

## AUGUST INCOME REPORT 2005

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	CDRP Approved Budget
CDRP Funds		35,351.43	64,275.33	64,275.33
Agency Funds				
A. Tax Refund				
B. Adjustment				
C. Meal Deal		65.00	65.00	300.00
D. Donation	30.00	294.62	350.00	400.00
E. VORP Charlevoix	625.00	4,375.00	7,500.00	7,500.00
F. VORP Emmet	625.00	4,375.00	7,500.00	7,500.00
G. Charlevoix County		15,000.00	15,000.00	15,000.00
H. Emmet County		15,000.00	15,000.00	15,000.00
I. Designated Gifts		1,200.00	1,200.00	1,200.00
J. Fees for Service	160.00	860.00	1,000.00	1,000.00
K. Theatre Party				6,000.00
1. Sponsorships		4,760.00	4,760.00	
2. Tickets/Other		5,021.53	5,021.53	
L. Reimbursement/Rebate	31.86	530.83	550.00	
M. Interest		4.82	5.00	
N. Training				
1. 40-Hour		100.00	100.00	
2. Fifer	1,800.00	1,800.00	2,400.00	
3. Great Lakes		4,901.83	4,901.83	
4. Police		215.00	215.00	
Grants				
A. Charlevoix Foundation		1,975.00	2,495.00	
B. Petoskey Foundation		1,000.00	1,000.00	
C. United Way				
D. Petoskey Rotary				
E. Charlevoix Rotary				
F. Revenue Sharing		2,965.00	2,965.00	
G. Charlevoix Lions		750.00	750.00	
<b>INCOME</b>	<b>3,271.86</b>	<b>100,545.06</b>	<b>137,053.69</b>	<b>118,175.33</b>
Carry Over		5,223.47	5,223.47	3,638.62
PPMP Transfer		1,020.15	1,020.15	400.00
<b>ACTUAL INCOME</b>	<b>3,271.86</b>	<b>106,788.68</b>	<b>143,297.31</b>	<b>122,213.95</b>
In Kind				
A. Accounting Services	350.00	350.00	600.00	600.00
B. Volunteer Mediators	4,012.50	17,189.33	24,000.00	32,300.00
C. Volunteer Clerical				
D. Volunteer Training		6,225.00	6,225.00	
E. Mediation Locations	250.00	900.00	1,050.00	1,500.00
F. Rent	1,000.00	8,000.00	12,000.00	12,000.00
G. Equipment/Supplies				
H. Volunteer Labor		1,560.00	1,560.00	
I. Cell Phone	47.28	374.99	558.00	
J. Theatre Party		4,666.55	4,666.55	
<b>IN KIND INCOME</b>	<b>5,659.78</b>	<b>39,265.87</b>	<b>50,659.55</b>	<b>46,400.00</b>
<b>ACTUAL + IN KIND</b>	<b>8,931.64</b>	<b>146,054.55</b>	<b>193,956.86</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.				



## AUGUST EXPENSE REPORT 2005

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To- Date (2)	CDRP Projected for Year	CDRP Approved Budget
1. Personnel				
A. Salaries	5,355.18	45,873.00	72,034.00	72,034.00
B. FICA	409.68	3,509.30	5,510.60	5,510.60
C. Worker's Comp			635.80	2,161.02
D. Unemployment		582.52	720.34	720.34
2. Accounting	3,000.00	3,700.00	4,500.00	4,500.00
3. Training				
A. Mediator/40-Hour		471.25	471.25	475.00
B. Technical Assistance		60.00	100.00	
C. Fifer	411.00	411.00	2,361.00	
D. Great Lakes		3,303.81	3,303.81	
E. Police		157.69	157.69	
4. Contractual	75.00	95.00	95.00	
5. Travel				
A. Lodging		71.50	390.00	390.00
B. Meals		42.61	345.00	345.00
C. Mileage	28.88	684.92	4,200.00	4,200.00
D. Other			25.00	25.00
6. Equipment				
A. Purchase	164.01	798.99	1,200.00	1,200.00
B. Repair & Maintenance	185.00	1,051.78	1,300.00	1,300.00
C. Software				
7. Operating Expenses				
A. Occupancy - Rent	300.00	3,300.00	4,800.00	4,800.00
B. Supplies	198.16	1,137.53	2,700.00	2,700.00
C. Communications				
1. Telephone	608.06	1,643.79	2,450.00	3,000.00
2. Internet	266.90	662.60	1,060.00	780.00
D. Postage	403.23	980.63	1,550.00	1,550.00
E. Printing	350.00	680.00	1,500.00	2,550.00
F. Insurance				
1. Employment Practices			267.30	321.00
2. Directors & Officers			1,415.70	1,572.00
3. Commercial Umbrella			385.00	378.00
4. Business Protection			506.00	497.00
8. Advertising		269.25	750.00	1,000.00
9. Other				
A. Board			450.00	450.00
B. Executive Director		365.28	900.00	900.00
C. Hospitality	53.26	157.66	645.00	645.00
D. PD		30.00	150.00	150.00
E. Licenses, Fees, Dues	20.00	73.50	250.00	350.00
F. Annual Meeting		554.48	554.48	600.00
G. Meal Deal		84.35	84.35	350.00
H. Theatre Party		3,840.94	3,840.94	3,000.00
I. PPMP Transfer				
10. Grants				
A. Charlevoix Lions		768.99	768.99	
B. Charlevoix Foundation	216.00	2,497.26	2,497.26	
C. Petoskey Foundation		999.00	999.00	
D. Revenue Sharing		1,984.80	2,965.00	

