



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**April 23, 2018**  
**5:30 P.M.**  
Offices of the Corporation

## **A G E N D A**

1. Roll Call

Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz, Janis O'Driscoll, Judy Owen

[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 March 26, 2018
5. Accept Finance Committee Minutes of April 16, 2018 \*
6. Approve Recommendation of Finance Committee to Accept the March 2018 Financial Reports \*

### **REGULAR AGENDA**

7. Oral Report of Executive Director \*  
Written Report Attached
8. Consider Approval of the Annual Budget \*  
Draft Budget for 2018-2019 Attached

9. Oral Report from Volunteer Advisory Committee  
Committee Chair 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**  
**April 23, 2018**  
**5:30 P.M.**  
Offices of the Corporation

## **A G E N D A**

1. Roll Call

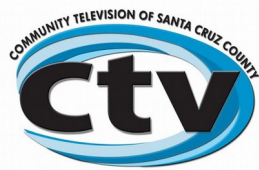
Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz, Janis O'Driscoll, Judy Owen

[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.



**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 26, 2018**  
**5:30 P.M.**  
**Offices of the Corporation**

**325 Soquel Avenue**  
**Santa Cruz, CA 95062**

## **MINUTES**

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Janis O'Driscoll, Adam Wade, Tom Manheim, Judy Owen, Maitreya Maziarz  
Absent: Joe Hall, James Fisher

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 February 26, 2018

5. Accept Finance Committee Meeting Minutes of March 19, 2018

6. Approve Recommendation of Finance Committee to Accept the February 2018 Financial Reports

Director Manheim stated that revenues are above break even.

Motion to approve Director O'Driscoll, Second Director Manheim. Approved Unanimously

### **REGULAR AGENDA**

7. Oral Report of the Executive Director

Given. Director Manheim wanted to know if walk in questions about facility are increasing. Executive Director Reed responded that Elana believes so. Director Wade asked if board meeting could be captioned. Executive Director Reed responded that it could but would not be perfect.

8. Consider Changes to Satellite Lease\*

Changes to Master Lease to be Incorporated in Our Sublease

Director Maziarz asked about the parking.

Motion to approve to accept the changes to the master lease and incorporate them into the sublease Director Maziarz, Second Director Laurent. Approved Unanimously.



**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 26, 2018**  
**5:30 P.M.**  
**Offices of the Corporation**

**325 Soquel Avenue**  
**Santa Cruz, CA 95062**

9. Consider Approval of Security System Expense Reimbursement  
Executive Director Reed reported that there will be security patrols in addition to the Cameras. Not sure if the costs will be one time or ongoing. Director Manheim wanted to make sure that the contract with the alarm company is contingent on the approval from the landlord.  
Motion to Approve Director Manheim, Second Director Rand. Approved unanimously.
10. Oral Report from Volunteer Advisory Committee  
Committee Chair Report  
Members who helped with getting the studio floor fixed are excited about the results. Executive Director Reed thanked Chair Gudger and Director Rand for finding the flooring contractor and thanked all the volunteers who helped. Once green screen is put back in will do a program "Descendants of the Imagination". Have done a program with library employees.
11. Oral Report of Board Chair  
Scheduled a fund development meeting, but did not have a quorum. There was discussion. Director Owen stated that they invited Eric from Cosmic Media to talk. Had several ideas and will get back. Executive Director Reed will follow up.
12. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda  
Additional on the security system. April will be a budget meeting. Director Wade asked for a report back from grantees and whether grantees could report on other grantees for content. Director Maziarz asked about the timing of a retreat.
13. Announcements  
Chair Gudger thanked the volunteers working the meeting.
14. Adjournment  
Motion Director Rand, Second Director Wade. Approved unanimously, 6:20 pm.

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Board Secretary



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**April 16, 2018**  
**10:30 A.M.**  
Offices of the Corporation

## **MINUTES**

1. Attendance  
Present: Keith Gudger, Maitreya Maziarz, Tom Manheim, Becca Reed, Mel Sweet  
Absent: Joe Hall
2. Oral Communications  
None.
3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.  
None.

