



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
October 21, 2019
10:30 A.M.
Offices of the Corporation

AGENDA

1. Attendance

(Chair) Joe Hall, Tom Manheim, Maitreya Maziarz

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 the Finance Committee Meeting Minutes of September 16, 2019 *

5. Consider Approval of Revised June 2019 Financial Reports *

6. Consider Approval of Revised July 2019 Financial Reports *

7. Consider Approval of August 2019 Financial Reports [Revised] *

8. Consider Approval of September 2019 Financial Reports [Revised] *

9. Financial Update

10. Follow-up on Conversations of Becca King Reed with Kevin Bowling and Laura Schmidt Regarding Equipment Maintenance Costs and PEG Accounting

11. 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**

** **Material Unavailable at Time of Publishing**



325 Soquel Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Finance Committee Meeting
September 16, 2019
10:30 AM
Offices of the Corporation

MINUTES

1. Attendance

(Chair) Joe Hall, Tom Manheim, Maitreya Maziarz

Guests: Mel Sweet, Becca King Reed, 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.

There were no oral communications.

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

No items were added.

REGULAR AGENDA

4. Consider Approval of the Finance Committee Meeting Minutes of June 17, 2019

The minutes of the meeting were approved on the motion of Tom Manheim and second of Maitreya Maziarz. The motion passed by a unanimous vote.

5. Consider Approval of the June 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she has any items to report on. She noted there was a double charge in line 7007 Contract Services-CMAP that is shown to reflect that the contact amount for the CMAP services was paid in the current fiscal year. A number of other questions were raised. Maitreya Maziarz questioned line 4260 Equipment Lease and Becca King Reed mentioned that amount reflects the lease payment of the Kuumbwa Jazz Society and that there may soon be another lease that will be reflected in this category.

Tom Manheim raised a question concerning line 7056 Equipment –Deprecated, 7057 – Non Depreciated. Mel Sweet then explained the background of this category and the minus number in the June 2019 time period. Maitreya Maziarz also asked several questions about these two line items. Based on this discussion and further meeting analysis it was

determined that there was a formula problem with these two items. Mel Sweet stated she would correct the two items. Tom Manheim then suggested that action on the item be tabled for this meeting.

6. Consider Approval of the July 2019 Financial Report

Joe Hall opened the discussion of this item and Mel Sweet commented on a number of items. In terms of line 4120 Becca King Reed also mentioned one of the office renters had left without paying his last month's rent. This problem was also compounded with a problem that occurred in the CTV/Satellite payment software. Mel Sweet and Becca King Reed then discussed the actions which were taken to correct the Satellite payment software and that the issue had been solved and the office tenant would be turned over to a collection service if the back rent was not paid.

Tom Manheim asked about when the City of Santa Cruz was going to initiate the closed caption service of its various Council and Commission meetings. Becca King Reed mentioned she had not heard anything from the City. Tom Manheim mentioned that there was a new Acting Assistant City Manager Laura Schmidt. He mentioned that it might be a good idea for Becca King Reed to call and introduce herself to Laura Schmidt and in the conversation ask the status of the closed caption service. Also it was mentioned in the conversation any complaints about the non-availability of the closed caption service could result in various legal actions and costs if a complaint was filed.

Following further general discussion it was moved by Tom Manheim and second of Maitreya Maziarz that the June and July be tabled until the October Finance Committee due to the need to make formula corrections. The motion passed by a unanimous vote.

7. Financial Update

There was a brief mention of new FCC rules regarding community television stations. Becca King Reed also mentioned she had been to a conference of community television stations and she was impressed at how the CTV Strategic Plan covered most of the recommendations made by the various panels that community television stations needed to make.

8. County/CTV Quarterly Meeting

Tom Manheim, Joe Hall and Maitreya Maziarz discussed the meeting with the County of Santa Cruz to update them on the activities at Community TV. Several items will be followed up by Becca King Reed these include contacting Kevin Bowling, IT Director to secure access to the County communications room for CTV techs and providing a legal opinion on the use PEG funds for equipment maintenance.

9. Items for the next Finance Committee Agenda

The following items will be added in addition to the normal agenda items:

Follow-up on Conversations of Becca King Reed with Kevin Bowling and Laura Schmidt
Equipment Maintenance Costs and PEG Accounting

10. Adjournment.

On the motion of Tom Manheim and second of Maitreya Maziarz and a unanimous vote the meeting was adjourned.

