



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
June 24, 2024
5:30 p.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, Tom Manheim, 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 April 22 and May 13, 2024*

6. Accept April and May 2024 financial reports*

REGULAR AGENDA

7. Executive Director's report*

8. Discuss and take action on whether to hold a regular board meeting in July or August 2024.
9. Board member / staff requests for specific items to appear on next meeting agenda
10. Announcements
11. 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

June 24, 2024
5:30 p.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, Tom Manheim, 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
April 22, 2024
5:30 P.M.

MINUTES

1. Roll Call at 5:30 PM
Present: Guy Lasnier (Chair), Keith Gudger, Janis O'Driscoll, Mathilde Rand, Tom Manheim, Joe Hall, David Warren, Maitreya Maziarz
[quorum is five]
Absent: Elizabeth Shaw
Staff: Becca Reed
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 March 25, 2024
6. Accept March 2024 financial reports
M/S/A O'Driscoll / Warren, Director Maziarz abstained. Motion passed.

REGULAR AGENDA

7. Executive Director's report
Written report provided. Executive Director Reed discussed a county meeting with Director Manheim. They mentioned that CTV has to renew the lease in September.
8. Education Committee's report.

Director Warren mentioned the AI & Health forum.

9. Board Chair's Report

Chair Lasnier thanked Becca and Tom for their work with the county.

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

None.

11. Announcements

Executive Director Reed showed a video from youth in the PadCaster program.

12. Adjournment

Director Rand moved adjournment. Adjourned at 5:54 PM.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Special Meeting
May 13, 2024
5:30 P.M.

MINUTES

1. Roll Call at 5:32 PM
Present: Guy Lasnier (Chair), Keith Gudger, Janis O'Driscoll, Mathilde Rand
By Zoom: Maitreya Maziarz
[quorum is five]
Absent: Elizabeth Shaw, Tom Manheim, Joe Hall, David Warren
Staff: Becca Reed
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.

REGULAR AGENDA

4. ACTION Review and accept bid for studio and workspace building air conditioning system replacement and authorize the executive director to advance \$25,000 to Tav Enterprises to facilitate the contract.

Executive Director Reed said the total cost for all of the air conditioners is around \$98,000, which we would normally pay over 12 years. We're replacing half the air conditioners this year and the rest next year. Director Maziarz asked about which option, A or B we're going with? He asked about the permits and E.D. Reed said they're applying for them now. Chair Lasnier asked about payback, how is it amortized since we're paying half up front? E.D. Reed will ask about the payment schedule. Director Rand asked if we can delay payment? What happens if the landlord ends the lease? E.D. Reed said she will make sure that the lease negotiated by the County contains these terms.

M/S/A Director Maziarz, Director O'Driscoll. Passed unanimously.

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

None.

6. Announcements

Chair Lasnier mentioned that a board candidate he's been recruiting is still interested and may come to the June meeting.

7. Adjournment

Director Rand moved adjournment. Adjourned at 5:45 PM.

