

## INCOME AND EXPENSE REPORT SEPTEMBER 2011

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		33,839.67	45,119.56	45,119.56
Agency Funds				
A. Charlevoix County	8,250.00	24,750.00	33,000.00	33,000.00
B. Emmet County	7,725.00	23,175.00	30,900.00	30,900.00
C. VORP Charlevoix	1,400.00	6,300.00	8,500.00	8,500.00
D. VORP Emmet	1,250.00	5,000.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E.Fees for Service	750.00	2,345.00	2,800.00	4,000.00
F. ACVS Fees	500.00	2,600.00	2,600.00	1,700.00
G. SPED Fees			200.00	500.00
H. Donations		3,010.50	3,010.50	1,000.00
I. Designated Gifts				
J. Donor Campaign	1,000.00	3,050.00	3,050.00	3,000.00
K. Theatre Party				
1. Sponsorships		4,999.01	4,999.01	5,000.00
2. Ticket Sales		3,925.00	3,925.00	2,500.00
3. Other		210.70	210.70	500.00
L. Bartending		51.00	51.00	
M. Reimbursement/Rebate	9.62	9.62	9.62	
N. Interest		1,527.88	1,801.56	1,000.00
O. Training				
1. 40-Hour			0.00	3,000.00
2. Advanced - Fall	2,296.00	3,006.00	3,006.00	600.00
3. General Civil				
Grants				
A. Bay Harbor Foundation		3,663.00	3,663.00	
B. Charlevoix Foundation				
C. Petoskey Foundation		3,200.00	3,200.00	
D. United Way		1,691.25	3,691.25	
E. Charlevoix Lions		200.00	200.00	
Transfer from Savings			2,235.56	15,396.03
<b>TOTAL INCOME</b>	<b>23,180.62</b>	<b>134,553.63</b>	<b>171,462.06</b>	<b>171,215.59</b>
In Kind				
A. Accounting Services		345.00	500.00	500.00
B. Volunteer Mediators	13,650.00	122,422.50	190,000.00	190,000.00
C. Volunteer Labor	240.00	890.00	1,150.00	
D. Volunteer Training		600.00	600.00	
E. Mediation Locations	750.00	4,300.00	5,100.00	4,500.00
F. Rent	1,300.00	10,400.00	15,600.00	15,600.00
G. Equipment/Supplies		160.00	160.00	
H. Cell Phone	103.74	594.54	1,103.00	1,103.00
I. Theatre Party		2,504.50	2,504.50	2,450.00
J. Training Locations		2,000.00	2,000.00	4,000.00
K. Mileage		182.10	500.00	500.00
L. GoToMyPC	19.95	179.55	239.40	190.00
<b>IN KIND INCOME</b>	<b>16,063.69</b>	<b>144,578.19</b>	<b>219,456.90</b>	<b>218,843.00</b>
<b>TOTAL + IN KIND INCOME</b>	<b>39,244.31</b>	<b>279,131.82</b>	<b>390,918.96</b>	<b>390,058.59</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,589.24	72,097.78	98,660.00	98,660.00
B. FICA	580.58	5,515.51	7,547.49	7,547.49
C. Worker's Compensation			604.00	604.00
D. Unemployment		1,023.34	1,023.34	986.60
E. Insurance/Education		2,750.73	7,500.00	7,500.00
2. Accounting	250.00	850.00	3,800.00	3,800.00
3. Advertising	377.00	1,671.52	1,800.00	1,430.00
4. Charlevoix Office				
A. Rent	100.00	900.00	1,200.00	1,200.00
B. Telephone	111.41	528.17	650.00	650.00
5.. Communications				
A. Telephone	410.78	2,062.74	2,550.00	2,500.00
B. Internet	109.90	488.55	660.00	660.00
6. Contractual		2,004.33	2,400.00	2,000.00
7. Equipment				
A. Purchase		1,339.00	1,339.00	0.00
B. Repair & Maintenance	25.00	496.85	1,000.00	1,500.00
8. Insurance				
A. Employment Practices			235.00	235.00
B. Directors & Officers			1,333.00	1,333.00
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
10. Other				
A. Board		461.74	855.00	855.00
B. Dinner Party		40.00	40.00	
C. Executive Director		952.77	1,875.00	1,875.00
D. Hospitality		385.08	650.00	650.00
E. Licenses, Fees, Dues	10.00	210.00	812.50	812.50
F. PD		320.00	600.00	600.00
G. Shoplifting				
H. Staff Retreat			100.00	100.00
I. Theatre Party		2,470.62	2,470.62	2,445.00
11. Postage	458.00	1,074.00	2,000.00	2,000.00
12. Reimbursement		25.00	50.00	
13. Printing		600.00	2,000.00	2,000.00
14. Supplies	322.92	2,358.59	3,000.00	3,000.00
15. Training				
A. 40-Hour		5,670.11	5,670.11	7,900.00
B. General Civil				
C. Update - Fall	718.39	718.39	3,040.00	2,400.00
D. Child Protection				
E. Divorce				
16. Travel				
A. Lodging	24.12	401.97	585.00	585.00
B. Meals	20.55	83.91	157.00	157.00
C. Mileage	424.15	2,381.47	8,500.00	8,500.00
D. Other		7.00	25.00	
<b>TOTAL EXPENSES</b>	<b>12,032.04</b>	<b>114,389.17</b>	<b>171,462.06</b>	<b>171,215.59</b>
16. Gain (Loss)				
Comparison of Income & Expenses				

