



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
September 23, 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 June 24, 2024*

6. Accept June and August 2024 financial reports as recommended by the Finance Committee (July's report is included for information but has not yet been approved by the Finance committee)*

REGULAR AGENDA

7. Executive Director's report*

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

September 23, 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
June 24, 2024
5:30 P.M.

MINUTES

1. Roll Call at 5:32 PM
Present: Guy Lasnier (Chair), Keith Gudger, Mathilde Rand, David Warren, Joe Hall
By Zoom: Maitreya Maziarz joined at item 7.
[quorum is five]
Absent: Elizabeth Shaw, Tom Manheim, Janis O'Driscoll
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 April 22 and May 13, 2024
6. Accept April and May 2024 financial reports
M/S Rand/ Hall. Motion passed unanimously.

REGULAR AGENDA

7. Executive Director's report

Written report provided. Executive Director Reed is evaluating the true cost of delivering services to the government. The contract amount increased this year and CTV may ask for more next cycle.

8. Discuss and take action on whether to hold a regular board meeting in July or August 2024.

Due to not getting financial reports for the fiscal year in July, the plan is to not meet in July. Director Hall said that if the numbers come in and need review he will ask for a meeting, probably in August. Director Maziarz asked about the strategic plan committee meetings and if the board needs to meet to review progress. Chair Lasnier will not be here for the September meeting.

M/S Director Warren moved to cancel the July meeting, seconded by Director Hall. Passed unanimously.

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

None.

10. Announcements

None.

11. Adjournment

Director Rand moved adjournment. Adjourned at 5:52 PM.

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

	Approved Budget 2023-24	May 2024	June 2024	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	2,220.00	3,703.50	18,803.50	157%	(6,803.50)
4103 · City of Capitola Gov. Meetings	11,314.00	1,186.50	0.00	14,376.00	127%	(3,062.00)
4104 · SCMTD Meetings	4,059.00	282.50	310.75	3,697.50	91%	361.50
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	2,983.75	4,105.50	32,874.00	66%	17,126.00
4108 · SCCRTC Meetings	6,329.00	1,293.00	646.50	6,277.00	99%	52.00
4109 · SCWD Meetings	9,000.00	546.00	1,092.00	8,190.00	91%	810.00
4120 · Facility & Equipment Use	105,750.00	7,368.43	15,168.80	135,046.70	128%	(29,296.70)
4121 · SLVWD Meetings	7,000.00	678.00	558.50	8,901.00	127%	(1,901.00)
4122 · PVUSD	12,072.00	731.25	1,437.50	13,991.50	116%	(1,919.50)
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	927.48	2,811.37	15,104.07	0%	(15,104.07)
4185 · Misc. Income	45,000.00	439.73	12,856.67	35,475.18	79%	9,524.82
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	3,026.32	3,026.32	0%	(3,026.32)
4200 · Production Services	4,000.00	0.00	0.00	2,755.00	69%	1,245.00
4250 - Closed Captioning	46,000.00	2,887.50	4,987.50	29,130.00	63%	16,870.00
4260 - Equipment Lease	8,600.00	824.33	491.24	9,301.96	108%	(701.96)
Total 4300 · OPERATING REVENUE	322,124.00	22,368.47	51,196.15	337,656.73	105%	(15,532.73)
TOTAL INCOME	322,124.00	22,368.47	51,196.15	337,656.73	105%	(15,532.73)
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	3,025.00	620.00	7,327.44	92%	672.56
6300 · Bank Charges	2,000.00	464.55	244.23	3,497.38	175%	(1,497.38)
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	43.14	211.50	1,018.96	204%	(518.96)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	357.54	422.56	4,258.29	213%	(2,258.29)
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	25.00	433.74	434%	(333.74)
7700 · Telephone/Telecommunications/Internet	2,920.00	238.00	559.89	4,318.35	148%	(1,398.35)
Total 6000 - Operating Expenses	17,620.00	4,128.23	2,083.18	22,712.00	129%	(5,092.00)
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	1,725.00	0.00	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	2,074.71	1,345.34	11,628.16	58%	8,371.84
Total 6800 · Contracted Services	29,520.00	3,799.71	1,345.34	13,706.11	46%	15,813.89

