



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**June 24, 2019**  
**5:00 P.M.**  
Offices of the Corporation

## **A G E N D A**

1. Roll Call

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent,  
Janis O'Driscoll, Judy Owen, Jennifer Izant Gonzales, Guy Lasnier

[quorum is five]

2. Oral Communications

Any person may address the Board 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 Board.

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

### **CONSENT AGENDA**

4. Approve Minutes \*

Board Meeting Minutes of April 22, 2019

5. Approve Minutes \*

Board Special Meeting Minutes of May 10, 2019

6. Approve Recommendation of Finance Committee to Accept the April 2019  
Financial Reports \*

7. Approve Recommendation of Finance Committee to Accept the May 2019  
Financial Reports \*

### **REGULAR AGENDA**

8. Oral Report of Executive Director \*

9. Adopt Recommended Mission and Vision Statements from Ad-Hoc Strategic  
Planning Committee

- Mission Statement:  
*Community Television provides tools, training and programming to foster dialogue, civic engagement and self-expression through television, the internet and other digital media.*
- Vision Statement:  
*Empower our community to thrive in a digital world.*

10. Summaries from Board Retreat Subcommittees

11. Oral Report from Volunteer Advisory Committee  
Committee Chair

12. Oral Report of Board Chair

13. Board Member / Staff Requests for Specific Items to Appear on next Meeting  
Agenda

14. Announcements

15. Closed Session

Property Negotiations

16. Report Out of Closed Session

17. Adjournment

Any person may address the Board 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 Board Packet**



325 Soquel Avenue  
Santa Cruz, CA 95062

## **EXECUTIVE COMMITTEE**

**Regular Meeting**

**June 24, 2019**

**5:00 P.M.**

**Offices of the Corporation**

# **A G E N D A**

## **1. Roll Call**

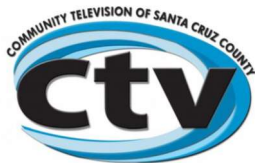
Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Judy Owen, Jennifer Izant Gonzales, Guy Lasnier

[quorum is three]

**ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.**

**IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.**

Any person may address the Board 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.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**April 22, 2019**  
**5:00 P.M.**  
**Offices of the Corporation**

## **MINUTES**

### **1. Roll Call**

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent,  
Jennifer Izant Gonzales, Judy Owen  
Absent, Janice O'Driscoll, Guy Lasnier  
[quorum is four]

### **2. Oral Communications**

Any person may address the Board 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 Board.  
None

### **3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.**

None

## **CONSENT AGENDA**

### **4. Approve Minutes \***

Board Meeting Minutes of March 25, 2019

### **5. Approve Recommendation of Finance Committee to Accept the March 2019 Financial Reports\***

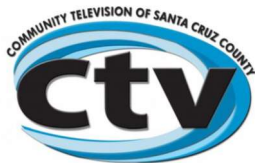
### **6. Approve Recommendation of Finance Committee to Accept the CTV Independent Compilation Reports for Fiscal Years 2015, 2016, 2017\***

### **7. Co-Working Space Rental Policy \***

Director Hall stated that Melanie Sweet went through every invoice to include background. Director Hall went through every year. CTV is required to do an audit, the County allowed for a compilation and CTV is self-certified. Thanked Director Manheim, Chair Maziarz, and Keith Gudger.

Finance Committee reviewed co-working policy. Director Manheim thanked the County for allowing to submit compilation reports.

Motion to approve consent agenda Director Hall, Seconded Director Rand. Approved unanimously.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**April 22, 2019**  
**5:00 P.M.**  
**Offices of the Corporation**

## **REGULAR AGENDA**

### **8. Oral Report of Executive Director \***

Given.

### **9. Report from Ad-Hoc Strategic Planning Committee**

Director Manheim reported that committee has continued to meet every other week. Will meet in May. Director Hall commented that the meetings are highly productive.

### **10. Summaries from Board Retreat Subcommittees**

Chair Maziarz reported that the first equipment lease.

