



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

Jan. 27, 2024

11a.m.

Zoom online meeting

****PLEASE NOTE****: The meeting will be held at the offices of Community Television of Santa Cruz County. Members of the public may attend in person or at <https://us06web.zoom.us/j/84049770637>

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[quorum is five]

2. Oral Communications

Any person may address the Board 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 Board.

3. Consideration of late additions to the agenda; additions and deletions to consent and regular agendas.

CONSENT AGENDA

4. Approve meeting agenda*

5. Approve Board meeting minutes of Nov. 27, 2023*

6. Accept October, September, and December 2023 financial reports*

7. Approve updates to CTV's Financial Policies and Procedures document*

REGULAR AGENDA

8. Executive Director's report*

9. Education committee's report
10. Board Chair's report
11. Board member / staff requests for specific items to appear on next meeting agenda
12. Announcements
13. Adjournment

Any person may address the Board 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 Board Packet**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE Regular Meeting

**Jan. 27, 2024
11 a.m.**

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board 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.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
November 27, 2023
5:30 p.m.

MINUTES

1. Roll Call at 5:30 PM
Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Tom Manheim, David Warren, Joe Hall
By Zoom: Mathilde Rand
[quorum is five]
Absent: Elizabeth Shaw, Janis O'Driscoll
2. Oral Communications Any person may address the Board during its oral communications period.
None.
3. Consideration of late additions to the agenda; additions and deletions to consent and regular agendas.
None.

CONSENT AGENDA

4. Approve meeting agenda.
5. Approve Board meeting minutes of October 23, 2023

Moved acceptance by Director Manheim, seconded by Director Hall.
Approved unanimously.

REGULAR AGENDA

6. Executive Director's report

Written report provided. CTV did the first large event for the RCNV. Chair Lasnier asked about how staff are paid and how CTV is compensated.

7. Elections of board members and officers

Director Hall moved and Chair Lasnier seconded reelection of David Warren and Maitreya Maziarz. Passed unanimously.

Director Manheim moved Director Gudger as Secretary, Director Hall as

Treasurer, Director Maziarz as Vice Chair, and Director Lasnier as Chair.
Seconded by Director Rand. Passed unanimously.

Secretary Gudger asked about who is a formal signer on the bank account.
E.D. Reed will check.

8. Appointments to committees

E.D. Reed mentioned that CTV now has someone to do a compilation for the organization.

Director Manheim moved approval of existing members. Seconded by Director Hall, approved unanimously.

9. Approval of 2023 board calendar

Director Maziarz moved, Director Manheim seconded approval of the proposed calendar, as amended. Approved unanimously.

10. Approve updates to CTV's Board Policies, Board Expectations, and Public Access Rules and Procedures documents

Director Manheim noted one paragraph in section IV, item 7, Equipment Check In. Formatting is an issue. In section V, D, second paragraph the first word should be "A", not "An". Director Maziarz found in IV, 5, Equipment Testing and Availability, in the last paragraph, should be "USER's" account.

Director Maziarz asked about letting high school students use the facilities. Director Hall asked if the Youth Grant committee might look into it. E.D. Reed mentioned that during the pandemic she checked with high schools and they had quite good equipment.

Director Manheim moved approval as corrected. Director Gudger seconded. Approved unanimously.

11. Education Committee's report.

Director Warren reported on the AI & Society event "AI & Creativity." Others under consideration include AI & Health or Medicine or AI & Media Creation or AI for Good. E.D. Reed suggested we need to work on getting a live audience to ask questions. One good addition would be having an AI expert. Director Hall said that he thinks it will be a challenge to re-engage people. Director Maziarz suggested an academic. Santa Cruz Works will have another AI event on December 6 at the Coconut Grove. Director Rand asked about the last event's sound on Channel 26.

12. Board Chair's Report

Chair Lasnier asked about meeting times and asked about moving the start

time to 5:00 PM at some point in the future. He also asked about rescheduling the retreat to January 27 from 11AM-2PM. He also asked about some of the staff attending.

13. Board member /staff requests for specific items to appear on next meeting agenda

Director Manheim mentioned we need to approve the Financial Policies.

14. Announcements

None

15. Adjournment

Director Rand moved adjournment. Adjourned at 6:24 PM.

