

QUARTERLY REPORT

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

FY 2026 QUARTER 3

Period of Performance: January 1, 2026 – March 31, 2026



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 - March 2026

	Q1 P & L Jul/25 - Sep/25	Q2 P & L Oct/25 - Dec/25	Q3 P & L Jan/26 - Mar/26	YTD Jul/25 - Mar/26	BCAT Budget Jul/25 - Jun/26
<u>Income - Operations</u>					
Town PEG Access Appropriation	\$ 61,273.50	\$ 61,273.50	\$ 61,273.50	\$ 183,820.50	\$ 245,094.00
Class Revenue	\$ 6,350.00	\$ 4,500.00	\$ 3,700.00	\$ 14,550.00	\$ 9,000.00
T-shirts & Hats	\$ 36.00	\$ 70.00	\$ 40.00	\$ 146.00	\$ -
DVD & USB Copies	\$ -	\$ 10.00	\$ 100.00	\$ 110.00	\$ 750.00
Total Income - Operations	\$ 67,659.50	\$ 65,853.50	\$ 65,113.50	\$ 198,626.50	\$ 254,844.00
<u>Expense - Operations</u>					
Salaries	\$ 41,294.07	\$ 58,710.30	\$ 40,276.94	\$ 140,281.31	\$ 196,762.00
Payroll Taxes	\$ 3,215.95	\$ 4,689.48	\$ 3,586.94	\$ 11,492.37	\$ 14,000.00
Total - Salaries & Taxes	\$ 44,510.02	\$ 63,399.78	\$ 43,863.88	\$ 151,773.68	\$ 210,762.00
Contract Labor					
Other Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Support/Services	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 500.00
Total - Contract Labor	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 500.00
Facility					
Internet/Phone	\$ 472.37	\$ 477.40	\$ 477.76	\$ 1,427.53	\$ 1,840.00
Janitor/Cleaning	\$ 490.00	\$ 560.00	\$ 420.00	\$ 1,470.00	\$ 1,890.00
Studio & Sets	\$ 121.95	\$ 238.96	\$ -	\$ 360.91	\$ 300.00
Total - Facility	\$ 1,084.32	\$ 1,276.36	\$ 897.76	\$ 3,258.44	\$ 4,030.00
Government Fees	\$ -	\$ 18.50	\$ 127.61	\$ 146.11	\$ 100.00
Insurance					
Worker's Comp Insurance	\$ -	\$ -	\$ 912.00	\$ 912.00	\$ 700.00
Employee Dental Insurance	\$ 183.12	\$ 183.12	\$ 244.16	\$ 610.40	\$ 1,500.00
Employee Medical Insurance	\$ 1,448.97	\$ 1,448.97	\$ 1,448.95	\$ 4,346.89	\$ 6,250.00
Media Directors, Officers	\$ -	\$ -	\$ 3,209.00	\$ 3,209.00	\$ 4,431.00
General Liability, Commercial	\$ -	\$ -	\$ 4,408.00	\$ 4,408.00	\$ 3,000.00
Fidelity Bond	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Total - Insurance	\$ 1,632.09	\$ 1,632.09	\$ 10,222.11	\$ 13,486.29	\$ 16,031.00
Organizational Expenses					
Volunteer	\$ -	\$ 280.84	\$ 354.87	\$ 635.71	\$ 850.00
Miscellaneous	\$ -	\$ 35.55	\$ 213.50	\$ 249.05	\$ 400.00
Community Outreach	\$ 1,040.28	\$ 1,364.31	\$ 169.97	\$ 2,574.56	\$ 2,000.00
Web Hosting	\$ -	\$ 203.83	\$ 34.95	\$ 238.78	\$ 106.00
Bank Charges / Transaction Fees	\$ 34.97	\$ -	\$ 25.33	\$ 60.30	\$ 100.00
Student/Intern Supplies	\$ 250.27	\$ 186.83	\$ 227.23	\$ 664.33	\$ 800.00
Total - Organizational Expenses	\$ 1,325.52	\$ 2,071.36	\$ 1,025.85	\$ 4,422.73	\$ 4,256.00
Professional Development					
Conference Fees	\$ -	\$ 129.00	\$ -	\$ 129.00	\$ 800.00
Conference Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Dues and Subscriptions	\$ 181.00	\$ -	\$ 315.00	\$ 496.00	\$ 1,465.00
Professional Development Training	\$ -	\$ -	\$ 18.99	\$ 18.99	\$ 400.00
Total - Professional Development	\$ 181.00	\$ 129.00	\$ 333.99	\$ 643.99	\$ 4,165.00

