

QUARTERLY REPORT

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

FY 2022 QUARTER 2

Period of Performance: October 1, 2021 – December 31, 2021



SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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Bedford Community Access Television
 FY 2022 PEG Access P & L vs. Budget
 July 2021 - December 2021

	Q1 P & L	Q2 P & L	YTD	BCAT Budget
	July/21 - Sep/21	Oct/21 - Dec/21	July/21 - Dec/21	July/21 - Jun/22
<u>Income - Operations</u>				
Town PEG Access Appropriation	\$ 51,446.25	\$ 51,446.25	\$ 102,892.50	\$ 205,785.00
Class Revenue	\$ 850.00	\$ -	\$ 850.00	\$ 5,000.00
DVD & USB Copies	\$ 600.00	\$ 55.00	\$ 655.00	\$ 750.00
Total Income - Operations	\$ 52,896.25	\$ 51,501.25	\$ 104,397.50	\$ 211,535.00
<u>Expense - Operations</u>				
Salaries	\$ 32,664.05	\$ 37,516.15	\$ 70,180.20	\$ 159,372.00
Payroll Taxes	\$ 2,314.63	\$ 3,132.18	\$ 5,446.81	\$ 14,000.00
Total - Salaries & Taxes	\$ 34,978.68	\$ 40,648.33	\$ 75,627.01	\$ 173,372.00
Contract Labor				
Videography	\$ -	\$ -	\$ -	\$ -
Other Contract Labor	\$ 4,570.00	\$ 5,579.59	\$ 10,149.59	\$ -
Technical Support/Services	\$ -	\$ -	\$ -	\$ 500.00
Web Services	\$ -	\$ -	\$ -	\$ -
Total - Contract Labor	\$ 4,570.00	\$ 5,579.59	\$ 10,149.59	\$ 500.00
Facility				
Internet/Phone	\$ 464.67	\$ 462.21	\$ 926.88	\$ 1,840.00
Janitor/Cleaning	\$ 250.00	\$ 400.00	\$ 650.00	\$ 1,400.00
Studio & Sets	\$ 315.00	\$ 39.98	\$ 354.98	\$ 300.00
Total - Facility	\$ 1,029.67	\$ 902.19	\$ 1,931.86	\$ 3,540.00
Government Fees	\$ -	\$ 18.50	\$ 18.50	\$ 100.00
Insurance				
Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ 700.00
Employee Dental Insurance	\$ 358.86	\$ 719.71	\$ 1,078.57	\$ 630.00
Employee Medical Insurance	\$ 1,747.50	\$ 2,108.63	\$ 3,856.13	\$ 3,210.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 4,154.00
General Liability, Commercial	\$ -	\$ -	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ -	\$ 150.00
Total - Insurance	\$ 2,106.36	\$ 2,828.34	\$ 4,934.70	\$ 11,844.00
Organizational Expenses				
Volunteer	\$ 28.59	\$ 40.00	\$ 68.59	\$ 700.00
Miscellaneous	\$ 14.97	\$ 7.12	\$ 22.09	\$ 365.00
Community Outreach	\$ 965.95	\$ 895.13	\$ 1,861.08	\$ 2,000.00
Web Hosting	\$ -	\$ 355.03	\$ 355.03	\$ 106.00
Bank Charges / Transaction Fees	\$ -	\$ 1.58	\$ 1.58	\$ 100.00
Student/Intern Supplies	\$ 25.56	\$ -	\$ 25.56	\$ 700.00
Total - Organizational Expenses	\$ 1,035.07	\$ 1,298.86	\$ 2,333.93	\$ 3,971.00
Professional Development				
Conference Fees	\$ -	\$ -	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ -	\$ -	\$ 400.00
Dues and Subscriptions	\$ 119.00	\$ 215.00	\$ 334.00	\$ 1,465.00
Professional Development Training	\$ 1,779.00	\$ (984.00)	\$ 795.00	\$ 1,500.00
Total - Professional Development	\$ 1,898.00	\$ (769.00)	\$ 1,129.00	\$ 4,165.00

Bedford Community Access Television
 FY 2022 PEG Access P & L vs. Budget
 July 2021 - December 2021