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

	Approved Budget 2023-24	September 2023	October 2023	October Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	125,000.00	25%	375,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	25,000.00	25%	75,000.00
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	331,644.00	28,566.22	29,053.72	114,946.28	35%	216,697.72
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	4,652.70	31%	10,452.30
7058 · Leasehold Improvements / Capital	12,196.00	4,624.00	0.00	6,974.00	57%	5,222.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	34,353.40	30,216.90	126,572.98	35%	233,372.02
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	298.34	298.34	1,241.16	41%	1,758.84
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	0.00	23,446.16	23,446.16	53%	21,117.84
7057 · Equipment - Non Depreciated	22,107.00	291.80	1,719.90	3,794.60	17%	18,312.40
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	1,388.54	1,744.03	6,563.20	50%	6,686.80
7700 · Telephone / Telecommunications / Internet	9,600.00	0.00	0.00	863.19	9%	8,736.81
Total 5200 · Equipment	193,521.00	1,978.68	27,208.43	35,908.31	19%	157,612.69
Capital Maintenance & Repair						
7063 · Building Maintenance	7063.00	642.98	581.40	2,467.05	35%	4,595.95
7064 · Equipment Maintenance	13202.00	1186.30	1144.62	4,453.48	34%	8,748.52
7065 · Equipment Repair	25609.00	1904.47	3971.84	9,625.41	38%	15,983.59
Total Capital Maintenance & Repair	45874.00	3733.75	5697.86	16,545.94	36%	29,328.06
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	40,120.83	63,178.19	179,247.23	30%	420,752.77
NET INCOME/LOSS	0.00	109,879.17	(63,178.19)	(29,247.23)		

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

	Approved Budget 2023-24	September 2023	October 2023	October Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	1,470.00	1,007.50	4,285.00	36%	7,715.00
4103 · City of Capitola Gov. Meetings	11,314.00	508.50	621.50	3,333.50	29%	7,980.50
4104 · SCMTD Meetings	4,059.00	339.00	452.00	1,296.25	32%	2,762.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	3,138.75	2,906.25	8,331.25	17%	41,668.75
4108 · SCCRTC Meetings	6,329.00	590.00	480.25	1,494.00	24%	4,835.00
4109 · SCWD Meetings	9,000.00	312.00	663.00	1,950.00	22%	7,050.00
4120 · Facility & Equipment Use	105,750.00	11,663.66	11,707.22	47,254.46	45%	58,495.54
4121 · SLVWD Meetings	7,000.00	678.00	561.75	2,821.75	40%	4,178.25
4122 · PVUSD	12,072.00	1,158.25	1,264.75	5,426.25	45%	6,645.75
4130 · Classes	0.00	16.00	16.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	0.00	175.00	175.00	18%	825.00
4180 · Interest Earned	0.00	891.10	3,145.10	4,381.63	0%	(4,381.63)
4185 · Misc. Income	45,000.00	20.00	65.00	1,238.57	3%	43,761.43
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 · Unrealized Gain/(Loss)	0.00	0.00	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	2,400.00	1,912.50	6,637.50	14%	39,362.50
4260 · Equipment Lease	8,600.00	567.42	824.33	3,040.41	35%	5,559.59
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
Total 4300 · OPERATING REVENUE	322,124.00	23,752.68	25,802.15	91,697.57	28%	230,426.43
TOTAL INCOME	322,124.00	23,752.68	25,802.15	91,697.57	28%	230,426.43
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	20.00	1,256.72	2,516.72	31%	5,483.28
6300 · Bank Charges	2,000.00	262.34	333.98	1,232.86	62%	767.14
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	60.00	0.00	60.00	6%	940.00
7100 · Office Supplies	800.00	13.07	77.02	539.98	67%	260.02
7105 · Production Expenses	200.00	0.00	38.60	38.60	19%	161.40
7200 · Postage/Freight	500.00	57.90	0.00	115.80	23%	384.20
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	250.37	454.82	1,365.80	68%	634.20
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	62.50	63%	37.50
7700 · Telephone/Telecommunications/Internet	2,920.00	188.00	188.00	898.31	31%	2,021.69
Total 6000 - Operating Expenses	17,620.00	851.68	2,349.14	7,117.55	40%	10,502.45
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	0.00	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	616.05	1,332.77	3,034.64	15%	16,965.36
Total 6800 · Contracted Services	29,520.00	616.05	1,332.77	3,034.64	10%	26,485.36

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

	Approved Budget 2023-24	September 2023	October 2023	October 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	79.26	16%	420.74
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	79.26	3%	2,920.74
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.46	15,099.73	35,287.85	44%	45,432.15
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,571.92	2,325.60	9,868.23	33%	19,666.77
7535 · Salaries - Accountant	11,032.00	888.44	787.64	3,213.84	29%	7,818.16
7542 · Salaries - Media Services Coordinator	50,778.00	4,745.22	4,578.46	17,813.96	35%	32,964.04
7585 · Salaries - Government Technicians	20,000.00	1,900.75	1,769.11	6,088.96	30%	13,911.04
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	1,674.33	2,408.54	7,117.37	28%	18,532.63
7635 · Workers Comp	2,095.00	223.75	170.75	736.00	35%	1,359.00
7630 · Health / Dental / Vision	19,000.00	252.72	2,768.59	6,911.80	36%	12,088.20
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	18,986.59	29,908.42	87,038.01	32%	184,945.99
TOTAL EXPENSES	322,124.00	20,454.32	33,590.33	97,269.46	30%	224,854.54
NET INCOME/LOSS	0.00	3,298.36	(7,788.18)	(5,571.89)	-6.1%	

