



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
May 22, 2017

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 24, 2017

5. Approve Recommendation of Finance Committee to Accept the March 2017 Financial Reports *

6. Approve Recommendation of Finance Committee to Accept the April 2017 Financial Reports *

REGULAR AGENDA

7. Written Report of Executive Director*

8. Youth Grant Application Report

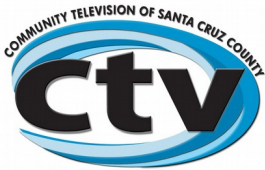
9. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

10. Oral Report of Board Chair.
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, 2017

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 24, 2017

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

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

Absent: Nathan Benjamin, Lou Tuosto

2. Oral Communications

None

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 27, 2017.

5. Approve Minutes *

Finance Committee Meeting Minutes of March 24, 2017

6. Approve Recommendation of Finance Committee to Accept the January 2017 Financial Reports *

7. Approve Recommendation of Finance Committee to Accept the February 2017 Financial Reports *

Motion to approve with corrections noted by Director Maziarz. Director Hall, Second Vice Chair Rand. Approved Unanimously

REGULAR AGENDA

8. Budgets, 2017-2018

Consider Recommendation of Finance Committee to Approve the 2017-2018 Budgets *
Director Manheim reported the Finance Committee has reviewed the budget. Director Manheim stated that given that the budget this year was not what had been hoped for, the committee is convinced that the numbers are reasonable. Accounts 4110 and 4120 are down \$50,000. Director Maziarz asked about the website contract and Executive Director Reed replied that it was used on an as needed basis. Vice Chair Rand stated that the budget includes a cost of living adjustment for employees. Chair Gudger

commented that they asked to have contingency budgeted rather than coming back for funds.

Motion to approve the 2017/2018 budget Director Manheim, Second Director Fisher. Approved Unanimously.

9. CMAP / CTV Contract

Consider Approval of the 2016-2017 CMAP / CTV Contract *

Chair Gudger reported that this contract was supposed to have been in place in 2016. At the last meeting, a subcommittee was formed to negotiate with CMAP. Increased amount begins 7-1-2017. Director Manheim stated that the November expiration is difficult.

Motion to approve contract Director Maziarz, second Director Laurent. Approved Unanimously.

10. Written Report of Executive Director* Given

Discussion regarding closed captioning ensued. Executive Reed stated that they are still working on options. CTV will need to self-certify in July.

11. Oral Report of Board Vice Chair

Vice Chair reported on programs being developed. Cabrillo journalism class came to the studio and impressed people with their research. Students from audio and camera classes are shadowing during Board meeting. One of the music shows will do a show with Nathan Benjamin's band. Working on a poetry production.

12. Oral Report of Board Chair.

Chair Gudger reported that request from Director Benjamin at the last meeting to give information on grant progress. County ROP and Watsonville have applied as of now and he is going to be following up with a third, Santa Cruz Schools. Watsonville is working with sports department at school. Director Maziarz stated he believed Mission Hill is also working on a proposal. First Tooth or First Birthday was in for April Non-Profit Spotlight, May will be Watsonville Wetlands Watch. Non-Profit Spotlights are free of charge to non-profits in the County. On Friday, there will be an Elected Spotlight with guest Mark Stone, Executive Director Reed will host. In May, John Leopold will be the guest.

13. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
None

14. Announcements

Chair Gudger thanked the volunteers working of the meeting.

15. Motion to adjourn Vice Chair Rand. Director Wade Second 6:15 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 March
 2017

	Annual Budget 2016-17	March 2017	March 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	1,937.50	10,152.50	48%	10,847.50
4102 · Watsonville Government Meetings	8,000.00	0.00	1,310.50	16%	6,689.50
4103 · City of Capitola Gov. Meetings	6,000.00	708.00	7,156.50	119%	-1,156.50
4104 · SCMTD Meetings	1,600.00	177.00	1,434.50	90%	165.50
4106 · City of Santa Cruz Gov. Mtg.	30,000.00	4,495.00	17,245.00	57%	12,755.00
4108 · SCCRTC Meetings	2,000.00	206.50	1,891.00	95%	109.00
4109 · SCWD Government Meetings	4,800.00	354.00	3,086.50	64%	1,713.50
4110 · Memberships	60,000.00	4,711.49	14,791.62	25%	45,208.38
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	8,750.00	53,756.82	38%	89,243.18
4121 - SLVWD Meetings	7,600.00	560.50	3,443.00	45%	4,157.00
4122 - PVUSD	6,100.00	531.00	3,311.50	54%	2,788.50
4130 · Classes	0.00	240.00	860.00		-860.00
4165 · Donations	1,000.00	0.00	90.00	9%	910.00
4166 · Grants/Production Grants	0.00	0.00	0.00		0.00
4180 · Interest Earned	0.00	52.09	520.97		-520.97
4185 · Misc. Income	0.00	0.00	191.00		-191.00
4190 · Gain/Loss on Sale of Assets	0.00	-254.00	1,780.39		-1,780.39
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	0.00		0.00
4200 · Production - Other	0.00	2,200.00	8,355.50		-5,261.00
Total 4200 · Production Service	0.00	2,200.00	8,355.50		-8,355.50
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	300,800.00	24,669.08	129,377.30	43%	171,422.70
4170 · Fiscal Sponsorships Income		0.00	0.00		0.00
TOTAL INCOME	300,800.00	24,669.08	129,377.30	43%	171,422.70

