

**QUARTERLY REPORT**

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

**FY 2022 QUARTER 4**

**Period of Performance: April 1, 2022 – June 30, 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 - June 2022

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	July/21 - Sep/21	Oct/21 - Dec/21	Jan/22 - Mar/22	Apr/22 - Jun/22	July/21 - Jun/22	July/21 - Jun/22
<b><u>Income - Operations</u></b>						
Town PEG Access Appropriation	\$ 51,446.25	\$ 51,446.25	\$ 51,446.25	\$ 51,446.25	\$ 205,785.00	\$ 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	\$ 920.00	\$ 1,675.00	\$ 750.00
<b>Total Income - Operations</b>	<b>\$ 52,896.25</b>	<b>\$ 51,501.25</b>	<b>\$ 53,346.25</b>	<b>\$ 52,366.25</b>	<b>\$ 210,110.00</b>	<b>\$ 211,535.00</b>
<b><u>Expense - Operations</u></b>						
Salaries	\$ 32,664.05	\$ 37,516.15	\$ 37,864.22	\$ 38,433.66	\$ 146,478.08	\$ 159,372.00
Payroll Taxes	\$ 2,314.63	\$ 3,132.18	\$ 3,664.48	\$ 3,606.90	\$ 12,718.19	\$ 14,000.00
<b>Total - Salaries &amp; Taxes</b>	<b>\$ 34,978.68</b>	<b>\$ 40,648.33</b>	<b>\$ 41,528.70</b>	<b>\$ 42,040.56</b>	<b>\$ 159,196.27</b>	<b>\$ 173,372.00</b>
Contract Labor						
Videography	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Contract Labor	\$ 4,570.00	\$ 5,579.59	\$ -	\$ -	\$ 10,149.59	\$ -
Technical Support/Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Web Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total - Contract Labor</b>	<b>\$ 4,570.00</b>	<b>\$ 5,579.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,149.59</b>	<b>\$ 500.00</b>
Facility						
Internet/Phone	\$ 464.67	\$ 462.21	\$ 458.75	\$ 753.18	\$ 2,138.81	\$ 1,840.00
Janitor/Cleaning	\$ 250.00	\$ 400.00	\$ 350.00	\$ 300.00	\$ 1,300.00	\$ 1,400.00
Studio & Sets	\$ 315.00	\$ 39.98	\$ -	\$ -	\$ 354.98	\$ 300.00
<b>Total - Facility</b>	<b>\$ 1,029.67</b>	<b>\$ 902.19</b>	<b>\$ 808.75</b>	<b>\$ 1,053.18</b>	<b>\$ 3,793.79</b>	<b>\$ 3,540.00</b>
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	\$ 55.06	\$ 1,492.49	\$ 630.00
Employee Medical Insurance	\$ 1,747.50	\$ 2,108.63	\$ 2,796.00	\$ 325.10	\$ 6,977.23	\$ 3,210.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 3,386.00	\$ 3,386.00	\$ 4,154.00
General Liability, Commercial	\$ -	\$ -	\$ 3,137.00	\$ -	\$ 3,137.00	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ 150.00
<b>Total - Insurance</b>	<b>\$ 2,106.36</b>	<b>\$ 2,828.34</b>	<b>\$ 7,145.86</b>	<b>\$ 3,766.16</b>	<b>\$ 15,846.72</b>	<b>\$ 11,844.00</b>
Organizational Expenses						
Volunteer	\$ 28.59	\$ 40.00	\$ -	\$ 111.58	\$ 180.17	\$ 700.00
Miscellaneous	\$ 14.97	\$ 7.12	\$ 9.98	\$ 9.98	\$ 42.05	\$ 365.00
Community Outreach	\$ 965.95	\$ 895.13	\$ 53.62	\$ 5.97	\$ 1,920.67	\$ 2,000.00
Web Hosting	\$ -	\$ 355.03	\$ 34.95	\$ -	\$ 389.98	\$ 106.00
Bank Charges / Transaction Fees	\$ -	\$ 1.58	\$ 2.97	\$ 34.07	\$ 38.62	\$ 100.00
Student/Intern Supplies	\$ 25.56	\$ -	\$ 23.08	\$ 22.16	\$ 70.80	\$ 700.00
<b>Total - Organizational Expenses</b>	<b>\$ 1,035.07</b>	<b>\$ 1,298.86</b>	<b>\$ 124.60</b>	<b>\$ 183.76</b>	<b>\$ 2,642.29</b>	<b>\$ 3,971.00</b>
Professional Development						
Conference Fees	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00	\$ 800.00
Conference Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Dues and Subscriptions	\$ 119.00	\$ 215.00	\$ -	\$ 400.00	\$ 734.00	\$ 1,465.00
Professional Development Training	\$ 1,779.00	\$ (984.00)	\$ (795.00)	\$ -	\$ -	\$ 1,500.00
<b>Total - Professional Development</b>	<b>\$ 1,898.00</b>	<b>\$ (769.00)</b>	<b>\$ (795.00)</b>	<b>\$ 490.00</b>	<b>\$ 824.00</b>	<b>\$ 4,165.00</b>