### **11. Oral Report from Volunteer Advisory Committee Committee Chair Report**

Director Rand reported that a large group of members met to discuss plans for a new producer manual. They are continuing to write up document. Also decided that they will be starting orientations up again. It is on the website. Frank, Michael, and Director Rand hope to do a studio camera class on May 18<sup>th</sup>. They will ask for a field Camera class, will need to check on the schedule. Director Manheim asked for more information on the orientation class. Director Rand stated that it is for the public to show what CTV does and how they can get involved. Chair Maziarz asked if orientation is a prerequisite. Director Rand stated that it is not, but it is helpful.

### **12. Oral Report of Board Chair**

Chair Maziarz reported that he is hoping to reach out to other non-profits for the leasing. MAH is holding off until new executive. Has reached out to another non-profit that might be a good candidate.

### **13. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda**

None

### **14. Announcements.**

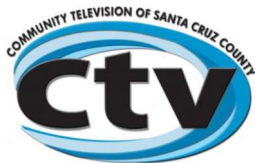
Chair Maziarz thanked the volunteers producing the meeting.

### **15. Adjournment.**

Director Rand motioned, Director Izant Gonzalez seconded, approved unanimously.

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Board Secretary



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Special Meeting**  
**May 10, 2019**  
**12:00 P.M.**  
**Offices of the Corporation**

## **MINUTES**

### **1. Roll Call**

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent,  
Janice O'Driscoll, Guy Lasnier  
Absent: Jennifer Izant Gonzales, Judy Owen  
[quorum is four]

### **REGULAR AGENDA**

### **2. Approve CONTRACT BETWEEN THE CITY OF SANTA CRUZ, THE COUNTY OF SANTA CRUZ AND COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC. \***

Board of Directors discussed the contract and make the following recommended corrections.

Recitals 7

Add "qualified" prior to non-profits

Exhibit A, Section B,3

Add "not" prior to cancelled in first sentence

Exhibit B, Fee Schedule

Change the Unit for DVD's from "Hourly" to "Each"

Director Hall motioned to approve the contract and if the City of Santa Cruz requests changes, allow the contract to be approved if three of five of the following agree with the changes; Executive Director Reed, Chair Maziarz, Director Rand, Director Manheim, and Director Laurent. Director Manheim requested friendly amendment to include the recommended corrections. Director Rand Seconded. Approved Unanimously.

### **3. Adjournment.**

Director Rand motioned, Director Lasnier seconded, approved unanimously.

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Board Secretary

Community Television of Santa Cruz County  
Capital Profit Loss Budget Performance  
April  
2019

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
<b>4100 · County PEG Fees</b>	<b>500,000.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>375,000.00</b>	<b>75%</b>	<b>125,000.00</b>
<b>4105 · County PEG Fees - Youth Grant</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100%</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>475,000.00</b>	<b>79%</b>	<b>125,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	239,124.00	15,213.03	27,484.83	164,537.01	69%	74,586.99
6701 · Facility/Equip. Insurance	9,300.00	776.60	776.60	7,682.00	83%	1,618.00
7058 · Leasehold Improvements/Capital	30,000.00	240.00	200.00	2,183.00		27,817.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	395.15	40%	604.85
<b>Total 5100 · Facility</b>	<b>279,424.00</b>	<b>16,270.96</b>	<b>28,502.76</b>	<b>174,797.16</b>	<b>63%</b>	<b>104,626.84</b>
<b>5200 · Equipment</b>						
6650 · Interest on Leased Equip	0.00	2.31	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	199.53	221.92	2,060.46	41%	2,939.54
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	4,927.06	21,501.85	45,898.81	33%	133,692.65
7057 · Equipment - Non Depreciated	15,000.00	794.96	393.35	9,985.30	67%	-49,988.26
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%	49,450.00
7062 · Software as a Service	4,320.00	436.97	-1,789.63	6,903.35	160%	-2,583.35
<b>Total 5200 · Equipment</b>	<b>319,916.00</b>	<b>6,360.83</b>	<b>20,327.49</b>	<b>64,988.26</b>	<b>20%</b>	<b>254,927.74</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	550.00	83%	110.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>550.00</b>	<b>83%</b>	<b>110.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>22,686.79</b>	<b>48,885.25</b>	<b>240,335.42</b>	<b>40%</b>	<b>359,664.58</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-22,686.79</b>	<b>76,114.75</b>	<b>234,664.58</b>		

