



Northern Community Mediation

Where The Solution Is Up To You

NORTHERN COMMUNITY MEDIATION 2018 ANNUAL REPORT

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President: Bob Banner
Vice-President: Brian Kasiborski
Treasurer: Bill Meengs
Secretary: Stuart Fenton

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Hugh Conklin
Liisa Morley

Nikki Devitt
Kirstyn Slocum

DECEMBER 2018

INCOME CATEGORY	MONTH	2018 YTD	2018 Budget	2018 Project	2017 YTD
CDRP Funds		46,328.13	46,328.13	46,328.13	40,437.84
Boyne City Refund	6,400.00	8,415.22		8,415.22	1,343.44
Agency Funds					
A. Charlevoix County	9,250.00	37,000.00	37,000.00	37,000.00	33,000.00
B. Emmet County	8,355.00	33,420.00	33,420.00	33,420.00	32,445.00
C. VORP Charlevoix	916.66	9,996.60	11,000.00	9,996.60	9,960.00
D. VORP Emmet					8,835.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	9,120.00
E. Fees for Service	410.00	8,510.00	8,500.00	8,510.00	9,195.00
F. ACVS Fees		4,375.00	7,600.00	4,375.00	4,400.00
G. SPED Fees		7,750.00	6,650.00	7,750.00	6,400.00
H. Donations					164.00
I. Donor Campaign	3,085.00	9,820.00	6,000.00	9,820.00	5,654.00
K. Theatre Party Petoskey					
1. Sponsorships		8,150.00	7,400.00	8,150.00	7,375.00
2. Ticket Sales		2,850.00	3,200.00	2,850.00	3,200.00
3. Other		783.30	1,100.00	783.30	1,532.85
L. Theatre Party Charlevoix					
1. Sponsorships	100.00	3,875.00	3,400.00	3,875.00	3,275.00
2. Ticket Sales		650.00	1,600.00	650.00	1,505.00
3. Other		404.00	500.00	404.00	469.00
M. Reimbursement/Rebate		280.72		280.72	1,279.91
N. Interest	17.06	254.80	300.00	254.80	310.08
O. Training					
1. 40-Hour					8,050.00
2. Advanced		1,400.00	600.00	1,400.00	
Grants					
A. Charlevoix Foundation		4,270.00	2,470.00	4,270.00	1,075.00
B. Petoskey Foundation		3,470.00	2,470.00	3,470.00	875.00
C. Charlevoix Lions					
D. Revenue Sharing		3,500.00		3,500.00	2,200.00
E. Women's Club					
F. Rotary Club of Petoskey		2,470.00		2,470.00	694.00
Transfer from Savings					
GENERAL INCOME	28,533.72	205,972.77	187,538.13	205,972.77	192,795.12
Restorative Practices (RP)		37,116.02		37,116.02	31,283.98
Bonus Funds (BF)					38,386.11
GENERAL + RP + BF INCOME	28,533.72	243,088.79		243,088.79	262,465.21
In Kind					
A. Accounting Services		550.00	350.00	550.00	350.00
B. Volunteer Mediators	11,175.00	129,736.00	160,000.00	123,716.00	169,176.00
C. Volunteer Labor		120.00		120.00	200.00
D. Volunteer Training			300.00		1,200.00
E. Mediation Locations	900.00	5,850.00	5,000.00	5,850.00	5,900.00
F. Rent	1,300.00	15,600.00	15,600.00	15,600.00	15,600.00
G. Equipment/Supplies			200.00		400.00
H. Cell Phone		1,374.06	1,733.00	1,374.06	1,621.00
I. Theatre Party Petoskey		4,340.66	3,600.00	4,340.66	3,579.41
J. Theatre Party Charlevoix			1,000.00		
K. Training Locations		200.00	500.00	200.00	500.00
L. Mileage	1,852.50	1,852.50	500.00	1,852.50	630.22
M. GoToMyPC		562.22	287.40	562.22	287.40
N. Executive Director	64.35	2,007.18	3,000.00	2,007.18	2,594.58
O. 25th Anniversary		4,334.00	4,404.00	4,334.00	
IN KIND INCOME	15,291.85	166,526.62	196,474.40	160,506.62	202,038.61
GENERAL + IN KIND INCOME	43,825.57	372,499.39	384,012.53	366,479.39	394,833.73

EXPENSE CATEGORY	MONTH	2018 YTD	2018 Budget	2018 Project	2017 YTD
1. Personnel					
A. Salaries & Wages	8,261.78	111,575.23	111,603.00	111,575.23	108,534.73
B. FICA	632.06	8,841.87	8,537.63	8,841.87	9,253.77
C. Worker's Compensation		445.00	455.00	445.00	466.00
D. Unemployment		388.21	1,080.00	388.21	583.61
E. Insurance/Education		2,954.80	7,500.00	2,954.80	5,252.25
F. Boyne City Salaries & Wages	1,486.30	7,817.20		7,817.20	1,248.00
G. Boyne City FICA	113.70	608.87		608.87	95.48
2. Accounting		2,330.00	4,150.00	2,330.00	2,405.00
3. Advertising	450.00	2,050.48	1,735.00	2,050.48	1,931.00
4. Charlevoix Office					
A. Rent	100.00	1,200.00	1,200.00	1,200.00	1,300.00
B. Telephone	39.99	479.88	225.00	479.88	234.94
5.. Communications					
A. Telephone	139.96	1,862.61	2,300.00	1,862.61	2,212.39
B. Internet	74.98	914.74	780.00	914.74	749.84
6. Contractual		3,859.80	5,045.00	3,859.80	5,294.50
7. Equipment					
A. Purchase		3,873.00	2,000.00	3,873.00	
B. Repair & Maintenance					
8. Insurance					
A. Employment Practices			224.00		224.00
B. Directors, Officers, Emp Prac		1,474.00	1,270.00	1,474.00	1,250.00
C. Commercial Umbrella		300.00	300.00	300.00	300.00
D. Business Protection		430.00	430.00	430.00	430.00
9. Occupancy - Rent		5,000.00	6,000.00	5,000.00	6,500.00
10. Other					
A. Board	57.08	1,109.69	709.00	1,109.69	946.40
B. Executive Director	567.91	2,408.68	3,480.00	2,408.68	3,356.83
C. Hospitality	418.96	518.96	493.00	518.96	1,237.60
D. Licenses, Fees, Dues	10.00	1,232.76	1,055.00	1,232.76	1,089.17
E. PD		852.00	2,000.00	852.00	755.50
F. Staff Retreat		206.60	225.00	206.60	265.11
G. Theatre Party Petoskey		3,101.27	2,180.00	3,101.27	3,973.12
H. Theatre Party Charlevoix		2,289.07	2,195.00	2,289.07	2,789.19
I. Annual Meeting		245.30		245.30	
J. 25th Anniversary		7,892.16	7,713.00	7,892.16	1,125.02
K. Miscellaneous		30.04		30.04	100.00
11. Postage		1,960.00	1,800.00	1,960.00	2,083.51
12. Printing		2,781.00	2,500.00	2,781.00	2,353.00
13. Reimbursement		300.00		300.00	
14. Supplies	100.59	4,916.21	3,000.00	4,916.21	2,746.49
15. Training					
A. 40-Hour					5,928.33
B. Advanced		1,346.80	500.00	1,346.80	
C. Sault Ste. Marie					8.00
D. Beaver Island					5.00
16. Travel					
A. Lodging		950.14	600.00	950.14	697.45
B. Meals	60.39	274.27	252.00	274.27	176.50
C. Mileage	359.15	2,959.03	4,001.50	2,959.03	5,030.73
D. Other		16.00		16.00	6.00
E. Restorative Practices					88.69
GENERAL EXPENSES	12,872.85	191,795.67	187,538.13	191,795.67	183,027.15
General Income - General Expenses	15,660.87	14,177.10	0.00	14,177.10	9,767.97
Restorative Practices (RP) Expenses		23,497.44		23,497.44	52,537.81
Bonus Funds (BF) Expenses	3,915.60	27,449.47		27,449.47	10,997.60
General + RP + BF Expenses	16,788.45	242,742.58		242,742.58	246,562.56
Depreciation	3,339.59	3,339.59		3,339.59	3,339.59
(General+RP+BF) - Depreciation	20,128.04	246,082.17		246,082.17	

BONUS FUNDS					
INCOME	MONTH	2018	2017	2017 + 2018	BUDGET
			38,386.11	38,386.11	38,386.11
EXPENSES					
Salaries & Wages	1,642.00	22,267.00	10,131.00	32,398.00	34,077.00
FICA	125.58	1,714.02	814.55	2,528.57	2,601.53
Unemployment		68.92	52.05	120.97	1,020.21
Worker's Compensation		118.00	0.00	118.00	687.37
Supplies	345.63	863.61			
Travel Mileage	1,802.39	1,802.39			
travel Lodging		288.85			
25th Anniversry		326.68			
TOTAL EXPENSES	3,915.60	27,449.47	10,997.60	38,447.07	38,386.11
GAIN/LOSS			27,388.51	-60.96	0.00

RESTORATIVE PRACTICES GRANT

RESTORATIVE PRACTICES GRANT							
INCOME CATEGORY	MONTH	2018 YTD	2016-2018 GTD	2016-2018 Budget	2016-2018 Project	2016-2018 In Kind Budget	2016-2018 In Kind GTD
December 2016 Payment			7,600.00	76,000.00	76,000.00		
May 2017 Payment			16,022.73				
September 2017 Payment			11,868.21				
November 2017 Payment			3,393.04				
April 2018 Payment		17,152.16	17,152.16				
Final Payment		19,963.86	19,963.86				
RP INCOME		37,116.02	76,000.00	76,000.00	76,000.00		
EXPENSE CATEGORY	MONTH		2016-2018 GTD	2016-2018 Budget	2016-2018 Project	2016-2018 In Kind Budget	2016-2018 In Kind GTD
A. Salaries		21,850.10	63,725.20	63,094.00	63,725.20		35.25
B. FICA		1,655.63	5,619.85	4,826.70	5,619.85		
C. Unemployment				627.94			
D. Worker's Comp				868.00			
E. Supplies		195.53	577.93	500.00	577.93		19.08
F. Mileage		282.48	1,112.27	1,083.36	1,112.27	146.04	
G. Pellston		500.00	2,500.00	2,500.00	2,500.00		
H. Boyne City		500.00	2,500.00	2,500.00	2,500.00		
I. Equipment Purchase							1,788.00
J. Printing							250.00
K. Business Dinner							69.61
L. Dan McGuire						400.00	260.00
RP EXPENSES		24,983.74	76,035.25	76,000.00	76,035.25	546.04	2,421.94
Gain (Loss)		12,132.28	-35.25	0	0	-546.04	-2,386.69

