



AGENDA

BOARD OF DIRECTORS
Finance Committee Meeting
June 23, 2022
4:00 P.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Novel 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://us06web.zoom.us/j/2017133083>

1. Attendance

(Chair) Joe Hall, Mathilde Rand, Guy Lasnier, 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 May 2022 Financial Reports *

5. Consider Approval of 5/19/22 Minutes *

6. Financial Update

7. Closed session: Brown Act § 54954.5
Discussion of property lease/purchase, negotiations

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**



**BOARD OF DIRECTORS
Finance Committee Meeting
May 19, 2022**

**325 Soquel Avenue
Santa Cruz, CA 95060**

4:00 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.)

Present: Joe Hall (Chair), Keith Gudger, Guy Lasnier, Mathilde Rand

Absent: None

Staff: Becca King Reed, Mel Sweet

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. Joe Hall asked if the order of the Agenda could be changed to take the Minutes before the Financial Report. Members concurred with this suggestion

REGULAR AGENDA

4. Consider Approval of the Minutes of the April 21, 2022 meeting

Joe Hall opened the discussion and asked if there were any corrections or comments. Keith Gudger noted that he had before distribution noted the attendance of Mathilde Rand at the April 21, 2022 meeting. It was then moved by Keith Gudger and seconded by Guy Lasnier that the minutes of the April 21, 2022 meeting be approved. The motion passed on a

unanimous roll call vote.

5. Consider Approval of the April 2022 Financial Report

Joe Hall asked Becca King Reed and Mel Sweet to provide an overview of the April 2022 Financial Report. Becca King Reed reported that there was interest in the office space with several groups actively looking at renting space. It was also reported that one of the donated guitars had been sold and all furniture had been moved back into the working studio spaces.

Becca King Reed further reported that the budget was approximately 1.2% over budget at his point in the fiscal year or roughly \$2,000 but that there were adequate reserves to cover this difference. It was explained that this difference was somewhat due to the bonus authorized by the Board for the Media Services Coordinator, budget item 7542 Media Services Coordinator. Becca King Reed also explained that budget item 7060 Equipment Grant Program was now more accurately reflecting items of purchases being made for that program.

Members of the Committee were then asked if they had comments or questions. Mathilde Rand asked a number of questions. The first question concerned budget item 6701 Facility/Equip. Insurance and why that account was almost fully expended. Mel Sweet stated that the budget had underestimated this cost and an adjustment will be need to be made at some time in the FY 2022-23 budget to reflect more accurately this item's expenditures. A second question concerned budget item 7064 Equipment Maintenance and that this budget item was nearly expended. Becca King Reed explained that this item expenditure reflects the payment of a bonus for the Media Services Coordinator and the funding of this position was split between the Capital and Operating Budgets. The third question concerned why budget item 6600 Dues and Subscriptions was over budget. Becca King Reed explained that she had gone to a conference of CTV groups. Following further discussions it was agreed that the cost of this conference should be assigned to budget item 7405 Training and Conferences. The final question and discussion concerned budget item 7110 Contract Services – Legal.

Keith Gudger asked whether CTV still had accounts in the Santa Cruz Community Credit Union (SCCCU) as indicated in the Balance Sheet. It was explained by Becca King Reed that the funds were now in Santa Cruz County Bank. A similar point was raised concerning Lighthouse Bank and those accounts were now also in Santa Cruz County Bank. Guy Lasnier then asked if the total of "Bank Accounts" were as shown on the Balance Sheet and it was confirmed by Mel Sweet that the total amount was accurate. Guy Lasnier then asked if account 1075 Checking was accurate in terms of the balance in the checking account. Joe Hall then suggested that the 1075 Checking should only hold enough for six months operating funds at the most.

Following this discussion Becca King Reed and Mel Sweet stated on the next Balance Sheet they would return with the correct financial institution listed and a plan to reduce the balance in account 1075 Checking and open additional saving accounts.

It was then moved by Keith Gudger and seconded by Guy Lanier that the April 2022 Financial Report be approved with correction to the balance sheet reflecting the correct names of the account financial institution and a plan be developed to transfer an appropriate balance from the account 1075 checking to saving accounts. On a roll call vote the motion passed unanimously.

6. LPTV Discussion

Joe Hall opened the item for discussion and asked Keith Gudger to update members on the status of the LPTV potential channel lease. Becca King Reed then mentioned she had identified a sample contract for the lease of LPTV channels. Since the other members of the Committee had not seen the sample lease, the discussion became more general as how to proceed further on this subject.

