



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
January 27, 2020
5:00 P.M.
Offices of the Corporation

A G E N D A

1. Roll Call

Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Guy Lasnier, Elizabeth Svensson, Keith Gudger

[quorum is five]

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 *

Board Meeting Minutes of December 2, 2019

5. Approve Recommendation of Finance Committee to Accept the November 2019 Financial Reports *

6. Approve Recommendation of Finance Committee to Accept the December 2019 Financial Reports *

REGULAR AGENDA

7. Oral Report of Executive Director

8. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair

9. Oral Report of Board Chair

10. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
11. Announcements
12. 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
January 27, 2020
5:00 P.M.
Offices of the Corporation

A G E N D A

1. Roll Call

Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Guy Lasnier, Elizabeth Svensson, Keith Gudger

[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.



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5:00 P.M.
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MINUTES

1. Roll Call

Present: Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Guy Lasnier, Larry Laurent, Janice O'Driscoll, Judy Owen, Elizabeth Svensson

Absent:

[quorum is five]

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.

None

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

None

CONSENT AGENDA

4. Approve Minutes *

Board Meeting Minutes of September 23, 2019

5. Approve Recommendation of Finance Committee to Accept the June, July, August, September, and October 2019 Financial Reports *

Director Hall stated that they have worked to make the documents as clean as possible. Columns have been changed. Director Manheim reported that there was a dip in Satellite revenue in July and September. It was up in October. Revenues 10% behind projections but still in the black. Motion to approve consent Director Hall, Seconded Director Manheim. Approved unanimously

REGULAR AGENDA

6. Election of Board Member

At-Large Seat Expiring November 2023

Chair Maziarz reported that there is a vacant at-large seat and former board director Keith Gudger is interested in returning to board. Chair Maziarz gave the board information on Keith Gudger. Director Hall commented that Keith and other volunteers kept CTV running during difficult times. Director Manheim added that Keith was board chair during that time.



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Motion to approve Keith Gudger to the at-large board seat Director Rand, seconded Director Hall. Approved unanimously.

Chair Maziarz informed the board that Director Owen was resigning from the board. Director Owen commented that she is not able to continue as a board member, but would like to be involved in strategic plans in future

7. Re-Election of Board Member

County of Santa Cruz Seat Expiring November 2023

Director Rand motioned to approve Chair Maziarz as County of Santa Cruz representative. Director Manheim seconded. Director Rand commented that she has enjoyed working with the Chair and looks forward to working with him in future. Approved unanimously.

8. Election of Officers

Motion to approve the officers as follows; Maziarz-Chair, Rand-Vice Chair, Hall-Treasurer, Laurent-Secretary by Director Manheim, Seconded Director Lasnier. Approved unanimously.

9. Appointment to Committees*

Chair Maziarz asked if there was a need for the Fund Committee. It was stated that four directors can serve on a committee. Director Gudger would like to be on the Finance Committee. Director Lasnier will replace Director Rand on the Governance Committee. Director Svensson will replace director Rand on the Youth Grant Committee. Motion to approve committee list in packet with the changes listed Director Manheim, Seconded Director Rand. Approved unanimously.

10. Approval of 2020 Board Calendar*

Approve the 2020 Board Calendar with the May meeting changed to May 18th Director Rand, Seconded Director O'Driscoll.

11. Approve Actions Necessary to Hire a Full-Time Executive Director *

- a. Approve Personnel Committee Recommendation for Executive Director Job Description and Salary Range

Chair Maziarz reported that the personnel committee met and modified the ED job description to include public access. Changed TV experience to desirable. Director Manheim commented that the job description had been inherited from previous ED.



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- b. Approve Finance Committee Recommendations for midyear budget changes to fund full-time Executive Director

Director Hall commented that CTV was on the verge of disappearing and now the CTV has survived it needs a full-time ED to move forward. It also is the end of the contract with CMAP and Becca Reed expressed interest in full-time position. Director Manheim added that now that the FCC has clarified that PEG funds can be used for maintenance of equipment, additional operating funds will be available. CTV will work under GAAP rules to allow for PEG to pay for equipment maintenance labor. Director Hall commented that there will be some carryover funds available and having a fulltime ED will hopefully generate revenue to pay for the position. Director Manheim, on page two, the change in salary is 10% less because of it being included in the capital section.