## **REGULAR AGENDA**

4. Consider Approval of March 2018 Financial Reports  
  
Maitreya asked about the County meetings at 100%. Tom asked about the Satellite income. Maitreya asked about a couple of negative charges.  
  
Tom moved to accept, Maitreya 2nd. Approved.
5. Consider Approval of 2018-2019 Annual Budget  
  
Keith asked about credit card expenses, and Becca will amend. Maitreya asked about depreciated / non-depreciated items and Mel said she's getting with another accountant to discuss expensing non-depreciated items and the balance sheet.  
Tom feels that Closed Captioning income should be folded into the government income. Maitreya moved to approve as amended. Tom seconded. Approved.
6. Adjournment.  
  
Meeting adjourned at 11:13 AM.

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
March  
2018

	Annual Budget 2017-18	March 2018	March Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>					
4101 · County BOS Meetings	21,000.00	2,092.50	21,002.50	100%	-2.50
4103 · City of Capitola Gov. Meetings	10,000.00	680.00	5,227.50	52%	4,772.50
4104 · SCMTD Meetings	1,600.00	170.00	1,902.00	119%	-302.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	-18.00	22,087.50	67%	10,912.50
4108 · SCCRTC Meetings	2,400.00	272.00	1,940.50	81%	459.50
4109 · SCWD Government Meetings	4,800.00	476.00	3,971.00	83%	829.00
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	10,710.16	94,347.58	63%	55,652.42
4121 - SLVWD Meetings	7,600.00	272.00	3,652.00	48%	3,948.00
4122 - PVUSD	6,100.00	765.00	4,211.50	69%	1,888.50
4130 · Classes	6,000.00	0.00	712.81	12%	5,287.19
4165 · Donations	500.00	75.00	675.00	135%	-175.00
4180 · Interest Earned	300.00	92.04	728.58	243%	-428.58
4185 · Misc. Income	0.00	0.00	142.00		-142.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	2,808.00	6,148.00	77%	1,852.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>258,800.00</b>	<b>18,394.70</b>	<b>166,704.47</b>	<b>64%</b>	<b>92,095.53</b>
<b>TOTAL INCOME</b>	<b>258,800.00</b>	<b>18,394.70</b>	<b>166,704.47</b>	<b>64%</b>	<b>92,095.53</b>
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	12,000.00	20.00	20.00	0%	11,980.00
6300 · Bank Charges	1,600.00	216.03	2,117.38	132%	-517.38
6600 · Dues & Subscriptions	1,500.00	70.00	944.05	63%	555.95
7100 · Office Supplies	700.00	56.82	567.07	81%	132.93
7200 · Postage/Freight	500.00	20.00	210.45	42%	289.55
7205 · Printing	1,000.00	0.00	78.44	8%	921.56
7401 · Facility Supplies	3,000.00	163.29	1,225.74	41%	1,774.26
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	20.00	2%	980.00
7700 · Telephone/Telecommunications/Internet	9,000.00	333.72	3,794.85	42%	5,205.15
<b>Total 6000 - Operating Expenses</b>	<b>30,300.00</b>	<b>879.86</b>	<b>8,977.98</b>	<b>30%</b>	<b>21,322.02</b>
<b>6800 · Contracted Services</b>					
6900 · Contract Services-Audit Services	14,500.00	-1,189.50	0.00	0%	14,500.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	33,000.00	2,880.00	27,770.00	84%	5,230.00
7010 · Contract Services-Consulting	10,000.00	625.00	698.00	7%	9,302.00
7110 · Contract Services-Legal	6,000.00	1,024.00	3,033.30	51%	2,966.70
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
<b>Total 6800 · Contracted Services</b>	<b>72,500.00</b>	<b>3,339.50</b>	<b>31,501.30</b>	<b>43%</b>	<b>40,998.70</b>
<b>7000 · Staff Development &amp; Fundraising</b>					
7405 · Training/conferences	2,000.00	-290.01	1,057.45	53%	942.55
7800 · Travel/Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00	0%	3,000.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>6,538.00</b>	<b>-290.01</b>	<b>1,057.45</b>	<b>16%</b>	<b>5,480.55</b>