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 April
 2024

	Approved Budget 2023-24	March 2024	April 2024	April Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	1,677.50	1,613.75	12,880.00	107%	(880.00)
4103 · City of Capitola Gov. Meetings	11,314.00	2,005.75	1,833.00	11,325.00	100%	(11.00)
4104 · SCMTD Meetings	4,059.00	593.25	508.50	3,104.25	76%	954.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	2,441.25	2,441.25	25,784.75	52%	24,215.25
4108 · SCCRTC Meetings	6,329.00	759.50	590.00	4,337.50	69%	1,991.50
4109 · SCWD Meetings	9,000.00	702.00	741.00	6,552.00	73%	2,448.00
4120 · Facility & Equipment Use	105,750.00	10,947.76	13,274.29	112,509.47	106%	(6,759.47)
4121 · SLVWD Meetings	7,000.00	759.50	787.75	7,664.50	109%	(664.50)
4122 · PVUSD	12,072.00	1,550.50	1,603.75	11,822.75	98%	249.25
4130 · Classes	0.00	0.00	0.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	500.00	0.00	675.00	68%	325.00
4180 · Interest Earned	0.00	1,262.65	1,355.13	11,365.22	0%	(11,365.22)
4185 · Misc. Income	45,000.00	0.00	994.96	22,178.78	49%	22,821.22
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	780.00	0.00	2,755.00	69%	1,245.00
4250 · Closed Captioning	46,000.00	2,175.00	2,325.00	21,255.00	46%	24,745.00
4260 · Equipment Lease	8,600.00	824.33	824.33	7,986.39	93%	613.61
Total 4300 · OPERATING REVENUE	322,124.00	26,978.99	28,892.71	262,227.61	81%	59,896.39
TOTAL INCOME	322,124.00	26,978.99	28,892.71	262,227.61	81%	59,896.39
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	20.00	20.00	3,682.44	46%	4,317.56
6300 · Bank Charges	2,000.00	336.45	287.14	2,788.60	139%	(788.60)
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	684.26	68%	315.74
7100 · Office Supplies	800.00	0.00	0.00	886.60	111%	(86.60)
7105 · Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	100.90	39.40	764.32	153%	(264.32)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	532.36	336.17	3,478.19	174%	(1,478.19)
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	232.24	308.74	309%	(208.74)
7700 · Telephone/Telecommunications/Internet	2,920.00	238.00	559.89	3,520.46	121%	(600.46)
Total 6000 - Operating Expenses	17,620.00	1,227.71	1,474.84	16,400.59	93%	1,219.41
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	87.50	0.00	352.95	24%	1,147.05
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	389.75	1,082.78	8,208.11	41%	11,791.89
Total 6800 · Contracted Services	29,520.00	477.25	1,082.78	8,561.06	29%	20,958.94

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 April
 2024

	Approved Budget 2023-24	March 2024	April 2024	April Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	0.00	635.00	635.00	32%	1,365.00
7800 · Travel/Meals	500.00	0.00	0.00	285.66	57%	214.34
8600 · Special Events Expense	500.00	40.88	48.96	472.36	94%	27.64
Total 7000 · Staff Development & Fundraising	3,000.00	40.88	683.96	1,393.02	46%	1,606.98
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	7,573.94	7,573.94	80,731.63	100%	(11.63)
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,444.70	2,562.95	24,300.95	82%	5,234.05
7535 · Salaries - Accountant	11,032.00	1,120.84	966.00	8,592.64	78%	2,439.36
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,578.46	45,284.82	89%	5,493.18
7585 · Salaries - Government Technicians	20,000.00	2,198.23	1,898.98	17,864.24	89%	2,135.76
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	0.00	13.88	0%	28,160.12
7621 · Payroll Taxes	25,650.00	1,882.11	1,781.49	18,586.95	72%	7,063.05
7635 · Workers Comp	2,095.00	170.75	170.75	1,760.50	84%	334.50
7630 · Health/Dental/Vision	19,000.00	1,677.99	1,677.98	16,883.42	89%	2,116.58
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	21,647.02	21,210.55	214,019.03	79%	57,964.97
TOTAL EXPENSES	322,124.00	23,392.86	24,452.13	240,373.70	75%	81,750.30
NET INCOME/LOSS	0.00	3,586.13	4,440.58	21,853.91	8.3%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 April
 2024

	Approved Budget 2023-24	March 2024	April 2024	April Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	375,000.00	75%	125,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	75,000.00	75%	25,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	34,283.16	31,354.20	297,918.13	90%	33,725.87
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	11,631.78	77%	3,473.22
7058 · Leasehold Improvements / Capital	12,196.00	0.00		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	35,446.34	32,517.38	317,872.78	88%	42,072.22
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	303.17	303.17	3,108.88	104%	(108.88)
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	28,996.16	65%	15,567.84
7057 · Equipment - Non Depreciated	22,107.00	168.93	216.27	8,076.11	37%	14,030.89
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	1,793.79	1,525.79	17,449.34	132%	(4,199.34)
7700 · Telephone / Telecommunications / Internet	9,600.00	1,963.19	1,963.19	17,270.04	180%	(7,670.04)
Total 5200 · Equipment	193,521.00	4,229.08	4,008.42	74,900.53	39%	118,620.47
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	611.17	640.74	6,075.23	86%	987.77
7064 - Equipment Maintenance	13202.00	1144.62	1144.62	11,321.22	86%	1,880.78
7065 - Equipment Repair	25609.00	2173.69	2134.98	22,331.03	87%	3,277.97
Total Capital Maintenance & Repair	45874.00	3929.48	3920.34	39,727.48	87%	6,146.52
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	550.00	83%	110.00
Total 5300 · Media Licensing	660.00	55.00	55.00	550.00	83%	110.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	43,659.90	40,501.14	433,050.79	72%	166,949.21
	0.00	106,340.10	(40,501.14)	16,949.21		

