



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
May 21, 2020
9:30 A.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Coronavirus outbreak, this CTV Finance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at: <https://zoom.us/j/4083159302>

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

1. Consider Approval of the Finance Committee Meeting Minutes of April 23, 2020 *
2. Consider Approval of the Finance Committee Special Meeting Minutes of May 4, 2020 *
3. Consider Approval of April 2020 Financial Reports *
4. Review Emergency Check-Signing Policy and Make Recommendations for Permanent Adoption *
5. Financial Update
6. Report on activities concerning potential Mid-County CTV location
7. 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 23, 2020
3:00 PM
Zoom Video Conference

MINUTES

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

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

Staff: Mel Sweet, Becca King Reed

Guests: None

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 public comments.

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

There were no late additions or deletions to the Regular Agenda.

REGULAR AGENDA

1. Consider Approval of the Finance Committee Meeting Minutes of March 19, 2020

The minutes of the meeting of March 19, 2020 were approved on the motion of Maitreya Maziarz and second of Tom Manheim.

2. Consider Approval of the Finance Committee Meeting Minutes of April 3, 2020

The minutes of the meeting of April 3, 2020 were approved on the motion of Maitreya Maziarz and second of Tom Manheim.

3. Consider Approval of the Finance Committee Special Meeting Minutes of

April 8, 2020

The minutes of the meeting of March 19, 2020 were approved on the motion of Maitreya Maziarz and second of Tom Manheim.

4. Consider Approval of March 2020 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she had any initial comments. Mel Sweet discussed several categories that had cost increases. One of the items was 7630 Health/Dental/Vision which had a two month payment; however the payments going forward will be monthly after this catchup payment. Maitreya Maziarz asked several questions on individual expenses. One item concerned 7051 Equipment Repair; Becca King-Reed explained that this expense was for an air conditioner repair. Another was concerning 7062 Software as Service which Becca King-Reed explained was of how the monthly Zoom service was billed. It was also explained that CTV placed an ad in the Good Times newspaper to maintain visibility for the CTV/Satellite Co-working center.

Tom Manheim then discussed his spreadsheet showing the FY 2019/20 income for Budget Item 4120 Facility and Equipment rental.

Following additional discussion it was moved by Tom Manheim and seconded by Joe Hall that the March 2020 Financial Report by approved. The motion passed on a unanimous vote.

5. Review and approve FY 2019/2020 budget adjustments due to COVID-19 required operational adjustments

Keith Gudger opened the discussion describing a spreadsheet he had prepared showing the projected CTV revenue impact from the closure of the CTV/Satellite Co-working Center due to the COVID 19 Pandemic. As part of the discussion Becca King-Reed explained a variety of adjustments that CTV had made in its FY 2019/20 budget to reflect the anticipated loss of revenue. Mel Sweet also outlined information in the March 2000 Financial Report showing changes and adjustments due to the COVID 19 pandemic.

It was also pointed out by Keith Gudger that the Amended 2019/20 Annual Budget utilized \$11,620 from the CTV FY 2018/19 budget surplus to achieve balance due to the hiring of a full time Executive Director. The spreadsheet showed an additional \$11,061.47 would need to be utilized from the CTV FY 2018/19 budget surplus to balance the budget till the end of the FY 2019/20 budget.

6. Financial Update

Becca King-Reed updated the Committee on the status of the SBA Paycheck Protection Program Loan. She thanked the Committee and Board for working so fast to adopt the Board Resolution needed accept the loan and that the resolution and other documents had been filed with Santa Cruz County Bank. She stated that there is an online site which shows the progress towards receiving the loan and at that point it said all submitted documents were under review.

7. Report on activities concerning potential Mid-County CTV location

Joe Hall opened the discussion and asked for any thoughts or comments. Tom Manheim

stated his reservation or at least the need to carefully examine any future Mid-County CTV location plans in light of realistic financial projections. Joe Hall and Keith Gudger stated there general support so long as the preferred location's rent can be reduced significantly to a rent more in line with the current economic conditions. Becca King-Reed stated she would contact the real estate agent for the preferred location and see if they were more flexible in terms of their rent.

5. Adjournment

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



325 Soquel Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Finance Committee Meeting
Special Meeting
May 4, 2020
5:00 PM

Zoom Video Conference

MINUTES

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

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

Staff: Mel Sweet, Becca King Reed

Guests: None

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 public comments.

