



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
June 27, 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 May 22, 2016
5. Approve Recommendation of Finance Committee to Accept the May 2016 Financial Statements *

REGULAR AGENDA

6. Oral Report of Executive Director
7. Approve CTV Document Retention Policy *
8. Oral Report of Board Vice Chair
Volunteer Advisory Committee Report
9. Oral Report of Board Chair.

10. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
11. Announcements.
12. 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
June 27, 2016

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

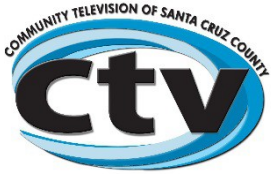
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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.



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
May 22, 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. Accept Minutes of Finance Committee Meeting of April 22, 2016 *

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

Motion to approve Laurent, second Rand. Approved Unanimously

REGULAR AGENDA

8. Oral Report of Executive Director *

Given. Director Manheim asked if the number of 140 pieces of equipment rented was number of pieces or number of rentals. Executive Director stated that it was piece. Director Benjamin asked if the reporting provide was part of the new system. Director Manheim confirmed it was and that finance will be able to separate the different types of revenue in the future. Director Benjamin asked if the Sanders campaign was renting space and if space would be able to be rented by other campaigns. Executive Director confirmed that was the case and in no way was this an endorsement of the candidate. Director Hall asked if the June 2nd was being recorded and broadcasted. Chair Gudger confirmed it would be recorded but the broadcast equipment was not yet installed.

9. Oral Report of the Board Chair

Given. Chair Gudger will be presenting 2016-2017 budget at the May 23rd Board of Supervisors meeting at 9 a.m. and that directors were welcome to attend. Chair Gudger stated that the cataloging of old shows is continuing by volunteers. 3100 items spanning 58 boxes have been cataloged so far. Community TV held a garage sale at the old facility on Pacific Avenue. Chair Gudger thanked Director Maziarz for his help. \$1300 of equipment has been sold so far. Chair Gudger will update the list of available equipment. Community TV will participate in the City of Santa Cruz citywide garage sale on June 4th and 5th. Chair Gudger reported that a purchase order has been issued for the antenna from Community TV to the County building. Installer does not believe there should be any problems.

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

Chair Gudger stated that the Youth A/V will review applications for grant, but the approval for funding will not occur until the last Board of Supervisors meeting of the fiscal year. Director Benjamin asked if Community TV had solicited applications for the grant and if the need was for a committee to review the applications, Chair Gudger confirmed. Director Benjamin offered to participate. Director Manheim offered to participate, but asked for the deadline to be moved until after the funding had been approved. Director Maziarz offered to participate. Director hall asked for a description of the program. Chair Gudger stated that the program is a 3-year rolling grant program with a focus on storytelling using video. There is a requirement for the grant to provide content for Community TV.

Director Manheim moved to form a Youth A/V Grant Approval Committee comprised of Executive Director Reed, Director Benjamin, Director Maziarz, Director Rand and Director Manheim and to move the application deadline until after Board of Supervisors has approved funding. Director Maziarz seconded. Approved Unanimously.

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

None

12. Announcements.

Chair Gudger thanked the volunteers

13. Adjournment.

Motion to adjourn Manheim, Second Benjamin Approved unanimously at 6:05 p.m.