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

September 2011

	<u>Sep '11</u>
<b>Income</b>	
<b>County Funding</b>	
Charlevoix	8,250.00
Emmet	7,725.00
<b>Total County Funding</b>	<u>15,975.00</u>
<b>Donation</b>	
Donor Campaign	1,000.00
<b>Total Donation</b>	<u>1,000.00</u>
<b>Fees</b>	
ACVS	500.00
Divorce	300.00
Domestic	50.00
Employer/Employee	300.00
Shoplifting	100.00
<b>Total Fees</b>	<u>1,250.00</u>
Refund	9.62
<b>Training &amp; Workshops</b>	
Advanced	2,296.00
<b>Total Training &amp; Workshops</b>	<u>2,296.00</u>
<b>VORP</b>	
Charlevoix	1,400.00
Emmet	1,250.00
<b>Total VORP</b>	<u>2,650.00</u>
<b>Total Income</b>	<u>23,180.62</u>
<b>Expense</b>	
Accounting	250.00
Advertising	377.00
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	111.41
<b>Total Charlevoix Office</b>	<u>211.41</u>
<b>Communications</b>	
Internet	109.90
Telephone	410.78
<b>Total Communications</b>	<u>520.68</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>

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
September 2011

	<u>Sep '11</u>
<b>Other</b>	
Licenses, Fees, Dues	10.00
<b>Total Other</b>	<u>10.00</u>
<b>Payroll Expenses</b>	580.58
<b>Postage</b>	458.00
<b>Salaries and Wages</b>	7,589.24
<b>Supplies</b>	322.92
<b>Training</b>	
Advanced	718.39
<b>Total Training</b>	<u>718.39</u>
<b>Travel</b>	
Lodging	24.12
Meals	20.55
Mileage	424.15
<b>Total Travel</b>	<u>468.82</u>
<b>Total Expense</b>	<u>12,032.04</u>
<b>Net Income</b>	<u><u>11,148.58</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
September 2011

	<u>Sep '11</u>
Ace Hardware	5.37
AT&T	522.19
Bert Rousseau	192.13
City of Charlevoix	100.00
Crystal Mountain	12.06
Culligan	5.00
Gaslight Media	169.90
Glen's Supermarket	9.73
Gordon Food Service	82.10
Hi-Tech	25.00
Johan's	42.75
Mason & Kammermann	250.00
McLean & Eakin	654.04
Office Max	177.97
Online Payroll Service Fee	10.00
Payroll Distribution	8,169.82
Pitney Bowes	158.00
Reserve Account	300.00
St. Francis Xavier	500.00
Synergy	317.00
USPS	64.35
Wayne Tri	264.63
<b>TOTAL</b>	<b><u>12,032.04</u></b>

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# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through September 2011

