



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
September 26, 2016

A G E N D A

4:30 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 July 25, 2016
5. Approve Recommendation of the Finance Committee to Accept the June 2016 Financial Reports*
6. Approve Recommendation of the Finance Committee to Accept the July 2016 Financial Reports*

REGULAR AGENDA

7. Oral Report of Executive Director
8. Approve Expenditure For Laptops
Six laptops for Training.
9. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

10. Review of CTV Policies

- § Board Expectations and Policies
- § Finance Policies
- § Personnel Policies
- § Rules and Procedures

11. Oral Report of Board Chair.

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

13. Announcements.

14. 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
September 26, 2016

A G E N D A

4:30 P.M.
Offices of the Corporation

1. Roll Call

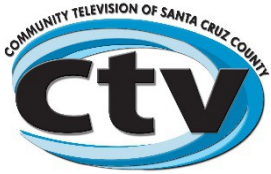
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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
July 25 2016

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

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

Absent: Adam Wade

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 June 27, 2016

5. Approve Minutes *
Regular Board Meeting Minutes of May 22, 2016

6. Approve Minutes *
Finance Committee Meeting Minutes of June 23, 2016

Director Hall commented that there will be a financial report at the September board meeting. Motion to Approve Director Hall Second Vice-Chair Rand. Approved Unanimously

REGULAR AGENDA

7. Oral Report of Executive Director *
Given. Director Hall commented that Executive Director Reed will give presentation to City of Santa Cruz in the fall. Board Chair Gudger stated that Assistant City Manager Shull requested a presentation after taking a tour. Director Rand stated that the sign up for the orientation is online.

8. Approve CTV Document Retention Policy *

Director Benjamin stated that the Community Television Bylaws need to reference the Document Retention Policy, but the policy does not have to be part of the Bylaws. Chair Gudger stated that the latest revision of the policy did not change the paper retention policy but it adds electronic document retention, including email and instant messaging. Will also include the tool that Satellite uses to schedule meeting space.

Motion to approve Director Benjamin, Second Director Maziarz. Approved unanimously.

9. Approve Minutes and Recommendations of the Youth A/V Grant Committee *

Vice Chair Rand reported that the Youth A/V grant Committee met and discussed proposals. Three proposals were submitted and two were approved, Digital Nest and The Boys and Girls Club. The Committee will need to find out when the County will release funds. If the funds are released over time, Digital Nest would receive equipment first.

Director Benjamin asked that if Digital Nest received all that they requested then that would eliminate the Boys and Girls Club. Executive Director responded yes.

Director Maziarz asked if there was overlap in the packages. Vice-Chair Rand stated that the grants were for full packages. Director Gudger added that the studio package was designed also to go into the field.

Director Manheim stated that time is an issue with the Boys and Girls Club and that they will need help creating curriculum. Director Benjamin replied that the grant was about the equipment not the creation of curriculum. Director Maziarz asked if the coordinator could come to Community Television for training. Executive Director Reed replied yes, but not for curriculum.

Vice-Chair Rand asked if could give the Boys and Girls club an opportunity to develop curriculum so that the grant could be spread throughout the community. Director Benjamin commented that if Digital Nest needed all the equipment for their program, then he would want to consider that.

Director Hall asked if Community Television could give Boys and Girls club a time-line to help motivate the creation of curriculum. If they cannot meet the time-line, then the equipment could be moved to Digital Nest.

Director Manheim asked if the recommendations could be approved with the caveat that Boys and Girls Club has curriculum approved by a certain date.

Director Benjamin moved to approve the recommendations of the committee subject to the Executive Director having further communication with the Boys and Girls club regarding the specifics of their curriculum plan and being subject to the dispersal of funds from the County. Director Manheim seconded. Approved unanimously.

10. Oral Report of Board Vice Chair.

Voluntary advisory committee is starting the orientations Saturday at 2 p.m. Audio class will be August 6th. Will also setup other classes. There is now equipment for rent. Volunteer Advisory Committee meeting is August 5th. Executive Director Reed

commented that volunteer appreciation for those who helped with the move will be on July 30th at 1 p.m., prior to the orientation meeting.

