

Petaluma Community Access, Inc.

v.1 August 2019

PCA-KPCA Budget, Fiscal Year 2019/20

Acct. #		2018/19 Actual 6/30/2019	2018/19 Annual v.4, 3/1/19	2019/20 Actual	2019/20 Monthly	2019/20 Annual	Comments
510	Community Access Fees	233,498	244,000	-	18,750	225,000	
512	Contributions-Unrestricted	3,181	1,500	-	333	4,000	
515	Grants	1,595	-	-	833	10,000	
520	Government Taping Fees	17,450	17,000	-	1,500	18,000	
521	Tape Dubbing	-	30	-	-	-	
522	You Tube Upload	-	20	-	-	-	
525	Production Services Income	175	250	-	21	250	
530	Workshop Fees	-	200	-	17	200	
536	Underwriting	-	-	-	833	10,000	
540	Membership Dues	7,225	8,000	-	667	8,000	
545	DVD Sales	20	100	-	-	-	
550	Interest Income	62	25	-	8	100	
555	Late Fees	-	50	-	-	25	
585	Blank Stock Income	-	10	-	-	-	
896	Miscellaneous Income	25	-	-	-	-	
	Subtotal PCA Income	263,231	271,185	-	22,963	275,575	
KPCA INCOME							
911	Contributions-Unrestricted	1,720	1,000	-	167	2,000	
913	Underwriting	-	7,500	-	833	10,000	
914	Grants	-	3,000	-	417	5,000	
915	Workshop Fees	-	-	-	25	300	
916	Production Services	-	-	-	29	350	
918	Event Income	3,093	3,500	-	542	6,500	
919	Event Sponsorship	-	2,000	-	83	1,000	
	Subtotal KPCA Income	4,813	17,000	-	2,096	25,150	
	Total INCOME	268,044	288,185	-	25,058	300,725	
PCA PAYROLL							
737	Payroll Membership Coord	13,195	13,000	-	-	-	
738	Payroll Exec. Director	52,894	47,235	-	2,930	35,125	
739	Payroll Access Assistants	16,211	11,973	-	1,358	16,300	
744	Payroll Outreach Coord	2,710	2,710	-	-	-	
745	Payroll Radio Coordinator	-	-	-	-	-	
746	Payroll Operations Manager	35,883	35,568	-	3,200	38,400	
748	Payroll Radio Manager	34,123	35,841	-	2,974	35,684	
749	Payroll Access Coordinator	11,817	12,545	-	-	-	
756	Payroll Access Supervisor	12,042	14,040	-	1,887	22,644	
757	Payroll Membership Supervisor	11,070	14,560	-	3,293	39,520	
	Subtotal Payroll	189,944	187,472	-	15,642	187,673	
PCA PAYROLL TAXES							
740	SUI,FUTA,FICA, Medicare	16,878	18,750	-	1,542	18,500	roughly 10%
	Subtotal Payroll Taxes	16,878	18,750	-	1,542	18,500	
PCA BENEFITS							
670	Employee Benefits	-	-	-	1,500	18,000	
692	Workmans Compensation	2,019	1,700	-	175	2,100	
741	Holiday Bonus	1,547	1,500	-	125	1,500	
742	Holiday Pay	684	-	-	433	5,194	
	Subtotal Benefits	4,250	3,200	-	2,233	26,794	
	Total PCA PAYROLL	211,072	209,422	-	19,417	232,967	

