

QUARTERLY REPORT

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

FY 2022 QUARTER 3

Period of Performance: January 1, 2022 – March 31, 2022



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 - March 2022

	Q1 P & L July/21 - Sep/21	Q2 P & L Oct/21 - Dec/21	Q3 P & L Jan/22 - Mar/22	YTD July/21 - Mar/22	BCAT Budget July/21 - Jun/22
Income - Operations					
Town PEG Access Appropriation	\$ 51,446.25	\$ 51,446.25	\$ 51,446.25	\$ 154,338.75	\$ 205,785.00
Class Revenue	\$ 850.00	\$ -	\$ 1,800.00	\$ 2,650.00	\$ 5,000.00
DVD & USB Copies	\$ 600.00	\$ 55.00	\$ 100.00	\$ 755.00	\$ 750.00
Total Income - Operations	\$ 52,896.25	\$ 51,501.25	\$ 53,346.25	\$ 157,743.75	\$ 211,535.00
Expense - Operations					
Salaries	\$ 32,664.05	\$ 37,516.15	\$ 37,864.22	\$ 108,044.42	\$ 159,372.00
Payroll Taxes	\$ 2,314.63	\$ 3,132.18	\$ 3,664.48	\$ 9,111.29	\$ 14,000.00
Total - Salaries & Taxes	\$ 34,978.68	\$ 40,648.33	\$ 41,528.70	\$ 117,155.71	\$ 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	\$ 458.75	\$ 1,385.63	\$ 1,840.00
Janitor/Cleaning	\$ 250.00	\$ 400.00	\$ 350.00	\$ 1,000.00	\$ 1,400.00
Studio & Sets	\$ 315.00	\$ 39.98	\$ -	\$ 354.98	\$ 300.00
Total - Facility	\$ 1,029.67	\$ 902.19	\$ 808.75	\$ 2,740.61	\$ 3,540.00
Government Fees	\$ -	\$ 18.50	\$ 70.00	\$ 88.50	\$ 100.00
Insurance					
Worker's Comp Insurance	\$ -	\$ -	\$ 704.00	\$ 704.00	\$ 700.00
Employee Dental Insurance	\$ 358.86	\$ 719.71	\$ 358.86	\$ 1,437.43	\$ 630.00
Employee Medical Insurance	\$ 1,747.50	\$ 2,108.63	\$ 2,796.00	\$ 6,652.13	\$ 3,210.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ -	\$ 4,154.00
General Liability, Commercial	\$ -	\$ -	\$ 3,137.00	\$ 3,137.00	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
Total - Insurance	\$ 2,106.36	\$ 2,828.34	\$ 7,145.86	\$ 12,080.56	\$ 11,844.00
Organizational Expenses					
Volunteer	\$ 28.59	\$ 40.00	\$ -	\$ 68.59	\$ 700.00
Miscellaneous	\$ 14.97	\$ 7.12	\$ 9.98	\$ 32.07	\$ 365.00
Community Outreach	\$ 965.95	\$ 895.13	\$ 53.62	\$ 1,914.70	\$ 2,000.00
Web Hosting	\$ -	\$ 355.03	\$ 34.95	\$ 389.98	\$ 106.00
Bank Charges / Transaction Fees	\$ -	\$ 1.58	\$ 2.97	\$ 4.55	\$ 100.00
Student/Intern Supplies	\$ 25.56	\$ -	\$ 23.08	\$ 48.64	\$ 700.00
Total - Organizational Expenses	\$ 1,035.07	\$ 1,298.86	\$ 124.60	\$ 2,458.53	\$ 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)	\$ (795.00)	\$ 334.00	\$ 4,165.00

*As in FY 2022 Q2, in FY 2022 Q3, we received a reimbursement from the Commonwealth Corporation's Workforce Training Fund Program for Professional Development Training, thus bringing our YTD expenses in that category to \$0.