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01/04/19
Cash Basis

NORTHERN COMMUNITY MEDIATION
Profit & Loss
December 2018

	Dec 18
Ordinary Income/Expense	
Income	
BC Reimbursement	6,400.00
County Funding	
Charlevoix	9,250.00
Emmet	8,355.00
Total County Funding	17,605.00
Donation	
Donor Campaign	
Board Member	660.00
Community	2,425.00
Total Donor Campaign	3,085.00
Total Donation	3,085.00
Fees	
Divorce	100.00
General Civil	185.00
Guardianship	75.00
Real Estate	50.00
Total Fees	410.00
Fund Raising	
Theatre Party Charlevoix	
Sponsor	100.00
Total Theatre Party Charlevoix	100.00
Total Fund Raising	100.00
Interest	17.06
VORP	
Charlevoix	916.66
Total VORP	916.66
Total Income	28,533.72
Expense	
BC	
Salaries & Wages	1,486.30
Payroll Expense	113.70
Total BC	1,600.00
BF	
Travel Mileage	1,802.39
Supplies	345.63
Salaries & Wages	1,642.00
Payroll Expenses	125.58
Total BF	3,915.60
Advertising	450.00
Charlevoix Office	
Rent	100.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Profit & Loss
December 2018

	Dec 18
Telephone	39.99
Total Charlevoix Office	139.99
Communications	
Internet	74.98
Telephone	139.96
Total Communications	214.94
Other	
Board	57.08
Executive Director	567.91
Hospitality	418.96
Licenses, Fees, Dues	10.00
Total Other	1,053.95
Payroll Expenses	632.06
Salaries and Wages	8,261.78
Supplies	100.59
Travel	
Meals	60.39
Mileage	359.15
Total Travel	419.54
Total Expense	16,788.45
Net Ordinary Income	11,745.27
Net Income	11,745.27

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Cash Basis

NORTHERN COMMUNITY MEDIATION

Profit & Loss - *With Depreciation*
December 2018

	Dec 18
Ordinary Income/Expense	
Income	
BC Reimbursement	6,400.00
County Funding	
Charlevoix	9,250.00
Emmet	8,355.00
Total County Funding	17,605.00
Donation	
Donor Campaign	
Board Member	660.00
Community	2,425.00
Total Donor Campaign	3,085.00
Total Donation	3,085.00
Fees	
Divorce	100.00
General Civil	185.00
Guardianship	75.00
Real Estate	50.00
Total Fees	410.00
Fund Raising	
Theatre Party Charlevoix	
Sponsor	100.00
Total Theatre Party Charlevoix	100.00
Total Fund Raising	100.00
Interest	17.06
VORP	
Charlevoix	916.66
Total VORP	916.66
Total Income	28,533.72
Expense	
BC	
Salaries & Wages	1,486.30
Payroll Expense	113.70
Total BC	1,600.00
BF	
Travel Mileage	1,802.39
Supplies	345.63
Salaries & Wages	1,642.00
Payroll Expenses	125.58
Total BF	3,915.60
Advertising	450.00
Charlevoix Office	
Rent	100.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Profit & Loss
December 2018

	Dec 18
Telephone	39.99
Total Charlevoix Office	139.99
Communications	
Internet	74.98
Telephone	139.96
Total Communications	214.94
Depreciation Expense	3,339.59
Other	
Board	57.08
Executive Director	567.91
Hospitality	418.96
Licenses, Fees, Dues	10.00
Total Other	1,053.95
Payroll Expenses	632.06
Salaries and Wages	8,261.78
Supplies	100.59
Travel	
Meals	60.39
Mileage	359.15
Total Travel	419.54
Total Expense	20,128.04
Net Ordinary Income	8,405.68
Net Income	8,405.68

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
December 2018

	<u>Dec 18</u>
Amy Stikovich	83.00
BC Payroll Distribution	1,600.00
BF Payroll Distribution	1,767.58
Bill & Carol's	64.62
Bill Cattin	25.00
Bruce Herbert	133.00
Caroline Smith	37.02
Charter Communications	254.93
Chemical Bank	156.63
City of Charlevoix	100.00
Connie Saltonstall	435.00
Dan McGuire	209.00
Denise Drake	191.00
Ed Engstrom	25.00
Harbor Springs Chamber of Commerce	5.00
Jamie Winters	6.00
Jane Millar	610.91
Jeff Higgs	58.00
Jim Raber	36.00
Julienne Tomatoes	280.35
Karen Cole	244.89
Katie Eberly	30.00
Leadership Charlevoix County	350.00
Lou Diaz	97.00
McCardel Water Conditioning	51.00
Online Payroll Service Fee	10.00
Payroll Distribution	8,893.84
Petoskey Chamber of Commerce	100.00
Rob Brown	43.00
Ron Moore	115.00
Ruthie Brown	30.00
Sky's the Limit	73.99
Stafford's Hospitality	447.19
Susan Hannah	197.50
Tim Arner	27.00
TOTAL	<u>16,788.45</u>

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NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2018

Jan - Dec 18

Ordinary Income/Expense

Income

BC Reimbursement 8,415.22

CDP 8,000.00

CDRP Funds

1st Quarter 13,898.44

2nd Quarter 11,582.03

3rd Quarter 20,847.66

Total CDRP Funds 46,328.13

County Funding

Charlevoix 37,000.00

Emmet 33,420.00

Total County Funding 70,420.00

Donation

Donor Campaign

Board Member 2,460.00

Community 7,110.00

Mediator 250.00

Total Donor Campaign 9,820.00

Total Donation 9,820.00

Fees

ACVS 4,375.00

Breach of Contract 450.00

Divorce 4,075.00

Domestic 100.00

General Civil 2,855.00

Guardianship 425.00

Post Judgement 100.00

Probate 200.00

Real Estate 305.00

SPED 7,750.00

Total Fees 20,635.00

Fund Raising

Theatre Party Charlevoix

Other 404.00

Tickets 650.00

Supporter 600.00

Sponsor 3,275.00

Total Theatre Party Charlevoix 4,929.00

Theatre Party Petoskey

Supporter 1,100.00

Donation 10.00

Raffle 322.00

Refund 404.30

Sponsor 7,050.00

Tickets 2,850.00

Tip Jar 47.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through December 2018

	Jan - Dec 18
Total Theatre Party Petoskey	11,783.30
Total Fund Raising	16,712.30
Grants	
Restorative Practices	37,116.02
Charlevoix Foundation	4,270.00
Petoskey Foundation	3,470.00
Revenue Sharing	3,500.00
Rotary Club of Petoskey	2,470.00
Total Grants	50,826.02
Interest	254.80
Refund	280.72
Training & Workshops	
Advanced	1,400.00
Total Training & Workshops	1,400.00
VORP	
Charlevoix	9,996.60
Total VORP	9,996.60
Total Income	243,088.79
Expense	
BC	
Salaries & Wages	7,817.20
Payroll Expense	608.87
Total BC	8,426.07
BF	
Travel Mileage	1,802.39
Supplies	863.61
25th Anniversary	326.68
Travel Lodging	288.85
Fringe Benefits	
Worker's Compensation	118.00
Unemployment	68.92
Total Fringe Benefits	186.92
Salaries & Wages	22,267.00
Payroll Expenses	1,714.02
Total BF	27,449.47
RP	
Supplies	195.53
Mileage	282.48
Payroll Expense	1,655.63
Salaries & Wages	20,363.80
Contractual	1,000.00
Total RP	23,497.44
Accounting	2,330.00

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2018

	Jan - Dec 18
Advertising	2,050.48
Charlevoix Office	
Rent	1,200.00
Telephone	479.88
Total Charlevoix Office	1,679.88
Communications	
Internet	914.74
Telephone	1,862.61
Total Communications	2,777.35
Contractual	3,859.80
Equipment Expense	
Purchase	3,873.00
Total Equipment Expense	3,873.00
Fringe Benefits	
Supplemental Insurance	113.70
Health Insurance	2,741.10
Insurance	100.00
Unemployment	388.21
Workman's Comp	445.00
Total Fringe Benefits	3,788.01
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,474.00
Total Insurance	2,204.00
Occupancy	
Rent	5,000.00
Total Occupancy	5,000.00
Other	
Reconciliation Discrepancy	0.04
25th Anniversary	7,892.16
Annual Meeting	245.30
Board	1,109.69
Executive Director	2,408.68
Hospitality	518.96
Licenses, Fees, Dues	1,232.76
Misc.	30.00
PD	852.00
Refund	300.00
Staff Retreat	206.60
Theatre Party Petoskey	3,101.27
Theatre Party Charlevoix	2,289.07
Total Other	20,186.53
Payroll Expenses	8,841.87
Postage	1,960.00
Printing	2,781.00

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01/04/19
Cash Basis

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2018

	Jan - Dec 18
Salaries and Wages	111,575.23
Supplies	4,916.21
Training	
Advanced	1,346.80
Total Training	1,346.80
Travel	
Lodging	950.14
Meals	274.27
Mileage	2,959.03
Other	16.00
Total Travel	4,199.44
Void	0.00
Total Expense	242,742.58
Net Ordinary Income	346.21
Net Income	346.21

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01/08/19
Cash Basis

NORTHERN COMMUNITY MEDIATION

Profit & Loss - *With Depreciation*

January through December 2018

Jan - Dec 18

Ordinary Income/Expense

Income

BC Reimbursement	8,415.22
CDP	8,000.00
CDRP Funds	
1st Quarter	13,898.44
2nd Quarter	11,582.03
3rd Quarter	20,847.66

Total CDRP Funds 46,328.13

County Funding

Charlevoix	37,000.00
Emmet	33,420.00

Total County Funding 70,420.00

Donation

Donor Campaign	
Board Member	2,460.00
Community	7,110.00
Mediator	250.00

Total Donor Campaign 9,820.00

Total Donation 9,820.00

Fees

ACVS	4,375.00
Breach of Contract	450.00
Divorce	4,075.00
Domestic	100.00
General Civil	2,855.00
Guardianship	425.00
Post Judgement	100.00
Probate	200.00
Real Estate	305.00
SPED	7,750.00

Total Fees 20,635.00

Fund Raising

Theatre Party Charlevoix	
Other	404.00
Tickets	650.00
Supporter	600.00
Sponsor	3,275.00

Total Theatre Party Charlevoix 4,929.00

Theatre Party Petoskey

Supporter	1,100.00
Donation	10.00
Raffle	322.00
Refund	404.30
Sponsor	7,050.00
Tickets	2,850.00
Tip Jar	47.00