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PCA INSURANCE							
690	Liability, Property, Crime	5,622	4,900	-	458	5,500	
	Subtotal Insurance	5,622	4,900	-	458	5,500	
PCA PRODUCTION EXPENSES							
210	PCA Capital Expenses	3,533	-	-	-	-	
213	KPCA Capital Expenses	4,494	-	-	-	-	
675	Equipment Parts & Supplies	1,149	1,500	-	417	5,000	
790	Satellite Television/Cable	504	560	-	-	-	
	Subtotal Prod. Expenses	9,679	2,060	-	417	5,000	
PCA OFFICE EXPENSES							
610	Accounting	5,783	4,000	-	317	3,800	
611	Audit & Tax Returns	4,315	4,000	-	833	10,000	yr4 Audit, plus tax returns (1K)
612	Advertising	1,029	-	-	208	2,500	
613	Advertising/Employees	75	150	-	13	150	
615	Travel Expenses	604	100	-	42	500	
626	Merchant Fees	311	100	-	29	350	
640	Conference Exp	1,260	300	-	50	600	
642	Conference Travel	-	-	-	58	700	
645	Computer Software	599	650	-	50	600	
646	Office/Equip Maintenance	-	-	-	13	150	
655	Donations	-	-	-	-	-	
660	Dues & Subscriptions	613	750	-	38	450	
665	Entertain & Meals	355	350	-	279	3,350	
685	Equipment Repairs	197	150	-	13	150	
700	License & Permits	108	150	-	13	150	
710	Facility Maintenance	1,537	1,850	-	125	1,500	
712	Mileage Reimbursement	849	1,200	-	21	250	
715	Meetings	-	150	-	4	50	
725	Office Supplies	1,392	1,400	-	125	1,500	
743	Payroll Fees	1,725	450	-	38	450	
750	Postage	187	250	-	21	250	
751	PO Box Rental	120	112	-	10	120	
755	Printing	345	250	-	29	350	
765	Promotion/Outreach	2,664	650	-	100	1,200	
775	Rent	28,830	28,760	-	2,403	28,830	rent increase Nov. 2019
780	Refunds	-	-	-	-	-	
800	Security	1,993	1,800	-	120	1,440	
805	Storage	840	840	-	60	720	
830	Taxes	173	250	-	15	175	
836	Cable, Internet, Telephone	2,447	2,500	-	208	2,500	
837	Cell phone	254	260	-	-	-	
838	Internet - City Hall	2,049	2,000	-	175	2,100	
880	Utilities	4,224	4,000	-	375	4,500	
885	Volunteer program	-	-	-	-	-	
890	Web	5,369	850	-	42	500	
	Subtotal Office Expenses	70,246	58,272	-	5,824	69,885	
OTHER PCA EXPENSES							
628	Board Development	177	150	-	17	200	
695	Legal	3,258	1,200	-	83	1,000	
728	Operational Services	-	200	-	13	150	
730	Outside Services	-	4,500	-	13	150	
804	Staff Development	92	100	-	17	200	
	Subtotal Other Expenses	3,526	6,150	-	142	1,700	
	Total PCA EXPENSES	89,073	71,382	-	6,840	82,085	

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KPCA PRODUCTION EXPENSES							
921	Operational Services - Radio	280	-	-	25	300	
922	Outside Services - Radio	1,644	1,300	-	29	350	
	Subtotal KPCA Expenses a	1,925	1,300	-	54	650	
KPCA OFFICE EXPENSES							
926	Licenses, Subscriptions	1,611	2,400	-	108	1,300	domain, NFCB, SndExch
927	Equipment Parts & Supplies	2,073	3,500	-	417	5,000	
928	Equipment Maintenance	-	200	-	17	200	
929	Production Supplies	-	-	-	8	100	
930	Training Materials	-	-	-	-	-	
931	Computer Software	13	150	-	13	150	
936	Remote Access	586	480	-	42	500	\$40 x12 - Tmobile/Digital Ocean
937	STL	1,494	1,320	-	125	1,500	\$110 x12 studio/antenna link
938	Streaming Services	2,214	2,200	-	192	2,300	\$185 x12 - StreamGuys
939	Automation Services	930	1,200	-	83	1,000	\$30x12 - Spintron
	Subtotal KPCA Expenses b	8,922	11,450	-	1,004	12,050	
KPCA DEVELOPMENT							
952	Advertising	117	250	-	71	850	
953	Printing	577	500	-	58	700	
954	Fundraising Services	-	-	-	-	-	
955	Event Services	20	750	-	42	500	
956	Event Supplies	1,785	1,200	-	167	2,000	
957	Event Rentals	-	300	-	54	650	
	Subtotal KPCA Development	2,499	3,000	-	392	4,700	
	Total KPCA EXPENSES	13,345	15,750	-	1,450	17,400	

Operating BUDGET

INCOME	268,044	288,185	-	25,060	300,725
PAYROLL	(211,072)	(209,422)	-	(19,414)	(232,967)
PCA EXPENSES	(89,073)	(71,382)	-	(6,840)	(82,085)
KPCA EXPENSES	(13,345)	(15,750)	-	(1,450)	(17,400)
Total Operating BALANCE	(45,446)	(8,369)	-	(2,644)	(31,727)

PCA/KPCA Summary Balance

<i>Petty Cash</i> 200 <i>Change Fund</i> 50 <i>Prepaid Rent Deposit</i> 2,100 Total Additional Funds 2,350	<i>Petty Cash</i> 200 <i>Change Fund</i> 50 <i>Prepaid Rent Deposit</i> 2,100 Total Additional Funds 2,350
<i>Summit Operating Acct.</i> 98,899 <i>Summit unrestricted acct</i> 25,000 <i>Exchange unrestricted acct</i> 25,024 Reserve Balance FY18/19 148,923	<i>Summit Operating Acct.</i> 25,000 <i>Summit Unrestricted Acct.</i> <i>Exchange Unrestricted Acct.</i> 25,024 Reserve Balance 19/20 50,024

TOTAL Balance FY18/19 20,647