



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
February 20, 2020
9:30 A.M.
Offices of the Corporation

AGENDA

1. Attendance

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

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 January 23, 2020 *

5. Consider Approval of January 2020 Financial Reports *

6. Financial Update

7. Budget Adjustment for Capital Budget Item 7062 Software as Services

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
January 23, 2020
9:30 AM
Offices of the Corporation

MINUTES

1. Attendance

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

Guests: Mel Sweet, Becca King Reed

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 November 25, 2019

The minutes of the meeting of November 25, 2019 were approved on the motion of Tom Manheim and second of Maitreya Maziarz.

5. Consider Approval of November 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she had any initial comments she did not but, would answer questions. Joe Hall asked if the Finance Committee members had comments. A question was asked by Maitreya Maziarz as to why the item 7400 Facility Lease had increased. Mel Sweet explained that there were some one time janitorial expenses. Becca Reed added that the new fiber cable increased costs for cable service to \$1,125 per month. Other items discussed included a one-time increase in revenues due to the power outage and the additional persons using the work space due to the power outage in other downtown facilities. The need for a budget adjustment in Item 7062 Software as a Service was also discussed due to the increase in that cost item.

Tom Manheim reviewed his CTV Satellite Revenue Tracking spreadsheet with the Committee. In this review he noted that the FY 2020 projected revenues were not being

met, but at this point he was not overly concerned since expenses were below 2020 FY budgeted levels. As part of this discussion Becca King Reed also mentioned that one of the Satellite larger offices had been leased.

Following the close of the review Tom Manheim moved to approve the November 2019 Financial Report and the motion was seconded by Maitreya Maziarz and the motion passed by a unanimous vote.

6. Consider Approval of the December 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet for any further comments she stated she was available to answer questions. It was noted by Becca King Reed that due to the length of the Santa Cruz City Council meeting revenues in Item 4106 were exceeding FY 2020 projections; this also explained the increase in Item 7589 Extra Help. Tom Manheim asked about Item 7007 in terms of whether this was the last payment to CMAP. Becca King Reed responded that it would be the last payment. Mel Sweet also mentioned that an insurance payment had been received for the equipment that had been stolen from the storage in the back parking lot. A mention was made of a Wi-Fi equipment problem which had been addressed. Becca King Reed reported that she had a future appointment with the City of Santa Cruz Assistant City Manager to discuss closed captioning services for Santa Cruz City Council meetings.

It was then moved by Maitreya Maziarz and seconded by Keith Gudger that the December Financial Report is approved and the motion passed by a unanimous vote.

7. Financial Update

Joe Hall opened the discussion. Topics discussed included establishing some metrics for the Executive Director evaluation period for FY 2021. It was stated that this would be a type of hybrid system which included both the Personnel and Finance Committees. The topic of an equipment lease for Cabrillo College was again discussed and following this discussion Keith Gudger agreed to re-contact Cabrillo College and see if he could facilitate some progress in these discussions. Becca King Reed discussed some additional revenue options for the future. Discussions of these options will continue in future Finance Committee meetings. It was also agreed that a budget adjustment for Item 7062 Software as Services be part of a mid-year budget adjustment. These adjustments will be presented to the next Finance Committee meeting.

8. Follow up Actions and Discussion of Hiring of Executive Director

Joe Hall opened the discussion. Becca King Reed reported that the transition had been made at CMAP and she was assisting by answering question as they arose from the new Executive Director at CMAP. A discussion then followed as to whether a budget adjustment was needed in terms of funding the additional costs of a full-time CTV Executive Director. After a lengthy discussion it was determined that the revised December Financial Report contained the necessary budget adjustment to fund the full time Executive Position.

A discussion then followed if a contract needed to be prepared for a full time Executive Director. Keith Gudger stated since there was a new job description for the Executive Director developed by the Personnel Committee and approved by the Board at its last meeting he was not sure if a contract was needed. He further pointed out in previous years a contract was not utilized in terms of the hiring of the Executive Director. After further

discussion it was determined if a contract was determined necessary it would start at the beginning of the next fiscal year.