Approved: _____

Board Chair

Attest: _____

Board Secretary

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2016

| | Annual Budget 2015-16 | May 2016 | May Year to Date | % of Budget Expended | Amount Remaining |
|--|--------------------------|------------------|---------------------|-------------------------|---------------------|
| 4000 · OPERATING REVENUE | | | | | |
| 4100 · County Operating Funds | 200,371.00 | 16,697.59 | 183,673.41 | 92% | 16,697.59 |
| 4300 · OPERATING REVENUE | | | | | |
| CTV Operating Reserves | | | | | |
| 4101 · County BOS Meetings | 16,500.00 | 2,575.00 | 16,325.00 | 99% | 175.00 |
| 4102 · Watsonville Government Meetings | 8,000.00 | 390.00 | 3,405.00 | 43% | 4,595.00 |
| 4103 · City of Capitola Gov. Meetings | 16,500.00 | 650.00 | 6,200.00 | 38% | 10,300.00 |
| 4104 · SCMTD Meetings | 1,600.00 | 250.00 | 1,750.00 | 109% | -150.00 |
| 4106 · City of Santa Cruz Gov. Mtg. | 16,500.00 | 1,375.00 | 15,325.00 | 93% | 1,175.00 |
| 4107 · Wats/Cap/Cty Charter Fees | 0.00 | 0.00 | 0.00 | | 0.00 |
| 4108 · SCCRTC Meetings | 1,800.00 | 175.00 | 1,925.00 | 107% | -125.00 |
| 4109 · SCWD Government Meetings | 0.00 | 425.00 | 3,725.00 | | -3,725.00 |
| 4110 · Memberships | 48,241.00 | 75.00 | 525.00 | | 47,716.00 |
| 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 | 1,694.00 | 4,244.00 | 4% | 96,972.00 |
| 4121 - SLVWD Meetings | 0.00 | 325.00 | 3,750.00 | | -3,750.00 |
| 4122 - PVUSD | 0.00 | 500.00 | 3,075.00 | | -3,075.00 |
| 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 | 31.30 | 104.88 | | -104.88 |
| 4185 · Misc. Income | 200.00 | 0.00 | 784.38 | 392% | -584.38 |
| 4190 · Gain/Loss on Sale of Assets | 0.00 | 2,533.85 | 15,074.32 | | -15,074.32 |
| 4200 · Production Service | | | | | |
| 4240 - Production-CMAP | 0.00 | 0.00 | 1,937.50 | | -1,937.50 |
| 4200 · Production - Other | 42,000.00 | 5,450.00 | 62,606.00 | 149% | -5,261.00 |
| Total 4200 · Production Service | 42,000.00 | 5,450.00 | 64,543.50 | 154% | -22,543.50 |
| 4600 · Special Events Revenue | 5,000.00 | 0.00 | 0.00 | | 5,000.00 |
| Total 4300 · OPERATING REVENUE | 496,928.00 | 33,146.74 | 325,220.49 | 65% | 171,707.51 |
| 4170 · Fiscal Sponsorships Income | | 0.00 | 190.00 | | -190.00 |
| TOTAL INCOME | 496,928.00 | 33,146.74 | 325,410.49 | 65% | 171,517.51 |

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2016

| | Annual Budget 2015-16 | May 2016 | May 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 | 54.82 | 694.39 | 72% | 275.61 |
| 6450 · Finance Charges /Late Fees | 0.00 | 0.00 | 0.00 | | 0.00 |
| 6600 · Dues & Subscriptions | 2,500.00 | 92.50 | 1,789.85 | 72% | 710.15 |
| 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 | 140.45 | 1,708.04 | 85% | 291.96 |
| 7105 · Production Expenses | 800.00 | 0.00 | 29,954.24 | 3744% | -29,154.24 |
| 7200 · Postage/Freight | 1,000.00 | 49.20 | 1,590.26 | 159% | -590.26 |
| 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 | -215.00 | 1,097.74 | 21% | 4,152.26 |
| 7700 · Telephone/Telecommunications | 3,000.00 | 764.76 | 3,421.36 | 114% | -421.36 |
| 7900 · Facility Utilities | 0.00 | 0.00 | 335.75 | | -335.75 |
| Total 6000 - Operating Expenses | 22,520.00 | 886.73 | 40,984.36 | 182% | -18,464.36 |
| 6800 · Contracted Services | | | | | |
| 6900 · Contract Services-Audit/Payroll | 14,500.00 | 1,317.67 | 1,610.51 | 11% | 12,889.49 |
| 7001 · Contract Services-Studio Prod. | 0.00 | 0.00 | 140.00 | | -1,610.51 |
| 7003 · Contract Services-Janitorial | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7006 · Contract Service -Satellite Consultants | 18,000.00 | 1,500.00 | 3,750.00 | 21% | 18,000.00 |
| 7007 · Contract Services-CMAP | 30,000.00 | 0.00 | 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 | 0.00 | 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 | 2,817.67 | 35,075.36 | 42% | 48,424.64 |
| 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 | 63.12 | 3,180.65 | 318% | -2,180.65 |
| 7920 · Retreats/Events | 500.00 | 0.00 | 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 | 63.12 | 4,245.93 | 94% | 254.07 |

