



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**November 25, 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 October 28, 2024\*

6. Accept October 2024 financial reports as recommended by the Finance Committee\*

### **REGULAR AGENDA**

7. Executive Director's report\*

8. Elections of board members and officers

9. Appointments to committees
10. Approval of 2023 board calendar \*
11. Accept Finance Committee's policy recommendation for accounting for accrued interest and add as Policy III.18 in the CTV Financial Policies and Procedures document\*
12. Volunteer Advisory Committee Report
13. Board member / staff requests for specific items to appear on next meeting agenda
14. Announcements
15. 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

November 25, 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**  
**October 28, 2024**  
**5:30 P.M.**

## **MINUTES**

1. Roll Call at 5:30 PM  
Present: Guy Lasnier, Keith Gudger, David Warren, Tom Manheim, Janis O'Driscoll, Mathilde Rand, Joe Hall  
[quorum is five]  
By Zoom: Maitreya Maziarz  
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 September 23, 2024
6. Accept July and September 2024 financial reports as recommended by the Finance Committee

M/S Hall / Manheim. Motion passed unanimously.

### **REGULAR AGENDA**

7. Executive Director's report

Executive Director Reed reported that the coworking center revenue is coming in about 20% lower than expected. CTV is doing OK as this is not the only revenue stream. The radio station had their first event last Friday. Next season Santa Cruz Vibes magazine will be doing a photo article about the

conference rooms. Executive Director Reed reported that the RSVP has added sound deadening and that it now sounds great. There were enough blankets to also use them in the other edit suite. CTV is holding a PadCaster orientation for the County Office of Education. Director Hall asked whether the teachers were from all over the county, and the answer was yes. Executive Director Reed mentioned that the election statements are on the air.

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

None.

9. Announcements

Director Maziarz mentioned that you can go to [votescount.com](http://votescount.com) to see cameras showing the counting of the ballots.

10. Adjournment

Director Rand moved adjournment. Adjourned at 5:51 PM.

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

	Approved Budget 2024-25	September 2024	October 2024	October Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	14,093.00	2,090.00	2,290.00	6,793.75	48%	7,299.25
4103 · City of Capitola Gov. Meetings	10,750.00	1,128.50	1,525.00	5,173.00	48%	5,577.00
4104 · SCMTD Meetings	3,432.00	244.00	305.00	888.00	26%	2,544.00
4106 · City of Santa Cruz Gov. Mtg.	24,644.00	1,560.00	2,040.00	6,903.75	28%	17,740.25
4108 · SCCRTC Meetings	3,917.00	335.50	1,001.00	2,124.25	54%	1,792.75
4109 · SCWD Meetings	7,822.00	468.00	429.00	1,833.00	23%	5,989.00
4120 · Facility & Equipment Use	130,230.00	10,154.62	8,583.53	34,880.30	27%	95,349.70
4121 · SLVWD Meetings	9,226.00	1,636.00	1,062.00	4,893.75	53%	4,332.25
4122 · PVUSD	14,084.00	696.00	2,095.00	4,355.00	31%	9,729.00
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	867.77	990.85	3,768.13	0%	9,148.87
4185 · Misc. Income	45,000.00	0.00	72.00	580.49	1%	44,419.51
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	2,137.50	2,400.00	7,725.00	36%	13,669.00
4260 · Equipment Lease	9,450.00	491.24	491.24	1,964.96	21%	7,485.04
<b>Total 4300 · OPERATING REVENUE</b>	<b>310,634.00</b>	<b>21,809.13</b>	<b>23,284.62</b>	<b>81,883.38</b>	<b>26%</b>	<b>228,750.62</b>
<b>TOTAL INCOME</b>	<b>310,634.00</b>	<b>21,809.13</b>	<b>23,284.62</b>	<b>81,883.38</b>	<b>26%</b>	<b>228,750.62</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	7,705.00	20.00	20.00	680.00	9%	7,025.00
6300 · Bank Charges	3,267.00	193.10	259.86	1,195.76	37%	2,071.24
6350 · Interest Expense	200.00	0.00	0.00	0.00	0%	200.00
6600 · Dues & Subscriptions	1,172.00	465.00	0.00	465.00	40%	707.00
7100 · Office Supplies	1,400.00	459.27	0.00	499.11	36%	900.89
7105 · Production Expenses	100.00	0.00	0.00	0.00	0%	100.00
7200 · Postage/Freight	600.00	29.55	49.85	169.45	28%	430.55
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	3,824.00	664.55	231.47	1,710.05	45%	2,113.95
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	27.84	28%	72.16
7700 · Telephone/Telecommunications/Internet	4,073.00	396.65	238.00	1,427.95	35%	2,645.05
<b>Total 6000 - Operating Expenses</b>	<b>22,541.00</b>	<b>2,228.12</b>	<b>799.18</b>	<b>6,175.16</b>	<b>27%</b>	<b>16,365.84</b>
<b>6800 · Contracted Services</b>						
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	725.00	0.00	725.00	21%	2,775.00
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	834.03	761.40	2,705.14	29%	6,522.86
<b>Total 6800 · Contracted Services</b>	<b>16,186.98</b>	<b>1,559.03</b>	<b>761.40</b>	<b>3,430.14</b>	<b>21%</b>	<b>12,756.84</b>