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	168.26
1075 Checking - Santa Cruz County Bank	179,345.04
1080 Savings - Santa Cruz County Bank	243,346.15
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	251,924.20
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,114,640.84
PayPal Bank	183.91
Total Bank Accounts	\$1,789,608.40
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	30,609.64
1116 Grants Receivable	0.00
Total Accounts Receivable	\$30,609.64
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	487.46
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	8,509.87
Total 1200 Prepaid Insurance	9,197.33
1260 Prepaid Expenses	25,407.01
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	\$39,535.34
Total Current Assets	\$1,859,753.38

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2023

	TOTAL
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
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	\$2,151,331.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,926.66
Total Accounts Payable	\$7,926.66
Credit Cards	
2120 American Express	-2,812.33
Total Credit Cards	\$ -2,812.33
Other Current Liabilities	
2110 Sales Tax Payable	0.07
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	1,224.41
CA SUI / ETT	-837.60
Federal Taxes (941/944)	5,595.09
Total 24000 Payroll Liabilities	7,016.88
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$21,589.53
Total Current Liabilities	\$26,703.86

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2023

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$26,703.86
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	-34,819.12
Total Equity	\$2,124,627.93
TOTAL LIABILITIES AND EQUITY	\$2,151,331.79

EQUITY:

Capital Reserves.	\$1,227,953.04
Capital Reserves - Youth Grant	\$340,498.06
Operating Reserves.	\$221,157.30
Other Assets.	\$335,019.53
TOTAL.	\$2,124,627.93

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

	Approved Budget 2023-24	October 2023	November 2023	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	125,000.00	25%	375,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	25,000.00	25%	75,000.00
TOTAL INCOME	600,000.00	0.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	29,053.72	28,380.27	143,326.55	43%	188,317.45
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	5,815.88	39%	9,289.12
7058 · Leasehold Improvements / Capital	12,196.00	0.00	0.00	6,974.00	57%	5,222.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	30,216.90	29,543.45	156,116.43	43%	203,828.57
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	298.34	303.17	1,544.33	51%	1,455.67
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	23,446.16	0.00	23,446.16	53%	21,117.84
7057 · Equipment - Non Depreciated	22,107.00	1,719.90	571.09	4,365.69	20%	17,741.31
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	1,744.03	1,934.92	8,498.12	64%	4,751.88
7700 · Telephone / Telecommunications / Internet	9,600.00	0.00	6,600.90	7,464.09	78%	2,135.91
Total 5200 · Equipment	193,521.00	27,208.43	9,410.08	45,318.39	23%	148,202.61
Capital Maintenance & Repair						
7063 · Building Maintenance	7063.00	581.40	605.91	3,072.96	44%	3,990.04
7064 · Equipment Maintenance	13202.00	1144.62	1144.62	5,598.10	42%	7,603.90
7065 · Equipment Repair	25609.00	3971.84	2008.91	11,634.32	45%	13,974.68
Total Capital Maintenance & Repair	45874.00	5697.86	3759.44	20,305.38	44%	25,568.62
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	63,178.19	42,767.97	222,015.20	37%	377,984.80
NET INCOME/LOSS	0.00	(63,178.19)	(42,767.97)	(72,015.20)		

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

	Approved Budget 2023-24	October 2023	November 2023	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	1,007.50	1,303.75	5,588.75	47%	6,411.25
4103 · City of Capitola Gov. Meetings	11,314.00	621.50	1,243.00	4,576.50	40%	6,737.50
4104 · SCMTD Meetings	4,059.00	452.00	452.00	1,748.25	43%	2,310.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	2,906.25	1,743.75	10,075.00	20%	39,925.00
4108 · SCCRTC Meetings	6,329.00	480.25	339.00	1,833.00	29%	4,496.00
4109 · SCWD Meetings	9,000.00	663.00	897.00	2,847.00	32%	6,153.00
4120 · Facility & Equipment Use	105,750.00	11,707.22	7,751.57	55,006.03	52%	50,743.97
4121 · SLVWD Meetings	7,000.00	561.75	1,042.00	3,863.75	55%	3,136.25
4122 · PVUSD	12,072.00	1,264.75	1,268.00	6,694.25	55%	5,377.75
4130 · Classes	0.00	16.00	0.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	175.00	0.00	175.00	18%	825.00
4180 · Interest Earned	0.00	3,145.10	915.47	5,297.10	0%	(5,297.10)
4185 · Misc. Income	45,000.00	65.00	3,332.28	4,570.85	10%	40,429.15
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 - Unrealized Gain/(Loss)	0.00	0.00	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	1,912.50	1,762.50	8,400.00	18%	37,600.00
4260 - Equipment Lease	8,600.00	824.33	824.33	3,864.74	45%	4,735.26
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
Total 4300 · OPERATING REVENUE	322,124.00	25,802.15	22,874.65	114,572.22	36%	207,551.78
TOTAL INCOME	322,124.00	25,802.15	22,874.65	114,572.22	36%	207,551.78
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	1,256.72	790.76	3,307.48	41%	4,692.52
6300 · Bank Charges	2,000.00	333.98	240.67	1,473.53	74%	526.47
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	0.00	200.00	260.00	26%	740.00
7100 · Office Supplies	800.00	77.02	37.39	577.37	72%	222.63
7105 - Production Expenses	200.00	38.60	0.00	38.60	19%	161.40
7200 · Postage/Freight	500.00	0.00	48.25	164.05	33%	335.95
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	454.82	125.88	1,491.68	75%	508.32
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	0.00	62.50	63%	37.50
7700 · Telephone/Telecommunications / Internet	2,920.00	188.00	636.43	1,534.74	53%	1,385.26
Total 6000 - Operating Expenses	17,620.00	2,349.14	2,079.38	9,196.93	52%	8,423.07
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	0.00	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	1,332.77	361.76	3,396.40	17%	16,603.60
Total 6800 · Contracted Services	29,520.00	1,332.77	361.76	3,396.40	12%	26,123.60

