

QUARTERLY REPORT

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

FY 2017 QUARTER 4

Period of Performance: April 1, 2017 – June 30, 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 July/16 - Sept/16	Q2 P & L Oct/16 - Dec/16	Q3 P & L Jan/17 - Mar/17	Q4 P & L Apr/17 - Jun/17	YTD July/16 - Jun/17	BCAT Budget July/16 - Jun/17
Income — Operations						
Franchise Revenue	\$45,107.50	\$48,326.25	\$47,076.25	\$47,701.25	\$188,211.25	\$190,805.00
Class Revenue	\$0.00	\$400.00	\$400.00	\$3,043.80	\$3,843.80	\$1,000.00
DVD & Tape Copies	\$52.17	\$200.00	\$0.00	\$2,963.15	\$3,215.32	\$1,500.00
Total Income — Operations	\$45,159.67	\$48,926.25	\$47,476.25	\$53,708.20	\$195,270.37	\$193,305.00
Expense — Operations						
Salaries	\$31,219.34	\$27,396.90	\$31,963.05	\$34,210.98	\$124,790.27	\$120,330.00
Payroll Taxes	\$3,372.00	\$2,163.91	\$3,460.57	\$3,161.19	\$12,157.67	\$12,800.00
Total — Salaries + Taxes	\$34,591.34	\$29,560.81	\$35,423.62	\$37,372.17	\$136,947.94	\$133,130.00
Contract Labor	\$4,186.50	\$6,706.00	\$5,743.25	\$2,993.50	\$19,629.25	\$30,675.00
Technical Support/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Total — Contract Labor	\$4,186.50	\$6,706.00	\$5,743.25	\$2,993.50	\$19,629.25	\$31,175.00
Facility						
Internet/phone	\$708.12	\$708.02	\$707.07	\$707.08	\$2,830.29	\$2,832.00
Janitor/Cleaning	\$350.00	\$350.00	\$400.00	\$300.00	\$1,400.00	\$1,300.00
Studio & Sets	\$0.00	\$185.38	\$0.00	\$20.00	\$205.38	\$300.00
Total — Facility	\$1,058.12	\$1,243.40	\$1,107.07	\$1,027.08	\$4,435.67	\$4,432.00
Government Fees	\$70.00	\$18.50	\$0.00	\$0.00	\$88.50	\$90.00
Insurance						
Worker's Comp Insurance	\$0.00	\$0.00	\$503.00	\$201.00	\$704.00	\$550.00
Employee Dental Insurance	\$0.00	\$0.00	\$0.00	\$117.33	\$117.33	\$0.00
Employee Medical Insurance	\$0.00	\$0.00	\$0.00	\$651.93	\$651.93	\$0.00
Media Directors, Officers	\$0.00	\$0.00	\$0.00	\$3,985.00	\$3,985.00	\$3,880.00
General Liability, Commercial	\$0.00	\$0.00	\$2,591.00	\$0.00	\$2,591.00	\$2,365.00
Total — Insurance	\$0.00	\$0.00	\$3,094.00	\$4,955.26	\$8,049.26	\$6,795.00
Organizational Expenses						
Volunteer	\$123.91	\$78.46	\$167.90	\$190.03	\$560.30	\$500.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Community Outreach	\$532.76	\$682.79	\$28.81	\$750.55	\$1,994.91	\$2,000.00
Web Hosting	\$0.00	\$0.00	\$32.95	\$0.00	\$32.95	\$33.00
Student/Intern supplies	\$60.46	\$163.83	\$168.84	\$123.79	\$516.92	\$500.00
Total — Organizational Expenses	\$717.13	\$925.08	\$398.50	\$1,064.37	\$3,105.08	\$3,333.00