3:13 PM
01/08/19
Cash Basis

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2018

	Jan - Dec 18
Total Theatre Party Petoskey	11,783.30
Total Fund Raising	16,712.30
Grants	
Restorative Practices	37,116.02
Charlevoix Foundation	4,270.00
Petoskey Foundation	3,470.00
Revenue Sharing	3,500.00
Rotary Club of Petoskey	2,470.00
Total Grants	50,826.02
Interest	254.80
Refund	280.72
Training & Workshops	
Advanced	1,400.00
Total Training & Workshops	1,400.00
VORP	
Charlevoix	9,996.60
Total VORP	9,996.60
Total Income	243,088.79
Expense	
BC	
Salaries & Wages	7,817.20
Payroll Expense	608.87
Total BC	8,426.07
BF	
Travel Mileage	1,802.39
Supplies	863.61
25th Anniversary	326.68
Travel Lodging	288.85
Fringe Benefits	
Worker's Compensation	118.00
Unemployment	68.92
Total Fringe Benefits	186.92
Salaries & Wages	22,267.00
Payroll Expenses	1,714.02
Total BF	27,449.47
RP	
Supplies	195.53
Mileage	282.48
Payroll Expense	1,655.63
Salaries & Wages	20,363.80
Contractual	1,000.00
Total RP	23,497.44
Accounting	2,330.00

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01/08/19

Cash Basis

NORTHERN COMMUNITY MEDIATION**Profit & Loss**

January through December 2018

	Jan - Dec 18
Advertising	2,050.48
Charlevoix Office	
Rent	1,200.00
Telephone	479.88
Total Charlevoix Office	1,679.88
Communications	
Internet	914.74
Telephone	1,862.61
Total Communications	2,777.35
Contractual	3,859.80
Depreciation Expense	3,339.59
Equipment Expense	
Purchase	3,873.00
Total Equipment Expense	3,873.00
Fringe Benefits	
Supplemental Insurance	113.70
Health Insurance	2,741.10
Insurance	100.00
Unemployment	388.21
Workman's Comp	445.00
Total Fringe Benefits	3,788.01
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,474.00
Total Insurance	2,204.00
Occupancy	
Rent	5,000.00
Total Occupancy	5,000.00
Other	
Reconciliation Discrepancy	0.04
25th Anniversary	7,892.16
Annual Meeting	245.30
Board	1,109.69
Executive Director	2,408.68
Hospitality	518.96
Licenses, Fees, Dues	1,232.76
Misc.	30.00
PD	852.00
Refund	300.00
Staff Retreat	206.60
Theatre Party Petoskey	3,101.27
Theatre Party Charlevoix	2,289.07
Total Other	20,186.53
Payroll Expenses	8,841.87
Postage	1,960.00

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Cash Basis

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2018

	Jan - Dec 18
Printing	2,781.00
Salaries and Wages	111,575.23
Supplies	4,916.21
Training	
Advanced	1,346.80
Total Training	1,346.80
Travel	
Lodging	950.14
Meals	274.27
Mileage	2,959.03
Other	16.00
Total Travel	4,199.44
Void	0.00
Total Expense	246,082.17
Net Ordinary Income	-2,993.38
Net Income	-2,993.38

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Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2018

	<u>Jan - Dec 18</u>
Abuzz Creative	120.00
Amy Stikovich	83.00
BC Payroll Distribution	8,426.07
BF Payroll Distribution	23,981.02
Bill & Carol's	64.62
Bill Cattin	25.00
Boyne Area Chamber of Commerce	165.00
Boyne City High School	500.00
Boyne City Tap Room	367.26
Bruce Herbert	133.00
Cafe Sante	50.00
Caitlin Koucky	1,500.00
Caroline Smith	737.17
Cash	400.00
Central Interconnect	262.50
Charlevoix Chamber of Commerce	410.00
Charlevoix Cinema	90.00
Charter Communications	3,260.37
Check Supply	22.42
Chemical Bank	5,298.03
City of Charlevoix	1,200.00
City Park Grill	2,699.20
Connie Saltonstall	435.00
Culligan	57.00
CWIB	36.00
D&W Fresh Market	27.14
Dan McGuire	3,315.00
David Hoffman	50.00
Denise Drake	191.00
Dog Eat Dog Graphic Designs	112.50
East Jordan Chamber of Commerce	105.00
Ed Engstrom	25.00
Emmet County Department of Public Works	80.00
EPS	730.80
EUP CDRC	100.00
First Community Bank	0.04
Frankenmuth Insurance	1,293.00
Gordon Food Service	224.83
Harbor Brenn Agency	1,474.00
Harbor Springs Chamber of Commerce	130.00
Jamie Winters	6.00
Jane Millar	5,243.99
Jeff Higgs	58.00
Jim Raber	36.00
Julienne Tomatoes	280.35
Karen Cole	3,768.30
Katie Eberly	30.00
Kelly Harmon	100.00
Lamar	975.00
Leadership Charlevoix County	350.00
Lite 96.3	1,440.00
Lou Diaz	97.00
Mason & Kammermann	2,330.00

PM
01/04/19
Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2018

	<u>Jan - Dec 18</u>
McCardel Water Conditioning	275.00
McLaren Northern Michigan Foundation	30.00
Meyer Hardware	22.57
Michelle Meinhardt	32.90
New York Restaurant	50.00
Northern Michigan Review	613.12
Office Max	29.90
Online Payroll Service Fee	120.00
Paula Harmon	100.00
Payroll Distribution	120,417.10
Pellston High School	500.00
Petoskey Chamber of Commerce	995.00
Petoskey Cinema	1,025.00
Pitney Bowes	2,186.96
Roast & Toast	30.86
Rob Brown	43.00
Ron Moore	115.00
Rotary	840.50
Rotary Club of Petoskey	197.50
RP Payroll Distribution	22,019.43
Ruthie Brown	30.00
Sign & Design	561.00
Sky's the Limit	166.97
St. Francis Xavier	5,000.00
Stafford's Hospitality	2,000.59
State of Michigan	20.00
Susan Hannah	197.50
Taylor Rental	280.80
The 501 Alliance	457.13
The Depot	50.00
The Print Shop	3,919.00
The Villager	50.00
Tim Arner	27.00
Tony Hoffman	50.00
Trophy Case	86.16
Van's Business Machines	4,108.00
Weathervane	1,198.98
Wine Guys	300.00
Women's Resource Center	200.00
WPBN/WGTU	1,500.00
TOTAL	<u>242,742.58</u>

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Accrual Basis

NORTHERN COMMUNITY MEDIATION

Balance Sheet

As of December 31, 2018

	Dec 31, 18	Dec 31, 17
ASSETS		
Current Assets		
Checking/Savings		
Savings 4Front	15,886.39	15,862.70
CD Bank of N. MI 806536	7.95	7.95
CD Char State Bank 18756	6,063.46	6,008.40
CD Char State Bank 18910	12,397.99	12,304.42
CD Chemical Bank 803611	6,640.46	6,613.96
CD Chemical Bank 804631	6,295.78	6,264.40
CD Chemical Bank 806536	6,470.80	6,438.55
CD First Comm. Bank 60302215	7,940.10	7,904.55
CD First Comm. Bank 60302716	5,665.47	5,640.04
Checking 1st Community Bank	52,608.01	52,203.00
Money Market Fifth Third	5,001.25	5,000.89
Money Market PNC	5,004.82	5,002.32
Petty Cash	100.00	100.00
Savings Chemical Bank	20,314.90	20,304.76
Total Checking/Savings	150,397.38	149,655.94
Total Current Assets	150,397.38	149,655.94
Fixed Assets		
Accumulated Depreciation	-37,907.03	-34,217.64
Equipment		
Purchase	44,523.75	41,025.75
Total Equipment	44,523.75	41,025.75
Total Fixed Assets	6,616.72	6,808.11
Other Assets		
Investments - CCCF	10,679.46	13,118.24
Investments - PHSACF	15,073.24	16,251.06
Total Other Assets	25,752.70	29,369.30
TOTAL ASSETS	182,766.80	185,833.35

