



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Organization and Regular Meeting
November 23, 2015**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[quorum is six]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

CONSENT AGENDA

4. Approve Minutes *
Regular Board Meeting Minutes of October 26, 2015.
5. Approve Recommendation of Finance Committee to Accept the September 30, 2015 Financial Statements *
6. Approve Recommendation of Finance Committee to Accept the October 31, 2015 Financial Statements *
7. Accept Minutes of Finance Committee Meeting of October 19, 2015.
8. Re-appoint Maitreya Maziarz to the Board as the County of Santa Cruz Representative.

REGULAR AGENDA

9. Election of Officers.
10. Appointments to Committees for 2016*

11. Approval of 2016 Board Calendar*
12. Oral Report of Executive Director *
13. Approval of Furniture Expenditure.
14. Oral Report of Vice Chair and Volunteer Advisory Committee
15. Oral Report of Board Chair.
16. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
17. Announcements.
18. Adjournment.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



816 Pacific Avenue
Santa Cruz, CA 95060

**EXECUTIVE COMMITTEE
Organization and Regular Meeting
November 23, 2015**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

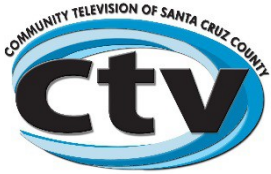
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Regular Meeting
October 26, 2015**

MINUTES

**5:30 P.M.
Offices of the Corporation**

1. Roll Call

Present: Keith Gudger (Chair), Mathilde Rand, Tom Manheim, Larry Laurent, Maitreya Maziarz, Adam Wade

Absent: Lou Tuosto, Nathan Benjamin, James Fisher, Joe Hall

2. Oral Communications

No one addressed the board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

None.

CONSENT AGENDA

- 4. Approve Minutes ***
Regular Board Meeting Minutes of September 28, 2015.
- 5. Approve Recommendation of Finance Committee to Accept the July 31, 2015 Financial Statements ***
- 6. Approve Recommendation of Finance Committee to Accept the August 31, 2015 Financial Statements ***

Manheim commented that there has been a change in the format of the financials. The capital expenses have been separated from the operating expenses.

Rand moved to approve, Laurent second. Approved Unanimously

REGULAR AGENDA

7. Oral Report of Executive Director.

Given.

8. Oral Report of Vice Chair and Volunteer Advisory Committee.

Given.

9. Oral Report of Board Chair.

Given.

10. Report and Discussion Re: FCC ruling regarding Over the Top video services.

Manheim reported that a letter was sent to the FCC regarding this issue.

11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda

None

12. Announcements

Chair Gudger thanked the volunteers that were working on the meeting.
These minutes are scheduled for approval on October 26, 2015.

13. Adjourn to Closed Session

Pursuant to CA Gov. Code Section 54956.9. Potential Litigation.

Rand moved, Maziarz second at 5:18 p.m.

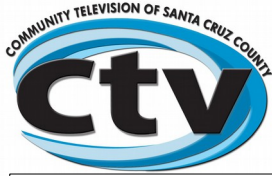
14. Reconvene in Open Session – Report out from Closed Session.

No reportable Action

15. Adjournment.

Approved: _____
Board Chair

Attest: _____
Board Secretary



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
October 19, 2015**

MINUTES

4:00 P.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

There were no oral communications.

REGULAR AGENDA

3. July 2015 Financial Reports

Joe Hall opened the discussion of the July 2015 CTV Financial Reports. There was brief discussion clarifying the classification of some salary items and other line item details. Mel Sweet explained the changes previously requested in the June meeting had been completed and that the reports will now show separate reporting for DIVICA and non-DIVICA expenses. Following this discussion it was then moved by Tom Manheim and seconded by Keith Grudger to approve the July 2015 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

4. August 2015 Financial Reports

It was moved by Tom Manheim and seconded by Keith Grudger to approve the July 2015 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

5. Adjournment.

On the motion of Tom Manheim and second of Keith Gudger the meeting was adjourned.

