

**QUARTERLY REPORT**

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

**FY 2016 QUARTER 4**

**Period of Performance: April 1, 2016 – June 30, 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	Q4 P&L Apr/16 - Jun/16	YTD Jul/15 - Jun/16	Budget Jul/15 - Jun/16
<u>Income</u>						
Town PEG support revenue	45,107.50	44,250.00	45,107.50	45,107.50	179,572.50	180,430.00
Program Revenue	0.00	300.00	250.00	550.00	1,100.00	500.00
DVD Sales	106.24	99.12	0.00	2,380.91	2,586.27	500.00
<b>TOTAL REVENUE</b>	<b>45,213.74</b>	<b>44,649.12</b>	<b>45,357.50</b>	<b>48,038.41</b>	<b>183,258.77</b>	<b>181,430.00</b>
<u>Expenses</u>						
<u>Labor</u>						
Employee Wages	26,470.00	31,696.00	31,696.00	26,547.20	116,409.20	117,670.00
Employee Health Insurance	1,161.72	1,161.72	1,214.62	0.00	3,538.06	4,600.00
Payroll Taxes	2,126.89	2,968.30	8,422.38	2,982.55	16,500.12	11,500.00
Payroll Service Charges	307.84	442.20	470.20	240.30	1,460.54	1,500.00
Contract/Freelance Labor	3,407.50	6,627.25	4,480.50	9,398.25	23,913.50	16,500.00
Sub total	<b>33,473.95</b>	<b>42,895.47</b>	<b>46,283.70</b>	<b>39,168.30</b>	<b>161,821.42</b>	<b>151,770.00</b>
<u>Equipment</u>						
Non-capital equipment purchases	442.41	276.99	111.08	0.00	830.48	3,500.00
Equipment repair	135.00	0.00	0.00	0.00	135.00	2,000.00
Sub total	<b>577.41</b>	<b>276.99</b>	<b>111.08</b>	<b>0.00</b>	<b>965.48</b>	<b>5,500.00</b>
<u>Facility</u>						
Internet/phone	808.62	539.24	1,057.98	707.99	3,113.83	3,300.00
Custodial/Cleaning	300.00	350.00	350.00	300.00	1,300.00	1,700.00
Studio & Sets Maintenance	0.00	15.63	130.16	7.25	153.04	300.00
Sub total	<b>1,108.62</b>	<b>904.87</b>	<b>1,538.14</b>	<b>1,015.24</b>	<b>4,566.87</b>	<b>5,300.00</b>
<u>Insurance</u>						
Worker's Comp Insurance	0.00	0.00	388.00	227.00	615.00	500.00
Commercial General Liability Ins.	0.00	0.00	2,365.00	0.00	2,365.00	3,000.00
Media Directors, Officers	0.00	0.00	0.00	3,880.00	3,880.00	3,600.00
Sub total	<b>0.00</b>	<b>0.00</b>	<b>2,753.00</b>	<b>4,107.00</b>	<b>6,860.00</b>	<b>7,100.00</b>

**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	Q4 P&L Apr/16 - Jun/16	YTD Jul/15 - Jun/16	Budget Jul/15 - Jun/16
<b>Government Fees</b>						
MA form PC	0.00	53.50	0.00	0.00	53.50	90.00
Sub total	0.00	53.50	0.00	0.00	53.50	90.00
<b>Organizational Expenses</b>						
Volunteers and Interns	252.06	120.17	318.11	350.66	1,041.00	1,000.00
Community Outreach	1,011.85	370.75	16.60	128.88	1,528.08	2,000.00
Web Hosting	0.00	162.00	32.36	0.00	194.36	120.00
Miscellaneous	0.00	300.00	0.00	0.00	300.00	0.00
Sub total	1,263.91	952.92	367.07	479.54	3,063.44	3,120.00
<b>Professional Development</b>						
Conference Fees	47.00	0.00	0.00	0.00	47.00	1,000.00
Dues and Subscriptions	0.00	0.00	0.00	140.00	140.00	500.00
Training	0.00	0.00	0.00	0.00	0.00	1,000.00
Travel	0.00	0.00	0.00	0.00	0.00	250.00
Sub total	47.00	0.00	0.00	140.00	187.00	2,750.00
<b>Professional Services</b>						
Certified Public Accountant	0.00	3,500.00	0.00	0.00	3,500.00	2,500.00
Bookkeeping	210.00	0.00	232.00	232.00	674.00	1,000.00
Sub total	210.00	3,500.00	232.00	232.00	4,174.00	3,500.00
<b>Supplies</b>						
I.T. Supplies	84.67	55.58	5.97	127.96	274.18	600.00
Office Supplies	201.86	132.96	170.98	49.38	555.18	600.00
Postage	0.49	31.75	9.80	73.70	115.74	100.00
Production Supplies	56.17	194.47	2,230.04	540.48	3,021.16	1,000.00
Sub total	343.19	414.76	2,416.79	791.52	3,966.26	2,300.00
<b>TOTAL EXPENSES</b>	37,024.08	48,998.51	53,701.78	45,933.60	185,657.97	181,430.00
<b>Amount of net gain or deficit</b>	8,189.66	-4,349.39	-8,344.28	2,104.81	-2,399.20	0.00

