

INCOME AND EXPENSE REPORT SEPTEMBER 2010

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		43,026.61	57,368.81	57,368.81
Agency Funds				
A. Charlevoix County		22,500.00	30,000.00	30,000.00
B. Emmet County	7,500.00	22,500.00	30,000.00	30,000.00
C. VORP Charlevoix	700.00	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		2,620.00	2,620.00	1,000.00
F. Fees for Service	390.00	3,310.00	3,500.00	4,000.00
G. SPED Fees	800.00	1,800.00	1,800.00	500.00
H. ACVS Fees	225.00	1,275.00	2,000.00	
I. Designated Gifts				
J. Donor Campaign	1,968.00	4,018.00	4,018.00	3,000.00
K. Theatre Party				
1. Sponsorships		5,550.00	5,550.00	5,000.00
2. Ticket Sales		2,875.00	2,875.00	2,000.00
3. Other		673.60	673.60	670.00
L. Reimbursement/Rebate	193.93	1,952.38	1,952.38	
M Interest	11.57	212.57	1,000.00	1,000.00
N. Training				
1. 40-Hour			0.00	3,000.00
2. Update - Fall	750.00	750.00	750.00	1,000.00
3. General Civil		100.00	100.00	300.00
4. Child Protection				
5. Divorce/Domestic Violence				
Grants				
A. Bay Harbor Foundation		3,663.00	3,663.00	
B. Petoskey Foundation		2,000.00	2,000.00	
C. Charlevoix Foundation		5,000.00	5,000.00	
D. United Way		750.00	3,000.00	
Transfer from Savings			7,500.00	7,500.00
TOTAL INCOME	13,163.50	143,876.16	189,370.79	170,338.81
In Kind				
A. Accounting Services		680.00	680.00	500.00
B. Volunteer Mediators	15,450.00	147,112.50	183,600.00	183,600.00
C. Volunteer Labor				
D. Volunteer Training	450.00	950.00	1,850.00	
E. Mediation Locations	250.00	3,350.00	3,500.00	3,500.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	81.48	837.49	996.00	996.00
I. Theatre Party		2,450.43	2,450.43	1,500.00
J. Mileage		406.45	500.00	
K. Training Locations	500.00	500.00	500.00	4,000.00
L. GoToMyPC	19.95	139.65	190.00	
IN KIND INCOME	18,051.43	168,126.52	209,866.43	209,696.00
TOTAL + IN KIND INCOME	31,214.93	312,002.68	399,237.22	380,034.81

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,546.16	78,178.84	99,500.00	99,500.00
B. FICA	577.28	5,969.91	7,611.75	7,611.75
C. Worker's Compensation			518.00	518.00
D. Unemployment		955.80	995.80	995.00
E. Insurance/Education		2,312.92	7,500.00	7,500.00
2. Accounting	250.00	3,750.00	3,750.00	3,800.00
3. Training				
A. 40-Hour			0.00	2,500.00
B. General Civil		1,214.58	1,214.58	850.00
C. Update - Fall	2,599.96	2,599.96	2,599.96	2,900.00
D. Child Protection	291.60	291.60	291.60	250.00
E. Divorce	74.34	74.34	500.00	500.00
4. Contractual	62.50	2,409.89	2,500.00	2,200.00
5. Travel				
A. Lodging		387.01	585.00	585.00
B. Meals		112.72	635.25	635.25
C. Mileage	192.00	2,250.45	9,350.00	9,350.00
D. Other				
6. Equipment				
A. Purchase		999.00	1,500.00	1,500.00
B. Repair & Maintenance	28.10	1,935.10	2,000.00	1,500.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	4,500.00	6,000.00	6,000.00
B. Supplies	123.20	2,450.15	3,000.00	3,000.00
C. Communications				
1. Telephone	197.28	1,881.58	2,300.00	1,450.00
2. Internet	52.95	476.55	660.00	660.00
D. Postage	458.00	2,019.24	2,300.00	1,800.00
E. Printing		1,864.55	2,100.00	2,100.00
F. Insurance				
1. Employment Practices			235.00	235.00
2. Directors & Officers			1,333.00	1,333.00
3. Commercial Umbrella			300.00	300.00
4. Business Protection			430.00	430.00
8. Advertising	115.00	1,465.98	1,500.00	1,110.00
9. Other				
A. Board		658.16	700.00	645.00
B. Executive Director		1,315.08	1,700.00	1,360.00
C. Hospitality		278.51	1,100.00	1,100.00
D. PD		552.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	165.00	907.50	1,000.00	575.00
F. Theatre Party		2,611.13	2,611.13	2,445.00
G. Shoplifting		19.38	19.38	
10. Grants				
A. Bay Harbor Foundation				
B. Petoskey Foundation				
C. Charlevoix Foundation				
D. United Way				
11. Charlevoix Office				
A. Rent	100.00	900.00	1,200.00	1,200.00
B. Telephone	48.93	480.13	600.00	600.00
C. Chamber				
E. Supplies			100.81	100.81
TOTAL EXPENSES	13,382.30	125,822.06	171,441.26	170,338.81
12. Gain (Loss)				
Comparison of Income & Expenses				

