



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF  
DIRECTORS**  
**Finance Committee Meeting**  
**April 23, 2020**  
**3:00 P.M.**  
**Zoom Video Conference**

**\*\*PLEASE NOTE\*\***: Due to concerns regarding the current COVID-19/Coronavirus outbreak, this CTV Finance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at: <https://zoom.us/j/4083159302>

## **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**

1. Consider Approval of the Finance Committee Meeting Minutes of March 19, 2020 \*

2. Consider Approval of the Finance Committee Meeting Minutes of April 3, 2020 \*

3. Consider Approval of the Finance Committee Special Meeting Minutes of April 8, 2020 \*

4. Consider Approval of March 2020 Financial Reports \*

5. Review and approve FY 2019/2020 budget adjustments due to COVID-19 required operational adjustments \*

6. Financial Update

7. Report on activities concerning potential Mid-County CTV location

8. Adjournment

Any person may address the Board Committee during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the

end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

**\* Material Included in Packet**



325 Soquel Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**March 19, 2020**  
**9:30 AM**  
**Offices of the Corporation**

## MINUTES

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

Joe Hall (Chair), Tom Manheim, Maitreya Maziarz, Keith Gudger

Staff: Mel Sweet, Becca King Reed

Guests: None

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

There were no public comments.

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

There were no late additions or deletions to the Regular Agenda.

### REGULAR AGENDA

4. Consider Approval of the Finance Committee Meeting Minutes of February 20, 2020

The minutes of the meeting of January 23, 2020 were approved on the motion of Maitreya Maziarz and second of Keith Gudger. Tom Manheim abstained from the vote.

5. Consider Approval of February 2020 Financial Report

Joe Hall opened the discussion and asked Mel Sweet if she had any initial comments. She mentioned that budget Capital Budget Item 7056 Equipment Depreciated was over budget and would at some point need a budget adjustment but the overall budget category 5200 Equipment was within budget. Tom Manheim then asked if all the members had received the email with his 2019-2020 CTV Satellite Revenue Tracking Spreadsheet. He further

noted that the revenues in Operating Budget Item 4120 Facility and Equipment has a February revenue of \$15,228 but Budget Item 4120 was still running 12% below the budget projection. Other discussion covered the Capital Budget Items 7057 Equipment-Non Depreciated, 7060 Equipment Grant Program-Depreciated and 7061 Equipment. The need, previously mentioned, for a budget adjustment in Capital Budget Item 7056 Equipment Depreciated was again discussed and Mel Sweet agreed on the next agenda to prepare a budget adjustment for that item.

Following the close of the review Tom Manheim moved to approve the November 2019 Financial Report and the motion was seconded by Keith Gudger and the motion passed by a unanimous vote.

## 6. Financial Update

Joe Hall opened the discussion and asked Becca King Reed to discuss the changes at CTV and the Satellite Working Center due to the recent County of Santa Cruz Stay in Place Emergency Order. She reported that the common working area was closed, but the members who rented offices could still enter and use there spaces. She also reported that CTV would continue to cover public meeting except for those that did not have meeting rooms large enough to allow the proper distancing among meeting attendees and CTV staff. Meeting broadcasts would continue in locations where CTV staff has a separate broadcast room.

Becca King Reed also covered some of the new programs related to the COVID-19 virus that CTV was now producing. These were so far PSAs, a webinar and other programing for the City and County of Santa Cruz.

Given the changing financial circumstances Tom Manheim requested that a projection be prepared to cover CTV finances until the end of the 2019-2020 Fiscal Year. Mel Sweet stated that she could prepare such a projection. It was discussed whether there should be a special Finance Committee Meeting to review this projection. No decision was made on whether this should be reviewed at the April Finance Committee meeting or a special meeting during the intervening period. When the report is prepared it will be emailed to the Finance Committee and a meeting decision will be made at that time.

A discussion also took place on CTV staffing but this discussion was deferred to Board Chair and the Executive Director.

Becca King Reed had to then leave the Committee meeting to prepare for an upcoming County webinar regarding business and the COVID-19 virus impacts in Santa Cruz County.

