

QUARTERLY REPORT

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

FY 2016 QUARTER 2

Period of Performance: October 1, 2015 – December 31, 2015

SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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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>Jul/15 - Sep/15</u>	<u>Q2 P&L</u> <u>Oct/15 - Dec/15</u>	<u>YTD</u> <u>Jul/15 - Dec/15</u>	<u>Budget</u> <u>Jul/15 - Jun/16</u>
<u>Income</u>				
Town PEG support revenue	45,107.50	44,250.00	89,357.50	180,430.00
Program Revenue	0.00	300.00	300.00	500.00
DVD Sales	106.24	99.12	205.36	500.00
TOTAL REVENUE	45,213.74	44,649.12	89,862.86	181,430.00
<u>Expenses</u>				
Labor				
Employee Wages	26,470.00	31,696.00	58,166.00	117,670.00
Employee Health Insurance	1,161.72	1,161.72	2,323.44	4,600.00
Payroll Taxes	2,126.89	2,968.30	5,095.19	11,500.00
Payroll Service Charges	307.84	442.20	750.04	1,500.00
Contract/Freelance Labor	3,407.50	6,627.25	10,034.75	16,500.00
Sub total	33,473.95	42,895.47	76,369.42	151,770.00
Equipment				
Non-capital equipment purchases	442.41	276.99	719.40	3,500.00
Equipment repair	135.00	0.00	135.00	2,000.00
Sub total	577.41	276.99	854.40	5,500.00
Facility				
Internet/phone	808.62	539.24	1,347.86	3,300.00
Custodial/Cleaning	300.00	350.00	650.00	1,700.00
Studio & Sets Maintenance	0.00	15.63	15.63	300.00
Sub total	1,108.62	904.87	2,013.49	5,300.00
Insurance				
Worker's Comp Insurance	0.00	0.00	0.00	500.00
Commercial General Liability Ins.	0.00	0.00	0.00	3,000.00
Media Directors, Officers	0.00	0.00	0.00	3,600.00
Sub total	0.00	0.00	0.00	7,100.00

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>Q2 P&L</u>	<u>YTD</u>	<u>Budget</u>
	<u>Jul/15 - Sep/15</u>	<u>Oct/15 - Dec/15</u>	<u>Jul/15 - Dec/15</u>	<u>Jul/15 - Jun/16</u>
Government Fees				
MA form PC	<u>0.00</u>	<u>53.50</u>	<u>53.50</u>	<u>90.00</u>
Sub total	<u>0.00</u>	<u>53.50</u>	<u>53.50</u>	<u>90.00</u>
Organizational Expenses				
Volunteers and Interns	252.06	120.17	372.23	1,000.00
Community Outreach	1,011.85	370.75	1,382.60	2,000.00
Web Hosting	0.00	162.00	162.00	120.00
Miscellaneous	<u>0.00</u>	<u>300.00</u>	<u>300.00</u>	<u>0.00</u>
Sub total	<u>1,263.91</u>	<u>952.92</u>	<u>2,216.83</u>	<u>3,120.00</u>
Professional Development				
Conference Fees	47.00	0.00	47.00	1,000.00
Dues and Subscriptions	0.00	0.00	0.00	500.00
Training	0.00	0.00	0.00	1,000.00
Travel	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>
Sub total	<u>47.00</u>	<u>0.00</u>	<u>47.00</u>	<u>2,750.00</u>
Professional Services				
Certified Public Accountant	0.00	3,500.00	3,500.00	2,500.00
Bookkeeping	<u>210.00</u>	<u>0.00</u>	<u>210.00</u>	<u>1,000.00</u>
Sub total	<u>210.00</u>	<u>3,500.00</u>	<u>3,710.00</u>	<u>3,500.00</u>
Supplies				
I.T. Supplies	84.67	55.58	140.25	600.00
Office Supplies	201.86	132.96	334.82	600.00
Postage	0.49	31.75	32.24	100.00
Production Supplies	<u>56.17</u>	<u>194.47</u>	<u>250.64</u>	<u>1,000.00</u>
Sub total	<u>343.19</u>	<u>414.76</u>	<u>757.95</u>	<u>2,300.00</u>
TOTAL EXPENSES	37,024.08	48,998.51	86,022.59	181,430.00
Amount of net gain or deficit	8,189.66	-4,349.39	3,840.27	0.00

