

**QUARTERLY REPORT**

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

**FY 2017 QUARTER 2**

**Period of Performance: October 1, 2016 – December 31, 2016**

**SUBMITTED TO:**

**The Town of Bedford, Massachusetts**

**SUBMITTED BY:**

**Bedford Community Access Television, Inc.**

**Contents of Quarterly Report**

Statement of account balances, funds expended and received  
(compared with amounts previously budgeted) .....3-6

FY 2017 Q2 equipment purchased or acquired [9.1(b)(iv)] ..... 7

Summary of activities .....8

Explanation of difficulties that have interfered with BCAT, Inc.'s  
performance or obligations under contract agreement..... 8

Video and Audio Signal Quality Report [11.1] .....8

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

	<b>Q1 P &amp; L</b> July/16 - Sept/16	<b>Q2 P &amp; L</b> Oct/16 - Dec/16	<b>YTD</b> July/16 - Jun/17	<b>BCAT Budget</b> July/16 - Jun/17
<b><u>Income — Operations</u></b>				
Franchise Revenue	\$45,107.50	\$48,326.25	\$93,433.75	\$190,805.00
Class Revenue	\$0.00	\$400.00	\$400.00	\$1,000.00
DVD & Tape Copies	\$52.17	\$200.00	\$252.17	\$1,500.00
<b>Total Income — Operations</b>	<b>\$45,159.67</b>	<b>\$48,926.25</b>	<b>\$94,085.92</b>	<b>\$193,305.00</b>
<b><u>Expense — Operations</u></b>				
Salaries	\$31,219.34	\$27,396.90	\$58,616.24	\$120,330.00
Payroll Taxes	\$3,372.00	\$2,163.91	\$5,535.91	\$12,800.00
Total — Salaries +Taxes	\$34,591.34	\$29,560.81	\$64,152.15	\$133,130.00
Contract Labor	\$4,186.50	\$6,706.00	\$10,892.50	\$30,675.00
Technical Support/Services	\$0.00	\$0.00	\$0.00	\$500.00
Total — Contract Labor	\$4,186.50	\$6,706.00	\$10,892.50	\$31,175.00
Facility				
Internet/phone	\$708.12	\$708.02	\$1,416.14	\$2,832.00
Janitor/Cleaning	\$350.00	\$350.00	\$700.00	\$1,300.00
Studio & Sets	\$0.00	\$185.38	\$185.38	\$300.00
Total — Facility	\$1,058.12	\$1,243.40	\$2,301.52	\$4,432.00
Government Fees	\$70.00	\$18.50	\$88.50	\$90.00
Insurance				
Worker's Comp Insurance	\$0.00	\$0.00	\$0.00	\$550.00
Media Directors, Officers	\$0.00	\$0.00	\$0.00	\$3,880.00
General Liability, Commercial	\$0.00	\$0.00	\$0.00	\$2,365.00
Total — Insurance	\$0.00	\$0.00	\$0.00	\$6,795.00
Organizational Expenses				
Volunteer	\$123.91	\$78.46	\$202.37	\$500.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$300.00
Community Outreach	\$532.76	\$682.79	\$1,215.55	\$2,000.00
Web Hosting	\$0.00	\$0.00	\$0.00	\$33.00
Student/Intern supplies	\$60.46	\$163.83	\$224.29	\$500.00
Total — Organizational Expenses	\$717.13	\$925.08	\$1,642.21	\$3,333.00

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

	<b>Q1 P &amp; L</b> July/16 - Sept/16	<b>Q2 P &amp; L</b> Oct/16 - Dec/16	<b>YTD</b> July/16 - Jun/17	<b>BCAT Budget</b> July/16 - Jun/17
Professional Development				
Conference Fees	\$1,000.00	\$75.00	\$1,075.00	\$1,000.00
Conference Travel Expenses	\$227.67	\$67.50	\$295.17	\$250.00
Dues and Subscriptions	\$158.00	\$175.00	\$333.00	\$500.00
Professional Development Training	\$0.00	\$169.00	\$169.00	\$1,000.00
<b>Total — Professional Development</b>	<b>\$1,385.67</b>	<b>\$486.50</b>	<b>\$1,872.17</b>	<b>\$2,750.00</b>
Supplies				
Production Supplies & Expenses	\$82.11	\$618.61	\$700.72	\$1,000.00
Computer (I.T.) Supplies	\$279.33	\$5.97	\$285.30	\$600.00
Office	\$83.77	\$161.25	\$245.02	\$600.00
Postage	\$13.83	\$12.23	\$26.06	\$100.00
<b>Total — Supplies</b>	<b>\$459.04</b>	<b>\$798.06</b>	<b>\$1,257.10</b>	<b>\$2,300.00</b>
Professional Fees				
CPA	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
Bookkeeping	\$232.00	\$232.00	\$464.00	\$700.00
Payroll Service	\$231.00	\$231.00	\$462.00	\$1,600.00
<b>Total — Professional Fees</b>	<b>\$3,963.00</b>	<b>\$463.00</b>	<b>\$4,426.00</b>	<b>\$5,800.00</b>
Operating Capital				
Office Furniture	\$0.00	\$39.99	\$39.99	\$500.00
Office Equipment	\$107.78	\$119.77	\$227.55	\$500.00
Production Equipment	\$100.45	\$468.88	\$569.33	\$2,500.00
<b>Total — Operating Capital</b>	<b>\$208.23</b>	<b>\$628.64</b>	<b>\$836.87</b>	<b>\$3,500.00</b>
<b>Total Expense — Operations</b>	<b>\$46,639.03</b>	<b>\$40,829.99</b>	<b>\$87,469.02</b>	<b>\$193,305.00</b>
<b>Net Income (Loss) from Operations</b>	<b>-\$1,479.36</b>	<b>\$8,096.26</b>	<b>\$6,616.90</b>	<b>\$0.00</b>