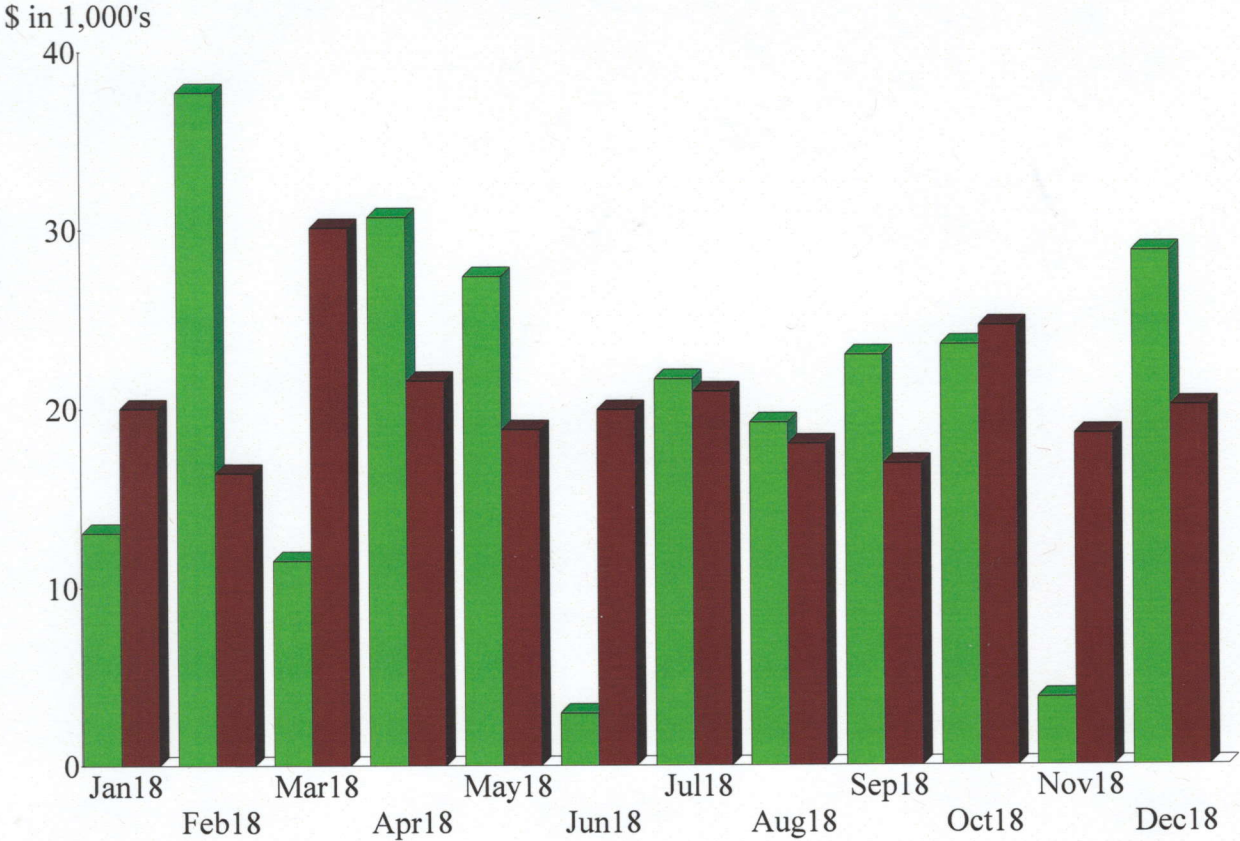
NORTHERN COMMUNITY MEDIATION

Balance Sheet

As of December 31, 2018

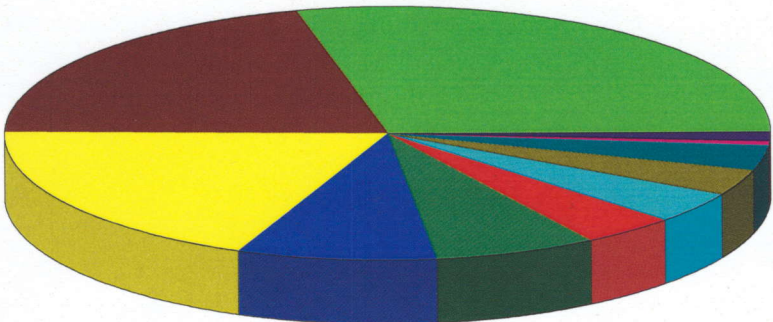
	Dec 31, 18	Dec 31, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
BC State Income Tax Withheld	195.28	0.00
BC Federal Income Tax Withheld	18.00	0.00
BC Michigan UnemploymentBF Mich	10.85	0.00
BF State Income Tax Withheld	975.77	418.33
BF Michigan Unemployment	11.01	0.00
BF FICA Tax Withheld	4,956.02	1,549.97
BF Federal Income Tax Withheld	1,068.69	911.90
BC FICA Tax Withheld	179.66	47.76
RP Michigan Unemployment	97.81	0.00
RP State Income Tax Withheld	-171.32	41.69
RP FICA Tax Withheld	-343.30	417.10
RP Federal Income Tax Withheld	-76.00	116.00
Federal Income Tax Withheld	-291.69	-9.90
Fica Tax Withheld	-3,507.43	-49.34
Michigan Unemployment	374.83	68.92
State Income Tax Withheld	206.75	6.88
Total Other Current Liabilities	3,704.93	3,519.31
Total Current Liabilities	3,704.93	3,519.31
Total Liabilities	3,704.93	3,519.31
Equity		
*Retained Earnings	182,314.05	173,068.62
Opening Bal Equity	-0.01	-0.01
Net Income	-3,252.17	9,245.43
Total Equity	179,061.87	182,314.04
TOTAL LIABILITIES & EQUITY	182,766.80	185,833.35

Income and Expense by Month
January through December 2018



Income Summary
January through December 2018

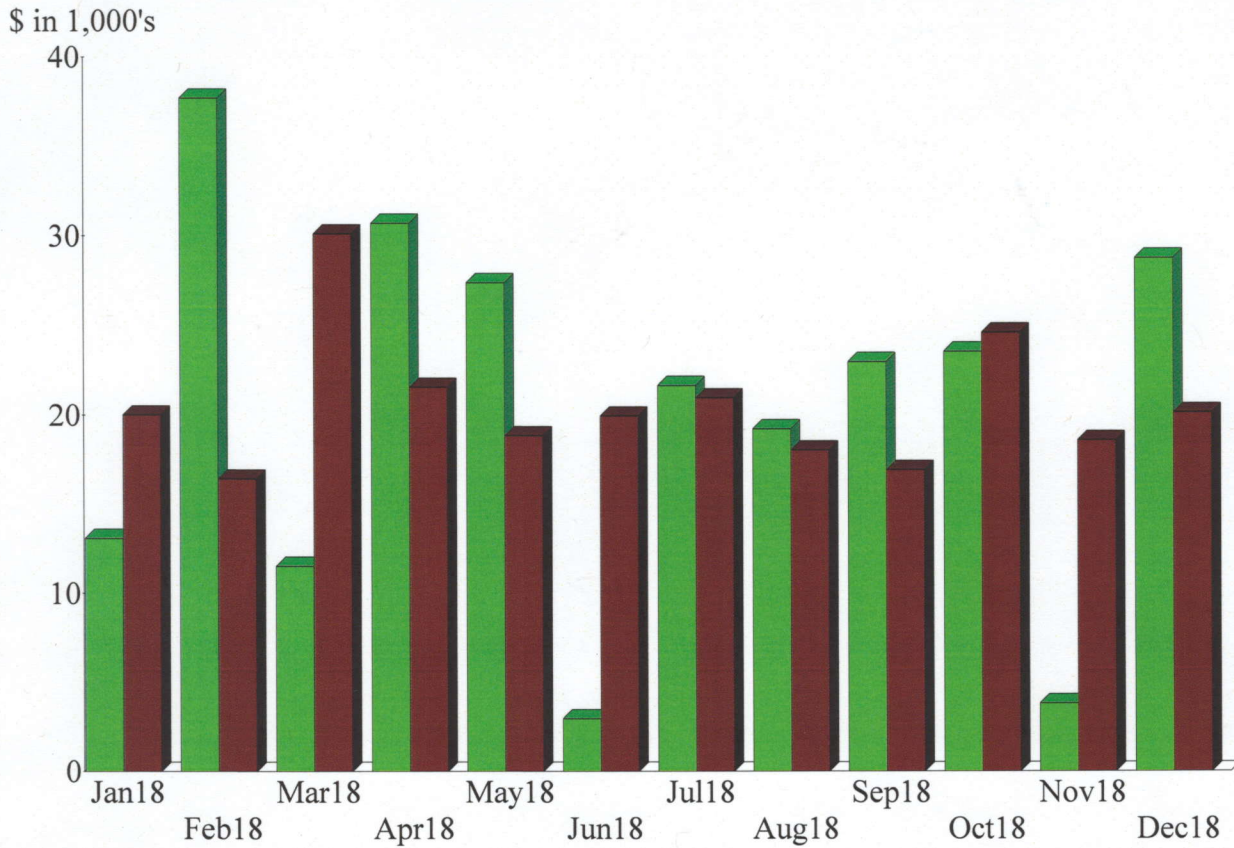
County Funding	%28.94
Grants	20.89
CDRP Funds	19.04
Fees	8.48
Fund Raising	6.87
VORP	4.11
Donation	4.04
BC Reimbursement	3.46
CDP	3.29
Training & Workshops	0.58
Other	0.31
Total	\$243,298.40



By Account

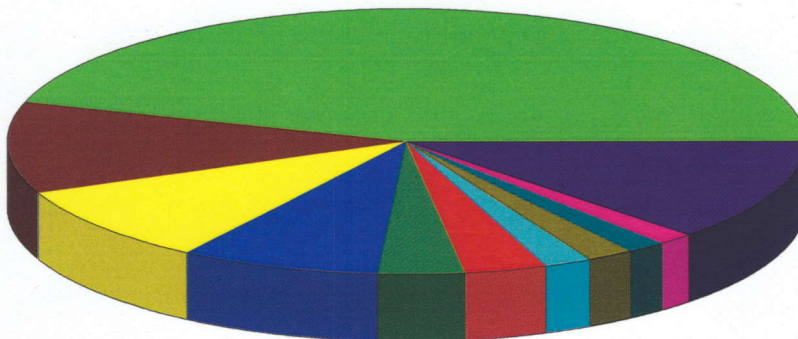
Income and Expense by Month January through December 2018

Income
Expense



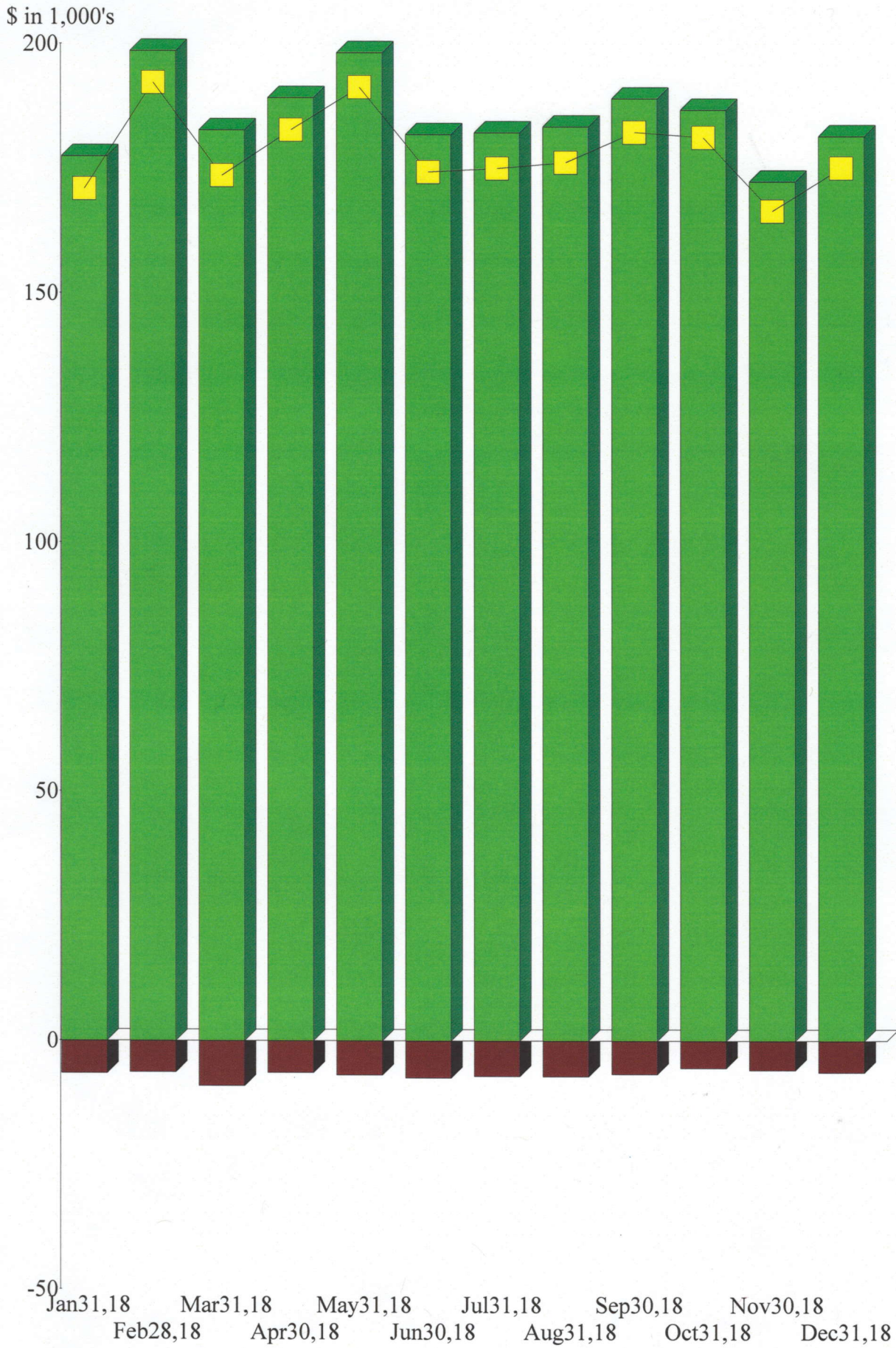
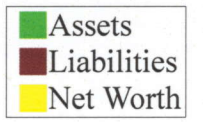
Expense Summary January through December 2018