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

	Approved Budget 2023-24	October 2023	November 2023	November 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	79.26	16%	420.74
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	79.26	3%	2,920.74
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	15,099.73	7,573.94	42,861.79	53%	37,858.21
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,325.60	2,423.64	12,291.87	42%	17,243.13
7535 · Salaries - Accountant	11,032.00	787.64	461.72	3,675.56	33%	7,356.44
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,578.46	22,392.42	44%	28,385.58
7585 · Salaries - Government Technicians	20,000.00	1,769.11	1,574.01	7,662.97	38%	12,337.03
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	2,408.54	1,641.79	8,759.16	34%	16,890.84
7635 · Workers Comp	2,095.00	170.75	170.75	906.75	43%	1,188.25
7630 · Health / Dental / Vision	19,000.00	2,768.59	1,487.92	8,399.72	44%	10,600.28
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	29,908.42	19,912.23	106,950.24	39%	165,033.76
TOTAL EXPENSES	322,124.00	33,590.33	22,353.37	119,622.83	37%	202,501.17
NET INCOME/LOSS	0.00	(7,788.18)	521.28	(5,050.61)	-4.4%	

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	208.05
1075 Checking - Santa Cruz County Bank	133,324.95
1080 Savings - Santa Cruz County Bank	243,366.15
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	252,753.75
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,118,020.30
PayPal Bank	183.91
Total Bank Accounts	\$1,747,857.11
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	27,403.56
1116 Grants Receivable	0.00
Total Accounts Receivable	\$27,403.56
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	175.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	316.71
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,691.99
Total 1200 Prepaid Insurance	8,183.70
1260 Prepaid Expenses	25,242.01
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	\$38,356.71
Total Current Assets	\$1,813,617.38

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2023

	TOTAL
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
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	\$2,105,195.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,315.61
Total Accounts Payable	\$9,315.61
Credit Cards	
2120 American Express	-4,418.50
Total Credit Cards	\$ -4,418.50
Other Current Liabilities	
2110 Sales Tax Payable	0.07
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	539.90
CA SUI / ETT	-754.19
Federal Taxes (941/944)	2,524.09
Total 24000 Payroll Liabilities	3,344.78
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,917.43
Total Current Liabilities	\$22,814.54

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2023

	TOTAL
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	0.00
2410 EIDL Loam	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$22,814.54
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	-77,065.80
Total Equity	\$2,082,381.25
TOTAL LIABILITIES AND EQUITY	\$2,105,195.79

EQUITY:	
Capital Reserves.	\$1,185,185.07
Capital Reserves - Youth Grant	\$340,498.06
Operating Reserves.	\$222,173.98
Other Assets.	\$334,524.14
TOTAL.	\$2,082,381.25

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

	Approved Budget 2023-24	November 2023	December 2023	December Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	25,000.00	50,000.00	50%	50,000.00
TOTAL INCOME	600,000.00	0.00	150,000.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	28,380.27	27,733.72	171,060.27	52%	160,583.73
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	6,979.06	46%	8,125.94
7058 · Leasehold Improvements / Capital	12,196.00	0.00	1,348.87	8,322.87	68%	3,873.13
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	29,543.45	30,245.77	186,362.20	52%	173,582.80
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	303.17	327.52	1,871.85	62%	1,128.15
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	0.00	0.00	23,446.16	53%	21,117.84
7057 · Equipment - Non Depreciated	22,107.00	571.09	681.81	5,047.50	23%	17,059.50
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	1,934.92	1,293.79	9,791.91	74%	3,458.09
7700 · Telephone / Telecommunications / Internet	9,600.00	6,600.90	1,953.19	9,417.28	98%	182.72
Total 5200 · Equipment	193,521.00	9,410.08	4,256.31	49,574.70	26%	143,946.30
Capital Maintenance & Repair						
7063 · Building Maintenance	7063.00	605.91	595.50	3,668.46	52%	3,394.54
7064 · Equipment Maintenance	13202.00	1144.62	1144.62	6,742.72	51%	6,459.28
7065 · Equipment Repair	25609.00	2008.91	2039.08	13,673.40	53%	11,935.60
Total Capital Maintenance & Repair	45874.00	3759.44	3779.20	24,084.58	53%	21,789.42
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	42,767.97	38,336.28	260,351.48	43%	339,648.52
NET INCOME/LOSS	0.00	(42,767.97)	111,663.72	39,648.52		