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

	<u>Q1 P&L</u> <u>Jul/15 - Sep/15</u>	<u>Q2 P&L</u> <u>Oct/15 - Dec/15</u>	<u>YTD</u> <u>Jul/15 - Dec/15</u>
<u>Income</u>			
Fundraising - Donations	1,145.00	1,142.18	2,287.18
Bank Interest	6.55	7.23	13.78
TOTAL REVENUE	<u>1,151.55</u>	<u>1,149.41</u>	<u>2,300.96</u>
<u>Expenses</u>			
Miscellaneous			
Scholarships	500.00	0.00	500.00
TOTAL EXPENSES	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
Amount of net gain or deficit	651.55	1,149.41	1,800.96

BCAT FY 2016 Cash Accounts vs. end of FY2015

	<u>June 30, 2015</u>	<u>Sept 30, 2015</u>	<u>Dec 31, 2015</u>
BCAT Cash Account Balances			
Current Cash Assets			
Checking/Savings			
1001 · Middlesex Checking	15,689.93	7,629.12	3,205.38
1011 · Middlesex Savings	25,288.12	27,039.01	28,188.42
1020 · BCAT Petty Cash	<u>17.78</u>	<u>60.54</u>	<u>134.89</u>
Total Cash Assets	40,995.83	34,728.67	31,528.69
Allocation of BCAT Cash Balance Total			
BTV Operations - Bedford PEG			
Access Contract (see note 1)	15,108.37	8,189.66	3,840.27
BCAT Reserve from Donations & Other Income	<u>25,887.46</u>	<u>26,539.01</u>	<u>27,688.42</u>
TOTAL	40,995.83	34,728.67	31,528.69

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

Figure 1 – FY 2016 Q2 equipment purchased or acquired [9.1(b)(iv)]

The following equipment purchases were made during Q2 of FY 2016 and added to the Town-owned Equipment List [Section 9.1 (b)(iv) of contract]

11/12/2015 – Adorama Inc. LED Bicolor on Camera Light - \$50.00

12/3/2015 – Auray Telescoping Table Mic Stand - \$12.00

12/3/2015 – Shure MX-183 Omnidirectional Wired Lavalier Mic - \$185.00

12/3/2015 – Auray MS-5220T Tripod Mic Stand with Boom - \$29.99

Q2 – Summary of Activities

In the second quarter of fiscal year 2016, Bedford Community Access Television continued to provide PEG services as well as offer training to those who live, work, study, or belong to an organization in Bedford.

In this quarter, BCAT cablecast 244 new shows, representing 192 hours of new content. Of these programs, 220 of them were locally produced, for a total of 178 hours of content. Additionally, 47 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT's YouTube channel "bedfordtvma." In Q2 of FY 16, the Bedford TV YouTube channel had 63,650 views representing a total of 313,767 minutes of programming watched. The channel also gained 327 subscribers, bringing the total number of subscribers to 2,500.

BCAT also continued to train a wide variety of groups in Q2 of FY16. In October, BCAT held a four-week session of "Intro to Video Production" through Bedford Youth and Family Services. This after-school class consisted of five students from John Glenn Middle School. The students learned the basics of studio production, field production, and post-production. In addition to the middle school class, BCAT also held two Intro to Post-Production classes where members learned basic editing with Final Cut Pro X, a studio production class, and trained five members on the basics of field production. These students have gone on to produce a variety of original programs for BCAT.

BCAT also held a very successful open house to bring in new members from the community. Around 40 people from the Bedford Community attended and many of them signed up to become members and also signed up for production classes. As part of the open house, Production Director Greg Dolan held a seminar on visual language. BCAT plans to hold more of these events in the future with guest speakers to talk about production and drive new membership.

Additionally, BCAT won two awards from the Alliance for Community Media Northeast chapter, the regional PEG advocacy group. BCAT was awarded second place in the Diversity Empowerment category for a video about the Tenacity Challenge at Bedford High School and first place for Overall Excellence for stations with a budget from \$100K-300K.

Q2 - 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 Q2. 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.

Q2- Video and Audio Signal Quality Report

There were intermittent issues with one of the Verizon encoders used to send the channel 40 signal. The fans on the unit died multiple times. Verizon was eventually able to switch out the unit for a new one and the issue has not recurred.