

QUARTERLY REPORT

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

FY 2017 QUARTER 1

Period of Performance: July 1, 2016 – September 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 2017 Peg Access P & L vs. Budget
July 2016 through June 2017**

	Q1 P & L July/16 - Sept/16	BCAT Budget July/16 - Jun/17
<u>Income — Operations</u>		
Franchise Revenue	\$45,107.50	\$190,805.00
Class Revenue	\$0.00	\$1,000.00
DVD & Tape Copies	\$52.17	\$1,500.00
Total Income — Operations	\$45,159.67	\$193,305.00
<u>Expense — Operations</u>		
Salaries	\$31,219.34	\$120,330.00
Payroll Taxes	\$3,372.00	\$12,800.00
Total — Salaries +Taxes	\$34,591.34	\$133,130.00
Contract Labor	\$4,186.50	\$30,675.00
Technical Support/Services	\$0.00	\$500.00
Total — Contract Labor	\$4,186.50	\$31,175.00
Facility		
Internet/phone	\$708.12	\$2,832.00
Janitor/Cleaning	\$350.00	\$1,300.00
Studio & Sets	\$0.00	\$300.00
Total — Facility	\$1,058.12	\$4,432.00
Government Fees	\$70.00	\$90.00
Insurance		
Worker's Comp Insurance	\$0.00	\$550.00
Media Directors, Officers	\$0.00	\$3,880.00
General Liability, Commercial	\$0.00	\$2,365.00
Total — Insurance	\$0.00	\$6,795.00
Organizational Expenses		
Volunteer	\$123.91	\$500.00
Miscellaneous	\$0.00	\$300.00
Community Outreach	\$532.76	\$2,000.00
Web Hosting	\$0.00	\$33.00
Student/Intern supplies	\$60.46	\$500.00
Total — Organizational Expenses	\$717.13	\$3,333.00

**Bedford Community Access Television
 FY 2017 Peg Access P & L vs. Budget - Page 2
 July 2016 through June 2017**

	Q1 P & L July/16 - Sept/16	BCAT Budget July/16 - Jun/17
Professional Development		
Conference Fees	\$1,000.00	\$1,000.00
Conference Travel Expenses	\$227.67	\$250.00
Dues and Subscriptions	\$158.00	\$500.00
Professional Development Training	\$0.00	\$1,000.00
Total — Professional Development	\$1,385.67	\$2,750.00
Supplies		
Production Supplies & Expenses	\$82.11	\$1,000.00
Computer (I.T.) Supplies	\$279.33	\$600.00
Office	\$83.77	\$600.00
Postage	\$13.83	\$100.00
Total — Supplies	\$459.04	\$2,300.00
Professional Fees		
CPA	\$3,500.00	\$3,500.00
Bookkeeping	\$232.00	\$700.00
Payroll Service	\$231.00	\$1,600.00
Total — Professional Fees	\$3,963.00	\$5,800.00
Operating Capital		
Office Furniture	\$0.00	\$500.00
Office Equipment	\$107.78	\$500.00
Production Equipment	\$100.45	\$2,500.00
Total — Operating Capital	\$208.23	\$3,500.00
Total Expense — Operations	\$46,639.03	\$193,305.00
Net Income (Loss) from Operations	-\$1,479.36	\$0.00

**Bedford Community Access Television
 FY 2017 Reserve Fund P & L
 July 2016 through June 2017**

	Q1 P & L July/16 - Sept/16
<u>Fundraising Income</u>	
Fundraising	
Donations	\$132.45
Other Fundraising Income	\$0.00
Bank Interest	\$11.09
Total Fundraising Income	\$143.54
<u>Fundraising Expense</u>	
Organizational Expenses	
Scholarships Granted	\$1,500.00
Fundraising Expenses	
Special Events	\$0.00
Total Fundraising Expense	\$1,500.00
Net Income (Loss) from Fundraising	-\$1,356.46

BCAT FY 2017 Cash Accounts vs. End of FY 2016

	June 30, 2016	Sept 30, 2016
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$1,950.12	\$7,071.50
Middlesex Savings	\$24,871.55	\$18,515.09
BCAT Petty Cash	\$150.68	\$91.64
Total Cash Assets	\$26,972.35	\$25,678.23
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Contract	-\$2,399.20	-\$2,336.86
BCAT Reserve from Donations & Other Income	\$29,371.55	\$28,015.09
TOTAL	\$26,972.35	\$25,678.23

Figure 1 – FY 2017 Q1 equipment purchased or acquired [9.1(b)(iv)]

The following equipment purchases were made during Q1 of FY 2017 and added to the Town-owned Equipment List [Section 9.1 (b)(iv) of contract]

7/6/2016 – Amazon - Canon P23-DH V printing calculator - \$23.84

7/22/2016 – Walmart – Haier 2.7 cu. ft. refrigerator - \$83.94

7/22/2016 – B & H Photo – Lens Adaptor (Bello Lens ADA Canon EOS body to Can FD LEN)
- \$31.50

9/15/2016 – B & H Photo – On Air Light - - \$68.95

Q1 – Summary of Activities

In the first quarter of fiscal year 2017, 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 168 new shows, representing 114 hours of new content. Of these programs, 135 of them were locally produced for a total of 91 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 Q1 of FY 17, the Bedford TV YouTube channel had 65,430 views representing a total of 310,663 minutes of programming watched. The channel also gained 328 subscribers, bringing the total number of subscribers to 3,473.

BCAT also continued to train a wide variety of groups in Q1 of FY17. Starting in mid-July, the BCAT summer internship program had four members who worked through August. Three of the interns; Maria Wilson, Gus Wiedey, and Ben Oleksiski were current BHS students and one was a BHS alum and current Boston University student, Lauren Granada. The interns learned every aspect of video production from pre-production through post-production and used their knowledge to help produce local PEG content. BCAT also trained other members in video production, holding two field production, two post-production, and one studio production class.

BCAT also continued to produce a wide variety of programming this quarter, including the first ever studio marathon. This event consisted of 14 hours straight of live video programming from the studio at Old Town Hall. This content aired both on the cable system and live on Youtube. Many volunteers gave their time behind the scenes and in front of the camera and tentative plans are in place to hold another marathon sometime early in 2017.

Q1 - Explanation of difficulties that have interfered with BCAT, Inc.'s performance or obligations under contract agreement

On September 21st, the Tightrope Media Systems (TRMS) SX-2HD Video Server that controls playback for the station started experiencing playback issues which caused programming to not play as scheduled. In working with TRMS, it was determined that there was an issue with the system drive and to fix it, the drive would need to be replaced. This service was covered by the service contract on the machine and was performed at no cost to BCAT. While the server was being repaired, BCAT swapped in a TRMS SX-4 in order to resume playback and minimize down time. The SX-2HD is now repaired and has been working with no issues since its return.

Q1- Video and Audio Signal Quality Report

There were intermittent audio issues with live programming this quarter. After running tests, it was determined that the SDI out feed from the Broadcast Pix MICA switcher was not always embedding audio. Through changing settings within the switcher, this issue has been resolved.