



**BOARD OF DIRECTORS
Finance Committee Meeting
September 21, 2023
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, Tom Manheim, 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 July 2023 Meeting Minutes *

5. Consider Approval of July 2023 Financial Reports *

6. Consider Recommending Approval of Invoice *

7. Consider Approval of Executive Director Salary *

8. Consider Recommending Approval of Financial Policies:

<https://docs.google.com/document/d/1hD3BlqSCsS7XLYMpv6sXTj1sv9MwH9v2PU-pK8xE8eY/edit?usp=sharing>

9. Financial Update

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**



**BOARD OF DIRECTORS
Finance Committee Meeting
July 20, 2023**

325 Soquel Avenue
Santa Cruz, CA 95060

4:00 PM
Zoom Video Conference

MINUTES

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 on a roll call except for adjournment.

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

Present: Joe Hall (Chair), Keith Gudger, Guy Lasnier, Tom Manheim

Absent: None

Staff: Becca King Reed, Mel Sweet

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 Minutes of the May 2023 Meeting

Joe Hall opened the discussion and asked if there were any corrections or comments. There were no comments or corrections noted. It was then moved by Guy Lanier and seconded by Keith Gudger that the minutes of the June 2023 meeting be approved. The motion passed unanimously on a roll call vote.

5. Consider Approval of the meeting June 2023, Financial Report

Joe Hall opened the discussion and asked if Becca King Reed and Mel Sweet if they had any comments. Becca King Reed commented that the Operating Budget for FY 2022-23 ended with a 6.8% surplus. Mel Sweet commented that there would be some additional revenues

booked in June which would slightly increase the budget surplus. Mel Sweet then asked for guidance on booking some interest revenues from the CTV Government Bond investments. After a discussion and explanation of this proposal, the Finance Committee concurred with the approach suggested by Mel Sweet.

Tom Manheim then shared his Account 4120 Facility & Equipment Use spreadsheet and commented that as of the June Financial Report this budget item was 11.59% ahead of the budgeted revenue.

Keith Gudger then shared the Schwab June Report on the CTV funds at Schwab which are invested in Treasury investments.

There were no further comments or questions and it was then moved by Tom Manheim and seconded by Guy Lanier to recommend to the Board the approval of the June 2023 Financial Report. The motion passed on a unanimous roll call vote.

6. Financial Update

Joe Hall opened the item for discussion and asked Becca King Reed for any comments. Becca King Reed mentioned that most of the items she was going to cover were discussed in the previous Financial Report section.

Joe Hall asked if there was any information on the potential for a CTV LPTV Channel. Guy Lanier mentioned that there would be a new FCC opening for LPTV Channels this fall and he was going to have a meeting with the LPTV committee to discuss this opening.

7. Review of Financial Policies

Joe Hall opened the discussion of this matter. Comments were made by all Committee members and staff and based on these comments Keith Gudger volunteered to lead the review of the Financial Policies with a goal of having the comments/proposed revisions completed by the September Finance Committee meeting.

There was also a discussion of reimbursement of Board member expenses for directly related CTV business. It was the consensus following the discussion that expenses could be reimbursed after notification of the Executive Director and the availability of budget funds. This consensus was consistent with the CTV Financial Policies.

8. Adjournment

A motion was made by Guy Lanier that the meeting adjourn. The motion passed unanimously on a voice vote.

