

**QUARTERLY REPORT**

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

**FY 2024 QUARTER 1**

**Period of Performance: July 1, 2023 – September 30, 2023**



**SUBMITTED TO:**

**The Town of Bedford, Massachusetts**

**SUBMITTED BY:**

**Bedford Community Access Television, Inc.**

## Contents of Quarterly Report

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**Bedford Community Access Television**  
**FY 2024 PEG Access P & L vs. Budget**  
**July 2023 - September 2023**

|   | <b>Q1 P &amp; L</b>    | <b>BCAT Budget</b>     |
|---|------------------------|------------------------|
|   | <b>Jul/23 - Sep/23</b> | <b>Jul/23 - Jun/24</b> |
| <b><u>Income - Operations</u></b>       |                        |                        |
| Town PEG Access Appropriation           | \$ 58,788.75           | \$ 235,155.00          |
| Class Revenue                           | \$ 1,657.50            | \$ 5,000.00            |
| DVD & USB Copies                        | \$ -                   | \$ 750.00              |
| <b>Total Income - Operations</b>        | <b>\$ 60,446.25</b>    | <b>\$ 240,905.00</b>   |
| <b><u>Expense - Operations</u></b>      |                        |                        |
| Salaries                                | \$ 37,810.62           | \$ 187,250.00          |
| Payroll Taxes                           | \$ 2,982.34            | \$ 14,000.00           |
| <b>Total - Salaries &amp; Taxes</b>     | <b>\$ 40,792.96</b>    | <b>\$ 201,250.00</b>   |
| Contract Labor                          |                        |                        |
| Videography                             | \$ -                   | \$ -                   |
| Other Contract Labor                    | \$ -                   | \$ -                   |
| Technical Support/Services              | \$ -                   | \$ 500.00              |
| Web Services                            | \$ -                   | \$ -                   |
| <b>Total - Contract Labor</b>           | <b>\$ -</b>            | <b>\$ 500.00</b>       |
| Facility                                |                        |                        |
| Internet/Phone                          | \$ 454.37              | \$ 1,840.00            |
| Janitor/Cleaning                        | \$ 350.00              | \$ 1,400.00            |
| Studio & Sets                           | \$ -                   | \$ 300.00              |
| <b>Total - Facility</b>                 | <b>\$ 804.37</b>       | <b>\$ 3,540.00</b>     |
| Government Fees                         | \$ -                   | \$ 100.00              |
| Insurance                               |                        |                        |
| Worker's Comp Insurance                 | \$ -                   | \$ 700.00              |
| Employee Dental Insurance               | \$ 183.12              | \$ 1,500.00            |
| Employee Medical Insurance              | \$ 1,087.89            | \$ 6,000.00            |
| Media Directors, Officers               | \$ -                   | \$ 4,431.00            |
| General Liability, Commercial           | \$ -                   | \$ 3,000.00            |
| Fidelity Bond                           | \$ -                   | \$ 150.00              |
| <b>Total - Insurance</b>                | <b>\$ 1,271.01</b>     | <b>\$ 15,781.00</b>    |
| Organizational Expenses                 |                        |                        |
| Volunteer                               | \$ 89.97               | \$ 600.00              |
| Miscellaneous                           | \$ 80.24               | \$ 365.00              |
| Community Outreach                      | \$ 465.05              | \$ 2,000.00            |
| Web Hosting                             | \$ -                   | \$ 106.00              |
| Bank Charges/Transaction Fees           | \$ -                   | \$ 100.00              |
| Student/Intern Supplies                 | \$ 78.04               | \$ 600.00              |
| <b>Total - Organizational Expenses</b>  | <b>\$ 713.30</b>       | <b>\$ 3,771.00</b>     |
| Professional Development                |                        |                        |
| Conference Fees                         | \$ 285.00              | \$ 800.00              |
| Conference Travel Expenses              | \$ 812.49              | \$ 400.00              |
| Dues and Subscriptions                  | \$ 139.00              | \$ 1,465.00            |
| Professional Development Training       | \$ 74.98               | \$ 500.00              |
| <b>Total - Professional Development</b> | <b>\$ 1,311.47</b>     | <b>\$ 3,165.00</b>     |

