

## FEBRUARY INCOME REPORT 2005

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	CDRP Approved Budget
CDRP Funds	19,282.60	19,282.60	64,275.33	64,275.33
Agency Funds				
A. Tax Refund				
B. Adjustment				
C. Meal Deal		45.00	300.00	300.00
D. Donation		96.36	400.00	400.00
E. SPED				
F. VORP Charlevoix	625.00	625.00	7,500.00	7,500.00
G. VORP Emmet	625.00	625.00	7,500.00	7,500.00
H. Charlevoix County			15,000.00	15,000.00
I. Emmet County			15,000.00	15,000.00
J. Designated Gifts	281.50	588.50	1,200.00	1,200.00
K. Fees for Service	40.00	60.00	1,000.00	1,000.00
L. Theatre Party			6,000.00	6,000.00
1. Sponsorships	2,700.00	3,975.00		
2. Tickets	1,400.00	1,550.00		
N. Reimbursement/Rebate		160.00		
O. Interest				
P. Training	100.00	100.00		
Grants				
A. Charlevoix Foundation		500.00		
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		
<b>INCOME</b>	<b>26,054.10</b>	<b>29,357.46</b>	<b>118,175.33</b>	<b>118,175.33</b>
Carry Over		5,223.47	5,223.47	3,638.62
PPMP Transfer			400.00	400.00
<b>ACTUAL INCOME</b>	<b>26,054.10</b>	<b>34,580.93</b>	<b>123,798.80</b>	<b>122,213.95</b>
In Kind				
A. Accounting Services			600.00	600.00
B. Volunteer Mediators	1,999.50	4,434.50	32,300.00	32,300.00
C. Volunteer Clerical				
D. Volunteer Training		6,225.00		
E. Mediation Locations	100.00	250.00	1,500.00	1,500.00
F. Rent	1,000.00	2,000.00	12,000.00	12,000.00
G. Equipment/Supplies				
H. Volunteer Labor		60.00		
<b>IN KIND INCOME</b>	<b>3,099.50</b>	<b>12,969.50</b>	<b>46,400.00</b>	<b>46,400.00</b>
<b>ACTUAL + IN KIND</b>	<b>29,153.60</b>	<b>47,550.43</b>	<b>170,198.80</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.				



## FEBRUARY 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	5,027.08	10,745.88	72,034.00	72,034.00
B. FICA	384.56	822.05	5,510.60	5,510.60
C. Worker's Comp			2,161.02	2,161.02
D. Unemployment			720.34	720.34
2. Accounting			4,500.00	4,500.00
3. Training				
A. Mediator	144.23	471.25	475.00	475.00
B. Technical Assistance	60.00	160.00		
4. Contractual				
5. Travel				
A. Lodging			390.00	390.00
B. Meals			345.00	345.00
C. Mileage		13.68	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	215.08	982.03	1,300.00	1,300.00
C. Software		218.25		
7. Operating Expenses				
A. Occupancy - Rent	600.00	1,200.00	4,800.00	4,800.00
B. Supplies	122.98	301.79	2,700.00	2,700.00
C. Communications				
1. Telephone	155.20	155.20	3,000.00	3,000.00
2. Internet	65.95	65.95	780.00	780.00
D. Postage	87.91	274.11	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		129.00	900.00	900.00
C. Hospitality		12.11	645.00	645.00
D. PD			150.00	150.00
E. Licenses, Fees, Dues		53.50	350.00	350.00
F. Annual Meeting	524.35	524.35	600.00	600.00
G. Meal Deal		42.00	350.00	350.00
H. Theatre Party		317.77	3,000.00	3,000.00
I. PPMP Transfer				
10. Grants				
A. Charlevoix Lions	249.99	768.99		
B. Charlevoix Foundation				
C. Petoskey Foundation		999.00		
11. Reimbursable				
A. Software		319.00		
B. Advertising		160.00		
<b>REAL EXPENSES</b>	<b>7,637.33</b>	<b>19,005.16</b>	<b>118,453.96</b>	<b>118,453.96</b>

## FEBRUARY EXPENSE REPORT 2005

12. Other						
A. Replacement Fund			300.00	300.00		
B. Savings			3459.99	3459.99		
<b>SET ASIDE EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>3759.99</b>	<b>3,759.99</b>		
<b>TOTAL EXPENSES</b>	<b>7,637.33</b>	<b>19,005.16</b>	<b>122,213.95</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) = Profit Loss Statement Expenses Year-to-Date.						
Set Aside Expenses = Expenses + Replacement Fund + Savings.						
Total Expenses = Real Expenses + Set Aside Expenses.						

