

**QUARTERLY REPORT**

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

**FY 2018 QUARTER 3**

**Period of Performance: January 1, 2018 – March 31, 2018**

**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 - March 2018

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	Q3 P & L Jan/18 - Mar/18	YTD July/17 - Jun/18	BCAT Budget July/17 - Jun/18
<b>Income - Operations</b>					
Town PEG Access Appropriation	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 144,000.00	\$ 192,000.00
Class Revenue	\$ 3,614.60	\$ 678.44	\$ 6,110.00	\$ 10,403.04	\$ 4,000.00
DVD Copies	\$ 525.09	\$ -	\$ 20.00	\$ 545.09	\$ 1,500.00
<b>Total Income - Operations</b>	<b>\$ 52,139.69</b>	<b>\$ 48,678.44</b>	<b>\$ 54,130.00</b>	<b>\$ 154,948.13</b>	<b>\$ 197,500.00</b>
<b>Expense - Operations</b>					
Salaries	\$ 37,385.49	\$ 36,967.74	\$ 39,726.74	\$ 114,079.97	\$ 149,486.00
Payroll Taxes	\$ 3,169.68	\$ 2,913.56	\$ 4,460.01	\$ 10,543.25	\$ 13,469.00
Total - Salaries & Taxes	\$ 40,555.17	\$ 39,881.30	\$ 44,186.75	\$ 124,623.22	\$ 162,955.00
Contract Labor	\$ 45.00	\$ 707.50	\$ 243.75	\$ 996.25	\$ 1,500.00
Technical Support/Services	\$ 672.00	\$ -	\$ -	\$ 672.00	\$ 500.00
Total - Contract Labor	\$ 717.00	\$ 707.50	\$ 243.75	\$ 1,668.25	\$ 2,000.00
Facility					
Internet/Phone	\$ 707.94	\$ 709.84	\$ 741.75	\$ 2,159.53	\$ 2,832.00
Janitor/Cleaning	\$ 350.00	\$ 300.00	\$ 400.00	\$ 1,050.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 231.42	\$ -	\$ 231.42	\$ 300.00
Total - Facility	\$ 1,057.94	\$ 1,241.26	\$ 1,141.75	\$ 3,440.95	\$ 4,532.00
Government Fees	\$ 18.50	\$ 70.00	\$ -	\$ 88.50	\$ 125.00
Insurance					
Worker's Comp Insurance	\$ -	\$ -	\$ 679.00	\$ 679.00	\$ 887.00
Employee Dental Insurance	\$ 117.33	\$ 117.33	\$ 242.33	\$ 476.99	\$ 744.00
Employee Medical Insurance	\$ 217.31	\$ 651.93	\$ 651.93	\$ 1,521.17	\$ 2,358.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ -	\$ 3,985.00
General Liability, Commercial	\$ -	\$ -	\$ 2,759.00	\$ 2,759.00	\$ 2,591.00
Total - Insurance	\$ 334.64	\$ 769.26	\$ 4,332.26	\$ 5,436.16	\$ 10,565.00
Organizational Expenses					
Volunteer	\$ 99.28	\$ 255.44	\$ 90.06	\$ 444.78	\$ 750.00
Miscellaneous	\$ -	\$ -	\$ 279.75	\$ 279.75	\$ 300.00
Community Outreach	\$ 245.57	\$ 408.34	\$ -	\$ 653.91	\$ 2,000.00
Web Hosting	\$ -	\$ -	\$ 34.95	\$ 34.95	\$ 33.00
Student/Intern Supplies	\$ 75.34	\$ 278.35	\$ 149.46	\$ 503.15	\$ 700.00
Total - Organizational Expenses	\$ 420.19	\$ 942.13	\$ 554.22	\$ 1,916.54	\$ 3,783.00
Professional Development					
Conference Fees	\$ -	\$ -	\$ -	\$ -	\$ 800.00
Conference Travel Expenses	\$ 725.58	\$ -	\$ 20.00	\$ 745.58	\$ 250.00
Dues and Subscriptions	\$ 168.06	\$ 94.56	\$ 266.50	\$ 529.12	\$ 500.00
Professional Development Training	\$ -	\$ 130.00	\$ -	\$ 130.00	\$ 800.00
Total - Professional Development	\$ 893.64	\$ 224.56	\$ 286.50	\$ 1,404.70	\$ 2,350.00
Supplies					
Production Supplies & Expenses	\$ 337.39	\$ 592.82	\$ 873.75	\$ 1,803.96	\$ 1,200.00
Computer (I.T.) Supplies	\$ 150.53	\$ 61.91	\$ 116.31	\$ 328.75	\$ 600.00
Office	\$ 126.53	\$ 100.08	\$ 38.45	\$ 265.06	\$ 600.00
Postage	\$ 3.00	\$ 9.07	\$ -	\$ 12.07	\$ 150.00
Total - Supplies	\$ 617.45	\$ 763.88	\$ 1,028.51	\$ 2,409.84	\$ 2,550.00

