

## MAY INCOME REPORT 2004

Budget Categories	Reporting Period (1)	Year-To-Date (2)	Projected for Year (3)	Approved Budget (4)	PPMP			PPMP
					Approved Budget (11)	PPMP Projected (12)	PPMP Year-To-Date (13)	Reporting Period (14)
CDRP Funds		42,265.00	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	226.43	226.43						
B. Adjustment		45.36						
C. Meal Deal	25.00	156.00	480.00	480.00				
D. Donation	25.00	310.00						
E. SPED								
F. Interest		116.55						
G. 90th District Charlevoix								
H. 90th District Emmet								
I. Charlevoix County		15,000.00	15,000.00	15,000.00				
J. Emmet County		15,000.00	15,000.00	15,000.00				
K. Designated Gifts	728.00	1,649.00	3,600.00	2,930.00				
L. Fees for Service	130.00	500.00	4,000.00	6,150.00				
M. Reimbursement/Rebate		490.00	490.00					
N. Tenth Anniversary	1,370.00	1,370.00						
Grants								
A. Charlevoix Foundation								
B. Petoskey Foundation								
C. Lions Club		585.00						
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					
Carry Over				2,459.57				
Replacement Fund			340.32					
<b>REAL INCOME</b>	<b>2,504.43</b>	<b>84,713.34</b>	<b>116,142.40</b>	<b>112,501.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>29,653.59</b>	<b>0.00</b>
PPMP			500.00	500.00				
Replacement Fund		115.32	340.32					
<b>TRANSFER INCOME</b>	<b>0.00</b>	<b>115.32</b>						
<b>REAL + TRANSFER</b>	<b>2,504.43</b>	<b>84,828.66</b>	<b>116,642.40</b>	<b>113,001.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>29,653.59</b>	<b>0.00</b>
In Kind								
A. Accounting Services		150.00	600.00	600.00				
B. Volunteer Mediators	679.00	13,286.05	30,000.00	18,000.00	15,000.00	21,000.00	19,977.85	2,640.00
C. Volunteer Clerical			500.00	2,520.00				
D. Volunteer Coordinator		60.00	360.00					
E. Mediation Locations	150.00	350.00	800.00	5,000.00		1,900.00	3,450.00	200.00
F. Rent	1,000.00	5,000.00	12,000.00	12,000.00				
G. Equipment/Supplies	200.00	579.00	500.00					
H. Volunteer Labor		135.00	200.00					
I. Hotel Room Rental	2,000.00	2,000.00						
<b>IN KIND INCOME</b>	<b>4,029.00</b>	<b>21,560.05</b>	<b>44,960.00</b>	<b>38,120.00</b>		<b>22,900.00</b>	<b>23,427.85</b>	<b>2,840.00</b>
<b>TOTAL INCOME</b>	<b>6,533.43</b>	<b>106,388.71</b>	<b>161,602.40</b>	<b>151,121.65</b>	<b>56,250.00</b>	<b>64,150.00</b>	<b>53,081.44</b>	<b>2,840.00</b>

Real Income: 1 + 14 = Profit Loss Statement Income for the Month. 2 + 13 - \$22,491.16 = Profit Loss Statement Income Year-to-Date. 3 + 12 = Total Projection for the Year. 4 + 11 = Total Approved Budget. 5 + 6 + 7 = 4.

