



## AGENDA

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**January 20, 2023**  
**5:00 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, Tom Manheim, 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 November 2022 Meeting Minutes \*

5. Consider Approval of November 2022 Financial Reports \*

6. Consider Approval of December 2022 Financial Reports \*

7. Financial Update

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  
November 17, 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: Tom Manheim

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 June October 17, 2023 Meeting

Joe Hall opened the discussion and asked if there were any corrections or comments. No comments or corrections were noted. It was then moved by Keith Gudger and seconded by Mathilde Rand that the minutes of the October 17, 2023 meeting be approved. The motion passed on a unanimous roll call vote.

## 5. Consider Approval of the meeting October 2022 Financial Report

Joe Hall opened the discussion and there was a brief discussion of a revised October 2022 Financial Report that had been received by the Committee that corrected the total for the September expenses. Tom Manheim commented briefly and Mel Sweet explained the correction. Joe Hall then asked Tom Manheim to share the spread sheet he prepares to show the revenue in budget item 4120 Facility & Equipment Use. He commented that the revenue was running ahead of budget projections.

Other members where then asked if they had any questions or comments. Mathilde Rand asked questions concerning budget item 6300 Bank Charges. Becca King Reed explained these charges were related to member use charges and were higher since there were more members now coming to the work space. The second question involved budget item 7920 Closed Captioning. Becca King Reed discussed the changes that have been made in terms of the provider of this service and the charges by the old and new provider. Tom Manheim commented that the budget period used for estimating these charges might be the second half of the budget year since there are generally more government meetings during this period. Becca King Reed stated that a budget adjustment more accurately reflecting the actual costs of budget item 7920 Closed Captioning would be prepared for the January meeting.

Joe Hall asked if there were any further questions.

It was then moved by Guy Lanier and seconded by Mathilde Rand that the October 2022 Financial Report be approved. The motion passed on a unanimous roll call vote.

## 6. Financial Update

Joe Hall opened the item for discussion and asked Becca King Reed if she had any comments. Becca King Reed explained a spreadsheet she had prepared and sent to the Committee showing a strategy for investing CTV reserves in FDIC insured financial institutions which pay higher interest rates. The spreadsheet showed that projected revenue from this strategy would be approximately \$34,470 per year which is a significant increase in the current interest revenue being generated by these funds.

Members had various comments on this proposal. Keith Gudger commented that one of the proposed financial institutions was now paying a slightly higher interest rate than shown on the spreadsheet. Joe Hall commented that the work involved in this strategy would be extensive. Becca King Reed stated she had financial assistance to help with the transfer of the CTV funds to the new proposed financial institutions. Following other general comments it was the consensus of the Committee that Becca King Reed move ahead with implementing this strategy.

Becca King Reed then discussed that the owner of the CTV building had approached her on the possibility of renting the remaining 2,000 sq. feet in their building. She commented that this space had 11 work stations, two conference room and equipment space. The owner of the building had also offered the same space rent. She commented on how this space might

be used in terms of augmenting the existing rental space.

Members of the Committee then discussed various aspects of this proposal including use of the new space, the electrical utility charges, the electric room, rear entrance doors and other details. Guy Lanier commented on the use of this space in a post COVID era and thought the new work stations might be more attractive to persons. Tom Manheim asked if the County had ever met to discuss their lease of the CTV building. Becca King Reed explained that the person who CTV was to meet with had left the County and there had been no further follow up from the County. Tom Manheim had other cost related questions. Joe Hall suggested to Guy Lanier that this item should be considered in a closed session of the CTV Board. Mathilde Rand expressed her interest in this proposal being discussed by the Board in a Closed Session. Guy Lanier then discussed how this should be listed on the Agenda of the CTV Board's November meeting.

Keith Gudger brought up the possibility of CTV qualifying for the Employee Retention Tax Credit. Mel Sweet stated that she was examining the possibility of CTV qualifying for this credit.