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	500,000.00	100%	0.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	125,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	239,124.00	16,444.40	16,285.90	197,267.31	82%	41,856.69
6701 · Facility/Equip. Insurance	9,300.00	951.94	889.24	9,523.18	102%	-223.18
7058 · Leasehold Improvements/Capital	30,000.00	310.00	270.00	2,763.00		27,237.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	477.81	48%	522.19
Total 5100 · Facility	279,424.00	17,747.67	17,486.47	210,031.30	75%	69,392.70
5200 · Equipment						
6650 - Interest on Leased Equip	0.00	0.00	0.00	140.34		-140.34
7215 · Copy Machine Lease	5,000.00	207.39	192.70	2,460.55	49%	2,539.45
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,082.06	-46,980.87	0.00	0%	140,596.00
7057 · Equipment - Non Depreciated	15,000.00	669.61	12,780.69	23,435.60	156%	-8,435.60
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%	50,000.00
7062 · Software as a Service	4,320.00	1,626.57	117.50	8,647.42	200%	-4,327.42
Total 5200 · Equipment	319,916.00	3,585.63	-33,889.98	34,683.91	11%	285,232.09
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
Total 5300 · Media Licensing	660.00	55.00	55.00	660.00	100%	0.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	21,388.30	-16,348.51	245,375.21	41%	354,624.79
NET INCOME/LOSS	0.00	-21,388.30	141,348.51	354,624.79		

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	28,000.00	1,395.00	1,860.00	19,917.50	71%	8,082.50
4103 · City of Capitola Gov. Meetings	7,000.00	789.25	770.00	7,798.00	111%	-798.00
4104 · SCMTD Meetings	2,500.00	385.00	269.50	3,039.50	122%	-539.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,773.75	6,781.25	46,387.25	141%	-13,387.25
4108 · SCCRTC Meetings	2,500.00	308.00	308.00	5,380.25	215%	-2,880.25
4109 · SCWD Government Meetings	5,200.00	500.50	539.00	4,955.50	95%	244.50
4120 · Facility & Equipment Use	126,000.00	9,308.05	10,972.38	145,964.13	116%	-19,964.13
4121 · SLVWD Meetings	6,000.00	616.00	577.50	5,835.25	97%	164.75
4122 · PVUSD	5,700.00	288.75	866.25	6,360.05	112%	-660.05
4130 · Classes	1,000.00	0.00	0.00	513.00	51%	487.00
4165 · Donations	500.00	50.00	25.00	492.50	99%	7.50
4180 · Interest Earned	0.00	133.50	157.01	1,388.84		-1,388.84
4185 · Misc. Income	1,000.00	394.25	341.84	7,903.06		-6,903.06
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	6,775.00	113%	-775.00
4250 · Closed Captioning	59,000.00	1,050.00	1,350.00	10,372.50	18%	48,627.50
4260 · Equipment Lease	5,000.00	333.09	333.09	666.18	13%	4,333.82
Total 4300 · OPERATING REVENUE	288,400.00	21,325.14	25,150.82	273,748.51	95%	14,651.49
TOTAL INCOME	288,400.00	21,325.14	25,150.82	273,748.51	95%	14,651.49
6000 · OPERATING EXPENSES						
6100 · Advertising	12,000.00	345.60	1,047.82	7,751.71	65%	4,248.29
6300 · Bank Charges	3,000.00	205.71	184.22	2,596.58	87%	403.42
6600 · Dues & Subscriptions	1,500.00	97.90	87.95	1,251.26	83%	248.74
7100 · Office Supplies	700.00	44.25	49.16	1,253.27	179%	-553.27
7200 · Postage/Freight	500.00	46.70	92.00	741.84	148%	-241.84
7205 · Printing	1,000.00	0.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	286.80	302.50	4,933.02	164%	-1,933.02
7640 · Licenses/Fees/Misc. Taxes	250.00	85.00	0.00	98.00	39%	152.00
7700 · Telephone/Telecommunications/Internet	5,000.00	530.29	528.82	5,923.55	118%	-923.55
Total 6000 - Operating Expenses	26,950.00	1,642.25	2,292.47	24,581.47	91%	2,368.53
6800 · Contracted Services						
6900 · Contract Services-Audit Services	14,500.00	1,435.00	63.00	1,983.00	14%	12,517.00
7001 · Contract Services-Production Support	3,000.00	0.00	2,401.00	2401.00	80%	1,017.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	5,760.00	34,560.00	100%	0.00
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	224.00	0.00	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	469.00	884.00	4,826.00	23%	16,174.00
Total 6800 · Contracted Services	93,960.00	5,008.00	9,108.00	46,531.92	50%	47,428.08
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	1,757.85	88%	242.15
7800 · Travel/Meals	1,538.00	70.09	36.81	1,558.21	101%	-20.21
8600 · Special Events Expense	3,850.00	36.25	43.84	461.89	12%	3,388.11
Total 7000 · Staff Development & Fundraising	7,388.00	253.84	228.15	3,777.95	51%	3,610.05