**Community Television of Santa Cruz County
Executive Director's Report to the Board
November 23, 2015**

Administration

1. Financial / Facilities:

We have not been able to start construction on our new space as we are still in the permitting process. Once we begin, the construction will take about 3 months, which takes us beyond the end of our current lease. Fortunately, we are able to extend the lease on our current building for 6 months so we will be able to continue our work until our new space is ready to occupy.

2. I have looked at our finances and done some strategic trimming of our operating budget. As long as we complete construction by spring, we will still have a surplus and enough cash flow to continue to operate.

As I reported last month, we have two revenue streams that are *over* performing – equipment liquidation and paid productions. Equipment liquidation continues to bring in revenue each month and the professional production department is on a pace to more than double its goal. This month Paid Productions booked a project budgeted at \$100,000.

3. Equipment

In the interest of providing better service to our public meeting customers, we are beta testing an indexing service. Indexing a video file allows viewers to click on a text link to go to a specific spot in a video.

We have discovered that our Telvue equipment has a manual indexing feature built in. We tested the feature at CMAP and it worked well. Victor is testing it here at CTV. Our plan is do some beta testing in the field and, if successful, provide it to our customers at a no or very low cost. We have arranged with the Soquel Creek Water District to do our first Beta test in Santa Cruz County during their meetings.

4. Victor and I are endeavoring to improve the workflow involved in recording, telecasting and streaming public meetings. Until this month, Victor was personally monitoring all meetings held in the Santa Cruz City & County chambers, logging all our technicians off the system after every meeting, converting all meeting files and uploading them to our streaming service. With a bit of training and low cost equipment, by the technicians can do all of these functions on the meeting site.
5. We purchased 2 inexpensive laptops – one each for the S.C. City & County chambers and some additional space on the Telvue server. Once they are all trained, our technicians will be able to monitor their own telecasts and streams during those meetings. After the meetings, they will be able to log themselves off and upload the video file to our streaming player. This saves Victor many hours on call but doesn't cause more than 5-10 additional minutes per meeting for the technicians. It's also a benefit for our customers as their meetings get into the streaming player days sooner.

6. Production:

CTV Paid Productions completed in October

- o **Video:** HopeLab (CMAP)

Event Coverage

- o Chronic Pain Management Conference
- o Public Safety Forum

Commercials

- o La Hacienda (Santa Cruz)
- o Furniture Store (Monterey)

CTV projects in progress

Movies:

- Baseball Ballet (Feature)
- Spirit of 64 (Documentary)

Video Production

- o Cabrillo College

Commercials

- o Attorney (Carmel)

In Development

- o New Teachers Association
- o MAH
- o Metro campaign

Government Meeting Services:

- CTV will provide coverage of 20 government meetings in October. Less than usual because of the Thanksgiving holiday.
- We have submitted proposal for the San Lorenzo Valley Water District to upgrade their equipment.