	<u>Jan - Sep '11</u>
<b>Income</b>	
CDP	8,000.00
<b>CDRP Funds</b>	
1st Quarter	13,535.87
2nd Quarter	11,279.89
3rd Quarter	9,023.91
<b>Total CDRP Funds</b>	<u>33,839.67</u>
<b>County Funding</b>	
Charlevoix	24,750.00
Emmet	23,175.00
<b>Total County Funding</b>	<u>47,925.00</u>
<b>Donation</b>	
Donor Campaign	3,050.00
Mileage	133.50
Donation - Other	2,877.00
<b>Total Donation</b>	<u>6,060.50</u>
<b>Fees</b>	
ACVS	2,600.00
Breach of Contract	40.00
Divorce	1,750.00
Domestic	155.00
Employer/Employee	300.00
Shoplifting	100.00
<b>Total Fees</b>	<u>4,945.00</u>
<b>Fund Raising</b>	
Bartending	51.00
Theatre Party	
Raffle	203.00
Refund	7.70
Sponsor	4,999.01
Tickets	3,925.00
<b>Total Theatre Party</b>	<u>9,134.71</u>
<b>Total Fund Raising</b>	<u>9,185.71</u>
<b>Grants</b>	
Bay Harbor	3,663.00
Charlevoix Lions	200.00
Petoskey Foundation	3,200.00
United Way	1,691.25
<b>Total Grants</b>	<u>8,754.25</u>
<b>Interest</b>	1,527.88
<b>Refund</b>	9.62
<b>Training &amp; Workshops</b>	
Advanced	3,006.00
<b>Total Training &amp; Workshops</b>	<u>3,006.00</u>

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# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through September 2011

	<u>Jan - Sep '11</u>
<b>VORP</b>	
Charlevoix	6,300.00
Emmet	5,000.00
<b>Total VORP</b>	<u>11,300.00</u>
<b>Total Income</b>	134,553.63
<b>Expense</b>	
Accounting	850.00
Advertising	1,671.52
Charlevoix Office	
Rent	900.00
Telephone	528.17
<b>Total Charlevoix Office</b>	<u>1,428.17</u>
Communications	
Internet	488.55
Telephone	2,062.74
<b>Total Communications</b>	2,551.29
Contractual	2,004.33
Equipment Expense	
Purchase	1,339.00
Repair & Maintenance	496.85
<b>Total Equipment Expense</b>	<u>1,835.85</u>
Fringe Benefits	
Education	1,573.81
Insurance	1,176.92
Unemployment	1,023.34
<b>Total Fringe Benefits</b>	<u>3,774.07</u>
Occupancy	
Rent	4,500.00
<b>Total Occupancy</b>	<u>4,500.00</u>
Other	
Board	461.74
Dinner Party	40.00
Executive Director	952.77
Hospitality	385.08
Licenses, Fees, Dues	210.00
PD	320.00
Theatre Party	2,470.62
<b>Total Other</b>	<u>4,840.21</u>
Payroll Expenses	5,515.51
Postage	1,074.00
Printing	600.00
Reimbursement	
Fees	25.00
<b>Total Reimbursement</b>	<u>25.00</u>

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**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through September 2011

	<u>Jan - Sep '11</u>
Salaries and Wages	72,097.78
Supplies	2,358.59
Training	
40-Hour	5,670.11
Advanced	718.39
Total Training	<u>6,388.50</u>
Travel	
Lodging	401.97
Meals	83.91
Mileage	2,381.47
Other	7.00
Total Travel	<u>2,874.35</u>
Void	0.00
Total Expense	<u>114,389.17</u>
Net Income	<u><u>20,164.46</u></u>



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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through September 2011

