

Access Sacramento Board of Directors Meeting

Monday, April 29th 2024 - Agenda

5:30 PM On Site & Zoom

Virtual attendance available on Zoom.us. Email ED for link at execdir@accesssacramento.org.

- Call to Order – Henkle
- Roll Call – Henkle
- Review Agenda / Additions to Agenda – Henkle
- BOD Candidate Trevor Doyle Introduction and vote – Henkle
- Approval of Prior Meetings Minutes – Henkle
- **President’s Report** – Verbal Report – Henkle
- **Executive Director’s Report** – Girot (see attached)
- **Financials** - Girot (see attached)
- **Committee Reports**
 - Membership - Stowes
 - Programing
- **Old Business**
- **New Business** – Henkle
BOD Commitment statement needs to be revised, especially the financial support section.
- **Public Comment**

ADJOURNMENT

Executive Session – (Board Members Only) – If needed

**Attachment A - Executive Director Report
General Board Meeting – April 29, 2024**

- Working diligently against a hard deadline to submit billing to the County TOT grant. There was a delay in their understanding of our liability insurance limits that had to be cleared up before invoice submittal.
- The 24th A Place Called Sacramento Scriptwriting Competition winners press release has been announced through social media and on our website. Winners were pre-notified by phone while losers were thanked by email. Working with Dawn Spinella, the talented professional scriptwriter who taught our January scriptwriting workshop, to possibly mentor the winners through the process in addition to Carlos Hernandez and Donna Girot's mentorship. Because of inflating liability insurance costs, Access Sac will offer the producers a list of inexpensive liability insurance options for location shooting and will no longer offer this as a benefit to the winners.
- Access Sac hosted the SacSewer marketing rep, the high school PSA competition teen winners along with two media teachers on a recent episode of LiveWire. Honorable Mention and Certificate of Merits have been either hand delivered or mailed to the respective schools.
- Do not yet have Spud Nite Community Event expenses finalized. Revenue is on the end of March profit and loss financial report.
- Submitted our FY 2024-2025 budget funding request to SMCTC on their deadline date, Monday, April 15, 2024.
- 2024 A Place Called Sacramento Cast and Crew Call is Wednesday, May 8th, 6 – 8 pm
- Reminder: The Alliance for Community Media, our trade organization that advises and lobbies on our behalf in Washington, DC is having their national conference and trade show here in CA this year. We will have several of the full-time employees attend.
- ACM West competition was thick this year. Out of the six finalist award entries only one received top accolades: Becoming Santa (The 2023 A Place Called Sacramento Audience Award Short Film, Narrative Short Film). Last year we won many awards, and are happy to see other media centers producing quality community media content.

Written by Donna Girot

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Sacramento Community Cable Foundation dba Access Sacramento Balance Sheet

Accrual Basis

As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1021 · Umpqua Checking 0867	272,178.73
1032 · Chase	50,189.40
1036 · Umpqua 1170 - Money Market	861,709.64
1046 · BOA Checking 4376 - Operating	383,504.79
1047 · BOA Checking 4389 - Payroll	7,465.14
1048 · BOA Chking 4415 - Money Market	74,281.83
Total Checking/Savings	1,649,329.53
Other Current Assets	
118 · Prepaid Expenses	
1201 · PY Fixed Asset Spend	688.84
1299X · Prepaid Expense	67,986.00
Total 118 · Prepaid Expenses	68,674.84
Total Other Current Assets	68,674.84
Total Current Assets	1,718,004.37
Fixed Assets	
157.510 · Furniture and Fixtures	
1440 · Office Furniture & Equipment	92,300.51
1445 · Assets Over \$1000	3,211,299.46
Total 157.510 · Furniture and Fixtures	3,303,599.97
158.510 · Other Furniture and Fixtures	
1540 · A/D Furniture and Fixtures	-78,777.00
1545 · A/D - Assets Over \$1000	-2,823,363.00
Total 158.510 · Other Furniture and Fixtures	-2,902,140.00
Total Fixed Assets	401,459.97
TOTAL ASSETS	2,119,464.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
215 · Accounts Payable and Accrued AP	
2100 · Accounts Payable	3,977.17
Total 215 · Accounts Payable and Accrued AP	3,977.17
Total Accounts Payable	3,977.17
Other Current Liabilities	
215.500 · Other Payables	
2280 · 403(b) - P/R Deductions	-4,362.19
2281 · AFLAC - Insurance	-1,858.10
2283 · Medical Benefits	13,976.86
2284 · Salaries and Wages Payable	1,291.56
2285 · Payroll Taxes Payable	-70.71
Total 215.500 · Other Payables	8,977.42
215.800 · Other Accrued Liabilities	
2160 · Accrued Vacation	12,634.37
Total 215.800 · Other Accrued Liabilities	12,634.37

