

QUARTERLY REPORT

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

**FY 2024 QUARTER 4
Period of Performance: April 1, 2024 – June 30, 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 - June 2024

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	Jul/23 - Sep/23	Oct/23 - Dec/23	Jan/24 - Mar/24	Apr/24 - Jun/24	Jul/23 - Jun/24	Jul/23 - Jun/24
Income - Operations						
Town PEG Access Appropriation	\$ 58,788.75	\$ 58,788.75	\$ 58,788.75	\$ 58,788.75	\$ 235,155.00	\$ 235,155.00
Class Revenue	\$ 1,657.50	\$ 2,167.50	\$ 3,782.50	\$ 2,400.00	\$ 10,007.50	\$ 5,000.00
DVD & USB Copies	\$ -	\$ -	\$ -	\$ 1,090.00	\$ 1,090.00	\$ 750.00
Total Income - Operations	\$ 60,446.25	\$ 60,956.25	\$ 62,571.25	\$ 62,278.75	\$ 246,252.50	\$ 240,905.00
Expense - Operations						
Salaries	\$ 37,810.62	\$ 52,655.79	\$ 40,055.77	\$ 47,261.45	\$ 177,783.63	\$ 187,250.00
Payroll Taxes	\$ 2,982.34	\$ 4,214.01	\$ 3,696.91	\$ 3,978.53	\$ 14,871.79	\$ 14,000.00
Total - Salaries & Taxes	\$ 40,792.96	\$ 56,869.80	\$ 43,752.68	\$ 51,239.98	\$ 192,655.42	\$ 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	\$ 476.18	\$ 1,848.09	\$ 1,840.00
Janitor/Cleaning	\$ 350.00	\$ 350.00	\$ 390.00	\$ 420.00	\$ 1,510.00	\$ 1,400.00
Studio & Sets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Total - Facility	\$ 804.37	\$ 807.88	\$ 849.66	\$ 896.18	\$ 3,358.09	\$ 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	\$ 183.12	\$ 732.48	\$ 1,500.00
Employee Medical Insurance	\$ 1,087.89	\$ 1,388.55	\$ 1,238.22	\$ 1,268.58	\$ 4,983.24	\$ 6,000.00
Media Directors, Officers	\$ -	\$ -	\$ 1,240.00	\$ 2,021.00	\$ 3,261.00	\$ 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	\$ 3,472.70	\$ 13,575.72	\$ 15,781.00
Organizational Expenses						
Volunteer	\$ 89.97	\$ -	\$ 36.92	\$ 484.87	\$ 611.76	\$ 600.00
Miscellaneous	\$ 80.24	\$ 188.08	\$ 103.72	\$ 450.10	\$ 822.14	\$ 365.00
Community Outreach	\$ 465.05	\$ 692.04	\$ 459.97	\$ 320.97	\$ 1,938.03	\$ 2,000.00
Web Hosting	\$ -	\$ 131.83	\$ 34.95	\$ -	\$ 166.78	\$ 106.00
Bank Charges /Transaction Fees	\$ -	\$ -	\$ 7.45	\$ 42.74	\$ 50.19	\$ 100.00
Student/Intern Supplies	\$ 78.04	\$ 31.97	\$ 257.80	\$ 209.61	\$ 577.42	\$ 600.00
Total - Organizational Expenses	\$ 713.30	\$ 1,043.92	\$ 900.81	\$ 1,508.29	\$ 4,166.32	\$ 3,771.00
Professional Development						
Conference Fees	\$ 285.00	\$ -	\$ -	\$ 385.00	\$ 670.00	\$ 800.00
Conference Travel Expenses	\$ 812.49	\$ 798.42	\$ -	\$ 2,186.90	\$ 3,797.81	\$ 400.00
Dues and Subscriptions	\$ 139.00	\$ -	\$ 319.99	\$ 568.00	\$ 1,026.99	\$ 1,465.00
Professional Development Training	\$ 74.98	\$ -	\$ -	\$ 24.99	\$ 99.97	\$ 500.00
Total - Professional Development	\$ 1,311.47	\$ 798.42	\$ 319.99	\$ 3,164.89	\$ 5,594.77	\$ 3,165.00

