

**Petaluma Community Access, Inc.**  
**Profit & Loss Budget Performance**  
**September 2023**

|   | Sep 23           | Budget           | Jul - Sep 23     | YTD Budget       |
|---|------------------|------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>            |                  |                  |                  |                  |
| <b>Income</b>                             |                  |                  |                  |                  |
| 510 · Community Access Fees               | 18,676.89        | 18,333.34        | 56,030.67        | 55,000.01        |
| 512 · Contributions- Unrestricted         | 0.00             | 208.34           | 0.00             | 625.01           |
| 513 · Contributions- Restricted           | 0.00             | 0.00             | 2,500.00         | 0.00             |
| 515 · Grants                              | 0.00             | 1,250.00         | 0.00             | 3,750.00         |
| 520 · Government Taping Fees              |                  |                  |                  |                  |
| 520.1 · Petaluma Taping Fees              | 2,373.50         | 2,083.34         | 6,857.00         | 6,250.01         |
| 520.2 · Rohnert Park Taping Fees          | 595.00           | 791.66           | 1,933.75         | 2,374.99         |
| 520.3 · Sebastopol Taping Fees            | 1,927.50         | 2,208.34         | 4,697.50         | 6,625.01         |
| 520.4 · Cotati Taping Fees                | 446.25           | 833.34           | 1,487.50         | 2,500.01         |
| 520.5 · Potential New City Taping Fees    | 0.00             | 4,000.00         | 0.00             | 12,000.00        |
| 520 · Government Taping Fees - Other      | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>Total 520 · Government Taping Fees</b> | <b>5,342.25</b>  | <b>9,916.68</b>  | <b>14,975.75</b> | <b>29,750.02</b> |
| 525 · Production Services Income          | 0.00             | 0.00             | 0.00             | 0.00             |
| 530 · Workshop Fees                       | 0.00             | 416.66           | 0.00             | 1,249.99         |
| 536 · Underwriting                        | 0.00             | 500.00           | 0.00             | 1,500.00         |
| 540 · Membership Dues                     | 103.00           | 416.66           | 788.00           | 1,249.99         |
| 545 · DVD Sales                           | 0.00             | 0.00             | 0.00             | 0.00             |
| 550 · Interest Income                     | 0.00             | 8.34             | 0.00             | 25.01            |
| 555 · Late Fees                           | 0.00             | 0.00             | 0.00             | 0.00             |
| 560 · Capital Expense Reimbursement       | 0.00             | 0.00             | 0.00             | 0.00             |
| 590 · Sales Income                        | 0.00             | 0.00             | 0.00             | 0.00             |
| 591 · PCA Service Income                  | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>Total Income</b>                       | <b>24,122.14</b> | <b>31,050.02</b> | <b>74,294.42</b> | <b>93,150.03</b> |
| <b>Cost of Goods Sold</b>                 |                  |                  |                  |                  |
| 50000 · Cost of Goods Sold                | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>Total COGS</b>                         | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>Gross Profit</b>                       | <b>24,122.14</b> | <b>31,050.02</b> | <b>74,294.42</b> | <b>93,150.03</b> |
| <b>Expense</b>                            |                  |                  |                  |                  |
| 150 · Suspense                            | 0.00             | 0.00             | 0.00             | 0.00             |
| 610 · Accounting                          | 0.00             | 333.34           | 831.95           | 1,000.01         |
| 611 · Annual Audit and Tax Return         | 0.00             | 416.66           | 0.00             | 1,249.99         |
| 612 · Advertising                         | 0.00             | 83.34            | 425.00           | 250.01           |
| 613 · Advertising - Employees             | 0.00             | 0.00             | 0.00             | 0.00             |
| 615 · Travel Expenses                     | 0.00             | 0.00             | 0.00             | 0.00             |
| 617 · Amortization Expense                | 0.00             | 0.00             | 0.00             | 0.00             |
| 625 · Bank Charges                        | 0.00             | 16.66            | 0.00             | 49.99            |
| 626 · Merchant Fees                       | 0.00             | 29.16            | 2.78             | 87.49            |
| 627 · Late Fee                            | 0.00             | 0.00             | 0.00             | 0.00             |
| 628 · Board Development                   | 0.00             | 0.00             | 0.00             | 0.00             |
| 640 · Conference Expenses                 | 0.00             | 0.00             | 0.00             | 0.00             |
| 642 · Conference Travel                   | 0.00             | 0.00             | 0.00             | 0.00             |
| 645 · Computer Software-Office            | 0.00             | 0.00             | 0.00             | 0.00             |
| 646 · Maintenance-Office Equipmt.         | 0.00             | 0.00             | 0.00             | 0.00             |
| 650 · Depreciation Expense                | 0.00             | 0.00             | 0.00             | 0.00             |
| 655 · Donations                           | 25.00            | 0.00             | 25.00            | 0.00             |
| 660 · Dues & Subscriptions                | 325.00           | 41.66            | 1,890.68         | 124.99           |
| 665 · Meals                               | 0.00             | 41.66            | 0.00             | 124.99           |
| 670 · Employee Benefits                   | 0.00             | 1,500.00         | 0.00             | 4,500.00         |
| 675 · Equipment Parts & Supplies          | 0.00             | 0.00             | 124.83           | 0.00             |
| 685 · Equipment Repairs                   | 0.00             | 12.50            | 0.00             | 37.50            |
| 690 · Insurance                           | 0.00             | 716.66           | 1,876.24         | 2,149.99         |
| 692 · Insurance - Workmans Comp           | 0.00             | 166.66           | 0.00             | 499.99           |
| 693 · Interest Expense                    | 24.26            | 0.00             | 24.26            | 0.00             |
| 695 · Legal                               | 0.00             | 0.00             | 0.00             | 0.00             |
| 700 · Licenses & Permits                  | 0.00             | 0.00             | 0.00             | 0.00             |
| 710 · Facility Maintenance                | 128.00           | 125.00           | 971.72           | 375.00           |
| 712 · Mileage Reimbursement               | 0.00             | 0.00             | 0.00             | 0.00             |
| 715 · Meetings                            | 0.00             | 0.00             | 0.00             | 0.00             |
| 720 · Miscellaneous                       | 0.00             | 0.00             | 0.00             | 0.00             |