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Professional Development						
Conference Fees	\$1,000.00	\$75.00	\$0.00	\$425.00	\$1,500.00	\$1,000.00
Conference Travel Expenses	\$227.67	\$67.50	\$50.75	\$395.40	\$741.32	\$250.00
Dues and Subscriptions	\$158.00	\$175.00	\$50.00	\$499.00	\$882.00	\$500.00
Professional Development Training	\$0.00	\$169.00	\$98.00	\$68.69	\$335.69	\$1,000.00
Total — Professional Development	\$1,385.67	\$486.50	\$198.75	\$1,388.09	\$3,459.01	\$2,750.00
Supplies						
Production Supplies & Expenses	\$82.11	\$478.62	\$141.73	\$666.02	\$1,368.48	\$1,000.00
Computer (I.T.) Supplies	\$279.33	\$5.97	\$36.76	\$277.35	\$599.41	\$600.00
Office	\$83.77	\$161.25	\$93.93	\$327.21	\$666.16	\$600.00
Postage	\$13.83	\$12.23	\$0.00	\$152.03	\$178.09	\$100.00
Total — Supplies	\$459.04	\$658.07	\$272.42	\$1,422.61	\$2,812.14	\$2,300.00
Professional Fees						
CPA	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Bookkeeping	\$232.00	\$232.00	\$232.00	\$232.00	\$928.00	\$700.00
Payroll Service	\$231.00	\$231.00	\$231.00	\$298.00	\$991.00	\$1,600.00
Total — Professional Fees	\$3,963.00	\$463.00	\$463.00	\$530.00	\$5,419.00	\$5,800.00
Operating Capital						
Office Furniture	\$0.00	\$39.99	\$27.99	\$365.25	\$433.23	\$500.00
Office Equipment	\$107.78	\$119.77	\$172.87	\$38.10	\$438.52	\$500.00
Production Equipment	\$100.45	\$399.89	\$85.00	\$1,325.30	\$1,910.64	\$2,500.00
Total — Operating Capital	\$208.23	\$559.65	\$285.86	\$1,728.65	\$2,782.39	\$3,500.00
Total Expense — Operations	\$46,639.03	\$40,621.01	\$46,986.47	\$52,481.73	\$186,728.24	\$193,305.00
Net Income (Loss) from Operations	-\$1,479.36	\$8,305.24	\$489.78	\$1,226.47	\$8,542.13	\$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	Q4 P & L Apr/17 - Jun/17	YTD July/16 - Jun/17
<u>Fundraising Income</u>					
Fundraising					
Grants	\$0.00	\$0.00	\$2,007.98	\$0.00	\$2,007.98
Donations	\$132.45	\$599.21	\$239.30	\$357.35	\$1,328.31
Other Fundraising Income	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Bank Interest	\$11.09	\$11.19	\$14.86	\$17.24	\$54.38
Total Fundraising Income	\$143.54	\$610.40	\$2,262.14	\$874.59	\$3,890.67
<u>Fundraising Expense</u>					
Fundraising Expenses					
Fundraising Supplies	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Scholarships Granted	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Production Equipment (BCAT, Inc. Owned)	\$0.00	\$208.98	\$0.00	\$1,691.00	\$1,899.98
Total Fundraising Expense	\$1,500.00	\$208.98	\$500.00	\$1,691.00	\$3,899.98
Net Income (Loss) from Fundraising	-\$1,356.46	\$401.42	\$1,762.14	-\$816.41	-\$9.31

BCAT FY 2017 Cash Accounts vs. End of FY 2016

	June 30, 2016	Sept 30, 2016	Dec 31, 2016	Mar 31, 2017	June 30, 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	\$7,073.02
Middlesex Savings	\$24,871.55	\$18,515.09	\$24,125.49	\$28,879.65	\$29,862.24
BCAT Petty Cash	\$150.68	\$91.64	\$77.14	\$97.77	\$111.61
Total Cash Assets	\$26,972.35	\$25,678.23	\$34,384.89	\$36,636.81	\$37,046.87
<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	\$7,684.63
BCAT Reserve from Donations & Other Income	\$29,371.55	\$28,015.09	\$28,416.51	\$30,178.65	\$29,362.24
TOTAL	\$26,972.35	\$25,678.23	\$34,384.89	\$36,636.81	\$37,046.87

