

**INCOME AND EXPENSE  
MARCH 2010**

| <b>INCOME CATEGORY</b>        | <b>MONTH</b>     | <b>YTD</b>        | <b>PROJECTED</b>  | <b>BUDGET</b>     |
|-------------------------------|------------------|-------------------|-------------------|-------------------|
| CDRP Funds                    |                  | 17,210.65         | 57,368.81         | 57,368.81         |
| Agency Funds                  |                  |                   |                   |                   |
| A. Charlevoix County          |                  | 7,500.00          | 30,000.00         | 30,000.00         |
| B. Emmet County               |                  | 7,500.00          | 30,000.00         | 30,000.00         |
| C. VORP Charlevoix            | 1,400.00         | 2,100.00          | 8,500.00          | 8,500.00          |
| D. VORP Emmet                 | 625.00           | 1,250.00          | 7,500.00          | 7,500.00          |
| E. CDP Charlevoix             |                  | 8,000.00          | 8,000.00          | 8,000.00          |
| E. Donations                  | 1,620.00         | 1,620.00          | 1,700.00          | 1,000.00          |
| F. Fees for Service           | 50.00            | 640.00            | 1,500.00          | 4,000.00          |
| G. SPED Fees                  |                  | 200.00            | 500.00            | 500.00            |
| H. ACVS Fees                  |                  | 375.00            | 2,000.00          |                   |
| I. Designated Gifts           |                  |                   |                   |                   |
| J. Donor Campaign             |                  | 50.00             | 2,500.00          | 3,000.00          |
| K. Theatre Party              |                  |                   |                   |                   |
| 1. Sponsorships               | 400.00           | 5,100.00          | 5,550.00          | 5,000.00          |
| 2. Ticket Sales               | 2,175.00         | 2,825.00          | 2,875.00          | 2,000.00          |
| 3. Other                      | 582.60           | 582.60            | 600.00            | 670.00            |
| L. Reimbursement/Rebate       | 1,352.00         | 1,758.45          |                   |                   |
| M Interest                    | 12.97            | 40.84             | 1,000.00          | 1,000.00          |
| N. Training                   |                  |                   |                   |                   |
| 1. 40-Hour                    |                  |                   | 0.00              | 3,000.00          |
| 2. Update - Fall              |                  |                   | 1,000.00          | 1,000.00          |
| 3. General Civil              |                  | 100.00            | 100.00            | 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>8,217.57</b>  | <b>60,515.54</b>  | <b>178,856.81</b> | <b>170,338.81</b> |
| In Kind                       |                  |                   |                   |                   |
| A. Accounting Services        |                  | 70.00             | 500.00            | 500.00            |
| B. Volunteer Mediators        | 14,625.00        | 43,500.00         | 183,600.00        | 183,600.00        |
| C. Volunteer Labor            |                  |                   |                   |                   |
| D. Volunteer Training         |                  |                   |                   |                   |
| E. Mediation Locations        | 500.00           | 1,350.00          | 3,500.00          | 3,500.00          |
| F. Rent                       | 1,300.00         | 3,900.00          | 15,600.00         | 15,600.00         |
| G. Equipment/Supplies         |                  |                   |                   |                   |
| H. Cell Phone                 |                  | 83.09             | 996.00            | 996.00            |
| I. Theatre Party              | 2,450.43         | 2,450.43          | 2,450.43          | 1,500.00          |
| J. Mileage                    |                  | 406.45            |                   |                   |
| K. Training Locations         |                  |                   | 0.00              | 4,000.00          |
| <b>IN KIND INCOME</b>         | <b>18,875.43</b> | <b>51,759.97</b>  | <b>206,646.43</b> | <b>209,696.00</b> |
| <b>TOTAL + IN KIND INCOME</b> | <b>27,093.00</b> | <b>112,275.51</b> | <b>385,503.24</b> | <b>380,034.81</b> |

