

QUARTERLY REPORT

**FOR CABLE TELEVISION
PUBLIC, EDUCATIONAL, AND GOVERNMENTAL
ACCESS SERVICES
IN BEDFORD, MASSACHUSETTS**

FY 2016 QUARTER 1

Period of Performance: July 1, 2015 – September 30, 2015

SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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(compared with amounts previously budgeted)3-6

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**Bedford Community Access Television
FY 2016 Peg Access P&L vs. Budget
July 2015 through June 2016**

	<u>Q1 P&L</u> <u>July/15 - Sept/15</u>	<u>Budget</u> <u>July/15 - June/16</u>
<u>Income</u>		
Town PEG support revenue	45,107.50	180,430.00
Program Revenue	0.00	500.00
DVD Sales	106.24	500.00
	<u>45,213.74</u>	<u>181,430.00</u>
<u>Expenses</u>		
Labor		
Employee Wages	26,470.00	117,670.00
Employee Health Insurance	1,161.72	4,600.00
Payroll Taxes	2,126.89	11,500.00
Payroll Service Charges	307.84	1,500.00
Contract/Freelance Labor	3,407.50	16,500.00
	<u>33,473.95</u>	<u>151,770.00</u>
Sub total		
	<u>33,473.95</u>	<u>151,770.00</u>
Equipment		
Non-capital equipment purchases	442.41	3,500.00
Equipment repair	135.00	2,000.00
	<u>577.41</u>	<u>5,500.00</u>
Sub total		
	<u>577.41</u>	<u>5,500.00</u>
Facility		
Internet/phone	808.62	3,300.00
Custodial/Cleaning	300.00	1,700.00
Studio & Sets Maintenance	0.00	300.00
	<u>1,108.62</u>	<u>5,300.00</u>
Sub total		
	<u>1,108.62</u>	<u>5,300.00</u>
Insurance		
Worker's Comp Insurance	0.00	500.00
Commercial General Liability Ins.	0.00	3,000.00
Media Directors, Officers	0.00	3,600.00
	<u>0.00</u>	<u>7,100.00</u>
Sub total		
	<u>0.00</u>	<u>7,100.00</u>

Bedford Community Access Television
FY 2016 Peg Access P&L vs. Budget - Page 2
July 2015 through June 2016

	<u>Q1 P&L</u> <u>July/15 - Sept/15</u>	<u>Budget</u> <u>July/15 - June/16</u>
Government Fees		
MA form PC	0.00	90.00
Sub total	<u>0.00</u>	<u>90.00</u>
Organizational Expenses		
Volunteers and Interns	252.06	1,000.00
Community Outreach	1,011.85	2,000.00
Web Hosting	0.00	120.00
Miscellaneous	0.00	0.00
Sub total	<u>1,263.91</u>	<u>3,120.00</u>
Professional Development		
Conference Fees	47.00	1,000.00
Dues and Subscriptions	0.00	500.00
Training	0.00	1,000.00
Travel	0.00	250.00
Sub total	<u>47.00</u>	<u>2,750.00</u>
Professional Services		
Certified Public Accountant	0.00	2,500.00
Bookkeeping	210.00	1,000.00
Sub total	<u>210.00</u>	<u>3,500.00</u>
Supplies		
I.T. Supplies	84.67	600.00
Office Supplies	201.86	600.00
Postage	0.49	100.00
Production Supplies	56.17	1,000.00
Sub total	<u>343.19</u>	<u>2,300.00</u>
TOTAL EXPENSES	37,024.08	181,430.00
Amount of net gain or deficit	8,189.66	0.00

**Bedford Community Access Television
 FY 2016 Reserve Fund P&L
 July 2015 through June 2016**

**Q1 P&L
July/15 - Sept/15**

Income

Fundraising - Donations	1,145.00
Bank Interest	6.55

TOTAL REVENUE	<u>1,151.55</u>
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Expenses