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

	Annual Budget 2018-19	May 2019	June 2019	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,861.84	3,495.52	35,358.43	104%	-1,358.43
7535 · Salaries - Accountant	15,900.00	1,375.44	823.35	15,835.70	100%	64.30
7542 · Salaries - Media Services Coordinator	50,000.00	4,660.87	3,236.31	51,072.09	102%	-1,072.09
7585 · Salaries - Government Technicians	19,690.00	2,403.23	2,448.24	21,270.03	108%	-1,580.03
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	26.57	0.00	1,716.58	17%	8,283.42
7621 · Payroll Taxes	12,000.00	1,063.80	841.15	12,367.04	103%	-367.04
7635 · Workers Comp	2,012.00	0.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	686.57	998.51	11,549.38	96%	450.62
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	13,078.32	11,843.08	149,387.25	93%	10,714.75
TOTAL EXPENSES	288,400.00	19,982.41	23,471.70	224,278.59	78%	64,121.41
NET INCOME/LOSS	0.00	1,342.73	1,679.12	49,469.92	18.1%	

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	157.60
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	848,256.37
1080 Savings - Lighthouse Bank	300,628.25
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	
	0.00
Total Bank Accounts	\$1,231,947.77
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	19,039.18
1116 Grants Receivable	0.00
Total Accounts Receivable	\$19,039.18
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	641.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,756.47
Total 1200 Prepaid Insurance	2,397.47
1260 Prepaid Expenses	24,330.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$31,658.47
Total Current Assets	\$1,282,645.42
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,702,668.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-5,263.84
Total Accounts Payable	\$ -5,263.84
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	121.42
CA SUI / ETT	-400.87
Federal Taxes (941/944)	1,959.43
Total 24000 Payroll Liabilities	2,714.96
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,205.96
Total Current Liabilities	\$ -57.88
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -57.88
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	404,094.71
Total Equity	\$1,702,726.40
TOTAL LIABILITIES AND EQUITY	\$1,702,668.52

Equity:	
Capital Reserves	\$ 728,918.89
Capital Reserves - Youth Grant	\$ 231,830.06
Fixed Asset purchases 2018-19	\$ 35,339.39
Operating Reserves	\$ 706,638.06
Total Equity	\$1,702,726.40

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

	Annual Budget 2019-20	June 2019	July 2019	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	125,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	16,285.90	17,162.40	17,162.40	7%	226,961.60
6701 · Facility/Equip. Insurance	9,300.00	889.24	815.92	815.92	9%	8,484.08
7058 · Leasehold Improvements/Capital	30,000.00	270.00	235.00	235.00		29,765.00
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	41.33	4%	958.67
Total 5100 · Facility	284,424.00	17,486.47	18,254.65	18,254.65	6%	266,169.35
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	192.70	196.01	196.01	4%	4,803.99
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	-46,980.87	26,447.08	26,447.08	20%	108,468.92
7057 · Equipment - Non Depreciated	10,000.00	12,780.69	104.11	104.11	1%	9,895.89
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%	50,000.00
7062 · Software as a Service	10,000.00	117.50	4,786.32	4,786.32	48%	5,213.68
Total 5200 · Equipment	314,916.00	-33,889.98	31,533.52	31,533.52	10%	283,382.48
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	-16,348.51	49,843.17	49,843.17	8%	550,156.83
NET INCOME/LOSS	0.00	141,348.51	-49,843.17	-49,843.17		

