

**INCOME AND EXPENSE STATEMENT  
FEBRUARY 2008**

<b>INCOME CATEGORY</b>	<b>MONTH</b>	<b>YTD</b>	<b>PROJECTED</b>	<b>BUDGET</b>
CDRP Funds		15,889.28	52,964.25	52,964.25
Agency Funds				
A. Charlevoix County	7,500.00	7,500.00	30,000.00	30,000.00
B. Emmet County			30,000.00	30,000.00
C. VORP Charlevoix	1,250.00	1,250.00	7,500.00	7,500.00
D. VORP Emmet	625.00	625.00	7,500.00	7,500.00
E. Donations	125.00	365.00	450.00	450.00
F. Fees for Service	2,360.00	2,490.00	4,000.00	3,000.00
G. Designated Gifts				
H. Donor Campaign			3,000.00	3,000.00
I. SPED				
J. Theatre Party				
1. Sponsorships	4,950.00	4,950.00	5,000.00	5,000.00
2. Ticket Sales	1,025.00	1,025.00	3,000.00	4,500.00
3. Other				
K. Reimbursement/Rebate	181.00	181.00	181.00	
L. Interest		68.22	1,000.00	1,000.00
M. Training				
1. 40-Hour			3,500.00	3,500.00
2. Update			2,700.00	2,700.00
3. General Civil		100.00	100.00	300.00
4. Char-Em ISD/SPED			600.00	600.00
N. Refund/Rebate				
Grants				
A. Char Found Char Office				
B. Char Found General	75.00	75.00	75.00	
C. Petoskey Foundation				
D. Revenue Sharing				
Rent	200.00	600.00	2,600.00	2,400.00
<b>TOTAL INCOME</b>	<b>18,291.00</b>	<b>35,118.50</b>	<b>154,170.25</b>	<b>154,414.25</b>
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	12,225.00	25,725.00	80,000.00	80,000.00
C. Volunteer Labor				
D. Volunteer Training		3,600.00	5,000.00	
E. Mediation Locations	300.00	650.00	3,000.00	3,000.00
F. Rent	1,300.00	2,600.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	55.32	113.68	600.00	600.00
I. Theatre Party			800.00	800.00
J. Mileage	111.25	177.56	66.31	
K. Training Locations		300.00	2,300.00	450.00
<b>IN KIND INCOME</b>	<b>13,991.57</b>	<b>33,166.24</b>	<b>107,766.31</b>	<b>100,850.00</b>
<b>TOTAL INCOME</b>	<b>32,282.57</b>	<b>68,284.74</b>	<b>261,936.56</b>	<b>255,264.25</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	11,105.79	18,509.65	96,250.00	96,250.00
B. FICA	849.60	1,416.00	7,363.13	7,363.13
C. Worker's Compensation		194.00	531.00	531.00
D. Unemployment	143.65	143.65	962.50	962.50
2. Accounting			3,500.00	3,500.00
3. Training				
A. 40-Hour			4,500.00	4,500.00
B. Update			2,700.00	2,700.00
C. General Civil		399.48	399.48	300.00
D. Char-Em ISD/SPED				
4. Contractual		40.00	2,200.00	2,200.00
5. Travel				
A. Lodging			500.00	500.00
B. Meals			500.00	500.00
C. Mileage	131.30	165.64	7,500.00	7,500.00
D. Other				
6. Equipment				
A. Purchase		189.99	1,000.00	1,000.00
B. Repair & Maintenance	25.00	50.00	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	1,000.00	6,000.00	6,000.00
B. Supplies	246.61	862.56	2,200.00	2,200.00
C. Communications				
1. Telephone	151.01	292.53	2,000.00	2,000.00
2. Internet	71.95	143.90	1,000.00	1,000.00
D. Postage	639.19	639.19	2,000.00	2,000.00
E. Printing	345.00	345.00	2,000.00	2,000.00
F. Insurance				
1. Employment Practices			250.00	250.00
2. Directors & Officers			1,870.00	1,870.00
3. Commercial Umbrella			400.00	400.00
4. Business Protection			460.00	460.00
8. Advertising		50.00	200.00	200.00
9. Other				
A. Board		10.00	250.00	250.00
B. Executive Director		149.50	1,200.00	1,200.00
C. Hospitality	9.52	9.52	1,000.00	1,000.00
D. PD			500.00	500.00
E. Licenses, Fees, Dues		293.95	300.00	300.00
F. Annual Meeting			350.00	350.00
G. Theatre Party			2,800.00	2,800.00
H. Preventative Shoplifting	7.77	7.77		
10. Grants				
A. Char Found Char Office	144.83	297.13	1,190.60	1,190.60
B. Petoskey Foundation				
C. Revenue Sharing				
D. United Way				
11. Charlevoix Office				
A. Rent			400.00	400.00
B. Telephone			250.00	250.00
C. Chamber			235.00	235.00
D. Internet			79.40	79.40
<b>Total Expenses</b>	<b>14,371.22</b>	<b>25,209.46</b>	<b>155,941.11</b>	<b>155,841.63</b>
12. Gain (Loss)				-1,427.38
<b>TOTAL</b>	<b>14,371.22</b>	<b>25,209.46</b>	<b>155,941.11</b>	<b>154,414.25</b>