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance

April  
2019

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	28,000.00	1,395.00	1,860.00	16,662.50	60%	11,337.50
4103 · City of Capitola Gov. Meetings	7,000.00	1,116.50	500.50	6,238.75	89%	761.25
4104 · SCMTD Meetings	2,500.00	192.50	231.00	2,385.00	95%	115.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,875.00	6,068.25	33,832.25	103%	-832.25
4108 · SCCRTC Meetings	2,500.00	308.00	269.50	4,764.25	191%	-2,264.25
4109 · SCWD Government Meetings	5,200.00	731.50	346.50	3,916.00	75%	1,284.00
4120 · Facility & Equipment Use	126,000.00	11,146.09	11,474.94	125,683.70	100%	316.30
4121 · SLVWD Meetings	6,000.00	924.00	770.00	4,641.75	77%	1,358.25
4122 · PVUSD	5,700.00	666.05	885.50	5,205.05	91%	494.95
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	25.00	0.00	417.50	84%	82.50
4180 · Interest Earned	0.00	125.10	129.61	1,098.33		-1,098.33
4185 · Misc. Income	1,000.00	593.25	427.25	7,166.97		-6,166.97
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	2,400.00	120.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	922.50	1,125.00	7,972.50	14%	51,027.50
4260 · Equipment Service	5,000.00	0.00	0.00	0.00		5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>288,400.00</b>	<b>24,420.49</b>	<b>24,208.05</b>	<b>227,272.55</b>	<b>79%</b>	<b>61,127.45</b>
<b>TOTAL INCOME</b>	<b>288,400.00</b>	<b>24,420.49</b>	<b>24,208.05</b>	<b>227,272.55</b>	<b>79%</b>	<b>61,127.45</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	12,000.00	77.21	277.96	6,358.29	53%	5,641.71
6300 · Bank Charges	3,000.00	229.57	198.50	2,206.65	74%	793.35
6600 · Dues & Subscriptions	1,500.00	99.58	88.94	1,065.41	71%	434.59
7100 · Office Supplies	700.00	49.36	113.96	1,159.86	166%	-459.86
7200 · Postage/Freight	500.00	27.50	109.21	603.14	121%	-103.14
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	385.41	520.65	4,343.72	145%	-1,343.72
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	13.00	5%	237.00
7700 · Telephone/Telecommunications/Internet	5,000.00	786.61	687.35	4,864.44	97%	135.56
<b>Total 6000 - Operating Expenses</b>	<b>26,950.00</b>	<b>1,655.24</b>	<b>1,996.57</b>	<b>20,646.75</b>	<b>77%</b>	<b>6,303.25</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	14,500.00	0.00	0.00	485.00	3%	14,015.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	2,515.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	2,880.00	25,920.00	75%	8,640.00
7010 · Contract Services-Consulting	9,000.00	75.00	0.00	1,771.25	20%	7,228.75
7110 · Contract Services-Legal	5,900.00	0.00	0.00	766.67	13%	5,133.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	437.00	569.00	3,473.00	17%	17,527.00
<b>Total 6800 · Contracted Services</b>	<b>93,960.00</b>	<b>3,392.00</b>	<b>3,449.00</b>	<b>32,415.92</b>	<b>34%</b>	<b>61,544.08</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	1,462.85	73%	537.15
7800 · Travel/Meals	1,538.00	0.00	702.49	1,451.31	94%	86.69
8600 · Special Events Expense	3,850.00	41.84	36.85	381.80	10%	3,468.20
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,388.00</b>	<b>189.34</b>	<b>886.84</b>	<b>3,295.96</b>	<b>45%</b>	<b>4,092.04</b>



Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
April  
2019

	Annual Budget 2018-19	March 2019	April 2019	April Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,729.95	2,895.00	29,001.07	85%	4,998.93
7535 · Salaries - Accountant	15,900.00	1,561.89	1,634.49	13,636.91	86%	2,263.09
7542 · Salaries - Media Services Coordinator	50,000.00	4,231.50	4,376.25	43,174.91	86%	6,825.09
7585 · Salaries - Government Technicians	19,690.00	2,826.77	2,013.10	16,418.56	83%	3,271.44
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	292.86	247.45	1,690.01	17%	8,309.99
7621 · Payroll Taxes	12,000.00	1,256.14	1,095.76	10,462.09	87%	1,537.91
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	998.51	911.51	9,864.30	82%	2,135.70
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>160,102.00</b>	<b>13,897.62</b>	<b>13,173.56</b>	<b>124,465.85</b>	<b>78%</b>	<b>35,636.15</b>
<b>TOTAL EXPENSES</b>	<b>288,400.00</b>	<b>19,134.20</b>	<b>19,505.97</b>	<b>180,824.48</b>	<b>63%</b>	<b>107,575.52</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>5,286.29</b>	<b>4,702.08</b>	<b>46,448.07</b>	<b>20.4%</b>	