Joe Hall suggested that the Committee provide general direction to Becca King Reed as follows: Prepare a letter of intent stating the interest of CTV for leasing low power TV stations from the owner of the stations in consultation with the Board Chair, provide Committee member a copy of the sample contract she had identified and work with the CTV attorney in drafting a LPTV lease contract. It was the consensus of the Committee that was appropriate direction. It was also mentioned by Guy Lanier that due to the need to move this item expeditiously there might be a need for a special Finance Committee meeting to review the draft contract when prepared and a special Board Meeting.

6. Financial Update

Joe Hall opened the item for discussion and asked Becca King Reed if she had any comments. Becca King Reed provided further information on the prospective new office tenants. Keith Gudger asked if any response had been received from the County about their potential of taking over the lease of the building. Becca King Reed mentioned that none had been received and she would follow up.

8. Adjournment

A motion was made by Keith Gudger and seconded by Mathilde Rand that the meeting adjourn. The motion passed unanimously, by a voice vote.

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
May

2022

	Annual Budget 2021-22	April 2022	May 2022	May Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	375,000.00	75%	125,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	75,000.00	75%	25,000.00
TOTAL INCOME	600,000.00	0.00	0.00	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	266,785.00	21,496.36	23,435.04	241,294.80	90%	25,490.20
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,092.10	12,013.09	108%	(870.09)
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	3,811.50	19%	16,188.50
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	599.99	60%	400.01
Total 5100 · Facility	298,928.00	22,644.83	24,583.51	257,719.38	86%	41,208.62
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	177.62	207.08	2,207.15	44%	2,792.85
7051 · Equipment Repair	5,000.00	83.33	83.33	916.63	18%	4,083.37
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	0.00	0.00	140,906.80	132%	(34,174.80)
7057 · Equipment - Non Depreciated	26,021.00	86.10	887.14	12,032.80	46%	13,988.20
7060 · Equipment Grant Program	100,000.00	1,540.95	0.00	11,394.32	11%	88,605.68
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	1,097.97	2,361.74	16,345.03	99%	154.97
Total 5200 · Equipment	259,253.00	2,985.97	3,539.29	183,802.73	71%	75,450.27
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	628.06	634.33	6,503.02	91%	664.98
7064 · Equipment Maintenance	11033.00	1030.37	1030.37	11,764.90	107%	(731.90)
7065 · Equipment Repair	22958.00	1867.43	1901.63	20,938.67	91%	2,019.33
Total Capital Maintenance & Repair	41159.00	3525.86	3566.33	39,206.59	95%	1,952.41
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	29,211.66	31,744.13	481,333.70	80%	118,666.30
NET INCOME/LOSS	0.00	(29,211.66)	(31,744.13)	(31,333.70)		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 May
 2022

	Annual Budget 2021-22	April 2022	May 2022	May Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	1,860.00	1,085.00	20,026.25	67%	9,731.75
4103 · City of Capitola Gov. Meetings	8,700.00	1,456.00	1,612.00	10,983.00	126%	(2,283.00)
4104 · SCMTD Meetings	3,256.00	442.00	312.00	3,593.60	110%	(337.60)
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	6,274.50	4,666.50	39,652.50	74%	14,152.50
4108 · SCCRTC Meetings	4,740.00	624.00	1,167.00	6,458.00	136%	(1,718.00)
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	6,528.12	7,783.41	81,828.46	68%	38,171.54
4121 - SLVWD Meetings	9,649.00	312.00	910.00	6,711.00	70%	2,938.00
4123 - Webinar Meetings	0.00	0.00	545.00	2,203.00	0%	(2,203.00)
4122 - PVUSD	0.00	961.00	0.00	8,003.50	0%	(8,003.50)
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	0.00	5.00	5.00	2%	245.00
4180 · Interest Earned	0.00	110.38	123.67	1,304.08	0%	(1,304.08)
4185 · Misc. Income	300.00	64.00	0.00	413.00	138%	(113.00)
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	525.00	0.00	1,324.84	22%	4,675.16
4250 - Closed Captioning	42,000.00	4,387.50	3,675.00	34,462.50	82%	7,537.50
4260 - Equipment Lease	7,600.00	761.86	761.86	7,763.15	102%	(163.15)
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	24,306.36	22,646.44	239,731.88	84%	46,326.12
TOTAL INCOME	286,058.00	24,306.36	22,646.44	239,731.88	84%	46,326.12
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	1,609.63	434.80	7,836.53	87%	1,163.47
6300 · Bank Charges	2,500.00	146.55	134.66	1,690.33	68%	809.67
6600 · Dues & Subscriptions	1,500.00	87.95	(629.50)	935.00	62%	565.00
7100 · Office Supplies	1,000.00	0.00	0.00	847.02	85%	152.98
7105 - Production Expenses	500.00	0.00	0.00	198.00	40%	302.00
7200 · Postage/Freight	700.00	0.00	816.04	1,082.75	155%	(382.75)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	423.50	143.39	2,565.23	95%	142.77
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	0.00	197.83	132%	(47.83)
7700 · Telephone / Telecommunications / Internet	1,920.00	290.46	290.91	2,855.86	149%	(935.86)
Total 6000 - Operating Expenses	20,228.00	2,558.09	1,190.30	18,208.55	90%	2,019.45
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	1,550.00	72%	603.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	0.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	0.00	0.00	2,520.00	126%	(520.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,774.50	4,260.00	12,875.75	61%	8,124.25
Total 6800 · Contracted Services	27,153.00	1,774.50	4,260.00	17,559.00	65%	9,594.00
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	147.50	147.50	1,577.50	79%	422.50
7800 · Travel / Meals	360.00	0.00	17.21	137.40	38%	222.60
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,360.00	147.50	164.71	1,714.90	51%	1,645.10

