

JANUARY INCOME REPORT 2005

| Budget Categories | CDRP Reporting Period (1) | CDRP Year-To-Date (2) | CDRP Projected for Year | CDRP Approved Budget |
|---|---------------------------|-----------------------|-------------------------|----------------------|
| CDRP Funds | | | 64,275.33 | 64,275.33 |
| Agency Funds | | | | |
| A. Tax Refund | | | | |
| B. Adjustment | | | | |
| C. Meal Deal | 45.00 | 45.00 | 300.00 | 300.00 |
| D. Donation | 96.36 | 96.36 | 400.00 | 400.00 |
| E. SPED | | | | |
| F. VORP Charlevoix | | | 7,500.00 | 7,500.00 |
| G. VORPEmmet | | | 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 | 307.00 | 307.00 | 1,200.00 | 1,200.00 |
| K. Fees for Service | 20.00 | 20.00 | 1,000.00 | 1,000.00 |
| L. Theatre Party | | | 6,000.00 | 6,000.00 |
| 1. Sponsorships | 1,275.00 | 1,275.00 | | |
| 2. Tickets | 150.00 | 150.00 | | |
| N. Reimbursement/Rebate | 160.00 | 160.00 | | |
| O. Interest | | | | |
| Grants | | | | |
| A. Charlevoix Foundation | 500.00 | 500.00 | | |
| B. Petoskey Foundation | | | | |
| C. United Way | | | | |
| D. Petoskey Rotary | | | | |
| E. Charlevoix Rotary | | | | |
| F. Revenue Sharing | | | | |
| G. Charlevoix Lions | 750.00 | 750.00 | | |
| INCOME | 3,303.36 | 3,303.36 | 118,175.33 | 118,175.33 |
| Carry Over | 5,223.47 | 5,223.47 | 5,223.47 | 3,638.62 |
| PPMP Transfer | | | 400.00 | 400.00 |
| ACTUAL INCOME | 8,526.83 | 8,526.83 | 123,798.80 | 122,213.95 |
| In Kind | | | | |
| A. Accounting Services | | | 600.00 | 600.00 |
| B. Volunteer Mediators | 2,435.00 | 2,435.00 | 32,300.00 | 32,300.00 |
| C. Volunteer Clerical | | | | |
| D. Volunteer Training | 6,225.00 | 6,225.00 | | |
| E. Mediation Locations | 150.00 | 150.00 | 1,500.00 | 1,500.00 |
| F. Rent | 1,000.00 | 1,000.00 | 12,000.00 | 12,000.00 |
| G. Equipment/Supplies | | | | |
| H. Volunteer Labor | 60.00 | 60.00 | | |
| IN KIND INCOME | 9,870.00 | 9,870.00 | 46,400.00 | 46,400.00 |
| ACTUAL + IN KIND | 18,396.83 | 18,396.83 | 170,198.80 | 168,613.95 |
| 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. | | | | |

JANUARY EXPENSE REPORT REVISED 2005

| Budget Categories | CDRP Reporting Period (1) | CDRP To- Date (2) | Year- Projected for Year | CDRP Approved Budget |
|--------------------------|---------------------------|-------------------|--------------------------|----------------------|
| 1. Personnel | | | | |
| A. Salaries | 5,718.80 | 5,718.80 | 72,034.00 | 72,034.00 |
| B. FICA | 437.49 | 437.49 | 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 | 327.02 | 327.02 | 475.00 | 475.00 |
| B. Technical Assistance | 100.00 | 100.00 | | |
| 4. Contractual | | | | |
| 5. Travel | | | | |
| A. Lodging | | | 390.00 | 390.00 |
| B. Meals | | | 345.00 | 345.00 |
| C. Mileage | 13.68 | 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 | 766.95 | 766.95 | 1,300.00 | 1,300.00 |
| C. Software | 218.25 | 218.25 | | |
| 7. Operating Expenses | | | | |
| A. Occupancy - Rent | 600.00 | 600.00 | 4,800.00 | 4,800.00 |
| B. Supplies | 178.81 | 178.81 | 2,700.00 | 2,700.00 |
| C. Communications | | | | |
| 1. Telephone | | | 3,000.00 | 3,000.00 |
| 2. Internet | | | 780.00 | 780.00 |
| D. Postage | 186.20 | 186.20 | 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 | 269.25 | 1,000.00 | 1,000.00 |
| 9. Other | | | | |
| A. Board | | | 450.00 | 450.00 |
| B. Executive Director | 129.00 | 129.00 | 900.00 | 900.00 |
| C. Hospitality | 12.11 | 12.11 | 645.00 | 645.00 |
| D. PD | | | 150.00 | 150.00 |
| E. Licenses, Fees, Dues | 53.50 | 53.50 | 350.00 | 350.00 |
| F. Annual Meeting | | | 600.00 | 600.00 |
| G. Meal Deal | 42.00 | 42.00 | 350.00 | 350.00 |
| H. Theatre Party | 317.77 | 317.77 | 3,000.00 | 3,000.00 |
| I. PPMP Transfer | | | | |
| 10. Grants | | | | |
| A. Charlevoix Lions | 519.00 | 519.00 | | |
| B. Charlevoix Foundation | | | | |
| C. Petoskey Foundation | 999.00 | 999.00 | | |
| 11. Reimbursable | | | | |
| A. Software | 319.00 | 319.00 | | |
| B. Advertising | 160.00 | 160.00 | | |
| REAL EXPENSES | 11,367.83 | 11,367.83 | 118,453.96 | 118,453.96 |

