

QUARTERLY REPORT

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

FY 2018 QUARTER 2

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

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	YTD July/17 - Jun/18	BCAT Budget July/17 - Jun/18
Income - Operations				
Town PEG Access Appropriation	\$ 48,000.00	\$ 48,000.00	\$ 96,000.00	\$ 192,000.00
Class Revenue	\$ 3,614.60	\$ 678.44	\$ 4,293.04	\$ 4,000.00
DVD Copies	\$ 525.09	\$ -	\$ 525.09	\$ 1,500.00
Total Income - Operations	\$ 52,139.69	\$ 48,678.44	\$ 100,818.13	\$ 197,500.00
Expense - Operations				
Salaries	\$ 37,385.49	\$ 36,967.74	\$ 74,353.23	\$ 149,486.00
Payroll Taxes	\$ 3,169.68	\$ 2,913.56	\$ 6,083.24	\$ 13,469.00
Total - Salaries & Taxes	\$ 40,555.17	\$ 39,881.30	\$ 80,436.47	\$ 162,955.00
Contract Labor	\$ 45.00	\$ 707.50	\$ 752.50	\$ 1,500.00
Technical Support/Services	\$ 672.00	\$ -	\$ 672.00	\$ 500.00
Total - Contract Labor	\$ 717.00	\$ 707.50	\$ 1,424.50	\$ 2,000.00
Facility				
Internet/Phone	\$ 707.94	\$ 709.84	\$ 1,417.78	\$ 2,832.00
Janitor/Cleaning	\$ 350.00	\$ 300.00	\$ 650.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 231.42	\$ 231.42	\$ 300.00
Total - Facility	\$ 1,057.94	\$ 1,241.26	\$ 2,299.20	\$ 4,532.00
Government Fees	\$ 18.50	\$ 70.00	\$ 88.50	\$ 125.00
Insurance				
Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ 887.00
Employee Dental Insurance	\$ 117.33	\$ 117.33	\$ 234.66	\$ 744.00
Employee Medical Insurance	\$ 217.31	\$ 651.93	\$ 869.24	\$ 2,358.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 3,985.00
General Liability, Commercial	\$ -	\$ -	\$ -	\$ 2,591.00
Total - Insurance	\$ 334.64	\$ 769.26	\$ 1,103.90	\$ 10,565.00
Organizational Expenses				
Volunteer	\$ 99.28	\$ 255.44	\$ 354.72	\$ 750.00
Miscellaneous	\$ -	\$ -	\$ -	\$ 300.00
Community Outreach	\$ 245.57	\$ 408.34	\$ 653.91	\$ 2,000.00
Web Hosting	\$ -	\$ -	\$ -	\$ 33.00
Student/Intern Supplies	\$ 75.34	\$ 278.35	\$ 353.69	\$ 700.00
Total - Organizational Expenses	\$ 420.19	\$ 942.13	\$ 1,362.32	\$ 3,783.00
Professional Development				
Conference Fees	\$ -	\$ -	\$ -	\$ 800.00
Conference Travel Expenses	\$ 725.58	\$ -	\$ 725.58	\$ 250.00
Dues and Subscriptions	\$ 168.06	\$ 94.56	\$ 262.62	\$ 500.00
Professional Development Training	\$ -	\$ 130.00	\$ 130.00	\$ 800.00
Total - Professional Development	\$ 893.64	\$ 224.56	\$ 1,118.20	\$ 2,350.00
Supplies				
Production Supplies & Expenses	\$ 337.39	\$ 592.82	\$ 930.21	\$ 1,200.00
Computer (I.T.) Supplies	\$ 150.53	\$ 61.91	\$ 212.44	\$ 600.00
Office	\$ 126.53	\$ 100.08	\$ 226.61	\$ 600.00
Postage	\$ 3.00	\$ 9.07	\$ 12.07	\$ 150.00
Total - Supplies	\$ 617.45	\$ 763.88	\$ 1,381.33	\$ 2,550.00

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

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	YTD July/17 - Jun/18	BCAT Budget July/17 - Jun/18
Professional Fees				
CPA	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Bookkeeping	\$ 232.00	\$ 600.00	\$ 832.00	\$ 1,000.00
Payroll Service	\$ 285.00	\$ 285.00	\$ 570.00	\$ 1,140.00
Total - Professional Fees	\$ 517.00	\$ 4,385.00	\$ 4,902.00	\$ 5,640.00
Operating Capital				
Office Furniture (Town Owned)	\$ -	\$ -	\$ -	\$ 500.00
Office Equipment (Town Owned)	\$ -	\$ -	\$ -	\$ 500.00
Production Equipment (Town Owned)	\$ 36.95	\$ -	\$ 36.95	\$ 2,000.00
Total - Operating Capital	\$ 36.95	\$ -	\$ 36.95	\$ 3,000.00
Total Expense - Operations	\$ 45,168.48	\$ 48,984.89	\$ 94,153.37	\$ 197,500.00
Net Income (Loss) from Operations	\$ 6,971.21	\$ (306.45)	\$ 6,664.76	\$ -
One Time Adjustment (* See Note Below)	\$ 3,451.12	\$ -	\$ 3,451.12	\$ -
Total Adjusted Net Income (Loss) from Operations	\$ 10,422.33	\$ (306.45)	\$ 10,115.88	\$ -

