

## Petaluma Community Access, Inc. Profit & Loss Budget Performance

December 2018

|                                   | Dec 18          | Budget           | Jul - Dec 18      | YTD Budget        | Annual Budget     |
|-----------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>    |                 |                  |                   |                   |                   |
| <b>Income</b>                     |                 |                  |                   |                   |                   |
| 590 · Sales Income                | 0.00            | 0.00             | 25.00             | 48.12             | 48.12             |
| 510 · Community Access Fees       | 0.00            | 20,333.33        | 117,300.15        | 121,999.98        | 244,000.00        |
| 512 · Contributions- Unrestricted | 0.00            | 83.33            | 300.00            | 499.98            | 1,000.00          |
| 515 · Grants                      | 0.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| 520 · Government Taping Fees      | 0.00            | 1,416.67         | 8,193.92          | 8,500.02          | 17,000.00         |
| 521 · Tape Dubbing                | 0.00            | 2.50             | 0.00              | 15.00             | 30.00             |
| 522 · You Tube Upload             | 0.00            | 1.67             | 0.00              | 9.98              | 20.00             |
| 525 · Production Services Income  | 125.00          | 20.83            | 125.00            | 124.98            | 250.00            |
| 530 · Workshop Fees               | 0.00            | 16.67            | 0.00              | 100.02            | 200.00            |
| 540 · Membership Dues             | 950.00          | 666.67           | 3,675.00          | 4,000.02          | 8,000.00          |
| 545 · DVD Sales                   | 0.00            | 8.33             | 20.00             | 49.98             | 100.00            |
| 550 · Interest Income             | 5.32            | 2.08             | 25.83             | 12.48             | 25.00             |
| 555 · Late Fees                   | 0.00            | 0.00             | 0.00              | 50.00             | 50.00             |
| 585 · Blank Stock Income          | 0.00            | 0.00             | 0.00              | 10.00             | 10.00             |
| <b>Total Income</b>               | <b>1,080.32</b> | <b>22,552.08</b> | <b>129,664.90</b> | <b>135,420.56</b> | <b>270,733.12</b> |
| <b>Gross Profit</b>               | <b>1,080.32</b> | <b>22,552.08</b> | <b>129,664.90</b> | <b>135,420.56</b> | <b>270,733.12</b> |
| <b>Expense</b>                    |                 |                  |                   |                   |                   |
| 150 · Suspense                    | 0.00            |                  | 0.00              |                   | 438.90            |
| 747 · Accrued Vacation/Sick Pay   | 0.00            | 0.00             | 0.00              | -430.95           | -430.95           |
| 610 · Accounting                  | 0.00            | 317.00           | 2,025.95          | 1,902.00          | 3,800.00          |
| 611 · Annual Audit and Tax Return | 0.00            | 354.00           | 3,940.00          | 2,124.00          | 4,250.00          |
| 612 · Advertising                 | 0.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| 613 · Advertising - Employees     | 0.00            | 25.00            | 75.00             | 150.00            | 300.00            |
| 615 · Travel Expenses             | 0.00            | 8.00             | 17.20             | 48.00             | 100.00            |
| 626 · Merchant Fees               | 8.25            | 17.00            | 42.63             | 98.00             | 200.00            |
| 628 · Board Development           | 0.00            | 17.00            | 0.00              | 98.00             | 200.00            |
| 640 · Conference Expenses         | 0.00            | 29.00            | 300.00            | 174.00            | 350.00            |
| 642 · Conference Travel           | 0.00            | 12.50            | 0.00              | 75.00             | 150.00            |
| 645 · Computer Software-Office    | 349.00          | 54.17            | 349.00            | 325.02            | 650.00            |
| 646 · Maintenance-Office Equipt.  | 0.00            | 12.50            | 0.00              | 75.00             | 150.00            |
| 650 · Depreciaiton Expense        | 0.00            | 0.00             | 0.00              | 24,092.00         | 24,092.00         |
| 655 · Donations                   | 0.00            | 0.00             | 0.00              | 0.00              | 0.00              |
| 660 · Dues & Subscriptions        | 0.00            | 62.00            | 443.60            | 372.00            | 750.00            |
| 665 · Entertainment & Meals       | 0.00            | 29.00            | 110.37            | 174.00            | 350.00            |
| 675 · Equipment Parts & Supplies  | 0.00            | 917.00           | 818.03            | 5,498.00          | 11,000.00         |
| 685 · Equipment Repairs           | 0.00            | 12.50            | 0.00              | 75.00             | 150.00            |
| 690 · Insurance                   | 0.00            | 458.00           | 4,886.25          | 2,748.00          | 5,500.00          |
| 692 · Insurance - Workmans Comp   | 0.00            | 175.00           | 0.00              | 1,050.00          | 2,100.00          |
| 695 · Legal                       | 0.00            | 67.00            | 0.00              | 398.00            | 800.00            |
| 700 · Licenses & Permits          | 33.00           | 12.50            | 33.00             | 75.00             | 150.00            |
| 710 · Facility Maintenance        | 88.00           | 175.00           | 528.00            | 1,050.00          | 2,100.00          |
| 712 · Mileage Reimbursement       | 47.41           | 8.00             | 565.88            | 48.00             | 100.00            |
| 715 · Meetings                    | 0.00            | 17.00            | 0.00              | 98.00             | 200.00            |
| 720 · Miscellaneous               | 0.00            |                  | 0.00              |                   | 0.00              |
| 725 · Office Supplies             | 27.75           | 175.00           | 707.78            | 1,050.00          | 2,100.00          |