## FEBRUARY EXPENSE REPORT 2005

PPMP Approved Budget	PPMP Projected for Year	PPMP Year-To-Date (7)	PPMP Reporting Period (8)
2,379.00	2,379.00		
181.99	181.99		
400.00	400.00		
350.00	350.00	161.09	
28,800.00	28,800.00	13,909.86	1,544.00
3,269.01	3,269.01	647.32	73.04
		156.96	
2,250.00	2,250.00	636.63	100.00
500.00	500.00	410.31	49.49
2,160.00	2,160.00	742.46	
450.00	450.00	182.81	
510.00	510.00	218.00	7.90
		127.10	
<b>41,250.00</b>	<b>41,250.00</b>	<b>17,192.54</b>	<b>1,774.43</b>



03/02/05

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

	Feb '05
<b>Income</b>	
<b>Agency Funds</b>	
Designated Gift	
Rent	281.50
<b>Total Designated Gift</b>	281.50
<b>Fee Domestic</b>	40.00
<b>Theatre Party</b>	
Sponsor	2,700.00
Tickets	1,400.00
<b>Total Theatre Party</b>	4,100.00
Training	100.00
VORP Charlevoix	625.00
VORP Emmet	625.00
<b>Total Agency Funds</b>	5,771.50
<b>CDRP Funds</b>	
1st Quarter	19,282.60
<b>Total CDRP Funds</b>	19,282.60
<b>Grants</b>	
Petoskey Foundation	1,000.00
<b>Total Grants</b>	1,000.00
<b>Total Income</b>	26,054.10
<b>Expense</b>	
<b>Communications</b>	
Internet	65.95
Telephone	155.20
<b>Total Communications</b>	221.15
<b>Equipment Expense</b>	
Repair & Maintenance	215.08
<b>Total Equipment Expense</b>	215.08
<b>Grant Expense</b>	
Charlevoix Lion's	249.99
<b>Total Grant Expense</b>	249.99
<b>Occupancy</b>	
Rent	600.00
<b>Total Occupancy</b>	600.00
<b>Other</b>	
Annual Meeting	524.35
<b>Total Other</b>	524.35
<b>Payroll Expenses</b>	384.56
<b>Postage</b>	87.91



03/02/05

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

	<u>Feb '05</u>
<b>PPMP</b>	
Contractual	1,544.00
Printing	7.90
Rent	100.00
Supplies	49.49
Travel	73.04
<b>Total PPMP</b>	<u>1,774.43</u>
<b>Salaries and Wages</b>	5,027.08
<b>Supplies</b>	122.98
<b>Training</b>	
Mediator	144.23
Technical Assistance	60.00
<b>Total Training</b>	<u>204.23</u>
<b>Total Expense</b>	<u>9,411.76</u>
<b>Net Income</b>	<u><u>16,642.34</u></u>





03/02/05

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

	<u>Feb '05</u>
City of Charlevoix	100.00
Culligan	5.00
Fred Di Martino	300.00
Gaslight Media	65.95
Grey Gables Inn	50.00
Hi-Tech	275.08
Julienne Tomatoes	394.35
Kathleen Lame	1,761.91
LDMI	155.20
Michigan Office Ways	249.99
Michigan Officeways	62.41
New York Restaurant	40.00
Office Max	117.98
Payroll Distribution	5,411.64
Pitney Bowes	82.25
Sky's the Limit	40.00
St. Francis Xavier	300.00
<b>TOTAL</b>	<u><u>9,411.76</u></u>



03/02/05

NORTHERN COMMUNITY MEDIATION  
Profit & Loss  
January through February 2005

	Jan - Feb '05
<b>Income</b>	
<b>Agency Funds</b>	
Designated Gift	
Rent	588.50
<b>Total Designated Gift</b>	588.50
Donation	96.36
Fee Divorce	20.00
Fee Domestic	40.00
Meal Deal	45.00
Reimbursement	
Advertising	160.00
<b>Total Reimbursement</b>	160.00
Theatre Party	
Sponsor	3,975.00
Tickets	1,550.00
<b>Total Theatre Party</b>	5,525.00
Training	100.00
VORP Charlevoix	625.00
VORP Emmet	625.00
<b>Total Agency Funds</b>	7,824.86
<b>CDRP Funds</b>	
1st Quarter	19,282.60
<b>Total CDRP Funds</b>	19,282.60
<b>Grants</b>	
Charlevoix Foundation	500.00
Charlevoix Lions	750.00
Petoskey Foundation	1,000.00
<b>Total Grants</b>	2,250.00
<b>Total Income</b>	29,357.46
<b>Expense</b>	
Advertising	269.25
Communications	
Internet	65.95
Telephone	155.20
<b>Total Communications</b>	221.15
Equipment Expense	
Repair & Maintenance	982.03
Software	218.25
<b>Total Equipment Expense</b>	1,200.28



