

QUARTERLY REPORT

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

FY 2016 QUARTER 3

Period of Performance: January 1, 2016 – March 31, 2016

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**

	Q1 P&L Jul/15 - Sep/15	Q2 P&L Oct/15 - Dec/15	Q3 P&L Jan/16 - Mar/16	YTD Jul/15 - Mar/16	Budget Jul/15 - Jun/16
<u>Income</u>					
Town PEG support revenue	45,107.50	44,250.00	45,107.50	134,465.00	180,430.00
Program Revenue	0.00	300.00	250.00	550.00	500.00
DVD Sales	106.24	99.12	0.00	205.36	500.00
TOTAL REVENUE	45,213.74	44,649.12	45,357.50	135,220.36	181,430.00
<u>Expenses</u>					
<u>Labor</u>					
Employee Wages	26,470.00	31,696.00	31,696.00	89,862.00	117,670.00
Employee Health Insurance	1,161.72	1,161.72	1,214.62	3,538.06	4,600.00
Payroll Taxes	2,126.89	2,968.30	8,422.38	13,517.57	11,500.00
Payroll Service Charges	307.84	442.20	470.20	1,220.24	1,500.00
Contract/Freelance Labor	3,407.50	6,627.25	4,480.50	14,515.25	16,500.00
Sub total	<u>33,473.95</u>	<u>42,895.47</u>	<u>46,283.70</u>	<u>122,653.12</u>	<u>151,770.00</u>
<u>Equipment</u>					
Non-capital equipment purchases	442.41	276.99	111.08	830.48	3,500.00
Equipment repair	135.00	0.00	0.00	135.00	2,000.00
Sub total	<u>577.41</u>	<u>276.99</u>	<u>111.08</u>	<u>965.48</u>	<u>5,500.00</u>
<u>Facility</u>					
Internet/phone	808.62	539.24	1,057.98	2,405.84	3,300.00
Custodial/Cleaning	300.00	350.00	350.00	1,000.00	1,700.00
Studio & Sets Maintenance	0.00	15.63	130.16	145.79	300.00
Sub total	<u>1,108.62</u>	<u>904.87</u>	<u>1,538.14</u>	<u>3,551.63</u>	<u>5,300.00</u>
<u>Insurance</u>					
Worker's Comp Insurance	0.00	0.00	388.00	388.00	500.00
Commercial General Liability Ins.	0.00	0.00	2,365.00	2,365.00	3,000.00
Media Directors, Officers	0.00	0.00	0.00	0.00	3,600.00
Sub total	<u>0.00</u>	<u>0.00</u>	<u>2,753.00</u>	<u>2,753.00</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**

	Q1 P&L Jul/15 - Sep/15	Q2 P&L Oct/15 - Dec/15	Q3 P&L Jan/16 - Mar/16	YTD Jul/15 - Mar/16	Budget Jul/15 - Jun/16
Government Fees					
MA form PC	0.00	53.50	0.00	53.50	90.00
Sub total	<u>0.00</u>	<u>53.50</u>	<u>0.00</u>	<u>53.50</u>	<u>90.00</u>
Organizational Expenses					
Volunteers and Interns	252.06	120.17	318.11	690.34	1,000.00
Community Outreach	1,011.85	370.75	16.60	1,399.20	2,000.00
Web Hosting	0.00	162.00	32.36	194.36	120.00
Miscellaneous	0.00	300.00	0.00	300.00	0.00
Sub total	<u>1,263.91</u>	<u>952.92</u>	<u>367.07</u>	<u>2,583.90</u>	<u>3,120.00</u>
Professional Development					
Conference Fees	47.00	0.00	0.00	47.00	1,000.00
Dues and Subscriptions	0.00	0.00	0.00	0.00	500.00
Training	0.00	0.00	0.00	0.00	1,000.00
Travel	0.00	0.00	0.00	0.00	250.00
Sub total	<u>47.00</u>	<u>0.00</u>	<u>0.00</u>	<u>47.00</u>	<u>2,750.00</u>
Professional Services					
Certified Public Accountant	0.00	3,500.00	0.00	3,500.00	2,500.00
Bookkeeping	210.00	0.00	232.00	442.00	1,000.00
Sub total	<u>210.00</u>	<u>3,500.00</u>	<u>232.00</u>	<u>3,942.00</u>	<u>3,500.00</u>
Supplies					
I.T. Supplies	84.67	55.58	5.97	146.22	600.00
Office Supplies	201.86	132.96	170.98	505.80	600.00
Postage	0.49	31.75	9.80	42.04	100.00
Production Supplies	56.17	194.47	2,230.04	2,480.68	1,000.00
Sub total	<u>343.19</u>	<u>414.76</u>	<u>2,416.79</u>	<u>3,174.74</u>	<u>2,300.00</u>
TOTAL EXPENSES	37,024.08	48,998.51	53,701.78	139,724.37	181,430.00
Amount of net gain or deficit	8,189.66	-4,349.39	-8,344.28	-4,504.01	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>Q3 P&L</u> <u>Jan/16 - Mar/16</u>	<u>YTD</u> <u>Jul/15 - Dec/15</u>
<u>Income</u>				
Fundraising - Donations	1,145.00	1,142.18	1,136.21	3,423.39
Bank Interest	6.55	7.23	9.94	23.72
TOTAL REVENUE	<u>1,151.55</u>	<u>1,149.41</u>	<u>1,146.15</u>	<u>3,447.11</u>
<u>Expenses</u>				
Miscellaneous				
Scholarships	500.00	0.00	0.00	500.00
TOTAL EXPENSES	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
Amount of net gain or deficit	651.55	1,149.41	1,146.15	2,947.11