## 7. Adjournment

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

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

	Annual Budget 2022-23	October 2022	November 2022	November Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	26,732.00	1,395.00	1,600.00	4,647.50	17%	22,084.50
4103 · City of Capitola Gov. Meetings	10,314.00	904.00	1,638.50	5,221.00	51%	5,093.00
4104 · SCMTD Meetings	3,440.00	242.95	1,101.75	1,821.65	53%	1,618.35
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	5,696.25	3,434.00	22,925.50	65%	12,312.50
4108 · SCCRTC Meetings	5,058.00	678.00	452.00	2,814.00	56%	2,244.00
4120 · Facility & Equipment Use	105,750.00	10,777.08	9,051.24	49,166.76	46%	56,583.24
4121 - SLVWD Meetings	7,859.00	678.00	565.00	3,145.00	40%	4,714.00
4122 - PVUSD	12,072.00	1,123.50	985.50	4,270.50	0%	7,801.50
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	97.50	0.00	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	1,403.56	563.74	3,269.52	0%	(3,269.52)
4185 · Misc. Income	840.00	0.00	0.00	64.00	8%	776.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	2,050.00	0.00	2,750.00	69%	1,250.00
4250 - Closed Captioning	36,900.00	2,662.50	2,512.50	10,687.50	29%	26,212.50
4260 - Equipment Lease	8,600.00	567.42	567.42	3,420.42	40%	5,179.58
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>265,448.00</b>	<b>28,275.76</b>	<b>22,471.65</b>	<b>115,780.76</b>	<b>44%</b>	<b>149,667.24</b>
<b>TOTAL INCOME</b>	<b>265,448.00</b>	<b>28,275.76</b>	<b>22,471.65</b>	<b>115,780.76</b>	<b>44%</b>	<b>149,667.24</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	8,000.00	14.31	32.00	129.24	2%	7,870.76
6300 · Bank Charges	2,000.00	205.17	238.03	1,253.74	63%	746.26
6600 · Dues & Subscriptions	1,000.00	89.08	225.00	405.97	41%	594.03
7100 · Office Supplies	800.00	0.00	0.00	0.00	0%	800.00
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	60.00	0.00	112.79	23%	387.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	34.19	234.07	429.78	21%	1,570.22
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	0.00	0.00	0%	100.00
7700 · Telephone / Telecommunications / Internet	2,920.00	(2,293.90)	188.00	1,356.42	46%	1,563.58
<b>Total 6000 - Operating Expenses</b>	<b>17,620.00</b>	<b>(1,891.15)</b>	<b>917.10</b>	<b>3,687.94</b>	<b>21%</b>	<b>13,932.06</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	1,500.00
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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	0.00	0.00	1,470.00	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	1,062.08	1,752.36	8,080.61	101%	(80.61)
<b>Total 6800 · Contracted Services</b>	<b>11,500.00</b>	<b>1,062.08</b>	<b>1,752.36</b>	<b>9,550.61</b>	<b>83%</b>	<b>1,949.39</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training / conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	0.00	21.88	21.88	22%	78.12
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>1,100.00</b>	<b>0.00</b>	<b>21.88</b>	<b>21.88</b>	<b>2%</b>	<b>1,078.12</b>

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

	Annual Budget 2022-23	October 2022	November 2022	November Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	33,646.65	42%	47,073.35
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,468.94	2,487.33	11,511.04	39%	18,023.96
7535 · Salaries - Accountant	11,032.00	1,009.66	776.56	4,215.72	38%	6,816.28
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	20,607.35	41%	30,170.65
7585 · Salaries - Government Technicians	16,000.00	1,619.23	998.30	7,952.47	50%	8,047.53
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	266.63	568.80	945.93	63%	554.07
7621 · Payroll Taxes	20,429.00	1,638.16	1,487.98	8,197.39	40%	12,231.61
7635 · Workers Comp	2,034.00	125.40	125.40	627.00	31%	1,407.00
7630 · Health/Dental/Vision	18,200.00	1,506.09	1,506.09	5,770.82	32%	12,429.18
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>235,228.00</b>	<b>19,484.91</b>	<b>18,801.26</b>	<b>93,474.37</b>	<b>40%</b>	<b>141,753.63</b>
<b>TOTAL EXPENSES</b>	<b>265,448.00</b>	<b>18,655.84</b>	<b>21,492.60</b>	<b>106,734.80</b>	<b>40%</b>	<b>158,713.20</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>9,619.92</b>	<b>979.05</b>	<b>9,045.96</b>	<b>7.8%</b>	

