

## MONTHLY INCOME REPORT OCTOBER, 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	11,304.39	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	143.00	455.80	495.80							
D. Donation	50.00	495.00	593.00	2,000.00		2,000.00				
E. Divorce	40.00	400.00	480.00							
F. SPED	100.00	1,200.00	1,200.00							
G. 33rd Circuit Court			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		1,500.00				
J. 90th District Emmet		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										
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										
PPMP										
Carry Over										
<b>TOTAL REAL INCOME</b>	<b>13,137.39</b>	<b>85,346.16</b>	<b>87,564.16</b>	<b>93,762.57</b>	<b>75,362.57</b>	<b>6,000.00</b>	<b>12,400.00</b>			

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

## OCTOBER, 2003

Budget Categories	Reporting Period (1)	Year-To-Date (2)	Projected for Year (3)	CDRP			In Kind			
				Approved Budget (4)	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		30,250.00	35,000.00	17,595.42				17,595.42	35,000.00	30,250.00
C. Volunteer Clerical	200.00	400.00	800.00	2,760.00				2,760.00	800.00	400.00
D. Mediation Locations		13,250.00	15,750.00	7,150.00				7,150.00	15,750.00	13,250.00
E. Rent										
<b>TOTAL IN KIND INCOME</b>	<b>200.00</b>	<b>44,500.00</b>	<b>52,150.00</b>	<b>28,105.42</b>				<b>28,105.42</b>	<b>52,150.00</b>	<b>44,500.00</b>
<b>TOTAL</b>	<b>13,337.39</b>	<b>129,846.16</b>	<b>139,714.16</b>	<b>121,867.99</b>	<b>75,362.47</b>	<b>6,000.00</b>	<b>12,400.00</b>	<b>28,105.42</b>	<b>52,150.00</b>	<b>44,500.00</b>

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

## OCTOBER, 2003

PPMP Approved Budget (11)	PPMP Projected (12)	PPMP Year- To Date (13)	PPMP Reporting Period (14)
<b>27,500.00</b>	<b>27,500.00</b>	<b>17,758.71</b>	

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# MONTHLY EXPENSE REPORT

## OCTOBER, 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	6,691.55	51,111.91	59,000.00	62,246.00	60,401.00	1,845.00			
B. Payroll Expenses (FICA)	511.91	3,910.11	4,513.55						
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	1,750.00	2,545.00	2,650.00	2,650.00		2,650.00			
3. Training									
A. Mediator		2,600.46	2,600.46	750.00	275.00	475.00			
B. Technical Assistance				350.00		350.00			
4. Contractual									
5. Travel				3,500.00					
A. Lodging		235.29	235.29		178.00	3,322.00			
B. Meals		66.71	100.00						
C. Mileage	138.96	324.44	3,000.00						
D. Other		137.00	210.00						
6. Equipment				1,200.00		1,200.00			
A. Purchase	71.59	490.94	625.00						
B. Repair & Maintenance		1,556.25	1,556.25						
7. Operating Expenses				4,200.57	4,200.57				
A. Occupancy									
1. Rent	300.00	3,300.00	3,900.00						
2. Electricity	21.94	360.98	435.00						
3. Gas		357.06	435.00						
B. Supplies	176.21	1,382.29	1,662.00	900.00	2,120.00	480.00			
C. Communications				2,600.00					
1. Telephone	126.38	2,218.48	2,570.00						
2. Internet	49.64	359.59	390.00						
D. Postage	105.31	1,085.66	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 OCTOBER, 2003

PPMP Approved (8)	PPMP Projected (9)	PPMP To Date (10)	PPMP Reporting Period (11)
1,560.00			
119.34			
1,128.00	104.03	104.03	
18,125.00	18,125.00	11,577.98	1,616.75
4,514.74	513.32	423.32	36.09
	996.76	816.76	97.56
577.92	131.76	111.76	
720.00	1,008.64	838.64	85.44
400.00	244.32	204.32	6.30

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# MONTHLY EXPENSE REPORT OCTOBER, 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			403.00				
7. Worker's Compensation			550.00				
8. Liability				1,850.00		1,850.00	
9. Mediator				224.00		224.00	
8. Advertising		75.00	563.00	350.00		350.00	
9. Other							
A. Board		268.63	2,101.69	500.00		500.00	
B. Executive Director		307.03	307.03	437.03			
C. Hospitality		52.00	201.50	351.00			
D. PD		26.60	376.60	376.60			
E. Licenses, Fees, Dues		225.00	260.00	260.00			
F. Annual Meeting				800.00			
G. Relocation							
H. Tenth Anniversary							
I. Other							
J. Software				800.00		800.00	
K. Board Visioning				1,050.00		25.00	1,025.00
<b>Total</b>		<b>10,897.75</b>	<b>78,195.68</b>	<b>98,995.75</b>	<b>95,072.57</b>	<b>75,362.57</b>	<b>18,685.00</b>
Liability		2,459.57	3,869.30	3,869.30			
<b>TOTAL</b>		<b>13,357.32</b>	<b>82,064.98</b>	<b>102,865.05</b>	<b>95,072.57</b>	<b>75,362.57</b>	<b>18,685.00</b>

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