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 May
 2022

	Annual Budget 2021-22	April 2022	May 2022	May Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	74,022.63	92%	6,697.37
7530 · Salaries - Coworking Community Coordinator	28,676.00	1,490.57	2,537.34	25,125.26	88%	3,550.74
7535 · Salaries - Accountant	10,712.00	740.38	877.20	9,732.16	91%	979.84
7542 · Salaries - Media Services Coordinator	44,133.00	4,121.47	4,121.47	43,225.87	98%	907.13
7585 · Salaries - Government Technicians	19,614.00	2,141.67	2,234.15	17,046.41	87%	2,567.59
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	0.00	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	1,702.68	1,938.18	19,240.79	94%	1,188.71
7635 · Workers Comp	2,052.00	120.25	120.25	1,322.75	64%	729.25
7630 · Health/Dental/Vision	18,200.00	1,641.94	374.40	15,995.79	88%	2,204.21
7632 · Severance/Vacation Payouts	5,000.00	365.82	0.00	365.82	7%	4,634.18
Total 7500 · Operating Salaries & Benefits	235,317.00	19,054.11	18,932.32	206,804.12	88%	28,512.88
TOTAL EXPENSES	286,058.00	23,534.20	24,547.33	244,286.57	85%	41,771.43
NET INCOME/LOSS	0.00	772.16	(1,900.89)	(4,554.69)	-1.9%	

Community Television of Santa Cruz County

Balance Sheet As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	49.04
1075 Checking - Santa Cruz County Bank	913,983.76
1080 Savings - Santa Cruz County Bank	138,313.42
1081 CDAR x2424	250,049.87
1082 CDAR x4915	250,031.17
1083 ICS Santa Cruz County Bank	250,026.60
Total Bank Accounts	\$1,802,453.86
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	23,849.77
1116 Grants Receivable	0.00
Total Accounts Receivable	\$23,849.77
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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	148.25
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	812.06

Community Television of Santa Cruz County

Balance Sheet As of May 31, 2022

	TOTAL
Total 1200 Prepaid Insurance	1,260.31
1260 Prepaid Expenses	27,204.34
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$33,395.65
Total Current Assets	\$1,859,699.28
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$2,065,549.76

Community Television of Santa Cruz County

Balance Sheet
As of May 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,240.31
Total Accounts Payable	\$1,240.31
Other Current Liabilities	
2110 Sales Tax Payable	15.35
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	11,399.53
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	524.13
CA SUI / ETT	-338.06
Federal Taxes (941/944)	2,226.94
Total 24000 Payroll Liabilities	3,447.99
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$14,862.87
Total Current Liabilities	\$16,103.18
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
Total Long-Term Liabilities	\$150,000.00
Total Liabilities	\$166,103.18
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	-35,888.39
Total Equity	\$1,899,446.58
TOTAL LIABILITIES AND EQUITY	\$2,065,549.76

EQUITY:

Capital Reserves.	\$1,201,979.73
Capital Reserves - Youth Grant	\$262,788.95
Operating Reserves.	\$337,685.18
Other Assets.	\$ 96,992.72
TOTAL.	\$1,899,446.58