

Petaluma Community Access, Inc.

**FISCAL YEAR 2015-16 OPERATIONAL BUDGET**

Approved 8/18/15

#	ACCOUNT	2014/15 Actual (complete)	2014/15 Annual	2015/16 Actual	2015/16 Monthly	2015/16 Annual	Comments
<b>INCOME</b>							
510	Community Access Fees	243,771	230,000		20,417	245,000	approx 48K + 13K x4
512	Contributions-Unrestricted	2,090	2,000		250	3,000	* goal
515	Grants	-	3,000		417	5,000	* goal > Pet 2600
520	Government Taping Fees	2,438	1,500		1,083	13,000	tentative... > RP 6800
522	You Tube Upload	-	50		-		> Cot 3600
525	Production Services Income	1,120	450		75	900	
530	Workshop Fees	4,120	1,500		350	4,200	
536	Underwriting	-	4,000		167	2,000	* goal
540	Membership Dues	3,565	4,500		317	3,800	
545	DVD Sales	447	300		38	450	
550	Interest Income	8	50		1	10	
555	Late Fees	-	50		3	30	
560	Cap Ex Reimbursement	x	x		x	x	
585	Blank Stock Income	10	50		2	20	
<b>TOTAL INCOME</b>		<b>257,569</b>	<b>247,450</b>	<b>-</b>	<b>23,118</b>	<b>277,410</b>	
<b>PAYROLL</b>							
734	Payroll Station Manager	3,143	-		-		empty position
735	Payroll Technical Specialist	7,475	10,400		884	10,608	zach
736	Payroll Program Director	24,471	24,700		1,647	19,760	thomas
737	Payroll Membership Coord	17,370	18,278		1,887	22,646	nellie
738	Payroll Exec. Director	55,200	56,520		4,820	57,840	ED
739	Payroll Access Assists	8,503	9,984		878	10,530	access assts
744	Payroll Outreach Coord	18,917	21,502		2,018	24,219	chris
746	Payroll Operations Manager	7,842	9,360		1,706	20,475	stephanie
Subtotal Payroll		139,778	150,744	-	13,840	166,078	
<b>PAYROLL TAXES</b>							
740	SUI,FUTA,FICA, Medicare	13,367	14,773		1,384	16,608	10.0%
Subtotal Payroll Taxes		13,367	14,773	-	1,384	16,608	

**Petaluma Community Access, Inc.**

**FISCAL YEAR 2015-16 OPERATIONAL BUDGET**

Approved 8/18/15

#	ACCOUNT	2014/15 Actual (complete)	2014/15 Annual	2015/16 Actual	2015/16 Monthly	2015/16 Annual	Comments
<b>BENEFITS</b>							
670	Employee Benefits	-	x			-	no claimed health care
692	Worker's Compensation	2,257	2,950		250	3,000	
741	Holiday Bonus	1,103	1,250		133	1,600	2x200, 3x150, 6x100+taxes
	Subtotal Benefits	3,360	4,200	-	383	4,600	
	<b>TOTAL PAYROLL</b>	<b>156,505</b>	<b>169,717</b>	<b>-</b>	<b>15,607</b>	<b>187,286</b>	
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES</b>							
<b>INSURANCE</b>							
690	Liability, Property, Crime	6,076	5,500		521	6,250	
	Subtotal Insurance	6,076	5,500	-	521	6,250	
<b>PRODUCTION EXPENSES</b>							
675	Equipment Parts & Supplies	2,993	1,600		333	4,000	
790	Satellite Television/Cable	526	520		47	560	
820	Tape Stock	410	400		40	480	
	Subtotal Prod. Expenses	3,929	2,520	-	420	5,040	
<b>OFFICE EXPENSES</b>							
610	Accounting	3,180	3,600		288	3,450	
611	Audit & Tax Returns	4,200	4,200		792	9,500	year 5 Audit, tax returns (\$1K)
612	Advertising	485	600		54	650	
613	Advertising/Employees	150	225		19	225	
615	Travel Expenses	3	150		8	100	
626	Merchant Fees	14	100		4	50	
640	Conference Exp	-	200		42	500	
642	Conference Travel	-	100		67	800	
645	Computer Software	298	450		42	500	
646	Office/Equip Maintenance	98	200		15	175	
655	Donations	95	50		17	200	

Petaluma Community Access, Inc.