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 March  
 2018

	Annual Budget 2017-18	March 2018	March Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,721.12	24,402.57	74%	8,597.43
7535 · Salaries - Accountant	15,450.00	1,087.16	9,095.21	59%	6,354.79
7542 · Salaries - Media Services Coordinator	48,500.00	4,035.34	35,934.38	74%	12,565.62
7585 · Salaries - Government Technicians	13,000.00	1,592.47	13,074.45	101%	-74.45
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	411.28	2,254.33	23%	7,745.67
7621 · Payroll Taxes	11,000.00	1,057.96	8,909.20	81%	2,090.80
7635 · Workers Comp	2,012.00	310.00	817.01	41%	1,194.99
7630 · Health/Dental/Vision	12,000.00	959.86	8,361.44	70%	3,638.56
7632 · Severance/Vacation Payouts	4,500.00	0.00	720.00	16%	3,780.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>149,462.00</b>	<b>12,175.19</b>	<b>103,568.59</b>	<b>69%</b>	<b>45,893.41</b>
<b>TOTAL EXPENSES</b>	<b>258,800.00</b>	<b>16,104.54</b>	<b>145,105.32</b>	<b>56%</b>	<b>113,694.68</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>2,290.16</b>	<b>21,599.15</b>	<b>8.3%</b>	



Community Television of Santa Cruz County  
 Capital Profit Loss Budget Performance  
 March  
 2018

	Annual Budget 2017-18	March 2018	March Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>					
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
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>125,000.00</b>	<b>475,000.00</b>	<b>79%</b>	<b>125,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Lease	192,000.00	21,019.61	137,779.31	72%	54,220.69
6701 · Facility/Equip. Insurance	9,294.00	841.10	8,677.28	93%	616.72
7058 · Leasehold Improvements/Capital	0.00	200.00	16,312.00		-16,312.00
7300 · Facilities & Equipment Rental	1,000.00	38.29	343.61	34%	656.39
<b>Total 5100 · Facility</b>	<b>202,294.00</b>	<b>22,099.00</b>	<b>163,112.20</b>	<b>81%</b>	<b>39,181.80</b>
<b>5200 · Equipment</b>					
6650 · Interest on Leased Equip	0.00	36.65	463.81		-463.81
7215 · Copy Machine Lease	5,000.00	198.93	4,237.21	85%	762.79
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	11,247.03	139,697.88	38%	346,202.62
7057 · Equipment - Non Depreciated	15,000.00	4,236.45	20,843.38	139%	-5,843.38
<b>Total 5200 · Equipment</b>	<b>397,046.00</b>	<b>15,719.06</b>	<b>165,242.28</b>	<b>42%</b>	<b>231,803.72</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	660.00	55.00	495.00	75%	165.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>495.00</b>	<b>75%</b>	<b>165.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>37,873.06</b>	<b>328,849.48</b>	<b>55%</b>	<b>271,150.52</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>87,126.94</b>	<b>146,150.52</b>		

# Community Television of Santa Cruz County

## STATEMENT OF FINANCIAL POSITION

As of March 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	4,897.49
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	36,549.69
1021 Petty Cash Fund	138.51
1070 CD 12 month Cert SCCCUC	48,137.76
1075 Checking - Lighthouse Bank	753,351.92
1080 Savings - Lighthouse Bank	502.65
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$847,263.71</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	12,321.00
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$12,321.00</b>
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	83.66
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	1,384.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	2,523.26
<b>Total 1200 Prepaid Insurance</b>	<b>3,990.92</b>
1260 Prepaid Expenses	20,294.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$29,216.90</b>
<b>Total Current Assets</b>	<b>\$888,801.61</b>
Fixed Assets	
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
<b>Total 1600 Production Equipment</b>	<b>204,487.83</b>
1620 Office Furniture/Equipment	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
<b>Total 1620 Office Furniture/Equipment</b>	<b>12,252.83</b>
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76