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 March
 2017

	Annual Budget 2016-17	March 2017	March Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	601.00	2,281.31	19%	9,718.69
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	113.81	1,144.19	118%	-174.19
6450 · Finance Charges/Late Fees	0.00	52.90	158.70		-158.70
6600 · Dues & Subscriptions	1,500.00	27.50	1,428.32	95%	71.68
7100 · Office Supplies	1,500.00	133.44	656.78	44%	843.22
7105 · Production Expenses	0.00	1,100.00	1,353.00		-1,353.00
7200 · Postage/Freight	1,000.00	35.38	452.78	45%	547.22
7205 · Printing	2,000.00	0.00	468.44	23%	1,531.56
7401 · Facility Supplies	4,800.00	17.97	215.29	4%	4,584.71
7640 · Licenses/Fees/Misc. Taxes	1,500.00	0.00	50.61	3%	1,449.39
7700 · Telephone/Telecommunications	9,000.00	812.07	6,073.63	67%	2,926.37
7900 · Facility Utilities	0.00	0.00	0.00		0.00
Total 6000 - Operating Expenses	34,270.00	2,894.07	14,283.05	42%	19,986.95
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	92.45	728.19	5%	13,771.81
7001 · Contract Services-Studio Prod.	6,000.00	679.19	679.19	11%	5,271.81
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	6,000.00	33%	18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	22,620.43	75%	7,379.57
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	1,980.00	13%	13,020.00
7110 · Contract Services-Legal	5,000.00	0.00	1,964.25	39%	3,035.75
7910 · Contract Services-Production Grants	5,000.00	0.00	0.00	0%	5,000.00
Total 6800 · Contracted Services	93,500.00	3,271.64	33,972.06	36%	59,527.94
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	532.46	0%	-532.46
7950 · Misc. Expense	0.00	0.00	-3,169.24		3,169.24
8600 · Special Events Expense	2,000.00	0.00	100.00	0%	1,900.00
Total 7000 · Staff Development & Fundraising	6,000.00	0.00	-2,536.78	-42%	8,536.78

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 March
 2017

	Annual Budget 2016-17	March 2017	March Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	10,000.00	0.00	9,329.90	93%	670.10
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	32,000.00	3,076.00	26,460.00	83%	5,540.00
7535 · Salaries - Accountant	15,000.00	1,375.00	7,343.75	49%	7,656.25
7542 · Salaries - Media Services Coordinator	47,000.00	3,977.60	34,599.50	74%	12,400.50
7545 · Salaries - Director of Content	9,000.00	0.00	0.00	0%	9,000.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,213.51	9,915.67	83%	2,084.33
7589 · Salaries - Extra Help Prod Asst	6,000.00	498.80	3,431.46	57%	2,568.54
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	11,000.00	1,086.18	9,564.15	87%	1,435.85
7635 · Workers Comp	3,501.06	187.60	1,688.40	48%	1,812.66
7630 · Health/Dental/Vision	12,000.00	470.62	7,465.06	62%	4,534.94
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	167,001.06	11,885.31	109,797.89	66%	57,203.17
TOTAL EXPENSES	300,771.06	18,051.02	155,516.22	52%	145,254.84
NET INCOME/LOSS	28.94	6,618.06	-26,138.92	-8.7%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 March
 2017