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

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	July/21 - Sep/21	Oct/21 - Dec/21	Jan/22 - Mar/22	Apr/22 - Jun/22	July/21 - Jun/22	July/21 - Jun/22
Supplies						
Production Supplies & Expenses	\$ 818.40	\$ 497.95	\$ 24.53	\$ 283.50	\$ 1,624.38	\$ 1,200.00
Computer (I.T.) Supplies	\$ 342.48	\$ 179.98	\$ 19.81	\$ 242.78	\$ 785.05	\$ 600.00
Office	\$ 154.98	\$ 66.83	\$ 307.33	\$ (18.17)	\$ 510.97	\$ 600.00
Postage	\$ 53.36	\$ 4.30	\$ 15.82	\$ -	\$ 73.48	\$ 150.00
Total - Supplies	\$ 1,369.22	\$ 749.06	\$ 367.49	\$ 508.11	\$ 2,993.88	\$ 2,550.00
Professional Fees						
CPA	\$ -	\$ -	\$ 4,400.00	\$ -	\$ 4,400.00	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 450.00	\$ -	\$ 532.00	\$ 1,214.00	\$ 928.00
Payroll Service	\$ 290.00	\$ 320.00	\$ 340.00	\$ 470.00	\$ 1,420.00	\$ 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	\$ 1,002.00	\$ 6,840.49	\$ 6,768.00
Operating Capital						
Office Furniture (Town Owned)	\$ -	\$ 105.99	\$ -	\$ -	\$ 105.99	\$ 725.00
Office Equipment (Town Owned)	\$ -	\$ 80.89	\$ 129.00	\$ 287.30	\$ 497.19	\$ 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	\$ 287.30	\$ 1,046.11	\$ 4,725.00
<b>Total Expense - Operations</b>	<b>\$ 53,269.29</b>	<b>\$ 47,173.93</b>	<b>\$ 53,647.35</b>	<b>\$ 49,331.07</b>	<b>\$ 203,421.64</b>	<b>\$ 211,535.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ (373.04)</b>	<b>\$ 4,327.32</b>	<b>\$ (301.10)</b>	<b>\$ 3,035.18</b>	<b>\$ 6,688.36</b>	<b>\$ -</b>

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

	Q1 P & L July/21 - Sep/21	Q2 P & L Oct/21 - Dec/21	Q3 P & L Jan/22 - Mar/22	Q4 P & L Apr/22 - Jun/22	YTD July/21 - Jun/22
<b>Fundraising Income</b>					
Fundraising					
Grants	\$ -	\$ -	\$ -	\$ 797.90	\$ 797.90
Donations	\$ 201.28	\$ 1,683.61	\$ 1,105.24	\$ 758.22	\$ 3,748.35
Other Fundraising Income	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Interest	\$ 8.94	\$ 8.42	\$ 10.22	\$ 36.83	\$ 64.41
<b>Total - Fundraising Income</b>	<b>\$ 210.22</b>	<b>\$ 1,692.03</b>	<b>\$ 1,115.46</b>	<b>\$ 1,592.95</b>	<b>\$ 4,610.66</b>
<b>Fundraising Expense</b>					
Fundraising Expenses					
Special Events	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising Supplies	\$ 550.00	\$ -	\$ -	\$ -	\$ 550.00
Fundraising Fees	\$ 2.89	\$ 31.72	\$ 6.65	\$ -	\$ 41.26
Scholarships Granted	\$ -	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00
Production Equipment (BCAT Owned)	\$ -	\$ -	\$ 797.90	\$ 529.74	\$ 1,327.64
Miscellaneous (BCAT Funded)	\$ -	\$ 603.99	\$ -	\$ -	\$ 603.99
<b>Total - Fundraising Expense</b>	<b>\$ 552.89</b>	<b>\$ 635.71</b>	<b>\$ 804.55</b>	<b>\$ 2,129.74</b>	<b>\$ 4,122.89</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ (342.67)</b>	<b>\$ 1,056.32</b>	<b>\$ 310.91</b>	<b>\$ (536.79)</b>	<b>\$ 487.77</b>

