

**INCOME AND EXPENSE STATEMENT
MARCH 2008**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		15,889.28	52,964.25	52,964.25
Agency Funds				
A. Charlevoix County		7,500.00	30,000.00	30,000.00
B. Emmet County	7,500.00	7,500.00	30,000.00	30,000.00
C. VORP Charlevoix		1,250.00	7,500.00	7,500.00
D. VORP Emmet	625.00	1,250.00	7,500.00	7,500.00
E. Donations	50.00	415.00	450.00	450.00
F. Fees for Service	140.00	1,430.00	4,000.00	3,000.00
G. Designated Gifts				
H. Donor Campaign			3,000.00	3,000.00
I. Theatre Party				
1. Sponsorships	950.00	5,900.00	6,100.00	5,000.00
2. Ticket Sales	2,100.00	3,125.00	3,125.00	4,500.00
3. Other	611.62	611.62	611.62	
J. Reimbursement/Rebate		181.00	181.00	
K. Interest		138.87	1,000.00	1,000.00
L. 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		1,200.00	1,200.00	600.00
M. Refund/Rebate				
Grants				
A. Char Found Char Office				
B. Char Found General		75.00	75.00	
C. Petoskey Foundation				
D. Revenue Sharing				
Rent	200.00	800.00	2,600.00	2,400.00
TOTAL INCOME	12,176.62	47,365.77	156,606.87	154,414.25
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	13,475.00	39,200.00	80,000.00	80,000.00
C. Volunteer Labor				
D. Volunteer Training		3,600.00	5,000.00	
E. Mediation Locations	500.00	1,150.00	3,000.00	3,000.00
F. Rent	1,300.00	3,900.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	108.57	222.25	600.00	600.00
I. Theatre Party	1,752.00	1,752.00	800.00	800.00
J. Mileage		177.56	66.31	
K. Training Locations		300.00	2,300.00	450.00
IN KIND INCOME	17,135.57	50,301.81	107,766.31	100,850.00
TOTAL INCOME	29,312.19	97,667.58	264,373.18	255,264.25

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,403.86	25,913.51	96,250.00	96,250.00
B. FICA	566.40	1,982.40	7,363.13	7,363.13
C. Worker's Compensation		194.00	531.00	531.00
D. Unemployment		143.65	962.50	962.50
2. Accounting	350.00	350.00	3,500.00	3,500.00
3. Training				
A. 40-Hour	450.57	450.57	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	180.00	220.00	2,700.00	2,200.00
5. Travel				
A. Lodging			500.00	500.00
B. Meals			500.00	500.00
C. Mileage	258.05	423.69	7,500.00	7,500.00
D. Other				
6. Equipment				
A. Purchase		189.99	1,000.00	1,000.00
B. Repair & Maintenance	37.48	87.48	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	223.31	1,085.87	3,000.00	2,200.00
C. Communications				
1. Telephone	139.62	432.15	2,000.00	2,000.00
2. Internet	71.95	215.85	2,360.00	1,000.00
D. Postage		639.19	2,000.00	2,000.00
E. Printing		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	52.74	202.24	1,200.00	1,200.00
C. Hospitality	187.91	197.43	1,000.00	1,000.00
D. PD	12.00	12.00	500.00	500.00
E. Licenses, Fees, Dues	35.00	338.95	400.00	300.00
F. Annual Meeting			0.00	350.00
G. Theatre Party	2,185.43	2,185.43	2,800.00	2,800.00
H. Preventative Shoplifting		7.77		
10. Grants				
A. Char Found Char Office	220.99	518.12	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
Total Expenses	12,875.31	38,094.77	158,351.11	155,841.63
12. Gain (Loss)				-1,427.38
TOTAL	12,875.31	38,094.77	158,351.11	154,414.25

