

QUARTERLY REPORT

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

FY 2024 QUARTER 2

Period of Performance: October 1, 2023 – December 31, 2023



SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

Contents of Quarterly Report

Statement of account balances, and funds expended and received compared with amounts previously budgeted	3
FY 2024 Q2 equipment purchased or acquired [9.1(b)(iv)]	6
Summary of activities	6
Explanation of difficulties that may have interfered with BCAT's performance or obligations under Grant Agreement with the Town	8
Video and Audio Signal Quality Report [11.1]	8

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

	Q1 P & L	Q2 P & L	YTD	BCAT Budget
	Jul/23 - Sep/23	Oct/23 - Dec/23	Jul/23 - Dec/23	Jul/23 - Jun/24
<u>Income - Operations</u>				
Town PEG Access Appropriation	\$ 58,788.75	\$ 58,788.75	\$ 117,577.50	\$ 235,155.00
Class Revenue	\$ 1,657.50	\$ 2,167.50	\$ 3,825.00	\$ 5,000.00
DVD & USB Copies	\$ -	\$ -	\$ -	\$ 750.00
Total Income - Operations	\$ 60,446.25	\$ 60,956.25	\$ 121,402.50	\$ 240,905.00
<u>Expense - Operations</u>				
Salaries	\$ 37,810.62	\$ 52,655.79	\$ 90,466.41	\$ 187,250.00
Payroll Taxes	\$ 2,982.34	\$ 4,214.01	\$ 7,196.35	\$ 14,000.00
Total - Salaries & Taxes	\$ 40,792.96	\$ 56,869.80	\$ 97,662.76	\$ 201,250.00
Contract Labor				
Videography	\$ -	\$ -	\$ -	\$ -
Other Contract Labor	\$ -	\$ -	\$ -	\$ -
Technical Support/Services	\$ -	\$ -	\$ -	\$ 500.00
Web Services	\$ -	\$ -	\$ -	\$ -
Total - Contract Labor	\$ -	\$ -	\$ -	\$ 500.00
Facility				
Internet/Phone	\$ 454.37	\$ 457.88	\$ 912.25	\$ 1,840.00
Janitor/Cleaning	\$ 350.00	\$ 350.00	\$ 700.00	\$ 1,400.00
Studio & Sets	\$ -	\$ -	\$ -	\$ 300.00
Total - Facility	\$ 804.37	\$ 807.88	\$ 1,612.25	\$ 3,540.00
Government Fees	\$ -	\$ 18.50	\$ 18.50	\$ 100.00
Insurance				
Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 183.12	\$ 366.24	\$ 1,500.00
Employee Medical Insurance	\$ 1,087.89	\$ 1,388.55	\$ 2,476.44	\$ 6,000.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ -	\$ 150.00
Total - Insurance	\$ 1,271.01	\$ 1,571.67	\$ 2,842.68	\$ 15,781.00
Organizational Expenses				
Volunteer	\$ 89.97	\$ -	\$ 89.97	\$ 600.00
Miscellaneous	\$ 80.24	\$ 188.08	\$ 268.32	\$ 365.00
Community Outreach	\$ 465.05	\$ 692.04	\$ 1,157.09	\$ 2,000.00
Web Hosting	\$ -	\$ 131.83	\$ 131.83	\$ 106.00
Bank Charges/Transaction Fees	\$ -	\$ -	\$ -	\$ 100.00
Student/Intern Supplies	\$ 78.04	\$ 31.97	\$ 110.01	\$ 600.00
Total - Organizational Expenses	\$ 713.30	\$ 1,043.92	\$ 1,757.22	\$ 3,771.00
Professional Development				
Conference Fees	\$ 285.00	\$ -	\$ 285.00	\$ 800.00
Conference Travel Expenses	\$ 812.49	\$ 798.42	\$ 1,610.91	\$ 400.00
Dues and Subscriptions	\$ 139.00	\$ -	\$ 139.00	\$ 1,465.00
Professional Development Training	\$ 74.98	\$ -	\$ 74.98	\$ 500.00
Total - Professional Development	\$ 1,311.47	\$ 798.42	\$ 2,109.89	\$ 3,165.00

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

	Q1 P & L	Q2 P & L	YTD	BCAT Budget
	Jul/23 - Sep/23	Oct/23 - Dec/23	Jul/23 - Dec/23	Jul/23 - Jun/24
Supplies				
Production Supplies & Expenses	\$ 381.56	\$ 7.43	\$ 388.99	\$ 1,200.00
Computer (I.T.) Supplies	\$ 96.24	\$ (1.25)	\$ 94.99	\$ 600.00
Office	\$ 12.24	\$ 40.32	\$ 52.56	\$ 600.00
Postage	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 490.04	\$ 46.50	\$ 536.54	\$ 2,550.00
Professional Fees				
CPA	\$ -	\$ 1,065.00	\$ 1,065.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 550.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 473.00	\$ 1,171.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 1,813.00	\$ 2,786.00	\$ 6,748.00
Operating Capital				
Office Furniture (Town Owned)	\$ 49.87	\$ 244.98	\$ 294.85	\$ 500.00
Office Equipment (Town Owned)	\$ 69.99	\$ -	\$ 69.99	\$ 500.00
Production Equipment (Town Owned)	\$ 627.97	\$ -	\$ 627.97	\$ 2,500.00
Total - Operating Capital	\$ 747.83	\$ 244.98	\$ 992.81	\$ 3,500.00
Total Expense - Operations	\$ 47,103.98	\$ 63,214.67	\$ 110,318.65	\$ 240,905.00
Net Income (Loss) from Operations	\$ 13,342.27	\$ (2,258.42)	\$ 11,083.85	\$ -

