

**INCOME AND EXPENSE STATEMENT
OCTOBER 2008**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds	13,241.06	52,964.25	52,964.25	52,964.25
Agency Funds				
A. Charlevoix County		22,500.00	30,000.00	30,000.00
B. Emmet County		22,500.00	30,000.00	30,000.00
C. VORP Charlevoix	625.00	6,625.00	8,500.00	7,500.00
D. VORP Emmet	625.00	5,625.00	7,500.00	7,500.00
E. Donations		5,986.25	6,200.00	450.00
F. Fees for Service	370.00	5,015.00	5,050.00	3,000.00
G. Designated Gifts				
H. Donor Campaign	1,200.00	3,995.00	3,995.00	3,000.00
I. Theatre Party				
1. Sponsorships		6,000.00	6,000.00	5,000.00
2. Ticket Sales		3,125.00	3,125.00	4,500.00
3. Other		611.62	611.62	
J. Reimbursement/Rebate	780.00	961.00	181.00	
K. Interest	59.41	983.77	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		2,000.00	3,200.00	600.00
M. Fund Raising/Hamburders		150.60	150.60	
N. CDP-Charlevoix	8,000.00	8,000.00	8,000.00	
Grants				
A. Char Found Char Office				
B. Char Found Shoplifting		75.00	75.00	
C. Pet Found Activity Book			500.00	
D. Revenue Sharing		612.50	612.50	
E. Char Found Shop Broch			1,030.00	
Rent	400.00	2,200.00	2,600.00	2,400.00
TOTAL INCOME	25,300.47	150,029.99	171,394.97	154,414.25
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	13,515.00	141,335.00	110,000.00	80,000.00
C. Volunteer Labor		60.00	40.00	
D. Volunteer Training		3,600.00	3,600.00	
E. Mediation Locations	200.00	3,800.00	4,800.00	3,000.00
F. Rent	1,300.00	13,000.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	46.55	602.65	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		164,627.21	137,269.56	100,850.00
TOTAL INCOME	25,300.47	314,657.20	308,664.53	255,264.25

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	7,227.32	80,931.49	96,250.00	96,250.00
B. FICA	552.90	6,191.33	7,363.13	7,363.13
C. Worker's Compensation	531.00	725.00	725.00	531.00
D. Unemployment	124.94	837.01	962.50	962.50
2. Accounting		4,125.00	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. Divorce/DV	1,065.57	1,065.57		
4. Contractual		4,120.00	4,620.00	2,200.00
5. Travel				
A. Lodging		395.65	500.00	500.00
B. Meals		127.61	500.00	500.00
C. Mileage	284.64	2,650.49	8,500.00	7,500.00
D. Other		5.99	25.00	
6. Equipment				
A. Purchase		189.99	500.00	1,000.00
B. Repair & Maintenance	25.00	871.53	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent		5,000.00	6,000.00	6,000.00
B. Supplies	65.99	2,520.84	3,500.00	2,200.00
C. Communications				
1. Telephone	156.02	1,265.36	2,000.00	2,000.00
2. Internet	583.95	1,625.00	1,825.00	1,000.00
D. Postage	500.00	2,075.86	2,200.00	2,000.00
E. Printing	2,250.00	3,465.90	3,500.00	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	760.00	760.00	760.00	460.00
8. Advertising	15.00	723.00	800.00	200.00
9. Other				
A. Board		288.65	300.00	250.00
B. Executive Director	153.50	1,096.17	1,200.00	1,200.00
C. Hospitality		300.11	1,000.00	1,000.00
D. PD		137.00	500.00	500.00
E. Licenses, Fees, Dues	35.00	503.95	550.00	300.00
F. Annual Meeting			0.00	350.00
G. Theatre Party		2,362.43	2,362.43	2,800.00
H. Shoplifting		357.43	500.00	
10. Grants				
A. Char Found Char Office		1,190.60	1,190.60	1,190.60
B. Petoskey Foundation		250.00	250.00	
C. Char Foundation Shop		1,030.00	1,030.00	
11. Charlevoix Office				
A. Rent		204.87	404.87	400.00
B. Telephone	45.88	203.25	250.00	250.00
C. Chamber		135.00	135.00	235.00
D. Internet			0.00	79.40
E. Supplies		12.58	25.00	
Total Expenses	14,376.71	128,744.90	158,348.77	155,841.63
12. Gain (Loss)			13,046.20	-1,427.38
TOTAL	14,376.71	128,744.90	171,394.97	154,414.25

