



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
May 17, 2019
2:30 P.M.
Offices of the Corporation

AGENDA [REVISED]

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. Consider Approval of the Finance Committee Meeting Minutes of April 15, 2019 *
5. Consider Approval of April 2019 Financial Reports *
6. Financial Update
7. Discussion of County/CTV Quarterly Meeting
8. 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
April 15, 2019**

MINUTES

**10:30 A.M.
Offices of the Corporation**

1. Attendance

(Chair) Joe Hall, Tom Manheim and Maitreya Maziarz

Guest: Keith Gudger, Becca King Reed, Mel Sweet

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 March 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she has any items to report on. She mentioned several items including payment for Adobe Software licenses and the complexity of these charges in terms of billing and then refunds noted on their accounts. She also discussed the request for a past month column on the monthly Balance Sheet report and how that was a momentary picture and that QuickBooks did not seem to allow past information. She did however mention on the last sheet of the Balance Sheet will be a monthly Equity series lines displaying the various financial positions. Becca King Reed gave an update on the installation of the fiber cable to the building.

Following a few additional questions and clarifications it was moved by Tom Manheim and seconded by Maitreya Maziarz that the Finance Committee recommend to the Board approval of the March 2019 Financial Report. The motion passed by a unanimous vote.

5. Co-Working Space Rental Policy

Since the policy have been reviewed and edited based on suggestions and clarification made by Tom Manheim, Becca King Reed and Keith Gudger, it was moved by Tom Manheim and seconded by Maitreya Maziarz that the Finance Committee recommend to the Board approval of the Co-Working Space Rental Policy, the motion passed by a unanimous vote.

A question was then raised by Keith Gudger as to the appropriate place to document the Co-Working Space Rental Policy. The question was raised so as to insure this policy is not overlooked in future years. After further discussion an amendment was made by Tom Manheim to the original motion that the Co-Working Space Rental Policy be included in the CTV Finance Policies, the amendment was seconded by Maitreya Maziarz and passed by a unanimous vote.

6. 7. 8. Consider Approval of the CTV Independent Compilation Reports for Fiscal Years 2015, 2016 and 2017

Joe Hall opened the discussion of these items and suggested they be considered in one discussion since they were of a similar topic. Mel Sweet gave a brief background on the CTV Independent Compilation Reports explaining the process and some of the details. Tom Becca King Reed and Tom Manheim highlighted how the Compilation is a method of reporting to the County of Santa Cruz the financial transaction of CTV without the expense of a full audit. Joe Hall reported that he had examined the base documents for the three compilations and found only a few items which required explanation or correction. Keith Gudger reported on his examination of the three compilations and that he had found one transposed number and one other item.

The Committee thanked Mel Sweet for her efforts in preparing these items. It was then moved by Maitreya Maziarz and seconded by Tom Manheim that the Finance Committee recommend to the Board the approval of the CTV Independent Compilation Reports for Fiscal Years 2015, 2016 and 2017. The motion passed by a unanimous vote.

8. Financial Update

Several items were covered under this item. The initial matter was a conference call with Chris Giglio of Capital Edge, the City of Santa Cruz's Washington, DC legislative advocate. The conference call covered the recent actions of the Federal Communications Commission to allow telecom companies to charge for in-kind services provided to local community television stations. Based on information provided in the conference call this could potentially result in a 30% or more reduction of available funding for local community television stations. Following the discussion and conversation between members of the Finance Committee Becca King Reed was asked to provide future updates to the Board and Finance Committee on this topic. Becca King Reed will also follow up with a national organization of community television stations on one approach suggested by the Finance Committee to address this issue.

A second item discussed was the concept of a CTV contingency fund. Following this discussion Tom Manheim suggested that CTV re-initiate quarterly meetings with the Santa Cruz County to advise them of the activities of CTV. A potential June meeting was suggested or perhaps a July meeting after the County's budget hearings. Becca King Reed will follow up on setting up such a meeting.

9. Items for the next Finance Committee Agenda

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

County/CTV Quarterly Meeting

10. Adjournment.

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

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

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	375,000.00	75%	125,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	125,000.00	475,000.00	79%	125,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	239,124.00	15,213.03	27,484.83	164,537.01	69%	74,586.99
6701 · Facility/Equip. Insurance	9,300.00	776.60	776.60	7,682.00	83%	1,618.00
7058 · Leasehold Improvements/Capital	30,000.00	240.00	200.00	2,183.00		27,817.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	395.15	40%	604.85
Total 5100 · Facility	279,424.00	16,270.96	28,502.76	174,797.16	63%	104,626.84
5200 · Equipment						
6650 - Interest on Leased Equip	0.00	2.31	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	199.53	221.92	2,060.46	41%	2,939.54
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	4,927.06	21,501.85	45,898.81	33%	133,692.65
7057 · Equipment - Non Depreciated	15,000.00	794.96	393.35	9,985.30	67%	-49,988.26
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	49,450.00
7062 · Software as a Service	4,320.00	436.97	-1,789.63	6,903.35	160%	-2,583.35
Total 5200 · Equipment	319,916.00	6,360.83	20,327.49	64,988.26	20%	254,927.74
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	550.00	83%	110.00
Total 5300 · Media Licensing	660.00	55.00	55.00	550.00	83%	110.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	22,686.79	48,885.25	240,335.42	40%	359,664.58
NET INCOME/LOSS	0.00	-22,686.79	76,114.75	234,664.58		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

