

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

	<u>Dec 20</u>	<u>Budget</u>	<u>Jul - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
510 · Community Access Fees	0.00	19,166.67	111,486.29	115,000.02	230,000.00
512 · Contributions- Unrestricted	120.00	583.33	315.00	3,499.98	7,000.00
513 · Contributions- Restricted	0.00	0.00	0.00	0.00	0.00
515 · Grants	0.00	833.33	0.00	4,999.98	10,000.00
520 · Government Taping Fees	0.00	2,083.33	12,897.50	12,499.98	25,000.00
525 · Production Services Income	0.00	20.83	0.00	124.98	250.00
530 · Workshop Fees	0.00	16.67	0.00	100.02	200.00
536 · Underwriting	0.00	833.33	0.00	4,999.98	10,000.00
540 · Membership Dues	353.00	833.33	2,853.00	4,999.98	10,000.00
545 · DVD Sales	0.00	0.00	0.00	0.00	0.00
550 · Interest Income	1.68	8.33	10.69	49.98	100.00
555 · Late Fees	0.00	2.08	0.00	12.48	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>474.68</u>	<u>24,381.23</u>	<u>127,562.48</u>	<u>146,287.38</u>	<u>292,575.00</u>
Gross Profit	474.68	24,381.23	127,562.48	146,287.38	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	4,312.50	3,833.33	18,895.79	22,999.98	46,000.00
739 · Payroll - Access Asistants	1,941.27	1,358.33	6,894.23	8,149.98	16,300.00
740 · Payroll Taxes	1,833.54	1,541.67	7,625.55	9,250.02	18,500.00
741 · Payroll - Holiday Bonuses	1,578.56	125.00	1,578.56	750.00	1,500.00
742 · Holiday Pay	336.00	208.33	878.00	1,249.98	2,500.00
743 · Payroll Fees	33.25	37.50	173.25	225.00	450.00
746 · Payroll - Operations Manager	5,676.00	3,666.67	25,432.00	22,000.02	44,000.00
748 · Payroll - Radio Manager	4,312.00	2,833.33	17,314.00	16,999.98	34,000.00
749 · Payroll - Access Coordinator	0.00	0.00	0.00	0.00	0.00
756 · Payroll - Access Supervisor	0.00	833.33	4,458.91	4,999.98	10,000.00
757 · Payroll-Membership Supervisor	4,992.75	3,208.33	21,709.00	19,249.98	38,500.00
Total 731 · Payroll Expense	<u>25,015.87</u>	<u>17,645.82</u>	<u>104,959.29</u>	<u>105,874.92</u>	<u>211,750.00</u>
150 · Suspense	0.00	0.00	0.00	0.00	0.00
610 · Accounting	549.95	316.67	3,496.00	1,900.02	3,800.00
611 · Annual Audit and Tax Return	0.00	333.33	3,695.00	1,999.98	4,000.00
612 · Advertising	0.00	125.00	0.00	750.00	1,500.00
613 · Advertising - Employees	0.00	0.00	0.00	0.00	0.00
615 · Travel Expenses	4.00	0.00	6.70	0.00	0.00
626 · Merchant Fees	6.64	29.17	44.14	175.02	350.00
628 · Board Development	0.00	16.67	0.00	100.02	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