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
October 2008

	<u>Oct '08</u>
Income	
CDP	8,000.00
CDRP Funds	
4th Quarter	13,241.06
Total CDRP Funds	13,241.06
Donation	
Donor Campaign	1,200.00
Total Donation	1,200.00
Fees	
Breach of Contract	40.00
Divorce	130.00
Domestic	100.00
Shoplifting	100.00
Total Fees	370.00
Interest	59.41
Refund	780.00
Rental Income	400.00
VORP	
Charlevoix	625.00
Emmet	625.00
Total VORP	1,250.00
Total Income	25,300.47
Expense	
Advertising	15.00
Charlevoix Office	
Telephone	45.88
Total Charlevoix Office	45.88
Communications	
Internet	583.95
Telephone	156.02
Total Communications	739.97
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Fringe Benefits	
Unemployment	124.94
Total Fringe Benefits	124.94
Insurance	
Business Protector	760.00
Worker's Compensation	531.00
Total Insurance	1,291.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
October 2008

	<u>Oct '08</u>
Other	
Executive Director	153.50
Licenses, Fees, Dues	35.00
Total Other	<u>188.50</u>
Payroll Expenses	552.90
Postage	500.00
Printing	2,250.00
Salaries and Wages	7,227.32
Supplies	65.99
Training	
Divorce	1,065.57
Total Training	<u>1,065.57</u>
Travel	
Mileage	284.64
Total Travel	<u>284.64</u>
Void	0.00
Total Expense	<u>14,376.71</u>
Net Income	<u><u>10,923.76</u></u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
October 2008

	<u>Oct '08</u>
AT&T	201.90
BC Pizza	210.86
Bert Rousseau	140.34
Cheryl Bauman	184.30
Culligan	26.00
Frankenmuth Insurance	1,291.00
Gaslight Media	583.95
Hi-Tech	25.00
Johan's	95.00
Office Max	39.99
Oleson's	147.73
Online Payroll Service Fee	10.00
Payroll Distribution	7,780.22
Reserve Account	500.00
Rotary	153.50
Scovies	430.45
Subway	181.53
The 501 Alliance	124.94
The Print Shop	2,250.00
TOTAL	<u><u>14,376.71</u></u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January through October 2008

	Jan - Oct '08
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	15,889.28
2nd Quarter	13,241.06
3rd Quarter	10,592.85
4th Quarter	13,241.06
Total CDRP Funds	52,964.25
County Funding	
Charlevoix	22,500.00
Emmet	22,500.00
Total County Funding	45,000.00
Donation	
Donor Campaign	3,995.00
Mileage	240.00
Theatre Party	225.00
United Way	71.25
Donation - Other	5,450.00
Total Donation	9,981.25
Fees	
ACVS	1,485.00
Breach of Contract	130.00
Cancellation	20.00
Divorce	870.00
Domestic	250.00
Employer/Employee	300.00
Shoplifting	960.00
SPED	1,000.00
Total Fees	5,015.00
Fund Raising	
Hamburgers	150.60
Theatre Party	
Raffle	213.00
Refund	398.62
Sponsor	6,000.00
Tickets	3,125.00
Total Theatre Party	9,736.62
Total Fund Raising	9,887.22
Grants	
Charlevoix Foundation	75.00
Revenue Sharing	612.50
Total Grants	687.50
Interest	983.77
Refund	961.00
Rental Income	2,200.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January through October 2008

	Jan - Oct '08
Training & Workshops	
General Civil	100.00
Special Education	2,000.00
Total Training & Workshops	2,100.00
VORP	
Charlevoix	6,625.00
Emmet	5,625.00
Total VORP	12,250.00
Total Income	150,029.99
Expense	
Accounting	4,125.00
Advertising	723.00
Charlevoix Office	
Dues	135.00
Rent	204.87
Supplies	12.58
Telephone	203.25
Total Charlevoix Office	555.70
Communications	
Internet	1,625.00
Telephone	1,265.36
Total Communications	2,890.36
Contractual	4,120.00
Equipment Expense	
Purchase	189.99
Repair & Maintenance	871.53
Total Equipment Expense	1,061.52
Fringe Benefits	
Unemployment	837.01
Total Fringe Benefits	837.01
Grant Expense	
Char Found Char Office	1,190.60
Char Found Shoplifting	1,030.00
Petoskey Foundation	250.00
Total Grant Expense	2,470.60
Insurance	
Business Protector	760.00
Worker's Compensation	725.00
Total Insurance	1,485.00
Occupancy	
Rent	5,000.00
Total Occupancy	5,000.00