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2016

| | Annual Budget 2015-16 | May 2016 | May Year to Date | % of Budget Expended | Amount Remaining |
|---|--------------------------|------------------|---------------------|-------------------------|---------------------|
| 7500 · Operating Salaries & Benefits | | | | | |
| 7512 · Salaries - Executive Producer | 60,000.00 | 4,583.34 | 50,416.74 | 84% | 9,583.26 |
| 7520 · Salaries - Programming Coord. | 0.00 | 0.00 | 0.00 | | 0.00 |
| 7530 · Salaries - Coworking Community Coordinator | 18,000.00 | 2,560.00 | 4,364.00 | | 13,636.00 |
| 7535 · Salaries - Accountant | 15,000.00 | 1,487.50 | 12,112.50 | 81% | 2,887.50 |
| 7542 · Salaries - Media Services Coordinator | 40,000.00 | 3,705.50 | 39,539.91 | 99% | 460.09 |
| 7545 · Salaries - Director of Content | 30,000.00 | 4,549.16 | 49,908.26 | 166% | -19,908.26 |
| 7585 · Salaries - Extra Help Govt. | 12,000.00 | 2,903.14 | 22,593.44 | 188% | -10,593.44 |
| 7589 · Salaries - Extra Help Prod Asst | 12,000.00 | 437.30 | 4,748.45 | 40% | 7,251.55 |
| 7620 · Payroll Taxes/Workers Comp | | | | | |
| 7621 · Payroll Taxes | 21,032.30 | 2,002.08 | 17,717.48 | 84% | 3,314.82 |
| 7635 · Workers Comp | 3,501.06 | 434.00 | 1,560.53 | 45% | 1,940.53 |
| 7630 · Health/Dental/Vision | 24,000.00 | 2,222.74 | 23,233.59 | 97% | 766.41 |
| 7632 · Severance/Vacation Payouts | 9,500.00 | 0.00 | 0.00 | 0% | 9,500.00 |
| Total 7500 · Operating Salaries & Benefits | 245,033.36 | 24,884.76 | 226,194.90 | 92% | 18,838.46 |
| TOTAL EXPENSES | 355,553.36 | 28,652.28 | 306,500.55 | 86% | 49,052.81 |
| NET INCOME/LOSS | 141,374.64 | 4,494.46 | 18,909.94 | 5.3% | |

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

May
2016

| | Annual Budget 2015-16 | May 2016 | May Year to Date | % of Budget Expended | Amount Remaining |
|--|--------------------------|------------------|---------------------|-------------------------|---------------------|
| 4000 · CAPITAL REVENUE | | | | | |
| 4100 · County PEG Fees | 670,100.00 | 55,794.59 | 613,740.41 | 92% | 56,359.59 |
| | | | | | |
| TOTAL INCOME | 670,100.00 | 55,794.59 | 613,740.41 | 92% | 56,359.59 |
| | | | | | |
| 5000 · CAPITAL EXPENDITURES | | | | | |
| 5100 · Facility | | | | | |
| 7400 · Facility Lease | 144,000.00 | 0.00 | 31,071.11 | 22% | 112,928.89 |
| 6701 · Facility/Equip. Insurance | 11,000.00 | 933.42 | 10,247.64 | 93% | 752.36 |
| 7058 · Leasehold Improvements/Capital | 240,375.00 | 3,000.02 | 240,691.29 | 100% | -316.29 |
| 7300 · Facilities & Equipment Rental | 1,000.00 | 35.23 | 2,001.12 | 200% | -1,001.12 |
| 5100 · Facility - Other | 0.00 | 0.00 | 0.00 | | 0.00 |
| Total 5100 · Facility | 396,375.00 | 3,968.67 | 284,011.16 | 72% | 112,363.84 |
| | | | | | |
| 5200 · Equipment | | | | | |
| 6650 - Interest on Leased Equip | 0.00 | 101.12 | 1281.25 | | -1,281.25 |
| 7215 · Copy Machine Lease | 5,000.00 | 243.51 | 4,105.96 | 82% | 894.04 |
| 7051 · Equipment Repair | 3,000.00 | 550.00 | 3,449.16 | 115% | -449.16 |
| 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 | 329.97 | 13,268.69 | 265% | -8,268.69 |
| 7056 · Equipment - Depreciated | 150,000.00 | 0.00 | 0.00 | | 142,652.18 |
| 7057 · Equipment - Non Depreciated | 2,500.00 | 3,175.51 | 7,347.82 | 294% | -4,847.82 |
| Total 5200 · Equipment | 272,500.00 | 4,400.11 | 33,939.72 | 12% | 238,560.28 |
| | | | | | |
| 5300 · Media Licensing | | | | | |
| 7059 · Music Library | 660.00 | 55.00 | 604.96 | 92% | 55.04 |
| Total 5300 · Media Licensing | 660.00 | 55.00 | 604.96 | 92% | 55.04 |
| | | | | | |
| Total 5000 · CAPITAL EXPENDITURES | 669,535.00 | 8,423.78 | 318,555.84 | 48% | 350,979.16 |
| | | | | | |
| NET INCOME/LOSS | 565.00 | 47,370.81 | 295,184.57 | | |
| | | | | | |
| Capital Purchases (Fixed Assets) | | 8301.61 | 139,915.20 | | |

