



AGENDA

BOARD OF DIRECTORS
Finance Committee Meeting
July 21, 2022
4:00 P.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Novel 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://us06web.zoom.us/j/2017133083>

1. Attendance

(Chair) Joe Hall, Mathilde Rand, Guy Lasnier, 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 6/23/22 Minutes *

5. Consider Approval of June 2022 Financial Reports *

6. Financial Update

7. 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
June 23, 2022**

**325 Soquel Avenue
Santa Cruz, CA 95060**

**4:00 PM
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.)

Present: Joe Hall (Chair), Keith Gudger, Guy Lasnier, Mathilde Rand

Absent: None

Staff: Becca King Reed, Mel Sweet

Guests: Tom Manheim

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. Joe Hall asked if the order of the Agenda could be changed to take the Minutes before the Financial Report. Members concurred with this suggestion

REGULAR AGENDA

4. Consider Approval of the meeting May 2022 Financial Report

Joe Hall asked Becca King Reed and Mel Sweet to provide an overview of the May 2022 Financial Report. Becca King Reed reported that there was increasing interest in the office space. She further mentioned the increase in revenue in budget item budget item 4120 Facility and Equipment was primarily due to increase in usage of the open office area.

Tom Manheim then reviewed his spreadsheet which tracks the revenues in Budget Item 4120 Facility and Equipment. Tom Manheim discussed that revenue in this item was running below the anticipated budget revenue. He further stated that if the current budget year's average revenue was projected to the end of the fiscal year it would result in revenue of \$98,000 instead of the anticipated \$120,000. This is also below the projected Budget Item 4120 revenue in the FY 2022-23 budget year. If office space was rented in June the revenue in budget item 4120 would increase thus narrowing the budget gap in the current fiscal year and the next.

Becca King Reed further reported that the budget was approximately 1.9% over budget at his point but there were adequate reserves to address this overage. It was explained that this difference was somewhat due to the bonus authorized by the Board for the Media Services Coordinator, budget item 7542 Media Services Coordinator. Becca King Reed also explained that budget item 7060 Equipment Grant Program was now more accurately reflecting items of purchases being made for that program. Becca King Reed then commented that CTV was going to utilize a different closed captioning company which was substantially lower in price than the current provider. This would be a future cost savings in the next fiscal year. Guy Lanier asked for specifics on this change and Becca King Reed explained what specific aspect of closed captioning would be provided by the new provider.

Mathilde Rand asked what changes had been made in budget item 7405 Training/conferences to better reflect the difference between training and conferences. Becca King Reed stated that several expense items had been shifted to better reflect mis-categorizations between items in budget category 7000 Staff Development and Fundraising. Further, under the budget item 6600 Dues and Subscriptions, several expenses in this category had been shifted to budget item 7062 Software as a Service. In a final comment Becca King Reed mentioned that budget item 7630 Health/Dental/Vision did not at the time of the preparing on the May financial report reflect the charges for health coverage for the new CTV employee. There were no further questions.

It was then moved by Guy Lanier and seconded by Mathilde Rand that the May 2022 Financial Report be approved. On a voice vote the motion passed unanimously.

5. Consider Approval of the Minutes of the May 19, 2022

Joe Hall opened the discussion and asked if there were any corrections or comments. No comments or corrections were noted. It was then moved by Keith Gudger and seconded by Guy Lasnier that the minutes of the May 19, 2022 meeting be approved. The motion passed on a unanimous voice vote.

6. Financial Update

Joe Hall opened the item for discussion and asked Becca King Reed if she had any comments. Becca King Reed provided an explanation of her proposal to shift Balance Sheet funds from the CTV checking account to savings accounts. The purpose of this was to provide further FDIC protection to a greater share of CTV funds. Becca King Reed explained a spreadsheet she had prepared to illustrate her proposal to meet operating funds requirements yet maximize funds in CD savings accounts. The Committee discussed this and an explanation was provided concerning the use of CDARs at Santa Cruz County Bank to insure the spreading of CTV funds to various FDIC insured financial institutions. It was the consensus of the Committee following their discussion that this item should be placed on

the CTV Board Agenda for their concurrence with the proposal by Becca King Reed.

