

## APRIL INCOME REPORT REVISED 2005

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	CDRP Approved Budget
CDRP Funds		19,282.60	64,275.33	64,275.33
Agency Funds				
A. Tax Refund				
B. Adjustment				
C. Meal Deal		65.00	300.00	300.00
D. Donation	75.00	254.62	400.00	400.00
E. SPED				
F. VORP Charlevoix		1,875.00	7,500.00	7,500.00
G. VORP Emmet	625.00	1,875.00	7,500.00	7,500.00
H. Charlevoix County		15,000.00	15,000.00	15,000.00
I. Emmet County		15,000.00	15,000.00	15,000.00
J. Designated Gifts	250.00	952.50	1,200.00	1,200.00
K. Fees for Service	320.00	570.00	1,000.00	1,000.00
L. Theatre Party			9,781.53	6,000.00
1. Sponsorships		4,660.00		
2. Tickets/Other		5,021.53		
N. Reimbursement/Rebate	319.00	498.97	500.00	
O. Interest				
P. Training	1,500.00	1,815.00	4,815.00	
Grants				
A. Charlevoix Foundation	1,475.00	1,975.00	1,975.00	
B. Petoskey Foundation		1,000.00	1,000.00	
C. United Way				
D. Petoskey Rotary				
E. Charlevoix Rotary				
F. Revenue Sharing				
G. Charlevoix Lions		750.00	750.00	
<b>INCOME</b>	<b>4,564.00</b>	<b>70,595.22</b>	<b>130,996.86</b>	<b>118,175.33</b>
Carry Over		5,223.47	5,223.47	3,638.62
PPMP Transfer		510.08	400.00	400.00
<b>ACTUAL INCOME</b>	<b>4,564.00</b>	<b>76,328.77</b>	<b>136,620.33</b>	<b>122,213.95</b>
In Kind				
A. Accounting Services			600.00	600.00
B. Volunteer Mediators	1,612.50	6,047.00	24,000.00	32,300.00
C. Volunteer Clerical				
D. Volunteer Training		6,225.00	6,225.00	
E. Mediation Locations	100.00	300.00	1,050.00	1,500.00
F. Rent	1,000.00	4,000.00	12,000.00	12,000.00
G. Equipment/Supplies				
H. Volunteer Labor	1,200.00	1,260.00	1,500.00	
I. Cell Phone	46.53	186.64	558.00	
J. Theatre Party		4,666.55	4,666.55	
<b>IN KIND INCOME</b>	<b>3,959.03</b>	<b>22,685.19</b>	<b>50,599.55</b>	<b>46,400.00</b>
<b>ACTUAL + IN KIND</b>	<b>8,523.03</b>	<b>99,013.96</b>	<b>187,219.88</b>	<b>168,613.95</b>
Income: 1 + 8 = Profit Loss Statement Income for the Month.				
Income: (2 + 7) - \$12,651.92 (2nd 6 mos. of 2004 PPMP Income) = Profit Loss Statement Income Year-to-Date.				
Actual Income = Income + Carry Over + PPMP Transfer.				



