



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
May 22 , 2016

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 April 25, 2016

5. Approve Finance Committee Minutes *

Regular Committee Meeting Minutes of April 22, 2016

6. Approve Recommendation of Finance Committee to Accept the March 2016 Financial Statements *

7. Approve Recommendation of Finance Committee to Accept the April 2016 Financial Statements *

REGULAR AGENDA

8. Oral Report of Executive Director *

9. Oral Report of Board Chair.

10. Discussion and Action on Youth A/V Grant Approval Committee.

11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
12. Announcements.
13. 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**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE
Regular Meeting
May 22, 2016

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

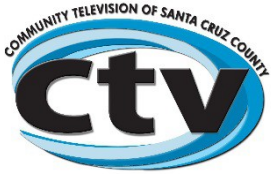
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
April 25, 2016

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

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

Absent: James Fisher, Adam Wade, Lou Tuosto, 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 March 28, 2016

5. Approve Recommendation of Finance Committee to Accept the February 2016 Financial Statements

Motion to approve Laurent, second Rand. Approved Unanimously

REGULAR AGENDA

6. Oral Report of Executive Director *

Given. Director Maziarz asked if the Grant program would have to be approved by the Board of Supervisors. Director Manheim confirmed, but CTV is accepting applications.

7. Approve Recommendation of Finance Committee to Accept the 2016-2017 Budgets

Director Manheim reported that the Finance Committee went over the budgets in great detail. The occupancy assumptions in the budget are very conservative and even if the \$43,000 annually for the equipment rental was not there, the budget is good for three

years. Director Maziarz asked if the County was still contributing funds. Director Manheim stated that there were no more operating funds available from the County because of DIVCA, which only allows PEG funds to be used for capital expenditures. Executive Director Reed stated there may some unanticipated funds due the fact Charter has not been paying but has agreed to pay. Not sure of the amount or the restrictions. Director Maziarz commented that the budgets looks self-sustaining without much fundraising. Chair Gudger pointed out that the County will pay for broadcasting its public meeting at the same rate as other agencies. Director Benjamin asked why account 7589 (Extra Help) was showing 50% moved to 7001 (Studio Production Contractors). Executive Director Reed stated that the amount is the same as the past but just more granular to better reflect the projected need. Director Maziarz asked if there are separate membership fees for Community Television. Executive Director stated they are separate, however they go into the same account. Director Rand commented that members can still give donations.

Motion to approve Budget Rand, second Manheim. Approved unanimously

8. Oral Report of Vice Chair and Volunteer Advisory Committee

Given. Reported that Volunteer Coordinator got everyone involved in the move. Reported that Director Hall would like to acknowledge volunteers at future meeting. Currently five volunteers are cataloging all Community Televisions archive footage that are on VHS and DVDs. Thirty boxes have been cataloged so far. Studio Supervisors will need new training, but are waiting on some of the equipment. A program with Cabrillo College started today. Student had a panel and discussion in the new studio.

9. Oral Report of Board Chair.

Given. Reported on Community Television's participation in the Mini Maker Faire.

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

Director Rand requested recognition for all the volunteers who assisted in the move at the May or June Board meeting.

11. Announcements.

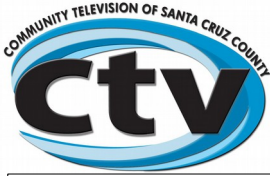
Chari Gudger thanked the volunteers

12. Adjournment.

Motion to adjourn Manheim, Second Maziarz Approved unanimously at 6:07 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF DIRECTORS
Finance Committee Meeting
April 22, 2016**

1:30 P.M.
Offices of the Corporation

MINUTES

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim
2. Oral Communications

There were no oral communications.

REGULAR AGENDA

3. February 2016 Financial Reports

Tom Manheim asked several questions concerning costs and Mel Sweet explained the rationale for assigning the cost to the categories in which they are now reported. Following this discussion it was then moved by Tom Manheim and seconded by Keith Gudger that the February 2016 Financial Report be approved as submitted to the Finance Committee by the Executive Director. The motion passed unanimously.