## AUGUST EXPENSE REPORT 2005

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>12,044.36</b>	<b>81,342.40</b>	<b>129,337.48</b>	<b>118,453.96</b>	
12. Other					
A. Replacement Fund		100.00	300.00	300.00	
B. Savings			3459.99	3459.99	
<b>SET ASIDE EXPENSES</b>	<b>0.00</b>	<b>100.00</b>	<b>3759.99</b>	<b>3,759.99</b>	
<b>TOTAL EXPENSES</b>	<b>12,044.36</b>	<b>81,442.40</b>	<b>133,097.47</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) + \$2,560.99 (PPMP Personnel Expenses)] =					
Profit Loss Expenses Year-to-Date					
Set Aside Expenses = Replacement Fund + Savings.					



# AUGUST EXPENSE REPORT 2005

<b>41,250.00</b>	<b>41,250.00</b>	<b>31,362.69</b>	<b>2,146.36</b>
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>41,250.00</b>	<b>41,250.00</b>	<b>31,362.69</b>	<b>2,146.36</b>

09/06/05

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

	Aug '05
<b>Income</b>	
<b>Agency Funds</b>	
Donation	30.00
Fee Divorce	60.00
Fee SPED	100.00
Rebate	30.00
Refund	1.86
Training Fifer	1,800.00
VORP Charlevoix	625.00
VORP Emmet	625.00
<b>Total Agency Funds</b>	<b>3,271.86</b>
<b>Total Income</b>	<b>3,271.86</b>
<b>Expense</b>	
<b>Accounting</b>	<b>3,000.00</b>
<b>Communications</b>	
Internet	266.90
Telephone	608.06
<b>Total Communications</b>	<b>874.96</b>
<b>Contractual</b>	<b>75.00</b>
<b>Equipment Expense</b>	
Purchase	164.01
Repair & Maintenance	185.00
<b>Total Equipment Expense</b>	<b>349.01</b>
<b>Fee</b>	<b>20.00</b>
<b>Grant Expense</b>	
Charlevoix Foundation	216.00
<b>Total Grant Expense</b>	<b>216.00</b>
<b>Occupancy</b>	
Rent	300.00
<b>Total Occupancy</b>	<b>300.00</b>
<b>Other</b>	
Hospitality	53.26
<b>Total Other</b>	<b>53.26</b>
<b>Payroll Expenses</b>	<b>409.68</b>
<b>Postage</b>	<b>403.23</b>
<b>PPMP</b>	
Contractual	1,808.00
Postage	1.06
Printing	6.40
Rent	100.00
Telephone	178.28
Travel	52.62
<b>Total PPMP</b>	<b>2,146.36</b>

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

	<u>Aug '05</u>
Printing	350.00
Salaries and Wages	5,355.18
Supplies	198.16
Training	
Anne Bachle Fifer	411.00
<b>Total Training</b>	<u>411.00</u>
Travel	
Mileage	28.88
<b>Total Travel</b>	<u>28.88</u>
Void	0.00
<b>Total Expense</b>	<u>14,190.72</u>
<b>Net Income</b>	<u><u>-10,918.86</u></u>



