

Petaluma Community Access, Inc.
Profit & Loss Budget Performance
January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jul '20 - Jan 21</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	134,166.69	230,000.00
512 · Contributions- Unrestricted	50.00	583.33	365.00	4,083.31	7,000.00
513 · Contributions- Restricted	0.00	0.00	0.00	0.00	0.00
515 · Grants	0.00	833.33	0.00	5,833.31	10,000.00
520 · Government Taping Fees	3,692.50	2,083.33	16,590.00	14,583.31	25,000.00
525 · Production Services Income	0.00	20.83	0.00	145.81	250.00
530 · Workshop Fees	0.00	16.67	0.00	116.69	200.00
536 · Underwriting	0.00	833.33	0.00	5,833.31	10,000.00
540 · Membership Dues	528.00	833.33	3,381.00	5,833.31	10,000.00
545 · DVD Sales	0.00	0.00	0.00	0.00	0.00
550 · Interest Income	1.28	8.33	11.97	58.31	100.00
555 · Late Fees	0.00	2.08	0.00	14.56	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>4,271.78</u>	<u>24,381.23</u>	<u>131,834.26</u>	<u>170,668.61</u>	<u>292,575.00</u>
Gross Profit	4,271.78	24,381.23	131,834.26	170,668.61	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	1,437.50	3,833.33	20,333.29	26,833.31	46,000.00
739 · Payroll - Access Asistants	693.63	1,358.33	7,587.86	9,508.31	16,300.00
740 · Payroll Taxes	710.08	1,541.67	8,335.63	10,791.69	18,500.00
741 · Payroll - Holiday Bonuses	0.00	125.00	1,578.56	875.00	1,500.00
742 · Holiday Pay	168.00	208.33	1,046.00	1,458.31	2,500.00
743 · Payroll Fees	22.75	37.50	196.00	262.50	450.00
746 · Payroll - Operations Manager	1,848.00	3,666.67	27,280.00	25,666.69	44,000.00
748 · Payroll - Radio Manager	1,413.50	2,833.33	18,727.50	19,833.31	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	5,833.31	10,000.00
757 · Payroll-Membership Supervisor	1,590.75	3,208.33	23,299.75	22,458.31	38,500.00
Total 731 · Payroll Expense	<u>7,884.21</u>	<u>17,645.82</u>	<u>112,843.50</u>	<u>123,520.74</u>	<u>211,750.00</u>
150 · Suspense	0.00	0.00	0.00	0.00	0.00
610 · Accounting	0.00	316.67	3,496.00	2,216.69	3,800.00
611 · Annual Audit and Tax Return	0.00	333.33	3,695.00	2,333.31	4,000.00
612 · Advertising	0.00	125.00	0.00	875.00	1,500.00
613 · Advertising - Employees	0.00	0.00	0.00	0.00	0.00
615 · Travel Expenses	0.00	0.00	6.70	0.00	0.00
626 · Merchant Fees	8.54	29.17	52.68	204.19	350.00
628 · Board Development	0.00	16.67	0.00	116.69	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	0.00	50.00	489.80	350.00	600.00
646 · Maintenance-Office Equipt.	0.00	12.50	0.00	87.50	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	14.06	37.50	568.02	262.50	450.00
665 · Meals	0.00	41.67	0.00	291.69	500.00
670 · Employee Benefits	0.00	1,500.00	0.00	10,500.00	18,000.00
675 · Equipment Parts & Supplies	0.00	416.67	59.74	2,916.69	5,000.00
685 · Equipment Repairs	0.00	12.50	0.00	87.50	150.00
690 · Insurance	0.00	458.33	6,403.20	3,208.31	5,500.00
692 · Insurance - Workmans Comp	1,145.00	175.00	1,145.00	1,225.00	2,100.00
695 · Legal	0.00	83.33	0.00	583.31	1,000.00
700 · Licenses & Permits	0.00	12.50	4.00	87.50	150.00
710 · Facility Maintenance	94.00	125.00	658.00	875.00	1,500.00
712 · Mileage Reimbursement	0.00	20.83	112.37	145.81	250.00
715 · Meetings	0.00	4.17	0.00	29.19	50.00
720 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
725 · Office Supplies	0.00	125.00	386.69	875.00	1,500.00