4. Fiscal Year 2016-2017 Budget

The Executive Director opened the discussion of the proposed Fiscal Year 2016-2017 Budget explaining that the budget was based on conservative budget assumptions including revenue and costs, given that CTV had just occupied its new offices. Following this overview Tom Manheim asked questions covering projected revenue and costs in several categories. There was a discussion that based on recent experience the revenues of the paid productions were not covering the production costs. It was also explained that the cost of the coverage of the various government meetings were now at actual costs.

Following this discussion it was then moved by Tom Manheim and seconded by Keith Gudger that the Fiscal Year 2016-2017 Budget be approved as submitted to the Finance Committee by the Executive Director. The motion passed unanimously.

5. Adjournment.

On the motion of Keith Gudger and second of Joe Hall the meeting was adjourned.

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
March
2016

	Annual Budget 2015-16	March 2016	March Year to Date	% of Budget Expended	Amount Remaining
4000 · OPERATING REVENUE					
4100 · County Operating Funds	200,371.00	16,697.58	150,278.24	75%	50,092.76
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	12,375.00	75%	4,125.00
4102 · Watsonville Government Meetings	8,000.00	195.00	2,670.00	33%	5,330.00
4103 · City of Capitola Gov. Meetings	16,500.00	450.00	4,775.00	29%	11,725.00
4104 · SCMTD Meetings	1,600.00	150.00	1,275.00	80%	325.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	12,575.00	76%	3,925.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	175.00	1,625.00	90%	175.00
4109 · SCWD Government Meetings	0.00	375.00	2,950.00		-2,950.00
4110 · Memberships	48,241.00	0.00	450.00		47,791.00
4111 · Administration Fees	500.00	0.00	10.00	2%	490.00
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	225.00		-225.00
4120 · Facility & Equipment Rental	101,216.00	0.00	2,550.00	3%	98,666.00
4121 - SLVWD Meetings	0.00	375.00	3,275.00		-3,275.00
4122 - PVUSD	0.00	225.00	2,325.00		-2,325.00
4130 · Classes	15,000.00	0.00	556.00	4%	14,444.00
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	30.63	43.98		-43.98
4185 · Misc. Income	200.00	0.00	746.38	373%	-546.38
4190 · Gain/Loss on Sale of Assets	0.00	0.00	12,540.47		-12,540.47
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	1,665.50		-1,665.50
4200 · Production - Other	42,000.00	-747.00	57,006.00	136%	-5,261.00
Total 4200 · Production Service	42,000.00	-747.00	58,671.50	140%	-16,671.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	20,676.21	269,916.57	54%	227,011.43
4170 · Fiscal Sponsorships Income		0.00	190.00		-190.00
TOTAL INCOME	496,928.00	20,676.21	270,106.57	54%	226,821.43

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 March
 2016

	Annual Budget 2015-16	March 2016	March Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	2,000.00	30.00	129.50	6%	1,870.50
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	0.00	625.47	64%	344.53
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	92.50	1,604.85	64%	895.15
6700 · Insurance	2,500.00	0.00	0.00	0%	2,500.00
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	370.78	1,567.59	78%	432.41
7105 · Production Expenses	800.00	0.00	29,604.24	3701%	-28,804.24
7200 · Postage/Freight	1,000.00	38.75	1,526.45	153%	-526.45
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	0.00	263.23	53%	236.77
7640 · Licenses/Fees/Misc. Taxes	5,250.00	300.00	1,312.74	25%	3,937.26
7700 · Telephone/Telecommunications	3,000.00	365.76	1,991.84	66%	1,008.16
7900 · Facility Utilities	0.00	0.00	335.75		-335.75
Total 6000 · Operating Expenses	22,520.00	1,197.79	38,961.66	173%	-16,441.66
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	80.67	228.17	2%	14,271.83
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-228.17
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	0.00		18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	21,250.00	71%	8,750.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	3,930.50	26%	11,069.50
7110 · Contract Services-Legal	2,000.00	0.00	742.35	37%	1,257.65
7910 · Contract Services-Production Grants	4,000.00	0.00	0.00	0%	4,000.00
Total 6800 · Contracted Services	83,500.00	2,580.67	26,291.02	31%	57,208.98
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	68.04	3,117.53	312%	-2,117.53
7920 · Retreats/Events	500.00	0.00	22.48	4%	477.52
7950 · Misc. Expense	0.00	795.79	795.79		-795.79
8600 · Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 · Staff Development & Fundraising	4,500.00	863.83	3,935.80	87%	564.20

