



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
January 23, 2019
9:30 A.M.
Offices of the Corporation

AGENDA

1. Attendance

(Chair) Joe Hall, Tom Manheim, Maitreya Maziarz, 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 the Finance Committee Meeting Minutes of November 25, 2019 *

5. Consider Approval of November 2019 Financial Reports *

6. Consider Approval of December 2019 Financial Reports *

7. Financial Update

8. Follow up Actions and Discussion of Hiring of Executive Director

9. Future Budget Adjustment for Capital Budget Item 7062 Software as Services

10. 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**



325 Soquel Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Finance Committee Meeting
November 19, 2019
11:00 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 October 21, 2019

The minutes of the meeting were approved on the motion of Maitreya Maziarz and second of Tom Manheim.

5. Consider Approval of the Revised July 2019 Financial Report [Revised]

Joe Hall opened the discussion. Tom Manheim thanked Mel Sweet for the additional work to respond to his previous comments. Following a short discussion it was agreed that the Financial Report had been thoroughly reviewed and Tom Manheim moved to approve the July 2019 Financial Report and the motion was seconded by Maitreya Maziarz and the motion passed by a unanimous vote.

6. Consider Approval of the Revised August 2019 Financial Report [Revised]

Joe Hall opened the discussion and asked Mel Sweet for any further comments on the August 2019 Financial Report. There were none. It was then moved by Tom Manheim and seconded by Maitreya Maziarz that the August Financial Report be approved and the motion passed by a unanimous vote.

7. Consider Approval of the Revised September 2019 Financial Report [Revised]

Joe Hall opened the discussion and asked Mel Sweet for any further comments on the September 2019 Financial Report. There were none. It was then moved by Tom Manheim and seconded by Maitreya Maziarz that the September Financial Report be approved and the motion passed by a unanimous vote.

8. Consider Approval of the Revised October 2019 Financial Report

Joe Hall opened the discussion and asked Mel Sweet for any further comments on the October 2019 Financial Report. Mel Sweet gave a brief summary of the report. Tom Manheim distributed his spreadsheet detailing the revenue from the co-working rentals. It was mentioned that so far the rental revenue is slightly below the projections. A discussion then ensued regarding this and actions being taken to increase revenue. Tom Manheim also questioned at what level will revenue from the co-working space need to be shared with Satellite. Becca King-Reed mentioned that the revenue would need to increase to \$17,000 a month. Comments and discussion followed concerning the term of the building lease and options for the future.

Maitreya Maziarz raised a question concerning the October costs in item 7062 Software as a Service. Mel Sweet explained that recent payments which were annual payments caused the October expenditure to show a large increase. However, in further discussion Mel Sweet stated that from the current expenditures it appears that the budgeted amount might not be sufficient for FY 2019-2020 and a budget adjustment might be required. Mel Sweet will report back on what adjustment may be required.

Further discussion covered the following items, classes, advertising, and closed captioning.

The discussion was then closed and it was moved by Maitreya Maziarz and seconded by Tom Manheim that the October Financial Report be approved and the motion passed by a unanimous vote.

9. Financial Update

No discussion occurred on this item.

10. Supplement Funding for Additional CTV Services

Joe Hall opened the discussion and asked Becca King Reed to discuss potential budgeting and revenue sources for additional CTV administrative services. Becca King Reed then discussed a new option she developed called Option 4 which provided the additional funding needed for the hiring of a full-time Executive Director for CTV.

Following the presentation of Option 4 Tom Manheim discussed items including co-working space rentals and equipment rentals. Becca King Reed discussed her plans to increase the revenues in this area with the additional time available to a full-time CTV Executive Director. Tom Manheim then discussed the projected use of a portion of the FY 2018-2019 Budget surplus to fund the full time Executive Director position. Joe Hall mentioned he hoped this would only be necessary for the initial year and that increased revenues could cover the cost of the new position in the future. Mel Sweet commented that CTV monitors expenses carefully and believed the use of a portion of the FY 2018-2019 budget surplus

was appropriate in this circumstance.

Maitreya Maziarz and Becca King Reed discussed the coordinating of this with the County of Santa Cruz and a scheduled meeting with Kevin Bowling to go over the proposal to budget for a new full-time CTV Executive Director. Following discussion of this meeting Tom Manheim volunteered to attend the meeting with Becca King Reed.

A further detailed discussion followed among the members of the Committee on procedures for terminating the contract through which CMAP provides executive services to CTV. Keith Gudger outlined the termination details in the CMAP/CTV contract. Maitreya Maziarz explained that the Personnel Committee had approved a job description for a new CTV Executive Director.

Tom Manheim discussed the need for a budget adjustment to provide the budget appropriation for a new Executive Director position. Mel Sweet stated that she would prepare such an adjustment if the Committee directed its preparation.

