

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

Ordinary Income/Expense	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
Income					
510 · Community Access Fees	0.00	18,750.00	172,149.88	187,500.00	225,000.00
512 · Contributions- Unrestricted	70.00	83.34	1,644.82	833.32	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	5,922.50	1,500.00	24,807.89	15,000.00	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	20.84	0.00	208.32	250.00
530 · Workshop Fees	0.00	16.66	0.00	166.68	200.00
540 · Membership Dues	425.00	666.66	4,890.00	6,666.68	8,000.00
545 · DVD Sales	0.00		60.00	0.00	0.00
550 · Interest Income	2.07	8.34	41.14	83.32	100.00
555 · Late Fees	0.00	2.09	0.00	20.82	25.00
585 · Blank Stock Income	0.00		0.00	0.00	0.00
590 · Sales Income	0.00	8.34	0.00	83.32	100.00
591 · PCA Service Income	0.00	1.25	0.00	12.50	15.00
Total Income	6,419.57	21,057.52	207,593.73	210,574.96	252,690.00
Gross Profit	6,419.57	21,057.52	207,593.73	210,574.96	252,690.00
Expense					
731 · Payroll Expense					
736 · Payroll - Program Director	0.00		937.74		
737 · Payroll - Membership Coord	0.00	2,448.34	0.00	24,483.32	29,380.00
738 · Payroll - Executive Director	2,791.66	4,244.00	29,537.38	42,440.00	50,928.00
739 · Payroll - Access Asistants	321.64	1,004.25	8,374.05	10,042.50	12,051.00
740 · Payroll Taxes	1,214.39	1,416.66	13,705.39	14,166.68	17,000.00
741 · Payroll - Holiday Bonuses	0.00	125.00	1,561.04	1,250.00	1,500.00
742 · Holiday Pay	0.00	0.00	1,540.00	0.00	0.00
743 · Payroll Fees	21.00	37.50	348.00	375.00	450.00
746 · Payroll - Operations Manager	4,061.75	2,511.16	36,723.75	25,111.68	30,134.00
748 · Payroll - Radio Manager	2,750.00	2,841.59	28,535.32	28,415.82	34,099.00
749 · Payroll - Access Coordinator	0.00	1,882.34	0.00	18,823.32	22,588.00
756 · Payroll - Access Supervisor	1,819.00	2,475.00	19,533.32	7,506.00	12,042.00
757 · Payroll-Membership Supervisor	3,445.00	2,005.00	29,590.00	6,895.00	11,070.00
Total 731 · Payroll Expense	16,424.44	20,990.84	170,385.99	179,509.32	221,242.00
150 · Suspense	0.00		0.00	0.00	0.00
610 · Accounting	719.00	316.66	6,518.33	3,166.68	3,800.00
611 · Annual Audit and Tax Return	0.00	833.34	11,454.00	8,333.32	10,000.00
612 · Advertising	0.00	208.34	0.00	2,083.32	2,500.00
613 · Advertising - Employees	0.00	12.50	75.00	125.00	150.00
615 · Travel Expenses	0.00	41.66	32.60	416.68	500.00
626 · Merchant Fees	3.30	29.16	53.67	291.68	350.00
628 · Board Development	0.00	16.66	124.65	166.68	200.00
640 · Conference Expenses	0.00	50.00	42.72	500.00	600.00
642 · Conference Travel	0.00	58.34	0.00	583.32	700.00
645 · Computer Software-Office	0.00	50.00	619.87	500.00	600.00

