

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

	Nov 23	Budget	Jul - Nov 23
Ordinary Income/Expense			
Income			
510 · Community Access Fees	17,520.76	18,333.34	87,603.13
512 · Contributions- Unrestricted	318.00	208.34	318.00
513 · Contributions- Restricted	0.00	0.00	2,500.00
515 · Grants	0.00	1,250.00	0.00
520 · Government Taping Fees			
520.1 · Petaluma Taping Fees	2,528.00	2,083.34	12,038.50
520.2 · Rohnert Park Taping Fees	552.50	791.66	3,378.75
520.3 · Sebastopol Taping Fees	1,982.50	2,208.34	8,501.25
520.4 · Cotati Taping Fees	722.50	833.34	2,677.50
520.5 · Potential New City Taping Fees	0.00	4,000.00	0.00
520 · Government Taping Fees - Other	0.00	0.00	0.00
Total 520 · Government Taping Fees	5,785.50	9,916.68	26,596.00
525 · Production Services Income	0.00	0.00	0.00
530 · Workshop Fees	0.00	416.66	0.00
536 · Underwriting	0.00	500.00	0.00
540 · Membership Dues	103.00	416.66	888.00
545 · DVD Sales	0.00	0.00	0.00
550 · Interest Income	0.00	8.34	0.00
555 · Late Fees	0.00	0.00	0.00
560 · Capital Expense Reimbursement	0.00	0.00	0.00
590 · Sales Income	0.00	0.00	0.00
591 · PCA Service Income	0.00	0.00	0.00
Total Income	23,727.26	31,050.02	117,905.13
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	23,727.26	31,050.02	117,905.13
Expense			
150 · Suspense	0.00	0.00	0.00
610 · Accounting	0.00	333.34	916.95
611 · Annual Audit and Tax Return	0.00	416.66	0.00
612 · Advertising	0.00	83.34	425.00
613 · Advertising - Employees	0.00	0.00	0.00
615 · Travel Expenses	0.00	0.00	0.00
617 · Amortization Expense	0.00	0.00	0.00
625 · Bank Charges	0.00	16.66	0.00
626 · Merchant Fees	56.94	29.16	59.72
627 · Late Fee	28.01	0.00	28.01
628 · Board Development	0.00	0.00	0.00
640 · Conference Expenses	0.00	0.00	0.00
642 · Conference Travel	0.00	0.00	0.00
645 · Computer Software-Office	0.00	0.00	0.00
646 · Maintenance-Office Equipt.	0.00	0.00	0.00
650 · Depreciation Expense	0.00	0.00	0.00
655 · Donations	0.00	0.00	25.00
660 · Dues & Subscriptions	0.00	41.66	3,357.35
665 · Meals	0.00	41.66	0.00
670 · Employee Benefits	0.00	1,500.00	0.00
675 · Equipment Parts & Supplies	0.00	0.00	124.83
685 · Equipment Repairs	0.00	12.50	0.00
690 · Insurance	0.00	716.66	8,178.05
692 · Insurance - Workmans Comp	0.00	166.66	0.00
693 · Interest Expense	29.49	0.00	900.26
695 · Legal	0.00	0.00	0.00
700 · Licenses & Permits	0.00	0.00	79.00
710 · Facility Maintenance	128.00	125.00	1,227.72
712 · Mileage Reimbursement	0.00	0.00	0.00