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

	Q1 P & L July/21 - Sep/21	Q2 P & L Oct/21 - Dec/21	Q3 P & L Jan/22 - Mar/22	YTD July/21 - Mar/22	BCAT Budget July/21 - Jun/22
Supplies					
Production Supplies & Expenses	\$ 818.40	\$ 497.95	\$ 24.53	\$ 1,340.88	\$ 1,200.00
Computer (I.T.) Supplies	\$ 342.48	\$ 179.98	\$ 19.81	\$ 542.27	\$ 600.00
Office	\$ 154.98	\$ 66.83	\$ 307.33	\$ 529.14	\$ 600.00
Postage	\$ 53.36	\$ 4.30	\$ 15.82	\$ 73.48	\$ 150.00
Total - Supplies	\$ 1,369.22	\$ 749.06	\$ 367.49	\$ 2,485.77	\$ 2,550.00
Professional Fees					
CPA	\$ -	\$ -	\$ 4,400.00	\$ 4,400.00	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 450.00	\$ -	\$ 682.00	\$ 928.00
Payroll Service	\$ 290.00	\$ 320.00	\$ 340.00	\$ 950.00	\$ 1,140.00
Misc. Professional Fees	\$ 125.00	\$ -	\$ (600.00)	\$ (475.00)	\$ -
CORI Fees	\$ 102.36	\$ 51.18	\$ 127.95	\$ 281.49	\$ 200.00
Total - Professional Fees	\$ 749.36	\$ 821.18	\$ 4,267.95	\$ 5,838.49	\$ 6,768.00
Operating Capital					
Office Furniture (Town Owned)	\$ -	\$ 105.99	\$ -	\$ 105.99	\$ 725.00
Office Equipment (Town Owned)	\$ -	\$ 80.89	\$ 129.00	\$ 209.89	\$ 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)	\$ 129.00	\$ 758.81	\$ 4,725.00
Total Expense - Operations	\$ 53,269.29	\$ 47,173.93	\$ 53,647.35	\$ 154,090.57	\$ 211,535.00
Net Income (Loss) from Operations	\$ (373.04)	\$ 4,327.32	\$ (301.10)	\$ 3,653.18	\$ -

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

	Q1 P & L July/21 - Sep/21	Q2 P & L Oct/21 - Dec/21	Q3 P & L Jan/22 - Mar/22	YTD July/21 - Mar/22
Fundraising Income				
Fundraising				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	\$ 201.28	\$ 1,683.61	\$ 1,105.24	\$ 2,990.13
Other Fundraising Income	\$ -	\$ -	\$ -	\$ -
Bank Interest	\$ 8.94	\$ 8.42	\$ 10.22	\$ 27.58
Total - Fundraising Income	\$ 210.22	\$ 1,692.03	\$ 1,115.46	\$ 3,017.71
Fundraising Expense				
Fundraising Expenses				
Special Events	\$ -	\$ -	\$ -	\$ -
Fundraising Supplies	\$ 550.00	\$ -	\$ -	\$ 550.00
Fundraising Fees	\$ 2.89	\$ 31.72	\$ 6.65	\$ 41.26
Scholarships Granted	\$ -	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ -	\$ -	\$ 797.90	\$ 797.90
Miscellaneous (BCAT Funded)	\$ -	\$ 603.99	\$ -	\$ 603.99
Total - Fundraising Expense	\$ 552.89	\$ 635.71	\$ 804.55	\$ 1,993.15
Net Income (Loss) from Fundraising	\$ (342.67)	\$ 1,056.32	\$ 310.91	\$ 1,024.56