	Q1 P & L	Q2 P & L	YTD	BCAT Budget
	July/21 - Sep/21	Oct/21 - Dec/21	July/21 - Dec/21	July/21 - Jun/22
Supplies				
Production Supplies & Expenses	\$ 818.40	\$ 497.95	\$ 1,316.35	\$ 1,200.00
Computer (I.T.) Supplies	\$ 342.48	\$ 179.98	\$ 522.46	\$ 600.00
Office	\$ 154.98	\$ 66.83	\$ 221.81	\$ 600.00
Postage	\$ 53.36	\$ 4.30	\$ 57.66	\$ 150.00
Total - Supplies	\$ 1,369.22	\$ 749.06	\$ 2,118.28	\$ 2,550.00
Professional Fees				
CPA	\$ -	\$ -	\$ -	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 450.00	\$ 682.00	\$ 928.00
Payroll Service	\$ 290.00	\$ 320.00	\$ 610.00	\$ 1,140.00
Misc. Professional Fees	\$ 125.00	\$ -	\$ 125.00	\$ -
CORI Fees	\$ 102.36	\$ 51.18	\$ 153.54	\$ 200.00
Total - Professional Fees	\$ 749.36	\$ 821.18	\$ 1,570.54	\$ 6,768.00
Operating Capital				
Office Furniture (Town Owned)	\$ -	\$ 105.99	\$ 105.99	\$ 725.00
Office Equipment (Town Owned)	\$ -	\$ 80.89	\$ 80.89	\$ 1,000.00
Production Equipment (Town Owned)	\$ 5,532.93	\$ (5,090.00)	\$ 442.93	\$ 3,000.00
Total - Operating Capital	\$ 5,532.93	\$ (4,903.12)	\$ 629.81	\$ 4,725.00
Total Expense - Operations	\$ 53,269.29	\$ 47,173.93	\$ 100,443.22	\$ 211,535.00
Net Income (Loss) from Operations	\$ (373.04)	\$ 4,327.32	\$ 3,954.28	\$ -

- FY22 Q1 Town-owned production items were purchased with BCAT, Inc. operational funds. Funding (\$5,090) was reimbursed to BCAT, Inc. in FY22 Q2 by the Town of Bedford with FY21 capital funds.
- The following items, purchased in FY22 Q1, were moved from the Community Outreach account to the Production Supplies account in FY22 Q2:
 - 7/28/2021 - Weight Bags, Steel Gray w/ Black Accents, 4 pk – 25 lb. - \$45.00
 - 9/20/2021 - Concrete Sand (70 lbs) - \$5.50
 - 9/20/2021 - Blue Flag Tape (300') - \$2.89
 - 9/20/2021 - Nylon Black Paracord (50') - \$7.59
- \$30 was moved from “Payroll Service Fees” to “Salaries” in FY22 Q2 for a retirement fee payback to employees by BCAT that was incurred in FY22 Q1.
- \$250 was moved from “Other Contract Labor” to “Community Outreach” for a sound system rental charge for Bedford Day that was incurred in FY22 Q1.

Bedford Community Access Television
 FY 2022 Reserve Fund P & L
 July 2021 - December 2021

	Q1 P & L July/21 - Sep/21	Q2 P & L Oct/21 - Dec/21	YTD July/21 - Dec/21
Fundraising Income			
Fundraising			
Grants	\$ -	\$ -	\$ -
Donations	\$ 201.28	\$ 1,683.61	\$ 1,884.89
Other Fundraising Income	\$ -	\$ -	\$ -
Bank Interest	\$ 8.94	\$ 8.42	\$ 17.36
Total - Fundraising Income	\$ 210.22	\$ 1,692.03	\$ 1,902.25
Fundraising Expense			
Fundraising Expenses			
Special Events	\$ -	\$ -	\$ -
Fundraising Supplies	\$ 550.00	\$ -	\$ 550.00
Fundraising Fees	\$ 2.89	\$ 31.72	\$ 34.61
Scholarships Granted	\$ -	\$ -	\$ -
Product Equipment (BCAT Owned)	\$ -	\$ -	\$ -
Miscellaneous (BCAT Funded)	\$ -	\$ 603.99	\$ 603.99
Total - Fundraising Expense	\$ 552.89	\$ 635.71	\$ 1,188.60
Net Income (Loss) from Fundraising	\$ (342.67)	\$ 1,056.32	\$ 713.65

