

MARCH INCOME REPORT 2004

Budget Categories	Reporting Period (1)	Year-To-Date (2)	Projected for Year (3)	Approved Budget (4)	PPMP Approved Budget (11)	PPMP Projected (12)	PPMP Year-To Date (13)	PPMP Reporting Period (14)
	CDRP Funds		21,132.50	67,982.08	67,982.08	41,250.00	41,250.00	29,653.59
Training Income			2,000.00	2,000.00				
Agency Funds								
A. Tax Refund								
B. Adjustment		45.36						
C. Meal Deal	40.00	131.00	480.00	480.00				
D. Donation	20.00	285.00						
E. SPED								
F. 33rd Circuit Court								
G. 57th Circuit Court								
H. 90th District Charlevoix								
I. 90th District Emmet								
J. Charlevoix County	15,000.00	15,000.00	15,000.00	15,000.00				
K. Emmet County			15,000.00	15,000.00				
L. Designated Gifts	421.00	921.00	3,600.00	2,930.00				
M. Fees for Service	190.00	330.00	4,000.00	6,150.00				
N. Reimbursement/Rebate	490.00	490.00	490.00					
Grants								
A. Charlevoix Foundation								
B. Petoskey Foundation								
C. Kennedy Foundation								
D. United Way								
E. Petoskey Rotary			250.00	250.00				
F. Charlevoix Rotary			0.00	250.00				
G. Revenue Sharing	7,000.00	7,000.00	7,000.00					
Carry Over				2,459.57				
Replacement Fund	50.00	115.32	340.32					
REAL INCOME	23,211.00	45,450.18	116,142.40	112,501.65	41,250.00	41,250.00	29,653.59	7,162.43
PPMP								
A. Services			240.00	240.00				
B. Supplies			260.00	260.00				
TRANSFER INCOME			500.00	500.00				
REAL + TRANSFER	23,211.00	45,450.18	116,642.40	113,001.65	41,250.00	41,250.00	22,491.16	7,162.43
In Kind								
A. Accounting Services	150.00	150.00	600.00	600.00				
B. Volunteer Mediators	4,617.00	10,192.05	30,000.00	18,000.00	15,000.00	21,000.00	17,337.85	1,781.25
C. Volunteer Clerical			500.00	2,520.00				
D. Volunteer Coordinator		60.00	360.00					
E. Mediation Locations	50.00	200.00	800.00	5,000.00		1,900.00	3,250.00	150.00
F. Rent	1,000.00	3,000.00	12,000.00	12,000.00				
G. Equipment/Supplies	379.00	379.00	500.00					
H. Volunteer Labor	135.00	135.00	200.00					
IN KIND INCOME	6,331.00	14,116.05	44,960.00	38,120.00		22,900.00	20,587.85	1,931.25
TOTAL INCOME	29,542.00	52,566.23	161,602.40	151,121.65	56,250.00	64,150.00	50,241.44	9,093.68

