

NOVEMBER 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	64,275.33
Agency Funds				
A. Tax Refund				
B. Adjustment				
C. Meal Deal		65.00	65.00	300.00
D. Donation	20.00	404.62	404.62	400.00
E. VORP Charlevoix	1,250.00	6,875.00	7,500.00	7,500.00
F. VORP Emmet	625.00	6,250.00	7,500.00	7,500.00
G. Charlevoix County		15,000.00	15,000.00	15,000.00
H. Emmet County		15,000.00	15,000.00	15,000.00
I. Designated Gifts		1,200.00	1,200.00	1,200.00
J. Fees for Service	370.00	1,380.00	1,400.00	1,000.00
K. Theatre Party				6,000.00
1. Sponsorships		4,760.00	4,760.00	
2. Tickets/Other		5,021.53	5,021.53	
L. Reimbursement/Rebate		787.72	787.72	
M. Interest		26.83	26.83	
N. Training				
1. 40-Hour		100.00	100.00	
2. Fifer		2,400.00	2,400.00	
3. Great Lakes		4,901.83	4,901.83	
4. Police		215.00	215.00	
Grants				
A. Charlevoix Foundation		2,495.00	2,774.00	
B. Petoskey Foundation		1,000.00	1,000.00	
C. United Way				
D. Petoskey Rotary				
E. Charlevoix Rotary				
F. Revenue Sharing		2,965.00	2,965.00	
G. Charlevoix Lions		750.00	750.00	
Account Transfer		5,279.89	5,279.89	
INCOME	2,265.00	141,152.75	143,326.75	118,175.33
Carry Over From 2004		5,223.47	5,223.47	3,638.62
PPMP Transfer		1,020.15	1,020.15	400.00
ACTUAL INCOME	2,265.00	147,396.37	149,570.37	122,213.95
In Kind				
A. Accounting Services		350.00	350.00	600.00
B. Volunteer Mediators	2,175.00	23,114.33	24,000.00	32,300.00
C. Volunteer Clerical				
D. Volunteer Training		6,225.00	6,225.00	
E. Mediation Locations	100.00	1,250.00	1,350.00	1,500.00
F. Rent	1,000.00	11,000.00	12,000.00	12,000.00
G. Equipment/Supplies	100.00	100.00	100.00	
H. Volunteer Labor		1,560.00	1,560.00	
I. Cell Phone	48.26	515.97	560.00	
J. Theatre Party		4,666.55	4,666.55	
IN KIND INCOME	3,423.26	48,781.85	50,811.55	46,400.00
ACTUAL + IN KIND	5,688.26	196,178.22	200,381.92	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.				
\$45,807.67 - \$12,651.92 = \$33,155.75. \$33,155.74 (Received as Reimbursement) + \$2062.50 (Received as Advance) = \$35,218.25 (Total of 2004/2005 Funding received YTD). \$6031.75 of 2004/2005 PPMP Income Will Be Received in 2006.				

NOVEMBER EXPENSE REPORT 2005

Budget Categories	CDRP Reporting			CDRP Approved Budget
	Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	
1. Personnel				
A. Salaries	5,355.18	64,616.13	69,971.31	72,034.00
B. FICA	409.68	4,943.18	5,352.86	5,510.60
C. Worker's Comp	578.00	578.00	578.00	2,161.02
D. Unemployment		582.52	582.52	720.34
2. Accounting	350.00	4,050.00	4,050.00	4,500.00
3. Training				
A. Mediator/40-Hour	67.34	567.77	567.77	475.00
B. Technical Assistance		60.00	60.00	
C. Fifer	1,098.32	3,012.78	3,012.78	
D. Great Lakes		3,303.81	3,303.81	
E. Police		157.69	157.69	
4. Contractual		95.00	95.00	
5. Travel				
A. Lodging		71.50	71.50	390.00
B. Meals		45.24	250.00	345.00
C. Mileage	201.76	1,110.81	5,200.00	4,200.00
D. Other				25.00
6. Equipment				
A. Purchase		1,077.98	1,200.00	1,200.00
B. Repair & Maintenance	266.78	1,371.29	1,471.29	1,300.00
C. Software				
7. Operating Expenses				
A. Occupancy - Rent	300.00	4,200.00	4,800.00	4,800.00
B. Supplies	186.57	1,632.97	2,000.00	2,700.00
C. Communications				
1. Telephone	500.00	2,522.84	2,950.00	3,000.00
2. Internet	46.95	841.45	926.40	780.00
D. Postage	298.85	1,250.62	1,300.00	1,550.00
E. Printing		830.00	1,000.00	2,550.00
F. Insurance				
1. Employment Practices			267.30	321.00
2. Directors & Officers			1,415.70	1,572.00
3. Commercial Umbrella	400.00	400.00	400.00	378.00
4. Business Protection	460.00	460.00	460.00	497.00
8. Advertising	65.00	413.80	450.00	1,000.00
9. Other				
A. Board	59.12	59.12	59.12	450.00
B. Executive Director	105.30	806.78	950.00	900.00
C. Hospitality	76.14	234.85	649.85	645.00
D. PD		30.00	30.00	150.00
E. Licenses, Fees, Dues		83.50	83.50	350.00
F. Annual Meeting		554.48	554.48	600.00
G. Meal Deal		84.35	84.35	350.00
H. Theatre Party		3,840.94	3,840.94	3,000.00
I. Account Transfer		5,279.89	5,279.89	
10. Grants				
A. Charlevoix Lions		768.99	768.99	
B. Charlevoix Foundation	279.00	2,776.26	2,776.26	
C. Petoskey Foundation		999.00	999.00	
D. Revenue Sharing		2,054.86	2,054.86	