Bedford Community Access Television
 FY 2022 Cash Accounts vs. End of FY 2021
 As of December 2021

	Jun. 30, 2021 FY 2021	Sep. 30, 2021 FY 2022	Dec. 31, 2021 FY 2022
BCAT Cash Account Balances			
Current Cash Assets			
Checking/Savings			
Middlesex Checking	\$ 7,051.44	\$ (738.80)	\$ 9,247.30
Middlesex Savings	\$ 72,981.69	\$ 73,154.51	\$ 68,662.94
BCAT Petty Cash	\$ 136.67	\$ 149.07	\$ 178.75
PayPal	\$ 20.00	\$ 22.11	\$ 20.00
Total Cash Assets	\$ 80,189.80	\$ 72,586.89	\$ 78,108.99
Allocation of BCAT Cash Balance Total			
BTV Operations - Bedford PEG Access Grant Agreement	\$ 8,599.24	\$ 1,339.00	\$ 5,804.78
BCAT Reserve from Donations & Other Income	\$ 71,590.56	\$ 71,247.89	\$ 72,304.21
TOTAL	\$ 80,189.80	\$ 72,586.89	\$ 78,108.99

\$550 should have been transferred from our savings account to our checking account to replenish the checking account for the BTV grey T-shirts that were ordered in FY22 Q1 out of our Fundraising Expenses in our Reserve Fund. To correct this, \$550 was transferred in FY22 Q2.

The "Allocation of BCAT Cash Balance Total" amounts for June 30, 2021 and September 30, 2021 have been adjusted since the FY22 Q1 report, as was the balance in the Middlesex Checking account on September 30, 2021. Year-End adjusting journal entries for FY21 were not received until FY22 Q2. Those entries were booked as of 6/30/21, which impacts the end of year balances that were previously reported to the Town. Current figures now tie to BCAT's financial statements and tax returns.

**The following equipment purchases were made during Q2 of FY 2022 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

10/4/2021 – Amazon – FlexiSpot – Standing Desk Converter 28 Inches Stand up Desk Riser, Height Adjustable Home Office Desk with Deep Keyboard Tray for Laptop (Model # M7B) (ASIN #B0762K7JTT) - \$105.99

11/24/2021 – eBay – Techcove – Apple Magic Trackpad Wireless for iMac and MacBook, Silver (Model # MC380LL/A A1339) (Item ID # 264278607149) - \$64.90

11/24/2021 – eBay – Square Trade – 1 Year SquareTrade Warranty (Electronics \$50-75) (Item ID # 282413274996) - \$10.99

12/29/2021 – Bedford Lock and Key – ilco USA - Replacement key for SentrySafe CB-12 Cash Box, Silver (Item ID # 1657 SS5) - \$5.00

The following items, purchased in FY22 Q1, were moved from the “Production Supplies” and “Community Outreach” accounts to the “Production Equipment (Town Owned)” account in FY22 Q2 and have been added to the Town-owned Equipment List:

7/6/2021 – Amazon – Pangshi Online – Pangshi VT-1510 Video Camera Tripod Head Fluid Drag Pan Tilt Head with ¼” Quick Release Plate (Model # pang-459) (ASIN # B01DXE6J90) - \$33.99

7/6/2021 – Amazon – GoPro Media Mod (HERO8 Black) (Model # AJFMD-001) (ASIN # B0813VSY2V) - \$79.99

7/28/2021 – International E-Z Up, Inc. – Patriot Shelter, Vntd, Stl Gray Top, Gray Frame 10' (Part # PTSVSG10) - \$170 (Shipping - \$52.21)

8/31/2021 – Amazon – Elgato Cam Link 4K, External Camera Capture Card (Model # 10GAM9901) (ASIN # B07K3FN5MR) – \$106.74

Q2 – Summary of Activities

In the second quarter of Fiscal Year 2022, Bedford Community Access Television, Inc. continued to provide PEG services as well as offer training to those who live, work, study, or belong to an organization in Bedford.

