



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Finance Committee Meeting
June 23, 2017
9:00 A.M.
Offices of the Corporation

AGENDA

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

REGULAR AGENDA

4. Consider Approval of May 2017 Financial Reports *

5. Adjournment.

Any person may address the Board Committee during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the 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 Packet**

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May 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	1,860.00	14,182.50	68%	6,817.50
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	501.50	8,336.50	139%	-2,336.50
4104 · SCMTD Meetings	1,600.00	295.00	1,877.00	117%	-277.00
4106 · City of Santa Cruz Gov. Mtg.	30,000.00	2,092.50	21,120.00	70%	8,880.00
4108 · SCCRTC Meetings	2,000.00	236.00	2,392.50	120%	-392.50
4109 · SCWD Government Meetings	4,800.00	442.50	3,824.00	80%	976.00
4110 · Memberships	60,000.00	2,726.67	18,668.30	31%	41,331.70
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	11,256.68	76,641.34	54%	66,358.66
4121 · SLVWD Meetings	7,600.00	383.50	4,121.50	54%	3,478.50
4122 · PVUSD	6,100.00	354.00	4,196.50	69%	1,903.50
4130 · Classes	0.00	268.00	1,213.52		-1,213.52
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	63.33	633.75		-633.75
4185 · Misc. Income	0.00	0.00	236.00		-236.00
4190 · Gain/Loss on Sale of Assets	0.00	140.00	2,252.72		-2,252.72
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	0.00		0.00
4200 · Production - Other	0.00	1,305.00	9,830.50		-5,261.00
Total 4200 · Production Service	0.00	1,305.00	9,830.50		-9,830.50
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	300,800.00	21,924.68	170,927.13	57%	129,872.87
4170 · Fiscal Sponsorships Income		0.00	0.00		0.00
TOTAL INCOME	300,800.00	21,924.68	170,927.13	57%	129,872.87

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	100.00	3,999.31	33%	8,000.69
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	191.64	1,532.66	158%	-562.66
6450 · Finance Charges /Late Fees	0.00	0.00	264.50		-264.50
6600 · Dues & Subscriptions	1,500.00	65.00	1,558.32	104%	-58.32
7100 · Office Supplies	1,500.00	72.51	995.65	66%	504.35
7105 · Production Expenses	0.00	0.00	1,353.00		-1,353.00
7200 · Postage/Freight	1,000.00	95.24	548.02	55%	451.98
7205 · Printing	2,000.00	0.00	472.43	24%	1,527.57
7401 · Facility Supplies	4,800.00	76.49	296.78	6%	4,503.22
7640 · Licenses/Fees/Misc. Taxes	1,500.00	160.00	210.61	14%	1,289.39
7700 · Telephone/Telecommunications	9,000.00	802.88	8,647.44	96%	352.56
7900 · Facility Utilities	0.00	0.00	0.00		0.00
Total 6000 · Operating Expenses	34,270.00	1,563.76	19,878.72	58%	14,391.28
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	1,209.45	2,027.09	14%	12,472.91
7001 · Contract Services-Studio Prod.	6,000.00	0.00	679.19	11%	3,972.91
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	25,120.43	84%	4,879.57
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	3,709.45	37,770.96	40%	55,729.04
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	47.73	47.73	2%	1,952.27
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	47.73	-2,489.05	-41%	8,489.05

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May 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	2,936.00	31,472.00	98%	528.00
7535 · Salaries - Accountant	15,000.00	1,237.50	9,606.25	64%	5,393.75
7542 · Salaries - Media Services Coordinator	47,000.00	4,158.40	42,373.90	90%	4,626.10
7545 · Salaries - Director of Content	9,000.00	0.00	0.00	0%	9,000.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,780.52	12,641.13	105%	-641.13
7589 · Salaries - Extra Help Prod Asst	6,000.00	99.00	3,530.46	59%	2,469.54
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	11,000.00	974.46	11,246.91	102%	-246.91
7635 · Workers Comp	3,501.06	187.60	2,063.60	59%	1,437.46
7630 · Health/Dental/Vision	12,000.00	2,763.91	9,996.75	83%	2,003.25
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	167,001.06	14,137.39	132,260.90	79%	34,740.16
TOTAL EXPENSES	300,771.06	19,458.33	187,421.53	62%	113,349.53
NET INCOME/LOSS	28.94	2,466.35	-16,494.40	-5.5%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May 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	152,734.37	106%	-8,734.37
6701 · Facility/Equip. Insurance	9,294.00	948.88	10,390.55	112%	-1,096.55
7058 · Leasehold Improvements/Capital	0.00	322.00	9,067.41		-9,067.41
7300 · Facilities & Equipment Rental	1,000.00	0.00	373.51	37%	626.49
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	154,294.00	15,780.60	172,565.84	112%	-18,271.84
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	45.45	913.42		-913.42
7215 · Copy Machine Lease	5,000.00	789.27	5,070.01	101%	-70.01
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	3,820.99	84,350.99	56%	130,931.73
7057 · Equipment - Non Depreciated	10,000.00	1,036.77	19,068.27	191%	-9,068.27
Total 5200 · Equipment	345,046.00	5,692.48	111,687.35	32%	233,358.65
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	500,000.00	21,528.08	284,858.19	57%	215,141.81
NET INCOME/LOSS	100,000.00	-21,528.08	190,141.81		

Community Television of Santa Cruz County

BALANCE SHEET

As of May 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	3,827.19
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	46,534.00
1021 Petty Cash Fund	200.10
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	48,129.73
1075 Checking - Lighthouse Bank	460,789.44
1080 Savings - Lighthouse Bank	501.59
1099 Cash Box	0.00
Total Bank Accounts	\$563,354.26
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	13,934.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$13,934.00
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	835.88
1203 Crime Coverage	168.71
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	465.40
1209 Liability / D&O (SLIP)	2,311.60
1210 Property Liability (SPIP)	253.75
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	4,035.34
1260 Prepaid Expenses	24,620.96
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$449,652.30
Total Current Assets	\$1,026,940.56
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	\$1,341,402.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-9,652.03
Total Accounts Payable	\$ -9,652.03
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	0.08
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	160.71
CA SUI / ETT	-615.95
Federal Taxes (941/944)	1,210.95
Total 24000 Payroll Liabilities	1,790.69

	TOTAL
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$3,547.01
Total Current Liabilities	\$ -6,114.01
Long-Term Liabilities	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	18,902.73
Total Long-Term Liabilities	\$18,902.73
Total Liabilities	\$12,788.72
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	738,901.87
Net Revenue	173,647.21
Total Equity	\$1,328,613.54
TOTAL LIABILITIES AND EQUITY	\$1,341,402.26