03/02/05

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

	<u>Jan - Feb '05</u>
<b>Grant Expense</b>	
Charlevoix Lion's	768.99
Petoskey Foundation	999.00
<b>Total Grant Expense</b>	<u>1,767.99</u>
<b>Meal Deal</b>	42.00
<b>Occupancy</b>	
Rent	1,200.00
<b>Total Occupancy</b>	<u>1,200.00</u>
<b>Other</b>	
Annual Meeting	524.35
Executive Director	129.00
Hospitality	12.11
Licenses, Fees, Dues	53.50
Theatre Party	317.77
<b>Total Other</b>	<u>1,036.73</u>
<b>Payroll Expenses</b>	822.05
<b>Postage</b>	274.11
<b>PPMP</b>	
Contractual	3,503.20
Postage	37.83
Printing	16.40
Rent	200.00
Supplies	53.98
Telephone	181.20
Training	108.05
Travel	150.33
<b>Total PPMP</b>	<u>4,250.99</u>
<b>Reimbursement</b>	
Advertising	160.00
Software	319.00
<b>Total Reimbursement</b>	<u>479.00</u>
<b>Salaries and Wages</b>	10,745.88
<b>Supplies</b>	301.79
<b>Training</b>	
Mediator	471.25
Technical Assistance	160.00
<b>Total Training</b>	<u>631.25</u>
<b>Travel</b>	
Mileage	13.68
<b>Total Travel</b>	<u>13.68</u>
<b>Total Expense</b>	<u>23,256.15</u>
<b>Net Income</b>	<u>6,101.31</u>



03/02/05

NORTHERN COMMUNITY MEDIATION  
Expenses by Vendor Summary  
January through February 2005

	<u>Jan - Feb '05</u>
Charlevoix Screen Masters	160.00
Chuck's TV & Appliance	519.00
City of Charlevoix	200.00
City Park Grill	120.00
Culligan	21.00
Flat Iron Deli	130.50
Fred Di Martino	600.00
Gaslight Media	65.95
Grey Gables Inn	50.00
Hi-Tech	2,678.28
Jane Millar	86.71
Julienne Tomatoes	394.35
Kathleen Lame	3,957.27
LDMI	280.31
Michigan Association of Court Mediators	20.00
Michigan Office Ways	249.99
Michigan Officeways	62.41
New York Restaurant	40.00
Northwestern Bank Checks	33.50
Office Max	308.85
Oleson's	24.83
Pat Dull	13.68
Payroll Distribution	11,567.93
Petoskey News Review	269.25
Pitney Bowes	82.25
Rotary	129.00
SBC	56.09
Sky's the Limit	40.00
St. Francis Xavier	600.00
The Print Shop	195.00
US Postal Service	300.00
<b>TOTAL</b>	<u><u>23,256.15</u></u>



03/02/05

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prev Year Comparison**  
 As of February 28, 2005

	Feb 28, '05	Feb 29, '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	19,404.50	15,487.44	3,917.06	25.3%
Northwestern Bank	1,919.67	1,633.40	286.27	17.5%
Petty Cash	100.00	0.00	100.00	100.0%
<b>Total Checking/Savings</b>	<u>33,380.76</u>	<u>28,885.51</u>	<u>4,495.25</u>	<u>15.6%</u>
<b>Total Current Assets</b>	<u>33,380.76</u>	<u>28,885.51</u>	<u>4,495.25</u>	<u>15.6%</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>39,187.13</u>	<u>30,945.93</u>	<u>8,241.20</u>	<u>26.6%</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	290.78	317.13	-26.35	-8.3%
Fica Tax Withheld	769.18	781.14	-11.96	-1.5%
State Income Tax Withheld	380.70	354.99	25.71	7.2%
<b>Total Other Current Liabilities</b>	<u>1,216.66</u>	<u>1,229.26</u>	<u>-12.60</u>	<u>-1.0%</u>
<b>Total Current Liabilities</b>	<u>1,216.66</u>	<u>1,229.26</u>	<u>-12.60</u>	<u>-1.0%</u>
<b>Total Liabilities</b>	<u>1,216.66</u>	<u>1,229.26</u>	<u>-12.60</u>	<u>-1.0%</u>
<b>Equity</b>				
*Retained Earnings	31,869.16	26,616.36	5,252.80	19.7%
Net Income	6,101.31	3,100.31	3,001.00	96.8%
<b>Total Equity</b>	<u>37,970.47</u>	<u>29,716.67</u>	<u>8,253.80</u>	<u>27.8%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>39,187.13</u>	<u>30,945.93</u>	<u>8,241.20</u>	<u>26.6%</u>

