

**QUARTERLY REPORT**

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

**FY 2018 QUARTER 1**

**Period of Performance: July 1, 2017 – September 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 2018 PEG Access P & L vs. Budget  
 July 2017 - September 2017

	Q1 P & L July/17 - Sept/17	BCAT Budget July/17 - Jun/18
<b><u>Income - Operations</u></b>		
Franchise Revenue	\$ 48,000.00	\$ 192,000.00
Class Revenue	\$ 3,614.60	\$ 4,000.00
DVD Copies	\$ 525.09	\$ 1,500.00
<b>Total Income - Operations</b>	<b>\$ 52,139.69</b>	<b>\$ 197,500.00</b>
<b><u>Expense - Operations</u></b>		
Salaries	\$ 37,385.49	\$ 149,486.00
Payroll Taxes	\$ 3,169.68	\$ 13,469.00
Total - Salaries & Taxes	\$ 40,555.17	\$ 162,955.00
Contract Labor	\$ 45.00	\$ 1,500.00
Technical Support/Services	\$ 672.00	\$ 500.00
Total - Contract Labor	\$ 717.00	\$ 2,000.00
Facility		
Internet/Phone	\$ 707.94	\$ 2,832.00
Janitor/Cleaning	\$ 250.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 300.00
Total - Facility	\$ 957.94	\$ 4,532.00
Government Fees	\$ 18.50	\$ 125.00
Insurance		
Worker's Comp Insurance	\$ -	\$ 887.00
Employee Dental Insurance	\$ 117.33	\$ 744.00
Employee Medical Insurance	\$ 217.31	\$ 2,358.00
Media Directors, Officers	\$ -	\$ 3,985.00
General Liability, Commercial	\$ -	\$ 2,591.00
Total - Insurance	\$ 334.64	\$ 10,565.00
Organizational Expenses		
Volunteer	\$ 99.28	\$ 750.00
Miscellaneous	\$ -	\$ 300.00
Community Outreach	\$ 345.57	\$ 2,000.00
Web Hosting	\$ -	\$ 33.00
Student/Intern Supplies	\$ 75.34	\$ 700.00
Total - Organizational Expenses	\$ 520.19	\$ 3,783.00
Professional Development		
Conference Fees	\$ -	\$ 800.00
Conference Travel Expenses	\$ 725.58	\$ 250.00
Dues and Subscriptions	\$ 168.06	\$ 500.00
Professional Development Training	\$ -	\$ 800.00
Total - Professional Development	\$ 893.64	\$ 2,350.00
Supplies		
Production Supplies & Expenses	\$ 337.39	\$ 1,200.00
Computer (I.T.) Supplies	\$ 150.53	\$ 600.00
Office	\$ 126.53	\$ 600.00
Postage	\$ 3.00	\$ 150.00
Total - Supplies	\$ 617.45	\$ 2,550.00

**Bedford Community Access Television**  
**FY 2018 PEG Access P & L vs. Budget**  
**July 2017 - September 2017**

	<b>Q1 P &amp; L</b>	<b>BCAT Budget</b>
	<b>July/17 - Sept/17</b>	<b>July/17 - Jun/18</b>
Professional Fees		
CPA	\$ -	\$ 3,500.00
Bookkeeping	\$ 232.00	\$ 1,000.00
Payroll Service	\$ 285.00	\$ 1,140.00
Total - Professional Fees	\$ 517.00	\$ 5,640.00
Operating Capital		
Office Furniture (Town Owned)	\$ -	\$ 500.00
Office Equipment (Town Owned)	\$ -	\$ 500.00
Production Equipment (Town Owned)	\$ 36.95	\$ 2,000.00
Total - Operating Capital	\$ 36.95	\$ 3,000.00
<b>Total Expense - Operations</b>	<b>\$ 45,168.48</b>	<b>\$ 197,500.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 6,971.21</b>	<b>\$ -</b>
<b>One Time Adjustment (*See Note Below)</b>	<b>\$ 3,451.12</b>	
<b>Total Adjusted Net Income</b>	<b>\$ 10,422.33</b>	<b>\$ -</b>

\*In the prior contract the advance from the town of \$44,250 was reported as franchise revenue in the first quarter of the contract. Contract revenues were paid and reported on a cash basis in the quarter after they were earned, resulting in a lag. Thus, the Q4 payment for FY17 of \$47,701.25 was not paid or reported until after the end of the contract.