### MAY EXPENSE REPORT - 2004

Budget Categories	Reporting Period (1)	Year-To Date (2)	Projected for Year (3)	Approved Budget (4)	PPMP Approved (8)	PPMP Projected (9)	PPMP To Date (10)	PPMP Reporting Period (11)
1. Personnel								
A. Salaries	4,972.52	27,307.69	64,642.80	64,642.80	2,379.00	2,379.00	1,560.00	
B. Payroll Expenses (FICA)	380.42	2,089.11	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	3,500.00	3,500.00				
3. Training								
A. Mediator		201.44	1,000.00	1,000.00	792.00	792.00		39.59
B. Technical Assistance			500.00	500.00				276.29
4. Contractual								
5. Travel					27,187.50	27,187.50	26,490.34	2,870.12
A. Lodging		236.91	390.00	390.00	4,988.46	4,988.46	1,145.24	48.25
B. Meals		115.80	186.00	186.00				
C. Mileage		735.12	3,434.00	3,434.00				
D. Other		10.25	150.00	150.00			2,556.64	
6. Equipment								
A. Purchase		4,409.47	3,000.00	1,500.00				
B. Repair & Maintenance	28.08	468.08	1,000.00	1,000.00				
7. Operating Expenses								
A. Occupancy								
1. Rent		2,400.00	7,200.00	7,200.00	750.00	750.00		
2. Electricity		20.65	20.65					
3. Gas								
B. Supplies	39.63	1,254.09	2,200.00	2,000.00	731.05	731.05	359.81	
C. Communications								
1. Telephone	177.65	1,243.45	2,885.00	2,316.00	2,500.00	2,500.00	1,681.10	52.86
2. Internet		261.00	500.00	180.00				
D. Postage	64.25	712.99	1,440.00	1,440.00	450.00	450.00	396.44	0.83
E. Printing	929.50	1,219.00	2,484.00	2,484.00	1,290.00	1,290.00	885.58	64.00
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	438.70	1,202.30	4,000.00	4,000.00				
9. Other								
A. Board		124.86	1,472.46	1,500.00				
B. Executive Director		323.64	940.00	1,040.00				
C. Hospitality	59.45	89.26	400.00	400.00				
D. PD			250.00	250.00				
E. Licenses, Fees, Dues		316.95	400.00	300.00				
F. Annual Meeting			900.00	1,000.00				
G. Relocation		208.79	600.00	600.00				
H. Tenth Anniversary			900.00	1,000.00				
I. Other (Meal Deal)	41.60	41.60	0.00	56.56				
J. Replacement Fund			300.00					
<b>TOTAL</b>	<b>7,131.80</b>	<b>46,104.45</b>	<b>114,980.77</b>	<b>113,001.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>35,510.37</b>	<b>3,036.06</b>

TOTAL: 1 + 11 = Profit Loss Statement Expense for the Month. 2 + 10 - \$23,996.06 = Profit Loss Statement Expense Year-to-Date. 3 + 9 = Total Projection for Year. 4 + 8 = Total Approved Budget.

06/15/04

**NORTHERN COMMUNITY MEDIATION**  
**Balance Sheet Prey Year Comparison**

As of May 31, 2004

	May 31, '04	May 31, '03	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
CD-First Community Bank	6,637.55	6,358.08	279.47	4.4%
CD-Northwestern Bank	5,202.10	5,094.00	108.10	2.1%
Charlevoix State Bank Checking	49,514.64	0.00	49,514.64	100.0%
Checking	0.00	56,635.53	-56,635.53	-100.0%
Northwestern Bank	1,732.40	0.00	1,732.40	100.0%
Petty Cash	100.00	0.00	100.00	100.0%
Total Checking/Savings	63,186.69	68,087.61	-4,900.92	-7.2%
Total Current Assets	63,186.69	68,087.61	-4,900.92	-7.2%
Fixed Assets				
Accumulated Depreciation	-4,149.00	-581.00	-3,568.00	-614.1%
Equipment	6,209.42	6,209.42	0.00	0.0%
Total Fixed Assets	2,060.42	5,628.42	-3,568.00	-63.4%
<b>TOTAL ASSETS</b>	65,247.11	73,716.03	-8,468.92	-11.5%
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	0.00	-224.00	-100.0%
Federal Income Tax Withheld	391.46	279.72	111.74	40.0%
Fica Tax Withheld	760.82	634.69	126.13	19.9%
State Income Tax Withheld	473.40	287.62	185.78	64.6%
Total Other Current Liabilities	1,401.68	1,202.03	199.65	16.6%
Total Current Liabilities	1,401.68	1,202.03	199.65	16.6%
Total Liabilities	1,401.68	1,202.03	199.65	16.6%
Equity				
*Retained Earnings	26,616.36	44,951.17	-18,334.81	-40.8%
Net Income	37,229.07	27,562.83	9,666.24	35.1%
Total Equity	63,845.43	72,514.00	-8,668.57	-12.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	65,247.11	73,716.03	-8,468.92	-11.5%