**FISCAL YEAR 2015-16 OPERATIONAL BUDGET**

Approved 8/18/15

#	ACCOUNT	2014/15 Actual (complete)	2014/15 Annual	2015/16 Actual	2015/16 Monthly	2015/16 Annual	Comments
<b>OFFICE EXPENSES (cont.)</b>							
660	Dues & Subscriptions	1,103	1,000		100	1,200	
665	Entertain and Meals	104	350		29	350	
685	Equipment Repairs	1,529	1,800		175	2,100	
700	License & Permits	50	150		13	150	
710	Facility Maintenance	1,056	1,450		138	1,650	\$88 x12 + improvements
712	Mileage Reimbursement	136	300		50	600	
715	Meetings	478	350		42	500	
725	Office Supplies	1,839	1,900		188	2,250	
743	Payroll Fees	332	250		29	350	
750	Postage	234	450		33	400	
751	PO Box Rental	92	92		8	92	
755	Printing	901	750		138	1,650	
765	Promotion/Outreach	987	1,200		200	2,400	
775	Rent	25,200	25,200		2,100	25,200	5yr lease, thru Nov. 2017
780	Refunds	-	50		4	50	
800	Security	973	920		104	1,250	\$240 x4 + p button
805	Storage	540	540		45	540	\$45 x 12
830	Taxes	36	150		13	150	for online purchases
836	Cable, Internet, Telephone	3,102	2,820		271	3,250	\$250 x12
837	Cell phone	496	540		45	540	\$45 x12
838	Internet - City Hall	1,301	1,680		140	1,680	\$140 x12
880	Utilities	2,913	3,250		267	3,200	
890	Web	270	650		50	600	
	Subtotal Office Expenses	52,195	55,717	-	5,525	66,302	
<b>OTHER EXPENSES</b>							
628	Board Development	-	450		33	400	
695	Legal	-	800		667	8,000	radio project legal research
728	Operational Services	900	2,000		121	1,450	guest instructor fees
730	Outside Services	300	1,800		138	1,650	tech support...
804	Staff Development	115	900		42	500	
	Subtotal Other Expenses	1,315	5,950	-	1,000	12,000	

**Petaluma Community Access, Inc.**

**FISCAL YEAR 2015-16 OPERATIONAL BUDGET**

Approved 8/18/15

#	ACCOUNT	2014/15 Actual (complete)	2014/15 Annual	2015/16 Actual	2015/16 Monthly	2015/16 Annual	Comments
	<b>TOTAL Gen/Admin EXPENSES</b>	<b>63,515</b>	<b>69,687</b>	<b>-</b>	<b>7,466</b>	<b>89,592</b>	

**Operational Budget Summary**

INCOME	257,569	247,450	-	23,118	277,410
SALARIES & BENEFITS	(156,505)	(169,717)	-	(15,607)	(187,286)
GENERAL/ADMINISTRATIVE	(63,515)	(69,687)	-	(7,466)	(89,592)

**BALANCE      37,549      8,046      -      44      532**

200 *Petty Cash*

50 *Change Fund*

2,100 *Prepaid rent deposit*

25,000 *Summit reserve acct*

37,549 *14/15 carryover Balance*

> shift \$25K      50,000

> shift \$25K      12,549

*additional funds*      64,899

Total Operational Balance      **65,431**

*City Cap Ex Fund 6/30/15*      55,711

*Summit restricted acct 6/30/15*      20,422

Total Capital Expense Balance      **76,133**

Petaluma Community Access, Inc.

**FISCAL YEAR 2015-16 OPERATIONAL BUDGET**

Approved 8/18/15

#	ACCOUNT	2014/15 Actual (complete)	2014/15 Annual	2015/16 Actual	2015/16 Monthly	2015/16 Annual	Comments
<b><u>Radio Project BUDGET</u></b>							
910	Income						
911					-		
912					-		
913					-		
914					-		
915					-		
916					-		
917					-		
918					-		
919					-		
	Subtotal Radio Income	-	-	-	-	-	
<b><u>Radio Project EXPENSES</u></b>							
920	Staffing & Outside Services						
921					-		
922					-		
923					-		
924					-		
925	Licensing, Taxes & Insurance, Legal						
926					-		
927					-		
928					-		
929					-		
930	Equipment & Maintenance						
931					-		
932					-		
933					-		
934					-		
935	Operational Expenses						