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	0.00	0%	500,000.00
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	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	26,050.79	28,338.72	28,338.72	9%	303,305.28
6701 · Facility/Equip. Insurance	15,105.00	1,082.18	1,163.17	1,163.17	8%	13,941.83
7058 · Leasehold Improvements/Capital	12,196.00	0.00	2,350.00	2,350.00	19%	9,846.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	27,132.97	31,851.89	31,851.89	9%	328,093.11
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	298.34	322.24	322.24	11%	2,677.76
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	-558.29	0.00	0.00	0%	44,564.00
7057 · Equipment - Non Depreciated	22,107.00	927.51	1,231.36	1,231.36	6%	20,875.64
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	13,250.00	1,344.55	1,853.02	1,853.02	14%	11,396.98
7700 · Telephone/Telecommunications/Internet	9,600.00	863.19	863.19	863.19	9%	8,736.81
Total 5200 · Equipment	193,521.00	2,875.30	4,269.81	4,269.81	2%	189,251.19
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	1086.26	581.70	581.70	8%	6,481.30
7064 - Equipment Maintenance	13202.00	1061.28	1061.28	1,061.28	8%	12,140.72
7065 - Equipment Repair	25609.00	1899.47	1865.87	1,865.87	7%	23,743.13
Total Capital Maintenance & Repair	45874.00	4047.01	3508.85	3,508.85	8%	42,365.15
5300 · Media Licensing						
7059 · Music Library	660.00	0.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	0.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	34,055.28	39,685.55	39,685.55	7%	560,314.45
NET INCOME/LOSS	0.00	-34,055.28	-39,685.55	-39,685.55		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	2,737.50	1,832.50	1,832.50	15%	10,167.50
4103 · City of Capitola Gov. Meetings	11,314.00	1,779.75	1,525.50	1,525.50	13%	9,788.50
4104 · SCMTD Meetings	4,059.00	339.00	505.25	505.25	12%	3,553.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	4,668.00	2,286.25	2,286.25	5%	47,713.75
4108 · SCCRTC Meetings	6,329.00	593.25	423.75	423.75	7%	5,905.25
4109 · SCWD Meetings	9,000.00	897.00	663.00	663.00	7%	8,337.00
4120 · Facility & Equipment Use	105,750.00	11,469.27	12,142.75	12,142.75	11%	93,607.25
4121 - SLVWD Meetings	7,000.00	678.00	819.25	819.25	12%	6,180.75
4122 - PVUSD	12,072.00	957.25	2,130.75	2,130.75	18%	9,941.25
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	1,000.00	0.00	0.00	0.00	0%	1,000.00
4180 · Interest Earned	0.00	144.69	48.02	48.02	0%	-48.02
4185 · Misc. Income	45,000.00	25,521.30	-221.43	-221.43	0%	45,221.43
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 - Unrealized Gain/(Loss)	0.00	4,931.13	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
4250 - Closed Captioning	46,000.00	4,800.00	2,325.00	2,325.00	5%	43,675.00
4260 - Equipment Lease	8,600.00	567.42	567.42	567.42	7%	8,032.58
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
Total 4300 · OPERATING REVENUE	322,124.00	60,083.56	25,048.01	25,048.01	8%	297,075.99
TOTAL INCOME	322,124.00	60,083.56	25,048.01	25,048.01	8%	297,075.99
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	20.00	620.00	620.00	8%	7,380.00
6300 · Bank Charges	2,000.00	243.96	365.47	365.47	18%	1,634.53
6350 · Interest Expense	0.00	15.34	142.65	142.65	0%	-142.65
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	0.00	0%	1,000.00
7100 · Office Supplies	800.00	13.07	13.07	13.07	2%	786.93
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	418.65	38.60	38.60	8%	461.40
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	293.47	302.55	302.55	15%	1,697.45
7640 · Licenses/Fees/Misc. Taxes	100.00	100.00	0.00	0.00	0%	100.00
7700 · Telephone/Telecommunications/Internet	2,920.00	334.31	334.31	334.31	11%	2,585.69
Total 6000 - Operating Expenses	17,620.00	1,438.80	1,816.65	1,816.65	10%	15,803.35
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	2,000.00	600.00	0.00	0.00	0%	2,000.00
7110 · Contract Services-Legal	3,500.00	0.00	0.00	0.00	0%	3,500.00
7910 - Contract Services-Equipment Technicians	2,520.00	0.00	0.00	0.00	0%	2,520.00
7920 · Contract Services-Captioning	20,000.00	529.88	214.78	214.78	1%	19,785.22
Total 6800 · Contracted Services	29,520.00	1,129.88	214.78	214.78	1%	29,305.22