The discussion then focused on the timing of the hiring of a new Executive Director and what actions should be taken by the Finance Committee to recommend to the CTV Board concerning hiring of a full-time Executive Director. Following this discussion Tom Manheim outlined a motion for the Finance Committee to take in order to recommend and allow for potential CTV Board action. The motion follows:

“That the Finance Committee recommend to the Board that it take the following actions.

- a. Approve Personnel Committee Recommendation for Executive Director Job Description and Salary Range
- b. Approve Finance Committee Recommendations for midyear budget changes to fund full-time Executive Director
- c. Approve new Contract with CMAP and give 30-days’ notice to CMAP of Contract Termination
- d. Approve Chair to hire full-time Executive Director”

The motion was seconded by Maitreya Maziarz and approved by a 3-0 vote.

10. Items for the next Finance Committee Agenda

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

Follow up Actions and Discussion of Hiring of Executive Director
Future Budget Adjustment for Capital Budget Item 7062 Software as Services

11. 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
 November
 2019

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
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
TOTAL INCOME	600,000.00	0.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	16,770.11	18,931.44	88,115.23	36%	156,008.77
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	4,642.94	50%	4,657.06
7058 · Leasehold Improvements/Capital	30,000.00	227.00	300.00	1,386.82	5%	28,613.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	206.65	21%	793.35
Total 5100 · Facility	284,424.00	17,967.03	20,201.36	94,351.64	33%	190,072.36
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	214.02	189.14	1,046.44	21%	3,953.56
7051 · Equipment Repair	5,000.00	83.33	233.33	316.66	6%	4,683.34
7056 · Equipment - Depreciated	134,916.00	0.00	0.00	28,209.12	21%	106,706.88
7057 · Equipment - Non Depreciated	10,000.00	1,106.59	1,358.10	6,575.19	66%	3,424.81
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	1,044.41	186.50	7,834.05	78%	2,165.95
Total 5200 · Equipment	314,916.00	2,448.35	1,967.07	43,981.46	14%	270,934.54
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	20,470.38	22,223.43	138,608.10	23%	461,391.90
NET INCOME/LOSS	0.00	-20,470.38	-22,223.43	11,391.90		

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

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,550.00	2,247.50	11,198.75	53%	9,801.25
4103 · City of Capitola Gov. Meetings	7,000.00	752.50	688.00	3,348.75	48%	3,651.25
4104 · SCMTD Meetings	2,500.00	279.50	301.00	1,318.50	53%	1,181.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,495.50	6,063.25	19,078.75	58%	13,921.25
4108 · SCCRTC Meetings	5,000.00	430.00	258.00	1,797.50	36%	3,202.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	15,829.36	8,434.80	52,698.20	35%	97,301.80
4121 - SLVWD Meetings	4,600.00	817.00	408.50	2,856.50	62%	1,743.50
4122 - PVUSD	5,400.00	774.00	817.00	2,759.25	51%	2,640.75
4130 · Classes	1,000.00	0.00	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	339.33	338.22	2,154.24		-2,154.24
4185 · Misc. Income	1,000.00	55.00	11046.95	11,235.45		-10,235.45
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	1,111.00	19%	4,889.00
4250 - Closed Captioning	15,000.00	1,050.00	1,162.50	6,750.00	45%	8,250.00
4260 - Equipment Lease	3,600.00	527.53	527.53	2,248.77	62%	1,351.23
Total 4300 · OPERATING REVENUE	259,800.00	25,899.72	32,293.25	119,083.41	46%	140,716.59
TOTAL INCOME	259,800.00	25,899.72	32,293.25	119,083.41	46%	140,716.59
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,050.26	1,045.68	4,339.34	39%	6,660.66
6300 · Bank Charges	3,000.00	260.33	297.88	1,046.85	35%	1,953.15
6600 · Dues & Subscriptions	1,500.00	87.95	312.95	795.93	53%	704.07
7100 · Office Supplies	1,000.00	228.94	7.75	389.47	39%	610.53
7200 · Postage/Freight	500.00	99.00	0.00	99.00	20%	401.00
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	310.41	314.87	1,556.12	52%	1,443.88
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	50.00	298.74	1,951.15		-1,951.15
Total 6000 - Operating Expenses	20,600.00	2,086.89	2,277.87	10,232.86	50%	10,367.14
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	0.00	11,520.00	32%	24,078.00
7010 · Contract Services-Consulting	8,125.00	525.00	0.00	525.00	6%	7,600.00
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	713.00	468.00	2,125.00	21%	7,875.00
Total 6800 · Contracted Services	69,723.00	4,118.00	468.00	14,170.00	20%	55,553.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	857.71	43%	1,142.29
7800 · Travel/Meals	1,650.00	0.00	268.39	268.39	16%	1,381.61
8600 · Special Events Expense	3,850.00	252.19	0.00	345.96	9%	3,504.04
Total 7000 · Staff Development & Fundraising	7,500.00	399.69	415.89	1,472.06	20%	6,027.94