## 7. Report on Activities Concerning a Potential Mid-County CTV Location

Joe Hall opened the discussion. Tom Manheim stated discussion of this item should probably wait until the CTV Financial Projection was received. Keith Gudger then stated that he had some information to report on. Keith Gudger stated that he, Becca King-Reed, Barbara Springer and Janis O'Driscoll had visited a potential Mid-County location at the Rio Del Mar Shopping Center. Based on the discussion with the site's real estate agent he thought the rental price was too high. He had looked on line at several other potential Mid-County sites and found their rental prices were more realistic in terms of CTV's finances. Both Joe Hall and Tom Manheim commented that with the future impacts of the COVID-19 virus the economics of retail space will probably change in coming months. This discussion

will be continued to the next meeting.

8. Items for the next Finance Committee Agenda

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

Report on activities concerning potential Mid-County CTV location.

Budget adjustment for Item 7057 Equipment –Depreciated

Fiscal Projection for Remainder of 2019-2020 Fiscal Year

9. Adjournment

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



325 Soquel Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**April 3, 2020**  
**9:30 AM**

**Zoom Video Conference**

## **MINUTES**

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

Joe Hall (Chair), Tom Manheim, Maitreya Maziarz, Keith Gudger

Staff: Mel Sweet, Becca King Reed

Guests: None

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

There were no public comments.

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

There were no late additions or deletions to the Regular Agenda.

### **REGULAR AGENDA**

4. Review and approve FY 2019/2020 budget adjustment due to COVID-19 required operational adjustment

Joe Hall opened the discussion and asked Becca King and Reed Mel Sweet to discuss the proposed budget adjustments. Before outlining the changes Becca King Reed explained some of the impacts experienced by CTV due to the Covid-19 stay at home order. Following this explanation Becca King Reed explained proposed changes to personnel funding allocations, a proposed cut in the Executive Director's salary and some additional potential revenue. When all the proposed changes and revenue decreases were combined they would lead to an approximate \$14,000 budget shortfall, which Becca King Reed recommended is off set from FY 2018/2019 budget savings.

Following the close of the review Tom Manheim and Keith Gudger asked a series of

question to better understand the proposed budget changes and the layout of the spreadsheet provided by Becca King Reed. There followed further discussions on the specific budget cost savings recommendations. Tom Manheim also requested that the spreadsheet be revised into three columns which would show the adjusted FY 2019/2020 budget, a revised FY 2019/2020 budget and the final column showing the difference/gap. Mel Sweet stated she would prepare such a revision.

There were further discussions on the proposed budget adjustments. Joe Hall and Tom Manheim suggested the proposed cut in the Executive Directors salary be tabled since other salary cuts were not being discussed as part of this proposed budget adjustment. Keith Gudger stated he did not support the transfer of one position to be funded through the Satellite lease. Another change was to allocate more of one position to the Capital Budget. There was a consensus on that adjustment.

Following further discussion and comments it was agreed that the Finance Committee would meet again on April 8<sup>th</sup> to review the revised spreadsheet, review the impact of the revisions to the recommended budgets and formulate a budget adjustment to the Board.

## 5. Adjournment

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



325 Soquel Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**April 8, 2020**  
**9:30 AM**

**Zoom Video Conference**

## **MINUTES**

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

Joe Hall (Chair), Tom Manheim, Maitreya Maziarz, Keith Gudger

Staff: Mel Sweet, Becca King Reed

Guests: None

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

There were no public comments.

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

There were no late additions or deletions to the Regular Agenda.

### **REGULAR AGENDA**

4. Review and approve FY 2019/2020 budget adjustment due to COVID-19 required operational adjustment

Joe Hall opened the discussion and asked Becca King and Reed and Mel Sweet to discuss the proposed budget adjustments. Becca King Reed discussed the CTV application to the CARES Act Payroll Protection Act. The initial form has been submitted to Santa Cruz County Bank and they will contact her when they are ready to receive the necessary information and items to submit the application to the US Department of Treasury.

Mel Sweet reviewed the revised budget adjustment spreadsheet and the changes that were made. Following this explanation there was a detailed discussion of the spreadsheet and the projected impact of the Covid-19 stay in place order on the finances of CTV.