Community Television of Santa Cruz County

Balance Sheet

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	119.52
1075 Checking - Santa Cruz County Bank	220,722.71
1080 Savings - Santa Cruz County Bank	143,459.85
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	256,998.97
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,237,019.41
PayPal Bank	183.91
Total Bank Accounts	\$1,858,504.37
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	36,831.29
1116 Grants Receivable	0.00
Total Accounts Receivable	\$36,831.29
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	50.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	541.46
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	2,321.39
Total 1200 Prepaid Insurance	2,912.85
1260 Prepaid Expenses	25,988.05
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	412.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$34,243.90
Total Current Assets	\$1,929,579.56

Community Television of Santa Cruz County

Balance Sheet As of April 30, 2024

	TOTAL
Fixed Assets	
1600 Production Equipment	1,422,032.27
1700 Accum Depr-Production Equipment	-1,178,708.87
Total 1600 Production Equipment	243,323.40
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	125,536.41
1720 Accum Depr-Furniture/Equipment	-121,422.59
Total 1620 Office Furniture/Equipment	4,113.82
1625 Leasehold Improvement	218,014.36
1725 Accum Depr-Leasehold Improv.	-169,126.67
Total 1625 Leasehold Improvement	48,887.69
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$325,258.80
TOTAL ASSETS	\$2,254,838.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,191.92
Total Accounts Payable	\$9,191.92
Credit Cards	
2120 American Express	-4,235.78
Total Credit Cards	\$ -4,235.78
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	558.76
CA SUI / ETT	-794.67
Federal Taxes (941/944)	2,579.91
Total 24000 Payroll Liabilities	3,378.98
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,951.63
Total Current Liabilities	\$22,907.77

Community Television of Santa Cruz County

Balance Sheet As of April 30, 2024

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$22,907.77
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	595,429.11
3905 Retained Earnings - Capital Reserves	1,597,698.33
Net Income	38,803.15
Total Equity	\$2,231,930.59
TOTAL LIABILITIES AND EQUITY	\$2,254,838.36

