



AGENDA

BOARD OF DIRECTORS
Finance Committee Meeting
October 22, 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 September 2022 Financial Reports *

5. Financial Update

6. 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**

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 September
 2022

	Annual Budget 2022-23	August 2022	September 2022	September Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	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	150,000.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	21,615.66	21,186.31	64,873.92	24%	209,914.08
6701 · Facility /Equip. Insurance	13,105.00	1,082.18	1,082.18	3,246.54	25%	9,858.46
7058 · Leasehold Improvements /Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	169.11	17%	830.89
Total 5100 · Facility	308,893.00	22,754.21	22,324.86	68,289.57	22%	240,603.43
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	273.72	174.46	614.33	25%	1,865.67
7051 · Equipment Repair	4,564.00	83.33	83.45	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	(1,360.50)	13,902.34	58,762.20	60%	39,969.80
7057 · Equipment - Non Depreciated	24,306.00	0.00	3,898.46	6,525.04	27%	17,780.96
7060 · Equipment Grant Program	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,510.06	1,491.72	3,322.78	19%	13,927.22
Total 5200 · Equipment	247,332.00	506.61	19,550.43	69,474.46	28%	177,857.54
Capital Maintenance & Repair						
7063 · Building Maintenance	7383.00	619.40	420.91	1,638.70	22%	5,744.30
7064 · Equipment Maintenance	12694.00	1030.37	1030.37	3,091.11	24%	9,602.89
7065 · Equipment Repair	23038.00	1820.57	1956.51	5,654.37	25%	17,383.63
Total Capital Maintenance & Repair	43115.00	3470.34	3407.79	10,384.18	24%	32,730.82
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	165.00	25%	495.00
Total 5300 · Media Licensing	660.00	55.00	55.00	165.00	25%	495.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	26,786.16	45,338.08	148,313.21	25%	451,686.79
NET INCOME/LOSS	0.00	(26,786.16)	104,661.92	1,686.79		

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

	Annual Budget 2022-23	August 2022	September 2022	September Year to Date
4300 · OPERATING REVENUE				
4101 · County BOS Meetings	26,732.00	0.00	1,652.50	1,652.50
4103 · City of Capitola Gov. Meetings	10,314.00	847.50	791.00	2,678.50
4104 · SCMTD Meetings	3,440.00	0.00	242.95	476.95
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	1,821.25	4,803.00	13,795.25
4108 · SCCRTC Meetings	5,058.00	310.75	593.25	1,684.00
4120 · Facility & Equipment Use	105,750.00	13,102.66	9,316.55	29,338.44
4121 - SLVWD Meetings	7,859.00	734.50	621.50	1,902.00
4122 - PVUSD	12,072.00	505.25	618.25	2,161.50
4130 · Classes	0.00	0.00	0.00	0.00
4165 · Donations	3,645.00	0.00	0.00	1,479.91
4180 · Interest Earned	0.00	1,159.63	59.69	1,302.22
4185 · Misc. Income	840.00	0.00	0.00	64.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00
4200 · Production Services	4,000.00	0.00	700.00	700.00
4250 - Closed Captioning	36,900.00	0.00	2,925.00	5,512.50
4260 - Equipment Lease	8,600.00	761.86	761.86	2,285.58
4700 - CA Relief Grant	0.00	0.00	0.00	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00
Total 4300 · OPERATING REVENUE	265,448.00	19,243.40	23,085.55	65,033.35
TOTAL INCOME	265,448.00	19,243.40	23,085.55	65,033.35
6000 · OPERATING EXPENSES				
6100 · Advertising	8,000.00	34.31	34.31	82.93
6300 · Bank Charges	2,000.00	135.91	381.37	810.54
6600 · Dues & Subscriptions	1,000.00	31.89	60.00	91.89
7100 · Office Supplies	800.00	0.00	0.00	0.00
7105 - Production Expenses	200.00	0.00	0.00	0.00
7200 · Postage/Freight	500.00	18.00	0.00	52.79
7205 · Printing	100.00	0.00	0.00	0.00
7401 · Facility Supplies	2,000.00	0.00	0.00	161.52
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	0.00
7700 · Telephone/Telecommunications/Internet	2,920.00	1,154.11	1,154.11	3,462.32
Total 6000 - Operating Expenses	17,620.00	1,374.22	1,629.79	4,661.99
6800 · Contracted Services				
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00

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

	Annual Budget 2022-23	August 2022	September 2022	September Year to Date
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00
7010 · Contract Services-Consulting	1,000.00	0.00	0.00	0.00
7110 · Contract Services-Legal	1,000.00	525.00	0.00	1,470.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00
7920 · Contract Services-Captioning	8,000.00	361.37	1,892.76	5,266.17
Total 6800 · Contracted Services	11,500.00	886.37	1,892.76	6,736.17
7000 · Staff Development & Fundraising				
7405 · Training/ conferences	500.00	0.00	0.00	0.00
7800 · Travel/Meals	100.00	0.00	0.00	0.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00
Total 7000 · Staff Development & Fundraising	1,100.00	0.00	0.00	0.00

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

	Annual Budget 2022-23	August 2022	September 2022	September Year to Date
7500 · Operating Salaries & Benefits				
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	20,187.99
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,477.60	1,683.63	6,554.77
7535 · Salaries - Accountant	11,032.00	552.98	1,096.70	2,429.50
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	12,364.41
7585 · Salaries - Government Technicians	16,000.00	1,923.98	2,465.81	5,334.94
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	110.50	0.00	110.50
7621 · Payroll Taxes	20,429.00	1,593.87	1,931.03	5,071.25
7635 · Workers Comp	2,034.00	125.40	125.40	376.20
7630 · Health/Dental/Vision	18,200.00	1,564.82	771.81	2,758.64
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00
Total 7500 · Operating Salaries & Benefits	235,228.00	19,199.95	18,925.18	55,188.20
TOTAL EXPENSES	265,448.00	21,460.54	22,447.73	66,586.36
NET INCOME/LOSS	0.00	(2,217.14)	637.82	(1,553.01)