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

	<u>Aug '05</u>
City of Charlevoix	100.00
Culligan	21.25
David Breck	150.00
Gaslight Media	266.90
Hi-Tech	264.00
Intelligent Homes	75.00
Jane Millar	93.48
Kathleen Lame	1,868.08
Keith Lapp	200.00
LDMI	503.54
Mason & Kammermann	3,000.00
Meyer Hardware	4.00
Office Max	103.98
Pat Dull	28.88
Paul Schultz	150.00
Payroll Distribution	5,764.86
Pitney Bowes	77.25
Postmaster	135.69
SBC	82.80
Sky's the Limit	30.00
Soft Goals	216.00
St. Francis Xavier	300.00
State of Michigan	20.00
The Print Shop	350.00
US Postal Service	300.00
Wal-mart	85.01
<b>TOTAL</b>	<b><u>14,190.72</u></b>



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

	Jan - Aug '05
<b>Income</b>	
<b>Agency Funds</b>	
Charlevoix County	15,000.00
Designated Gift	
Rent	1,200.00
<b>Total Designated Gift</b>	<b>1,200.00</b>
Donation	284.62
Emmet County	15,000.00
Fee Civil Rights	150.00
Fee Divorce	230.00
Fee Domestic	40.00
Fee Employer/Employee	300.00
Fee Ord, Statute, Reg.	50.00
Fee SPED	100.00
Interest	4.82
Meal Deal	65.00
Rebate	30.00
Refund	1.86
<b>Reimbursement</b>	
Advertising	160.00
Software	319.00
Supplies	19.97
<b>Total Reimbursement</b>	<b>498.97</b>
<b>Theatre Party</b>	
Raffle	339.00
Refund	157.53
Sponsor	4,760.00
Tickets	4,525.00
<b>Total Theatre Party</b>	<b>9,781.53</b>
Training 40-Hour	100.00
Training Fifer	1,800.00
Training Great Lakes	4,901.83
Training Police	215.00
VORP Charlevoix	4,375.00
VORP Emmet	4,375.00
<b>Total Agency Funds</b>	<b>58,503.63</b>
<b>CDRP Funds</b>	
1st Quarter	19,282.60
2nd Quarter	16,068.83
<b>Total CDRP Funds</b>	<b>35,351.43</b>
<b>Grants</b>	
Charlevoix Foundation	1,975.00
Charlevoix Lions	750.00
Petoskey Foundation	1,000.00
Revenue Sharing	2,965.00
<b>Total Grants</b>	<b>6,690.00</b>

09/06/05

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

	Jan - Aug '05
PPMP Funds	
1st Quarter	12,941.55
2nd Quarter	6,440.31
<b>Total PPMP Funds</b>	<b>19,381.86</b>
<b>Total Income</b>	<b>119,926.92</b>
<b>Expense</b>	
Accounting	3,700.00
Advertising	269.25
Communications	
Internet	662.60
Telephone	1,643.79
<b>Total Communications</b>	<b>2,306.39</b>
Contractual	95.00
Equipment Expense	
Purchase	938.83
Repair & Maintenance	1,051.78
<b>Total Equipment Expense</b>	<b>1,990.61</b>
Fee	20.00
Fringe Benefits	
Unemployment	582.52
<b>Total Fringe Benefits</b>	<b>582.52</b>
Grant Expense	
Charlevoix Foundation	2,345.00
Charlevoix Lion's	768.99
Petoskey Foundation	999.00
Revenue Sharing	1,984.80
<b>Total Grant Expense</b>	<b>6,097.79</b>
Meal Deal	84.35
Occupancy	
Rent	3,300.00
<b>Total Occupancy</b>	<b>3,300.00</b>
Other	
Annual Meeting	554.48
Executive Director	365.28
Hospitality	157.66
Licenses, Fees, Dues	53.50
PD	30.00
Theatre Party	3,840.94
<b>Total Other</b>	<b>5,001.86</b>
Payroll Expenses	3,509.30
Postage	980.63

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NORTHERN COMMUNITY MEDIATION  
Profit & Loss  
January through August 2005

	<u>Jan - Aug '05</u>
<b>PPMP</b>	
Contractual	12,346.66
Meals	71.57
Mileage	573.34
Postage	159.44
Printing	53.20
Rent	800.00
Supplies	399.32
Telephone	980.80
Training	108.05
Travel	367.77
<b>Total PPMP</b>	<u>15,860.15</u>
Printing	680.00
Reimbursement	
Advertising	160.00
Software	319.00
Supplies	19.97
<b>Total Reimbursement</b>	<u>498.97</u>
Salaries and Wages	45,873.00
Supplies	1,149.95
Training	
Anne Bachle Fifer	411.00
General	900.00
Great Lakes	2,403.81
Mediator	471.25
Police	157.69
Technical Assistance	60.00
<b>Total Training</b>	<u>4,403.75</u>
Travel	
Lodging	71.50
Meals	42.61
Mileage	684.92
<b>Total Travel</b>	<u>799.03</u>
Void	0.00
<b>Total Expense</b>	<u>97,202.55</u>
<b>Net Income</b>	<u>22,724.37</u>

