



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
March 18, 2019
10:30 A.M.
Offices of the Corporation

AGENDA

1. Attendance

(Chair) Joe Hall, 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. Approve Minutes *

Finance Committee Minutes of February 22, 2019

5. Consider Approval of February 2019 Financial Reports *

6. Co-Working Space Rental Policy

7. Update on Movie Production Agreement

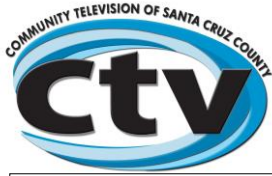
8. Fiscal Year 2019/20 CTV Budget

9. Financial Update

10. 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**



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
February 22, 2019**

MINUTES

9:00 A.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Tom Manheim and Maitreya Maziarz

Guest: Keith Grudger

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.

There were no oral communications.

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

No items were added.

REGULAR AGENDA

4. Consider Approval of the January 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she had any comments. She mentioned that one item 7630 in the January Operating Budget had a rather large payment since the January figure covered several months Health/Vision and Dental payments but, the budget item was still within the current fiscal funding.

Mel Sweet also discussed the Capital Budget item 7062 Software as Services. This item had a rather large payment which represented several programs annual payments. It was explained the remaining cost would be relatively minor for the rest of the fiscal year.

Maitreya Maziarz asked several questions relating to closed captioning services. Becca King Reed explained that an initial piece of equipment had not functioned properly and was sent back. Currently, the County of Santa Cruz is currently utilizing this service for their Board Meeting but, there has not been any response today from the City of Santa Cruz for utilization of this service. Maitreya Maziarz and Becca King Reed thereafter had a discussion of various technical aspects of this service at the County of Santa Cruz

The next discussion centered on the appropriate method to show revenues for item 7001 Contract Services- Production Services and how staff time in this category should be shown. Keith Gudger asked if there was some method to show this in terms of income generation

versus cost. The resolution of this request is that Mel Sweet will bring to the next meeting a report that shows the income vs cost aspect of this service. Tom Manheim also noted that in the existing Operating Budget these revenues/costs could be shown separately in an existing category.

Tom Manheim then distributed his Satellite Revenue tracking spreadsheet with the latest January information. He reported that revenue is running ahead of projections. Becca King Reed mentioned that the one late rent payment will be shown in the February 2019 Operating Budget report.

There are several other questions concerning specific items including mailing costs and the Capital Budget.

Following this discussion it was moved by Tom Manheim and seconded by Maitreya Maziarz that the Finance Committee recommend approval to the Board of the January 2019 Financial Report. The motion passed by a unanimous vote.

5. Co-Working Space Rental Policy

Becca King Reed reported that the one tenant who was behind in rent had paid his rent it was now caught up. Joe Hall stated that his thought was it would be good to have some type of policy to assist the Executive Director in communicating with tenants who were late in rent payments. Tom Manheim asked what the policy was with the other Satellite Coworker Centers. Keith Grudger reported that he could not see anything on their webpage concerning this particular issue.

After a lengthy the discussion on this issue several actions were taken. Joe Hall was asked to draft a rental payment policy and Becca King Reed stated she would do some research to see what policies are in similar facilities. It was a consensus of the Finance Committee that there should be a policy in terms of late rent but, some flexibility should be given the Executive Director in consultation with the Board Chair in terms of specific instances of late rent payment. On the motion of Maitreya Maziarz and second of Tom Manheim this item was continue to the next Finance Committee meeting. The motion passed by unanimous vote.

6. Audit (Compilation Report) Status

Mel Sweet reported that the Audit (Compilation Report) for several previous years was to be completed next week and that the County of Santa Cruz would be informed. Tom Manheim asked if the correction had been made by the accountant with respect to a number that had been transposed. Mel Sweet reported the transposition had been corrected. No action was needed by the Finance Committee.

7. Financial Update

Becca King Reed reported that she was going to submit to the Finance Committee the Fiscal Year 2019/20 Budget at their next meeting.

8. Items for the next Finance Committee Agenda

The following items will be added in addition to the normal agenda items:

Co-Working Space Rental Policy
Update on Movie Production Agreement
Fiscal Year 2019/20 CTV Budget

6. Adjournment.

On the motion of Tom Manheim and second of Maitreya Maziarz and unanimous vote the meeting was adjourned.

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 February
 2019

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	350,000.00	70%	150,000.00
4106 · County PEG Fees	100,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	350,000.00	58%	250,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	239,124.00	15,225.78	121,839.15	51%	117,284.85
6701 · Facility/Equip. Insurance	9,300.00	692.60	6,128.80	66%	3,171.20
7058 · Leasehold Improvements/Capital	30,000.00	0.00	1,743.00		28,257.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	312.49	31%	687.51
Total 5100 · Facility	279,424.00	15,959.71	130,023.44	47%	149,400.56
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	6.56	138.03		-138.03
7215 · Copy Machine Lease	5,000.00	189.42	1,639.01	33%	3,360.99
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,410.06	19,469.90	14%	132,339.99
7057 · Equipment - Non Depreciated	15,000.00	436.52	8,796.99	59%	-23,299.94
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0%	49,560.00
7062 · Software as a Service	4,320.00	1,486.75	8,256.01	191%	-3,936.01
Total 5200 · Equipment	319,916.00	3,529.31	38,299.94	12%	281,616.06
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	440.00	67%	220.00
Total 5300 · Media Licensing	660.00	55.00	440.00	67%	220.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	19,544.02	168,763.38	28%	431,236.62
NET INCOME/LOSS	0.00	-19,544.02	181,236.62		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 February
 2019