Petaluma Community Access, Inc.
Profit & Loss Budget Performance

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November 2023

Accrual Basis

	Nov 23	Budget	Jul - Nov 23
715 · Meetings	0.00	0.00	0.00
720 · Miscellaneous	0.00	0.00	0.00
725 · Office Supplies	0.00	208.34	-5.56
726 · Employee Training	0.00	0.00	0.00
728 · Operational Services	0.00	0.00	0.00
730 · Outside Services	0.00	0.00	0.00
731 · Payroll Expense	17,388.45	23,391.50	92,922.71
750 · Postage	0.00	8.34	0.00
751 · Post Box Rental	0.00	18.34	226.00
755 · PCA Printing	0.00	8.34	0.00
765 · Promotion	10.00	0.00	575.27
770 · Reconciliation Discrepancies	0.00	0.00	0.00
775 · Rent	3,926.21	3,833.34	19,631.05
780 · Refunds	0.00	0.00	0.00
800 · Security	0.00	133.34	188.97
804 · Staff Development	0.00	20.84	0.00
805 · Storage	150.00	129.16	750.00
830 · Taxes	0.00	10.00	0.00
836 · Cable, Internet, Telephone	403.29	516.66	2,607.06
837 · Cell Phone	0.00	0.00	0.00
838 · Internet-City	240.55	240.55	1,443.30
880 · Utilities	597.92	341.66	3,647.90
885 · Volunteer Program	0.00	0.00	0.00
890 · Web Expenses	0.00	0.00	133.00
Total Expense	22,958.86	32,343.71	137,441.59
Net Ordinary Income	768.40	-1,293.69	-19,536.46
Other Income/Expense			
Other Income			
896 · Miscellaneous Income	0.00	0.00	0.00
910 · Radio Income			
911 · Contributions - Unrestricted	0.00	250.00	0.00
912 · Radio Sponsorship	0.00	0.00	0.00
913 · Underwriting-Radio	0.00	0.00	0.00
914 · Grants-Radio	0.00	0.00	0.00
915 · Workshop Fees-Radio	0.00	0.00	0.00
916 · Production Services	0.00	0.00	0.00
917 · Radio Workshops	0.00	0.00	0.00
918 · Event Income	0.00	833.34	0.00
919 · Event Sponsorship	0.00	500.00	0.00
910 · Radio Income - Other	0.00	0.00	0.00
Total 910 · Radio Income	0.00	1,583.34	0.00
Total Other Income	0.00	1,583.34	0.00
Other Expense			
920 · Radio Expenses			
921 · Operational Expenses	0.00	0.00	0.00
922 · Outside Services - Radio	0.00	0.00	0.00
924 · Security/Alarm	0.00		188.97
926 · Licenses, Subscrp & Memberships	0.00	0.00	775.00
927 · Equipment Parts & Supplies	0.00	0.00	0.00
928 · Equipment Maintenance	0.00	0.00	0.00
929 · Production Supplies	0.00	0.00	0.00
930 · Training Materials	0.00	0.00	0.00
931 · Computer Software	0.00	0.00	0.00
934 · Studio Telephone	0.00	0.00	0.00
936 · Remote Access	30.00	0.00	150.00
937 · STL	124.50	41.66	622.50
938 · Streaming Services	184.50	135.00	553.50
939 · Automation Services	49.00	250.00	798.50
952 · Advertising	0.00	58.34	0.00

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Accrual Basis

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	<u>Nov 23</u>	<u>Budget</u>	<u>Jul - Nov 23</u>
953 · Printing	0.00	0.00	0.00
954 · Fundraising Services	0.00	0.00	0.00
955 · Event Services	0.00	0.00	0.00
956 · Event Supplies	0.00	0.00	0.00
957 · Event Rentals	0.00	0.00	0.00
920 · Radio Expenses - Other	0.00	0.00	0.00
Total 920 · Radio Expenses	<u>388.00</u>	<u>485.00</u>	<u>3,088.47</u>
Total Other Expense	<u>388.00</u>	<u>485.00</u>	<u>3,088.47</u>
Net Other Income	<u>-388.00</u>	<u>1,098.34</u>	<u>-3,088.47</u>
Net Income	<u><u>380.40</u></u>	<u><u>-195.35</u></u>	<u><u>-22,624.93</u></u>

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

	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
510 · Community Access Fees	91,666.68	220,000.00
512 · Contributions- Unrestricted	1,041.68	2,500.00
513 · Contributions- Restricted	0.00	0.00
515 · Grants	6,250.00	15,000.00
520 · Government Taping Fees		
520.1 · Petaluma Taping Fees	10,416.68	25,000.00
520.2 · Rohnert Park Taping Fees	3,958.32	9,500.00
520.3 · Sebastopol Taping Fees	11,041.68	26,500.00
520.4 · Cotati Taping Fees	4,166.68	10,000.00
520.5 · Potential New City Taping Fees	20,000.00	48,000.00
520 · Government Taping Fees - Other	0.00	0.00
Total 520 · Government Taping Fees	49,583.36	119,000.00
525 · Production Services Income	0.00	0.00
530 · Workshop Fees	2,083.32	5,000.00
536 · Underwriting	2,500.00	6,000.00
540 · Membership Dues	2,083.32	5,000.00
545 · DVD Sales	0.00	0.00
550 · Interest Income	41.68	100.00
555 · Late Fees	0.00	0.00
560 · Capital Expense Reimbursement	0.00	0.00
590 · Sales Income	0.00	0.00
591 · PCA Service Income	0.00	0.00
Total Income	155,250.04	372,600.00
Cost of Goods Sold		
50000 · Cost of Goods Sold	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	155,250.04	372,600.00
Expense		
150 · Suspense	0.00	0.00
610 · Accounting	1,666.68	4,000.00
611 · Annual Audit and Tax Return	2,083.32	5,000.00
612 · Advertising	416.68	1,000.00
613 · Advertising - Employees	0.00	0.00
615 · Travel Expenses	0.00	0.00
617 · Amortization Expense	0.00	0.00
625 · Bank Charges	83.32	200.00
626 · Merchant Fees	145.82	350.00
627 · Late Fee	0.00	0.00
628 · Board Development	0.00	0.00
640 · Conference Expenses	0.00	0.00
642 · Conference Travel	0.00	0.00
645 · Computer Software-Office	0.00	0.00
646 · Maintenance-Office Equipt.	0.00	0.00
650 · Depreciation Expense	0.00	0.00
655 · Donations	0.00	0.00
660 · Dues & Subscriptions	208.32	500.00
665 · Meals	208.32	500.00
670 · Employee Benefits	7,500.00	18,000.00
675 · Equipment Parts & Supplies	0.00	0.00
685 · Equipment Repairs	62.50	150.00
690 · Insurance	3,583.32	8,600.00
692 · Insurance - Workmans Comp	833.32	2,000.00
693 · Interest Expense	0.00	0.00
695 · Legal	0.00	0.00
700 · Licenses & Permits	0.00	0.00
710 · Facility Maintenance	625.00	1,500.00
712 · Mileage Reimbursement	0.00	0.00