03/04/08

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
February 2008

	Feb '08
<b>Income</b>	
<b>County Funding</b>	
Charlevoix	7,500.00
<b>Total County Funding</b>	7,500.00
<b>Donation</b>	
Theatre Party	125.00
<b>Total Donation</b>	125.00
<b>Fees</b>	
ACVS	300.00
Breach of Contract	90.00
Divorce	90.00
Domestic	60.00
Employer/Employee	300.00
Shoplifting	320.00
SPED	1,200.00
<b>Total Fees</b>	2,360.00
<b>Fund Raising</b>	
Theatre Party	
Sponsor	4,950.00
Tickets	1,025.00
<b>Total Theatre Party</b>	5,975.00
<b>Total Fund Raising</b>	5,975.00
<b>Grants</b>	
Charlevoix Foundation	75.00
<b>Total Grants</b>	75.00
Refund	181.00
Rental Income	200.00
<b>VORP</b>	
Charlevoix	1,250.00
Emmet	625.00
<b>Total VORP</b>	1,875.00
<b>Total Income</b>	18,291.00
<b>Expense</b>	
<b>Communications</b>	
Internet	71.95
Telephone	151.01
<b>Total Communications</b>	222.96
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	25.00

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
February 2008

	<u>Feb '08</u>
<b>Fringe Benefits</b>	
Unemployment	143.65
<b>Total Fringe Benefits</b>	<u>143.65</u>
<b>Grant Expense</b>	
Char Found Char Office	144.83
<b>Total Grant Expense</b>	<u>144.83</u>
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	<u>500.00</u>
<b>Other</b>	
Hospitality	9.52
Preventative Shoplifting	7.77
<b>Total Other</b>	<u>17.29</u>
<b>Payroll Expenses</b>	849.60
<b>Postage</b>	639.19
<b>Printing</b>	345.00
<b>Salaries and Wages</b>	11,105.79
<b>Supplies</b>	246.61
<b>Travel</b>	
Mileage	131.30
<b>Total Travel</b>	<u>131.30</u>
<b>Total Expense</b>	<u>14,371.22</u>
<b>Net Income</b>	<u><u>3,919.78</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
February 2008

	<u>Feb '08</u>
AT&T	195.84
City of Charlevoix	100.00
Culligan	24.55
Gaslight Media	71.95
Gordon Food Service	31.95
Hi-Tech	25.00
Jane Millar	94.50
Karen Cole	131.30
Office Max	129.62
Payroll Distribution	11,955.39
Pitney Bowes	122.47
Reserve Account	500.00
St. Francis Xavier	500.00
The 501 Alliance	143.65
The Print Shop	345.00
<b>TOTAL</b>	<u><u>14,371.22</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through February 2008

	<u>Jan - Feb '08</u>
<b>Income</b>	
<b>CDRP Funds</b>	
1st Quarter	15,889.28
<b>Total CDRP Funds</b>	15,889.28
<b>County Funding</b>	
Charlevoix	7,500.00
<b>Total County Funding</b>	7,500.00
<b>Donation</b>	
Mileage	240.00
Theatre Party	125.00
<b>Total Donation</b>	365.00
<b>Fees</b>	
ACVS	300.00
Breach of Contract	90.00
Cancellation	20.00
Divorce	180.00
Domestic	60.00
Employer/Employee	300.00
Shoplifting	340.00
SPED	1,200.00
<b>Total Fees</b>	2,490.00
<b>Fund Raising</b>	
Theatre Party	
Sponsor	4,950.00
Tickets	1,025.00
<b>Total Theatre Party</b>	5,975.00
<b>Total Fund Raising</b>	5,975.00
<b>Grants</b>	
Charlevoix Foundation	75.00
<b>Total Grants</b>	75.00
Interest	68.22
Refund	181.00
Rental Income	600.00
<b>Training &amp; Workshops</b>	
General Civil	100.00
<b>Total Training &amp; Workshops</b>	100.00
<b>VORP</b>	
Charlevoix	1,250.00
Emmet	625.00
<b>Total VORP</b>	1,875.00
<b>Total Income</b>	35,118.50
<b>Expense</b>	
Advertising	50.00

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## NORTHERN COMMUNITY MEDIATION

