

QUARTERLY REPORT

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

FY 2015 QUARTER 3

Period of Performance: January 1, 2015 – March 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 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	YTD Jul/14 - Mar/15	Budget Jul/14 - Jun/15
Income					
Town PEG support revenue	\$ 44,250.00	\$ 44,250.00	\$ 44,250.00	\$ 132,750.00	\$ 177,000.00
Program Revenue	\$ 457.50	\$ 250.00	\$ 0.00	\$ 707.50	
DVD Sales	\$ 164.00	\$ 214.19	\$ 0.00	\$ 378.19	
Bank Interest (Note 1)	\$ 16.03			\$ 16.03	
TOTAL REVENUE	\$ 44,887.53	\$ 44,714.19	\$ 44,250.00	\$ 133,851.72	\$ 177,000.00
Expenses					
Labor					
Employee Wages	\$ 21,714.75	\$ 30,358.00	\$ 25,194.00	\$ 77,266.75	\$ 110,320.00
Employee Health Insurance	\$ 1,171.55	\$ 1,046.55	\$ 1,084.94	\$ 3,303.04	\$ 5,500.00
Payroll Taxes	\$ 1,742.86	\$ 2,432.10	\$ 3,434.02	\$ 7,608.98	\$ 11,000.00
Payroll Service Charges	\$ 286.36	\$ 438.20	\$ 407.58	\$ 1,132.14	\$ 1,000.00
Contract/Freelance Labor	\$ 2,090.50	\$ 4,005.00	\$ 2,809.75	\$ 8,905.25	\$ 16,000.00
Sub total	\$ 27,006.02	\$ 38,279.85	\$ 32,930.29	\$ 98,216.16	\$ 143,820.00
Equipment					
Non-capital equipment purchases	\$ 753.73	\$ 225.26	\$ 0.00	\$ 978.99	\$ 2,500.00
Equipment repair	\$ 0.00	\$ 513.13	\$ 135.00	\$ 648.13	\$ 4,000.00
Sub total	\$ 753.73	\$ 738.39	\$ 135.00	\$ 1,627.12	\$ 6,500.00
Facility					
Internet/phone	\$ 805.17	\$ 805.28	\$ 806.28	\$ 2,416.73	\$ 3,300.00
Custodial/Cleaning	\$ 400.00	\$ 300.00	\$ 350.00	\$ 1,050.00	\$ 1,700.00
Studio & Sets Maintenance	\$ 105.69	\$ 0.00	\$ 0.00	\$ 105.69	\$ 1,000.00
Sub total	\$ 1,310.86	\$ 1,105.28	\$ 1,156.28	\$ 3,572.42	\$ 6,000.00
Insurance					
Worker's Comp Insurance	\$ 0.00	\$ 0.00	\$ 382.00	\$ 382.00	\$ 600.00
Commercial General Liability Ins.	\$ 0.00	\$ 0.00	\$ 2,534.00	\$ 2,534.00	\$ 3,600.00
Media Directors, Officers	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00
Sub total	\$ 0.00	\$ 0.00	\$ 2,916.00	\$ 2,916.00	\$ 7,200.00

