

**INCOME AND EXPENSE
JANUARY 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	16,467.79	16,467.79	54,892.64	54,892.64
Agency Funds				
A. Charlevoix County			30,000.00	30,000.00
B. Emmet County			30,000.00	30,000.00
C. VORP Charlevoix	700.00	700.00	8,500.00	8,500.00
D. VORP Emmet			7,500.00	7,500.00
E. CDP Charlevoix			8,000.00	8,000.00
E. Donations	840.00	840.00	1,000.00	450.00
F. Fees for Service	480.00	480.00	3,000.00	3,000.00
G. Designated Gifts				
H. Donor Campaign			3,000.00	3,000.00
I. SPED Fees			1,000.00	1,000.00
J. Theatre Party				
1. Sponsorships			4,000.00	6,000.00
2. Ticket Sales			3,000.00	3,000.00
3. Other				
K. Reimbursement/Rebate				
L. Interest	59.15	59.15	1,000.00	1,000.00
M. Training				
1. 40-Hour			1,500.00	1,500.00
2. Update			1,635.00	600.00
3. General Civil			300.00	300.00
4. Char-Em ISD/SPED			800.00	800.00
5. Divorce/Domestic Violence	76.25	76.25	76.25	
N. Fund Raising/Other				
O. Restitution Income	27.00	27.00	27.00	
Grants				
A. Bay Harbor Foundation	3,362.00	3,362.00	3,362.00	
Rent	200.00	200.00	2,400.00	2,400.00
TOTAL INCOME	22,212.19	22,212.19	164,992.89	161,942.64
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	20,340.00	20,340.00	166,000.00	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations			4,000.00	4,000.00
F. Rent	1,300.00	1,300.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	45.99	45.99	700.00	700.00
I. Theatre Party			800.00	800.00
J. Mileage	18.18	18.18		
K. Training Locations			4,000.00	4,000.00
IN KIND INCOME	21,704.17	21,704.17	191,500.00	191,500.00
TOTAL + IN KIND INCOME	43,916.36	43,916.36	356,492.89	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	11,394.24	11,394.24	98,750.00	98,750.00
B. FICA	871.65	871.65	7,554.38	7,554.38
C. Worker's Compensation			531.00	531.00
D. Unemployment	5.04	5.04	987.50	987.50
2. Accounting			3,775.00	3,775.00
3. Training				
A. 40-Hour			4,500.00	4,500.00
B. General Civil			300.00	300.00
C. Update			2,700.00	2,700.00
4. Contractual	364.95	364.95	2,200.00	2,200.00
5. Travel				
A. Lodging			585.00	585.00
B. Meals			635.25	635.25
C. Mileage	151.15	151.15	8,482.50	8,482.50
D. Other				
6. Equipment				
A. Purchase	213.95	213.95	1,223.52	1,223.52
B. Repair & Maintenance	25.00	25.00	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	500.00	6,000.00	6,000.00
B. Supplies	454.01	454.01	3,000.00	3,000.00
C. Communications				
1. Telephone	138.88	138.88	1,600.00	1,600.00
2. Internet	50.95	50.95	850.00	850.00
D. Postage	93.60	93.60	2,000.00	2,000.00
E. Printing			2,500.00	2,500.00
F. Insurance				
1. Employment Practices			224.00	224.00
2. Directors & Officers			1,270.00	1,270.00
3. Commercial Umbrella			300.00	300.00
4. Business Protection			460.00	460.00
8. Advertising	75.00	75.00	910.00	910.00
9. Restitution Expense	27.00	27.00		
10. Other				
A. Board	4.50	4.50	945.00	945.00
B. Executive Director	200.50	200.50	1,310.00	1,310.00
C. Hospitality	82.75	82.75	1,100.00	1,100.00
D. PD			1,200.00	1,200.00
E. Licenses, Fees, Dues	278.95	278.95	575.00	575.00
F. Annual Meeting				
G. Theatre Party			2,445.00	2,445.00
H. Shoplifting				
11. Grants				
A. Bay Harbor Foundation				
12. Charlevoix Office				
A. Rent	100.00	100.00	1,200.00	1,200.00
B. Telephone	43.67	43.67	600.00	600.00
C. Chamber				
D. Internet				
E. Supplies			129.49	129.49
TOTAL EXPENSES	15,075.79	15,075.79	161,942.64	161,942.64
12. Gain (Loss)			3,050.25	
Comparison of Income & Expenses			164,992.89	161,942.64

