

Petaluma Community Access, Inc. Profit & Loss Budget Performance February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
510 · Community Access Fees	4,148.43	18,333.00	115,997.83	146,664.00	220,000.00
512 · Contributions- Unrestricted	390.99	333.33	1,941.04	2,666.64	4,000.00
513 · Contributions- Restricted	0.00	0.00	0.00	0.00	0.00
515 · Grants	0.00	833.33	0.00	6,666.64	10,000.00
520 · Government Taping Fees	7,205.00	2,083.33	40,435.00	16,666.64	25,000.00
525 · Production Services Income	0.00	20.83	0.00	166.64	250.00
530 · Workshop Fees	0.00	16.67	0.00	133.36	200.00
536 · Underwriting	0.00	833.33	0.00	6,666.64	10,000.00
540 · Membership Dues	1,328.00	833.33	2,396.00	6,666.64	10,000.00
545 · DVD Sales	0.00	0.00	0.00	0.00	0.00
550 · Interest Income	0.89	8.33	8.69	66.64	100.00
555 · Late Fees	0.00	2.08	0.00	16.64	25.00
590 · Sales Income	20.00	0.00	20.00	0.00	0.00
Total Income	13,093.31	23,297.56	160,798.56	186,380.48	279,575.00
Gross Profit	13,093.31	23,297.56	160,798.56	186,380.48	279,575.00
Expense					
731 · Payroll Expense					
731 · Payroll Expense - Other	2,636.98	0.00	4,589.30	0.00	0.00
737 · Payroll - Membership Coord	2,005.02	0.00	5,778.03	0.00	0.00
738 · Payroll - Executive Director	4,533.16	3,833.33	15,250.24	30,666.64	46,000.00
739 · Payroll - Access Asistants	836.73	1,358.33	5,041.54	10,866.64	16,300.00
740 · Payroll Taxes	0.00	1,541.67	2,523.98	12,333.32	18,500.00
740.1 · State Payroll Taxes	876.94	0.00	3,431.39	0.00	0.00
740.2 · Federal Taxes	3,761.23	0.00	16,620.35	0.00	0.00
741 · Payroll - Holiday Bonuses	0.00	125.00	900.00	1,000.00	1,500.00
742 · Holiday Pay	0.00	208.33	0.00	1,666.64	2,500.00
743 · Payroll Fees	0.00	37.50	45.50	300.00	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	0.00	3,666.67	17,442.16	29,333.36	44,000.00
748 · Payroll - Radio Manager	3,593.18	2,833.33	24,441.56	22,666.64	34,000.00
749 · Payroll - Access Coordinator	0.00	0.00	7,155.86	0.00	0.00
756 · Payroll - Access Supervisor	1,416.28	833.33	4,102.71	6,666.64	10,000.00
757 · Payroll-Membership Supervisor	0.00	3,208.33	11,428.01	25,666.64	38,500.00
759 · Paycom Program Expense	387.00	0.00	2,055.45	0.00	0.00
895 · Penalty Pay	0.00	0.00	0.00	31.00	62.00
Total 731 · Payroll Expense	20,046.52	17,645.82	120,806.08	141,197.52	211,812.00
150 · Suspense	0.00	0.00	0.00	0.00	0.00
610 · Accounting	330.00	583.33	7,806.95	4,666.64	7,000.00
611 · Annual Audit and Tax Return	0.00	416.67	5,578.00	3,333.36	5,000.00
612 · Advertising	0.00	125.00	96.00	1,000.00	1,500.00
613 · Advertising - Employees	0.00	0.00	225.00	0.00	0.00