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

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	Jul/23 - Sep/23	Oct/23 - Dec/23	Jan/24 - Mar/24	Apr/24 - Jun/24	Jul/23 - Jun/24	Jul/23 - Jun/24
Supplies						
Production Supplies & Expenses	\$ 381.56	\$ 7.43	\$ 354.06	\$ 1,258.81	\$ 2,001.86	\$ 1,200.00
Computer (I.T.) Supplies	\$ 96.24	\$ (1.25)	\$ 219.99	\$ 679.81	\$ 994.79	\$ 600.00
Office	\$ 12.24	\$ 40.32	\$ 11.33	\$ 106.52	\$ 170.41	\$ 600.00
Postage	\$ -	\$ -	\$ -	\$ 40.35	\$ 40.35	\$ 150.00
Total - Supplies	\$ 490.04	\$ 46.50	\$ 585.38	\$ 2,085.49	\$ 3,207.41	\$ 2,550.00
Professional Fees						
CPA	\$ -	\$ 1,065.00	\$ 3,935.00	\$ 175.00	\$ 5,175.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 275.00	\$ 300.00	\$ 1,125.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 2,117.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 1,813.00	\$ 4,683.00	\$ 948.00	\$ 8,417.00	\$ 6,748.00
Operating Capital						
Office Furniture (Town Owned)	\$ 49.87	\$ 244.98	\$ -	\$ 249.98	\$ 544.83	\$ 500.00
Office Equipment (Town Owned)	\$ 69.99	\$ -	\$ 58.01	\$ 204.95	\$ 332.95	\$ 500.00
Production Equipment (Town Owned)	\$ 627.97	\$ -	\$ 98.99	\$ 905.12	\$ 1,632.08	\$ 2,500.00
Total - Operating Capital	\$ 747.83	\$ 244.98	\$ 157.00	\$ 1,360.05	\$ 2,509.86	\$ 3,500.00
Total Expense - Operations	\$ 47,103.98	\$ 63,214.67	\$ 58,578.86	\$ 64,675.58	\$ 233,573.09	\$ 240,905.00
Net Income (Loss) from Operations	\$ 13,342.27	\$ (2,258.42)	\$ 3,992.39	\$ (2,396.83)	\$ 12,679.41	\$ -

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

	Q1 P & L Jul/23 - Sep/23	Q2 P & L Oct/23 - Dec/23	Q3 P & L Jan/24 - Mar/24	Q4 P & L Apr/24 - Jun/24	YTD Jul/23 - Jun/24
Fundraising Income					
Fundraising					
Grants	\$ 1,007.52	\$ -	\$ -	\$ 720.22	\$ 1,727.74
Donations	\$ 910.67	\$ 877.00	\$ 690.00	\$ 3,604.00	\$ 6,081.67
Gift Card Donations	\$ -	\$ 300.00	\$ -	\$ -	\$ 300.00
Other Fundraising Income	\$ 786.00	\$ -	\$ 200.00	\$ 140.00	\$ 1,126.00
Bank Interest	\$ 292.13	\$ 293.38	\$ 295.32	\$ 307.32	\$ 1,188.15
Total - Fundraising Income	\$ 2,996.32	\$ 1,470.38	\$ 1,185.32	\$ 4,771.54	\$ 10,423.56
Fundraising Expense					
Fundraising Expenses					
Special Events	\$ 336.74	\$ 300.00	\$ -	\$ 7.35	\$ 644.09
Fundraising Supplies	\$ 352.78	\$ -	\$ 151.63	\$ -	\$ 504.41
Fundraising Fees	\$ 2.18	\$ 12.41	\$ 5.46	\$ 1.49	\$ 21.54
Scholarships Granted	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
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	\$ 1,508.84	\$ 4,353.92
Net Income (Loss) from Fundraising	\$ 1,300.13	\$ 1,187.95	\$ 318.86	\$ 3,262.70	\$ 6,069.64