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

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	0.00	0%	500,000.00
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	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	17,162.40	18,020.16	35,182.56	14%	208,941.44
6701 · Facility /Equip. Insurance	9,300.00	815.92	1,041.25	1,857.17	20%	7,442.83
7058 · Leasehold Improvements/Capital	30,000.00	235.00	404.82	639.82	2%	29,360.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	82.66	8%	917.34
Total 5100 · Facility	284,424.00	18,254.65	19,507.56	37,762.21	13%	246,661.79
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	196.01	250.84	446.85	9%	4,553.15
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	26,447.08	1,755.19	27,120.21	20%	107,795.79
7057 · Equipment - Non Depreciated	10,000.00	104.11	1,527.75	2,713.92	27%	7,286.08
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%	50,000.00
7062 · Software as a Service	10,000.00	4,786.32	906.41	5,692.73	57%	4,307.27
Total 5200 · Equipment	314,916.00	31,533.52	4,440.19	35,973.71	11%	278,942.29
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	49,843.17	24,002.75	73,845.92	12%	526,154.08
NET INCOME/LOSS	0.00	-49,843.17	-24,002.75	-73,845.92		

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

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	5,580.00	0.00	5,580.00	27%	15,420.00
4103 · City of Capitola Gov. Meetings	7,000.00	596.75	559.00	1,155.75	17%	5,844.25
4104 · SCMTD Meetings	2,500.00	308.00	0.00	308.00	12%	2,192.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,642.50	0.00	3,642.50	11%	29,357.50
4108 · SCCRTC Meetings	5,000.00	808.50	0.00	808.50	16%	4,191.50
4109 · SCWD Government Meetings	4,200.00	288.75	215.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	8,527.87	9,125.79	17,653.66	12%	132,346.34
4121 - SLVWD Meetings	4,600.00	577.50	279.50	857.00	19%	3,743.00
4122 - PVUSD	5,400.00	673.75	301.00	974.75	18%	4,425.25
4130 · Classes	1,000.00	0.00	24.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	173.13	168.44	341.57		-341.57
4185 · Misc. Income	1,000.00	133.50	203.00	336.50		663.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	908.00	0.00	908.00	15%	5,092.00
4250 - Closed Captioning	15,000.00	3,525.00	0.00	3,525.00	24%	11,475.00
4260 - Equipment Lease	3,600.00	333.09	333.09	666.18	19%	2,933.82
Total 4300 · OPERATING REVENUE	259,800.00	26,076.34	11,208.82	37,285.16	14%	222,514.84
TOTAL INCOME	259,800.00	26,076.34	11,208.82	37,285.16	14%	222,514.84
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	181.66	1,032.59	1,214.25	11%	9,785.75
6300 · Bank Charges	3,000.00	199.75	154.83	354.58	12%	2,645.42
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	175.90	12%	1,324.10
7100 · Office Supplies	1,000.00	25.87	50.45	76.32	8%	923.68
7200 · Postage/Freight	500.00	0.00	0.00	0.00	0%	500.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	217.15	367.70	584.85	19%	2,415.15
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	55.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	530.43	535.99	1,066.42		-1,066.42
Total 6000 - Operating Expenses	20,600.00	1,242.81	2,284.51	3,527.32	17%	17,072.68
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	2,880.00	5,760.00	16%	29,838.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	0.00	0%	8,125.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	415.00	400.00	815.00	8%	9,185.00
Total 6800 · Contracted Services	69,723.00	3,295.00	3,280.00	6,575.00	9%	63,148.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	267.71	147.50	415.21	21%	1,584.79
7800 · Travel/Meals	1,650.00	0.00	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	0.00	53.82	53.82	1%	3,796.18
Total 7000 · Staff Development & Fundraising	7,500.00	267.71	201.32	469.03	6%	7,030.97

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

	Annual Budget 2019-20	July 2019	August 2019	August Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,814.06	2,736.96	5,551.02	16%	29,468.98
7535 · Salaries - Accountant	16,377.00	596.97	886.38	1,483.05	9%	14,893.95
7542 · Salaries - Media Services Coordinator	52,000.00	4,694.88	4,629.63	9,324.51	18%	42,675.49
7585 · Salaries - Government Technicians	18,488.00	729.42	1,560.33	2,289.75	12%	16,198.25
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	48.45	332.45	380.90	4%	9,119.10
7621 · Payroll Taxes	12,000.00	693.49	834.58	1,528.07	13%	10,471.93
7635 · Workers Comp	2,012.00	197.08	197.08	394.16	20%	1,617.84
7630 · Health/Dental/Vision	12,000.00	998.51	998.51	1,997.02	17%	10,002.98
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	10,772.86	12,175.92	22,948.48	14%	139,028.52
TOTAL EXPENSES	259,800.00	15,578.38	17,941.75	33,519.83	13%	226,280.17
NET INCOME/LOSS	0.00	10,497.96	-6,732.93	3,765.33	10.1%	