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance September 2015

	Annual Budget 2015-16	September 2015	September Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Operating Funds	200,371.00	16,697.59	50,092.76	25%	150,278.24
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	4,125.00	25%	12,375.00
4102 · Watsonville Government Meetings	8,000.00	90.00	765.00	10%	7,235.00
4103 · City of Capitola Gov. Meetings	16,500.00	225.00	1,975.00	12%	14,525.00
4104 · SCMTD Meetings	1,600.00	200.00	350.00	22%	1,250.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	4,125.00	25%	12,375.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	200.00	450.00	25%	1,350.00
4109 · SCWD Government Meetings	0.00	0.00	575.00		-575.00
4110 · Memberships	48,241.00	150.00	350.00	1%	47,891.00
4111 · Administration Fees	500.00	0.00	0.00	0%	500.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	15,000.00	0.00	0.00	0%	15,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4120 · Facility & Equipment Rental	101,216.00	650.00	1,200.00	1%	100,016.00
4121 · SLVWD Meetings	0.00	525.00	1,225.00		-1,225.00
4122 · PVUSD	0.00	375.00	825.00		-825.00
4130 · Classes	15,000.00	120.00	428.00	3%	14,572.00
4165 · Donations	3,000.00	0.00	0.00		3,000.00
4166 · Grants/Production Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.64	5.04		-5.04
4185 · Misc. Income	200.00	0.00	38.00	19%	162.00
4190 · Gain/Loss on Sale of Assets	0.00	2,733.49	7,062.03		-7,062.03
Total - Operating Revenue	249,557.00	8,020.13	23,498.07	9%	226,058.93
4200 · Production Service					
4240 - Production-CMAP	0.00	472.00	673.50		-673.50
4200 · Production - Other	42,000.00	800.00	12,570.00	30%	29,430.00
Total 4200 · Production Service	42,000.00	1,272.00	13,243.50	32%	28,756.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	25,989.72	86,834.33	17%	60,844.61
4170 · Fiscal Sponsorships Income		0.00	200.00		-200.00
TOTAL INCOME	496,928.00	25,989.72	87,034.33	18%	409,893.67

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance September 2015

	Annual Budget 2015-16	September 2015	September Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	2,000.00	99.50	99.50	5%	1,900.50
6200 · Bad Debt	0.00	0.00	0.00		0.00
6300 · Bank Charges	970.00	95.12	144.93	15%	825.07
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	139.17	707.51	28%	1,792.49
6700 · Insurance	2,500.00	946.47	2,839.31	114%	-339.31
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	24.78	207.99	10%	1,792.01
7105 · Production Expenses	800.00	637.60	3,877.16	485%	-3,077.16
7200 · Postage/Freight	1,000.00	464.77	779.71	78%	220.29
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	0.00	90.43	18%	409.57
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	654.35	12%	4,595.65
7700 · Telephone/Telecommunications	3,000.00	265.76	647.28	22%	2,352.72
7900 · Facility Utilities	0.00	45.25	172.75		-172.75
Total 6000 - Operating Expenses	22,520.00	2,718.42	10,220.92	45%	12,299.08
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	0.00	57.50	0%	14,442.50
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-140.00
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service - Satellite Consultants	18,000.00	0.00	0		18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	6,250.00	21%	23,750.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	0.00	0%	15,000.00
7110 · Contract Services-Legal	2,000.00	0.00	692.35	35%	1,307.65
7910 · Contract Services-Production Grants	4,000.00	0	0	0%	4,000.00
Total 6800 · Contracted Services	83,500.00	2,500.00	7,139.85	9%	76,360.15
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	1,000.00	-127.24	0.00	0%	1,000.00
7800 · Travel/Meals	1,000.00	546.63	1,304.01	130%	-304.01
7920 · Retreats/Events	500.00	0.00	0.00	0%	500.00
7950 · Misc. Expense	0.00	0.00	0.00		0.00
8600 · Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 · Staff Development & Fundraising	4,500.00	419.39	1,304.01	29%	3,195.99