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

	Jun. 30, 2021 FY 2021	Sep. 30, 2021 FY 2022	Dec. 31, 2021 FY 2022	Mar. 31, 2022 FY 2022	Jun. 30, 2022 FY 2022
<b>BCAT Cash Account Balances</b>					
Current Cash Assets					
<b>Checking/Savings</b>					
Middlesex Checking	\$ 7,051.44	\$ (738.80)	\$ 9,247.30	\$ 8,946.20	\$ 6,451.64
Middlesex Savings	\$ 72,981.69	\$ 73,154.51	\$ 68,662.94	\$ 68,973.85	\$ 73,966.80
BCAT Petty Cash	\$ 136.67	\$ 149.07	\$ 178.75	\$ 178.75	\$ 178.75
PayPal	\$ 20.00	\$ 22.11	\$ 20.00	\$ 20.00	\$ 20.00
<b>Total Cash Assets</b>	<b>\$ 80,189.80</b>	<b>\$ 72,586.89</b>	<b>\$ 78,108.99</b>	<b>\$ 78,118.80</b>	<b>\$ 80,617.19</b>
<b>Allocation of BCAT Cash Balance Total</b>					
BTV Operations - Bedford PEG Access Grant Agreement	\$ 8,599.24	\$ 1,339.00	\$ 5,804.78	\$ 5,503.68	\$ 8,538.86
BCAT Reserve from Donations & Other Income	\$ 71,590.56	\$ 71,247.89	\$ 72,304.21	\$ 72,615.12	\$ 72,078.33
<b>TOTAL</b>	<b>\$ 80,189.80</b>	<b>\$ 72,586.89</b>	<b>\$ 78,108.99</b>	<b>\$ 78,118.80</b>	<b>\$ 80,617.19</b>

**The following equipment purchases were made during FY 2022 Q4 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

5/13/2022 – Verizon – Yealink Cordless Phone Base with Handset – (Model # W60B) - \$74.80

5/13/2022 – Verizon – Yealink Cordless Handset (Model # W60P) x 4 (\$42.50 each) - \$170.00

5/13/2022 – Verizon – AudioCodes 2 Port Analog Telephone Adapter (Model #MP202) - \$42.50

\*All Verizon equipment was sold to Bedford TV at a 50% discount from Verizon.

#### **Q4 – Summary of Activities**

In the fourth 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 155 new shows, representing 190 hours of new content. Of these programs, 139 of them were locally produced for a total of 160 hours of content, of which eight programs originally aired live to our cable channels before being rebroadcast. We were able to have our weekly news program recorded back in our studio this quarter. We will also be continuing our longest standing show, Bedford Common, starting in August. In addition, Bedford TV has resumed some live broadcasts with our new TelVue video server. These include all Select Board, School Committee, Planning Board, Board of Health, and Finance Committee meetings that stream live to our YouTube channel. We will continue to add more live broadcasts to our channel line-up as our new staff becomes acquainted with the new equipment. Many locally produced shows were also hosted online on BCAT’s YouTube channel “Bedford TV, MA”. In Q4 of FY 22, the Bedford TV YouTube channel had 57,523 views, representing a total of 9,400 hours of programming watched. The channel gained 241 subscribers this quarter, bringing the total number of subscribers to 12,399.

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 Q4, we recorded and streamed 24 government meetings. We have worked with the Town boards and committees to set up a hybrid solution for future meetings. The board and committee members can meet in person in the Select Board Meeting Room inside of Town Hall. Bedford TV can then broadcast the signal from our cameras in that room and the public Zoom meeting for any viewers who are not able to attend the meetings in person. 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 Pole Capping, Bedford's Cultural District Day, and Memorial Day ceremonies. In addition, we recorded and edited the 2022 CSF of Bedford Dollars for Scholars Ceremony and the Bedford Chamber of Commerce Prom Stroll.

Bedford TV continued providing support to the Bedford Public Schools in Q4 of FY 22. We recorded and live streamed 33 Varsity sporting events in the 2022 Spring Season. We 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 created a Teacher Appreciation video and covered the John Glenn Middle School Moving On Ceremony, English Learners Awards Night at Bedford High School, and Bedford High School Graduation. The High School Graduation was broadcast live on YouTube and our cable channels for the Town's viewing.

## **PODCASTS**

Bedford TV welcomed one new podcast this quarter, called "The Bedford Citizen". "The Bedford Tavern" and "Lessons We Can Take from Today" continue to be recorded and aired on Bedford TV.

## **OPERATIONS**

With the Town-wide mask mandate being lifted, Bedford TV staff now have the option whether to wear a mask. Bedford TV is no longer asking visitors to the studio to wear masks. Regular 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 are thrilled to be back in the studio and will continue to record in person as circumstances allow.

A new Production Coordinator was hired in early July (FY23 Q1) to fill the vacancy left by our previous Production Coordinator leaving in June (FY22 Q4). Also, this quarter Bedford TV welcomed a new summer production intern who will be working on a variety of projects.

## **TRAINING**

Bedford TV held a two-night, three-hour, editing course on the newly purchased editing software for the station. This class was an Introduction into Adobe Premiere and had three attendees who were Bedford TV members, interns, or staff. We will continue to hold future classes detailing all the capabilities with our new software. Bedford TV staff also held a one-night, two-hour, Intro to Podcasting class that was attended by four volunteers. In addition, Bedford TV gave over 15 hours of on-location training to volunteers during productions, as well as one-on-one help with editors at our studio.

#### **Q4 - 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 Q4.

#### **Q4- Video and Audio Signal Quality Report**

An issue with signal quality on our Verizon channel 40 was submitted by a Bedford resident to Bedford TV on April 8<sup>th</sup>. Our video signal was showing white and red horizontal lines on the screen. Verizon was contacted, a new cable was installed, and the issue was resolved right away. No other issues were reported during Q4.