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

	Approved Budget 2023-24	May 2024	June 2024	June Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	0.00	0.00	635.00	32%	1,365.00
7800 · Travel/Meals	500.00	29.12	63.60	378.38	76%	121.62
8600 · Special Events Expense	500.00	44.88	9.48	526.72	105%	(26.72)
Total 7000 · Staff Development & Fundraising	3,000.00	74.00	73.08	1,540.10	51%	1,459.90
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	7,573.94	4,303.79	92,609.36	115%	(11,889.36)
7530 · Salaries - Coworking Community Coordinator	29,535.00	3,116.89	2,158.94	29,576.78	100%	(41.78)
7535 · Salaries - Accountant	11,032.00	851.76	863.80	10,308.20	93%	723.80
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,089.40	53,952.68	106%	(3,174.68)
7585 · Salaries - Government Technicians	20,000.00	2,383.61	2,296.94	22,544.79	113%	(2,544.79)
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	1,875.66	1,759.43	22,222.04	87%	3,427.96
7635 · Workers Comp	2,095.00	170.75	370.71	2,301.96	110%	(206.96)
7630 · Health/Dental/Vision	19,000.00	1,611.42	1,989.52	20,484.36	108%	(1,484.36)
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	22,162.49	17,832.53	254,014.05	93%	17,969.95
TOTAL EXPENSES	322,124.00	30,164.43	21,334.13	291,972.26	91%	30,151.74
NET INCOME/LOSS	0.00	(7,795.96)	29,862.02	45,684.47	13.5%	

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

	Approved Budget 2023-24	May 2024	June 2024	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	500,000.00	100%	0.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	25,000.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	150,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	331,644.00	28,817.20	28,937.20	355,672.53	107%	(24,028.53)
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,208.20	14,003.16	93%	1,101.84
7058 · Leasehold Improvements / Capital	12,196.00	26,200.00	0.00	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	56,180.38	30,145.40	404,198.56	112%	(44,253.56)
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	303.17	303.17	3,715.22	124%	(715.22)
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	263.66	551.40	8,891.17	40%	13,215.83
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	1,048.34	1,648.34	20,076.02	152%	(6,826.02)
7700 · Telephone / Telecommunications / Internet	9,600.00	1,963.19	1,963.19	21,196.42	221%	(11,596.42)
Total 5200 · Equipment	193,521.00	3,578.36	4,466.10	82,874.99	43%	110,646.01
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	779.22	562.61	7,417.06	105%	(354.06)
7064 - Equipment Maintenance	13202.00	1144.62	1144.62	13,610.46	103%	(408.46)
7065 - Equipment Repair	25609.00	2106.42	2109.43	26,546.88	104%	(937.88)
Total Capital Maintenance & Repair	45874.00	4030.26	3816.66	47,574.40	104%	(1,700.40)
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
Total 5300 · Media Licensing	660.00	55.00	55.00	660.00	100%	0.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	63,844.00	38,483.16	535,307.95	89%	64,692.05
	0.00	(63,844.00)	111,516.84	64,692.05		

Community Television of Santa Cruz County

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	38.73
1075 Checking - Santa Cruz County Bank	267,555.25
1080 Savings - Santa Cruz County Bank	143,483.82
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	258,722.63
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,255,284.46
PayPal Bank	183.91
Total Bank Accounts	\$1,925,268.80
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	31,141.03
1116 Grants Receivable	0.00
Total Accounts Receivable	\$31,141.03
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	580.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	8,182.66
Total 1200 Prepaid Insurance	9,062.66
1260 Prepaid Expenses	24,564.44
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	\$38,558.10
Total Current Assets	\$1,994,967.93