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December 2018

|                                    | Dec 18            | Budget           | Jul - Dec 18      | YTD Budget        | Annual Budget     |
|------------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| 728 · Operational Services         | 0.00              | 12.50            | 0.00              | 75.00             | 150.00            |
| 730 · Outside Services             | 0.00              | 12.50            | 1,269.44          | 75.00             | 150.00            |
| 731 · Payroll - Office Manager     | 0.00              | 0.00             | 0.00              | 0.00              | 0.00              |
| 736 · Payroll - Program Director   | 0.00              |                  | 62.70             |                   |                   |
| 737 · Payroll - Membership Coord   | 1,940.00          | 2,448.33         | 12,250.25         | 14,689.98         | 29,380.00         |
| 738 · Payroll - Executive Director | 4,355.00          | 4,244.00         | 26,487.50         | 25,464.00         | 50,928.00         |
| 739 · Payroll - Access Asistants   | 701.25            | 1,004.25         | 7,630.05          | 6,025.50          | 12,051.00         |
| 740 · Payroll Taxes                | 1,319.46          | 1,592.75         | 7,774.07          | 9,556.50          | 19,113.00         |
| 741 · Payroll - Holiday Bonuses    | 1,546.78          | 1,500.00         | 1,546.78          | 1,500.00          | 1,500.00          |
| 743 · Payroll Fees                 | 31.50             | 37.50            | 204.75            | 225.00            | 450.00            |
| 744 · Payroll - Outreach Coord     | 0.00              | 0.00             | 2,709.54          | 0.00              | 0.00              |
| 746 · Payroll - Operations Manager | 3,040.00          | 2,511.17         | 16,557.00         | 15,067.02         | 30,134.00         |
| 748 · Payroll - Radio Manager      | 2,585.00          | 2,841.58         | 16,929.58         | 17,049.48         | 34,099.00         |
| 749 · Payroll - Access Coordinator | 2,439.50          | 1,882.33         | 10,611.16         | 11,293.98         | 22,588.00         |
| 750 · Postage                      | 0.00              | 29.00            | 102.00            | 174.00            | 350.00            |
| 751 · Post Box Rental              | 0.00              | 9.00             | 120.00            | 54.00             | 112.00            |
| 755 · PCA Printing                 | 0.00              | 100.00           | 0.00              | 600.00            | 1,200.00          |
| 765 · Promotion                    | 0.00              | 62.50            | 364.91            | 375.00            | 750.00            |
| 775 · Rent                         | 2,420.00          | 2,397.00         | 14,310.00         | 14,382.00         | 28,760.00         |
| 780 · Refunds                      | 0.00              | 3.00             | 0.00              | 17.00             | 35.00             |
| 790 · Satellite Expenses           | 45.75             | 47.00            | 274.50            | 282.00            | 560.00            |
| 800 · Security                     | 0.00              | 100.00           | 1,209.22          | 600.00            | 1,200.00          |
| 804 · Staff Development            | 0.00              | 17.00            | 91.91             | 98.00             | 200.00            |
| 805 · Storage                      | 60.00             | 60.00            | 360.00            | 360.00            | 720.00            |
| 830 · Taxes                        | 0.00              | 4.00             | 173.30            | 24.00             | 50.00             |
| 836 · Cable, Internet, Telephone   | 192.49            | 208.00           | 1,164.11          | 1,248.00          | 2,500.00          |
| 837 · Cell Phone                   | 36.54             | 50.00            | 180.48            | 300.00            | 600.00            |
| 838 · Internet-City                | 178.52            | 150.00           | 1,021.64          | 900.00            | 1,800.00          |
| 880 · Utilities                    | 360.31            | 292.00           | 2,474.47          | 1,748.00          | 3,500.00          |
| 885 · Volunteer Program            | 0.00              |                  | 0.00              |                   | 0.00              |
| 890 · Web Expenses                 | 0.00              | 42.00            | 454.00            | 248.00            | 500.00            |
| <b>Total Expense</b>               | <b>21,805.51</b>  | <b>24,611.58</b> | <b>141,176.05</b> | <b>163,797.53</b> | <b>302,929.95</b> |
| <b>Net Ordinary Income</b>         | <b>-20,725.19</b> | <b>-2,059.50</b> | <b>-11,511.15</b> | <b>-28,376.97</b> | <b>-32,196.83</b> |
| <b>Other Income/Expense</b>        |                   |                  |                   |                   |                   |
| <b>Other Income</b>                |                   |                  |                   |                   |                   |
| <b>910 · Radio Income</b>          |                   |                  |                   |                   |                   |
| 911 · Contributions - Unrestricted | 0.00              | 167.00           | 0.00              | 1,002.00          | 2,000.00          |
| 913 · Underwriting-Radio           | 0.00              | 1,500.00         | 0.00              | 9,000.00          | 18,000.00         |
| 914 · Grants-Radio                 | 0.00              | 833.00           | 0.00              | 4,998.00          | 10,000.00         |
| 915 · Workshop Fees-Radio          | 0.00              | 25.00            | 0.00              | 150.00            | 300.00            |
| 916 · Production Services          | 0.00              | 29.00            | 0.00              | 174.00            | 350.00            |
| 918 · Event Income                 | 0.00              | 542.00           | 0.00              | 3,252.00          | 6,500.00          |
| 919 · Event Sponsorship            | 0.00              | 292.00           | 0.00              | 1,752.00          | 3,500.00          |
| <b>Total 910 · Radio Income</b>    | <b>0.00</b>       | <b>3,388.00</b>  | <b>0.00</b>       | <b>20,328.00</b>  | <b>40,650.00</b>  |
| <b>Total Other Income</b>          | <b>0.00</b>       | <b>3,388.00</b>  | <b>0.00</b>       | <b>20,328.00</b>  | <b>40,650.00</b>  |
| <b>Other Expense</b>               |                   |                  |                   |                   |                   |
| <b>920 · Radio Expenses</b>        |                   |                  |                   |                   |                   |