JANUARY EXPENSE REPORT REVISED 2005

| | | | | | |
|---|------------------|------------------|-------------------|-------------------|--|
| 12. Other | | | 300.00 | 300.00 | |
| A. Replacement Fund | | | 3459.99 | 3459.99 | |
| B. Savings | 0.00 | 0.00 | 3759.99 | 3,759.99 | |
| SET ASIDE EXPENSES | | | | | |
| | 11,367.83 | 11,367.83 | 122,213.95 | 122,213.95 | |
| TOTAL EXPENSES | | | | | |
| Real Expenses: 1 + 8 = Profit Loss Statement Expenses for Month. | | | | | |
| Real Expenses: (2 + 7) - [\$12,941.55 (2nd 6 mos. Of 2004 PPMP Expenses) + \$1,431.35 (PPMP Salaries) + \$109.49 (PPMP FICE = Profit Loss Expenses Year-to-Date | | | | | |
| Set Aside Expenses = + Replacement Fund + Savings. | | | | | |
| Total Expenses = Real Expenses + Set Aside Expenses. | | | | | |

JANUARY EXPENSE REPORT REVISED 2005

| PPMP Approved Budget | PPMP Projected for Year | PPMP To- Date (7) | Year- Date (7) | PPMP Reporting Period (8) |
|----------------------------|-------------------------------|-------------------------|-------------------|---------------------------------|
| 2,379.00 | 2,379.00 | | 1,431.35 | |
| 181.99 | 181.99 | | 109.49 | |
| 400.00 | 400.00 | | | |
| 350.00 | 350.00 | | 161.09 | 108.05 |
| 28,800.00 | 28,800.00 | | 12,365.86 | 1,959.20 |
| 3,269.01 | 3,269.01 | | 574.28 | 77.29 |
| | | | 156.96 | |
| 2,250.00 | 2,250.00 | | 536.63 | 100.00 |
| 500.00 | 500.00 | | 360.82 | 4.49 |
| 2,160.00 | 2,160.00 | | 742.46 | 181.20 |
| 450.00 | 450.00 | | 182.81 | 37.83 |
| 510.00 | 510.00 | | 210.10 | 8.50 |
| | | | 127.10 | |
| 41,250.00 | 41,250.00 | | 16,958.95 | 2,476.56 |

JANUARY EXPENSE REPORT REVISED 2005

| | | | |
|------------------|------------------|------------------|-----------------|
| | | | |
| 0.00 | 0.00 | 0.00 | 0.00 |
| 41,250.00 | 41,250.00 | 16,958.95 | 2,476.56 |
| | | | |
| | | | |
| MP FICA] = | | | |
| | | | |
| | | | |
| | | | |
| | | | |

02/09/05

NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January 2005

| | Jan '05 |
|--------------------------------|----------|
| Income | |
| Agency Funds | |
| Designated Gift | |
| Rent | 307.00 |
| Total Designated Gift | 307.00 |
| Donation | 96.36 |
| Fee Divorce | 20.00 |
| Meal Deal | 45.00 |
| Reimbursement | |
| Advertising | 160.00 |
| Total Reimbursement | 160.00 |
| Theatre Party | |
| Sponsor | 1,275.00 |
| Tickets | 150.00 |
| Total Theatre Party | 1,425.00 |
| Total Agency Funds | 2,053.36 |
| Grants | |
| Charlevoix Foundation | 500.00 |
| Charlevoix Lions | 750.00 |
| Total Grants | 1,250.00 |
| Total Income | 3,303.36 |
| Expense | |
| Advertising | 269.25 |
| Equipment Expense | |
| Repair & Maintenance | 766.95 |
| Software | 218.25 |
| Total Equipment Expense | 985.20 |
| Grant Expense | |
| Charlevoix Lion's | 519.00 |
| Petoskey Foundation | 999.00 |
| Total Grant Expense | 1,518.00 |
| Meal Deal | 42.00 |
| Occupancy | |
| Rent | 600.00 |
| Total Occupancy | 600.00 |
| Other | |
| Executive Director | 129.00 |
| Hospitality | 12.11 |
| Licenses, Fees, Dues | 53.50 |
| Theatre Party | 317.77 |
| Total Other | 512.38 |