04/03/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
 March 2008

	Mar '08
Income	
County Funding	
Emmet	7,500.00
Total County Funding	7,500.00
Donation	
Theatre Party	50.00
Total Donation	50.00
Fees	
Divorce	120.00
Shoplifting	20.00
Total Fees	140.00
Fund Raising	
Theatre Party	
Raffle	213.00
Refund	398.62
Sponsor	950.00
Tickets	2,100.00
Total Theatre Party	3,661.62
Total Fund Raising	3,661.62
Rental Income	200.00
VORP	
Emmet	625.00
Total VORP	625.00
Total Income	12,176.62
Expense	
Accounting	350.00
Communications	
Internet	71.95
Telephone	139.62
Total Communications	211.57
Contractual	180.00
Equipment Expense	
Repair & Maintenance	37.48
Total Equipment Expense	37.48
Grant Expense	
Char Found Char Office	220.99
Total Grant Expense	220.99
Occupancy	
Rent	500.00
Total Occupancy	500.00

04/03/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
March 2008

	<u>Mar '08</u>
Other	
Executive Director	52.74
Hospitality	187.91
Licenses, Fees, Dues	35.00
PD	12.00
Theatre Party	2,185.43
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Total Other	2,473.08
Payroll Expenses	566.40
Salaries and Wages	7,403.86
Supplies	223.31
Training	
40-Hour	450.57
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Total Training	450.57
Travel	
Mileage	258.05
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Total Travel	258.05
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Total Expense	12,875.31
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Net Income	-698.69
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04/03/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
March 2008

	<u>Mar '08</u>
AT&T	185.61
Bert Rousseau	139.75
Cash	300.00
City of Charlevoix	100.00
City Park Grill	60.00
Culligan	24.55
Gaslight Media	71.95
Gordon Food Service	26.44
Hi-Tech	217.48
Jane Millar	189.09
Keith Lapp	75.00
Kilwin's	7.91
Lawyers Weekly	450.57
Mason & Kammermann	350.00
Meyer Hardware	47.96
New York Restaurant	60.00
Office Max	9.39
Oleson's	64.59
Online Payroll Service Fee	10.00
Payroll Distribution	7,970.26
Petoskey Chamber of Commerce	37.00
Petoskey Cinema	748.00
St. Francis Xavier	500.00
Taylor Rental	454.40
The Print Shop	592.00
Trophy Case	92.00
Village Inn	60.00
Wal-mart	31.36
TOTAL	<u><u>12,875.31</u></u>

04/03/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through March 2008

	<u>Jan - Mar '08</u>
Income	
CDRP Funds	
1st Quarter	15,889.28
Total CDRP Funds	<u>15,889.28</u>
County Funding	
Charlevoix	7,500.00
Emmet	7,500.00
Total County Funding	<u>15,000.00</u>
Donation	
Mileage	240.00
Theatre Party	175.00
Total Donation	<u>415.00</u>
Fees	
ACVS	300.00
Breach of Contract	90.00
Cancellation	20.00
Divorce	300.00
Domestic	60.00
Employer/Employee	300.00
Shoplifting	360.00
SPED	1,200.00
Total Fees	<u>2,630.00</u>
Fund Raising	
Theatre Party	
Raffle	213.00
Refund	398.62
Sponsor	5,900.00
Tickets	3,125.00
Total Theatre Party	<u>9,636.62</u>
Total Fund Raising	<u>9,636.62</u>
Grants	
Charlevoix Foundation	75.00
Total Grants	<u>75.00</u>
Interest	138.87
Refund	181.00
Rental Income	800.00
Training & Workshops	
General Civil	100.00
Total Training & Workshops	<u>100.00</u>

04/03/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January through March 2008