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**September 2023**

|  | Sep 23           | Budget           | Jul - Sep 23     | YTD Budget        |
|--|------------------|------------------|------------------|-------------------|
| 725 · Office Supplies                  | 0.00             | 208.34           | -5.56            | 625.01            |
| 726 · Employee Training                | 0.00             | 0.00             | 0.00             | 0.00              |
| 728 · Operational Services             | 0.00             | 0.00             | 0.00             | 0.00              |
| 730 · Outside Services                 | 0.00             | 0.00             | 0.00             | 0.00              |
| 731 · Payroll Expense                  | 20,676.19        | 24,465.95        | 59,926.05        | 75,631.97         |
| 750 · Postage                          | 0.00             | 8.34             | 0.00             | 25.01             |
| 751 · Post Box Rental                  | 0.00             | 18.34            | 0.00             | 55.01             |
| 755 · PCA Printing                     | 0.00             | 8.34             | 0.00             | 25.01             |
| 765 · Promotion                        | 0.00             | 0.00             | 0.00             | 0.00              |
| 770 · Reconciliation Discrepancies     | 0.00             | 0.00             | 0.00             | 0.00              |
| 775 · Rent                             | 3,926.21         | 3,833.34         | 11,778.63        | 11,500.01         |
| 780 · Refunds                          | 0.00             | 0.00             | 0.00             | 0.00              |
| 800 · Security                         | 0.00             | 133.34           | 188.97           | 400.01            |
| 804 · Staff Development                | 0.00             | 20.84            | 0.00             | 62.51             |
| 805 · Storage                          | 150.00           | 129.16           | 450.00           | 387.49            |
| 830 · Taxes                            | 0.00             | 10.00            | 0.00             | 30.00             |
| 836 · Cable, Internet, Telephone       | 554.91           | 516.66           | 1,647.46         | 1,549.99          |
| 837 · Cell Phone                       | 0.00             | 0.00             | 0.00             | 0.00              |
| 838 · Internet-City                    | 0.00             | 240.55           | 721.65           | 721.65            |
| 880 · Utilities                        | 100.00           | 341.66           | 1,854.40         | 1,024.99          |
| 885 · Volunteer Program                | 0.00             | 0.00             | 0.00             | 0.00              |
| 890 · Web Expenses                     | 0.00             | 0.00             | 133.00           | 0.00              |
| <b>Total Expense</b>                   | <b>25,909.57</b> | <b>33,418.16</b> | <b>82,867.06</b> | <b>102,488.61</b> |
| <b>Net Ordinary Income</b>             | <b>-1,787.43</b> | <b>-2,368.14</b> | <b>-8,572.64</b> | <b>-9,338.58</b>  |
| <b>Other Income/Expense</b>            |                  |                  |                  |                   |
| <b>Other Income</b>                    |                  |                  |                  |                   |
| 896 · Miscellaneous Income             | 0.00             | 0.00             | 0.00             | 0.00              |
| 910 · Radio Income                     |                  |                  |                  |                   |
| 911 · Contributions - Unrestricted     | 0.00             | 250.00           | 0.00             | 750.00            |
| 912 · Radio Sponsorship                | 0.00             | 0.00             | 0.00             | 0.00              |