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

| | Total |
|--------------------------------------|----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1010 Checking-SCCCU | 12,234.40 |
| 1015 PayPal Checking-SCCCU | 7,730.64 |
| 1020 Savings-SCCCU | 51,523.83 |
| 1021 Petty Cash Fund | 445.31 |
| 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 | 48,120.09 |
| 1075 Checking - Lighthouse Bank | 323,391.31 |
| 1080 Savings - Lighthouse Bank | 500.32 |
| 1099 Cash Box | 0.00 |
| Total Bank Accounts | \$ 443,945.90 |
| Accounts Receivable | |
| 1114 Temp A/R | 0.00 |
| 1115 Accounts Receivable | 70,907.75 |
| 1116 Grants Receivable | 0.00 |
| Total Accounts Receivable | \$ 70,907.75 |
| 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 | 835.84 |
| 1203 Crime Coverage | 168.59 |
| 1204 Crime/(401K) Erisa Bond | 0.00 |
| 1206 Workers Comp Deposit | 504.47 |
| 1209 Liability / D&O (SLIP) | 2,248.91 |
| 1210 Property Liability (SPIP) | 253.98 |
| 1211 Auto-Physical Damage Coverage | 0.00 |
| Total 1200 Prepaid Insurance | \$ 4,011.79 |
| 1260 Prepaid Expenses | -47,674.46 |
| 1300 PFG Common Stock | 4,931.00 |
| 1400 Undeposited Funds | 325.00 |
| Total Other current assets | \$ 377,658.33 |
| Total Current Assets | \$ 892,511.98 |
| Fixed Assets | |

| | | |
|--|------------|---------------------|
| 1600 Production Equipment | | 780,707.36 |
| 1700 Accum Depr-Production Equipment | | -493,235.15 |
| Total 1600 Production Equipment | \$ | 287,472.21 |
| 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 | | 199,768.87 |
| 1725 Accum Depr-Leasehold Improv. | | -114,773.76 |
| Total 1625 Leasehold Improvement | \$ | 84,995.11 |
| 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 | \$ | 434,439.90 |
| TOTAL ASSETS | \$ | 1,326,951.88 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2100 Accounts Payable | | -3,635.94 |
| Total Accounts Payable | -\$ | 3,635.94 |
| Credit Cards | | |
| 2000 VISA-SCCCU | | 8,953.98 |
| 2002 76 Gas Card | | 0.00 |
| Total Credit Cards | \$ | 8,953.98 |
| Other Current Liabilities | | |
| 2102 Earnings Withholdings | | 0.00 |
| 2110 Sales Tax Payable | | -0.32 |
| 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 | | 605.22 |
| CA SUI / ETT | | -170.76 |
| Federal Taxes (941/944) | | 4,963.11 |
| Total 24000 Payroll Liabilities | \$ | 6,432.55 |
| Board of Equalization Payable | | 0.00 |

| | | |
|--|-----------|---------------------|
| Direct Deposit Payable | | 0.00 |
| Total Other Current Liabilities | \$ | 10,926.73 |
| Total Current Liabilities | \$ | 16,244.77 |
| Long-Term Liabilities | | |
| 2300 Pacifica Capital Equipment Loan | | 0.00 |
| 2400 Business Equipment Loan 33736 | | 28,584.07 |
| Total Long-Term Liabilities | \$ | 28,584.07 |
| Total Liabilities | \$ | 44,828.84 |
| Equity | | |
| 3000 Opening Bal Equity | | 0.00 |
| 3015 Net Assets-Temp Restricted | | 416,064.46 |
| 3900 Retained Earnings | | 551,964.07 |
| Net Revenue | | 314,094.51 |
| Total Equity | \$ | 1,282,123.04 |
| TOTAL LIABILITIES AND EQUITY | \$ | 1,326,951.88 |