11. Oral Report of Board Chair.

On walk through, the real estate agent was pleased with the state of the old facility. At the new facility things are moving forward. Small issues continue to be addressed including HVAC. There is now a phone in the studio for call in.

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

Director Hall will have finance report. Review of policies at September meeting.

13. Announcements.

Chair Gudger thanked the volunteers who worked the production of the board Meeting.

14. Adjournment.

Motion to adjourn Vice Chair Rand. Second Director Benjamin. 6:04 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

June
2016

	Annual Budget 2015-16	June 2016	June Year to Date	% of Budget Expended	Amount Remaining
4000 · OPERATING REVENUE					
4100 · County Operating Funds	200,371.00	16,697.58	200,370.99	100%	0.01
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	17,700.00	107%	-1,200.00
4102 · Watsonville Government Meetings	8,000.00	300.00	3,705.00	46%	4,295.00
4103 · City of Capitola Gov. Meetings	16,500.00	875.00	7,075.00	43%	9,425.00
4104 · SCMTD Meetings	1,600.00	525.00	2,275.00	142%	-675.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	16,700.00	101%	-200.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	200.00	2,125.00	118%	-325.00
4109 · SCWD Government Meetings	0.00	325.00	4,050.00		-4,050.00
4110 · Memberships	48,241.00	0.00	525.00		47,716.00
4111 · Administration Fees	500.00	7.20	17.20	3%	482.80
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	1,742.25	5,986.25	6%	95,229.75
4121 - SLVWD Meetings	0.00	275.00	4,025.00		-4,025.00
4122 - PVUSD	0.00	625.00	3,700.00		-3,700.00
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	48.64	153.52		-153.52
4185 · Misc. Income	200.00	0.00	784.38	392%	-584.38
4190 · Gain/Loss on Sale of Assets	0.00	1,178.25	16,252.57		-16,252.57
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	1,937.50		-1,937.50
4200 · Production - Other	42,000.00	975.00	63,581.00	151%	-5,261.00
Total 4200 · Production Service	42,000.00	975.00	65,518.50	156%	-23,518.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	26,523.92	351,744.41	71%	145,183.59
4170 · Fiscal Sponsorships Income		0.00	190.00		-190.00
TOTAL INCOME	496,928.00	26,523.92	351,934.41	71%	144,993.59

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

June
2016

	Annual Budget 2015-16	June 2016	June Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	2,000.00	1,975.00	2,104.50	105%	-104.50
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	100.66	795.05	82%	174.95
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	112.50	1,902.35	76%	597.65
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	368.16	2,076.20	104%	-76.20
7105 · Production Expenses	800.00	648.00	30,602.24	3825%	-29,802.24
7200 · Postage/Freight	1,000.00	155.99	1,746.25	175%	-746.25
7205 · Printing	2,000.00	103.77	103.77	5%	1,896.23
7401 · Facility Supplies	500.00	20.00	283.23	57%	216.77
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	1,097.74	21%	4,152.26
7700 · Telephone/Telecommunications	3,000.00	732.34	4,213.58	140%	-1,213.58
7900 · Facility Utilities	0.00	0.00	335.75		-335.75
Total 6000 · Operating Expenses	22,520.00	4,216.42	45,260.66	201%	-22,740.66
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	66.17	1,676.68	12%	12,823.32
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-1,676.68
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	3,750.00	21%	18,000.00
7007 · Contract Services-CMAP	30,000.00	5,000.00	28,750.00	96%	1,250.00
7010 · Contract Services-Consulting/Producing	15,000.00	885.00	4,815.50	32%	10,184.50
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	5,951.17	41,026.53	49%	42,473.47
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	155.52	3,336.17	334%	-2,336.17
7920 · Retreats/Events	500.00	226.19	495.68	99%	4.32
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	381.71	4,627.64	103%	-127.64

