

**QUARTERLY REPORT**

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

FY 2015 QUARTER 4

Period of Performance: April 1, 2015 – June 30, 2015

SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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Bedford Community Access Television  
 FY 2015 Peg Access P&L vs. Budget  
 July 2014 through June 2015

	Q1 P&L Jul/14 - Sep/14	Q2 P&L Oct/14 - Dec/14	Q3 P&L Jan/15 - Mar/15	Q4 P&L Apr/15 - Jun/15	YTD Jul/14 - Jun/15	Budget Jul/14 - Jun/15
<b>Income</b>						
Town PEG support revenue	44,250.00	44,250.00	44,250.00	44,250.00	177,000.00	177,000.00
Program Revenue	457.50	250.00	0.00	300.00	1,007.50	
DVD Sales	164.00	214.19	0.00	1,604.81	1,983.00	
Bank Interest (Note 1)	16.03				16.03	
<b>TOTAL REVENUE</b>	<b>44,887.53</b>	<b>44,714.19</b>	<b>44,250.00</b>	<b>46,154.81</b>	<b>180,006.53</b>	<b>177,000.00</b>
<b>Expenses</b>						
<b>Labor</b>						
Employee Wages	21,714.75	30,358.00	25,194.00	30,758.00	108,024.75	110,320.00
Employee Health Insurance	1,171.55	1,046.55	1,084.94	1,286.72	4,589.76	5,500.00
Payroll Taxes	1,742.86	2,432.10	3,434.02	2,648.57	10,257.55	11,000.00
Payroll Service Charges	286.36	438.20	407.58	351.20	1,483.34	1,000.00
Contract/Freelance Labor	2,090.50	4,005.00	2,809.75	4,256.50	13,161.75	16,000.00
Sub total	27,006.02	38,279.85	32,930.29	39,300.99	137,517.15	143,820.00
<b>Equipment</b>						
Non-capital equipment purchases	753.73	225.26	0.00	1,194.22	2,173.21	2,500.00
Equipment repair	0.00	513.13	135.00	0.00	648.13	4,000.00
Sub total	753.73	738.39	135.00	1,194.22	2,821.34	6,500.00
<b>Facility</b>						
Internet/phone	805.17	805.28	806.28	807.51	3,224.24	3,300.00
Custodial/Cleaning	400.00	300.00	350.00	300.00	1,350.00	1,700.00
Studio & Sets Maintenance	105.69	0.00	0.00	0.00	105.69	1,000.00
Sub total	1,310.86	1,105.28	1,156.28	1,107.51	4,679.93	6,000.00
<b>Insurance</b>						
Worker's Comp Insurance	0.00	0.00	382.00	186.00	568.00	600.00
Commercial General Liability Ins.	0.00	0.00	2,534.00	0.00	2,534.00	3,600.00
Media Directors, Officers	0.00	0.00	0.00	3,600.00	3,600.00	3,000.00
Sub total	0.00	0.00	2,916.00	3,786.00	6,702.00	7,200.00

Bedford Community Access Television  
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 July 2014 through June 2015

	Q1 P&L Jul/14 - Sep/14	Q2 P&L Oct/14 - Dec/14	Q3 P&L Jan/15 - Mar/15	Q4 P&L Apr/15 - Jun/15	YTD Jul/14 - Jun/15	Budget Jul/14 - Jun/15
Government Fees						
MA form PC	70.00	18.50	0.00	83.00	171.50	70.00
Sub total	70.00	18.50	0.00	83.00	171.50	70.00
Organizational Expenses						
Volunteers and Interns	253.50	178.80	245.00	169.11	846.41	1,800.00
P.O. Box Fee	0.00	0.00	-2.00	0.00	-2.00	120.00
Community Outreach	525.11	686.92	14.98	528.04	1,755.05	2,000.00
Web Hosting	0.00	0.00	26.99	0.00	26.99	120.00
Miscellaneous	75.00	17.73	0.00	0.00	92.73	
Sub total	853.61	883.45	284.97	697.15	2,719.18	4,040.00
Professional Development						
Conference Fees	800.00	0.00	25.00	0.00	825.00	1,000.00
Dues and Subscriptions	125.00	183.00	0.00	440.00	748.00	500.00
Training					0.00	
Travel	1,602.20	0.00	0.00	5.50	1,607.70	1,500.00
Sub total	2,527.20	183.00	25.00	445.50	3,180.70	3,000.00
Professional Services						
Certified Public Accountant	0.00	0.00	1,543.00	1,750.00	3,293.00	2,500.00
Bookkeeping	175.00	0.00	220.50	210.00	605.50	1,200.00
Sub total	175.00	0.00	1,763.50	1,960.00	3,898.50	3,700.00
Supplies						
I.T. Supplies	83.94	26.80	156.16	343.19	610.09	700.00
Office Supplies	121.34	200.79	85.81	488.90	896.84	700.00
Postage	4.64	26.42	12.20	79.63	122.89	350.00
Production Supplies	106.87	141.02	868.93	461.22	1,578.04	920.00
Sub total	316.79	395.03	1,123.10	1,372.94	3,207.86	2,670.00
<b>TOTAL EXPENSES</b>	<b>33,013.21</b>	<b>41,603.50</b>	<b>40,334.14</b>	<b>49,947.31</b>	<b>164,898.16</b>	<b>177,000.00</b>
<b>Amount of net gain or deficit</b>	<b>11,874.32</b>	<b>3,110.69</b>	<b>3,915.86</b>	<b>-3,792.50</b>	<b>15,108.37</b>	<b>0.00</b>