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

	Q1 P & L Jul/23 - Sep/23	Q2 P & L Oct/23 - Dec/23	YTD Jul/23 - Dec/23
<u>Fundraising Income</u>			
Fundraising			
Grants	\$ 1,007.52	\$ -	\$ 1,007.52
Donations	\$ 910.67	\$ 877.00	\$ 1,787.67
Gift Card Donations	\$ -	\$ 300.00	\$ 300.00
Other Fundraising Income	\$ 786.00	\$ -	\$ 786.00
Bank Interest	\$ 292.13	\$ 293.38	\$ 585.51
Total - Fundraising Income	\$ 2,996.32	\$ 1,470.38	\$ 4,466.70
<u>Fundraising Expense</u>			
Fundraising Expenses			
Special Events	\$ 336.74	\$ 300.00	\$ 636.74
Fundraising Supplies	\$ 352.78	\$ -	\$ 352.78
Fundraising Fees	\$ 2.18	\$ 12.41	\$ 14.59
Scholarships Granted	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ 1,004.49	\$ (29.98)	\$ 974.51
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -
Total - Fundraising Expense	\$ 1,696.19	\$ 282.43	\$ 1,978.62
Net Income (Loss) from Fundraising	\$ 1,300.13	\$ 1,187.95	\$ 2,488.08

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

	Jun. 30, 2023 FY 2023	Sep. 30, 2023 FY 2024	Dec. 31, 2023 FY 2024
<u>BCAT Cash Account Balances</u>			
Current Cash Assets			
<u>Checking/Savings</u>			
Middlesex Checking	\$ 23,535.86	\$ 15,464.53	\$ 13,236.09
Middlesex Savings	\$ 77,336.08	\$ 78,636.21	\$ 79,794.18
BCAT Petty Cash	\$ 115.31	\$ 82.32	\$ 82.32
PayPal	\$ 20.00	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59
<u>Allocation of BCAT Cash Balance Total</u>			
BTV Operations - Bedford PEG Access Grant Agreement	\$ 25,029.90	\$ 16,925.58	\$ 14,667.16
BCAT Reserve from Donations & Other Income	\$ 75,977.35	\$ 77,277.48	\$ 78,465.43
TOTAL	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59

**The following equipment purchases were made during Q2 of FY 2024 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

11/7/2023 – Amazon – Nouhaus +Posture Ergonomic PU Leather Office Chair, Click5 Lumbar Support with FlipAdjust Armrests (White) (Model # NHO-0004BL) - \$207.99

12/2/2023 – Amazon – Asurion 2 Year Furniture Protection Plan– \$36.99

Q2 – Summary of Activities

In the second 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 241 new shows, representing 229 hours of new content. Of these programs, 188 of them were locally produced for a total of 191 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 24, the Bedford TV YouTube channel had 49,300 views, representing a total of 8,100 hours of programming watched. The channel also gained 118 subscribers, bringing the total number of subscribers to 13,119.

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 Q2, we recorded and streamed 28 government meetings. This includes Special Town Meeting, Community Forums on Bedford’s MBTA Housing Choice as well as Specialized Energy Codes, and finally multiple Historic District Commission meetings. We also edited and broadcasted videos presenting the Special Town Meeting 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 multiple different organizations and Bedford TV local producers 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 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 several events around town including a Ukrainian Cultural Initiative Exhibit at First Parish Church, Trunk or Treat, Pumpkin Smash, Flavors of Bedford, Kristallnacht Remembrance

Ceremony, Veterans Day Ceremony, Holiday Tree Lighting, Bedford TV's Annual Red-Carpet Awards, Bedford Community Breakfast, and more. Several of these events were live streamed while others were edited together into a news story and added to our weekly news program. Bedford TV has also added a sports segment to our weekly news show. Bedford TV volunteer, Mike Rosenberg, gives a weekly update on BHS sports by talking over an edited sports package that is pieced together by one of our many student volunteers. Bedford TV also had multiple volunteer producers create new episodes of their shows Bedford Gems, Ask Art, and Faces of Bedford. Podcast producers also produced many new episodes of their respective podcasts. Lastly, the Bedford Common show continued to record its monthly episode highlighting what is going on with the Planning Board, Finance Committee, School Committee, and Select Board by representatives from each board. This show is completely produced by our student volunteers.

Bedford TV also continued providing support to the Bedford Public Schools in Q2 of FY 24. Bedford TV recorded and live streamed 29 Varsity sporting events in the 2023 Fall Season and 2024 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 continues to help with our existing podcasts: Starfish Storytellers, Delight in the Limelight, The Bedford Tavern, Lessons We Can Take from Today, and The Bedford Explained.

OPERATIONS

Bedford TV did not have any staffing changes in Q2 of FY24. 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 on and off-site productions with the use of our studio and field production equipment.

Bedford TV had one intern during Q2 of FY 24. The intern was a John Glenn Middle School student and will continue to work with the Executive Director and Digital Marketing and Outreach Specialist on updating the Bedford TV website into Q3 of FY24.

TRAINING

Bedford TV held an Intro to Photography class from October 13th through November 3rd. 6 kids spanning between grades 3 and 8 attended and completed the course. Bedford TV also held an Intro to Script Writing from November 15th through November 13th. Both courses were offered in partnership with the Bedford Recreation Department. 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

There were no video or audio signal quality issues reported during Q2.