Community Television of Santa Cruz County

BALANCE SHEET

As of August 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	14.07
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	786,629.82
1080 Savings - Lighthouse Bank	300,755.94
1085 CD 12-23 Month - Lighthouse Bank	82,905.55
1099 Cash Box	0.00
Total Bank Accounts	\$1,170,305.38
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	2,911.90
1116 Grants Receivable	0.00
Total Accounts Receivable	\$2,911.90
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	246.87
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,725.77
Total 1200 Prepaid Insurance	6,972.64
1260 Prepaid Expenses	24,220.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	838.50
Total Other Current Assets	\$36,962.14
Total Current Assets	\$1,210,179.42
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,630,202.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-7,442.61
Total Accounts Payable	\$ -7,442.61
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	146.57
CA SUI / ETT	-859.03
Federal Taxes (941/944)	2,186.10
Total 24000 Payroll Liabilities	2,508.62
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,999.62
Total Current Liabilities	\$ -2,442.99
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -2,442.99
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	-70,080.89
Total Equity	\$1,632,645.51
TOTAL LIABILITIES AND EQUITY	\$1,630,202.52

EQUITY:

Capital Reserves	\$655,072.97
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$745,742.78
TOTAL EQUITY:	\$1,632,645.81

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

	Annual Budget 2019-20	August 2019	September 2019	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	244,124.00	17,162.40	17,231.12	52,413.68	21%	191,710.32
6701 · Facility/Equip. Insurance	9,300.00	815.92	928.59	2,785.76	30%	6,514.24
7058 · Leasehold Improvements/Capital	30,000.00	235.00	220.00	859.82	3%	29,140.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	123.99	12%	876.01
Total 5100 · Facility	284,424.00	18,254.65	18,421.04	56,183.25	20%	228,240.75
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	196.01	196.43	643.28	13%	4,356.72
7051 · Equipment Repair	5,000.00	0.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	134,916.00	26,447.08	1,088.91	28,209.12	21%	106,706.88
7057 · Equipment - Non Depreciated	10,000.00	104.11	1,396.58	4,110.50	41%	5,889.50
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%	50,000.00
7062 · Software as a Service	10,000.00	4,786.32	910.41	6,603.14	66%	3,396.86
Total 5200 · Equipment	314,916.00	31,533.52	3,592.33	39,566.04	13%	275,349.96
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	49,843.17	22,068.37	95,914.29	16%	504,085.71
NET INCOME/LOSS	0.00	-49,843.17	127,931.63	54,085.71		

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

	Annual Budget 2019-20	August 2019	September 2019	September Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	0.00	1,821.25	7,401.25	35%	13,598.75
4103 · City of Capitola Gov. Meetings	7,000.00	559.00	752.50	1,908.25	27%	5,091.75
4104 · SCMTD Meetings	2,500.00	0.00	430.00	738.00	30%	1,762.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	0.00	5,877.50	9,520.00	29%	23,480.00
4108 · SCCRTC Meetings	5,000.00	0.00	301.00	1,109.50	22%	3,890.50
4109 · SCWD Government Meetings	4,200.00	215.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	9,125.79	10,780.38	28,434.04	19%	121,565.96
4121 · SLVWD Meetings	4,600.00	279.50	774.00	1,631.00	35%	2,969.00
4122 · PVUSD	5,400.00	301.00	193.50	1,168.25	22%	4,231.75
4130 · Classes	1,000.00	24.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	0.00	0.00	0.00	0%	500.00
4180 · Interest Earned	0.00	168.44	1,135.12	1,476.69		-1,476.69
4185 · Misc. Income	1,000.00	203.00	0.00	336.50		663.50
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	908.00	15%	5,092.00
4250 · Closed Captioning	15,000.00	0.00	1,012.50	4,537.50	30%	10,462.50
4260 · Equipment Lease	3,600.00	333.09	527.53	1,193.71	33%	2,406.29
Total 4300 · OPERATING REVENUE	259,800.00	11,208.82	23,605.28	60,890.44	23%	198,909.56
TOTAL INCOME	259,800.00	11,208.82	23,605.28	60,890.44	23%	198,909.56
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,032.59	1,029.15	2,243.40	20%	8,756.60
6300 · Bank Charges	3,000.00	154.83	134.06	488.64	16%	2,511.36
6600 · Dues & Subscriptions	1,500.00	87.95	219.13	395.03	26%	1,104.97
7100 · Office Supplies	1,000.00	50.45	76.46	152.78	15%	847.22
7200 · Postage/Freight	500.00	0.00	0.00	0.00	0%	500.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	367.70	345.99	930.84	31%	2,069.16
7640 · Licenses/Fees/Misc. Taxes	100.00	55.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	535.99	535.99	1,602.41		-1,602.41
Total 6000 - Operating Expenses	20,600.00	2,284.51	2,340.78	5,868.10	28%	14,731.90
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	35,598.00	2,880.00	2,880.00	8,640.00	24%	26,958.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	0.00	0%	8,125.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	400.00	129.00	944.00	9%	9,056.00
Total 6800 · Contracted Services	69,723.00	3,280.00	3,009.00	9,584.00	14%	60,139.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	562.71	28%	1,437.29
7800 · Travel/Meals	1,650.00	0.00	0.00	0.00	0%	1,650.00
8600 · Special Events Expense	3,850.00	53.82	39.95	93.77	2%	3,756.23
Total 7000 · Staff Development & Fundraising	7,500.00	201.32	187.45	656.48	9%	6,843.52