- c. Approve New Contract with CMAP and give 30-days' notice to CMAP of Contract Termination

Director Manheim reported that there is a need to have a contract with CMAP for Executive Director Reed's time in December and part of January.

- d. Hire full-time Executive Director

Director Owen asked what the salary is? Director Hall replied that the salary range is in the report. Director Rand added that the exact salary will be discussed in closed session and approved in open session. Chair Maziarz commented that eventually it would be good to have a contract with Executive Director Reed but it is not required at outset. Director Manheim mentioned that 1/3 of salary is in the CMAP contract, Director Gudger added that that is the fully burdened amount. The amount includes benefits. Chair Maziarz commented that at the Board Retreat it became obvious that CTV needed someone full-time to take the goals and objectives to fruition. This is a great opportunity to move our organization forward and do great things. Director Manheim moved all the actions under item 11 in the agenda and including minor changes to the notes in the budget. Director Hall seconded. Director Lasnier stated that he was in favor of it, but his concern was in future years. He is happy that the way it is structured and the changes to the way some funds can be used. Director Manheim added that the Executive Director is aware that there will be a need to increase revenues to make it work. Approved unanimously.

12.Oral Report of Executive Director

Given. Co-working \$15K in October with many new people. 19 meetings in October. Victor is training others to program channels. Training two to run studios. Not every producer knows how to use. New fiber is connected and working. Parking lot has been redone. Elemental has been installed, only 5 minutes of downtime and works great.



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CTV is still doing First Friday and worked on earthquake history project in October. Held lunch for local producers. CTV is not in producing business, just a resource. Still looking at satellite uplink. Director Hall asked if clients are noticing Internet. Executive Director Reed was not sure, but staff has.

13. Oral Report from Volunteer Advisory Committee

Director Rand spoke with Director Gudger about Committee. Director Rand stated she has too many other things going on to continue. Enjoyed working with VAC and group has brought things to the board. There will be more interaction with producers and more skill development. Will continue as a member and thanked all the VAC members. Director Manheim thanked Director Rand and VAC for leadership through the transition. Director Hall seconded thank you. Director Rand will give message to the VAC.

14. Oral Report of Board Chair

Chair Maziarz thanked Director Owen for her time and help on the board. Appreciated her enthusiasm and thanked her for the first lease with Kuumbwa. Director Hall also thanked Director Owen for her idea for the RSVP studio. Director Owen commented that she wants to continue to be involved.

15. Board Member / Staff Requests for Specific Items to Appear on next Meeting

None

16. Announcements

Chair Maziarz thanked the volunteer crew working the meeting.

17. Closed Session

Executive Director Evaluation (Pursuant to CA § 54957)

18. Report Out of Closed Session

No reportable action.

19. Adjournment.

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	150,000.00	30%	350,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	16,770.11	18,931.44	88,115.23	36%	156,008.77
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	4,642.94	50%	4,657.06
7058 · Leasehold Improvements/Capital	30,000.00	227.00	300.00	1,386.82	5%	28,613.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	206.65	21%	793.35
Total 5100 · Facility	284,424.00	17,967.03	20,201.36	94,351.64	33%	190,072.36
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	214.02	189.14	1,046.44	21%	3,953.56
7051 · Equipment Repair	5,000.00	83.33	233.33	316.66	6%	4,683.34
7056 · Equipment - Depreciated	134,916.00	0.00	0.00	28,209.12	21%	106,706.88
7057 · Equipment - Non Depreciated	10,000.00	1,106.59	1,358.10	6,575.19	66%	3,424.81
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%	50,000.00
7062 · Software as a Service	10,000.00	1,044.41	186.50	7,834.05	78%	2,165.95
Total 5200 · Equipment	314,916.00	2,448.35	1,967.07	43,981.46	14%	270,934.54
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	20,470.38	22,223.43	138,608.10	23%	461,391.90
NET INCOME/LOSS	0.00	-20,470.38	-22,223.43	11,391.90		

