

Petaluma Community Access, Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#		2015/16 Actual <i>as of 6/30/16</i>	2015/16 Annual	2016/17 Actual	2016/17 Monthly	2016/17 Annual	Comments
PCA INCOME							
510	Community Access Fees	254,888	245,000		20,667	248,000	approx 50K + 12K x4 (low est.)
512	Contributions-Unrestricted	-	3,000		167	2,000	* goal
515	Grants	-	5,000		167	2,000	* goal
520	Government Taping Fees	16,503	13,000		1,250	15,000	approx, based on last 3 qtrs
522	You Tube Upload	10			3	40	
525	Production Services Income	460	900		54	650	
530	Workshop Fees	570	4,200		200	2,400	
536	Underwriting	-	2,000		167	2,000	* goal
540	Membership Dues	3,185	3,800		250	3,000	
545	DVD Sales	507	450		42	500	
550	Interest Income	-	10		1	10	
555	Late Fees	10	30		2	20	
560	Cap Ex Reimbursement	-	x		x	x	
585	Blank Stock Income	8	20		3	30	
	TOTAL PCA INCOME	276,141	277,410	-	22,971	275,650	
PCA PAYROLL							
734	Payroll Station Manager	-		-	2,093	25,116	stephanie
735	Payroll Technical Specialist	11,519	11,700		650	7,800	zach
736	Payroll Program Director	19,993	19,760		823	9,880	thomas
737	Payroll Membership Coord	19,248	21,866		1,923	23,075	nellie
738	Payroll Exec. Director	57,730	57,840		4,930	59,160	ED
739	Payroll Access Assists	9,654	10,530		767	9,204	access assts
744	Payroll Outreach Coord	21,885	24,323		2,056	24,674	chris
746	Payroll Operations Manager	17,765	20,475		-		
	Subtotal Payroll	157,794	166,494	-	11,149	158,909	
PCA PAYROLL TAXES							
740	SUI,FUTA,FICA, Medicare	15,509	16,316		1,324	15,891	10.0%
	Subtotal Payroll Taxes	15,509	16,316	-	1,324	15,891	

Petaluma Community Access. Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#		2015/16 <i>Actual</i> <small>as of 6/30/16</small>	2015/16 <i>Annual</i>	2016/17 <i>Actual</i>	2016/17 <i>Monthly</i>	2016/17 <i>Annual</i>	<i>Comments</i>
PCA BENEFITS							
670	Employee Benefits	-	-	-	-	-	<i>no claimed health care</i>
692	Worker's Compensation	2,077	3,000	-	250	3,000	
741	Holiday Bonus	993	950	-	106	1,275	<i>3x200, 6x100 +taxes</i>
	Subtotal Benefits	3,070	3,950	-	356	4,275	
	TOTAL PCA PAYROLL	176,373	186,760	-	12,830	179,075	
PCA INSURANCE							
690	Liability, Property, Crime	4,639	6,250	-	400	4,800	
	Subtotal Insurance	4,639	6,250	-	400	4,800	
PCA PRODUCTION EXPENSES							
210	Access Use Equipment	-	-	-	1,702	20,422	<i>new CapEx fund...</i>
675	Equipment Parts & Supplies	4,169	4,000	-	267	3,200	
790	Satellite Television/Cable	532	560	-	47	560	
820	Tape Stock	-	480	-	10	125	
	Subtotal Prod. Expenses	4,701	5,040	-	324	24,307	
PCA OFFICE EXPENSES							
610	Accounting	3,883	3,450	-	325	3,900	
611	Audit & Tax Returns	8,501	9,500	-	375	4,500	<i>yr1 review & tax returns (\$1K)</i>
612	Advertising	425	650	-	50	600	
613	Advertising/Employees	75	225	-	19	225	
615	Travel Expenses	-	100	-	13	150	
626	Merchant Fees	164	50	-	21	250	
640	Conference Exp	-	500	-	200	2,400	<i>ACMconf Boston for 2</i>
642	Conference Travel	-	800	-	150	1,800	<i>ACMconf Boston for 2</i>
645	Computer Software	277	500	-	38	450	
646	Office/Equip Maintenance	55	175	-	13	150	
655	Donations	80	200	-	17	200	
660	Dues & Subscriptions	942	1,200	-	83	1,000	
665	Entertain and Meals	93	350	-	29	350	

PCA Budget - FY2015/16

Petaluma Community Access, Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#		2015/16 Actual as of 6/30/16	2015/16 Annual	2016/17 Actual	2016/17 Monthly	2016/17 Annual	Comments
PCA OFFICE EXPENSES (cont.)							
685	Equipment Repairs	-	2,100		54	650	
700	License & Permits	122	150		21	250	incl City fees for antenna
710	Facility Maintenance	1,409	1,650		121	1,450	\$88 x12 + improvements
712	Mileage Reimbursement	897	600		79	950	
715	Meetings	379	500		38	450	
725	Office Supplies	1,446	2,250		156	1,875	
743	Payroll Fees	391	350		42	500	
750	Postage	302	400		33	400	
751	PO Box Rental	98	92		8	98	
755	Printing	293	1,650		38	450	
765	Promotion/Outreach	481	2,400		121	1,450	
775	Rent	25,200	25,200		2,125	25,500	5yr lease, through Nov. 2017...
780	Refunds	-	50		4	50	
800	Security	1,021	1,250		100	1,200	\$240 x4 + p button
805	Storage	540	540		45	540	\$45 x 12
830	Taxes	10	150		13	150	for online purchases
836	Cable, Internet, Telephone	3,045	3,250		250	3,000	\$250 x12
837	Cell phone	540	540		55	660	\$55 x12
838	Internet - City Hall	1,838	1,680		150	1,800	\$150 x12
880	Utilities	2,841	3,200		267	3,200	
890	Web	393	600		50	600	
	Subtotal Office Expenses	55,741	66,302	-	5,100	61,198	
OTHER PCA EXPENSES							
628	Board Development	495	400		25	300	
695	Legal	210	8,000		208	2,500	
728	Operational Services	440	1,450		63	750	guest instructor fees
730	Outside Services	132	1,650		54	650	tech support...
804	Staff Development	10	500		25	300	
	Subtotal Other Expenses	1,287	12,000	-	375	4,500	
	TOTAL PCA EXPENSES	66,368	89,592	-	6,199	94,805	