Following this discussion Keith Gudger volunteered to prepare a further revision to the Covid-19 impact spreadsheet.

It was agreed that the Finance Committee would meet again at their regular monthly April 23<sup>rd</sup> meeting to review the revised spreadsheet, review the impact of the revisions to the recommended budgets and formulate a budget adjustment to recommend to the Board.

## 5. Adjournment

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

Community Television of Santa Cruz County  
Capital Profit Loss Budget Performance  
March  
2020

	Annual Budget 2019-20	February 2020	March 2020	March 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>150,000.00</b>	<b>450,000.00</b>	<b>90%</b>	<b>50,000.00</b>
<b>4105 · County PEG Fees - Youth Grant</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>100,000.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>450,000.00</b>	<b>75%</b>	<b>150,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	244,124.00	18,662.35	18,726.15	162,197.42	66%	81,926.58
6701 · Facility/Equip. Insurance	9,300.00	928.59	928.59	8,357.30	90%	942.70
7058 · Leasehold Improvements/Capital	30,000.00	200.00	200.00	2,262.82	8%	27,737.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	387.00	39%	613.00
<b>Total 5100 · Facility</b>	<b>284,424.00</b>	<b>19,837.28</b>	<b>19,901.08</b>	<b>173,204.54</b>	<b>61%</b>	<b>111,219.46</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	5,000.00	190.86	214.27	1,837.60	37%	3,162.40
7051 · Equipment Repair	5,000.00	355.81	2,386.33	4,425.46	89%	574.54
7056 · Equipment - Depreciated	114,869.00	0.00	0.00	32,573.15	28%	82,295.85
7057 · Equipment - Non Depreciated	10,000.00	3,032.21	1,765.26	14,597.80	146%	-4,597.80
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	16,500.00	196.75	1,951.31	14,014.84	85%	2,485.16
<b>Total 5200 · Equipment</b>	<b>301,369.00</b>	<b>3,775.63</b>	<b>6,317.17</b>	<b>67,448.85</b>	<b>22%</b>	<b>233,920.15</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	3,200.00	520.76	613.12	3,404.97	106%	-204.97
7064 - Equipment Maintenance	5,300.00	892.67	892.67	5,356.02	101%	-56.02
7065 - Equipment Repair	5,047.00	841.17	841.17	2,523.51	50%	2,523.49
<b>Total 5200 · Equipment</b>	<b>13,547.00</b>	<b>2,254.60</b>	<b>2,346.96</b>	<b>11,284.50</b>	<b>83%</b>	<b>2,262.50</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	495.00	75%	165.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>495.00</b>	<b>75%</b>	<b>165.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>25,922.51</b>	<b>28,620.21</b>	<b>252,432.89</b>	<b>42%</b>	<b>347,567.11</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-25,922.51</b>	<b>121,379.79</b>	<b>197,567.11</b>		