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 May
 2024

	Approved Budget 2023-24	April 2024	May 2024	May Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	1,613.75	2,220.00	15,100.00	126%	(3,100.00)
4103 · City of Capitola Gov. Meetings	11,314.00	1,833.00	1,186.50	12,511.50	111%	(1,197.50)
4104 · SCMTD Meetings	4,059.00	508.50	282.50	3,386.75	83%	672.25
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	2,441.25	2,983.75	28,768.50	58%	21,231.50
4108 · SCCRTC Meetings	6,329.00	590.00	1,293.00	5,630.50	89%	698.50
4109 · SCWD Meetings	9,000.00	741.00	546.00	7,098.00	79%	1,902.00
4120 · Facility & Equipment Use	105,750.00	13,274.29	7,368.43	119,877.90	113%	(14,127.90)
4121 · SLVWD Meetings	7,000.00	787.75	678.00	8,342.50	119%	(1,342.50)
4122 · PVUSD	12,072.00	1,603.75	731.25	12,554.00	104%	(482.00)
4130 · Classes	0.00	0.00	0.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	0.00	0.00	675.00	68%	325.00
4180 · Interest Earned	0.00	1,355.13	927.48	12,292.70	0%	(12,292.70)
4185 · Misc. Income	45,000.00	994.96	439.73	22,618.51	50%	22,381.49
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	2,755.00	69%	1,245.00
4250 · Closed Captioning	46,000.00	2,325.00	2,887.50	24,142.50	52%	21,857.50
4260 · Equipment Lease	8,600.00	824.33	824.33	8,810.72	102%	(210.72)
Total 4300 · OPERATING REVENUE	322,124.00	28,892.71	22,368.47	284,596.08	88%	37,527.92
TOTAL INCOME	322,124.00	28,892.71	22,368.47	284,596.08	88%	37,527.92
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	20.00	3,025.00	6,707.44	84%	1,292.56
6300 · Bank Charges	2,000.00	287.14	464.55	3,253.15	163%	(1,253.15)
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	684.26	68%	315.74
7100 · Office Supplies	800.00	0.00	0.00	886.60	111%	(86.60)
7105 · Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	39.40	43.14	807.46	161%	(307.46)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	336.17	357.54	3,835.73	192%	(1,835.73)
7640 · Licenses/Fees/Misc. Taxes	100.00	232.24	0.00	308.74	309%	(208.74)
7700 · Telephone/Telecommunications/Internet	2,920.00	559.89	238.00	3,758.46	129%	(838.46)
Total 6000 - Operating Expenses	17,620.00	1,474.84	4,128.23	20,528.82	117%	(2,908.82)
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	0.00	1,725.00	2,077.95	139%	(577.95)
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	1,082.78	2,074.71	10,282.82	51%	9,717.18
Total 6800 · Contracted Services	29,520.00	1,082.78	3,799.71	12,360.77	42%	17,159.23

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 May
 2024

	Approved Budget 2023-24	April 2024	May 2024	May Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	635.00	0.00	635.00	32%	1,365.00
7800 · Travel/Meals	500.00	0.00	29.12	314.78	63%	185.22
8600 · Special Events Expense	500.00	48.96	44.88	517.24	103%	(17.24)
Total 7000 · Staff Development & Fundraising	3,000.00	683.96	74.00	1,467.02	49%	1,532.98
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	7,573.94	7,573.94	88,305.57	109%	(7,585.57)
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,562.95	3,116.89	27,417.84	93%	2,117.16
7535 · Salaries - Accountant	11,032.00	966.00	851.76	9,444.40	86%	1,587.60
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,578.46	49,863.28	98%	914.72
7585 · Salaries - Government Technicians	20,000.00	1,898.98	2,383.61	20,247.85	101%	(247.85)
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	0.00	13.88	0%	28,160.12
7621 · Payroll Taxes	25,650.00	1,781.49	1,875.66	20,462.61	80%	5,187.39
7635 · Workers Comp	2,095.00	170.75	170.75	1,931.25	92%	163.75
7630 · Health/Dental/Vision	19,000.00	1,677.98	1,611.42	18,494.84	97%	505.16
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	21,210.55	22,162.49	236,181.52	87%	35,802.48
TOTAL EXPENSES	322,124.00	24,452.13	30,164.43	270,538.13	84%	51,585.87
NET INCOME/LOSS	0.00	4,440.58	(7,795.96)	14,057.95	4.9%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 May
 2024

	Approved Budget 2023-24	April 2024	May 2024	May Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	375,000.00	75%	125,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	75,000.00	75%	25,000.00
TOTAL INCOME	600,000.00	0.00	0.00	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	31,354.20	28,817.20	326,735.33	99%	4,908.67
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	12,794.96	85%	2,310.04
7058 · Leasehold Improvements / Capital	12,196.00	0.00	26,200.00	34,522.87	283%	(22,326.87)
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	32,517.38	56,180.38	374,053.16	104%	(14,108.16)
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	303.17	303.17	3,412.05	114%	(412.05)
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	28,996.16	65%	15,567.84
7057 · Equipment - Non Depreciated	22,107.00	216.27	263.66	8,339.77	38%	13,767.23
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	1,525.79	1,048.34	18,427.68	139%	(5,177.68)
7700 · Telephone / Telecommunications / Internet	9,600.00	1,963.19	1,963.19	19,233.23	200%	(9,633.23)
Total 5200 · Equipment	193,521.00	4,008.42	3,578.36	78,408.89	41%	115,112.11
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	640.74	779.22	6,854.45	97%	208.55
7064 - Equipment Maintenance	13202.00	1144.62	1144.62	12,465.84	94%	736.16
7065 - Equipment Repair	25609.00	2134.98	2106.42	24,437.45	95%	1,171.55
Total Capital Maintenance & Repair	45874.00	3920.34	4030.26	43,757.74	95%	2,116.26
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	40,501.14	63,844.00	496,824.79	83%	103,175.21
	0.00	(40,501.14)	(63,844.00)	(46,824.79)		