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

There were no late additions or deletions to the Regular Agenda.

REGULAR AGENDA

1. Review CTV Fiscal Year 2020/2021 Budget

Joe Hall opened the discussion and asked Becca King-Reed to review the proposed CTV Fiscal Year 2020/2021 Budget. Becca King-Reed and Mel Sweet then reviewed the proposed changes to both the CTV Operating and Capital Budgets. The major changes were outlined and it was explained that the decreases in various budget items were made to reflect the decreased revenues caused by the closure of the Satellite Co-working Center due to the Covid-19 shelter in place order.

The major changes reviewed included Account 4120 Facility and Equipment Use where the

proposed revenue was decreased to reflect the closure of the Co-working Center. Other changes included the decrease in revenue from classes, Account 4130, to reflect the possibility that classes would not be able to resume for some months into the new fiscal year. Other cuts include Advertising Account 6100, Contract Services – Consulting Account 7010.

Following this review questions were taken from members of the Committee. Tom Manheim asked for additional information on the projected increase in revenue in Account 4106 City of Santa Cruz Government Meetings. Becca King Reed stated that this increase was based on actual revenues in the past two fiscal years. There was a short discussion and explanation concerning Account 7700 Telephone/Telecommunications Internet.

Maitreya Maziarz asked a question concerning Account 7630 Health/Dental Benefits. Becca King Reed explained that this number reflected that one employee would be eligible for Medicare partially through the Fiscal Year thus accounting for the cost decrease in this account.

Keith Gudger asked a series of questions on several accounts which were answered by Mel Sweet and Becca King Reed.

Following this review Tom Manheim suggested that the budget for advertising not be reduced since when the Co-working was allowed to reopen it was important to have sufficient funds available to promote the reopening. Following discussion of this matter it was agreed that the reduction in Account 6100 be reversed. Keith Gudger pointed out if the reduction in Account 6100 was reversed the CTV/PPP Reserve amount would need to be increased by \$1,000 to offset increasing Account 6100 Advertising by \$1,000.

Following additional discussion it was moved by Tom Manheim and seconded by Keith Gudger that the Finance Committee recommend to the Board of Directors the approval of the CTV FY 2020/2021 Budget with an increase in Account 6100 Advertising by \$1,000 and an offsetting increase in CTV/PPP Reserve of \$1,000 to offset this increase. The motion passed on a unanimous roll call vote.

5. Adjournment

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

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

	Annual Budget 2019-20	March 2020	April 2020	April Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	450,000.00	90%	50,000.00
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	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	18,662.35	21,039.15	183,236.57	75%	60,887.43
6701 · Facility /Equip. Insurance	9,300.00	928.59	840.91	9,198.21	99%	101.79
7058 · Leasehold Improvements/Capital	30,000.00	200.00	125.00	2,387.82	8%	27,612.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	433.34	43%	566.66
Total 5100 · Facility	284,424.00	19,837.28	22,051.40	195,255.94	69%	89,168.06
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	190.86	179.31	2,016.91	40%	2,983.09
7051 · Equipment Repair	5,000.00	355.81	-2,219.67	2,205.79	44%	2,794.21
7056 · Equipment - Depreciated	114,869.00	0.00	0.00	32,573.15	28%	82,295.85
7057 · Equipment - Non Depreciated	10,000.00	3,032.21	1,079.58	15,677.38	157%	-5,677.38
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	16,500.00	196.75	910.41	14,925.25	90%	1,574.75
Total 5200 · Equipment	301,369.00	3,775.63	-50.37	67,398.48	22%	233,970.52
Capital Maintenance & Repair						
7063 - Building Maintenance	3,200.00	520.76	592.77	3,997.74	125%	-797.74
7064 - Equipment Maintenance	5,300.00	892.67	892.67	6,248.69	118%	-948.69
7065 - Equipment Repair	5,047.00	841.17	841.17	3,364.68	67%	1,682.32
Total 5200 · Equipment	13,547.00	2,254.60	2,326.61	13,611.11	100%	-64.11
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	25,922.51	24,382.64	276,815.53	46%	323,184.47
NET INCOME/LOSS	0.00	-25,922.51	-24,382.64	173,184.47		