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

	Jun. 30, 2021 FY 2021	Sep. 30, 2021 FY 2022	Dec. 31, 2021 FY 2022	Mar. 31, 2022 FY 2022
BCAT Cash Account Balances				
Current Cash Assets				
Checking/Savings				
Middlesex Checking	\$ 7,051.44	\$ (738.80)	\$ 9,247.30	\$ 8,946.20
Middlesex Savings	\$ 72,981.69	\$ 73,154.51	\$ 68,662.94	\$ 68,973.85
BCAT Petty Cash	\$ 136.67	\$ 149.07	\$ 178.75	\$ 178.75
PayPal	\$ 20.00	\$ 22.11	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 80,189.80	\$ 72,586.89	\$ 78,108.99	\$ 78,118.80
Allocation of BCAT Cash Balance Total				
BTV Operations - Bedford PEG Access Grant Agreement	\$ 8,599.24	\$ 1,339.00	\$ 5,804.78	\$ 5,503.68
BCAT Reserve from Donations & Other Income	\$ 71,590.56	\$ 71,247.89	\$ 72,304.21	\$ 72,615.12
TOTAL	\$ 80,189.80	\$ 72,586.89	\$ 78,108.99	\$ 78,118.80

**The following equipment purchases were made during FY 2022 Q3 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

3/2/2022 – Amazon – Apple Magic Trackpad (Wireless, Rechargeable) - Silver (Model #MK2D3AM/A)
(ASIN #B09BRG3MZ2) - \$129.00

Q3 – Summary of Activities

In the third 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 227 new shows, representing 160 hours of new content. Of these programs, 210 of them were locally produced for a total of 155 hours of content, of which three programs originally aired live to our cable channels before being rebroadcast. Although no shows were produced in our studio during Q3, due to the COVID-19 pandemic and Town mask mandate, Bedford TV is pleased to welcome back its weekly news program to the studio starting April 11th. Bedford TV has also 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 channel. 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 Q3 of FY 22, the Bedford TV YouTube channel had 76,800 views, representing a total of 14,300 hours of programming watched. The channel also gained 137 subscribers, bringing the total number of subscribers to 12,158.

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 Q3, we recorded and streamed 39 government meetings. This included Annual Town Meeting. We also edited and broadcasted videos containing the articles presented during the Annual Town meeting. We also created and edited together 21 Candidate Message videos. Public Service Announcements from the Centers for Disease Control and Prevention continue to play during regular time slots 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 coverage for the MLK event for the Town of Bedford. We also recorded and edited the 2022 BHS National Honor Society Ceremony as well as part of the winter lecture series at the Bedford Free Public Library.

Bedford TV also continued providing support to the Bedford Public Schools in Q3 of FY 22. We recorded and live streamed 20 Varsity sporting events in the 2022 Winter Season as well as Senior Spotlights for four hockey players. We also continued to support 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. We also covered the 8th Grade Information Night on March 3rd. These programs also run on our public channel weekly.

PODCASTS

Bedford TV did not welcome any new podcasts this quarter, however there was a class on March 24th which several members attended and are planning on starting a podcast in the coming quarter. The Bedford Tavern, and Lessons We Can Take from Today continue to be recorded and aired on Bedford TV.

OPERATIONS

Bedford TV Executive Director Katie Duval has accepted a position at another company and new Executive Director Brian Hebert has been hired in her place. Bedford TV also needed to replace the vacant positions left by the Production Coordinator and Production Assistant taking jobs at other companies as well.

With the Town-wide mask mandate being lifted, Bedford TV staff now have the option whether to wear a mask when only staff is in the studio. Bedford TV is still asking visitors to the studio to wear masks, and staff will wear them as well when visitors are present. Regular talk show producers have been contacted and informed of the new procedures that allow for studio productions once again. Volunteers continue to be 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 but will be back in the studio in April.

TRAINING

Bedford TV held a six-part class called Whose Show is it Anyway, which started on January 11th and took place every Tuesday until February 15th. There was a total of nine children from grades 3 - 5 in each class. During the classes, students learned how to use the necessary equipment to create their own 5 - 10-minute game shows at Bedford TV and compete against their fellow classmates. Bedford TV staff also held a one-night Intro to Podcasting class that was attended by four volunteers. In addition, Bedford TV gave on-location training to volunteers during productions, as well as one-on-one help with editors at our studio.

Q3 - 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 Q3.

Q3- Video and Audio Signal Quality Report

There were no issues with video or audio signal quality from Bedford TV's channels reported in Q3.