Becca King Reed ended the discussion stating that she was excited by the new opportunity working full time at CTV presented.

9. Future Budget Adjustment for Capital Item 7062 Software as Services

It was further agreed that agreed that a budget adjustment for Item 7062 Software as Services as part of a mid-year budget adjustment. These adjustments will be presented to the next Finance Committee meeting.

10. Items for the next Finance Committee Agenda

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

Mid-year budget adjustment to include Item 7062 Software as Services

11. Adjournment

On the motion of Maitreya Maziarz and second of Joe Hall and a unanimous vote the meeting was adjourned.

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
January
2020

	Annual Budget 2019-20	December 2019	January 2020	January Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	150,000.00	0.00	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	150,000.00	0.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	17,533.74	19,159.95	124,808.92	51%	119,315.08
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	6,500.12	70%	2,799.88
7058 · Leasehold Improvements/Capital	30,000.00	276.00	200.00	1,862.82	6%	28,137.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	46.34	294.32	29%	705.68
Total 5100 · Facility	284,424.00	18,779.66	20,334.88	133,466.18	47%	150,957.82
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	199.44	186.59	1,432.47	29%	3,567.53
7051 · Equipment Repair	5,000.00	1,283.33	83.33	1,683.32	34%	3,316.68
7056 · Equipment - Depreciated	121,369.00	4,364.03	0.00	32,573.15	27%	88,795.85
7057 · Equipment - Non Depreciated	10,000.00	1,201.17	2,023.97	9,800.33	98%	199.67
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	3,126.32	906.41	11,866.78	119%	-1,866.78
Total 5200 · Equipment	301,369.00	10,174.29	3,200.30	57,356.05	19%	244,012.95
PEG Related Labor						
7063 - Building Maintenance	3,200.00	0.00	2,271.09	2,271.09	71%	928.91
7064 - Equipment Maintenance	5,300.00	0.00	3,570.68	3,570.68	67%	1,729.32
7065 - Equipment Repair	5,047.00	0.00	841.17	841.17	17%	4,205.83
Total 5200 · Equipment	13,547.00	0.00	6,682.94	6,682.94	49%	6,864.06
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	385.00	58%	275.00
Total 5300 · Media Licensing	660.00	55.00	55.00	385.00	58%	275.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	29,008.95	30,273.12	197,890.17	33%	402,109.83
NET INCOME/LOSS	0.00	120,991.05	-30,273.12	102,109.83		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 January
 2020

	Annual Budget 2019-20	December 2019	January 2020	January Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,550.00	620.00	13,368.75	64%	7,631.25
4103 · City of Capitola Gov. Meetings	7,000.00	1,075.00	516.00	4,939.75	71%	2,060.25
4104 · SCMTD Meetings	2,500.00	365.50	0.00	1,684.00	67%	816.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,201.50	2,092.00	25,372.25	77%	7,627.75
4108 · SCCRTC Meetings	5,000.00	258.00	860.00	2,915.50	58%	2,084.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	162,250.00	11,358.14	11,983.05	76,039.39	47%	86,210.61
4121 - SLVWD Meetings	4,600.00	387.00	516.00	3,759.50	82%	840.50
4122 - PVUSD	5,400.00	387.00	709.50	3,855.75	71%	1,544.25
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	50.00	50.00	10%	450.00
4180 · Interest Earned	0.00	338.26	359.63	2,852.13		-2,852.13
4185 · Misc. Income	1,000.00	0.00	55.00	11,290.45		-10,290.45
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	862.50	450.00	8,062.50	54%	6,937.50
4260 - Equipment Lease	13,600.00	527.53	527.53	3,303.83	24%	10,296.17
CTV Surplus	11,620.00	0.00	0.00	0.00	0%	11,620.00
Total 4300 · OPERATING REVENUE	293,670.00	21,310.43	18,738.71	159,132.55	54%	134,537.45
TOTAL INCOME	293,670.00	21,310.43	18,738.71	159,132.55	54%	134,537.45
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,061.16	1,070.21	6,470.71	59%	4,529.29
6300 · Bank Charges	3,000.00	173.81	242.71	1,463.37	49%	1,536.63
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	971.83	65%	528.17
7100 · Office Supplies	1,000.00	0.00	180.68	570.15	57%	429.85
7200 · Postage/Freight	500.00	2.75	146.51	248.26	50%	251.74
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	496.35	434.85	2,487.32	83%	512.68
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	34.00	89.00	89%	11.00
7700 · Telephone/Telecommunications/Internet	0.00	97.75	110.27	2,159.17		-2,159.17
Total 6000 - Operating Expenses	20,600.00	1,919.77	2,307.18	14,459.81	70%	6,140.19
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	17,315.50	2,880.00	2,880.00	17,280.00	100%	35.50
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	350.00	196.00	2,551.00	26%	7,449.00
Total 6800 · Contracted Services	51,440.50	3,230.00	3,076.00	20,356.00	40%	31,084.50
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	225.20	1,230.41	62%	769.59
7800 · Travel/Meals	1,650.00	0.00	15.10	146.87	9%	1,503.13
8600 · Special Events Expense	3,850.00	540.00	26.69	912.65	24%	2,937.35
Total 7000 · Staff Development & Fundraising	7,500.00	687.50	266.99	2,289.93	31%	5,210.07

