

QUARTERLY REPORT

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

**FY 2023 QUARTER 4
Period of Performance: April 1, 2023 – June 30, 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 - June 2023

| | Q1 P & L Jul/22 - Sep/22 | Q2 P & L Oct/22 - Dec/22 | Q3 P & L Jan/23 - Mar/23 | Q4 P & L Apr/23 - Jun/23 | YTD Jul/22 - Jun/23 | BCAT Budget Jul/22 - Jun/23 |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|--------------------------------|
| Income - Operations | | | | | | |
| Town PEG Access Appropriation | \$ 57,527.00 | \$ 57,527.00 | \$ 57,527.00 | \$ 57,527.00 | \$ 230,108.00 | \$ 230,108.00 |
| Class Revenue | \$ 30.00 | \$ 1,147.50 | \$ 1,402.50 | \$ 4,207.50 | \$ 6,787.50 | \$ 5,000.00 |
| DVD & USB Copies | \$ 90.00 | \$ - | \$ - | \$ 920.00 | \$ 1,010.00 | \$ 1,500.00 |
| Total Income - Operations | \$ 57,647.00 | \$ 58,674.50 | \$ 58,929.50 | \$ 62,654.50 | \$ 237,905.50 | \$ 236,608.00 |
| Expense - Operations | | | | | | |
| Salaries | \$ 34,449.52 | \$ 46,276.00 | \$ 34,389.95 | \$ 44,638.85 | \$ 159,754.32 | \$ 180,078.00 |
| Payroll Taxes | \$ 2,881.52 | \$ 3,902.25 | \$ 3,397.78 | \$ 3,641.53 | \$ 13,823.08 | \$ 14,000.00 |
| Total - Salaries & Taxes | \$ 37,331.04 | \$ 50,178.25 | \$ 37,787.73 | \$ 48,280.38 | \$ 173,577.40 | \$ 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 | \$ 457.06 | \$ 1,690.82 | \$ 1,870.00 |
| Janitor/Cleaning | \$ 300.00 | \$ 350.00 | \$ 350.00 | \$ 300.00 | \$ 1,300.00 | \$ 1,400.00 |
| Studio & Sets | \$ - | \$ - | \$ - | \$ 124.40 | \$ 124.40 | \$ 300.00 |
| Total - Facility | \$ 621.75 | \$ 805.47 | \$ 806.54 | \$ 881.46 | \$ 3,115.22 | \$ 3,570.00 |
| Government Fees | \$ - | \$ 18.50 | \$ - | \$ 70.00 | \$ 88.50 | \$ 100.00 |
| Insurance | | | | | | |
| Worker's Comp Insurance | \$ - | \$ - | \$ 600.00 | \$ 163.00 | \$ 763.00 | \$ 710.00 |
| Employee Dental Insurance | \$ 181.29 | \$ 181.29 | \$ 181.29 | \$ 243.55 | \$ 787.42 | \$ 2,153.00 |
| Employee Medical Insurance | \$ 975.30 | \$ 975.30 | \$ 1,625.50 | \$ 1,888.42 | \$ 5,464.52 | \$ 8,388.00 |
| Media Directors, Officers | \$ - | \$ - | \$ - | \$ 3,121.00 | \$ 3,121.00 | \$ 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 | \$ 5,415.97 | \$ 13,636.94 | \$ 18,823.00 |
| Organizational Expenses | | | | | | |
| Volunteer | \$ 9.99 | \$ 6.59 | \$ - | \$ 1,059.59 | \$ 1,076.17 | \$ 500.00 |
| Miscellaneous | \$ - | \$ 164.28 | \$ 109.34 | \$ 158.74 | \$ 432.36 | \$ 365.00 |
| Community Outreach | \$ 427.55 | \$ 998.51 | \$ 364.08 | \$ 959.31 | \$ 2,749.45 | \$ 2,000.00 |
| Web Hosting | \$ - | \$ 131.83 | \$ 34.95 | \$ - | \$ 166.78 | \$ 105.00 |
| Bank Charges / Transaction Fees | \$ 3.27 | \$ - | \$ - | \$ 35.06 | \$ 38.33 | \$ 100.00 |
| Student/Intern Supplies | \$ 54.95 | \$ - | \$ 20.45 | \$ 126.37 | \$ 201.77 | \$ 500.00 |
| Total - Organizational Expenses | \$ 495.76 | \$ 1,301.21 | \$ 528.82 | \$ 2,339.07 | \$ 4,664.86 | \$ 3,570.00 |
| Professional Development | | | | | | |
| Conference Fees | \$ - | \$ - | \$ - | \$ 555.00 | \$ 555.00 | \$ 800.00 |
| Conference Travel Expenses | \$ - | \$ - | \$ - | \$ 337.10 | \$ 337.10 | \$ 200.00 |
| Dues and Subscriptions | \$ 139.00 | \$ 175.00 | \$ 319.99 | \$ 524.99 | \$ 1,158.98 | \$ 1,394.00 |
| Professional Development Training | \$ - | \$ - | \$ - | \$ 359.97 | \$ 359.97 | \$ 950.00 |
| Total - Professional Development | \$ 139.00 | \$ 175.00 | \$ 319.99 | \$ 1,777.06 | \$ 2,411.05 | \$ 3,344.00 |

