

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

	<u>Sep 20</u>	<u>Budget</u>	<u>Jul - Sep 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
510 · Community Access Fees	0.00	19,166.67	56,537.79	57,500.01	230,000.00
512 · Contributions- Unrestricted	25.00	583.33	75.00	1,749.99	7,000.00
513 · Contributions- Restricted	0.00	0.00	0.00	0.00	0.00
515 · Grants	0.00	833.33	0.00	2,499.99	10,000.00
520 · Government Taping Fees	0.00	2,083.33	6,915.00	6,249.99	25,000.00
525 · Production Services Income	0.00	20.83	0.00	62.49	250.00
530 · Workshop Fees	0.00	16.67	0.00	50.01	200.00
536 · Underwriting	0.00	833.33	0.00	2,499.99	10,000.00
540 · Membership Dues	475.00	833.33	1,525.00	2,499.99	10,000.00
545 · DVD Sales	0.00	0.00	0.00	0.00	0.00
550 · Interest Income	1.66	8.33	5.65	24.99	100.00
555 · Late Fees	0.00	2.08	0.00	6.24	25.00
590 · Sales Income	0.00	0.00	0.00	0.00	0.00
591 · PCA Service Income	0.00	0.00	0.00	0.00	0.00
Total Income	<u>501.66</u>	<u>24,381.23</u>	<u>65,058.44</u>	<u>73,143.69</u>	<u>292,575.00</u>
Gross Profit	501.66	24,381.23	65,058.44	73,143.69	292,575.00
Expense					
731 · Payroll Expense					
736 · Payroll - Program Director	0.00	0.00	0.00	0.00	0.00
737 · Payroll - Membership Coord	0.00	0.00	0.00	0.00	0.00
738 · Payroll - Executive Director	2,791.66	3,833.33	8,374.98	11,499.99	46,000.00
739 · Payroll - Access Asistants	957.14	1,358.33	2,960.55	4,074.99	16,300.00
740 · Payroll Taxes	1,235.90	1,541.67	3,611.53	4,625.01	18,500.00
741 · Payroll - Holiday Bonuses	0.00	125.00	0.00	375.00	1,500.00
742 · Holiday Pay	272.00	208.33	542.00	624.99	2,500.00
743 · Payroll Fees	31.50	37.50	87.50	112.50	450.00
746 · Payroll - Operations Manager	3,762.00	3,666.67	12,314.50	11,000.01	44,000.00
748 · Payroll - Radio Manager	2,475.00	2,833.33	7,606.50	8,499.99	34,000.00
749 · Payroll - Access Coordinator	0.00	0.00	0.00	0.00	0.00
756 · Payroll - Access Supervisor	2,227.66	833.33	4,458.91	2,499.99	10,000.00
757 · Payroll-Membership Supervisor	3,307.50	3,208.33	10,006.75	9,624.99	38,500.00
Total 731 · Payroll Expense	<u>17,060.36</u>	<u>17,645.82</u>	<u>49,963.22</u>	<u>52,937.46</u>	<u>211,750.00</u>
150 · Suspense	0.00	0.00	0.00	0.00	0.00
610 · Accounting	876.30	316.67	2,142.65	950.01	3,800.00
611 · Annual Audit and Tax Return	0.00	333.33	0.00	999.99	4,000.00
612 · Advertising	0.00	125.00	0.00	375.00	1,500.00
613 · Advertising - Employees	0.00	0.00	0.00	0.00	0.00
615 · Travel Expenses	0.00	0.00	0.00	0.00	0.00
626 · Merchant Fees	16.32	29.17	23.34	87.51	350.00
628 · Board Development	0.00	16.67	0.00	50.01	200.00
640 · Conference Expenses	0.00	0.00	0.00	0.00	0.00
642 · Conference Travel	0.00	0.00	0.00	0.00	0.00
645 · Computer Software-Office	0.00	50.00	0.00	150.00	600.00

