

QUARTERLY REPORT

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

FY 2017 QUARTER 3

Period of Performance: January 1, 2017 – March 31, 2017

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	Q2 P & L	Q3 P & L	YTD	BCAT Budget
	July/16 - Sept/16	Oct/16 - Dec/16	Jan/17 - Mar/17	July/16 - Jun/17	July/16 - Jun/17
<u>Income — Operations</u>					
Franchise Revenue	\$45,107.50	\$48,326.25	\$47,076.25	\$140,510.00	\$190,805.00
Class Revenue	\$0.00	\$400.00	\$400.00	\$800.00	\$1,000.00
DVD & Tape Copies	\$52.17	\$200.00	\$0.00	\$252.17	\$1,500.00
Total Income — Operations	\$45,159.67	\$48,926.25	\$47,476.25	\$141,562.17	\$193,305.00
<u>Expense — Operations</u>					
Salaries	\$31,219.34	\$27,396.90	\$31,963.05	\$90,579.29	\$120,330.00
Payroll Taxes	\$3,372.00	\$2,163.91	\$3,460.57	\$8,996.48	\$12,800.00
Total — Salaries +Taxes	\$34,591.34	\$29,560.81	\$35,423.62	\$99,575.77	\$133,130.00
Contract Labor	\$4,186.50	\$6,706.00	\$5,743.25	\$16,635.75	\$30,675.00
Technical Support/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Total — Contract Labor	\$4,186.50	\$6,706.00	\$5,743.25	\$16,635.75	\$31,175.00
Facility					
Internet/phone	\$708.12	\$708.02	\$707.07	\$2,123.21	\$2,832.00
Janitor/Cleaning	\$350.00	\$350.00	\$400.00	\$1,100.00	\$1,300.00
Studio & Sets	\$0.00	\$185.38	\$0.00	\$185.38	\$300.00
Total — Facility	\$1,058.12	\$1,243.40	\$1,107.07	\$3,408.59	\$4,432.00
Government Fees	\$70.00	\$18.50	\$0.00	\$88.50	\$90.00
Insurance					
Worker's Comp Insurance	\$0.00	\$0.00	\$503.00	\$503.00	\$550.00
Media Directors, Officers	\$0.00	\$0.00	\$0.00	\$0.00	\$3,880.00
General Liability, Commercial	\$0.00	\$0.00	\$2,591.00	\$2,591.00	\$2,365.00
Total — Insurance	\$0.00	\$0.00	\$3,094.00	\$3,094.00	\$6,795.00
Organizational Expenses					
Volunteer	\$123.91	\$78.46	\$167.90	\$370.27	\$500.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Community Outreach	\$532.76	\$682.79	\$28.81	\$1,244.36	\$2,000.00
Web Hosting	\$0.00	\$0.00	\$32.95	\$32.95	\$33.00
Student/Intern supplies	\$60.46	\$163.83	\$168.84	\$393.13	\$500.00
Total — Organizational Expenses	\$717.13	\$925.08	\$398.50	\$2,040.71	\$3,333.00

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

	Q1 P & L	Q2 P & L	Q3 P & L	YTD	BCAT Budget
	July/16 - Sept/16	Oct/16 - Dec/16	Jan/17 - Mar/17	July/16 - Jun/17	July/16 - Jun/17
Professional Development					
Conference Fees	\$1,000.00	\$75.00	\$0.00	\$1,075.00	\$1,000.00
Conference Travel Expenses	\$227.67	\$67.50	\$50.75	\$345.92	\$250.00
Dues and Subscriptions	\$158.00	\$175.00	\$50.00	\$383.00	\$500.00
Professional Development Training	\$0.00	\$169.00	\$98.00	\$267.00	\$1,000.00
Total — Professional Development	\$1,385.67	\$486.50	\$198.75	\$2,070.92	\$2,750.00
Supplies					
Production Supplies & Expenses	\$82.11	\$478.62	\$141.73	\$702.46	\$1,000.00
Computer (I.T.) Supplies	\$279.33	\$5.97	\$36.76	\$322.06	\$600.00
Office	\$83.77	\$161.25	\$93.93	\$338.95	\$600.00
Postage	\$13.83	\$12.23	\$0.00	\$26.06	\$100.00
Total — Supplies	\$459.04	\$658.07	\$272.42	\$1,389.53	\$2,300.00
Professional Fees					
CPA	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Bookkeeping	\$232.00	\$232.00	\$232.00	\$696.00	\$700.00
Payroll Service	\$231.00	\$231.00	\$231.00	\$693.00	\$1,600.00
Total — Professional Fees	\$3,963.00	\$463.00	\$463.00	\$4,889.00	\$5,800.00
Operating Capital					
Office Furniture	\$0.00	\$39.99	\$27.99	\$67.98	\$500.00
Office Equipment	\$107.78	\$119.77	\$172.87	\$400.42	\$500.00
Production Equipment	\$100.45	\$399.89	\$85.00	\$585.34	\$2,500.00
Total — Operating Capital	\$208.23	\$559.65	\$285.86	\$1,053.74	\$3,500.00
Total Expense — Operations	\$46,639.03	\$40,621.01	\$46,986.47	\$134,246.51	\$193,305.00
Net Income (Loss) from Operations	-\$1,479.36	\$8,305.24	\$489.78	\$7,315.66	\$0.00