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
March  
2020

	Annual Budget 2019-20	February 2020	March 2020	March Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	21,000.00	1,782.50	1,705.00	16,856.25	80%	4,143.75
4103 · City of Capitola Gov. Meetings	7,000.00	752.50	1,075.00	6,767.25	97%	232.75
4104 · SCMTD Meetings	2,500.00	258.00	559.00	2,501.00	100%	-1.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,869.75	4,962.00	35,204.00	107%	-2,204.00
4108 · SCCRTC Meetings	5,000.00	344.00	387.00	3,646.50	73%	1,353.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	162,250.00	15,228.85	11,600.76	102,869.00	63%	59,381.00
4121 · SLVWD Meetings	4,600.00	688.00	731.00	5,178.50	113%	-578.50
4122 · PVUSD	5,400.00	430.00	774.00	5,059.75	94%	340.25
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	100.00	0.00	150.00	30%	350.00
4180 · Interest Earned	0.00	343.66	341.54	3,537.33		-3,537.33
4185 · Misc. Income	1,000.00	0.00	0.00	11,290.45		-10,290.45
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	1,350.00	3,960.00	6,421.00	107%	-421.00
4250 · Closed Captioning	15,000.00	1,125.00	900.00	10,087.50	67%	4,912.50
4260 · Equipment Lease	13,600.00	527.53	527.53	4,358.89	32%	9,241.11
CTV Surplus	11,620.00	0.00	0.00	0.00	0%	11,620.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>293,670.00</b>	<b>27,799.79</b>	<b>27,522.83</b>	<b>214,455.17</b>	<b>73%</b>	<b>79,214.83</b>
<b>TOTAL INCOME</b>	<b>293,670.00</b>	<b>27,799.79</b>	<b>27,522.83</b>	<b>214,455.17</b>	<b>73%</b>	<b>79,214.83</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	11,000.00	1,050.68	1,630.85	9,152.24	83%	1,847.76
6300 · Bank Charges	3,000.00	213.18	265.51	1,957.06	65%	1,042.94
6600 · Dues & Subscriptions	1,500.00	87.95	163.49	1,223.27	82%	276.73
7100 · Office Supplies	1,000.00	54.37	31.33	655.85	66%	344.15
7105 · Production Expenses	0.00	147.19	198.00	345.19		-345.19
7200 · Postage/Freight	500.00	26.95	55.46	330.67	66%	169.33
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	479.47	363.08	3,329.87	111%	-329.87
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	89.00	89%	11.00
7700 · Telephone/Telecommunications/Internet	0.00	160.04	160.04	2,479.25		-2,479.25
<b>Total 6000 - Operating Expenses</b>	<b>20,600.00</b>	<b>2,219.83</b>	<b>2,867.76</b>	<b>19,562.40</b>	<b>95%</b>	<b>1,037.60</b>
<b>6800 · Contracted Services</b>						
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	17,315.50	0.00	0.00	17,280.00	100%	35.50
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	404.00	781.25	3,736.25	37%	6,263.75
<b>Total 6800 · Contracted Services</b>	<b>51,440.50</b>	<b>404.00</b>	<b>781.25</b>	<b>21,541.25</b>	<b>42%</b>	<b>29,899.25</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	1,525.41	76%	474.59
7800 · Travel/Meals	1,650.00	37.78	0.00	184.65	11%	1,465.35
8600 · Special Events Expense	3,850.00	24.00	0.00	936.65	24%	2,913.35
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,500.00</b>	<b>209.28</b>	<b>147.50</b>	<b>2,646.71</b>	<b>35%</b>	<b>4,853.29</b>

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
March  
2020

	Annual Budget 2019-20	February 2020	March 2020	March Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 - Executive Director	45,423.00	7,570.49	7,570.49	22,711.47	50%	22,711.53
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,665.61	2,402.49	22,252.90	70%	9,567.10
7535 · Salaries - Accountant	16,377.00	1,317.36	1,373.13	10,448.13	64%	5,928.87
7542 · Salaries - Media Services Coordinator	46,700.00	3,570.67	3,570.67	35,049.34	75%	11,650.66
7585 · Salaries - Government Technicians	18,488.00	1,993.85	1,718.72	13,737.99	74%	4,750.01
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	1,008.75	819.27	9,160.23	96%	339.77
7621 · Payroll Taxes	20,029.50	2,181.79	1,813.22	11,747.56	59%	8,281.94
7635 · Workers Comp	2,012.00	0.00	0.00	368.99	18%	1,643.01
7630 · Health/Dental/Vision	19,200.00	1,063.08	3,769.12	13,409.68	70%	5,790.32
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>214,129.50</b>	<b>21,371.60</b>	<b>23,037.11</b>	<b>138,886.29</b>	<b>65%</b>	<b>75,243.21</b>
<b>TOTAL EXPENSES</b>	<b>293,670.00</b>	<b>24,204.71</b>	<b>26,833.62</b>	<b>182,636.65</b>	<b>62%</b>	<b>111,033.35</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>3,595.08</b>	<b>689.21</b>	<b>31,818.52</b>	<b>14.8%</b>	