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

	Approved Budget 2023-24	November 2023	December 2023	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	1,303.75	955.00	6,543.75	55%	5,456.25
4103 · City of Capitola Gov. Meetings	11,314.00	1,243.00	1,045.25	5,621.75	50%	5,692.25
4104 · SCMTD Meetings	4,059.00	452.00	0.00	1,748.25	43%	2,310.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	1,743.75	3,293.75	13,368.75	27%	36,631.25
4108 · SCCRTC Meetings	6,329.00	339.00	452.00	2,285.00	36%	4,044.00
4109 · SCWD Meetings	9,000.00	897.00	702.00	3,549.00	39%	5,451.00
4120 · Facility & Equipment Use	105,750.00	7,751.57	10,871.94	65,877.97	62%	39,872.03
4121 · SLVWD Meetings	7,000.00	1,042.00	1,123.50	4,987.25	71%	2,012.75
4122 · PVUSD	12,072.00	1,268.00	508.50	7,202.75	60%	4,869.25
4130 · Classes	0.00	0.00	0.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	0.00	0.00	175.00	18%	825.00
4180 · Interest Earned	0.00	915.47	1,079.77	6,376.87	0%	(6,376.87)
4185 · Misc. Income	45,000.00	3,332.28	9,171.16	13,742.01	31%	31,257.99
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 · Unrealized Gain/(Loss)	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	525.00	525.00	13%	3,475.00
4250 · Closed Captioning	46,000.00	1,762.50	1,950.00	10,350.00	23%	35,650.00
4260 · Equipment Lease	8,600.00	824.33	824.33	4,689.07	55%	3,910.93
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
Total 4300 · OPERATING REVENUE	322,124.00	22,874.65	32,502.20	147,074.42	46%	175,049.58
TOTAL INCOME	322,124.00	22,874.65	32,502.20	147,074.42	46%	175,049.58
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	790.76	20.00	3,327.48	42%	4,672.52
6300 · Bank Charges	2,000.00	240.67	202.26	1,675.79	84%	324.21
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	200.00	0.00	260.00	26%	740.00
7100 · Office Supplies	800.00	37.39	47.40	624.77	78%	175.23
7105 · Production Expenses	200.00	0.00	0.00	38.60	19%	161.40
7200 · Postage/Freight	500.00	48.25	47.50	211.55	42%	288.45
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	125.88	290.07	1,781.75	89%	218.25
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	339.34	401.84	402%	(301.84)
7700 · Telephone/Telecommunications/Internet	2,920.00	636.43	494.69	2,029.43	70%	890.57
Total 6000 - Operating Expenses	17,620.00	2,079.38	1,441.26	10,638.19	60%	6,981.81
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	0.00	265.45	265.45	18%	1,234.55
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	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	361.76	896.59	4,292.99	21%	15,707.01
Total 6800 · Contracted Services	29,520.00	361.76	1,162.04	4,558.44	15%	24,961.56

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

	Approved Budget 2023-24	November 2023	December 2023	December 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	206.40	285.66	57%	214.34
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	206.40	285.66	10%	2,714.34
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	7,573.94	7,573.94	50,435.73	62%	30,284.27
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,423.64	2,381.99	14,673.86	50%	14,861.14
7535 · Salaries - Accountant	11,032.00	461.72	582.40	4,257.96	39%	6,774.04
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,578.47	26,970.89	53%	23,807.11
7585 · Salaries - Government Technicians	20,000.00	1,574.01	1,419.07	9,082.04	45%	10,917.96
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	13.88	13.88	0%	28,160.12
7621 · Payroll Taxes	25,650.00	1,641.79	1,629.34	10,388.50	41%	15,261.50
7635 · Workers Comp	2,095.00	170.75	170.75	1,077.50	51%	1,017.50
7630 · Health / Dental / Vision	19,000.00	1,487.92	1,616.17	10,015.89	53%	8,984.11
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	19,912.23	19,966.01	126,916.25	47%	145,067.75
TOTAL EXPENSES	322,124.00	22,353.37	22,775.71	142,398.54	44%	179,725.46
NET INCOME/LOSS	0.00	521.28	9,726.49	4,675.88	3.2%	

