

**INCOME AND EXPENSE
SEPTEMBER 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		41,169.48	54,892.64	54,892.64
Agency Funds				
A. Charlevoix County	7,500.00	23,200.00	30,000.00	30,000.00
B. Emmet County		22,500.00	30,000.00	30,000.00
C. VORP Charlevoix		4,900.00	8,500.00	8,500.00
D. VORP Emmet		4,375.00	7,500.00	7,500.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00
E. Donations	200.00	1,165.00	1,400.00	450.00
F. Fees for Service	200.00	4,557.00	4,700.00	3,000.00
G. Designated Gifts				
H. Donor Campaign		50.00	3,000.00	3,000.00
I. SPED Fees		1,000.00	1,000.00	1,000.00
J. Theatre Party				
1. Sponsorships		5,125.00	5,125.00	6,000.00
2. Ticket Sales		2,475.00	2,475.00	3,000.00
3. Other		692.58	692.58	
K. Reimbursement/Rebate		478.88	478.88	
L. Interest	15.58	466.20	1,000.00	1,000.00
M. Training				
1. 40-Hour		6,000.00	6,000.00	1,500.00
2. Update		1,835.00	1,835.00	600.00
3. General Civil			0.00	300.00
4. Char-Em ISD/SPED			0.00	800.00
5. Divorce/Domestic Violence		76.25	76.25	
6. VORP		200.00	200.00	
N. Fund Raising/Other				
O. Restitution Income		27.00	27.00	
P. Shoplifting		232.52	232.52	
Grants				
A. Bay Harbor Foundation		3,362.00	3,362.00	
B. Charlevoix Foundation		175.00	175.00	
C. Charlevoix Lions		500.00	500.00	
Rent		650.00	650.00	2,400.00
TOTAL INCOME	7,915.58	133,211.91	171,821.87	161,942.64
In Kind				
A. Accounting Services		65.00	65.00	400.00
B. Volunteer Mediators	14,565.00	137,676.00	166,000.00	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations		2,050.00	4,000.00	4,000.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	83.15	685.28	840.00	700.00
I. Theatre Party		1,699.00	1,699.00	800.00
J. Mileage		18.18	18.18	
K. Training Locations		3,300.00	4,000.00	4,000.00
IN KIND INCOME	15,948.15	157,193.46	192,222.18	191,500.00
TOTAL + IN KIND INCOME	23,863.73	290,405.37	364,044.05	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	4,025.60	72,391.04	98,750.00	98,750.00
B. FICA	307.95	5,537.85	7,554.38	7,554.38
C. Worker's Compensation			531.00	531.00
D. Unemployment		379.52	987.50	987.50
2. Accounting		3,465.00	3,775.00	3,775.00
3. Training				
A. 40-Hour		5,226.09	5,226.09	4,500.00
B. General Civil			0.00	300.00
C. Update		2,743.10	2,743.10	2,700.00
D. VORP		1,267.56	1,267.56	
4. Contractual		1,213.29	2,200.00	2,200.00
5. Travel				
A. Lodging		473.81	685.00	585.00
B. Meals		149.89	635.25	635.25
C. Mileage	254.65	2,352.90	8,482.50	8,482.50
D. Other				
6. Equipment				
A. Purchase		979.94	2,500.00	1,223.52
B. Repair & Maintenance	507.50	2,065.38	2,300.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	4,500.00	6,000.00	6,000.00
B. Supplies	701.39	2,584.49	3,000.00	3,000.00
C. Communications				
1. Telephone		949.92	1,600.00	1,600.00
2. Internet		421.64	850.00	850.00
D. Postage	158.00	1,543.71	2,000.00	2,000.00
E. Printing		1,705.32	2,300.00	2,500.00
F. Insurance				
1. Employment Practices			224.00	224.00
2. Directors & Officers			1,270.00	1,270.00
3. Commercial Umbrella			300.00	300.00
4. Business Protection			460.00	460.00
8. Advertising	40.00	555.00	910.00	910.00
9. Other				
A. Board	19.43	72.92	945.00	945.00
B. Executive Director	77.09	857.24	1,310.00	1,310.00
C. Hospitality		334.93	1,100.00	1,100.00
D. PD	65.00	1,075.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	10.00	378.95	575.00	575.00
F. Annual Meeting				
G. Theatre Party		2,430.45	2,430.45	2,445.00
H. Shoplifting		145.01	200.00	
I. Refund		50.00	50.00	
J. Restitution Expense		27.00	27.00	
10. Grants				
A. Bay Harbor Foundation				
B. Charlevoix Lions		500.00	500.00	
11. Charlevoix Office				
A. Rent	100.00	900.00	1,200.00	1,200.00
B. Telephone		414.24	600.00	600.00
C. Chamber		45.00	45.00	
D. Supplies		61.46	129.49	129.49
TOTAL EXPENSES	6,766.61	117,797.65	166,863.32	161,942.64
12. Gain (Loss)			4,958.55	
Comparison of Income & Expenses			171,821.87	161,942.64