Miscellaneous	
Scholarships	500.00

TOTAL EXPENSES	<u>500.00</u>
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Amount of net gain or deficit	651.55
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BCAT FY 2016 Cash Accounts vs. end of FY2015

	June 30, 2015	Sept 30, 2015
BCAT Cash Account Balances		
Current Cash Assets		
Checking/Savings		
1001 · Middlesex Checking	15,689.93	7,629.12
1011 · Middlesex Savings	25,288.12	27,039.01
1020 · BCAT Petty Cash	17.78	60.54
Total Cash Assets	40,995.83	34,728.67
Allocation of BCAT Cash Balance Total		
BTV Operations - Bedford PEG		
Access Contract (see note 1)	15,108.37	8,189.66
BCAT Reserve from Donations &		
Other Income	25,887.46	26,539.01
TOTAL	40,995.83	34,728.67

*note 1: \$15,108.37 returned to Town PEG Revolving Fund on 7/31/2015

Figure 1 – FY 2016 Q1 equipment purchased or acquired [9.1(b)(iv)]

The following equipment purchases were made during Q1 of FY 2016 and added to the Town-owned Equipment List [Section 9.1 (b)(iv) of contract]

8/4/2015 – Panasonic Link2Cell Bluetooth Enabled Phone KX-TG7875S - \$123.71

8/11/2015 – Apple LaCie 3 TB d2 Thunderbolt 2/USB 3.0 Hard Drive - \$318.70

Q1 – Summary of Activities

In the first quarter of Fiscal Year 2016, Bedford Community Access Television continued to provide PEG services as well as offer training to those who live, work or study in Bedford.

In this quarter, BCAT cablecast 156 new shows, representing 83 hours of new content. Of these programs, 126 of them were locally produced, for a total of 66 hours of content. Additionally, 19 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT's YouTube channel "bedfordtvma." In Q1 of FY16, the Bedford TV YouTube channel had 53,606 views representing a total of 261,049 minutes of programming watched. The channel also gained 259 subscribers, bringing the total number of subscribers to 2,127.

BCAT also continued to train a wide variety of groups in Q1 of FY16. During this summer, BCAT had its annual summer internship program. This program hosted four interns, all Bedford residents. Three of the interns, Marko Deperalta, Allen Zhou, and Jared Rushanan are current Bedford High School students. The fourth intern, Jaime Craven, is a BHS alumni and current student at Boston University. These interns produced a number of programs including music videos for a veteran, Bedford TV promos, and a video highlighting the trail system in Bedford.

In addition to the internship program, BCAT also held a program for participants in the Summer Adventures camp held by the Recreation Department. Summer Adventures is a camp for children in grades 1-4 and eight of these campers came once a week for five weeks to learn basic video production and produce a PSA about the Summer Adventures camp.

BCAT also trained adult members in Studio Production, Field Production and Post-production. In this quarter, BCAT trained ten members in basic Final Cut Pro X, three members in Studio Production, and ten members in Field Production. These members have gone on to produce a variety of original programs for BCAT.

Perhaps the biggest event in Q1 of FY2016 though, was Bedford Day. For the second straight year, BCAT hosted a variety of shows that were recorded at our booth and later shown on the PEG channels. These programs included two host roundtables that showcased locally produced shows, interviews with BHS sports team members hosted by Bedford School Committee Member and BCAT sports reporter, Dan Brosgol, an interview with the students who run BHS Live, and a live concert performance by Allen Zhou. BCAT also had a table at the event where Bedford Day attendees could get more information about the station, sign up for our mailing list, and sign up for classes at the station.

Q1 - Explanation of difficulties that have interfered with BCAT, Inc.'s performance or obligations under contract agreement

There were no difficulties that interfered with BCAT's performance or obligations under the contract agreement in Q1. However, it should be noted that BCAT's video server, a Tightrope Media Systems SX-4, is no longer covered under a service contract and a replacement is in the process of being purchased.

Q1- Video and Audio Signal Quality Report

There were no complaints about poor or irregular video or audio signals in Q1.