

JANUARY 2024

INCOME CATEGORY	MONTH	2024 YTD	2024 Budget	2024 Project	2023 YTD
CDRP Funds	18,606.93	18,606.93	62,023.13	62,023.13	
Agency Funds					
A. Charlevoix County	10,000.00	10,000.00	40,000.00	40,000.00	9,500.00
B. Emmet County	9,000.00	9,000.00	38,000.00	36,000.00	9,000.00
C. VORP Charlevoix	833.33	833.33	10,000.00	10,000.00	625.00
D. VORP Emmet	1,250.00	1,250.00	7,500.00	7,500.00	625.00
E. CDP Charlevoix			8,000.00	8,000.00	
E.Fees for Service	442.02	442.02	17,000.00	17,000.00	1,467.00
F. ACVS Fees	125.00	125.00	3,000.00	3,000.00	
G. SPED Fees					
H. Donations					
I. Donor Campaign	2,365.00	2,365.00	8,000.00	8,000.00	588.51
K. Theatre Party Petoskey					
L. Theatre Party Charlevoix					
M. Mediaton Celebration			15,000.00	15,000.00	
N. Reimbursement/Rebate	4,816.20	4,816.20			80.05
O. Interest	1,538.41	1,538.41	6,000.00	6,000.00	1,146.24
P. Training					
1. March Round Table					
2. 40-Hour			2,100.00	2,100.00	
3. October Round Table					
Grants					
A. Charlevoix Foundation					
B. Petoskey Foundation					
C. BHMS	1,250.49	1,250.49	15,005.00	15,005.00	2,762.50
D.MAMP	1,250.00	1,250.00	5,000.00	5,000.00	
E. 941-X Refund			19,842.26	19,842.26	
F. 941-X Refund			14,097.11	14,097.11	
TOTAL INCOME	51,477.38	51,477.38	270,567.50	268,567.50	25,794.30
	MONTH	2024 YTD	2024 Budget	2024 Project	2023 YTD
IN-KIND CATEGORY					
A. Accounting Services			400.00	400.00	11.00
B. Volunteer Mediators	4,313.00	4,313.00	111,750.00	111,750.00	5,438.00
C. Volunteer Labor					
D. Volunteer Training			300.00	300.00	
E. Mediation Locations			300.00	300.00	
F. Rent					1,300.00
G. Equipment					
H. Supplies			100.00	100.00	
I. Theatre Party Petoskey					
J. Theatre Party Charlevoix					
J. Mediation Celebration			5,000.00	5,000.00	
L. Mileage			262.00	262.00	
H. Cell Phone			3,048.00	3,048.00	
M. GoToMyPC			350.00	350.00	
N. Executive Director	879.89	879.89	5,000.00	5,000.00	351.52
O. Relocation Expenses					1,250.00
IN KIND INCOME	5,192.89	5,192.89	126,510.00	126,510.00	8,350.52
TOTAL + IN KIND INCOME	56,670.27	56,670.27	397,077.50	395,077.50	34,144.82
CAPITAL CAMPAIGN			40,000.00	40,000.00	