Bedford Community Access Television
 FY2023 P&G Access P&L vs Budget
 July 2022 - June 2023

| | Q1 P & L | Q2 P & L | Q3 P & L | Q4 P & L | YTD | BCAT Budget |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Jul/22 - Sep/22 | Oct/22 - Dec/22 | Jan/23 - Mar/23 | Apr/23 - Jun/23 | Jul/22 - Jun/23 | Jul/22 - Jun/23 |
| Supplies | | | | | | |
| ProductionSupplies & Expenses | \$ 114.97 | \$ 92.34 | \$ 362.05 | \$ 869.92 | \$ 1,439.28 | \$ 1,200.00 |
| Computer (I.T.)Supplies | \$ 94.99 | \$ 272.82 | \$ 84.00 | \$ 448.14 | \$ 899.95 | \$ 600.00 |
| Office | \$ 228.32 | \$ - | \$ 86.41 | \$ 311.69 | \$ 626.42 | \$ 600.00 |
| Postage | \$ - | \$ - | \$ - | \$ 15.43 | \$ 15.43 | \$ 150.00 |
| Total-Supplies | \$ 438.28 | \$ 365.16 | \$ 532.46 | \$ 1,645.18 | \$ 2,981.08 | \$ 2,550.00 |
| Professional Fees | | | | | | |
| CPA | \$ - | \$ - | \$ 4,400.00 | \$ - | \$ 4,400.00 | \$ 4,500.00 |
| Bookkeeping | \$ 232.00 | \$ 232.00 | \$ 232.00 | \$ 232.00 | \$ 928.00 | \$ 928.00 |
| Payroll Service | \$ 236.00 | \$ 473.00 | \$ 451.00 | \$ 473.00 | \$ 1,633.00 | \$ 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 | \$ 705.00 | \$ 6,986.59 | \$ 7,073.00 |
| Operating Capital | | | | | | |
| Office Furniture (Town Owned) | \$ 124.99 | \$ - | \$ - | \$ 109.99 | \$ 234.98 | \$ 500.00 |
| Office Equipment (Town Owned) | \$ (59.73) | \$ - | \$ - | \$ 134.37 | \$ 74.64 | \$ 500.00 |
| Production Equipment (Town Owned) | \$ 759.00 | \$ - | \$ 332.65 | \$ 69.00 | \$ 1,160.65 | \$ 2,000.00 |
| Total- Operating Capital | \$ 824.26 | \$ - | \$ 332.65 | \$ 313.36 | \$ 1,470.27 | \$ 3,000.00 |
| Total Expense - Operations | \$ 41,500.27 | \$ 54,705.18 | \$ 51,298.98 | \$ 61,427.48 | \$ 208,931.91 | \$ 236,608.00 |
| Net Income (Loss) from Operations | \$ 16,146.73 | \$ 3,969.32 | \$ 7,630.52 | \$ 1,227.02 | \$ 28,973.59 | \$ - |

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

| | Q1 P & L Jul/22 - Sep/22 | Q2 P & L Oct/22 - Dec/22 | Q3 P & L Jan/23 - Mar/23 | Q4 P & L Apr/23 - Jun/23 | YTD Jul/22 - Jun/23 |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| Fundraising Income | | | | | |
| Fundraising | | | | | |
| Grants | \$ 959.52 | \$ - | \$ - | \$ - | \$ 959.52 |
| Donations | \$ 138.74 | \$ 978.91 | \$ 921.00 | \$ 1,441.89 | \$ 3,480.54 |
| Other Fundraising Income | \$ - | \$ - | \$ - | \$ 141.69 | \$ 141.69 |
| Bank Interest | \$ 104.41 | \$ 182.97 | \$ 234.99 | \$ 287.36 | \$ 809.73 |
| Total - Fundraising Income | \$ 1,202.67 | \$ 1,161.88 | \$ 1,155.99 | \$ 1,870.94 | \$ 5,391.48 |
| Fundraising Expense | | | | | |
| Fundraising Expenses | | | | | |
| Special Events | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fundraising Supplies | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fundraising Fees | \$ 0.89 | \$ 21.25 | \$ 3.97 | \$ 1.58 | \$ 27.69 |
| Scholarships Granted | \$ - | \$ - | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| Production Equipment (BCAT Owned) | \$ 464.77 | \$ - | \$ - | \$ - | \$ 464.77 |
| Miscellaneous (BCAT Funded) | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total - Fundraising Expense | \$ 465.66 | \$ 21.25 | \$ 3.97 | \$ 1,001.58 | \$ 1,492.46 |
| Net Income (Loss) from Fundraising | \$ 737.01 | \$ 1,140.63 | \$ 1,152.02 | \$ 869.36 | \$ 3,899.02 |

