

**INCOME AND EXPENSE
MARCH 2009**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		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	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
E. Donations	150.00	1,015.00	1,400.00	450.00
F. Fees for Service	730.00	1,560.00	3,000.00	3,000.00
G. Designated Gifts				
H. Donor Campaign			3,000.00	3,000.00
I. SPED Fees		200.00	1,000.00	1,000.00
J. Theatre Party				
1. Sponsorships	2,675.00	4,900.00	5,025.00	6,000.00
2. Ticket Sales	2,075.00	2,475.00	2,475.00	3,000.00
3. Other	589.33	589.33	589.33	
K. Reimbursement/Rebate	75.77	281.60		
L. Interest		108.98	1,000.00	1,000.00
M. Training				
1. 40-Hour			3,000.00	1,500.00
2. Update		1,835.00	1,835.00	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	
6. VORP	150.00	150.00	150.00	
N. Fund Raising/Other				
O. Restitution Income		27.00	27.00	
P. Shoplifting		232.52	232.52	
Grants				
A. Bay Harbor Foundation		3,362.00	3,362.00	
B. Charlevoix Foundation		175.00	175.00	
Rent	225.00	650.00	850.00	2,400.00
TOTAL INCOME	7,995.10	37,455.47	167,189.74	161,942.64
In Kind				
A. Accounting Services		65.00	400.00	400.00
B. Volunteer Mediators	16,042.50	48,330.00	166,000.00	166,000.00
C. Volunteer Labor				
D. Volunteer Training				
E. Mediation Locations	350.00	600.00	4,000.00	4,000.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	49.21	140.86	700.00	700.00
I. Theatre Party	1,699.00	1,699.00	1,699.00	800.00
J. Mileage		18.18	18.18	
K. Training Locations			4,000.00	4,000.00
IN KIND INCOME	19,440.71	54,753.04	192,417.18	191,500.00
TOTAL + IN KIND INCOME	27,435.81	92,208.51	359,606.92	353,442.64

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	3,798.08	22,788.48	98,750.00	98,750.00
B. FICA	290.55	1,743.30	7,554.38	7,554.38
C. Worker's Compensation			531.00	531.00
D. Unemployment		5.04	987.50	987.50
2. Accounting		360.00	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	2,712.35	2,743.10	2,743.10	2,700.00
4. Contractual	42.50	407.45	2,200.00	2,200.00
5. Travel				
A. Lodging	433.53	433.53	585.00	585.00
B. Meals	62.25	62.25	635.25	635.25
C. Mileage	774.40	982.75	8,482.50	8,482.50
D. Other				
6. Equipment				
A. Purchase		591.90	1,223.52	1,223.52
B. Repair & Maintenance	60.00	474.00	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	500.00	1,500.00	6,000.00	6,000.00
B. Supplies	207.66	922.69	3,000.00	3,000.00
C. Communications				
1. Telephone	207.13	489.86	1,600.00	1,600.00
2. Internet	52.95	156.89	850.00	850.00
D. Postage		393.60	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	180.00	285.00	910.00	910.00
9. Restitution Expense		27.00	27.00	
10. Other				
A. Board	20.00	24.50	945.00	945.00
B. Executive Director	42.99	243.49	1,310.00	1,310.00
C. Hospitality		85.75	1,100.00	1,100.00
D. PD			1,200.00	1,200.00
E. Licenses, Fees, Dues	10.00	298.95	575.00	575.00
F. Annual Meeting				
G. Theatre Party	2,215.99	2,215.99	2,409.59	2,445.00
H. Shoplifting		45.00	45.00	
11. Grants				
A. Bay Harbor Foundation				
12. Charlevoix Office				
A. Rent	100.00	300.00	1,200.00	1,200.00
B. Telephone	61.14	153.03	600.00	600.00
C. Chamber				
D. Internet				
E. Supplies	25.16	41.47	129.49	129.49
TOTAL EXPENSES	11,796.68	37,775.02	162,022.33	161,942.64
12. Gain (Loss)			3,655.77	
Comparison of Income & Expenses			165,625.41	161,942.64

