

BOARD OF DIRECTORS Finance Committee Meeting September 19, 2017 9:30 A.M.

Offices of the Corporation

1. Roll Call

Joe Hall (Chair), 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.

REGULAR AGENDA

3. July 2017 Financial Reports

Consider Approval of the Financial Statements as of July 31, 2017

4. August 2017 Financial Reports

Consider Approval of the Financial Statements as of August 31, 2017

5. Adjournment.

Any person may address the 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 Committee 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 Committee. Preference will be given to individuals who did not speak at the previous Committee meeting. All speakers must address the entire Committee 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 July 2017

	Annual Budget	July	July	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	6,355.00	6,355.00	30%	14,645.00
4103 · City of Capitola Gov. Meetings	10,000.00	501.50	501.50	5%	9,498.50
4104 · SCMTD Meetings	1,600.00	236.00	236.00		1,364.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,133.00	5,133.00		27,867.00
4108 · SCCRTC Meetings	2,400.00	206.50	206.50		2,193.50
4109 · SCWD Government Meetings	4,800.00	383.50	383.50		4,416.50
4110 · Memberships	7,500.00	0.00	0.00		7,500.00
4120 · Facility & Equipment Use	150,000.00	11,297.19	11,297.19		138,702.81
4121 - SLVWD Meetings	7,600.00	354.00	354.00		7,246.00
4122 - PVUSD	6,100.00	678.50	678.50		5,421.50
4130 · Classes	6,000.00	40.00	40.00	,	5,960.00
4165 · Donations	500.00	0.00	0.00	,	500.00
4180 · Interest Earned	300.00	70.74	70.74		229.26
4185 · Misc. Income	0.00	46.00	46.00		-46.00
4190 · Gain/Loss on Sale of Assets	0.00	-44.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	0.00		8,000.00
	3,000.00	0.100		2,0	
Total 4300 · OPERATING REVENUE	258,800.00	25,257.93	25,257.93	10%	233,542.07
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TOTAL INCOME	258,800.00	25,257.93	25,257.93	10%	233,542.07
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	340.74	340.74		1,259.26
6600 · Dues & Subscriptions	1,500.00	65.00	65.00		1,435.00
7100 · Office Supplies	700.00	51.57	51.57	7%	648.43
7200 · Postage/Freight	500.00	0.00	0.00		500.00
7205 · Printing	1,000.00	0.00	0.00		1,000.00
7401 · Facility Supplies	3,000.00	49.68	49.68		2,950.32
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	0.00		1,000.00
7700 · Telephone/Telecommunications/Internet	9,000.00	273.55	273.55	3%	8,726.45
Total 6000 - Operating Expenses	30,300.00	780.54	780.54		29,519.46
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6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	99.50	99.50	1%	14,400.50
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	,	2,900.50
7007 · Contract Services-CMAP	33,000.00	2,500.00	2,500.00	,	30,500.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00		10,000.00
7110 · Contract Services-Legal	6,000.00	0.00	0.00		6,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00		6,000.00
Total 6800 · Contracted Services	72,500.00	2,599.50	2,599.50		69,900.50
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7000 · Staff Development & Fundraising					
7405 · Training / conferences	2,000.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	1,538.00	0.00	0.00	,	1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00	,	3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	0.00	0.00		6,538.00

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

	Annual Budget	July	July	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,528.00	2,528.00	8%	30,472.00
7535 · Salaries - Accountant	15,450.00	831.25	831.25	5%	14,618.75
7542 · Salaries - Media Services Coordinator	48,500.00	3,796.80	3,796.80	8%	44,703.20
7585 · Salaries - Government Technicians	13,000.00	461.63	461.63	4%	12,538.37
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	176.63	176.63	2%	9,823.37
7621 · Payroll Taxes	11,000.00	687.38	687.38	6%	10,312.62
7635 · Workers Comp	2,012.00	233.76	233.76	12%	1,778.24
7630 · Health/Dental/Vision	12,000.00	868.42	868.42	7%	11,131.58
7632 · Severance / Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	149,462.00	9,583.87	9,583.87	6%	139,878.13
TOTAL EXPENSES	258,800.00	12,963.91	12,963.91	5%	245,836.09
NET INCOME/LOSS	0.00	12,294.02	12,294.02	4.8%	

