

QUARTERLY REPORT

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

**FY 2025 QUARTER 4
Period of Performance: April 1, 2025 – June 30, 2025**



**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 - June 2025

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	Jul/24 - Sep/24	Oct/24 - Dec/24	Jan/25 - Mar/25	Apr/25 - Jun/25	Jul/24 - Jun/25	Jul/24 - Jun/25
Income - Operations						
Town PEG Access Appropriation	\$ 60,308.75	\$ 60,308.75	\$ 60,308.75	\$ 60,308.75	\$ 241,235.00	\$ 241,235.00
Class Revenue	\$ 4,254.47	\$ 2,850.00	\$ 2,700.00	\$ 3,862.50	\$ 13,666.97	\$ 6,500.00
DVD & USB Copies	\$ -	\$ 100.00	\$ -	\$ 955.00	\$ 1,055.00	\$ 750.00
Total Income - Operations	\$ 64,563.22	\$ 63,258.75	\$ 63,008.75	\$ 65,126.25	\$ 255,956.97	\$ 248,485.00
Expense - Operations						
Salaries	\$ 39,841.60	\$ 56,185.59	\$ 41,393.87	\$ 49,192.81	\$ 186,613.87	\$ 192,950.00
Payroll Taxes	\$ 3,106.95	\$ 4,452.48	\$ 3,930.23	\$ 4,147.62	\$ 15,637.28	\$ 14,000.00
Total - Salaries & Taxes	\$ 42,948.55	\$ 60,638.07	\$ 45,324.10	\$ 53,340.43	\$ 202,251.15	\$ 206,950.00
Contract Labor						
Videography	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Support/Services	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00	\$ 500.00
Web Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Contract Labor	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00	\$ 500.00
Facility						
Internet/Phone	\$ 473.96	\$ 475.40	\$ 476.18	\$ 480.41	\$ 1,905.95	\$ 1,840.00
Janitor/Cleaning	\$ 490.00	\$ 560.00	\$ 420.00	\$ 420.00	\$ 1,890.00	\$ 1,400.00
Studio & Sets	\$ 5.31	\$ 20.03	\$ -	\$ 420.88	\$ 446.22	\$ 300.00
Total - Facility	\$ 969.27	\$ 1,055.43	\$ 896.18	\$ 1,321.29	\$ 4,242.17	\$ 3,540.00
Government Fees	\$ -	\$ 18.50	\$ 71.65	\$ 52.00	\$ 142.15	\$ 100.00
Insurance						
Worker's Comp Insurance	\$ -	\$ -	\$ 875.00	\$ -	\$ 875.00	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 183.12	\$ 183.12	\$ 183.12	\$ 732.48	\$ 1,500.00
Employee Medical Insurance	\$ 1,329.24	\$ 1,329.24	\$ 1,329.24	\$ 1,369.18	\$ 5,356.90	\$ 6,000.00
Media Directors, Officers	\$ -	\$ -	\$ 1,240.00	\$ 2,021.00	\$ 3,261.00	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ 149.00	\$ -	\$ 149.00	\$ 150.00
Total - Insurance	\$ 1,512.36	\$ 1,512.36	\$ 7,876.36	\$ 3,573.30	\$ 14,474.38	\$ 15,781.00
Organizational Expenses						
Volunteer	\$ 54.54	\$ -	\$ 254.78	\$ 119.36	\$ 428.68	\$ 750.00
Miscellaneous	\$ 19.74	\$ 254.31	\$ 27.17	\$ 50.31	\$ 351.53	\$ 365.00
Community Outreach	\$ 1,150.59	\$ 723.93	\$ 261.97	\$ 167.86	\$ 2,304.35	\$ 2,000.00
Web Hosting	\$ -	\$ 408.76	\$ 34.95	\$ -	\$ 443.71	\$ 106.00
Bank Charges / Transaction Fees	\$ 66.07	\$ 2.98	\$ 13.41	\$ 34.87	\$ 117.33	\$ 100.00
Student/Intern Supplies	\$ 220.99	\$ 157.65	\$ 279.71	\$ 241.58	\$ 899.93	\$ 600.00
Total - Organizational Expenses	\$ 1,511.93	\$ 1,547.63	\$ 871.99	\$ 613.98	\$ 4,545.53	\$ 3,921.00
Professional Development						
Conference Fees	\$ -	\$ 239.00	\$ -	\$ 1,075.00	\$ 1,314.00	\$ 800.00
Conference Travel Expenses	\$ -	\$ 383.81	\$ -	\$ 144.08	\$ 527.89	\$ 1,200.00
Dues and Subscriptions	\$ 139.00	\$ 100.00	\$ 181.00	\$ 608.00	\$ 1,028.00	\$ 1,465.00
Professional Development Training	\$ 222.99	\$ -	\$ -	\$ -	\$ 222.99	\$ 250.00
Total - Professional Development	\$ 361.99	\$ 722.81	\$ 181.00	\$ 1,827.08	\$ 3,092.88	\$ 3,715.00