04/03/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2009

	<u>Mar '09</u>
Income	
Donation	
Donor Campaign	50.00
Donation - Other	100.00
Total Donation	<u>150.00</u>
Fees	
ACVS	450.00
Divorce	250.00
Shoplifting	30.00
Total Fees	<u>730.00</u>
Fund Raising	
Theatre Party	
Raffle	177.00
Refund	405.63
Sponsor	2,675.00
Tickets	2,075.00
Theatre Party - Other	6.70
Total Theatre Party	<u>5,339.33</u>
Total Fund Raising	5,339.33
Refund	75.77
Rental Income	225.00
Training & Workshops	
VORP	150.00
Total Training & Workshops	<u>150.00</u>
VORP	
Charlevoix	700.00
Emmet	625.00
Total VORP	<u>1,325.00</u>
Total Income	7,995.10
Expense	
Advertising	180.00
Charlevoix Office	
Rent	100.00
Supplies	25.16
Telephone	61.14
Total Charlevoix Office	<u>186.30</u>
Communications	
Internet	52.95
Telephone	207.13
Total Communications	<u>260.08</u>
Contractual	42.50
Equipment Expense	
Repair & Maintenance	60.00
Total Equipment Expense	<u>60.00</u>

04/03/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

March 2009

	<u>Mar '09</u>
Occupancy	
Rent	500.00
Total Occupancy	500.00
Other	
Board	20.00
Executive Director	42.99
Licenses, Fees, Dues	10.00
Theatre Party	2,215.99
Total Other	2,288.98
Payroll Expenses	290.55
Salaries and Wages	3,798.08
Supplies	207.66
Training	
Update	2,712.35
Total Training	2,712.35
Travel	
Lodging	433.53
Meals	62.25
Mileage	774.40
Total Travel	1,270.18
Total Expense	11,796.68
Net Income	<u><u>-3,801.58</u></u>

04/03/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
March 2009

	<u>Mar '09</u>
Anne Bachle Fifer	1,402.40
AT&T	268.27
Bert Rousseau	522.77
Cheryl Bauman	667.54
City of Charlevoix	100.00
Culligan	32.00
Gaslight Media	125.45
Gordon Food Service	200.41
Hi-Tech	60.00
Jane Millar	708.66
Office Max	115.03
Oleson's	70.46
Online Payroll Service Fee	10.00
Payroll Distribution	4,088.63
Petoskey Chamber of Commerce	150.00
Petoskey Cinema	764.50
Sign & Design	125.00
St. Francis Xavier	500.00
Stafford's Hospitality	1,164.56
Taylor Rental	413.00
The Print Shop	308.00
TOTAL	<u><u>11,796.68</u></u>

04/03/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2009

	<u>Jan - Mar '09</u>
Income	
CDRP Funds	
1st Quarter	16,467.79
Total CDRP Funds	<u>16,467.79</u>
Donation	
Donor Campaign	50.00
Donation - Other	965.00
Total Donation	<u>1,015.00</u>
Fees	
ACVS	450.00
Breach of Contract	40.00
Divorce	650.00
Domestic	150.00
Landlord/Tenant	40.00
Observation	100.00
Shoplifting	130.00
SPED	200.00
Total Fees	<u>1,760.00</u>
Fund Raising	
Theatre Party	
Raffle	177.00
Refund	405.63
Sponsor	4,900.00
Tickets	2,475.00
Theatre Party - Other	6.70
Total Theatre Party	<u>7,964.33</u>
Total Fund Raising	7,964.33
Grants	
Bay Harbor	3,362.00
Charlevoix Foundation	175.00
Total Grants	<u>3,537.00</u>
Interest	108.98
Refund	281.60
Rental Income	650.00
Restitution Income	27.00
Shoplifting	232.52
Training & Workshops	
Divorce	76.25
Update	1,835.00
VORP	150.00
Total Training & Workshops	<u>2,061.25</u>