Community Television of Santa Cruz County

Balance Sheet

As of June 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	\$2,320,226.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,891.92
Total Accounts Payable	\$9,891.92
Credit Cards	
2120 American Express	-4,142.89
Total Credit Cards	\$ -4,142.89
Other Current Liabilities	
2110 Sales Tax Payable	0.07
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,721.87
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	-13.86
CA SUI / ETT	-578.97
Federal Taxes (941/944)	-190.38
Total 24000 Payroll Liabilities	251.77
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$10,973.71
Total Current Liabilities	\$16,722.74

Community Television of Santa Cruz County

Balance Sheet

As of June 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	\$16,722.74
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	110,376.55
Total Equity	\$2,303,503.99
TOTAL LIABILITIES AND EQUITY	\$2,320,226.73

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

	Approved Budget 2024-25	June 2024	July 2024	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	14,093.00	3,703.50	2,438.75	2,438.75	17%	11,654.25
4103 · City of Capitola Gov. Meetings	10,750.00	0.00	1,299.50	1,299.50	12%	9,450.50
4104 · SCMTD Meetings	3,432.00	310.75	339.00	339.00	10%	3,093.00
4106 · City of Santa Cruz Gov. Mtg.	24,644.00	4,105.50	2,983.75	2,983.75	12%	21,660.25
4108 · SCCRTC Meetings	3,917.00	646.50	787.75	787.75	20%	3,129.25
4109 · SCWD Meetings	7,822.00	1,092.00	624.00	624.00	8%	7,198.00
4120 · Facility & Equipment Use	130,230.00	15,168.80	8,368.52	8,368.52	6%	121,861.48
4121 · SLVWD Meetings	9,226.00	558.50	1,377.75	1,377.75	15%	7,848.25
4122 · PVUSD	14,084.00	1,437.50	929.00	929.00	7%	13,155.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	675.00	0.00	0.00	0.00	0%	675.00
4180 · Interest Earned	12,917.00	2,811.37	998.96	998.96	0%	11,918.04
4185 · Misc. Income	45,000.00	12,856.67	(1,260.89)	(1,260.89)	-3%	46,260.89
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 - Unrealized Gain/(Loss)	0.00	3,026.32	0.00	0.00	0%	0.00
4200 · Production Services	3,000.00	0.00	0.00	0.00	0%	3,000.00
4250 - Closed Captioning	21,394.00	4,987.50	3,187.50	3,187.50	15%	18,206.50
4260 - Equipment Lease	9,450.00	491.24	491.24	491.24	5%	8,958.76
Total 4300 · OPERATING REVENUE	310,634.00	51,196.15	22,564.83	22,564.83	7%	288,069.17
TOTAL INCOME	310,634.00	51,196.15	22,564.83	22,564.83	7%	288,069.17
6000 · OPERATING EXPENSES						
6100 · Advertising	7,705.00	620.00	620.00	620.00	8%	7,085.00
6300 · Bank Charges	3,267.00	244.23	538.53	538.53	16%	2,728.47
6350 · Interest Expense	200.00	0.00	0.00	0.00	0%	200.00
6600 · Dues & Subscriptions	1,172.00	0.00	0.00	0.00	0%	1,172.00
7100 · Office Supplies	1,400.00	0.00	20.64	20.64	1%	1,379.36
7105 - Production Expenses	100.00	0.00	0.00	0.00	0%	100.00
7200 · Postage/Freight	600.00	211.50	70.35	70.35	12%	529.65
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	3,824.00	422.56	522.52	522.52	14%	3,301.48
7640 · Licenses/Fees/Misc. Taxes	100.00	25.00	27.84	27.84	28%	72.16
7700 · Telephone/Telecommunications/Internet	4,073.00	559.89	238.00	238.00	6%	3,835.00
Total 6000 - Operating Expenses	22,541.00	2,083.18	2,037.88	2,037.88	9%	20,503.12
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	958.98	0.00	0.00	0.00	0%	958.98
7110 · Contract Services-Legal	3,500.00	0.00	0.00	0.00	0%	3,500.00
7910 - Contract Services-Equipment Technicians	1,000.00	0.00	0.00	0.00	0%	1,000.00
7920 · Contract Services-Captioning	9,228.00	1,345.34	404.16	404.16	4%	8,823.84
Total 6800 · Contracted Services	16,186.98	1,345.34	404.16	404.16	2%	15,782.82