JANUARY 2024

EXPENSE CATEGORY	MONTH	2024 YTD	2024 Budget	2024 Project	2023 YTD
1. Personnel					
A. Salaries	18,033.60	18,033.60	155,275.63	156,291.20	11,929.08
B. FICA	1,488.42	1,488.42	11,878.59	11,956.28	963.85
C. Worker's Compensation			505.00	505.00	
D. Unemployment	10.84	10.84	165.30	165.30	
E. Insurance/Education/IRA	886.10	886.10	8,717.53	8,748.00	1,609.69
2. Accounting			5,200.00	5,200.00	350.00
3. Capital Campaign	100.56	100.56	5,000.00	5,000.00	
4.. Communications					
A. Telephone	179.21	179.21	2,147.00	2,147.00	139.96
B. Internet	72.98	72.98	876.00	876.00	97.98
5. Contractual	1,752.57	1,752.57	3,245.00	3,245.00	1,300.01
6. Equipment			1,150.00	1,150.00	
7. Fund Raising					
A. Mediation Celebration			5,875.00	5,875.00	
B. Theatre Party Charlevoix					57.00
C. Theatre Party Petoskey					
8. Insurance					
A. Directors, Officers, Emp.Prac.			1,199.00	1,199.00	
B. Business Protection			1,636.00	1,636.00	
C. Commercial Umbrella			500.00	500.00	
9. Occupancy					
A. Mortgage Interest	1,321.77	1,321.77	10,340.00	10,340.00	
B. Utilities	424.94	424.94	3,961.00	3,961.00	
C. Assessment	1,681.64	1,681.64	1,608.00	1,608.00	
D. Fees/Dues			6,159.00	6,159.00	
E. Mortgage Principal			5,521.00	5,521.00	
E. St. Francis Rent					650.00
10. Other					
A. Board	200.00	200.00	870.00	870.00	201.62
B. Executive Director	263.50	263.50	2,375.00	2,375.00	25.00
C. Hospitality	34.22	34.22	1,300.00	1,300.00	26.95
D. Licenses, Fees, Dues	2,390.00	2,390.00	3,355.00	3,355.00	375.00
E. Staff	418.14	418.14	350.00	350.00	104.48
11. Outreach	403.00	403.00	1,445.00	1,445.00	200.00
12. Postage			1,975.00	1,975.00	
13. Printing			2,795.00	2,795.00	
14. Reimbursement					50.00
15. Supplies	126.13	126.13	2,000.00	2,000.00	320.00
16. Training					
A. March Round Table					
B. 40-Hour			500.00	500.00	
C. October Round Table					
17. Travel					
A. Lodging			260.00	260.00	
B. Meals			110.00	110.00	
C. Mileage	45.50	45.50	2,292.50	2,292.50	30.78
D. Other					
18. Relocation (1st Year Only)					2,500.00
TOTAL EXPENSES	29,833.12	29,833.12	250,586.55	251,710.28	20,931.40
Income Minus Expenses	21,644.26	21,644.26	19,980.95	16,857.22	4,862.90
Comparison of Income & Expenses	51,477.38	51,477.38	270,567.50	268,567.50	25,794.30

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2024

	<u>Jan 24</u>
Ordinary Income/Expense	
Income	
CDRP Funds	
1st Quarter	18,606.93
Total CDRP Funds	<u>18,606.93</u>
County Funding	
Charlevoix	10,000.00
Emmet	9,000.00
Total County Funding	<u>19,000.00</u>
Donation	
Donor Campaign	
Board Member	215.00
Community	2,075.00
Mediator	75.00
Total Donor Campaign	<u>2,365.00</u>
Total Donation	2,365.00
Fees	
DIK	242.02
ACVS	125.00
Landlord/Tenant	150.00
Post Judgement	50.00
Total Fees	<u>567.02</u>
Grants	
MAMP	1,250.00
Behavioral Health	1,250.49
Total Grants	<u>2,500.49</u>
Interest	1,538.41
Refund	
Pay Check	4,609.37
Pitney Bowes	206.83
Total Refund	<u>4,816.20</u>
VORP	
Charlevoix	833.33
Emmet	1,250.00
Total VORP	<u>2,083.33</u>
Total Income	51,477.38

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2024

	<u>Jan 24</u>
Expense	
Outreach	403.00
Utilities	
Gas	308.03
Electricity	116.91
Total Utilities	<u>424.94</u>
Communications	
Internet	72.98
Telephone	179.21
Total Communications	<u>252.19</u>
Contractual	1,752.57
Fringe Benefits	
IRA	144.00
Vision Insurance	110.00
Supplemental Insurance	108.00
Health Insurance	524.10
Unemployment	10.84
Total Fringe Benefits	<u>896.94</u>
Occupancy	
Mortgage Interest	1,321.77
Assessment	1,681.64
Total Occupancy	<u>3,003.41</u>
Other	
Staff	418.14
Capital Campaign	100.56
Board	200.00
Executive Director	263.50
Hospitality	34.22
Licenses, Fees, Dues	2,390.00
Total Other	<u>3,406.42</u>
Payroll Expenses	1,488.42
Salaries and Wages	18,033.60
Supplies	126.13
Travel	
Mileage	45.50
Total Travel	<u>45.50</u>
Total Expense	<u>29,833.12</u>
Net Ordinary Income	<u>21,644.26</u>
Net Income	<u><u>21,644.26</u></u>