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615 · Travel Expenses	0.00	0.00	4.50	0.00	0.00
625 · Bank Charges	15.00	0.00	155.00	0.00	0.00
626 · Merchant Fees	15.93	29.17	89.80	233.32	350.00
628 · Board Development	0.00	16.67	0.00	133.36	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	249.99	50.00	499.99	400.00	600.00
646 · Maintenance-Office Equipt.	0.00	12.50	239.21	100.00	150.00
650 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
655 · Donations	0.00	0.00	25.00	0.00	0.00
660 · Dues & Subscriptions	1,366.68	37.50	5,097.48	300.00	450.00
665 · Meals	0.00	41.67	256.99	333.36	500.00
670 · Employee Benefits	0.00	1,500.00	0.00	12,000.00	18,000.00
675 · Equipment Parts & Supplies	309.82	500.00	414.60	4,000.00	6,000.00
685 · Equipment Repairs	0.00	12.50	0.00	100.00	150.00
690 · Insurance	0.00	583.33	7,839.46	4,666.64	7,000.00
692 · Insurance - Workmans Comp	0.00	175.00	1,130.00	1,400.00	2,100.00
693 · Interest Expense	0.00	0.00	11.11	0.00	0.00
695 · Legal	0.00	83.33	0.00	666.64	1,000.00
700 · Licenses & Permits	54.00	12.50	230.00	100.00	150.00
710 · Facility Maintenance	0.00	125.00	564.00	1,000.00	1,500.00
712 · Mileage Reimbursement	0.00	20.83	0.00	166.64	250.00
715 · Meetings	0.00	4.17	0.00	33.36	50.00
720 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
725 · Office Supplies	0.00	125.00	3,021.55	1,000.00	1,500.00
728 · Operational Services	0.00	12.50	1,125.00	100.00	150.00
730 · Outside Services	0.00	12.50	0.00	100.00	150.00
750 · Postage	58.00	29.17	268.47	233.36	350.00
751 · Post Box Rental	0.00	16.67	188.00	133.36	200.00
755 · PCA Printing	0.00	29.17	81.78	233.36	350.00
765 · Promotion	0.00	100.00	480.04	800.00	1,200.00
775 · Rent	2,641.64	2,562.33	20,902.30	20,498.68	30,748.00
780 · Refunds	0.00	0.00	0.00	0.00	0.00
800 · Security	0.00	120.00	755.88	960.00	1,440.00
804 · Staff Development	0.00	16.67	0.00	133.36	200.00
805 · Storage	110.00	125.00	880.00	1,000.00	1,500.00
830 · Taxes	0.00	14.58	111.14	116.64	175.00
836 · Cable, Internet, Telephone	8.69	250.00	1,232.30	2,000.00	3,000.00
837 · Cell Phone	0.00	0.00	0.00	0.00	0.00
838 · Internet-City	227.66	176.25	1,509.48	1,410.00	2,115.00
880 · Utilities	410.05	458.33	2,778.92	3,666.64	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	333.36	500.00
Total Expense	25,843.98	26,064.83	184,659.03	208,549.60	312,840.00

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Net Ordinary Income	-12,750.67	-2,767.27	-23,860.47	-22,169.12	-33,265.00
Other Income/Expense					
Other Income					
910 · Radio Income					
911 · Contributions - Unrestricted	0.00	125.00	0.00	1,000.00	1,500.00
913 · Underwriting-Radio	0.00	416.67	0.00	3,333.36	5,000.00
914 · Grants-Radio	0.00	208.33	0.00	1,666.64	2,500.00
915 · Workshop Fees-Radio	0.00	12.50	0.00	100.00	150.00
916 · Production Services	0.00	14.58	0.00	116.64	175.00
918 · Event Income	0.00	333.33	0.00	2,666.64	4,000.00
919 · Event Sponsorship	0.00	83.33	0.00	666.64	1,000.00
Total 910 · Radio Income	0.00	1,193.74	0.00	9,549.92	14,325.00
896 · Miscellaneous Income	0.00	8.33	17.43	66.64	100.00
Total Other Income	0.00	1,202.07	17.43	9,616.56	14,425.00
Other Expense					
920 · Radio Expenses					
921 · Operational Expenses	0.00	25.00	0.00	200.00	300.00
922 · Outside Services - Radio	0.00	29.17	0.00	233.36	350.00
926 · Licenses, Subscrip & Memberships	380.00	108.33	1,259.39	866.64	1,300.00
927 · Equipment Parts & Supplies	0.00	208.33	42.67	1,666.64	2,500.00
928 · Equipment Maintenance	0.00	16.67	0.00	133.36	200.00
929 · Production Supplies	0.00	8.33	0.00	66.64	100.00
930 · Training Materials	0.00	0.00	0.00	0.00	0.00
931 · Computer Software	0.00	12.50	0.00	100.00	150.00
936 · Remote Access	30.00	41.67	235.00	333.36	500.00
937 · STL	124.50	135.00	996.00	1,080.00	1,620.00
938 · Streaming Services	184.50	191.67	1,845.00	1,533.36	2,300.00
939 · Automation Services	49.00	83.33	576.50	666.64	1,000.00
952 · Advertising	0.00	70.83	0.00	566.64	850.00
953 · Printing	0.00	58.33	0.00	466.64	700.00
954 · Fundraising Services	0.00	0.00	0.00	0.00	0.00
955 · Event Services	0.00	41.67	0.00	333.36	500.00
956 · Event Supplies	0.00	166.67	0.00	1,333.36	2,000.00
957 · Event Rentals	0.00	54.17	0.00	433.36	650.00
Total 920 · Radio Expenses	768.00	1,251.67	4,954.56	10,013.36	15,020.00
Total Other Expense	768.00	1,251.67	4,954.56	10,013.36	15,020.00
Net Other Income	-768.00	-49.60	-4,937.13	-396.80	-595.00
Net Income	<u>-13,518.67</u>	<u>-2,816.87</u>	<u>-28,797.60</u>	<u>-22,565.92</u>	<u>-33,860.00</u>