| EXPENSE CATEGORY                | MONTH            | YTD              | PROJECTED         | BUDGET            |
|---------------------------------|------------------|------------------|-------------------|-------------------|
| 1. Personnel                    |                  |                  |                   |                   |
| A. Salaries                     | 7,653.04         | 26,785.64        | 99,500.00         | 99,500.00         |
| B. FICA                         | 583.92           | 2,044.48         | 7,611.75          | 7,611.75          |
| C. Worker's Compensation        |                  |                  | 518.00            | 518.00            |
| D. Unemployment                 |                  |                  | 995.00            | 995.00            |
| E. Insurance/Education          | 193.93           | 1,169.54         | 7,500.00          | 7,500.00          |
| 2. Accounting                   |                  | 350.00           | 3,800.00          | 3,800.00          |
| 3. Training                     |                  |                  |                   |                   |
| A. 40-Hour                      |                  |                  | 0.00              | 2,500.00          |
| B. General Civil                |                  | 1,185.20         | 1,185.20          | 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         | 2,500.00          | 2,200.00          |
| 5. Travel                       |                  |                  |                   |                   |
| A. Lodging                      |                  |                  | 585.00            | 585.00            |
| B. Meals                        |                  |                  | 635.25            | 635.25            |
| C. Mileage                      | 113.50           | 403.95           | 9,350.00          | 9,350.00          |
| D. Other                        |                  |                  |                   |                   |
| 6. Equipment                    |                  |                  |                   |                   |
| A. Purchase                     |                  | 999.00           | 1,500.00          | 1,500.00          |
| B. Repair & Maintenance         | 25.00            | 1,108.00         | 1,500.00          | 1,500.00          |
| 7. Operating Expenses           |                  |                  |                   |                   |
| A. Occupancy - Rent             | 500.00           | 1,500.00         | 6,000.00          | 6,000.00          |
| B. Supplies                     | 178.24           | 1,012.59         | 3,000.00          | 3,000.00          |
| C. Communications               |                  |                  |                   |                   |
| 1. Telephone                    | 159.34           | 478.70           | 1,450.00          | 1,450.00          |
| 2. Internet                     | 52.95            | 158.85           | 660.00            | 660.00            |
| D. Postage                      | 826.88           | 1,194.94         | 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                  | 30.00            | 286.00           | 1,110.00          | 1,110.00          |
| 9. Other                        |                  |                  |                   |                   |
| A. Board                        |                  | 166.50           | 645.00            | 645.00            |
| B. Executive Director           |                  | 539.84           | 1,360.00          | 1,360.00          |
| C. Hospitality                  |                  | 43.99            | 1,100.00          | 1,100.00          |
| D. PD                           | 20.00            | 127.00           | 1,200.00          | 1,200.00          |
| E. Licenses, Fees, Dues         | 10.00            | 292.50           | 575.00            | 575.00            |
| F. Theatre Party                | 2,211.24         | 2,211.24         | 2,582.84          | 2,445.00          |
| G. Shoplifting                  |                  |                  |                   |                   |
| H. Investment                   | 10,000.00        | 10,000.00        | 20,000.00         |                   |
| 10. Grants                      |                  |                  |                   |                   |
| A. Bay Harbor Foundation        |                  |                  |                   |                   |
| B. Petoskey Foundation          |                  |                  |                   |                   |
| C. Charlevoix Foundation        |                  |                  |                   |                   |
| 11. Charlevoix Office           |                  |                  |                   |                   |
| A. Rent                         | 100.00           | 300.00           | 1,200.00          | 1,200.00          |
| B. Telephone                    | 48.43            | 141.69           | 600.00            | 600.00            |
| C. Chamber                      |                  |                  |                   |                   |
| E. Supplies                     |                  |                  | 100.81            | 100.81            |
| <b>TOTAL EXPENSES</b>           | <b>22,706.47</b> | <b>54,207.15</b> | <b>188,611.85</b> | <b>170,338.81</b> |
| 12. Gain (Loss)                 |                  |                  |                   |                   |
| Comparison of Income & Expenses |                  |                  |                   |                   |