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

June
2016

	Annual Budget 2015-16	June 2016	June Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	60,000.00	7,421.14	57,837.88	96%	2,162.12
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	18,000.00	3,296.00	7,660.00		10,340.00
7535 · Salaries - Accountant	15,000.00	943.75	13,056.25	87%	1,943.75
7542 · Salaries - Media Services Coordinator	40,000.00	3,008.65	42,548.56	106%	-2,548.56
7545 · Salaries - Director of Content	30,000.00	2,799.44	52,707.70	176%	-22,707.70
7585 · Salaries - Extra Help Govt.	12,000.00	1,883.60	24,477.04	204%	-12,477.04
7589 · Salaries - Extra Help Prod Asst	12,000.00	365.40	5,113.85	43%	6,886.15
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,745.24	19,462.72	93%	1,569.58
7635 · Workers Comp	3,501.06	504.47	2,065.00	59%	1,436.06
7630 · Health/Dental/Vision	24,000.00	2,222.74	25,456.33	106%	-1,456.33
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	245,033.36	24,190.43	250,385.33	102%	-5,351.97
TOTAL EXPENSES	355,553.36	34,739.73	341,300.16	96%	14,253.20
NET INCOME/LOSS	141,374.64	-8,215.81	10,634.25	3.0%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

June
2016

	Annual Budget 2015-16	June 2016	June Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	670,100.00	55,794.58	669,534.99	100%	565.01
TOTAL INCOME	670,100.00	55,794.58	669,534.99	100%	565.01
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	12,120.97	43,192.08	30%	100,807.92
6701 · Facility/Equip. Insurance	11,000.00	933.41	11,181.05	102%	-181.05
7058 · Leasehold Improvements/Capital	240,375.00	17,258.04	257,949.33	107%	-17,574.33
7300 · Facilities & Equipment Rental	1,000.00	349.59	2,350.71	235%	-1,350.71
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	30,662.01	314,673.17	79%	81,701.83
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	101.68	1382.93		-1,382.93
7215 · Copy Machine Lease	5,000.00	243.51	4,349.47	87%	650.53
7051 · Equipment Repair	3,000.00	0.00	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	150.29	13,418.98	268%	-8,418.98
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		141,446.50
7057 · Equipment - Non Depreciated	2,500.00	1,205.68	8,553.50	342%	-6,053.50
Total 5200 · Equipment	272,500.00	1,701.16	35,640.88	13%	236,859.12
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	659.96	100%	0.04
Total 5300 · Media Licensing	660.00	55.00	659.96	100%	0.04
Total 5000 · CAPITAL EXPENDITURES	669,535.00	32,418.17	350,974.01	52%	318,560.99
NET INCOME/LOSS	565.00	23,376.41	318,560.98		
Capital Purchases (Fixed Assets)		1442.23	141,357.43		

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	2,389.05
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,524.67
1021 Petty Cash Fund	309.39
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	48,120.88
1075 Checking - Lighthouse Bank	354,667.26
1080 Savings - Lighthouse Bank	500.53
1099 Cash Box	0.00
Total Bank Accounts	\$ 465,242.42
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	12,640.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$ 12,640.00
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	752.26
1203 Crime Coverage	134.96
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	744.75
1209 Liability / D&O (SLIP)	1,686.69
1210 Property Liability (SPIP)	0.00
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	\$ 3,318.66
1260 Prepaid Expenses	27,617.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other current assets	\$ 451,931.66
Total Current Assets	\$ 929,814.08
Fixed Assets	

1600 Production Equipment		779,126.96
1700 Accum Depr-Production Equipment		-493,235.15
Total 1600 Production Equipment	\$	285,891.81
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		202,791.50
1725 Accum Depr-Leasehold Improv.		-114,773.76
Total 1625 Leasehold Improvement	\$	88,017.74
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	\$	435,882.13
TOTAL ASSETS	\$	1,365,696.21
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable		28,847.99
Total Accounts Payable	\$	28,847.99
Credit Cards		
2000 VISA-SCCCU		359.78
2002 76 Gas Card		0.00
Total Credit Cards	\$	359.78
Other Current Liabilities		
2102 Earnings Withholdings		0.00
2110 Sales Tax Payable		0.00
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		4,766.10
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		708.16
CA SUI / ETT		163.34
Federal Taxes (941/944)		4,797.72
Total 24000 Payroll Liabilities	\$	6,704.20
Board of Equalization Payable		0.00

