

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

	<u>Mar 20</u>	<u>Budget</u>	<u>Jul '19 - Mar 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
510 · Community Access Fees	0.00	18,750.00	172,149.88	168,750.00	225,000.00
512 · Contributions- Unrestricted	517.89	83.34	1,574.82	749.98	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	860.50	1,500.00	18,885.39	13,500.00	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	20.84	0.00	187.48	250.00
530 · Workshop Fees	0.00	16.66	0.00	150.02	200.00
540 · Membership Dues	565.00	666.66	4,465.00	6,000.02	8,000.00
545 · DVD Sales	0.00		60.00	0.00	0.00
550 · Interest Income	2.71	8.34	39.07	74.98	100.00
555 · Late Fees	0.00	2.09	0.00	18.73	25.00
585 · Blank Stock Income	0.00		0.00	0.00	0.00
590 · Sales Income	0.00	8.34	0.00	74.98	100.00
591 · PCA Service Income	0.00	1.25	0.00	11.25	15.00
<b>Total Income</b>	<u>1,946.10</u>	<u>21,057.52</u>	<u>201,174.16</u>	<u>189,517.44</u>	<u>252,690.00</u>
<b>Gross Profit</b>	1,946.10	21,057.52	201,174.16	189,517.44	252,690.00
<b>Expense</b>					
<b>731 · Payroll Expense</b>					
736 · Payroll - Program Director	0.00		937.74		
737 · Payroll - Membership Coord	0.00	2,448.34	0.00	22,034.98	29,380.00
738 · Payroll - Executive Director	2,791.66	4,244.00	26,745.72	38,196.00	50,928.00
739 · Payroll - Access Asistants	817.65	1,004.25	8,052.41	9,038.25	12,051.00
740 · Payroll Taxes	1,277.03	1,416.66	12,491.00	12,750.02	17,000.00
741 · Payroll - Holiday Bonuses	0.00	125.00	1,561.04	1,125.00	1,500.00
742 · Holiday Pay	0.00	0.00	1,540.00	0.00	0.00
743 · Payroll Fees	33.25	37.50	327.00	337.50	450.00
746 · Payroll - Operations Manager	3,344.00	2,511.16	32,662.00	22,600.52	30,134.00
748 · Payroll - Radio Manager	2,206.82	2,841.59	25,785.32	25,574.23	34,099.00
749 · Payroll - Access Coordinator	0.00	1,882.34	0.00	16,940.98	22,588.00
756 · Payroll - Access Supervisor	1,950.75	2,002.50	17,714.32	5,031.00	12,042.00
757 · Payroll-Membership Supervisor	3,090.00	1,855.00	26,145.00	4,890.00	11,070.00
<b>Total 731 · Payroll Expense</b>	<u>15,511.16</u>	<u>20,368.34</u>	<u>153,961.55</u>	<u>158,518.48</u>	<u>221,242.00</u>
150 · Suspense	0.00		0.00	0.00	0.00
610 · Accounting	653.40	316.66	5,799.33	2,850.02	3,800.00
611 · Annual Audit and Tax Return	0.00	833.34	11,454.00	7,499.98	10,000.00
612 · Advertising	0.00	208.34	0.00	1,874.98	2,500.00
613 · Advertising - Employees	0.00	12.50	75.00	112.50	150.00
615 · Travel Expenses	0.00	41.66	32.60	375.02	500.00
626 · Merchant Fees	2.70	29.16	50.37	262.52	350.00
628 · Board Development	0.00	16.66	124.65	150.02	200.00
640 · Conference Expenses	0.00	50.00	42.72	450.00	600.00
642 · Conference Travel	0.00	58.34	0.00	524.98	700.00
645 · Computer Software-Office	0.00	50.00	619.87	450.00	600.00

