



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF  
DIRECTORS**  
**Finance Committee Meeting**  
**September 16, 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. Consider Approval of the Finance Committee Meeting Minutes of June 17, 2019 \*

5. Consider Approval of June 2019 Financial Reports \*

6. Consider Approval of July 2019 Financial Reports \*\*

7. Financial Update

8. Follow-up from County/CTV Quarterly Meeting

9. 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**

\*\* **Material Unavailable at Time of Publishing**



325 Soquel Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS  
Finance Committee Meeting  
June 17, 2019**

**MINUTES**

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

1. Attendance

(Chair) Joe Hall and Tom Manheim

Guest: 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 Finance Committee Meeting Minutes of May 17, 2019

The minutes of the May 17, 2019 meeting were approved on the motion of Tom Manheim and second of Joe Hall. The motion passed by a unanimous vote.

5. Consider Approval of the May 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she has any items to report on. She noted there was a charge in line 7602 Software as a Service (Capital Budget) that was larger than normal charge because two months charges were shown in one month due to the timing of the Adobe payments. She also discussed the listing of the first Kuumbwa lease payment and after the discussion Tom Manheim noted that 4260 Equipment Lease was more likely the appropriate account line to enter the Kuumbwa lease payment. As part of the May 2019 Financial Report Tom Manheim passed out his CTV Satellite Revenue Tracking spreadsheet. It was noted that revenues are still exceeding projections. Mel Sweet mentioned that the revenues in account line 4120 Facility & Equipment Use was lower than the previous month due to the vacancy of several offices, but she mentioned one office had been rented at the end of May.

Following further general discussion it was moved by Tom Manheim and second of Joe Hall that the Finance Committee recommend to the Board approval of the May 2019 Financial

Report. The motion passed by a unanimous vote.

6. Financial Update

There was no discussion under this item.

7. County/CTV Quarterly Meeting

Tom Manheim and Joe Hall briefly discussed the forthcoming information meeting with the County of Santa Cruz to update them on the activities at Community TV. Tom Manheim mentioned it appeared from his viewing of the meeting invite it would be on July 15 or 16, 2019. Tom Manheim further suggested that items to be discussed with the County include the topics of the various cable franchise payments and agreements and the ongoing issue of what could be charged in terms to the capital budget to support operating costs related to capital items or operation.

9. Items for the next Finance Committee Agenda

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

Follow-up from County/CTV Quarterly Meeting

10. Adjournment.

On the motion of Tom Manheim and second of Joe Hall and unanimous vote the attending members the meeting was adjourned.

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	500,000.00	100%	0.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	100,000.00	100%	0.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>600,000.00</b>	<b>100%</b>	<b>0.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	239,124.00	16,444.40	16,285.90	197,267.31	82%	41,856.69
6701 · Facility/Equip. Insurance	9,300.00	951.94	889.24	9,523.18	102%	-223.18
7058 · Leasehold Improvements/Capital	30,000.00	310.00	270.00	2,763.00		27,237.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	477.81	48%	522.19
<b>Total 5100 · Facility</b>	<b>279,424.00</b>	<b>17,747.67</b>	<b>17,486.47</b>	<b>210,031.30</b>	<b>75%</b>	<b>69,392.70</b>
<b>5200 · Equipment</b>						
6650 - Interest on Leased Equip	0.00	0.00	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	207.39	192.70	2,460.55	49%	2,539.45
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,082.06	-46,980.87	0.00	0%	131,948.58
7057 · Equipment - Non Depreciated	15,000.00	669.61	12,780.69	23,435.60	156%	-19,683.91
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%	49,340.00
7062 · Software as a Service	4,320.00	1,626.57	117.50	8,647.42	200%	-4,327.42
<b>Total 5200 · Equipment</b>	<b>319,916.00</b>	<b>3,585.63</b>	<b>-33,889.98</b>	<b>34,683.91</b>	<b>11%</b>	<b>285,232.09</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>660.00</b>	<b>100%</b>	<b>0.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>21,388.30</b>	<b>-16,348.51</b>	<b>245,375.21</b>	<b>41%</b>	<b>354,624.79</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-21,388.30</b>	<b>141,348.51</b>	<b>354,624.79</b>		