**Bedford Community Access Television**  
**FY 2024 PEG Access P & L vs. Budget**  
**July 2023 - September 2023**

|  | <b>Q1 P &amp; L</b>    | <b>BCAT Budget</b>     |
|--|------------------------|------------------------|
|  | <b>Jul/23 - Sep/23</b> | <b>Jul/23 - Jun/24</b> |
| Supplies                                 |                        |                        |
| Production Supplies & Expenses           | \$ 381.56              | \$ 1,200.00            |
| Computer (I.T.) Supplies                 | \$ 96.24               | \$ 600.00              |
| Office                                   | \$ 12.24               | \$ 600.00              |
| Postage                                  | \$ -                   | \$ 150.00              |
| <b>Total - Supplies</b>                  | <b>\$ 490.04</b>       | <b>\$ 2,550.00</b>     |
| Professional Fees                        |                        |                        |
| CPA                                      | \$ -                   | \$ 4,500.00            |
| Bookkeeping                              | \$ 275.00              | \$ 928.00              |
| Payroll Service                          | \$ 698.00              | \$ 1,320.00            |
| Misc. Professional Fees                  | \$ -                   | \$ -                   |
| CORI Fees                                | \$ -                   | \$ -                   |
| <b>Total - Professional Fees</b>         | <b>\$ 973.00</b>       | <b>\$ 6,748.00</b>     |
| Operating Capital                        |                        |                        |
| Office Furniture (Town Owned)            | \$ 49.87               | \$ 500.00              |
| Office Equipment (Town Owned)            | \$ 69.99               | \$ 500.00              |
| Production Equipment (Town Owned)        | \$ 627.97              | \$ 2,500.00            |
| <b>Total - Operating Capital</b>         | <b>\$ 747.83</b>       | <b>\$ 3,500.00</b>     |
| <b>Total Expense - Operations</b>        | <b>\$ 47,103.98</b>    | <b>\$ 240,905.00</b>   |
| <b>Net Income (Loss) from Operations</b> | <b>\$ 13,342.27</b>    | <b>\$ -</b>            |

Bedford Community Access Television  
 FY 2024 Reserve Fund P & L  
 July 2023 - September 2023

|   | <b>Q1 P &amp; L</b><br>Jul/23 - Sep/23 |
|---|--|
| <b><u>Fundraising Income</u></b>          |  |
| Fundraising                               |  |
| Grants                                    | \$ 1,007.52                            |
| Donations                                 | \$ 910.67                              |
| Other Fundraising Income                  | \$ 786.00                              |
| Bank Interest                             | \$ 292.13                              |
| <b>Total - Fundraising Income</b>         | <b>\$ 2,996.32</b>                     |
| <b><u>Fundraising Expense</u></b>         |  |
| Fundraising Expenses                      |  |
| Special Events                            | \$ 336.74                              |
| Fundraising Supplies                      | \$ 352.78                              |
| Fundraising Fees                          | \$ 2.18                                |
| Scholarships Granted                      | \$ -                                   |
| Production Equipment (BCAT Owned)         | \$ 1,004.49                            |
| Miscellaneous (BCAT Funded)               | \$ -                                   |
| <b>Total - Fundraising Expense</b>        | <b>\$ 1,696.19</b>                     |
| <b>Net Income (Loss) from Fundraising</b> | <b>\$ 1,300.13</b>                     |

