

**INCOME AND EXPENSE STATEMENT
SEPTEMBER 2008**

INCOME CATEGORY	MONTH	YTD	PROJECTED	BUDGET
CDRP Funds		39,723.19	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	1,625.00	6,000.00	8,500.00	7,500.00
D. VORP Emmet	625.00	5,000.00	7,500.00	7,500.00
E. Donations	50.00	5,986.25	6,200.00	450.00
F. Fees for Service	100.00	4,645.00	4,700.00	3,000.00
G. Designated Gifts				
H. Donor Campaign	2,795.00	2,795.00	3,545.00	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		181.00	181.00	
K. Interest		895.23	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/Hamburgers		150.60	150.60	
Grants				
A. Char Found Char Office				
B. Char Found General		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		1,800.00	2,600.00	2,400.00
TOTAL INCOME	5,195.00	124,700.39	162,594.97	154,414.25
In Kind				
A. Accounting Services			400.00	400.00
B. Volunteer Mediators	12,757.50	127,820.00	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	400.00	3,600.00	4,800.00	3,000.00
F. Rent	1,300.00	11,700.00	15,600.00	15,600.00
G. Equipment/Supplies				
H. Cell Phone	45.83	556.10	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	14,503.33	149,565.66	137,269.56	100,850.00
TOTAL INCOME	19,698.33	274,266.05	299,864.53	255,264.25

EXPENSE CATEGORY	MONTH	YTD	PROJECTED	BUDGET
1. Personnel				
A. Salaries	3,613.68	70,090.51	96,250.00	96,250.00
B. FICA	276.45	5,361.98	7,363.13	7,363.13
C. Worker's Compensation		194.00	531.00	531.00
D. Unemployment		712.07	962.50	962.50
2. Accounting	3,075.00	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. Char-Em ISD/SPED				
4. Contractual	105.00	4,120.00	5,200.00	2,200.00
5. Travel				
A. Lodging	326.75	395.65	500.00	500.00
B. Meals	100.13	127.61	500.00	500.00
C. Mileage	954.38	2,365.85	8,500.00	7,500.00
D. Other	5.99	5.99	25.00	
6. Equipment				
A. Purchase		189.99	500.00	1,000.00
B. Repair & Maintenance	272.99	846.53	1,100.00	1,100.00
7. Operating Expenses				
A. Occupancy - Rent	1,000.00	5,000.00	6,000.00	6,000.00
B. Supplies	143.70	2,454.85	3,500.00	2,200.00
C. Communications				
1. Telephone	139.00	1,109.34	2,000.00	2,000.00
2. Internet	278.95	1,041.05	2,360.00	1,000.00
D. Postage	406.05	1,575.86	2,200.00	2,000.00
E. Printing	194.50	1,215.90	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	15.00	708.00	800.00	200.00
9. Other				
A. Board		288.65	300.00	250.00
B. Executive Director	120.77	942.67	1,200.00	1,200.00
C. Hospitality		300.11	1,000.00	1,000.00
D. PD	50.00	137.00	500.00	500.00
E. Licenses, Fees, Dues	60.00	468.95	500.00	300.00
F. Annual Meeting			0.00	350.00
G. Theatre Party		2,362.43	2,362.43	2,800.00
H. Shoplifting	171.91	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	250.00	
C. Char Foundation Shop	1,030.00	1,030.00	1,030.00	
11. Charlevoix Office				
A. Rent	200.00	204.87	404.87	400.00
B. Telephone	46.47	157.37	250.00	250.00
C. Chamber		135.00	135.00	235.00
D. Internet			0.00	79.40
E. Supplies	12.58	12.58	25.00	
Total Expenses	12,849.28	110,478.08	157,419.77	155,841.63
12. Gain (Loss)			5,175.20	-1,427.38
TOTAL	12,849.28	110,478.08	162,594.97	154,414.25