A one-time adjustment of \$3,451.12 is needed to remove the \$44,250, which was not franchise revenue, from the first quarter of the contract and add the actual revenues of \$47,701.25 for the last quarter. Our CPA determined that this is not material to restate prior years' results, therefore, we are recording this adjustment in the current quarter.

To avoid this issue going forward, we will now be recording revenues in the same quarter as they are earned, offset by a receivable carried until payment is received in the following quarter. We are also carrying the advance of \$57,600 as a liability until the close of the current contract.

Bedford Community Access Television  
 FY 2018 Reserve Fund P & L  
 July 2017 - September 2017

	Q1 P & L July/17 - Sept/17
<b>Fundraising Income</b>	
Fundraising	
Grants	\$ -
Donations	\$ 1,010.99
Other Fundraising Income	\$ -
Bank Interest	\$ 22.82
<b>Total Fundraising Income</b>	<b>\$ 1,033.81</b>
<b>Fundraising Expense</b>	
Fundraising Expenses	
Fundraising Supplies	\$ -
Scholarships Granted	\$ 500.00
Product Equipment (BCAT, Inc. Owned)	\$ -
<b>Total Fundraising Expense</b>	<b>\$ 500.00</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ 533.81</b>

Bedford Community Access Television  
 FY 2018 Cash Accounts vs. End of FY 2017  
 As of September 2017

	June 30, 2017 FY 2017	Sept. 30, 2017 FY 2018
<b>BCAT Cash Account Balances</b>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$ 7,073.02	\$ 18,497.72
Middlesex Savings	\$ 29,862.24	\$ 30,396.05
BCAT Petty Cash	\$ 111.61	\$ 167.24
<b>Total Cash Assets</b>	<b>\$ 37,046.87</b>	<b>\$ 49,061.01</b>
<b>Allocation of BCAT Cash Balance Total</b>		
BTV Operations - Bedford PEG Access Contract	\$ 7,684.63	\$ 19,164.96
BCAT Reserve from Donations & Other Income	\$ 29,362.24	\$ 29,896.05
<b>TOTAL</b>	<b>\$ 37,046.87</b>	<b>\$ 49,061.01</b>

**The following equipment purchases were made during Q1 of FY 2018 and added to the Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

7/1/2017 – Amazon – BM Premium BP-820 Battery and Charger for Canon VIXIA Camcorder - \$36.95

## **Q1 – Summary of Activities**

In the first quarter of fiscal year 2018, 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 176 new shows, representing 110 hours of new content. Of these programs, 168 of them were locally produced for a total of 101 hours of content. Additionally, 58 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 18, the Bedford TV YouTube channel had 65,354 views representing a total of 387,785 minutes of programming watched. The channel also gained 224 subscribers, bringing the total number of subscribers to 3,269.

BCAT also continued to train a wide variety of groups in Q1 of FY18. In July, BCAT held two camp style classes for Bedford students through the Bedford Recreation Department. Each class was one week long and students came in for three hours per day. Students in these classes learned the basics of video production including studio production, field production, and editing and also focused on creating videos that provided value to the Town of Bedford. These videos included Public Service Announcements about topics such as bicycling safety, texting and driving, and environmental issues. The teaching of these courses was supported by the Bedford Rotary Club who tracked community service hours through their BRIC program, peer mentors who had previously taken BCAT courses and wanted to help younger students, and BCAT interns.

Additionally, in Q1 Bedford TV continued its drop-in class for middle school students who have already taken a class at the station. These classes are held when there aren’t conflicts with other classes and are flexible so students don’t need to come every week; they can sign up on a week-to-week basis. Sign-ups are run both online through Eventbrite and in person to make it easy for students to sign up.

BCAT had two interns this summer, both from Bedford High School, who worked throughout the summer. They learned about video production and community television through both a series of projects, including a project on what motivates BHS students to succeed in life, and their support of BCAT classes.

BCAT was also pleased to receive an Overall Excellence in P. E. or G. Access for stations with a budget of under \$200,000 from the Alliance for Community Media New England (ACMNE). ACMNE is the regional advocacy group for community media representing all of New England and New York. This award will be presented at their annual conference in Falmouth, Massachusetts in November.

Additionally, a BCAT program, *My School is Getting Bigger*, about the construction project at Lane School was recognized by ACMNE as the best Children and Youth program for the year.

**Q1 - 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 Q1.

**Q1- Video and Audio Signal Quality Report**

No problems were reported with the video or audio signal quality during Q1 of FY18.