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

	Q1 P & L July/16 - Sept/16	Q2 P & L Oct/16 - Dec/16	Q3 P & L Jan/17 - Mar/17	YTD July/16 - Jun/17
<u>Fundraising Income</u>				
Fundraising				
Donations	\$132.45	\$599.21	\$239.30	\$970.96
Grants	\$0.00	\$0.00	\$2,007.98	\$2,007.98
Bank Interest	\$11.09	\$11.19	\$14.86	\$37.14
Total Fundraising Income	\$143.54	\$610.40	\$2,262.14	\$3,016.08
<u>Fundraising Expense</u>				
Fundraising Expenses				
Fundraising Supplies	\$0.00	\$0.00	\$500.00	\$500.00
Scholarships Granted	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Production Equipment (BCAT, Inc. Owned)	\$0.00	\$208.98	\$0.00	\$208.98
Total Fundraising Expense	\$1,500.00	\$208.98	\$500.00	\$2,208.98
Net Income (Loss) from Fundraising	-\$1,356.46	\$401.42	\$1,762.14	\$807.10

Notes to Financial Statements

Two grants were received during the third quarter of FY17. One of these grants was awarded by the Bedford Cultural Council in order to purchase M-Disk DVD's and an M-Disk DVD Burner, totaling \$208.98. These items were purchased in FY17 Q2, but grant moneys were not received until FY17 Q3, thus the change in FY17 Q2's P & L.

In addition, a grant from the Bedford Rotary Club was awarded in FY17 Q3 in order to purchase a new iMac editing station. The grant awarded was in the amount of \$1799. We are currently in the process of ordering this iMac.

BCAT FY 2017 Cash Accounts vs. End of FY 2016

	June 30, 2016	Sept 30, 2016	Dec 31, 2016	Mar 31, 2017
<u>BCAT Cash Account Balances</u>				
Current Cash Assets				
<u>Checking/Savings</u>				
Middlesex Checking	\$1,950.12	\$7,071.50	\$10,182.26	\$7,659.39
Middlesex Savings	\$24,871.55	\$18,515.09	\$24,125.49	\$28,879.65
BCAT Petty Cash	\$150.68	\$91.64	\$77.14	\$97.77
Total Cash Assets	\$26,972.35	\$25,678.23	\$34,384.89	\$36,636.81
<u>Allocation of BCAT Cash Balance Total</u>				
BTV Operations - Bedford PEG Access Contract	-\$2,399.20	-\$2,336.86	\$5,968.38	\$6,458.16
BCAT Reserve from Donations & Other Income	\$29,371.55	\$28,015.09	\$28,416.51	\$30,178.65
TOTAL	\$26,972.35	\$25,678.23	\$34,384.89	\$36,636.81

Figure 1 – FY 2017 Q3 equipment purchased or acquired [9.1(b)(iv)]

**The following equipment purchases were made during Q3 of FY 2017 and added to the Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

1/10/2017 – Amazon – APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protector (BR1500G) - \$172.87

1/10/2017 – Amazon (Life and Home) – Boston HARBOR Swing Arm Adjustable Table Lamp, Brushed Nickel - \$27.99

1/10/2017 – Amazon – Bulbrite 100A/RS-2PK 100 Watt Incandescent A19 Rough Service Bulb, Frost, 2 Pack - \$6.56

1/31/2017 – B & H Photo – Blackmagic Design Micro Converter HDMI to SDI - \$85.00

Q3 – Summary of Activities

In the third 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, Bedford TV cablecast 207 new shows, representing 178 hours of new content. Of these programs, 196 of them were locally produced for a total of 169 hours of content. Additionally, 74 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on Bedford TV's YouTube channel "bedfordtvma". In Q3 of FY 17, the Bedford TV YouTube channel had 80,437 views representing a total of 356,739 minutes of programming watched. The channel also gained 273 subscribers, bringing the total number of subscribers to 3,973.

Bedford TV also continued to train a wide variety of groups in Q3 of FY 17. In January, Bedford TV piloted its first ever class for Lane School Students through the Bedford Recreation Department. This class of seven students met one day a week after school for six weeks, and in this class students learned the basics of studio and field production. Due to the success of the class, we will be offering another session in the spring, as well as a week-long class this summer, both through the Recreation Department. Also in January, Bedford TV offered another session of Advanced Video production for middle school students through Bedford Youth and Family Services.

At the end of March, Bedford TV also began a drop-in club for middle school students who have taken the two video classes that Bedford TV runs with Bedford Youth and Family Services. This club meets once a week and students pay on a pay as you go basis so they can come for certain weeks without having to make a long-term commitment. This club has been consistently gaining momentum and the goal is to make it an all year activity.

In Q3, BCAT also received a grant for \$1,799 from the Bedford Rotary Club to purchase a new 27" iMac computer to use for editing. This computer will help meet demand from members for edit time and will be especially helpful for middle school classes. Having a fourth edit computer will allow students in our classes of eight edit in pairs during these popular courses.

Additionally, Bedford TV also worked with veterans from the Edith Nourse Rodgers VA Hospital in Bedford on their annual Creative Arts Festival. Aside from just covering the event at the hospital, Bedford TV also invited the winners to the studio to produce professional recordings of their acts to use as entries into the National Creative Arts Festival. These entries have been successful in the past, and Bedford TV is eagerly awaiting the results this year.

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.

Q3- Video and Audio Signal Quality Report

There were no signal reports in Q3 of FY 17.