

Petaluma Community Access, Inc.
Profit & Loss Budget Performance
February 2020

	<u>Feb 20</u>	<u>Budget</u>	<u>Jul '19 - Feb 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
510 · Community Access Fees	57,311.94	18,750.00	172,149.88	150,000.00	225,000.00
512 · Contributions- Unrestricted	0.00	83.33	1,056.93	666.64	1,000.00
513 · Contributions- Restricted	0.00		4,000.00		
515 · Grants	0.00	0.00	0.00	0.00	0.00
520 · Government Taping Fees	1,560.00	1,500.00	18,024.89	12,000.00	18,000.00
521 · Tape Dubbing	0.00		0.00	0.00	0.00
522 · You Tube Upload	0.00		0.00	0.00	0.00
525 · Production Services Income	0.00	20.83	0.00	166.64	250.00
530 · Workshop Fees	0.00	16.67	0.00	133.36	200.00
540 · Membership Dues	625.00	666.67	3,900.00	5,333.36	8,000.00
545 · DVD Sales	0.00		60.00	0.00	0.00
550 · Interest Income	3.39	8.33	36.36	66.64	100.00
555 · Late Fees	0.00	2.08	0.00	16.64	25.00
585 · Blank Stock Income	0.00		0.00	0.00	0.00
590 · Sales Income	0.00	8.33	0.00	66.64	100.00
591 · PCA Service Income	0.00	1.25	0.00	10.00	15.00
Total Income	<u>59,500.33</u>	<u>21,057.49</u>	<u>199,228.06</u>	<u>168,459.92</u>	<u>252,690.00</u>
Gross Profit	59,500.33	21,057.49	199,228.06	168,459.92	252,690.00
Expense					
150 · Suspense	18.00		18.00	0.00	0.00
610 · Accounting	855.90	316.67	5,145.93	2,533.36	3,800.00
611 · Annual Audit and Tax Return	0.00	833.33	11,454.00	6,666.64	10,000.00
612 · Advertising	0.00	208.33	0.00	1,666.64	2,500.00
613 · Advertising - Employees	0.00	12.50	75.00	100.00	150.00
615 · Travel Expenses	0.00	41.67	32.60	333.36	500.00
626 · Merchant Fees	6.80	29.17	47.67	233.36	350.00
628 · Board Development	0.00	16.67	0.00	133.36	200.00
640 · Conference Expenses	0.00	50.00	42.72	400.00	600.00
642 · Conference Travel	0.00	58.33	0.00	466.64	700.00
645 · Computer Software-Office	249.99	50.00	619.87	400.00	600.00
646 · Maintenance-Office Equipt.	0.00	12.50	0.00	100.00	150.00
650 · Depreciation Expense	0.00	2,007.67	0.00	16,061.36	24,092.00
655 · Donations	0.00	0.00	0.00	0.00	0.00
660 · Dues & Subscriptions	14.06	37.50	392.18	300.00	450.00
665 · Meals	124.65	29.17	304.27	233.36	350.00
675 · Equipment Parts & Supplies	2,287.32	416.67	3,163.18	3,333.36	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	100.00	150.00
690 · Insurance	0.00	458.33	5,204.09	3,666.64	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	1,516.00	1,400.00	2,100.00
695 · Legal	0.00	83.33	0.00	666.64	1,000.00
700 · Licenses & Permits	0.00	12.50	249.00	100.00	150.00
710 · Facility Maintenance	94.00	125.00	909.51	1,000.00	1,500.00
712 · Mileage Reimbursement	18.63	20.83	318.76	166.64	250.00
715 · Meetings	0.00	4.17	132.00	33.36	50.00
720 · Miscellaneous	0.00	8.33	0.00	66.64	100.00

