

QUARTERLY REPORT

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

FY 2024 QUARTER 3

Period of Performance: January 1, 2024 – March 31, 2024



SUBMITTED TO:

The Town of Bedford, Massachusetts

SUBMITTED BY:

Bedford Community Access Television, Inc.

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

	Q1 P & L Jul/23 - Sep/23	Q2 P & L Oct/23 - Dec/23	Q3 P & L Jan/24 - Mar/24	YTD Jul/23 - Mar/24	BCAT Budget Jul/23 - Jun/24
Income - Operations					
Town PEG Access Appropriation	\$ 58,788.75	\$ 58,788.75	\$ 58,788.75	\$ 176,366.25	\$ 235,155.00
Class Revenue	\$ 1,657.50	\$ 2,167.50	\$ 3,782.50	\$ 7,607.50	\$ 5,000.00
DVD & USB Copies	\$ -	\$ -	\$ -	\$ -	\$ 750.00
Total Income - Operations	\$ 60,446.25	\$ 60,956.25	\$ 62,571.25	\$ 183,973.75	\$ 240,905.00
Expense - Operations					
Salaries	\$ 37,810.62	\$ 52,655.79	\$ 40,055.77	\$ 130,522.18	\$ 187,250.00
Payroll Taxes	\$ 2,982.34	\$ 4,214.01	\$ 3,696.91	\$ 10,893.26	\$ 14,000.00
Total - Salaries & Taxes	\$ 40,792.96	\$ 56,869.80	\$ 43,752.68	\$ 141,415.44	\$ 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	\$ 459.66	\$ 1,371.91	\$ 1,840.00
Janitor/Cleaning	\$ 350.00	\$ 350.00	\$ 390.00	\$ 1,090.00	\$ 1,400.00
Studio & Sets	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Total - Facility	\$ 804.37	\$ 807.88	\$ 849.66	\$ 2,461.91	\$ 3,540.00
Government Fees	\$ -	\$ 18.50	\$ 70.00	\$ 88.50	\$ 100.00
Insurance					
Worker's Comp Insurance	\$ -	\$ -	\$ 829.00	\$ 829.00	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 183.12	\$ 183.12	\$ 549.36	\$ 1,500.00
Employee Medical Insurance	\$ 1,087.89	\$ 1,388.55	\$ 1,238.22	\$ 3,714.66	\$ 6,000.00
Media Directors, Officers	\$ -	\$ -	\$ 1,240.00	\$ 1,240.00	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ 3,620.00	\$ 3,620.00	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
Total - Insurance	\$ 1,271.01	\$ 1,571.67	\$ 7,260.34	\$ 10,103.02	\$ 15,781.00
Organizational Expenses					
Volunteer	\$ 89.97	\$ -	\$ 36.92	\$ 126.89	\$ 600.00
Miscellaneous	\$ 80.24	\$ 188.08	\$ 103.72	\$ 372.04	\$ 365.00
Community Outreach	\$ 465.05	\$ 692.04	\$ 459.97	\$ 1,617.06	\$ 2,000.00
Web Hosting	\$ -	\$ 131.83	\$ 34.95	\$ 166.78	\$ 106.00
Bank Charges / Transaction Fees	\$ -	\$ -	\$ 7.45	\$ 7.45	\$ 100.00
Student/Intern Supplies	\$ 78.04	\$ 31.97	\$ 257.80	\$ 367.81	\$ 600.00
Total - Organizational Expenses	\$ 713.30	\$ 1,043.92	\$ 900.81	\$ 2,658.03	\$ 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	\$ -	\$ 319.99	\$ 458.99	\$ 1,465.00
Professional Development Training	\$ 74.98	\$ -	\$ -	\$ 74.98	\$ 500.00
Total - Professional Development	\$ 1,311.47	\$ 798.42	\$ 319.99	\$ 2,429.88	\$ 3,165.00