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646 · Maintenance-Office Equipt.	0.00	12.50	0.00	125.00	150.00
650 · Depreciation Expense	0.00	2,007.66	0.00	20,076.68	24,092.00
655 · Donations	0.00	0.00	0.00	0.00	0.00
660 · Dues & Subscriptions	32.06	37.50	546.30	375.00	450.00
665 · Meals	0.00	29.16	179.62	291.68	350.00
675 · Equipment Parts & Supplies	0.00	416.66	3,218.91	4,166.68	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	125.00	150.00
690 · Insurance	-88.00	458.34	5,116.09	4,583.32	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	1,516.00	1,750.00	2,100.00
695 · Legal	0.00	83.34	0.00	833.32	1,000.00
700 · Licenses & Permits	0.00	12.50	249.00	125.00	150.00
710 · Facility Maintenance	94.00	125.00	1,097.51	1,250.00	1,500.00
712 · Mileage Reimbursement	39.04	20.84	389.20	208.32	250.00
715 · Meetings	0.00	4.16	132.00	41.68	50.00
720 · Miscellaneous	0.00	8.34	0.00	83.32	100.00
725 · Office Supplies	0.00	125.00	1,836.46	1,250.00	1,500.00
728 · Operational Services	0.00	12.50	247.50	125.00	150.00
730 · Outside Services	0.00	12.50	0.00	125.00	150.00
744 · Payroll - Outreach Coord	0.00	0.00	0.00	0.00	0.00
750 · Postage	0.00	20.84	321.05	208.32	250.00
751 · Post Box Rental	0.00		134.00	120.00	120.00
755 · PCA Printing	0.00	29.16	116.78	291.68	350.00
765 · Promotion	0.00	100.00	408.19	1,000.00	1,200.00
775 · Rent	2,490.00	2,420.00	24,690.00	23,990.00	28,830.00
780 · Refunds	0.00	2.91	0.00	29.18	35.00
790 · Satellite Expenses	0.00		0.00	0.00	0.00
800 · Security	0.00	120.00	1,133.82	1,200.00	1,440.00
804 · Staff Development	0.00	16.66	0.00	166.68	200.00
805 · Storage	90.00	60.00	900.00	600.00	720.00
830 · Taxes	6.00	14.59	-38.72	145.82	175.00
836 · Cable, Internet, Telephone	180.62	208.34	2,389.18	2,083.32	2,500.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	178.59	175.00	1,754.52	1,750.00	2,100.00
880 · Utilities	299.54	375.00	4,593.83	3,750.00	4,500.00
885 · Volunteer Program	0.00		0.00	0.00	0.00
890 · Web Expenses	0.00	41.66	255.00	416.68	500.00
895 · Penalty Pay	0.00		82.00		
Total Expense	<u>20,468.59</u>	<u>29,745.16</u>	<u>240,575.07</u>	<u>266,962.68</u>	<u>326,204.00</u>
Net Ordinary Income	-14,049.02	-8,687.64	-32,981.34	-56,387.72	-73,514.00
Other Income/Expense					
Other Income					
910 · Radio Income					
911 · Contributions - Unrestricted	0.00	166.66	1,246.27	1,666.68	2,000.00
913 · Underwriting-Radio	0.00	833.34	0.00	8,333.32	10,000.00
914 · Grants-Radio	0.00	416.66	0.00	4,166.68	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	250.00	300.00
916 · Production Services	0.00	29.16	0.00	291.68	350.00

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918 · Event Income	0.00	541.66	0.00	5,416.68	6,500.00
919 · Event Sponsorship	0.00	83.34	0.00	833.32	1,000.00
Total 910 · Radio Income	<u>0.00</u>	<u>2,095.82</u>	<u>1,246.27</u>	<u>20,958.36</u>	<u>25,150.00</u>
Total Other Income	0.00	2,095.82	1,246.27	20,958.36	25,150.00
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	250.00	300.00
922 · Outside Services - Radio	0.00	29.16	0.00	291.68	350.00
926 · Licenses, Subscrip & Memberships	0.00	108.34	1,330.15	1,083.32	1,300.00
927 · Equipment Parts & Supplies	0.00	416.66	206.30	4,166.68	5,000.00
928 · Equipment Maintenance	0.00	16.66	0.00	166.68	200.00
929 · Production Supplies	0.00	8.34	0.00	83.32	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	125.00	150.00
936 · Remote Access	40.00	50.00	400.00	500.00	600.00
937 · STL	124.50	125.00	1,245.00	1,250.00	1,500.00
938 · Streaming Services	184.50	191.66	1,845.00	1,916.68	2,300.00
939 · Automation Services	49.00	83.34	490.00	833.32	1,000.00
952 · Advertising	0.00	70.84	0.00	708.32	850.00
953 · Printing	0.00	58.34	0.00	583.32	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.66	0.00	416.68	500.00
956 · Event Supplies	0.00	166.66	840.80	1,666.68	2,000.00
957 · Event Rentals	0.00	54.16	0.00	541.68	650.00
Total 920 · Radio Expenses	<u>398.00</u>	<u>1,458.32</u>	<u>6,357.25</u>	<u>14,583.36</u>	<u>17,500.00</u>
Total Other Expense	<u>398.00</u>	<u>1,458.32</u>	<u>6,357.25</u>	<u>14,583.36</u>	<u>17,500.00</u>
Net Other Income	<u>-398.00</u>	<u>637.50</u>	<u>-5,110.98</u>	<u>6,375.00</u>	<u>7,650.00</u>
Net Income	<u>-14,447.02</u>	<u>-8,050.14</u>	<u>-38,092.32</u>	<u>-50,012.72</u>	<u>-65,864.00</u>