



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Finance Committee Meeting
June 18, 2020
9:30 A.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

[Revised 6/16/2020]

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 May 21, 2020 *
2. Consider Approval of May 2020 Financial Reports *
3. Financial Update
4. Report on activities concerning potential Mid-County CTV location
5. 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**



**BOARD OF DIRECTORS
Finance Committee Meeting
May 21, 2020
5:00 PM**

325 Soquel Avenue
Santa Cruz, CA 95060

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

1. Consider Approval of the Finance Committee Meeting Minutes of April 23, 2020

The minutes of the meeting of April 23, 2020 were approved on the motion of Keith Gudger and second of Tom Manheim and passed on a unanimous vote.

2. Consider Approval of the Finance Committee Special Meeting Minutes of May 4, 2020

The minutes of the meeting of May 4, 2020 were approved on the motion of Keith Gudger and second of Tom Manheim and passed on a unanimous vote.

3. Consider Approval of April 2020 Financial Report

Joe Hall opened the discussion and asked Mel Sweet and Becca King Reed to comment on the report. Mel Sweet explained that the format of the report was modeled after the suggestions of Keith Gudger. Tom Manheim commented on several items and suggested that one of the heading be modified slightly to be more explanatory. A footnote was cited which partially explained the matter, but an additional column heading note will be added. Mel Sweet then explained that a correction was made between budget item 4106 City of Santa Cruz meeting and 4109 SCWD Government meetings whereby revenue which was improperly noted in item 4109 was rebooked in item 4106. It was also noted that item 4101 County BOS meetings was higher than projected due to several webinars hosted for County Economic Development.

Tom Manheim then provided an update from the spreadsheet he keeps to track in item 4120 Facility and Equipment Use. Due to the partial closure of the co-working space the revenue in this category was running approximately 17% below budget projections.

The discussion then turned to the Capital Budget. A question was asked by Maitreya Maziarz on the payments of the County PEG fees and it was explained by Mel Sweet that an invoice for \$150,000 was being sent to the County per the CTV/County agreement. Becca King-Reed discussed here work concerning improvement in the AC system to increase the air circulation in the co-working space.

Keith Gudger discussed the bookkeeping categories used in the Balance Sheet. Other discussion followed in which Mel Sweet explained how Quick Books showed various assets. Following this discussion it was agreed to add a category to the bottom of the Balance Sheet to clearly show what the cash/liquid reserve of CTV is in terms of the end of each reporting period. It was felt given the uncertainty of the current economic period that this amount should be clearly shown.

On the motion of Keith Gudger and second of Tom Manheim and a unanimous vote the April 2020 Financial Report was approved by a unanimous vote.

4. Review Emergency Check Signing Policy and Make Recommendations for Permanent Adoption

The discussion was opened and the policy was reviewed in terms of how it was to work during the COVID-19 Pandemic. It was also pointed out the policy had lapsed and during the interim checks would be signed by any of the officers who were available. It was also pointed out that the policy had been amended at the last Board meeting to state checks could be signed via DocuSign by any of the CTV Officers. The question then arose of what should be signed by DocuSign. Joe Hall stated he preferred by the check stub and invoice.

There was a discussion on this but no consensus. At the end of the discussion it was moved by Keith Gudger and seconded by Tom Manheim that the Finance Committee recommend to the Board that the Emergency Check Signing Policy be extended, as amended by the Board, that CTV officer can sign via DocuSign any checks to August. The motion passed by a unanimous vote.

Keith Gudger suggested that Maitreya Maziarz schedule a Governance Committee meeting. Becca King Reed and Maitreya Maziarz will follow-up on this suggestion.

5. Financial Update

Becca King Reed discussed actions being taken to prepare for the reopening of the co-working space when the County of Santa Cruz Shelter in Place order was lifted.

6. Report on activities concerning potential Mid-County CTV Location

Becca King Reed reported that she had been in contact with Barbara Springer of Satellite Co-working Spaces and Barbara was in contact with the real estate agent representing the Rio Del Mar Shopping Center Space that a CTV group has previously toured. She will re-contact Barbara Springer and see what has developed.