April
2019

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	28,000.00	1,395.00	1,860.00	16,662.50	60%	11,337.50
4103 · City of Capitola Gov. Meetings	7,000.00	1,116.50	500.50	6,238.75	89%	761.25
4104 · SCMTD Meetings	2,500.00	192.50	231.00	2,385.00	95%	115.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,875.00	6,068.25	33,832.25	103%	-832.25
4108 · SCCRTC Meetings	2,500.00	308.00	269.50	4,764.25	191%	-2,264.25
4109 · SCWD Government Meetings	5,200.00	731.50	346.50	3,916.00	75%	1,284.00
4120 · Facility & Equipment Use	126,000.00	11,146.09	11,474.94	125,683.70	100%	316.30
4121 · SLVWD Meetings	6,000.00	924.00	770.00	4,641.75	77%	1,358.25
4122 · PVUSD	5,700.00	666.05	885.50	5,205.05	91%	494.95
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	25.00	0.00	417.50	84%	82.50
4180 · Interest Earned	0.00	125.10	129.61	1,098.33		-1,098.33
4185 · Misc. Income	1,000.00	593.25	427.25	7,166.97		-6,166.97
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	2,400.00	120.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	922.50	1,125.00	7,972.50	14%	51,027.50
4260 · Equipment Service	5,000.00	0.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	288,400.00	24,420.49	24,208.05	227,272.55	79%	61,127.45
TOTAL INCOME	288,400.00	24,420.49	24,208.05	227,272.55	79%	61,127.45
6000 · OPERATING EXPENSES						
6100 · Advertising	12,000.00	77.21	277.96	6,358.29	53%	5,641.71
6300 · Bank Charges	3,000.00	229.57	198.50	2,206.65	74%	793.35
6600 · Dues & Subscriptions	1,500.00	99.58	88.94	1,065.41	71%	434.59
7100 · Office Supplies	700.00	49.36	113.96	1,159.86	166%	-459.86
7200 · Postage/Freight	500.00	27.50	109.21	603.14	121%	-103.14
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	385.41	520.65	4,343.72	145%	-1,343.72
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	13.00	5%	237.00
7700 · Telephone/Telecommunications/Internet	5,000.00	786.61	687.35	4,864.44	97%	135.56
Total 6000 - Operating Expenses	26,950.00	1,655.24	1,996.57	20,646.75	77%	6,303.25
6800 · Contracted Services						
6900 · Contract Services-Audit Services	14,500.00	0.00	0.00	485.00	3%	14,015.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	2,515.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	2,880.00	25,920.00	75%	8,640.00
7010 · Contract Services-Consulting	9,000.00	75.00	0.00	1,771.25	20%	7,228.75
7110 · Contract Services-Legal	5,900.00	0.00	0.00	766.67	13%	5,133.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	437.00	569.00	3,473.00	17%	17,527.00
Total 6800 · Contracted Services	93,960.00	3,392.00	3,449.00	32,415.92	34%	61,544.08
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	1,462.85	73%	537.15
7800 · Travel/Meals	1,538.00	0.00	702.49	1,451.31	94%	86.69
8600 · Special Events Expense	3,850.00	41.84	36.85	381.80	10%	3,468.20
Total 7000 · Staff Development & Fundraising	7,388.00	189.34	886.84	3,295.96	45%	4,092.04

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

April
2019

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,729.95	2,895.00	29,001.07	85%	4,998.93
7535 · Salaries - Accountant	15,900.00	1,561.89	1,634.49	13,636.91	86%	2,263.09
7542 · Salaries - Media Services Coordinator	50,000.00	4,231.50	4,376.25	43,174.91	86%	6,825.09
7585 · Salaries - Government Technicians	19,690.00	2,826.77	2,013.10	16,418.56	83%	3,271.44
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	292.86	247.45	1,690.01	17%	8,309.99
7621 · Payroll Taxes	12,000.00	1,256.14	1,095.76	10,462.09	87%	1,537.91
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	998.51	911.51	9,864.30	82%	2,135.70
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	13,897.62	13,173.56	124,465.85	78%	35,636.15
TOTAL EXPENSES	288,400.00	19,134.20	19,505.97	180,824.48	63%	107,575.52
NET INCOME/LOSS	0.00	5,286.29	4,702.08	46,448.07	20.4%	

Community Television of Santa Cruz County

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	77.28
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	848,020.81
1080 Savings - Lighthouse Bank	100,534.17
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
Total Bank Accounts	\$1,031,537.81
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	133,990.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$133,990.00
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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,578.15
Total 1200 Prepaid Insurance	1,578.15
1260 Prepaid Expenses	24,440.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$30,949.15
Total Current Assets	\$1,196,476.96
Fixed Assets	
1600 Production Equipment	1,026,568.02
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	268,094.58
1620 Office Furniture/Equipment	118,901.04
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	14,691.16

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$384,683.71
TOTAL ASSETS	\$1,581,160.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-3,723.96
Total Accounts Payable	\$ -3,723.96
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	153.37
CA SUI / ETT	-689.86
Federal Taxes (941/944)	2,358.60
Total 24000 Payroll Liabilities	2,857.09
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,140.29
Total Current Liabilities	\$1,416.33
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$1,416.33
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	657,168.14
3905 Retained Earnings - Capital Reserves	641,463.55
Net Income	281,112.65
Total Equity	\$1,579,744.34
TOTAL LIABILITIES AND EQUITY	\$1,581,160.67

Equity:	
Capital Reserves	\$644,298.07
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$703,616.21
Total Equity	\$1,579,744.34