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

	Annual Budget	July	July	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00		500,000.00
4106 · County PEG Fees	100,000.00	100,000.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	100,000.00	100,000.00	17%	500,000.00
TOTAL MOONE	000/000100	100,000.00	100,000.00	17/0	200,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,509.72	14,509.72	8%	177,490.28
6701 · Facility / Equip. Insurance	9,294.00	695.15	695.15	7%	8,598.85
7058 · Leasehold Improvements/Capital	0.00	232.00	232.00		-232.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	202,294.00	15,436.87	15,436.87	8%	186,857.13
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	62.41	62.41		-62.41
7215 · Copy Machine Lease	5,000.00	1,013.99	1,013.99	20%	3,986.01
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	28,702.51	28,702.51	8%	365,086.66
7057 · Equipment - Non Depreciated	15,000.00	1,959.34	1,959.34	13%	13,040.66
Total 5200 · Equipment	397,046.00	31,738.25	31,738.25	8%	365,307.75
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	55.00		605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	47,230.12	47,230.12	8%	552,769.88
NET INCOME/LOSS	0.00	52,769.88	52,769.88		

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	0.000.45
1010 Checking-SCCCU	2,036.45
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU 1021 Petty Cash Fund	46,544.54 270.78
1070 CD 12 month Cert SCCCU	48,131.34
1075 Checking - Lighthouse Bank	533,520.00
1080 Savings - Lighthouse Bank	501.80
1099 Cash Box	0.00
Total Bank Accounts	\$634,377.12
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	119,333.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$119,333.50
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	668.72
1203 Crime Coverage	101.37
1206 Workers Comp Deposit	2,571.25
1209 Liability / D&O (SLIP)	1,155.80
1210 Property Liability (SPIP)	5,642.65
Total 1200 Prepaid Insurance	10,139.79
1260 Prepaid Expenses	21,274.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds Total Other Current Assets	0.00 \$36,345.77
Total Current Assets	\$790,056.39
Fixed Assets	607 700 00
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment Total 1600 Production Equipment	-493,235.15 204,487.83
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1620 Office Furniture/Equipment 1720 Accum Depr-Furniture/Equipment	95,916.41 -83,663.58
Total 1620 Office Furniture/Equipment	-03,003.30 12,252.83
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv. Total 1625 Leasehold Improvement	-114,773.76 68,787.16

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,104,518.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	3,803.01
Total Accounts Payable	\$3,803.01
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,683.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	116.21
CA SUI / ETT	-840.25
Federal Taxes (941/944)	851.54
Total 24000 Payroll Liabilities	1,162.48
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$3,845.68
Total Current Liabilities	\$7,648.69
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	17,249.83
Total Long-Term Liabilities	\$17,249.83
Total Liabilities	\$24,898.52
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	65,063.98
Total Equity	\$1,079,619.58
TOTAL LIABILITIES AND EQUITY	\$1,104,518.10

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

	Annual Budget	August	August	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	0.00	6,355.00	30%	14,645.00
4103 · City of Capitola Gov. Meetings	10,000.00	374.00	875.50		9,124.50
4104 · SCMTD Meetings	1,600.00	0.00	236.00		1,364.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	0.00	5,133.00		27,867.00
4108 · SCCRTC Meetings	2,400.00	0.00	206.50		2,193.50
4109 · SCWD Government Meetings	4,800.00	136.00	519.50		4,280.50
4110 · Memberships	7,500.00	0.00	0.00		7,500.00
4120 · Facility & Equipment Use	150,000.00	11,047.95	22,345.14		127,654.86
4121 - SLVWD Meetings	7,600.00	442.00	796.00		6,804.00
4122 - PVUSD	6,100.00	0.00	678.50		5,421.50
4130 · Classes	6,000.00	0.00	40.00		5,960.00
4165 · Donations	500.00	75.00	75.00		425.00
4180 · Interest Earned	300.00	70.47	141.21	47%	158.79
4185 · Misc. Income	0.00	0.00	46.00		-46.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	0.00		8,000.00
4200 Froduction Scrvices	0,000.00	0.00	0.00	0,0	0,000.00
Total 4300 · OPERATING REVENUE	258,800.00	12,145.42	37,403.35	14%	221,396.65
TOWN 1000 OF ENTITIVE REVERVEE	250,000.00	12,110.12	07,100.00	11/0	221,090.00
TOTAL INCOME	258,800.00	12,145.42	37,403.35	14%	221,396.65
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6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	218.01	558.75		1,041.25
6600 · Dues & Subscriptions	1,500.00	93.22	158.22	11%	1,341.78
7100 · Office Supplies	700.00	0.00	51.57	7%	648.43
7200 · Postage/Freight	500.00	14.16	14.16		485.84
7205 · Printing	1,000.00	0.00	0.00		1,000.00
7401 · Facility Supplies	3,000.00	46.53	96.21	3%	2,903.79
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	0.00		1,000.00
7700 · Telephone / Telecommunications / Internet	9,000.00	273.55	547.10		8,452.90
Total 6000 - Operating Expenses	30,300.00	645.47	1,426.01		28,873.99
Total 0000 Operating Expenses	50,500.00	010.17	1,120.01	370	20,070.99
6800 · Contracted Services					
6900 · Contracted Services 6900 · Contract Services-Audit Services	14,500.00	99.50	199.00	1%	14,301.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00		2,801.00
7007 · Contract Services-1 founction Support	33,000.00	2,500.00	5,000.00		28,000.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00		10,000.00
7110 · Contract Services-Consuming 7110 · Contract Services-Legal	6,000.00	0.00	0.00		6,000.00
	·	0.00			·
7910 · Contract Services-Equipment Technicians	6,000.00		0.00		6,000.00
Total 6800 · Contracted Services	72,500.00	2,599.50	5,199.00	7%	67,301.00
7000 · Staff Development & Fundraising	2,000.00	0.00	0.00	0%	2,000.00
7405 · Training / conferences	·				· · · · · · · · · · · · · · · · · · ·
7800 · Travel / Meals	1,538.00	0.00	0.00		1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00		3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	0.00	0.00	0%	6,538.00

