

## NOVEMBER INCOME REPORT 2004

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	CDRP Approved Budget	PPMP Approved Budget	PPMP Projected for Year	PPMP Year-To-Date (7)	PPMP Reporting Period (8)
CDRP Funds		67,982.08	67,982.08	67,982.08	41,250.00	41,250.00	12,651.92	
Training Income			0.00	2,000.00				
Agency Funds								
A. Tax Refund		226.43	226.43					
B. Adjustment		45.36	45.36					
C. Meal Deal	10.00	261.00	261.00	480.00				
D. Donation	20.00	570.00	1,100.00					
E. SPED		700.00	700.00					
F. Interest		120.91	130.00					
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	31.50	3,327.00	3,600.00	2,930.00				
L. Fees for Service	90.00	1,060.00	1,090.00	6,150.00				
M. Reimbursement/Rebate		683.52	683.52					
N. Tenth Anniversary		1,370.00	1,370.00					
O. VORP Charlevoix	625.00	1,250.00	1,875.00					
P. VORP Emmet	625.00	625.00	1,875.00					
Grants								
A. Charlevoix Foundation		1,200.00	1,200.00					
B. Petoskey Foundation	2,400.00	2,400.00	2,400.00					
C. Lions Club		585.00	585.00					
D. United Way								
E. Petoskey Rotary			0.00	250.00				
F. Charlevoix Rotary			0.00	250.00				
G. Revenue Sharing		7,000.00	7,000.00					
Carry Over		2,459.57	2,459.57	2,459.57				
<b>REAL INCOME</b>	<b>3,801.50</b>	<b>121,865.87</b>	<b>124,582.96</b>	<b>112,501.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>12,651.92</b>	<b>0.00</b>
PPMP Transfer		127.10	127.10	500.00				
<b>REAL + PPMP</b>	<b>3,801.50</b>	<b>121,992.97</b>	<b>124,710.06</b>	<b>113,001.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>12,651.92</b>	<b>0.00</b>
In Kind								
A. Accounting Services		500.00	500.00	600.00				
B. Volunteer Mediators	3,483.00	26,005.55	26,922.55	18,000.00	17,000.00	17,000.00	3,771.00	771.00
C. Volunteer Clerical			0.00	2,520.00				
D. Volunteer Coordinator		60.00	60.00					
E. Mediation Locations	150.00	1,400.00	1,500.00	5,000.00			750.00	300.00
F. Rent	1,000.00	11,000.00	12,000.00	12,000.00				
G. Equipment/Supplies	60.00	814.00	834.00					
H. Volunteer Labor	350.00	485.00	485.00					
I. Hotel Room Rental		2,000.00	2,000.00					
<b>IN KIND INCOME</b>	<b>5,043.00</b>	<b>42,264.55</b>	<b>44,301.55</b>	<b>38,120.00</b>	<b>17,000.00</b>	<b>17,000.00</b>	<b>4,521.00</b>	<b>1,071.00</b>
<b>REAL + PPMP + IN KIND</b>	<b>8,844.50</b>	<b>164,257.52</b>	<b>169,011.61</b>	<b>151,121.65</b>	<b>58,250.00</b>	<b>58,250.00</b>	<b>17,172.92</b>	<b>1,071.00</b>

Real Income: 1 + 8 = Profit Loss Statement Income for the Month. (2 + 7) + \$13,476.07 = Profit Loss Statement Income Year-to-Date.