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

	Approved Budget 2024-25	June 2024	July 2024	June Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	1,000.00	0.00	0.00	0.00	0%	1,000.00
7800 · Travel/Meals	500.00	63.60	92.40	92.40	18%	407.60
8600 · Special Events Expense	500.00	9.48	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	2,000.00	73.08	92.40	92.40	5%	1,907.60
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	94,524.00	4,303.79	7,573.94	7,573.94	8%	86,950.06
7530 · Salaries - Coworking Community Coordinator	30,716.00	2,158.94	2,703.38	2,703.38	9%	28,012.62
7535 · Salaries - Accountant	11,473.00	863.80	367.64	367.64	3%	11,105.36
7542 · Salaries - Media Services Coordinator	56,247.00	4,089.40	4,578.46	4,578.46	8%	51,668.54
7585 · Salaries - Government Technicians	20,800.00	2,296.94	797.10	797.10	4%	20,002.90
7589 · Salaries - Extra Help Trainers, Technicians	583.02	0.00	0.00	0.00	0%	583.02
7621 · Payroll Taxes	26,676.00	1,759.43	1,551.77	1,551.77	6%	25,124.23
7635 · Workers Comp	2,304.00	370.71	170.75	170.75	7%	2,133.25
7630 · Health/Dental/Vision	21,583.00	1,989.52	1,947.27	1,947.27	9%	19,635.73
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	269,906.02	17,832.53	19,690.31	19,690.31	7%	250,215.71
TOTAL EXPENSES	310,634.00	21,334.13	22,224.75	22,224.75	7%	288,409.25
NET INCOME/LOSS	0.00	29,862.02	340.08	340.08	1.5%	

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

	Approved Budget 2024-25	June 2024	July 2024	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	337,818.00	28,937.20	31,521.38	31,521.38	9%	306,296.62
6701 · Facility/Equip. Insurance	16,615.00	1,208.20	1,142.97	1,142.97	7%	15,472.03
7058 · Leasehold Improvements/Capital	10,000.00	0.00	0.00	0.00	0%	10,000.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	365,433.00	30,145.40	32,664.35	32,664.35	9%	332,768.65
5200 · Equipment						
7215 · Copy Machine Lease	3,936.00	303.17	0.00	0.00	0%	3,936.00
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	34,564.00	0.00	0.00	0.00	0%	34,564.00
7057 · Equipment - Non Depreciated	9,533.00	551.40	19.89	19.89	0%	9,513.11
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	15,000.00	1,648.34	1,622.40	1,622.40	11%	13,377.60
7700 · Telephone/Telecommunications/Internet	24,000.00	1,963.19	0.00	0.00	0%	24,000.00
Total 5200 · Equipment	188,033.00	4,466.10	1,642.29	1,642.29	1%	186,390.71
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	562.61	675.85	675.85	10%	6,387.15
7064 - Equipment Maintenance	13202.00	1144.62	1144.62	1,144.62	9%	12,057.38
7065 - Equipment Repair	25609.00	2109.43	1985.39	1,985.39	8%	23,623.61
Total Capital Maintenance & Repair	45874.00	3816.66	3805.86	3,805.86	8%	42,068.14
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	38,483.16	38,167.50	38,167.50	6%	561,832.50
	0.00	111,516.84	-38,167.50	-38,167.50		

Community Television of Santa Cruz County

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	216.80
1070 Bank of America	10,000.00
1075 Checking - Santa Cruz County Bank	227,586.72
1080 Savings - Santa Cruz County Bank	143,496.01
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	259,603.02
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,254,028.72
PayPal Bank	183.91
Total Bank Accounts	\$1,895,115.18
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	17,555.81
1116 Grants Receivable	0.00
Total Accounts Receivable	\$17,555.81
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	409.25
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	12,297.69
Total 1200 Prepaid Insurance	12,981.94
1260 Prepaid Expenses	25,550.46
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	\$43,463.40
Total Current Assets	\$1,956,134.39