Salaries and Wages	%45.34
BF	11.15
RP	9.55
Other	8.20
Payroll Expenses	3.59
BC	3.42
Occupancy	2.03
Supplies	2.00
Travel	1.71
Equipment Expense	1.57
Other	11.43
Total	\$246,082.17



By Account

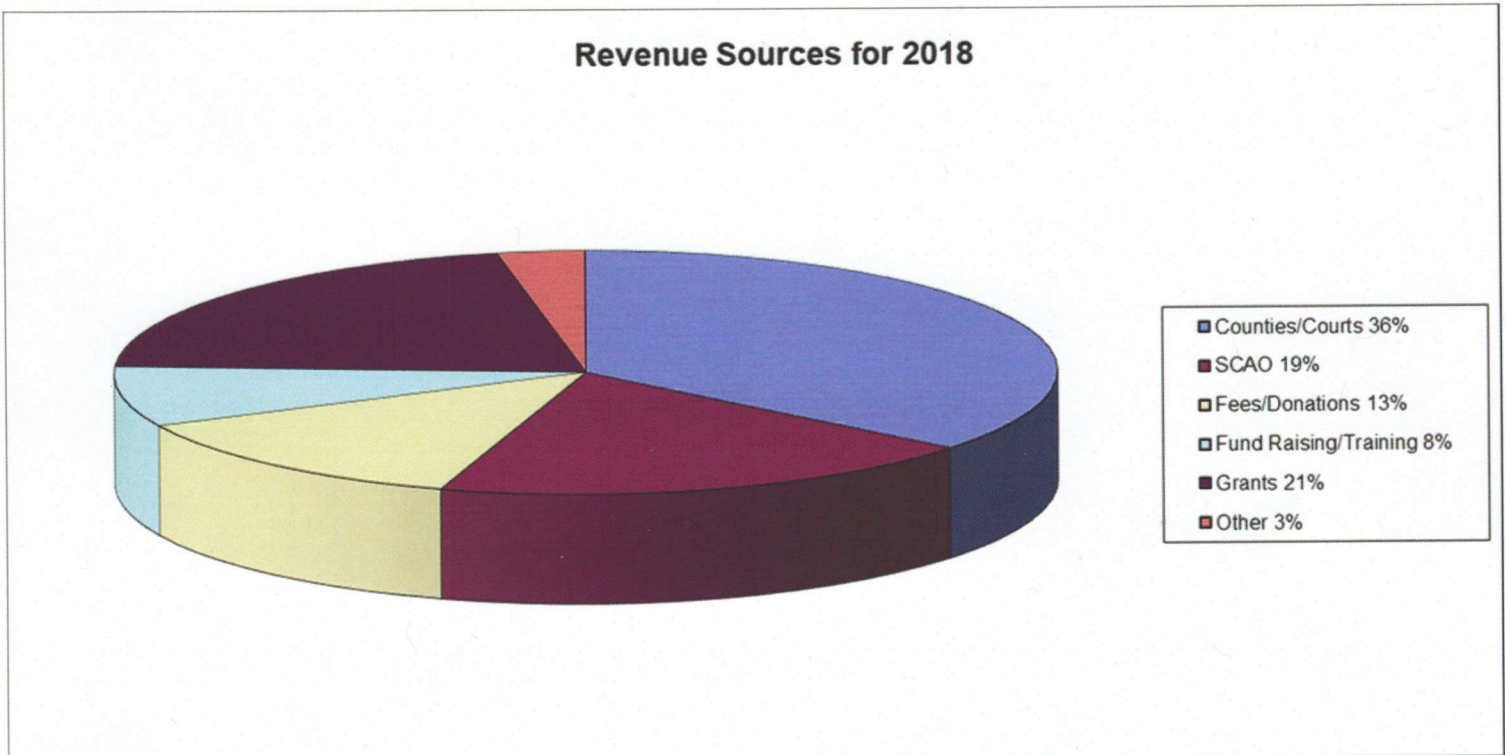
Net Worth by Month
As of December 31, 2018



NINETEEN YEAR COMPARISON REVENUE SOURCES

YEAR	SCAO	COUNTIES	AGENCY	TOTAL	IN KIND
2018	46,328.13	88,416.60	71,228.04	205,972.77	160,506.62
2017	40,437.84	93,360.00	58,997.28	192,795.12*	202,038.61
2016	43,747.09	93,400.00	58,425.99	195,573.08	183,687.04
2015	48,012.92	88,663.75	44,515.00	181,191.57	163,205.83
2014	46,307.69	87,275.00	51,413.97	184,996.66	170,662.83
2013	41,927.45	89,125.00	43,291.72	174,344.17	226,552.96
2012	47,032.97	84,050.00	35,331.95	166,414.92	184,703.20
2011	45,119.56	87,075.00	37,965.62	170,160.18	200,792.66
2010	57,368.81	84,000.00	42,990.48	184,359.29	228,514.86
2009	54,892.64	83,900.00	37,402.12	176,194.76	198,391.08
2008	52,964.25	76,225.00	48,077.34	177,266.59	193,458.36
2007	68,671.08	60,000.00	65,054.20	193,725.28	191,127.82
2006	67,531.61	69,000.00	31,807.63	168,339.24	142,871.68
2005	64,275.33	45,000.00	39,938.74	149,214.07	62,526.56
2004	70,441.65	33,750.00	22,005.16	126,196.81	44,883.50
2003	75,362.57	4,000.00	10,804.94	90,167.51	44,871.36
2002	69,788.17	3,000.00	5,543.35	78,331.52	46,419.87
2001	68,254.91	3,000.00	13,221.43	84,476.34	NA
2000	66,762.94	3,000.00	19,417.20	89,180.14	NA

*Does not include Restorative Practices nor Bonus Funds Grants



ANNUAL REPORT FOR 2018

Personnel

During 2018, Northern Community Mediation (NCM) had three, full-time employees: two Case Managers and the Executive Director. Case Manager Karen Cole has been with NCM for over three years. Her dedication to NCM contributes significantly to the quality of services offered by NCM. Case Manager Caroline Smith has been with NCM for over a year. When she started, it was known that she would be with NCM for just over a year until she went back to school to study law.

As part of a grant from the State, NCM hired two part-time Restorative Practices (RP) Coordinators. Jim Raber was assigned to Boyne City High School, and Ed Cole to Pellston High School. The grant ran out in June 2018. Jim continues to work for NCM as the RP Coordinator at Boyne City High School because Boyne City was able to find funding so that it could reimburse NCM for Jim's services. Unfortunately, Pellston was not able to do likewise.

Dr. Jane Millar continues to serve as the Executive Director of NCM.

In addition to the paid staff, NCM has 46 volunteer mediators. The majority of the volunteer mediators have received advanced training in specialized fields of mediation. The table below depicts the areas of expertise along with the number of mediators qualified in those fields.

SPECIALIZATION	# OF MEDIATORS
Child Protection	15
Divorce/Domestic Relations	15
Advanced General Civil	9
Guardianship	7
Parenting Time	4
Restorative Justice	12
Special Education	3
Victim-Offender Reconciliation	11
Mental Health	5
School Attendance	13
Safety & Security	8

NCM enforces the State Court Administrative Office (SCAO) requirement that mediators complete a minimum of eight hours of continuing education every two years. NCM also continues to be in compliance with the State Court Administrative Office (SCAO) policy for background checks. All employees, interns, volunteer mediators and other volunteers must undergo a background check through the Michigan State Police (ICHAT), as well as a criminal registry check through the Department of Human Services every two years.

Trainings and Workshops

On June 1, NCM offered an advanced Mediator Training titled "Potpourri – A Review of the Basics." The focus of the training was on opening statements, agreement writing, safety & security, body language & tone of voice, sticky wickets, and ethics. The lead trainer was Executive Director Jane Millar. Thirty-two people participated in the training. The breakdown of attendees was as follows:

TOTAL NCM MEDIATORS	24
ATTORNEY MEDIATORS FOR NCM	8
OTHER ATTORNEYS	8
NCM STAFF	2
MEDIATORS FOR OTHER CENTERS	4

Executive Director Jane Millar was asked to serve as a consultant for the Citizen Dispute Resolution Program (CDRP) center in Marquette, Michigan. They were interested in implementing a School Attendance Mediation Program, as well as a Victim-Offender Reconciliation Program. As a courtesy to the director of the Marquette-Alger Resolution Service, NCM provided this service gratis.

Local Meetings & Gatherings

On January 18, 2018, NCM conducted its annual meeting for 2017. It was held from 12:00 pm to 12:45 pm at City Park in Petoskey, Michigan. Minutes of the 2018 annual meeting will be available on the NCM website (www.northernmediation.org) upon approval of the Board of Directors at the 2019 Annual Meeting, which is scheduled for Thursday, January 17, 2019. Due to the fact that NCM planned to host its 25th anniversary party in May rather than hold its Appreciation Luncheon in May, recognition awards were presented at the annual meeting. Dick Hendrian received the Veteran Mediator of the Year Award, Ed Cole the Rookie Mediator of the Year Award, and Jim Raber the Advocate of the Year Award.

The Board of Directors met in person six times in 2018: January, March, May, July, September and November. The January board meeting followed the annual meeting on January 18. The minutes of the Board of Directors meetings are available on the NCM website. The Executive Committee met in February, April, June, August and October.

The board held its annual Board Retreat at the Boyne City Tap Room from 4:30pm to 8:00pm on Tuesday, February 27. DJ Jones, Executive Director of the Petoskey-Harbor Springs Area Community Foundation, facilitated the retreat. The board divided itself into three committees. Group 1 consisted of Mark Fralick, Kirstyn Horan, Liisa Morley, Chelsea Platte and Christian Smith. Their charge was to evaluate fundraising events and opportunities. Charged with state lobbying efforts was Group 2 consisting of Bob Banner, Honorable Joe Hayes, Brian Kasiborski and Bill Meengs. Group 3 was made up of Hugh Conklin, Stuart Fenton, Ed Engstrom, Mary Roberts and Kate Scollin. Their focus was on local lobbying efforts.