Direct Deposit Payable		0.00
Total Other Current Liabilities	\$	11,470.30
Total Current Liabilities	\$	40,678.07
Long-Term Liabilities		
2300 Pacifica Capital Equipment Loan		0.00
2400 Business Equipment Loan 33736		27,794.38
Total Long-Term Liabilities	\$	27,794.38
Total Liabilities	\$	68,472.45
Equity		
3000 Opening Bal Equity		0.00
3015 Net Assets-Temp Restricted		416,064.46
3900 Retained Earnings		551,964.07
Net Revenue		329,195.23
Total Equity	\$	1,297,223.76
TOTAL LIABILITIES AND EQUITY	\$	1,365,696.21

Sunday, Sep 18, 2016 09:38:36 PM PDT GMT-7 - Accrual Basis

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2016

	Annual Budget 2016-17	July 2016	July Year to Date	% of Budget Expended	Amount Remaining
4300 · OPERATING REVENUE					
CTV Operating Reserves	8,700.00	0.00	0.00	0%	8,700.00
4101 · County BOS Meetings	21,000.00	0.00	0.00	0%	21,000.00
4102 · Watsonville Government Meetings	8,000.00	540.00	540.00	7%	7,460.00
4103 · City of Capitola Gov. Meetings	6,000.00	1,050.00	1,050.00	18%	4,950.00
4104 · SCMTD Meetings	1,600.00	225.00	225.00	14%	1,375.00
4106 · City of Santa Cruz Gov. Mtg.	30,000.00	0.00	0.00	0%	30,000.00
4108 · SCCRTC Meetings	2,000.00	475.00	475.00	24%	1,525.00
4109 · SCWD Government Meetings	4,800.00	225.00	225.00	5%	4,575.00
4110 · Memberships	60,000.00	0.00	0.00	0%	60,000.00
4111 · Administration Fees	0.00	0.00	0.00		0.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	0.00	0.00	0.00		0.00
4115 · Digital Media Sales	500.00	0.00	0.00		500.00
4120 · Facility & Equipment Rental	143,000.00	11,655.38	11,655.38	8%	131,344.62
4121 · SLVWD Meetings	7,600.00	375.00	375.00	5%	7,225.00
4122 · PVUSD	6,100.00	450.00	450.00	7%	5,650.00
4130 · Classes	0.00	0.00	0.00		0.00
4165 · Donations	1,000.00	90.00	90.00	9%	910.00
4166 · Grants/Production Grants	0.00	0.00	0.00		0.00
4180 · Interest Earned	0.00	84.83	84.83		-84.83
4185 · Misc. Income	0.00	0.00	0.00		0.00
4190 · Gain/Loss on Sale of Assets	0.00	1,339.00	1,339.00		-1,339.00
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	0.00		0.00
4200 · Production - Other	0.00	-325.00	-325.00		-5,261.00
Total 4200 · Production Service	0.00	-325.00	-325.00		325.00
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	300,800.00	16,184.21	16,184.21	5%	284,615.79
4170 · Fiscal Sponsorships Income		0.00	0.00		0.00
TOTAL INCOME	300,800.00	16,184.21	16,184.21	5%	284,615.79

