

**Petaluma Community Access, Inc.**  
**Profit & Loss Budget Performance**

03/14/19

February 2019

Accrual Basis

	Feb 19	Budget	Jul '18 - Fe...	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
590 · Sales Income	0.00		25.00	48.12	48.12
510 · Community Access Fees	6,654.80	20,333.33	123,954.95	162,666.64	244,000.00
512 · Contributions- Unrestricted	125.00	83.33	1,032.00	666.64	1,000.00
515 · Grants	500.00		500.00	0.00	0.00
520 · Government Taping Fees	1,252.50	1,416.67	11,974.42	11,333.36	17,000.00
521 · Tape Dubbing	0.00	2.50	0.00	20.00	30.00
522 · You Tube Upload	0.00	1.67	0.00	13.32	20.00
525 · Production Services Income	0.00	20.83	125.00	166.64	250.00
530 · Workshop Fees	0.00	16.67	0.00	133.36	200.00
540 · Membership Dues	275.00	666.67	4,375.00	5,333.36	8,000.00
545 · DVD Sales	0.00	8.33	20.00	66.64	100.00
550 · Interest Income	5.41	2.08	36.60	16.64	25.00
555 · Late Fees	0.00	0.00	0.00	50.00	50.00
585 · Blank Stock Income	0.00	0.00	0.00	10.00	10.00
<b>Total Income</b>	<b>8,812.71</b>	<b>22,552.08</b>	<b>142,042.97</b>	<b>180,524.72</b>	<b>270,733.12</b>
<b>Gross Profit</b>	<b>8,812.71</b>	<b>22,552.08</b>	<b>142,042.97</b>	<b>180,524.72</b>	<b>270,733.12</b>
<b>Expense</b>					
757 · Payroll-Membership Supervisor	2,035.00		3,035.00		
756 · Payroll - Access Supervisor	1,867.50		3,028.50		
150 · Suspense	-1,072.53	0.00	-1,072.53	0.00	438.90
747 · Accrued Vacation/Sick Pay	0.00		0.00	-430.95	-430.95
610 · Accounting	374.94	317.00	3,497.52	2,536.00	3,800.00
611 · Annual Audit and Tax Return	0.00	354.00	3,940.00	2,832.00	4,250.00
612 · Advertising	0.00	0.00	0.00	0.00	0.00
613 · Advertising - Employees	0.00	25.00	75.00	200.00	300.00
615 · Travel Expenses	5.00	8.00	22.20	64.00	100.00
626 · Merchant Fees	2.75	17.00	55.00	132.00	200.00
628 · Board Development	0.00	17.00	0.00	132.00	200.00
640 · Conference Expenses	0.00	29.00	300.00	232.00	350.00
642 · Conference Travel	0.00	12.50	0.00	100.00	150.00
645 · Computer Software-Office	249.99	54.17	598.99	433.36	650.00
646 · Maintenance-Office Equipt.	0.00	12.50	0.00	100.00	150.00
650 · Depreciaiton Expense	0.00		0.00	24,092.00	24,092.00
655 · Donations	0.00		0.00	0.00	0.00
660 · Dues & Subscriptions	0.00	63.00	612.60	498.00	750.00
665 · Entertainment & Meals	0.00	29.00	228.46	232.00	350.00
675 · Equipment Parts & Supplies	0.00	917.00	842.01	7,332.00	11,000.00
685 · Equipment Repairs	0.00	12.50	0.00	100.00	150.00
690 · Insurance	0.00	458.00	4,886.25	3,664.00	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	1,710.00	1,400.00	2,100.00
695 · Legal	0.00	67.00	0.00	532.00	800.00
700 · Licenses & Permits	0.00	12.50	108.00	100.00	150.00
710 · Facility Maintenance	88.00	175.00	704.00	1,400.00	2,100.00
712 · Mileage Reimbursement	63.23	8.00	693.51	64.00	100.00
715 · Meetings	0.00	17.00	0.00	132.00	200.00
720 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
725 · Office Supplies	70.00	175.00	1,018.95	1,400.00	2,100.00
728 · Operational Services	0.00	12.50	0.00	100.00	150.00
730 · Outside Services	0.00	12.50	0.00	100.00	150.00
731 · Payroll - Office Manager	0.00		0.00	0.00	0.00
736 · Payroll - Program Director	0.00		62.70		
737 · Payroll - Membership Coord	120.00	2,448.33	13,075.25	19,586.64	29,380.00
738 · Payroll - Executive Director	4,927.50	4,244.00	36,056.25	33,952.00	50,928.00
739 · Payroll - Access Asistants	1,447.50	1,004.25	10,026.30	8,034.00	12,051.00
744 · Payroll - Outreach Coord	0.00	0.00	2,709.54	0.00	0.00
746 · Payroll - Operations Manager	3,296.50	2,511.17	23,112.00	20,089.36	30,134.00
748 · Payroll - Radio Manager	3,014.00	2,841.58	22,781.58	22,732.64	34,099.00
740 · Payroll Taxes	1,874.50	1,592.75	11,366.57	12,742.00	19,113.00
741 · Payroll - Holiday Bonuses	0.00	0.00	1,546.78	1,500.00	1,500.00
742 · Holiday Pay	228.00		456.00		
743 · Payroll Fees	551.75	37.50	805.00	300.00	450.00