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

	Annual Budget 2019-20	April 2020	May 2020	May Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	450,000.00	90%	50,000.00
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	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	21,039.15	18,736.15	201,972.72	83%	42,151.28
6701 · Facility/Equip. Insurance	9,300.00	840.91	840.91	10,039.12	108%	-739.12
7058 · Leasehold Improvements/Capital	30,000.00	125.00	7,900.00	10,287.82	34%	19,712.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	479.68	48%	520.32
Total 5100 · Facility	284,424.00	22,051.40	27,523.40	222,779.34	78%	61,644.66
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	179.31	196.70	2,213.61	44%	2,786.39
7051 · Equipment Repair	5,000.00	-2,219.67	397.57	2,603.36	52%	2,396.64
7056 · Equipment - Depreciated	114,869.00	0.00	1,770.40	34,343.55	30%	80,525.45
7057 · Equipment - Non Depreciated	10,000.00	1,079.58	1,254.31	16,931.69	169%	-6,931.69
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	910.41	339.24	15,264.49	93%	1,235.51
Total 5200 · Equipment	301,369.00	-50.37	3,958.22	71,356.70	24%	230,012.30
Capital Maintenance & Repair						
7063 - Building Maintenance	3,200.00	592.77	533.69	4,531.43	142%	-1,331.43
7064 - Equipment Maintenance	5,300.00	892.67	892.67	7,141.36	135%	-1,841.36
7065 - Equipment Repair	5,047.00	841.17	841.17	4,205.85	83%	841.15
Total 5200 · Equipment	13,547.00	2,326.61	2,267.53	15,878.64	117%	-2,331.64
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	24,382.64	33,804.15	310,619.68	52%	289,380.32
NET INCOME/LOSS	0.00	-24,382.64	-33,804.15	139,380.32		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2020

	Annual Budget 2019-20	COVID 19 Budget	April 2020	May 2020	May Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE							
4101 · County BOS Meetings	21,000.00	26,297.25	3,476.25	1,937.50	22,270.00	106%	-1,270.00
4103 · City of Capitola Gov. Meetings	7,000.00	8,517.25	731.00	666.50	8,164.75	117%	-1,164.75
4104 · SCMTD Meetings	2,500.00	3,533.00	0.00	301.00	2,802.00	112%	-302.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	41,713.00	287.50	3,138.75	38,630.25	117%	-5,630.25
4108 · SCCRTC Meetings	5,000.00	4,807.50	387.00	258.00	4,291.50	86%	708.50
4109 · SCWD Government Meetings	4,200.00	803.75	3,053.00	0.00	3,556.75	85%	643.25
4120 · Facility & Equipment Use	162,250.00	131,000.00	8,031.98	7,829.08	118,730.06	73%	43,519.94
4121 · SLVWD Meetings	4,600.00	6,328.50	473.00	365.50	6,017.00	131%	-1,417.00
4122 · PVUSD	5,400.00	5,959.75	903.00	0.00	5,962.75	110%	-562.75
4130 · Classes	1,000.00	24.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	150.00	0.00	5.00	155.00	31%	345.00
4180 · Interest Earned	0.00	3,537.33	342.44	362.56	4,242.33		-4,242.33
4185 · Misc. Income	1,000.00	11,446.45	56.00	0.00	11,346.45		-10,346.45
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	8,421.00	753.00	304.00	7,478.00	125%	-1,478.00
4250 · Closed Captioning	15,000.00	15,687.50	1,312.50	975.00	12,375.00	83%	2,625.00
4260 · Equipment Lease	13,600.00	5,940.89	527.53	527.53	5,413.95	40%	8,186.05
CTV Surplus	11,620.00	0.00	0.00	0.00	0.00	0%	11,620.00
Total 4300 · OPERATING REVENUE	293,670.00	274,167.17	20,334.20	16,670.42	251,459.79	86%	42,210.21
TOTAL INCOME	293,670.00	274,167.17	20,334.20	16,670.42	251,459.79	86%	42,210.21
6000 · OPERATING EXPENSES							
6100 · Advertising	11,000.00	12,152.24	326.11	342.55	9,820.90	89%	1,179.10
6300 · Bank Charges	3,000.00	2,657.06	199.32	134.76	2,291.14	76%	708.86
6600 · Dues & Subscriptions	1,500.00	1,223.27	87.95	87.95	1,399.17	93%	100.83
7100 · Office Supplies	1,000.00	655.85	67.61	82.81	806.27	81%	193.73
7105 · Production Expenses	0.00	345.19	85.00	0.00	430.19		-430.19
7200 · Postage/Freight	500.00	330.67	32.94	65.15	428.76	86%	71.24
7205 · Printing	500.00	0.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	3,329.87	163.57	94.26	3,587.70	120%	-587.70
7640 · Licenses/Fees/Misc. Taxes	100.00	89.00	0.00	85.00	174.00	174%	-74.00
7700 · Telephone/Telecommunications/Internet	0.00	2,479.25	164.79	160.04	2,804.04		-2,804.04
Total 6000 - Operating Expenses	20,600.00	23,262.40	1,127.29	1,052.52	21,742.17	106%	-1,142.17
6800 · Contracted Services							
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	1,475.00	1,475.00	37%	2,525.00
7001 · Contract Services-Production Support	3,000.00	1,000.00	0.00	0.00	0.00	0%	1,525.00
7007 · Contract Services-CMAP	17,315.50	17,280.00	0.00	0.00	17,280.00	100%	35.50
7010 · Contract Services-Consulting	8,125.00	525.00	0.00	0.00	525.00	6%	7,600.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	6,236.25	428.75	314.60	4,479.60	45%	5,520.40
Total 6800 · Contracted Services	51,440.50	25,041.25	428.75	1,789.60	23,759.60	46%	27,680.90
7000 · Staff Development & Fundraising							
7405 · Training/conferences	2,000.00	2,025.41	147.50	147.50	1,820.41	91%	179.59
7800 · Travel/Meals	1,650.00	597.15	0.00	35.81	220.46	13%	1,429.54
8600 · Special Events Expense	3,850.00	1,899.15	0.00	0.00	936.65	24%	2,913.35
Total 7000 · Staff Development & Fundraising	7,500.00	4,521.71	147.50	183.31	2,977.52	40%	4,522.48