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

	Q1 P & L Jul/25 - Sep/25	Q2 P & L Oct/25 - Dec/25	Q3 P & L Jan/26 - Mar/26	YTD Jul/25 - Mar/26	BCAT Budget Jul/25 - Jun/26
Supplies					
Production Supplies & Expenses	\$ 370.88	\$ 371.65	\$ 406.57	\$ 1,149.10	\$ 1,750.00
Computer (I.T.) Supplies	\$ 150.93	\$ 70.53	\$ 278.69	\$ 500.15	\$ 600.00
Office	\$ -	\$ 50.10	\$ 73.97	\$ 124.07	\$ 500.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Total - Supplies	\$ 521.81	\$ 492.28	\$ 759.23	\$ 1,773.32	\$ 3,000.00
Professional Fees					
CPA	\$ -	\$ 5,250.00	\$ 175.00	\$ 5,425.00	\$ 4,500.00
Bookkeeping	\$ 275.00	\$ 275.00	\$ 275.00	\$ 825.00	\$ 1,100.00
Payroll Service	\$ 703.80	\$ 490.40	\$ 490.40	\$ 1,684.60	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -
CORI Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Professional Fees	\$ 978.80	\$ 6,015.40	\$ 940.40	\$ 7,934.60	\$ 7,600.00
Operating Capital					
Office Furniture (Town Owned)	\$ 287.97	\$ -	\$ -	\$ 287.97	\$ 1,000.00
Office Equipment (Town Owned)	\$ -	\$ -	\$ 379.97	\$ 379.97	\$ 400.00
Production Equipment (Town Owned)	\$ 139.98	\$ 328.99	\$ 435.00	\$ 903.97	\$ 3,000.00
Total - Operating Capital	\$ 427.95	\$ 328.99	\$ 814.97	\$ 1,571.91	\$ 4,400.00
Total Expense - Operations	\$ 50,661.51	\$ 75,363.76	\$ 60,285.80	\$ 186,311.07	\$ 254,844.00
Net Income (Loss) from Operations	\$ 16,997.99	\$ (9,510.26)	\$ 4,827.70	\$ 12,315.43	\$ -

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

	Q1 P & L Jul/25 - Sep/25	Q2 P & L Oct/25 - Dec/25	Q3 P & L Jan/26 - Mar/26	YTD Jul/25 - Mar/26
Fundraising Income				
Fundraising				
Grants	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Donations	\$ 102.00	\$ 2,175.00	\$ 2,332.00	\$ 4,609.00
Gift Card Donations	\$ -	\$ 400.00	\$ -	\$ 400.00
Other Fundraising Income	\$ 124.00	\$ 100.00	\$ 260.00	\$ 484.00
Community Partnerships	\$ -	\$ -	\$ 325.00	\$ 325.00
Bank Interest	\$ 325.96	\$ 327.35	\$ 327.09	\$ 980.40
Total - Fundraising Income	\$ 551.96	\$ 4,002.35	\$ 3,244.09	\$ 7,798.40
Fundraising Expense				
Fundraising Expenses				
Special Events	\$ 25.00	\$ 405.10	\$ -	\$ 430.10
Fundraising Supplies	\$ -	\$ -	\$ 52.06	\$ 52.06
Fundraising Fees	\$ 4.55	\$ 10.01	\$ 5.24	\$ 19.80
Scholarships Granted	\$ -	\$ -	\$ -	\$ -
Production Equipment (BCAT Owned)	\$ (22.49)	\$ 1,467.95	\$ -	\$ 1,445.46
Miscellaneous (BCAT Funded)	\$ -	\$ -	\$ -	\$ -
Total - Fundraising Expense	\$ 7.06	\$ 1,883.06	\$ 57.30	\$ 1,947.42
Net Income (Loss) from Fundraising	\$ 544.90	\$ 2,119.29	\$ 3,186.79	\$ 5,850.98

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

	Jun. 30, 2025 FY 2025	Sep. 30, 2025 FY 2026	Dec. 31, 2025 FY 2026	Mar. 31, 2026 FY 2026
BCAT Cash Account Balances				
Current Cash Assets				
Checking/Savings				
Middlesex Checking	\$ 12,090.78	\$ 16,642.54	\$ 17,064.28	\$ 21,957.12
Middlesex Savings	\$ 88,307.05	\$ 88,731.95	\$ 80,851.24	\$ 84,038.03
BCAT Petty Cash	\$ 101.67	\$ 103.79	\$ 171.79	\$ 106.65
PayPal	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Total Cash Assets	\$ 100,519.50	\$ 105,498.28	\$ 98,107.31	\$ 106,121.80
Allocation of BCAT Cash Balance Total				
BTV Operations - Bedford PEG Access Grant Agreement	\$ 13,662.67	\$ 18,096.55	\$ 8,586.29	\$ 13,413.99
BCAT Reserve from Donations & Other Income	\$ 86,856.83	\$ 87,401.73	\$ 89,521.02	\$ 92,707.81
TOTAL	\$ 100,519.50	\$ 105,498.28	\$ 98,107.31	\$ 106,121.80

