

Petaluma Community Access, Inc.
FISCAL YEAR 2009-10 BUDGET

#	ACCOUNT	2008/09 Budget		Actual	Budget		Comments
		2008/09 Monthly	2008/09 Annual	2008/09 Year to Date (4/30/09)	2009/10 Monthly	2009/10 Annual	
INCOME							
510	Community Access Fees	18,907	226,880	194,479	19,000	228,000	
512	Contributions-Unrestricted	208	2,500	555	417	5,000	< develop fund drive
520	Government Taping Fees	267	3,200	5,260	317	3,800	
525	Production Services Income	-	-	45	-	-	
530	Workshop Fees	-	-	-	30	360	< develop series/seminars
536	Underwriting	-	-	-	217	2,600	< develop new revenue line
540	Membership Dues	375	4,500	3,092	333	4,000	
545	DVD Sales	42	500	433	50	600	
550	Interest Income	-	-	91	17	200	
555	Late Fees	8	-	130	-	-	
560	Miscellaneous Income	2,500	30,000	10,462	2,500	30,000	last annual Capital grant
580	Duplicating Fees	13	150	105	17	200	
585	Blank Stock Income	6	75	227	25	300	
TOTAL INCOME		22,325	267,805	214,879	22,922	275,060	
SALARIES							
732	Payroll Admin Assistant	1,950	23,400	13,917	-	-	
	Payroll Receptionist			1,617	-	-	
731	Payroll Office Manager	-	-	-	1,733	20,800	(25hrs) Rachel
735	Payroll Access Assistants	-	-	2,646	780	9,360	(15hrs) Mary
736	Payroll Program Director	2,652	31,824	32,181	3,293	39,520	(40hrs) Francisco
738	Payroll Exec. Director	3,467	41,600	41,352	4,004	48,048	(33hrs) John
739	Payroll Production Manager	1,248	14,976	6,741	1,517	18,200	(25hrs) Zach
	Subtotal Salaries	9,317	111,800	98,453	11,327	135,928	
PAYROLL TAXES							
740	SUI,FUTA,FICA, Medicare	1,231	14,772	9,639	1,699	20,389	15.00%
	Subtotal Payroll Taxes	1,231	14,772	9,639	1,699	20,389	

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BENEFITS							
670	Health Insurance(Emp Benefits)	500	6,000	4,140	958	11,500	2 employees w/Kaiser
692	Worker's Compensation	137	1,645	592	63	750	
741	Holiday Bonus	83	1,000	765	100	1,200	
	Subtotal benefits	720	8,645	5,496	1,121	13,450	
	TOTAL PAYROLL	11,268	135,217	113,588	14,147	169,767	
GENERAL AND ADMINISTRATIVE EXPENSES							
INSURANCE							
691	Automobile	65	780	2,046	167	2,000	
690	Liability& Property	698	8,381	6,692	583	7,000	
	Subtotal Insurance	763	9,161	8,738	750	9,000	
PRODUCTION EXPENSES							
675	Equipment Parts & Supplies	375	4,500	511	100	1,200	
790	Satellite Television/Cable	70	840	355	33	400	
820	Tape Stock	88	1,050	446	50	600	
	Subtotal Prod. Expenses	533	6,390	1,312	183	2,200	
OFFICE EXPENSES							
610	Accounting	315	3,780	2,613	250	3,000	
611	Annual Audit	583	7,000	-	583	7,000	
612	Advertising	42	500	-	54	650	
613	Advertising/Employees	21	250	423	42	500	
615	Auto Expenses	83	1,000	196	21	250	
625	Bank Charges	-	-	10	-	-	
640	Conference Exp	13	150	-	54	650	
642	Conference Travel	29	350	-	71	850	
645	Computer Software Off	83	1,000	250	33	400	
655	Donations	21	250	-	21	250	
660	Dues and Subscriptions	38	450	-	13	150	

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OFFICE EXPENSES (cont.)							
665	Entertain and Meals	65	780	288	50	600	
672	Employee Mileage	-	-	(26)	-	-	
680	Equipment Lease Copier	150	1,800	1,895	175	2,100	< review alternatives
685	Equipment Repairs	288	3,450	338	71	850	
688	Fire Extinguishers	6	75	-	-	-	
710	Facility Maintenance	-	-	146	21	250	
693	Interest	-	-	-	-	-	
700	License & Permits	38	450	304	29	350	
715	Meetings	63	750	793	21	250	
720	Miscellaneous	83	1,000	-	75	900	
725	Office Supplies	300	3,600	1,069	113	1,350	
646	Office/Equip Maintenance	208	2,500	840	100	1,200	
742	Payroll Service	20	245	220	21	250	
751	PO Box Rental	6	70	70	6	70	
750	Postage	58	700	266	29	350	
755	Printing	20	240	-	17	200	
765	Promotion/Outreach	167	2,000	1,753	292	3,500	
895	Penalties	-	-	162	-	-	
775	Rent	1,158	13,896	11,580	1,158	13,896	
800	Security	155	1,860	1,151	117	1,400	
805	Storage	238	2,860	2,430	230	2,760	< move to smaller bin
830	Taxes	-	-	25	4	50	
835	Telephone/Cell	292	3,500	3,808	354	4,250	
838	Internet/DSL	108	1,300	295	33	400	office & City Hall
880	Utilities	350	4,200	2,465	233	2,800	office & City Hall
	Web	-	-	-	-	-	
	Subtotal Office Expenses	5,001	60,006	33,366	4,290	51,476	

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OTHER EXPENSES							
628	Board Development	67	800	138	63	750	
695	Legal	417	5,000	3,794	250	3,000	
???	Legal Settlement Payment	-	-	-	-	-	
696	KPCA Expenses	-	-	-	-	-	
730	Outside Services/Consulting	750	9,000	4,181	500	6,000	
804	Staff Development	33	400	-	54	650	
	Subtotal Other Expenses	1,267	15,200	8,113	867	10,400	
	TOTAL G&A EXPENSES	7,563	90,757	51,529	6,090	73,076	

PCA Budget Totals/Summary:

INCOME	22,325	267,805	214,879	22,922	275,060
SALARIES AND BENEFITS	(11,268)	(135,217)	(113,588)	(14,147)	(169,767)
GENERAL/ADMINISTRATIVE	(7,563)	(90,757)	(51,529)	(6,090)	(73,076)
BALANCE	3,494	41,831	49,763	2,685	32,217

<i>plus</i>	27,403	BofA account Balance
<i>plus</i>	20,000	BofA liquid CD
	<u>79,620</u>	Total Balance
<i>minus</i>	30,000	annual Capital grant
	<u>49,620</u>	Operating Balance