

**QUARTERLY REPORT**

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

**FY 2025 QUARTER 2**

**Period of Performance: October 1, 2024 – December 30, 2024**



**SUBMITTED TO:  
The Town of Bedford, Massachusetts**

**SUBMITTED BY:  
Bedford Community Access Television, Inc.**

**Contents of Quarterly Report**

Statements of account balances, and funds expended and received  
compared with amounts previously budgeted .....3

FY 2025 Q2 equipment purchased or acquired [9.1(b)(iv)] .....6

Summary of activities.....7

Explanation of difficulties that may have interfered with BCAT's  
performance or obligations under Grant Agreement with the Town .....9

Video and Audio Signal Quality Report [11.1].....9

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

	Q1 P & L Jul/24 - Sep/24	Q2 P & L Oct/24 - Dec/24	YTD Jul/24 - Dec/24	BCAT Budget Jul/24 - Jun/25
<b><u>Income - Operations</u></b>				
Town PEG Access Appropriation	\$ 60,308.75	\$ 60,308.75	\$ 120,617.50	\$ 241,235.00
Class Revenue	\$ 4,254.47	\$ 2,850.00	\$ 7,104.47	\$ 6,500.00
DVD & USB Copies	\$ -	\$ 100.00	\$ 100.00	\$ 750.00
<b>Total Income - Operations</b>	<b>\$ 64,563.22</b>	<b>\$ 63,258.75</b>	<b>\$ 127,821.97</b>	<b>\$ 248,485.00</b>
<b><u>Expense - Operations</u></b>				
Salaries	\$ 39,841.60	\$ 56,185.59	\$ 96,027.19	\$ 192,950.00
Payroll Taxes	\$ 3,106.95	\$ 4,452.48	\$ 7,559.43	\$ 14,000.00
Total - Salaries & Taxes	\$ 42,948.55	\$ 60,638.07	\$ 103,586.62	\$ 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	\$ 475.40	\$ 949.36	\$ 1,840.00
Janitor/Cleaning	\$ 490.00	\$ 560.00	\$ 1,050.00	\$ 1,400.00
Studio & Sets	\$ 5.31	\$ 20.03	\$ 25.34	\$ 300.00
Total - Facility	\$ 969.27	\$ 1,055.43	\$ 2,024.70	\$ 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	\$ 1,329.24	\$ 1,329.24	\$ 2,658.48	\$ 6,000.00
Media Directors, Officers	\$ -	\$ -	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ -	\$ 150.00
Total - Insurance	\$ 1,512.36	\$ 1,512.36	\$ 3,024.72	\$ 15,781.00
Organizational Expenses				
Volunteer	\$ 54.54	\$ -	\$ 54.54	\$ 750.00
Miscellaneous	\$ 19.74	\$ 254.31	\$ 274.05	\$ 365.00
Community Outreach	\$ 1,150.59	\$ 723.93	\$ 1,874.52	\$ 2,000.00
Web Hosting	\$ -	\$ 408.76	\$ 408.76	\$ 106.00
Bank Charges / Transaction Fees	\$ 66.07	\$ 2.98	\$ 69.05	\$ 100.00
Student/Intern Supplies	\$ 220.99	\$ 157.65	\$ 378.64	\$ 600.00
Total - Organizational Expenses	\$ 1,511.93	\$ 1,547.63	\$ 3,059.56	\$ 3,921.00
Professional Development				
Conference Fees	\$ -	\$ 239.00	\$ 239.00	\$ 800.00
Conference Travel Expenses	\$ -	\$ 383.81	\$ 383.81	\$ 1,200.00
Dues and Subscriptions	\$ 139.00	\$ 100.00	\$ 239.00	\$ 1,465.00
Professional Development Training	\$ 222.99	\$ -	\$ 222.99	\$ 250.00
Total - Professional Development	\$ 361.99	\$ 722.81	\$ 1,084.80	\$ 3,715.00

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

	Q1 P & L Jul/24 - Sep/24	Q2 P & L Oct/24 - Dec/24	YTD Jul/24 - Dec/24	BCAT Budget Jul/24 - Jun/25
Supplies				
Production Supplies & Expenses	\$ 682.04	\$ 293.34	\$ 975.38	\$ 1,500.00
Computer (I.T.) Supplies	\$ 309.92	\$ 32.95	\$ 342.87	\$ 600.00
Office	\$ -	\$ 167.78	\$ 167.78	\$ 500.00
Postage	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 991.96	\$ 494.07	\$ 1,486.03	\$ 2,750.00
Professional Fees				
CPA	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 550.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 473.00	\$ 1,171.00	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 5,248.00	\$ 6,221.00	\$ 7,428.00
Operating Capital				
Office Furniture (Town Owned)	\$ -	\$ 111.99	\$ 111.99	\$ 400.00
Office Equipment (Town Owned)	\$ 191.48	\$ -	\$ 191.48	\$ 400.00
Production Equipment (Town Owned)	\$ 727.76	\$ 186.48	\$ 914.24	\$ 3,000.00
Total - Operating Capital	\$ 919.24	\$ 298.47	\$ 1,217.71	\$ 3,800.00
<b>Total Expense - Operations</b>	<b>\$ 50,188.30</b>	<b>\$ 71,535.34</b>	<b>\$ 121,723.64</b>	<b>\$ 248,485.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 14,374.92</b>	<b>\$ (8,276.59)</b>	<b>\$ 6,098.33</b>	<b>\$ -</b>