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

	Annual Budget 2022-23	October 2022	November 2022	November Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
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
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>25%</b>	<b>450,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	274,788.00	20,548.06	21,860.56	107,282.54	39%	167,505.46
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	1,082.18	5,410.90	41%	7,694.10
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	61.39	286.87	29%	713.13
<b>Total 5100 · Facility</b>	<b>308,893.00</b>	<b>21,686.61</b>	<b>23,004.13</b>	<b>112,980.31</b>	<b>37%</b>	<b>195,912.69</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	2,480.00	552.02	315.79	1,482.14	60%	997.86
7051 · Equipment Repair	4,564.00	0.00	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	8,963.91	3,396.72	71,122.83	72%	27,609.17
7057 · Equipment - Non Depreciated	24,306.00	55.90	9,162.40	15,743.34	65%	8,562.66
7060 · Equipment Grant Program	100,000.00	0.00	47,137.74	47,137.74	47%	52,862.26
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,546.79	1,335.46	6,135.03	36%	11,114.97
7700 · Telephone/Telecommunications/Internet	0.00	3,452.76	863.19	4,315.95		(4,315.95)
<b>Total 5200 · Equipment</b>	<b>247,332.00</b>	<b>14,571.38</b>	<b>62,211.30</b>	<b>146,187.14</b>	<b>59%</b>	<b>101,144.86</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7383.00	617.23	621.83	2,877.76	39%	4,505.24
7064 - Equipment Maintenance	12694.00	1030.27	1030.37	5,151.85	41%	7,542.15
7065 - Equipment Repair	23038.00	1934.75	1876.47	9,465.59	41%	13,572.41
<b>Total Capital Maintenance &amp; Repair</b>	<b>43115.00</b>	<b>3582.25</b>	<b>3528.67</b>	<b>17,495.20</b>	<b>41%</b>	<b>25,619.80</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>275.00</b>	<b>42%</b>	<b>385.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>39,895.24</b>	<b>88,799.10</b>	<b>276,937.65</b>	<b>46%</b>	<b>323,062.35</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(39,895.24)</b>	<b>(88,799.10)</b>	<b>(126,937.65)</b>		

# Community Television of Santa Cruz County

## Balance Sheet

As of November 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	254,861.94
1080 Savings - Santa Cruz County Bank	388,784.90
1081 CDAR 1025929272	251,170.74
1082 CDAR 1025929809	251,151.96
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,423.73
<b>Total Bank Accounts</b>	<b>\$1,646,728.95</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	163,212.33
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$163,212.33</b>
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	175.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	415.50
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,910.95
<b>Total 1200 Prepaid Insurance</b>	<b>7,501.45</b>
1260 Prepaid Expenses	26,709.35
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$39,141.80</b>
<b>Total Current Assets</b>	<b>\$1,849,083.08</b>
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
<b>Total 1600 Production Equipment</b>	<b>122,656.14</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of November 30, 2022

	TOTAL
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
<b>Total 1620 Office Furniture/Equipment</b>	<b>1,919.66</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
<b>Total 1625 Leasehold Improvement</b>	<b>52,340.79</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$205,850.48</b>
<b>TOTAL ASSETS</b>	<b>\$2,054,933.56</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,451.00
<b>Total Accounts Payable</b>	<b>\$1,451.00</b>
Credit Cards	
2120 American Express	568.80
<b>Total Credit Cards</b>	<b>\$568.80</b>
Other Current Liabilities	
2110 Sales Tax Payable	1,400.86
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	495.47
CA SUI / ETT	-752.55
Federal Taxes (941/944)	2,249.08
<b>Total 24000 Payroll Liabilities</b>	<b>3,026.98</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$15,011.56</b>
<b>Total Current Liabilities</b>	<b>\$17,031.36</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
<b>Total Long-Term Liabilities</b>	<b>\$150,000.00</b>
<b>Total Liabilities</b>	<b>\$167,031.36</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of November 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	-117,891.69
<b>Total Equity</b>	<b>\$1,887,902.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,054,933.56</b>

<b>EQUITY:</b>	
Capital Reserves.	\$1,191,606.90
Capital Reserves - Youth Grant	\$240,651.21
Operating Reserves.	\$214,470.84
Other Assets.	\$241,173.25
<b>TOTAL.</b>	<b>\$1,887,902.20</b>

