

QUARTERLY REPORT

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

FY 2023 QUARTER 1

Period of Performance: July 1, 2022 – September 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 2023 PEG Access P & L vs. Budget
July 2022 - September 2022

	Q1 P & L July/22 - Sep/22	BCAT Budget July/22 - Jun/23
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 57,527.00	\$ 230,108.00
Class Revenue	\$ 30.00	\$ 5,000.00
DVD & USB Copies	\$ 90.00	\$ 1,500.00
Total Income - Operations	\$ 57,647.00	\$ 236,608.00
<u>Expense - Operations</u>		
Salaries	\$ 34,449.52	\$ 180,078.00
Payroll Taxes	\$ 2,881.52	\$ 14,000.00
Total - Salaries & Taxes	\$ 37,331.04	\$ 194,078.00
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ -	\$ -
Total - Contract Labor	\$ -	\$ 500.00
Facility		
Internet/Phone	\$ 321.75	\$ 1,870.00
Janitor/Cleaning	\$ 300.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 300.00
Total - Facility	\$ 621.75	\$ 3,570.00
Government Fees	\$ -	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ -	\$ 710.00
Employee Dental Insurance	\$ 181.29	\$ 2,153.00
Employee Medical Insurance	\$ 975.30	\$ 8,388.00
Media Directors, Officers	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ 2,991.00
Fidelity Bond	\$ -	\$ 150.00
Total - Insurance	\$ 1,156.59	\$ 18,823.00
Organizational Expenses		
Volunteer	\$ 9.99	\$ 500.00
Miscellaneous	\$ -	\$ 365.00
Community Outreach	\$ 427.55	\$ 2,000.00
Web Hosting	\$ -	\$ 105.00
Bank Charges / Transaction Fees	\$ 3.27	\$ 100.00
Student/Intern Supplies	\$ 54.95	\$ 500.00
Total - Organizational Expenses	\$ 495.76	\$ 3,570.00
Professional Development		
Conference Fees	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ 200.00
Dues and Subscriptions	\$ 139.00	\$ 1,394.00
Professional Development Training	\$ -	\$ 950.00
Total - Professional Development	\$ 139.00	\$ 3,344.00

Bedford Community Access Television
 FY 2023 PEG Access P & L vs. Budget
 July 2022 - September 2022

	Q1 P & L July/22 - Sep/22	BCAT Budget July/22 - Jun/23
Supplies		
Production Supplies & Expenses	\$ 114.97	\$ 1,200.00
Computer (I.T.) Supplies	\$ 94.99	\$ 600.00
Office	\$ 228.32	\$ 600.00
Postage	\$ -	\$ 150.00
Total - Supplies	\$ 438.28	\$ 2,550.00
Professional Fees		
CPA	\$ -	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 928.00
Payroll Service	\$ 236.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ 125.00
CORI Fees	\$ 25.59	\$ 200.00
Total - Professional Fees	\$ 493.59	\$ 7,073.00
Operating Capital		
Office Furniture (Town Owned)	\$ 124.99	\$ 500.00
Office Equipment (Town Owned)	\$ (59.73)	\$ 500.00
Production Equipment (Town Owned)	\$ 759.00	\$ 2,000.00
Total - Operating Capital	\$ 824.26	\$ 3,000.00
Total Expense - Operations	\$ 41,500.27	\$ 236,608.00
Net Income (Loss) from Operations	\$ 16,146.73	\$ -

Bedford Community Access Television
 FY 2023 Reserve Fund P & L
 July 2022 - September 2022

	Q1 P & L July/22 - Sep/22
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ 959.52
Donations	\$ 138.74
Other Fundraising Income	\$ -
Bank Interest	\$ 104.41
Total - Fundraising Income	\$ 1,202.67
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ -
Fundraising Supplies	\$ -
Fundraising Fees	\$ 0.89
Scholarships Granted	\$ -
Production Equipment (BCAT Owned)	\$ 464.77
Miscellaneous (BCAT Funded)	\$ -
Total - Fundraising Expense	\$ 465.66
Net Income (Loss) from Fundraising	\$ 737.01

Bedford Community Access Television
 FY 2023 Cash Accounts vs. End of FY 2022
 As of September 2022