Petaluma Community Access, Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#

	2015/16 <i>Actual</i> <small>as of 6/30/16</small>	2015/16 <i>Annual</i>	2016/17 <i>Actual</i>	2016/17 <i>Monthly</i>	2016/17 <i>Annual</i>	<i>Comments</i>
--	--	--------------------------	--------------------------	---------------------------	--------------------------	-----------------

PCA Operational Budget Summary

INCOME	276,141	277,410	-	22,971	275,650
SALARIES & BENEFITS	(176,373)	(186,760)	-	(12,830)	(179,075)
GENERAL/ADMINISTRATIVE	(66,368)	(89,592)	-	(6,199)	(94,805)

PCA Operational BALANCE 33,400 1,058 - 3,942 1,770

	200		200	<i>Petty Cash</i>
	50		50	<i>Change Fund</i>
	2,100		2,100	<i>Prepaid rent deposit</i>
	33,400		33,400	15/16 carryover Balance
<i>additional funds</i>	<u>35,750</u>		<u>35,750</u>	

Actual Balance FY15/16 69,151 Projected Balance FY16/17 37,521

<i>City Cap Ex Fund 6/30/16</i>	41,789	<i>City Cap Ex Fund 7/1/16</i>	-	<i>depleted 6/6/16</i>
<i>Summit restricted acct 6/30/16</i>	20,422	<i>Summit restricted acct 7/1/16</i>	-	<i>moved to line 210 for CapEx use</i>
<i>Summit unrestricted acct 6/30/16</i>	<u>50,000</u>	<i>Summit unrestricted acct 7/1/16</i>	<u>50,000</u>	<i>future CapEx fund</i>
CapEx Balance FY15/16	112,211	CapEx Balance FY16/17	50,000	

TOTAL PCA Balance FY16/17 87,521

Petaluma Community Access, Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#		2015/16 <i>Actual</i> <small>as of 6/30/16</small>	2015/16 <i>Annual</i>	2016/17 <i>Actual</i>	2016/17 <i>Monthly</i>	2016/17 <i>Annual</i>	<i>Comments</i>
KPCA INCOME							
911	Contributions-Unrestricted				333	4,000	<i>* goal</i>
913	Underwriting				-		<i>< TBD ? Soon as possible...</i>
914	Grants				417	5,000	<i>* goal</i>
915	Workshop Fees				-		
916	Productions for Hire				-		
918	Event Income	5,670			708	8,500	<i>* goal</i>
919	Event Sponsorship	3,015			250	3,000	<i>* goal</i>
	Subtotal Radio Income	8,685	-	-	1,708	20,500	
KPCA EQUIPMENT & SERVICES							
921	Operational Services	362			54	650	<i>Rob T</i>
922	Outside Services				208	2,500	
KPCA EXPENSES							
926	Licenses, Subscriptions				21	250	
927	Equipment Parts & Supplies				667	8,000	<i>much less w/golf club lease</i>
928	Equipment Maintenance				4	50	
929	Production Supplies				21	250	
930	Training Materials				4	50	
931	Computer Software				29	350	
932	Utilities, Transmitter Location				104	1,250	<i>???</i>
933	Rent, Transmitter Location				-		<i>< TBD ? if necessary...</i>
KPCA DEVELOPMENT							
952	Advertising				83	1,000	
953	Printing	710			45	535	
954	Fundraising Services	1,000			29	350	<i>*graphic design</i>
955	Event Services	440			40	475	
956	Event Supplies	3,880			250	3,000	
957	Event Rentals	849			125	1,500	
	Subtotal Radio Expenses	7,241	-	-	1,684	20,210	
	KPCA Operational BALANCE	1,444	-	-	24	290	

PCA Budget - FY2015/16

Petaluma Community Access, Inc.

Approved 7/19/2016

PCA-KPCA Fiscal Year 2016/17 Budget

#

<i>2015/16 Actual as of 6/30/16</i>	<i>2015/16 Annual</i>	<i>2016/17 Actual</i>	<i>2016/17 Monthly</i>	<i>2016/17 Annual</i>	<i>Comments</i>
---	---------------------------	---------------------------	----------------------------	---------------------------	-----------------

PCA & KPCA Operational Balance Summary

PCA BALANCE	33,400	-	-	3,127	37,521
CAP EX BALANCE	112,211	-	-	4,167	50,000
KPCA BALANCE	1,444	-	-	24	290

Actual BALANCE FY15/16 147,055 Projected BALANCE FY16/17 87,811