Community Television of Santa Cruz County

Balance Sheet

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	148.48
1075 Checking - Santa Cruz County Bank	172,603.49
1080 Savings - Santa Cruz County Bank	143,472.03
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	257,873.49
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,237,475.21
PayPal Bank	183.91
Total Bank Accounts	\$1,811,756.61
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	33,490.12
1116 Grants Receivable	0.00
Total Accounts Receivable	\$33,490.12
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	25.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	370.71
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,183.21
Total 1200 Prepaid Insurance	1,578.92
1260 Prepaid Expenses	25,933.05
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	\$32,442.97
Total Current Assets	\$1,877,689.70

Community Television of Santa Cruz County

Balance Sheet As of May 31, 2024

	TOTAL
Fixed Assets	
1600 Production Equipment	1,422,032.27
1700 Accum Depr-Production Equipment	-1,178,708.87
Total 1600 Production Equipment	243,323.40
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	125,536.41
1720 Accum Depr-Furniture/Equipment	-121,422.59
Total 1620 Office Furniture/Equipment	4,113.82
1625 Leasehold Improvement	218,014.36
1725 Accum Depr-Leasehold Improv.	-169,126.67
Total 1625 Leasehold Improvement	48,887.69
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$325,258.80
TOTAL ASSETS	\$2,202,948.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	32,228.73
Total Accounts Payable	\$32,228.73
Credit Cards	
2120 American Express	-4,330.22
Total Credit Cards	\$ -4,330.22
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	-13.86
CA SUI / ETT	-714.00
Federal Taxes (941/944)	-190.38
Total 24000 Payroll Liabilities	116.74
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$14,689.39
Total Current Liabilities	\$42,587.90

Community Television of Santa Cruz County

Balance Sheet As of May 31, 2024

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$42,587.90
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	595,429.11
3905 Retained Earnings - Capital Reserves	1,597,698.33
Net Income	-32,766.84
Total Equity	\$2,160,360.60
TOTAL LIABILITIES AND EQUITY	\$2,202,948.50

6/24/24

**Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering April and May, 2024**

1. Administration

Revenue

- In April, the coworking center earned \$13,226.
 - \$3,400 studio rental
- In May the coworking center earned \$7795.
- The satellite remains ahead 26% ahead of its projected goal for FY 23_24.

Paid Services

Completed

- *Government Meeting Services*
 - CTV covered 18 government meetings in May
 - CTV covered 15 government meetings in April

Upcoming

- *Event coverage*
 - CTV will cover the Santa Cruz County Arts Commission's Artist of the Year event on June 22 at Kuumbwa

2. Facilities & Equipment

New Signage

- We are working with Northwest Signs to refresh the monument sign and create a new CTV sign for the building.
- We have installed 4 new air conditioners on the building. These replace one broken and 3 retiring machines. Next year we will replace the remaining 4 elderly machines.

Studio

Productions

- o CTV members produced 3 shows in the studio in May
- o Professional producers produced 2 shows in the studio in April.

3. Outreach

Santa Cruz County

- CTV Contract

CTV submitted its annual report, budget and activity plan for the FY 2024/2025 in May. It was approved in June and included a small raise so that we may give our technicians a living wage.

- Events

*First Friday – we held *First Friday* events in April and May. Currently we have events scheduled through June.*