

QUARTERLY REPORT

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

FY 2023 QUARTER 3

Period of Performance: January 1, 2023 – March 31, 2023



SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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Bedford Community Access Television
FY2023 PEG Access P & L vs. Budget
July 2022 - March 2023

	Q1 P & L	Q2 P & L	Q3 P & L	YTD	BCA TBudget
	Jul/22 - Sep/22	Oct/22 - Dec/22	Jan/23 - Mar/23	Jul/22 - Mar/23	Jul/22 - Jun/23
Income - Operations					
Town PEG Access Appropriation	\$ 57,527.00	\$ 57,527.00	\$ 57,527.00	\$ 172,581.00	\$ 230,108.00
Class Revenue	\$ 30.00	\$ 1,147.50	\$ 1,402.50	\$ 2,580.00	\$ 5,000.00
DVD & USB Copies	\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 1,500.00
Total Income - Operations	\$ 57,647.00	\$ 58,674.50	\$ 58,929.50	\$ 175,251.00	\$ 236,608.00
Expense - Operations					
Salaries	\$ 34,449.52	\$ 46,276.00	\$ 34,389.95	\$ 115,115.47	\$ 180,078.00
Payroll Taxes	\$ 2,881.52	\$ 3,902.25	\$ 3,397.78	\$ 10,181.55	\$ 14,000.00
Total - Salaries & Taxes	\$ 37,331.04	\$ 50,178.25	\$ 37,787.73	\$ 125,297.02	\$ 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	\$ 456.54	\$ 1,233.76	\$ 1,870.00
Janitor/Cleaning	\$ 300.00	\$ 350.00	\$ 350.00	\$ 1,000.00	\$ 1,400.00
Studio & Sets	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Total - Facility	\$ 621.75	\$ 805.47	\$ 806.54	\$ 2,233.76	\$ 3,570.00
Government Fees	\$ -	\$ 18.50	\$ -	\$ 18.50	\$ 100.00
Insurance					
Worker's Comp Insurance	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 710.00
Employee Dental Insurance	\$ 181.29	\$ 181.29	\$ 181.29	\$ 543.87	\$ 2,153.00
Employee Medical Insurance	\$ 975.30	\$ 975.30	\$ 1,625.50	\$ 3,576.10	\$ 8,388.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ 3,351.00	\$ 3,351.00	\$ 2,991.00
Fidelity Bond	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
Total - Insurance	\$ 1,156.59	\$ 1,156.59	\$ 5,907.79	\$ 8,220.97	\$ 18,823.00
Organizational Expenses					
Volunteer	\$ 9.99	\$ 6.59	\$ -	\$ 16.58	\$ 500.00
Miscellaneous	\$ -	\$ 164.28	\$ 109.34	\$ 273.62	\$ 365.00
Community Outreach	\$ 427.55	\$ 998.51	\$ 364.08	\$ 1,790.14	\$ 2,000.00
Web Hosting	\$ -	\$ 131.83	\$ 34.95	\$ 166.78	\$ 105.00
Bank Charges / Transaction Fees	\$ 3.27	\$ -	\$ -	\$ 3.27	\$ 100.00
Student/Intern Supplies	\$ 54.95	\$ -	\$ 20.45	\$ 75.40	\$ 500.00
Total - Organizational Expenses	\$ 495.76	\$ 1,301.21	\$ 528.82	\$ 2,325.79	\$ 3,570.00
Professional Development					
Conference Fees	\$ -	\$ -	\$ -	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 200.00
Dues and Subscriptions	\$ 139.00	\$ 175.00	\$ 319.99	\$ 633.99	\$ 1,394.00
Professional Development Training	\$ -	\$ -	\$ -	\$ -	\$ 950.00
Total - Professional Development	\$ 139.00	\$ 175.00	\$ 319.99	\$ 633.99	\$ 3,344.00

Bedford Community Access Television
FY2023 PEG Access P & L vs. Budget
July 2022 - March 2023

	Q1 P & L	Q2 P & L	Q3 P & L	YTD	BCAT Budget
	Jul/22 - Sep/22	Oct/22 - Dec/22	Jan/23 - Mar/23	Jul/22 - Mar/23	Jul/22 - Jun/23
Supplies					
Production Supplies & Expenses	\$ 114.97	\$ 92.34	\$ 362.05	\$ 569.36	\$ 1,200.00
Computer (I.T.) Supplies	\$ 94.99	\$ 272.82	\$ 84.00	\$ 451.81	\$ 600.00
Office	\$ 228.32	\$ -	\$ 86.41	\$ 314.73	\$ 600.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 438.28	\$ 365.16	\$ 532.46	\$ 1,335.90	\$ 2,550.00
Professional Fees					
CPA	\$ -	\$ -	\$ 4,400.00	\$ 4,400.00	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 232.00	\$ 232.00	\$ 696.00	\$ 928.00
Payroll Service	\$ 236.00	\$ 473.00	\$ 451.00	\$ 1,160.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ 125.00
CORI Fees	\$ 25.59	\$ -	\$ -	\$ 25.59	\$ 200.00
Total - Professional Fees	\$ 493.59	\$ 705.00	\$ 5,083.00	\$ 6,281.59	\$ 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	\$ -	\$ 332.65	\$ 1,091.65	\$ 2,000.00
Total - Operating Capital	\$ 824.26	\$ -	\$ 332.65	\$ 1,156.91	\$ 3,000.00
Total Expense - Operations	\$ 41,500.27	\$ 54,705.18	\$ 51,298.98	\$ 147,504.43	\$ 236,608.00
Net Income (Loss) from Operations	\$ 16,146.73	\$ 3,969.32	\$ 7,630.52	\$ 27,746.57	\$ -

