

**INCOME AND EXPENSE STATEMENT
MAY 2008**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		29,130.34	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	30,000.00	30,000.00
C. VORP Charlevoix	625.00	2,500.00	7,500.00	7,500.00
D. VORP Emmet	625.00	2,500.00	7,500.00	7,500.00
E. Donations		536.25	550.00	450.00
F. Fees for Service		2,220.00	4,000.00	3,000.00
G. Designated Gifts				
H. Donor Campaign			3,000.00	3,000.00
I. Theatre Party				
1. Sponsorships		6,000.00	6,100.00	5,000.00
2. Ticket Sales		3,125.00	3,125.00	4,500.00
3. Other		611.62	611.62	
J. Reimbursement/Rebate		181.00	181.00	
K. Interest	11.47	304.14	1,000.00	1,000.00
L. Training				
1. 40-Hour			0.00	3,500.00
2. Update			0.00	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	1,200.00	2,600.00	2,400.00
TOTAL INCOME	1,461.47	64,683.35	150,506.87	154,414.25
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	11,175.00	70,287.50	110,000.00	80,000.00
C. Volunteer Labor				
D. Volunteer Training		3,600.00	5,000.00	
E. Mediation Locations	400.00	1,950.00	3,000.00	3,000.00
F. Rent	1,300.00	6,500.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	45.33	267.58	600.00	600.00
I. Theatre Party		1,752.00	1,752.00	800.00
J. Mileage		177.56	177.56	
K. Training Locations		300.00	300.00	450.00
IN KIND INCOME	12,920.33	84,834.64	136,829.56	100,850.00
TOTAL INCOME	14,381.80	149,517.99	287,336.43	255,264.25

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,863.86	41,181.23	96,250.00	96,250.00
B. FICA	601.59	3,150.39	7,363.13	7,363.13
C. Worker's Compensation		194.00	531.00	531.00
D. Unemployment		593.22	962.50	962.50
2. Accounting		350.00	3,500.00	3,500.00
3. Training				
A. 40-Hour		600.76	600.76	4,500.00
B. Update			0.00	2,700.00
C. General Civil		399.48	399.48	300.00
D. Char-Em ISD/SPED				
4. Contractual		3,895.00	5,200.00	2,200.00
5. Travel				
A. Lodging			500.00	500.00
B. Meals			500.00	500.00
C. Mileage	233.82	779.21	7,500.00	7,500.00
D. Other				
6. Equipment				
A. Purchase		189.99	1,000.00	1,000.00
B. Repair & Maintenance	51.03	513.51	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	1,000.00	2,500.00	6,000.00	6,000.00
B. Supplies	347.47	1,856.78	4,000.00	2,200.00
C. Communications				
1. Telephone	57.39	627.18	2,000.00	2,000.00
2. Internet		287.80	2,360.00	1,000.00
D. Postage	5.27	766.93	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		668.00	800.00	200.00
9. Other				
A. Board	195.00	205.00	250.00	250.00
B. Executive Director	46.14	248.38	1,200.00	1,200.00
C. Hospitality	12.68	270.11	1,000.00	1,000.00
D. PD		12.00	500.00	500.00
E. Licenses, Fees, Dues	10.00	358.95	450.00	300.00
F. Annual Meeting			0.00	350.00
G. Theatre Party		2,362.43	2,362.43	2,800.00
H. Preventative Shoplifting	124.15	151.41	300.00	
10. Grants				
A. Char Found Char Office	247.21	813.95	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	10,795.61	63,320.71	155,764.30	155,841.63
12. Gain (Loss)				-1,427.38
TOTAL	10,795.61	63,320.71	155,764.30	154,414.25

06/10/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
May 2008

	<u>May '08</u>
Income	
Interest	11.47
Rental Income	200.00
VORP	
Charlevoix	625.00
Emmet	625.00
Total VORP	<u>1,250.00</u>
Total Income	1,461.47
Expense	
Communications	
Telephone	57.39
Total Communications	57.39
Equipment Expense	
Repair & Maintenance	51.03
Total Equipment Expense	51.03
Grant Expense	
Char Found Char Office	247.21
Total Grant Expense	247.21
Occupancy	
Rent	1,000.00
Total Occupancy	1,000.00
Other	
Board	195.00
Executive Director	46.14
Hospitality	12.68
Licenses, Fees, Dues	10.00
Preventative Shoplifting	124.15
Total Other	<u>387.97</u>
Payroll Expenses	601.59
Postage	5.27
Salaries and Wages	7,863.86
Supplies	347.47
Travel	
Mileage	233.82
Total Travel	<u>233.82</u>
Void	0.00
Total Expense	<u>10,795.61</u>
Net Income	<u><u>-9,334.14</u></u>

06/10/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
May 2008

	<u>May '08</u>
AT&T	104.60
City of Charlevoix	200.00
Culligan	38.00
Gordon Food Service	45.54
Hi-Tech	51.03
Jane Millar	317.80
Karen Cole	144.94
LRP Publications	195.00
Office Max	223.25
Online Payroll Service Fee	10.00
Payroll Distribution	8,465.45
St. Francis Xavier	1,000.00
TOTAL	<u>10,795.61</u>