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

| | Jun. 30, 2022 FY 2022 | Sep. 30, 2022 FY 2023 | Dec. 31, 2022 FY 2023 | Mar. 31, 2023 FY 2023 | Jun. 30, 2023 FY 2023 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| BCAT Cash Account Balances | | | | | |
| Current Cash Assets | | | | | |
| Checking/Savings | | | | | |
| Middlesex Checking | \$ 6,451.64 | \$ 9,769.59 | \$ 13,738.91 | \$ 21,369.43 | \$ 22,649.30 |
| Middlesex Savings | \$ 73,966.80 | \$ 74,174.07 | \$ 75,217.68 | \$ 76,466.72 | \$ 77,336.08 |
| BCAT Petty Cash | \$ 178.75 | \$ 168.16 | \$ 168.16 | \$ 168.16 | \$ 115.31 |
| PayPal | \$ 20.00 | \$ 20.00 | \$ 117.02 | \$ 20.00 | \$ 20.00 |
| Total Cash Assets | \$ 80,617.19 | \$ 84,131.82 | \$ 89,241.77 | \$ 98,024.31 | \$ 100,120.69 |
| Allocation of BCAT Cash Balance Total | | | | | |
| BTY Operations - Bedford PEG Access Grant Agreement | \$ 8,538.86 | \$ 11,316.48 | \$ 15,285.80 | \$ 22,916.32 | \$ 24,143.34 |
| BCAT Reserve from Donations & Other Income | \$ 72,078.33 | \$ 72,815.34 | \$ 73,955.97 | \$ 75,107.99 | \$ 75,977.35 |
| TOTAL | \$ 80,617.19 | \$ 84,131.82 | \$ 89,241.77 | \$ 98,024.31 | \$ 100,120.69 |

**The following equipment purchases were made during FY 2023 Q4 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

4/24/2023 – Amazon – Apple Magic Trackpad: Wireless, Bluetooth, Rechargeable - White (Model #MK2D3AM/A) - \$112.38

4/24/2023 – Amazon – Asurion, LLC - Asurion 3 Year Portable Electronic Accident Protection Plan (ASIN# B08JMHSWQL) - \$21.99

6/30/2023 – Amazon – Tangkula - Tangkula Rolling Computer Desk - Walnut (Model # AM0811HM) - \$109.99

6/30/2023 – Amazon – Apple Care+ for iPad - 9th Generation (2 years) - \$69.00

Q4 – Summary of Activities

In the fourth 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 cablecast 211 new shows, representing 223 hours of new content. Of these programs, 159 of them were locally produced for a total of 189 hours of content, 75 of which 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 51,000 views, representing a total of 8,500 hours of programming watched. The channel also gained 324 subscribers, bringing the total number of subscribers to 12,859.

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 have continued to share as many board and committee meetings as have been possible. In Q4, we recorded and streamed 24 government 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 public health information, local organizational updates, and with all notices sent from the Town. Additionally Bedford TV records the news weekly with stories from the Bedford Citizen to keep the community informed on what is happening around 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 Bedford Pole Capping, 2023 Jacob Wren Throckmorton Memorial Art Show, Teacher Appreciation Video, PSA - Plant & Craft Fair, Just Dance! - 2023 Bedford Rec Dance Recital, Bedford Plant & Craft Fair, Holi Festival, Memorial Day Parade and Ceremony, Bedford B+Pride Celebration, Bedford Cultural District Event, Middle School and High School Tenacity Challenges, and more.

Bedford TV also continued providing support to the Bedford Public Schools in Q4 of FY 23. We recorded and live streamed 30 Varsity sporting events in the 2023 Spring 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 has added one new Podcast in Q4 of FY2023. Starfish Storytellers recorded their first episode on 5/23 and already has created over 10 episodes. Podcasts continue to be created by several other 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 FY24.

OPERATIONS

Bedford TV is fully staffed and 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.

Bedford TV has had several interns volunteering their time during Q4 in a variety of roles. One intern was a current Middlesex Community College student while others have been local Bedford students. Bedford TV will continue to work with students of all ages to help increase their professional development and help provide work experience.

TRAINING

Bedford TV finished up one class and held two more for kids grades 3-8 during Q4. The first was Intro to Filmmaking class that started on March 22nd and took place every Wednesday for 4 weeks finishing on April 22nd. There were a total of 17 students in the class. The next class was Intro to Photography which took place every Wednesday for 4 weeks starting April 26th. The final class was another Intro to Filmmaking class which met every Wednesday for 4 weeks starting May 31st. During the Intro to Filmmaking 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 Photography course students learned about various different types of photography from nature shoots to portrait photography. 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.

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

On May 12th viewers of a First Church live stream were not able to hear audio on Verizon channel 40. This was deemed to be an issue with the individual broadcast as the following weeks broadcast was perfect.

There were no other issues with video or audio signal quality from Bedford TV’s channels reported in Q4.