**The following equipment purchases were made during FY 2026 Q3 and added to the
Town-owned Equipment List
[Section 9.1 (b)(iv) of Grant Agreement]**

- 2/26/2026 – Amazon – Focus Camera, LLC – Decimator MD-Cross Miniature SDI/HDMI Cross Converter with Scaling and Frame Rate Conversion (Model # FBA_DD-CROSS) - \$435.00
- 3/10/2026 – Amazon – Canon RF35mm F1.8 is Macro STM Lens, Black (Model # CAN-RF35MM-F1.8-MACRO-IS-STM) (ASIN #B07H4SFG4G) - \$499.00
- 3/10/2026 – Amazon – Canon Mount Adapter EF-EOS R, Black (Model # 2971C002) - \$149.00
- 3/10/2026 – Amazon – iPro Photo – Canon EOS R6 Mark II Mirrorless Camera with RF 24-105mm f/4-7.1 is STM Lens, 24.2MP Full-Frame CMOS Sensor, 4K 60p Video, Dual Pixel CMOS AF II with Shoulder Bag and 64GB Card (Model # 5666C018_EDIP_1) (ASIN #B0FGKY6WHV) - \$2499.95
- 3/10/2026 – Amazon – Asurion, LLC – Asurion 3 Year Camera Protection Plan (\$125 - \$149.99) (ASIN # B07PBD2LMQ) - \$23.99
- 3/10/2026 – Amazon – Asurion, LLC – Asurion 3 Year Camera Protection Plan (\$450 - \$499.99) (ASIN # B07P97VLH5) - \$60.99
- 3/10/2026 – Amazon – Asurion, LLC – Asurion 3 Year Camera Protection Plan (\$2000 - \$2999.99) (ASIN # B07P61P8LN) - \$169.99
- 3/17/2026 – Amazon – AxxessAbles – 12U AV Equipment Rack, 19-Inch Steel Open Frame Rack with 3” Caster Wheels for Studio, Server, Network Gear, 550lb Capacity (Model # RK12U) - \$159.99
- 3/17/2026 – Amazon – CX Store – Craftsman 5-Tier Storage Rack with Support up to 200lbs/shelf, Weather-Resistant Design, (72.3”H x 40”W x 24”D) (UPC # 847170002812) - \$219.98

Q3 – Summary of Activities

In the third quarter of Fiscal Year 2026, Bedford Community Access Television, Inc. continued providing PEG services and offering training to individuals who live, work, study, or belong to an organization in Bedford.

PROGRAMMING

During this quarter, BCAT broadcast 160 new shows, representing 187 hours of new content. Of these, 111 programs were locally produced for a total of 154 hours of content, with 92 originally airing live on our YouTube channel before being rebroadcast on our cable channels. Bedford TV News continues to record its weekly program, and classes for both youth and adults are being offered to encourage greater interest in studio productions. All Select Board, School Committee, Board of Health, Finance Committee and Planning Board meetings continue to stream live on our YouTube channel and broadcast live on our cable channels. Many locally produced shows were also made available online via BCAT's YouTube channel, "Bedford TV, MA."

In Q3 of FY26, the Bedford TV YouTube channel had 38,700 views, representing a total of 6,300 hours of programming watched. The channel gained 74 subscribers during the quarter, bringing the total number of subscribers to 14,216. Some of the most-viewed content on YouTube during Q3 included coverage of BHS sports games, with most games receiving between 75 and 200 views and several exceeding 500 views. The most-viewed program in Q3 was a School Committee Meeting on February 11th which received 1,066 views. The most-viewed video produced by a Bedford TV member was the Advanced Filmmaking short film "*Blame*", with 148 views. Government meetings also continued to draw significant viewership on our YouTube channel. The total number of viewers varied considerably, with totals ranging from approximately 50 to 600 views, depending on the agenda items discussed.

Bedford TV continues to support the needs of the Town and its volunteers beyond its regular day-to-day operations. We have assisted numerous Town departments, boards, committees, schools, and community organizations in sharing information through video recording or livestreaming, supporting community engagement and encouraging participation among town residents.