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725 · Office Supplies	157.64	125.00	1,646.70	1,000.00	1,500.00
728 · Operational Services	0.00	12.50	247.50	100.00	150.00
730 · Outside Services	0.00	12.50	0.00	100.00	150.00
736 · Payroll - Program Director	0.00		937.74		
737 · Payroll - Membership Coord	0.00	2,448.33	0.00	19,586.64	29,380.00
738 · Payroll - Executive Director	2,791.66	4,244.00	23,954.06	33,952.00	50,928.00
739 · Payroll - Access Asistants	864.15	1,004.25	7,234.76	8,034.00	12,051.00
740 · Payroll Taxes	1,520.35	1,416.67	11,213.97	11,333.36	17,000.00
741 · Payroll - Holiday Bonuses	0.00	125.00	1,561.04	1,000.00	1,500.00
742 · Holiday Pay	262.00	0.00	1,540.00	0.00	0.00
743 · Payroll Fees	31.50	37.50	293.75	300.00	450.00
744 · Payroll - Outreach Coord	0.00	0.00	0.00	0.00	0.00
746 · Payroll - Operations Manager	3,753.75	2,511.17	29,318.00	20,089.36	30,134.00
748 · Payroll - Radio Manager	2,810.50	2,841.58	23,578.50	22,732.64	34,099.00
749 · Payroll - Access Coordinator	0.00	1,882.33	0.00	15,058.64	22,588.00
750 · Postage	0.00	20.83	321.05	166.64	250.00
751 · Post Box Rental	0.00		134.00	120.00	120.00
755 · PCA Printing	0.00	29.17	116.78	233.36	350.00
756 · Payroll - Access Supervisor	1,415.25	1,867.50	15,763.57	3,028.50	12,042.00
757 · Payroll-Membership Supervisor	3,245.00	2,035.00	23,055.00	3,035.00	11,070.00
765 · Promotion	0.00	100.00	408.19	800.00	1,200.00
775 · Rent	2,490.00	2,420.00	19,710.00	19,150.00	28,830.00
780 · Refunds	0.00	2.92	0.00	23.36	35.00
790 · Satellite Expenses	0.00		0.00	0.00	0.00
800 · Security	377.94	120.00	1,133.82	960.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	133.36	200.00
805 · Storage	90.00	60.00	720.00	480.00	720.00
830 · Taxes	0.00	14.58	-44.72	116.64	175.00
836 · Cable, Internet, Telephone	248.65	208.33	1,834.82	1,666.64	2,500.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	178.59	175.00	1,397.34	1,400.00	2,100.00
880 · Utilities	445.52	375.00	3,865.94	3,000.00	4,500.00
885 · Volunteer Program	0.00		0.00	0.00	0.00
890 · Web Expenses	0.00	41.67	255.00	333.36	500.00
895 · Penalty Pay	0.00		82.00		
Total Expense	<u>24,351.85</u>	<u>29,167.67</u>	<u>199,903.59</u>	<u>208,094.86</u>	<u>326,204.00</u>
Net Ordinary Income	35,148.48	-8,110.18	-675.53	-39,634.94	-73,514.00
Other Income/Expense					
Other Income					
910 · Radio Income					
911 · Contributions - Unrestricted	0.00	166.67	1,246.27	1,333.36	2,000.00
913 · Underwriting-Radio	0.00	833.33	0.00	6,666.64	10,000.00
914 · Grants-Radio	0.00	416.67	0.00	3,333.36	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	200.00	300.00
916 · Production Services	0.00	29.17	0.00	233.36	350.00
918 · Event Income	0.00	541.67	0.00	4,333.36	6,500.00
919 · Event Sponsorship	0.00	83.33	0.00	666.64	1,000.00

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Total 910 · Radio Income	0.00	2,095.84	1,246.27	16,766.72	25,150.00
Total Other Income	0.00	2,095.84	1,246.27	16,766.72	25,150.00
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	200.00	300.00
922 · Outside Services - Radio	0.00	29.17	0.00	233.36	350.00
926 · Licenses, Subscrip & Memberships	0.00	108.33	1,330.15	866.64	1,300.00
927 · Equipment Parts & Supplies	0.00	416.67	206.30	3,333.36	5,000.00
928 · Equipment Maintenance	0.00	16.67	0.00	133.36	200.00
929 · Production Supplies	0.00	8.33	0.00	66.64	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
936 · Remote Access	40.00	50.00	320.00	400.00	600.00
937 · STL	124.50	125.00	996.00	1,000.00	1,500.00
938 · Streaming Services	184.50	191.67	1,476.00	1,533.36	2,300.00
939 · Automation Services	49.00	83.33	392.00	666.64	1,000.00
952 · Advertising	0.00	70.83	0.00	566.64	850.00
953 · Printing	0.00	58.33	0.00	466.64	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.67	0.00	333.36	500.00
956 · Event Supplies	0.00	166.67	840.80	1,333.36	2,000.00
957 · Event Rentals	0.00	54.17	0.00	433.36	650.00
Total 920 · Radio Expenses	398.00	1,458.34	5,561.25	11,666.72	17,500.00
Total Other Expense	398.00	1,458.34	5,561.25	11,666.72	17,500.00
Net Other Income	-398.00	637.50	-4,314.98	5,100.00	7,650.00
Net Income	34,750.48	-7,472.68	-4,990.51	-34,534.94	-65,864.00