



325 Soquel Avenue  
Santa Cruz, CA 95060

## AGENDA

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**April 21, 2017**  
**4:00 P.M.**

Offices of the Corporation

1. Roll Call

Joe Hall (Chair), Keith Gudger, 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.

## REGULAR AGENDA

3. January 2017 Financial Reports

Consider Approval of the Financial Statements as of January 31, 2017

4. February 2017 Financial Reports

Consider Approval of the Financial Statements as of February 28, 2017

5. Annual Budget 2017-18 \*

6. Consider Approval of the Annual Budget for July 1 2017 to June 30 2018

7. Adjournment.

**Any person may address the 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 Committee 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 Committee. Preference will be given to individuals who did not speak at the previous Committee meeting. All speakers must address the entire Committee 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

**PROPOSED OPERATING BUDGET**

DRAFT Master DIVCA Operating Budget (July 2016)  
 Community Television of Santa Cruz County  
 Fiscal Year 2017-2018  
 Version: BKR 1

Proposed Budget  
 FY 2017-2018  
 Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	Notes/Footnotes/Explanations
<b>TOTAL OPERATING REVENUE</b>	<b>4300</b>			
County Board of Supervisors Meetings	4101	21,000.00	1,750.00	
City of Capitola Government Meetings	4103	10,000.00	833.33	
SCMTD Meetings	4104	1,600.00	133.33	
City of Santa Cruz Government Meetings	4106	33,000.00	2,750.00	
SCCRTC Meetings	4108	2,400.00	200.00	
SCWD Meetings	4109	4,800.00	400.00	
Memberships	4110	7,500.00	625.00	Memberships
Facility & Equipment Use	4120	150,000.00	12,500.00	Assumes \$12,500 per mo coworking + studio
SLVWD meetings	4121	7,600.00	633.33	Government Meetings + Equipment Lease/ service
PVUSD	4122	6,100.00	508.33	Government Meetings + Equipment Lease/ service
Classes	4130	6,000.00	500.00	Comm. Foundation, Editing series, Business Series
Donations	4165	500.00	41.67	Donations & Fundraising
Misc. Income/Interest Income	4185	300.00	25.00	Bank Interest, Etc.
Production Services	4200	8,000.00	666.67	Documenting events
<b>Total Operating Revenue</b>		<b>258,800.00</b>	<b>21,566.67</b>	
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>258,800.00</b>	<b>21,566.67</b>	

<b>OPERATING EXPENSES</b>	<b>6000</b>			
<b>PEG Access Services &amp; Supplies</b>	<b>6500</b>			
Advertising	6100	12,000.00	1,000.00	
Bank Charges	6300	1,600.00	133.33	
Dues & Subscriptions	6600	1,500.00	125.00	
Office Supplies	7100	700.00	58.33	
Production Expenses	7105	0.00	0.00	
Postage/Freight	7200	500.00	41.67	Postage & Bulk Mailings
Printing	7205	1,000.00	83.33	
Facility Supplies	7401	3,000.00	250.00	Cleaning Supplies, coffee, office supplies
Licenses/Fees/Misc. Taxes	7640	1,000.00	83.33	
Telephone/Telecommunications/ internet	7700	9,000.00	750.00	
<b>Facility Utilities</b>	<b>7900</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total PEG Access Services &amp; Supplies</b>	<b>6500</b>	<b>30,300.00</b>	<b>2,525.00</b>	

**PROPOSED OPERATING BUDGET**

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 Community Television of Santa Cruz County  
 Fiscal Year 2017-2018  
 Version: BKR 1