| 913 · Underwriting-Radio               | 0.00             | 0.00             | 0.00             | 0.00              |
| 914 · Grants-Radio                     | 0.00             | 0.00             | 0.00             | 0.00              |
| 915 · Workshop Fees-Radio              | 0.00             | 0.00             | 0.00             | 0.00              |
| 916 · Production Services              | 0.00             | 0.00             | 0.00             | 0.00              |
| 917 · Radio Workshops                  | 0.00             | 0.00             | 0.00             | 0.00              |
| 918 · Event Income                     | 0.00             | 833.34           | 0.00             | 2,500.01          |
| 919 · Event Sponsorship                | 0.00             | 500.00           | 0.00             | 1,500.00          |
| 910 · Radio Income - Other             | 0.00             | 0.00             | 0.00             | 0.00              |
| <b>Total 910 · Radio Income</b>        | <b>0.00</b>      | <b>1,583.34</b>  | <b>0.00</b>      | <b>4,750.01</b>   |
| <b>Total Other Income</b>              | <b>0.00</b>      | <b>1,583.34</b>  | <b>0.00</b>      | <b>4,750.01</b>   |
| <b>Other Expense</b>                   |                  |                  |                  |                   |
| 920 · Radio Expenses                   |                  |                  |                  |                   |
| 921 · Operational Expenses             | 0.00             | 0.00             | 0.00             | 0.00              |
| 922 · Outside Services - Radio         | 0.00             | 0.00             | 0.00             | 0.00              |
| 924 · Security/Alarm                   | 0.00             |                  | 188.97           |                   |
| 926 · Licenses, Subscrip & Memberships | 0.00             | 0.00             | 576.00           | 0.00              |
| 927 · Equipment Parts & Supplies       | 0.00             | 0.00             | 0.00             | 0.00              |
| 928 · Equipment Maintenance            | 0.00             | 0.00             | 0.00             | 0.00              |
| 929 · Production Supplies              | 0.00             | 0.00             | 0.00             | 0.00              |
| 930 · Training Materials               | 0.00             | 0.00             | 0.00             | 0.00              |
| 931 · Computer Software                | 0.00             | 0.00             | 0.00             | 0.00              |
| 934 · Studio Telephone                 | 0.00             | 0.00             | 0.00             | 0.00              |
| 936 · Remote Access                    | 30.00            | 0.00             | 90.00            | 0.00              |
| 937 · STL                              | 124.50           | 41.66            | 373.50           | 124.99            |
| 938 · Streaming Services               | 0.00             | 135.00           | 0.00             | 405.00            |
| 939 · Automation Services              | 233.50           | 250.00           | 700.50           | 750.00            |
| 952 · Advertising                      | 0.00             | 58.34            | 0.00             | 175.01            |
| 953 · Printing                         | 0.00             | 0.00             | 0.00             | 0.00              |
| 954 · Fundraising Services             | 0.00             | 0.00             | 0.00             | 0.00              |
| 955 · Event Services                   | 0.00             | 0.00             | 0.00             | 0.00              |
| 956 · Event Supplies                   | 0.00             | 0.00             | 0.00             | 0.00              |