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 March
 2016

	Annual Budget 2015-16	March 2016	March Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	60,000.00	4,583.34	41,250.06	69%	18,749.94
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	1,412.50	9,475.00	63%	5,525.00
7542 · Salaries - Media Services Coordinator	40,000.00	4,445.29	32,321.53	81%	7,678.47
7545 · Salaries - Director of Content	30,000.00	4,549.16	40,809.94	136%	-10,809.94
7585 · Salaries - Extra Help Govt.	12,000.00	1,634.10	17,914.17	149%	-5,914.17
7589 · Salaries - Extra Help Prod Asst	12,000.00	136.71	4,108.65	34%	7,891.35
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,512.98	14,064.86	67%	6,967.44
7635 · Workers Comp	3,501.06	69.17	622.53	18%	2,878.53
7630 · Health/Dental/Vision	24,000.00	2,222.74	18,788.11	78%	5,211.89
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	245,033.36	20,565.99	179,354.85	73%	65,678.51
TOTAL EXPENSES	355,553.36	25,208.28	248,543.33	70%	107,010.03
NET INCOME/LOSS	141,374.64	-4,532.07	21,563.24	6.1%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 March
 2016

	Annual Budget 2015-16	March 2016	March Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	670,100.00	55,794.58	502,151.24	75%	167,948.76
TOTAL INCOME	670,100.00	55,794.58	502,151.24	75%	167,948.76
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	12,279.00	19,071.11	13%	124,928.89
6701 · Facility/Equip. Insurance	11,000.00	924.84	8,380.80		2,619.20
7058 · Leasehold Improvements/Capital	240,375.00	17,986.69	203,820.19	85%	36,554.81
7300 · Facilities & Equipment Rental	1,000.00	1,034.17	1,930.65	193%	-930.65
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	32,224.70	233,202.75	59%	163,172.25
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	102.99	1072.85		-1,072.85
7215 · Copy Machine Lease	5,000.00	243.51	3,276.47	66%	1,723.53
7051 · Equipment Repair	3,000.00	2,400.00	2,406.26	80%	593.74
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	3,158.85	12,265.17	245%	-7,265.17
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		148,222.56
7057 · Equipment - Non Depreciated	2,500.00	632.71	1,777.44	71%	722.56
Total 5200 · Equipment	272,500.00	6,538.06	25,285.03	9%	247,214.97
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	494.96	75%	165.04
Total 5300 · Media Licensing	660.00	55.00	494.96	75%	165.04
Total 5000 · CAPITAL EXPENDITURES	669,535.00	38,817.76	258,982.74	39%	410,552.26
NET INCOME/LOSS	565.00	16,976.82	243,168.50		
Capital Purchases (Fixed Assets)		62921.42	101,288.22		

Community Television of Santa Cruz County
Balance Sheet
As of March 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	108,536.72
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,522.12
1021 Petty Cash Fund	225.31
1030 Wells Fargo - 50032	0.00
1045 SCCCUC Money Market	0.00
1050 Reserve Acct-Coast Commercial	0.00
1055 CD Acct 2304 (13 month)	0.00
1060 Savings-Wells Fargo 10445	0.00
1065 CD Acct 0972 (180 day)	0.00
1070 CD 12 month Cert SCCCUC	48,118.48
1075 Checking - Lighthouse Bank	226,059.55
1080 Savings - Lighthouse Bank	500.11
1099 Cash Box	0.00
Total Bank Accounts	\$ 442,692.93
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	83,187.16
1116 Grants Receivable	0.00
Total Accounts Receivable	\$ 83,187.16
Other current assets	
1117 A/R - Temp. Restricted	416,065.00
1125 County Reserve Acct. Restricted	0.00
1150 Salary Advance	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	0.00
1203 Crime Coverage	235.85
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	1,512.47
1209 Liability / D&O (SLIP)	3,373.35
1210 Property Liability (SPIP)	761.96
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	\$ 5,883.63
1260 Prepaid Expenses	-47,489.46
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	25.00
Total Other current assets	\$ 379,415.17
Total Current Assets	\$ 905,295.26
Fixed Assets	

