



325 Soquel Avenue
Santa Cruz, CA 95062

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

AGENDA

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim, Maitreya Maziarz

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 March 2018 Financial Reports *

5. Consider Approval of 2018-2019 Annual Budget *

6. 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
 March
 2018

	Annual Budget 2017-18	March 2018	March Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
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
Total 4300 · OPERATING REVENUE	258,800.00	18,394.70	166,704.47	64%	92,095.53
TOTAL INCOME	258,800.00	18,394.70	166,704.47	64%	92,095.53
6000 · OPERATING EXPENSES					
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
Total 6000 - Operating Expenses	30,300.00	879.86	8,977.98	30%	21,322.02
6800 · Contracted Services					
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
Total 6800 · Contracted Services	72,500.00	3,339.50	31,501.30	43%	40,998.70
7000 · Staff Development & Fundraising					
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
Total 7000 · Staff Development & Fundraising	6,538.00	-290.01	1,057.45	16%	5,480.55

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
7500 · Operating Salaries & Benefits					
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
Total 7500 · Operating Salaries & Benefits	149,462.00	12,175.19	103,568.59	69%	45,893.41
TOTAL EXPENSES	258,800.00	16,104.54	145,105.32	56%	113,694.68
NET INCOME/LOSS	0.00	2,290.16	21,599.15	8.3%	

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
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	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
Total 5100 · Facility	202,294.00	22,099.00	163,112.20	81%	39,181.80
5200 · Equipment					
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
Total 5200 · Equipment	397,046.00	15,719.06	165,242.28	42%	231,803.72
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	600,000.00	37,873.06	328,849.48	55%	271,150.52
NET INCOME/LOSS	0.00	87,126.94	146,150.52		

Community Television of Santa Cruz County

STATEMENT OF FINANCIAL POSITION

As of March 31, 2018

	TOTAL
ASSETS	
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
Total Bank Accounts	\$847,263.71
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	12,321.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$12,321.00
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
Total 1200 Prepaid Insurance	3,990.92
1260 Prepaid Expenses	20,294.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$29,216.90
Total Current Assets	\$888,801.61
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
Total 1625 Leasehold Improvement	68,787.16
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,203,263.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,236.61
Total Accounts Payable	\$4,236.61
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
Total 24000 Payroll Liabilities	3,669.88
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,201.08
Total Current Liabilities	\$10,437.69
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	10,520.27
Total Long-Term Liabilities	\$10,520.27
Total Liabilities	\$20,957.96
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
Total Equity	\$1,182,305.36
TOTAL LIABILITIES AND EQUITY	\$1,203,263.32

DRAFT Master DIVCA Operating Budget
Community Television of Santa Cruz County
Fiscal Year 2018-2019
Version: BKR 1

Proposed Budget
FY 2018-2019
Annual

Budget
FY 2017-2018
Annual

Proposed Budget
FY 2018-2019
Monthly

Actual To Date
FY 2017-2018
Monthly Avg.

	Account	Total	Total	Total	Total	Notes/Footnotes/Explanations
TOTAL OPERATING REVENUE	4300					
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	Are they paid thru Feb?
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	Should we remove this line? YES
Facility & Equipment Use	4120	126,000.00	150,000.00	10,500.00	10,483.11	Assumes \$10,500 per mo coworking
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	Documenting events --
Closed Captioning		59,000.00	0.00	4,916.67	0.00	BOS, 27K City of SC 32K
Equipment Service		5,000.00	0.00	416.67	0.00	What is "Equipment Service."
Total Operating Revenue		288,400.00	258,800.00	24,033.33	18,527.65	
TOTAL REVENUE	4300	288,400.00	258,800.00	24,033.33	18,527.65	
OPERATING EXPENSES						
PEG Access Services & Supplies	6500					
Advertising	6100	12,000.00	12,000.00	1,000.00	2.22	
Bank Charges / Credit Card fees	6300	1,900.00	1,600.00	158.33	235.22	should we look at how we categorize these?
Dues & Subscriptions	6600	1,500.00	1,500.00	125.00	104.89	Business Dues
Office Supplies	7100	700.00	700.00	58.33	63.00	Paper, Pens, etc
Postage/Freight	7200	500.00	500.00	41.67	23.33	Postage & bulk mailings
Printing	7205	1,000.00	1,000.00	83.33	8.72	Business cards, flyers, Etc.
Facility Supplies	7401	3,000.00	3,000.00	250.00	136.11	Cleaning supplies, coffee, Snacks
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	removed internet (\$3000K) from operating and added it to full service lease
Facility Utilities	7900	0.00	0.00	0.00	0.00	included in lease - remove this line? YES
Total PEG Access Services & Supplies	6500	25,850.00	30,300.00	2,154.17	997.38	
Contract Services						
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	insert new number
Contract Services - Consulting	7010	10,000.00	10,000.00	833.33	9.13	Contracted Consultants & Website or Design Services
Contract Services - Legal Fees	7110	6,000.00	6,000.00	500.00	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	BOS and SC City
Total Contract Services	6800	95,060.00	72,500.00	7,921.67	3,563.85	
Staff Development & Fundraising Expenses						
Training & Conferences	7405	2,000.00	2,000.00	166.67	117.50	Staff Training
Travel & Meals	7800	1,538.00	1,538.00	128.17	0.00	Staff Mileage
Special Events Expenses	8600	3,850.00	3,000.00	320.83	0.00	Promotional events
Total Staff Dev.	7000	7,388.00	6,538.00	615.67	117.50	
Operating Salaries/Benefits						
Coworking Community Coordinator	7530	34,000.00	33,000.00	2,833.33	2,711.33	3% raise
Accountant	7535	15,900.00	15,450.00	1,325.00	1,010.56	3% raise
Media Services Coordinator	7542	50,000.00	48,500.00	4,166.67	3,992.67	merit Raise
Government Technicians	7585	19,690.00	13,000.00	1,640.83	1,452.67	increased to cover captioning
Extra Help, Trainers, Technicians, bonuses & incentiv	7589	10,000.00	10,000.00	833.33	250.44	

Total Operating Salaries	7500	129,590.00	119,950.00	10,799.17	9,417.67
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
Total Benefits & Taxes	7500	30,512.00	29,512.00	2,542.67	2,089.67
TOTAL OPERATING EXPENSES	6000	288,400.00	258,800.00	24,033.33	16,186.06
TOTAL EXPENSES		\$288,400.00	\$258,800.00	\$24,033.33	\$16,186.06
TOTAL BUDGET		\$0.00	\$0.00	0.00	2,341.58

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

Proposed Budget FY
2017-2018
Annual

Monthly

	Account	Annual	Monthly	Notes/Footnotes/Explanations
TOTAL REVENUE	4300			
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			
Total Capital Revenue		600,000.00	50,000.00	
TOTAL REVENUE	4300	600,000.00	50,000.00	
CAPITAL EXPENDITURES				
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
Total Facility Expenses	5100	279,424.00	23,285.33	
Equipment	5200			
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
Total Equipment Expenses	5200	320,576.00	26,714.67	
TOTAL CAPITAL EXPENDITURES	5000	600,000.00	50,000.00	
TOTAL BUDGET		\$0.00	0.00	