

Petaluma Community Access, Inc.

FISCAL YEAR 2011-12 BUDGET

Approved June 21, 2011

#	ACCOUNT	2010/11 Monthly	2010/11 Annual	2010/11 Actual <i>(incomplete)</i>	2011/12 Monthly	2011/12 Annual	Comments
INCOME							
510	Community Access Fees	15,417	185,000	220,582	17,500	210,000	low end est. of PEG income
512	Contributions-Unrestricted	63	750	515	42	500	
515	Grants		5,000	-	333	4,000	tentative goal
520	Government Taping Fees	208	2,500	2,031	200	2,400	
525	Production Services Income	13	150	-	-	-	no HC2 grant money
530	Workshop Fees	-	-	600	125	1,500	
536	Underwriting	1,000	12,000	2,000	833	10,000	Business Sponsorship goal
540	Membership Dues	383	4,600	4,540	417	5,000	Membership Drive...
545	DVD Sales	38	450	527	50	600	
550	Interest Income	87	1,040	164	17	200	
555	Late Fees	10	120	100	8	100	
560	Miscellaneous Income	4,390	52,675	3,432	-	-	Cap Ex reimbursements
585	Blank Stock Income	63	750	606	54	650	
	TOTAL INCOME	21,670	265,035	235,097	19,579	234,950	
PAYROLL							
731	Payroll Office Manager	1,887	22,646	8,808	-	-	<i>(Lorena)</i>
733	Payroll Media Services Sup.	1,378	16,536	15,124	1,591	19,097	(26hrs) Kate
734	Payroll Station Manager	1,662	19,942	19,251	1,775	21,294	(26hrs) Zach
735	Payroll Technical Specialist	1,148	13,780	14,358	1,300	15,600	(24hrs) position not yet filled
736	Payroll Program Director	2,032	24,388	23,651	2,108	25,298	(28hrs) Thomas
737	Payroll Membership Coord.	-	-	-	1,196	14,352	(24hrs) position not yet filled
738	Payroll Exec. Director	4,154	49,848	43,545	4,368	52,416	(salary) John
739	Payroll Access Assistant(s)	-	-	-	412	4,940	(10 hrs) optional position
	Subtotal Payroll	12,262	147,140	124,737	12,750	152,997	
PAYROLL TAXES							
740	SUI,FUTA,FICA, Medicare	1,699	22,071	12,023	1,402	16,830	11% (but Actual less than 10%)
	Subtotal Payroll Taxes	1,699	22,071	12,023	1,402	16,830	

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BENEFITS							
670	Employee Benefits	492	5,900	-	-	-	no claimed health care
692	Worker's Compensation	175	2,100	1,859	171	2,050	
741	Holiday Bonus	83	1,000	1,096	91	1,096	5 x \$200 w/taxes
	Subtotal Benefits	750	9,000	2,955	262	3,146	
	TOTAL PAYROLL	14,711	178,211	139,715	14,414	172,973	
GENERAL & ADMINISTRATIVE EXPENSES							
INSURANCE							
690	Liability, Property, Crime	496	5,949	3,930	333	4,000	Matt to review policies
	Subtotal Insurance	496	5,949	3,930	333	4,000	
PRODUCTION EXPENSES							
675	Equipment Parts & Supplies	100	1,200	626	63	750	
790	Satellite Television/Cable	40	480	467	50	600	
820	Tape Stock	82	980	662	60	720	
	Subtotal Prod. Expenses	222	2,660	1,755	173	2,070	
OFFICE EXPENSES							
610	Accounting	283	3,400	2,879	270	3,240	
611	Annual Audit	583	7,000	8,527	792	9,500	contracted increase
612	Advertising	50	600	489	45	540	
613	Advertising/Employees	65	780	25	20	240	
615	Travel Expenses	-	-	28	6	72	
625	Bank Charges	-	-	5	1	12	
640	Conference Exp	25	300	30	20	240	Regional conf. In Oct
642	Conference Travel	21	250	-	10	120	Regional conf. In Oct
645	Computer Software	63	760	299	40	480	
646	Office/Equip Maintenance	83	1,000	-	15	180	

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OFFICE EXPENSES (cont.)							
655	Donations	-	-	-	-	-	
660	Dues and Subscriptions	32	380	-	8	100	
665	Entertain and Meals	54	650	543	54	650	
680	Equipment Lease Copier	198	2,370	2,164	191	2,296	lkon lease (21 mos left...
685	Equipment Repairs	27	320	47	40	480	
688	Fire Extinguishers	3	40	-	-	-	rental assures
700	License & Permits	10	120	100	13	150	
710	Facility Maintenance	17	200	-	-	-	rental assures
715	Meetings	52	624	1,056	76	910	2.5hr mtg = \$65 x 14
720	Miscellaneous	38	450	16	13	150	
725	Office Supplies	148	1,780	1,978	175	2,100	
743	Payroll Fees	20	245	145	15	180	
751	PO Box Rental	6	72	70	6	70	
750	Postage	31	375	315	30	360	
755	Printing	25	295	40	10	120	
765	Promotion/Outreach	138	1,650	2,994	167	2,000	
775	Rent	1,575	18,900	15,750	1,575	18,900	no expansion
780	Refunds	-	-	135	8	90	
800	Security	44	528	1,662	55	660	no expansion
805	Storage	35	420	385	35	420	
830	Taxes	-	-	10	5	60	
835	Telephone/Internet - Office	225	2,700	2,389	217	2,600	
836	Cable TV - Office	-	-	-	27	324	new post-DIVCA Comcast charge
837	Cell phone	40	480	508	43	520	
838	Internet - City Hall	13	156	159	15	180	
880	Utilities	200	2,400	1,882	180	2,160	
890	Web	52	620	552	57	680	
	Subtotal Office Expenses	4,155	49,865	45,182	4,232	50,784	
OTHER EXPENSES							
628	Board Development	33	400	1,236	90	1,080	
695	Legal	-	-	-	67	800	

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OTHER EXPENSES (cont.)							
730	Outside Services/Consulting	88	1,050	850	100	1,200	
804	Staff Development	38	450	1,684	90	1,080	
	Subtotal Other Expenses	158	1,900	3,770	347	4,160	
	TOTAL G&A EXPENSES	5,031	60,374	54,637	5,085	61,014	

PCA Budget Totals/Summary

INCOME	21,670	265,035	235,097	19,579	234,950
SALARIES & BENEFITS	(14,711)	(178,211)	(139,715)	(14,414)	(172,973)
GENERAL/ADMINISTRATIVE	(5,031)	(60,374)	(54,637)	(5,085)	(61,014)
BALANCE	1,928	26,450	40,745	80	963

	200	Petty Cash
	50	Change Fund
	19,992	Cap Ex Reserve (unrestricted)
	40,745	Carryover of 2010/11 Actual
<i>additional funds</i>	<u>60,987</u>	
	61,950	Total Balance