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

	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE		
4101 · County BOS Meetings	6%	25,079.50
4103 · City of Capitola Gov. Meetings	26%	7,635.50
4104 · SCMTD Meetings	14%	2,963.05
4106 · City of Santa Cruz Gov. Mtg.	39%	21,442.75
4108 · SCCRTC Meetings	33%	3,374.00
4120 · Facility & Equipment Use	28%	76,411.56
4121 - SLVWD Meetings	24%	5,957.00
4122 - PVUSD	0%	9,910.50
4130 · Classes	0%	0.00
4165 · Donations	41%	2,165.09
4180 · Interest Earned	0%	(1,302.22)
4185 · Misc. Income	8%	776.00
4190 · Gain/ Loss on Sale of Assets	0%	0.00
4200 · Production Services	18%	3,300.00
4250 - Closed Captioning	15%	31,387.50
4260 - Equipment Lease	27%	6,314.42
4700 - CA Relief Grant	0%	0.00
CTV Reserves	0%	5,000.00
Total 4300 · OPERATING REVENUE	24%	200,414.65
TOTAL INCOME	24%	200,414.65
6000 · OPERATING EXPENSES		
6100 · Advertising	1%	7,917.07
6300 · Bank Charges	41%	1,189.46
6600 · Dues & Subscriptions	9%	908.11
7100 · Office Supplies	0%	800.00
7105 - Production Expenses	0%	200.00
7200 · Postage/Freight	11%	447.21
7205 · Printing	0%	100.00
7401 · Facility Supplies	8%	1,838.48
7640 · Licenses / Fees / Misc. Taxes	0%	100.00
7700 · Telephone/ Telecommunications / Internet	119%	(542.32)
Total 6000 - Operating Expenses	26%	12,958.01
6800 · Contracted Services		
6900 · Contract Services-Audit Services	0%	1,500.00
7001 · Contract Services-Production Support	0%	0.00

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

	% of Annual Budget	Amount Remaining
7007 · Contract Services-CMAP	0%	0.00
7010 · Contract Services-Consulting	0%	1,000.00
7110 · Contract Services-Legal	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0%	0.00
7920 · Contract Services-Captioning	66%	2,733.83
Total 6800 · Contracted Services	59%	4,763.83
7000 · Staff Development & Fundraising		
7405 · Training / conferences	0%	500.00
7800 · Travel/Meals	0%	100.00
8600 · Special Events Expense	0%	500.00
Total 7000 · Staff Development & Fundraising	0%	1,100.00

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

	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits		
7525 · Salaries - Executive Director	25%	60,532.01
7530 · Salaries - Coworking Community Coordinator	22%	22,980.23
7535 · Salaries - Accountant	22%	8,602.50
7542 · Salaries - Media Services Coordinator	24%	38,413.59
7585 · Salaries - Government Technicians	33%	10,665.06
7589 · Salaries - Extra Help Trainers, Technicians	7%	1,389.50
7621 · Payroll Taxes	25%	15,357.75
7635 · Workers Comp	18%	1,657.80
7630 · Health/Dental/Vision	15%	15,441.36
7632 · Severance/Vacation Payouts	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	23%	180,039.80
TOTAL EXPENSES	25%	198,861.64
NET INCOME/LOSS	-2.4%	

Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	109.08
1075 Checking - Santa Cruz County Bank	376,680.32
1080 Savings - Santa Cruz County Bank	138,359.66
1081 CDAR 1025929272	250,674.12
1082 CDAR 1025929809	250,655.39
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	250,019.19
1085 CDAR 1026064062	250,000.00
Total Bank Accounts	\$1,766,524.36
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	165,439.74
1116 Grants Receivable	0.00
Total Accounts Receivable	\$165,439.74
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	225.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	666.30
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	8,384.71
Total 1200 Prepaid Insurance	9,276.01
1260 Prepaid Expenses	26,658.03
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	64.80
Health Insurance	-64.80
Total Repayment	0.00
Total Other Current Assets	\$40,865.04
Total Current Assets	\$1,972,829.14

Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2022

	TOTAL
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	\$2,178,679.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,081.77
Total Accounts Payable	\$9,081.77
Other Current Liabilities	
2110 Sales Tax Payable	15.87
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,583.72
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	490.17
CA SUI / ETT	-526.23
Federal Taxes (941/944)	2,071.67
Total 24000 Payroll Liabilities	3,070.59
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$13,670.18
Total Current Liabilities	\$22,751.95
Long-Term Liabilities	
2400 Busineses Equipment Loan 33736	0.00
2410 EIDL Loam	150,000.00
Total Long-Term Liabilities	\$150,000.00
Total Liabilities	\$172,751.95

Community Television of Santa Cruz County

Balance Sheet

As of September 30, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	446,598.13
3905 Retained Earnings - Capital Reserves	1,559,195.76
Net Income	133.78
Total Equity	\$2,005,927.67
TOTAL LIABILITIES AND EQUITY	\$2,178,679.62

EQUITY:	
Capital Reserves.	\$1,269,853.80
Capital Reserves - Youth Grant	\$287,788.95
Operating Reserves.	\$208,881.61
Other Assets.	\$239,403.31
TOTAL.	\$2,005,927.67