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	134.08
1075 Checking - Santa Cruz County Bank	248,077.91
1080 Savings - Santa Cruz County Bank	243,386.82
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	253,613.82
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,127,222.40
PayPal Bank	183.91
Total Bank Accounts	\$1,872,618.94
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	28,596.14
1116 Grants Receivable	0.00
Total Accounts Receivable	\$28,596.14
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	150.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	685.21
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,874.11
Total 1200 Prepaid Insurance	7,709.32
1260 Prepaid Expenses	25,187.01
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	\$37,827.33
Total Current Assets	\$1,939,042.41

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2023

	TOTAL
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
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	\$2,230,620.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	11,960.77
Total Accounts Payable	\$11,960.77
Credit Cards	
2120 American Express	-2,995.31
Total Credit Cards	\$ -2,995.31
Other Current Liabilities	
2110 Sales Tax Payable	0.07
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	530.05
CA SUI / ETT	-678.97
Federal Taxes (941/944)	2,425.19
Total 24000 Payroll Liabilities	3,311.25
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,883.90
Total Current Liabilities	\$26,849.36

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2023

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$26,849.36
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	44,324.41
Total Equity	\$2,203,771.46
TOTAL LIABILITIES AND EQUITY	\$2,230,620.82

EQUITY:

Capital Reserves.	\$1,271,848.79
Capital Reserves - Youth Grant	\$365,498.06
Operating Reserves.	\$235,272.09
Other Assets.	\$331,152.52
TOTAL.	\$2,203,771.46



Community Television
of Santa Cruz County

FINANCIAL POLICIES & PROCEDURES

October 2023~~16~~

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**Community Television of Santa Cruz County
FINANCIAL POLICIES & PROCEDURES**

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I. INTRODUCTION

It is the policy of Community Television of Santa Cruz County, Inc, to operate the organization in a sound and prudent fiscal manner consistent with the regulations for nonprofit organizations and according to general accounting principles.

The Board of Directors shall provide for the policies and procedures to assure internal controls, proper division of responsibilities, and financial accountability.

The original policies ~~were developed by the original Chief Financial Officer [a.k.a. Treasurer] of Community Television working with an independent accountant, were reviewed by members of the Finance Committee, and were ratified by the Board of Directors on May 19, 1994.~~

All employees and members of the Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest.

II. RESPONSIBILITIES

Financial duties and responsibilities ~~shall be~~ ~~are~~ separated so that no one person has sole control over cash receipts, disbursements, payroll, the signing of checks, and reconciliations.

1. The Board of Directors

All financial policies, procedures, and activities of Community Television of Santa Cruz County, Inc. (CTV), are under the management or direction of the Board of Directors. The Board of Directors approves financial policy, delegates administration of the policies to the staff, and reviews the operation and activities. The Board of Directors shall elect a Treasurer and appoint a Finance Committee to carry out the financial policies and procedures of the organization.

2. The Executive Director

Under the supervision of the Treasurer and the Finance Committee, the Executive Director has the responsibility for the financial management of the organization, subject to the established policies and procedures.

3. The Treasurer

Acting under the supervision of the Board of Directors, the Treasurer (the Chief Financial Officer of the Corporation) shall have charge and custody of, and be responsible for, all the funds of the organization. The Treasurer shall be responsible for keeping or causing to be kept accurate financial records of the organization. He or she shall deposit, or cause to be deposited, all monies in bank accounts as designated by the Board of Directors. The Treasurer shall disburse or cause to be disbursed the funds of the organization based upon proper source documents for such disbursements.

The Treasurer shall present the Board of Directors with reports on the financial status of the organization on a monthly basis. The Treasurer shall serve as a voting member and Chair of the Finance Committee.

4. The Finance Committee of the Board of Directors

The Finance Committee shall work with the Executive Director and others in the preparation of an annual budget and present the budget to the Board of Directors for approval. The Finance Committee shall meet quarterly to review the financial state of the organization, and shall report to the Board of Directors whether the organization is meeting its projected budgetary goals and shall make necessary recommendations. The Finance Committee shall make recommendations regarding selection and fees paid for accountancy services and auditing. It shall also review and recommend approval of the annual audit.

III. POLICIES AND PROCEDURES

1. Fiscal Year

The fiscal year of the organization shall be July 1 to June 30.

2. Annual Budget

An annual budget will be presented to the Board of Directors for its approval no later than the 15th of May preceding beginning of the fiscal year. The budget will cover the period from July 1 to June 30. The budget will be presented in ~~two~~^{three} parts: Operating Budget ~~and~~, Capital Budget ~~and Cash Flow Projections~~. The Annual Budget will be formatted and follow such other guidelines as are required by the City and County of Santa Cruz.

3. Receipts

All receipts shall be deposited into the appropriate bank accounts within ten working days. One individual within the organization, other than the person responsible for preparing bank deposit forms, shall be responsible for the opening of mail ~~and recording all funds received in a Daily Cash Receipts Log~~. This individual shall also be responsible for ~~scanning~~^{stamping} all checks, ~~For Deposit Only~~. The bank deposit forms shall be prepared by an individual other than the person responsible for opening the mail ~~and maintaining the Daily Cash Receipts Log~~.

