

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

	Dec 23	Budget	Jul - Dec 23	YTD Budget
Ordinary Income/Expense				
Income				
510 · Community Access Fees	17,520.76	18,333.33	105,123.89	110,000.01
512 · Contributions- Unrestricted	930.00	208.33	1,248.00	1,250.01
513 · Contributions- Restricted	0.00	0.00	2,500.00	0.00
515 · Grants	0.00	1,250.00	0.00	7,500.00
520 · Government Taping Fees				
520.1 · Petaluma Taping Fees	1,723.00	2,083.33	13,761.50	12,500.01
520.2 · Rohnert Park Taping Fees	637.50	791.67	4,016.25	4,749.99
520.3 · Sebastopol Taping Fees	2,095.00	2,208.33	10,596.25	13,250.01
520.4 · Cotati Taping Fees	552.50	833.33	3,230.00	5,000.01
520.5 · Potential New City Taping Fees	0.00	4,000.00	0.00	24,000.00
520 · Government Taping Fees - Other	0.00	0.00	0.00	0.00
Total 520 · Government Taping Fees	5,008.00	9,916.66	31,604.00	59,500.02
525 · Production Services Income	0.00	0.00	0.00	0.00
530 · Workshop Fees	0.00	416.67	0.00	2,499.99
536 · Underwriting	0.00	500.00	0.00	3,000.00
540 · Membership Dues	0.00	416.67	888.00	2,499.99
545 · DVD Sales	0.00	0.00	0.00	0.00
550 · Interest Income	0.00	8.33	0.00	50.01
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
Total Income	23,458.76	31,049.99	141,363.89	186,300.03
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00	0.00
Gross Profit	23,458.76	31,049.99	141,363.89	186,300.03
Expense				
150 · Suspense	0.00	0.00	0.00	0.00
610 · Accounting	0.00	333.33	916.95	2,000.01
611 · Annual Audit and Tax Return	0.00	416.67	0.00	2,499.99
612 · Advertising	0.00	83.33	425.00	500.01
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	16.67	0.00	99.99
626 · Merchant Fees	41.13	29.17	100.85	174.99
627 · Late Fee	0.00	0.00	28.01	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	0.00	0.00	25.00	0.00
660 · Dues & Subscriptions	152.21	41.67	3,509.56	249.99
665 · Meals	0.00	41.67	0.00	249.99
670 · Employee Benefits	0.00	1,500.00	0.00	9,000.00
675 · Equipment Parts & Supplies	0.00	0.00	124.83	0.00
685 · Equipment Repairs	0.00	12.50	0.00	75.00
690 · Insurance	0.00	716.67	8,178.05	4,299.99
692 · Insurance - Workmans Comp	0.00	166.67	0.00	999.99
693 · Interest Expense	0.00	0.00	900.26	0.00
695 · Legal	0.00	0.00	0.00	0.00
700 · Licenses & Permits	148.92	0.00	227.92	0.00
710 · Facility Maintenance	128.00	125.00	1,355.72	750.00
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

Petaluma Community Access, Inc.
Profit & Loss Budget Performance

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Accrual Basis

	Dec 23	Budget	Jul - Dec 23	YTD Budget
725 · Office Supplies	314.20	208.33	308.64	1,250.01
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	14,308.43	22,982.02	107,231.14	145,886.47
750 · Postage	0.00	8.33	0.00	50.01
751 · Post Box Rental	0.00	18.33	226.00	110.01
755 · PCA Printing	0.00	8.33	0.00	50.01
765 · Promotion	10.00	0.00	585.27	0.00
770 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
775 · Rent	3,926.21	3,833.33	23,557.26	23,000.01
780 · Refunds	0.00	0.00	0.00	0.00
800 · Security	0.00	133.33	188.97	800.01
804 · Staff Development	0.00	20.83	0.00	125.01
805 · Storage	150.00	129.17	900.00	774.99
830 · Taxes	0.00	10.00	0.00	60.00
836 · Cable, Internet, Telephone	544.58	516.67	3,151.64	3,099.99
837 · Cell Phone	0.00	0.00	0.00	0.00
838 · Internet-City	256.90	240.55	1,700.20	1,443.30
880 · Utilities	554.03	341.67	4,201.93	2,049.99
885 · Volunteer Program	0.00	0.00	0.00	0.00
890 · Web Expenses	0.00	0.00	133.00	0.00
Total Expense	20,534.61	31,934.24	157,976.20	199,599.76
Net Ordinary Income	2,924.15	-884.25	-16,612.31	-13,299.73
Other Income/Expense				
Other Income				
896 · Miscellaneous Income	0.00	0.00	0.00	0.00
910 · Radio Income				
911 · Contributions - Unrestricted	0.00	250.00	0.00	1,500.00
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	833.33	0.00	5,000.01
919 · Event Sponsorship	0.00	500.00	0.00	3,000.00
910 · Radio Income - Other	0.00	0.00	0.00	0.00
Total 910 · Radio Income	0.00	1,583.33	0.00	9,500.01
Total Other Income	0.00	1,583.33	0.00	9,500.01
Other Expense				
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	401.51	0.00	1,176.51	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	180.00	0.00
937 · STL	124.50	41.67	747.00	249.99
938 · Streaming Services	184.50	135.00	738.00	810.00
939 · Automation Services	49.00	250.00	847.50	1,500.00
952 · Advertising	0.00	58.33	0.00	350.01
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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957 · Event Rentals	0.00	0.00	0.00	0.00
920 · Radio Expenses - Other	0.00	0.00	0.00	0.00
Total 920 · Radio Expenses	<u>789.51</u>	<u>485.00</u>	<u>3,877.98</u>	<u>2,910.00</u>
Total Other Expense	<u>789.51</u>	<u>485.00</u>	<u>3,877.98</u>	<u>2,910.00</u>
Net Other Income	<u>-789.51</u>	<u>1,098.33</u>	<u>-3,877.98</u>	<u>6,590.01</u>
Net Income	<u>2,134.64</u>	<u>214.08</u>	<u>-20,490.29</u>	<u>-6,709.72</u>

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	<u>Annual Bud...</u>
Ordinary Income/Expense	
Income	
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
Total 520 · Government Taping Fees	<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
Total Income	<u>372,600.00</u>
Cost of Goods Sold	
50000 · Cost of Goods Sold	0.00
Total COGS	<u>0.00</u>
Gross Profit	<u>372,600.00</u>
Expense	
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 Equipmt.	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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	<u>Annual Bud...</u>
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
Total Expense	<u>385,678.60</u>
Net Ordinary Income	-13,078.60
Other Income/Expense	
Other Income	
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
Total 910 · Radio Income	<u>19,000.00</u>
Total Other Income	19,000.00
Other Expense	
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
Total 920 · Radio Expenses	<u>5,820.00</u>
Total Other Expense	<u>5,820.00</u>
Net Other Income	<u>13,180.00</u>
Net Income	<u><u>101.40</u></u>