# Community Television of Santa Cruz County

## BALANCE SHEET

As of April 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	77.28
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	848,020.81
1080 Savings - Lighthouse Bank	100,534.17
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$1,031,537.81</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	133,990.00
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$133,990.00</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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,578.15
<b>Total 1200 Prepaid Insurance</b>	<b>1,578.15</b>
1260 Prepaid Expenses	24,440.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$30,949.15</b>
<b>Total Current Assets</b>	<b>\$1,196,476.96</b>
Fixed Assets	
1600 Production Equipment	1,026,568.02
1700 Accum Depr-Production Equipment	-758,473.44
<b>Total 1600 Production Equipment</b>	<b>268,094.58</b>
1620 Office Furniture/Equipment	118,901.04
1720 Accum Depr-Furniture/Equipment	-104,209.88
<b>Total 1620 Office Furniture/Equipment</b>	<b>14,691.16</b>

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
<b>Total 1625 Leasehold Improvement</b>	<b>72,964.08</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$384,683.71</b>
<b>TOTAL ASSETS</b>	<b>\$1,581,160.67</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-3,723.96
<b>Total Accounts Payable</b>	<b>\$ -3,723.96</b>
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,283.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	153.37
CA SUI / ETT	-689.86
Federal Taxes (941/944)	2,358.60
<b>Total 24000 Payroll Liabilities</b>	<b>2,857.09</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,140.29</b>
<b>Total Current Liabilities</b>	<b>\$1,416.33</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$1,416.33</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	657,168.14
3905 Retained Earnings - Capital Reserves	641,463.55
Net Income	281,112.65
<b>Total Equity</b>	<b>\$1,579,744.34</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,581,160.67</b>

<b>Equity:</b>	
<b>Capital Reserves</b>	<b>\$644,298.07</b>
<b>Capital Reserves - Youth Grant</b>	<b>\$231,830.06</b>
<b>Operating Reserves</b>	<b>\$703,616.21</b>
<b>Total Equity</b>	<b>\$1,579,744.34</b>

Community Television of Santa Cruz County  
Capital Profit Loss Budget Performance  
May  
2019

	Annual Budget 2018-19	April 2019	May 2019	May Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
<b>4100 · County PEG Fees</b>	<b>500,000.00</b>	<b>125,000.00</b>	<b>0.00</b>	<b>375,000.00</b>	<b>75%</b>	<b>125,000.00</b>
<b>4105 · County PEG Fees - Youth Grant</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100%</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>125,000.00</b>	<b>0.00</b>	<b>475,000.00</b>	<b>79%</b>	<b>125,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	239,124.00	27,484.83	16,444.40	180,981.41	76%	58,142.59
6701 · Facility/Equip. Insurance	9,300.00	776.60	951.94	8,633.94	93%	666.06
7058 · Leasehold Improvements/Capital	30,000.00	200.00	310.00	2,493.00		27,507.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	436.48	44%	563.52
<b>Total 5100 · Facility</b>	<b>279,424.00</b>	<b>28,502.76</b>	<b>17,747.67</b>	<b>192,544.83</b>	<b>69%</b>	<b>86,879.17</b>
<b>5200 · Equipment</b>						
6650 · Interest on Leased Equip	0.00	0.00	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	221.92	207.39	2,267.85	45%	2,732.15
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	21,501.85	1,082.06	46,980.87	33%	132,066.08
7057 · Equipment - Non Depreciated	15,000.00	393.35	669.61	10,654.91	71%	-53,573.89
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%	49,395.00
7062 · Software as a Service	4,320.00	-1,789.63	1,626.57	8,529.92	197%	-4,209.92
<b>Total 5200 · Equipment</b>	<b>319,916.00</b>	<b>20,327.49</b>	<b>3,585.63</b>	<b>68,573.89</b>	<b>21%</b>	<b>251,342.11</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	605.00	92%	55.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>605.00</b>	<b>92%</b>	<b>55.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>48,885.25</b>	<b>21,388.30</b>	<b>261,723.72</b>	<b>44%</b>	<b>338,276.28</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>76,114.75</b>	<b>-21,388.30</b>	<b>213,276.28</b>		

