

MONTHLY INCOME REPORT

NOVEMBER, 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 Projected (9)	In Kind To Date (10)
CDRP Funds		75,362.57	75,362.57	75,362.57	75,362.57					
Training Income		5,170.05	5,170.05							
Agency Funds										
A. Tax Refund		153.71	153.71							
B. Adjustment		109.03	109.03							
C. Meal Deal		455.80	495.80							
D. Donation		495.00	593.00	2,000.00		2,000.00				
E. Divorce	20.00	420.00	480.00							
F. SPED		1,200.00	1,200.00							
G. 33rd Circuit Court	1,000.00	1,000.00	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		1,500.00				
J. 90th District Emmet	1,000.00	1,500.00	1,500.00	1,500.00		1,500.00				
K. Charlevoix County										
L. Emmet County										
M. Designated Gifts										
N. Fees for Service										
O. Other	25.13	25.13								
Grants										
A. Charlevoix Foundation				4,400.00			4,400.00			
B. Petoskey Foundation				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										
PPMP										
REAL INCOME	2,045.13	87,391.29	87,564.16	93,762.57	75,362.57	6,000.00	12,400.00			
PPMP										
A. Services	1679.34	1679.34	1679.34							
B. Supplies										
TRANSFER INCOME	1679.34	1679.34	1679.34							

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 NOVEMBER, 2003

Budget Categories	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 Projected (9)	In Kind To Date (10)
In Kind										
A. Accounting Services		600.00	600.00	600.00				600.00	600.00	600.00
B. Volunteer Mediators	2,425.00	33,937.50	35,000.00	17,595.42				17,595.42	35,000.00	30,250.00
C. Volunteer Clerical	150.00	400.00	800.00	2,760.00				2,760.00	800.00	400.00
D. Meditation Locations	675.00	8,175.00	8,925.00	7,150.00				7,150.00	15,750.00	13,250.00
E. Rent	50.00	350.00								
IN KIND INCOME	3,300.00	43,462.50	45,325.00	28,105.42				28,105.42	52,150.00	44,500.00
TOTAL	7,024.47	132,533.13	134,568.50	121,867.99	75,362.47	6,000.00	12,400.00	28,105.42	52,150.00	44,500.00

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MONTHLY EXPENSE REPORT

NOVEMBER, 2003

Budget Categories	Reporting Period (1)			Year-To Date (2)	Projected for Year (3)	Approved Budget (4)	CDRP (5)	Agency (6)	Other Grants (7)
1. Personnel									
A. Salaries	4,582.70	55,694.61	60,203.31	62,246.00	60,401.00	1,845.00			
B. Payroll Expenses (FICA)	350.58	4,260.69	4,858.38						
C. Unemployment		151.86	230.75						
D. Worker's Compensation			236.64						
E. Health Insurance		1,308.09	1,308.09						
F. Fringe Benefits				7,252.00	7,188.00	64.00			
2. Accounting	500.00	3,045.00	3,045.00	2,650.00		2,650.00			
3. Training									
A. Mediator	347.00	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	178.00	3,322.00			
A. Lodging		235.29	235.29						
B. Meals		66.71	100.00						
C. Mileage		324.44	3,000.00						
D. Other		137.00	210.00						
6. Equipment				1,200.00		1,200.00			
A. Purchase		490.94	690.94						
B. Repair & Maintenance		1,556.25	1,556.25						
7. Operating Expenses				4,200.57	4,200.57				
A. Occupancy									
1. Rent	300.00	3,600.00	3,900.00						
2. Electricity	21.78	382.76	435.00						
3. Gas		357.06	435.00						
B. Supplies	357.39	1,739.68	2,039.68	900.00		900.00			
C. Communications				2,600.00	2,120.00	480.00			
1. Telephone	193.47	2,411.95	2,584.95						
2. Internet	15.00	374.59	389.59						
D. Postage	8.84	1,094.50	1,335.66	1,400.00	1,000.00	400.00			

TOTAL: 1 + 11 = Profit Loss Statement Expense for the Month. 2 + 10 + \$55,000 = 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 NOVEMBER, 2003

PPMP Approved (8)	PPMP Projected (9)	PPMP To Date (10)	PPMP Reporting Period (11)
1,560.00	1,560.00	1,560.00	1,560.00
119.34	119.34	119.34	119.34
1,128.00	104.03	104.03	
18,125.00	18,125.00	13,883.48	2,305.50
4,514.74	727.50	667.50	244.18
	996.76	816.76	
577.92	151.76	111.76	
720.00	1,353.98	953.98	115.34
400.00	244.32	209.37	5.05

TOTAL: 1 + 11 = Profit Loss Statement Expense for the Month. 2 + 10 + \$55,000 = Profit Loss Statement Expense Year-to-Date.
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MONTHLY EXPENSE REPORT NOVEMBER, 2003

Budget Categories	Reporting Period (1)	Year-To Date (2)	Projected for Year (3)	Approved Budget (4)	CDRP (5)	Agency (6)	Other Grants (7)
E. Printing		858.74	2,858.74	3,250.00		3,250.00	
F. Insurance							
1. Audit		25.00	25.00				
2. Employment Practices			258.00				
3. Directors & Officers			1,265.00				
4. Commercial Umbrella			460.00				
6. Business Protection		810.00	403.00				
7. Worker's Compensation		530.00	550.00				
8. Liability				1,850.00		1,850.00	
9. Mediator				224.00		224.00	
8. Advertising		6.80	569.80	350.00		350.00	
9. Other							
A. Board		2,101.69	2,301.69	500.00		500.00	
B. Executive Director		307.03	437.03				
C. Hospitality		35.00	351.00				
D. PD		376.60	376.60				
E. Licenses, Fees, Dues		260.00	260.00				
F. Annual Meeting		694.00	694.00				
G. Relocation			932.50				
H. Tenth Anniversary							
I. Other							
J. Software				800.00		800.00	
K. Board Visioning				1,050.00		25.00	1,025.00
Total		8,752.56	86,948.24	101,484.35	95,072.57	75,362.57	18,685.00
Liability			3,869.30				
TOTAL		8,752.56	90,817.54	105,353.65	95,072.57	75,362.57	18,685.00

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