1600 Production Equipment		746,704.13
1700 Accum Depr-Production Equipment		-493,235.15
Total 1600 Production Equipment	\$	253,468.98
1602 Board of Supervisors Equipment		58,956.90
1702 Accum Depr-Board of Supervisors		-58,956.90
Total 1602 Board of Supervisors Equipment	\$	0.00
1620 Office Furniture/Equipment		116,702.28
1720 Accum Depr-Furniture/Equipment		-83,663.58
Total 1620 Office Furniture/Equipment	\$	33,038.70
1625 Leasehold Improvement		195,145.12
1725 Accum Depr-Leasehold Improv.		-114,773.76
Total 1625 Leasehold Improvement	\$	80,371.36
1650 Future Equipment Replacement		22,095.52
1750 Accum Depr-Future Equip Replace		-22,095.53
Total 1650 Future Equipment Replacement	-\$	0.01
1660 Production Vehicle		106,108.28
1760 Accum Depr-Production Vehicle		-106,108.28
Total 1660 Production Vehicle	\$	0.00
1670 Broadcasting Equipment		28,933.89
Total Fixed Assets	\$	395,812.92
TOTAL ASSETS	\$	1,301,108.18
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable		10,188.27
Total Accounts Payable	\$	10,188.27
Credit Cards		
2000 VISA-SCCCU		14,112.95
2002 76 Gas Card		0.00
Total Credit Cards	\$	14,112.95
Other Current Liabilities		
2102 Earnings Withholdings		0.00
2110 Sales Tax Payable		248.68
2111 Sales Tax (Manual entry)		0.00
2112 Direct Deposit Liabilities		0.00
2120 Accrued Payroll		0.00
2125 Payroll Tax Payable		0.00
2130 Accrued Pension		0.00
2140 Accrued Vacation		4,494.50
2145 401K Tax Shelter Annuity		0.00
2160 Deferred Income-Special Project		0.00
2165 Salaries Payable		0.00
24000 Payroll Liabilities		1,034.98
CA PIT / SDI		853.04
CA SUI / ETT		914.25
Federal Taxes (941/944)		6,342.83
Total 24000 Payroll Liabilities	\$	9,145.10
Board of Equalization Payable		0.00

Direct Deposit Payable		0.00
Total Other Current Liabilities	\$	13,888.28
Total Current Liabilities	\$	38,189.50
Long-Term Liabilities		
2300 Pacifica Capital Equipment Loan		0.00
2400 Businees Equipment Loan 33736		30,158.41
Total Long-Term Liabilities	\$	30,158.41
Total Liabilities	\$	68,347.91
Equity		
3000 Opening Bal Equity		0.00
3015 Net Assets-Temp Restricted		416,064.46
3900 Retained Earnings		551,964.07
Net Revenue		264,731.74
Total Equity	\$	1,232,760.27
TOTAL LIABILITIES AND EQUITY	\$	1,301,108.18