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance September 2015

	Annual Budget 2015-16	September 2015	September Year to Date	% of Budget Expended	Amount Remaining
7500 - Operating Salaries & Benefits					
7512 - Salaries - Executive Producer	60,000.00	4,583.34	13,750.02	23%	46,249.98
7520 - Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 - Salaries - Facilities Coordinator	18,000.00	0.00	0.00		18,000.00
7535 - Salaries - Accountant	15,000.00	1,018.75	3,112.50	21%	11,887.50
7542 - Salaries - Media Services Coordinator	40,000.00	3,256.00	9,768.00	24%	30,232.00
7545 - Salaries - Director of Content	30,000.00	4,416.66	13,249.98	44%	16,750.02
7585 - Salaries - Extra Help Govt.	12,000.00	3,039.21	6,605.45	55%	5,394.55
7589 - Salaries - Extra Help Prod Asst	12,000.00	82.50	225.88	2%	11,774.12
7620 - Payroll Taxes/Workers Comp					
7621 - Payroll Taxes	21,032.30	1,382.03	4,182.90	20%	16,849.40
7635 - Workers Comp	3,501.06	69.17	207.51	6%	3,293.55
7630 - Health/Dental/Vision	24,000.00	896.85	6,015.77	25%	17,984.23
7632 - Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 - Operating Salaries & Benefits	245,033.36	18,744.51	57,118.01	23%	187,915.35
Total 6000 - OPERATING EXPENSES	355,553.36	24,382.32	75,782.79	21%	279,770.57
TOTAL EXPENSES	355,553.36	24,382.32	75,782.79	21%	279,770.57
NET INCOME/LOSS	141,374.64	1,607.40	11,251.54	8.0%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget
 Performance
 September 2015

	Annual Budget 2015-16	September 2015	September Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Capital Funds	670,100.00	55,794.59	167,383.76	25%	502,716.24
TOTAL INCOME	670,100.00	55,794.59	167,383.76	25%	502,716.24
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	279.00	741.00	1%	143,259.00
6701 · Facility/Equip. Insurance	11,000.00	0.00	0.00	0%	11,000.00
7058 · Leasehold Improvements/Capital	240,375.00	0.00	0.00	0%	240,375.00
7300 · Facilities & Equipment Rental	1,000.00	54.37	169.85	17%	830.15
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	333.37	910.85	0%	395,464.15
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	126.93	384.68		-384.68
7215 · Copy Machine Lease	5,000.00	243.51	1,046.97	21%	3,953.03
7051 · Equipment Repair	3,000.00	0.00	6.26	0%	2,993.74
7011 · Automation Equipment	7,000.00	0.00	1,500.00	21%	5,500.00
7052 · Prod. Equip. Replacement -Depr.	100,000.00	-35,993.56	2,986.84	3%	97,013.16
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	495.77	7,064.78	141%	-2,064.78
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		149,957.41
7057 · Equipment - Non Depreciated	2,500.00	0.00	42.59	2%	2,457.41
Total 5200 · Equipment	272,500.00	-35,127.35	13,032.12	5%	259,467.88
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	165.00	25%	495.00
Total 5300 · Media Licensing	660.00	55.00	165.00	25%	495.00
Total 5000 · CAPITAL EXPENDITURES	669,535.00	-34,738.98	14,107.97	2%	655,427.03
NET INCOME/LOSS	565.00	90,533.57	153,275.79		
Capital Purchases(Fixed Assets)		0	26365.24		

Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2015
Sep 30, 15

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,113.65
1010 · Checking-SCCCUCU	294,629.94
1015 · PayPal Checking-SCCCUCU	5,526.60
1020 · Savings-SCCCUCU	51,516.95
1021 · Petty Cash Fund	253.13
Total Checking/Savings	<u>400,040.27</u>

Accounts Receivable

1115 · Accounts Receivable	4,565.00
Total Accounts Receivable	<u>4,565.00</u>

Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	450.00
1203 · Crime Coverage	437.63
1206 · Workers Comp Deposit	622.49
1209 · Liability / D&O (SLIP)	6,746.67
1210 · Property Liability (SPIP)	2,285.90
Total 1200 · Prepaid Insurance	<u>10,542.69</u>

1260 · Prepaid Expenses	26,815.56
1300 · PFG Common Stock	4,931.00

Total Other Current Assets	<u>458,354.25</u>
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Total Current Assets	862,959.52
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Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-493,235.15
1600 · Production Equipment - Other	704,151.22
Total 1600 · Production Equipment	<u>210,916.07</u>

1602 · Board of Supervisors Equipment

1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipment - Other	58,956.90
Total 1602 · Board of Supervisors Equipment	<u>0.00</u>

