

Petaluma Community Access, Inc.

FISCAL YEAR 2013-14 BUDGET

5/28/13

#	ACCOUNT	2012/13 Monthly	2012/13 Annual	2012/13 Actual 10 mos only	2013/14 Monthly	2013/14 Annual
INCOME						
510	Community Access Fees	17,333	208,000	181,572	18,750	225,000
512	Contributions-Unrestricted	83	1,000	521	167	2,000
515	Grants	333	4,000	-	417	5,000
520	Government Taping Fees	200	2,400	1,179	138	1,650
522	You Tube Upload	x	x	45	-	-
525	Production Services Income	25	300	471	42	500
530	Workshop Fees	67	800	1,090	125	1,500
536	Underwriting	500	6,000	2,000	417	5,000
540	Membership Dues	300	3,600	3,350	333	4,000
545	DVD Sales	30	360	307	25	300
550	Interest Income	13	150	70	8	100
555	Late Fees	17	200	245	25	300
560	Cap Ex Reimbursement	x	x	12,010	x	x
585	Blank Stock Income	50	600	312	33	400
	TOTAL INCOME	18,951	227,410	203,172	20,479	245,750
PAYROLL						
733	Payroll Media Services Supervisor	1,335	16,016	7,560	-	-
734	Payroll Station Manager	1,664	19,968	16,386	2,123	25,480
735	Payroll Technical Specialist	1,239	14,872	6,249	-	-
736	Payroll Program Director	2,340	28,080	23,634	2,405	28,860
737	Payroll Membership Coord.	1,144	13,728	11,724	1,486	17,836
738	Payroll Exec. Director	4,474	53,688	44,687	4,600	55,200
739	Payroll Access Assistant(s)	347	4,160	608	546	6,552
744	Payroll Outreach Coord.	x	x	6,180	1,662	19,942
	Subtotal Payroll	12,543	150,512	117,028	12,823	153,870
PAYROLL TAXES						
740	SUI,FUTA,FICA, Medicare	1,254	15,051	11,101	1,539	18,464
	Subtotal Payroll Taxes	1,254	15,051	11,101	1,539	18,464
BENEFITS						
670	Employee Benefits	-	-	-	-	-

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692	Worker's Compensation	208	2,500	2,549	157	1,880
741	Holiday Bonus	90	1,075	857	123	1,475
	Subtotal Benefits	298	3,575	3,406	280	3,355
	TOTAL PAYROLL	14,095	169,138	131,535	14,641	175,689

GENERAL & ADMINISTRATIVE EXPENSES

INSURANCE

690	Liability, Property, Crime	363	4,350	4,379	371	4,450
	Subtotal Insurance	363	4,350	4,379	371	4,450

PRODUCTION EXPENSES

675	Equipment Parts & Supplies	21	250	2,351	71	850
790	Satellite Television/Cable	33	400	406	43	516
820	Tape Stock	38	450	246	24	285
	Subtotal Prod. Expenses	92	1,100	3,003	138	1,651

OFFICE EXPENSES

610	Accounting	304	3,650	3,106	304	3,650
611	Audit & Tax Returns	750	9,000	8,500	350	4,200
612	Advertising	29	350	-	38	450
613	Advertising/Employees	20	240	469	19	225
615	Travel Expenses	4	50	7	4	50
626	Merchant Fees				17	200
640	Conference Exp	54	650	950	71	850
642	Conference Travel	13	150	-	54	650
645	Computer Software	29	350	250	29	350
646	Office/Equip Maintenance	8	100	66	17	200

OFFICE EXPENSES (cont.)

655	Donations			150	38	450
660	Dues & Subscriptions	-	-	400	60	720
665	Entertain and Meals	33	400	628	71	850
680	Equipment Lease Copier	143	1,710	1,917	x	x

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685	Equipment Repairs	47	560	180	32	380
693	Interest Expense	-	-	7	-	-
700	License & Permits	4	50	-	8	100
710	Facility Maintenance	-	-	828	113	1,356
712	Mileage Reimbursement	x	x	137	18	215
715	Meetings	56	676	336	56	676
725	Office Supplies	167	2,000	1,969	229	2,750
743	Payroll Fees	17	205	173	19	230
750	Postage	33	400	203	40	475
751	PO Box Rental	6	70	86	7	86
755	Printing	14	165	-	27	320
765	Promotion/Outreach	138	1,650	1,846	175	2,100
775	Rent	1,575	18,900	18,900	2,100	25,200
780	Refunds	4	50	-	4	50
800	Security	57	682	1,051	73	872
805	Storage	35	420	350	35	420
830	Taxes	108	1,300	338	73	880
835	Telephone/Internet - Office	221	2,650	2,214	x	x
836	Cable, Internet, Telephone	28	340	242	238	2,850
837	Cell phone	36	432	360	45	540
838	Phone - City Hall	12	144	119	13	150
880	Utilities	179	2,150	2,046	230	2,760
890	Web	48	580	723	72	860
	Subtotal Office Expenses	4,173	50,074	48,551	4,676	56,115
OTHER EXPENSES						
628	Board Development	38	450	17	33	400
695	Legal	67	800	2,205	167	2,000
OTHER EXPENSES (cont.)						
728	Operational Services	x	x	720	208	2,500
730	Outside Services	33	400	240	125	1,500
804	Staff Development	54	650	362	67	800
	Subtotal Other Expenses	192	2,300	3,544	600	7,200
	TOTAL G&A EXPENSES	4,819	57,824	59,477	5,785	69,416

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PCA Budget Totals/Summary

INCOME	18,951	227,410	203,172	20,479	245,750
SALARIES & BENEFITS	(14,095)	(169,138)	(131,535)	(14,641)	(175,689)
GENERAL/ADMINISTRATIVE	(4,819)	(57,824)	(59,477)	(5,785)	(69,416)

BALANCE 37 448 12,160 54 645

200

50

2,100

20,030

25,000

additional funds 47,380

Total Operating Balance **48,025**

City Cap Ex Fund 74,622

Comments

approx 47K + 9K x4

** goal*

** goal*

** goal*

includes Office Furniture reimbursements

(kate

zach

(van

thomas

mario (adonay

ED

access assts

caitlin

12%

no claimed health care

Comments

year 3 - Financial Review

Comments

cleaning service \$88 x12 + improvements

2hr mtg = \$52 x13

new 5yr lease, signed 11/12

\$218 x12

*accounting for online purchases
discontinued*

*combined all services, \$225 x12 +
\$45 x12*

guest instructor fees

Comments

Petty Cash
Change Fund
Prepaid rent deposit
Cap Ex Acct (unrestricted)
estimated Carryover 2012/13

approx \$15K yet to be reimbursed