	<u>Jan - Sep '11</u>
Ace Hardware	5.37
AT&T	2,590.91
Bert Rousseau	2,757.96
Bill Waters	2,600.00
Blissfest	70.00
Boyne Area Chamber of Commerce	195.00
Charlevoix Chamber of Commerce	150.00
Charlevoix County Community Foundation	10.00
Charlevoix Public Library	75.00
City of Charlevoix	920.00
City Park Grill	150.00
Crystal Mountain	280.06
Culligan	114.00
Dog Eat Dog Graphic Designs	56.25
Gaslight Media	758.55
George Willaert	25.00
Glen's Supermarket	92.25
Gordon Food Service	313.93
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	4,935.18
Jane Millar	1,232.44
Johan's	77.45
John Wiley & Sons, Inc.	166.50
MACM	300.00
Mason & Kammermann	850.00
McLean & Eakin	654.04
Meyer Hardware	7.16
Northern Michigan Review	243.60
Office Max	715.60
Oleson's	46.54
Online Payroll Service Fee	90.00
Payroll Distribution	77,613.29
Petoskey Chamber of Commerce	210.00
Petoskey Cinema	929.50
Pitney Bowes	474.00
Reserve Account	600.00
Rotary	537.75
Sign & Design	125.00
Sky's the Limit	43.99
St. Francis Xavier	4,500.00
Stafford's Hospitality	124.35
State of Michigan	20.00
Symon's	26.45
Synergy	634.00
Taylor Rental	456.00
The 501 Alliance	1,023.34
The Print Shop	1,212.00
Trophy Case	49.44
USPS	64.35
Wanda Joseph	2,600.00
Wayne Tri	2,384.78
Weathervane	178.14
<b>TOTAL</b>	<b><u>114,389.17</u></b>

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

As of September 30, 2011

	Sep 30, '11	Sep 30, '10	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,498.99	6,432.04	66.95	1.0%
CD Bank of N. MI 804631	6,026.16	5,921.52	104.64	1.8%
CD Char State Bank 18756	5,767.99	5,659.54	108.45	1.9%
CD Char State Bank 18910	11,903.44	11,670.24	233.20	2.0%
CD First Comm. Bank 60302215	7,705.80	7,623.94	81.86	1.1%
CD First Comm. Bank 60302716	5,502.20	5,448.10	54.10	1.0%
CD Nat'l City Bank 4160286236	0.00	5,966.67	-5,966.67	-100.0%
CD PNC Bank 22013275839	6,223.33	0.00	6,223.33	100.0%
Checking Chase	28,101.45	26,136.19	1,965.26	7.5%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,478.21	15,427.01	51.20	0.3%
Savings Chase	18,021.49	18,006.69	14.80	0.1%
Savings NW Bank 710205349	10,254.81	10,244.56	10.25	0.1%
<b>Total Checking/Savings</b>	<b>121,583.87</b>	<b>118,636.50</b>	<b>2,947.37</b>	<b>2.5%</b>
<b>Total Current Assets</b>	<b>121,583.87</b>	<b>118,636.50</b>	<b>2,947.37</b>	<b>2.5%</b>
Fixed Assets				
Accumulated Depreciation	-13,177.00	-11,213.00	-1,964.00	-17.5%
Equipment				
Purchase	658.00	0.00	658.00	100.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
<b>Total Equipment</b>	<b>20,472.14</b>	<b>19,814.14</b>	<b>658.00</b>	<b>3.3%</b>
<b>Total Fixed Assets</b>	<b>7,295.14</b>	<b>8,601.14</b>	<b>-1,306.00</b>	<b>-15.2%</b>
Other Assets				
Investments - CCCF	10,664.57	10,000.00	664.57	6.7%
Investments - PHSACF	10,794.43	10,000.00	794.43	7.9%
<b>Total Other Assets</b>	<b>21,459.00</b>	<b>20,000.00</b>	<b>1,459.00</b>	<b>7.3%</b>
<b>TOTAL ASSETS</b>	<b>150,338.01</b>	<b>147,237.64</b>	<b>3,100.37</b>	<b>2.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	335.15	548.98	-213.83	-39.0%
Fica Tax Withheld	1,346.55	1,154.58	191.97	16.6%
Processing Fee	6.00	0.00	6.00	100.0%
State Income Tax Withheld	-48.71	-49.53	0.82	1.7%
<b>Total Other Current Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
<b>Total Current Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
<b>Total Liabilities</b>	<b>1,414.99</b>	<b>1,430.03</b>	<b>-15.04</b>	<b>-1.1%</b>
Equity				
*Retained Earnings	128,758.57	127,753.52	1,005.05	0.8%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	20,164.46	18,054.10	2,110.36	11.7%
<b>Total Equity</b>	<b>148,923.02</b>	<b>145,807.61</b>	<b>3,115.41</b>	<b>2.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>150,338.01</b>	<b>147,237.64</b>	<b>3,100.37</b>	<b>2.1%</b>