04/06/10

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

March 2010

|                         | <u>Mar '10</u>  |
|-------------------------|-----------------|
| <b>Income</b>           |                 |
| Donation                | 1,620.00        |
| Fees                    |                 |
| Divorce                 | 50.00           |
| Total Fees              | <u>50.00</u>    |
| Fund Raising            |                 |
| Theatre Party           |                 |
| Raffle                  | 177.00          |
| Refund                  | 405.60          |
| Sponsor                 | 400.00          |
| Tickets                 | 2,175.00        |
| Total Theatre Party     | <u>3,157.60</u> |
| Total Fund Raising      | 3,157.60        |
| Interest                | 12.97           |
| Refund                  | 1,352.00        |
| VORP                    |                 |
| Charlevoix              | 1,400.00        |
| Emmet                   | 625.00          |
| Total VORP              | <u>2,025.00</u> |
| <b>Total Income</b>     | <b>8,217.57</b> |
| <b>Expense</b>          |                 |
| Advertising             | 30.00           |
| Benefits                | 193.93          |
| Charlevoix Office       |                 |
| Rent                    | 100.00          |
| Telephone               | 48.43           |
| Total Charlevoix Office | <u>148.43</u>   |
| Communications          |                 |
| Internet                | 52.95           |
| Telephone               | 159.34          |
| Total Communications    | <u>212.29</u>   |
| Equipment Expense       |                 |
| Repair & Maintenance    | 25.00           |
| Total Equipment Expense | <u>25.00</u>    |
| Investment              | 10,000.00       |
| Occupancy               |                 |
| Rent                    | 500.00          |
| Total Occupancy         | <u>500.00</u>   |
| Other                   |                 |
| Licenses, Fees, Dues    | 10.00           |
| PD                      | 20.00           |
| Theatre Party           | 2,211.24        |
| Total Other             | <u>2,241.24</u> |

04/06/10

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

March 2010

|                    | <u>Mar '10</u>           |
|--------------------|--------------------------|
| Payroll Expenses   | 583.92                   |
| Postage            | 826.88                   |
| Salaries and Wages | 7,653.04                 |
| Supplies           | 178.24                   |
| Travel             |                          |
| Mileage            | <u>113.50</u>            |
| Total Travel       | <u>113.50</u>            |
| Total Expense      | <u>22,706.47</u>         |
| Net Income         | <u><u>-14,488.90</u></u> |

04/06/10

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

|  | <u>Mar '10</u>          |
|--|-------------------------|
| AT&T                                   | 207.77                  |
| Bert Rousseau                          | 69.00                   |
| Charlevoix Community Foundation        | 5,000.00                |
| Charlevoix County Community Foundation | 5,000.00                |
| Cheryl Bauman                          | 44.50                   |
| Child Abuse Council                    | 20.00                   |
| City of Charlevoix                     | 100.00                  |
| Culligan                               | 24.50                   |
| Gaslight Media                         | 82.95                   |
| Gordon Food Service                    | 138.70                  |
| Hi-Tech                                | 25.00                   |
| Meyer Hardware                         | 7.99                    |
| Office Max                             | 86.34                   |
| Oleson's                               | 26.95                   |
| Online Payroll Service Fee             | 10.00                   |
| Payroll Distribution                   | 8,236.96                |
| Petoskey Cinema                        | 710.00                  |
| Pitney Bowes                           | 826.88                  |
| Priority Health                        | 193.93                  |
| St. Francis Xavier                     | 500.00                  |
| Taylor Rental                          | 423.00                  |
| The Print Shop                         | 572.00                  |
| <b>TOTAL</b>                           | <u><u>22,306.47</u></u> |