In addition to regular meetings relating to the operations of NCM, such as weekly staff meetings and a yearly staff retreat, the staff participates in a variety of meetings. In all, staff members participate in several hundred meetings/gatherings throughout the year.

These include but are not limited to monthly Human Services Coordinating Body meetings, Great Start Collaborative meetings, executive director brown bag lunches, and Chamber annual meetings in Boyne City, Charlevoix, East Jordan, Harbor Springs and Petoskey. It is believed that participation in community is essential to the growth and awareness of NCM and its services.

Regular meetings with court personnel and the 90th District, 33rd Circuit, 57th Circuit and 7th Probate judges are essential to maintaining positive, working relationships among all parties involved. This commitment extends to all of the social service agencies in Charlevoix and Emmet counties, such as the Department of Health & Human Services.

On Tuesday, December 11, 2018 from 4:30 pm to 6:00 pm, NCM held its annual holiday party. Everyone in attendance enjoyed food, beverage, conversation and friendship. Approximately 35 people attended.

State-Wide Involvement

The Executive Director continues to be a driving force behind the Michigan Community Mediation Association. She serves as an advisor to the organization and as a consultant to and liaison between the Association and the SCAO. At the state level, she also attended meetings in Lansing for the CDRP directors, participated in the Nonprofit Legislative Day in Lansing, and has taken on an active role in lobbying for funding for the CDRP. This has given her the opportunity to meet several times with Representatives Triston Cole and Lee Chatfield, as well as Senator Wayne Schmidt.

Executive Director Jane Millar and both Case Managers Karen Cole and Caroline Smith attended the annual Alternative Dispute Resolution (ADR) Section of the State Bar Association (SBA) conference in Traverse City. In addition to outstanding plenary and breakout sessions, NCM was highlighted at the evening banquet when Jane Millar was presented with the Nancy S. Klein Award for her contributions to the advancement of mediation and other forms of alternative dispute resolution.

Staff Retreat

On Friday, November 16, Northern Community Mediation (NCM) held its annual staff retreat in the board room of the Perry Hotel. Case Managers Karen Cole and Caroline Smith along with Executive Director Jane Millar spent a short time reviewing the accomplishments and challenges of 2017. They then focused on plans and strategies for the upcoming year.

They began with the straightforward tasks of establishing the calendar dates for the various 2018 activities, such as trainings and board meetings. They also spent time reviewing office procedures and the fee schedule. The majority of the day, however, was spent on brainstorming solutions for four major challenges facing NCM.

First, NCM is dedicated to continue offering quality services at little or no cost to the citizens of Charlevoix and Emmet counties. Although NCM receives one-fourth of its funding from the state and one-half of its funding from the local courts and counties, it still has to raise one-fourth of its income through fundraisers, grant writing, fees and the like.

A second challenge that NCM faces is to continue offering required training of mediators and staff at an affordable cost. Therefore, NCM hopes to get some grant money to develop eight, one-hour webinars, two of which will be on ethics. The remaining five one-hour webinars will be on agreement writing, communication, ways to handle conflict, basic mediation skills, and policies & procedures.

Time was also spent discussing the possibility of expanding the Restorative Practices (RP) Mediation Program in the schools by hiring one or two, additional RP Coordinators for placement in two middle schools. Grant funding will be pursued in order to accomplish this goal.

Social media was the fourth major topic. NCM plans to have a greater presence in the social media world by regularly posting on Facebook, tweeting on twitter, and making use of a blog to demonstrate the power of mediation blog. All of this will be connected to the NCM website.

Presentations and Promotion

The year 2017 was a busy one in terms of participation in community events. NCM participated in Project Connect, a day of free services for those in need provided by various non-profit organizations in the community. NCM also participated in the Information Summit, which is sponsored by the Human Services Coordinating Body, provides an opportunity for those individuals involved with social service agencies to network and learn more about one another's services.

The Executive Director served as a mentor for Leadership Little Traverse, a program sponsored by the Petoskey Chamber of Commerce, as well as a mentor for Leadership Charlevoix County, a program sponsored by the Charlevoix Chamber of Commerce. She was a presenter for both of these organizations, as well as for Thrive 45.

NCM also maintained a presence at the Chamber of Commerce Expos in Boyne City, Charlevoix and Petoskey, and facilitated at the Petoskey Middle School for Career Day. Presence of NCM was also apparent at the United Way Anniversary Party, the Women's Resource Center Tribute Awards, and the *Petoskey News-Review* retirement reception for

Twenty-Fifth Anniversary Celebration

Thanks to the generosity of the Petoskey-Harbor Springs Area Community Foundation, the Charlevoix County Community Foundation and the Rotary Club of Petoskey, NCM was able to have an extraordinary 25th anniversary celebration. It included a month-long billboard ad on the highway near the entrance to Bay Harbor, a party for over 200 at City Park Grill, table decorations at Women Can/Women Do in both Charlevoix and Petoskey, Circles of Kindness on Channel 7/4, a month of intensive promotion on Lite 96.3, the two Peace Banners on display at local libraries the month of December, appearances at all of the service clubs (Rotary, Kiwanis, Lions, Zonta) in the two counties to say "thank you" and personally hand-delivered token gifts and hand-written notes of appreciation to approximately 600 individuals, companies or organizations. Additionally, NCM drew attention to its 25th anniversary at all of the events in which it normally participates.

Caseload

The number of cases opened in 2018 as compared with 2017 was down by 216 cases: 845 vs. 1,061. This decrease is due primarily to the Restorative Practices Program in that the program came to an end in Pellston once the grant funding ran out.

Breach of Contract continues to be the most prevalent type of case (57%). This is followed by cases involving the Restorative Practices (11%) and School Attendance Mediation Programs (9%).

The case breakdown by programs is as follows:

	2018		2017	
PROGRAM	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Child Protection	15	15	17	18
Victim Offender	12	17	28	25
Parenting Time	63	61	47	41
School Attendance	80	78	50	51
RP	92	94	166	166

The case breakdown by counties is as follows:

	2018		2017	
COUNTY	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Charlevoix	341	345	482	483
Emmet	484	499	556	564
Other	3	3	2	2

The case breakdown relating to the courts is as follows:

	2018		2017	
COURT	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
33 rd Circuit	26	26	34	33
57 th Circuit	19	20	38	42
90 th District	72	67	69	69
7 th Probate	31	36	45	42
FOC	37	35	25	23
Small Claims	386	404	538	543
LTBB	3	3		

The case breakdown by dispute type is as follows:

	2018		2017	
DISPUTE TYPE	#ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Breach of Contract	467	481	609	620
Schools	181	181		
Victim Offender	12	17	27	24
Domestic Matters	43	42	34	33
Child Protection	15	15	17	18
Post Judgment	23	23	47	41
Divorce	55	54	74	76
Landlord/Tenant	4	5	4	3
Other	28	29	243	246

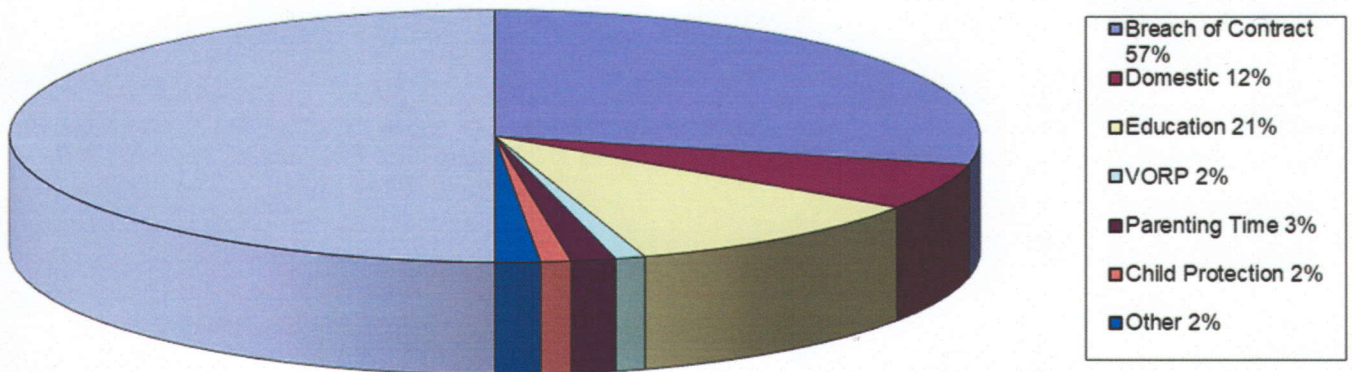
A comparison of the caseload is as follows:

CATEGORY	2018	2017	2016	2015	2014
# Opened	828	1,055	738	767	728
# Closed	847	1,061	738	800	702
Agreement Rate	79%	83%	82.58%	83.41%	85.21%
# Court Referred	591	741	597	683	609
# Self Referred	55	56	81	47	50

NINETEEN YEAR COMPARISON
DISPUTE TYPES (based on number of cases disposed in a given year)

Year	CDP	Breach Contract	EMP	Guardianship	Land/Tenant	Neighbor	Div Dom	Post Judge	Property	Edu	Vic Offend	Oth	Total
2018	15	481	0	9	5	0	96	23	4	181	17	16	847
2017	18	620	1	6	3	2	109	21	4	240	25	12	1,061
2016	15	509	4	4	2	1	95	23	14	48	19	4	738
2015	17	512	3	4	25	1	92	30	8	62	39	7	800
2014	35	366	2	6	56	0	88	38	22	27	55	7	702
2013	32	162	1	2	24	1	104	58	15	37	54	11	501
2012	30	127	2	4	14	1	92	41	12	2	55	11	391
2011	43	131	4	6	16	1	105	61	13	1	57	8	446
2010	22	160	4	5	12	2	104	44	6	3	60	13	435
2009	33	180	3	5	20	6	100	40	2	3	51	12	455
2008	26	186	2	1	16	1	95	29	8	4	81	10	459
2007	49	192	2	1	14	0	92	38	7	0	127	6	528
2006	59	187	5	3	16	7	76	23	8	2	89	13	488
2005	60	165	17	2	6	4	50	29	4	2	83	5	427
2004		179			30	7	67		11		13	80	387
2003		148			11	9	50		14		11	78	321
2002		150			19	5	71		18		6	64	333
2001		165			20	6	50		13		4	54	312
2000		106			16	7	24		14		5	55	227

Dispute Types for 2018



Agreement Rates

For all practical purposes, the agreement rates in 2018 parallel those for 2017.

The agreement rate percentages for 2018 are depicted in the pie chart entitled Agreement Rates. The table below shows the comparison of agreement rates between 2018 and 2017.