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

September 2010

	<u>Sep '10</u>
Income	
County Funding	
Emmet	7,500.00
Total County Funding	<u>7,500.00</u>
Donation	
Donor Campaign	1,968.00
Total Donation	<u>1,968.00</u>
Fees	
ACVS	225.00
Divorce	150.00
Domestic	100.00
Landlord/Tenant	40.00
Shoplifting	100.00
SPED	800.00
Total Fees	<u>1,415.00</u>
Interest	11.57
Refund	193.93
Training & Workshops	
Update	750.00
Total Training & Workshops	<u>750.00</u>
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	<u>1,325.00</u>
Total Income	<u>13,163.50</u>
Expense	
Accounting	250.00
Advertising	115.00
Charlevoix Office	
Rent	100.00
Telephone	48.93
Total Charlevoix Office	<u>148.93</u>
Communications	
Internet	52.95
Telephone	197.28
Total Communications	<u>250.23</u>
Contractual	62.50
Equipment Expense	
Repair & Maintenance	28.10
Total Equipment Expense	<u>28.10</u>
Occupancy	
Rent	500.00
Total Occupancy	<u>500.00</u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
September 2010

	<u>Sep '10</u>
Other	
Licenses, Fees, Dues	165.00
Total Other	165.00
Payroll Expenses	577.28
Postage	458.00
Salaries and Wages	7,546.16
Supplies	123.20
Training	
CDP	291.60
Divorce	74.34
Update	2,599.96
Total Training	2,965.90
Travel	
Mileage	192.00
Total Travel	192.00
Total Expense	13,382.30
Net Income	<u><u>-218.80</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
September 2010

	<u>Sep '10</u>
Anne Bachle Fifer	1,403.50
AT&T	246.21
BC Pizza	62.94
Bert Rousseau	122.00
Blissfest	70.00
Boyne Area Chamber of Commerce	105.00
Char-Em Great Start	15.00
City of Charlevoix	100.00
Gaslight Media	82.95
Gordon Food Service	95.83
Hi-Tech	90.60
Johan's	11.40
K-Mart	49.35
Mason & Kammermann	250.00
Office Max	325.73
Oleson's	31.59
Online Payroll Service Fee	10.00
Payroll Distribution	8,123.44
Pitney Bowes	158.00
Reserve Account	300.00
St. Francis Xavier	500.00
Stafford's Hospitality	1,108.76
United Way	50.00
Wayne Tri	70.00
TOTAL	<u><u>13,382.30</u></u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2010

	<u>Jan - Sep '10</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	17,210.65
2nd Quarter	14,342.20
3rd Quarter	11,473.76
Total CDRP Funds	<u>43,026.61</u>
County Funding	
Charlevoix	22,500.00
Emmet	22,500.00
Total County Funding	<u>45,000.00</u>
Donation	
Donor Campaign	4,018.00
Donation - Other	2,620.00
Total Donation	<u>6,638.00</u>
Fees	
ACVS	1,275.00
Cancellation	20.00
Civil Rights	175.00
Divorce	1,625.00
Domestic	350.00
General	80.00
Landlord/Tenant	60.00
Observation	100.00
Shoplifting	900.00
SPED	1,800.00
Total Fees	<u>6,385.00</u>
Fund Raising	
Theatre Party	
Donation	91.00
Raffle	177.00
Refund	405.60
Sponsor	5,550.00
Tickets	2,875.00
Total Theatre Party	<u>9,098.60</u>
Total Fund Raising	9,098.60
Grants	
Bay Harbor	3,663.00
Charlevoix Foundation	5,000.00
Petoskey Foundation	2,000.00
United Way	750.00
Total Grants	<u>11,413.00</u>
Interest	212.57
Refund	1,952.38

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2010

	<u>Jan - Sep '10</u>
Training & Workshops	
General Civil	100.00
Update	750.00
Total Training & Workshops	<u>850.00</u>
VORP	
Charlevoix	6,300.00
Emmet	5,000.00
Total VORP	<u>11,300.00</u>
Total Income	143,876.16
Expense	
Accounting	3,750.00
Advertising	1,465.98
Benefits	2,312.92
Charlevoix Office	
Rent	900.00
Telephone	480.13
Total Charlevoix Office	<u>1,380.13</u>
Communications	
Internet	476.55
Telephone	1,881.58
Total Communications	<u>2,358.13</u>
Contractual	2,409.89
Equipment Expense	
Purchase	999.00
Repair & Maintenance	1,935.10
Total Equipment Expense	<u>2,934.10</u>
Fringe Benefits	
Unemployment	955.80
Total Fringe Benefits	<u>955.80</u>
Occupancy	
Rent	4,500.00
Total Occupancy	<u>4,500.00</u>
Other	
Board	658.16
Executive Director	1,315.08
Hospitality	278.51
Licenses, Fees, Dues	907.50
PD	552.00
Shoplifting Preventative	19.38
Theatre Party	2,611.13
Total Other	<u>6,341.76</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2010

