	
Charlevoix	5,575.00
Emmet	5,625.00
<b>Total VORP</b>	<u>11,200.00</u>
<b>Total Income</b>	109,286.98
<b>Expense</b>	
Accounting	1,100.00
Advertising	1,567.43
Charlevoix Office	
Rent	900.00
Telephone	636.27
<b>Total Charlevoix Office</b>	<u>1,536.27</u>
Communications	
Internet	439.60
Telephone	1,887.07
<b>Total Communications</b>	<u>2,326.67</u>
Contractual	1,045.00
Equipment Expense	
Purchase	688.94
Repair & Maintenance	225.00
<b>Total Equipment Expense</b>	<u>913.94</u>
Fringe Benefits	
Education	1,275.17
Health Insurance	921.25
Unemployment	951.92
<b>Total Fringe Benefits</b>	<u>3,148.34</u>
Occupancy	
Rent	4,500.00
<b>Total Occupancy</b>	<u>4,500.00</u>
Other	
Board	550.76
Executive Director	929.18
Hospitality	498.07
Licenses, Fees, Dues	567.00
PD	380.00
Theatre Party	3,452.02
<b>Total Other</b>	<u>6,377.03</u>
Payroll Expenses	5,801.99
Postage	1,385.41
Printing	1,440.00
Refund Expense	250.00
Salaries and Wages	73,223.28
Supplies	2,223.88

10/16/12

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through September 2012

	<u>Jan - Sep '12</u>
Training	
Advanced	243.14
Update	150.00
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Total Training	393.14
Travel	
Lodging	810.08
Meals	151.24
Mileage	3,088.53
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Total Travel	4,049.85
Void	0.00
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Total Expense	111,282.23
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Net Income	<u><u>-1,995.25</u></u>



10/16/12

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through September 2012

	<u>Jan - Sep '12</u>
AT&T	2,523.34
Bay Harbor Golf Club	250.00
Bert Rousseau	1,626.19
Bill & Carol's	16.42
Blissfest	95.00
Charlevoix Chamber of Commerce	250.00
City of Charlevoix	900.00
City Park Grill	147.09
Crystal Mountain	300.84
Culligan	116.00
Dan O'Neil	250.00
Emmet County Department of Public Works	72.00
Gaslight Media	679.60
Gordon Food Service	426.07
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	2,292.85
Jane Millar	2,566.18
Johan's	29.00
Kiwanis	150.00
MACM	370.00
Marsha Harrison	106.56
Mason & Kammermann	1,100.00
MC Sports	21.17
McCardel Water Conditioning	27.75
McLean & Eakin	315.35
Meyer Hardware	467.97
MSU Extension	10.00
North Central Michigan College	1,050.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	367.18
Online Payroll Service Fee	100.00
Payroll Distribution	79,025.27
Petoskey Chamber of Commerce	940.00
Petoskey Cinema	793.50
Pitney Bowes	485.41
Reserve Account	900.00
Rotary	501.50
Sky's the Limit	61.98
Sreve Tresidder	150.00
St. Francis Xavier	4,500.00
State of Michigan	20.00
Taylor Rental	427.00
Terri Sevener	198.43
The 501 Alliance	951.92
The Phone Man	150.00
The Print Shop	2,052.00
Trophy Case	60.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
<b>TOTAL</b>	<b><u>110,966.23</u></b>

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**

As of October 16, 2012

	Oct 16, '12	Oct 16, '11	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,502.48	6,466.83	35.65	0.6%
CD Bank of N. MI 804631	6,086.82	6,041.35	45.47	0.8%
CD Char State Bank 18756	5,825.93	5,742.46	83.47	1.5%
CD Char State Bank 18910	12,021.96	11,846.10	175.86	1.5%
CD First Comm. Bank 60302215	7,752.07	7,705.80	46.27	0.6%
CD First Comm. Bank 60302716	5,527.11	5,502.20	24.91	0.5%
CD PNC Bank 22013275839	6,259.21	6,223.33	35.88	0.6%
Checking Chase	3,609.60	24,486.62	-20,877.02	-85.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,542.95	15,523.42	19.53	0.1%
Savings Chase	18,039.62	18,024.58	15.04	0.1%
Savings NW Bank 710205349	10,263.44	10,257.39	6.05	0.1%
<b>Total Checking/Savings</b>	<b>97,531.19</b>	<b>117,920.08</b>	<b>-20,388.89</b>	<b>-17.3%</b>
<b>Total Current Assets</b>	<b>97,531.19</b>	<b>117,920.08</b>	<b>-20,388.89</b>	<b>-17.3%</b>
<b>Fixed Assets</b>				
<b>Accumulated Depreciation</b>				
Equipment	-15,437.00	-13,177.00	-2,260.00	-17.2%
<b>Purchase</b>				
Equipment - Other	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,472.14</b>	<b>20,472.14</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Fixed Assets</b>	<b>5,035.14</b>	<b>7,295.14</b>	<b>-2,260.00</b>	<b>-31.0%</b>
<b>Other Assets</b>				
Investments - CCCF	10,543.37	10,664.57	-121.20	-1.1%
Investments - PHSACF	10,608.41	10,794.43	-186.02	-1.7%
<b>Total Other Assets</b>	<b>21,151.78</b>	<b>21,459.00</b>	<b>-307.22</b>	<b>-1.4%</b>
<b>TOTAL ASSETS</b>	<b>123,718.11</b>	<b>146,674.22</b>	<b>-22,956.11</b>	<b>-15.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Accrued State Unemp.	200.40	0.00	200.40	100.0%
Federal Income Tax Withheld	-2,743.82	671.27	-3,415.09	-508.8%
Fica Tax Withheld	3,609.16	1,851.23	1,757.93	95.0%
Processing Fee	6.00	6.00	0.00	0.0%
State Income Tax Withheld	130.17	97.78	32.39	33.1%
<b>Total Other Current Liabilities</b>	<b>977.91</b>	<b>2,402.28</b>	<b>-1,424.37</b>	<b>-59.3%</b>
<b>Total Current Liabilities</b>	<b>977.91</b>	<b>2,402.28</b>	<b>-1,424.37</b>	<b>-59.3%</b>
<b>Total Liabilities</b>	<b>977.91</b>	<b>2,402.28</b>	<b>-1,424.37</b>	<b>-59.3%</b>
<b>Equity</b>				
*Retained Earnings	129,888.18	130,102.54	-214.36	-0.2%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	-7,147.97	14,169.41	-21,317.38	-150.5%
<b>Total Equity</b>	<b>122,740.20</b>	<b>144,271.94</b>	<b>-21,531.74</b>	<b>-14.9%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>123,718.11</b>	<b>146,674.22</b>	<b>-22,956.11</b>	<b>-15.7%</b>