	TOTAL
<b>Total 1625 Leasehold Improvement</b>	<b>68,787.16</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$314,461.71</b>
<b>TOTAL ASSETS</b>	<b>\$1,203,263.32</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,236.61
<b>Total Accounts Payable</b>	<b>\$4,236.61</b>
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,531.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	127.41
CA SUI / ETT	534.05
Federal Taxes (941/944)	1,973.44
<b>Total 24000 Payroll Liabilities</b>	<b>3,669.88</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$6,201.08</b>
<b>Total Current Liabilities</b>	<b>\$10,437.69</b>
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	10,520.27
<b>Total Long-Term Liabilities</b>	<b>\$10,520.27</b>
<b>Total Liabilities</b>	<b>\$20,957.96</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital	453,852.31
Reserves	
Net Revenue	167,749.76
<b>Total Equity</b>	<b>\$1,182,305.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,203,263.32</b>

Community Television of Santa Cruz County  
Executive Director's Report to the Board  
April 23, 2018

1. Administration

- Financial

  - Coworking

  - The Coworking center is in profit for April.
    - All offices are rented.
    - There is a lot more activity in the café area.

  - Paid Services

    - Closed Captioning:

      - o Live Telecast:

        - We are providing live captions on Board of Supervisor meetings.
        - We are also passing any existing captions contained in programming on all of our channels.

      - o Captioning Online:

        - We streaming live now on YouTube as well as in our old player. We are in a beta phase.
        - We are refining our work flow for final perfected captions.

      - o Government Meeting Services

        - CTV will provide coverage for 15 meetings in April.

2. Equipment / Facilities:

Building

- We repainted the trim on the doors and windows on half of the café area. Next week a mural will be applied.
  - o We are getting bids for blinds on office windows. Some of our clients need more privacy.
  - o We are also working to improve the kitchen. Designs are in process for a free-standing peninsula that will provide more counter space and seating so to accommodate our members and Armada's staff in a comfortable, organized, inviting space.
  - o We are also researching patio furniture the area near the front door.
  - o We bought a video camera dolly

- o We bought a ProFoto kit of 3 strobe lights for use with DSLR cameras
- o Both of these items are available for use by our members and the general public. They have already been rented.

### **3. Communications Advertising**

- I signed an agreement to work with a local ad agency to get a Google grant for advertising dollars.
- We will be making a few changes to our CTV website in order to qualify for the grant.
- We have a new Marketing Intern. She will be promoting the studio, classes and equipment rental on social media.

**PROPOSED OPERATING BUDGET**

DRAFT Master DIVCA Operating Budget  
 Community Television of Santa Cruz County  
 Fiscal Year 2018-2019  
 Version: BKR Vs 4\_18\_18

