

MONTHLY INCOME REPORT DECEMBER, 2003

Budget Categories	Reporting Period (1)	Year-To-Date (2)	Projected for Year (3)	Approved Budget (4)	CDRP (5)	Agency (6)	Other Grants (7)	In Kind Approved (8)	In Kind Year-To-Date (9)	Reporting Period (10)
CDRP Funds		75,362.57	75,362.57	75,362.57	75,362.57					
Training Income		5,170.05								
Agency Funds										
A. Tax Refund		153.71								
B. Adjustment		109.03								
C. Meal Deal	55.00	510.80								
D. Donation		495.00		2,000.00		2,000.00				
E. Divorce		420.00								
F. SPED		1,200.00								
G. 33rd Circuit Court		1,000.00		1,000.00		1,000.00				
H. 57th Circuit Court										
I. 90th District Charlevoix		1,500.00		1,500.00		1,500.00				
J. 90th District Emmet		1,500.00		1,500.00		1,500.00				
K. Charlevoix County										
L. Emmet County										
M. Designated Gifts	420.00	420.00		420.00						
N. Fees for Service										
O. Other	49.29	74.42		74.42						
Grants										
A. Charlevoix Foundation				4,400.00			4,400.00			
B. Petoskey Foundation	260.00	260.00		2,000.00			2,000.00			
C. Kennedy Foundation				5,000.00			5,000.00			
D. United Way				1,000.00			1,000.00			
E. Petoskey Rotary										
F. Charlevoix Rotary										
G. Revenue Sharing										
Carry Over										
Interest	462.57	868.07		868.07						
REAL INCOME	1,246.86	89,043.65		89,043.65		6,000.00	12,400.00			
PPMP										
A. Services		1679.34		1679.34						
B. Supplies										
TRANSFER INCOME		1679.34		1679.34						
REAL + TRANSFER	1,246.86	90,722.99		90,722.99		6,000.00	12,400.00			

Total Real Income: 1 + 14 = Profit Loss Statement Income for the Month. 2 + 13 + \$55,000 = Profit Loss Statement Income Year-to-Date. 3 + 12 = Total Projection for the Year. 4 + 11 = Total Approved Budget. 5 + 6 + 7 = 4.

MONTHLY INCOME REPORT DECEMBER, 2003

Budget Categories In Kind	Reporting Period (1)	Year-To-Date (2)	Projected for Year (3)	Approved Budget (4)	CDRP Approved (5)	Agency Approved (6)	Other Grants (7)	In Kind Approved (8)	In Kind Year To-Date (9)	Reporting Period (10)
	A. Accounting Services		200.00	200.00	600.00				600.00	600.00
B. Volunteer Mediators	2,770.00	26,625.00	26,625.00	17,595.42				17,595.42	39,990.00	3,845.00
C. Volunteer Clerical	104.00	504.00	504.00	2,760.00				2,760.00	504.00	104.00
D. Volunteer Trainer		9,000.00	9,000.00							
E. Mediation Locations	550.00	4,850.00	4,850.00	7,150.00				7,150.00	7,550.00	750.00
F. Rent	350.00	700.00	700.00						700.00	350.00
G. Other		885.36	885.36						1,017.36	1,017.36
IN KIND INCOME	3,774.00	42,764.36	42,764.36	28,105.42				28,105.42	50,361.36	6,066.36
TOTAL	5,020.86	133,487.35	133,487.35	121,867.00	75,362.47	6,000.00	12,400.00	28,105.42	50,361.36	6,066.36

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PPMP Approved Budget (11)	PPMP Projected (12)	PPMP Year- To Date (13)	PPMP Reporting Period (14)
	13,365.00	13,365.00	1,075.00
	2,700.00	2,700.00	200.00
	16,065.00	16,065.00	1,275.00
27,500.00	38,556.16	38,556.16	1,275.00

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MONTHLY EXPENSE REPORT DECEMBER, 2003