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

	Jun. 30, 2023 FY 2023	Sep. 30, 2023 FY 2024	Dec. 31, 2023 FY 2024	Mar. 31, 2024 FY 2024	Jun. 30, 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	\$ 14,717.73
Middlesex Savings	\$ 77,336.08	\$ 78,636.21	\$ 79,794.18	\$ 80,143.02	\$ 83,405.72
BCAT Petty Cash	\$ 115.31	\$ 82.32	\$ 82.32	\$ 108.50	\$ 142.25
PayPal	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 44.01
Total Cash Assets	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59	\$ 97,443.84	\$ 98,309.71
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	\$ 16,262.72
BCAT Reserve from Donations & Other Income	\$ 75,977.35	\$ 77,277.48	\$ 78,465.43	\$ 78,784.29	\$ 82,046.99
TOTAL	\$ 101,007.25	\$ 94,203.06	\$ 93,132.59	\$ 97,443.84	\$ 98,309.71

**The following equipment purchases were made during FY 2024 Q4 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

4/11/2024 – Amazon – Jouyek - Folding Table, 3x2 FT, Lightweight, Height Adjustable Metal Table with Mesh Desktop and Mesh Bag- Black (Model# JO-FGT-9060) - \$69.99

4/26/2024 – Amazon – VIVO - 32 inch Stand Up Desk Converter Workstation - Black (Model# DESK-V000S) - \$109.99

5/18/2024 – Amazon – New Rain USA - Evoluent Ergonomic Vertical Mouse with Wireless USB Receiver, Medium, Right Hand (Model# VMMDW) - \$114.95

5/22/2024 – Amazon – Iaiqiuta - Abao Panda Kitchen Bakers Rack, 4-Tier+3-Tier Workstation, Free Standing Kitchen Utility Cart - Rustic Brown (ASIN# B0BTY9MYBS) - \$139.99

5/22/2024 – Amazon – Chefman Countertop Microwave Oven 0.7 Cu. Ft., Digital, Stainless Steel, 700 Watts (Model # RJ55-SS-7) - \$90.00

6/17/2024 – Amazon – Sachtler ACE Tripod System - Black (Model# ACEMMS) - \$825.68

Q4 – Summary of Activities

In the fourth 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 cablecast 192 new shows, representing 226 hours of new content. Of these programs, 142 of them were locally produced for a total of 188 hours of content, 81 of which originally aired live to our YouTube channel before being rebroadcast on our cable channels. 28 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, 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 Q4 of FY 24, the Bedford TV YouTube channel had 47,700 views, representing a total of 7,500 hours of programming watched. The channel also gained 152 subscribers, bringing the total number of subscribers to 13,433.

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 29 government meetings. This includes Special Town Meeting, Community Forums on the Master Tree Plan and Fire Station, and multiple Historical Society 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 plan 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 Special Town Meeting, Bedford High School Graduation, Prom Stroll, CSF Dollars for Scholars, Memorial Day Parade, BPS Counseling Department hosts Sarah Ward, High School Tenacity Challenge, Pole Capping, Jacob Wren Throckmorton Art Show, Teacher Appreciation Video, Bedford Rec Dance Recital, HOLL, Laughter is the Best Medicine, Vaibhaba School Dance Recital, and Pride Celebration. 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 Q4 of FY 24. Bedford TV recorded and live streamed 39 Varsity sporting events in the 2024 Spring 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 did not add any new podcasts in Q4 of FY24 but did have new episodes created by several dedicated producers. Starfish Storytellers, 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 FY25.

OPERATIONS

Bedford TV did not have any staffing changes in Q4 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 Q4 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 FY25.

TRAINING

Bedford TV held an Intro to Photography class each Wednesday from March 20th through April 10th. 4 students spanning between grades 3 and 8 attended and completed the course. Our next class was an Intro to Filmmaking class from April 24th through May 15th with 12 students. Lastly, an Intro to Scriptwriting class with 5 students started on May 22nd and finished on June 12th. 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 wrapped up 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 was scheduled for April 21st 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.

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

There were no video or audio signal quality issues reported during Q4.