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

MARCH EXPENSE REPORT - 2004

Budget Categories	Reporting	Year-To Date	Projected for	Approved	PPMP		PPMP To	PPMP	
	Period (1)				(2)	Year (3)			Budget (4)
1. Personnel									
A. Salaries	4,993.12	14,876.39	64,642.80	64,642.80	2,379.00	2,379.00	1,560.00		
B. Payroll Expenses (FICA)	381.99	1,138.06	4,945.18	4,945.18	181.99	181.99	119.34		
C. Unemployment			0.00	646.43					
D. Worker's Compensation			1,939.28	1,939.28					
2. Accounting	600.00	600.00	3,500.00	3,500.00					
3. Training									
A. Mediator			1,000.00	1,000.00	792.00	792.00	276.29	39.59	39.59
B. Technical Assistance			500.00	500.00					
4. Contractual									
5. Travel					27,187.50	27,187.50	22,391.35	2,008.25	
A. Lodging		166.06	390.00	390.00	4,988.46	4,988.46	1,007.63	110.09	
B. Meals	2.42	71.80	186.00	186.00					
C. Mileage	171.36	516.96	3,434.00	3,434.00					
D. Other	5.25	5.25	150.00	150.00			2,436.40		
6. Equipment									
A. Purchase	1,847.13	1,947.12	3,000.00	1,500.00					
B. Repair & Maintenance	220.00	220.00	1,000.00	1,000.00					
7. Operating Expenses									
A. Occupancy									
1. Rent	600.00	1,800.00	7,200.00	7,200.00	750.00	750.00			
2. Electricity		20.65	20.65						
3. Gas									
B. Supplies	179.52	550.98	2,200.00	2,000.00	731.05	731.05	323.82		
C. Communications									
1. Telephone		860.75	2,885.00	2,316.00	2,500.00	2,500.00	1,573.41	138.67	
2. Internet	165.90	227.00	500.00	180.00					
D. Postage	73.67	277.52	1,440.00	1,440.00	450.00	450.00	386.49	38.66	
E. Printing			2,484.00	2,484.00	1,290.00	1,290.00	195.38	14.30	
F. Insurance									
1. Audit			25.00	25.00					
2. Employment Practices			296.70	296.70					
3. Directors & Officers			1,454.75	1,454.75					
4. Commercial Umbrella			529.00	529.00					
6. Business Protection			463.45	463.45					
7. Worker's Compensation		512.00	632.50	632.50					
8. Liability									
9. Mediator									
8. Advertising	128.40	378.40	4,000.00	4,000.00					
9. Other									
A. Board	65.45	124.86	1,472.46	1,500.00					
B. Executive Director	6.63	153.63	940.00	1,040.00					
C. Hospitality	23.77	26.27	400.00	400.00					
D. PD			250.00	250.00					
E. Licenses, Fees, Dues		53.00	400.00	300.00					
F. Annual Meeting			900.00	1,000.00					
G. Relocation	132.79	208.79	600.00	600.00					
H. Tenth Anniversary			900.00	1,000.00					
I. Other			0.00	56.56					
J. Replacement Fund	50.00	75.00	300.00						
Total	9,647.40	24,810.49	114,980.77	113,001.65	41,250.00	41,250.00	30,309.70	2,349.56	
CD									
Liability									
TOTAL	9,647.40	24,810.49	114,980.77	113,001.65	41,250.00	41,250.00	30,309.70	2,349.56	

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NORTHERN COMMUNITY MEDIATION
Balance Sheet Prey Year Comparison

As of March 31, 2004

	Mar 31, '04	Mar 31, '03	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD-First Community Bank	6,580.93	6,358.08	222.85	3.5%
CD-Northwestern Bank	5,183.74	5,094.00	89.74	1.8%
Charlevoix State Bank Checking	34,015.71	0.00	34,015.71	100.0%
Checking	0.00	37,485.50	-37,485.50	-100.0%
Northwestern Bank	1,695.10	0.00	1,695.10	100.0%
Total Checking/Savings	47,475.48	48,937.58	-1,462.10	-3.0%
Total Current Assets	47,475.48	48,937.58	-1,462.10	-3.0%
Fixed Assets				
Accumulated Depreciation	-581.00	-581.00	0.00	0.0%
Equipment	6,209.42	6,209.42	0.00	0.0%
Total Fixed Assets	5,628.42	5,628.42	0.00	0.0%
TOTAL ASSETS	53,103.90	54,566.00	-1,462.10	-2.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	0.00	-224.00	-100.0%
Federal Income Tax Withheld	345.91	261.18	84.73	32.4%
Fica Tax Withheld	763.97	614.96	149.01	24.2%
State Income Tax Withheld	545.18	408.24	136.94	33.5%
Total Other Current Liabilities	1,431.06	1,284.38	146.68	11.4%
Total Current Liabilities	1,431.06	1,284.38	146.68	11.4%
Total Liabilities	1,431.06	1,284.38	146.68	11.4%
Equity				
*Retained Earnings	30,184.36	44,951.17	-14,766.81	-32.9%
Net Income	21,488.48	8,330.45	13,158.03	158.0%
Total Equity	51,672.84	53,281.62	-1,608.78	-3.0%
TOTAL LIABILITIES & EQUITY	53,103.90	54,566.00	-1,462.10	-2.7%