Becca King Reed then commented on a conversation she had just completed with representatives of Santa Cruz County on the cable connection between CTV and the County Administration Building. Based on this conversation she stated that some additional equipment would be required and the cost of this additional equipment was above here budget approval level. After a brief discussion by the Committee members it was agreed due to the immediacy of this matter that the budgeting of this additional equipment be placed on the June 27th Board meeting.

8. Closed Session: Brown Act Government Code Section 54954.5
Discussion of property lease/purchase, negotiations

No action was taken in closed session

9. Adjournment

A motion was made by Guy Lanier and seconded by Mathilde Rand that the meeting adjourn. The motion passed unanimously, by a voice vote.

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 June
 2022

	Annual Budget 2021-22	May 2022	June 2022	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	25,000.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	150,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	266,785.00	23,435.04	24,358.86	265,653.66	100%	1,131.34
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,112.06	13,125.15	118%	(1,982.15)
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	3,811.50	19%	16,188.50
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	656.36	66%	343.64
Total 5100 · Facility	298,928.00	24,583.51	25,527.29	283,246.67	95%	15,681.33
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	207.08	178.30	2,385.45	48%	2,614.55
7051 · Equipment Repair	5,000.00	83.33	83.33	999.96	20%	4,000.04
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	0.00	24,524.31	165,431.11	155%	(58,699.11)
7057 · Equipment - Non Depreciated	26,021.00	887.14	289.94	12,322.74	47%	13,698.26
7060 · Equipment Grant Program	100,000.00	0.00	0.00	11,394.32	11%	88,605.68
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	2,361.74	1,360.39	17,705.42	107%	(1,205.42)
Total 5200 · Equipment	259,253.00	3,539.29	26,436.27	210,239.00	81%	49,014.00
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	634.33	612.45	7,115.47	99%	52.53
7064 · Equipment Maintenance	11033.00	1030.37	1030.37	12,795.27	116%	(1,762.27)
7065 · Equipment Repair	22958.00	1901.63	1908.02	22,846.69	100%	111.31
Total Capital Maintenance & Repair	41159.00	3566.33	3550.84	42,757.43	104%	(1,598.43)
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	31,744.13	55,569.40	536,903.10	89%	63,096.90
NET INCOME/LOSS	0.00	(31,744.13)	94,430.60	63,096.90		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 June
 2022

	Annual Budget 2021-22	May 2022	June 2022	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	1,085.00	6,302.50	26,328.75	88%	3,429.25
4103 · City of Capitola Gov. Meetings	8,700.00	1,612.00	1,560.00	12,543.00	144%	(3,843.00)
4104 · SCMTD Meetings	3,256.00	312.00	364.00	3,957.60	122%	(701.60)
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	4,666.50	5,966.50	45,619.00	85%	8,186.00
4108 · SCCRTC Meetings	4,740.00	1,167.00	701.00	7,159.00	151%	(2,419.00)
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	7,783.41	9,009.47	90,837.93	76%	29,162.07
4121 - SLVWD Meetings	9,649.00	910.00	728.00	7,439.00	77%	2,210.00
4123 - Webinar Meetings	0.00	545.00	0.00	2,203.00	0%	(2,203.00)
4122 - PVUSD	0.00	0.00	988.00	8,991.50	0%	(8,991.50)
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	5.00	0.00	5.00	2%	245.00
4180 · Interest Earned	0.00	123.67	301.45	1,605.53	0%	(1,605.53)
4185 · Misc. Income	300.00	0.00	0.00	413.00	138%	(113.00)
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	0.00	0.00	1,324.84	22%	4,675.16
4250 - Closed Captioning	42,000.00	3,675.00	7,237.50	41,700.00	99%	300.00
4260 - Equipment Lease	7,600.00	761.86	761.86	8,525.01	112%	(925.01)
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	22,646.44	33,920.28	273,652.16	96%	12,405.84
TOTAL INCOME	286,058.00	22,646.44	33,920.28	273,652.16	96%	12,405.84
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	434.80	447.29	8,283.82	92%	716.18
6300 · Bank Charges	2,500.00	134.66	193.59	1,883.92	75%	616.08
6600 · Dues & Subscriptions	1,500.00	(629.50)	0.00	935.00	62%	565.00
7100 · Office Supplies	1,000.00	0.00	0.00	847.02	85%	152.98
7105 - Production Expenses	500.00	0.00	0.00	198.00	40%	302.00
7200 · Postage/Freight	700.00	816.04	264.29	1,347.04	192%	(647.04)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	143.39	103.55	2,668.78	99%	39.22
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	48.00	245.83	164%	(95.83)
7700 · Telephone / Telecommunications / Internet	1,920.00	290.91	290.91	3,146.77	164%	(1,226.77)
Total 6000 - Operating Expenses	20,228.00	1,190.30	1,347.63	19,556.18	97%	671.82
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	1,550.00	72%	603.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	0.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	0.00	0.00	2,520.00	126%	(520.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	4,260.00	1,014.25	13,890.00	66%	7,110.00
Total 6800 · Contracted Services	27,153.00	4,260.00	1,014.25	18,573.25	68%	8,579.75
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	147.50	147.50	1,725.00	86%	275.00
7800 · Travel / Meals	360.00	17.21	0.00	137.40	38%	222.60
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,360.00	164.71	147.50	1,862.40	55%	1,497.60