NOVEMBER EXPENSE REPORT 2005

11. Reimbursable				
A. Software		319.00	319.00	
B. Advertising		160.00	160.00	
C. Supplies		19.97	19.97	
D. Travel		256.89	256.89	
REAL EXPENSES	11,103.99	116,524.26	130,781.03	118,453.96
12. Other				
A. Replacement Fund		300.00	300.00	300.00
B. Savings			18,489.34	3459.99
SET ASIDE EXPENSES	0.00	300.00	18,789.34	3,759.99
TOTAL EXPENSES	11,103.99	116,824.26	149,570.37	122,213.95
Real Expenses: 1 + 8 = Profit Loss Statement Expenses for Month.				
Real Expenses: (2 + 7) - [\$12,941.55 (2nd 6 mos. Of 2004 PPMP Expenses) + \$2,560.99 (PPMP Personnel Expenses)				
= Profit Loss Expenses Year-to-Date				
\$45 for Supplies + \$65.95 for Printing + \$16.15 for Postage = \$127.10 (Previously Appeared As PPMP Transfer				
And Is Now Recorded Under Appropriate Category)				
Set Aside Expenses = Replacement Fund + Savings.				

NOVEMBER EXPENSE REPORT 2005

41,250.00	41,250.00	37,579.97	2,114.99
0.00	0.00	0.00	0.00
41,250.00	41,250.00	37,579.97	2,114.99

12/01/05

NORTHERN COMMUNITY MEDIATION
Profit & Loss
November 2005

	<u>Nov '05</u>
Income	
Agency Funds	
Donation	20.00
Fee Breach of Contract	30.00
Fee Divorce	40.00
Fee Employer/Employee	300.00
VORP Charlevoix	1,250.00
VORP Emmet	625.00
Total Agency Funds	<u>2,265.00</u>
Total Income	2,265.00
Expense	
Accounting	350.00
Advertising	65.00
Communications	
Internet	46.95
Telephone	500.00
Total Communications	<u>546.95</u>
Equipment Expense	
Repair & Maintenance	266.78
Total Equipment Expense	266.78
Grant Expense	
Charlevoix Foundation	279.00
Total Grant Expense	<u>279.00</u>
Insurance	
Business Protector	460.00
Commercial Umbrella	400.00
Worker's Compensation	578.00
Total Insurance	<u>1,438.00</u>
Occupancy	
Rent	300.00
Total Occupancy	<u>300.00</u>
Other	
Board	59.12
Executive Director	105.30
Hospitality	76.14
Total Other	<u>240.56</u>
Payroll Expenses	409.68
Postage	298.85

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
November 2005

	<u>Nov '05</u>
PPMP	
Contractual	1,824.00
Postage	38.29
Rent	100.00
Telephone	80.40
Travel	72.30
Total PPMP	<u>2,114.99</u>
Salaries and Wages	5,355.18
Supplies	186.57
Training	
40-Hour	67.34
Anne Bachle Fifer	1,098.32
Total Training	<u>1,165.66</u>
Travel	
Mileage	201.76
Total Travel	<u>201.76</u>
Total Expense	<u>13,218.98</u>
Net Income	<u><u>-10,953.98</u></u>

12/01/05

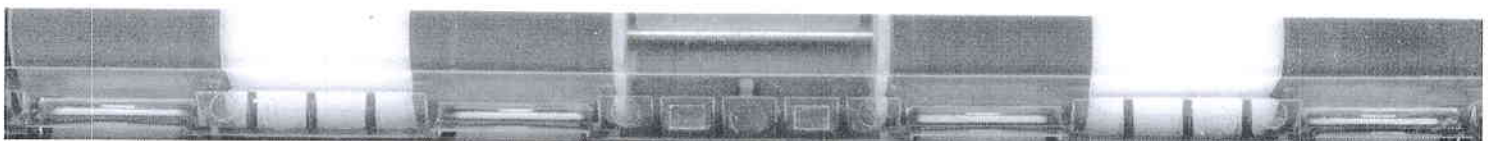
NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
November 2005