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

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	Q3 P & L Jan/18 - Mar/18	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	\$ 232.00	\$ 1,064.00	\$ 1,000.00
Payroll Service	\$ 285.00	\$ 285.00	\$ 285.00	\$ 855.00	\$ 1,140.00
Total - Professional Fees	\$ 517.00	\$ 4,385.00	\$ 517.00	\$ 5,419.00	\$ 5,640.00
Operating Capital					
Office Furniture (Town Owned)	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Office Equipment (Town Owned)	\$ -	\$ -	\$ 34.99	\$ 34.99	\$ 500.00
Production Equipment (Town Owned)	\$ 36.95	\$ -	\$ 520.81	\$ 557.76	\$ 2,000.00
Total - Operating Capital	\$ 36.95	\$ -	\$ 555.80	\$ 592.75	\$ 3,000.00
<b>Total Expense - Operations</b>	<b>\$ 45,168.48</b>	<b>\$ 48,984.89</b>	<b>\$ 52,846.54</b>	<b>\$ 146,999.91</b>	<b>\$ 197,500.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 6,971.21</b>	<b>\$ (306.45)</b>	<b>\$ 1,283.46</b>	<b>\$ 7,948.22</b>	<b>\$ -</b>
<b>One Time Adjustment (* See Note Below)</b>	<b>\$ 3,451.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,451.12</b>	<b>\$ -</b>
<b>Total Adjusted Net Income (Loss) from Operations</b>	<b>\$ 10,422.33</b>	<b>\$ (306.45)</b>	<b>\$ 1,283.46</b>	<b>\$ 11,399.34</b>	<b>\$ -</b>

\*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 - March 2018

	Q1 P & L July/17 - Sept/17	Q2 P & L Oct/17 - Dec/17	Q3 P & L Jan/18 - Mar/18	YTD July/17 - Jun/18
<b>Fundraising Income</b>				
Fundraising				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	\$ 1,010.99	\$ 1,289.50	\$ 831.63	\$ 3,132.12
Other Fundraising Income	\$ -	\$ 1,210.18	\$ -	\$ 1,210.18
Bank Interest	\$ 22.82	\$ 24.96	\$ 29.06	\$ 76.84
<b>Total - Fundraising Income</b>	<b>\$ 1,033.81</b>	<b>\$ 2,524.64</b>	<b>\$ 860.69</b>	<b>\$ 4,419.14</b>
<b>Fundraising Expense</b>				
Fundraising Expenses				
Fundraising Supplies	\$ -	\$ 343.84	\$ 363.00	\$ 706.84
Scholarships Granted	\$ 500.00	\$ -	\$ -	\$ 500.00
Product Equipment (BCAT, Inc. Owned)	\$ -	\$ -	\$ -	\$ -
<b>Total Fundraising Expense</b>	<b>\$ 500.00</b>	<b>\$ 343.84</b>	<b>\$ 363.00</b>	<b>\$ 1,206.84</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ 533.81</b>	<b>\$ 2,180.80</b>	<b>\$ 497.69</b>	<b>\$ 3,212.30</b>