Government Fees					
MA form PC	\$ 70.00	\$ 18.50	\$ 0.00	\$ 88.50	\$ 70.00
Sub total	\$ 70.00	\$ 18.50	\$ 0.00	\$ 88.50	\$ 70.00
Organizational Expenses					
Volunteers and Interns	\$ 253.50	\$ 178.80	\$ 245.00	\$ 677.30	\$ 1,800.00
P.O. Box Fee	\$ 0.00	\$ 0.00	-\$ 2.00	-\$ 2.00	\$ 120.00
Community Outreach	\$ 525.11	\$ 686.92	\$ 14.98	\$ 1,227.01	\$ 2,000.00
Web Hosting	\$ 0.00	\$ 0.00	\$ 26.99	\$ 26.99	\$ 120.00
Miscellaneous	\$ 75.00	\$ 17.73	\$ 0.00	\$ 92.73	
Sub total	\$ 853.61	\$ 883.45	\$ 284.97	\$ 2,022.03	\$ 4,040.00
Professional Development					
Conference Fees	\$ 800.00	\$ 0.00	\$ 25.00	\$ 825.00	\$ 1,000.00
Dues and Subscriptions	\$ 125.00	\$ 183.00	\$ 0.00	\$ 308.00	\$ 500.00
Training				\$ 0.00	
Travel	\$ 1,602.20	\$ 0.00	\$ 0.00	\$ 1,602.20	\$ 1,500.00
Sub total	\$ 2,527.20	\$ 183.00	\$ 25.00	\$ 2,735.20	\$ 3,000.00
Professional Services					
Certified Public Accountant	\$ 0.00	\$ 0.00	\$ 1,543.00	\$ 1,543.00	\$ 2,500.00
Bookkeeping	\$ 175.00	\$ 0.00	\$ 220.50	\$ 395.50	\$ 1,200.00
Sub total	\$ 175.00	\$ 0.00	\$ 1,763.50	\$ 1,938.50	\$ 3,700.00
Supplies					
I.T. Supplies	\$ 83.94	\$ 26.80	\$ 156.16	\$ 266.90	\$ 700.00
Office Supplies	\$ 121.34	\$ 200.79	\$ 85.81	\$ 407.94	\$ 700.00
Postage	\$ 4.64	\$ 26.42	\$ 12.20	\$ 43.26	\$ 350.00
Production Supplies	\$ 106.87	\$ 141.02	\$ 868.93	\$ 1,116.82	\$ 920.00
Sub total	\$ 316.79	\$ 395.03	\$ 1,123.10	\$ 1,834.92	\$ 2,670.00
TOTAL EXPENSES	\$ 33,013.21	\$ 41,603.50	\$ 40,334.14	\$ 114,950.85	\$ 177,000.00
Amount of net gain or deficit	\$ 11,874.32	\$ 3,110.69	\$ 3,915.86	\$ 18,900.87	\$ 0.00

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&L</u> <u>Jul/14 - Sep/14</u>	<u>Q2 P&L</u> <u>Oct/14 - Dec/14</u>	<u>Q3 P&L</u> <u>Jan/15 - Mar/15</u>	<u>YTD</u> <u>Jul/14 - Dec/14</u>
Income				
Fundraising - Donations	\$ 325.00	\$ 1,125.00	\$ 325.00	\$ 1,775.00
Bank Interest	\$ 4.35	\$ 2.56	\$ 4.15	\$ 11.06
TOTAL REVENUE	\$ 329.35	\$ 1,127.56	\$ 329.15	\$ 1,786.06
Expenses				
Miscellaneous				
Scholarships	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
TOTAL EXPENSES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
Amount of net gain or deficit	-\$ 670.65	\$ 1,127.56	\$ 329.15	\$ 786.06

BCAT FY 2015 Cash Accounts

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

Figure 1 – FY 2015 Q3 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q3 of FY 2015 and added to the
Town-owned Equipment List
[Section 9.1(b)(iv) of contract]**

2/18/2015 – Kingston HyperX 3K 240GB SATA III MLC Internal Solid State Drive (SSD) Stand-
Alone Drive (Hard Drive for Studio Recording) – 129.99

Q3 – Summary of Activities

In the third 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 214 new shows, representing 179 hours of new content. Of these programs 170 of them were locally produced for a total of 160 hours of content. Additionally, 34 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 15, the Bedford TV YouTube channel had 69,623 views representing a total of 331,921 minutes of programming watched. The channel also gained 326 subscribers, bringing the total number of subscribers to 1584.

BCAT also continued to train a wide variety of groups in Q3 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. In addition to training high school students, BCAT also provided training to adults through a class, “Introduction to Documentary Filmmaking” held through the Recreation Department. This class had three members and students learned basic field shooting and basic editing using Final Cut Pro X in order to produce a five-minute documentary piece of their choosing. BCAT will continue to offer this course, as well as other adult courses going forward, but will bring the sign up process in-house in order to increase our flexibility regarding class offerings and class times. BCAT’s training program was also overhauled as part of the FY16 Annual Plan and the new class offerings are explained below in more detail. These classes will be piloted in Q4 of this year.

Additionally this quarter, BCAT completed the rest of the FY16 Annual Plan, including projected operating and capital budgets. These plans were submitted to the Town of Bedford on April 1st and will be finalized during the final quarter of FY15.

Projected Course Offerings FY16

In FY16, BCAT will be changing the structure of its classes in order to encourage members to learn more about production and become more active volunteers. BCAT will also be introducing a new level of membership, “certified membership”, which recognizes and rewards members who have gone through basic level training in field production, studio production, and post-production.