04/03/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2009

	<u>Jan - Mar '09</u>
VORP	
Charlevoix	2,100.00
Emmet	1,250.00
Total VORP	<u>3,350.00</u>
Total Income	37,455.47
Expense	
Accounting	360.00
Advertising	285.00
Charlevoix Office	
Rent	300.00
Supplies	41.47
Telephone	153.03
Total Charlevoix Office	<u>494.50</u>
Communications	
Internet	156.89
Telephone	489.86
Total Communications	<u>646.75</u>
Contractual	407.45
Equipment Expense	
Purchase	591.90
Repair & Maintenance	474.00
Total Equipment Expense	<u>1,065.90</u>
Fringe Benefits	
Unemployment	5.04
Total Fringe Benefits	<u>5.04</u>
Occupancy	
Rent	1,500.00
Total Occupancy	<u>1,500.00</u>
Other	
Board	24.50
Executive Director	243.49
Hospitality	85.75
Licenses, Fees, Dues	298.95
Shoplifting Preventative	45.00
Theatre Party	2,215.99
Total Other	<u>2,913.68</u>
Payroll Expenses	1,743.30
Postage	393.60
Restitution Expense	27.00
Salaries and Wages	22,788.48
Supplies	922.69
Training	
Update	2,743.10
Total Training	<u>2,743.10</u>

04/03/09

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through March 2009

	<u>Jan - Mar '09</u>
Travel	
Lodging	433.53
Meals	62.25
Mileage	982.75
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Total Travel	1,478.53
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Total Expense	37,775.02
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Net Income	<u><u>-319.55</u></u>

04/03/09

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through March 2009

	<u>Jan - Mar '09</u>
Anne Bachle Fifer	1,402.40
AT&T	642.89
Bert Rousseau	695.73
Cheryl Bauman	736.55
City of Charlevoix	300.00
Culligan	69.00
David Searles	25.75
Gaslight Media	319.39
Gordon Food Service	258.73
Hi-Tech	1,430.85
Jane Millar	804.11
Mason & Kammermann	360.00
Melanie Bunn	27.00
Office Max	564.45
Oleson's	146.13
Online Payroll Service Fee	30.00
Payroll Distribution	24,531.78
Petoskey Chamber of Commerce	425.00
Petoskey Cinema	764.50
Pitney Bowes	93.60
Printed Checks	18.95
Radio Shack	16.31
Register of Copyrights	45.00
Reserve Account	300.00
Rotary	175.50
Sign & Design	125.00
Sky's the Limit	57.00
St. Francis Xavier	1,500.00
Stafford's Hospitality	1,183.36
Taylor Rental	413.00
The 501 Alliance	5.04
The Print Shop	308.00
TOTAL	<u><u>37,775.02</u></u>

04/03/09

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of March 31, 2009

	Mar 31, '09	Mar 31, '08	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	0.00	5,481.63	-5,481.63	-100.0%
CD Bank of N. MI 803611	6,231.44	5,970.01	261.43	4.4%
CD Bank of N. MI 804631	5,704.82	0.00	5,704.82	100.0%
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	22,626.06	21,918.77	707.29	3.2%
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	17,978.26	27,921.48	-9,943.22	-35.6%
Savings NW Bank 710205349	10,198.65	10,173.25	25.40	0.3%
Total Checking/Savings	112,512.55	105,773.45	6,739.10	6.4%
Total Current Assets	112,512.55	105,773.45	6,739.10	6.4%
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	121,113.69	114,374.59	6,739.10	5.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	251.27	705.99	-454.72	-64.4%
Fica Tax Withheld	581.12	1,132.84	-551.72	-48.7%
State Income Tax Withheld	-137.80	1,987.40	-2,125.20	-106.9%
Total Other Current Liabilities	470.59	3,602.23	-3,131.64	-86.9%
Total Current Liabilities	470.59	3,602.23	-3,131.64	-86.9%
Total Liabilities	470.59	3,602.23	-3,131.64	-86.9%
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	-319.55	9,458.67	-9,778.22	-103.4%
Total Equity	120,643.10	110,772.36	9,870.74	8.9%
TOTAL LIABILITIES & EQUITY	121,113.69	114,374.59	6,739.10	5.9%