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749 · Payroll - Access Coordinator	0.00	1,882.33	11,817.16	15,058.64	22,588.00
750 · Postage	0.00	29.00	120.39	232.00	350.00
751 · Post Box Rental	0.00	9.00	120.00	72.00	112.00
755 · PCA Printing	0.00	100.00	0.00	800.00	1,200.00
765 · Promotion	0.00	62.50	364.91	500.00	750.00
775 · Rent	2,420.00	2,397.00	19,150.00	19,176.00	28,760.00
780 · Refunds	0.00	3.00	0.00	23.00	35.00
790 · Satellite Expenses	48.76	47.00	414.76	376.00	560.00
800 · Security	65.47	100.00	1,274.69	800.00	1,200.00
804 · Staff Development	0.00	17.00	91.91	132.00	200.00
805 · Storage	60.00	60.00	480.00	480.00	720.00
830 · Taxes	0.00	4.00	173.30	32.00	50.00
836 · Cable, Internet, Telephone	192.28	208.00	1,548.77	1,664.00	2,500.00
837 · Cell Phone	73.06	50.00	290.08	400.00	600.00
838 · Internet-City	168.52	150.00	1,358.68	1,200.00	1,800.00
880 · Utilities	340.88	292.00	3,145.91	2,332.00	3,500.00
885 · Volunteer Program	0.00	0.00	0.00	0.00	0.00
890 · Web Expenses	0.00	42.00	454.00	332.00	500.00
<b>Total Expense</b>	<b>22,512.60</b>	<b>23,112.58</b>	<b>187,085.99</b>	<b>210,022.69</b>	<b>302,929.95</b>
<b>Net Ordinary Income</b>	<b>-13,699.89</b>	<b>-560.50</b>	<b>-45,043.02</b>	<b>-29,497.97</b>	<b>-32,196.83</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>910 · Radio Income</b>					
911 · Contributions - Unrestricted	0.00	167.00	0.00	1,336.00	2,000.00
913 · Underwriting-Radio	0.00	1,500.00	0.00	12,000.00	18,000.00
914 · Grants-Radio	0.00	833.00	0.00	6,664.00	10,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	200.00	300.00
916 · Production Services	0.00	29.00	0.00	232.00	350.00
918 · Event Income	0.00	542.00	0.00	4,336.00	6,500.00
919 · Event Sponsorship	0.00	292.00	0.00	2,336.00	3,500.00
<b>Total 910 · Radio Income</b>	<b>0.00</b>	<b>3,388.00</b>	<b>0.00</b>	<b>27,104.00</b>	<b>40,650.00</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>3,388.00</b>	<b>0.00</b>	<b>27,104.00</b>	<b>40,650.00</b>
<b>Other Expense</b>					
<b>920 · Radio Expenses</b>					
936 · Remote Access	40.00	35.00	461.47	280.00	420.00
938 · Streaming Services	184.50	204.58	1,476.00	1,636.64	2,455.00
937 · STL	124.50	108.00	996.00	864.00	1,300.00
921 · Operational Expenses	0.00	17.00	0.00	132.00	200.00
922 · Outside Services - Radio	0.00	29.00	1,319.44	232.00	350.00
926 · Licenses, Subscrp & Memberships	0.00	75.00	1,611.36	600.00	900.00
927 · Equipment Parts & Supplies	34.26	625.00	2,073.49	5,000.00	7,500.00
928 · Equipment Maintenance	0.00	17.00	0.00	132.00	200.00
929 · Production Supplies	0.00	8.00	0.00	64.00	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	100.00	150.00
939 · Automation Services	49.00	30.00	734.00	240.00	360.00
952 · Advertising	0.00	71.00	0.00	566.00	850.00
953 · Printing	0.00	58.00	280.04	464.00	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	192.00	0.00	1,536.00	2,300.00
956 · Event Supplies	0.00	167.00	0.00	1,332.00	2,000.00
957 · Event Rentals	0.00	54.00	0.00	432.00	650.00
<b>Total 920 · Radio Expenses</b>	<b>432.26</b>	<b>1,703.08</b>	<b>8,951.80</b>	<b>13,610.64</b>	<b>20,435.00</b>
<b>Total Other Expense</b>	<b>432.26</b>	<b>1,703.08</b>	<b>8,951.80</b>	<b>13,610.64</b>	<b>20,435.00</b>
<b>Net Other Income</b>	<b>-432.26</b>	<b>1,684.92</b>	<b>-8,951.80</b>	<b>13,493.36</b>	<b>20,215.00</b>
<b>Net Income</b>	<b>-14,132.15</b>	<b>1,124.42</b>	<b>-53,994.82</b>	<b>-16,004.61</b>	<b>-11,981.83</b>