06/10/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through May 2008

	<u>Jan - May '08</u>
Income	
CDRP Funds	
1st Quarter	15,889.28
2nd Quarter	13,241.06
Total CDRP Funds	<u>29,130.34</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	225.00
United Way	71.25
Total Donation	<u>536.25</u>
Fees	
ACVS	300.00
Breach of Contract	90.00
Cancellation	20.00
Divorce	330.00
Domestic	120.00
Employer/Employee	300.00
Shoplifting	460.00
SPED	600.00
Total Fees	<u>2,220.00</u>
Fund Raising	
Theatre Party	
Raffle	213.00
Refund	398.62
Sponsor	6,000.00
Tickets	3,125.00
Total Theatre Party	<u>9,736.62</u>
Total Fund Raising	9,736.62
Grants	
Charlevoix Foundation	75.00
Total Grants	<u>75.00</u>
Interest	304.14
Refund	181.00
Rental Income	1,200.00
Training & Workshops	
General Civil	100.00
Special Education	1,200.00
Total Training & Workshops	<u>1,300.00</u>

06/10/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January through May 2008

	Jan - May '08
VORP	
Charlevoix	2,500.00
Emmet	2,500.00
Total VORP	5,000.00
Total Income	64,683.35
Expense	
Accounting	350.00
Advertising	668.00
Communications	
Internet	287.80
Telephone	627.18
Total Communications	914.98
Contractual	3,895.00
Equipment Expense	
Purchase	189.99
Repair & Maintenance	513.51
Total Equipment Expense	703.50
Fringe Benefits	
Unemployment	593.22
Total Fringe Benefits	593.22
Grant Expense	
Char Found Char Office	813.95
Total Grant Expense	813.95
Insurance	
Worker's Compensation	194.00
Total Insurance	194.00
Occupancy	
Rent	2,500.00
Total Occupancy	2,500.00
Other	
Board	205.00
Executive Director	248.38
Hospitality	270.11
Licenses, Fees, Dues	358.95
PD	12.00
Preventative Shoplifting	151.41
Theatre Party	2,362.43
Total Other	3,608.28
Payroll Expenses	3,150.39
Postage	766.93
Printing	345.00
Salaries and Wages	41,181.23
Supplies	1,856.78

06/10/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through May 2008

	<u>Jan - May '08</u>
Training	
40-Hour	600.76
General Civil	399.48
Total Training	<u>1,000.24</u>
Travel	
Mileage	779.21
Total Travel	<u>779.21</u>
Void	<u>0.00</u>
Total Expense	<u>63,320.71</u>
Net Income	<u><u>1,362.64</u></u>

06/10/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through May 2008

	<u>Jan - May '08</u>
AT&T	850.21
Bert Rousseau	270.22
Cash	300.00
City of Charlevoix	500.00
City Park Grill	60.00
Culligan	110.80
Frankenmuth Insurance	194.00
Gaslight Media	762.80
Glen's Supermarket	15.92
Gordon Food Service	123.42
GT Pie Company	248.58
Hi-Tech	1,315.01
Jane Millar	601.39
Karen Cole	333.81
Keith Lapp	75.00
Kilwin's	7.91
Lawyers Weekly	600.76
LRP Publications	195.00
Mason & Kammermann	350.00
McLean & Eakin	125.00
Meyer Hardware	47.96
New York Restaurant	60.00
Northern Michigan Review	463.00
Office Max	1,095.27
Oleson's	106.66
Online Payroll Service Fee	50.00
Payroll Distribution	44,331.62
Petoskey Chamber of Commerce	487.00
Petoskey Cinema	748.00
Pitney Bowes	244.94
Printed Checks	18.95
Reserve Account	500.00
Rotary	174.50
Sign & Design	125.00
St. Francis Xavier	2,500.00
Stroup, Erhart & Lyons	3,100.00
Taylor Rental	454.40
The 501 Alliance	593.22
The Print Shop	937.00
Trophy Case	92.00
Village Inn	120.00
Wal-mart	31.36
TOTAL	63,320.71

06/10/08

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

	May 31, '08	May 31, '07	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	5,536.30	5,280.22	256.08	4.9%
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	13,377.05	25,841.92	-12,464.87	-48.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Chase	27,944.41	27,342.74	601.67	2.2%
Savings NW Bank 710205349	10,173.25	4,645.85	5,527.40	119.0%
Total Checking/Savings	97,309.33	96,467.79	841.54	0.9%
Total Current Assets	97,309.33	96,467.79	841.54	0.9%
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	105,910.47	100,531.98	5,378.49	5.4%
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	719.45	-13.46	-1.9%
Fica Tax Withheld	1,203.22	1,143.09	60.13	5.3%
State Income Tax Withheld	1,548.93	562.36	986.57	175.4%
Total Other Current Liabilities	3,234.14	2,200.90	1,033.24	47.0%
Total Current Liabilities	3,234.14	2,200.90	1,033.24	47.0%
Total Liabilities	3,234.14	2,200.90	1,033.24	47.0%
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	1,362.64	27,841.84	-26,479.20	-95.1%
Total Equity	102,676.33	98,331.08	4,345.25	4.4%
TOTAL LIABILITIES & EQUITY	105,910.47	100,531.98	5,378.49	5.4%