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Accrual Basis

**Petaluma Community Access, Inc.**  
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**September 2023**

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|                                   | <u>Sep 23</u>           | <u>Budget</u>           | <u>Jul - Sep 23</u>      | <u>YTD Budget</u>       |
|-----------------------------------|-------------------------|-------------------------|--------------------------|-------------------------|
| 957 · Event Rentals               | 0.00                    | 0.00                    | 0.00                     | 0.00                    |
| 920 · Radio Expenses - Other      | 0.00                    | 0.00                    | 0.00                     | 0.00                    |
| <b>Total 920 · Radio Expenses</b> | <u>388.00</u>           | <u>485.00</u>           | <u>1,928.97</u>          | <u>1,455.00</u>         |
| <b>Total Other Expense</b>        | <u>388.00</u>           | <u>485.00</u>           | <u>1,928.97</u>          | <u>1,455.00</u>         |
| <b>Net Other Income</b>           | <u>-388.00</u>          | <u>1,098.34</u>         | <u>-1,928.97</u>         | <u>3,295.01</u>         |
| <b>Net Income</b>                 | <u><b>-2,175.43</b></u> | <u><b>-1,269.80</b></u> | <u><b>-10,501.61</b></u> | <u><b>-6,043.57</b></u> |

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|   | <u>Annual Bud...</u> |
|---|----------------------|
| <b>Ordinary Income/Expense</b>            |                      |
| <b>Income</b>                             |                      |
| 510 · Community Access Fees               | 220,000.00           |
| 512 · Contributions- Unrestricted         | 2,500.00             |
| 513 · Contributions- Restricted           | 0.00                 |
| 515 · Grants                              | 15,000.00            |
| 520 · Government Taping Fees              |                      |
| 520.1 · Petaluma Taping Fees              | 25,000.00            |
| 520.2 · Rohnert Park Taping Fees          | 9,500.00             |
| 520.3 · Sebastopol Taping Fees            | 26,500.00            |
| 520.4 · Cotati Taping Fees                | 10,000.00            |
| 520.5 · Potential New City Taping Fees    | 48,000.00            |
| 520 · Government Taping Fees - Other      | 0.00                 |
| <b>Total 520 · Government Taping Fees</b> | <u>119,000.00</u>    |
| 525 · Production Services Income          | 0.00                 |
| 530 · Workshop Fees                       | 5,000.00             |
| 536 · Underwriting                        | 6,000.00             |
| 540 · Membership Dues                     | 5,000.00             |
| 545 · DVD Sales                           | 0.00                 |
| 550 · Interest Income                     | 100.00               |
| 555 · Late Fees                           | 0.00                 |
| 560 · Capital Expense Reimbursement       | 0.00                 |
| 590 · Sales Income                        | 0.00                 |
| 591 · PCA Service Income                  | 0.00                 |
| <b>Total Income</b>                       | <u>372,600.00</u>    |
| <b>Cost of Goods Sold</b>                 |                      |
| 50000 · Cost of Goods Sold                | 0.00                 |
| <b>Total COGS</b>                         | <u>0.00</u>          |
| <b>Gross Profit</b>                       | <u>372,600.00</u>    |
| <b>Expense</b>                            |                      |
| 150 · Suspense                            | 0.00                 |
| 610 · Accounting                          | 4,000.00             |
| 611 · Annual Audit and Tax Return         | 5,000.00             |
| 612 · Advertising                         | 1,000.00             |
| 613 · Advertising - Employees             | 0.00                 |
| 615 · Travel Expenses                     | 0.00                 |
| 617 · Amortization Expense                | 0.00                 |
| 625 · Bank Charges                        | 200.00               |
| 626 · Merchant Fees                       | 350.00               |
| 627 · Late Fee                            | 0.00                 |
| 628 · Board Development                   | 0.00                 |
| 640 · Conference Expenses                 | 0.00                 |
| 642 · Conference Travel                   | 0.00                 |
| 645 · Computer Software-Office            | 0.00                 |
| 646 · Maintenance-Office Equipt.          | 0.00                 |
| 650 · Depreciation Expense                | 0.00                 |
| 655 · Donations                           | 0.00                 |
| 660 · Dues & Subscriptions                | 500.00               |
| 665 · Meals                               | 500.00               |
| 670 · Employee Benefits                   | 18,000.00            |
| 675 · Equipment Parts & Supplies          | 0.00                 |
| 685 · Equipment Repairs                   | 150.00               |
| 690 · Insurance                           | 8,600.00             |
| 692 · Insurance - Workmans Comp           | 2,000.00             |
| 693 · Interest Expense                    | 0.00                 |
| 695 · Legal                               | 0.00                 |
| 700 · Licenses & Permits                  | 0.00                 |
| 710 · Facility Maintenance                | 1,500.00             |
| 712 · Mileage Reimbursement               | 0.00                 |
| 715 · Meetings                            | 0.00                 |
| 720 · Miscellaneous                       | 0.00                 |