	Annual Budget 2016-17	March 2017	March Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	125,000.00	375,000.00	75%	125,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	125,000.00	475,000.00	79%	125,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	14,509.72	123,714.93	86%	20,285.07
6701 · Facility/Equip. Insurance	9,294.00	948.88	8,492.79	91%	801.21
7058 · Leasehold Improvements/Capital	0.00	100.00	8,319.41		-8,319.41
7300 · Facilities & Equipment Rental	1,000.00	0.00	289.00	29%	711.00
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	154,294.00	15,558.60	140,816.13	91%	13,477.87
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	68.84	771.69		-771.69
7215 · Copy Machine Lease	5,000.00	0.00	3,748.99	75%	1,251.01
7051 · Equipment Repair	10,000.00	0.00	28.25	0%	9,971.75
7011 · Automation Equipment	15,046.00	0.00	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	0.00	756.41	15%	4,243.59
7056 · Equipment - Depreciated	150,000.00	7,483.75	74,777.45	50%	133,534.59
7057 · Equipment - Non Depreciated	10,000.00	1,198.88	16,465.41	165%	-6,465.41
Total 5200 · Equipment	345,046.00	8,751.47	98,048.20	28%	246,997.80
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	495.00	75%	165.00
Total 5300 · Media Licensing	660.00	55.00	495.00	75%	165.00
Total 5000 · CAPITAL EXPENDITURES	500,000.00	24,365.07	239,359.33	48%	260,640.67
NET INCOME/LOSS	100,000.00	100,634.93	235,640.67		

Community Television of Santa Cruz County

BALANCE SHEET

As of March 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	626.92
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	51,532.38
1021 Petty Cash Fund	162.54
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	48,128.12
1075 Checking - Lighthouse Bank	368,573.70
1080 Savings - Lighthouse Bank	501.38
1099 Cash Box	0.00
Total Bank Accounts	\$472,897.25
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	142,691.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$142,691.50
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	1,003.04
1203 Crime Coverage	236.05
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	840.60
1209 Liability / D&O (SLIP)	3,467.40
1210 Property Liability (SPIP)	761.21
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	6,308.30
1260 Prepaid Expenses	25,259.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$452,564.21
Total Current Assets	\$1,068,152.96
Fixed Assets	

	TOTAL
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
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	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	12,252.83
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	68,787.16
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	\$314,461.70
TOTAL ASSETS	\$1,382,614.66
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-6,744.58
Total Accounts Payable	\$ -6,744.58
Credit Cards	
2000 VISA-SCCCU	0.00
2002 76 Gas Card	0.00
Total Credit Cards	\$0.00
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	1,756.24
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	153.95
CA SUI / ETT	359.25
Federal Taxes (941/944)	1,043.00
Total 24000 Payroll Liabilities	2,591.18

	TOTAL
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,347.42
Total Current Liabilities	\$ -2,397.16
Long-Term Liabilities	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	20,543.74
Total Long-Term Liabilities	\$20,543.74
Total Liabilities	\$18,146.58
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	738,901.87
Net Revenue	209,501.75
Total Equity	\$1,364,468.08
TOTAL LIABILITIES AND EQUITY	\$1,382,614.66

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 April
 2017

	Annual Budget 2016-17	April 2017	April 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	2,170.00	12,322.50	59%	8,677.50
4102 · Watsonville Government Meetings	8,000.00	0.00	1,310.50	16%	6,689.50
4103 · City of Capitola Gov. Meetings	6,000.00	678.50	7,835.00	131%	-1,835.00
4104 · SCMTD Meetings	1,600.00	147.50	1,582.00	99%	18.00
4106 · City of Santa Cruz Gov. Mtg.	30,000.00	1,782.50	19,027.50	63%	10,972.50
4108 · SCCRTC Meetings	2,000.00	265.50	2,156.50	108%	-156.50
4109 · SCWD Government Meetings	4,800.00	295.00	3,381.50	70%	1,418.50
4110 · Memberships	60,000.00	1,150.01	15,941.63	27%	44,058.37
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	11,627.84	65,384.66	46%	77,615.34
4121 - SLVWD Meetings	7,600.00	295.00	3,738.00	49%	3,862.00
4122 - PVUSD	6,100.00	531.00	3,842.50	63%	2,257.50
4130 · Classes	0.00	85.52	945.52		-945.52
4165 · Donations	1,000.00	0.00	90.00	9%	910.00
4166 · Grants/Production Grants	0.00	0.00	0.00		0.00
4180 · Interest Earned	0.00	49.45	570.42		-570.42
4185 · Misc. Income	0.00	45.00	236.00		-236.00
4190 · Gain/Loss on Sale of Assets	0.00	332.33	2,112.72		-2,112.72
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	0.00		0.00
4200 · Production - Other	0.00	170.00	8,525.50		-5,261.00
Total 4200 · Production Service	0.00	170.00	8,525.50		-8,525.50
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	300,800.00	19,625.15	149,002.45	50%	151,797.55
4170 · Fiscal Sponsorships Income		0.00	0.00		0.00
TOTAL INCOME	300,800.00	19,625.15	149,002.45	50%	151,797.55