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

	Q1 P & L Jul/23 - Sep/23	Q2 P & L Oct/23 - Dec/23	Q3 P & L Jan/24 - Mar/24	YTD Jul/23 - Mar/24	BCAT Budget Jul/23 - Jun/24
Supplies					
Production Supplies & Expenses	\$ 381.56	\$ 7.43	\$ 354.06	\$ 743.05	\$ 1,200.00
Computer (I.T.) Supplies	\$ 96.24	\$ (1.25)	\$ 219.99	\$ 314.98	\$ 600.00
Office	\$ 12.24	\$ 40.32	\$ 11.33	\$ 63.89	\$ 600.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 490.04	\$ 46.50	\$ 585.38	\$ 1,121.92	\$ 2,550.00
Professional Fees					
CPA	\$ -	\$ 1,065.00	\$ 3,935.00	\$ 5,000.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 275.00	\$ 825.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 473.00	\$ 473.00	\$ 1,644.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 1,813.00	\$ 4,683.00	\$ 7,469.00	\$ 6,748.00
Operating Capital					
Office Furniture (Town Owned)	\$ 49.87	\$ 244.98	\$ -	\$ 294.85	\$ 500.00
Office Equipment (Town Owned)	\$ 69.99	\$ -	\$ 58.01	\$ 128.00	\$ 500.00
Production Equipment (Town Owned)	\$ 627.97	\$ -	\$ 98.99	\$ 726.96	\$ 2,500.00
Total - Operating Capital	\$ 747.83	\$ 244.98	\$ 157.00	\$ 1,149.81	\$ 3,500.00
Total Expense - Operations	\$ 47,103.98	\$ 63,214.67	\$ 58,578.86	\$ 168,897.51	\$ 240,905.00
Net Income (Loss) from Operations	\$ 13,342.27	\$ (2,258.42)	\$ 3,992.39	\$ 15,076.24	\$ -

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

	Q1 P & L Jul/23 - Sep/23	Q2 P & L Oct/23 - Dec/23	Q3 P & L Jan/24 - Mar/24	YTD Jul/23 - Mar/24
Fundraising Income				
Fundraising				
Grants	\$ 1,007.52	\$ -	\$ -	\$ 1,007.52
Donations	\$ 910.67	\$ 877.00	\$ 690.00	\$ 2,477.67
Gift Card Donations	\$ -	\$ 300.00	\$ -	\$ 300.00
Other Fundraising Income	\$ 786.00	\$ -	\$ 200.00	\$ 986.00
Bank Interest	\$ 292.13	\$ 293.38	\$ 295.32	\$ 880.83
Total - Fundraising Income	\$ 2,996.32	\$ 1,470.38	\$ 1,185.32	\$ 5,652.02
Fundraising Expense				
Fundraising Expenses				
Special Events	\$ 336.74	\$ 300.00	\$ -	\$ 636.74
Fundraising Supplies	\$ 352.78	\$ -	\$ 151.63	\$ 504.41
Fundraising Fees	\$ 2.18	\$ 12.41	\$ 5.46	\$ 20.05
Scholarships Granted	\$ -	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ 1,004.49	\$ (29.98)	\$ 709.37	\$ 1,683.88
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -	\$ -
Total - Fundraising Expense	\$ 1,696.19	\$ 282.43	\$ 866.46	\$ 2,845.08
Net Income (Loss) from Fundraising	\$ 1,300.13	\$ 1,187.95	\$ 318.86	\$ 2,806.94

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

	Jun. 30, 2023 FY 2023	Sep. 30, 2023 FY 2024	Dec. 31, 2023 FY 2024	Mar. 31, 2024 FY 2024
BCAT Cash Account Balances				
Current Cash Assets				
Checking/Savings				
Middlesex Checking	\$ 23,535.86	\$ 15,464.53	\$ 13,236.09	\$ 17,172.32
Middlesex Savings	\$ 77,336.08	\$ 78,636.21	\$ 79,794.18	\$ 80,143.02
BCAT Petty Cash	\$ 115.31	\$ 82.32	\$ 82.32	\$ 108.50
PayPal	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59	\$ 97,443.84
Allocation of BCAT Cash Balance Total				
BTV Operations - Bedford PEG Access Grant Agreement	\$ 25,029.90	\$ 16,925.58	\$ 14,667.16	\$ 18,659.55
BCAT Reserve from Donations & Other Income	\$ 75,977.35	\$ 77,277.48	\$ 78,465.43	\$ 78,784.29
TOTAL	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59	\$ 97,443.84