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

	Annual Budget 2022-23	November 2022	December 2022	December Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	0.00	100,000.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	50,000.00	50,000.00	50%	50,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>300,000.00</b>	<b>50%</b>	<b>300,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	274,788.00	21,860.56	20,983.25	128,265.79	47%	146,522.21
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	996.18	6,407.08	49%	6,697.92
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	61.39	61.39	348.26	35%	651.74
<b>Total 5100 · Facility</b>	<b>308,893.00</b>	<b>23,004.13</b>	<b>22,040.82</b>	<b>135,021.13</b>	<b>44%</b>	<b>173,871.87</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	2,480.00	315.79	628.90	2,111.04	85%	368.96
7051 · Equipment Repair	4,564.00	0.00	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	3,396.72	0.00	71,122.83	72%	27,609.17
7057 · Equipment - Non Depreciated	24,306.00	9,162.40	450.07	16,193.41	67%	8,112.59
7060 · Equipment Grant Program	100,000.00	47,137.74	0.00	47,137.74	47%	52,862.26
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,335.46	1,503.62	7,638.65	44%	9,611.35
7700 · Telephone/Telecommunications/Internet	0.00	863.19	863.19	5,179.14		(5,179.14)
<b>Total 5200 · Equipment</b>	<b>247,332.00</b>	<b>62,211.30</b>	<b>3,445.78</b>	<b>149,632.92</b>	<b>60%</b>	<b>97,699.08</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7383.00	621.83	618.87	3,496.63	47%	3,886.37
7064 - Equipment Maintenance	12694.00	1030.37	1030.37	6,182.22	49%	6,511.78
7065 - Equipment Repair	23038.00	1876.47	1855.39	11,320.98	49%	11,717.02
<b>Total Capital Maintenance &amp; Repair</b>	<b>43115.00</b>	<b>3528.67</b>	<b>3504.63</b>	<b>20,999.83</b>	<b>49%</b>	<b>22,115.17</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>330.00</b>	<b>50%</b>	<b>330.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>88,799.10</b>	<b>29,046.23</b>	<b>305,983.88</b>	<b>51%</b>	<b>294,016.12</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(88,799.10)</b>	<b>120,953.77</b>	<b>(5,983.88)</b>		

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

	Annual Budget 2022-23	November 2022	December 2022	December Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	26,732.00	1,600.00	1,179.75	5,827.25	22%	20,904.75
4103 · City of Capitola Gov. Meetings	10,314.00	1,638.50	1,017.00	6,238.00	60%	4,076.00
4104 · SCMTD Meetings	3,440.00	1,101.75	226.00	2,047.65	60%	1,392.35
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	3,434.00	3,254.00	26,179.50	74%	9,058.50
4108 · SCCRTC Meetings	5,058.00	452.00	423.75	3,237.75	64%	1,820.25
4120 · Facility & Equipment Use	105,750.00	9,051.24	7,547.00	56,713.76	54%	49,036.24
4121 - SLVWD Meetings	7,859.00	565.00	339.00	3,484.00	44%	4,375.00
4122 - PVUSD	12,072.00	985.50	508.50	4,779.00	0%	7,293.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	0.00	0.00	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	563.74	580.83	3,850.35	0%	(3,850.35)
4185 · Misc. Income	840.00	0.00	64.00	128.00	15%	712.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	0.00	2,750.00	69%	1,250.00
4250 - Closed Captioning	36,900.00	2,512.50	2,175.00	12,862.50	35%	24,037.50
4260 - Equipment Lease	8,600.00	567.42	567.42	3,987.84	46%	4,612.16
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>265,448.00</b>	<b>22,471.65</b>	<b>17,882.25</b>	<b>133,663.01</b>	<b>50%</b>	<b>131,784.99</b>
<b>TOTAL INCOME</b>	<b>265,448.00</b>	<b>22,471.65</b>	<b>17,882.25</b>	<b>133,663.01</b>	<b>50%</b>	<b>131,784.99</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	8,000.00	32.00	25.00	154.24	2%	7,845.76
6300 · Bank Charges	2,000.00	238.03	173.62	1,427.36	71%	572.64
6350 · Interest Expense - EIDL	0.00	0.00	648.00	648.00	0%	(648.00)
6600 · Dues & Subscriptions	1,000.00	225.00	0.00	405.97	41%	594.03
7100 · Office Supplies	800.00	0.00	6.16	6.16	1%	793.84
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	0.00	493.36	606.15	121%	(106.15)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	234.07	49.65	479.43	24%	1,520.57
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	17.00	17.00	17%	83.00
7700 · Telephone / Telecommunications / Internet	2,920.00	188.00	290.92	1,647.34	56%	1,272.66
<b>Total 6000 - Operating Expenses</b>	<b>17,620.00</b>	<b>917.10</b>	<b>1,703.71</b>	<b>5,391.65</b>	<b>31%</b>	<b>12,228.35</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	1,500.00
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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	0.00	0.00	1,470.00	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	1,752.36	1,385.76	9,466.37	118%	(1,466.37)
<b>Total 6800 · Contracted Services</b>	<b>11,500.00</b>	<b>1,752.36</b>	<b>1,385.76</b>	<b>10,936.37</b>	<b>95%</b>	<b>563.63</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training / conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	21.88	11.75	33.63	34%	66.37
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>1,100.00</b>	<b>21.88</b>	<b>11.75</b>	<b>33.63</b>	<b>3%</b>	<b>1,066.37</b>