10/02/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
 September 2008

	Sep '08
Income	
Donation	
Donor Campaign	2,795.00
Donation - Other	50.00
Total Donation	2,845.00
Fees	
Divorce	100.00
Total Fees	100.00
VORP	
Charlevoix	1,625.00
Emmet	625.00
Total VORP	2,250.00
Total Income	5,195.00
Expense	
Accounting	3,075.00
Advertising	15.00
Charlevoix Office	
Rent	200.00
Supplies	12.58
Telephone	46.47
Total Charlevoix Office	259.05
Communications	
Internet	278.95
Telephone	139.00
Total Communications	417.95
Contractual	105.00
Equipment Expense	
Repair & Maintenance	272.99
Total Equipment Expense	272.99
Grant Expense	
Char Found Shoplifting	1,030.00
Petoskey Foundation	250.00
Total Grant Expense	1,280.00
Occupancy	
Rent	1,000.00
Total Occupancy	1,000.00
Other	
Executive Director	120.77
Licenses, Fees, Dues	60.00
PD	50.00
Shoplifting First Time	3.45
Shoplifting Preventative	168.46
Total Other	402.68

10/02/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
September 2008

	<u>Sep '08</u>
Payroll Expenses	276.45
Postage	406.05
Printing	194.50
Salaries and Wages	3,613.66
Supplies	143.70
Travel	
Lodging	326.75
Meals	100.13
Mileage	954.38
Other	5.99
Total Travel	<u>1,387.25</u>
Total Expense	<u>12,849.28</u>
Net Income	<u><u>-7,654.28</u></u>

10/02/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
September 2008

	<u>Sep '08</u>
Ace Hardware	2.79
AT&T	185.47
Bert Rousseau	587.63
Cheryl Bauman	637.14
City of Charlevoix	200.00
Culligan	26.00
Dog Eat Dog Graphic Designs	500.00
Gaslight Media	58.95
Gordon Food Service	233.27
Hi-Tech	377.99
Jane Millar	301.70
Mason & Kammermann	3,075.00
Office Max	62.68
Online Payroll Service Fee	10.00
Payroll Distribution	3,890.11
Purchase Power	106.05
Reserve Account	300.00
Softwaremedia.com	220.00
St. Francis Xavier	1,000.00
The Print Shop	974.50
United Way	50.00
WDRC	50.00
TOTAL	<u>12,849.28</u>

10/02/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through September 2008

	<u>Jan - Sep '08</u>
Income	
CDRP Funds	
1st Quarter	15,889.28
2nd Quarter	13,241.06
3rd Quarter	10,592.85
Total CDRP Funds	<u>39,723.19</u>
County Funding	
Charlevoix	22,500.00
Emmet	22,500.00
Total County Funding	<u>45,000.00</u>
Donation	
Donor Campaign	2,795.00
Mileage	240.00
Theatre Party	225.00
United Way	71.25
Donation - Other	5,450.00
Total Donation	<u>8,781.25</u>
Fees	
ACVS	1,485.00
Breach of Contract	90.00
Cancellation	20.00
Divorce	740.00
Domestic	150.00
Employer/Employee	300.00
Shoplifting	860.00
SPED	1,000.00
Total Fees	<u>4,645.00</u>
Fund Raising	
Hamburgers	150.60
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	<u>9,887.22</u>
Grants	
Charlevoix Foundation	75.00
Revenue Sharing	612.50
Total Grants	<u>687.50</u>
Interest	895.23
Refund	181.00
Rental Income	1,800.00

10/02/08

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through September 2008

	Jan - Sep '08
Training & Workshops	
General Civil	100.00
Special Education	2,000.00
Total Training & Workshops	2,100.00
VORP	
Charlevoix	6,000.00
Emmet	5,000.00
Total VORP	11,000.00
Total Income	124,700.39
Expense	
Accounting	4,125.00
Advertising	708.00
Charlevoix Office	
Dues	135.00
Rent	204.87
Supplies	12.58
Telephone	157.37
Total Charlevoix Office	509.82
Communications	
Internet	1,041.05
Telephone	1,109.34
Total Communications	2,150.39
Contractual	4,120.00
Equipment Expense	
Purchase	189.99
Repair & Maintenance	846.53
Total Equipment Expense	1,036.52
Fringe Benefits	
Unemployment	712.07
Total Fringe Benefits	712.07
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	
Worker's Compensation	194.00
Total Insurance	194.00
Occupancy	
Rent	5,000.00
Total Occupancy	5,000.00

