

# KAMMERMANN & BASCOM, P.C.

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*Certified Public Accountants*

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Established 1988  
www.northmicpa.com

Bradley S. Boehler, CPA

July 30, 2020

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of  
Citizen Dispute Resolution Services, Inc. and  
Michigan Supreme Court State Court Administrative Office:

We have performed the procedures enumerated below, which were agreed to by Citizen Dispute Resolution Services, Inc. and the Michigan Supreme Court State Court Administrative Office, solely to assist you in evaluating the accompanying Final Expenditure Report of the Community Dispute Resolution Program of the Center for the period ended December 31, 2019. The Center's management is responsible for the Final Expenditure Report. The agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Agreed Upon Procedures

#### Clerical Accuracy of the Final Expenditure Reports:

1. Obtain the Final Expenditure Report for the period January 1, 2019, to December 31, 2019, and check the mathematical accuracy.
2. Reconcile the "CDRP Award, Agency Application Match, Other Grants Application Match, and Inkind Application Match" columns on the Final Expenditure Report to the most recently approved CDRP 2019 Budget Form CDRP01.
3. Reconcile the figures in the "CDRP Actual, Agency Actual and Other Grants Actual" columns on the Final Expenditure Report to the trial balance/general ledger.
4. Obtain the Final Expenditure Report of Inkind Match for period January 1, 2019 to December 31, 2019, and check the mathematical accuracy.
5. Reconcile the totals by category on the Final Expenditure Report of Inkind Match to the "Inkind Match Donated/Volunteer" column of the Final Expenditure Report.

### Findings:

We found no exceptions in the clerical accuracy of the Final Expenditure Reports.

~ Boyne City ~  
116 E. Main Street  
Boyne City, MI 49712  
p: 231-582-7211

~ Charlevoix ~  
110 Park Avenue  
Charlevoix, MI 49720  
p: 231-547-4911

~ Petoskey ~  
2780 Charlevoix Avenue – Unit 16  
Petoskey, MI 49770  
p: 231-348-6930

Compliance with Grant Contract and Accountability of CDRP Funds:

1. Obtain a copy of the grant contract and determine if the following requirements have been met:
  - a. The Center has at least 35 percent of cash and/or Inkind donations from non-CDRP fund sources and other sources specifically approved by SCAO.
  - b. Determine that the Center has a workers' compensation policy in effect.
  - c. Determine that no individual category in the CDRP actual column with a budget amount exceeds the budget column by more than \$3,000.
2. Obtain from the Center a signed copy of the Program Questionnaire, review responses and investigate any non-compliance issues.
3. Review, as follows, to determine that expenditures charged to the CDRP grant contract are in accordance with SCAO guidelines.

a. Personnel category:

Reconcile payroll per general ledger to the Final Expenditure Report and to W-2's and 941's.

Determine that wages included under the CDRP grant are in compliance with those requested in the Grant Application by comparing budgeted position allocations to actual compensation. Also verify if employees are working on multiple programs that proper documentation is prepared to show allocation of time by program.

Review the detail of the benefit category in the general ledger to determine that it is comprised of appropriate items such as employer paid FICA and Medicare taxes, workers compensation, unemployment insurance, and employee health, dental, life, disability insurance, and retirement plans as stated under the approved Grant Application and that proper approval was obtained if the amount exceeded the amount stated in the Grant Application.

b. Accounting:

Review the accounting category in the general ledger to determine if payments for accounting services are in compliance with those requested in the Grant Application.

Compliance with Grant Contract and Accountability of CDRP Funds (Continued):

c. Training:

Review the detail in the training category in the general ledger and randomly test items to determine if expenses are incurred while providing volunteer mediator training (including trainer fees and expenses, textbooks and manuals, periodicals, refreshments and location rental) or training provided to staff as recommended by SCAO and that the totals do not exceed those stated in the approved Grant Application.

d. Contractual:

Review the contractual category in the general ledger to determine that payments for contractual services are as requested in the Grant Application and reconcile to required 1099 forms.

e. Travel:

Randomly select 10 expenditures from the detail of travel expense in the general ledger. Determine that the expense is allowable under the requirements of the grant agreement, and the rates for mileage and meals are in compliance with the Center's policy manual and that these rates used by the Center do not exceed the corresponding rates prescribed by SCAO.

f. Equipment:

Review the detail of the equipment category in the general ledger and randomly select any large items purchased. Reconcile selected items to the invoice for accuracy, and determine their existence and compliance with the Grant Application. Verify that items in excess of \$500 were properly recorded on Form CDRP16 Annual Equipment Inventory.

g. Operating Expenses:

Review the detail of rent, maintenance, and utility category in the general ledger. Determine that the items appear reasonable and reconcile to the Grant Application.

h. Supplies, Telephone, Postage, Printing, and Advertising:

Review the detail of supplies, telephone, postage, printing and advertising categories in the general ledger for any items that appear unusual. Any unusual items should be reviewed for appropriate support and compliance to the Grant Application.