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

	Q1 P & L Jul/24 - Sep/24	Q2 P & L Oct/24 - Dec/24	YTD Jul/24 - Dec/24
<b><u>Fundraising Income</u></b>			
Fundraising			
Grants	\$ -	\$ -	\$ -
Donations	\$ 232.00	\$ 875.00	\$ 1,107.00
Gift Card Donations	\$ -	\$ 500.00	\$ 500.00
Other Fundraising Income	\$ 20.00	\$ -	\$ 20.00
Bank Interest	\$ 309.64	\$ 296.17	\$ 605.81
<b>Total - Fundraising Income</b>	<b>\$ 561.64</b>	<b>\$ 1,671.17</b>	<b>\$ 2,232.81</b>
<b><u>Fundraising Expense</u></b>			
Fundraising Expenses			
Special Events	\$ 35.00	\$ 621.02	\$ 656.02
Fundraising Supplies	\$ -	\$ -	\$ -
Fundraising Fees	\$ -	\$ 12.39	\$ 12.39
Scholarships Granted	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ 1,051.86	\$ -	\$ 1,051.86
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -
<b>Total - Fundraising Expense</b>	<b>\$ 1,086.86</b>	<b>\$ 633.41</b>	<b>\$ 1,720.27</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ (525.22)</b>	<b>\$ 1,037.76</b>	<b>\$ 512.54</b>

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

	Jun. 30, 2024 FY 2024	Sep. 30, 2024 FY 2025	Dec. 31, 2024 FY 2025
<b><u>BCAT Cash Account Balances</u></b>			
Current Cash Assets			
<u>Checking/Savings</u>			
Middlesex Checking	\$ 14,717.73	\$ 14,942.76	\$ 16,570.46
Middlesex Savings	\$ 83,405.72	\$ 82,879.48	\$ 74,009.75
BCAT Petty Cash	\$ 142.25	\$ 117.76	\$ 92.45
PayPal	\$ 44.01	\$ 20.00	\$ 48.51
<b>Total Cash Assets</b>	<b>\$ 98,309.71</b>	<b>\$ 97,960.00</b>	<b>\$ 90,721.17</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>			
BTV Operations - Bedford PEG Access Grant Agreement	\$ 16,262.72	\$ 16,438.23	\$ 8,161.64
BCAT Reserve from Donations & Other Income	\$ 82,046.99	\$ 81,521.77	\$ 82,559.53
<b>TOTAL</b>	<b>\$ 98,309.71</b>	<b>\$ 97,960.00</b>	<b>\$ 90,721.17</b>

**The following equipment purchases were made during FY 2025 Q2 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

10/10/2024 – Amazon – ChooChoo Furniture – ChooChoo Farmhouse Coffee Table with Shelf, Espresso (Model # EUR-CT19001-2TRL) – \$111.99

10/10/2024 – Amazon – VIVOSUN – Collapsible Wagon with Tailgate, 330lb Load-Bearing Outdoor Utility with All-Terrain Wheels, Black (Model # VSF007) – \$66.49

10/10/2024 – Amazon – Best Buy – INSIGNIA 42-inch Class F20 Series Smart Full HD 1080p Fire TV (Model # NS-42F201NA23) – \$119.99

**Q2 – Summary of Activities**

In the second 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 201 new shows, representing 223 hours of new content. Of these programs, 137 of them were locally produced for a total of 187 hours of content, of which 53 programs originally aired live to our cable channels and YouTube channel 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 Q2 of FY 25, the Bedford TV YouTube channel had 49,249 views, representing a total of 8,200 hours of programming watched. The channel also gained 184 subscribers, bringing the total number of subscribers to 13,744.

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 Q2, we

recorded and streamed 30 government meetings. This includes the five boards listed previously as well as the Recreation Commission Forum, Historical Society and Special Town Meeting. 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 Lane School Turtle Updates and NASA presentation, Trunk or Treat, Yellow Tulip Project, Pumpkin Smash, Flavors of Bedford, Kristallnacht, Veterans Day Ceremony, Bedford TV Annual Awards Night, Bedford Tree Lighting 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 Q2 of FY 25. Bedford TV recorded and live streamed 30 Varsity sporting events in the 2024 Fall and 2025 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 did not add any new podcasts in Q2 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. A podcast class, open to all ages, is being scheduled for Q3 to introduce more Bedford residents to how easy it is to produce a podcast at Bedford TV.

### **OPERATIONS**

Bedford TV did not have any staffing changes in Q2 of FY25. Student volunteers 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 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 wrapped up our class that started in Q1 and held one new class during Q2 of FY 25. The Intro to Scriptwriting class that started on September 11<sup>th</sup> and had 6 students and 5 student mentors ended on October 2<sup>nd</sup>. Our next class was a four session Intro to Filmmaking course that started on October 16<sup>th</sup>, and ended on November 6<sup>th</sup>. This class had 13 students and 5 student mentors. Bedford TV did not offer any more classes during Q2 due to the attendance records in previous years around the holiday season. Both 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 starting in January of 2025.

Bedford TV also wrapped up our Advanced Filmmaking course with our student mentors that started on September 12<sup>th</sup>. This class took place over twelve weeks and was run solely by Bedford TV. During this class students created their own short film from concept to completion. They were responsible for coming up with the idea, writing their script, finding actors, creating shot lists, scheduling filming, and editing the whole film together. A premiere screening for this class took place at the Bedford TV Annual Meeting and Awards Night on December 6<sup>th</sup>. Bedford TV will offer another Advanced Filmmaking class starting in March of 2025.

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**

None at this time.

### **Q2- Video and Audio Signal Quality Report**

None at this time.