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

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,550.00	2,247.50	11,198.75	53%	9,801.25
4103 · City of Capitola Gov. Meetings	7,000.00	752.50	688.00	3,348.75	48%	3,651.25
4104 · SCMTD Meetings	2,500.00	279.50	301.00	1,318.50	53%	1,181.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,495.50	6,063.25	19,078.75	58%	13,921.25
4108 · SCCRTC Meetings	5,000.00	430.00	258.00	1,797.50	36%	3,202.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	15,829.36	8,434.80	52,698.20	35%	97,301.80
4121 - SLVWD Meetings	4,600.00	817.00	408.50	2,856.50	62%	1,743.50
4122 - PVUSD	5,400.00	774.00	817.00	2,759.25	51%	2,640.75
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	339.33	338.22	2,154.24		-2,154.24
4185 · Misc. Income	1,000.00	55.00	11046.95	11,235.45		-10,235.45
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	1,111.00	19%	4,889.00
4250 - Closed Captioning	15,000.00	1,050.00	1,162.50	6,750.00	45%	8,250.00
4260 - Equipment Lease	3,600.00	527.53	527.53	2,248.77	62%	1,351.23
Total 4300 · OPERATING REVENUE	259,800.00	25,899.72	32,293.25	119,083.41	46%	140,716.59
TOTAL INCOME	259,800.00	25,899.72	32,293.25	119,083.41	46%	140,716.59
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,050.26	1,045.68	4,339.34	39%	6,660.66
6300 · Bank Charges	3,000.00	260.33	297.88	1,046.85	35%	1,953.15
6600 · Dues & Subscriptions	1,500.00	87.95	312.95	795.93	53%	704.07
7100 · Office Supplies	1,000.00	228.94	7.75	389.47	39%	610.53
7200 · Postage/Freight	500.00	99.00	0.00	99.00	20%	401.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	310.41	314.87	1,556.12	52%	1,443.88
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	50.00	298.74	1,951.15		-1,951.15
Total 6000 - Operating Expenses	20,600.00	2,086.89	2,277.87	10,232.86	50%	10,367.14
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	0.00	11,520.00	32%	24,078.00
7010 · Contract Services-Consulting	8,125.00	525.00	0.00	525.00	6%	7,600.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	713.00	468.00	2,125.00	21%	7,875.00
Total 6800 · Contracted Services	69,723.00	4,118.00	468.00	14,170.00	20%	55,553.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	857.71	43%	1,142.29
7800 · Travel/Meals	1,650.00	0.00	268.39	268.39	16%	1,381.61
8600 · Special Events Expense	3,850.00	252.19	0.00	345.96	9%	3,504.04
Total 7000 · Staff Development & Fundraising	7,500.00	399.69	415.89	1,472.06	20%	6,027.94

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

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,896.34	2,820.59	13,817.39	39%	21,202.61
7535 · Salaries - Accountant	16,377.00	1,493.91	1,249.71	5,450.61	33%	10,926.39
7542 · Salaries - Media Services Coordinator	52,000.00	4,463.34	4,463.34	22,552.00	43%	29,448.00
7585 · Salaries - Government Technicians	18,488.00	1,770.65	1,636.27	7,110.90	38%	11,377.10
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	76.64	576.47	6,341.76	67%	3,158.24
7621 · Payroll Taxes	12,000.00	881.52	848.69	4,467.14	37%	7,532.86
7635 · Workers Comp	2,012.00	-74.92	197.08	713.40	35%	1,298.60
7630 · Health/Dental/Vision	12,000.00	1,063.08	1,063.08	5,186.26	43%	6,813.74
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	12,570.56	12,855.23	65,639.46	41%	96,337.54
TOTAL EXPENSES	259,800.00	19,175.14	16,016.99	91,514.38	35%	168,285.62
NET INCOME/LOSS	0.00	6,724.58	16,276.26	27,569.03	23.2%	

Community Television of Santa Cruz County

BALANCE SHEET

As of November 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	89.29
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	885,162.43
1080 Savings - Lighthouse Bank	300,943.46
1085 CD 12-23 Month - Lighthouse Bank	84,206.67
1099 Cash Box	0.00
Total Bank Accounts	\$1,270,401.85
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	7,504.75
1116 Grants Receivable	0.00
Total Accounts Receivable	\$7,504.75
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	-344.37
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,696.50
Total 1200 Prepaid Insurance	5,352.13
1260 Prepaid Expenses	26,888.34
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$37,171.47
Total Current Assets	\$1,315,078.07
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
Total 1600 Production Equipment	186,243.55
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
Total 1620 Office Furniture/Equipment	6,619.45
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11