Compliance with Grant Contract and Accountability of CDRP Funds (Continued):

i. Insurance:

Review the detail of insurance category in the general ledger and determine that the items are for board or mediator liability insurance as requested in the Grant Application.

4. For items on the Report of Revenue Sources Financial Expenditure Report CDRP10, perform the following:
  - a. Reconcile the total amount per the Report of Revenue Sources to the Income/Revenue section of the Center's general ledger for the period ending December 31, 2019.
  - b. Verify that there is a system in place to account for other cash receipts of the program.
5. Review that the items listed on the Final Expenditure Report of Inkind and determine if they are supported.
  - a. For volunteer time, randomly reconcile to supporting signed timesheets.
  - b. For other items, select large items and reconcile to supporting documentation.

Findings:

We found no exceptions in the compliance with the Grant Contract and Accountability of CDRP Funds.

We are not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Final Expenditure Report of the Center. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and management of Citizen Dispute Resolution Services, Inc. and the Michigan Supreme Court State Court Administrative Office.

*Kammermann & Bascom, P.C.*

**CDRP10**  
 Michigan Supreme Court  
 Community Dispute Resolution Program  
 Grant Period: January 1, 2019 through December 31, 2019

Grantee Name:		Citizen Dispute Resolution Services, Inc.		Completed By:		Kammermann & Bascom, P.C.	
Budget Category	CDRP Award	CDRP Actual	CDRP Difference	Agency Application Match	Agency Actual	Agency Difference	
<b>1. Personnel</b>							
A. Salaries	\$73,050.41	\$73,050.41	\$0.00	\$65,949.59	\$84,532.81	(\$18,583.22)	
B. Fringe Benefits				\$20,557.30	\$17,246.80	\$3,310.50	
<b>2. Accounting</b>				\$4,700.00	\$5,410.00	(\$710.00)	
<b>3. Training</b>							
A. Mediator				\$1,500.00	\$3,813.54	(\$2,313.54)	
B. Technical Assistance							
<b>4. Contractual</b>				\$3,221.60	\$4,460.10	(\$1,238.50)	
<b>5. Travel</b>				\$6,043.50	\$5,090.60	\$952.90	
<b>6. Equipment</b>				\$2,511.90	\$290.00	\$2,221.90	
<b>7. Operating Expense</b>							
A. Occupancy				\$9,000.00	\$9,750.00	(\$750.00)	
B. Supplies				\$4,000.00	\$3,699.69	\$300.31	
C. Telephone & Internet				\$3,000.00	\$2,844.80	\$155.20	
D. Postage				\$1,800.00	\$2,692.10	(\$892.10)	
E. Printing				\$2,500.00	\$3,126.00	(\$626.00)	
F. Insurance - Liability				\$1,474.00	\$1,929.00	(\$455.00)	
G. Insurance - Mediator				\$730.00		\$730.00	
<b>8. Advertising</b>				\$2,513.00	\$3,552.31	(\$1,039.31)	
<b>9. Other</b>							
A. Board, Staff Retreat				\$1,031.00	\$658.04	\$372.96	
B. Executive Director				\$3,372.11	\$2,323.82	\$1,048.29	
C. Hospitality,				\$861.00	\$841.12	\$19.88	
D. Licenses, Fees, Dues				\$910.00	\$1,233.21	(\$323.21)	
E. PD				\$750.00	\$1,688.04	(\$938.04)	
F. Theatre Parties				\$4,495.00	\$4,701.69	(\$206.69)	
G. Miscellaneous, Refund				\$0.00	\$118.28	(\$118.28)	
<b>Total</b>	<b>\$73,050.41</b>	<b>\$73,050.41</b>	<b>\$0.00</b>	<b>\$140,920.00</b>	<b>\$160,001.95</b>	<b>(\$19,081.95)</b>	

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**CDRP10**  
 Michigan Supreme Court  
 Community Dispute Resolution Program  
 Grant Period: January 1, 2019 through December 31, 2019