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

	Q1 P & L	Q2 P & L	Q3 P & L	Q4 P & L	YTD	BCAT Budget
	Jul/24 - Sep/24	Oct/24 - Dec/24	Jan/25 - Mar/25	Apr/25 - Jun/25	Jul/24 - Jun/25	Jul/24 - Jun/25
Supplies						
Production Supplies & Expenses	\$ 682.04	\$ 293.34	\$ 73.44	\$ 1,460.30	\$ 2,509.12	\$ 1,500.00
Computer (I.T.) Supplies	\$ 309.92	\$ 32.95	\$ 128.94	\$ 79.20	\$ 551.01	\$ 600.00
Office	\$ -	\$ 167.78	\$ 49.34	\$ 99.33	\$ 316.45	\$ 500.00
Postage	\$ -	\$ -	\$ 14.60	\$ -	\$ 14.60	\$ 150.00
Total - Supplies	\$ 991.96	\$ 494.07	\$ 266.32	\$ 1,638.83	\$ 3,391.18	\$ 2,750.00
Professional Fees						
CPA	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 1,100.00	\$ 928.00
Payroll Service	\$ 698.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 2,117.00	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 973.00	\$ 5,248.00	\$ 748.00	\$ 748.00	\$ 7,717.00	\$ 7,428.00
Operating Capital						
Office Furniture (Town Owned)	\$ -	\$ 111.99	\$ -	\$ 337.99	\$ 449.98	\$ 400.00
Office Equipment (Town Owned)	\$ 191.48	\$ -	\$ -	\$ -	\$ 191.48	\$ 400.00
Production Equipment (Town Owned)	\$ 727.76	\$ 186.48	\$ 181.95	\$ 1,463.52	\$ 2,559.71	\$ 3,000.00
Total - Operating Capital	\$ 919.24	\$ 298.47	\$ 181.95	\$ 1,801.51	\$ 3,201.17	\$ 3,800.00
Total Expense - Operations	\$ 50,188.30	\$ 71,535.34	\$ 57,717.55	\$ 64,916.42	\$ 244,357.61	\$ 248,485.00
Net Income (Loss) from Operations	\$ 14,374.92	\$ (8,276.59)	\$ 5,291.20	\$ 209.83	\$ 11,599.36	\$ -