728 · Operational Services	0.00	12.50	0.00	87.50	150.00
730 · Outside Services	0.00	12.50	0.00	87.50	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	0.00	29.17	121.20	204.19	350.00
751 · Post Box Rental	0.00	11.25	148.00	78.75	135.00
755 · PCA Printing	0.00	29.17	141.33	204.19	350.00
765 · Promotion	0.00	100.00	233.95	700.00	1,200.00
775 · Rent	2,564.70	2,539.83	17,728.80	17,778.81	30,478.00
780 · Refunds	0.00	0.00	0.00	0.00	0.00
800 · Security	0.00	120.00	755.88	840.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	116.69	200.00
805 · Storage	90.00	90.00	630.00	630.00	1,080.00
830 · Taxes	29.00	14.58	29.00	102.06	175.00
836 · Cable, Internet, Telephone	262.97	250.00	1,801.81	1,750.00	3,000.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	0.00	176.25	1,062.86	1,233.75	2,115.00
880 · Utilities	265.78	458.33	2,286.52	3,208.31	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	291.69	500.00
895 · Penalty Pay	0.00	0.00	31.00	0.00	0.00
Total Expense	<u>12,358.26</u>	<u>25,443.58</u>	<u>155,146.05</u>	<u>178,105.06</u>	<u>305,323.00</u>
Net Ordinary Income	-8,086.48	-1,062.35	-23,311.79	-7,436.45	-12,748.00

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Other Income/Expense					
Other Income					
910 · Radio Income					
911 · Contributions - Unrestricted	0.00	250.00	0.00	1,750.00	3,000.00
913 · Underwriting-Radio	0.00	833.33	0.00	5,833.31	10,000.00
914 · Grants-Radio	0.00	416.67	0.00	2,916.69	5,000.00
915 · Workshop Fees-Radio	0.00	25.00	0.00	175.00	300.00
916 · Production Services	0.00	29.17	0.00	204.19	350.00
918 · Event Income	0.00	666.67	0.00	4,666.69	8,000.00
919 · Event Sponsorship	0.00	166.67	0.00	1,166.69	2,000.00
Total 910 · Radio Income	<u>0.00</u>	<u>2,387.51</u>	<u>0.00</u>	<u>16,712.57</u>	<u>28,650.00</u>
896 · Miscellaneous Income	0.00	8.33	0.00	58.31	100.00
Total Other Income	<u>0.00</u>	<u>2,395.84</u>	<u>0.00</u>	<u>16,770.88</u>	<u>28,750.00</u>
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	175.00	300.00
922 · Outside Services - Radio	0.00	29.17	0.00	204.19	350.00
926 · Licenses, Subscrip & Memberships	373.00	108.33	1,248.09	758.31	1,300.00
927 · Equipment Parts & Supplies	0.00	416.67	250.48	2,916.69	5,000.00
928 · Equipment Maintenance	0.00	16.67	0.00	116.69	200.00
929 · Production Supplies	0.00	8.33	0.00	58.31	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	87.50	150.00
936 · Remote Access	40.00	41.67	280.00	291.69	500.00
937 · STL	124.50	135.00	871.50	945.00	1,620.00
938 · Streaming Services	184.50	191.67	1,291.50	1,341.69	2,300.00
939 · Automation Services	49.00	83.33	343.00	583.31	1,000.00
952 · Advertising	0.00	70.83	0.00	495.81	850.00
953 · Printing	0.00	58.33	0.00	408.31	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.67	0.00	291.69	500.00
956 · Event Supplies	0.00	166.67	27.00	1,166.69	2,000.00
957 · Event Rentals	0.00	54.17	0.00	379.19	650.00
Total 920 · Radio Expenses	<u>771.00</u>	<u>1,460.01</u>	<u>4,311.57</u>	<u>10,220.07</u>	<u>17,520.00</u>
Total Other Expense	<u>771.00</u>	<u>1,460.01</u>	<u>4,311.57</u>	<u>10,220.07</u>	<u>17,520.00</u>
Net Other Income	<u>-771.00</u>	<u>935.83</u>	<u>-4,311.57</u>	<u>6,550.81</u>	<u>11,230.00</u>
Net Income	<u><u>-8,857.48</u></u>	<u><u>-126.52</u></u>	<u><u>-27,623.36</u></u>	<u><u>-885.64</u></u>	<u><u>-1,518.00</u></u>