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

	June 30, 2017 FY 2017	Sept. 30, 2017 FY 2018	Dec. 31, 2017 FY 2018	Mar. 31, 2018 FY 2018
<b>BCAT Cash Account Balances</b>				
Current Cash Assets				
<u>Checking/Savings</u>				
Middlesex Checking	\$ 7,073.02	\$ 18,497.72	\$ 17,890.58	\$ 19,153.00
Middlesex Savings	\$ 29,862.24	\$ 30,396.05	\$ 32,920.69	\$ 33,418.38
BCAT Petty Cash	\$ 111.61	\$ 167.24	\$ 124.09	\$ 145.13
<b>Total Cash Assets</b>	<b>\$ 37,046.87</b>	<b>\$ 49,061.01</b>	<b>\$ 50,935.36</b>	<b>\$ 52,716.51</b>
<b>Allocation of BCAT Cash Balance Total</b>				
BTV Operations - Bedford PEG Access Contract	\$ 7,684.63	\$ 19,164.96	\$ 18,858.51	\$ 20,141.97
BCAT Reserve from Donations & Other Income	\$ 29,362.24	\$ 29,896.05	\$ 32,076.85	\$ 32,574.54
<b>TOTAL</b>	<b>\$ 37,046.87</b>	<b>\$ 49,061.01</b>	<b>\$ 50,935.36</b>	<b>\$ 52,716.51</b>

**The following equipment purchases were made during Q3 of FY 2018 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

1/24/2018 – Amazon – Blackmagic Design HyperDeck Shuttle 2 SSD Video Recorder, 2.5” SATA SSD Drives, HD-SDI Input & Output - \$345.00

2/14/2018 – Amazon – Crucial MX500 500GB 3D NAND SATA 2.5 Inch Internal SSD Hard Drive (CT500MX500SSD1) - \$134.95

2/14/2018 – Amazon – AmazonBasics 8-Sheet Cross-Cut Paper and Credit Card Shredder - \$34.99

3/17/2018 – Amazon – Etubby 47-53mm Microphone Shock Mount with Double Mesh Pop Filter & Screw Adapter, Adjustable Anti Vibration High Isolation Metal Mic Mount Holder Clip for Diameter of 47-53mm Microphone - \$13.96

3/17/2018 – Amazon – Adjustable Microphone / Mic Suspension Boom Scissor Arm Stand, ELINP Compact Mic Stand Made of Durable Steel for Radio Broadcasting Studio, Sound Studio, Stages, and TV Stations x 2 (\$13.45 each) - \$26.90

### **Q3 – Summary of Activities**

In the third 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 205 new shows, representing 171 hours of new content. Of these programs, 167 of them were locally produced for a total of 125 hours of content. Additionally, 65 of these shows originally aired live before being rebroadcast. Many locally produced shows were also hosted online on BCAT's YouTube channel "bedfordtvma". In Q3 of FY 18, the Bedford TV YouTube channel had 110,946 views representing a total of one-year 131-days of total programming watched. The channel also gained 580 subscribers, bringing the total number of subscribers to 4,063.

BCAT also continued to train a wide variety of groups in Q3 of FY18. We continued to offer classes for middle and elementary school students. We ran a 6-week session for elementary school students in January, as well as a new camp style class over February vacation that met three hours a day for four days. These classes had a group of peer mentors who helped teach the course. These students, who had previously taken courses with BCAT, were given community service credit for their work.

BCAT also had an intern in January. This intern was a BHS alumnus who is attending Ithaca College. He worked on various productions at the studio and helped teach classes. We also had another high school student who volunteered extensively to gain community service credit towards graduation.

Additionally, in Q3 Bedford TV also 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. The primary project for these students in this quarter was a PSA about pollution that was entered into a national competition.

### **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 in this quarter.

### **Q3- Video and Audio Signal Quality Report**

No problems were reported with the video or audio signal quality during Q3 of FY18.