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

	Annual Budget 2019-20	COVID 19 Budget	March 2020	April 2020	April Year to Date	% of Annual Budget	Amount Remaining
4300 - OPERATING REVENUE							
4101 - County BOS Meetings	21,000.00	26,297.25	1,705.00	3,476.25	20,332.50	97%	667.50
4103 - City of Capitola Gov. Meetings	7,000.00	8,517.25	1,075.00	731.00	7,498.25	107%	-498.25
4104 - SCMTD Meetings	2,500.00	3,533.00	559.00	0.00	2,501.00	100%	-1.00
4106 - City of Santa Cruz Gov. Mtg.	33,000.00	41,713.00	4,962.00	287.50	35,491.50	108%	-2,491.50
4108 - SCCRTC Meetings	5,000.00	4,807.50	387.00	387.00	4,033.50	81%	966.50
4109 - SCWD Government Meetings	4,200.00	803.75	0.00	3,053.00	3,556.75	85%	643.25
4120 - Facility & Equipment Use	162,250.00	131,000.00	11,600.76	8,031.98	110,900.98	68%	51,349.02
4121 - SLVWD Meetings	4,600.00	6,328.50	731.00	473.00	5,651.50	123%	-1,051.50
4122 - PVUSD	5,400.00	5,959.75	774.00	903.00	5,962.75	110%	-562.75
4130 - Classes	1,000.00	24.00	0.00	0.00	24.00	2%	976.00
4165 - Donations	500.00	150.00	0.00	0.00	150.00	30%	350.00
4180 - Interest Earned	0.00	3,537.33	341.54	342.44	3,879.77		-3,879.77
4185 - Misc. Income	1,000.00	11,446.45	0.00	56.00	11,346.45		-10,346.45
4190 - Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00		0.00
4200 - Production Services	6,000.00	8,421.00	3,960.00	753.00	7,174.00	120%	-1,174.00
4250 - Closed Captioning	15,000.00	15,687.50	900.00	1,312.50	11,400.00	76%	3,600.00
4260 - Equipment Lease	13,600.00	5,940.89	527.53	527.53	4,886.42	36%	8,713.58
CTV Surplus	11,620.00	0.00	0.00	0.00	0.00	0%	11,620.00
Total 4300 - OPERATING REVENUE	293,670.00	274,167.17	27,522.83	20,334.20	234,789.37	80%	58,880.63
TOTAL INCOME							
	293,670.00	274,167.17	27,522.83	20,334.20	234,789.37	80%	58,880.63
6000 - OPERATING EXPENSES							
6100 - Advertising	11,000.00	12,152.24	1,630.85	326.11	9,478.35	86%	1,521.65
6300 - Bank Charges	3,000.00	2,657.06	265.51	199.32	2,156.38	72%	843.62
6600 - Dues & Subscriptions	1,500.00	1,223.27	163.49	87.95	1,311.22	87%	188.78
7100 - Office Supplies	1,000.00	655.85	31.33	67.61	723.46	72%	276.54
7105 - Production Expenses	0.00	345.19	198.00	85.00	430.19		-430.19
7200 - Postage / Freight	500.00	330.67	55.46	32.94	363.61	73%	136.39
7205 - Printing	500.00	0.00	0.00	0.00	0.00	0%	500.00
7401 - Facility Supplies	3,000.00	3,329.87	363.08	163.57	3,493.44	116%	-493.44
7640 - Licenses / Fees / Misc. Taxes	100.00	89.00	0.00	0.00	89.00	89%	11.00
7700 - Telephone / Telecommunications / Internet	0.00	2,479.25	160.04	164.79	2,644.04		-2,644.04
Total 6000 - Operating Expenses	20,600.00	23,262.40	2,867.76	1,127.29	20,689.69	100%	-89.69
6800 - Contracted Services							
6900 - Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0.00	0%	4,000.00
7001 - Contract Services-Production Support	3,000.00	1,000.00	0.00	0.00	0.00	0%	3,000.00
7007 - Contract Services-CMAP	17,315.50	17,280.00	0.00	0.00	17,280.00	100%	35.50
7010 - Contract Services-Consulting	8,125.00	525.00	0.00	0.00	525.00	6%	7,600.00
7110 - Contract Services-Legal	3,000.00	0.00	0.00	0.00	0.00	0%	3,000.00
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0.00	0%	6,000.00
7920 - Contract Services-Captioning	10,000.00	6,236.25	781.25	428.75	4,165.00	42%	5,835.00
Total 6800 - Contracted Services	51,440.50	25,041.25	781.25	428.75	21,970.00	43%	29,470.50
7000 - Staff Development & Fundraising							
7405 - Training / conferences	2,000.00	2,025.41	147.50	147.50	1,672.91	84%	327.09
7800 - Travel / Meals	1,650.00	597.15	0.00	0.00	184.65	11%	1,465.35
8600 - Special Events Expense	3,850.00	1,899.15	0.00	0.00	936.65	24%	2,913.35
Total 7000 - Staff Development & Fundraising	7,500.00	4,521.71	147.50	147.50	2,794.21	37%	4,705.79