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

	Q1 P & L Jul/22 - Sep/22	Q2 P & L Oct/22 - Dec/22	Q3 P & L Jan/23 - Mar/23	YTD Jul/22 - Mar/23
<u>Fundraising Income</u>				
Fundraising				
Grants	\$ 959.52	\$ -	\$ -	\$ 959.52
Donations	\$ 138.74	\$ 978.91	\$ 921.00	\$ 2,038.65
Other Fundraising Income	\$ -	\$ -	\$ -	\$ -
Bank Interest	\$ 104.41	\$ 182.97	\$ 234.99	\$ 522.37
Total - Fundraising Income	\$ 1,202.67	\$ 1,161.88	\$ 1,155.99	\$ 3,520.54
<u>Fundraising Expense</u>				
Fundraising Expenses				
Special Events	\$ -	\$ -	\$ -	\$ -
Fundraising Supplies	\$ -	\$ -	\$ -	\$ -
Fundraising Fees	\$ 0.89	\$ 21.25	\$ 3.97	\$ 26.11
Scholarships Granted	\$ -	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ 464.77	\$ -	\$ -	\$ 464.77
Miscellaneous(BCAT Funded)	\$ -	\$ -	\$ -	\$ -
Total - Fundraising Expense	\$ 465.66	\$ 21.25	\$ 3.97	\$ 490.88
Net Income (Loss) from Fundraising	\$ 737.01	\$ 1,140.63	\$ 1,152.02	\$ 3,029.66

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

	Jun. 30, 2022	Sep. 30, 2022	Dec. 31, 2022	Mar. 31, 2023
	FY 2022	FY 2023	FY 2023	FY 2023
<u>BCAT Cash Account Balances</u>				
Current Cash Assets				
<u>Checking/Savings</u>				
Middlesex Checking	\$ 6,451.64	\$ 9,769.59	\$ 13,738.91	\$ 21,369.43
Middlesex Savings	\$ 73,966.80	\$ 74,174.07	\$ 75,217.68	\$ 76,466.72
BCAT Petty Cash	\$ 178.75	\$ 168.16	\$ 168.16	\$ 168.16
PayPal	\$ 20.00	\$ 20.00	\$ 117.02	\$ 20.00
Total Cash Assets	\$ 80,617.19	\$ 84,131.82	\$ 89,241.77	\$ 98,024.31
<u>Allocation of BCAT Cash Balance Total</u>				
BTV Operations- Bedford PEG Access Grant Agreement	\$ 8,538.86	\$ 11,316.48	\$ 15,285.80	\$ 22,916.32
BCAT Reserve from Donations & Other Income	\$ 72,078.33	\$ 72,815.34	\$ 73,955.97	\$ 75,107.99
TOTAL	\$ 80,617.19	\$ 84,131.82	\$ 89,241.77	\$ 98,024.31

**The following equipment purchases were made during FY 2023 Q3 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

3/30/2023 – B&H Photo – Auray Telescoping Tabletop Microphone Stand (2-Pack) - Black (Model #AUTT6220B2K) - \$35.65

3/30/2023 – B&H Photo – Shure SM58-LC Cardioid Dynamic Microphone (Model #SHSM58LC) x 3 (\$99.00 each) - \$297.00

Q3 – Summary of Activities

In the third 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 243 new shows, representing 218.5 hours of new content. Of these programs, 162 of them were locally produced for a total of 169 hours of content, of which 86 programs originally aired live to our YouTube channel before being rebroadcast on our cable channels. 26 of our productions this quarter were originally recorded in our studio which included 12 episodes of the Bedford TV weekly news and many others produced by local member producers. All Select Board, School Committee and Planning Board, Finance Committee and Board of Health 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 Q3 of FY 22, the Bedford TV YouTube channel had 59,346 views, representing a total of 10,800 hours of programming watched. The channel also gained 232 subscribers, bringing the total number of subscribers to 12,535.

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. 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 Q3, we recorded and streamed 35 government meetings. This included Annual Town Meeting. We also edited and broadcasted videos for all 22 articles presented during the Annual Town meeting. 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 public health information, local organizational updates, 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 live streamed, recorded, and edited several events happening around town including the Middle School Tenacity Challenge, the MLK Community Breakfast, the Gun Violence Prevention Forum, and the Town Caucus.

Bedford TV also continued providing support to the Bedford Public Schools in Q3 of FY 23. We recorded and live streamed 26 Varsity sporting events in the 2023 Winter Season. 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. These programs also run on our public channel weekly.

PODCASTS

Bedford TV continues to have podcasts created by several dedicated producers. Delight in the Limelight, The Bedford Tavern, Lessons We Can Take from Today, and the Bedford Common continue to be recorded and aired on Bedford TV. Several new members have been trained on the podcast equipment and we hope to add their shows in the Q4.

OPERATIONS

Bedford TV hired a new Production Assistant in Q3 making us fully staffed. One employee was on leave during Q3 and no temporary employee was hired during their absence.

Bedford TV 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 required to. Volunteer producers have begun to return to the studio 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 three classes for kids grades 3-8 during Q3. The first was Intro to Film Making class that started on January 4th and took place every Wednesday for 4 weeks. There was a total of 11 students in the class. The next class was Intro to Script Writing which took place every Wednesday for 4 weeks starting February 8th. The final class was another Intro to Film Making class which started in Q3 and will finish in Q4. There were 17 students in this class. During the Intro to Film Making classes, students learned how to use the necessary field and studio equipment to create their own comedy skit video. For each class two groups were made, and each group edited together their own final video. For the Intro to Script writing course students learned about the various types of ways that writing is used in both television and newspapers. In addition to these courses, 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.