Copies shall be made of all checks or money orders received, as well as deposit slips. ~~The deposit slips shall be recorded in the Daily Cash Receipts Log~~. The Treasurer and Executive Director (or their designee) shall periodically reconcile the ~~check scans and receipts / invoices~~^{Daily Cash Receipts Log} against the bank deposits.

4. Budget Management

The Executive Director is responsible for managing the operating and capital budgets, and is authorized to make transfers within major expense categories. ~~as follows:~~ The Executive Director shall seek Board authorization for transfers between major expense categories.

**a. ~~7500-763200~~ STAFF DEVELOPMENT & FUNDRAISING and
OPERATING SALARIES & BENEFITS PERSONNEL SERVICES
SERIES**

Personnel Services (7500 and 7600-series) is controlled by the overall total appropriation for the series. However, savings engendered by hiring a regular employee below the position's specified salary range must be approved by the Board of Directors.

**b. ~~6100-7400 & 7700-792000~~ SUPPLIES AND SERVICES
SERIES**

Supplies and Services (6100-7400 & 7700-79200) is controlled by the overall total appropriation for the series.

c. ~~1600-1700~~ FIXED ASSETS

Fixed assets (equipment, etc.) are controlled by the dollar amount allocated for each item. [During the start-up phase of the Corporation, which ended on December 31, 1995, the Executive Director, with the approval of the Corporation Chair, was authorized to make transfers among equipment and furniture items in order to obtain the best packages for the Corporation.]

Transfers between major expense categories must be approved by the Board of Directors.

5. Disbursements

Upon approval of the annual budget, all disbursement shall be authorized by the Executive Director when presented with an invoice, check request form, or reimbursement form. The Executive Director is not authorized to make expenditures over \$10,000 for items other than personnel that are not clearly identified in the Annual Budget, including but not limited to:

- a. Borrow or obtain credit in any amount greater than \$10,000 or execute any guaranty greater than \$10,000;
- b. Expend funds for capital equipment in excess of budgeted expenditures for any fiscal year;
- c. Execute any contract or make any commitment for the purchase or sale of Employer's assets in excess of \$10,000 per month;
- d. Execute any lease of real or personal property for greater than \$10,000 per year;
- e. Exercise any discretionary authority over the management of any employee welfare or pension plan benefit, or arrange the disposition of assets of any such plan.

Expenditures over \$10,000 must be approved by the Board of Directors, on the recommendation of the Finance Committee. All invoices, check request forms, or reimbursement requests shall be examined by the preparer of checks, and by those signing checks, for reasonableness and appropriateness.

6. Checks and Bank Accounts

All CTV bank accounts shall be established by the Treasurer as authorized by the Board of Directors. Checks will require ~~two the~~ signatures ~~one physical and one electronic by two individuals of two individuals~~, one of whom must be an officer of the Board, and the other of whom may be the Executive Director, or, in the absence of the Executive Director, the Assistant Director. Checks presented for signature by authorized individuals must be accompanied by supporting documentation. Duplicate copies of checks shall be attached to the documentation for review by the Bookkeeper and permanent recording.

Bank reconciliation will be reviewed by the executive director and/or treasurer, and the bookkeeper monthly. The bookkeeper will reconcile monthly. When possible, someone other than the person posting transactions should reconcile bank accounts. Someone who doesn't reconcile should always review the reports. The Executive Director will approve reconciliation reports by signing and dating the report in the upper right hand corner.

7. Bookkeeping Services

CTV shall insure that a bookkeeper shall be responsible for preparing monthly financial reports, reconciling all checking accounts and the Daily Cash Receipts Log, and maintaining general ledgers, depreciation records, and other financial documents for the organization.

8. Payroll Services

CTV shall be responsible for generating payroll checks on a twice-monthly basis, making all appropriate withholding transfers, benefit payments, and quarterly state and federal tax deposits, and providing appropriate accounting records. Paychecks must be signed by either the Executive Director or the Treasurer of the Corporation unless the funds are directly deposited.

9. Petty Cash

Petty cash expenditures will be used for small non-recurring purchases not appropriate for a purchase order. All petty cash expenditures require receipts and must be approved by the Executive Director. The Petty Cash Fund shall be set at \$~~21~~100, but may be adjusted upward to \$500 by the Executive Director, with the approval of the Treasurer.

10. Contracts

All contracts and agreements for legal, professional consulting, leases, and accounting services in excess of \$10,000, and all contracts for services provided by any Board member, shall be approved by the Board of Directors upon recommendation of the Finance Committee. New insurance policies and contracts for financial audits must be approved by the Board of Directors.

Payment will be made upon receipt of invoice from the contractor and approval of the Executive Director. All contracts must be signed by the Executive Director.