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2016

	Annual Budget 2016-17	July 2016	July Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	597.79	597.79	5%	11,402.21
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	66.27	66.27	7%	903.73
6450 · Finance Charges /Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	1,500.00	112.50	112.50	8%	1,387.50
7100 · Office Supplies	1,500.00	-7.50	-7.50	-1%	1,507.50
7105 · Production Expenses	0.00	350.00	350.00		-350.00
7200 · Postage/Freight	1,000.00	105.45	105.45	11%	894.55
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	4,800.00	5.74	5.74	0%	4,794.26
7640 · Licenses/Fees/Misc. Taxes	1,500.00	39.00	39.00	3%	1,461.00
7700 · Telephone/Telecommunications	9,000.00	499.00	499.00	6%	8,501.00
7900 · Facility Utilities	0.00	0.00	0.00		0.00
Total 6000 · Operating Expenses	34,270.00	1,768.25	1,768.25	5%	32,501.75
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	64.67	64.67	0%	14,435.33
7001 · Contract Services-Studio Prod.	6,000.00	0.00	0.00		5,935.33
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	1,500.00	1,500.00	8%	18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	2,500.00	8%	27,500.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	0.00	0%	15,000.00
7110 · Contract Services-Legal	5,000.00	415.00	415.00	8%	4,585.00
7910 · Contract Services-Production Grants	5,000.00	0.00	0.00	0%	5,000.00
Total 6800 · Contracted Services	93,500.00	4,479.67	4,479.67	5%	89,020.33
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	2,000.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	2,000.00	0.00	0.00	0%	2,000.00
7920 · Retreats/Events	0.00	0.00	0.00	0%	0.00
7950 · Misc. Expense	0.00	0.00	0.00		0.00
8600 · Special Events Expense	2,000.00	100.00	100.00	0%	1,900.00
Total 7000 · Staff Development & Fundraising	6,000.00	100.00	100.00	2%	5,900.00

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2016

	Annual Budget 2016-17	July 2016	July Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	10,000.00	4,583.34	4,583.34	46%	5,416.66
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	32,000.00	2,916.00	2,916.00		29,084.00
7535 · Salaries - Accountant	15,000.00	718.75	718.75	5%	14,281.25
7542 · Salaries - Media Services Coordinator	47,000.00	3,512.88	3,512.88	7%	43,487.12
7545 · Salaries - Director of Content	9,000.00	0.00	0.00	0%	9,000.00
7585 · Salaries - Extra Help Govt.	12,000.00	771.85	771.85	6%	11,228.15
7589 · Salaries - Extra Help Prod Asst	6,000.00	575.72	575.72	10%	5,424.28
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	11,000.00	1,105.08	1,105.08	10%	9,894.92
7635 · Workers Comp	3,501.06	187.60	187.60	5%	3,313.46
7630 · Health/Dental/Vision	12,000.00	2,364.54	2,364.54	20%	9,635.46
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	167,001.06	16,735.76	16,735.76	10%	150,265.30
TOTAL EXPENSES	300,771.06	23,083.68	23,083.68	8%	277,687.38
NET INCOME/LOSS	28.94	-6,899.47	-6,899.47	-2.3%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

July
2016

	Annual Budget 2016-17	July 2016	July Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00	0%	500,000.00
4106 · County PEG Fees	100,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	12,623.65	12,623.65	9%	131,376.35
6701 · Facility/Equip. Insurance	9,294.00	933.16	933.16	10%	8,360.84
7058 · Leasehold Improvements/Capital	0.00	1,185.51	1,185.51		-1,185.51
7300 · Facilities & Equipment Rental	1,000.00	35.26	35.26	4%	964.74
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	154,294.00	14,777.58	14,777.58	10%	139,516.42
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	95.69	95.69		-95.69
7215 · Copy Machine Lease	5,000.00	644.74	644.74	13%	4,355.26
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7011 · Automation Equipment	15,046.00	1,500.00	1,500.00	10%	13,546.00
7052 · Prod. Equip. Replacement -Depr.	150,000.00	0.00	0.00	0%	150,000.00
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	152.70	152.70	3%	4,847.30
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		148,773.69
7057 · Equipment - Non Depreciated	10,000.00	1,226.31	1,226.31	12%	8,773.69
Total 5200 · Equipment	345,046.00	3,619.44	3,619.44	1%	341,426.56
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	500,000.00	18,452.02	18,452.02	4%	481,547.98
NET INCOME/LOSS	100,000.00	-18,452.02	-18,452.02		
Capital Purchases (Fixed Assets)		0.00	0.00		