2:55 PM
02/07/24
Cash Basis

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January 2024

	<u>Jan 24</u>
Bay Area Clean Care	168.50
BSB Communications	179.21
Charlevoix Chamber of Commerce	200.00
Charlevoix County News	108.00
Charter Communications	72.98
City of Petoskey	116.91
Dan McGuire	270.00
DocuSign	1,299.99
DTE	308.03
FNBO	668.81
Harbor Light	60.00
Honor Bank	1,321.77
Kurt Grangood	68.74
Laura Buckingham	742.10
Magnum Hospitality	100.00
McCardel Water Conditioning	22.00
MCMA	2,000.00
Mitchell Park Center Association	1,681.64
Online Payroll Service Fee	10.00
Payroll Distribution	19,666.02
Petoskey Chamber of Commerce	380.00
Rotary	263.50
Terrace Inn	100.00
The 501 Alliance	10.84
Van's Business Machines	14.08
TOTAL	<u>29,833.12</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
 As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
US Treasury 4	29,964.30	29,964.30	0.00	0.0%
US Treasury 3	29,914.13	29,914.13	0.00	0.0%
US Treasury 2	29,859.71	29,859.71	0.00	0.0%
US Treasury 1	29,620.83	29,620.83	0.00	0.0%
i Bond	10,156.00	10,156.00	0.00	0.0%
Savings First Comm	20,334.92	20,332.38	2.54	0.0%
Savings 4Front	-426.98	0.00	-426.98	-100.0%
Checking 1st Community Bank	73,473.62	112,508.12	-39,034.50	-34.7%
Petty Cash	100.00	100.00	0.00	0.0%
Total Checking/Savings	222,996.53	262,455.47	-39,458.94	-15.0%
Total Current Assets	222,996.53	262,455.47	-39,458.94	-15.0%
Fixed Assets				
Office Building	223,079.95	2,500.00	220,579.95	8,823.2%
Accumulated Depreciation	-48,095.03	-43,738.23	-4,356.80	-10.0%
Equipment				
Equipment Repair	85.00	85.00	0.00	0.0%
Purchase	44,688.75	44,688.75	0.00	0.0%
Equipment - Other	-1,766.02	-1,788.00	21.98	1.2%
Total Equipment	43,007.73	42,985.75	21.98	0.1%
Total Fixed Assets	217,992.65	1,747.52	216,245.13	12,374.4%
Other Assets				
Investments - CCCF	18,622.33	16,200.28	2,422.05	15.0%
Investments - PHSACF	20,229.77	18,614.09	1,615.68	8.7%
Total Other Assets	38,852.10	34,814.37	4,037.73	11.6%
TOTAL ASSETS	479,841.28	299,017.36	180,823.92	60.5%

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Simple IRA Withheld	11,909.98	6,626.86	5,283.12	79.7%
BC State Income Tax Withheld	363.33	363.33	0.00	0.0%
BC Federal Income Tax Withheld	13.00	13.00	0.00	0.0%
BC Michigan Unemployment	222.72	222.72	0.00	0.0%
BF State Income Tax Withheld	975.77	975.77	0.00	0.0%
BF Michigan Unemployment	11.01	11.01	0.00	0.0%
BF FICA Tax Withheld	4,956.02	4,956.02	0.00	0.0%
BF Federal Income Tax Withheld	1,068.69	1,068.69	0.00	0.0%
BC FICA Tax Withheld	175.80	175.80	0.00	0.0%
RP Michigan Unemployment	97.81	97.81	0.00	0.0%
RP State Income Tax Withheld	-171.32	-171.32	0.00	0.0%
RP FICA Tax Withheld	-568.27	-568.27	0.00	0.0%
RP Federal Income Tax Withheld	-90.00	-90.00	0.00	0.0%
Federal Income Tax Withheld	-264.41	-1,035.69	771.28	74.5%
Fica Tax Withheld	-3,984.75	-4,918.89	934.14	19.0%
Michigan Unemployment	2,546.96	2,234.48	312.48	14.0%
Payroll Tax Expense	-42.00	0.00	-42.00	-100.0%
State Income Tax Withheld	-509.70	-793.66	283.96	35.8%
Total Other Current Liabilities	16,710.64	9,167.66	7,542.98	82.3%
Total Current Liabilities	16,710.64	9,167.66	7,542.98	82.3%
Long Term Liabilities				
Mortgage - Building	171,860.24	0.00	171,860.24	100.0%
Total Long Term Liabilities	171,860.24	0.00	171,860.24	100.0%
Total Liabilities	188,570.88	9,167.66	179,403.22	1,956.9%
Equity				
*Retained Earnings	269,626.15	281,186.80	-11,560.65	-4.1%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	21,644.26	8,662.91	12,981.35	149.9%
Total Equity	291,270.40	289,849.70	1,420.70	0.5%
TOTAL LIABILITIES & EQUITY	479,841.28	299,017.36	180,823.92	60.5%