11. Purchase Orders

Purchase orders are issued if requested by the vendor or for emergency purposes. All purchase orders must be signed by the Executive Director.

12. Competitive Pricing

Items costing more than \$6,000 shall require at least three price quotes if possible unless there is only a sole source for the item.

13. Reimbursements

Expense reimbursements to staff for all travel and other expenses will be made only when authorization for the travel and other expenses has been given in advance by the Executive Director. Mileage reimbursement to an employee using his or her own vehicle will be computed at the rate currently approved by the Internal Revenue Service. No reimbursement will be made for everyday commuting expenses to and from home and office.

A detailed report listing miles, dates, and destination must be submitted by the employee to the Executive Director prior to issuing of payment to the employee. Employees using their personal vehicles for CTV business must provide proof of insurance prior to their first use as a condition of reimbursement and are required to maintain appropriate insurance throughout their employment with CTV. Other expense reimbursements must be submitted on an appropriate form and be accompanied by receipts. Reimbursement for meals, lodging, and other expenses shall conform to rates set in the CTV Personnel Manual.

Volunteers may be reimbursed for actual expenses and mileage according to the same schedule, provided authorization has come in writing from the Executive Director prior to the activity that may require the reimbursement.

14. Financial Reports

Current monthly Financial Reports will be presented to the Board of Directors at each Board meeting by the Treasurer. The financial reports presented will be an Income Statement and Budget comparison and Balance Sheet.

15. ~~Annual~~Biennial ~~Compilation~~Audit

CTV shall contract with an independent public accountant or public accounting firm for an ~~annual compilation biennial audit within two months of the end of the fiscal year.~~ The ~~biennial audit~~ ~~annual compilation, along with an audit management letter,~~ shall be reviewed by the Treasurer and Finance Committee and presented to the Board of Directors for approval. The ~~audited~~ financial report and all books of accounts shall be open to inspection by any member of the Board of Directors at all reasonable times.

16. Fixed Asset Accounting Policy

A depreciation schedule listing all fixed assets acquired will be maintained. Items depreciated will be items purchased for \$1,000 or more. Items under \$1,000 shall be expensed. Depreciation shall be on a straight-line basis over the estimated useful life followed by the Internal Revenue Service.

17. Compensation

Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties.

Directors may not be compensated for rendering services to the organization in any capacity other than Director unless such other compensation is reasonable and fully disclosed in advance to, and authorized by, the Board of Directors.

18. Non-Liability of Directors

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the organization.

19. Prohibition Against Association Profits and Assets

No member, Director, officer, employee, or other person connected with the organization, or any private individual, shall receive at any time any of the net earnings or profit from the operations of this organization; provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the organization in effecting any of its public purposes, provided that such compensation is otherwise permitted by and is fixed by resolution of the Board of Directors. Upon the dissolution of the organization, after all debts have been satisfied, such assets then remaining shall be distributed in a manner consistent with the Agreement with the City and County of Santa Cruz.

20. Credit Cards and Online Accounts.

The Executive Director will approve all credit / debit card and online account reports by signing and dating the upper right hand corner.

21. Monthly Checklist

The compliance checklist must be filled out and signed monthly by the Executive Director and Treasurer.

Monthly Checklist

Procedure	E.D.	Treas.
Bank reconciliation complete and initialed.		
All check requests approved (initialed).		
Petty cash reconciled (initialed).		
Balance sheet reviewed and approved.		
Profit and Loss sheet reviewed and approved.		
All checks compared to check requests.		
Invoices reviewed.		
Credit card report reviewed and approved / initialed.		
Online statements reviewed and approved / initialed.		
Deposits reviewed and approved.		
Regular government income received.		
Monthly payables paid.		

These Financial Policies and Procedures may be amended by the Board of Directors by majority action.

Last Revised: 10/16/2016

1/27/24
Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering December 2023

1. Administration

Revenue

- In November, the coworking center earned \$7,751.57
- This lower number is due to November traditionally being a lower income month and because a large office was vacated.
- The satellite remains ahead of its projected goal for FY 23-24 by 23%.
- Overall, halfway through the year we are at 45% of our revenue goal and 3% under budget.

Staff

- o We are hiring an additional Government Technician

Paid Services

Completed

- *Government Meeting Services*
 - o CTV covered 19 government meetings in October.
- *Event coverage*
 - o CTV covered 2 events for the Resource Center for Nonviolence in November.

2. Facilities & Equipment

Kitchen

- o Flooring has been ordered.
- o Installer hired.

Restrooms

- o We had the tile professionally cleaned.

Studio

Maintenance

- o Victor was able to repair the high-angle camera in the studio.

Productions

Members

- o Three professional shows were produced in the studio.

Professional

- o Food Revolution studio production

Upcoming

- *Food Revolution studio production February.*
- *Food Revolution April.*

3. Outreach

Content Partnerships

Resource Center for Nonviolence – 2 shows

Possible content partnership with UCSC sports