02/06/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January 2009

	<u>Jan '09</u>
Income	
CDRP Funds	
1st Quarter	16,467.79
Total CDRP Funds	16,467.79
Donation	840.00
Fees	
Breach of Contract	40.00
Divorce	150.00
Domestic	150.00
Landlord/Tenant	40.00
Observation	100.00
Total Fees	480.00
Grants	
Bay Harbor	3,362.00
Total Grants	3,362.00
Interest	59.15
Rental Income	200.00
Restitution Income	27.00
Training & Workshops	
Divorce	76.25
Total Training & Workshops	76.25
VORP	
Charlevoix	700.00
Total VORP	700.00
Total Income	22,212.19
Expense	
Advertising	75.00
Charlevoix Office	
Rent	100.00
Telephone	43.67
Total Charlevoix Office	143.67
Communications	
Internet	50.95
Telephone	138.88
Total Communications	189.83
Contractual	364.95
Equipment Expense	
Purchase	213.95
Repair & Maintenance	25.00
Total Equipment Expense	238.95
Fringe Benefits	
Unemployment	5.04
Total Fringe Benefits	5.04

02/06/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January 2009

	<u>Jan '09</u>
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	4.50
Executive Director	200.50
Hospitality	82.75
Licenses, Fees, Dues	278.95
Total Other	566.70
Payroll Expenses	871.65
Postage	93.60
Restitution Expense	27.00
Salaries and Wages	11,394.24
Supplies	454.01
Travel	
Mileage	151.15
Total Travel	151.15
Total Expense	15,075.79
Net Income	7,136.40

02/06/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January 2009

	<u>Jan '09</u>
AT&T	182.55
Bert Rousseau	83.97
Cheryl Bauman	69.01
City of Charlevoix	100.00
David Searles	25.75
Gaslight Media	110.95
Gordon Food Service	29.16
Hi-Tech	603.90
Jane Millar	95.45
Melanie Bunn	27.00
Office Max	331.27
Online Payroll Service Fee	10.00
Payroll Distribution	12,265.89
Petoskey Chamber of Commerce	275.00
Pitney Bowes	93.60
Printed Checks	18.95
Rotary	175.50
Sky's the Limit	54.00
St. Francis Xavier	500.00
Stafford's Hospitality	18.80
The 501 Alliance	5.04
TOTAL	<u><u>15,075.79</u></u>

02/06/09

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of January 31, 2009

	Jan 31, '09	Jan 31, '08	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	5,704.82	5,481.63	223.19	4.1%
CD Bank of N. MI 803611	6,183.13	5,899.36	283.77	4.8%
CD Char State Bank 16925	5,277.40	5,277.40	0.00	0.0%
CD Char State Bank 18524	0.00	10,765.13	-10,765.13	-100.0%
CD Char State Bank 18910	11,129.36	0.00	11,129.36	100.0%
CD First Comm. Bank 60302215	7,565.00	7,565.00	0.00	0.0%
CD First Comm. Bank 60302716	5,128.54	5,128.54	0.00	0.0%
CD Nat'l City Bank 4160286236	5,472.24	5,472.24	0.00	0.0%
Checking Chase	32,290.72	23,331.78	8,958.94	38.4%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,100.78	0.00	15,100.78	100.0%
Savings Chase	17,976.74	27,883.65	-9,906.91	-35.5%
Savings NW Bank 710205349	10,198.65	4,663.34	5,535.31	118.7%
Total Checking/Savings	122,127.38	101,568.07	20,559.31	20.2%
Total Current Assets	122,127.38	101,568.07	20,559.31	20.2%
Fixed Assets				
Accumulated Depreciation	-11,213.00	-11,213.00	0.00	0.0%
Equipment	19,814.14	19,814.14	0.00	0.0%
Total Fixed Assets	8,601.14	8,601.14	0.00	0.0%
TOTAL ASSETS	130,728.52	110,169.21	20,559.31	18.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	941.59	705.99	235.60	33.4%
Fica Tax Withheld	1,743.32	1,132.84	610.48	53.9%
State Income Tax Withheld	168.56	1,211.50	-1,042.94	-86.1%
Total Other Current Liabilities	2,629.47	2,826.33	-196.86	-7.0%
Total Current Liabilities	2,629.47	2,826.33	-196.86	-7.0%
Total Liabilities	2,629.47	2,826.33	-196.86	-7.0%
Equity				
*Retained Earnings	120,962.66	101,313.70	19,648.96	19.4%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	7,136.40	6,029.19	1,107.21	18.4%
Total Equity	128,099.05	107,342.88	20,756.17	19.3%
TOTAL LIABILITIES & EQUITY	130,728.52	110,169.21	20,559.31	18.7%