Proposed Budget  
 FY 2017-2018  
 Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	Notes/Footnotes/Explanations
<b>Contract Services</b>	<b>6800</b>			
Audit Services	6900	14,500.00	1,208.33	Audit
Contract Services - Production Support	7001	3,000.00	250.00	Remote production support
Contract Services - CMAP Services	7007	30,000.00	2,500.00	Executive Director consultant
Contract Services - Consulting	7010	10,000.00	833.33	Contracted Consultants & Website or Design Services
Contract Services - Legal Fees	7110	6,000.00	500.00	
Contract Services - Equipment Technicians	7910	6,000.00	500.00	Support studio / equipment rental
<b>Total Contract Services</b>	<b>6800</b>	<b>69,500.00</b>	<b>5,791.67</b>	
<b>Staff Development &amp; Fundraising Expenses</b>	<b>7000</b>			
Training & Conferences	7405	2,000.00	166.67	
Travel & Meals	7800	1,538.00	128.17	
Retreats/Events	7920	0.00	0.00	
Special Events Expenses	8600	3,000.00	250.00	Promotional events
<b>Total Staff Dev.</b>	<b>7000</b>	<b>6,538.00</b>	<b>544.83</b>	
<b>Operating Salaries/Benefits</b>	<b>7500</b>			
Coworking Community Coordinator	7530	33,000.00	2,750.00	
Accountant	7535	15,450.00	1,287.50	
Media Services Coordinator	7542	48,500.00	4,041.67	
Government Technicians	7585	13,000.00	1,083.33	Technicians for Government Meetings
Extra Help, Trainers, Technicians, bonuses & incentives	7589	13,000.00	1,083.33	
<b>Total Operating Salaries</b>	<b>7500</b>	<b>122,950.00</b>	<b>10,245.83</b>	
Payroll Taxes	7621	11,000.00	916.67	
Worker's Comp	7635	2,012.00	167.67	
Health/Dental Benefits	7630	12,000.00	1,000.00	
Vacation Payouts	7632	4,500.00	375.00	
<b>Total Benefits &amp; Taxes</b>	<b>7500</b>	<b>29,512.00</b>	<b>2,459.33</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>6000</b>	<b>258,800.00</b>	<b>21,566.67</b>	
<b>TOTAL EXPENSES</b>		<b>\$258,800.00</b>	<b>\$21,566.67</b>	
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>0.00</b>	

**PROPOSED CAPITAL BUDGET**

DIVCA Capital Budget (July 2017)  
Community Television of Santa Cruz County  
Fiscal Year 2017-2018

Proposed BudgetFY  
2016-2017  
Annual

Monthly

	<i>Account</i>	<i>Annual</i>	<i>Monthly</i>	Notes/Footnotes/Explanations
<b>TOTAL REVENUE</b>	<b>4300</b>			
County PEG Fees	4100	500,000.00	41,666.67	County PEG Fees
County PEG Fees	4106	100,000.00	8,333.33	Funds for CTV's Equipment Grant program
Wats/Cap/County Charter PEG Fees	4107			
<b>Total Capital Revenue</b>		<b>600,000.00</b>	<b>50,000.00</b>	
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>600,000.00</b>	<b>50,000.00</b>	
<b>CAPITAL EXPENDITURES</b>				
<b>Facility</b>	<b>5100</b>			
Insurance	6700	9,294.00	774.50	Property, general liability, special liability & crime
Leasehold buildout	7058	0.00	0.00	
Facility/Equipment Rental	7300	1,000.00	83.33	Equipment Rental for Facility
Facility Lease	7400	174,000.00	14,500.00	Facility full service lease - cost for utilites increased
<b>Total Facility Expenses</b>	<b>5100</b>	<b>184,294.00</b>	<b>15,357.83</b>	
<b>Equipment</b>	<b>5200</b>			
Automation and Payout Equipment	7011	15,046.00	1,253.83	Projected Equipment Replacement (CTV)
Equipment Repair	7051	10,000.00	833.33	Equipment Repair
Prod. Equipment Replacement - Depreciated	7052	202,000.00	16,833.33	Projected Equipment for remote locations and new computers for community use
Prod. Equipment Replacement - Non-Depreciated	7053	5,000.00	416.67	Equipment for adult and youth production classes
Equipment - Depreciated	7056	50,000.00	4,166.67	Projected Equipment for Studio ,Classroom & Community Use
Equipment - Non-Depreciated	7057	10,000.00	833.33	Projected Equipment for Studio & Community Use
Equipment Grant Program - Drepreciated		100,000.00	8,333.33	Equipment Grant Program
Copy Machine Lease	7215	5,000.00	416.67	Leased Copy Machine
SAAS		18,000.00	1,500.00	
Music License	7059	660.00	55.00	
<b>Total Equipment Expenses</b>	<b>5200</b>	<b>415,706.00</b>	<b>34,642.17</b>	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5000</b>	<b>600,000.00</b>	<b>50,000.00</b>	
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>0.00</b>	