

**Petaluma Community Access, Inc.**

**FISCAL YEAR 2010-11 BUDGET**

FINAL - Approved 6/15/10

#	ACCOUNT	2009/10 Budget		Actual	Budget		Comments
		2009/10 Monthly	2009/10 Annual	2009/10 4/30/10 = 3/4 plus 1/4 = total	2010/11 Monthly	2010/11 Annual	
<b>INCOME</b>							
510	Community Access Fees	19,000	228,000	220,000	15,417	185,000	variable, Comcast & AT&T
512	Contributions-Unrestricted	417	5,000	665	63	750	
515	Grants					5,000	mid range est. for HC2 grant
520	Government Taping Fees	317	3,800	2,446	208	2,500	
525	Production Services Income	-	-	140	13	150	
530	Workshop Fees	30	360	-	-	-	
536	Underwriting	217	2,600	-	1,000	12,000	Business sponsorship
540	Membership Dues	333	4,000	3,693	383	4,600	< membership drive + RAISE RATES
545	DVD Sales	67	800	439	38	450	
550	Interest Income	17	200	215	87	1,040	est. monthly balance of \$80k x 1.3%
555	Late Fees	-	-	-	10	120	
560	Miscellaneous Income	2,500	30,000	26,639	4,390	52,675	approx. 09/10 BALANCE +\$20k BofA CD
585	Blank Stock Income	25	300	853	63	750	
<b>TOTAL INCOME</b>		<b>22,922</b>	<b>275,060</b>	<b>255,090</b>	<b>21,670</b>	<b>265,035</b>	
<b>SALARIES</b>							
731	Payroll Office Manager	1,733	20,800	12,827	1,887	22,646	(26hrs) Lorena
733	Payroll Access Assistant - 1	780	9,360	10,099	1,378	16,536	(24hrs) Kate
734	Payroll Production Manager	1,517	18,200	17,004	1,662	19,942	(26hrs) Zach
735	Payroll Access Assistant - 2			10,099	1,148	13,780	(20hrs) Max
736	Payroll Program Director	3,293	39,520	14,956	2,032	24,388	(28hrs) Thomas
738	Payroll Exec. Director	4,004	48,048	48,121	4,154	49,848	(salary) John
	Subtotal Salaries	11,327	135,928	113,106	12,262	147,140	
<b>PAYROLL TAXES</b>							
740	SUI,FUTA,FICA, Medicare	1,699	20,389	11,844	1,839	22,071	15.00%
	Subtotal Payroll Taxes	1,699	20,389	11,844	1,839	22,071	

**Petaluma Community Access, Inc.**

**FISCAL YEAR 2010-11 BUDGET**

FINAL - Approved 6/15/10

#	ACCOUNT	2009/10 Budget		Actual	Budget		
		2009/10 Monthly	2009/10 Annual	2009/10 4/30/10 = 3/4	2010/11 Monthly	2010/11 Annual	
<b>BENEFITS</b>							
670	Employee Benefits	958	11,500	782	492	5,900	one employee w/health care (reserve
692	Worker's Compensation	63	750	1,785	175	2,100	
741	Holiday Bonus	100	1,200	1,200	83	1,000	5 x \$200
	Subtotal benefits	1,121	13,450	3,767	750	9,000	
	<b>TOTAL PAYROLL</b>	<b>14,147</b>	<b>169,767</b>	<b>128,717</b>	<b>14,851</b>	<b>178,211</b>	

**GENERAL AND ADMINISTRATIVE EXPENSES**

**INSURANCE**

690	Liability, Property, Crime	583	7,000	7,667	496	5,949	revised assets/sold vehicles
	Subtotal Insurance	583	7,000	7,667	496	5,949	

**PRODUCTION EXPENSES**

675	Equipment Parts & Supplies	100	1,200	1,050	100	1,200	
790	Satellite Television/Cable	33	400	444	40	480	
820	Tape Stock	50	600	947	82	980	
	Subtotal Prod. Expenses	183	2,200	2,441	222	2,660	

**OFFICE EXPENSES**

610	Accounting	250	3,000	3,300	283	3,400	
611	Annual Audit	583	7,000	7,995	583	7,000	
612	Advertising	54	650	583	50	600	
613	Advertising/Employees	42	500	1,120	65	780	posting for two open positions
615	Auto Expenses	21	250	50	-	-	
625	Bank Charges	-	-	-	-	-	
640	Conference Exp	54	650	185	25	300	
642	Conference Travel	71	850	75	21	250	
645	Computer Software	33	400	476	63	760	
655	Donations	21	250	-	-	-	
660	Dues and Subscriptions	13	150	270	32	380	

**Petaluma Community Access, Inc.**

**FISCAL YEAR 2010-11 BUDGET**

FINAL - Approved 6/15/10

#	ACCOUNT	2009/10 Budget		Actual	Budget		
		2009/10 Monthly	2009/10 Annual	2009/10 4/30/10 = 3/4	2010/11 Monthly	2010/11 Annual	
<b>OFFICE EXPENSES (cont.)</b>							
665	Entertain and Meals	50	600	721	54	650	
672	Employee Mileage	-	-	-	-	-	
680	Equipment Lease Copier	175	2,100	2,400	198	2,370	5 year non-cancelable lease
685	Equipment Repairs	71	850	148	27	320	
688	Fire Extinguishers	-	-	-	3	40	
700	License & Permits	29	350	45	10	120	
710	Facility Maintenance	21	250	49	17	200	
715	Meetings	21	250	1,006	52	624	8 @ Community Center (4 prepaid
720	Miscellaneous	75	900	50	38	450	
725	Office Supplies	113	1,350	1,768	148	1,780	
646	Office/Equip Maintenance	100	1,200	966	83	1,000	
743	Payroll Fees	21	250	220	20	245	
751	PO Box Rental	6	70	70	6	72	
750	Postage	29	350	352	31	375	
755	Printing	17	200	280	25	295	
765	Promotion/Outreach	292	3,500	1,000	138	1,650	
775	Rent	1,158	13,896	13,954	1,575	18,900	upstairs can be relinquished
800	Security	117	1,400	1,180	44	528	< new quote from BayAlarm
805	Storage	230	2,760	2,970	35	420	< EMPTY Lakeville by June 30
830	Taxes	4	50	-	-	-	
835	Telephone - Office	354	4,250	4,266	165	1,980	variable
836	Internet/DSL - Office				60	720	
837	Cell phone				40	480	
838	Internet/DSL City Hall	33	400		13	156	City Hall
880	Utilities	233	2,800	2,320	200	2,400	
890	Web	-	-	1,170	52	620	
	Subtotal Office Expenses	4,290	51,476	48,989	4,155	49,865	