Sacramento Community Cable Foundation dba Access Sacramento Balance Sheet

As of March 31, 2024

Accrual Basis

	Mar 31, 24
216 · Refundable Advances	
2300X · Refundable Advances	917,787.00
Total 216 · Refundable Advances	917,787.00
2160.10 · Reconciliation Contra Account	-0.28
217.110 · ROU Assets	
1598PS · ROU Accum Depr	60,259.00
1599PS · ROU Asset	-201,665.00
Total 217.110 · ROU Assets	-141,406.00
217.120 · ROU Liabilities	
2399PS · ROU Liability	144,591.00
Total 217.120 · ROU Liabilities	144,591.00
2215 · FICA Social Security	12,341.07
2220 · Federal Income Tax Withheld	18.00
2230 · State Income Tax Withheld	2,137.38
2250 · SDI Withheld	7.93
2260 · SUTA Payable	-1,996.22
2275 · FICA M/C - Employer	20.92
Total Other Current Liabilities	955,112.59
Total Current Liabilities	959,089.76
Total Liabilities	959,089.76
Equity	
284 · Retained Earnings (deficit)	
2710 · Fund Balance	540,670.40
Total 284 · Retained Earnings (deficit)	540,670.40
32000 · Unrestricted Net Assets	238,841.50
Net Income	380,862.68
Total Equity	1,160,374.58
TOTAL LIABILITIES & EQUITY	2,119,464.34

Profit & Loss

Fiscal Year July 1, 2023 - March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Ordinary Income/Expense			
Income			
1031001 · SMCTC Operations Base	647,299.00	647,299.00	-
1031002 · SMCTC HTTP Op Base	84,202.00	84,202.00	-
1031003 · SMCTC GOTW Op Base	73,257.00	73,257.00	-
1031004 · PEG Capital Outlay Base	129,048.00	129,048.00	-
1031005 · PEG Coloma Rent	11,716.00	11,716.00	-
1031009 · PEG Capital Outlay 1-time	167,888.00	167,888.00	-
312 · Grants Foundation			
103000 · Grants - Foundations	9,789.67	55,000.00	
Total 312 · Grants Foundation	<u>9,789.67</u>	<u>55,000.00</u>	(45,210.33)
341 · Memberships			
103300 · Membership Fees	10,245.22	14,625.00	
Total 341 · Memberships	<u>10,245.22</u>	<u>14,625.00</u>	(4,379.78)
352 · Underwriting			
103500 · Underwriting	5,904.08	8,000.00	
Total 352 · Underwriting	<u>5,904.08</u>	<u>8,000.00</u>	(2,095.92)
353 · User/Rental Fees			
103600 · User/Rental Fees	550.00	-	
Total 353 · User/Rental Fees	<u>550.00</u>	<u>-</u>	550.00
361 · Training Fees			
103620 · Training Fees	5,578.21	4,000.00	
Total 361 · Training Fees	<u>5,578.21</u>	<u>4,000.00</u>	1,578.21
365 · Contracted Production			
103700 · Contracted Production	8,914.34	13,000.00	
Total 365 · Contracted Production	<u>8,914.34</u>	<u>13,000.00</u>	(4,085.66)
321 · Interest Income			
103999 · Interest Income	4,633.47	600.00	
Total 321 · Interest Income	<u>4,633.47</u>	<u>600.00</u>	4,033.47
371 · Donations			
103800 · Donations	1,817.54	4,000.00	
103958 · Big Day of Giving	500.00	12,000.00	
Total 371 · Donations	<u>2,317.54</u>	<u>16,000.00</u>	(13,682.46)
351 · PCS Film Festival			
103954 · PCS Film Festival	11,344.56	14,500.00	
1039542 · PCS Film Festival Sponsor	0.00	-	
Total 351 · PCS Film Festival	<u>11,344.56</u>	<u>14,500.00</u>	(3,155.44)
103650 · Other Income (Video, Dubs, etc)	5,663.53	1,000.00	4,663.53
103959 · Power of Voice Sponsorship	730.00	-	730.00
103800 · KUBU Projects	0.00	-	0.00
103411 · ACM Pass-thru Revenue	341.00	-	341.00
Total Income	1,179,421.62	1,240,135.00	(60,713.38)
Expense			
104800 · ACM		-	0.00
104926 · Mileage, Parking, & Travel	3,393.88	7,000.00	(3,606.12)
104930 · Cable Service	2,590.43	5,880.00	(3,289.57)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
1057023 · Coloma Office Copier	4,004.14	4,328.55	(324.41)
1058014 · Truck Live Connectivity	12,101.78	23,941.99	(11,840.21)
106000 · Interest Expense	0.00	-	0.00
106001 · Bad Debt	0.00	-	0.00
1070011 · PY Fixed Assets	19,470.90	-	19,470.90
513 · Equipment and Maintenance			
104916 · Equipment Maintenance	5,881.24	7,000.00	(1,118.76)
104921 · Truck Expense	3,001.30	7,000.00	(3,998.70)
1050204 · Digital Media Lab	14,404.16	23,841.51	(9,437.35)
1057015 · Production Equipment	6,387.65	59,047.00	(52,659.35)
1057017 · Radio The Voice	8,653.87	7,980.21	673.66
1057018 · IT Network	11,234.90	13,200.00	(1,965.10)
1057021 · Office Equipment	938.23	2,186.90	(1,248.67)
1057022 · Coloma TV Studio	7,600.64	18,534.93	(10,934.29)
1057024 · NNB Accesslocal Ingest Server	0.00	-	0.00
1057026 · Office Software	2,633.77	3,936.44	(1,302.67)
1058017 · HD Truck	24,694.05	44,060.33	(19,366.28)
1058019 · Cloud Storage	0.00	-	0.00
105804 · Master Control Automation	20,970.60	23,469.79	(2,499.19)
105806 · Coloma Checkout Equipment	1,731.88	2,407.72	(675.84)
Total 513 · Equipment and Maintenance	108,132.29	212,664.83	(104,532.54)
515 · Occupancy			
104901 · Building - Rent Expense	44,787.60	59,717.00	(14,929.40)
104902 · Utilities	11,815.47	17,000.00	(5,184.53)
104907 · Security	9,527.37	14,000.00	(4,472.63)
104940 · Property Tax	0.00	-	0.00
Total 515 · Occupancy	66,130.44	90,717.00	(24,586.56)
516 · Production and Programs			
104919 · Scholarships/Honorium	100.00	3,700.00	(3,600.00)
104920 · Tape Stock	926.05	1,000.00	(73.95)
104922 · KUBU Costs	5,846.07	13,000.00	(7,153.93)
104924 · Place Called Sacramento	4,122.81	8,400.00	(4,277.19)
104925 · Training/Consultants	1,860.92	8,000.00	(6,139.08)
104929 · Power of Voice	1,782.11	6,000.00	(4,217.89)
Total 516 · Production and Programs	14,637.96	40,100.00	(25,462.04)
517 · Professional Services			
104913 · Accounting & Audit	24,415.00	37,945.00	(13,530.00)
104914 · Legal	663.50	-	663.50
1049258 · HR to GO	2,988.00	5,175.00	(2,187.00)
Total 517 · Professional Services	28,066.50	43,120.00	(15,053.50)
519 · Office Expenses			
104904 · Office Expense	3,985.71	3,200.00	785.71
104905 · Telephone	10,090.40	25,000.00	(14,909.60)
104909 · Postage	1,006.57	2,000.00	(993.43)
104911 · Printing	128.87	2,042.00	(1,913.13)
104912 · Subscriptions & Publication	69.99	1,000.00	(930.01)
104917 · Banking Expense	399.93	3,000.00	(2,600.07)
104918 · Bigday of Giving	295.00	300.00	(5.00)
258 · Credit Card Fees	567.92	200.00	367.92
Total 519 · Office Expenses	16,544.39	36,742.00	(20,197.61)
523 · Marketing & Print			