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Accrual Basis

	YTD Budget	Annual Budget
715 · Meetings	0.00	0.00
720 · Miscellaneous	0.00	0.00
725 · Office Supplies	1,041.68	2,500.00
726 · Employee Training	0.00	0.00
728 · Operational Services	0.00	0.00
730 · Outside Services	0.00	0.00
731 · Payroll Expense	122,904.45	278,252.00
750 · Postage	41.68	100.00
751 · Post Box Rental	91.68	220.00
755 · PCA Printing	41.68	100.00
765 · Promotion	0.00	0.00
770 · Reconciliation Discrepancies	0.00	0.00
775 · Rent	19,166.68	46,000.00
780 · Refunds	0.00	0.00
800 · Security	666.68	1,600.00
804 · Staff Development	104.18	250.00
805 · Storage	645.82	1,550.00
830 · Taxes	50.00	120.00
836 · Cable, Internet, Telephone	2,583.32	6,200.00
837 · Cell Phone	0.00	0.00
838 · Internet-City	1,202.75	2,886.60
880 · Utilities	1,708.32	4,100.00
885 · Volunteer Program	0.00	0.00
890 · Web Expenses	0.00	0.00
Total Expense	167,665.52	385,678.60
Net Ordinary Income	-12,415.48	-13,078.60
Other Income/Expense		
Other Income		
896 · Miscellaneous Income	0.00	0.00
910 · Radio Income		
911 · Contributions - Unrestricted	1,250.00	3,000.00
912 · Radio Sponsorship	0.00	0.00
913 · Underwriting-Radio	0.00	0.00
914 · Grants-Radio	0.00	0.00
915 · Workshop Fees-Radio	0.00	0.00
916 · Production Services	0.00	0.00
917 · Radio Workshops	0.00	0.00
918 · Event Income	4,166.68	10,000.00
919 · Event Sponsorship	2,500.00	6,000.00
910 · Radio Income - Other	0.00	0.00
Total 910 · Radio Income	7,916.68	19,000.00
Total Other Income	7,916.68	19,000.00
Other Expense		
920 · Radio Expenses		
921 · Operational Expenses	0.00	0.00
922 · Outside Services - Radio	0.00	0.00
924 · Security/Alarm		
926 · Licenses, Subscrp & Memberships	0.00	0.00
927 · Equipment Parts & Supplies	0.00	0.00
928 · Equipment Maintenance	0.00	0.00
929 · Production Supplies	0.00	0.00
930 · Training Materials	0.00	0.00
931 · Computer Software	0.00	0.00
934 · Studio Telephone	0.00	0.00
936 · Remote Access	0.00	0.00
937 · STL	208.32	500.00
938 · Streaming Services	675.00	1,620.00
939 · Automation Services	1,250.00	3,000.00
952 · Advertising	291.68	700.00

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	<u>YTD Budget</u>	<u>Annual Budget</u>
953 · Printing	0.00	0.00
954 · Fundraising Services	0.00	0.00
955 · Event Services	0.00	0.00
956 · Event Supplies	0.00	0.00
957 · Event Rentals	0.00	0.00
920 · Radio Expenses - Other	0.00	0.00
Total 920 · Radio Expenses	<u>2,425.00</u>	<u>5,820.00</u>
Total Other Expense	<u>2,425.00</u>	<u>5,820.00</u>
Net Other Income	<u>5,491.68</u>	<u>13,180.00</u>
Net Income	<u>-6,923.80</u>	<u>101.40</u>