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

	Annual Budget 2022-23	November 2022	December 2022	December Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	40,375.98	50%	40,344.02
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,487.33	2,475.47	13,986.51	47%	15,548.49
7535 · Salaries - Accountant	11,032.00	776.56	692.24	4,907.96	44%	6,124.04
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	24,728.82	49%	26,049.18
7585 · Salaries - Government Technicians	16,000.00	998.30	1,631.71	9,584.18	60%	6,415.82
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	568.80	48.40	994.33	66%	505.67
7621 · Payroll Taxes	20,429.00	1,487.98	1,563.69	9,761.08	48%	10,667.92
7635 · Workers Comp	2,034.00	125.40	125.40	752.40	37%	1,281.60
7630 · Health/Dental/Vision	18,200.00	1,506.09	1,512.09	7,282.91	40%	10,917.09
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>235,228.00</b>	<b>18,801.26</b>	<b>18,899.80</b>	<b>112,374.17</b>	<b>48%</b>	<b>122,853.83</b>
<b>TOTAL EXPENSES</b>	<b>265,448.00</b>	<b>21,492.60</b>	<b>22,001.02</b>	<b>128,735.82</b>	<b>48%</b>	<b>136,712.18</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>979.05</b>	<b>(4,118.77)</b>	<b>4,927.19</b>	<b>3.7%</b>	

# Community Television of Santa Cruz County

## Balance Sheet

As of December 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	519,682.75
1080 Savings - Santa Cruz County Bank	388,817.92
1081 CDAR 1025929272	251,336.50
1082 CDAR 1025929809	251,317.71
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,606.29
<b>Total Bank Accounts</b>	<b>\$1,912,096.85</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	17,252.41
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$17,252.41</b>
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	150.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	774.35
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,174.07
<b>Total 1200 Prepaid Insurance</b>	<b>7,098.42</b>
1260 Prepaid Expenses	25,134.25
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$37,163.67</b>
<b>Total Current Assets</b>	<b>\$1,966,512.93</b>
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
<b>Total 1600 Production Equipment</b>	<b>122,656.14</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of December 31, 2022

	TOTAL
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
<b>Total 1620 Office Furniture/Equipment</b>	<b>1,919.66</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
<b>Total 1625 Leasehold Improvement</b>	<b>52,340.79</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$205,850.48</b>
<b>TOTAL ASSETS</b>	<b>\$2,172,363.41</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	2,209.11
<b>Total Accounts Payable</b>	<b>\$2,209.11</b>
Credit Cards	
2120 American Express	258.90
<b>Total Credit Cards</b>	<b>\$258.90</b>
Other Current Liabilities	
2110 Sales Tax Payable	1,400.86
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	499.98
CA SUI / ETT	-657.89
Federal Taxes (941/944)	2,296.55
<b>Total 24000 Payroll Liabilities</b>	<b>3,173.62</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$15,158.20</b>
<b>Total Current Liabilities</b>	<b>\$17,626.21</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
<b>Total Long-Term Liabilities</b>	<b>\$150,000.00</b>
<b>Total Liabilities</b>	<b>\$167,626.21</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of December 31, 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	-1,056.69
<b>Total Equity</b>	<b>\$2,004,737.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,172,363.41</b>

<b>EQUITY:</b>	
Capital Reserves.	\$1,262,560.67
Capital Reserves - Youth Grant	\$290,651.21
Operating Reserves.	\$358,884.97
Other Assets.	\$ 92,640.35
<b>TOTAL.</b>	<b>\$2,004,737.20</b>