

**INCOME AND EXPENSE  
JANUARY 2010**

<b>INCOME CATEGORY</b>	<b>MONTH</b>	<b>YTD</b>	<b>PROJECTED</b>	<b>BUDGET</b>
CDRP Funds	17,210.65	17,210.65	57,368.81	57,368.81
Agency Funds				
A. Charlevoix County			30,000.00	30,000.00
B. Emmet County			30,000.00	30,000.00
C. VORP Charlevoix			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			1,000.00	1,000.00
F. Fees for Service			4,000.00	4,000.00
G. Designated Gifts				
H. Donor Campaign	50.00	50.00	3,000.00	3,000.00
I. SPED Fees			500.00	500.00
J. Theatre Party				
1. Sponsorships	600.00	600.00	5,000.00	5,000.00
2. Ticket Sales			2,000.00	2,000.00
3. Other			670.00	670.00
K. Reimbursement/Rebate	406.45	406.45		
L. Interest			1,000.00	1,000.00
M. Training				
1. 40-Hour			3,000.00	3,000.00
2. Update - Fall			1,000.00	1,000.00
3. General Civil			300.00	300.00
4. Child Protection				
5. Divorce/Domestic Violence				
Grants				
A. Bay Harbor Foundation	3,663.00	3,663.00		
B. Petoskey Foundation			2,000.00	
C. Charlevoix Foundation			5,000.00	
Transfer from Savings			7,500.00	7,500.00
<b>TOTAL INCOME</b>	<b>21,930.10</b>	<b>21,930.10</b>	<b>177,338.81</b>	<b>170,338.81</b>
In Kind				
A. Accounting Services			500.00	500.00
B. Volunteer Mediators	13,462.50	13,462.50	183,600.00	183,600.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	450	450	3,500.00	3,500.00
F. Rent	1,300.00	1,300.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	83.09	83.09	996.00	996.00
I. Theatre Party			1,500.00	1,500.00
J. Mileage	406.45	406.45		
K. Training Locations			4,000.00	4,000.00
<b>IN KIND INCOME</b>	<b>15,702.04</b>	<b>15,702.04</b>	<b>209,696.00</b>	<b>209,696.00</b>
<b>TOTAL + IN KIND INCOME</b>	<b>37,632.14</b>	<b>37,632.14</b>	<b>387,034.81</b>	<b>380,034.81</b>

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	11,479.56	11,479.56	99,500.00	99,500.00
B. FICA	876.64	876.64	7,611.75	7,611.75
C. Worker's Compensation			518.00	518.00
D. Unemployment			995.00	995.00
E. Insurance/Education	781.68	781.68	7,500.00	7,500.00
2. Accounting			3,800.00	3,800.00
3. Training				
A. 40-Hour			2,500.00	2,500.00
B. General Civil	600.00	600.00	850.00	850.00
C. Update - Fall			2,900.00	2,900.00
D. Child Protection			250.00	250.00
E. Divorce			500.00	500.00
4. Contractual	1,707.50	1,707.50	2,500.00	2,200.00
5. Travel				
A. Lodging			585.00	585.00
B. Meals			635.25	635.25
C. Mileage	43.45	43.45	9,350.00	9,350.00
D. Other				
6. Equipment				
A. Purchase			1,500.00	1,500.00
B. Repair & Maintenance	25.00	25.00	1,500.00	1,500.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	500.00	6,000.00	6,000.00
B. Supplies	344.38	344.38	3,000.00	3,000.00
C. Communications				
1. Telephone	160.05	160.05	1,450.00	1,450.00
2. Internet	52.95	52.95	660.00	660.00
D. Postage	300.00	300.00	1,800.00	1,800.00
E. Printing			2,100.00	2,100.00
F. Insurance				
1. Employment Practices			235.00	235.00
2. Directors & Officers			1,333.00	1,333.00
3. Commercial Umbrella			300.00	300.00
4. Business Protection			430.00	430.00
8. Advertising	196.00	196.00	1,110.00	1,110.00
9. Other				
A. Board	166.50	166.50	645.00	645.00
B. Executive Director	209.00	539.84	1,360.00	1,360.00
C. Hospitality	374.83	43.99	1,100.00	1,100.00
D. PD	40.00	40.00	1,200.00	1,200.00
E. Licenses, Fees, Dues	272.50	272.50	575.00	575.00
F. Annual Meeting			2,445.00	2,445.00
G. Theatre Party				
H. Shoplifting				
10. Grants				
A. Bay Harbor Foundation				
B. Petoskey Foundation				
C. Charlevoix Foundation				
11. Charlevoix Office				
A. Rent	100.00	100.00	1,200.00	1,200.00
B. Telephone	44.53	44.53	600.00	600.00
C. Chamber				
E. Supplies			100.81	100.81
<b>TOTAL EXPENSES</b>	<b>18,274.57</b>	<b>18,274.57</b>	<b>170,638.81</b>	<b>170,338.81</b>
12. Gain (Loss)				
Comparison of Income & Expenses				