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
104915 · Community Relations - Crew	5,439.38	9,500.00	(4,060.62)
104927 · Marketing - Website	545.21	4,000.00	(3,454.79)
1049280 · Community Relations - Networking	265.94	2,000.00	(1,734.06)
105000 · Marketing - General	2,924.48	5,500.00	(2,575.52)
Total 523 · Marketing & Print	9,175.01	21,000.00	(11,824.99)
525 · Insurance			
104903 · Insurance	16,862.39	77,680.74	(60,818.35)
Total 525 · Insurance	16,862.39	77,680.74	(60,818.35)
537 · Salaries and Wages			
104111 · Salaries and Wages	411,977.55	551,621.35	(139,643.80)
1048505 · Hometown TV/GOTW	0.00	-	0.00
104850 · Payroll Tax Expense	31,174.00	48,000.00	(16,826.00)
104875 · Medical Insurance	45,507.14	54,338.76	(8,831.62)
104880 · Retirement Plan	8,790.14	15,000.00	(6,209.86)
104899 · Workers Compensation	0.00	8,000.00	(8,000.00)
Total 537 · Salaries and Wages	497,448.83	676,960.11	(179,511.28)
Total Expense	798,558.94	1,240,135.22	(441,576.28)
Net Ordinary Income	380,862.68	Budget Total	380,862.68
Net Income	380,862.68	(0.22)	380,862.68

No assurance is provided on these financial statements. A statement of cash flows and all disclosures required by accounting principles generally accepted in the United States are not included.