

QUARTERLY REPORT

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

FY 2025 QUARTER 1

Period of Performance: July 1, 2024 – September 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 2025 PEG Access P & L vs. Budget
July 2024 - September 2024

	Q1 P & L	BCAT Budget
	Jul/24 - Sep/24	Jul/24 - Jun/25
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 60,308.75	\$ 241,235.00
Class Revenue	\$ 4,254.47	\$ 6,500.00
DVD & USB Copies	\$ -	\$ 750.00
Total Income - Operations	\$ 64,563.22	\$ 248,485.00
<u>Expense - Operations</u>		
Salaries	\$ 39,841.60	\$ 192,950.00
Payroll Taxes	\$ 3,106.95	\$ 14,000.00
Total - Salaries & Taxes	\$ 42,948.55	\$ 206,950.00
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ -	\$ -
Total - Contract Labor	\$ -	\$ 500.00
Facility		
Internet/Phone	\$ 473.96	\$ 1,840.00
Janitor/Cleaning	\$ 490.00	\$ 1,400.00
Studio & Sets	\$ 5.31	\$ 300.00
Total - Facility	\$ 969.27	\$ 3,540.00
Government Fees	\$ -	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ -	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 1,500.00
Employee Medical Insurance	\$ 1,329.24	\$ 6,000.00
Media Directors, Officers	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ 150.00
Total - Insurance	\$ 1,512.36	\$ 15,781.00
Organizational Expenses		
Volunteer	\$ 54.54	\$ 750.00
Miscellaneous	\$ 19.74	\$ 365.00
Community Outreach	\$ 1,150.59	\$ 2,000.00
Web Hosting	\$ -	\$ 106.00
Bank Charges / Transaction Fees	\$ 66.07	\$ 100.00
Student/Intern Supplies	\$ 220.99	\$ 600.00
Total - Organizational Expenses	\$ 1,511.93	\$ 3,921.00
Professional Development		
Conference Fees	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ 1,200.00
Dues and Subscriptions	\$ 139.00	\$ 1,465.00
Professional Development Training	\$ 222.99	\$ 250.00
Total - Professional Development	\$ 361.99	\$ 3,715.00

Bedford Community Access Television
FY 2025 PEG Access P & L vs. Budget
July 2024 - September 2024

	Q1 P & L Jul/24 - Sep/24	BCAT Budget Jul/24 - Jun/25
Supplies		
Production Supplies & Expenses	\$ 682.04	\$ 1,500.00
Computer (I.T.) Supplies	\$ 309.92	\$ 600.00
Office	\$ -	\$ 500.00
Postage	\$ -	\$ 150.00
Total - Supplies	\$ 991.96	\$ 2,750.00
Professional Fees		
CPA	\$ -	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -
CORI Fees	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 7,428.00
Operating Capital		
Office Furniture (Town Owned)	\$ -	\$ 400.00
Office Equipment (Town Owned)	\$ 191.48	\$ 400.00
Production Equipment (Town Owned)	\$ 727.76	\$ 3,000.00
Total - Operating Capital	\$ 919.24	\$ 3,800.00
Total Expense - Operations	\$ 50,188.30	\$ 248,485.00
Net Income (Loss) from Operations	\$ 14,374.92	\$ -

Bedford Community Access Television
 FY 2025 Reserve Fund P & L
 July 2024 - September 2024

	Q1 P & L Jul/24 - Sep/24
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ -
Donations	\$ 232.00
Gift Card Donations	\$ -
Other Fundraising Income	\$ 20.00
Bank Interest	\$ 309.64
Total - Fundraising Income	\$ 561.64
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ 35.00
Fundraising Supplies	\$ -
Fundraising Fees	\$ -
Scholarships Granted	\$ -
Production Equipment (BCAT Owned)	\$ 1,051.86
Miscellaneous (BCAT Funded)	\$ -
Total - Fundraising Expense	\$ 1,086.86
Net Income (Loss) from Fundraising	\$ (525.22)

Bedford Community Access Television
 FY 2025 Cash Accounts vs. End of FY 2024
 As of September 2024

	Jun. 30, 2024 FY 2024	Sep. 30, 2024 FY 2025
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$ 14,717.73	\$ 14,942.76
Middlesex Savings	\$ 83,405.72	\$ 82,879.48
BCAT Petty Cash	\$ 142.25	\$ 117.76
PayPal	\$ 44.01	\$ 20.00
Total Cash Assets	\$ 98,309.71	\$ 97,960.00
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Grant Agreement	\$ 16,262.72	\$ 16,438.23
BCAT Reserve from Donations & Other Income	\$ 82,046.99	\$ 81,521.77
TOTAL	\$ 98,309.71	\$ 97,960.00