1620 · Office Furniture/Equipment

1720 · Accum Depr-Furniture/Equipment	-83,663.58
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Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2015
Sep 30, 15

1620 · Office Furniture/Equipment - Other	<u>95,916.41</u>
Total 1620 · Office Furniture/Equipment	12,252.83
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-114,773.76
1625 · Leasehold Improvement - Other	<u>183,560.92</u>
Total 1625 · Leasehold Improvement	68,787.16
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Replace	-22,095.53
1650 · Future Equipment Replacement - Other	<u>22,095.52</u>
Total 1650 · Future Equipment Replacement	-0.01
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-106,108.28
1660 · Production Vehicle - Other	<u>106,108.28</u>
Total 1660 · Production Vehicle	0.00
1670 · Broadcasting Equipment	<u>28,933.89</u>
Total Fixed Assets	<u>320,889.94</u>
TOTAL ASSETS	<u><u>1,183,849.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>3,192.03</u>
Total Accounts Payable	3,192.03
Credit Cards	
2000 · VISA-SCCCU	<u>381.27</u>
Total Credit Cards	381.27
Other Current Liabilities	
24000 · Payroll Liabilities	5,305.17
2110 · Sales Tax Payable	3,300.43
2140 · Accrued Vacation	<u>4,494.50</u>
Total Other Current Liabilities	<u>13,100.10</u>
Total Current Liabilities	16,673.40
Long Term Liabilities	

Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2015
Sep 30, 15

2400 - Business Equipment Loan 33736	<u>34,818.46</u>
Total Long Term Liabilities	<u>34,818.46</u>
Total Liabilities	51,491.86
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	551,767.69
Net Income	<u>164,525.45</u>
Total Equity	<u>1,132,357.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,183,849.46</u></u>

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance October 2015

	Annual Budget 2015-16	October 2015	October Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Operating Funds	200,371.00	16,697.58	66,790.34	33%	133,580.66
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	5,500.00	33%	11,000.00
4102 · Watsonville Government Meetings	8,000.00	510.00	1,275.00	16%	6,725.00
4103 · City of Capitola Gov. Meetings	16,500.00	450.00	2,425.00	15%	14,075.00
4104 · SCMTD Meetings	1,600.00	200.00	550.00	34%	1,050.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	5,500.00	33%	11,000.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	200.00	650.00	36%	1,150.00
4109 · SCWD Government Meetings	0.00	475.00	1,050.00		-1,050.00
4110 · Memberships	48,241.00	0.00	350.00	1%	47,891.00
4111 · Administration Fees	500.00	0.00	0.00	0%	500.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	15,000.00	0.00	0.00	0%	15,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4120 · Facility & Equipment Rental	101,216.00	800.00	2,000.00	2%	99,216.00
4121 · SLVWD Meetings	0.00	400.00	1,625.00		-1,625.00
4122 · PVUSD	0.00	250.00	1,075.00		-1,075.00
4130 · Classes	15,000.00	16.00	444.00	3%	14,556.00
4165 · Donations	3,000.00	0.00	0.00		3,000.00
4166 · Grants/Production Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.70	6.74		-6.74
4185 · Misc. Income	200.00	38.00	76.00	38%	124.00
4190 · Gain/Loss on Sale of Assets	0.00	162.60	7,224.63		-7,224.63
Total - Operating Revenue	249,557.00	6,253.30	29,751.37	12%	219,805.63
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	673.50		-673.50
4200 · Production - Other	42,000.00	3,225.00	15,795.00	38%	26,205.00
Total 4200 · Production Service	42,000.00	3,225.00	16,468.50	39%	25,531.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	26,175.88	113,010.21	23%	86,834.33
4170 · Fiscal Sponsorships Income		0.00	200.00		-200.00
TOTAL INCOME	496,928.00	26,175.88	113,210.21	23%	383,717.79