**Proposed Budget**  
 FY 2018-2019  
 Annual

**Budget**  
 FY 2017-2018  
 Annual

**Monthly**

**FY 2017-2018**  
 Monthly Avg.

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>
<b>TOTAL OPERATING REVENUE</b>	<b>4300</b>				
County Board of Supervisors Meetings	4101	28,000.00	21,000.00	2,333.33	2,333.56
City of Capitola Government Meetings	4103	7,000.00	10,000.00	583.33	580.89
SCMTD Meetings	4104	2,500.00	1,600.00	208.33	211.33
City of Santa Cruz Government Meetings	4106	33,000.00	33,000.00	2,750.00	2,454.22
SCCRTC Meetings	4108	2,500.00	2,400.00	208.33	215.56
SCWD Meetings	4109	5,200.00	4,800.00	433.33	441.22
Memberships	4110	0.00	7,500.00	0.00	0.00
Facility & Equipment Use	4120	126,000.00	150,000.00	10,500.00	10,483.11
SLVWD meetings	4121	6,000.00	7,600.00	500.00	405.78
PVUSD	4122	5,700.00	6,100.00	475.00	468.00
Classes	4130	1,000.00	6,000.00	83.33	79.20
Donations	4165	500.00	500.00	41.67	75.00
Misc. Income/Interest Income	4185	1,000.00	300.00	83.33	96.67
Production Services	4200	6,000.00	8,000.00	500.00	683.11
Closed Captioning		59,000.00	0.00	4,916.67	0.00
Equipment Service		5,000.00	0.00	416.67	0.00
<b>Total Operating Revenue</b>		<b>288,400.00</b>	<b>258,800.00</b>	<b>24,033.33</b>	<b>18,527.65</b>
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>288,400.00</b>	<b>258,800.00</b>	<b>24,033.33</b>	<b>18,527.65</b>

<b>OPERATING EXPENSES</b>	<b>6000</b>				
<b>PEG Access Services &amp; Supplies</b>	<b>6500</b>				
Advertising	6100	12,000.00	12,000.00	1,000.00	2.22
Bank Charges / Credit Card fees	6300	3,000.00	1,600.00	250.00	235.22
Dues & Subscriptions	6600	1,500.00	1,500.00	125.00	104.89
Office Supplies	7100	700.00	700.00	58.33	63.00
Postage/Freight	7200	500.00	500.00	41.67	23.33
Printing	7205	1,000.00	1,000.00	83.33	8.72
Facility Supplies	7401	3,000.00	3,000.00	250.00	136.11
Licenses/Fees/Misc. Taxes	7640	250.00	1,000.00	20.83	2.22
Telephone/Telecommunications/ internet	7700	5,000.00	9,000.00	416.67	421.67
Facility Utilities	7900	0.00	0.00	0.00	0.00
<b>Total PEG Access Services &amp; Supplies</b>	<b>6500</b>	<b>26,950.00</b>	<b>30,300.00</b>	<b>2,245.83</b>	<b>997.38</b>

**PROPOSED OPERATING BUDGET**

DRAFT Master DIVCA Operating Budget  
 Community Television of Santa Cruz County  
 Fiscal Year 2018-2019  
 Version: BKR Vs 4\_18\_18