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

	Q1 P & L Jul/24 - Sep/24	Q2 P & L Oct/24 - Dec/24	Q3 P & L Jan/25 - Mar/25	Q4 P & L Apr/25 - Jun/25	YTD Jul/24 - Jun/25
Fundraising Income					
Fundraising					
Grants	\$ -	\$ -	\$ -	\$ 520.00	\$ 520.00
Donations	\$ 232.00	\$ 875.00	\$ 434.56	\$ 4,230.00	\$ 5,771.56
Gift Card Donations	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Other Fundraising Income	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00
Bank Interest	\$ 309.64	\$ 296.17	\$ 303.89	\$ 308.30	\$ 1,218.00
Total - Fundraising Income	\$ 561.64	\$ 1,671.17	\$ 738.45	\$ 5,058.30	\$ 8,029.56
Fundraising Expense					
Fundraising Expenses					
Special Events	\$ 35.00	\$ 621.02	\$ -	\$ -	\$ 656.02
Fundraising Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising Fees	\$ -	\$ 12.39	\$ 5.55	\$ 2.07	\$ 20.01
Scholarships Granted	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 1,400.00
Production Equipment (BCAT Owned)	\$ 1,051.86	\$ -	\$ -	\$ 91.83	\$ 1,143.69
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Fundraising Expense	\$ 1,086.86	\$ 633.41	\$ 5.55	\$ 1,493.90	\$ 3,219.72
Net Income (Loss) from Fundraising	\$ (525.22)	\$ 1,037.76	\$ 732.90	\$ 3,564.40	\$ 4,809.84

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

	Jun. 30, 2024 FY 2024	Sep. 30, 2024 FY 2025	Dec. 31, 2024 FY 2025	Mar. 31, 2025 FY 2025	Jun. 30, 2025 FY 2025
BCAT Cash Account Balances					
Current Cash Assets					
Checking/Savings					
Middlesex Checking	\$ 14,717.73	\$ 14,942.76	\$ 16,570.46	\$ 11,894.95	\$ 12,090.78
Middlesex Savings	\$ 83,405.72	\$ 82,879.48	\$ 74,009.75	\$ 84,596.13	\$ 88,307.05
BCAT Petty Cash	\$ 142.25	\$ 117.76	\$ 92.45	\$ 87.67	\$ 101.67
PayPal	\$ 44.01	\$ 20.00	\$ 48.51	\$ 166.52	\$ 20.00
Total Cash Assets	\$ 98,309.71	\$ 97,960.00	\$ 90,721.17	\$ 96,745.27	\$ 100,519.50
Allocation of BCAT Cash Balance Total					
BTV Operations - Bedford PEG Access Grant Agreement	\$ 16,262.72	\$ 16,438.23	\$ 8,161.64	\$ 13,452.84	\$ 13,662.67
BCAT Reserve from Donations & Other Income	\$ 82,046.99	\$ 81,521.77	\$ 82,559.53	\$ 83,292.43	\$ 86,856.83
TOTAL	\$ 98,309.71	\$ 97,960.00	\$ 90,721.17	\$ 96,745.27	\$ 100,519.50

**The following equipment purchases were made during FY 2025 Q4 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

- 6/17/2025 – Amazon – Anautin 9.2 FT Stainless-Steel Heavy-Duty Photography Tripod Stand, 2 Pack (Model# YF-ST228) - \$78.90
- 6/17/2025 – Amazon – Phocus - 42-inch C Stand Extension Grip Boom Arm (UPC# 747356583886) x 3 (\$55.89 each) - \$167.67
- 6/17/2025 – Amazon – Sweetwater Sound - Radial Engineering ProAV2 Stereo Direct Box (Model# R800 1115) - \$219.99
- 6/17/2025 – Amazon – YONGNUO - YN35mm F2 Lens for Canon EF Mount EOS Camera (Model# YN35MM) - \$106.00
- 6/17/2025 – Amazon – iphotoxx - NEEWER SF6090F 5-in-1 Folding Flag Kit for Photography, Light Modifier, Carry Bag Included, 60-90 cm (ASIN# B0BTBPPWL3) - \$139.99
- 6/17/2025 – Amazon – Canon EF 50mm f/1.8 STM Lens (Model# CN5018STM) - \$125.00
- 6/17/2025 – Amazon – Crown Shade-2 - CROWN SHADES 10x10 Pop Up Canopy Tent with STO-N-Go Cover Bag, Silver Coated Top - Grid White (UPC# 658906305981) - \$149.99
- 6/18/2025 – Amazon – 6ave - Canon EF 75-300mm f/4-5.6 III Lens (6473A003), Filter Kit, & Cleaning Kit, Renewed (UPC# 656942632931) - \$307.99
- 6/30/2025 – Amazon – iphotoxx - NEEWER Teleprompter X14 with RT-110 Remote & APP Control, Compatible with iPad, DSLR Camera (ASIN# B0BC968J1M) - \$167.99
- 6/30/2025 – Amazon – Nouhaus Inc. - Ergonomic Leather Office Chair - White (Model# NHO-0004BL) - \$337.99