YEAR	AGREEMENT	NO AGREEMENT	CONCILIATED	FACILITATED /ARBITRATED	PARTIAL
2018	60%	21%	16%	1%	2%
2017	58%	17%	23%	0%	2%

Referral Sources

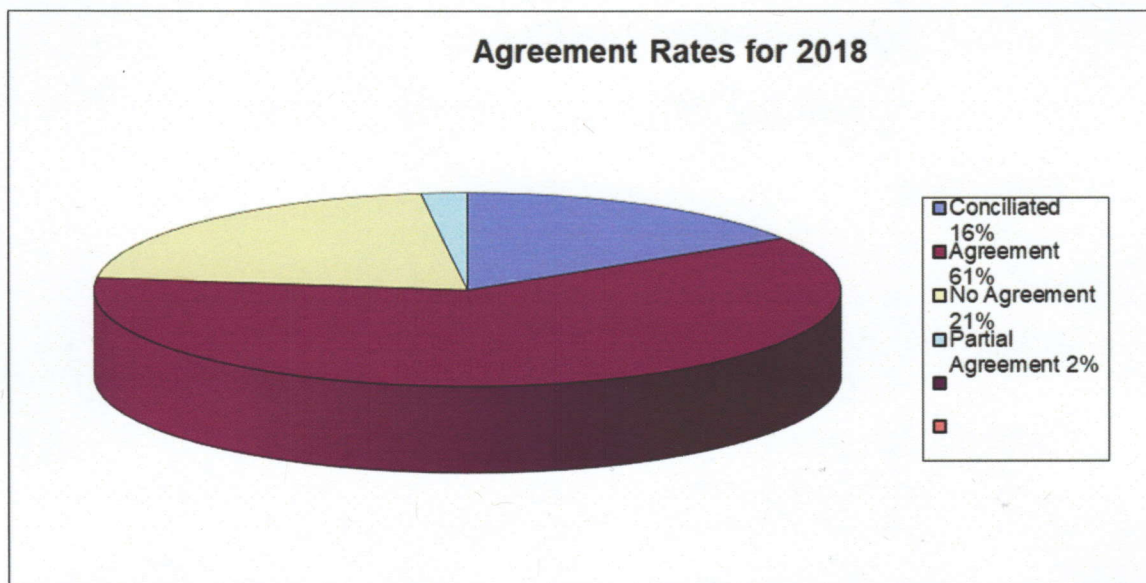
The pattern continues that the vast majority of cases are referred / ordered by the Court (70%). The fact that significantly fewer cases were referred/ordered by the courts in 2018 than in 2017 is primarily due to the fact that court filings in general dropped in 2018. It also needs to be noted that the decrease in school referrals directly relates to the fact that NCM received grant money to hire two Restorative Practices Coordinators, one being assigned to Boyne City High School and the other to Pellston High School. Although Boyne City was able to afford having the Restorative Practices Coordinator remain on the staff once the grant funding was no longer available, Pellston was not able to do so, which accounts for the drop in referrals from the schools.

The referral source percentages for 2018 are shown in the pie chart entitled Referral Sources. The case breakdown by referral source is as follows:

REFERRAL SOURCE	# IN 2018	# IN 2017	
Courts	591	741	
Self	55	56	
Educational Institutions	182	238	
Legal Organizations	0	0	
Prosecutor	3	11	
Other	16	15	

NINETEEN YEAR COMPARISON AGREEMENT RATES

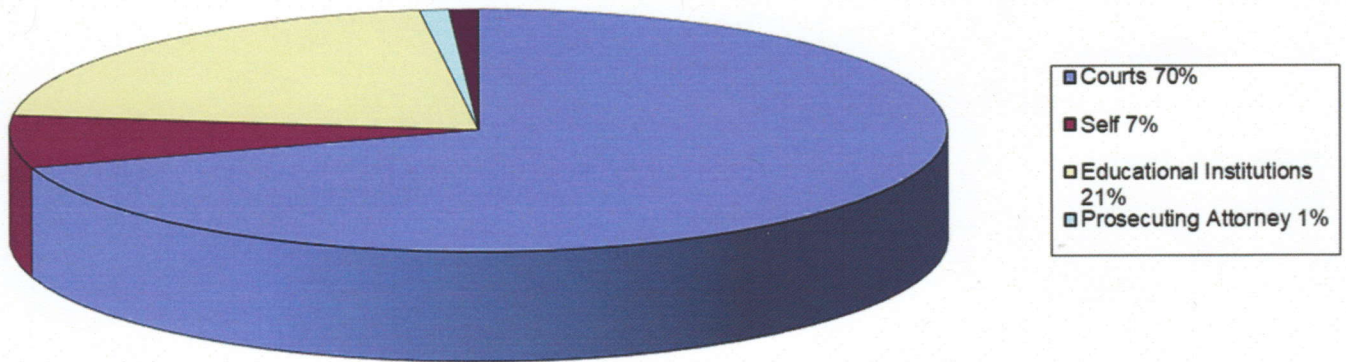
Year	Total Cases	Core Cases	Agreement	Partial Agreement	Conciliated	Facilitated	Arbitrated	No Agreement
2018	847	464	280	10	72	5	0	97
2017	1061	604	344	12	138	10	0	100
2016	738	396	161	3	163	0	0	69
2015	800	440	179	8	180	0	0	73
2014	702	426	175	17	171	4	0	59
2013	501	392	209	12	75	1	0	95
2012	391	305	162	9	52	1	0	81
2011	446	345	175	6	55	1	1	107
2010	435	340	203	7	52	4	1	73
2009	455	349	224	4	41	1	1	78
2008	459	339	173	4	67	21	1	73
2007	528	395	177	0	143	10	0	65
2006	488	379	253	6	71	0	0	49
2005	428	369	253	3	66	4	0	43
2004	337	232	150	0	41	2	0	39
2003	318	NA	266	NA	NA	NA	NA	NA
2002	332	NA	287	NA	NA	NA	NA	NA
2001	307	NA	266	NA	NA	NA	NA	NA
2000	240	NA	201	NA	NA	NA	NA	NA



NINETEEN YEAR COMPARISON
REFERRAL SOURCES (based on number of cases disposed in a given year)

YEAR	COURT	GOV/ POLICE	LEGAL/ BUSINESS/CORP	SELF- REFERRAL	SOC SER/ EDUC/COMM	OTHER	TOTAL
2018	591	0	4	55	182	15	847
2017	741	1	11	56	238	14	1061
2016	597	0	6	81	48	6	738
2015	683	1	4	47	61	4	800
2014	609	1	12	50	27	3	702
2013	373	2	15	70	37	4	501
2012	273	4	39	74	0	1	391
2011	372	1	19	45		9	446
2010	351	2	30	48	2	2	435
2009	348	2	29	68	3	5	455
2008	351	0	43	57	4	4	459
2007	429	3	26	60	2	8	528
2006	394	8	14	51	3	18	488
2005	348	18	0	38	2	21	427
2004	299	5	20	33	7	23	387
2003	175	6	33	80	16	11	321
2002	207	4	22	76	13	11	333
2001	187	4	29	62	23	7	312
2000	167	3	14	15	7	21	227

Referral Sources for 2018



Fund Raising

The fourteenth annual Theatre Party was held on Monday, March 12. NCM budgeted \$11,700.00 in revenue and \$2,180.00 in expenses for a profit of \$9,520.00. In reality, \$11,783.30 was collected in revenue, and expenses totaled \$3,101.27 for a profit of \$8,682.03, which was \$837.97 under budget. By being more aggressive in obtaining sponsorships and selling tickets, NCM could reverse this trend.

Petoskey Theatre Party	2018	2017	
Sponsorships	\$8,150.00	\$7,375.00	
Ticket Sales	\$2,850.00	\$3,200.00	
Other	\$783.30	\$1,532.85	
Total Income	\$11,783.30	\$12,107.85	
Expenses	\$3,101.27	\$3,973.12	
Profit	\$8,682.03	\$8,134.73	

On October 8, NCM held its third annual Theatre Party in Charlevoix. Prior to going to the Charlevoix Cinema, guests enjoyed food and beverages at The Weathervane Restaurant. NCM budgeted \$5,500.00 in revenue and \$2,195.00 in expenses for a profit of \$3,305.00. With \$4,929.00 in revenue and \$2,289.07 in expenses, NCM realized a profit of \$2,639.93. Although the profit from the fund raiser was \$665.07 below budget, NCM will again host a theatre party in Charlevoix in 2019. As in the case of the Petoskey Theatre Party, NCM will be more aggressive in 2019 in obtaining sponsorships and selling tickets than it was in 2018.

Charlevoix Theatre Party	2018	2017	
Sponsorships	\$3,875.00	\$3,275.00	
Ticket Sales	\$650.00	\$1,505.00	
Other	\$404.00	\$469.00	
Total Income	\$4,929.00	\$5,249.00	
Expenses	\$2,289.07	\$2,789.19	
Profit	\$2,639.93	\$2,459.81	

Fees

NCM does charge a minimal administrative fee for most cases. Those cases for which there is no charge are school attendance, access and visitation, victim-offender, special education, and small claims. Additionally, fees are either reduced or waived if it would be a hardship for an individual to pay the fee. If a client is an American Veteran, fees are waived for all parties involved in the case. In 2018, NCM collected \$8,510.00 in fees from 118 individuals as compared to \$9,195.00 from 121 participants in 2017. In 2018, \$1,900.00 in fees was written off as uncollectable, as compared to \$4,495.00 in 2017. Taking into consideration the fact that the caseload from 2017 to 2018 decreased by 214, it is not necessarily surprising that the uncollectable fees decreased as well.

In 2018, NCM received \$4,375.00 from the federal government for access and visitation cases, as compared to \$4,400.00 in 2017. In both cases, the amount received was the

maximum amount that could have been received. For special education cases, NCM was awarded from the Department of Special Education \$7,750.00 in 2018 and \$6,400 in 2017. The increase in funding from the Department of Special Education relates to the fact that the Executive Director has been aggressively presenting programs relating to the Special Education Mediation Program.

Fee Source	2018	2017	
NCM Fees	\$8,150.00	\$9,195.00	
Access & Visitation	\$4,375.00	\$4,400.00	
Special Education	\$7,750.00	\$6,400.00	
Total	\$20,275.00	\$19,995.00	

There was a potential for an additional \$12,020.00 in fees. These fees were not collected for several reasons. Of the \$12,020.00, a total of \$4,075.00 was waived and \$7,945.00 was cancelled. Fees are cancelled when a case is withdrawn, dismissed, settled prior to mediation, unamenable for mediation, or NCM is unable to contact the parties.

Financial Impact of Agreements

Although many of the cases mediated by NCM do not involve any sort of financial restitution or settlement, financial issues and commitments are either central or secondary in certain types of cases, such as divorce or breach of contract. In 2018, NCM mediated \$8,270,123.71 worth of settlements.