**Proposed Budget**  
**FY 2018-2019**  
**Annual**

**Budget**  
**FY 2017-2018**  
**Annual**

**Monthly**

**FY 2017-2018**  
**Monthly Avg.**

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>
<b>Contract Services</b>	<b>6800</b>				
Audit Services	6900	14,500.00	14,500.00	1,208.33	132.17
Contract Services - Production Support	7001	3,000.00	3,000.00	250.00	0.00
Contract Services - CMAP Services	7007	34,560.00	33,000.00	2,880.00	3,085.56
Contract Services - Consulting	7010	9,000.00	10,000.00	750.00	9.13
Contract Services - Legal Fees	7110	5,900.00	6,000.00	491.67	337.00
Contract Services - Equipment Technicians	7910	6,000.00	6,000.00	500.00	0.00
Contract services - Captioning		21,000.00	0.00	1,750.00	0.00
<b>Total Contract Services</b>	<b>6800</b>	<b>93,960.00</b>	<b>72,500.00</b>	<b>7,830.00</b>	<b>3,563.85</b>
<b>Staff Development &amp; Fundraisng Expenses</b>	<b>7000</b>				
Training & Conferences	7405	2,000.00	2,000.00	166.67	117.50
Travel & Meals	7800	1,538.00	1,538.00	128.17	0.00
Special Events Expenses	8600	3,850.00	3,000.00	320.83	0.00
<b>Total Staff Dev.</b>	<b>7000</b>	<b>7,388.00</b>	<b>6,538.00</b>	<b>615.67</b>	<b>117.50</b>
<b>Operating Salaries/Benefits</b>	<b>7500</b>				
Coworking Community Coordinator	7530	34,000.00	33,000.00	2,833.33	2,711.33
Accountant	7535	15,900.00	15,450.00	1,325.00	1,010.56
Media Services Coordinator	7542	50,000.00	48,500.00	4,166.67	3,992.67
Government Technicians	7585	19,690.00	13,000.00	1,640.83	1,452.67
Extra Help, Trainers, Technicians, bonuses & incentives	7589	10,000.00	10,000.00	833.33	250.44
<b>Total Operating Salaries</b>	<b>7500</b>	<b>129,590.00</b>	<b>119,950.00</b>	<b>10,799.17</b>	<b>9,417.67</b>
Payroll Taxes	7621	12,000.00	11,000.00	1,000.00	989.89
Worker's Comp	7635	2,012.00	2,012.00	167.67	90.78
Health/Dental Benefits	7630	12,000.00	12,000.00	1,000.00	929.00
Vacation Payouts	7632	4,500.00	4,500.00	375.00	80.00
<b>Total Benefits &amp; Taxes</b>	<b>7500</b>	<b>30,512.00</b>	<b>29,512.00</b>	<b>2,542.67</b>	<b>2,089.67</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6000</b>	<b>288,400.00</b>	<b>258,800.00</b>	<b>24,033.33</b>	<b>16,186.06</b>
<b>TOTAL EXPENSES</b>		<b>\$288,400.00</b>	<b>\$258,800.00</b>	<b>\$24,033.33</b>	<b>\$16,186.06</b>
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>2,341.58</b>

**PROPOSED CAPITAL BUDGET**

DIVCA Capital Budget (July 2018)  
 Community Television of Santa Cruz County  
 Fiscal Year 2018-2019

Proposed BudgetFY  
 2017-2018  
 Annual

Monthly

		Account	Annual	Monthly	Notes/Footnotes/Explanations
<b>TOTAL REVENUE</b>		<b>4300</b>			
County PEG Fees	4100	500,000.00	41,666.67	County PEG Fees	
County PEG Fees	4106	100,000.00	8,333.33	Funds for CTV's Equipment Grant program	
Wats/Cap/County Charter PEG Fees	4107				
<b>Total Capital Revenue</b>		<b>600,000.00</b>	<b>50,000.00</b>		
<b>TOTAL REVENUE</b>		<b>4300</b>	<b>600,000.00</b>	<b>50,000.00</b>	
<b>CAPITAL EXPENDITURES</b>					
Leasehold improvements	7058	30,000.00	2,500.00		
Insurance	6700	9,300.00	775.00	Property, general liability, special liability & crime	
Facility/Equipment Rental	7300	1,000.00	83.33		
Facility Lease	7400	239,124.00	19,927.00	Facility full-service lease added internet @ 5k per year	
<b>Total Facility Expenses</b>	<b>5100</b>	<b>279,424.00</b>	<b>23,285.33</b>		
<b>Equipment</b>	<b>5200</b>				
Equipment Repair	7051	5,000.00	416.67	Equipment Repair	
Equipment - Depreciated	7056	140,596.00	11,716.33		
Equipment - Non-Depreciated	7057	15,000.00	1,250.00		
Equipment Grant Program - Drepreciated		100,000.00	8,333.33	Equipment Grant Program	
Equipment Leases		50,000.00	4,166.67		
Copy Machine Lease	7215	5,000.00	416.67	Leased Copy Machine	
SWAS		4,320.00	360.00	accounting /payroll software/ adobe cloud	
Music License	7059	660.00	55.00	Licence for production music	
<b>Total Equipment Expenses</b>	<b>5200</b>	<b>320,576.00</b>	<b>26,714.67</b>		
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>5000</b>	<b>600,000.00</b>	<b>50,000.00</b>	
<b>TOTAL BUDGET</b>			<b>\$0.00</b>	<b>0.00</b>	