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance October 2015

	Annual Budget 2015-16	October 2015	October Year to Date	% of Budget Expended	Amount Remaining
6000 - OPERATING EXPENSES					
6100 - Advertising	2,000.00	0.00	99.50	5%	1,900.50
6200 - Bad Debt	0.00	0.00	0.00		0.00
6300 - Bank Charges	970.00	0.00	146.88	15%	823.12
6450 - Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 - Dues & Subscriptions	2,500.00	119.17	826.68	33%	1,673.32
6700 - Insurance	2,500.00	924.84	3,764.15	151%	-1,264.15
6999 - Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 - Office Supplies	2,000.00	309.38	517.37	26%	1,482.63
7105 - Production Expenses	800.00	1,534.61	5,411.77	676%	-4,611.77
7200 - Postage/Freight	1,000.00	55.49	835.20	84%	164.80
7205 - Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 - Facility Supplies	500.00	0.00	90.43	18%	409.57
7640 - Licenses/Fees/Misc. Taxes	5,250.00	-15.70	638.65	12%	4,611.35
7700 - Telephone/Telecommunications	3,000.00	165.76	813.04	27%	2,186.96
7900 - Facility Utilities	0.00	22.25	195.00		-195.00
Total 6000 - Operating Expenses	22,520.00	3,115.80	13,338.67	59%	9,181.33
6800 - Contracted Services					
6900 - Contract Services-Audit/Payroll	14,500.00	18.00	75.50	1%	14,424.50
7001 - Contract Services-Studio Prod.	0.00	0.00	140.00		-140.00
7003 - Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 - Contract Service - Satellite Consultants	18,000.00	0.00	0		18,000.00
7007 - Contract Services-CMAP	30,000.00	0.00	6,250.00	21%	23,750.00
7010 - Contract Services-Consulting/Producing	15,000.00	1072.50	1,072.50	7%	13,927.50
7110 - Contract Services-Legal	2,000.00	50.00	742.35	37%	1,257.65
7910 - Contract Services-Production Grants	4,000.00	0	0	0%	4,000.00
Total 6800 - Contracted Services	83,500.00	1,140.50	8,280.35	10%	75,219.65
7000 - Staff Development & Fundraising					
7210 - Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 - Training/conferences	1,000.00	0.00	0.00	0%	1,000.00
7800 - Travel/Meals	1,000.00	443.88	1,747.89	175%	-747.89
7920 - Retreats/Events	500.00	22.48	22.48	4%	477.52
7950 - Misc. Expense	0.00	0.00	0.00		0.00
8600 - Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 - Staff Development & Fundraising	4,500.00	466.36	1,770.37	39%	2,729.63

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance October 2015

	Annual Budget 2015-16	October 2015	October Year to Date	% of Budget Expended	Amount Remaining
7500 - Operating Salaries & Benefits					
7512 - Salaries - Executive Producer	60,000.00	4,583.34	18,333.36	31%	41,666.64
7520 - Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 - Salaries - Facilities Coordinator	18,000.00	0.00	0.00		18,000.00
7535 - Salaries - Accountant	15,000.00	1,062.50	4,175.00	28%	10,825.00
7542 - Salaries - Media Services Coordinator	40,000.00	3,256.00	13,024.00	33%	26,976.00
7545 - Salaries - Director of Content	30,000.00	4,814.16	18,064.04	60%	11,935.96
7585 - Salaries - Extra Help Govt.	12,000.00	3,344.29	9,949.74	83%	2,050.26
7589 - Salaries - Extra Help Prod Asst	12,000.00	0.00	225.88	2%	11,774.12
7620 - Payroll Taxes/Workers Comp					
7621 - Payroll Taxes	21,032.30	1,466.74	5,649.68	27%	15,382.62
7635 - Workers Comp	3,501.06	69.17	276.68	8%	3,224.38
7630 - Health/Dental/Vision	24,000.00	1,658.64	7,674.41	32%	16,325.59
7632 - Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 - Operating Salaries & Benefits	245,033.36	20,254.84	77,372.79	32%	167,660.57
Total 6000 - OPERATING EXPENSES	355,553.36	24,977.50	100,762.18	28%	254,791.18
TOTAL EXPENSES	355,553.36	24,977.50	100,762.18	28%	254,791.18
NET INCOME/LOSS	141,374.64	1,198.38	12,448.03	8.8%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget
 Performance
 October 2015