10/05/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

September 2009

	<u>Sep '09</u>
Income	
County Funding	
Charlevoix	7,500.00
Total County Funding	7,500.00
Donation	
Designated Gift	200.00
Total Donation	200.00
Fees	
Divorce	100.00
Shoplifting	100.00
Total Fees	200.00
Interest	15.58
Total Income	7,915.58
Expense	
Advertising	40.00
Charlevoix Office	
Rent	100.00
Total Charlevoix Office	100.00
Equipment Expense	
Repair & Maintenance	507.50
Total Equipment Expense	507.50
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	19.43
Executive Director	77.09
Licenses, Fees, Dues	10.00
Professional Development	65.00
Total Other	171.52
Payroll Expenses	307.95
Postage	158.00
Salaries and Wages	4,025.60
Supplies	701.39
Travel	
Mileage	254.65
Total Travel	254.65
Total Expense	6,766.61
Net Income	<u>1,148.97</u>

10/05/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
September 2009

	<u>Sep '09</u>
Cheryl Bauman	157.99
City of Charlevoix	100.00
Culligan	5.00
David Searles	28.05
Hi-Tech	997.50
Jane Millar	371.52
Online Payroll Service Fee	10.00
Partners in Prevention	65.00
Payroll Distribution	4,333.55
Petoskey Chamber of Commerce	40.00
Pitney Bowes	158.00
St. Francis Xavier	500.00
TOTAL	<u><u>6,766.61</u></u>

10/05/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2009

	<u>Jan - Sep '09</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	16,467.79
2nd Quarter	13,723.16
3rd Quarter	10,978.53
Total CDRP Funds	<u>41,169.48</u>
County Funding	
Charlevoix	23,200.00
Emmet	22,500.00
Total County Funding	<u>45,700.00</u>
Donation	
Designated Gift	200.00
Donor Campaign	50.00
Donation - Other	965.00
Total Donation	<u>1,215.00</u>
Fees	
ACVS	1,840.00
Breach of Contract	40.00
Divorce	1,470.00
Domestic	350.00
Landlord/Tenant	40.00
Observation	100.00
Probate	100.00
Property	50.00
Shoplifting	567.00
SPED	1,000.00
Total Fees	<u>5,557.00</u>
Fund Raising	
Theatre Party	
Donation	103.25
Raffle	177.00
Refund	405.63
Sponsor	5,125.00
Tickets	2,475.00
Theatre Party - Other	6.70
Total Theatre Party	<u>8,292.58</u>
Total Fund Raising	8,292.58
Grants	
Bay Harbor	3,362.00
Charlevoix Foundation	175.00
Charlevoix Lions	500.00
Total Grants	<u>4,037.00</u>

10/05/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2009

	<u>Jan - Sep '09</u>
Interest	466.20
Refund	478.88
Rental Income	650.00
Restitution Income	27.00
Shoplifting	232.52
Trainings & Workshops	
40-Hour	6,000.00
Divorce	76.25
Update	1,835.00
VORP	200.00
Total Training & Workshops	<u>8,111.25</u>
VORP	
Charlevoix	4,900.00
Emmet	4,375.00
Total VORP	<u>9,275.00</u>
Total Income	133,211.91
Expense	
Accounting	3,465.00
Advertising	555.00
Charlevoix Office	
Dues	45.00
Rent	900.00
Supplies	61.46
Telephone	414.24
Total Charlevoix Office	<u>1,420.70</u>
Communications	
Internet	421.64
Telephone	949.92
Total Communications	<u>1,371.56</u>
Contractual	1,213.29
Equipment Expense	
Purchase	979.94
Repair & Maintenance	2,065.38
Total Equipment Expense	<u>3,045.32</u>
Fringe Benefits	
Unemployment	379.52
Total Fringe Benefits	<u>379.52</u>
Grant Expense	
Charlevoix Lion's	500.00
Total Grant Expense	<u>500.00</u>
Occupancy	
Rent	4,500.00
Total Occupancy	<u>4,500.00</u>

10/05/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2009

	<u>Jan - Sep '09</u>
Other	
Board	72.92
Executive Director	857.24
Hospitality	334.93
Licenses, Fees, Dues	378.95
Professional Development	1,075.00
Shoplifting Preventative	145.01
Theatre Party	2,430.45
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Total Other	5,294.50
Payroll Expenses	5,537.85
Postage	1,543.71
Printing	1,705.32
Reimbursement	
Fees	50.00
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Total Reimbursement	50.00
Restitution Expense	27.00
Salaries and Wages	72,391.04
Supplies	2,584.49
Training	
40-Hour	5,226.09
Update	2,743.10
VORP	1,267.56
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Total Training	9,236.75
Travel	
Lodging	473.81
Meals	149.89
Mileage	2,352.90
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Total Travel	2,976.60
Void	0.00
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Total Expense	117,797.65
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Net Income	15,414.26
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10/05/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2009