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

	<b>Q1 P &amp; L</b> July/16 - Sept/16	<b>Q2 P &amp; L</b> Oct/16 - Dec/16	<b>YTD</b> July/16 - Jun/17
<b><u>Fundraising Income</u></b>			
Fundraising			
Donations	\$132.45	\$599.21	\$731.66
Other Fundraising Income	\$0.00	\$0.00	\$0.00
Bank Interest	\$11.09	\$11.19	\$22.28
<b>Total Fundraising Income</b>	<b>\$143.54</b>	<b>\$610.40</b>	<b>\$753.94</b>
<b><u>Fundraising Expense</u></b>			
Organizational Expenses			
Scholarships Granted	\$1,500.00	\$0.00	\$1,500.00
Fundraising Expenses			
Special Events	\$0.00	\$0.00	\$0.00
<b>Total Fundraising Expense</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>Net Income (Loss) from Fundraising</b>	<b>-\$1,356.46</b>	<b>\$610.40</b>	<b>-\$746.06</b>

**BCAT FY 2017 Cash Accounts vs. End of FY 2016**

	<b>June 30, 2016</b>	<b>Sept 30, 2016</b>	<b>Dec 31, 2016</b>
<b><u>BCAT Cash Account Balances</u></b>			
Current Cash Assets			
<b><u>Checking/Savings</u></b>			
Middlesex Checking	\$1,950.12	\$7,071.50	\$10,182.26
Middlesex Savings	\$24,871.55	\$18,515.09	\$24,125.49
BCAT Petty Cash	\$150.68	\$91.64	\$77.14
<b>Total Cash Assets</b>	<b>\$26,972.35</b>	<b>\$25,678.23</b>	<b>\$34,384.89</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>			
BTV Operations - Bedford PEG Access Contract	-\$2,399.20	-\$2,336.86	\$5,759.40
BCAT Reserve from Donations & Other Income	\$29,371.55	\$28,015.09	\$28,625.49
<b>TOTAL</b>	<b>\$26,972.35</b>	<b>\$25,678.23</b>	<b>\$34,384.89</b>

Figure 1 – FY 2017 Q2 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q2 of FY 2017 and added to the Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

10/6/2016 – Bed, Bath, & Beyond – Simple Human 50L garbage can - \$39.99

10/13/2016 – Amazon – HP OfficeJet Pro 8710 Wireless All-in-One Printer - \$109.99

10/13/2016 – Amazon – Asurion 3-year office product protection plan (printer) - \$9.78

11/16/2016 – B & H Photo – Olm-2 lavalier microphone - \$119.95

11/16/2016 – Amazon – Samsung External DVD Burner Bundle w/ 15 pack M-DISC DVD - \$68.99

11/28/2016 – Amazon – LaCie d2 Thunderbolt-2 & USB 3.0 Desktop Hard Drive 3TB - \$279.94

## **Q2 – Summary of Activities**

In the second 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 260 new shows, representing 205 hours of new content. Of these programs, 221 of them were locally produced, for a total of 177 hours of content. Additionally, 55 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT's YouTube channel "bedfordtvma". In Q2 of FY 17, the Bedford TV YouTube channel had 7,040 views representing a total of 328,436 minutes of programming watched. The channel also gained 227 subscribers, bringing the total number of subscribers to 3,700.

BCAT also continued to train a wide variety of groups in Q2 of FY17. BCAT offered two, four-week classes for Bedford Middle School students through Bedford Youth and Family Services. The first class was an introductory class that taught the basics of studio and field production and the second was an advanced class that built upon the concepts of the first class and introduced students to post-production. For these classes, BCAT upped the maximum number of students to 8 from 6 for previous classes and filled both of them. BCAT will continue to offer similar classes this fiscal year to meet demand.

In Q2, BCAT also held its first ever awards ceremony to recognize the efforts of volunteers over the last year. The event was held in the Great Room at Old Town Hall and awards were given in categories such as "Volunteer of the Year", "Live Show of the Year", and "Best Host". Attendance and enthusiasm were both high, so BCAT will plan to make this a yearly event.

Additionally, BCAT started its first lecture series, this one on the life and work of Alfred Hitchcock. The first lecture of the three-part series was in Q2 and brought in Bedford residents who had previously not been to the BCAT studio. BCAT will finish the lecture series in Q3 and then assess its success and possibly book more speakers in the future and offer the BCAT studio as a venue for other such events in town.

## **Q2 - 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 Q2.

## **Q2- Video and Audio Signal Quality Report**

BCAT received a report of over modulated audio on Verizon Channel 38 on December 1<sup>st</sup>, which was then quickly corrected by tweaking levels on the distribution amplifier that feeds that channel.