Bedford Community Access Television  
 FY 2024 Cash Accounts vs. End of FY 2023  
 As of September 2023

|   | Jun. 30, 2023<br>FY 2023 | Sep. 30, 2023<br>FY 2024 |
|---|--------------------------|--------------------------|
| <b><u>BCAT Cash Account Balances</u></b>            |                          |                          |
| Current Cash Assets                                 |                          |                          |
| <u>Checking/Savings</u>                             |                          |                          |
| Middlesex Checking                                  | \$ 23,535.86             | \$ 15,464.53             |
| Middlesex Savings                                   | \$ 77,336.08             | \$ 78,636.21             |
| BCAT Petty Cash                                     | \$ 115.31                | \$ 82.32                 |
| PayPal  | \$ 20.00                 | \$ 20.00                 |
| <b>Total Cash Assets</b>                            | <b>\$ 101,007.25</b>     | <b>\$ 94,203.06</b>      |
| <b><u>Allocation of BCAT Cash Balance Total</u></b> |                          |                          |
| BTV Operations - Bedford PEG Access Grant Agreement | \$ 25,029.90             | \$ 16,925.58             |
| BCAT Reserve from Donations & Other Income          | \$ 75,977.35             | \$ 77,277.48             |
| <b>TOTAL</b>  | <b>\$ 101,007.25</b>     | <b>\$ 94,203.06</b>      |

**The following equipment purchases were made during FY 2024 Q1 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

7/1/2023 – Amazon – Apple iPad (9th Generation) with A13 Bionic chip, 10.2-inch Retina Display, 64GB, Silver (Model # MK2L3LL/A) - \$279.00

7/1/2023 – Amazon – NEEWER Teleprompter X14 with RT-110 Remote & App Control (Model # 10101373) x 2 (\$188.99 each) – \$377.98

7/1/2023 – Amazon – SHW Home Office Computer Desk, 32-Inch, Oak (Model # OD-10A-O) - \$49.87

7/13/2023 – Ocean State Job Lot – Penguin 18" High Velocity Pedestal Fan, Adjustable Height to 60" (Model # FES45-D2A) - \$69.99

### **Q1 – Summary of Activities**

In the first quarter of Fiscal Year 2024, 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 143 new shows, representing 152 hours of new content. Of these programs, 92 of them were locally produced for a total of 115 hours of content, of which 35 programs originally aired live to our YouTube channel and 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, Board of Health, Finance 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 24, the Bedford TV YouTube channel had 47,000 views, representing a total of 7,900 hours of programming watched. The channel also gained 142 subscribers, bringing the total number of subscribers to 13,001.

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 Q1, we recorded and streamed 27 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. We have also continued to update the Community Bulletin Board channel with relevant information 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 covered the Bedford Citizen of the Year Ceremony, Bedford VA Creative Arts Performances, Bedford TV Trivia Night, Color Run, Bedford Day, Bedford Food Bank PSA and much more. Bedford TV also had member Nina Oliveri create several new episodes of her show Bedford Gems which highlights different great organizations around Bedford. Podcast producer, Liana Henry, also produced many new episodes of her podcast, Starfish Storytellers. 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. This show is completely produced by our student volunteers.

Bedford TV also continued providing support to the Bedford Public Schools in Q1 of FY 24. Bedford TV recorded and live streamed 16 Varsity sporting events in the 2023 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 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. Many of our volunteer producers have returned to the studio and are creating new episodes of their shows. Student volunteers also continue to be heavily involved in recording off-site productions with the use of our field production equipment.

Bedford TV had one intern during Q1 of FY24 assisting in a variety of production roles. The intern was a current Middlesex Community College student and mainly assisted with the weekly recording of BTV News. He also helped record several government meetings during the summer.

## **TRAINING**

Bedford TV taught a Non-Fiction Filmmaking class for students ages 14 and over. This class ran every Wednesday from 6:00pm to 7:30pm for six weeks starting July 12<sup>th</sup>. There were 6 students in the class. Upon completion of the course each student had submitted a 5–10-minute Non-Fiction film on a variety of topics. Bedford TV also held an Intro to Filmmaking course for students ages 8-15. This class ran every Wednesday from 3:30-5:00pm for 4 weeks starting September 6<sup>th</sup>. There were 9 students signed up for this class and 4 Bedford TV mentors assisting as well. During the course, students learned the basics of creating their own skit comedy videos and were split into two groups. Upon completion of the course each group's videos were posted to Bedford TV's YouTube page.

## **Q1 - 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 Q1.

## **Q1- Video and Audio Signal Quality Report**

There were no video or audio signal quality issues reported during Q1.