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 January
 2020

	Annual Budget 2019-20	December 2019	January 2020	January Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 - Executive Director	45,423.00	0.00	7,570.49	7,570.49	17%	37,852.51
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,725.60	641.81	17,184.80	54%	14,635.20
7535 · Salaries - Accountant	16,377.00	895.29	1,411.74	7,757.64	47%	8,619.36
7542 · Salaries - Media Services Coordinator	46,700.00	4,463.34	892.66	27,908.00	60%	18,792.00
7585 · Salaries - Government Technicians	18,488.00	1,428.08	1,486.44	10,025.42	54%	8,462.58
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	100.00	753.83	7,332.21	77%	2,167.79
7621 · Payroll Taxes	20,029.50	784.91	2,500.50	7,752.55	39%	12,276.95
7635 · Workers Comp	2,012.00	-344.41	0.00	368.99	18%	1,643.01
7630 · Health/Dental/Vision	19,200.00	1,063.08	2,328.14	8,577.48	45%	10,622.52
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	214,129.50	11,115.89	17,585.61	94,477.58	44%	119,651.92
TOTAL EXPENSES	293,670.00	16,953.16	23,235.78	131,583.32	45%	162,086.68
NET INCOME/LOSS	0.00	4,357.27	-4,497.07	27,549.23	17.3%	

Community Television of Santa Cruz County

BALANCE SHEET

As of January 31, 2020

	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	183.49
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	977,881.08
1080 Savings - Lighthouse Bank	301,071.29
1085 CD 12-23 Month - Lighthouse Bank	84,533.79
1099 Cash Box	0.00
Total Bank Accounts	\$1,363,669.65
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	5,828.71
1116 Grants Receivable	0.00
Total Accounts Receivable	\$5,828.71
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)	4,424.82
Total 1200 Prepaid Insurance	4,424.86
1260 Prepaid Expenses	27,271.68
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$36,627.54
Total Current Assets	\$1,406,125.90
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	\$1,694,007.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-14,616.85
Total Accounts Payable	\$ -14,616.85
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	483.83
CA SUI / ETT	139.66
Federal Taxes (941/944)	4,230.92
Total 24000 Payroll Liabilities	5,889.39
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$8,380.39
Total Current Liabilities	\$ -6,236.46
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -6,236.46
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	129,659.06
Total Equity	\$1,700,244.29
TOTAL LIABILITIES AND EQUITY	\$1,694,007.83

EQUITY:	
Capital Reserves	\$ 831,028.72
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 637,385.51
TOTAL RESERVES	\$1,700,244.29