

**QUARTERLY REPORT**

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

**FY 2023 QUARTER 2**

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

	Q1 P & L Jul/22 - Sep/22	Q2 P & L Oct/22 - Dec/22	YTD Jul/22 - Dec/22	BCAT Budget Jul/22 - Jun/23
<b><u>Income - Operations</u></b>				
Town PEG Access Appropriation	\$ 57,527.00	\$ 57,527.00	\$ 115,054.00	\$ 230,108.00
Class Revenue	\$ 30.00	\$ 1,147.50	\$ 1,177.50	\$ 5,000.00
DVD & USB Copies	\$ 90.00	\$ -	\$ 90.00	\$ 1,500.00
<b>Total Income - Operations</b>	<b>\$ 57,647.00</b>	<b>\$ 58,674.50</b>	<b>\$ 116,321.50</b>	<b>\$ 236,608.00</b>
<b><u>Expense - Operations</u></b>				
Salaries	\$ 34,449.52	\$ 46,276.00	\$ 80,725.52	\$ 180,078.00
Payroll Taxes	\$ 2,881.52	\$ 3,902.25	\$ 6,783.77	\$ 14,000.00
Total - Salaries & Taxes	\$ 37,331.04	\$ 50,178.25	\$ 87,509.29	\$ 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	\$ 455.47	\$ 777.22	\$ 1,870.00
Janitor/Cleaning	\$ 300.00	\$ 350.00	\$ 650.00	\$ 1,400.00
Studio & Sets	\$ -	\$ -	\$ -	\$ 300.00
Total - Facility	\$ 621.75	\$ 805.47	\$ 1,427.22	\$ 3,570.00
Government Fees	\$ -	\$ 18.50	\$ 18.50	\$ 100.00
Insurance				
Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ 710.00
Employee Dental Insurance	\$ 181.29	\$ 181.29	\$ 362.58	\$ 2,153.00
Employee Medical Insurance	\$ 975.30	\$ 975.30	\$ 1,950.60	\$ 8,388.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ -	\$ 2,991.00
Fidelity Bond	\$ -	\$ -	\$ -	\$ 150.00
Total - Insurance	\$ 1,156.59	\$ 1,156.59	\$ 2,313.18	\$ 18,823.00
Organizational Expenses				
Volunteer	\$ 9.99	\$ 6.59	\$ 16.58	\$ 500.00
Miscellaneous	\$ -	\$ 164.28	\$ 164.28	\$ 365.00
Community Outreach	\$ 427.55	\$ 998.51	\$ 1,426.06	\$ 2,000.00
Web Hosting	\$ -	\$ 131.83	\$ 131.83	\$ 105.00
Bank Charges / Transaction Fees	\$ 3.27	\$ -	\$ 3.27	\$ 100.00
Student/Intern Supplies	\$ 54.95	\$ -	\$ 54.95	\$ 500.00
Total - Organizational Expenses	\$ 495.76	\$ 1,301.21	\$ 1,796.97	\$ 3,570.00
Professional Development				
Conference Fees	\$ -	\$ -	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ -	\$ -	\$ 200.00
Dues and Subscriptions	\$ 139.00	\$ 175.00	\$ 314.00	\$ 1,394.00
Professional Development Training	\$ -	\$ -	\$ -	\$ 950.00
Total - Professional Development	\$ 139.00	\$ 175.00	\$ 314.00	\$ 3,344.00

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

	Q1 P & L Jul/22 - Sep/22	Q2 P & L Oct/22 - Dec/22	YTD Jul/22 - Dec/22	BCAT Budget Jul/22 - Jun/23
Supplies				
Production Supplies & Expenses	\$ 114.97	\$ 92.34	\$ 207.31	\$ 1,200.00
Computer (I.T.) Supplies	\$ 94.99	\$ 272.82	\$ 367.81	\$ 600.00
Office	\$ 228.32	\$ -	\$ 228.32	\$ 600.00
Postage	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 438.28	\$ 365.16	\$ 803.44	\$ 2,550.00
Professional Fees				
CPA	\$ -	\$ -	\$ -	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 232.00	\$ 464.00	\$ 928.00
Payroll Service	\$ 236.00	\$ 473.00	\$ 709.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ 125.00
CORI Fees	\$ 25.59	\$ -	\$ 25.59	\$ 200.00
Total - Professional Fees	\$ 493.59	\$ 705.00	\$ 1,198.59	\$ 7,073.00
Operating Capital				
Office Furniture (Town Owned)	\$ 124.99	\$ -	\$ 124.99	\$ 500.00
Office Equipment (Town Owned)	\$ (59.73)	\$ -	\$ (59.73)	\$ 500.00
Production Equipment (Town Owned)	\$ 759.00	\$ -	\$ 759.00	\$ 2,000.00
Total - Operating Capital	\$ 824.26	\$ -	\$ 824.26	\$ 3,000.00
<b>Total Expense - Operations</b>	<b>\$ 41,500.27</b>	<b>\$ 54,705.18</b>	<b>\$ 96,205.45</b>	<b>\$ 236,608.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 16,146.73</b>	<b>\$ 3,969.32</b>	<b>\$ 20,116.05</b>	<b>\$ -</b>

