

**Petaluma Community Access, Inc.**

Final 7/18/17

**PCA-KPCA Budget, Fiscal Year 2017/18**

#		2016/17 Actual 7/1	2016/17 Annual	2017/18 Actual	2017/18 Monthly	2017/18 Annual	Comments
510	Community Access Fees	254,108	248,000		20,833	250,000	approx 52.5K+10K x4 (low est. * goal
512	Contributions-Unrestricted	1,121	2,000		208	2,500	
515	Grants	-	2,000		-	-	approx (based on FY15/16/17
520	Government Taping Fees	15,851	14,000		1,333	16,000	
522	You Tube Upload	-	40		-	-	
525	Production Services Income	225	650		25	300	
530	Workshop Fees	478	2,400		42	500	
536	Underwriting	-	2,000		-	-	
540	Membership Dues	4,126	3,000		417	5,000	
545	DVD Sales	292	500		29	350	
550	Interest Income	6	10		1	10	
555	Late Fees	105	20		7	85	
585	Blank Stock Income	3	30		1	10	
	Subtotal PCA Income	276,315	274,650	-	22,896	274,755	
<b>KPCA INCOME</b>							
911	Contributions-Unrestricted	280	4,000		250	3,000	non TEP donations to be developed
913	Underwriting	-			633	7,600	
914	Grants	-	5,000		833	10,000	* goal
915	Workshop Fees	-			-	-	
916	Production Services	-			33	400	
918	Event Income	2,918	8,500		292	3,500	tickets
919	Event Sponsorship	3,770	3,000		417	5,000	cash donations
	Subtotal KPCA Income	6,968	20,500	-	2,458	29,500	
	<b>Total INCOME</b>	<b>283,283</b>	<b>295,150</b>	<b>-</b>	<b>25,355</b>	<b>304,255</b>	
<b>PCA PAYROLL</b>							
731	Payroll Office Manager	21,849	23,075		2,031	24,375	nellie
734	Payroll Station Manager	6,457	25,116				
735	Payroll Technical Specialist	2,100	7,800				closed >zach
736	Payroll Program Director	3,253	9,880				closed >thomas
737	Payroll Membership Coord	-	-				moved >nellie
738	Payroll Exec. Director	59,105	59,160		5,070	60,840	ED
739	Payroll Access Assistants	9,991	9,204		1,023	12,272	access assts
744	Payroll Outreach Coord	24,160	24,674		2,031	24,375	chris
746	Payroll Operations Manager	17,113			2,214	26,572	jeff
748	Payroll Radio Manager	18,560	-		2,472	29,666	rob
	Subtotal Payroll	162,588	158,909	-	14,842	178,100	
<b>PCA PAYROLL TAXES</b>							
740	SUI,FUTA,FICA, Medicare	15,107	15,891		1,484	17,810	10.0%
	Subtotal Payroll Taxes	15,107	15,891	-	1,484	17,810	
<b>PCA BENEFITS</b>							
670	Employee Benefits	-	-		-	-	no claimed health care
692	Workmans Compensation	2,138	3,000		196	2,350	
741	Holiday Bonus	1,229	1,250		104	1,250	4x200, 4x100 +taxes
	Subtotal Benefits	3,367	4,250	-	300	3,600	
	<b>Total PCA PAYROLL</b>	<b>181,062</b>	<b>179,050</b>	<b>-</b>	<b>16,626</b>	<b>199,510</b>	

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<b>PCA INSURANCE</b>						
690	Liability, Property, Crime	6,042	4,800		521	6,250
	Subtotal Insurance	6,042	4,800	-	521	6,250
<b>PCA PRODUCTION EXPENSES</b>						
210	PCA Capital Expenses	-	-		417	5,000
213	KPCA Capital Expenses	16,914	20,422		583	7,000
675	Equipment Parts & Supplies	1,656	3,200		83	1,000
790	Satellite Television/Cable	440	560		47	560
820	Tape Stock	-	125		8	100
	Subtotal Prod. Expenses	19,010	24,307	-	1,138	13,660
<b>PCA OFFICE EXPENSES</b>						
610	Accounting	4,245	3,650		321	3,850
611	Audit & Tax Returns	4,150	4,500		792	9,500
612	Advertising	-	600		-	-
613	Advertising/Employees	75	225		13	150
615	Travel Expenses	4	150		8	100
626	Merchant Fees	87	250		8	100
640	Conference Exp	1,472	2,400		100	1,200
642	Conference Travel	1,953	1,800		67	800
645	Computer Software	366	450		96	1,150
646	Office/Equip Maintenance	9	150		13	150
655	Donations	-	200		8	100
660	Dues & Subscriptions	834	1,000		67	800
665	Entertain & Meals	528	350		38	450
685	Equipment Repairs	-	1,200		17	200
700	License & Permits	102	250		13	150
710	Facility Maintenance	1,056	1,450		104	1,250
712	Mileage Reimbursement	643	800		54	650
715	Meetings	-	450		13	150
725	Office Supplies	2,773	1,850		175	2,100
743	Payroll Fees	463	500		29	350
750	Postage	488	400		42	500
751	PO Box Rental	102	98		9	110
755	Printing	756	450		29	350
765	Promotion/Outreach	2,364	1,250		38	450
775	Rent	27,300	25,500		2,208	26,500
780	Refunds	-	50		3	30
800	Security	1,072	1,200		100	1,200
805	Storage	540	540		60	720
830	Taxes	10	150		4	50
836	Cable, Internet, Telephone	2,852	3,000		250	3,000
837	Cell phone	570	636		50	600
838	Internet - City Hall	1,874	1,800		150	1,800
880	Utilities	2,572	3,200		221	2,650
885	Volunteer program	-	-		-	-
890	Web	739	600		63	750
	Subtotal Office Expenses	59,999	61,099	-	5,159	61,910
<b>OTHER PCA EXPENSES</b>						
628	Board Development	47	250		17	200
695	Legal	-	2,500		83	1,000
728	Operational Services	770	750		42	500
730	Outside Services	-	650		25	300
804	Staff Development	467	250		17	200
	Subtotal Other Expenses	1,284	4,400	-	183	2,200
	<b>Total PCA EXPENSES</b>	<b>86,335</b>	<b>94,606</b>	<b>-</b>	<b>7,002</b>	<b>84,020</b>