	Annual Budget 2015-16	October 2015	October Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Capital Funds	670,100.00	55,794.59	223,178.35	33%	446,921.65
TOTAL INCOME	670,100.00	55,794.59	223,178.35	33%	446,921.65
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	332.11	1,073.11	1%	142,926.89
6701 · Facility/Equip. Insurance	11,000.00	0.00	0.00	0%	11,000.00
7058 · Leasehold Improvements/Capital	240,375.00	31,124.71	31,124.71	13%	209,250.29
7300 · Facilities & Equipment Rental	1,000.00	52.57	222.42	22%	777.58
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	31,509.39	32,420.24	8%	363,954.76
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	120.20	504.88		-504.88
7215 · Copy Machine Lease	5,000.00	305.00	1,351.97	27%	3,648.03
7051 · Equipment Repair	3,000.00	0.00	6.26	0%	2,993.74
7011 · Automation Equipment	7,000.00	0.00	1,500.00	21%	5,500.00
7052 · Prod. Equip. Replacement -Depr.	100,000.00	0.00	2,986.84	3%	97,013.16
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	518.84	7,583.63	152%	-2,583.63
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		149,307.41
7057 · Equipment - Non Depreciated	2,500.00	650.00	692.59	28%	1,807.41
Total 5200 · Equipment	272,500.00	1,594.04	14,626.17	5%	257,873.83
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	220.00	33%	440.00
Total 5300 · Media Licensing	660.00	55.00	220.00	33%	440.00
Total 5000 · CAPITAL EXPENDITURES	669,535.00	33,158.43	47,266.41	7%	622,268.59
NET INCOME/LOSS	565.00	22,636.16	175,911.94		
Capital Purchases(Fixed Assets)		0	26365.24		

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2015
Oct 31, 15

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,114.47
1010 · Checking-SCCCUCU	240,753.47
1015 · PayPal Checking-SCCCUCU	5,526.60
1020 · Savings-SCCCUCU	51,517.83
1021 · Petty Cash Fund	66.34
Total Checking/Savings	<u>345,978.71</u>

Accounts Receivable

1115 · Accounts Receivable	80,677.16
Total Accounts Receivable	<u>80,677.16</u>

Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	375.00
1203 · Crime Coverage	404.00
1206 · Workers Comp Deposit	553.32
1209 · Liability / D&O (SLIP)	6,184.45
1210 · Property Liability (SPIP)	2,031.91
Total 1200 · Prepaid Insurance	<u>9,548.68</u>

1260 · Prepaid Expenses	28,569.20
1300 · PFG Common Stock	4,931.00
Total Other Current Assets	<u>459,113.88</u>

Total Current Assets 885,769.75

Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-493,235.15
1600 · Production Equipment - Other	704,151.22
Total 1600 · Production Equipment	<u>210,916.07</u>

1602 · Board of Supervisors Equipment

1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipment - Other	58,956.90
Total 1602 · Board of Supervisors Equipment	<u>0.00</u>

1620 · Office Furniture/Equipment

1720 · Accum Depr-Furniture/Equipment	-83,663.58
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Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2015