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

	Approved Budget 2024-25	September 2024	October 2024	October Year to Date	% of Annual Budget	Amount Remaining
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training / conferences	1,000.00	0.00	0.00	0.00	0%	1,000.00
7800 · Travel / Meals	500.00	0.00	0.00	92.40	18%	407.60
8600 · Special Events Expense	500.00	0.00	141.71	141.71	28%	358.29
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>2,000.00</b>	<b>0.00</b>	<b>141.71</b>	<b>234.11</b>	<b>12%</b>	<b>1,765.89</b>
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	94,524.00	7,573.94	7,573.94	30,295.76	32%	64,228.24
7530 · Salaries - Coworking Community Coordinator	30,716.00	2,230.14	4,437.90	11,853.88	39%	18,862.12
7535 · Salaries - Accountant	11,473.00	1,099.28	754.82	2,741.70	24%	8,731.30
7542 · Salaries - Media Services Coordinator	56,247.00	4,578.46	5,128.06	18,863.44	34%	37,383.56
7585 · Salaries - Government Technicians	20,800.00	1,901.48	2,780.10	6,883.46	33%	13,916.54
7589 · Salaries - Extra Help Trainers, Technicians	583.02	0.00	0.00	0.00	0%	583.02
7621 · Payroll Taxes	26,676.00	1,709.59	2,002.45	6,882.17	26%	19,793.83
7635 · Workers Comp	2,304.00	170.75	170.75	777.00	34%	1,527.00
7630 · Health / Dental / Vision	21,583.00	1,772.57	1,809.77	7,320.78	34%	14,262.22
7632 · Severance / Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>269,906.02</b>	<b>21,036.21</b>	<b>24,657.79</b>	<b>85,618.19</b>	<b>32%</b>	<b>184,287.83</b>
<b>TOTAL EXPENSES</b>	<b>310,634.00</b>	<b>24,823.36</b>	<b>26,360.08</b>	<b>95,457.60</b>	<b>31%</b>	<b>215,176.40</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(3,014.23)</b>	<b>(3,075.46)</b>	<b>(13,574.22)</b>	<b>-16.6%</b>	

**Note:**

There is pending treasury bill interest from Schwab of \$14,884.96 which is not included in these financials.  
 We are waiting for Schwab to review our account and expect to receive an answer on this issue before the finance meeting on 11.21.24