PROGRAMMING

In this quarter, BCAT broadcasted 284 new shows, representing 206 hours of new content. Of these programs, 258 of them were locally produced for a total of 195 hours of content, of which three programs originally aired live to our cable channels before being rebroadcast. Although no shows are being

produced in our studio currently, due to the COVID-19 pandemic and Town mask mandate, Bedford TV has resumed some live broadcasts with our new TelVue video server. These include all Select Board, School Committee and Planning Board meetings that stream live to our YouTube channels. We will continue to add more live broadcasts to our channel line-up as our staff becomes acquainted with the new equipment. Many locally produced shows were also hosted online on BCAT's YouTube channel "Bedford TV, MA." In Q2 of FY 22, the Bedford TV YouTube channel had 67,290 views, representing a total of 11,900 hours of programming watched. The channel also gained 161 subscribers, bringing the total number of subscribers to 12,021.

Bedford TV has continued to go above and beyond the typical day-to-day duties of the station to support the needs of the Town and our volunteers during the COVID-19 pandemic. We have assisted many of the Town's departments, boards, committees, schools, and community organizations in sharing information via video so that they may engage with the community and encourage participation among town residents.

We continued to share as many board and committee meetings as have been possible. In Q2, we recorded and streamed 39 government meetings. This includes Special Town meeting. We also edited and broadcasted videos presenting the warrant items. Public Service Announcements from the Centers for Disease Control and Prevention continue to play during regular timeslots on our public and government channels. We have also continued to update the Community Bulletin Board channel with relevant COVID-19 information and with all notices sent from the Town.

Bedford TV played a significant role in helping community organizations share their events virtually with a wide audience. We recorded and edited the first annual Indigenous Peoples' Day celebration at Middlesex Community College. We also recorded and edited the 2021 VA Bedford Veterans Creative Arts Competition and the annual Trunk or Treat event at Whole Foods. In addition, we recorded and live streamed the Bedford Boy Scout Troop 194 Eagle Court of Honor ceremony to YouTube.

Bedford TV also continued providing support to the Bedford Public Schools in Q2 of FY 22. Bedford TV recorded and live streamed 21 Varsity sporting events in the 2022 Fall Season. We also continued to support the Bedford High School in uploading their productions of "BHS Now" to our YouTube Channel, so that the staff and student body could watch the program on Thursday mornings. These programs also run on our public channel weekly.

Bedford TV saw the return of some in-person studio production this quarter. One volunteer group recorded interviews of the BHS hockey team. Another volunteer recorded an original song with vocals and guitar.

PODCASTS

Bedford TV welcomed two new podcasts to our programming lineup this quarter: The Bedford Tavern, and Lessons We Can Take from Today. The Bedford Tavern, produced by Dan Brosgol and Dave Geller, is produced outside of Bedford TV, and submitted for playback. Lessons We Can Take from Today is recorded in the Bedford TV podcast studio.

OPERATIONS

All staff, volunteers and visitors maintain observation of the current town-wide mask mandate while in the building. Regular talk show producers continue to refrain from returning to the studio currently due to the challenges of recording clear audio while wearing a mask. However, volunteers are heavily involved in recording off-site productions with the use of our field production equipment. Shows like Bedford TV News continue to be produced weekly via Zoom from the comfort of our volunteers' homes.

In Q2 of FY21, a \$600 payment was booked as Misc. Professional Fees to Spectrum Employee Benefits, Inc. for the amendment and restatement of our 401 (k) retirement plan document. This payment was never drafted from our checking account and Spectrum Employee Benefits, Inc. has confirmed that we do not owe further payment. The unspent \$600 will be credited to the Town in FY22.

TRAINING

Bedford TV held a New Member Orientation on October 4th. 11 members attended, with 7 being new. Bedford TV staff also held a one-night Intro to Videography class, and a two-night Intro to Sports Videography class. Both were attended by 4 volunteers. In addition, the Bedford TV studio lighting designer gave a three-hour workshop on the new-to-us studio lights, which was attended by 9 volunteers.

Bedford TV also gave on-location training to volunteers during productions, as well as one-on-one help with editors at Bedford TV.

Q2 - Explanation of difficulties that may have interfered with BCAT's performance or obligations under Grant Agreement with the Town

There were no difficulties that interfered with BCAT's performance or obligations under the grant agreement in Q2.

Q2- Video and Audio Signal Quality Report

On Sunday, October 10th, the Executive Director received a message from a viewer that no content was playing out on Verizon Channel 40. A member of the Verizon team was contacted and came to the studio on Tuesday, October 12th. The problem was due to a faulty power cable which was removed and replaced.