Community Television of Santa Cruz County

Balance Sheet As of July 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	\$2,281,393.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	8,375.40
Total Accounts Payable	\$8,375.40
Credit Cards	
2120 American Express	-3,344.08
Total Credit Cards	\$ -3,344.08
Other Current Liabilities	
2110 Sales Tax Payable	0.07
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,721.87
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	-13.86
CA SUI / ETT	-867.40
Federal Taxes (941/944)	-190.38
Total 24000 Payroll Liabilities	-36.66
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$10,685.28
Total Current Liabilities	\$15,716.60

Community Television of Santa Cruz County

Balance Sheet As of July 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	\$15,716.60
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	641,113.61
3905 Retained Earnings - Capital Reserves	1,662,390.38
Net Income	-37,827.40
Total Equity	\$2,265,676.59
TOTAL LIABILITIES AND EQUITY	\$2,281,393.19

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

	Approved Budget 2024-25	July 2024	August 2024	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	14,093.00	2,438.75	0.00	2,438.75	17%	11,654.25
4103 · City of Capitola Gov. Meetings	10,750.00	1,299.50	1,220.00	2,519.50	23%	8,230.50
4104 · SCMTD Meetings	3,432.00	339.00	0.00	339.00	10%	3,093.00
4106 · City of Santa Cruz Gov. Mtg.	24,644.00	2,983.75	320.00	3,303.75	13%	21,340.25
4108 · SCCRTC Meetings	3,917.00	787.75	0.00	787.75	20%	3,129.25
4109 · SCWD Meetings	7,822.00	624.00	312.00	936.00	12%	6,886.00
4120 · Facility & Equipment Use	130,230.00	8,368.52	7,773.63	16,142.15	12%	114,087.85
4121 · SLVWD Meetings	9,226.00	1,377.75	818.00	2,195.75	24%	7,030.25
4122 · PVUSD	14,084.00	929.00	635.00	1,564.00	11%	12,520.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	675.00	0.00	0.00	0.00	0%	675.00
4180 · Interest Earned	12,917.00	998.96	910.55	1,909.51	0%	11,007.49
4185 · Misc. Income	45,000.00	(1,260.89)	1,769.38	508.49	1%	44,491.51
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	3,000.00	0.00	0.00	0.00	0%	3,000.00
4250 - Closed Captioning	21,394.00	3,187.50	0.00	3,187.50	15%	18,206.50
4260 - Equipment Lease	9,450.00	491.24	491.24	982.48	10%	8,467.52
Total 4300 · OPERATING REVENUE	310,634.00	22,564.83	14,249.80	36,814.63	12%	273,819.37
TOTAL INCOME	310,634.00	22,564.83	14,249.80	36,814.63	12%	273,819.37
6000 · OPERATING EXPENSES						
6100 · Advertising	7,705.00	620.00	20.00	640.00	8%	7,065.00
6300 · Bank Charges	3,267.00	538.53	204.27	742.80	23%	2,524.20
6350 · Interest Expense	200.00	0.00	0.00	0.00	0%	200.00
6600 · Dues & Subscriptions	1,172.00	0.00	0.00	0.00	0%	1,172.00
7100 · Office Supplies	1,400.00	20.64	19.20	39.84	3%	1,360.16
7105 - Production Expenses	100.00	0.00	0.00	0.00	0%	100.00
7200 · Postage/Freight	600.00	70.35	19.70	90.05	15%	509.95
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	3,824.00	522.52	291.51	814.03	21%	3,009.97
7640 · Licenses/Fees/Misc. Taxes	100.00	27.84	0.00	27.84	28%	72.16
7700 · Telephone/Telecommunications/Internet	4,073.00	238.00	396.65	634.65	16%	3,438.35
Total 6000 - Operating Expenses	22,541.00	2,037.88	951.33	2,989.21	13%	19,551.79
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	958.98	0.00	0.00	0.00	0%	958.98
7110 · Contract Services-Legal	3,500.00	0.00	0.00	0.00	0%	3,500.00
7910 - Contract Services-Equipment Technicians	1,000.00	0.00	0.00	0.00	0%	1,000.00
7920 · Contract Services-Captioning	9,228.00	404.16	705.55	1,109.71	12%	8,118.29
Total 6800 · Contracted Services	16,186.98	404.16	705.55	1,109.71	7%	15,077.27

