



816 Pacific Avenue
Santa Cruz, CA 95060

AGENDA

**BOARD OF DIRECTORS
Finance Committee Meeting
February 16, 2016
4:00 P.M.**

Offices of the Corporation

1. Roll Call

(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.

REGULAR AGENDA

3. Updated 2015-16 Budget

Approve the Updated Budget*

4. January 2016 Financial Reports

Approve the Financial Statements as of January 31, 2016, if available.

5. Adjournment.

Any person may address the Committee 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 Committee 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 Committee. Preference will be given to individuals who did not speak at the previous Committee meeting. All speakers must address the entire Committee 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 packet

PROPOSED OPERATING BUDGET

Updated Master DIVCA Operating Budget (July 2015)
 Community Television of Santa Cruz County
 Fiscal Year 2015-2016
 Version: Master Updated 2_11_16

Proposed
 Budget
 FY 2015-2016
 Annual

Monthly

	Account	Total	Total	Notes/Footnotes/Explanations
TOTAL OPERATING REVENUE	4300			
CTV		0.00	0.00	CTV Reserves
County Operating Funds	4100	200,371.00	16,697.58	
County Board of Supervisors Meetings	4101	16,500.00	1,375.00	Board of Supervisors Meetings
City of Watsonville Government Meetings	4102	4,000.00	333.33	Government Meetings reduced
City of Capitola Government Meetings	4103	8,000.00	666.67	Government Meetings reduced
SCMTD Meetings	4104	1,600.00	133.33	Government Meetings
City of Santa Cruz Government Meetings	4106	16,500.00	1,375.00	Government Meetings
SCCRIC Meetings	4108	2,000.00	166.67	Government Meetings Raised
SCWD meetings	4109	4,000.00	333.33	Government Meetings New Account
Memberships	4110	7,095.00	591.25	Assumes reaching 70% of total capacity in year 1 Assumes 3 months of operation starting at 20% of year 1 capacity & growth of 5% months 1-3
Administration Fees	4111	500.00	41.67	Administrative Services Income
Media Services	4112	500.00	41.67	Media Dubbing Income
Underwriting & Sponsorships	4114	0.00	0.00	Sponsorships /underwriting removed - no sports proqraming
Digital Media Sales	4115	225.00	18.75	Sale of Digital Media
Facility & Equipment Rental	4120	18,677.00	1,556.42	Assumes reaching 70% of total capacity in year 1. Assumes 3 months of operation starting at 20% of year 1 capacity & growth of 5% months 1-3 (plus CTV rentals)
SLVWD meetings	4121	4,600.00	383.33	New Account
PVUSD	4122	3,350.00	279.17	New Account
Classes	4130	1,000.00	83.33	Paid Classes reduced to 3 months of classes
Third Party Agreements	4135	0.00	0.00	consolidated in "Paid Production Services"
Donations	4165	1,000.00	83.33	Donations & Fundraising
Grants/Production Grants	4166	0.00	0.00	New Grants
Fiscal Sponsorship	4170	500.00	41.67	Reel Work Film Fest - New Account
Misc. Income/Interest Income	4185	12,000.00	1,000.00	Bank Interest, Etc./ equipment liquidation raised Where is the amazon/ebay money going? It should be here.
Paid Production Services	4200	110,000.00	9,166.67	Income from production services
Production CMAP	4240	2,000.00	166.67	
Special Event Revenue	4600	0.00	0.00	Special Event Income from Sports Awards Fundraising Event
Total Operating Revenue		414,418.00	34,534.83	
TOTAL REVENUE	4300	414,418.00	34,534.83	

OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	2,000.00	166.67	Advertising
Bank Charges	6300	970.00	80.83	Bank & Pay Pal Fees
Dues & Subscriptions	6600	2,500.00	208.33	Business Dues & Development Dues
D/O, Accident, Crime Insurance	6700	2,500.00	208.33	Corporate Insurance
Office Supplies	7100	2,000.00	166.67	Copy Paper, Pens, & Supplies
Production Expenses	7105	28,000.00	2,333.33	Expenses for CTV paid productions RAISED
Postage/Freight	7200	1,000.00	83.33	Postage & Bulk Mailings
Printing	7205	2,000.00	166.67	Business Cards, Flyers, Etc.
Facility Supplies	7401	500.00	41.67	Janitorial & Cleaning Supplies
Licenses/Fees/Misc. Taxes	7640	5,250.00	437.50	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications	7700	3,000.00	250.00	Telephone (Does not include donated internet/webhosting serv.)
Facility Utilities	7900	0.00	0.00	Included in lease
Total PEG Access Services & Supplies	6500	49,720.00	4,143.33	

PROPOSED OPERATING BUDGET

Updated Master DIVCA Operating Budget (July 2015)
 Community Television of Santa Cruz County
 Fiscal Year 2015-2016
 Version: Master Updated 2_11_16