	<u>Jan - Sep '09</u>
Anne Bachle Fifer	1,402.40
AT&T	1,364.16
Bert Rousseau	1,134.93
Charlevoix Chamber of Commerce	45.00
Cheryl Bauman	1,324.94
City of Charlevoix	900.00
Culligan	178.50
David Searles	53.80
Dog Eat Dog Graphic Designs	200.00
Gaslight Media	734.14
Glen's Supermarket	58.36
Gordon Food Service	476.89
Hi-Tech	4,503.22
Home Depot	10.58
Jane Millar	2,524.81
Johan's	67.65
Kathleen Lame	3,000.00
Kathleen Wells	50.00
Keith Lapp	500.00
MACM	750.00
Mason & Kammermann	3,465.00
Melanie Bunn	27.00
Meyer Hardware	20.14
Northern Michigan Review	781.60
Office Max	1,408.96
Oleson's	210.41
Online Payroll Service Fee	90.00
Partners in Prevention	65.00
Payroll Distribution	77,928.89
Petoskey Chamber of Commerce	465.00
Petoskey Cinema	764.50
Petoskey Printing	255.32
Pitney Bowes	893.69
Printed Checks	18.95
Radio Shack	16.31
Register of Copyrights	45.00
Reserve Account	650.02
Robert Jarema	350.00
Rotary	550.00
Sign & Design	125.00
Sky's the Limit	85.99
St. Francis Xavier	4,500.00
Stafford's Hospitality	1,784.94
State of Michigan	20.00
Taylor Rental	413.00
The 501 Alliance	379.52
The Print Shop	1,583.00
The Resolution Center	200.00
Wal-mart	31.03
WDRC	50.00
Westshore Dispute Resolution	590.00
TOTAL	<u><u>117,047.65</u></u>

10/05/09

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of September 30, 2009

	<u>Sep 30, '09</u>	<u>Sep 30, '08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	0.00	5,591.51	-5,591.51	-100.0%
CD Bank of N. MI 803611	6,327.60	6,110.74	216.86	3.6%
CD Bank of N. MI 804631	5,775.77	0.00	5,775.77	100.0%
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	7,565.00	7,565.00	0.00	0.0%
CD First Comm. Bank 60302716	5,128.54	5,128.54	0.00	0.0%
CD Nat'l City Bank 4160286236	5,472.24	5,472.24	0.00	0.0%
Checking Chase	36,292.85	15,715.21	20,577.64	130.9%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,266.62	15,013.21	253.41	1.7%
Savings Chase	17,987.33	17,965.85	21.48	0.1%
Savings NW Bank 710205349	10,224.34	10,198.65	25.69	0.3%
Total Checking/Savings	<u>126,547.05</u>	<u>105,267.71</u>	<u>21,279.34</u>	<u>20.2%</u>
Total Current Assets	<u>126,547.05</u>	<u>105,267.71</u>	<u>21,279.34</u>	<u>20.2%</u>
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	<u>8,601.14</u>	<u>8,601.14</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>135,148.19</u></u>	<u><u>113,868.85</u></u>	<u><u>21,279.34</u></u>	<u><u>18.7%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	-251.19	584.64	-835.83	-143.0%
Fica Tax Withheld	-585.43	1,105.81	-1,691.24	-152.9%
State Income Tax Withheld	-178.59	727.38	-905.97	-124.6%
Total Other Current Liabilities	<u>-1,239.21</u>	<u>2,193.83</u>	<u>-3,433.04</u>	<u>-156.5%</u>
Total Current Liabilities	<u>-1,239.21</u>	<u>2,193.83</u>	<u>-3,433.04</u>	<u>-156.5%</u>
Total Liabilities	<u>-1,239.21</u>	<u>2,193.83</u>	<u>-3,433.04</u>	<u>-156.5%</u>
Equity				
*Retained Earnings	120,973.15	101,313.70	19,659.45	19.4%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	15,414.26	10,361.33	5,052.93	48.8%
Total Equity	<u>136,387.40</u>	<u>111,675.02</u>	<u>24,712.38</u>	<u>22.1%</u>
TOTAL LIABILITIES & EQUITY	<u><u>135,148.19</u></u>	<u><u>113,868.85</u></u>	<u><u>21,279.34</u></u>	<u><u>18.7%</u></u>