Sunday, May 15, 2016 10:24:37 PM PDT GMT-7 - Accrual Basis

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

April
2016

	Annual Budget 2015-16	April 2016	April Year to Date	% of Budget Expended	Amount Remaining
4000 · OPERATING REVENUE					
4100 · County Operating Funds	200,371.00	16,697.58	166,975.82	83%	33,395.18
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	13,750.00	83%	2,750.00
4102 · Watsonville Government Meetings	8,000.00	345.00	3,015.00	38%	4,985.00
4103 · City of Capitola Gov. Meetings	16,500.00	775.00	5,550.00	34%	10,950.00
4104 · SCMTD Meetings	1,600.00	225.00	1,500.00	94%	100.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	13,950.00	85%	2,550.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	125.00	1,750.00	97%	50.00
4109 · SCWD Government Meetings	0.00	350.00	3,300.00		-3,300.00
4110 · Memberships	48,241.00	0.00	450.00		47,791.00
4111 · Administration Fees	500.00	0.00	10.00	2%	490.00
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	225.00		-225.00
4120 · Facility & Equipment Rental	101,216.00	0.00	2,550.00	3%	98,666.00
4121 - SLVWD Meetings	0.00	150.00	3,425.00		-3,425.00
4122 - PVUSD	0.00	250.00	2,575.00		-2,575.00
4130 · Classes	15,000.00	0.00	556.00	4%	14,444.00
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	29.60	73.58		-73.58
4185 · Misc. Income	200.00	38.00	784.38	392%	-584.38
4190 · Gain/Loss on Sale of Assets	0.00	0.00	12,540.47		-12,540.47
4200 · Production Service					
4240 - Production-CMAP	0.00	272.00	1,937.50		-1,937.50
4200 · Production - Other	42,000.00	150.00	57,156.00	136%	-5,261.00
Total 4200 · Production Service	42,000.00	422.00	59,093.50	141%	-17,093.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	22,157.18	292,073.75	59%	204,854.25
4170 · Fiscal Sponsorships Income		0.00	190.00		-190.00
TOTAL INCOME	496,928.00	22,157.18	292,263.75	59%	204,664.25

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

April
2016

	Annual Budget 2015-16	April 2016	April Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	2,000.00	0.00	129.50	6%	1,870.50
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	14.10	639.57	66%	330.43
6450 · Finance Charges /Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	92.50	1,697.35	68%	802.65
6700 · Insurance	2,500.00	0.00	0.00	0%	2,500.00
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	0.00	1,567.59	78%	432.41
7105 · Production Expenses	800.00	350.00	29,954.24	3744%	-29,154.24
7200 · Postage/Freight	1,000.00	14.61	1,541.06	154%	-541.06
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	0.00	263.23	53%	236.77
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	1,312.74	25%	3,937.26
7700 · Telephone/Telecommunications	3,000.00	664.76	2,656.60	89%	343.40
7900 · Facility Utilities	0.00	0.00	335.75		-335.75
Total 6000 · Operating Expenses	22,520.00	1,135.97	40,097.63	178%	-17,577.63
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	64.67	292.84	2%	14,207.16
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-292.84
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	2,250.00	2,250.00	13%	18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	23,750.00	79%	6,250.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	3,930.50	26%	11,069.50
7110 · Contract Services-Legal	2,000.00	1,152.00	1,894.35	95%	105.65
7910 · Contract Services-Production Grants	4,000.00	0.00	0.00	0%	4,000.00
Total 6800 · Contracted Services	83,500.00	5,966.67	32,257.69	39%	51,242.31
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	0.00	3,117.53	312%	-2,117.53
7920 · Retreats/Events	500.00	247.01	269.49	54%	230.51
7950 · Misc. Expense	0.00	0.00	795.79		-795.79
8600 · Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 · Staff Development & Fundraising	4,500.00	247.01	4,182.81	93%	317.19

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

April
2016

	Annual Budget 2015-16	April 2016	April Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	60,000.00	4,583.34	45,833.40	76%	14,166.60
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	18,000.00	1,804.00	1,804.00		16,196.00
7535 · Salaries - Accountant	15,000.00	1,150.00	10,625.00	71%	4,375.00
7542 · Salaries - Media Services Coordinator	40,000.00	3,512.88	35,834.41	90%	4,165.59
7545 · Salaries - Director of Content	30,000.00	4,549.16	45,359.10	151%	-15,359.10
7585 · Salaries - Extra Help Govt.	12,000.00	1,776.13	19,690.30	164%	-7,690.30
7589 · Salaries - Extra Help Prod Asst	12,000.00	202.50	4,311.15	36%	7,688.85
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,650.54	15,715.40	75%	5,316.90
7635 · Workers Comp	3,501.06	504.00	1,126.53	32%	2,374.53
7630 · Health/Dental/Vision	24,000.00	2,222.74	21,010.85	88%	2,989.15
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	245,033.36	21,955.29	201,310.14	82%	43,723.22
TOTAL EXPENSES	355,553.36	29,304.94	277,848.27	78%	77,705.09
NET INCOME/LOSS	141,374.64	-7,147.76	14,415.48	4.1%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