Friday, Jun 17, 2016 06:36:16 PM PDT GMT-7 - Accrual Basis

**Community Television of Santa Cruz County
Executive Director's Report to the Board
June 27, 2016**

Administration

1. Financial / Facilities:

- We have created our for our digital media center in 2016 CTV. We presented our annual plan and budget for approval at the S.C.C. Board of Supervisors meeting on Tuesday, May 24. It was approved. The plan is on the city council's agenda for June 28.
- Accruals in the coworking sector are up 80% from last month even so, we are not where we had hoped to be at this time.
- We will be vacating 816 Pacific Avenue on the 30th. Keith, Mathilde and a number of members have been working very hard to clear out the old building.
- CTV Records have been reviewed, purged, inventoried, boxed and stored.
- CTV tape archive has been inventoried, boxed and stored.

2. Equipment

Usage

- The volunteers continue to be active. They checked out 200 items, including the studio, edit suites and video equipment in June.

New

- We have a new teleprompter for the studio

Old

- CTV held 2 "Garage Sales" in June. The garage sales have been orchestrated by Keith and our volunteers. This is another great effort by our CTV members!
- At this time, we still have a lot of office furniture we hope to donate to non-profits.

3. Staff

- Josh Becker has accepted a position with another company and is no longer working at CTV.

5. Production:

Government Meeting Services:

- CTV will provide coverage of 29 government meetings in June.

6. Outreach:

CTV held a Grand Opening on June 15th for the Coworking and Digital Media Studio. The Chamber of Commerce and Mayor Mathews join us in cutting the

ribbon on our new space. More than 100 people were in attendance.

CTV provided a “iPad Video for Business” class to the Santa Cruz County Community Foundation.

Our proposal to establish an Equipment Grant program was approved by the county along with a commitment of \$100,000 to fund the program. The S.C. City Council will vote on the program on June 28.

RECORD RETENTION PERIODS FOR CTV BUSINESS RECORDS

In Alphabetical Order

| | RETENTION PERIOD |
|---|-------------------------|
| Accident reports | Seven Years |
| Accounts receivable ledgers and related trial balances | Ten Years |
| Appropriate ledger and related end of year trial balances | Permanent |
| Articles of Incorporation | Permanent |
| Audits and compilations | Permanent |
| Bank reconciliations | Seven Years |
| Bank statements | Ten Years |
| Canceled checks (see exception under permanent records) | Seven Years |
| Canceled checks for payment of taxes, purchase of property, and in payment of important contracts should be retained permanently with the papers in these files | Permanent |
| Cash books (receipts and disbursement journals) | Permanent |
| Chart of accounts | Seven years |

| | |
|---|-------------|
| Compilations and Audits | Permanent |
| Contracts and leases expired | Seven Years |
| Corporate resolutions | Permanent |
| Correspondence of unimportant nature with customers or vendors | One Year |
| Correspondence - legal and important matters | Permanent |
| Deeds, mortgages, and bills of sale, contracts and leases in effect | Permanent |
| Depreciation schedules | Permanent |
| Duplicate deposit slips | Seven Years |
| Donation records of endowment funds and of significant restricted funds | Permanent |
| Donation records – other [Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.] | 10 years |
| IRS exemption determination and related correspondence (501C3 letter) | Permanent |
| Employee personnel records (after termination): | Four Years |

| | |
|--|-------------------------------|
| | |
| Employee benefit records | Six Years |
| Employment applications - not hired | Three Years |
| Employment applications - hired | Four years after termination |
| Employment taxes (records and returns, including withholding statements) | Permanent |
| Equipment files and maintenance records | Seven Years after disposition |
| Expense analyses and expense distribution schedules | Seven Years |
| Financial statements - Year end (others optional) | Permanent |
| Garnishments | Seven Years |
| General and private ledgers, and related end of year trial balances | Permanent |
| General correspondence | Three Years |

| | |
|---------------------------------------|-------------------|
| Insurance policies which have expired | Four Years |
| Insurance records (existing) | Permanent |
| Insurance claims | Seven Years after |