We have continued to share as many board and committee meetings as have been possible. In Q3, 32 government meetings were recorded and streamed. This includes the five boards listed previously as well as the Historical Society, Job Lane House Annual Meeting, all three nights of Annual Town Meeting, and community forums on a variety of topics. At the request of board or committee chairs, additional meetings recorded on the Town of Bedford's Zoom account are also rebroadcast. Public Service Announcements from a range of organizations and Bedford TV local producers continue to air during regular time slots on our public and government channels. Our Community Bulletin Board channel is regularly updated with relevant public health information, local organizational updates, and notices sent from the Town. In addition, Bedford TV continues to produce its weekly BTV News program, featuring stories from the Bedford Citizen to keep the community informed about local events and developments.

Bedford TV continued to support community organizations in sharing their events with a wider audience through virtual coverage. We live streamed, recorded, and edited a variety of town events, including BHS Junior Parent Night, Bedford Youth Lacrosse Night, Martin Luther King Jr. Day Community Breakfast, Black History Month Celebration, League of Women Voters' Candidate Forum, The Residence at Bedford's Aging with Vitality and Mindfulness, Processing Stress and Anxiety, Upcoming 9th Grade Information Night, Tuskegee Airmen Commemoration Day, the No Kings Rally, and others. Several of these events

were live streamed while others were edited together into a news story and added to our weekly news program.

We have continued our sports recap segment and volunteer video packages as part of the weekly BTV News program. Bedford TV volunteer Dan Brosgol provides weekly updates 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. The *Bedford Common* show also continues its monthly production, featuring updates on the Planning Board, Finance Committee, School Committee, and Select Board by representatives from each board. This program is produced in part by our student volunteers. Bedford TV also continued to support Bedford Public Schools in Q3 of FY26. During the quarter, Bedford TV recorded and live streamed 28 Varsity sporting events from the 2026 winter season and one varsity sporting event from the 2026 spring season. Viewership for these games has increased each year as our volunteers and staff continue to improve in every aspect of production. This year, Bedford TV's coverage of BHS sports is being sponsored by three community partners - The Residence at Bedford, Bedford Family Law, and Red Heat Tavern. The coverage of these games also air on our public channel.

PODCASTS

Bedford TV did not add any new podcasts in Q3 of FY26 but did have new episodes created by our dedicated producers. *Starfish Storytellers*, *Delight in the Limelight*, *The Bedford Tavern*, and *Bedford Explained* continue to be aired on Bedford TV or listened to through the On-Demand Podcast section of our website. A weekly one-night introductory podcast class also continues to be offered to encourage the development of new member-produced shows in FY26.

OPERATIONS

In Q3 of FY26, following the departure of Executive Director Brian Hebert, Bedford TV underwent an organizational restructuring. The position of Executive Director has been eliminated as part of this restructuring.

Jennifer Puhle, formerly BCAT Administrator, has been promoted to Director of Operations. Reporting to the Board of Directors, she is now responsible for the overall leadership, administration, and daily operations of Bedford TV. Michael Russillo, formerly BCAT Production Coordinator, has been promoted to Director of Production and will manage the day-to-day operation of Bedford TV's production facilities, equipment and production staff. Additional information about Jenn and Michael can be found in Bedford TV's April newsletter on our website www.bedford.tv. BCAT will consider adding a part-time Administrative Assistant and a part-time Production Assistant if the need arises.

Volunteer producers have continued returning to the studio and are creating new episodes of their programs. Student volunteers also remain heavily involved in recording on-site and off-site productions using our studio and field production equipment.

Bedford TV did not have any interns during Q3 of FY26.

TRAINING

Bedford TV held three classes during Q3 of FY26 as shown in the following chart. Two of these classes were offered in partnership with the Bedford Recreation Department. Bedford TV will continue its collaboration with the Recreation Department and offer classes every Wednesday throughout the school year. These classes are led by Bedford TV staff and assisted by our student mentors. All student mentors

have completed a minimum of 75 hours of community service at Bedford TV with most exceeding 250 hours and several having surpassed 1,000 hours.

Class Name	Dates	# of Students	# of Student Mentors
Intro to Scriptwriting	Every Wednesday (2-3:30pm) February 4th - March 4th	6	6
Intro to Filmmaking	Every Wednesday (2-3:30pm) March 14th - April 1st	14	7
Advanced Filmmaking	Every Wednesday (4-6:00pm) March 18th - June 10th	5	0
Total Students		25	13

We also continued to have success with the Advanced Filmmaking classes. A spring class began on March 18th and runs for 12 weeks, operated solely by Bedford TV. During this class our student mentors will create their own short film from concept to completion. Participants are responsible for developing the idea, writing the script, casting actors, creating shot lists, scheduling filming, and editing the whole film together. A premiere screening of the class final project will be scheduled upon the completion of this course.

Bedford TV also provided on-location training for volunteers during productions, as well as one-on-one support for editors at Bedford TV.

Q3 - 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 Q3.

Q3- Video and Audio Signal Quality Report

There were no video or audio signal quality issues reported during Q3.