**NOVEMBER EXPENSE REPORT 2004**

Budget Categories	CDRP Reporting Period (1)	CDRP Year-To-Date (2)	CDRP Projected for Year	CDRP Approved Budget	PPMP Approved Budget	PPMP Projected for Year	PPMP Year-To-Date (7)	PPMP Reporting Period (8)
1. Personnel								
A. Salaries	5,452.52	60,124.52	66,057.04	64,642.80	2,379.00	2,379.00		
B. Payroll Expenses (FICA)	417.14	4,599.74	5,053.60	4,945.18	181.99	181.99		
C. Unemployment			0.00	646.43				
D. Worker's Compensation			0.00	1,939.28				
2. Accounting	350.00	4,430.00	4,430.00	3,500.00	400.00	400.00		
3. Training					350.00	350.00	53.04	53.04
A. Mediator		302.28	302.28	1,000.00				
B. Technical Assistance			0.00	500.00				
4. Contractual	2,250.00	3,450.00	3,450.00		28,800.00	28,800.00	9,010.66	1,926.66
5. Travel					3,269.01	3,269.01	442.16	227.48
A. Lodging	34.56	337.71	337.71	390.00				
B. Meals		289.44	289.44	186.00				
C. Mileage	38.88	1,641.24	3,848.00	3,434.00			156.96	
D. Other		22.75	22.75	150.00				
6. Equipment								
A. Purchase	178.65	6,480.00	6,480.00	1,500.00				
B. Repair & Maintenance	455.70	1,380.48	1,380.48	1,000.00				
7. Operating Expenses								
A. Occupancy					2,250.00	2,250.00		
1. Rent	600.00	6,600.00	7,200.00	7,200.00			336.63	100.00
2. Electricity		20.65	20.65					
3. Gas								
B. Supplies	253.70	2,552.14	2,784.00	2,000.00	500.00	500.00	326.97	47.26
C. Communications								
1. Telephone	867.73	3,207.19	3,400.00	2,316.00	2,160.00	2,160.00	433.53	54.04
2. Internet	228.22	645.22	609.50	180.00				
D. Postage	13.65	1,401.76	1,530.00	1,440.00	450.00	450.00	132.21	37.00
E. Printing	216.18	2,560.45	2,793.00	2,484.00	510.00	510.00	43.30	12.50
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		350.00	350.00	529.00				
6. Business Protection		460.00	460.00	463.45				
7. Worker's Comp		1,090.00	1,090.00	632.50				
8. Liability								
9. Mediator								
8. Advertising		3,072.15	3,475.00	4,000.00				
9. Other								
A. Board		124.86	124.86	1,500.00				
B. Executive Director	33.92	645.79	900.00	1,040.00				
C. Hospitality	29.00	172.65	322.65	400.00				
D. PD		152.34	152.34	250.00				
E. Licenses, Fees, Dues		375.94	375.94	300.00				
F. Annual Meeting			0.00	1,000.00				
G. Relocation		231.83	231.83	600.00				
H. Tenth Anniversary		1,556.96	1,556.96	1,000.00				
I. Other			0.00	56.56				
J. Meal Deal	28.00	189.50	194.50					
K. PPMP Transfer							127.10	
L. Savings			3,711.08					
<b>TOTAL</b>	<b>11,447.85</b>	<b>108,467.59</b>	<b>124,710.06</b>	<b>113,001.65</b>	<b>41,250.00</b>	<b>41,250.00</b>	<b>11,062.56</b>	<b>2,457.98</b>

1+8=Profit Loss Statement Expense for the Month. (2+8+\$15,362.22) -PPMP Transfer = Profit Loss Statement Expense YTD.  
 Transfer=\$45(Supplies)+\$65.95(Printing)+\$16.15(Postage)

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

As of November 30, 2004

-./	Nov 30, '04	Nov 30, '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	25,591.59	30,135.14	-4,543.55	-15.1%	
Checking	0.00	1,589.78	-1,589.78	-100.0%	
Northwestern Bank	1,836.76	0.00	1,836.76	100.0%	
Petty Cash	100.00	0.00	100.00	100.0%	
Total Checking/Savings	39,368.00	43,177.00	-3,809.00	-8.8%	
Total Current Assets	39,368.00	43,177.00	-3,809.00	-8.8%	
Fixed Assets					
Accumulated Depreciation					
Equipment	-4,149.00	-581.00	-3,568.00	-614.1%	
Total Fixed Assets	2,060.42	5,628.42	-3,568.00	-63.4%	
<b>TOTAL ASSETS</b>	41,428.42	48,805.42	-7,377.00	-15.1%	
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Other Current Liabilities					
-./	Accrued Federal Unemp..	-224.00	-151.86	-72.14	-47.5%
	Federal Income Tax Withheld	396.77	291.25	105.52	36.2%
	Fica Tax Withheld	834.31	701.16	133.15	19.0%
	State Income Tax Withheld	475.67	403.25	72.42	18.0%
Total Other Current Liabilities		1,482.75	1,243.80	238.95	19.2%
Total Current Liabilities		1,482.75	1,243.80	238.95	19.2%
Total Liabilities		1,482.75	1,243.80	238.95	19.2%
Equity					
*Retained Earnings		26,616.36	44,951.17	-18,334.81	-40.8%
Net Income		13,329.31	2,610.45	10,718.86	410.6%
Total Equity		39,945.67	47,561.62	-7,615.95	-16.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>		41,428.42	48,805.42	-7,377.00	-15.1%

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