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 June
 2022

	Annual Budget 2021-22	May 2022	June 2022	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	3,623.41	77,646.04	96%	3,073.96
7530 · Salaries - Coworking Community Coordinator	28,676.00	2,537.34	2,753.78	27,879.04	97%	796.96
7535 · Salaries - Accountant	10,712.00	877.20	902.77	10,634.93	99%	77.07
7542 · Salaries - Media Services Coordinator	44,133.00	4,121.47	6,107.58	49,333.45	112%	(5,200.45)
7585 · Salaries - Government Technicians	19,614.00	2,234.15	2,501.89	19,548.30	100%	65.70
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	0.00	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	1,938.18	1,964.52	21,205.31	104%	(775.81)
7635 · Workers Comp	2,052.00	120.25	148.25	1,471.00	72%	581.00
7630 · Health/Dental/Vision	18,200.00	374.40	1,488.47	17,484.26	96%	715.74
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	365.82	7%	4,634.18
Total 7500 · Operating Salaries & Benefits	235,317.00	18,932.32	19,490.67	226,294.79	96%	9,022.21
TOTAL EXPENSES	286,058.00	24,547.33	22,000.05	266,286.62	93%	19,771.38
NET INCOME/LOSS	0.00	(1,900.89)	11,920.23	7,365.54	2.7%	

Community Television of Santa Cruz County

Balance Sheet

As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	173.88
1075 Checking - Santa Cruz County Bank	1,019,230.90
1080 Savings - Santa Cruz County Bank	138,324.79
1081 CDAR x2424	250,137.23
1082 CDAR x4915	250,118.53
1083 ICS Santa Cruz County Bank	250,026.60
Checking - Lighthouse Bank	0.00
Total Bank Accounts	\$1,908,011.93
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	25,150.54
1116 Grants Receivable	0.00
Total Accounts Receivable	\$25,150.54
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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	482.25
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	0.00
Total 1200 Prepaid Insurance	782.25
1260 Prepaid Expenses	28,473.14
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$34,186.39
Total Current Assets	\$1,967,348.86

Community Television of Santa Cruz County

Balance Sheet As of June 30, 2022

	TOTAL
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$2,173,199.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	2,940.09
Total Accounts Payable	\$2,940.09
Other Current Liabilities	
2110 Sales Tax Payable	15.35
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,583.72
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	517.60
CA SUI / ETT	76.89
Federal Taxes (941/944)	2,233.30
Total 24000 Payroll Liabilities	3,862.77
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$14,461.84
Total Current Liabilities	\$17,401.93
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
Total Long-Term Liabilities	\$150,000.00
Total Liabilities	\$167,401.93

Community Television of Santa Cruz County

Balance Sheet

As of June 30, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	70,462.44
Total Equity	\$2,005,797.41
TOTAL LIABILITIES AND EQUITY	\$2,173,199.34

EQUITY:	
Capital Reserves.	\$1,271,410.33
Capital Reserves - Youth Grant	\$287,788.95
Operating Reserves.	\$348,812.65
Other Assets.	\$ 97,785.48
TOTAL.	\$2,005,797.41