Q4 – Summary of Activities

In the fourth 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 cablecast 195 new shows, representing 229 hours of new content. Of these programs, 134 of them were locally produced for a total of 181 hours of content, 79 of which originally aired live to our YouTube channel before being rebroadcast on our cable channels. 26 of our productions this quarter were originally recorded in our studio which included 11 episodes of the Bedford TV weekly news and many others produced by local member producers. All Select Board, School Committee and 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 25, the Bedford TV YouTube channel had 40,100 views, representing a total of 6,300 hours of programming watched. The channel also gained 138 subscribers, bringing the total number of subscribers to 13,998

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.

We have continued to share as many board and committee meetings as have been possible. In Q4, we recorded and streamed 24 government 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 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 public health information, local organizational updates, and with all notices sent from the Town. Additionally Bedford TV records the news weekly with volunteers summarizing 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 Pole Capping, Jacob Wren Throckmorton Memorial Art Show, Spring Brook Park Public Forum, Autism in Bedford Through the Life, Historical Society Meetings, Bedford Rec Dance Recital, Bedford Color Run, Yellow Tulip Project, FYZICAL Ribbon Cutting Ceremony, Middle School Tenacity Challenge, Memorial Day Parade and Ceremonies, CSF Dollars for Scholars, Prom Stroll, BHS METCO Foyer Unveiling Event, Holi, BHS Graduation, Vaibhava Dance Recital, Pride Event, Moving on Ceremony and more.

Bedford TV also continued providing support to the Bedford Public Schools in Q4 of FY 25. We recorded and live streamed 37 Varsity sporting events in the 2025 Spring Season. We also continued to support 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

Starfish Storytellers continues to be our main podcast, recording their 40th episode at Bedford TV. Podcasts continue to be created by several other dedicated producers. 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 FY26.

OPERATIONS

Bedford TV did not have any staffing changes in Q4 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 two interns start during Q4 of FY 25. These two college interns will work throughout the summer on a variety of projects with the Bedford TV production team.

TRAINING

Bedford TV finished up one class that started in Q3 and held two more for kids grades 3-12 during Q4. The first class was Intro to Filmmaking that started on March 19th and took place every Wednesday for 4 weeks finishing on April 9th. During this class students learned how to use the necessary field and studio equipment to create their own comedy skit video. Students were split into two groups with each group editing together their own final video. There were a total of 9 students and 5 mentors in the class. The next class was Intro to Scriptwriting class which met every Wednesday for 4 weeks starting April 23rd and finishing on May 14th. During this class students created their own stories and learned how to properly transform them into scripts that could be used for a future filmmaking class. There were a total of 4 students and 3 mentors in this class. The final class in Q4 was the Intro to Photography that started on May 21st and took place every Wednesday for 4 weeks finishing on June 11th. During this course students learned about various different types of photography from nature shoots to portrait photography. There were a total of 7 students and 4 mentors in the class.

In addition to these courses, Bedford TV gave on-location training to volunteers during productions, as well as one-on-one help with editors at our studio.

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 issues with video or audio signal quality from Bedford TV’s channels reported in Q4.