## APRIL EXPENSE REPORT REVISED 2005

Budget Categories	CDRP Reporting Period (1)	CDRP To- Date (2)	Year- CDRP Projected for Year	CDRP Approved Budget
1. Personnel				
A. Salaries	8,032.77	24,750.98	72,034.00	72,034.00
B. FICA	614.52	1,893.45	5,510.60	5,510.60
C. Worker's Comp			2,161.02	2,161.02
D. Unemployment	376.16	376.16	720.34	720.34
2. Accounting		350.00	4,500.00	4,500.00
3. Training				
A. Mediator		471.25	475.00	475.00
B. Technical Assistance		60.00	100.00	
C. Other	975.24	1,132.93	3,100.00	
4. Contractual				
5. Travel				
A. Lodging	71.50	71.50	390.00	390.00
B. Meals	42.61	42.61	345.00	345.00
C. Mileage	297.76	410.52	4,200.00	4,200.00
D. Other			25.00	25.00
6. Equipment				
A. Purchase			1,200.00	1,200.00
B. Repair & Maintenance	94.70	582.78	1,300.00	1,300.00
C. Software				
7. Operating Expenses				
A. Occupancy - Rent	300.00	2,100.00	4,800.00	4,800.00
B. Supplies	81.20	540.19	2,700.00	2,700.00
C. Communications				
1. Telephone	168.67	505.45	3,000.00	3,000.00
2. Internet	131.90	263.80	780.00	780.00
D. Postage		479.77	1,550.00	1,550.00
E. Printing			2,550.00	2,550.00
F. Insurance				
1. Employment Practices			321.00	321.00
2. Directors & Officers			1,572.00	1,572.00
3. Commercial Umbrella			378.00	378.00
4. Business Protection			497.00	497.00
8. Advertising		269.25	1,000.00	1,000.00
9. Other				
A. Board			450.00	450.00
B. Executive Director	141.00	270.00	900.00	900.00
C. Hospitality		44.72	645.00	645.00
D. PD		30.00	150.00	150.00
E. Licenses, Fees, Dues		53.50	350.00	350.00
F. Annual Meeting		554.48	554.48	600.00
G. Meal Deal		84.35	350.00	350.00
H. Theatre Party	176.80	3,840.94	3,840.94	3,000.00
I. PPMP Transfer				
10. Grants				
A. Charlevoix Lions		768.99	768.99	
B. Charlevoix Foundation	220.00	1,737.00	1,975.00	
C. Petoskey Foundation		999.00	999.00	
11. Reimbursable				
A. Software		319.00	319.00	
B. Advertising		160.00	160.00	
C. Supplies		19.97	19.97	
<b>REAL EXPENSES</b>	<b>11,724.83</b>	<b>43,182.59</b>	<b>126,691.34</b>	<b>118,453.96</b>

## APRIL EXPENSE REPORT REVISED 2005

12. Other					
A. Replacement Fund	100.00	100.00	300.00	300.00	
B. Savings			3459.99	3459.99	
<b>SET ASIDE EXPENSES</b>	<b>100.00</b>	<b>100.00</b>	<b>3759.99</b>	<b>3,759.99</b>	
<b>TOTAL EXPENSES</b>	<b>11,824.83</b>	<b>43,282.59</b>	<b>130,451.33</b>	<b>122,213.95</b>	
Real Expenses: 1 + 8 = Profit Loss Statement Expenses for Month.					
Real Expenses: (2 + 7) - [\$12,941.55 (2nd 6 mos. Of 2004 PPMP Expenses) + \$2050.92 (PPMP Personnel Expenses)] =					
Profit Loss Expenses Year-to-Date					
Set Aside Expenses = + Replacement Fund + Savings.					
Total Expenses = Real Expenses + Set Aside Expenses.					





05/10/05

**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
April 2005

	<u>Apr '05</u>
<b>Income</b>	
<b>Agency Funds</b>	
Designated Gift	
Rent	250.00
<b>Total Designated Gift</b>	250.00
Donation	75.00
Fee Divorce	20.00
Fee Employer/Employee	300.00
Reimbursement	
Software	319.00
<b>Total Reimbursement</b>	319.00
Training	1,500.00
VORP Emmet	625.00
<b>Total Agency Funds</b>	3,089.00
<b>Grants</b>	
Charlevoix Foundation	1,475.00
<b>Total Grants</b>	1,475.00
<b>Total Income</b>	<b>4,564.00</b>
<b>Expense</b>	
<b>Communications</b>	
Internet	131.90
Telephone	168.67
<b>Total Communications</b>	300.57
<b>Equipment Expense</b>	
Repair & Maintenance	94.70
<b>Total Equipment Expense</b>	94.70
<b>Fringe Benefits</b>	
Unemployment	376.16
<b>Total Fringe Benefits</b>	376.16
<b>Grant Expense</b>	
Charlevoix Foundation	220.00
<b>Total Grant Expense</b>	220.00
<b>Occupancy</b>	
Rent	300.00
<b>Total Occupancy</b>	300.00
<b>Other</b>	
Executive Director	141.00
Theatre Party	176.80
<b>Total Other</b>	317.80
<b>Payroll Expenses</b>	614.52

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NORTHERN COMMUNITY MEDIATION  
Profit & Loss  
April 2005