Oct 31, 15

1620 · Office Furniture/Equipment - Other	<u>95,916.41</u>
Total 1620 · Office Furniture/Equipment	12,252.83
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-114,773.76
1625 · Leasehold Improvement - Other	<u>183,560.92</u>
Total 1625 · Leasehold Improvement	68,787.16
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Replace	-22,095.53
1650 · Future Equipment Replacement - Other	<u>22,095.52</u>
Total 1650 · Future Equipment Replacement	-0.01
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-106,108.28
1660 · Production Vehicle - Other	<u>106,108.28</u>
Total 1660 · Production Vehicle	0.00
1670 · Broadcasting Equipment	<u>28,933.89</u>
Total Fixed Assets	<u>320,889.94</u>
TOTAL ASSETS	<u><u>1,206,659.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>281.72</u>
Total Accounts Payable	281.72
Credit Cards	
2000 · VISA-SCCCU	<u>3,294.50</u>
Total Credit Cards	3,294.50
Other Current Liabilities	
24000 · Payroll Liabilities	5,034.89
2110 · Sales Tax Payable	3,314.66
2140 · Accrued Vacation	<u>4,494.50</u>
Total Other Current Liabilities	<u>12,844.05</u>
Total Current Liabilities	16,420.27
Long Term Liabilities	

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2015

Oct 31, 15

2400 - Business Equipment Loan 33736	<u>34,047.29</u>
Total Long Term Liabilities	<u>34,047.29</u>
Total Liabilities	50,467.56
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	551,767.69
Net Income	188,359.98
Total Equity	<u>1,156,192.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,206,659.69</u></u>

Community Television of Santa Cruz County Board Committees, 2016

Standing Committees

EXECUTIVE COMMITTEE- Number of seated Board Members less than a quorum of the Board; quorum of the Committee is three.

FINANCE AND BUDGET COMMITTEE- Joe Hall (Chair), Tom Manheim, Keith Gudger

PERSONNEL COMMITTEE- Keith Gudger (Chair), Nathan Benjamin, Mathilde Rand

GOVERNANCE COMMITTEE- Keith Gudger (Chair), Nathan Benjamin, Joe Hall, Mathilde Rand, Tom Manheim

Other Committees

AUDIT COMMITTEE- Mathilde Rand, Keith Gudger, Lou Tuosto

FUND DEVELOPMENT COMMITTEE- James Fisher, Luo Tuosto

VOLUNTEER ADVISORY COMMITTEE- Mathilde Rand (Chair), Lynn Dunton, David Goldman, Keith Gudger, Linda Janakos, Ken Knobler, Annie Newman, Steve Pleich, Ron Powell, Karen Scott

CTV Board Meeting Calendar 2016

JANUARY 25, 2016

Finance Committee meeting (review current year budget at half-year mark, including any adjustments proposed by E.D.)

FEBRUARY 22, 2016

Regular Board or Committee Meetings.

MARCH 28, 2016

Regular Board or Committee Meetings.

APRIL 25, 2016

Regular Personnel Committee meeting (annual review of salaries/wages)—adopt Salary Schedule;

Finance Committee meeting; review current year budget at close to 3/4-year mark;

Prepare/review of budget for next fiscal year; recommendation re contracts reflected in budget).

Presentation of next fiscal year budget by E.D. and Finance Committee;

Adopt Work Plan and Budget.

MAY 23, 2016

Regular Board or Committee Meetings.

JUNE 27, 2016

Finance Committee meeting (review current year budget at close to year end;

Report of Finance Committee re budget and recommendation re selection of auditor.

JULY 25, 2016

Regular Board or Committee Meetings.

AUGUST

No Regular Board or Committee meetings.

SEPTEMBER 26, 2016

Finance Committee meeting (review current FY budget).

Regular Board meeting

OCTOBER 24, 2016

Consider recommendations of Finance Committee re accepting annual audit;

Finance Committee meeting (review current FY budget).

NOVEMBER 21, 2016

Finance Committee meeting (review current FY budget).

Organizational (regular) Meeting of Board: elect officers, make committee appointments;

Approve Board meeting calendar for next calendar year,

Conduct other business noticed for regular meeting.

DECEMBER

No Regular Board or Committee meetings.