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

	Annual Budget 2019-20	October 2019	November 2019	November Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,896.34	2,820.59	13,817.39	39%	21,202.61
7535 · Salaries - Accountant	16,377.00	1,493.91	1,249.71	5,450.61	33%	10,926.39
7542 · Salaries - Media Services Coordinator	52,000.00	4,463.34	4,463.34	22,552.00	43%	29,448.00
7585 · Salaries - Government Technicians	18,488.00	1,770.65	1,636.27	7,110.90	38%	11,377.10
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	76.64	576.47	6,341.76	67%	3,158.24
7621 · Payroll Taxes	12,000.00	881.52	848.69	4,467.14	37%	7,532.86
7635 · Workers Comp	2,012.00	-74.92	197.08	713.40	35%	1,298.60
7630 · Health/Dental/Vision	12,000.00	1,063.08	1,063.08	5,186.26	43%	6,813.74
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	12,570.56	12,855.23	65,639.46	41%	96,337.54
TOTAL EXPENSES	259,800.00	19,175.14	16,016.99	91,514.38	35%	168,285.62
NET INCOME/LOSS	0.00	6,724.58	16,276.26	27,569.03	23.2%	

Community Television of Santa Cruz County

BALANCE SHEET

As of November 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	89.29
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	885,162.43
1080 Savings - Lighthouse Bank	300,943.46
1085 CD 12-23 Month - Lighthouse Bank	84,206.67
1099 Cash Box	0.00
Total Bank Accounts	\$1,270,401.85
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	7,504.75
1116 Grants Receivable	0.00
Total Accounts Receivable	\$7,504.75
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	-344.37
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,696.50
Total 1200 Prepaid Insurance	5,352.13
1260 Prepaid Expenses	26,888.34
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$37,171.47
Total Current Assets	\$1,315,078.07
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
Total 1600 Production Equipment	186,243.55
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
Total 1620 Office Furniture/Equipment	6,619.45
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11

	TOTAL
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,602,960.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-11,628.24
Total Accounts Payable	\$ -11,628.24
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	137.13
CA SUI / ETT	-805.75
Federal Taxes (941/944)	2,184.72
Total 24000 Payroll Liabilities	2,551.08
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,042.08
Total Current Liabilities	\$ -6,586.16
Long-Term Liabilities	
2400 Busineses Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -6,586.16
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	609,836.28
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	38,960.93
Total Equity	\$1,609,546.16
TOTAL LIABILITIES AND EQUITY	\$1,602,960.00

EQUITY:

Capital Reserves	\$ 740,310.79
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 637,405.31
TOTAL	

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

	Annual Budget 2019-20	November 2019	December 2019	December Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	300,000.00	60%	200,000.00
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	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	18,931.44	17,533.74	105,648.97	43%	138,475.03
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	5,571.53	60%	3,728.47
7058 · Leasehold Improvements/Capital	30,000.00	300.00	276.00	1,662.82	6%	28,337.18
7300 · Facilities & Equipment Rental	1,000.00	41.33	41.33	247.98	25%	752.02
Total 5100 · Facility	284,424.00	20,201.36	18,779.66	113,131.30	40%	171,292.70
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	189.14	199.44	1,245.88	25%	3,754.12
7051 · Equipment Repair	5,000.00	233.33	1,283.33	1,599.99	32%	3,400.01
7056 · Equipment - Depreciated	134,916.00	0.00	4,364.03	32,573.15	24%	102,342.85
7057 · Equipment - Non Depreciated	10,000.00	1,358.10	1,201.17	7,776.36	78%	2,223.64
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	186.50	3,126.32	10,960.37	110%	-960.37
Total 5200 · Equipment	314,916.00	1,967.07	10,174.29	54,155.75	17%	260,760.25
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	22,223.43	29,008.95	167,617.05	28%	432,382.95
NET INCOME/LOSS	0.00	-22,223.43	120,991.05	132,382.95		