*In the prior contract, the advance from the Town of \$44,250 was reported as Town PEG Access Appropriation 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 Town PEG Access Appropriation, 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 the adjustment in FY18 Q1.

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.

**\$100 of expenses in FY18 Q2 was re-categorized from Community Outreach to Janitor/Cleaning in the Q1 P & L.

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

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	YTD July/17 - Jun/18
Fundraising Income			
Fundraising			
Grants	\$ -	\$ -	\$ -
Donations	\$ 1,010.99	\$ 1,289.50	\$ 2,300.49
Other Fundraising Income	\$ -	\$ 1,210.18	\$ 1,210.18
Bank Interest	\$ 22.82	\$ 24.96	\$ 47.78
Total - Fundraising Income	\$ 1,033.81	\$ 2,524.64	\$ 3,558.45
Fundraising Expense			
Fundraising Expenses			
Fundraising Supplies	\$ -	\$ 343.84	\$ 343.84
Scholarships Granted	\$ 500.00	\$ -	\$ 500.00
Product Equipment (BCAT, Inc. Owned)	\$ -	\$ -	\$ -
Total Fundraising Expense	\$ 500.00	\$ 343.84	\$ 843.84
Net Income (Loss) from Fundraising	\$ 533.81	\$ 2,180.80	\$ 2,714.61

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

	June 30, 2017 FY 2017	Sept. 30, 2017 FY 2018	Dec. 31, 2017 FY 2018
BCAT Cash Account Balances			
Current Cash Assets			
Checking/Savings			
Middlesex Checking	\$ 7,073.02	\$ 18,497.72	\$ 17,890.58
Middlesex Savings	\$ 29,862.24	\$ 30,396.05	\$ 32,920.69
BCAT Petty Cash	\$ 111.61	\$ 167.24	\$ 124.09
Total Cash Assets	\$ 37,046.87	\$ 49,061.01	\$ 50,935.36
Allocation of BCAT Cash Balance Total			
BTV Operations - Bedford PEG Access Contract	\$ 7,684.63	\$ 19,164.96	\$ 18,858.51
BCAT Reserve from Donations & Other Income	\$ 29,362.24	\$ 29,896.05	\$ 32,076.85
TOTAL	\$ 37,046.87	\$ 49,061.01	\$ 50,935.36

**The following equipment purchases were made during Q2 of FY 2018 and added to the Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

9/29/2017 – DGI Invisuals – Lambda Backlit Acrylic Panel (34.75x25.75) - \$226.88

Q2 – Summary of Activities

In the second 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 196 new shows, representing 133 hours of new content. Of these programs, 173 of them were locally produced for a total of 141 hours of content. Additionally, 52 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 18, the Bedford TV YouTube channel had 81,462 views representing a total of 470,137 minutes of programming watched. The channel also gained 214 subscribers, bringing the total number of subscribers to 3,483.

BCAT also continued to train a wide variety of groups in Q2 of FY18. We continued to offer classes for middle and elementary school students. We ran two six-week sessions for elementary school students, which both filled, and a four-week session for middle school students that also filled. The elementary and middle school classes both had a group of peer mentors who helped teach students. These students, who had previously taken courses with BCAT, were given community service credit for their work. Additionally, we piloted a class with students from the LABBB Collaborative program. This four-week session met once a week for two hours in the Bedford High School TV Studio. After seeing the success of this program, BCAT will continue to explore offering more classes with this group.

Additionally, in Q2 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.

Q2 - Explanation of difficulties that have interfered with BCAT, Inc.'s performance or obligations under contract agreement

In December, BCAT's video server, a Tightrope SX-2, had to be sent back to the vendor for repair due to a faulty system drive that made it so the system could not boot up. The system was sent to Tightrope's headquarters in Minneapolis to be repaired and they were unable to replicate the problem. The system was returned at no cost to BCAT.

While the system was out, BCAT used their video switcher to broadcast content and was able to keep limited programming on the air to minimize the impact for viewers.

Q2- Video and Audio Signal Quality Report

No problems were reported with the video or audio signal quality during Q2 of FY18.