Budget Categories	Reporting Period (1)			Approved Budget (4)			Other Grants (7)		
	Year-To Date (2)	Projected for Year (3)	CDRRP (5)	Agency (6)	Year-To-Date (3)	Agency (6)	Other Grants (7)		
1. Personnel									
A. Salaries	4,872.70	60,567.31	60,567.31	62,246.00	60,401.00	1,845.00			
B. Payroll Expenses (FICA)	372.77	4,786.70	4,786.70						
C. Unemployment		151.86	151.86						
D. Worker's Compensation									
E. Health Insurance		1,308.09	1,308.09						
F. Fringe Benefits				7,252.00	7,188.00	64.00			
2. Accounting		3,045.00	3,045.00	2,650.00		2,650.00			
3. Training									
A. Mediator		2,947.46	2,947.46	750.00	275.00	475.00			
B. Technical Assistance				350.00		350.00			
4. Contractual									
5. Travel				3,500.00					
A. Lodging		235.29	235.29		178.00	3,322.00			
B. Meals		66.71	66.71						
C. Mileage	1,971.80	2,296.24	2,296.24						
D. Other		137.00	137.00						
6. Equipment				1,200.00		1,200.00			
A. Purchase		658.90	1,149.84	1,149.84					
B. Repair & Maintenance		329.00	1,885.25	1,885.25					
7. Operating Expenses				4,200.57	4,200.57				
A. Occupancy									
1. Rent	600.00	4,200.00	4,200.00						
2. Electricity	126.69	509.45	509.45						
3. Gas	13.70	370.76	370.76						
B. Supplies	226.52	1,966.20	1,966.20	900.00		900.00			
C. Communications				2,600.00	2,120.00	480.00			
1. Telephone	198.46	2,610.41	2,610.41						
2. Internet	15.00	389.59	389.59						
D. Postage	215.01	1,309.51	1,309.51	1,400.00	1,000.00	400.00			

TOTAL: 1 + 11 = Profit Loss Statement Expense for the Month. 2 + 10 + \$55,000 - \$151.86 - \$1679.34 = Profit Loss Statement Expense Year-to-Date. 3 + 9 = Total Projection for Year. 4 + 8 = Total Approved Budget. 5 + 6 + 7 = 4.

MONTHLY EXPENSE REPORT DECEMBER, 2003

Budget Categories	Reporting Period (1)			Approved Budget (4)	CDRP (5)	Agency (6)	Other Grants (7)
	Year-To Date (2)	Projected for Year (3)					
E. Printing		858.74	858.74	3,250.00		3,250.00	
F. Insurance							
1. Audit		25.00	25.00				
2. Employment Practices	243.00	243.00	243.00				
3. Directors & Officers	1,287.00	1,287.00	1,287.00				
4. Commercial Umbrella							
6. Business Protection		810.00	810.00				
7. Worker's Compensation		530.00	530.00				
8. Liability				1,850.00		1,850.00	
9. Mediator				224.00		224.00	
8. Advertising		569.80	569.80	350.00		350.00	
9. Other							
A. Board	61.40	2,163.09	2,163.09	500.00		500.00	
B. Executive Director		307.03	307.03				
C. Hospitality	155.52	378.04	378.04				
D. PD	70.00	446.60	446.60				
E. Licenses, Fees, Dues		260.00	260.00				
F. Annual Meeting	6.00	700.00	700.00				
G. Relocation	1,607.31	1,607.31	1,607.31				
H. Tenth Anniversary							
I. Other							
J. Software				800.00		800.00	
K. Board Visioning				1,050.00		25.00	1,025.00
Total	13,030.78	100,118.28	100,118.28	95,072.57	75,362.57	18,685.00	1,025.00
Liability		3,869.30					
TOTAL	13,030.78	103,987.58	103,987.58	95,072.57	75,362.57	18,685.00	1,025.00

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