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	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	297.08
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	921,171.69
1080 Savings - Lighthouse Bank	301,195.05
1085 CD 12-23 Month - Lighthouse Bank	84,856.79
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$1,307,520.61</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	167,731.19
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$167,731.19</b>
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	1,350.92
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)	2,567.64
<b>Total 1200 Prepaid Insurance</b>	<b>3,918.60</b>
1260 Prepaid Expenses	26,995.02
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$35,844.62</b>
<b>Total Current Assets</b>	<b>\$1,511,096.42</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	TOTAL
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
<b>Total 1600 Production Equipment</b>	<b>186,243.55</b>
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
<b>Total 1620 Office Furniture/Equipment</b>	<b>6,619.45</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11
<b>Total 1625 Leasehold Improvement</b>	<b>66,085.04</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$287,881.93</b>
<b>TOTAL ASSETS</b>	<b>\$1,798,978.35</b>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-10,483.65
<b>Total Accounts Payable</b>	<b>\$ -10,483.65</b>
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	485.32
CA SUI / ETT	1,060.66
Federal Taxes (941/944)	4,419.18
<b>Total 24000 Payroll Liabilities</b>	<b>7,000.14</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$9,491.14</b>
<b>Total Current Liabilities</b>	<b>\$ -992.51</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>\$ -992.51</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	TOTAL
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	229,385.63
<b>Total Equity</b>	<b>\$1,799,970.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,798,978.35</b>

### EQUITY:

Capital Reserves	\$ 926,486.00
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 641,654.80
<b>TOTAL EQUITY:</b>	<b>\$1,799,970.86</b>

# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
<b>4300 · OPERATING REVENUE</b>						Less income is positive number
4101 · County BOS Meetings	21,000.00	16,856.25	4,143.75	9,441.00	-5,297.25	Includes extra meetings /webinars
4103 · City of Capitola Gov. Meetings	7,000.00	6,767.25	232.75	1,750.00	-1,517.25	
4104 · SCMTD Meetings	2,500.00	2,501.00	-1.00	1,032.00	-1,033.00	
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	35,204.00	-2,204.00	6,509.00	-8,713.00	Meeting duration reduced
4108 · SCCRTC Meetings	5,000.00	3,646.50	1,353.50	1,161.00	192.50	
4109 · SCWD Government Meetings	4,200.00	503.75	3,696.25	300.00	3,396.25	No meetings budgeted
4120 · Facility & Equipment Use	162,250.00	102,869.00	59,381.00	28,131.00	31,250.00	Current office rental/café (less holds)/mailboxes
4121 - SLVWD Meetings	4,600.00	5,178.50	-578.50	1,150.00	-1,728.50	
4122 - PVUSD	5,400.00	5,059.75	340.25	900.00	-559.75	No meetings budgeted
4130 · Classes	1,000.00	24.00	976.00	0.00	976.00	No classes
4165 · Donations	500.00	150.00	350.00	0.00	350.00	
4180 · Interest Earned	0.00	3,537.33	-3,537.33	0.00	-3,537.33	
4185 · Misc. Income	1,000.00	11,290.45	-10,290.45	156.00	-10,446.45	
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00	
4200 · Production Services	6,000.00	6,421.00	-421.00	2,000.00	-2,421.00	
4250 - Closed Captioning	15,000.00	10,087.50	4,912.50	5,600.00	-687.50	Based on 60% of BOS meeting
4260 - Equipment Lease	13,600.00	4,358.89	9,241.11	1,582.00	7,659.11	No increase budgeted
CTV Surplus (11,620 original projection)	0.00	0.00	0.00	0.00	0.00	
<b>Total 4300 · OPERATING REVENUE *</b>	<b>282,050.00</b>	<b>214,455.17</b>	<b>67,594.83</b>	<b>59,712.00</b>	<b>7,882.83</b>	How much less than budgeted
<b>TOTAL INCOME</b>	<b>282,050.00</b>	<b>214,455.17</b>	<b>67,594.83</b>	<b>59,712.00</b>	<b>7,882.83</b>	
<b>6000 · OPERATING EXPENSES</b>						Positive number is savings
6100 · Advertising	11,000.00	9,152.24	1,847.76	3,000.00	-1,152.24	
6300 · Bank Charges	3,000.00	1,957.06	1,042.94	700.00	342.94	
6600 · Dues & Subscriptions	1,500.00	1,223.27	276.73	0.00	276.73	
7100 · Office Supplies	1,000.00	655.85	344.15	0.00	344.15	
7105 - Production Expenses	0.00	345.19	-345.19	0.00	-345.19	
7200 · Postage/Freight	500.00	330.67	169.33	0.00	169.33	



# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
7205 · Printing	500.00	0.00	500.00	0.00	500.00	
7401 · Facility Supplies	3,000.00	3,329.87	-329.87	0.00	-329.87	
7640 · Licenses/Fees/Misc. Taxes	100.00	89.00	11.00	0.00	11.00	
7700 · Telephone/Telecommunications/	0.00	2,479.25	-2,479.25	0.00	-2,479.25	
<b>Total 6000 - Operating Expenses</b>	<b>20,600.00</b>	<b>19,562.40</b>	<b>1,037.60</b>	<b>3,700.00</b>	<b>-2,662.40</b>	
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	4,000.00	0.00	4,000.00	0.00	4,000.00	
7001 · Contract Services-Production Supp	3,000.00	0.00	3,000.00	1,000.00	2,000.00	
7007 · Contract Services-CMAP	17,315.50	17,280.00	35.50	0.00	35.50	
7010 · Contract Services-Consulting	8,125.00	525.00	7,600.00	0.00	7,600.00	
7110 · Contract Services-Legal	3,000.00	0.00	3,000.00	0.00	3,000.00	
7910 · Contract Services-Equipment Tech	6,000.00	0.00	6,000.00	0.00	6,000.00	
7920 · Contract Services-Captioning	10,000.00	3,736.25	6,263.75	2,500.00	3,763.75	
<b>Total 6800 · Contracted Services</b>	<b>51,440.50</b>	<b>21,541.25</b>	<b>29,899.25</b>	<b>3,500.00</b>	<b>26,399.25</b>	
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	1,525.41	474.59	500.00	-25.41	
7800 · Travel/Meals	1,650.00	184.65	1,465.35	412.50	1,052.85	
8600 · Special Events Expense	3,850.00	936.65	2,913.35	962.50	1,950.85	
<b>Total 7000 · Staff Development &amp; Fund</b>	<b>7,500.00</b>	<b>2,646.71</b>	<b>4,853.29</b>	<b>1,875.00</b>	<b>2,978.29</b>	
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 - Executive Director	45,423.00	22,711.47	22,711.53	22,711.47	0.06	
7530 · Salaries - Coworking Community	31,820.00	22,252.90	9,567.10	7,955.00	1,612.10	Salary less 20% capital reallocation
7535 · Salaries - Accountant	16,377.00	10,448.13	5,928.87	5,000.00	928.87	
7542 · Salaries - Media Services Coordina	46,700.00	35,049.34	11,650.66	10,712.00	938.66	Salary less 20% capital reallocation
7585 · Salaries - Government Technicians	18,488.00	13,737.99	4,750.01	8,000.00	-3,249.99	
7589 · Salaries - Extra Help Trainers, Tec	9,500.00	9,160.23	339.77	1,000.00	-660.23	
7621 · Payroll Taxes	20,029.50	11,747.56	8,281.94	7,000.00	1,281.94	Based on average for 2020
7635 · Workers Comp	2,012.00	368.99	1,643.01	503.00	1,140.01	

# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
7630 · Health/Dental/Vision	19,200.00	13,409.68	5,790.32	6,300.00	-509.68	Includes Becca
7632 · Severance/Vacation Payouts	4,580.00	0.00	4,580.00	4,137.00	443.00	Based on vacation hours as of 3/31
<b>Total 7500 · Operating Salaries &amp; Benef</b>	<b>214,129.50</b>	<b>138,886.29</b>	<b>75,243.21</b>	<b>73,318.47</b>	<b>1,924.74</b>	Lower expenses.
			0.00			
<b>TOTAL EXPENSES</b>	<b>293,670.00</b>	<b>182,636.65</b>	<b>111,033.35</b>	<b>82,393.47</b>	<b>28,639.88</b>	
<b>NET INCOME/LOSS *</b>	<b>-11,620.00</b>	<b>31,818.52</b>	<b>-43,438.52</b>	<b>-22,681.47</b>		

\* Note: 11,620 was original estimate from reserves

11,061.47 Budget - Projection