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 April
 2017

	Annual Budget 2016-17	April 2017	April Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	1,618.00	3,899.31	32%	8,100.69
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	196.83	1,341.02	138%	-371.02
6450 · Finance Charges/Late Fees	0.00	105.80	264.50		-264.50
6600 · Dues & Subscriptions	1,500.00	65.00	1,493.32	100%	6.68
7100 · Office Supplies	1,500.00	266.36	923.14	62%	576.86
7105 · Production Expenses	0.00	0.00	1,353.00		-1,353.00
7200 · Postage/Freight	1,000.00	0.00	452.78	45%	547.22
7205 · Printing	2,000.00	3.99	472.43	24%	1,527.57
7401 · Facility Supplies	4,800.00	5.00	220.29	5%	4,579.71
7640 · Licenses/Fees/Misc. Taxes	1,500.00	0.00	50.61	3%	1,449.39
7700 · Telephone/Telecommunications	9,000.00	1,770.93	7,844.56	87%	1,155.44
7900 · Facility Utilities	0.00	0.00	0.00		0.00
Total 6000 - Operating Expenses	34,270.00	4,031.91	18,314.96	53%	15,955.04
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	89.45	817.64	6%	13,682.36
7001 · Contract Services-Studio Prod.	6,000.00	0.00	679.19	11%	5,182.36
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	6,000.00	33%	18,000.00
7007 · Contract Services-CMAP	30,000.00	0.00	22,620.43	75%	7,379.57
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	1,980.00	13%	13,020.00
7110 · Contract Services-Legal	5,000.00	0.00	1,964.25	39%	3,035.75
7910 · Contract Services-Production Grants	5,000.00	0.00	0.00	0%	5,000.00
Total 6800 · Contracted Services	93,500.00	89.45	34,061.51	36%	59,438.49
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	532.46	0%	-532.46
7950 · Misc. Expense	0.00	0.00	-3,169.24		3,169.24
8600 · Special Events Expense	2,000.00	0.00	100.00	0%	1,900.00
Total 7000 · Staff Development & Fundraising	6,000.00	0.00	-2,536.78	-42%	8,536.78

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 April
 2017

	Annual Budget 2016-17	April 2017	April Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	10,000.00	0.00	9,329.90	93%	670.10
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	32,000.00	2,076.00	28,536.00	89%	3,464.00
7535 · Salaries - Accountant	15,000.00	1,025.00	8,368.75	56%	6,631.25
7542 · Salaries - Media Services Coordinator	47,000.00	3,616.00	38,215.50	81%	8,784.50
7545 · Salaries - Director of Content	9,000.00	0.00	0.00	0%	9,000.00
7585 · Salaries - Extra Help Govt.	12,000.00	945.14	10,860.81	91%	1,139.19
7589 · Salaries - Extra Help Prod Asst	6,000.00	0.00	3,431.46	57%	2,568.54
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	11,000.00	708.30	10,272.45	93%	727.55
7635 · Workers Comp	3,501.06	187.60	1,876.00	54%	1,625.06
7630 · Health/Dental/Vision	12,000.00	174.00	7,639.06	64%	4,360.94
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	167,001.06	8,732.04	118,529.93	71%	48,471.13
TOTAL EXPENSES	300,771.06	12,853.40	168,369.62	56%	132,401.44
NET INCOME/LOSS	28.94	6,771.75	-19,367.17	-6.4%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 April
 2017

	Annual Budget 2016-17	April 2017	April Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	375,000.00	75%	125,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	475,000.00	79%	125,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	14,509.72	138,224.65	96%	5,775.35
6701 · Facility/Equip. Insurance	9,294.00	948.88	9,441.67	102%	-147.67
7058 · Leasehold Improvements/Capital	0.00	426.00	8,745.41		-8,745.41
7300 · Facilities & Equipment Rental	1,000.00	84.51	373.51	37%	626.49
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	154,294.00	15,969.11	156,785.24	102%	-2,491.24
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	96.28	867.97		-867.97
7215 · Copy Machine Lease	5,000.00	531.75	4,280.74	86%	719.26
7051 · Equipment Repair	10,000.00	0.00	28.25	0%	9,971.75
7011 · Automation Equipment	15,046.00	0.00	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	0.00	756.41	15%	4,243.59
7056 · Equipment - Depreciated	150,000.00	5,752.55	80,530.00	54%	131,968.50
7057 · Equipment - Non Depreciated	10,000.00	1,566.09	18,031.50	180%	-8,031.50
Total 5200 · Equipment	345,046.00	7,946.67	105,994.87	31%	239,051.13
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	550.00	83%	110.00
Total 5300 · Media Licensing	660.00	55.00	550.00	83%	110.00
Total 5000 · CAPITAL EXPENDITURES	500,000.00	23,970.78	263,330.11	53%	236,669.89
NET INCOME/LOSS	100,000.00	-23,970.78	211,669.89		