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

	Q1 P & L Jul/22 - Sep/22	Q2 P & L Oct/22 - Dec/22	YTD Jul/22 - Dec/22
<b><u>Fundraising Income</u></b>			
Fundraising			
Grants	\$ 959.52	\$ -	\$ 959.52
Donations	\$ 138.74	\$ 978.91	\$ 1,117.65
Other Fundraising Income	\$ -	\$ -	\$ -
Bank Interest	\$ 104.41	\$ 182.97	\$ 287.38
<b>Total - Fundraising Income</b>	<b>\$ 1,202.67</b>	<b>\$ 1,161.88</b>	<b>\$ 2,364.55</b>
<b><u>Fundraising Expense</u></b>			
Fundraising Expenses			
Special Events	\$ -	\$ -	\$ -
Fundraising Supplies	\$ -	\$ -	\$ -
Fundraising Fees	\$ 0.89	\$ 21.25	\$ 22.14
Scholarships Granted	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ 464.77	\$ -	\$ 464.77
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -
<b>Total - Fundraising Expense</b>	<b>\$ 465.66</b>	<b>\$ 21.25</b>	<b>\$ 486.91</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ 737.01</b>	<b>\$ 1,140.63</b>	<b>\$ 1,877.64</b>

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

	Jun. 30, 2022 FY 2022	Sep. 30, 2022 FY 2023	Dec. 31, 2022 FY 2023
<b><u>BCAT Cash Account Balances</u></b>			
Current Cash Assets			
<b><u>Checking/Savings</u></b>			
Middlesex Checking	\$ 6,451.64	\$ 9,769.59	\$ 13,738.91
Middlesex Savings	\$ 73,966.80	\$ 74,174.07	\$ 75,217.68
BCAT Petty Cash	\$ 178.75	\$ 168.16	\$ 168.16
PayPal	\$ 20.00	\$ 20.00	\$ 117.02
<b>Total Cash Assets</b>	<b>\$ 80,617.19</b>	<b>\$ 84,131.82</b>	<b>\$ 89,241.77</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>			
BTV Operations - Bedford PEG Access Grant Agreement	\$ 8,538.86	\$ 11,316.48	\$ 15,285.80
BCAT Reserve from Donations & Other Income	\$ 72,078.33	\$ 72,815.34	\$ 73,955.97
<b>TOTAL</b>	<b>\$ 80,617.19</b>	<b>\$ 84,131.82</b>	<b>\$ 89,241.77</b>

**The following equipment purchases were made during Q2 of FY 2023 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

10/04/2022 – Amazon – Apple 20W USB-C power adapter - \$17.98

12/06/2022 – BestBuy – 2 Output HDMI Splitter – \$74.36

**Q2 – Summary of Activities (FY23 info)**

In the second 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 210 new shows, representing 204 hours of new content. Of these programs, 145 of them were locally produced for a total of 171 hours of content, of which 65 programs originally aired live to our YouTube channel before being rebroadcast on our cable channels. 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, Board of Health, Finance Committee and Planning Board meetings continue to stream live to our YouTube channel and broadcast on our cable channels as well. Many locally produced shows were also hosted online on BCAT’s YouTube channel “Bedford TV, MA.” In Q2 of FY 23, the Bedford TV YouTube channel had 60,051 views, representing a total of 11,200 hours of programming watched. The channel also gained 282 subscribers, bringing the total number of subscribers to 12,303.

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 and continue to do so.

We continued to share as many board and committee meetings as have been possible. In Q2, we recorded and streamed 23 government meetings. This includes Special Town meeting. We also edited and broadcasted videos presenting the warrant items. We have continued to cover all Select Board, School Committee, 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 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 covered the annual Veterans Day Ceremony, Trunk or Treat, Pumpkin Smash, Flavors of Bedford, Winter Community Breakfast, Tree Lighting, Indigenous Peoples’ Day celebration at Middlesex Community College, National Honors Society Induction Ceremony and our own Annual Meeting and Awards Night. We also recorded and edited our Annual Holiday Greetings video and added

in music this year from talented local Bedford bands. And we continue to record our monthly Bedford Common Show, Faces of Bedford Interviews and Bedford Gems episodes.

Bedford TV also continued providing support to the Bedford Public Schools in Q2 of FY 22. Bedford TV recorded and live streamed 30 Varsity sporting events in the 2022 Fall Season and beginning of 2023 Winter 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.

### **PODCASTS**

Bedford TV welcomed one new podcast to our programming lineup this quarter: Delight in the Limelight. Bedford TV continues to help with our existing podcasts: The Bedford Tavern, Lessons We Can Take from Today, and The Bedford Citizen.

### **OPERATIONS**

Bedford TV underwent some staffing changes in Q2 of FY23. We hired a new Production Assistant who was promoted to Production Coordinator in November to replace the employees that had left. A new Production Assistant will be hired shortly into Q3 making Bedford TV fully staffed.

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 begun to return to the studio in the past months as we move forward from the challenges of recording clear audio while wearing a mask. Volunteers also continue to be heavily involved in recording off-site productions with the use of our field production equipment.

### **TRAINING**

Bedford TV held an Intro to Filmmaking class from September 22nd through October 20th. This course was offered in partnership with the Bedford Recreation Department. 8 kids spanning between grades 3 and 8 attended and completed the course. Bedford TV will continue to work with the Recreation Department and offer classes on Wednesdays during the school year for the rest of the year as students get out early from school.

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 November 28<sup>th</sup>, the Executive Director received a message from a viewer that only a black screen with audio was coming through on Verizon Channel 40. Later, the same viewer relayed information from a Comcast customer that Comcast channel 99 was also only airing a black screen with audio. Both Verizon and Comcast were contacted and tried to fix the issue remotely. After the technicians were unable to fix the problem remotely Verizon and Comcast were contacted again to send technicians to Bedford TV to try and fix the problem. On January 6<sup>th</sup> technicians were able to come to Bedford TV and discovered that the



issue was with faulty equipment inside Bedford TV. The equipment was fixed and the issue has been resolved.