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

	Approved Budget 2024-25	July 2024	August 2024	August Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	1,000.00	0.00	0.00	0.00	0%	1,000.00
7800 · Travel/Meals	500.00	92.40	0.00	92.40	18%	407.60
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	2,000.00	92.40	0.00	92.40	5%	1,907.60
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	94,524.00	7,573.94	7,573.94	15,147.88	16%	79,376.12
7530 · Salaries - Coworking Community Coordinator	30,716.00	2,703.38	2,482.46	5,185.84	17%	25,530.16
7535 · Salaries - Accountant	11,473.00	367.64	519.96	887.60	8%	10,585.40
7542 · Salaries - Media Services Coordinator	56,247.00	4,578.46	4,578.46	9,156.92	16%	47,090.08
7585 · Salaries - Government Technicians	20,800.00	797.10	1,404.78	2,201.88	11%	18,598.12
7589 · Salaries - Extra Help Trainers, Technicians	583.02	0.00	0.00	0.00	0%	583.02
7621 · Payroll Taxes	26,676.00	1,551.77	1,618.36	3,170.13	12%	23,505.87
7635 · Workers Comp	2,304.00	170.75	264.75	435.50	19%	1,868.50
7630 · Health/Dental/Vision	21,583.00	1,947.27	1,791.17	3,738.44	17%	17,844.56
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	269,906.02	19,690.31	20,233.88	39,924.19	15%	229,981.83
TOTAL EXPENSES	310,634.00	22,224.75	21,890.76	44,115.51	14%	266,518.49
NET INCOME/LOSS	0.00	340.08	(7,640.96)	(7,300.88)	-19.8%	

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

	Approved Budget 2024-25	July 2024	August 2024	August 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	337,818.00	31,521.38	28,342.20	59,863.58	18%	277,954.42
6701 · Facility / Equip. Insurance	16,615.00	1,142.97	1,142.97	2,285.94	14%	14,329.06
7058 · Leasehold Improvements / Capital	10,000.00	0.00	4,216.43	4,216.43	42%	5,783.57
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	365,433.00	32,664.35	33,701.60	66,365.95	18%	299,067.05
5200 · Equipment						
7215 · Copy Machine Lease	3,936.00	0.00	504.69	504.69	13%	3,431.31
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	34,564.00	0.00	0.00	0.00	0%	34,564.00
7057 · Equipment - Non Depreciated	9,533.00	19.89	1,465.42	1,485.31	16%	8,047.69
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	15,000.00	1,622.40	1,166.34	2,788.74	19%	12,211.26
7640 · Licenses / Fees / Misc. Taxes	0.00	0.00	14,286.94	14,286.94	0%	(14,286.94)
7700 · Telephone / Telecommunications / Internet	24,000.00	0.00	1,963.36	1,963.36	8%	22,036.64
Total 5200 · Equipment	188,033.00	1,642.29	19,386.75	21,029.04	11%	167,003.96
Capital Maintenance & Repair						
7063 · Building Maintenance	7063.00	675.85	620.62	1,296.47	18%	5,766.53
7064 · Equipment Maintenance	13202.00	1144.62	1144.62	2,289.24	17%	10,912.76
7065 · Equipment Repair	25609.00	1985.39	2023.47	4,008.86	16%	21,600.14
Total Capital Maintenance & Repair	45874.00	3805.86	3788.71	7,594.57	17%	38,279.43
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	38,167.50	56,932.06	95,099.56	16%	504,900.44
	0.00	(38,167.50)	(56,932.06)	(95,099.56)		