	<u>Apr '05</u>
<b>PPMP</b>	
Mileage	39.96
Rent	100.00
Supplies	49.90
Telephone	59.70
<b>Total PPMP</b>	<u>249.56</u>
<b>Salaries and Wages</b>	8,032.77
<b>Supplies</b>	81.20
<b>Training</b>	
General	900.00
Great Lakes	75.24
<b>Total Training</b>	<u>975.24</u>
<b>Travel</b>	
Lodging	71.50
Meals	42.61
Mileage	297.76
<b>Total Travel</b>	<u>411.87</u>
<b>Total Expense</b>	<u>11,974.39</u>
<b>Net Income</b>	<u>-7,410.39</u>



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**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
April 2005

	<u>Apr '05</u>
City of Charlevoix	100.00
Culligan	21.25
Gaslight Media	131.90
George Bour	39.96
Hi-Tech	314.70
Jane Millar	129.00
Kathleen Lame	900.00
LDMI	228.37
Michigan Office Ways	125.14
Office Max	59.95
Pat Dull	282.87
Payroll Distribution	8,647.29
Petoskey News Review	176.80
Rotary	141.00
St. Francis Xavier	300.00
The 501 Alliance	376.16
<b>TOTAL</b>	<b><u>11,974.39</u></b>

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through April 2005

	<u>Jan - Apr '05</u>
<b>Income</b>	
<b>Agency Funds</b>	
Charlevoix County	15,000.00
Designated Gift	
Rent	952.50
<b>Total Designated Gift</b>	<b>952.50</b>
Donation	254.62
Emmet County	15,000.00
Fee Civil Rights	150.00
Fee Divorce	80.00
Fee Domestic	40.00
Fee Employer/Employee	300.00
Meal Deal	65.00
Reimbursement	
Advertising	160.00
Software	319.00
Supplies	19.97
<b>Total Reimbursement</b>	<b>498.97</b>
Theatre Party	
Raffle	339.00
Refund	157.53
Sponsor	4,660.00
Tickets	4,525.00
<b>Total Theatre Party</b>	<b>9,681.53</b>
Training	1,815.00
VORP Charlevoix	1,875.00
VORP Emmet	1,875.00
<b>Total Agency Funds</b>	<b>47,587.62</b>
CDRP Funds	
1st Quarter	19,282.60
<b>Total CDRP Funds</b>	<b>19,282.60</b>
Grants	
Charlevoix Foundation	1,975.00
Charlevoix Lions	750.00
Petoskey Foundation	1,000.00
<b>Total Grants</b>	<b>3,725.00</b>
PPMP Funds	
1st Quarter	12,941.55
<b>Total PPMP Funds</b>	<b>12,941.55</b>
<b>Total Income</b>	<b>83,536.77</b>
<b>Expense</b>	
Accounting	350.00
Advertising	269.25

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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through April 2005

	Jan - Apr '05
<b>Communications</b>	
Internet	263.80
Telephone	505.45
<b>Total Communications</b>	769.25
<b>Equipment Expense</b>	
Repair & Maintenance	582.78
<b>Total Equipment Expense</b>	582.78
<b>Fringe Benefits</b>	
Unemployment	376.16
<b>Total Fringe Benefits</b>	376.16
<b>Grant Expense</b>	
Charlevoix Foundation	1,737.00
Charlevoix Lion's	768.99
Petoskey Foundation	999.00
<b>Total Grant Expense</b>	3,504.99
<b>Meal Deal</b>	84.35
<b>Occupancy</b>	
Rent	2,100.00
<b>Total Occupancy</b>	2,100.00
<b>Other</b>	
Annual Meeting	554.48
Executive Director	270.00
Hospitality	44.72
Licenses, Fees, Dues	53.50
PD	30.00
Theatre Party	3,840.94
<b>Total Other</b>	4,793.64
<b>Payroll Expenses</b>	1,893.45
<b>Postage</b>	479.77
<b>PPMP</b>	
Contractual	5,331.20
Mileage	253.08
Postage	80.20
Printing	26.40
Rent	400.00
Supplies	363.38
Telephone	454.22
Training	108.05
Travel	170.52
<b>Total PPMP</b>	7,187.05



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**NORTHERN COMMUNITY MEDIATION**  
**Profit & Loss**  
January through April 2005