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	0.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	500.00	0.00	0.00	0.00	0%	500.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	3,000.00	0.00	0.00	0.00	0%	3,000.00
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	10,053.43	6,729.33	6,729.33	8%	73,990.67
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,806.14	2,326.82	2,326.82	8%	27,208.18
7535 · Salaries - Accountant	11,032.00	1,095.36	734.16	734.16	7%	10,297.84
7542 · Salaries - Media Services Coordinator	50,778.00	4,941.90	4,245.14	4,245.14	8%	46,532.86
7585 · Salaries - Government Technicians	20,000.00	1,993.52	1,199.14	1,199.14	6%	18,800.86
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	0.00	0.00	0%	28,174.00
7621 · Payroll Taxes	25,650.00	1,862.08	1,497.40	1,497.40	6%	24,152.60
7635 · Workers Comp	2,095.00	631.64	170.75	170.75	8%	1,924.25
7630 · Health/Dental/Vision	19,000.00	1,236.49	1,664.32	1,664.32	9%	17,335.68
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	271,984.00	24,620.56	18,567.06	18,567.06	7%	253,416.94
TOTAL EXPENSES	322,124.00	27,189.24	20,598.49	20,598.49	6%	301,525.51
NET INCOME/LOSS	0.00	32,894.32	4,449.52	4,449.52	17.8%	

Community Television of Santa Cruz County

Balance Sheet

As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	164.40
1075 Checking - Santa Cruz County Bank	190,828.79
1080 Savings - Santa Cruz County Bank	243,286.74
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,110,943.54
Total Bank Accounts	\$1,795,250.07
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	30,941.83
1116 Grants Receivable	0.00
Total Accounts Receivable	\$30,941.83
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	275.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	413.21
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	10,943.50
Total 1200 Prepaid Insurance	11,631.71
1260 Prepaid Expenses	27,642.54
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	\$44,205.25
Total Current Assets	\$1,870,397.15
Fixed Assets	
1600 Production Equipment	1,323,471.84
1700 Accum Depr-Production Equipment	-1,107,756.25
Total 1600 Production Equipment	215,715.59

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2023

	TOTAL
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,741.54
Total 1620 Office Furniture/Equipment	1,440.26
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-162,208.48
Total 1625 Leasehold Improvement	45,488.67
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$291,578.41
TOTAL ASSETS	\$2,161,975.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,868.83
Total Accounts Payable	\$7,868.83
Credit Cards	
2120 American Express	12,266.27
Total Credit Cards	\$12,266.27
Other Current Liabilities	
2110 Sales Tax Payable	94.07
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	14,572.58
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	465.04
CA SUI / ETT	-867.81
Federal Taxes (941/944)	2,330.59
Total 24000 Payroll Liabilities	2,962.80
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,629.45
Total Current Liabilities	\$37,764.55
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$37,764.55

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2023

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	561,748.72
3905 Retained Earnings - Capital Reserves	1,597,698.33
Net Income	-35,236.04
Total Equity	\$2,124,211.01
TOTAL LIABILITIES AND EQUITY	\$2,161,975.56

EQUITY:	
Capital Reserves.	\$1,217,514.72
Capital Reserves - Youth Grant	\$340,498.06
Operating Reserves.	\$237,237.29
Other Assets.	\$328,960.94
TOTAL.	\$2,124,211.01

9/22/23

Community Television of Santa Cruz County
Executive Director's Report to the Finance Committee
Covering July 2023

Revenue

In July, the first month of our new fiscal year, the coworking center earned \$12,220.00. Revenue has been steadily rising in that category since last March. The satellite has earned 11% of its annual budget in the first 8% of the year.

Budget

Overall, CTV has earned 8% of its annual budget and is on target to meet its revenue goals.

Please note, budget line #4185, Misc. Income, shows a credit. This is the line in which we track our Schwab investments. Mel will explain the reason for the credit at the Finance meeting. This money will return next month, and we will have a clearer picture of what we are earning at Schwab this fiscal year. As of June, '23, CTV had earned \$25,521.30.

