

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

	<u>Sep 21</u>	<u>Budget</u>	<u>Jul - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
510 · Community Access Fees	0.00	18,333.00	55,314.51	54,999.00	220,000.00
512 · Contributions- Unrestricted	0.00	333.33	0.00	999.99	4,000.00
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	2,975.00	2,083.33	8,886.00	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	175.00	833.33	575.00	2,499.99	10,000.00
545 · DVD Sales	0.00	0.00	0.00	0.00	0.00
550 · Interest Income	0.99	8.33	3.43	24.99	100.00
555 · Late Fees	0.00	2.08	0.00	6.24	25.00
<b>Total Income</b>	<b>3,150.99</b>	<b>23,297.56</b>	<b>64,778.94</b>	<b>69,892.68</b>	<b>279,575.00</b>
<b>Gross Profit</b>	<b>3,150.99</b>	<b>23,297.56</b>	<b>64,778.94</b>	<b>69,892.68</b>	<b>279,575.00</b>
<b>Expense</b>					
<b>731 · Payroll Expense</b>					
731 · Payroll Expense - Other	0.00		0.00		
737 · Payroll - Membership Coord	0.00	0.00	0.00	0.00	0.00
738 · Payroll - Executive Director	0.00	3,833.33	0.00	11,499.99	46,000.00
739 · Payroll - Access Asistants	340.00	1,358.33	1,729.22	4,074.99	16,300.00
740 · Payroll Taxes	507.67	1,541.66	2,523.98	4,624.98	18,500.00
741 · Payroll - Holiday Bonuses	0.00	125.00	0.00	375.00	1,500.00
742 · Holiday Pay	0.00	208.33	0.00	624.99	2,500.00
743 · Payroll Fees	8.75	37.50	45.50	112.50	450.00
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
746 · Payroll - Operations Manager	2,304.00	3,666.67	10,782.00	11,000.01	44,000.00
748 · Payroll - Radio Manager	1,661.75	2,833.33	7,659.00	8,499.99	34,000.00
749 · Payroll - Access Coordinator	735.30	0.00	3,647.40	0.00	0.00
756 · Payroll - Access Supervisor	0.00	833.33	0.00	2,499.99	10,000.00
757 · Payroll-Membership Supervisor	1,312.50	3,208.33	6,475.00	9,624.99	38,500.00
759 · Paycom Program Expense	7,232.32		7,232.32		
895 · Penalty Pay	0.00	0.00	0.00	31.00	62.00
<b>Total 731 · Payroll Expense</b>	<b>14,102.29</b>	<b>17,645.81</b>	<b>40,094.42</b>	<b>52,968.43</b>	<b>211,812.00</b>
150 · Suspense	244.00	0.00	244.00	0.00	0.00
610 · Accounting	1,148.80	583.33	3,223.95	1,749.99	7,000.00
611 · Annual Audit and Tax Return	0.00	416.67	-10.00	1,250.01	5,000.00
612 · Advertising	0.00	125.00	96.00	375.00	1,500.00
613 · Advertising - Employees	75.00	0.00	150.00	0.00	0.00
615 · Travel Expenses	0.00	0.00	0.00	0.00	0.00
625 · Bank Charges	25.00	0.00	25.00	0.00	0.00
626 · Merchant Fees	0.00	29.16	0.00	87.48	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
646 · Maintenance-Office Equipt.	0.00	12.50	239.21	37.50	150.00
650 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
655 · Donations	25.00	0.00	25.00	0.00	0.00
660 · Dues & Subscriptions	339.22	37.50	2,165.66	112.50	450.00

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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	500.00	0.00	1,500.00	6,000.00
685 · Equipment Repairs	0.00	12.50	0.00	37.50	150.00
690 · Insurance	0.00	583.33	1,322.95	1,749.99	7,000.00
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	172.00	37.50	150.00
710 · Facility Maintenance	94.00	125.00	188.00	375.00	1,500.00
712 · Mileage Reimbursement	0.00	20.83	0.00	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	16.96	125.00	1,075.36	375.00	1,500.00
728 · Operational Services	225.00	12.50	225.00	37.50	150.00
730 · Outside Services	0.00	12.50	0.00	37.50	150.00
750 · Postage	58.00	29.17	164.55	87.51	350.00
751 · Post Box Rental	0.00	16.67	0.00	50.01	200.00
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	2,564.70	2,562.34	7,694.10	7,687.02	30,748.00
780 · Refunds	0.00	0.00	0.00	0.00	0.00
800 · Security	377.94	120.00	377.94	360.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	50.01	200.00
805 · Storage	110.00	125.00	330.00	375.00	1,500.00
830 · Taxes	111.14	14.58	111.14	43.74	175.00
836 · Cable, Internet, Telephone	58.63	250.00	647.46	750.00	3,000.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	211.97	176.25	423.94	528.75	2,115.00
880 · Utilities	444.75	458.33	891.70	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
<b>Total Expense</b>	<u>20,232.40</u>	<u>26,064.82</u>	<u>60,132.38</u>	<u>78,225.46</u>	<u>312,840.00</u>
<b>Net Ordinary Income</b>	-17,081.41	-2,767.26	4,646.56	-8,332.78	-33,265.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>910 · Radio Income</b>					
911 · Contributions - Unrestricted	0.00	125.00	0.00	375.00	1,500.00
913 · Underwriting-Radio	0.00	416.67	0.00	1,250.01	5,000.00
914 · Grants-Radio	0.00	208.33	0.00	624.99	2,500.00
915 · Workshop Fees-Radio	0.00	12.50	0.00	37.50	150.00
916 · Production Services	0.00	14.58	0.00	43.74	175.00
918 · Event Income	0.00	333.33	0.00	999.99	4,000.00
919 · Event Sponsorship	0.00	83.33	0.00	249.99	1,000.00
<b>Total 910 · Radio Income</b>	<u>0.00</u>	<u>1,193.74</u>	<u>0.00</u>	<u>3,581.22</u>	<u>14,325.00</u>
896 · Miscellaneous Income	0.00	8.33	5.43	24.99	100.00
<b>Total Other Income</b>	<u>0.00</u>	<u>1,202.07</u>	<u>5.43</u>	<u>3,606.21</u>	<u>14,425.00</u>
<b>Other Expense</b>					
<b>920 · Radio Expenses</b>					
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, Subscrip & Memberships	0.00	108.33	103.30	324.99	1,300.00
927 · Equipment Parts & Supplies	0.00	208.33	0.00	624.99	2,500.00

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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	30.00	41.67	85.00	125.01	500.00
937 · STL	124.50	135.00	373.50	405.00	1,620.00
938 · Streaming Services	184.50	191.67	602.50	575.01	2,300.00
939 · Automation Services	49.00	83.33	98.00	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
<b>Total 920 · Radio Expenses</b>	<u>388.00</u>	<u>1,251.67</u>	<u>1,262.30</u>	<u>3,755.01</u>	<u>15,020.00</u>
<b>Total Other Expense</b>	<u>388.00</u>	<u>1,251.67</u>	<u>1,262.30</u>	<u>3,755.01</u>	<u>15,020.00</u>
<b>Net Other Income</b>	<u>-388.00</u>	<u>-49.60</u>	<u>-1,256.87</u>	<u>-148.80</u>	<u>-595.00</u>
<b>Net Income</b>	<u><b>-17,469.41</b></u>	<u><b>-2,816.86</b></u>	<u><b>3,389.69</b></u>	<u><b>-8,481.58</b></u>	<u><b>-33,860.00</b></u>