	<u>Jan - Apr '05</u>
<b>Reimbursement</b>	
Advertising	160.00
Software	319.00
Supplies	19.97
<b>Total Reimbursement</b>	<u>498.97</u>
<b>Salaries and Wages</b>	24,750.98
<b>Supplies</b>	540.19
<b>Training</b>	
General	900.00
Great Lakes	75.24
Mediator	471.25
Police	157.69
Technical Assistance	60.00
<b>Total Training</b>	<u>1,664.18</u>
<b>Travel</b>	
Lodging	71.50
Meals	42.61
Mileage	410.52
<b>Total Travel</b>	<u>524.63</u>
<b>Void</b>	0.00
<b>Total Expense</b>	<u>50,369.64</u>
<b>Net Income</b>	<u>33,167.13</u>

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NORTHERN COMMUNITY MEDIATION  
Expenses by Vendor Summary  
January through April 2005

	<u>Jan - Apr '05</u>
Charlevoix Floral	30.50
Charlevoix Screen Masters	160.00
Chuck's TV & Appliance	519.00
City of Charlevoix	400.00
City Park Grill	120.00
Crime Victim Advocacy Council	30.00
Culligan	63.25
Dianne Howell	79.92
Flat Iron Deli	172.85
Fred Di Martino	900.00
Gaslight Media	263.80
George Bour	78.84
Gordon Food Service	137.98
Grey Gables Inn	50.00
Hi-Tech	3,277.48
Home Depot	19.97
Jane Millar	488.09
Judi Doan	36.00
Julienne Tomatoes	394.35
Kathleen Lame	6,915.52
LDMI	733.25
Mason & Kammermann	350.00
Michigan Association of Court Mediators	20.00
Michigan Office Ways	375.13
Michigan Officeways	62.41
New York Restaurant	40.00
Northwestern Bank Checks	33.50
Office Max	1,044.62
Oleson's	372.74
Pat Dull	331.56
Payroll Distribution	26,644.43
Petoskey Cinema	815.00
Petoskey News Review	446.05
Pitney Bowes	82.25
Rotary	270.00
Sarah Nelson	58.32
SBC	226.42
Sign & Design	169.99
Sky's the Limit	40.00
St. Francis Xavier	1,200.00
Taylor Rental	610.30
The 501 Alliance	376.16
The Print Shop	1,290.00
US Postal Service	600.00
Wai-mart	39.96
<b>TOTAL</b>	<u><u>50,369.64</u></u>

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**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**  
As of April 30, 2005

	Apr 30, '05	Apr 30, '04	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CD-First Community Bank	6,695.99	6,580.93	115.06	1.8%
CD-Northwestern Bank	5,260.60	5,183.74	76.86	1.5%
Charlevoix State Bank Checking	46,943.04	54,642.78	-7,699.74	-14.1%
Northwestern Bank	2,019.67	1,684.65	335.02	19.9%
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Checking/Savings</b>	61,019.30	68,192.10	-7,172.80	-10.5%
<b>Total Current Assets</b>	61,019.30	68,192.10	-7,172.80	-10.5%
<b>Fixed Assets</b>				
Accumulated Depreciation	-5,945.00	-4,149.00	-1,796.00	-43.3%
Equipment	11,751.37	6,209.42	5,541.95	89.3%
<b>Total Fixed Assets</b>	5,806.37	2,060.42	3,745.95	181.8%
<b>TOTAL ASSETS</b>	66,825.67	70,252.52	-3,426.85	-4.9%
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	499.80	587.19	-87.39	-14.9%
Fica Tax Withheld	1,229.09	1,141.22	87.87	7.7%
State Income Tax Withheld	284.49	284.04	0.45	0.2%
<b>Total Other Current Liabilities</b>	1,789.38	1,788.45	0.93	0.1%
<b>Total Current Liabilities</b>	1,789.38	1,788.45	0.93	0.1%
<b>Total Liabilities</b>	1,789.38	1,788.45	0.93	0.1%
<b>Equity</b>				
*Retained Earnings	31,869.16	26,616.36	5,252.80	19.7%
Net Income	33,167.13	41,847.71	-8,680.58	-20.7%
<b>Total Equity</b>	65,036.29	68,464.07	-3,427.78	-5.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	66,825.67	70,252.52	-3,426.85	-4.9%