	<u>Jan - Sep '10</u>
Payroll Expenses	5,969.91
Postage	2,019.24
Printing	1,864.55
Salaries and Wages	78,178.84
Supplies	2,450.15
Training	
CDP	291.60
Divorce	74.34
General Civil	1,214.58
Update	2,599.96
Total Training	<u>4,180.48</u>
Travel	
Lodging	387.01
Meals	112.72
Mileage	2,250.45
Total Travel	<u>2,750.18</u>
Total Expense	<u>125,822.06</u>
Net Income	<u><u>18,054.10</u></u>

10/12/10

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2010

	<u>Jan - Sep '10</u>
Anne Bachle Fifer	1,403.50
AT&T	2,361.71
Bay Harbor	32.00
BC Pizza	62.94
Ben Franklin	28.75
Bert Rousseau	2,525.23
Blissfest	70.00
Boyne Area Chamber of Commerce	265.00
Char-Em Great Start	15.00
Cheryl Bauman	576.81
Child Abuse Council	20.00
City of Charlevoix	900.00
City of Petoskey	10.00
Conflict Resolution Services	40.00
Crystal Mountain	260.00
Culligan	141.00
Dog Eat Dog Graphic Designs	236.25
East Jordan Chamber of Commerce	60.00
FraserTrebilcock Lawyers	1,340.00
Gaslight Media	881.55
Glen's Supermarket	31.68
Gordon Food Service	477.71
Harbor Springs Chamber of Commerce	125.00
Hi-Tech	4,548.99
Jane Millar	1,419.70
Johan's	11.40
John Wiley & Sons, Inc.	166.50
K-Mart	59.18
MACM	200.00
Mason & Kammermann	3,750.00
McLean & Eakin	42.00
Meyer Hardware	35.64
Michigan State University	25.00
Northern Michigan Review	463.49
Office Max	1,339.65
Oleson's	58.54
Online Payroll Service Fee	90.00
Payroll Distribution	84,148.75
Petoskey Chamber of Commerce	812.50
Petoskey Cinema	710.00
Pitney Bowes	1,410.81
Priority Health	1,163.58
Reserve Account	600.00
Rotary	483.75
Rotary Club of Grand Rapids	50.00
Sherwin Williams	75.97
Sign & Design	125.00
Sky's the Limit	82.72
St. Francis Xavier	4,500.00
Stafford's Hospitality	2,074.80
State of Michigan	20.00
Steve Tresidder	600.00
Synergy	317.00
Taylor Rental	423.00

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2010

	<u>Jan - Sep '10</u>
The 501 Alliance	955.80
The Print Shop	2,197.20
Trophy Case	210.00
United Way	50.00
Wayne Tri	122.50
Weathervane	214.46
TOTAL	<u><u>125,422.06</u></u>

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NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of September 30, 2010

	Sep 30, '10	Sep 30, '09	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,432.04	6,327.60	104.44	1.7%
CD Bank of N. MI 804631	5,921.52	5,775.77	145.75	2.5%
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	7,623.94	7,495.17	128.77	1.7%
CD First Comm. Bank 60302716	5,448.10	5,314.18	133.92	2.5%
CD Nat'l City Bank 4160286236	5,698.95	5,472.24	226.71	4.1%
Checking Chase	26,136.19	33,224.54	-7,088.35	-21.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,427.01	15,266.62	160.39	1.1%
Savings Chase	18,006.69	17,988.80	17.89	0.1%
Savings NW Bank 710205349	10,244.56	10,230.85	13.71	0.1%
Total Checking/Savings	117,445.76	123,602.53	-6,156.77	-5.0%
Total Current Assets	117,445.76	123,602.53	-6,156.77	-5.0%
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%
Other Assets				
Investments - CCCF	10,000.00	0.00	10,000.00	100.0%
Investments - PHSACF	10,000.00	0.00	10,000.00	100.0%
Total Other Assets	20,000.00	0.00	20,000.00	100.0%
TOTAL ASSETS	146,046.90	132,203.67	13,843.23	10.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	548.98	0.04	548.94	1,372,350.0%
Fica Tax Withheld	1,154.58	0.02	1,154.56	5,772,800.0%
State Income Tax Withheld	-49.53	-24.17	-25.36	-104.9%
Total Other Current Liabilities	1,430.03	-248.11	1,678.14	676.4%
Total Current Liabilities	1,430.03	-248.11	1,678.14	676.4%
Total Liabilities	1,430.03	-248.11	1,678.14	676.4%
Equity				
*Retained Earnings	126,562.78	121,171.74	5,391.04	4.5%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	18,054.10	11,280.05	6,774.05	60.1%
Total Equity	144,616.87	132,451.78	12,165.09	9.2%
TOTAL LIABILITIES & EQUITY	146,046.90	132,203.67	13,843.23	10.5%