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

	<u>Q1 P&amp;L</u> <u>Jul/15 - Sep/15</u>	<u>Q2 P&amp;L</u> <u>Oct/15 - Dec/15</u>	<u>Q3 P&amp;L</u> <u>Jan/16 - Mar/16</u>	<u>Q4 P&amp;L</u> <u>Apr/16 - Jun/16</u>	<u>YTD</u> <u>Jul/15 - Jun/16</u>
<b><u>Income</u></b>					
Fundraising - Donations	1,145.00	1,142.18	1,136.21	526.35	3,949.74
Bank Interest	6.55	7.23	9.94	10.63	34.35
<b>TOTAL REVENUE</b>	<b>1,151.55</b>	<b>1,149.41</b>	<b>1,146.15</b>	<b>536.98</b>	<b>3,984.09</b>
<b><u>Expenses</u></b>					
Miscellaneous					
Scholarships	500.00	0.00	0.00	0.00	500.00
<b>TOTAL EXPENSES</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Amount of net gain or deficit</b>	<b>651.55</b>	<b>1,149.41</b>	<b>1,146.15</b>	<b>536.98</b>	<b>3,484.09</b>

## 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>	<u>June 30, 2016</u>
<b>BCAT Cash Account Balances</b>					
<b>Current Cash Assets</b>					
<b>Checking/Savings</b>					
1001 · Middlesex Checking	15,689.93	7,629.12	3,205.38	4,917.73	1,950.12
1011 · Middlesex Savings	25,288.12	27,039.01	28,188.42	19,334.57	24,871.55
1020 · BCAT Petty Cash	<u>17.78</u>	<u>60.54</u>	<u>134.89</u>	<u>78.26</u>	<u>150.68</u>
<b>Total Cash Assets</b>	<u>40,995.83</u>	<u>34,728.67</u>	<u>31,528.69</u>	<u>24,330.56</u>	<u>26,972.35</u>
<b>Allocation of BCAT Cash Balance Total</b>					
<b>BTV Operations - Bedford PEG</b>					
Access Contract (see note 1)	15,108.37	8,189.66	3,840.27	-4,504.01	-2,399.20
<b>BCAT Reserve from Donations &amp; Other Income</b>					
<b>TOTAL</b>	<u>25,887.46</u>	<u>26,539.01</u>	<u>27,688.42</u>	<u>28,834.57</u>	<u>29,371.55</u>
	<u>40,995.83</u>	<u>34,728.67</u>	<u>31,528.69</u>	<u>24,330.56</u>	<u>26,972.35</u>

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

Figure 1 - FY 2016 Q4 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q4 of FY 2016 and added to the Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

There were no equipment purchases made during Q4 of FY16 to be added to the Town-owned Equipment List.

**Q4 - Summary of Activities**

In the fourth 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 213 new shows, representing 193 hours of new content. Of these programs, 186 of them were locally produced, for a total of 179 hours of content. Additionally, 46 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT's YouTube channel "bedfordtvma." In Q4 of FY 16, the Bedford TV YouTube channel had 74,154 views representing a total of 368,431 minutes of programming watched. The channel also gained 327 subscribers, bringing the total number of subscribers to 3,145.

BCAT also continued to train a wide variety of groups in Q4 of FY16. In May, BCAT held a four-week session of "Advanced Video Production" through Bedford Youth and Family Services. This after-school class consisted of six students from John Glenn Middle School. The students built on the knowledge of studio production, field production, and post-production that they learned when they took "Intro to Video Production" earlier in the year.

BCAT continued to produce a wide variety of programming this quarter including the Bedford High School Graduation, which was streamed live on the Bedford TV YouTube channel using equipment at the Tsongas Center. With only an hour of promotion before the stream started, it was viewed live by 523 people.

**Q4 - 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 Q4.

## **Q4- Video and Audio Signal Quality Report**

In mid-April, we had audio issues with Verizon channel 38; audio was silent at times and distorted at others. We received a number of complaints about this issue. After determining that the problem was likely downstream from the control room at Old Town Hall, we contacted Verizon but had difficulty getting a technician to look at the problem due to the strike of Verizon workers. The problem was fixed after a week and we did receive a follow up call from Verizon technicians after the end of the strike. However, while the issue was being resolved, we did receive many calls from our viewers who were disappointed with the outage.