

Petaluma Community Access, Inc.

FISCAL YEAR 2012-13 BUDGET

Approved 4/17/12

#	ACCOUNT	2011/12 Monthly	2011/12 Annual	2011/12 Actual <i>(3 qtrs only)</i>	2012/13 Monthly	2012/13 Annual
INCOME						
510	Community Access Fees	17,500	210,000	165,927	17,333	208,000
512	Contributions-Unrestricted	42	500	772	83	1,000
515	Grants	333	4,000	-	333	4,000
520	Government Taping Fees	200	2,400	1,143	200	2,400
525	Production Services Income	-	-	95	25	300
530	Workshop Fees	125	1,500	420	67	800
536	Underwriting	833	10,000	-	500	6,000
540	Membership Dues	417	5,000	2,745	300	3,600
545	DVD Sales	50	600	269	30	360
550	Interest Income	17	200	110	13	150
555	Late Fees	8	100	155	17	200
560	Miscellaneous Income	-	-	-	-	-
585	Blank Stock Income	54	650	419	50	600
	TOTAL INCOME	19,579	234,950	172,055	18,951	227,410
PAYROLL						
733	Payroll Media Services Sup.	1,591	19,097	11,997	1,335	16,016
734	Payroll Station Manager	1,775	21,294	13,611	1,664	19,968
735	Payroll Technical Specialist	1,300	15,600	14,145	1,239	14,872
736	Payroll Program Director	2,108	25,298	20,223	2,340	28,080
737	Payroll Membership Coord.	1,196	14,352	7,717	1,144	13,728
738	Payroll Exec. Director	4,368	52,416	39,335	4,474	53,688
739	Payroll Access Assistant(s)	412	4,940	4,523	347	4,160
	Subtotal Payroll	12,750	152,997	111,551	12,543	150,512
PAYROLL TAXES						
740	SUI,FUTA,FICA, Medicare	1,275	15,300	11,554	1,254	15,051
	Subtotal Payroll Taxes	1,275	15,300	11,554	1,254	15,051

Petaluma Community Access, Inc.

FISCAL YEAR 2012-13 BUDGET

Approved 4/17/12

#	ACCOUNT	2011/12 Monthly	2011/12 Annual	2011/12 Actual	2012/13 Monthly	2012/13 Annual
BENEFITS						
670	Employee Benefits	-	-	-	-	-
692	Worker's Compensation	171	2,050	1,853	208	2,500
741	Holiday Bonus	91	1,096	1,127	90	1,075
	Subtotal Benefits	262	3,146	2,980	298	3,575
	TOTAL PAYROLL	14,287	171,443	126,085	14,095	169,138
GENERAL & ADMINISTRATIVE EXPENSES						
INSURANCE						
690	Liability, Property, Crime	333	4,000	4,245	363	4,350
	Subtotal Insurance	333	4,000	4,245	363	4,350
PRODUCTION EXPENSES						
675	Equipment Parts & Supplies	63	750	21	21	250
790	Satellite Television/Cable	50	600	284	33	400
820	Tape Stock	60	720	301	38	450
	Subtotal Prod. Expenses	173	2,070	606	92	1,100
OFFICE EXPENSES						
610	Accounting	270	3,240	2,633	304	3,650
611	Annual Audit	792	9,500	8,500	750	9,000
612	Advertising	45	540	268	29	350
613	Advertising/Employees	20	240	-	20	240
615	Travel Expenses	6	72	-	4	50
625	Bank Charges	1	12	-	-	-
640	Conference Exp	20	240	500	54	650
642	Conference Travel	10	120	53	13	150
645	Computer Software	40	480	250	29	350
646	Office/Equip Maintenance	15	180	-	8	100
660	Dues and Subscriptions	8	100	-	-	-
OFFICE EXPENSES (cont.)						
665	Entertain and Meals	54	650	237	33	400

Petaluma Community Access, Inc.

FISCAL YEAR 2012-13 BUDGET

Approved 4/17/12

#	ACCOUNT	2011/12 Monthly	2011/12 Annual	2011/12 Actual	2012/13 Monthly	2012/13 Annual
680	Equipment Lease Copier	191	2,296	1,706	143	1,710
685	Equipment Repairs	40	480	403	47	560
700	License & Permits	13	150	-	4	50
715	Meetings	76	910	624	56	676
720	Miscellaneous	13	150	-	-	-
725	Office Supplies	175	2,100	1,486	167	2,000
743	Payroll Fees	15	180	153	17	205
750	Postage	30	360	211	33	400
751	PO Box Rental	6	70	70	6	70
755	Printing	10	120	114	14	165
765	Promotion/Outreach	167	2,000	1,100	138	1,650
775	Rent	1,575	18,900	14,175	1,575	18,900
780	Refunds	8	90	-	4	50
800	Security	55	660	511	57	682
805	Storage	35	420	315	35	420
830	Taxes	5	60	1,076	108	1,300
835	Telephone/Internet - Office	217	2,600	1,960	221	2,650
836	Cable TV - Office	27	324	242	28	340
837	Cell phone	43	520	367	36	432
838	Phone - City Hall	15	180	105	12	144
880	Utilities	180	2,160	1,519	179	2,150
890	Web	57	680	438	48	580
	Subtotal Office Expenses	4,232	50,784	39,016	4,173	50,074
OTHER EXPENSES						
628	Board Development	90	1,080	35	38	450
695	Legal	67	800	-	67	800
730	Outside Services/Consulting	100	1,200	-	33	400
804	Staff Development	90	1,080		54	650
	Subtotal Other Expenses	347	4,160	35	192	2,300
	TOTAL G&A EXPENSES	5,085	61,014	43,902	4,819	57,824

PCA Budget Totals/Summary

INCOME	19,579	234,950	172,055	18,951	227,410
--------	--------	---------	---------	--------	---------

PCA Budget - FY2012/13

Petaluma Community Access, Inc.

FISCAL YEAR 2012-13 BUDGET

Approved 4/17/12

#	ACCOUNT	2011/12 Monthly	2011/12 Annual	2011/12 Actual	2012/13 Monthly	2012/13 Annual
	SALARIES & BENEFITS	(14,287)	(171,443)	(126,085)	(14,095)	(169,138)
	GENERAL/ADMINISTRATIVE	(5,085)	(61,014)	(43,902)	(4,819)	(57,824)
	BALANCE	208	2,493	2,068	37	448

	200
	50
	2,025
	20,010
	2,068
<i>additional funds</i>	<u>24,353</u>
	24,801

Capital Expense Fund 85,774

Comments

45K + 7K x 4

*** goal

*** goal

Cap Ex reimbursements

(22hrs) Kate
(24hrs) Zach
(22hrs) Van
(30hrs) Thomas
(22hrs) Adonay
(salary) John
(8hrs) unfilled

10%

Comments

no claimed health care

5 x \$200 w/taxes

check - financial review

Comments

lease expires Mar 13

2hr mtg = \$52 x 13

accounting for online purchases

Comments

Petty Cash
Change Fund
Prepaid rent deposit
Cap Ex Reserve (unrestricted)
Carryover 2011/12 - Low, 3 qtrs only

Total Operating Balance

4/12/12