Certified members will be invited to monthly meetings where there will be guest speakers, opportunities for workshopping show ideas, and additional, more advanced training. To become a certified member, a member must pass the following three courses. Each of these courses will be offered monthly in a group setting or on a one on one basis, if necessary, and will be free of charge. The field production class will also be offered at the meeting places of local organizations to encourage volunteer coverage of events.

Q3 – Summary of Activities (cont.)

Certification Classes

Intro to Studio Production

This two-hour course covers the basics of studio production: camera, audio, and switcher. At the end of the two hour course, students will have an understanding of the field cameras and shot composition, audio set up and monitoring, and basic switching and recording.

Intro to Field Production

This two-hour class covers the basics of setting up a camera, setting up a microphone, and recording footage to an SD card. At the end of this class, students will work through a checklist of what it takes to set up a basic field shoot and will be certified to check out field equipment.

Intro to Post Production

This two-hour class introduces students to the basics of Final Cut Pro X. In this course, students will learn how to bring in footage from an SD card, trim clips, and add titles and music. This class is a prerequisite for more advanced Final Cut courses.

Advanced Classes

Documentary Production (Prerequisites: Intro to Field Production and Intro to Post Production) - Price \$150

This 6-week course will introduce students to a variety of documentary modes and will culminate with the production of a five-minute documentary video of the students' choosing. In this class, students will learn advanced field shooting, advanced Final Cut Pro X, as well as have the opportunity to workshop their ideas with instructors and classmates.

Recording Music Using Sonar X2 (Prerequisite: Studio Production) - Price \$50

This two-night course covers the basics of recording music using Sonar X2 recording software. This class will culminate with the recording of a live music act in the BCAT studio using Sonar X2 and the BCAT studio.

Advanced Post-Production (Prerequisite: Intro to Post Production) - Price \$75

This four-week class will teach students advanced Final Cut Pro X skills and teach the students how to think like an editor. Students will edit pre-existing footage with a focus on putting their personal touch on projects.

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. 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.

Q3 - Video and Audio Signal Quality Report

There were no complaints about poor or irregular video or audio signals in Q3.

The Administrator of Bedford Community Access Television supports Bedford TV and its Board of Directors by managing its contract compliance and non-profit corporation's finances.

Duties and Responsibilities

To support Bedford Community Access Television's contract with the Town of Bedford, the Administrator ensures that Bedford TV complies with the terms of franchise and operating agreements with the Town of Bedford

- Provide accurate annual and quarterly financial and activity reports required in the contract
- Prepare for and participate in the annual PEG Access performance evaluation hearing
- Administer and monitor budgets using responsible fiscal procedures to assure cost-effective operations and purchasing procedures
- Stay informed of industry trends, events, and developments through professional peer contacts in order to facilitate sharing of knowledge and best practices

To support Bedford Community Access Television, a 501 (c) 3 corporation, its staff and Board of Directors

- Manage routine administrative and financial operations of Bedford TV
- Maintain Bedford-TV's books and prepare and deliver invoices and checks; prepare annual operating and capital equipment budgets in collaboration with the Production Director, Bookkeeper and Treasurer
- Work with CPA and Bookkeeper as needed to generate all required 501 (c) 3 governmental, financial and tax filings
- Report to the Board of Directors, describing current activities, accomplishments, potential problem areas.
- Work with the Board to develop, implement or change policies, procedures, long-range plans
- Perform such other duties as from time to time may be assigned by the Chairperson of the Board of Directors

Desirable Education/Experience/Skills

- BA or BS degree, with two to five years supervisory, managerial and/or administrative experience
- Knowledge of fiscal administration and planning; management of nonprofit organizations; experience working effectively with a volunteer Board of Directors, a variety of committees and individuals
- Strong computer skills with proficiency in Microsoft Office, Quicken and/or Quickbooks
- Verbal and written communications skills, for both formal and extemporaneous presentations
- Demonstrated self-confidence and sound judgment sufficient to handle challenges
- Familiarity with the Bedford community

Terms of Employment

Part-time, salaried position, reporting to the Board of Directors, with an annual performance evaluation

This job description should not be construed to imply that these requirements are the exclusive standards for the position. Additional duties and responsibilities may be assigned. Employees will follow any other instructions and perform other related duties as may be required to fulfill all job responsibilities and the mission of the organization. The Board reserves the right to waive any requirements contained in this job description.