	<u>Nov '05</u>
City of Charlevoix	100.00
Culligan	21.50
Frankenmuth Insurance	1,438.00
Gaslight Media	46.95
Hi-Tech	266.78
It Starts With Us, Inc.	279.00
Jane Millar	289.20
Julienne Tomatoes	97.78
Kathleen Lane	1,934.59
Keith Lapp	500.00
Mason & Kammermann	350.00
Meyer Hardware	12.98
Office Max	81.45
Pat Dull	34.92
Payroll Distribution	5,764.86
Petoskey Chamber of Commerce	65.00
Pitney Bowes	82.25
Rotary	75.00
SBC	80.40
St. Francis Xavier	300.00
Stafford's Hospitality	1,098.32
US Postal Service	300.00
TOTAL	<u>13,218.98</u>

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NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through November 2005

	Jan - Nov '05
Income	
Agency Funds	
Charlevoix County	15,000.00
Designated Gift	
Rent	1,200.00
Total Designated Gift	1,200.00
Donation	404.62
Emmet County	15,000.00
Fee Breach of Contract	30.00
Fee Civil Rights	150.00
Fee Divorce	410.00
Fee Domestic	40.00
Fee Employer/Employee	600.00
Fee Ord, Statute, Reg.	50.00
Fee SPED	100.00
Interest	26.83
Meal Deal	65.00
Rebate	30.00
Refund	1.86
Reimbursement	
Advertising	160.00
Software	319.00
Supplies	19.97
Reimbursement - Other	256.89
Total Reimbursement	755.86
Theatre Party	
Raffle	339.00
Refund	157.53
Sponsor	4,760.00
Tickets	4,525.00
Total Theatre Party	9,781.53
Training 40-Hour	100.00
Training Fifer	2,400.00
Training Great Lakes	4,901.83
Training Police	215.00
VORP Charlevoix	6,875.00
VORP Emmet	6,250.00
Total Agency Funds	64,387.53
CDRP Funds	
1st Quarter	19,282.60
2nd Quarter	16,068.83
3rd Quarter	12,855.07
4th Quarter	16,068.83
Total CDRP Funds	64,275.33



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NORTHERN COMMUNITY MEDIATION
Profit & Loss
 January through November 2005

	Jan - Nov '05
Grants	
Charlevoix Foundation	2,495.00
Charlevoix Lions	750.00
Petoskey Foundation	1,000.00
Revenue Sharing	2,965.00
Total Grants	7,210.00
PPMP Funds	
1st Quarter	12,941.55
2nd Quarter	6,440.31
3rd Quarter	8,054.35
PPMP Funds - Other	5,719.54
Total PPMP Funds	33,155.75
Transfer Income	5,279.89
Total Income	174,308.50
Expense	
Accounting	4,050.00
Advertising	413.80
Communications	
Internet	841.45
Telephone	2,522.84
Total Communications	3,364.29
Contractual	95.00
Equipment Expense	
Purchase	1,077.98
Repair & Maintenance	1,371.29
Total Equipment Expense	2,449.27
Fringe Benefits	
Unemployment	582.52
Total Fringe Benefits	582.52
Grant Expense	
Charlevoix Foundation	2,776.26
Charlevoix Lion's	768.99
Petoskey Foundation	999.00
Revenue Sharing	2,054.86
Total Grant Expense	6,599.11
Insurance	
Business Protector	460.00
Commercial Umbrella	400.00
Worker's Compensation	578.00
Total Insurance	1,438.00
Meal Deal	84.35

12/01/05

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through November 2005

	Jan - Nov '05
Occupancy	
Rent	4,200.00
Total Occupancy	4,200.00
Other	
Annual Meeting	554.48
Board	59.12
Executive Director	806.78
Hospitality	234.85
Licenses, Fees, Dues	83.50
PD	30.00
Theatre Party	3,840.94
Total Other	5,609.67
Payroll Expenses	4,943.18
Postage	1,250.62
PPMP	
Contractual	17,470.66
Meals	71.57
Mileage	675.80
Postage	277.71
Printing	85.30
Rent	1,100.00
Supplies	399.32
Telephone	1,326.73
Training	108.05
Travel	562.29
Total PPMP	22,077.43
Printing	830.00
Reimbursement	
Advertising	160.00
Software	319.00
Supplies	19.97
Travel	256.89
Total Reimbursement	755.86
Salaries and Wages	64,616.13
Supplies	1,632.97
Training	
40-Hour	67.34
Anne Bachle Fifer	3,012.78
Great Lakes	3,303.81
Mediator	500.43
Police	157.69
Technical Assistance	60.00
Total Training	7,102.05
Transfer	5,279.89