April
2016

	Annual Budget 2015-16	April 2016	April Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	670,100.00	55,794.58	557,945.82	83%	112,154.18
TOTAL INCOME	670,100.00	55,794.58	557,945.82	83%	112,154.18
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	12,000.00	31,071.11	22%	112,928.89
6701 · Facility/Equip. Insurance	11,000.00	933.42	9,314.22		1,685.78
7058 · Leasehold Improvements/Capital	240,375.00	33,871.08	237,691.47	99%	2,683.53
7300 · Facilities & Equipment Rental	1,000.00	35.24	1,965.89	197%	-965.89
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	46,839.74	280,042.69	71%	116,332.31
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	107.28	1180.13		-1,180.13
7215 · Copy Machine Lease	5,000.00	585.98	3,862.45	77%	1,137.55
7051 · Equipment Repair	3,000.00	492.90	2,899.16	97%	100.84
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	0.00	12,938.72	259%	-7,938.72
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		145,827.69
7057 · Equipment - Non Depreciated	2,500.00	2,394.87	4,172.31	167%	-1,672.31
Total 5200 · Equipment	272,500.00	3,581.03	29,539.61	11%	242,960.39
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	549.96	83%	110.04
Total 5300 · Media Licensing	660.00	55.00	549.96	83%	110.04
Total 5000 · CAPITAL EXPENDITURES	669,535.00	50,475.77	310,132.26	46%	359,402.74
NET INCOME/LOSS	565.00	5,318.81	247,813.56		
Capital Purchases (Fixed Assets)		30325.37	131,613.59		

Community Television of Santa Cruz County
Balance Sheet
As of April 30, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	16,107.44
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,522.96
1021 Petty Cash Fund	225.31
1030 Wells Fargo - 50032	0.00
1045 SCCCUCU Money Market	0.00
1050 Reserve Acct-Coast Commercial	0.00
1055 CD Acct 2304 (13 month)	0.00
1060 Savings-Wells Fargo 10445	0.00
1065 CD Acct 0972 (180 day)	0.00
1070 CD 12 month Cert SCCCUCU	48,119.27
1075 Checking - Lighthouse Bank	211,460.20
1080 Savings - Lighthouse Bank	500.21
1099 Cash Box	0.00
Total Bank Accounts	\$ 335,666.03
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	8,492.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$ 8,492.00
Other current assets	
1117 A/R - Temp. Restricted	416,065.00
1125 County Reserve Acct. Restricted	0.00
1150 Salary Advance	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	919.42
1203 Crime Coverage	202.22
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	1,008.47
1209 Liability / D&O (SLIP)	2,811.13
1210 Property Liability (SPIP)	507.97
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	\$ 5,449.21
1260 Prepaid Expenses	102,902.36
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	795.00
Total Other current assets	\$ 530,142.57
Total Current Assets	\$ 874,300.60
Fixed Assets	