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	28,000.00	1,395.00	1,860.00	19,917.50	71%	8,082.50
4103 · City of Capitola Gov. Meetings	7,000.00	789.25	770.00	7,798.00	111%	-798.00
4104 · SCMTD Meetings	2,500.00	385.00	269.50	3,039.50	122%	-539.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,773.75	6,781.25	46,387.25	141%	-13,387.25
4108 · SCCRTC Meetings	2,500.00	308.00	308.00	5,380.25	215%	-2,880.25
4109 · SCWD Government Meetings	5,200.00	500.50	539.00	4,955.50	95%	244.50
4120 · Facility & Equipment Use	126,000.00	9,308.05	10,972.38	145,964.13	116%	-19,964.13
4121 · SLVWD Meetings	6,000.00	616.00	577.50	5,835.25	97%	164.75
4122 · PVUSD	5,700.00	288.75	866.25	6,360.05	112%	-660.05
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	50.00	25.00	492.50	99%	7.50
4180 · Interest Earned	0.00	133.50	157.01	1,388.84		-1,388.84
4185 · Misc. Income	1,000.00	394.25	341.84	7,903.06		-6,903.06
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	1,050.00	1,350.00	10,372.50	18%	48,627.50
4260 · Equipment Lease	5,000.00	333.09	333.09	666.18	13%	4,333.82
<b>Total 4300 · OPERATING REVENUE</b>	<b>288,400.00</b>	<b>21,325.14</b>	<b>25,150.82</b>	<b>273,748.51</b>	<b>95%</b>	<b>14,651.49</b>
<b>TOTAL INCOME</b>	<b>288,400.00</b>	<b>21,325.14</b>	<b>25,150.82</b>	<b>273,748.51</b>	<b>95%</b>	<b>14,651.49</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	12,000.00	345.60	1,047.82	7,751.71	65%	4,248.29
6300 · Bank Charges	3,000.00	205.71	184.22	2,596.58	87%	403.42
6600 · Dues & Subscriptions	1,500.00	97.90	87.95	1,251.26	83%	248.74
7100 · Office Supplies	700.00	44.25	49.16	1,253.27	179%	-553.27
7200 · Postage/Freight	500.00	46.70	92.00	741.84	148%	-241.84
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	286.80	302.50	4,933.02	164%	-1,933.02
7640 · Licenses/Fees/Misc. Taxes	250.00	85.00	0.00	98.00	39%	152.00
7700 · Telephone/Telecommunications/Internet	5,000.00	530.29	528.82	5,923.55	118%	-923.55
<b>Total 6000 - Operating Expenses</b>	<b>26,950.00</b>	<b>1,642.25</b>	<b>2,292.47</b>	<b>24,581.47</b>	<b>91%</b>	<b>2,368.53</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	14,500.00	1,435.00	63.00	1,983.00	14%	12,517.00
7001 · Contract Services-Production Support	3,000.00	0.00	2,401.00	2401.00	80%	1,017.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	5,760.00	34,560.00	100%	0.00
7010 · Contract Services-Consulting	9,000.00	0.00	0.00	1,771.25	20%	7,228.75
7110 · Contract Services-Legal	5,900.00	224.00	0.00	990.67	17%	4,909.33
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	469.00	884.00	4,826.00	23%	16,174.00
<b>Total 6800 · Contracted Services</b>	<b>93,960.00</b>	<b>5,008.00</b>	<b>9,108.00</b>	<b>46,531.92</b>	<b>50%</b>	<b>47,428.08</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	1,757.85	88%	242.15
7800 · Travel/Meals	1,538.00	70.09	36.81	1,558.21	101%	-20.21
8600 · Special Events Expense	3,850.00	36.25	43.84	461.89	12%	3,388.11
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,388.00</b>	<b>253.84</b>	<b>228.15</b>	<b>3,777.95</b>	<b>51%</b>	<b>3,610.05</b>

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,861.84	3,495.52	35,358.43	104%	-1,358.43
7535 · Salaries - Accountant	15,900.00	1,375.44	823.35	15,835.70	100%	64.30
7542 · Salaries - Media Services Coordinator	50,000.00	4,660.87	3,236.31	51,072.09	102%	-1,072.09
7585 · Salaries - Government Technicians	19,690.00	2,403.23	2,448.24	21,270.03	108%	-1,580.03
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	26.57	0.00	1,716.58	17%	8,283.42
7621 · Payroll Taxes	12,000.00	1,063.80	841.15	12,367.04	103%	-367.04
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	686.57	998.51	11,549.38	96%	450.62
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>160,102.00</b>	<b>13,078.32</b>	<b>11,843.08</b>	<b>149,387.25</b>	<b>93%</b>	<b>10,714.75</b>
<b>TOTAL EXPENSES</b>	<b>288,400.00</b>	<b>19,982.41</b>	<b>23,471.70</b>	<b>224,278.59</b>	<b>78%</b>	<b>64,121.41</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>1,342.73</b>	<b>1,679.12</b>	<b>49,469.92</b>	<b>18.1%</b>	

# Community Television of Santa Cruz County

## BALANCE SHEET

As of June 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	157.60
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	848,256.37
1080 Savings - Lighthouse Bank	300,628.25
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$1,231,947.77</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	19,039.18
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$19,039.18</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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	641.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,756.47
<b>Total 1200 Prepaid Insurance</b>	<b>2,397.47</b>
1260 Prepaid Expenses	24,330.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$31,658.47</b>
<b>Total Current Assets</b>	<b>\$1,282,645.42</b>
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
<b>Total 1600 Production Equipment</b>	<b>302,239.03</b>
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
<b>Total 1620 Office Furniture/Equipment</b>	<b>15,886.10</b>

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
<b>Total 1625 Leasehold Improvement</b>	<b>72,964.08</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$420,023.10</b>
<b>TOTAL ASSETS</b>	<b>\$1,702,668.52</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-5,263.84
<b>Total Accounts Payable</b>	<b>\$ -5,263.84</b>
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	121.42
CA SUI / ETT	-400.87
Federal Taxes (941/944)	1,959.43
<b>Total 24000 Payroll Liabilities</b>	<b>2,714.96</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,205.96</b>
<b>Total Current Liabilities</b>	<b>\$ -57.88</b>
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$ -57.88</b>
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	404,094.71
<b>Total Equity</b>	<b>\$1,702,726.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,702,668.52</b>

<b>Equity:</b>	
<b>Capital Reserves</b>	<b>\$ 728,918.89</b>
<b>Capital Reserves - Youth Grant</b>	<b>\$ 231,830.06</b>
<b>Fixed Asset purchases 2018-19</b>	<b>\$ 35,339.39</b>
<b>Operating Reserves</b>	<b>\$ 706,638.06</b>
<b>Total Equity</b>	<b>\$1,702,726.40</b>