



**BOARD OF DIRECTORS
Finance Committee Meeting
November 17, 2022
4:00 P.M.
Zoom Video Conference**

AGENDA

****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 October 2022 Meeting Minutes *

5. Consider Approval of October 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
October 21, 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: 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. 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 September 2022 Financial Report

Joe Hall asked Becca King Reed to provide an overview of the September 2022 Financial Report. Becca King Reed reported that the September Financial Report will show a large increase in budget revenue item 4120 Facility and Equipment primarily related to a late payment of an office rental due to the need for a tenant to set up their automatic bank payments. Equipment rentals and studio rentals continued strong. Becca King Reed then mentioned there may be a need for a mid-year budget adjustment since insurance costs were higher than budget

along with several other small items.

Joe Hall then asked Committee members if they had any questions. Mathilde Rand then asked several questions. The initial question involved budget item 7110 Legal Services. Becca King Reed explained that the cost of preparing and reviewing a draft low power TV contract had caused the excess costs in this item. The next question involved an expense shown in budget item 7056 Equipment – Depreciation. It was explained this was primarily booked this way due to Quick Books. Mel Sweet later in the meeting provided an additional explanation of this charge. The next question concerned budget item 4180 – Interest Earned. It was explained that several months of interest were booked in August resulting in the large amount shown. Finally, Mathilde Rand asked about budget item 7700 Telephone, Telecommunications, Internet. Becca King Reed explained this was the August charge related to the costs of the internet cable connection to the County Building. This item was briefly discussed and it was the consensus of the Committee that the August charge was more appropriately charged to the Capital Budget. Becca King Reed said she would follow-up on that change.

The next topic of discussion was on budget item 4250 Closed Captioning. This discussion related to the September charge. Becca King Reed and Mel Sweet explained the timing of the charges and revenues for this budget item.

Joe Hall asked if there were any further questions. Keith Gudger mentioned that Mathilde Rand had asked the question that he had. Guy Lanier did not have any questions.

It was then moved by Mathilde Rand and seconded by Guy Lanier that the September 2022 Financial Report be approved. The motion passed on a unanimous roll call vote.

5. Financial Update

Joe Hall opened the item for discussion and asked Becca King Reed if she had any comments. Becca King Reed reported that CTV finally had a new debt card which would allow for the reporting of cost charges going forward more easily in the month they occurred.

There was then a discussion of a possible feasibility study to explore the potential of other opportunities for CTV to acquire or utilize a low power TV station. This item would be reported to the Board at their next meeting. The members of the Committee expressed a general positive view of proceeding on this feasibility study. It was also suggested by Mathilde Rand that the charge for the low power TV feasibility study be charged in the Capital Budget since it related to a potential capital project rather than an operating item. The cost of the feasibility study was reported to be \$3,700.

An additional discussion was about the possibility of CTV placing some of its reserve funds in banks that offer a higher interest rate. Keith Gudger stated he would provide information to Becca King Reed on this subject with suggestions of such banks.

8. Adjournment

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

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

	Annual Budget 2022-23	September 2022	October 2022	October Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	150,000.00	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	150,000.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	21,186.31	20,548.06	85,421.98	31%	189,366.02
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	1,082.18	4,328.82	33%	8,776.18
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	225.48	23%	774.52
Total 5100 · Facility	308,893.00	22,324.86	21,686.61	89,976.28	29%	218,916.72
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	174.46	552.02	1,166.35	47%	1,313.65
7051 · Equipment Repair	4,564.00	83.45	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	13,902.34	8,963.91	67,726.11	69%	31,005.89
7057 · Equipment - Non Depreciated	24,306.00	3,898.46	55.90	6,580.94	27%	17,725.06
7060 · Equipment Grant Program	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,491.72	1,546.79	4,799.57	28%	12,450.43
7700 · Telephone/Telecommunications/Internet	0.00	0.00	3,452.76	3,452.76		(3,452.76)
Total 5200 · Equipment	247,332.00	19,550.43	14,571.38	83,975.84	34%	163,356.16
Capital Maintenance & Repair						
7063 - Building Maintenance	7383.00	420.91	617.23	2,255.93	31%	5,127.07
7064 - Equipment Maintenance	12694.00	1030.37	1030.27	4,121.38	32%	8,572.62
7065 - Equipment Repair	23038.00	1956.51	1934.75	7,589.12	33%	15,448.88
Total Capital Maintenance & Repair	43115.00	3407.79	3582.25	13,966.43	32%	29,148.57
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
Total 5300 · Media Licensing	660.00	55.00	55.00	220.00	33%	440.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	45,338.08	39,895.24	188,138.55	31%	411,861.45
NET INCOME/LOSS	0.00	104,661.92	(39,895.24)	(38,138.55)		