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646 · Maintenance-Office Equipt.	0.00	12.50	0.00	37.50	150.00
650 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
655 · Donations	0.00	0.00	0.00	0.00	0.00
660 · Dues & Subscriptions	483.66	37.50	511.78	112.50	450.00
665 · Meals	0.00	41.67	0.00	125.01	500.00
670 · Employee Benefits	0.00	1,500.00	0.00	4,500.00	18,000.00
675 · Equipment Parts & Supplies	0.00	416.67	0.00	1,250.01	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	37.50	150.00
690 · Insurance	5,457.95	458.33	6,403.20	1,374.99	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	0.00	525.00	2,100.00
695 · Legal	0.00	83.33	0.00	249.99	1,000.00
700 · Licenses & Permits	0.00	12.50	0.00	37.50	150.00
710 · Facility Maintenance	94.00	125.00	282.00	375.00	1,500.00
712 · Mileage Reimbursement	70.38	20.83	109.37	62.49	250.00
715 · Meetings	0.00	4.17	0.00	12.51	50.00
720 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
725 · Office Supplies	0.00	125.00	242.28	375.00	1,500.00
728 · Operational Services	0.00	12.50	0.00	37.50	150.00
730 · Outside Services	0.00	12.50	0.00	37.50	150.00
744 · Payroll - Outreach Coord	0.00	0.00	0.00	0.00	0.00
745 · Payroll - Radio Coordinator	0.00	0.00	0.00	0.00	0.00
750 · Postage	110.00	29.17	116.45	87.51	350.00
751 · Post Box Rental	0.00	11.25	0.00	33.75	135.00
755 · PCA Printing	0.00	29.17	0.00	87.51	350.00
765 · Promotion	0.00	100.00	0.00	300.00	1,200.00
775 · Rent	2,490.00	2,539.83	7,470.00	7,619.49	30,478.00
780 · Refunds	0.00	0.00	0.00	0.00	0.00
800 · Security	0.00	120.00	377.94	360.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	50.01	200.00
805 · Storage	90.00	90.00	270.00	270.00	1,080.00
830 · Taxes	0.00	14.58	0.00	43.74	175.00
836 · Cable, Internet, Telephone	259.83	250.00	822.00	750.00	3,000.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	177.15	176.25	531.44	528.75	2,115.00
880 · Utilities	360.08	458.33	1,076.71	1,374.99	5,500.00
885 · Volunteer Program	0.00	0.00	0.00	0.00	0.00
890 · Web Expenses	0.00	41.67	255.00	125.01	500.00
895 · Penalty Pay	0.00	0.00	31.00	0.00	0.00
Total Expense	27,546.03	25,443.58	70,628.38	76,330.74	305,323.00
Net Ordinary Income	-27,044.37	-1,062.35	-5,569.94	-3,187.05	-12,748.00
Other Income/Expense					
Other Income					
910 · Radio Income					
911 · Contributions - Unrestricted	0.00	250.00	0.00	750.00	3,000.00
913 · Underwriting-Radio	0.00	833.33	0.00	2,499.99	10,000.00

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914 · Grants-Radio	0.00	416.67	0.00	1,250.01	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	75.00	300.00
916 · Production Services	0.00	29.17	0.00	87.51	350.00
918 · Event Income	0.00	666.67	0.00	2,000.01	8,000.00
919 · Event Sponsorship	0.00	166.67	0.00	500.01	2,000.00
Total 910 · Radio Income	<u>0.00</u>	<u>2,387.51</u>	<u>0.00</u>	<u>7,162.53</u>	<u>28,650.00</u>
896 · Miscellaneous Income	0.00	8.33	0.00	24.99	100.00
Total Other Income	<u>0.00</u>	<u>2,395.84</u>	<u>0.00</u>	<u>7,187.52</u>	<u>28,750.00</u>
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	75.00	300.00
922 · Outside Services - Radio	0.00	29.17	0.00	87.51	350.00
926 · Licenses, Subscrp & Memberships	0.00	108.33	100.09	324.99	1,300.00
927 · Equipment Parts & Supplies	0.00	416.67	210.01	1,250.01	5,000.00
928 · Equipment Maintenance	0.00	16.67	0.00	50.01	200.00
929 · Production Supplies	0.00	8.33	0.00	24.99	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	37.50	150.00
936 · Remote Access	40.00	41.67	120.00	125.01	500.00
937 · STL	124.50	135.00	373.50	405.00	1,620.00
938 · Streaming Services	184.50	191.67	553.50	575.01	2,300.00
939 · Automation Services	49.00	83.33	147.00	249.99	1,000.00
952 · Advertising	0.00	70.83	0.00	212.49	850.00
953 · Printing	0.00	58.33	0.00	174.99	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.67	0.00	125.01	500.00
956 · Event Supplies	0.00	166.67	0.00	500.01	2,000.00
957 · Event Rentals	0.00	54.17	0.00	162.51	650.00
Total 920 · Radio Expenses	<u>398.00</u>	<u>1,460.01</u>	<u>1,504.10</u>	<u>4,380.03</u>	<u>17,520.00</u>
Total Other Expense	<u>398.00</u>	<u>1,460.01</u>	<u>1,504.10</u>	<u>4,380.03</u>	<u>17,520.00</u>
Net Other Income	<u>-398.00</u>	<u>935.83</u>	<u>-1,504.10</u>	<u>2,807.49</u>	<u>11,230.00</u>
Net Income	<u><u>-27,442.37</u></u>	<u><u>-126.52</u></u>	<u><u>-7,074.04</u></u>	<u><u>-379.56</u></u>	<u><u>-1,518.00</u></u>