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	28,000.00	1,550.00	13,407.50	48%	14,592.50
4103 · City of Capitola Gov. Meetings	7,000.00	500.50	4,621.75	66%	2,378.25
4104 · SCMTD Meetings	2,500.00	346.50	1,961.50	78%	538.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,030.00	23,889.00	72%	9,111.00
4108 · SCCRTC Meetings	2,500.00	462.00	4,186.75	167%	-1,686.75
4109 · SCWD Government Meetings	5,200.00	308.00	2,838.00	55%	2,362.00
4120 · Facility & Equipment Use	126,000.00	12,212.11	103,062.67	82%	22,937.33
4121 · SLVWD Meetings	6,000.00	385.00	2,947.75	49%	3,052.25
4122 · PVUSD	5,700.00	385.00	3,653.50	64%	2,046.50
4130 · Classes	1,000.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	0.00	392.50	79%	107.50
4180 · Interest Earned	0.00	105.11	843.62		-843.62
4185 · Misc. Income	1,000.00	1112.93	6,146.47		-5,146.47
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	1,472.00	4,255.00	71%	1,745.00
4250 · Closed Captioning	59,000.00	1,200.00	5,925.00	10%	53,075.00
4260 · Equipment Service	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	288,400.00	24,069.15	178,644.01	62%	109,755.99
TOTAL INCOME	288,400.00	24,069.15	178,644.01	62%	109,755.99
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	577.01	6,003.12	50%	5,996.88
6300 · Bank Charges	3,000.00	223.42	1,778.58	59%	1,221.42
6600 · Dues & Subscriptions	1,500.00	101.89	876.89	58%	623.11
7100 · Office Supplies	700.00	348.33	996.54	142%	-296.54
7200 · Postage/Freight	500.00	256.64	466.43	93%	33.57
7205 · Printing	1,000.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	713.99	3,437.66	115%	-437.66
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	13.00	5%	237.00
7700 · Telephone/Telecommunications/Internet	5,000.00	529.14	3,390.48	68%	1,609.52
Total 6000 - Operating Expenses	26,950.00	2,750.42	16,994.94	63%	9,955.06
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	0.00	485.00	3%	14,015.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,515.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	20,160.00	58%	14,400.00
7010 · Contract Services-Consulting	9,000.00	31.25	1,696.25	19%	7,303.75
7110 · Contract Services-Legal	5,900.00	0.00	766.67	13%	5,133.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	616.00	2,467.00	12%	18,533.00
Total 6800 · Contracted Services	93,960.00	3,527.25	25,574.92	27%	68,385.08
7000 · Staff Development & Fundraising					
7405 · Training/ conferences	2,000.00	225.47	1,167.85	58%	832.15
7800 · Travel/Meals	1,538.00	0.00	748.82	49%	789.18
8600 · Special Events Expense	3,850.00	60.53	303.11	8%	3,546.89
Total 7000 · Staff Development & Fundraising	7,388.00	286.00	2,219.78	30%	5,168.22

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 February
 2019

	Annual Budget 2018-19	February 2019	February Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,574.14	23,376.12	69%	10,623.88
7535 · Salaries - Accountant	15,900.00	1,512.39	10,440.53	66%	5,459.47
7542 · Salaries - Media Services Coordinator	50,000.00	4,028.13	34,567.16	69%	15,432.84
7585 · Salaries - Government Technicians	19,690.00	1,879.67	11,578.69	59%	8,111.31
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	125.26	1,149.70	11%	8,850.30
7621 · Payroll Taxes	12,000.00	1,291.11	8,110.19	68%	3,889.81
7635 · Workers Comp	2,012.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	998.51	7,954.28	66%	4,045.72
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	12,409.21	97,394.67	61%	62,707.33
TOTAL EXPENSES	288,400.00	18,972.88	142,184.31	49%	146,215.69
NET INCOME/LOSS	0.00	5,096.27	36,459.70	20.4%	

Community Television of Santa Cruz County

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	5,068.42
1015 PayPal Checking-SCCCU	4,090.02
1020 Savings-SCCCU	26,558.31
1021 Petty Cash Fund	32.02
1070 CD 12 month Cert SCCC	48,146.58
1075 Checking - Lighthouse Bank	879,804.30
1080 Savings - Lighthouse Bank	503.81
1099 Cash Box	0.00
Total Bank Accounts	\$964,203.46
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	136,589.93
1116 Grants Receivable	0.00
Total Accounts Receivable	\$136,589.93
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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	3,131.35
Total 1200 Prepaid Insurance	3,131.35
1260 Prepaid Expenses	24,760.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$32,823.26
Total Current Assets	\$1,133,616.65
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	283,734.66
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	15,951.59
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	73,946.11

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$402,566.25
TOTAL ASSETS	\$1,536,182.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-4,736.28
Total Accounts Payable	\$ -4,736.28
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,283.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	104.70
CA SUI / ETT	257.14
Federal Taxes (941/944)	2,073.06
Total 24000 Payroll Liabilities	3,469.88
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,753.08
Total Current Liabilities	\$1,016.80
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	955.55
Total Long-Term Liabilities	\$955.55
Total Liabilities	\$1,972.35
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	675,050.68
3905 Retained Earnings - Capital Reserves	641,463.55
Net Revenue	217,696.32
Total Equity	\$1,534,210.55
TOTAL LIABILITIES AND EQUITY	\$1,536,182.90