04/06/10

# NORTHERN COMMUNITY MEDIATION

## Profit & Loss

January through March 2010

|                            | <u>Jan - Mar '10</u> |
|----------------------------|----------------------|
| <b>Income</b>              |                      |
| CDP                        | 8,000.00             |
| CDRP Funds                 |                      |
| 1st Quarter                | 17,210.65            |
| Total CDRP Funds           | 17,210.65            |
| County Funding             |                      |
| Charlevoix                 | 7,500.00             |
| Emmet                      | 7,500.00             |
| Total County Funding       | 15,000.00            |
| Donation                   |                      |
| Donor Campaign             | 50.00                |
| Donation - Other           | 1,620.00             |
| Total Donation             | 1,670.00             |
| Fees                       |                      |
| ACVS                       | 375.00               |
| Divorce                    | 400.00               |
| General                    | 40.00                |
| Observation                | 100.00               |
| Shoplifting                | 100.00               |
| SPED                       | 200.00               |
| Total Fees                 | 1,215.00             |
| Fund Raising               |                      |
| Theatre Party              |                      |
| Raffle                     | 177.00               |
| Refund                     | 405.60               |
| Sponsor                    | 5,100.00             |
| Tickets                    | 2,825.00             |
| Total Theatre Party        | 8,507.60             |
| Total Fund Raising         | 8,507.60             |
| Grants                     |                      |
| Bay Harbor                 | 3,663.00             |
| Total Grants               | 3,663.00             |
| Interest                   | 40.84                |
| Refund                     | 1,758.45             |
| Training & Workshops       |                      |
| General Civil              | 100.00               |
| Total Training & Workshops | 100.00               |
| VORP                       |                      |
| Charlevoix                 | 2,100.00             |
| Emmet                      | 1,250.00             |
| Total VORP                 | 3,350.00             |
| <b>Total Income</b>        | <b>60,515.54</b>     |

04/06/10

**NORTHERN COMMUNITY MEDIATION**

**Profit & Loss**

January through March 2010

|                                | <u>Jan - Mar '10</u>   |
|--------------------------------|------------------------|
| <b>Expense</b>                 |                        |
| Accounting                     | 350.00                 |
| Advertising                    | 286.00                 |
| Benefits                       | 1,169.54               |
| Charlevoix Office              |                        |
| Rent                           | 300.00                 |
| Telephone                      | 141.69                 |
| <b>Total Charlevoix Office</b> | <u>441.69</u>          |
| Communications                 |                        |
| Internet                       | 158.85                 |
| Telephone                      | 478.70                 |
| <b>Total Communications</b>    | <u>637.55</u>          |
| Contractual                    | 1,707.50               |
| Equipment Expense              |                        |
| Purchase                       | 999.00                 |
| Repair & Maintenance           | 1,108.00               |
| <b>Total Equipment Expense</b> | <u>2,107.00</u>        |
| Investment                     | 10,000.00              |
| Occupancy                      |                        |
| Rent                           | 1,500.00               |
| <b>Total Occupancy</b>         | <u>1,500.00</u>        |
| Other                          |                        |
| Board                          | 166.50                 |
| Executive Director             | 539.84                 |
| Hospitality                    | 43.99                  |
| Licenses, Fees, Dues           | 292.50                 |
| PD                             | 127.00                 |
| Theatre Party                  | 2,211.24               |
| <b>Total Other</b>             | <u>3,381.07</u>        |
| Payroll Expenses               | 2,044.48               |
| Postage                        | 1,194.94               |
| Salaries and Wages             | 26,785.64              |
| Supplies                       | 1,012.59               |
| Training                       |                        |
| General Civil                  | 1,185.20               |
| <b>Total Training</b>          | <u>1,185.20</u>        |
| Travel                         |                        |
| Mileage                        | 403.95                 |
| <b>Total Travel</b>            | <u>403.95</u>          |
| <b>Total Expense</b>           | <u>54,207.15</u>       |
| <b>Net Income</b>              | <u><u>6,308.39</u></u> |