	Jan - Mar '08
VORP	
Charlevoix	1,250.00
Emmet	1,250.00
Total VORP	2,500.00
Total Income	47,365.77
Expense	
Accounting	350.00
Advertising	50.00
Communications	
Internet	215.85
Telephone	432.15
Total Communications	648.00
Contractual	220.00
Equipment Expense	
Purchase	189.99
Repair & Maintenance	87.48
Total Equipment Expense	277.47
Fringe Benefits	
Unemployment	143.65
Total Fringe Benefits	143.65
Grant Expense	
Char Found Char Office	518.12
Total Grant Expense	518.12
Insurance	
Worker's Compensation	194.00
Total Insurance	194.00
Occupancy	
Rent	1,500.00
Total Occupancy	1,500.00
Other	
Board	10.00
Executive Director	202.24
Hospitality	197.43
Licenses, Fees, Dues	338.95
PD	12.00
Preventative Shoplifting	7.77
Theatre Party	2,185.43
Total Other	2,953.82
Payroll Expenses	1,982.40
Postage	639.19
Printing	345.00
Salaries and Wages	25,913.51
Supplies	1,085.87

04/03/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through March 2008

	<u>Jan - Mar '08</u>
Training	
40-Hour	450.57
General Civil	399.48
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Total Training	850.05
Travel	
Mileage	423.69
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Total Travel	423.69
Void	0.00
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Total Expense	38,094.77
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Net Income	<u>9,271.00</u>

04/03/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through March 2008

	<u>Jan - Mar '08</u>
AT&T	559.35
Bert Rousseau	174.09
Cash	300.00
City of Charlevoix	300.00
City Park Grill	60.00
Culligan	67.80
Frankenmuth Insurance	194.00
Gaslight Media	215.85
Glen's Supermarket	15.92
Gordon Food Service	58.39
GT Pie Company	248.58
Hi-Tech	788.98
Jane Millar	283.59
Karen Cole	131.30
Keith Lapp	75.00
Kilwin's	7.91
Lawyers Weekly	450.57
Mason & Kammermann	350.00
McLean & Eakin	100.00
Meyer Hardware	47.96
New York Restaurant	60.00
Office Max	481.12
Oleson's	79.12
Online Payroll Service Fee	30.00
Payroll Distribution	27,895.91
Petoskey Chamber of Commerce	337.00
Petoskey Cinema	748.00
Pitney Bowes	122.47
Printed Checks	18.95
Reserve Account	500.00
Rotary	174.50
St. Francis Xavier	1,500.00
Taylor Rental	454.40
The 501 Alliance	143.65
The Print Shop	937.00
Trophy Case	92.00
Village Inn	60.00
Wal-mart	31.36
TOTAL	<u><u>38,094.77</u></u>

04/03/08

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
As of March 31, 2008

	Mar 31, '08	Mar 31, '07	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	5,481.63	5,215.91	265.72	5.1%
CD Bank of N. MI 803611	5,970.01	0.00	5,970.01	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	21,818.77	12,088.25	9,730.52	80.5%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Chase	27,843.72	27,198.89	644.83	2.4%
Savings NW Bank 710205349	10,163.34	4,645.85	5,517.49	118.8%
Total Checking/Savings	105,585.78	82,505.96	23,079.82	28.0%
Total Current Assets	105,585.78	82,505.96	23,079.82	28.0%
Fixed Assets				
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%
Total Fixed Assets	8,601.14	4,064.19	4,536.95	111.6%
TOTAL ASSETS	114,186.92	86,570.15	27,616.77	31.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	705.99	1,079.16	-373.17	-34.6%
Fica Tax Withheld	1,132.84	1,714.60	-581.76	-33.9%
State Income Tax Withheld	1,987.40	984.13	1,003.27	101.9%
Total Other Current Liabilities	3,602.23	3,553.89	48.34	1.4%
Total Current Liabilities	3,602.23	3,553.89	48.34	1.4%
Total Liabilities	3,602.23	3,553.89	48.34	1.4%
Equity				
*Retained Earnings	101,313.70	70,489.25	30,824.45	43.7%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	9,271.00	12,527.02	-3,256.02	-26.0%
Total Equity	110,584.69	83,016.26	27,568.43	33.2%
TOTAL LIABILITIES & EQUITY	114,186.92	86,570.15	27,616.77	31.9%