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

	Approved Budget 2024-25	September 2024	October 2024	October Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
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
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>25%</b>	<b>450,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	337,818.00	28,692.20	28,867.20	117,422.98	35%	220,395.02
6701 · Facility/ Equip. Insurance	16,615.00	1,142.97	1,142.97	4,571.88	28%	12,043.12
7058 · Leasehold Improvements/ Capital	10,000.00	0.00	0.00	4,216.43	42%	5,783.57
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
<b>Total 5100 · Facility</b>	<b>365,433.00</b>	<b>29,835.17</b>	<b>30,010.17</b>	<b>126,211.29</b>	<b>35%</b>	<b>239,221.71</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	3,936.00	304.40	304.40	1,113.49	28%	2,822.51
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	217.85	138.17	1,841.33	19%	7,691.67
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	1,103.84	1,103.84	4,856.42	32%	10,143.58
7640 · Licenses/ Fees/ Misc. Taxes	0.00	0.00	0.00	14,286.94	0%	(14,286.94)
7700 · Telephone/ Telecommunications/ Internet	24,000.00	1,963.36	1,968.85	5,895.57	25%	18,104.43
<b>Total 5200 · Equipment</b>	<b>188,033.00</b>	<b>3,589.45</b>	<b>3,515.26</b>	<b>27,993.75</b>	<b>15%</b>	<b>160,039.25</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7063.00	557.54	1109.48	2,963.49	42%	4,099.51
7064 - Equipment Maintenance	13202.00	1144.62	1282.02	4,715.88	36%	8,486.12
7065 - Equipment Repair	25609.00	2168.30	2082.19	8,259.35	32%	17,349.65
<b>Total Capital Maintenance &amp; Repair</b>	<b>45874.00</b>	<b>3870.46</b>	<b>4473.69</b>	<b>15,938.72</b>	<b>35%</b>	<b>29,935.28</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>220.00</b>	<b>33%</b>	<b>440.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>37,350.08</b>	<b>38,054.12</b>	<b>170,363.76</b>	<b>28%</b>	<b>429,636.24</b>
	<b>0.00</b>	<b>112,649.92</b>	<b>(38,054.12)</b>	<b>(20,363.76)</b>		



# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	157.31
1070 Bank of America	118,279.32
1075 Checking - Santa Cruz County Bank	104,804.37
1080 Savings - Santa Cruz County Bank	143,514.05
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	262,233.46
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,255,891.23
PayPal Bank	183.91
<b>Total Bank Accounts</b>	<b>\$1,885,063.65</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	32,043.37
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$32,043.37</b>
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	395.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	9,904.68
<b>Total 1200 Prepaid Insurance</b>	<b>10,499.68</b>
1260 Prepaid Expenses	25,385.46
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$40,816.14</b>
<b>Total Current Assets</b>	<b>\$1,957,923.16</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2024

	TOTAL
Fixed Assets	
1600 Production Equipment	1,422,032.27
1700 Accum Depr-Production Equipment	-1,178,708.87
<b>Total 1600 Production Equipment</b>	<b>243,323.40</b>
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	125,536.41
1720 Accum Depr-Furniture/Equipment	-121,422.59
<b>Total 1620 Office Furniture/Equipment</b>	<b>4,113.82</b>
1625 Leasehold Improvement	218,014.36
1725 Accum Depr-Leasehold Improv.	-169,126.67
<b>Total 1625 Leasehold Improvement</b>	<b>48,887.69</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$325,258.80</b>
<b>TOTAL ASSETS</b>	<b>\$2,283,181.96</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,228.73
<b>Total Accounts Payable</b>	<b>\$7,228.73</b>
Credit Cards	
2120 American Express	-4,337.55
<b>Total Credit Cards</b>	<b>\$ -4,337.55</b>
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	-12.92
CA SUI / ETT	-841.85
Federal Taxes (941/944)	-177.38
<b>Total 24000 Payroll Liabilities</b>	<b>2.83</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$10,724.77</b>
<b>Total Current Liabilities</b>	<b>\$13,615.95</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2024

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$13,615.95</b>
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	-33,937.98
<b>Total Equity</b>	<b>\$2,269,566.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,283,181.96</b>

EQUITY:	
Capital Reserves	\$1,276,375.41
Capital Reserves - Youth Grant	\$365,651.21
Operating Reserves	\$243,037.03
Other Assets	\$384,502.36
TOTAL	\$2,269,566.01

11/25/24

**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
Covering October 2024**

1. Administration

Revenue

- In October the coworking center earned \$8,508.
- As of 11/21 it earned \$9,154 so we are picking up a bit.
- As of October 31, it had earned \$34,880 which is below our projection for this point in time.
  - It will be important to monitor our position should we need to make budget adjustments in January.
- We have earned \$14,000 for this period from our Schwab which is not reflected in our current financials. It will appear in January.