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Accrual Basis

|  | <u>Annual Bud...</u> |
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| 725 · Office Supplies                  | 2,500.00             |
| 726 · Employee Training                | 0.00                 |
| 728 · Operational Services             | 0.00                 |
| 730 · Outside Services                 | 0.00                 |
| 731 · Payroll Expense                  | 278,252.00           |
| 750 · Postage                          | 100.00               |
| 751 · Post Box Rental                  | 220.00               |
| 755 · PCA Printing                     | 100.00               |
| 765 · Promotion                        | 0.00                 |
| 770 · Reconciliation Discrepancies     | 0.00                 |
| 775 · Rent                             | 46,000.00            |
| 780 · Refunds                          | 0.00                 |
| 800 · Security                         | 1,600.00             |
| 804 · Staff Development                | 250.00               |
| 805 · Storage                          | 1,550.00             |
| 830 · Taxes                            | 120.00               |
| 836 · Cable, Internet, Telephone       | 6,200.00             |
| 837 · Cell Phone                       | 0.00                 |
| 838 · Internet-City                    | 2,886.60             |
| 880 · Utilities                        | 4,100.00             |
| 885 · Volunteer Program                | 0.00                 |
| 890 · Web Expenses                     | 0.00                 |
| <b>Total Expense</b>                   | <u>385,678.60</u>    |
| <b>Net Ordinary Income</b>             | -13,078.60           |
| <b>Other Income/Expense</b>            |                      |
| <b>Other Income</b>                    |                      |
| 896 · Miscellaneous Income             | 0.00                 |
| 910 · Radio Income                     |                      |
| 911 · Contributions - Unrestricted     | 3,000.00             |
| 912 · Radio Sponsorship                | 0.00                 |
| 913 · Underwriting-Radio               | 0.00                 |
| 914 · Grants-Radio                     | 0.00                 |
| 915 · Workshop Fees-Radio              | 0.00                 |
| 916 · Production Services              | 0.00                 |
| 917 · Radio Workshops                  | 0.00                 |
| 918 · Event Income                     | 10,000.00            |
| 919 · Event Sponsorship                | 6,000.00             |
| 910 · Radio Income - Other             | 0.00                 |
| <b>Total 910 · Radio Income</b>        | <u>19,000.00</u>     |
| <b>Total Other Income</b>              | 19,000.00            |
| <b>Other Expense</b>                   |                      |
| 920 · Radio Expenses                   |                      |
| 921 · Operational Expenses             | 0.00                 |
| 922 · Outside Services - Radio         | 0.00                 |
| 924 · Security/Alarm                   |                      |
| 926 · Licenses, Subscrip & Memberships | 0.00                 |
| 927 · Equipment Parts & Supplies       | 0.00                 |
| 928 · Equipment Maintenance            | 0.00                 |
| 929 · Production Supplies              | 0.00                 |
| 930 · Training Materials               | 0.00                 |
| 931 · Computer Software                | 0.00                 |
| 934 · Studio Telephone                 | 0.00                 |
| 936 · Remote Access                    | 0.00                 |
| 937 · STL                              | 500.00               |
| 938 · Streaming Services               | 1,620.00             |
| 939 · Automation Services              | 3,000.00             |
| 952 · Advertising                      | 700.00               |
| 953 · Printing                         | 0.00                 |
| 954 · Fundraising Services             | 0.00                 |
| 955 · Event Services                   | 0.00                 |
| 956 · Event Supplies                   | 0.00                 |

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|                                   | <u>Annual Bud...</u> |
|-----------------------------------|----------------------|
| 957 · Event Rentals               | 0.00                 |
| 920 · Radio Expenses - Other      | 0.00                 |
| <b>Total 920 · Radio Expenses</b> | <u>5,820.00</u>      |
| <b>Total Other Expense</b>        | <u>5,820.00</u>      |
| <b>Net Other Income</b>           | <u>13,180.00</u>     |
| <b>Net Income</b>                 | <u><u>101.40</u></u> |