Comments

yr2 audit & tax returns \$1K  
all ads for radio #

incl City fees  
\$88 x12 + improvements

est. for Lease renewal, Nov17

\$240 x4 + alert button work  
\$60x12

\$250 x12

\$50 x12

\$150 x12

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**PCA-KPCA Budget, Fiscal Year 2017/18**

#	2016/17 Actual 7/1	2016/17 Annual	2017/18 Actual	2017/18 Monthly	2017/18 Annual	Comments	
<b>KPCA PRODUCTION EXPENSES</b>							
921	Operational Services	2,249	650		38	450	
922	Outside Services - Radio	13,245	2,500		71	850	
	Subtotal KPCA Expenses a	15,494	3,150	-	108	1,300	
<b>KPCA OFFICE EXPENSES</b>							
926	Licenses, Subscriptions	775	250		125	1,500	domain, NFCB, SoundExchange, .
927	Equipment Parts & Supplies	3,827	8,000		354	4,250	
928	Equipment Maintenance	313	50		25	300	
929	Production Supplies	14	250		83	1,000	
930	Training Materials	-	50		21	250	
931	Computer Software	-	350		63	750	
932	Utilities SRJC	-	1,250		-	-	not sure we will be billed...
933	Studio Telephone	-			71	850	estimate
936	Remote Access	-			38	450	estimate
937	STL	18			125	1,500	\$125 x12 - Sonic
938	Streaming Services	1,517			185	2,220	\$185 x12 - StreamGuys, Spintron
939	Automation Services	120			30	360	\$30x12
	Subtotal KPCA Expenses b	6,584	10,200	-	1,119	13,430	
<b>KPCA DEVELOPMENT</b>							
952	Advertising	350	1,000		38	450	
953	Printing	754	535		54	650	
954	Fundraising Services	-	350		-	-	
955	Event Services	2,676	475		229	2,750	
956	Event Supplies	536	3,000		54	650	
957	Event Rentals	1,259	1,500		104	1,250	
	Subtotal KPCA Development	5,575	6,860	-	479	5,750	
	<b>Total KPCA EXPENSES</b>	<b>27,653</b>	<b>20,210</b>	<b>-</b>	<b>1,707</b>	<b>20,480</b>	
<b>Operating BUDGET</b>							
	INCOME	283,283	295,150		25,355	304,255	
	PAYROLL	(181,062)	(179,050)		(16,626)	(199,510)	
	PCA EXPENSES	(86,335)	(94,606)		(7,002)	(84,020)	
	KPCA EXPENSES	(27,653)	(20,210)		(1,707)	(20,480)	
	<b>Total BALANCE</b>	<b>(11,767)</b>	<b>1,284</b>	<b>-</b>	<b>20</b>	<b>245</b>	
<b>PCA/KPCA Summary Balance</b>							
	<i>Petty Cash</i>	200			<i>Petty Cash</i>	200	
	<i>Change Fund</i>	50			<i>Change Fund</i>	50	
	<i>Prepaid Rent Deposit</i>	2,100			<i>Prepaid Rent Deposit</i>	2,100	
	<i>Additional Funds</i>	2,350			<i>Additional Funds</i>	2,350	
	<b>Operating Balance FY16/17</b>	<b>(9,417)</b>			<b>Operating Balance FY17/18</b>	<b>2,595</b>	
	<i>Balance 6/30/16 operating acct</i>	112,710			<i>Balance 6/30/17 operating acct</i>	93,459	
	<i>Exchange unrestricted acct</i>	25,000			<i>Exchange unrestricted acct</i>	25,006	
	<i>Summit unrestricted acct</i>	50,000			<i>Summit unrestricted acct</i>	50,000	
	<b>Reserve Balance FY16/17</b>	<b>187,710</b>			<b>Reserve Balance FY17/18</b>	<b>168,465</b>	
	<b>TOTAL Balance FY16/17</b>	<b>178,293</b>			<b>TOTAL Balance FY17/18</b>	<b>171,060</b>	