Paid Services

Completed

- *Government Meeting Services*
  - CTV covered 24 government meetings in October (6 more than in September.)
  - We've had a slow ramp-up this year but meetings are increasing.

Staff

Evaluations

- Olivia & Victor both had their annual evaluations in October.
- All staff members including Government Meeting Technicians received raises.

2. Outreach

Santa Cruz County

- County Office of Education
  - We held an orientation for new teachers in October.
  - We learned what equipment works for them and what we might change in the future.
- Santa Cruz City Parks & Recreation
  - Youth Grant
    - Film makers have uploaded their film and returned their equipment.

- They have a new film idea. We are looking forward to helping them again.

### 3. Media Partnerships

- Santa Cruz Voice
  - SC Voice held its first event at CTV in October.
  - The next event will be in December.
  - They will be teaching a podcasting class for our members and others in January.
- *Santa Cruz Vibes Magazine*
  - Our next full-page advertisement in Santa Cruz Vibes appeared in the Winter edition promoting our conference rooms.
  - In the meantime, we will continue to appear in their social media and newsletter.

### 4. Equipment

- Studio Equipment Review
  - Inspected the studio pedestals
    - Number 1 need service
      - We contacted the manufacturer for repair.
      - We will need to ship the pedestal to them.
  - Checked that all lights are in working order
  - Connected the teleprompter to its computer
  - Fixed the doorbell
  - Ordered new chairs for the control room

## **Item 8**

### **Accrued Interest Policy discussion**

At its Nov. 21st meeting, the Finance Committee discussed three options that Mel had prepared to account for the Schwab Government TBill income we earn.

The three options for recording Schwab accrued interest at year end are:

1. Accrued interest recorded as interest income. This results in increasing income and increasing balance sheet assets for the fiscal year end (Schwab investment account and interest income).
2. Accrued interest recorded as accrued income on the balance sheet. This has no effect on income for the fiscal year end and is just a balance sheet entry (Schwab investment account and accrued income).
3. Do not record in the financials.

After a long discussion, the committee agreed that option 2 was the best approach to minimize any confusion over the actual income CTV is receiving from the Schwab investment account.

The Committee also decided that for transparency this approach should be discussed and approved by the Board. This approach avoids what happened at the end of the 2023-24 Fiscal Year when the actual timing of the receipt of this income resulted in what appeared as a loss when in reality it was a correction.

Date: 11/18/24

## CTV

### Options for recording Schwab accrued interest at year end

#### Options:

1. **Accrued interest recorded as interest income. This results in increasing income and increasing balance sheet assets for the fiscal year end (Schwab investment account and interest income).**
2. **Accrued interest recorded as accrued income on the balance sheet. This has no effect on income for the fiscal year end and is just a balance sheet entry (Schwab investment account and accrued income).**
3. **Do not record in the financials.**



Community Television  
of Santa Cruz County

# **FINANCIAL POLICIES & PROCEDURES**

November 2024

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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 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 four parts: Operating Budget, 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 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 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:

**a. 7500~7600 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—7900 SUPPLIES AND SERVICES SERIES**

Supplies and Services (6100—7400 & 7700—7900) 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 the signatures 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 \$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 contract 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 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. Biennial Audit**

CTV shall contract with an independent public accountant or public accounting firm for a biennial audit within two months of the end of the fiscal year. The biennial audit, 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. Accrued Interest Accounting Policy**

Accrued interest shall only be recorded as accrued income on the balance sheet.

This has no effect on income for the fiscal year end and is just a balance sheet entry

### **19. Non-Liability of Directors**

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

### **20. 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.

### **21. 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.

## 22. Monthly Checklist

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

<b>Procedure</b>	<b>E.D.</b>	<b>Treas.</b>
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: 11/25/2024