BCAT FY 2016 Cash Accounts vs. end of FY2015

	<u>June 30, 2015</u>	<u>Sept 30, 2015</u>	<u>Dec 31, 2015</u>	<u>Mar 31, 2016</u>
BCAT Cash Account Balances				
Current Cash Assets				
Checking/Savings				
1001 · Middlesex Checking	15,689.93	7,629.12	3,205.38	4,917.73
1011 · Middlesex Savings	25,288.12	27,039.01	28,188.42	19,334.57
1020 · BCAT Petty Cash	<u>17.78</u>	<u>60.54</u>	<u>134.89</u>	<u>78.26</u>
Total Cash Assets	<u>40,995.83</u>	<u>34,728.67</u>	<u>31,528.69</u>	<u>24,330.56</u>
Allocation of BCAT Cash Balance Total				
BTV Operations - Bedford PEG				
Access Contract (see note 1)	15,108.37	8,189.66	3,840.27	-4,504.01
BCAT Reserve from Donations &				
Other Income	<u>25,887.46</u>	<u>26,539.01</u>	<u>27,688.42</u>	<u>28,834.57</u>
TOTAL	<u>40,995.83</u>	<u>34,728.67</u>	<u>31,528.69</u>	<u>24,330.56</u>

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

Figure 1 – FY 2016 Q3 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q3 of FY 2016 and added to the Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

1/26/2016 – Shure X2U XLR-to-USB Signal Adapter - \$111.08

Q3 – Summary of Activities

In the third 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 205 new shows, representing 169 hours of new content. Of these programs, 175 of them were locally produced, for a total of 146 hours of content. Additionally, 44 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT’s YouTube channel “bedfordtvma.” In Q3 of FY 16, the Bedford TV YouTube channel had 73,234 views representing a total of 356,322 minutes of programming watched. The channel also gained 318 subscribers, bringing the total number of subscribers to 2,818.

BCAT also continued to train a wide variety of groups in Q3 of FY16. In January, BCAT held a four-week session of “Intro to Video Production” through Bedford Youth and Family Services. This after-school class consisted of six 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 a four-week Documentary Film Production class with five students. These students studied different documentary styles and each produced a behind-the-scenes at Bedford TV video and are currently working with the Lane School to do a “Day-in-the-Life at Lane School” video.

BCAT also worked closely with the VA Hospital on their annual Creative Arts Festival. BCAT covered both the spoken word and music showcases at the hospital and then invited the winners of these contests into the studio to record their performances to use as entries in the national VA Creative Arts Festival.

Q3 - 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 Q3. It was noted in previous reports that BCAT's video server, a Tightrope Media Systems SX-4, was no longer covered under a service contract but a replacement server was installed on April 26th, 2016.

Q3- Video and Audio Signal Quality Report

There were intermittent issues with the Comcast modulators resulting in small periods of downtime. These modulators have since been replaced with a digital modulator and marked as surplus.