09/06/05

NORTHERN COMMUNITY MEDIATION  
Expenses by Vendor Summary  
January through August 2005

	<u>Jan - Aug '05</u>
Charlevoix Floral	30.50
Charlevoix Screen Masters	160.00
Chuck's TV & Appliance	519.00
City of Charlevoix	800.00
City Park Grill	120.00
Crime Victim Advocacy Council	30.00
Culligan	115.75
David Breck	150.00
Diana Souza	137.52
Dianne Howell	79.92
Dick Arlen	165.00
Flat Iron Deli	172.85
Fred Di Martino	900.00
Gaslight Media	662.60
George Bour	78.84
Gordon Food Service	137.98
Grey Gables Inn	50.00
Hi-Tech	3,825.48
Home Depot	19.97
Intelligent Homes	75.00
Jane Millar	837.25
Janice Elliot	174.26
Judi Doan	36.00
Julienne Tomatoes	394.35
Kathleen Lame	16,536.72
Keith Lapp	200.00
LDMI	1,904.94
Mason & Kammermann	3,700.00
McLean & Eakin	1,984.80
Meyer Hardware	4.00
Michigan Association of Court Mediators	20.00
Michigan Office Ways	437.19
Michigan Officeways	62.41
New York Restaurant	40.00
Northwestern Bank Checks	33.50
Office Max	1,587.75
Oleson's	372.74
Pat Dull	643.80
Paul Schultz	150.00
Payroll Distribution	49,382.30
Petoskey Cinema	815.00
Petoskey News Review	446.05
Pitney Bowes	244.69
Postmaster	135.69
Rotary	354.00
Sarah Nelson	58.32
SBC	476.62
Sears	449.99
Sign & Design	169.99
Sky's the Limit	125.99
Soft Goals	216.00
St. Francis Xavier	2,400.00



09/06/05

**NORTHERN COMMUNITY MEDIATION**  
**Expenses by Vendor Summary**  
January through August 2005

	<u>Jan - Aug '05</u>
State of Michigan	20.00
Taylor Rental	610.30
The 501 Alliance	582.52
The Print Shop	2,340.00
US Postal Service	900.00
Wal-mart	124.97
<b>TOTAL</b>	<b><u>97,202.55</u></b>

09/06/05

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**  
 As of August 31, 2005

	Aug 31, '05	Aug 31, '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	35,814.01	35,283.01	531.00	1.5%
Northwestern Bank	2,218.88	1,836.76	382.12	20.8%
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>50,089.48</u>	<u>48,984.44</u>	<u>1,105.04</u>	<u>2.3%</u>
<b>Total Current Assets</b>	<u>50,089.48</u>	<u>48,984.44</u>	<u>1,105.04</u>	<u>2.3%</u>
<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>	<u>5,806.37</u>	<u>2,060.42</u>	<u>3,745.95</u>	<u>181.8%</u>
<b>TOTAL ASSETS</b>	<u>55,895.85</u>	<u>51,044.86</u>	<u>4,850.99</u>	<u>9.5%</u>
<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	333.20	391.46	-58.26	-14.9%
Fica Tax Withheld	819.42	760.81	58.61	7.7%
State Income Tax Withheld	379.32	369.88	9.44	2.6%
<b>Total Other Current Liabilities</b>	<u>1,307.94</u>	<u>1,298.15</u>	<u>9.79</u>	<u>0.8%</u>
<b>Total Current Liabilities</b>	<u>1,307.94</u>	<u>1,298.15</u>	<u>9.79</u>	<u>0.8%</u>
<b>Total Liabilities</b>	<u>1,307.94</u>	<u>1,298.15</u>	<u>9.79</u>	<u>0.8%</u>
<b>Equity</b>				
*Retained Earnings	31,863.55	26,616.36	5,247.19	19.7%
Opening Bal Equity	-0.01	0.00	-0.01	-100.0%
Net Income	22,724.37	23,130.35	-405.98	-1.8%
<b>Total Equity</b>	<u>54,587.91</u>	<u>49,746.71</u>	<u>4,841.20</u>	<u>9.7%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>55,895.85</u>	<u>51,044.86</u>	<u>4,850.99</u>	<u>9.5%</u>