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646 · Maintenance-Office Equipt.	0.00	12.50	0.00	112.50	150.00
650 · Depreciation Expense	0.00	2,007.66	0.00	18,069.02	24,092.00
655 · Donations	0.00	0.00	0.00	0.00	0.00
660 · Dues & Subscriptions	104.06	37.50	514.24	337.50	450.00
665 · Meals	0.00	29.16	179.62	262.52	350.00
675 · Equipment Parts & Supplies	55.73	416.66	3,218.91	3,750.02	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	112.50	150.00
690 · Insurance	0.00	458.34	5,204.09	4,124.98	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	1,516.00	1,575.00	2,100.00
695 · Legal	0.00	83.34	0.00	749.98	1,000.00
700 · Licenses & Permits	0.00	12.50	249.00	112.50	150.00
710 · Facility Maintenance	94.00	125.00	1,003.51	1,125.00	1,500.00
712 · Mileage Reimbursement	31.40	20.84	350.16	187.48	250.00
715 · Meetings	0.00	4.16	132.00	37.52	50.00
720 · Miscellaneous	0.00	8.34	0.00	74.98	100.00
725 · Office Supplies	189.78	125.00	1,836.46	1,125.00	1,500.00
728 · Operational Services	0.00	12.50	247.50	112.50	150.00
730 · Outside Services	0.00	12.50	0.00	112.50	150.00
744 · Payroll - Outreach Coord	0.00	0.00	0.00	0.00	0.00
750 · Postage	0.00	20.84	321.05	187.48	250.00
751 · Post Box Rental	0.00		134.00	120.00	120.00
755 · PCA Printing	0.00	29.16	116.78	262.52	350.00
765 · Promotion	0.00	100.00	408.19	900.00	1,200.00
775 · Rent	2,490.00	2,420.00	22,200.00	21,570.00	28,830.00
780 · Refunds	0.00	2.91	0.00	26.27	35.00
790 · Satellite Expenses	0.00		0.00	0.00	0.00
800 · Security	0.00	120.00	1,133.82	1,080.00	1,440.00
804 · Staff Development	0.00	16.66	0.00	150.02	200.00
805 · Storage	90.00	60.00	810.00	540.00	720.00
830 · Taxes	0.00	14.59	-44.72	131.23	175.00
836 · Cable, Internet, Telephone	314.97	208.34	2,208.56	1,874.98	2,500.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	178.59	175.00	1,575.93	1,575.00	2,100.00
880 · Utilities	428.35	375.00	4,294.29	3,375.00	4,500.00
885 · Volunteer Program	0.00		0.00	0.00	0.00
890 · Web Expenses	0.00	41.66	255.00	375.02	500.00
895 · Penalty Pay	0.00		82.00		
<b>Total Expense</b>	<u>20,144.14</u>	<u>29,122.66</u>	<u>220,106.48</u>	<u>237,217.52</u>	<u>326,204.00</u>
<b>Net Ordinary Income</b>	-18,198.04	-8,065.14	-18,932.32	-47,700.08	-73,514.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>910 · Radio Income</b>					
911 · Contributions - Unrestricted	0.00	166.66	1,246.27	1,500.02	2,000.00
913 · Underwriting-Radio	0.00	833.34	0.00	7,499.98	10,000.00
914 · Grants-Radio	0.00	416.66	0.00	3,750.02	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	225.00	300.00
916 · Production Services	0.00	29.16	0.00	262.52	350.00

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918 · Event Income	0.00	541.66	0.00	4,875.02	6,500.00
919 · Event Sponsorship	0.00	83.34	0.00	749.98	1,000.00
<b>Total 910 · Radio Income</b>	<u>0.00</u>	<u>2,095.82</u>	<u>1,246.27</u>	<u>18,862.54</u>	<u>25,150.00</u>
<b>Total Other Income</b>	0.00	2,095.82	1,246.27	18,862.54	25,150.00
<b>Other Expense</b>					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	225.00	300.00
922 · Outside Services - Radio	0.00	29.16	0.00	262.52	350.00
926 · Licenses, Subscrp & Memberships	0.00	108.34	1,330.15	974.98	1,300.00
927 · Equipment Parts & Supplies	0.00	416.66	206.30	3,750.02	5,000.00
928 · Equipment Maintenance	0.00	16.66	0.00	150.02	200.00
929 · Production Supplies	0.00	8.34	0.00	74.98	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	112.50	150.00
936 · Remote Access	40.00	50.00	360.00	450.00	600.00
937 · STL	124.50	125.00	1,120.50	1,125.00	1,500.00
938 · Streaming Services	184.50	191.66	1,660.50	1,725.02	2,300.00
939 · Automation Services	49.00	83.34	441.00	749.98	1,000.00
952 · Advertising	0.00	70.84	0.00	637.48	850.00
953 · Printing	0.00	58.34	0.00	524.98	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.66	0.00	375.02	500.00
956 · Event Supplies	0.00	166.66	840.80	1,500.02	2,000.00
957 · Event Rentals	0.00	54.16	0.00	487.52	650.00
<b>Total 920 · Radio Expenses</b>	<u>398.00</u>	<u>1,458.32</u>	<u>5,959.25</u>	<u>13,125.04</u>	<u>17,500.00</u>
<b>Total Other Expense</b>	<u>398.00</u>	<u>1,458.32</u>	<u>5,959.25</u>	<u>13,125.04</u>	<u>17,500.00</u>
<b>Net Other Income</b>	<u>-398.00</u>	<u>637.50</u>	<u>-4,712.98</u>	<u>5,737.50</u>	<u>7,650.00</u>
<b>Net Income</b>	<u><b>-18,596.04</b></u>	<u><b>-7,427.64</b></u>	<u><b>-23,645.30</b></u>	<u><b>-41,962.58</b></u>	<u><b>-65,864.00</b></u>