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

	Annual Budget 2019-20	August 2019	September 2019	September Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,736.96	2,549.44	8,100.46	23%	26,919.54
7535 · Salaries - Accountant	16,377.00	886.38	1,223.64	2,706.99	17%	13,670.01
7542 · Salaries - Media Services Coordinator	52,000.00	4,629.63	4,300.81	13,625.32	26%	38,374.68
7585 · Salaries - Government Technicians	18,488.00	1,560.33	1,414.23	3,703.98	20%	14,784.02
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	332.45	5,307.75	5,688.65	60%	3,811.35
7621 · Payroll Taxes	12,000.00	834.58	1,208.86	2,736.93	23%	9,263.07
7635 · Workers Comp	2,012.00	197.08	197.08	591.24	29%	1,420.76
7630 · Health/Dental/Vision	12,000.00	998.51	1,063.08	3,060.10	26%	8,939.90
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	161,977.00	12,175.92	17,264.89	40,213.67	25%	121,763.33
TOTAL EXPENSES	259,800.00	17,941.75	22,802.12	56,322.25	22%	203,477.75
NET INCOME/LOSS	0.00	-6,732.93	803.16	4,568.19	7.5%	

Community Television of Santa Cruz County

BALANCE SHEET

As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	1.95
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	759,855.97
1080 Savings - Lighthouse Bank	300,817.75
1085 CD 12-23 Month - Lighthouse Bank	83,880.82
1099 Cash Box	0.00
Total Bank Accounts	\$1,144,556.49
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	160,577.69
1116 Grants Receivable	0.00
Total Accounts Receivable	\$160,577.69
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	49.79
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,382.68
Total 1200 Prepaid Insurance	6,432.47
1260 Prepaid Expenses	24,165.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$35,528.47
Total Current Assets	\$1,340,662.65
Fixed Assets	
1600 Production Equipment	1,060,712.47
1700 Accum Depr-Production Equipment	-758,473.44
Total 1600 Production Equipment	302,239.03
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-104,209.88
Total 1620 Office Furniture/Equipment	15,886.10

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-134,733.07
Total 1625 Leasehold Improvement	72,964.08
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$420,023.10
TOTAL ASSETS	\$1,760,685.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-7,442.61
Total Accounts Payable	\$ -7,442.61
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	561.65
CA SUI / ETT	-782.08
Federal Taxes (941/944)	3,442.51
Total 24000 Payroll Liabilities	4,257.06
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,748.06
Total Current Liabilities	\$ -694.55
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -694.55
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	741,977.45
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	58,653.90
Total Equity	\$1,761,380.30
TOTAL LIABILITIES AND EQUITY	\$1,760,685.75

EQUITY:	
Capital Reserves	\$783,004.60
Capital Reserves - Youth Grant	\$231,830.06
Operating Reserves	\$746,545.64
TOTAL EQUITY:	\$1,761,380.30