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

	Annual Budget 2022-23	September 2022	October 2022	October Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	26,732.00	1,652.50	1,395.00	3,047.50	11%	23,684.50
4103 · City of Capitola Gov. Meetings	10,314.00	791.00	904.00	3,582.50	35%	6,731.50
4104 · SCMTD Meetings	3,440.00	242.95	242.95	719.90	21%	2,720.10
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	4,803.00	5,696.25	19,491.50	55%	15,746.50
4108 · SCCRTC Meetings	5,058.00	593.25	678.00	2,362.00	47%	2,696.00
4120 · Facility & Equipment Use	105,750.00	9,316.55	10,777.08	40,115.52	38%	65,634.48
4121 - SLVWD Meetings	7,859.00	621.50	678.00	2,580.00	33%	5,279.00
4122 - PVUSD	12,072.00	618.25	1,123.50	3,285.00	0%	8,787.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	0.00	97.50	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	59.69	1,403.56	2,705.78	0%	(2,705.78)
4185 · Misc. Income	840.00	0.00	0.00	64.00	8%	776.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	700.00	2,050.00	2,750.00	69%	1,250.00
4250 - Closed Captioning	36,900.00	2,925.00	2,662.50	8,175.00	22%	28,725.00
4260 - Equipment Lease	8,600.00	761.86	567.42	2,853.00	33%	5,747.00
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 4300 · OPERATING REVENUE	265,448.00	23,085.55	28,275.76	93,309.11	35%	172,138.89
TOTAL INCOME	265,448.00	23,085.55	28,275.76	93,309.11	35%	172,138.89
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	34.31	14.31	97.24	1%	7,902.76
6300 · Bank Charges	2,000.00	381.37	205.17	1,015.71	51%	984.29
6600 · Dues & Subscriptions	1,000.00	60.00	89.08	180.97	18%	819.03
7100 · Office Supplies	800.00	0.00	0.00	0.00	0%	800.00
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	0.00	60.00	112.79	23%	387.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	0.00	34.19	195.71	10%	1,804.29
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	0.00	0.00	0%	100.00
7700 · Telephone / Telecommunications / Internet	2,920.00	1,154.11	(2,293.90)	1,168.42	40%	1,751.58
Total 6000 - Operating Expenses	17,620.00	1,629.79	(1,891.15)	2,770.84	16%	14,849.16
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	1,500.00
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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	0.00	0.00	1,470.00	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	1,892.76	1,062.08	6,328.25	79%	1,671.75
Total 6800 · Contracted Services	11,500.00	1,892.76	1,062.08	7,798.25	68%	3,701.75
7000 · Staff Development & Fundraising						
7405 · Training / conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	0.00	0.00	0.00	0%	100.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	1,100.00	0.00	0.00	0.00	0%	1,100.00

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

	Annual Budget 2022-23	September 2022	October 2022	October Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	26,917.32	33%	53,802.68
7530 · Salaries - Coworking Community Coordinator	29,535.00	1,683.63	2,468.94	9,023.71	31%	20,511.29
7535 · Salaries - Accountant	11,032.00	1,096.70	1,009.66	3,439.16	31%	7,592.84
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	16,485.88	32%	34,292.12
7585 · Salaries - Government Technicians	16,000.00	2,465.81	1,619.23	6,954.17	43%	9,045.83
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	0.00	266.63	377.13	25%	1,122.87
7621 · Payroll Taxes	20,429.00	1,931.03	1,638.16	6,709.41	33%	13,719.59
7635 · Workers Comp	2,034.00	125.40	125.40	501.60	25%	1,532.40
7630 · Health/Dental/Vision	18,200.00	771.81	1,506.09	4,264.73	23%	13,935.27
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,228.00	18,925.18	19,484.91	74,673.11	32%	160,554.89
TOTAL EXPENSES	265,448.00	22,447.73	18,655.84	85,242.20	32%	180,205.80
NET INCOME/LOSS	0.00	637.82	9,619.92	8,066.91	8.6%	

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	339,997.46
1080 Savings - Santa Cruz County Bank	388,752.95
1081 CDAR 1025929272	251,005.09
1082 CDAR 1025929809	250,986.33
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,258.57
Total Bank Accounts	\$1,731,336.08
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	173,968.70
1116 Grants Receivable	0.00
Total Accounts Receivable	\$173,968.70
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	200.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	540.90
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,647.83
Total 1200 Prepaid Insurance	8,388.73
1260 Prepaid Expenses	25,584.45
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	\$38,904.18
Total Current Assets	\$1,944,208.96
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

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2022

	TOTAL
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	\$2,150,059.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,382.22
Total Accounts Payable	\$1,382.22
Credit Cards	
2120 American Express	9,102.88
Total Credit Cards	\$9,102.88
Other Current Liabilities	
2110 Sales Tax Payable	15.87
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	525.60
CA SUI / ETT	-814.44
Federal Taxes (941/944)	2,506.36
Total 24000 Payroll Liabilities	3,252.50
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$13,852.09
Total Current Liabilities	\$24,337.19
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	\$174,337.19

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	446,598.13
3905 Retained Earnings - Capital Reserves	1,559,195.76
Net Income	-30,071.64
Total Equity	\$1,975,722.25
TOTAL LIABILITIES AND EQUITY	\$2,150,059.44

EQUITY:	
Capital Reserves.	\$1,233,268.26
Capital Reserves - Youth Grant	\$287,788.95
Operating Reserves.	\$210,278.87
Other Assets.	\$244,386.17
TOTAL.	\$1,975,722.25