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

	Annual Budget 2019-20	COVID 19 Budget	April 2020	May 2020	May Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits							
7525 · Executive Director	45,423.00	45,422.94	7,570.49	7,570.49	37,852.45	83%	7,570.55
7530 · Salaries - Coworking Community Coordinator	31,820.00	30,207.90	2,371.10	2,134.78	26,758.78	84%	5,061.22
7535 · Salaries - Accountant	16,377.00	15,448.13	1,712.37	1,219.35	13,379.85	82%	2,997.15
7542 · Salaries - Media Services Coordinator	46,700.00	45,761.34	3,570.67	3,570.67	42,190.68	90%	4,509.32
7585 · Salaries - Government Technicians	18,488.00	21,737.99	1,291.94	1,435.57	16,465.50	89%	2,022.50
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	10,160.23	86.70	0.00	9,246.93	97%	253.07
7621 · Payroll Taxes	20,029.50	18,747.56	1,639.77	1,554.65	14,941.98	75%	5,087.52
7635 · Workers Comp	2,012.00	871.99	0.04	0.00	369.03	18%	1,642.97
7630 · Health/Dental/Vision	19,200.00	19,709.68	2,418.20	2,340.80	18,168.68	95%	1,031.32
7632 · Severance/ Vacation Payouts	4,580.00	4,137.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	214,129.50	212,204.76	20,661.28	19,826.31	179,373.88	84%	34,755.62
TOTAL EXPENSES	293,670.00	265,030.12	22,364.82	22,851.74	227,853.17	78%	65,816.83
NET INCOME/LOSS	0.00	9,137.05	-2,030.62	-6,181.32	23,606.62	9.4%	

NOTES:
 COVID 19 Budget is for reference only.

Community Television of Santa Cruz County

BALANCE SHEET

As of May 31, 2020

	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	63.99
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	1,039,347.43
1080 Savings - Lighthouse Bank	301,320.92
1085 CD 12-23 Month - Lighthouse Bank	85,186.43
1099 Cash Box	0.00
Total Bank Accounts	\$1,425,918.77
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	10,042.63
1116 Grants Receivable	0.00
Total Accounts Receivable	\$10,042.63

Community Television of Santa Cruz County

BALANCE SHEET

As of May 31, 2020

	TOTAL
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	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	885.82
Total 1200 Prepaid Insurance	2,236.74
1260 Prepaid Expenses	27,617.04
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$34,784.78
Total Current Assets	\$1,470,746.18
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 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,758,628.11

Community Television of Santa Cruz County

BALANCE SHEET

As of May 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-14,833.56
Total Accounts Payable	\$ -14,833.56
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
2150 PPP Loan	32,390.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	457.23
CA SUI / ETT	-577.22
Federal Taxes (941/944)	4,093.55
Total 24000 Payroll Liabilities	5,008.54
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$39,889.54
Total Current Liabilities	\$25,055.98
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$25,055.98
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	162,986.90
Total Equity	\$1,733,572.13
TOTAL LIABILITIES AND EQUITY	\$1,758,628.11

EQUITY:	
Capital Reserves	\$ 868,749.21
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 292,949.50
PPP Loan	\$ 32,390.00
Other Assets	\$ 307,653.36
TOTAL	\$1,733,572.13