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance

May  
2019

	Annual Budget 2018-19	April 2019	May 2019	April Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	28,000.00	1,860.00	1,395.00	18,057.50	64%	9,942.50
4103 · City of Capitola Gov. Meetings	7,000.00	500.50	789.25	7,028.00	100%	-28.00
4104 · SCMTD Meetings	2,500.00	231.00	385.00	2,770.00	111%	-270.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	6,068.25	5,773.75	39,606.00	120%	-6,606.00
4108 · SCCRTC Meetings	2,500.00	269.50	308.00	5,072.25	203%	-2,572.25
4109 · SCWD Government Meetings	5,200.00	346.50	500.50	4,416.50	85%	783.50
4116 · Equipment Rental	0.00	0.00	333.09	333.09		-333.09
4120 · Facility & Equipment Use	126,000.00	11,474.94	9,308.05	134,991.75	107%	-8,991.75
4121 · SLVWD Meetings	6,000.00	770.00	616.00	5,257.75	88%	742.25
4122 · PVUSD	5,700.00	885.50	288.75	5,493.80	96%	206.20
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	0.00	50.00	467.50	94%	32.50
4180 · Interest Earned	0.00	129.61	133.50	1,231.83		-1,231.83
4185 · Misc. Income	1,000.00	427.25	394.25	7,561.22		-6,561.22
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	120.00	0.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	1,125.00	1,050.00	9,022.50	15%	49,977.50
4260 · Equipment Service	5,000.00	0.00	0.00	0.00		5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>288,400.00</b>	<b>24,208.05</b>	<b>21,325.14</b>	<b>248,597.69</b>	<b>86%</b>	<b>39,802.31</b>
<b>TOTAL INCOME</b>	<b>288,400.00</b>	<b>24,208.05</b>	<b>21,325.14</b>	<b>248,597.69</b>	<b>86%</b>	<b>39,802.31</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	12,000.00	277.96	345.60	6,703.89	56%	5,296.11
6300 · Bank Charges	3,000.00	198.50	205.71	2,412.36	80%	587.64
6600 · Dues & Subscriptions	1,500.00	88.94	97.90	1,163.31	78%	336.69
7100 · Office Supplies	700.00	113.96	44.25	1,204.11	172%	-504.11
7200 · Postage/Freight	500.00	109.21	46.70	649.84	130%	-149.84
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	520.65	286.80	4,630.52	154%	-1,630.52
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	85.00	98.00	39%	152.00
7700 · Telephone/Telecommunications/Internet	5,000.00	687.35	530.29	5,394.73	108%	-394.73
<b>Total 6000 - Operating Expenses</b>	<b>26,950.00</b>	<b>1,996.57</b>	<b>1,642.25</b>	<b>22,289.00</b>	<b>83%</b>	<b>4,661.00</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	14,500.00	0.00	1,435.00	1,920.00	13%	12,580.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	1,080.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	2,880.00	28,800.00	83%	5,760.00
7010 · Contract Services-Consulting	9,000.00	0.00	0.00	1,771.25	20%	7,228.75
7110 · Contract Services-Legal	5,900.00	0.00	224.00	990.67	17%	4,909.33
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	569.00	469.00	3,942.00	19%	17,058.00
<b>Total 6800 · Contracted Services</b>	<b>93,960.00</b>	<b>3,449.00</b>	<b>5,008.00</b>	<b>37,423.92</b>	<b>40%</b>	<b>56,536.08</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	1,610.35	81%	389.65
7800 · Travel/Meals	1,538.00	702.49	70.09	1,521.40	99%	16.60
8600 · Special Events Expense	3,850.00	36.85	36.25	418.05	11%	3,431.95
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,388.00</b>	<b>886.84</b>	<b>253.84</b>	<b>3,549.80</b>	<b>48%</b>	<b>3,838.20</b>