Community Television of Santa Cruz County

BALANCE SHEET

As of April 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	4,718.56
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	46,533.21
1021 Petty Cash Fund	162.54
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	48,128.91
1075 Checking - Lighthouse Bank	483,750.61
1080 Savings - Lighthouse Bank	501.48
1099 Cash Box	0.00
Total Bank Accounts	\$587,167.52
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	12,547.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$12,547.50
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	919.46
1203 Crime Coverage	202.38
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	653.00
1209 Liability / D&O (SLIP)	2,889.50
1210 Property Liability (SPIP)	507.48
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	5,171.82
1260 Prepaid Expenses	25,204.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$451,372.73
Total Current Assets	\$1,051,087.75
Fixed Assets	

	TOTAL
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
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	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	12,252.83
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	68,787.16
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	\$314,461.70
TOTAL ASSETS	\$1,365,549.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-8,860.27
Total Accounts Payable	\$ -8,860.27
Credit Cards	
2000 VISA-SCCCU	-8.99
2002 76 Gas Card	0.00
Total Credit Cards	\$ -8.99
Other Current Liabilities	
2102 Earnings Withholdings	0.00
2110 Sales Tax Payable	3,187.08
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	1,756.24
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	104.36
CA SUI / ETT	481.39
Federal Taxes (941/944)	836.96
Total 24000 Payroll Liabilities	2,457.69

	TOTAL
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,401.01
Total Current Liabilities	\$ -1,468.25
Long-Term Liabilities	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	19,748.65
Total Long-Term Liabilities	\$19,748.65
Total Liabilities	\$18,280.40
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	738,901.87
Net Revenue	192,302.72
Total Equity	\$1,347,269.05
TOTAL LIABILITIES AND EQUITY	\$1,365,549.45

**Community Television of Santa Cruz County
Executive Director's Report to the Board
May 22, 2017**

1. Administration

- **Financial**

Coworking

- The Coworking center was in profit in March and April in terms of income vs.expenses. Our offices are all full and we have begun to rent the studio, equipment and edit suites.

Digital Media

- Studio / Field Equipment

Inquiries about the studio are up, thanks to our marketing intern, and it was rented by a local producer in early May. We also rented our broadcast camera and other professional gear this month.

Paid Services

- Government Meeting Services:
 - CTV will provide coverage for 18 government meetings in May.
- Event Documentation Service
 - We have a new project for the city scheduled.

- Paid Classes:

- Video "Bootcamp"

We provided video production classes to CFSC this month in partnership with CMAP. The classes were successful and resulted in 5 new memberships and some equipment rental

- We are launching a new, advanced series of editing classes taught by award winning visual effects artist Ed Batres. Ed is known for his work on films like Babe, Beetlejuice, Space Jam and more. He will be teaching 3 2-day

workshops on Adobe Premiere Pro, Photoshop and After Effects. The first class will be June 3 and 4.

- **Staff**

- o Our Government Technician, Michael Grey, has accepted a full-time position elsewhere. He will be leaving us soon so we are searching for his replacement.

2. Equipment / Facilities:

Equipment

- o We have installed a new color corrected monitor at the engineering station in the control room. It will be used to make sure all cameras match during a telecast.
- o We have also added a new CD player that also accepts flash drives and other media so we can accommodate almost any type of audio file a member or outside producer may want to use.
- We are still looking into providing captioning as a service to our Government customers. We are talking with the County of Santa Cruz. They are reviewing our proposal. We should hear from them by the end of the month. I have researched 3 possible methods for providing captioning. All cost about the same to the end user. Once we have feedback from the county, I will finalize our plan and approach all of our government clients with a solution that is as affordable as possible.

3. Communication

- We are just about to launch our National Camera Day promotion. We have an email blast going out to thousands of professional TV staff and crew in the region from Productionville SF, a powerful authority site for the production business.
- We also have a physical postcard going out to all production people in Santa Cruz.

4. Equipment Grant Program

- We have several grant applications. The Grant committee will meet in June to choose our next set of grantees.