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

	Annual Budget 2019-20	November 2019	December 2019	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	2,247.50	1,550.00	12,748.75	61%	8,251.25
4103 · City of Capitola Gov. Meetings	7,000.00	688.00	1,075.00	4,423.75	63%	2,576.25
4104 · SCMTD Meetings	2,500.00	301.00	365.50	1,684.00	67%	816.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	6,063.25	4,201.50	23,280.25	71%	9,719.75
4108 · SCCRTC Meetings	5,000.00	258.00	258.00	2,055.50	41%	2,944.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	150,000.00	8,434.80	11,358.14	64,056.34	43%	85,943.66
4121 - SLVWD Meetings	4,600.00	408.50	387.00	3,243.50	71%	1,356.50
4122 - PVUSD	5,400.00	817.00	387.00	3,146.25	58%	2,253.75
4130 · Classes	1,000.00	0.00	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	338.22	338.26	2,492.50		-2,492.50
4185 · Misc. Income	1,000.00	11046.95	0.00	11,235.45		-10,235.45
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	1,111.00	19%	4,889.00
4250 - Closed Captioning	15,000.00	1,162.50	862.50	7,612.50	51%	7,387.50
4260 - Equipment Lease	3,600.00	527.53	527.53	2,776.30	77%	823.70
Total 4300 · OPERATING REVENUE	259,800.00	32,293.25	21,310.43	140,393.84	54%	119,406.16
TOTAL INCOME	259,800.00	32,293.25	21,310.43	140,393.84	54%	119,406.16
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,045.68	1,061.16	5,400.50	49%	5,599.50
6300 · Bank Charges	3,000.00	297.88	173.81	1,220.66	41%	1,779.34
6600 · Dues & Subscriptions	1,500.00	312.95	87.95	883.88	59%	616.12
7100 · Office Supplies	1,000.00	7.75	0.00	389.47	39%	610.53
7200 · Postage/Freight	500.00	0.00	2.75	101.75	20%	398.25
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	314.87	496.35	2,052.47	68%	947.53
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	55.00	55%	45.00
7700 · Telephone/Telecommunications/Internet	0.00	298.74	97.75	2,048.90		-2,048.90
Total 6000 - Operating Expenses	20,600.00	2,277.87	1,919.77	12,152.63	59%	8,447.37
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	0.00	2,880.00	14,400.00	40%	21,198.00
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	525.00	6%	7,600.00
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	468.00	350.00	2,355.00	24%	7,645.00
Total 6800 · Contracted Services	69,723.00	468.00	3,230.00	17,280.00	25%	52,443.00
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	1,005.21	50%	994.79
7800 · Travel/Meals	1,650.00	268.39	0.00	131.77	8%	1,518.23
8600 · Special Events Expense	3,850.00	0.00	540.00	885.96	23%	2,964.04
Total 7000 · Staff Development & Fundraising	7,500.00	415.89	687.50	2,022.94	27%	5,477.06

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

	Annual Budget 2019-20	November 2019	December 2019	December Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7530 · Salaries - Coworking Community Coordinator	35,020.00	2,820.59	2,725.60	16,542.99	47%	18,477.01
7535 · Salaries - Accountant	16,377.00	1,249.71	895.29	6,345.90	39%	10,031.10
7542 · Salaries - Media Services Coordinator	52,000.00	4,463.34	4,463.34	27,015.34	52%	24,984.66
7585 · Salaries - Government Technicians	18,488.00	1,636.27	1,428.08	8,538.98	46%	9,949.02
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	576.47	100.00	6,578.38	69%	2,921.62
7621 · Payroll Taxes	12,000.00	848.69	784.91	5,252.05	44%	6,747.95
7635 · Workers Comp	2,012.00	197.08	-344.41	368.99	18%	1,643.01
7630 · Health/Dental/Vision	12,000.00	1,063.08	1,063.08	6,249.34	52%	5,750.66
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	12,855.23	11,115.89	76,891.97	47%	85,085.03
TOTAL EXPENSES	259,800.00	16,016.99	16,953.16	108,347.54	42%	151,452.46
NET INCOME/LOSS	0.00	16,276.26	4,357.27	32,046.30	22.8%	

Community Television of Santa Cruz County

BALANCE SHEET

As of December 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	179.71
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	1,011,647.73
1080 Savings - Lighthouse Bank	301,007.37
1085 CD 12-23 Month - Lighthouse Bank	84,367.39
1099 Cash Box	0.00
Total Bank Accounts	\$1,397,202.20
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	8,040.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$8,040.00
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	0.04
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,353.41
Total 1200 Prepaid Insurance	5,353.45
1260 Prepaid Expenses	26,750.01
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$37,034.46
Total Current Assets	\$1,442,276.66
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
Total 1600 Production Equipment	186,243.55
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
Total 1620 Office Furniture/Equipment	6,619.45
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11

	TOTAL
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,730,158.59
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-9,831.85
Total Accounts Payable	\$ -9,831.85
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	146.64
CA SUI / ETT	-748.52
Federal Taxes (941/944)	2,051.86
Total 24000 Payroll Liabilities	2,484.96
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,975.96
Total Current Liabilities	\$ -4,855.89
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -4,855.89
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	609,836.28
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	164,429.25
Total Equity	\$1,735,014.48
TOTAL LIABILITIES AND EQUITY	\$1,730,158.59

EQUITY:	
Capital Reserves	\$ 861,301.84
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 641,882.58
TOTAL RESERVES	\$1,735,014.48