

QUARTERLY REPORT

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

FY 2026 QUARTER 1

Period of Performance: July 1, 2025 – September 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 2026 PEG Access P & L vs. Budget
July 2025 - September 2025

	Q1 P & L	BCAT Budget
	Jul/25 - Sep/25	Jul/25 - Jun/26
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 61,273.50	\$ 245,094.00
Class Revenue	\$ 6,350.00	\$ 9,000.00
T-shirts & Hats	\$ 36.00	\$ -
DVD & USB Copies	\$ -	\$ 750.00
Total Income - Operations	\$ 67,659.50	\$ 254,844.00
<u>Expense - Operations</u>		
Salaries	\$ 41,294.07	\$ 196,762.00
Payroll Taxes	\$ 3,215.95	\$ 14,000.00
Total - Salaries & Taxes	\$ 44,510.02	\$ 210,762.00
Contract Labor		
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ -	\$ 500.00
Total - Contract Labor	\$ -	\$ 500.00
Facility		
Internet/Phone	\$ 472.37	\$ 1,840.00
Janitor/Cleaning	\$ 490.00	\$ 1,890.00
Studio & Sets	\$ 121.95	\$ 300.00
Total - Facility	\$ 1,084.32	\$ 4,030.00
Government Fees	\$ -	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ -	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 1,500.00
Employee Medical Insurance	\$ 1,448.97	\$ 6,250.00
Media Directors, Officers	\$ -	\$ 4,431.00
General Liability, Commercial	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ 150.00
Total - Insurance	\$ 1,632.09	\$ 16,031.00
Organizational Expenses		
Volunteer	\$ -	\$ 850.00
Miscellaneous	\$ -	\$ 400.00
Community Outreach	\$ 1,040.28	\$ 2,000.00
Web Hosting	\$ -	\$ 106.00
Bank Charges / Transaction Fees	\$ 34.97	\$ 100.00
Student/Intern Supplies	\$ 250.27	\$ 800.00
Total - Organizational Expenses	\$ 1,325.52	\$ 4,256.00
Professional Development		
Conference Fees	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ 1,500.00
Dues and Subscriptions	\$ 181.00	\$ 1,465.00
Professional Development Training	\$ -	\$ 400.00
Total - Professional Development	\$ 181.00	\$ 4,165.00

Bedford Community Access Television
FY 2026 PEG Access P & L vs. Budget
July 2025 - September 2025

	Q1 P & L Jul/25 - Sep/25	BCAT Budget Jul/25 - Jun/26
Supplies		
Production Supplies & Expenses	\$ 370.88	\$ 1,750.00
Computer (I.T.) Supplies	\$ 150.93	\$ 600.00
Office	\$ -	\$ 500.00
Postage	\$ -	\$ 150.00
Total - Supplies	\$ 521.81	\$ 3,000.00
Professional Fees		
CPA	\$ -	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 1,100.00
Payroll Service	\$ 703.80	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -
CORI Fees	\$ -	\$ -
Total - Professional Fees	\$ 978.80	\$ 7,600.00
Operating Capital		
Office Furniture (Town Owned)	\$ 287.97	\$ 1,000.00
Office Equipment (Town Owned)	\$ -	\$ 400.00
Production Equipment (Town Owned)	\$ 139.98	\$ 3,000.00
Total - Operating Capital	\$ 427.95	\$ 4,400.00
Total Expense - Operations	\$ 50,661.51	\$ 254,844.00
Net Income (Loss) from Operations	\$ 16,997.99	\$ -

Bedford Community Access Television
 FY 2026 Reserve Fund P & L
 July 2025 - September 2025

	Q1 P & L Jul/25 - Sep/25
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ -
Donations	\$ 102.00
Gift Card Donations	\$ -
Other Fundraising Income	\$ 124.00
Community Partnerships	\$ -
Bank Interest	\$ 325.96
Total - Fundraising Income	\$ 551.96
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ 25.00
Fundraising Supplies	\$ -
Fundraising Fees	\$ 4.55
Scholarships Granted	\$ -
Production Equipment (BCAT Owned)	\$ (22.49)
Miscellaneous (BCAT Funded)	\$ -
Total - Fundraising Expense	\$ 7.06
Net Income (Loss) from Fundraising	\$ 544.90

Bedford Community Access Television
 FY 2026 Cash Accounts vs. End of FY 2025
 As of September 2025