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

	Annual Budget 2019-20	COVID 19 Budget	March 2020	April 2020	April Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits							
7525 · Executive Director	45,423.00	45,422.94	7,570.49	7,570.49	30,281.96	67%	15,141.04
7530 · Salaries - Coworking Community Coordinator	31,820.00	30,207.90	2,402.49	2,371.10	24,624.00	77%	7,196.00
7535 · Salaries - Accountant	16,377.00	15,448.13	1,373.13	1,712.37	12,160.50	74%	4,216.50
7542 · Salaries - Media Services Coordinator	46,700.00	45,761.34	3,570.67	3,570.67	38,620.01	83%	8,079.99
7585 · Salaries - Government Technicians	18,488.00	21,737.99	1,718.72	1,291.94	15,029.93	81%	3,458.07
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	10,160.23	819.27	86.70	9,246.93	97%	253.07
7621 · Payroll Taxes	20,029.50	18,747.56	1,813.22	1,639.77	13,387.33	67%	6,642.17
7635 · Workers Comp	2,012.00	871.99	0.00	0.04	369.03	18%	1,642.97
7630 · Health /Dental /Vision	19,200.00	19,709.68	3,769.12	2,418.20	15,827.88	82%	3,372.12
7632 · Severance /Vacation Payouts	4,580.00	4,137.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	214,129.50	212,204.76	23,037.11	20,661.28	159,547.57	75%	54,581.93
TOTAL EXPENSES	293,670.00	265,030.12	26,833.62	22,364.82	205,001.47	70%	88,668.53
NET INCOME/LOSS	0.00	9,137.05	689.21	-2,030.62	29,787.90	12.7%	

Notes:

I have added column titled "Covid 19 budget (this is 9 months actuals plus 3 month forecast as prepared by Keith). The last two columns...% of annual budget and amount remaining are compared to the annual budget column.

Community Television of Santa Cruz County

BALANCE SHEET

As of April 30, 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	179.14
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	891,204.01
1080 Savings - Lighthouse Bank	301,256.95
1085 CD 12-23 Month - Lighthouse Bank	85,024.15
1099 Cash Box	0.00
Total Bank Accounts	\$1,277,664.25
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	166,470.13
1116 Grants Receivable	0.00
Total Accounts Receivable	\$166,470.13
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	1,350.92
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)	1,726.73
Total 1200 Prepaid Insurance	3,077.65
1260 Prepaid Expenses	27,755.37
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$35,764.02
Total Current Assets	\$1,479,898.40
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

Community Television of Santa Cruz County

BALANCE SHEET

As of April 30, 2020

	TOTAL
1725 Accum Depr-Leasehold Improv.	-141,612.11
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,767,780.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-13,335.63
Total Accounts Payable	\$ -13,335.63
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	481.87
CA SUI / ETT	-739.72
Federal Taxes (941/944)	4,290.23
Total 24000 Payroll Liabilities	5,067.36
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,558.36
Total Current Liabilities	\$ -5,777.27
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -5,777.27
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	202,972.37
Total Equity	\$1,773,557.60
TOTAL LIABILITIES AND EQUITY	\$1,767,780.33

EQUITY:

Capital Reserves	\$ 902,103.36
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 639,624.18
TOTAL EQUITY:	\$1,773,557.60

COMMUNITY TELEVISION
OF SANTA CRUZ COUNTY

Date: March 19, 2020

AMENDMENT TO CHECK SIGNING POLICY

Due to the Shelter in Place order in lieu of a second signature on checks, the check stub will be signed via DocuSign by the Board Chair. Signed stub will be attached to invoice.

This policy is effective immediately.