Grantee Name:		Citizen Dispute Resolution Services, Inc.			Completed By:			Kammermann & Bascom, P.C.	
Budget Category	Other Grants Application Match	Other Grants Actual	Other Grants Difference	Inkind Application Match	Inkind Donated/Volunteered				
<b>1. Personnel</b>									
A. Salaries	\$19,200.00		\$1,137.50					\$125,000.00	\$173,878.00
B. Fringe Benefits									
<b>2. Accounting</b>								\$350.00	\$400.00
<b>3. Training</b>									
A. Mediator								\$450.00	
B. Technical Assistance									
<b>4. Contractual</b>	\$900.00		\$4,632.50					\$500.00	\$220.00
<b>5. Travel</b>									\$740.00
<b>6. Equipment</b>									\$30.00
<b>7. Operating Expense</b>									
A. Occupancy								\$21,100.00	\$22,600.00
B. Supplies								\$200.00	
C. Telephone & Internet								\$1,600.00	\$1,571.26
D. Postage									
E. Printing	\$300.00		\$880.00						
F. Insurance - Liability									
G. Insurance - Mediator									
<b>8. Advertising</b>									
<b>9. Other</b>									
A. Board, Staff Retreat									
B. Executive Director								\$2,660.00	\$2,513.59
C. Hospitality,									
D. Licenses, Fees, Dues	\$400.00		(\$400.00)						
E. PD									
F. Theatre Parties								\$5,340.00	\$3,940.65
G. Miscellaneous, Refund									\$348.00
<b>Total</b>	<b>\$20,800.00</b>		<b>\$6,650.00</b>				<b>(\$14,150.00)</b>	<b>\$157,200.00</b>	<b>\$206,241.50</b>

**CDRP10**

Michigan Supreme Court  
Community Dispute Resolution Program

Center: Citizen Dispute Resolution Services, Inc.

Reporting Period: January 1, 2019 - December 31, 2019

**Instructions**

Please list the description, number of units, unit rate, total value and the basis for calculation for each item used as match.

Description	Number of Units	Unit Rate	Total Value of Match	Basis of Calculation
Volunteer Mediator Time	1,147.19 Hours	\$ 150.00	\$ 172,078.00	CDRP Policies & Procedures Manual
Volunteer Trainer Time	12 Hours	\$ 150.00	1,800.00	CDRP Policies & Procedures Manual
Volunteer Clerical Time		\$ 11.00		CDRP Policies & Procedures Manual
Volunteer Specialist Time		\$ 13.00		CDRP Policies & Procedures Manual
Volunteer Coordinator Time		\$ 18.00		CDRP Policies & Procedures Manual
Accounting			400.00	Actual Value
Rent - Petoskey	12 Months	\$ 1,000.00	12,000.00	Fair Market Value
Rent - Charlevoix	12 Months	\$ 300.00	3,600.00	Fair Market Value
Supplies			30.00	Actual Value
Cell Phone	12 Months	Varies	1,571.26	Actual Value
Mileage	12 Months	\$ 0.35	740.00	NCM Reimbursement Rate
GoToMyPC	1 Year	\$ 348.00	348.00	Actual Value
Executive Director	12 Months	NA	2,513.59	Actual Value
Technical Labor			220.00	Actual Value
Mediaton Locations	140 Mediations	\$ 50.00	7,000.00	Fair Market Value
Theatre Party Petoskey	1 Event	NA	3,940.65	Actual Value
<b>Total</b>			<b>\$ 206,241.50</b>	

CDRP10

Michigan Supreme Court

Community Dispute Resolution Program

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Center: Citizen Dispute Resolution Services, Inc Reporting Period: January 1, 2019 - December 31, 2019**Instructions**

Please list all sources of revenue collected for the grant period, regardless of whether or not it was expended in the period. Extra rows may be added to the report. Do not include the Community Dispute Resolution Program grant award.

Category of Revenue	Award Period	Individual Amount	Total Amount for Type
<b>Business/Foundation Grants:</b>			\$4,750.00
1. Charlevoix Foundation	2019	\$2,625.00	
2. Petoskey Foundation	2019	\$2,125.00	
3.			
<b>Service Contracts:</b>			\$21,399.12
1. Boyne City High School	2019	\$21,399.12	
2.			
3.			
<b>Grants:</b>			\$1,900.00
1. Kiwanis	2019	\$1,900.00	
2.			
3.			
4.			
<b>Training Revenue</b>	2019	\$7,500.00	\$7,500.00
<b>Fundraising Events</b>	2019	\$16,297.00	\$16,297.00
<b>Case Fees</b>	2019	\$22,315.19	\$22,315.19
<b>Donations</b>	2019	\$6,813.15	\$6,813.15
<b>Interest</b>	2019	\$595.69	\$595.69
<b>Other (describe):</b>			\$97,746.01
1. Refund/Rebate	2019	\$871.68	
2. Charlevoix County	2019	\$55,999.92	
3. Emmet County	2019	\$33,420.00	
4. Unrealized gains	2019	\$7,454.41	
<b>Grand Total</b>			\$179,316.16