Petaluma Community Access, Inc.  
Profit & Loss Budget Performance

December 2018

|                                       | <u>Dec 18</u>            | <u>Budget</u>         | <u>Jul - Dec 18</u>      | <u>YTD Budget</u>        | <u>Annual Budget</u>     |
|---------------------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--------------------------|
| 921 · Operational Expenses            | 0.00                     | 17.00                 | 0.00                     | 98.00                    | 200.00                   |
| 922 · Outside Services - Radio        | 50.00                    | 29.00                 | 50.00                    | 174.00                   | 350.00                   |
| 926 · Licenses, Subscrp & Memberships | 0.00                     | 75.00                 | 1,252.36                 | 450.00                   | 900.00                   |
| 927 · Equipment Parts & Supplies      | 215.17                   | 625.00                | 1,955.42                 | 3,750.00                 | 7,500.00                 |
| 928 · Equipment Maintenance           | 0.00                     | 17.00                 | 0.00                     | 98.00                    | 200.00                   |
| 929 · Production Supplies             | 0.00                     | 8.00                  | 0.00                     | 48.00                    | 100.00                   |
| 930 · Training Materials              | 0.00                     | 0.00                  | 0.00                     | 0.00                     | 0.00                     |
| 931 · Computer Software               | 0.00                     | 12.50                 | 0.00                     | 75.00                    | 150.00                   |
| 936 · Remote Access                   | 146.47                   | 35.00                 | 346.47                   | 210.00                   | 420.00                   |
| 937 · STL                             | 124.50                   | 108.00                | 747.00                   | 648.00                   | 1,300.00                 |
| 938 · Streaming Services              | 184.50                   | 204.58                | 1,107.00                 | 1,227.48                 | 2,455.00                 |
| 939 · Automation Services             | 49.00                    | 30.00                 | 636.00                   | 180.00                   | 360.00                   |
| 952 · Advertising                     | 0.00                     | 71.00                 | 0.00                     | 424.00                   | 850.00                   |
| 953 · Printing                        | 0.00                     | 58.00                 | 280.04                   | 348.00                   | 700.00                   |
| 954 · Fundraising Services            | 0.00                     | 0.00                  | 0.00                     | 0.00                     | 0.00                     |
| 955 · Event Services                  | 0.00                     | 192.00                | 0.00                     | 1,152.00                 | 2,300.00                 |
| 956 · Event Supplies                  | 0.00                     | 167.00                | 0.00                     | 998.00                   | 2,000.00                 |
| 957 · Event Rentals                   | 0.00                     | 54.00                 | 0.00                     | 324.00                   | 650.00                   |
| <b>Total 920 · Radio Expenses</b>     | <u>769.64</u>            | <u>1,703.08</u>       | <u>6,374.29</u>          | <u>10,204.48</u>         | <u>20,435.00</u>         |
| <b>Total Other Expense</b>            | <u>769.64</u>            | <u>1,703.08</u>       | <u>6,374.29</u>          | <u>10,204.48</u>         | <u>20,435.00</u>         |
| <b>Net Other Income</b>               | <u>-769.64</u>           | <u>1,684.92</u>       | <u>-6,374.29</u>         | <u>10,123.52</u>         | <u>20,215.00</u>         |
| <b>Net Income</b>                     | <u><u>-21,494.83</u></u> | <u><u>-374.58</u></u> | <u><u>-17,885.44</u></u> | <u><u>-18,253.45</u></u> | <u><u>-11,981.83</u></u> |