**The following equipment purchases were made during Q4 of FY 2017 and added to the Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

4/26/2017 – Amazon – Tribesigns Computer Desk, 47” Modern Simple Office Desk Computer Table Study Writing Desk for Home Office, Light Walnut - \$97.99

5/2/2017 – Amazon – LaCie d2 Thunderbolt 2 USB 3.0 4TB Professional Desktop Storage (9000493U) - \$299.99

5/18/2017 – Amazon – APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protector (BR1500G) - \$166.42

6/7/2017 – Amazon – SentrySafe HD4100CG Fire-Safe Waterproof File - \$67.27

6/7/2017 – Amazon – Seagate Expansion 4TB Desktop External Hard Drive USB 3.0 (STEB4000100) - \$99.99

6/7/2017 – Amazon – Dirt Devil Vacuum Cleaner Quick Lite Plus Bagless Corded Upright Vacuum (UD20015) - \$38.10

6/27/2017 – Amazon – AmazonBasics Lightweight On-Ear Headphones – Black x 3 (\$14.99 each) - \$44.97

6/27/2017 – Amazon – Sony MDRZX110NC Noise Cancelling Headphones- \$33.99

6/28/2017 – B & H Photo – Ruggard Onyx 45 Camera/Camcorder Shoulder Bag (RUVSY145B)- \$19.95

6/28/2017 – B & H Photo – Bubblebee Industries Windbubble Miniature Imitation-Fur Windscreen (Lav Size 4, 42mm, Black) (BUBBIL04B)- \$27.00

6/28/2017 – B & H Photo – Shure WL183 Omnidirectional Lavalier Microphone (SHWL183) x 2 (\$92.50 each) - \$185.00

6/29/2017 – Sweetwater Sound – Focusrite 2x2 USB2 Audio Interface (SN:V466298133244, ITEM #Scarlet2i2G2) - \$149.99

6/29/2017 – Sweetwater Sound – JBL 5” LSR 3 Series Monitor (SN: DY0006-102046, DY0006-101844; ITEM #LSR305) x 2 (\$149.00 each) - \$298.00

6/30/2017 – Staples – Carder Chair (136815)- \$199.99

Q4 – Summary of Activities

In the fourth 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 246 new shows, representing 181 hours of new content. Of these programs, 220 of them were locally produced for a total of 162 hours of content. Additionally, 88 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 17, the Bedford TV YouTube channel had 67,818 views representing a total of 362,774 minutes of programming watched. The channel also gained 227 subscribers, bringing the total number of subscribers to 3,045.

BCAT also continued to train a wide variety of groups in Q4 of FY17. In May, Bedford TV held our fourth class for middle school students this year through BYFS. This class was an intro to video course designed to teach students the basics of video production from pre-production through post-production. BCAT also offered its second class for Lane School students this year. This intro class was run through the Bedford Recreation Department and had 10 students from grades 3-5. During this class, we also had middle school students, who had previously taken classes with BCAT, come back as mentors to help the younger students learn from their peers. The peer mentorship model is one that we plan to continue to build out through FY18 to provide new opportunities for students who have already taken our classes.

BCAT also started a monthly volunteer meet up program designed to give access hosts and volunteers a chance to develop relationships that will promote collaboration on programming. The first meet up was in June and was well attended. Participants were encouraged to reverse their usual roles with hosts working behind the scenes and crew taking the chance to work in front of the camera. Similar meet ups are planned in the months to come and will have a different activity each time.

BCAT was also pleased to receive an Overall Excellence in P. E. or G. Access from the Alliance for Community Media (ACM). The ACM is the national advocacy group for community media. This award will be presented at the annual conference in Minneapolis, Minnesota this July.

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.

Q4– Video and Audio Signal Quality Report

BCAT received feedback that levels sounded high on Verizon channel 40 on June 1st. The problem was traced to an audio distribution amplifier that was then adjusted by BCAT staff, fixing the issue.