	TOTAL
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,602,960.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-11,628.24
Total Accounts Payable	\$ -11,628.24
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	137.13
CA SUI / ETT	-805.75
Federal Taxes (941/944)	2,184.72
Total 24000 Payroll Liabilities	2,551.08
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,042.08
Total Current Liabilities	\$ -6,586.16
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -6,586.16
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	609,836.28
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	38,960.93
Total Equity	\$1,609,546.16
TOTAL LIABILITIES AND EQUITY	\$1,602,960.00

EQUITY:

Capital Reserves	\$ 740,310.79
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 637,405.31
TOTAL	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
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4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	300,000.00	60%	200,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	150,000.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	18,931.44	17,533.74	105,648.97	43%	138,475.03
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	5,571.53	60%	3,728.47
7058 · Leasehold Improvements/Capital	30,000.00	300.00	276.00	1,662.82	6%	28,337.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	247.98	25%	752.02
Total 5100 · Facility	284,424.00	20,201.36	18,779.66	113,131.30	40%	171,292.70
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	189.14	199.44	1,245.88	25%	3,754.12
7051 · Equipment Repair	5,000.00	233.33	1,283.33	1,599.99	32%	3,400.01
7056 · Equipment - Depreciated	134,916.00	0.00	4,364.03	32,573.15	24%	102,342.85
7057 · Equipment - Non Depreciated	10,000.00	1,358.10	1,201.17	7,776.36	78%	2,223.64
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%	50,000.00
7062 · Software as a Service	10,000.00	186.50	3,126.32	10,960.37	110%	-960.37
Total 5200 · Equipment	314,916.00	1,967.07	10,174.29	54,155.75	17%	260,760.25
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	22,223.43	29,008.95	167,617.05	28%	432,382.95
NET INCOME/LOSS	0.00	-22,223.43	120,991.05	132,382.95		

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

	Annual Budget 2019-20	November 2019	December 2019	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	2,247.50	1,550.00	12,748.75	61%	8,251.25
4103 · City of Capitola Gov. Meetings	7,000.00	688.00	1,075.00	4,423.75	63%	2,576.25
4104 · SCMTD Meetings	2,500.00	301.00	365.50	1,684.00	67%	816.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	6,063.25	4,201.50	23,280.25	71%	9,719.75
4108 · SCCRTC Meetings	5,000.00	258.00	258.00	2,055.50	41%	2,944.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	8,434.80	11,358.14	64,056.34	43%	85,943.66
4121 - SLVWD Meetings	4,600.00	408.50	387.00	3,243.50	71%	1,356.50
4122 - PVUSD	5,400.00	817.00	387.00	3,146.25	58%	2,253.75
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	338.22	338.26	2,492.50		-2,492.50
4185 · Misc. Income	1,000.00	11046.95	0.00	11,235.45		-10,235.45
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	1,111.00	19%	4,889.00
4250 - Closed Captioning	15,000.00	1,162.50	862.50	7,612.50	51%	7,387.50
4260 - Equipment Lease	3,600.00	527.53	527.53	2,776.30	77%	823.70
Total 4300 · OPERATING REVENUE	259,800.00	32,293.25	21,310.43	140,393.84	54%	119,406.16
TOTAL INCOME	259,800.00	32,293.25	21,310.43	140,393.84	54%	119,406.16
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,045.68	1,061.16	5,400.50	49%	5,599.50
6300 · Bank Charges	3,000.00	297.88	173.81	1,220.66	41%	1,779.34
6600 · Dues & Subscriptions	1,500.00	312.95	87.95	883.88	59%	616.12
7100 · Office Supplies	1,000.00	7.75	0.00	389.47	39%	610.53
7200 · Postage/Freight	500.00	0.00	2.75	101.75	20%	398.25
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	314.87	496.35	2,052.47	68%	947.53
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	298.74	97.75	2,048.90		-2,048.90
Total 6000 - Operating Expenses	20,600.00	2,277.87	1,919.77	12,152.63	59%	8,447.37
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	0.00	2,880.00	14,400.00	40%	21,198.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	525.00	6%	7,600.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	468.00	350.00	2,355.00	24%	7,645.00
Total 6800 · Contracted Services	69,723.00	468.00	3,230.00	17,280.00	25%	52,443.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	1,005.21	50%	994.79
7800 · Travel/Meals	1,650.00	268.39	0.00	131.77	8%	1,518.23
8600 · Special Events Expense	3,850.00	0.00	540.00	885.96	23%	2,964.04
Total 7000 · Staff Development & Fundraising	7,500.00	415.89	687.50	2,022.94	27%	5,477.06