Community Television of Santa Cruz County

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	17.17
1070 Bank of America	110,000.00
1075 Checking - Santa Cruz County Bank	27,675.10
1080 Savings - Santa Cruz County Bank	143,502.09
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	260,486.40
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,255,807.13
PayPal Bank	183.91
Total Bank Accounts	\$1,797,671.80
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	21,104.55
1116 Grants Receivable	0.00
Total Accounts Receivable	\$21,104.55
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	250.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	238.50
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	11,500.02
Total 1200 Prepaid Insurance	11,988.52
1260 Prepaid Expenses	25,495.46
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	\$42,414.98
Total Current Assets	\$1,861,191.33

Community Television of Santa Cruz County

Balance Sheet

As of August 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	\$2,186,450.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-21,038.01
Total Accounts Payable	\$ -21,038.01
Credit Cards	
2120 American Express	-4,369.34
Total Credit Cards	\$ -4,369.34
Other Current Liabilities	
2110 Sales Tax Payable	0.07
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,721.87
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	-13.86
CA SUI / ETT	-798.75
Federal Taxes (941/944)	-190.38
Total 24000 Payroll Liabilities	31.99
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$10,753.93
Total Current Liabilities	\$ -14,653.42

Community Television of Santa Cruz County

Balance Sheet

As of August 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	\$ -14,653.42
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	641,113.61
3905 Retained Earnings - Capital Reserves	1,662,390.38
Net Income	-102,400.44
Total Equity	\$2,201,103.55
TOTAL LIABILITIES AND EQUITY	\$2,186,450.13

9/23/24

**Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering June, July and August 2024**

1. Administration

Revenue

FY 23/24

- In June, the coworking center earned \$5,168.
- In FY 23/24 the coworking center earned \$135,046.
- exceeding our goal by \$30,586

FY 24/25

July \$8101.

Aug \$8321

CTV exceeded its revenue goal by 5%

CTV saved 8% on projected expenses.

Paid Services

Completed

- *Government Meeting Services*
 - CTV covered 21 government meetings in June
 - CTV covered 7 government meetings in July
 - CTV covered 16 government meetings in August
- *Events*
 - Artist of the Year Awards in June

2. Facilities & Equipment

- Building
 - The annual fire extinguisher service was completed
 - We passed the annual sprinkler inspection
 - Our new CTV sign has been installed on the front of the building
 - Windows exterior and interior have been cleaned
 - The Armada sign on the patio door has been removed

Studio

- The green screen has been repaired

Productions

- CTV members produced 3 shows in the studio in June
- The studio was rented by a professional producer in July

3. Outreach

Santa Cruz County

- *County Office of Education*
 - CTV is participating in the COE's LGBTQ+ Queer History Podcast
- *National ACM Conference*
 - Met with CEO, Mike Wasserman regarding pursuing funding options with the CA state legislature.
 - Joined the Committee to produce ACM Wes
- *Santa Cruz City Parks & Recreation*
 - Youth Grant
 - 2-month grant of video equipment to explore the possible creation of a filmmaker grant
 - Filmmaker will lead students in the production of a Halloween thriller.
 - Pre-production and editing will take place at CTV

4. Media Partnerships

- *Santa Cruz Voice*
 - Non-profit Digital Radio station serving Santa Cruz County.
 - In exchange for an office, SC Voice provides daily advertising, bimonthly events in the coworking center, and podcasting classes for our members.
- *Santa Cruz Vibes Magazine*
 - In exchange for a desk in the open area and mailbox, SC Vibes provides:
 - Full page advertisement in Santa Cruz Vibes (x4)
 - EVENT Santa Cruz annual sponsorship
 - Opportunity to table at all events
 - Logo on website / hyperlinked
 - Logo in newsletter / hyperlinked
 - Targeted monthly content in newsletter that goes out to 10,000+ local
 - Instagram stories 1X Per Month
 - Social media or traditional media content.
 - Partner 4x a year on a strategic media collaboration deliverable.