



AGENDA

BOARD OF DIRECTORS
Finance Committee Meeting
November 21, 2024
4:00 P.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Novel Coronavirus outbreak, this CTV Finance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at:

<https://us06web.zoom.us/j/2017133083>

1. Attendance

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

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

REGULAR AGENDA

4. Consider Approval of October 2024 Meeting Minutes *

5. Consider Approval of October 2024 Financial Reports *

6. Discussion of Accrued Interest Policy and Referral Action to Board*

7. Financial Update

8. Adjournment.

Any person may address the Board Committee during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

* **Material Included in Packet**



**BOARD OF DIRECTORS
Finance Committee Meeting
October 25, 2024**

325 Soquel Avenue
Santa Cruz, CA 95060

4:00 PM
Zoom Video Conference

MINUTES

The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally on a roll call except for adjournment.

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

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

Absent: None

Staff: Becca King Reed, Mel Sweet

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda and must be within the jurisdiction of the Committee.

There were no public comments.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

There were no late additions or deletions to the Regular Agenda.

REGULAR AGENDA

4. Consider Approval of the Minutes of the September 2024 Meeting

Joe Hall opened the discussion and asked if there were any corrections or comments. There were no comments or corrections noted. It was then moved by Keith Gudger and seconded by Guy Lasnier that the minutes of the September 2024 meeting be approved. The motion passed on a roll call vote of 4-0-1, with Tom Manheim abstaining due to his absence from the September 2024 Finance Committee meeting.

5. Consider Approval of the July 2024 Financial Report

Joe Hall opened the discussion and asked if Becca King Reed had any comments she did not and then referred the discussion to Mel Sweet. The July 2024 Financial Report had been

carried forward to the October 2024 meeting due to a question on the reporting of negative income in Budget Item 4185 Misc. Income. Mel Sweet explained that the reporting of the negative income was due to the adjust the reported income in the July Financial Report to match the Schwab Statement which reports on the CTV government investment incomes. She further commented that this is how the July 2023 Financial Report had been reported in terms of the Schwab Statement, but that there was some income also reported which prevented a negative income number. It was also emphasized that there was not any loss of CTV income; the negative number simply reflects a difference in the reporting periods between CTV Financial Reports and the Schwab Statements.

Keith Gudger who had originally raised this question in the September Financial Committee meeting stated that his concern was not a loss of funds, but that the reporting method which might cause budget adjustments/cuts due to the negative income number which were actually not needed or might be more than necessary. There then followed a long discussion between Committee members and Mel Sweet on how to best address this reporting issue. At the conclusion of this discussion Mel Sweet said she would bring several alternative methods to report income in Budget Item 4185 Misc. Income and the Committee could then discuss which approach might best present income in a manner which did not cause unneeded budget adjustments.

It was then moved by Guy Lasnier and seconded by Tom Manheim that the Committee recommend to the Board approval of the July 2024 Financial Report with the understanding that an amended July 2024 Financial Report may be brought to the Board for approval at a future meeting based on any adjustments made in the reporting method used in Budget Item 4185 Misc. Income. The motion passed in a unanimous roll call vote.

6. Consider Approval of the September 2024 Financial Report

Joe Hall opened the discussion and asked if Becca King Reed had any comments. Becca King Reed called attention to Budget Item 7100 Office Supplies and commented that there was a larger than usual expense noted in the September 2024 report due to a larger than usual purchase of bottled water for the co-working space. She commented this order was made due a large discount in the normal purchase price which led to a larger purchase to cover a longer period of need.

Tom Manheim then presented his spreadsheet showing revenue in Budget Item 4120 Facility and Equipment Use. It was commented that income in the item was running approximately 5% below projections. Becca King Reed was asked if she had any insights why this revenue was behind in terms of the Fiscal Year. She had several thoughts including a slower July and August income due to the summer vacation months. She also commented that in the last Fiscal Year a group had rented all the offices for an audit of a local company which was a good boost to income.

In further discussion of the September Financial Report it was commented that expenses were slightly below for the First Quarter of the Fiscal Year and a local school district had requested assistance in telecasting a number of additional meetings which would provide additional income.

At the end of further discussion it was agreed by the members to more closely monitor income in the next few Financial Reports and if needed prepare a mid-year budget adjustment reflecting lower income in Budget Item 4120 Facility and Equipment Use.

It was then moved by Guy Lasnier and seconded by Keith Gudger that the Committee recommend to the Board approval of the September 2024 Financial Report. The motion passed on a unanimous roll call vote.

7. Financial Update

Becca King Reed discussed in general terms how the new partnerships that were being developed to help CTV where bringing more people into CTV. Some of these included inclusion in the Events Santa Cruz publications and other information outlets.

8. Adjournment

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

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
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	125,000.00	25%	375,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	25,000.00	25%	75,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	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
Total 5100 · Facility	365,433.00	29,835.17	30,010.17	126,211.29	35%	239,221.71
5200 · Equipment						
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
Total 5200 · Equipment	188,033.00	3,589.45	3,515.26	27,993.75	15%	160,039.25
Capital Maintenance & Repair						
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
Total Capital Maintenance & Repair	45874.00	3870.46	4473.69	15,938.72	35%	29,935.28
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
Total 5300 · Media Licensing	660.00	55.00	55.00	220.00	33%	440.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	37,350.08	38,054.12	170,363.76	28%	429,636.24
	0.00	112,649.92	(38,054.12)	(20,363.76)		

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
4300 · OPERATING REVENUE						
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
Total 4300 · OPERATING REVENUE	310,634.00	21,809.13	23,284.62	81,883.38	26%	228,750.62
TOTAL INCOME	310,634.00	21,809.13	23,284.62	81,883.38	26%	228,750.62
6000 · OPERATING EXPENSES						
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
Total 6000 - Operating Expenses	22,541.00	2,228.12	799.18	6,175.16	27%	16,365.84
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	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
Total 6800 · Contracted Services	16,186.98	1,559.03	761.40	3,430.14	21%	12,756.84

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
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	0.00	0.00	92.40	18%	407.60
8600 · Special Events Expense	500.00	0.00	141.71	141.71	28%	358.29
Total 7000 · Staff Development & Fundraising	2,000.00	0.00	141.71	234.11	12%	1,765.89
7500 · Operating Salaries & Benefits						
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
Total 7500 · Operating Salaries & Benefits	269,906.02	21,036.21	24,657.79	85,618.19	32%	184,287.83
TOTAL EXPENSES	310,634.00	24,823.36	26,360.08	95,457.60	31%	215,176.40
NET INCOME/LOSS	0.00	(3,014.23)	(3,075.46)	(13,574.22)	-16.6%	

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

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
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
Total Bank Accounts	\$1,885,063.65
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	32,043.37
1116 Grants Receivable	0.00
Total Accounts Receivable	\$32,043.37
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
Total 1200 Prepaid Insurance	10,499.68
1260 Prepaid Expenses	25,385.46
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	\$40,816.14
Total Current Assets	\$1,957,923.16

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
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	\$2,283,181.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,228.73
Total Accounts Payable	\$7,228.73
Credit Cards	
2120 American Express	-4,337.55
Total Credit Cards	\$ -4,337.55
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
Total 24000 Payroll Liabilities	2.83
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$10,724.77
Total Current Liabilities	\$13,615.95

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
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$13,615.95
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
Total Equity	\$2,269,566.01
TOTAL LIABILITIES AND EQUITY	\$2,283,181.96

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

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.**