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through October 2008

	<u>Jan - Oct '08</u>
Other	
Board	288.65
Executive Director	1,096.17
Hospitality	300.11
Licenses, Fees, Dues	503.95
PD	137.00
Shoplifting First Time	29.87
Shoplifting Preventative	327.56
Theatre Party	2,362.43
Total Other	<u>5,045.74</u>
Payroll Expenses	6,191.33
Postage	2,075.86
Printing	3,465.90
Salaries and Wages	80,931.49
Supplies	2,520.84
Training	
40-Hour	600.76
Divorce	1,065.57
General Civil	399.48
Total Training	<u>2,065.81</u>
Travel	
Lodging	395.65
Meals	127.61
Mileage	2,650.49
Other	5.99
Total Travel	<u>3,179.74</u>
Void	0.00
Total Expense	<u>128,744.90</u>
Net Income	<u>21,285.09</u>

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2008

	<u>Jan - Oct '08</u>
Ace Hardware	172.64
AT&T	1,739.72
BC Pizza	210.86
Bert Rousseau	1,467.00
Cash	300.00
Charlevoix Chamber of Commerce	135.00
Charlevoix County Community Foundation	10.00
Cheryl Bauman	872.49
City of Charlevoix	1,000.00
City Park Grill	60.00
Community Mediation Services	50.00
Culligan	208.80
Dog Eat Dog Graphic Designs	500.00
Frankenmuth Insurance	1,485.00
Gaslight Media	1,880.00
Glen's Supermarket	15.92
Gordon Food Service	404.09
GT Pie Company	248.58
Hi-Tech	1,924.98
Jane Millar	1,308.45
Johan's	95.00
Karen Cole	333.81
Keith Lapp	75.00
Kilwin's	7.91
Lawyers Weekly	600.76
LRP Publications	214.25
Mason & Kammermann	4,125.00
McLean & Eakin	125.00
Meyer Hardware	47.96
MSU Extension	25.00
New York Restaurant	60.00
Northern Michigan Review	517.40
Office Max	1,303.44
Oleson's	254.39
Online Payroll Service Fee	100.00
Payroll Distribution	87,122.82
Petoskey Chamber of Commerce	487.00
Petoskey Cinema	748.00
Pitney Bowes	324.96
Printed Checks	18.95
Purchase Power	425.04
Reserve Account	1,300.00
Ron Moore	104.03
Rotary	718.00
Scovies	430.45
Sign & Design	125.00
Sky's the Limit	30.00
Softwaremedia.com	220.00
St. Francis Xavier	5,000.00
State of Michigan	20.00
Stroup, Erhart & Lyons	3,100.00
Subway	181.53
Taylor Rental	454.40
The 501 Alliance	837.01

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NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through October 2008

	<u>Jan - Oct '08</u>
The Print Shop	4,057.90
Trophy Case	910.00
United Way	50.00
Village Inn	120.00
Wal-mart	31.36
WDRRC	50.00
TOTAL	<u>128,744.90</u>

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

	Oct 31, '08	Oct 31, '07	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	5,647.88	5,413.41	234.47	4.3%
CD Bank of N. MI 803611	6,110.74	0.00	6,110.74	100.0%
CD Char State Bank 16925	5,277.40	5,020.55	256.85	5.1%
CD Char State Bank 18524	0.00	10,542.31	-10,542.31	-100.0%
CD Char State Bank 18910	11,129.36	0.00	11,129.36	100.0%
CD Chase 27835	0.00	5,899.36	-5,899.36	-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	5,000.00	128.54	2.6%
CD Nat'l City Bank 4160286236	5,472.24	5,203.00	269.24	5.2%
Checking Chase	25,852.16	21,230.05	4,622.11	21.8%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,013.21	0.00	15,013.21	100.0%
Savings Chase	17,968.89	27,743.25	-9,774.36	-35.2%
Savings NW Bank 710205349	10,198.65	4,657.48	5,541.17	119.0%
Total Checking/Savings	115,464.07	97,749.25	17,714.82	18.1%
Total Current Assets	115,464.07	97,749.25	17,714.82	18.1%
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	124,065.21	101,813.44	22,251.77	21.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	584.64	673.85	-89.21	-13.2%
Fica Tax Withheld	1,105.81	1,096.57	9.24	0.8%
State Income Tax Withheld	-0.02	300.38	-300.40	-100.0%
Total Other Current Liabilities	1,466.43	1,846.80	-380.37	-20.6%
Total Current Liabilities	1,466.43	1,846.80	-380.37	-20.6%
Total Liabilities	1,466.43	1,846.80	-380.37	-20.6%
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	21,285.09	29,477.40	-8,192.31	-27.8%
Total Equity	122,598.78	99,966.64	22,632.14	22.6%
TOTAL LIABILITIES & EQUITY	124,065.21	101,813.44	22,251.77	21.9%