Donations

Donations for 2018 totaled \$9,820.00, as compared to \$5,818.00 in 2017. Two factors enter into the reason for the significant increase in donations. First, the donor solicitation letter featured the School Attendance Mediation Program and focused upon the fact that NCM does not charge the schools for this service. Second, the goal of \$6,000.00 was exceeded by \$3,820

Donations	2018	2017	
Non-Specified		\$164.00	
Donor Campaign	\$9,820.00	\$5,654.00	
Total	\$9,820.00	\$5,818.00	

Grants

Local grants totaled \$13,710.00 in 2018, which are listed below:

- The Charlevoix County Community Foundation
 - \$1,000 for replacement of copier/printer/scanner/fax machine
 - \$2,470 for 25th anniversary celebration
 - \$800 for American Veterans Mediation Program for general operations
- The Petoskey-Harbor Springs Area Community Foundation
 - \$2,470 for 25th anniversary celebration

- \$1,000 for replacement of copier/printer/scanner/fax machine
- Rotary Club of Petoskey
 - \$2,470 for 25th anniversary celebration
- Revenue Sharing
 - \$3,500 for development of database

Board Retreat

On Wednesday, February 27, 2018, the Board of Directors met at the Tap Room in Boyne City for its annual board retreat. DJ Jones, who is the Executive Director of the Petoskey-Harbor Springs Area Community Foundation, opened the meeting by stressing the importance of having a strategic plan. President Bob Banner then reviewed the mission and vision statements, NCM's funding sources and a summary of the 2017 board retreat.

The board members were then divided into three focus groups. Group One, which consisted of Mark Fralick, Kirstyn Horan, Liisa Morley, Chelsea Platte and Christian Smith, concentrated on community initiatives. Group Two, made up of Bob Banner, Joe Hayes, Brian Kasiborski and Bill Meengs, addressed state lobbying efforts, whereas Group Three, consisting of Hugh Conklin, Stuart Fenton, Ed Engstrom, Mary Roberts and Kate Scollin, targeted county and other local funding agencies. The committees will continue to work throughout the year.

In Kind Contributions

To a non-profit organization, in-kind contributions are significant for two primary reasons. First, when writing grant applications, in kind donations are considered a means of determining community support of the organization. Second, in kind donations help to defray expenses. The top six areas of contributions in 2018 related to the following:

• Mediation Hours Based upon \$150 per Hour	\$ 129,736.00
• Rent	\$ 15,600.00
• Mediation Locations at \$50 per session	\$ 5,850.00
• Theatre Parties	\$ 4,340.66
• 25 th Anniversary	\$ 4,334.00
• Executive Director	\$ 2,007.18

The total amount of in kind contributions for 2018 was \$166,526.62, which is above that of 2017, which totaled \$202,038.61. The in kind donations for 2018 constituted 44% of the total budget. The total in kind contributions attributable to the mediators themselves represented 77% of the in kind contributions.

The table below shows the breakdown of in kind contributions between 2017 and 2016.

In Kind	2018	2017	
Mediator Hours	\$129,736.00	\$169,176.00	
Rent	\$15,600.00	\$15,600.00	

Equipment/Supplies	0	\$400.00	
Mediation Locations	\$5,850.00	\$5,900.00	
Theatre Parties	\$4,340.66	\$3,579.41	
Volunteer Labor	\$120.00	\$200.00	
Cell Phone	\$1,374.06	\$1,621.00	
Executive Director	\$2,007.18	\$2,594.58	
Accounting	\$550.00	\$350.00	
Mileage	\$1,852.50	\$630.22	
GoToMyPC	\$562.22	\$287.40	
Volunteer Training	0	\$1,200.00	
Training Locations	\$200.00	\$500.00	
25 th Anniversary	\$4,334.00		
Total	\$166,526.62	\$202,038.61	
Percentage of Budget	44%	51%	
Mediator Percentage of In Kind	77%	84%	

Financial Analysis

The year 2018 was another relatively strong year for NCM. In evaluating the year-end financial statements, it is important to note that the General Income on the income page of \$205,972.77 is compared to the General Expenses on the expense page of \$191,795.67. This represents the cash flow for general operating expenses, which excludes the Restorative Practices (RP) Program and Bonus Funds revenue, as well as the depreciation. Therefore, based upon cash flow, NCM ended the year 2018 in the black by \$14,177.10.

The RP Program funding and Bonus Funds have been tracked separately. It is important to keep in mind that both of these funding sources covered from October 2016 through December 2018. In both cases, NCM general expenses were used towards expenses of the two grants.

The RP revenue from the grant was \$76,000, whereas the expenses totaled \$76,035.25, a difference of \$35.25 which was transferred from the general expenses. Additionally, NCM contributed \$2,386.69 of its general expenses towards the RP Program for a total of \$2,421.94 of general expenses.

In the case of the Bonus Funds, there were \$38,447.07 in expenses with \$38,386.11 in revenue, which meant that NCM's general expenses covered \$60.96 of the Bonus Funds expenses.

When the general expenses are added to the expenses of the RP Program, the Bonus Funds and the depreciation of \$3,339.59, the year-end, profit loss statement shows NCM's being in the red by \$2,993.38. It is important to note the above explanation

The balance sheet, previous year comparison shows a loss of \$3,066.55 (\$185,833.35 - \$182,766.80). This is primarily due to the decrease in value of the investments in the Charlevoix Community Foundation (\$13,118.24 - \$10,679.46 = \$2,438.78), as well as the

Petoskey-Harbor Springs Area Community Foundation (\$16,251.06 - \$15,073.24 = \$1,177.82) for a total loss of \$3,616.60. Considering the state of the market at the end of the year, NCM fared relatively well.

Summary

The year 2018 was another outstanding year for NCM.

- NCM continues to be an exemplary Citizen Dispute Resolution Program center. It was the third most efficient center in the state. NCM received 7.391% of the pooled funding for the CDRP centers. The center in Lansing received 10.87% and the center in Mt. Clemens received 7.492%.
- It was the 25th Anniversary Celebration that made the year 2018 stand out. Some of the highlights were as follows:
 - Over 350, personally handwritten, thank you notes were sent to individuals, companies and organizations with whom NCM does business on a regular basis.
 - Monthly guest commentaries written by the Executive Director appeared in the *Petoskey News-Review*.
 - The two Peace Banners were displayed throughout the month of December in eight of the local libraries.
 - The annual Holiday party focused upon the anniversary celebration.
 - Chocolate candy was distributed to the court personnel and attorneys in February.
 - Both Theatre Parties drew attention to the 25th Anniversary Celebration.
 - The booths at the Boyne City Chamber Expo, the Charlevoix Chamber Expo, the Petoskey Chamber Expo, Project Connect and Information Summit focused upon the 25th Anniversary Celebration.
 - A celebration party for close to 200 people was hosted by NCM at City Park Grill in May.
 - NCM rented space on the billboard near the entrance to Bay Harbor from mid-July to mid-August.
 - NCM was featured on TV 7&4 through its Circles of Kindness.
 - For one month, 96.3 ran a NCM promo eight times a day.
 - NCM was a table designer for Women Can/Women Do in both Charlevoix and Petoskey.

The year 2018 brought about changes in the make-up of the Board of Directors.

- Leaving the Board at the end of 2018 were Mark Fralick, Mary Roberts, Christian Smith and the Honorable Valerie Snyder
- Joining the Board in 2019 are Izabela Babinska and Nikki Devitt.

Community Dispute Resolution Program
Northern Community Mediation - CHARLEVOIX

Annual Case Profile CDRP03QT
From: 1/1/2018 To: 12/31/2018

Report Date: 1/9/2019

Filtered By: None

<u>CASE DISPOSITION TOTALS</u>	Count	<u>NO MEDIATION HELD</u>	Count
Conciliated	72 15.52%	Settled Prior to Mediation	41 10.70%
Mediated to Agreement	280 60.34%	Respondent Refused to Mediate	26 6.79%
Mediated to Partial Agreement	10 2.16%	Initiator Failed to Show	9 2.35%
Mediated without Agreement	97 20.91%	Respondent Failed to Show	135 35.25%
Facilitated	5 1.08%	Both Failed to Show	2 0.52%
Arbitrated	0 0.00%	Case Dismissed by Initiator	110 28.72%
TOTAL	464	Unable to Contact	51 13.32%
		Unamenable for Mediation	9 2.35%
		TOTAL	383

Arbitration Sessions: 0 Mediated w/ Agreement Sessions: 281 Avg Mediation Duration (mins): 65.57
Facilitated Sessions: 5 Mediated Part Agreement Sessions: 11 Total Fees Received: \$8,815.00
Mediated w/o Agreement Sessions: 98 **(Excludes Waived Payments)**
Total Money Distributed due to Agreement: \$8,270,123.71 Total Cases where Money was Distributed: 167

ADDITIONAL CASE INFORMATION:

Number of Accepted Cases: 828 Number of Disposed Cases: 847
Returnee to Mediation: Avg Days from Intake to Disposition: 24
New Matter: 2 Number of Court Ordered Cases: 186
Remediation of New Matter: 16 Number of Individuals Served: 2,667
Non-compliance of Old Matter: 0 Number of Children Involved: 406
Number of Cases Referred Elsewhere: 0

<u>REFERRAL SOURCE</u>	Count	<u>DISPUTE TYPE</u>	Count
BUS: Business, Corporation	1 0.12%	CDP: Child Protection	15 1.77%
CSR: Community Organization	0 0.00%	CML: Criminal	0 0.00%
CTS: Courts	591 69.78%	CON: Breach of Contract	481 56.79%
FFC: Friend, Family, Colleague	0 0.00%	EMP: Employment	0 0.00%
GOV: Government	0 0.00%	GDA: Guardianship-Adult	3 0.35%
LEG: Legal Organizations	0 0.00%	GDC: Guardianship-Child	6 0.71%
MAR: Marketing, Advertising, Outreach	0 0.00%	LAN: Landlord/Tenant	5 0.59%
POL: Police, Sheriff, State Police	0 0.00%	NGH: Neighborhood	0 0.00%
PRS: Prosecutor	3 0.35%	ODM: Domestic Matters	42 4.96%
SCH: Educational Institution	182 21.49%	OPM: Other Probate Matters	5 0.59%
SEL: Self	55 6.49%	ORD: Ordinance/Statute/Regulation	0 0.00%
OTH: Other	15 1.77%	PBP: Public Policy	0 0.00%
TOTAL	847	PJC: Post Judgment Domestic	23 2.72%
		PPO: PPO-Not Domestic	0 0.00%
		PPP: PPO-Domestic	0 0.00%
		PRP: Property	4 0.47%
		RST: Real Estate	6 0.71%
		SCH: Schools	181 21.37%
		VRA: Adult Victim Offender	0 0.00%
		VRJ: Juvenile Victim Offender	17 2.01%
		OTH: Other	5 0.59%
		DIV: Divorced no Children	17 2.01%
		DIK: Divorced with Children	37 4.37%
		TOTAL	847