	Jun. 30, 2022 FY 2022	Sep. 30, 2022 FY 2023
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$ 6,451.64	\$ 9,769.59
Middlesex Savings	\$ 73,966.80	\$ 74,174.07
BCAT Petty Cash	\$ 178.75	\$ 168.16
PayPal	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 80,617.19	\$ 84,131.82
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Grant Agreement	\$ 8,538.86	\$ 11,316.48
BCAT Reserve from Donations & Other Income	\$ 72,078.33	\$ 72,815.34
TOTAL	\$ 80,617.19	\$ 84,131.82

**The following equipment purchases were made during FY 2023 Q1 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

7/1/2022 – Amazon – VIVO – 32-inch Desk Converter, Sit to Stand Dual Monitor and Laptop Workstation with Wide Keyboard Tray, Black (Model # DESK-V000K) (ASIN #B075JYG2TB) - \$124.99

7/2/2022 – Amazon – DJI RS 2 - 3-Axis Gimbal Stabilizer for DSLR and Mirrorless Cameras, 1.4" Full-Color Touchscreen, Black (Model # CP.RN.00000093.01) – \$759.00

Q1 – Summary of Activities

In the first quarter of Fiscal Year 2023, 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 183 new shows, representing 156 hours of new content. Of these programs, 109 of them were locally produced for a total of 105 hours of content, of which ten programs originally aired live to our cable channels before being rebroadcast. The news continues to record its weekly program and classes are being offered for kids and adults to increase interest in more studio productions. All Select Board, School Committee and Planning Board meetings will continue to stream live to our YouTube channels and broadcast live to our cable channels as well. Many locally produced shows were also hosted online on BCAT's YouTube channel "Bedford TV, MA." In Q1 of FY 22, the Bedford TV YouTube channel had 46,400 views, representing a total of 7,800 hours of programming watched. The channel also gained 93 subscribers, bringing the total number of subscribers to 11,956.

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 Q1, we recorded and streamed 22 government meetings. In Q1 we continued to cover all Select Board, School Committee, and Planning Board, Board of Health, and Finance Committee meetings. By request of the board or committee chairs, we will also rebroadcast any additional meetings recorded on the Town of Bedford's Zoom account. 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 covered the Bedford Citizen of the Year for 2021 and 2022 since the first ceremony had to be postponed due to COVID-19. Bedford TV also had member Nina Oliveri create a new episode of her show Bedford Gems. This show highlights different great organizations around Bedford. We also live

streamed coverage of the Bedford Day Parade for those who were not able to attend the event in person. Lastly, the Bedford Common show recorded its first episode in August and will continue to create a show every month moving forward after a two-year hiatus due to the pandemic.

Bedford TV also continued providing support to the Bedford Public Schools in Q1 of FY 22. Bedford TV recorded and live streamed 18 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.

OPERATIONS

Bedford TV underwent some staffing changes in Q1 of FY23. We hired a new full-time Production Coordinator, Caleb Wood, on July 8th. And hired a new Production Assistant shortly into Q2 to replace the two employees that had left.

During Q1 our previous Production Assistant had very low hours due to fewer productions with less high school sports coverage. The fewer hours coupled with employee salaries being lower than budgeted caused the total spent on employee salaries to come in far under budget for the quarter.

The Bedford TV studio continues to operate under regular in-office hours. All staff, volunteers and visitors are welcome to wear a mask if they choose but are not forced to. Volunteer producers have refrained from returning to the studio in the past months due to the challenges of recording clear audio while wearing a mask. However, volunteers continue to be heavily involved in recording off-site productions with the use of our field production equipment.

TRAINING

Bedford TV taught an Intro to Adobe Premiere class for adults on July 7th and 8th. This class ran from 6:30pm to 8:00pm for 2 days. There was 1 student in the class. We also finished our last class with students from LABBB. This was a 5-part course that took place throughout the past two years with a large break in the middle due to the pandemic. Upon completion of the course students left with videos they created on how to brush their teeth and wash their hands correctly.

Bedford TV also welcomed one new intern to the team in Q1. This student mainly focused on helping with the weekly news and creating their own documentary style video on a college band.

Q1 - Explanation of difficulties that have interfered with BCAT's performance or obligations under Grant Agreement with the Town

Due to staffing issues during the start of this quarter BCAT covered several in person government board meetings remotely. Moving forward all meetings that take place at the Select Board Meeting Room will be recorded and livestreamed by a BCAT employee in person.

Q1- Video and Audio Signal Quality Report

None to report during Q1.