02/09/05

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2005

| | <u>Jan '05</u> |
|----------------------|--------------------------|
| Payroll Expenses | 437.49 |
| Postage | 186.20 |
| PPMP | |
| Contractual | 1,959.20 |
| Postage | 37.83 |
| Printing | 8.50 |
| Rent | 100.00 |
| Supplies | 4.49 |
| Telephone | 181.20 |
| Training | 108.05 |
| Travel | 77.29 |
| Total PPMP | <u>2,476.56</u> |
| Reimbursement | |
| Advertising | 160.00 |
| Software | 319.00 |
| Total Reimbursement | <u>479.00</u> |
| Salaries and Wages | 5,718.80 |
| Supplies | 178.81 |
| Training | |
| Mediator | 327.02 |
| Technical Assistance | 100.00 |
| Total Training | <u>427.02</u> |
| Travel | |
| Mileage | 13.68 |
| Total Travel | <u>13.68</u> |
| Total Expense | <u>13,844.39</u> |
| Net Income | <u><u>-10,541.03</u></u> |



02/09/05

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January 2005

| | <u>Jan '05</u> |
|---|-------------------------|
| Charlevoix Screen Masters | 160.00 |
| Chuck's TV & Appliance | 519.00 |
| City of Charlevoix | 100.00 |
| City Park Grill | 120.00 |
| Culligan | 16.00 |
| Flat Iron Deli | 130.50 |
| Fred Di Martino | 300.00 |
| Hi-Tech | 2,403.20 |
| Jane Millar | 86.71 |
| Kathleen Lame | 2,195.36 |
| LDMI | 125.11 |
| Michigan Association of Court Mediators | 20.00 |
| Northwestern Bank Checks | 33.50 |
| Office Max | 190.87 |
| Oleson's | 24.83 |
| Pat Dull | 13.68 |
| Payroll Distribution | 6,156.29 |
| Petoskey News Review | 269.25 |
| Rotary | 129.00 |
| SBC | 56.09 |
| St. Francis Xavier | 300.00 |
| The Print Shop | 195.00 |
| US Postal Service | 300.00 |
| TOTAL | <u>13,844.39</u> |



02/10/05

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of January 31, 2005

| | Jan 31, '05 | Jan 31, '04 | \$ Change | % Change |
|--|------------------|------------------|-------------------|---------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 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 | 2,799.10 | 23,651.63 | -20,852.53 | -88.2% |
| Northwestern Bank | 1,919.67 | 1,657.35 | 262.32 | 15.8% |
| Petty Cash | 100.00 | 0.00 | 100.00 | 100.0% |
| Total Checking/Savings | <u>16,775.36</u> | <u>37,073.65</u> | <u>-20,298.29</u> | <u>-54.8%</u> |
| Total Current Assets | <u>16,775.36</u> | <u>37,073.65</u> | <u>-20,298.29</u> | <u>-54.8%</u> |
| Fixed Assets | | | | |
| 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% |
| Total Fixed Assets | <u>5,806.37</u> | <u>2,060.42</u> | <u>3,745.95</u> | <u>181.8%</u> |
| TOTAL ASSETS | <u>22,581.73</u> | <u>39,134.07</u> | <u>-16,552.34</u> | <u>-42.3%</u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Other Current Liabilities | | | | |
| Accrued Federal Unemp.. | -224.00 | -151.86 | -72.14 | -47.5% |
| Federal Income Tax Withheld | 398.71 | 299.81 | 98.90 | 33.0% |
| Fica Tax Withheld | 875.05 | 731.00 | 144.05 | 19.7% |
| State Income Tax Withheld | 203.84 | 169.85 | 33.99 | 20.0% |
| Total Other Current Liabilities | <u>1,253.60</u> | <u>1,048.80</u> | <u>204.80</u> | <u>19.5%</u> |
| Total Current Liabilities | <u>1,253.60</u> | <u>1,048.80</u> | <u>204.80</u> | <u>19.5%</u> |
| Total Liabilities | <u>1,253.60</u> | <u>1,048.80</u> | <u>204.80</u> | <u>19.5%</u> |
| Equity | | | | |
| *Retained Earnings | 31,869.16 | 26,616.36 | 5,252.80 | 19.7% |
| Net Income | -10,541.03 | 11,468.91 | -22,009.94 | -191.9% |
| Total Equity | <u>21,328.13</u> | <u>38,085.27</u> | <u>-16,757.14</u> | <u>-44.0%</u> |
| TOTAL LIABILITIES & EQUITY | <u>22,581.73</u> | <u>39,134.07</u> | <u>-16,552.34</u> | <u>-42.3%</u> |