02/04/10

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January 2010

	<u>Jan '10</u>
<b>Income</b>	
<b>CDRP Funds</b>	
1st Quarter	17,210.65
<b>Total CDRP Funds</b>	17,210.65
<b>Donation</b>	
Donor Campaign	50.00
<b>Total Donation</b>	50.00
<b>Fund Raising</b>	
Theatre Party	
Sponsor	600.00
<b>Total Theatre Party</b>	600.00
<b>Total Fund Raising</b>	600.00
<b>Grants</b>	
Bay Harbor	3,663.00
<b>Total Grants</b>	3,663.00
<b>Refund</b>	406.45
<b>Total Income</b>	21,930.10
<b>Expense</b>	
<b>Advertising</b>	196.00
<b>Benefits</b>	781.68
<b>Charlevoix Office</b>	
Rent	100.00
Telephone	44.53
<b>Total Charlevoix Office</b>	144.53
<b>Communications</b>	
Internet	52.95
Telephone	160.05
<b>Total Communications</b>	213.00
<b>Contractual</b>	1,707.50
<b>Equipment Expense</b>	
Repair & Maintenance	25.00
<b>Total Equipment Expense</b>	25.00
<b>Occupancy</b>	
Rent	500.00
<b>Total Occupancy</b>	500.00
<b>Other</b>	
Board	166.50
Executive Director	539.84
Hospitality	43.99
Licenses, Fees, Dues	272.50
PD	40.00
<b>Total Other</b>	1,062.83

02/04/10

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January 2010

	<u>Jan '10</u>
Payroll Expenses	876.64
Postage	300.00
Salaries and Wages	11,479.56
Supplies	344.38
Training	
General Civil	<u>600.00</u>
Total Training	600.00
Travel	
Mileage	<u>43.45</u>
Total Travel	<u>43.45</u>
Total Expense	<u>18,274.57</u>
Net Income	<u><u>3,655.53</u></u>

02/04/10

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January 2010

	<u>Jan '10</u>
AT&T	204.58
Bay Harbor	32.00
Bert Rousseau	613.73
Cheryl Bauman	211.40
City of Charlevoix	100.00
Conflict Resolution Services	40.00
Culligan	24.50
FraserTrebilcock Lawyers	1,340.00
Gaslight Media	82.95
Gordon Food Service	72.79
Hi-Tech	392.50
John Wiley & Sons, Inc.	166.50
Meyer Hardware	14.49
Office Max	232.60
Online Payroll Service Fee	10.00
Payroll Distribution	12,356.20
Petoskey Chamber of Commerce	437.50
Reserve Account	300.00
Rotary	168.00
Sky's the Limit	43.99
St. Francis Xavier	500.00
Stafford's Hospitality	330.84
Steve Tresidder	600.00
<b>TOTAL</b>	<b><u><u>18,274.57</u></u></b>

02/04/10

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**

As of January 31, 2010

	Jan 31, '10	Jan 31, '09	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD Bank of N. MI 803611	6,425.35	6,183.13	242.22	3.9%
CD Bank of N. MI 804631	5,848.79	5,704.82	143.97	2.5%
CD Char State Bank 16925	5,277.40	5,277.40	0.00	0.0%
CD Char State Bank 18910	11,129.36	11,129.36	0.00	0.0%
CD First Comm. Bank 60302215	7,623.94	7,495.17	128.77	1.7%
CD First Comm. Bank 60302716	5,448.10	5,314.18	133.92	2.5%
CD Nat'l City Bank 4160286236	5,698.95	5,472.24	226.71	4.1%
Checking Chase	33,150.10	32,373.50	776.60	2.4%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,314.50	15,129.34	185.16	1.2%
Savings Chase	17,993.31	17,976.74	16.57	0.1%
Savings NW Bank 710205349	10,237.30	10,209.14	28.16	0.3%
<b>Total Checking/Savings</b>	<b>124,247.10</b>	<b>122,365.02</b>	<b>1,882.08</b>	<b>1.5%</b>
<b>Total Current Assets</b>	<b>124,247.10</b>	<b>122,365.02</b>	<b>1,882.08</b>	<b>1.5%</b>
<b>Fixed Assets</b>				
Accumulated Depreciation	-11,213.00	-11,213.00	0.00	0.0%
Equipment	19,814.14	19,814.14	0.00	0.0%
<b>Total Fixed Assets</b>	<b>8,601.14</b>	<b>8,601.14</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>132,848.24</b>	<b>130,966.16</b>	<b>1,882.08</b>	<b>1.4%</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	799.97	941.59	-141.62	-15.0%
Fica Tax Withheld	1,753.31	1,743.32	9.99	0.6%
State Income Tax Withheld	120.71	168.56	-47.85	-28.4%
<b>Total Other Current Liabilities</b>	<b>2,449.99</b>	<b>2,629.47</b>	<b>-179.48</b>	<b>-6.8%</b>
<b>Total Current Liabilities</b>	<b>2,449.99</b>	<b>2,629.47</b>	<b>-179.48</b>	<b>-6.8%</b>
<b>Total Liabilities</b>	<b>2,449.99</b>	<b>2,629.47</b>	<b>-179.48</b>	<b>-6.8%</b>
<b>Equity</b>				
*Retained Earnings	126,742.73	121,171.74	5,570.99	4.6%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	3,655.53	7,164.96	-3,509.43	-49.0%
<b>Total Equity</b>	<b>130,398.25</b>	<b>128,336.69</b>	<b>2,061.56</b>	<b>1.6%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>132,848.24</b>	<b>130,966.16</b>	<b>1,882.08</b>	<b>1.4%</b>