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

	Annual Budget 2019-20	November 2019	December 2019	December Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,820.59	2,725.60	16,542.99	47%	18,477.01
7535 · Salaries - Accountant	16,377.00	1,249.71	895.29	6,345.90	39%	10,031.10
7542 · Salaries - Media Services Coordinator	52,000.00	4,463.34	4,463.34	27,015.34	52%	24,984.66
7585 · Salaries - Government Technicians	18,488.00	1,636.27	1,428.08	8,538.98	46%	9,949.02
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	576.47	100.00	6,578.38	69%	2,921.62
7621 · Payroll Taxes	12,000.00	848.69	784.91	5,252.05	44%	6,747.95
7635 · Workers Comp	2,012.00	197.08	-344.41	368.99	18%	1,643.01
7630 · Health/Dental/Vision	12,000.00	1,063.08	1,063.08	6,249.34	52%	5,750.66
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	12,855.23	11,115.89	76,891.97	47%	85,085.03
TOTAL EXPENSES	259,800.00	16,016.99	16,953.16	108,347.54	42%	151,452.46
NET INCOME/LOSS	0.00	16,276.26	4,357.27	32,046.30	22.8%	

Community Television of Santa Cruz County

BALANCE SHEET

As of December 31, 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	179.71
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	1,011,647.73
1080 Savings - Lighthouse Bank	301,007.37
1085 CD 12-23 Month - Lighthouse Bank	84,367.39
1099 Cash Box	0.00
Total Bank Accounts	\$1,397,202.20
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	8,040.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$8,040.00
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	0.04
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,353.41
Total 1200 Prepaid Insurance	5,353.45
1260 Prepaid Expenses	26,750.01
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$37,034.46
Total Current Assets	\$1,442,276.66
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
Total 1600 Production Equipment	186,243.55
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
Total 1620 Office Furniture/Equipment	6,619.45
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11

	TOTAL
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,730,158.59
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-9,831.85
Total Accounts Payable	\$ -9,831.85
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	146.64
CA SUI / ETT	-748.52
Federal Taxes (941/944)	2,051.86
Total 24000 Payroll Liabilities	2,484.96
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,975.96
Total Current Liabilities	\$ -4,855.89
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -4,855.89
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	609,836.28
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	164,429.25
Total Equity	\$1,735,014.48
TOTAL LIABILITIES AND EQUITY	\$1,730,158.59

EQUITY:	
Capital Reserves	\$ 861,301.84
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 641,882.58
TOTAL RESERVES	\$1,735,014.48

1/27/20

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering November and December 2019

1. Administration

- Financial

Coworking

- The Coworking center. Our breakeven number is \$10k. In November we earned \$9,173.00, In December \$11,365.00.
- Miscellaneous income of \$11,000.00

Paid Services

Completed

- Government Meeting Services
 - CTV provided coverage for 18 meetings in November and 11 in December.

Scheduled

- *Calciano Lectures (February)*

2. Equipment / Facilities:

Building

- New Signage
 - We are working on new sign designs.
- Painting the building
 - We are looking into painting the building to help with Visibility.



Mock-up of potential signage & paint.

Equipment

- We received payment from our insurance company for our stolen camera.
- Received a donation of equipment & computers from a local film maker.

3. Communications

Publicity / Events

First Friday

- Ian Berry, our Community Coordinator, held First Friday events in November and December.
- Collected donations for the Food Bank “Hunger Heroes” campaign
- Hosted a holiday tree for Salvation Army
- Other promotions included Bagel Mondays & Waffle Wednesdays

4. Outreach

- Cabrillo College – Digital Media Program