Proposed
 Budget
 FY 2015-2016
 Annual

Monthly

		Account	Total	Total	Notes/Footnotes/Explanations
Contract Services		6800			
Audit/Payroll Services	6900	7,250.00	604.17	Audit & Payroll Services reduced to completion instead of audit	
Contract Services - Studio Production	7001	0.00	0.00	Studio Production Contractors	
Contract Services - Janitorial Services	7003	0.00	0.00	Janitorial service	
Contract Services - Satellite Consultants	7006	4,500.00	375.00	Co-work space consultant reduced to 3 months	
Contract Services - CMAP Services	7007	30,000.00	2,500.00	Executive Director consultant	
Contract Services - Consulting/Producing	7010	15,000.00	1,250.00	Contracted Consultants & Website Design/Services	
Contract Services - Legal Fees	7110	5,000.00	416.67	Attorney Fees - Lease issues (Raised)	
Contract Services - Production Grants	7910	0.00	0.00	Field Production Contractors reduced	
Total Contract Services	6800	61,750.00	5,145.83		
Staff Development & Fundraising Expenses		7000			
Newsletter/Brochure/Annual Reports	7210	0.00	0.00	Newsletter/Brochure/Annual Reports	
Training & Conferences	7405	0.00	0.00	Staff Training	
Travel & Meals	7800	3,000.00	250.00	Staff Mileage Raised	
Retreats/Events	7920	0.00	0.00	Annual Board/Staff Retreat	
Special Events Expenses	8600	1,000.00	83.33	opening event	
Total Staff Dev. & Fundraising Expenses	7000	4,000.00	333.33		
Operating Salaries/Benefits		7500			
Executive Producer	7512	60,000.00	5,000.00		
Coworking Community Coordinator	7530	8,319.00	693.25	Position added for Satellite / Digital Media Center 3mo.	
Accountant	7535	15,000.00	1,250.00	Position added	
Media Services Coordinator	7542	40,000.00	3,333.33	Programmer for all channels	
Director of Content	7545	53,000.00	4,416.67	Camera/editor - had intended to loan out to CMAP but needed fulltime at CTV	
Government Technicians	7585	12,000.00	1,000.00	Technicians for Government Meetings	
Extra help / Production Asst.	7589	12,000.00	1,000.00	Production Assistants, Trainers	
Total Operating Salaries	7500	200,319.00	16,693.25		
Payroll Taxes	7621	21,032.30	1,752.69	Payroll Taxes	
Worker's Comp	7635	2,000.00	166.67	Worker's Compensation	
Health/Dental Benefits	7630	24,000.00	2,000.00	Health, Dental, Vision & Life Insurance	
Severance/Vacation Payouts	7632	9,500.00	791.67		
Total Benefits & Taxes	7500	56,532.30	4,711.03		
TOTAL OPERATING EXPENSES	6000	372,321.30	31,026.78		
TOTAL EXPENSES		\$372,321.30	\$31,026.78		
TOTAL BUDGET		\$42,096.70	3,508.06		

PROPOSED CAPITAL BUDGET

DIVCA Capital Budget (July 2015)
 Community Television of Santa Cruz County
 Fiscal Year 2015-2016

Proposed BudgetFY
 2015-2016
 Annual

Monthly

				Notes/Footnotes/Explanations
	<i>Account</i>	<i>Annual</i>	<i>Monthly</i>	
TOTAL REVENUE	4300			
County PEG Fees	4100	670,100.00	55,841.67	County PEG Fees (Operating Moved to Operating Budget)
Wats/Cap/County Charter PEG Fees	4107		60,918.18	Moved to County Operating
Total Capital Revenue		670,100.00	116,759.85	
TOTAL REVENUE	4300	670,100.00	116,759.85	
CAPITAL EXPENDITURES				
Facility	5100			
Property, Cyber Liability, Broadcasters Insurance	6700	11,000.00	916.67	Property, Equip./Broadcasters/Cyber Ins.
Leasehold buildout	7058	240,375.00	20,031.25	Facility buildout includes moving expense
Facility/Equipment Rental	7300	1,000.00	83.33	Equipment Rental for Facility
Facility Lease	7400	144,000.00	12,000.00	maintenance, taxes, landlord building insurance and building management costs.
Total Facility Expenses	5100	396,375.00	33,031.25	
Equipment	5200			
Automation Equipment	7011	7,000.00	583.33	Projected Equipment Replacement (CTV)
Equipment Repair	7051	3,000.00	250.00	Equipment Repair
Prod. Equipment Replacement - Depreciated	7052	100,000.00	8,333.33	Projected Equipment for professional productions
Prod. Equipment Replacement - Non-Depreciated	7053	5,000.00	416.67	Equipment for youth production classes (iPads)
Equipment - Depreciated	7056	150,000.00	12,500.00	Projected Equipment for Studio ,Classroom & Community Use
Equipment - Non-Depreciated	7057	2,500.00	208.33	Projected Equipment for Studio & Community Use
Copy Machine Lease	7215	5,000.00	416.67	Leased Copy Machine
Music License	7059	660.00	55.00	Licence for production music
Total Equipment Expenses	5200	273,160.00	22,763.33	
TOTAL CAPITAL EXPENDITURES	5000	669,535.00	55,794.58	
TOTAL BUDGET		\$565.00	60,965.27	

Construction begins in January. Digital Media Center opens in April.

2015/16

Operating funds provided by county = \$200,371 / **\$16,697** per mo.

2016/17

Operating funds:

2015/16 surplus \$42,000

Certificate of Deposit 48,112

Savings Account 51,516

\$141,628 CTV RESERVES AS OF JULY 2016

2016 Projected DMC earnings:

July \$7961

August 9098

September 10236

October 12511

November 13648

December 15923

January 24497

February 29247

March 32497 (70% capacity)

April 35,746

May 39320

June 43252

\$244,689 Gross