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
May  
2019

	Annual Budget 2018-19	April 2019	May 2019	April Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,895.00	2,861.84	31,862.91	94%	2,137.09
7535 · Salaries - Accountant	15,900.00	1,634.49	1,375.44	15,012.35	94%	887.65
7542 · Salaries - Media Services Coordinator	50,000.00	4,376.25	4,660.87	47,835.78	96%	2,164.22
7585 · Salaries - Government Technicians	19,690.00	2,013.10	2,403.23	18,821.79	96%	868.21
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	247.45	26.57	1,716.58	17%	8,283.42
7621 · Payroll Taxes	12,000.00	1,095.76	1,063.80	11,525.89	96%	474.11
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	911.51	686.57	10,550.87	88%	1,449.13
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>160,102.00</b>	<b>13,173.56</b>	<b>13,078.32</b>	<b>137,544.17</b>	<b>86%</b>	<b>22,557.83</b>
<b>TOTAL EXPENSES</b>	<b>288,400.00</b>	<b>19,505.97</b>	<b>19,982.41</b>	<b>200,806.89</b>	<b>70%</b>	<b>87,593.11</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>4,702.08</b>	<b>1,342.73</b>	<b>47,790.80</b>	<b>19.2%</b>	

# Community Television of Santa Cruz County

## BALANCE SHEET

As of May 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	141.88
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	613,284.80
1080 Savings - Lighthouse Bank	300,566.48
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$996,898.71</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	142,113.59
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$142,113.59</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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,678.21
<b>Total 1200 Prepaid Insurance</b>	<b>1,678.21</b>
1260 Prepaid Expenses	24,385.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	789.25
<b>Total Other Current Assets</b>	<b>\$31,783.46</b>
<b>Total Current Assets</b>	<b>\$1,170,795.76</b>
Fixed Assets	
1600 Production Equipment	1,026,568.02
1700 Accum Depr-Production Equipment	-758,473.44
<b>Total 1600 Production Equipment</b>	<b>268,094.58</b>
1620 Office Furniture/Equipment	118,901.04
1720 Accum Depr-Furniture/Equipment	-104,209.88
<b>Total 1620 Office Furniture/Equipment</b>	<b>14,691.16</b>

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
<b>Total 1625 Leasehold Improvement</b>	<b>72,964.08</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$384,683.71</b>
<b>TOTAL ASSETS</b>	<b>\$1,555,479.47</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-9,631.84
<b>Total Accounts Payable</b>	<b>\$ -9,631.84</b>
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,283.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	182.18
CA SUI / ETT	-492.64
Federal Taxes (941/944)	2,404.82
<b>Total 24000 Payroll Liabilities</b>	<b>3,129.34</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,412.54</b>
<b>Total Current Liabilities</b>	<b>\$ -4,219.30</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$ -4,219.30</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	657,168.14
3905 Retained Earnings - Capital Reserves	641,463.55
Net Income	261,067.08
<b>Total Equity</b>	<b>\$1,559,698.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,555,479.47</b>

Equity:	
Capital Reserves	\$ 622,909.77
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 704,958.94
<b>Total Equity</b>	<b>\$1,559,698.77</b>



Community Television of Santa Cruz County  
Executive Director's Report to the Board  
June 24, 2019

1. Administration

- Financial

Coworking

- The Coworking center was a just under profit in May and June.
- We are still in profit for the year though.
- We filled an office this month.

Paid Services

- Government Meeting Services
  - CTV provided coverage for approximately 20 meetings in May
  - . CTV provided coverage for approximately 20 meetings in June
  -
- CMAP Government Meetings / Programming
  - CTV has passed all of the programming and management of government meetings back to CMAP

2. Equipment / Facilities:

Insurance

- Annual insurance review in May
- Added two additional cyber policies
  - protection from 3<sup>rd</sup> party exposure
  - protection for employee data

Building

- Internet
  - The process has begun to bring fiber to our building. Our permit was finally reviewed. Part of it was approved but part was not.

The process has begun again for part it is expected in September.

### 3. Communications

#### Publicity

#### First Friday

- Ian Berry, our Community Coordinator held First Friday events in May and June. Both were well attended.