| | |
|--|-----------------------------------|
| | settlement |
| Insurance disability records | Seven Years after end of benefits |
| IRS Form 990s | Seven Years |
| IRS Form I-9 (store separate from personnel file) | Three Years |
| Internal audit reports, including working papers | Three Years |
| Journal vouchers | Seven Years |
| Miscellaneous internal reports | Three Years |
| Minutes of board meetings and agendas | Permanent |
| Payroll records and summaries | Seven Years |
| Personnel files (terminated) | Four Years |
| Petty cash vouchers | Three Years |
| Physical inventory tags | Three Years |
| Purchase orders | Seven Years |
| Receiving sheets | One Year |
| Retirement plan benefits (plan descriptions, plan documents) | Permanent |

| | |
|--|------------------------------|
| Sales records | Seven Years |
| Software licenses and support agreements | Seven Years after expiration |
| Tax returns and worksheets, Revenue Agent's reports and other documents relating to determination of tax liability | Permanent |
| Time sheets or cards | Seven Years |
| Withholding tax statements | Seven Years |
| Workers compensation claims | Thirty Years |

RECORD RETENTION PERIODS FOR CTV BUSINESS RECORDS

By Category

| | | RETENTION PERIOD |
|------------------|---|-------------------------|
| Corporate | | |
| | Articles of Incorporation | Permanent |
| | Corporate resolutions | Permanent |
| | Minutes of board meetings, committee meetings and agendas | Permanent |

| | | |
|------------------|---|-------------|
| Financial | Accounts receivable ledgers and related trial balances | Ten Years |
| | Audits and compilations | Permanent |
| | Appropriate ledger and related end of year trial balances | Permanent |
| | Bank reconciliations | Seven Years |
| | Bank statements | Ten Years |
| | Canceled checks (see exception under permanent records) | Seven Years |
| | Canceled checks for payment of taxes, purchase of property, and in payment of important contracts should be retained permanently with the papers in these files | Permanent |
| | Cash books (receipts and disbursement journals) | Permanent |
| | Chart of accounts | Seven years |
| | Compilations and Audits | Permanent |
| | Contracts and leases expired | Seven Years |
| | Depreciation schedules | Permanent |
| | Duplicate deposit slips | Seven Years |
| | Donation records of endowment funds and of significant restricted funds | Permanent |

| | | |
|--|--|-------------|
| | <p>Donation records – other</p> <p>[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]</p> | 10 years |
| | Correspondence of unimportant nature with customers or vendors | One Year |
| | Expense analyses and expense distribution schedules | Seven Years |
| | Financial statements - Year end (others optional) | Permanent |
| | Internal audit reports, including working papers | Three Years |
| | General and private ledgers, and related end of year trial balances | Permanent |
| | Journal vouchers | Seven Years |
| | Payroll records and summaries | Seven Years |
| | Petty cash vouchers | Three Years |
| | Purchase orders | Seven Years |

| | | |
|-----------------------|--|-------------|
| | Time sheets or cards | Seven Years |
| Legal | | |
| | Deeds, mortgages, and bills of sale, contracts and leases in effect | Permanent |
| | | |
| Correspondence | | |
| | Correspondence - legal and important matters | Permanent |
| | General correspondence | Three Years |
| Taxes | | |
| | IRS exemption determination and related correspondence (501C3 letter) | Permanent |
| | Employment taxes (records and returns, including withholding statements) | Permanent |
| | IRS Form 990s | Seven Years |
| | IRS Form I-9 (store separate from personnel file) | Three Years |
| | Tax returns and worksheets, Revenue Agent's reports and other documents relating to determination of tax liability | Permanent |
| | Withholding tax statements | Seven Years |

| | | |
|------------------|---|-----------------------------------|
| Personnel | | |
| | Employee personnel records (after termination): | Four Years |
| | Employee benefit records | Six Years |
| | Employment applications - not hired | Three Years |
| | Employment applications - hired | Four years after termination |
| | Garnishments | Seven Years |
| | Equipment files and maintenance records | Seven Years after disposition |
| | Personnel files (terminated) | Four Years |
| Insurance | Insurance policies which have expired | Four Years |
| | Insurance records (existing) | Permanent |
| | Insurance claims | Seven Years after settlement |
| | Insurance disability records | Seven Years after end of benefits |
| | Workers compensation claims | Thirty Years |

| | | |
|------------------------------------|--|------------------------------|
| Technology | | |
| | Software licenses and support agreements | Seven Years after expiration |
| Assets | | |
| | Physical inventory tags | Three Years |
| | Receiving sheets | One Year |
| Non-related business income | | |
| | Sales records | Seven Years |
| Benefits | | |
| | Retirement plan benefits (plan descriptions, plan documents) | Permanent |