1600 Production Equipment		775,285.75
1700 Accum Depr-Production Equipment		-493,235.15
Total 1600 Production Equipment	\$	282,050.60
1602 Board of Supervisors Equipment		58,956.90
1702 Accum Depr-Board of Supervisors		-58,956.90
Total 1602 Board of Supervisors Equipment	\$	0.00
1620 Office Furniture/Equipment		116,702.28
1720 Accum Depr-Furniture/Equipment		-83,663.58
Total 1620 Office Furniture/Equipment	\$	33,038.70
1625 Leasehold Improvement		196,888.87
1725 Accum Depr-Leasehold Improv.		-114,773.76
Total 1625 Leasehold Improvement	\$	82,115.11
1650 Future Equipment Replacement		22,095.52
1750 Accum Depr-Future Equip Replace		-22,095.53
Total 1650 Future Equipment Replacement	-\$	0.01
1660 Production Vehicle		106,108.28
1760 Accum Depr-Production Vehicle		-106,108.28
Total 1660 Production Vehicle	\$	0.00
1670 Broadcasting Equipment		28,933.89
Total Fixed Assets	\$	426,138.29
TOTAL ASSETS	\$	1,300,438.89
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable		27,945.60
Total Accounts Payable	\$	27,945.60
Credit Cards		
2000 VISA-SCCCU		887.05
2002 76 Gas Card		0.00
Total Credit Cards	\$	887.05
Other Current Liabilities		
2102 Earnings Withholdings		0.00
2110 Sales Tax Payable		248.68
2111 Sales Tax (Manual entry)		0.00
2112 Direct Deposit Liabilities		0.00
2120 Accrued Payroll		0.00
2125 Payroll Tax Payable		0.00
2130 Accrued Pension		0.00
2140 Accrued Vacation		4,494.50
2145 401K Tax Shelter Annuity		0.00
2160 Deferred Income-Special Project		0.00
2165 Salaries Payable		0.00
24000 Payroll Liabilities		1,034.98
CA PIT / SDI		553.91
CA SUI / ETT		1,220.07
Federal Taxes (941/944)		4,422.01
Total 24000 Payroll Liabilities	\$	7,230.97
Board of Equalization Payable		0.00

Direct Deposit Payable		0.00
Total Other Current Liabilities	\$	11,974.15
Total Current Liabilities	\$	40,806.80
Long-Term Liabilities		
2300 Pacifica Capital Equipment Loan		0.00
2400 Business Equipment Loan 33736		29,374.32
Total Long-Term Liabilities	\$	29,374.32
Total Liabilities	\$	70,181.12
Equity		
3000 Opening Bal Equity		0.00
3015 Net Assets-Temp Restricted		416,064.46
3900 Retained Earnings		551,964.07
Net Revenue		262,229.24
Total Equity	\$	1,230,257.77
TOTAL LIABILITIES AND EQUITY	\$	1,300,438.89

Thursday, May 19, 2016 10:12:17 PM PDT GMT-7 - Accrual Basis

**Community Television of Santa Cruz County
Executive Director's Report to the Board
May 23, 2016**

Administration

1. Financial / Facilities:

- We have created our annual plan for our digital media center in 2016 CTV. We will present the plan and our budget for approval at the S.C.C. Board of Supervisors meeting on Tuesday, May 24.
- We have had two companies and 40 individuals use our services in the coworking center during our soft launch. Four people have rented our conference room. Bernie Sanders' campaign and an independent film company have rented offices on a monthly basis.

2. Equipment

- We have begun to rent equipment to professionals and we are perfecting our process. We have rented / checked out 140 pieces of equipment.
- Keith and volunteers have completed installations in the control room.
- The edit suites have been upgraded. The computers have new operating systems, and the Creative Cloud. We have also added new large monitors and Bose speakers.
- The curtains in the studio have been altered for the new studio height. One of our new pedestals has been sent to Vinten to be repaired, courtesy of our vendor.
- CTV will be holding an equipment "Garage Sale" in late May. We have quite a bit of useful equipment and furniture that no longer works in our evolving system. The garage sale has been orchestrated will be executed by Keith and the volunteers – another great effort by our CTV members!

3. Staff

- We have hired a new government technician. He is in his training this month.

5. Production:

Government Meeting Services:

- CTV will provide coverage of 20 government meetings in May

6. Outreach:

The Bernie Sanders campaign has become a member of the coworking center and held a press conference and office launch in our facility. The was an unexpected publicity boost for us. More than 200 people attended CTV will hold a Grand Opening from 5:00 to 8:00 pm on June 2nd for the Coworking and Digital Media Studio. The Chamber of Commerce will be supporting us in this effort. We will be recognizing the volunteer team that supported CTV with much time and effort during our transition. There will be a ribbon cutting, live music and tastings with local artisan food vendors.

We are working to expand our membership this year. Over the summer we will be offering fun media classes for youth in stop animation and digital narratives.

We are also working to energize our south county membership by offering equipment there. We are in conversation with our colleagues at Digital Nest.