	Jun. 30, 2025 FY 2025	Sep. 30, 2025 FY 2026
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$ 12,090.78	\$ 16,642.54
Middlesex Savings	\$ 88,307.05	\$ 88,731.95
BCAT Petty Cash	\$ 101.67	\$ 103.79
PayPal	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 100,519.50	\$ 105,498.28
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Grant Agreement	\$ 13,662.67	\$ 18,096.55
BCAT Reserve from Donations & Other Income	\$ 86,856.83	\$ 87,401.73
TOTAL	\$ 100,519.50	\$ 105,498.28

**The following equipment purchases were made during FY 2026 Q1 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of contract]**

8/11/2025 – Amazon – Aobirui – Onbrill Round End Table with Charging Station, Black (Model # NSS-104-VA-40-A) – \$107.99

8/11/2025 – Amazon – Yaheetech PU Leather Accent Armchair with Solid Wood Legs, Black (Model # YTrlx20003001) x 2 (\$89.99 each) – \$179.98

8/11/2025 – Amazon – Frgyee – Mic Boom Arm, Adjustable Height Overhead Microphone Stand with Heightened Extension Riser (ASIN # B0F9NZV938) x 2 (\$69.99 ea) – \$139.98

Q1 – Summary of Activities

In the first quarter of Fiscal Year 2026, 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 121 new shows, representing 104 hours of new content. Of these programs, 94 of them were locally produced for a total of 83 hours of content, of which 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 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 31,300 views, representing a total of 5,100 hours of programming watched. The channel also gained 76 subscribers, bringing the total number of subscribers to 14,061. In Q1 some of our most viewed content on YouTube was our coverage of BHS sports games. Most games routinely had between 75 and 200 views with several having over 500 views. Our most viewed game in Q1 was Varsity Football vs Shawsheen Tech on September 5th totaling 595 views. The most viewed video produced by a Bedford TV member in Q1 was created by three JGMS students who created “Transition from 5th to 6th Grade”, totaling 441 views. Government meetings also continued to receive significant viewership on our YouTube channel. The total number of viewers varied considerably, with totals ranging from approximately 50 to 500 views, depending on the agenda items discussed.

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 a Community Spaghetti Dinner Fundraiser, Citizen of the Year Ceremony, Bedford Day Parade and Live Music, Senior Parent/Caregiver Night, Veterans Creative Arts Performances, First Day for Teachers 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 volunteer video packages in our weekly news show. Bedford TV volunteer, Dan Brosgol, 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 TV also had multiple volunteer producers create new episodes of their shows and multiple podcast producers made 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 2025 Fall Season. Viewers for these games have increased each year as our volunteers and staff improve every aspect of the games. This year Bedford TV's coverage of BHS sports is being sponsored by two community partners. These programs also run on our public channel.

PODCASTS

Bedford TV did not add any new podcasts in Q1 of FY26 but did have new episodes created by our 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. A weekly one-night introductory podcast class will start in November to attract new member produced shows in FY26.

OPERATIONS

Bedford TV did not have any staffing changes in Q1 of FY26. 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 2 interns during Q1 of FY 26. The interns were college students currently attending UMass Lowell and Champlain College. Both focused on graphic animation and assisted Bedford TV in the creation of a community partner video. Both reported to the Executive Director, Digital Marketing and Outreach Specialist, and Production Coordinator on covering Bedford TV events and updating our social media presence.

TRAINING

Bedford TV held six classes during Q1 of FY 25 as shown in the data below. 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. These classes are run by Bedford TV staff and assisted by Bedford TV student mentors. Our student mentors all have a minimum of 75 hours of community service at Bedford TV with most having over 250 hours and multiple having achieved over 1,000 hours.

Class Name	Dates	# of Students	# of Student Mentors
Intro to Scriptwriting	July 7 - July 10	3	2
Intro to Photography	July 14 - July 17	8	3
Intro to Filmmaking	July 21 - July 24	11	3
Intro to Scriptwriting	August 5 - August 9	2	2
Intro to Photography	August 11 - August 14	2	1
Intro to Photography	Every Wednesday: September 3 - September 24	10	3
Total Students		36	14

Bedford TV also continued our success from last spring and is offering another Advanced Filmmaking course to our student mentors that started on September 24th. 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 final project will be scheduled for some time in December.

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.