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

	Annual Budget	August	August	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	3,268.00	5,796.00	18%	27,204.00
7535 · Salaries - Accountant	15,450.00	1,017.13	1,848.38	12%	13,601.62
7542 · Salaries - Media Services Coordinator	48,500.00	4,158.40	7,955.20	16%	40,544.80
7585 · Salaries - Government Technicians	13,000.00	914.39	1,376.02	11%	11,623.98
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	12.76	189.39	2%	9,810.61
7621 · Payroll Taxes	11,000.00	755.34	1,442.72	13%	9,557.28
7635 · Workers Comp	2,012.00	-1,129.25	-895.49	-45%	2,907.49
7630 · Health/Dental/Vision	12,000.00	868.42	1,736.84	14%	10,263.16
7632 · Severance / Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	149,462.00	9,865.19	19,449.06	13%	130,012.94
TOTAL EXPENSES	258,800.00	13,110.16	26,074.07	10%	232,725.93
NET INCOME/LOSS	0.00	-964.74	11,329.28	4.4%	

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

	Annual Budget	August	August	% of Annual	Amount
	2017-18	2017	Year to Date	Budget	Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00	,	500,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	100,000.00	17%	500,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,509.72	29,019.44	15%	162,980.56
6701 · Facility / Equip. Insurance	9,294.00	864.82	1,559.97		7,734.03
7058 · Leasehold Improvements/Capital	0.00	0.00	232.00		-232.00
7300 · Facilities & Equipment Rental	1,000.00	77.58	77.58	8%	922.42
Total 5100 · Facility	202,294.00	15,452.12	30,888.99	15%	171,405.01
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	61.53	123.94		-123.94
7215 · Copy Machine Lease	5,000.00	1,318.57	2,332.56	47%	2,667.44
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	0.00	28,702.51		364,725.79
7057 · Equipment - Non Depreciated	15,000.00	360.87	2,320.21		12,679.79
Total 5200 · Equipment	397,046.00	1,740.97	33,479.22	8%	363,566.78
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	17,248.09	64,478.21	11%	535,521.79
NET INCOME/LOSS	0.00	-17,248.09	35,521.79		

Community Television of Santa Cruz County

BALANCE SHEET

As of August 31, 2017

ACCETO	TOTAL
ASSETS Current Assets	
Bank Accounts	
1010 Checking-SCCCU	6,137.08
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	41,545.26
1021 Petty Cash Fund	81.62
1070 CD 12 month Cert SCCCU	48,132.16
1075 Checking - Lighthouse Bank	528,949.02
1080 Savings - Lighthouse Bank	501.91
1099 Cash Box	0.00
Total Bank Accounts	\$628,719.26
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	108,992.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$108,992.50
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	585.14
1203 Crime Coverage	67.70
1206 Workers Comp Deposit	2,337.50
1209 Liability / D&O (SLIP)	1,155.80
1210 Property Liability (SPIP)	6,559.18
Total 1200 Prepaid Insurance	10,705.32
1260 Prepaid Expenses	15,819.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$31,456.30
Total Current Assets	\$769,168.06
Fixed Assets	
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
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
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,083,629.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,644.92
Total Accounts Payable	\$1,644.92
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,683.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	156.16
CA SUI / ETT	-771.14
Federal Taxes (941/944)	1,054.91
Total 24000 Payroll Liabilities	1,474.91
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,158.11
Total Current Liabilities	\$5,803.03
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	16,419.99
Total Long-Term Liabilities	\$16,419.99
Total Liabilities	\$22,223.02
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	46,851.15
Total Equity	\$1,061,406.75
TOTAL LIABILITIES AND EQUITY	\$1,083,629.77