04/06/10

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

|  | <u>Jan - Mar '10</u>    |
|--|-------------------------|
| AT&T                                   | 620.39                  |
| Bay Harbor                             | 32.00                   |
| Bert Rousseau                          | 882.81                  |
| Charlevoix Community Foundation        | 5,000.00                |
| Charlevoix County Community Foundation | 5,000.00                |
| Cheryl Bauman                          | 335.90                  |
| Child Abuse Council                    | 20.00                   |
| City of Charlevoix                     | 300.00                  |
| Conflict Resolution Services           | 40.00                   |
| Culligan                               | 54.00                   |
| FraserTrebilcock Lawyers               | 1,340.00                |
| Gaslight Media                         | 248.85                  |
| Gordon Food Service                    | 235.07                  |
| Hi-Tech                                | 2,589.50                |
| John Wiley & Sons, Inc.                | 166.50                  |
| Mason & Kammermann                     | 350.00                  |
| McLean & Eakin                         | 42.00                   |
| Meyer Hardware                         | 22.48                   |
| Michigan State University              | 25.00                   |
| Office Max                             | 665.33                  |
| Oleson's                               | 26.95                   |
| Online Payroll Service Fee             | 30.00                   |
| Payroll Distribution                   | 28,830.12               |
| Petoskey Chamber of Commerce           | 437.50                  |
| Petoskey Cinema                        | 710.00                  |
| Pitney Bowes                           | 891.86                  |
| Priority Health                        | 387.86                  |
| Reserve Account                        | 300.00                  |
| Rotary                                 | 168.00                  |
| Sky's the Limit                        | 43.99                   |
| St. Francis Xavier                     | 1,500.00                |
| Stafford's Hospitality                 | 916.04                  |
| Steve Tresidder                        | 600.00                  |
| Taylor Rental                          | 423.00                  |
| The Print Shop                         | 572.00                  |
| <b>TOTAL</b>                           | <b><u>53,807.15</u></b> |



04/06/10

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

As of March 31, 2010

|  | Mar 31, '10       | Mar 31, '09       | \$ Change        | % Change      |
|--|-------------------|-------------------|------------------|---------------|
| <b>ASSETS</b>                          |                   |                   |                  |               |
| <b>Current Assets</b>                  |                   |                   |                  |               |
| <b>Checking/Savings</b>                |                   |                   |                  |               |
| CD Bank of N. MI 803611                | 6,425.35          | 6,231.44          | 193.91           | 3.1%          |
| 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                         | 34,575.00         | 18,362.09         | 16,212.91        | 88.3%         |
| Petty Cash                             | 100.00            | 100.00            | 0.00             | 0.0%          |
| Savings Bay Winds                      | 15,355.34         | 15,171.83         | 183.51           | 1.2%          |
| Savings Chase                          | 17,993.31         | 17,979.83         | 13.48            | 0.1%          |
| Savings NW Bank 710205349              | 10,237.30         | 10,216.70         | 20.60            | 0.2%          |
| <b>Total Checking/Savings</b>          | <b>125,712.84</b> | <b>108,455.06</b> | <b>17,257.78</b> | <b>15.9%</b>  |
| <b>Total Current Assets</b>            | <b>125,712.84</b> | <b>108,455.06</b> | <b>17,257.78</b> | <b>15.9%</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>134,313.98</b> | <b>117,056.20</b> | <b>17,257.78</b> | <b>14.7%</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            | 532.66            | 502.50            | 30.16            | 6.0%          |
| Fica Tax Withheld                      | 1,167.87          | 1,162.23          | 5.64             | 0.5%          |
| State Income Tax Withheld              | -33.71            | 321.74            | -355.45          | -110.5%       |
| <b>Total Other Current Liabilities</b> | <b>1,442.82</b>   | <b>1,762.47</b>   | <b>-319.65</b>   | <b>-18.1%</b> |
| <b>Total Current Liabilities</b>       | <b>1,442.82</b>   | <b>1,762.47</b>   | <b>-319.65</b>   | <b>-18.1%</b> |
| <b>Total Liabilities</b>               | <b>1,442.82</b>   | <b>1,762.47</b>   | <b>-319.65</b>   | <b>-18.1%</b> |
| <b>Equity</b>                          |                   |                   |                  |               |
| *Retained Earnings                     | 126,562.78        | 121,171.74        | 5,391.04         | 4.5%          |
| Opening Bal Equity                     | -0.01             | -0.01             | 0.00             | 0.0%          |
| Net Income                             | 6,308.39          | -5,878.00         | 12,186.39        | 207.3%        |
| <b>Total Equity</b>                    | <b>132,871.16</b> | <b>115,293.73</b> | <b>17,577.43</b> | <b>15.3%</b>  |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>134,313.98</b> | <b>117,056.20</b> | <b>17,257.78</b> | <b>14.7%</b>  |