Note 1 - June 2014 interest posted to savings account after June 30th

**Bedford Community Access Television**  
**FY 2015 Reserve Fund P&L**  
 July 2014 through June 2015

	<u>Q1 P&amp;L</u> <u>Jul/14 - Sep/14</u>	<u>Q2 P&amp;L</u> <u>Oct/14 - Dec/14</u>	<u>Q3 P&amp;L</u> <u>Jan/15 - Mar/15</u>	<u>Q4 P&amp;L</u> <u>Apr/15 - Jun/15</u>	<u>YTD</u> <u>Jul/14 - Jun/15</u>
<b>Income</b>					
Fundraising - Donations	325.00	1,125.00	325.00	450.00	2,225.00
Bank Interest	4.35	2.56	4.15	6.54	17.60
<b>TOTAL REVENUE</b>	<b>329.35</b>	<b>1,127.56</b>	<b>329.15</b>	<b>456.54</b>	<b>2,242.60</b>
<b>Expenses</b>					
Miscellaneous					
Scholarships	1,000.00	0.00	0.00	500.00	1,500.00
<b>TOTAL EXPENSES</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>1,500.00</b>
<b>Amount of net gain or deficit</b>	<b>-670.65</b>	<b>1,127.56</b>	<b>329.15</b>	<b>-43.46</b>	<b>742.60</b>

## BCAT FY 2015 Cash Accounts

	<u>Sep 30, 2014</u>	<u>Dec 31, 2014</u>	<u>Mar 31, 2015</u>	<u>Jun 30, 2015</u>
<b>BCAT Cash Account Balances</b>				
<b>Current Cash Assets</b>				
<b>Checking/Savings</b>				
1001 · Middlesex Checking	11,787.68	14,872.58	18,790.89	15,683.44
1011 · Middlesex Savings	24,499.38	25,629.12	25,958.27	25,288.12
1020 · BCAT Petty Cash	57.10	82.89	73.95	17.78
<b>Total Cash Assets</b>	<u>36,344.16</u>	<u>40,584.59</u>	<u>44,823.11</u>	<u>40,989.34</u>
<b>Allocation of BCAT Cash Balance Total</b>				
<b>BTV Operations - Bedford PEG   Access Contract</b>	11,860.81	14,973.68	18,883.05	15,092.74
<b>BCAT Reserve from Donations &amp;   Other Income</b>	24,483.35	25,610.91	25,940.06	25,896.60
<b>TOTAL</b>	<u>36,344.16</u>	<u>40,584.59</u>	<u>44,823.11</u>	<u>40,989.34</u>

Figure 1 – FY 2015 Q4 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q4 of FY 2015 and added to the  
Town-owned Equipment List  
[Section 9.1(b)(iv) of contract]**

- 4/27/2015 – Beachtek DXA-2T Dual XLR Adapter - \$179
- 4/27/2015 – Bromwell 1/4-20” Tripod Plate - \$35.22
- 4/27/2015 – Shure MX183 Omnidirectional Wired Lavalier Mic - \$185
- 4/28/2015 – Pyle Pro PCT40 12 in One Cable Tester - \$32.99
- 5/11/2015 – Canon HF R500 HD Flash Camcorder - \$269.00
- 5/21/2015 – Impact 15 LB Sandbag x 3 – 21.95 each
- 5/21/2015 – Impact 8’ Air Cushion 4 Section Light Stand x 3 – 32.95 each
- 5/21/2015 – Magnus VT-4000 Tripod w/2 Way Fluid Head - \$159.95
- 5/21/2015 – Manfrotto Quick Release Plate ¼” - \$23.43
- 6/30/2015 – Cyber Acoustics 3-PC Subwoofer/Satellite System - \$39.95
- 6/30/2015 – Pyle Pro PHA40 4 Channel Headphone Amplifier - \$14.99
- 6/30/2015 – Senal SMH-1000 Studio Monitor Headphones – \$89.99

## **Q4 - Summary of Activities**

In the fourth quarter of fiscal year 2015, 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 213 new shows, representing 194 hours of new content. Of these programs 199 of them were locally produced for a total of 186 hours of content. Additionally, 39 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 15, the Bedford TV YouTube channel had 66,152 views representing a total of 327,471 minutes of programming watched. The channel also gained 342 subscribers, bringing the total number of subscribers to 1,868.

BCAT also continued to train a wide variety of groups in Q4 of FY15. This quarter, BCAT continued its involvement at Bedford High School by teaching a Broadcast Journalism course and having a club called "The Blue Review" that meets every third day during X-Block. Additionally, BCAT offered training to members in studio production, field production, and post-production.

This quarter, BCAT also held its Annual Membership Meeting and held a party that night to celebrate the work of our volunteers. At that party, BCAT gave two scholarships to graduating BHS students. The first went to senior Meghan Ryan. In each of her four years at BHS, Meg worked behind the scenes on BHS Live, the daily morning show. The second scholarship went to Danae Bucci. Danae took the Broadcast Journalism course two times during her four years and covered numerous school events.



**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. However, it should be noted that BCAT's videosever, a Tightrope Media Systems SX-4, is no longer covered under a service contract and a replacement has been requested for Q1 FY16.

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

There were no complaints about poor or irregular video or audio signals in Q4.