**The following equipment purchases were made during FY 2025 Q1 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

- 7/1/2024 – Amazon – SmallRig – Microphone Shock Mount with Cold Shoe Pinch for Camera Shoes and Boom poles (Model # SR-FA01-1859) x 3 (\$8.00 each) - \$24.00
- 7/1/2024 – Amazon – HaoQiEcommerce – NEEWER Heavy Duty C Clamp with Mounting Column for Light Stand ST-CCD1 (Model # 10100388) x 3 (\$23.59 each) – \$70.77
- 7/1/2024 – Amazon – C Stand with Boom Arm, Heavy Duty Light Stand , Stainless Steel, Silver (Model # CXJH01) - \$124.00
- 7/1/2024 – CameraSpot – Manfrotto Pro Light Cineloader, Camcorder & Cinema Bag, Dark Grey, Size Medium (ASIN# B0C9PVPTR1) - \$279.00
- 7/2/2024 – Amazon – HP OfficeJet Pro 9125e All-in-One Inkjet Printer, Color, Touchscreen (Model # 403X0A#B1H) - \$229.99
- 7/17/2024 – Amazon – HP 27h Full HD Monitor, Smooth Screen, 100mm Height/Tilt Adjust, Built-in Dual Speakers, Black (Model # 27h) - \$124.99
- 7/17/2024 – Amazon – AppleCare+ for MacBook Air, Apple Silicon M2, 3 Year Plan (Model # SF8C2LL/A) - \$139.00
- 7/20/2024 – Amazon – Apple 2022 MacBook Air Laptop with M2 chip, 13.6-inch Liquid Retina Display, 8GB RAM, 256GB SSD Storage, Space Gray (Model # MLXW3LL/A) - \$799.00
- 7/21/2024 – Amazon – Asurion, LLC – ASURION 2 Year Laptop Protection Plan (\$900 - \$999.99) (ASIN # B07P6YSNZ2) x 2 (\$99.99 each) – \$199.98
- 7/22/2024 – Amazon – Kanga Supply – Apple 2023 MacBook Air M2 chip, 15-inch, 8GB RAM, 512GB SSD Storage, Renewed Premium, Space Gray (Model # MQKQ3LL/A) x 2 (\$979.99 each) – \$1959.98
- 9/20/2024 – Amazon – Bonsaii US – Bonsaii 12-Sheet Paper Shredder with 5.5 Gallons Bin (Model # MQ C243-A) – \$66.49

Q1 – Summary of Activities

In the first quarter of Fiscal Year 2025, 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 141 new shows, representing 117 hours of new content. Of these programs, 101 of them were locally produced for a total of 96 hours of content, of which 29 programs originally aired live to 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 25, the Bedford TV YouTube channel had 38,700 views, representing a total of 6,100 hours of programming watched. The channel also gained 127 subscribers, bringing the total number of subscribers to 13,560.

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 Q1, we recorded and streamed 20 government meetings. This includes the five boards listed previously as well as the Zoning Board of Appeals and Historical Society. 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 run 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 VA Art Show & Writing Showcase, Bedford Day Parade, Citizen of the Year Ceremony 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 sports recap segment and Bedford Talks interviews 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. Bedford Talks, another news segment, consists of interviews conducted by Bedford TV staff with prominent figures around town, recorded b-roll, and is edited together into a two-minute package. There are also 15-minute complete versions of these interviews posted to the Bedford TV YouTube page 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 Q1 of FY 25. Bedford TV recorded and live streamed 17 Varsity sporting events in the 2024 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.

PODCASTS

Bedford TV did not add any new podcasts in Q1 of FY25 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 Q1 of FY25. 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 start during Q1 of FY 25. The intern was a Bedford High School student and will continue to work with the Executive Director and Digital Marketing and Outreach Specialist and Production Coordinator on covering Bedford TV events and updating our social media presence.

TRAINING

Bedford TV held four classes during Q1 of FY 25. Our first class was a four session Intro to Filmmaking course that took place on July 9th, 10th, 16th, and 17th. Two students took this course and Bedford TV had the help of two of our student mentors. Our student mentors all have a minimum of 75 hours of community service at Bedford TV with most having over 200 hours of service. Our next class was Intro to Photography which had one student and two student mentors. This class started on July 30th and meet every Tuesday for four weeks. Our next class was another Intro to Filmmaking course that consisted of four sessions and took place every Thursday starting August 1st. This class had two students and three student mentors. Our last class of Q1 was an Intro to Scriptwriting class that consisted of four sessions starting on September 11th and had six students and five student mentors. All 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 also held two weeklong summer camps in Q1. These camps ran from 12:00 to 3:00 for a week straight and focused on our weekly news coverage. In these camps students learned about all the studio and remote equipment that is used to create our weekly news show. They then used those skills to create their own news story and create their own “kids version” of our weekly news show. The first camp ran from July 22nd through July 26th and had one student. Our second camp ran from August 26th through August 30th and had six students.

Bedford TV also continued our success from last spring and is offering another Advanced Filmmaking course to our student mentors that started on September 12th. This class takes place over twelve weeks

and is run solely by Bedford TV. During this class students will create their own short film from concept to completion. They are 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 for this class is currently scheduled to take place at the Bedford TV Annual Meeting and Awards Night on December 6th.

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

Q1 - Explanation of difficulties that may have interfered with BCAT's performance or obligations under Grant Agreement with the Town

None at this time.

Q1- Video and Audio Signal Quality Report

None at this time.