12/01/05

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January through November 2005

	<u>Jan - Nov '05</u>
Travel	
Lodging	71.50
Meals	45.24
Mileage	<u>1,110.81</u>
Total Travel	1,227.55
Void	<u>0.00</u>
Total Expense	<u>138,601.69</u>
Net Income	<u><u>35,706.81</u></u>



12/01/05

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2005

	Jan - Nov '05
Anne Bachle Fifer	1,374.60
Charlevoix Floral	30.50
Charlevoix Screen Masters	160.00
Chuck's TV & Appliance	519.00
City of Charlevoix	1,100.00
City Park Grill	120.00
Crime Victim Advocacy Council	30.00
Culligan	163.75
David Breck	150.00
Diana Souza	137.52
Dianne Howell	79.92
Dick Arlen	165.00
Flat Iron Deli	172.85
Frankenmuth Insurance	1,438.00
Fred Di Martino	900.00
Gaslight Media	841.45
George Bour	78.84
Gordon Food Service	137.98
Grey Gables Inn	50.00
Hi-Tech	4,363.99
Home Depot	19.97
Intelligent Homes	75.00
It Starts With Us, Inc.	279.00
Jane Millar	1,507.82
Janice Elliot	431.15
Judi Doan	121.00
Julienne Tomatoes	492.13
Kathleen Lame	21,981.61
Keith Lapp	700.00
LDMI	2,416.22
Mason & Kammermann	4,050.00
McLean & Eakin	1,984.80
Meyer Hardware	16.98
Michael Harrington	24.00
Michael Kronk	100.00
Michigan Association of Court Mediators	20.00
Michigan Office Ways	437.19
Michigan Officeways	62.41
New York Restaurant	40.00
Northwestern Bank Checks	33.50
Office Max	2,011.56
Oleson's	372.74
Pat Dull	731.10
Paul Schultz	150.00
Payroll Distribution	69,559.31
Petoskey Chamber of Commerce	65.00
Petoskey Cinema	815.00
Petoskey News Review	446.05
Phone Guide	75.05
Pitney Bowes	326.94
Postmaster	135.69
Rotary	663.00



12/01/05

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through November 2005

	<u>Jan - Nov '05</u>
Sarah Nelson	75.78
SBC	690.32
Sears	449.99
Sign & Design	169.99
Sky's the Limit	125.99
Soft Goals	216.00
St. Francis Xavier	3,300.00
Stafford's Hospitality	1,098.32
State of Michigan	30.00
Taylor Rental	610.30
The 501 Alliance	582.52
The Print Shop	2,490.00
US Postal Service	1,200.00
Wal-mart	124.97
TOTAL	<u><u>133,321.80</u></u>



12/01/05

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison
 As of November 30, 2005

	Nov 30, '05	Nov 30, '04	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank One	5,279.89	0.00	5,279.89	100.0%
CD First Community Bank	6,695.99	6,580.93	115.06	1.8%
CD Northwestern Bank	0.00	5,183.74	-5,183.74	-100.0%
Checking Charlevoix State Bank	48,774.45	25,490.87	23,283.58	91.3%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Northwestern Bank	2,221.60	1,836.76	384.84	21.0%
Total Checking/Savings	63,071.93	39,192.30	23,879.63	60.9%
Total Current Assets	63,071.93	39,192.30	23,879.63	60.9%
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	5,806.37	2,060.42	3,745.95	181.8%
TOTAL ASSETS	68,878.30	41,252.72	27,625.58	67.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Federal Unemp..	-224.00	-224.00	0.00	0.0%
Federal Income Tax Withheld	333.20	396.77	-63.57	-16.0%
Fica Tax Withheld	819.43	834.31	-14.88	-1.8%
State Income Tax Withheld	379.32	475.67	-96.35	-20.3%
Total Other Current Liabilities	1,307.95	1,482.75	-174.80	-11.8%
Total Current Liabilities	1,307.95	1,482.75	-174.80	-11.8%
Total Liabilities	1,307.95	1,482.75	-174.80	-11.8%
Equity				
*Retained Earnings	31,863.55	26,616.36	5,247.19	19.7%
Opening Bal Equity	-0.01	0.00	-0.01	-100.0%
Net Income	35,706.81	13,153.61	22,553.20	171.5%
Total Equity	67,570.35	39,769.97	27,800.38	69.9%
TOTAL LIABILITIES & EQUITY	68,878.30	41,252.72	27,625.58	67.0%