**The following equipment purchases were made during FY 2024 Q3 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

2/22/2024 – Amazon – Canon CanoScan Lide 300 Scanner (Model #2995C002) - \$58.01

3/26/2024 – Amazon – Ruihotor - NEEWER Professional Camera Monopod with Feet, 70.5" & Removable Tripod Base for DSLR Camera Camcorder (Model #10101043) - \$98.99

Q3 – Summary of Activities

In the third 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 247 new shows, representing 245 hours of new content. Of these programs, 184 of them were locally produced for a total of 209 hours of content, of which 82 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 Q3 of FY 24, the Bedford TV YouTube channel had 53,600 views, representing a total of 9,000 hours of programming watched. The channel also gained 162 subscribers, bringing the total number of subscribers to 13,281.

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 45 government meetings. This includes both nights of Annual Town Meeting, Town Caucus, Historical Society Meetings, Community Forums on Bedford's Carlisle Road Development, Job Lane House Annual Meeting, and multiple Historic District Commission meetings. We also edited and broadcasted videos presenting the 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 the Middle School Tenacity Challenge, BHS Future First-Year Information Night, Davis School Family Forum, Michael T. McGinley's Promotion to the Rank of Brigadier General, USAF, National Honor Society Ceremony, Performances by Pineland Crescendo Suzuki Tour Group, League of Women Voters Candidate Forum, William's Be Yourself Challenge, Voting for the Vision Impaired, Insecurities: A Girl Scout Story, MLK Jr. Community Gathering, Lunar New Year, COA Seminar "Caring for the Caregiver", 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 continued our new sports segment in 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. Another new segment, Bedford Talks, has been added to our weekly news. Bedford TV's own Production Coordinator has conducted interviews with prominent figures around town, recorded b-roll, and edited together a two-minute package for the news. There are also 15-minute complete versions posted after. Bedford TV also had multiple volunteer producers create new episodes of their shows and multiple podcast producers produced 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 Q3 of FY 24. Bedford TV recorded and live streamed 29 Varsity sporting events in the 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.

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. 12 new podcast episodes were produced during Q3.

OPERATIONS

Bedford TV did not have any staffing changes in Q3 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 Q3 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 Q4 of FY24.

TRAINING

Bedford TV held an Intro to Filmmaking class each Wednesday from January 3rd through January 31st. 14 students spanning between grades 3 and 8 attended and completed the course. Bedford TV also held an Intro to Script Writing class each Wednesday from February 14th through March 6th. Lastly, an Intro to Photography class started on March 20th and will be finished in Q4. Each class also had multiple student mentors assisting in the teaching of these classes. These volunteers have a minimum of 50 hours of service at Bedford TV with most having over 200 hours of service. All of these courses were offered in

partnership with the Bedford Recreation Department. Bedford TV will continue to work with the Recreation Department and offer classes every Wednesday during the school year.

Bedford TV has also started a 12-week Advanced Filmmaking course for our dedicated student mentors. This class met every Friday starting January 4th, was run solely by Bedford TV, and is not part of our partnership with the Bedford Recreation Department. During this class the students created their own short feature film from concept to completion. They were responsible for coming up with the idea, writing their script, finding actors and actresses, creating shot lists, scheduling filming, and editing the whole film together. A premiere screening will be scheduled in the near future to recognize the students for all their hard work. This class will not run during the summer but will start back up in the fall as the students are back in school.

Bedford TV also gave on-location training to volunteers during productions, as well as one-on-one help with editors at Bedford TV.

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 video or audio signal quality issues reported during Q3.