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645 · Computer Software-Office	239.80	50.00	489.80	300.00	600.00
646 · Maintenance-Office Equip.	0.00	12.50	0.00	75.00	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	14.06	37.50	553.96	225.00	450.00
665 · Meals	0.00	41.67	0.00	250.02	500.00
670 · Employee Benefits	0.00	1,500.00	0.00	9,000.00	18,000.00
675 · Equipment Parts & Supplies	59.74	416.67	59.74	2,500.02	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	75.00	150.00
690 · Insurance	0.00	458.33	6,403.20	2,749.98	5,500.00
692 · Insurance - Workmans Comp	0.00	175.00	0.00	1,050.00	2,100.00
695 · Legal	0.00	83.33	0.00	499.98	1,000.00
700 · Licenses & Permits	4.00	12.50	4.00	75.00	150.00
710 · Facility Maintenance	94.00	125.00	564.00	750.00	1,500.00
712 · Mileage Reimbursement	3.00	20.83	112.37	124.98	250.00
715 · Meetings	0.00	4.17	0.00	25.02	50.00
720 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
725 · Office Supplies	106.41	125.00	386.69	750.00	1,500.00
728 · Operational Services	0.00	12.50	0.00	75.00	150.00
730 · Outside Services	0.00	12.50	0.00	75.00	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	0.00	29.17	121.20	175.02	350.00
751 · Post Box Rental	0.00	11.25	148.00	67.50	135.00
755 · PCA Printing	141.33	29.17	141.33	175.02	350.00
765 · Promotion	0.00	100.00	233.95	600.00	1,200.00
775 · Rent	2,564.70	2,539.83	15,164.10	15,238.98	30,478.00
780 · Refunds	0.00	0.00	0.00	0.00	0.00
800 · Security	0.00	120.00	755.88	720.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	100.02	200.00
805 · Storage	90.00	90.00	540.00	540.00	1,080.00
830 · Taxes	0.00	14.58	0.00	87.48	175.00
836 · Cable, Internet, Telephone	245.02	250.00	1,538.84	1,500.00	3,000.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	177.14	176.25	1,062.86	1,057.50	2,115.00
880 · Utilities	274.69	458.33	2,020.74	2,749.98	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	250.02	500.00
895 · Penalty Pay	0.00	0.00	31.00	0.00	0.00
Total Expense	<u>29,590.35</u>	<u>25,443.58</u>	<u>142,787.79</u>	<u>152,661.48</u>	<u>305,323.00</u>
Net Ordinary Income	-29,115.67	-1,062.35	-15,225.31	-6,374.10	-12,748.00
Other Income/Expense					
Other Income					
910 · Radio Income					

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911 · Contributions - Unrestricted	0.00	250.00	0.00	1,500.00	3,000.00
913 · Underwriting-Radio	0.00	833.33	0.00	4,999.98	10,000.00
914 · Grants-Radio	0.00	416.67	0.00	2,500.02	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	150.00	300.00
916 · Production Services	0.00	29.17	0.00	175.02	350.00
918 · Event Income	0.00	666.67	0.00	4,000.02	8,000.00
919 · Event Sponsorship	0.00	166.67	0.00	1,000.02	2,000.00
Total 910 · Radio Income	<u>0.00</u>	<u>2,387.51</u>	<u>0.00</u>	<u>14,325.06</u>	<u>28,650.00</u>
896 · Miscellaneous Income	0.00	8.33	0.00	49.98	100.00
Total Other Income	<u>0.00</u>	<u>2,395.84</u>	<u>0.00</u>	<u>14,375.04</u>	<u>28,750.00</u>
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	150.00	300.00
922 · Outside Services - Radio	0.00	29.17	0.00	175.02	350.00
926 · Licenses, Subscrip & Memberships	0.00	108.33	875.09	649.98	1,300.00
927 · Equipment Parts & Supplies	40.47	416.67	250.48	2,500.02	5,000.00
928 · Equipment Maintenance	0.00	16.67	0.00	100.02	200.00
929 · Production Supplies	0.00	8.33	0.00	49.98	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	75.00	150.00
936 · Remote Access	40.00	41.67	240.00	250.02	500.00
937 · STL	124.50	135.00	747.00	810.00	1,620.00
938 · Streaming Services	184.50	191.67	1,107.00	1,150.02	2,300.00
939 · Automation Services	49.00	83.33	294.00	499.98	1,000.00
952 · Advertising	0.00	70.83	0.00	424.98	850.00
953 · Printing	0.00	58.33	0.00	349.98	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.67	0.00	250.02	500.00
956 · Event Supplies	27.00	166.67	27.00	1,000.02	2,000.00
957 · Event Rentals	0.00	54.17	0.00	325.02	650.00
Total 920 · Radio Expenses	<u>465.47</u>	<u>1,460.01</u>	<u>3,540.57</u>	<u>8,760.06</u>	<u>17,520.00</u>
Total Other Expense	<u>465.47</u>	<u>1,460.01</u>	<u>3,540.57</u>	<u>8,760.06</u>	<u>17,520.00</u>
Net Other Income	<u>-465.47</u>	<u>935.83</u>	<u>-3,540.57</u>	<u>5,614.98</u>	<u>11,230.00</u>
Net Income	<u>-29,581.14</u>	<u>-126.52</u>	<u>-18,765.88</u>	<u>-759.12</u>	<u>-1,518.00</u>