Special approval request

As noted in previous meetings, CTV's station rebuild is complete. We have received the final invoice for that project. The invoice is fair and accurate but exceeds my approval level. I'm requesting that the Finance Committee recommend the board approve the payment of this invoice. The invoice is attached.

Executive Director raise

Shortly after I joined CTV fulltime, the pandemic caused us to close our doors to new business in the coworking center, drastically impacting our revenue. Although I was offered a raise at the end of my first year, I didn't accept it as I didn't feel confident that our budget could support it. I have continued to defer raises in subsequent years.

CTV ended FY 22/23 earning \$29,000 more than it spent. I now believe I can accept a raise without worry of upending our budget.

As discussed in previous meetings, I am requesting a "catch-up" raise that would bring my salary current, as if I had received a cost of living raise each year. Mel has created a work sheet (attached) showing the cost for such a raise.

The dollars required are included in the current approved budget along with annual raises for all staff members.



INVOICE

Municipal Captioning Inc.
214 Muirfield Ridge Dr
Garner, North Carolina 27529
United States

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

BILL TO
CTV Santa Cruz
Becca King Reed

Becca@communitytv.org

Invoice Number: 101712

Invoice Date: August 18, 2023

Payment Due: September 17, 2023

Amount Due (USD): \$23,446.16

Items	Quantity	Price	Amount
Fiber transmission hardware package New Fiber Equipment upgrade package to work with the single strand fiber at the Soquel location. This was established via email thread with Eric Price and Stuart Kidd on Feb 8, 2023. This required the return of the previously purchased fiber cards (6 of the MX/HD-SDI-3G/T 40km CWDM and 6 of the MX/HD-SDI-3G/R 40km CWDM) and purchase of new cards which would be compatible with the changed fiber plans. This line includes the Hardware cost of the new cards and the return credit of the old cards is noted below. --- Some of this work occurred in October/November/December 2022 when Nick Brandt and Justin were onsite, and the completion of the work on the implementation of this fiber package occurred in 2023.	1	\$31,467.00	\$31,467.00
Credit CREDIT FOR THE HARDWARE RETURN OF CARDS FROM PREVIOUS PURCHASE. THESE CARDS WERE RETURNED WITHOUT RESTOCKING FEE AS NICK HAD KEPT THEM IN NEW CONDITION.	1	(\$11,904.00)	(\$11,904.00)
Black Magic Bidirectional HDMI-SDI with PSU Blackmagic Design Micro Converter BiDirectional SDI/HDMI 3G (with Power Supply)	2	\$89.00	\$178.00
ANQUADMINI A-Neuvideo 4x1 HDMI Quad Screen Multi-Viewer & Seamless Switcher ANQUADMINI	1	\$595.00	\$595.00
1000 foot roll of Belden Cable 1000 foot roll of Belden Cable - purchased for custom built cables for install.	1	\$750.00	\$750.00



INVOICE

Municipal Captioning Inc.
214 Muirfield Ridge Dr
Garner, North Carolina 27529
United States

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

Items	Quantity	Price	Amount
BNC Connector BNC Connectors used making custom cables for install.	150	\$2.50	\$375.00
Shipping Shipping	1	\$0.00	\$0.00
Subtotal:			\$21,461.00
Santa Cruz 9.25%:			\$1,985.16
Total:			\$23,446.16
Amount Due (USD):			\$23,446.16

Becca Reed - Salary Worksheet

Current Salary 100940 FY 2019/20
Hire date 1/9/20

2021 3% Raise	3028	103968 FY 2020-21	7/1/20
2022 3% Raise	3119	107087 FY 2021-22	7/1/21
2023 3% Raise	3213	110300 FY 2022-23	7/1/22
2024 3% Raise	3309	113609 FY 2023-24	7/1/23

Salary adjustment:

FY 2020-21	3028	12 month
FY 2021-22	3119	12 months
FY 2022-23	3213	12 months
FY 2023-24	551	July-Aug **
Total retro active pay	9911	

** Assumes retro active pay will be paid 8/30/23