10/02/08

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through September 2008

	<u>Jan - Sep '08</u>
Other	
Board	288.65
Executive Director	942.67
Hospitality	300.11
Licenses, Fees, Dues	468.95
PD	137.00
Shoplifting First Time	29.87
Shoplifting Preventative	327.56
Theatre Party	2,362.43
Total Other	<u>4,857.24</u>
Payroll Expenses	5,361.98
Postage	1,575.86
Printing	1,215.90
Salaries and Wages	70,090.51
Supplies	2,454.85
Training	
40-Hour	600.76
General Civil	399.48
Total Training	<u>1,000.24</u>
Travel	
Lodging	395.65
Meals	127.61
Mileage	2,365.85
Other	5.99
Total Travel	<u>2,895.10</u>
Void	0.00
Total Expense	<u>110,478.08</u>
Net Income	<u>14,222.31</u>

10/02/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2008

	<u>Jan - Sep '08</u>
Ace Hardware	172.64
AT&T	1,537.82
Bert Rousseau	1,326.66
Cash	300.00
Charlevoix Chamber of Commerce	135.00
Charlevoix County Community Foundation	10.00
Cheryl Bauman	688.19
City of Charlevoix	1,000.00
City Park Grill	60.00
Community Mediation Services	50.00
Culligan	182.80
Dog Eat Dog Graphic Designs	500.00
Frankenmuth Insurance	194.00
Gaslight Media	1,296.05
Glen's Supermarket	15.92
Gordon Food Service	404.09
GT Pie Company	248.58
Hi-Tech	1,899.98
Jane Millar	1,308.45
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	1,263.45
Oleson's	106.66
Online Payroll Service Fee	90.00
Payroll Distribution	75,452.49
Petoskey Chamber of Commerce	487.00
Petoskey Cinema	748.00
Pitney Bowes	324.96
Printed Checks	18.95
Purchase Power	425.04
Reserve Account	800.00
Ron Moore	104.03
Rotary	564.50
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
Taylor Rental	454.40
The 501 Alliance	712.07
The Print Shop	2,587.90
Trophy Case	130.00
United Way	50.00
Village Inn	120.00

10/02/08

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through September 2008

	<u>Jan - Sep '08</u>
Wal-mart	31.36
WDRC	50.00
TOTAL	<u><u>110,478.08</u></u>

10/02/08

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
 As of September 30, 2008

	Sep 30, '08	Sep 30, '07	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 802164	5,591.51	5,346.04	245.47	4.6%
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	5,551.36	-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	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	18,614.64	2,249.64	16,365.00	727.5%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,000.00	0.00	15,000.00	100.0%
Savings Chase	17,962.71	42,664.80	-24,702.09	-57.9%
Savings NW Bank 710205349	10,185.87	4,657.48	5,528.39	118.7%
Total Checking/Savings	108,138.01	93,275.02	14,862.99	15.9%
Total Current Assets	108,138.01	93,275.02	14,862.99	15.9%
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	116,739.15	97,339.21	19,399.94	19.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	292.33	860.91	-568.58	-66.0%
Fica Tax Withheld	552.92	1,441.73	-888.81	-61.7%
State Income Tax Withheld	581.90	1,126.86	-544.96	-48.4%
Total Other Current Liabilities	1,203.15	3,205.50	-2,002.35	-62.5%
Total Current Liabilities	1,203.15	3,205.50	-2,002.35	-62.5%
Total Liabilities	1,203.15	3,205.50	-2,002.35	-62.5%
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	14,222.31	23,644.47	-9,422.16	-39.9%
Total Equity	115,536.00	94,133.71	21,402.29	22.7%
TOTAL LIABILITIES & EQUITY	116,739.15	97,339.21	19,399.94	19.9%