## Profit &amp; Loss

January through February 2008

	Jan - Feb '08
<b>Communications</b>	
Internet	143.90
Telephone	292.53
<b>Total Communications</b>	436.43
<b>Contractual</b>	40.00
<b>Equipment Expense</b>	
Purchase	189.99
Repair & Maintenance	50.00
<b>Total Equipment Expense</b>	239.99
<b>Fringe Benefits</b>	
Unemployment	143.65
<b>Total Fringe Benefits</b>	143.65
<b>Grant Expense</b>	
Char Found Char Office	297.13
<b>Total Grant Expense</b>	297.13
<b>Insurance</b>	
Worker's Compensation	194.00
<b>Total Insurance</b>	194.00
<b>Occupancy</b>	
Rent	1,000.00
<b>Total Occupancy</b>	1,000.00
<b>Other</b>	
Board	10.00
Executive Director	149.50
Hospitality	9.52
Licenses, Fees, Dues	293.95
Preventative Shoplifting	7.77
<b>Total Other</b>	470.74
<b>Payroll Expenses</b>	1,416.00
<b>Postage</b>	639.19
<b>Printing</b>	345.00
<b>Salaries and Wages</b>	18,509.65
<b>Supplies</b>	862.56
<b>Training</b>	
General Civil	399.48
<b>Total Training</b>	399.48
<b>Travel</b>	
Mileage	165.64
<b>Total Travel</b>	165.64
<b>Void</b>	0.00
<b>Total Expense</b>	25,209.46
<b>Net Income</b>	9,909.04

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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through February 2008

	<u>Jan - Feb '08</u>
AT&T	373.74
Bert Rousseau	34.34
City of Charlevoix	200.00
Culligan	43.25
Frankenmuth Insurance	194.00
Gaslight Media	143.90
Glen's Supermarket	15.92
Gordon Food Service	31.95
GT Pie Company	248.58
Hi-Tech	571.50
Jane Millar	94.50
Karen Cole	131.30
McLean & Eakin	100.00
Office Max	471.73
Oleson's	14.53
Online Payroll Service Fee	10.00
Payroll Distribution	19,925.65
Petoskey Chamber of Commerce	300.00
Pitney Bowes	122.47
Printed Checks	18.95
Reserve Account	500.00
Rotary	174.50
St. Francis Xavier	1,000.00
The 501 Alliance	143.65
The Print Shop	345.00
<b>TOTAL</b>	<u><u>25,209.46</u></u>



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**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**  
As of February 29, 2008

	Feb 29, '08	Feb 28, '07	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 802164	5,734.41	5,215.91	518.50	9.9%
CD Bank of N. MI 803611	5,899.36	0.00	5,899.36	100.0%
CD Char State Bank 16925	5,277.40	5,020.55	256.85	5.1%
CD Char State Bank 18524	10,765.13	10,542.31	222.82	2.1%
CD Chase 27835	0.00	5,551.36	-5,551.36	-100.0%
CD First Comm. Bank 60302215	7,565.00	6,939.84	625.16	9.0%
CD First Comm. Bank 60302716	5,128.54	0.00	5,128.54	100.0%
CD Nat'l City Bank 4160286236	5,472.24	5,203.00	269.24	5.2%
Checking Chase	23,136.47	22,255.90	880.57	4.0%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Chase	27,843.72	27,129.55	714.17	2.6%
Savings NW Bank 710205349	10,163.34	3,441.23	6,722.11	195.3%
<b>Total Checking/Savings</b>	<b>107,085.61</b>	<b>91,399.65</b>	<b>15,685.96</b>	<b>17.2%</b>
<b>Total Current Assets</b>	<b>107,085.61</b>	<b>91,399.65</b>	<b>15,685.96</b>	<b>17.2%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-11,213.00	-9,181.00	-2,032.00	-22.1%
Equipment	19,814.14	13,245.19	6,568.95	49.6%
<b>Total Fixed Assets</b>	<b>8,601.14</b>	<b>4,064.19</b>	<b>4,536.95</b>	<b>111.6%</b>
<b>TOTAL ASSETS</b>	<b>115,686.75</b>	<b>95,463.84</b>	<b>20,222.91</b>	<b>21.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	1,058.97	719.45	339.52	47.2%
Fica Tax Withheld	1,699.23	1,143.09	556.14	48.7%
State Income Tax Withheld	1,677.04	562.36	1,114.68	198.2%
<b>Total Other Current Liabilities</b>	<b>4,211.24</b>	<b>2,200.90</b>	<b>2,010.34</b>	<b>91.3%</b>
<b>Total Current Liabilities</b>	<b>4,211.24</b>	<b>2,200.90</b>	<b>2,010.34</b>	<b>91.3%</b>
<b>Total Liabilities</b>	<b>4,211.24</b>	<b>2,200.90</b>	<b>2,010.34</b>	<b>91.3%</b>
<b>Equity</b>				
*Retained Earnings	101,566.48	70,489.25	31,077.23	44.1%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	9,909.04	22,773.70	-12,864.66	-56.5%
<b>Total Equity</b>	<b>111,475.51</b>	<b>93,262.94</b>	<b>18,212.57</b>	<b>19.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>115,686.75</b>	<b>95,463.84</b>	<b>20,222.91</b>	<b>21.2%</b>