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	1,137.90
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,525.54
1021 Petty Cash Fund	211.15
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	48,121.70
1075 Checking - Lighthouse Bank	310,750.68
1080 Savings - Lighthouse Bank	500.53
1099 Cash Box	0.00
Total Bank Accounts	\$ 419,978.14
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	11,355.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$ 11,355.00
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	668.68
1203 Crime Coverage	101.33
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	643.15
1209 Liability / D&O (SLIP)	1,124.47
1210 Property Liability (SPIP)	2,791.05
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	\$ 5,328.68
1260 Prepaid Expenses	27,003.47
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other current assets	\$ 453,328.15
Total Current Assets	\$ 884,661.29
Fixed Assets	
1600 Production Equipment	779,126.96
1700 Accum Depr-Production Equipment	-493,235.15

Total 1600 Production Equipment	\$	285,891.81
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		202,791.50
1725 Accum Depr-Leasehold Improv.		-114,773.76
Total 1625 Leasehold Improvement	\$	88,017.74
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	\$	435,882.13
TOTAL ASSETS	\$	1,320,543.42
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable		13,186.25
Total Accounts Payable	\$	13,186.25
Credit Cards		
2000 VISA-SCCCU		272.21
2002 76 Gas Card		0.00
Total Credit Cards	\$	272.21
Other Current Liabilities		
2102 Earnings Withholdings		0.00
2110 Sales Tax Payable		0.00
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		4,766.10
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		305.70
CA SUI / ETT		-826.72
Federal Taxes (941/944)		2,933.93
Total 24000 Payroll Liabilities	\$	3,447.89
Board of Equalization Payable		0.00
Direct Deposit Payable		0.00
Total Other Current Liabilities	\$	8,213.99
Total Current Liabilities	\$	21,672.45

Long-Term Liabilities	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	26,998.70
Total Long-Term Liabilities	\$ 26,998.70
Total Liabilities	\$ 48,671.15
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	881,159.30
Net Revenue	-25,351.49
Total Equity	\$ 1,271,872.27
TOTAL LIABILITIES AND EQUITY	\$ 1,320,543.42

Monday, Sep 19, 2016 01:25:23 PM PDT GMT-7 - Accrual Basis

**Community Television of Santa Cruz County
Executive Director's Report to the Board
September 26, 2016**

Administration

1. Financial / Facilities:

- The large company in our coworking space has moved. We are now working to get the space filled again. All 3 of our small offices are rented. We have several new members. At this time we are realizing about \$6,000 a month.
- Our professional production department was dissolved in August. This department was operating at a deficit so the closure was a positive step.

2. Equipment

- We will be ordering equipment for our equipment grant to Digital Nest in October.
- New safe ladder in the studio
- Three edit suites are up and running with new monitors, speakers and other peripherals.
- Acoustic panels have been installed in edit 1 & 3. We are looking into an audio booth for edit 2.
- We have identified new computers that we intend to purchase for classes and a potential youth program.

3. Production:

Government Meeting Services:

- CTV will provide coverage for 17 government meetings in September.
- Our Government technicians have also covered 2 remote events.
- Victor has created a way for viewers have the ability to download a file of any meeting.
- We are no longer covering the city of Watsonville's meetings.

4. Membership

- Volunteers continue to host PSA Day each month.
- Mathilde is working with Cabrillo's Journalism Program. Students are using our studio on a quarterly basis. We are working to grow this relationship.

5. Staff

- We have hired 2 new Coworking Community Coordinators, Chris Curadorado & Angelisa Candler. Both have been trained and are doing a great job.
- Ethan Black departed CTV on August 31

6. Outreach:

- **Equipment Grant Program**
 - We have received the funds for our equipment grant from the county and will distribute equipment soon.

- I am pursuing a strategy where by CTV could support the youth of our county by supporting the youth programs of other non-profits with equipment and facilities.
- I am currently looking into partnerships with Alternative Education and ROP.