



Channel 6 - Education • Channel 17 - Government • Channel 22 - Public
www.yourconcordtv.org

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APR 28 2015

CITY MANAGER'S OFFICE
CONCORD, NH

April 24, 2014

Thomas Aspell, Manager
City of Concord
41 Green Street
Concord, NH 03301

Dear Tom,

The Concord Community TV Board of Directors and staff presented its live budget presentation on our channels on Tuesday, April 21st, as required by our agreement with the City of Concord.

I am pleased to provide you with the proposed budget for FY 2015-2016 that was passed by our Board at that meeting. The financial report reflects 37% of Franchise Fees (based on estimated amount of \$745,000) and includes comparisons as required by our agreement.

I have also provided, as per our agreement, explanations of significant year-to-year changes in numbers.

If you have any questions, please do not hesitate to call me at 226-8872 or email me at doris@yourconcordtv.org.

Sincerely,

Doris Ballard
Executive Director

Concord Community TV
Budget FY 2015-2016

	Actual Revenues and Expenditures FY 2012-2013	Actual Revenues and Expenditures FY 2013-2014	Current Year Budget Rev/Exp FY 2014-2015 Approved by Council @ 32% of \$745,000	Estimated Current Year End Rev/Exp FY 2014-2015 32% of \$745,000	Approved Budget Revenues and Expenses FY 2015-2016 FF Revenue based on 37% of \$745,000 (contracted amt)
	Column C	Column D	Column E	Column F	Column G
Revenue					
4000 Franchise Fee	\$ 239,614.50	\$ 244,137.00	\$ 238,400.00	\$ 238,400.00	\$ 275,650.00
4020 Underwriting Income	\$ 2,400.00	\$ 2,250.00	\$ 2,500.00	\$ 1,700.00	\$ 2,500.00
4030 Contributions Income	\$ 1,750.00	\$ 3,000.00	\$ 2,000.00	\$ 3,835.00	\$ 2,000.00
4090 Memberships	\$ 450.00	\$ 150.00	\$ -	\$ -	\$ -
4100 Grants	\$ 6,224.00	\$ 10,836.00	\$ 6,000.00	\$ 13,000.00	\$ 5,000.00
4150 Misc. Income	\$ 6,660.00	\$ 349.34	\$ -	\$ 810.00	\$ -
4200 Tape/DVD Dubbing	\$ 1,641.51	\$ 1,469.00	\$ 1,300.00	\$ 1,056.00	\$ 750.00
4250 Tape Stock Sales	\$ 108.00	\$ 10.00	\$ 35.00	\$ -	\$ -
4350 Class and Workshop Fees	\$ 2,700.00	\$ 2,560.00	\$ 3,000.00	\$ 4,200.00	\$ 4,500.00
4400 Annual Fundraiser	\$ 3,952.00	\$ 2,712.00	\$ -	\$ 5,926.00	\$ 10,000.00
4510 Used Equipment Sales	\$ -	\$ 340.00	\$ 3,500.00	\$ 1,135.12	\$ -
4800 Interest Income	\$ 410.75	\$ 209.55	\$ 100.00	\$ 175.00	\$ 100.00
Total Revenue	265,910.76	268,022.89	\$ 256,835.00	\$ 270,237.12	\$ 300,500.00
Expenses					
5000 Marketing	\$ 1,431.36	\$ 1,965.85	\$ 500.00	\$ (30.12)	\$ 1,000.00
5010 Bank Service Charges	\$ -	\$ 5.08	\$ -	\$ -	\$ -
5030 Conference/Fees	\$ 2,631.87	\$ 1,032.50	\$ 850.00	\$ 950.00	\$ 5,000.00
5035 Training and Education	\$ 293.47	\$ 266.00	\$ 300.00	\$ 300.00	\$ 500.00
5040 Dues/Subscriptions	\$ 1,803.00	\$ 1,424.00	\$ 900.00	\$ 814.00	\$ 900.00
5050 Postage and Delivery	\$ 483.06	\$ 520.61	\$ 500.00	\$ 500.00	\$ 500.00
5060 Printing and Reproduction	\$ 1,326.48	\$ 1,253.62	\$ 1,150.00	\$ 1,500.00	\$ 1,500.00
5080 Tape Stock	\$ 239.00	\$ 547.20	\$ 500.00	\$ 500.00	\$ 500.00
5090 Telephone and Internet	\$ 3,022.55	\$ 4,573.89	\$ 4,260.00	\$ 4,450.00	\$ 5,100.00
5092 TelVue Streaming	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ 5,656.50	\$ 6,000.00
5095 Website	\$ 233.37	\$ 233.37	\$ 250.00	\$ 233.37	\$ 250.00
5110 Volunteer Services and Events	\$ 854.98	\$ 1,487.20	\$ 500.00	\$ 16.53	\$ 500.00
5200 Health Insurance	\$ 14,838.15	\$ 11,443.08	\$ 23,000.00	\$ 20,000.00	\$ 28,000.00
5220 IRA Expenses	\$ 3,400.00	\$ 3,300.00	\$ 3,600.00	\$ 3,600.00	\$ 2,400.00
5300 Business Insurance	\$ 9,071.53	\$ 6,603.00	\$ 7,000.00	\$ 7,011.75	\$ 7,500.00
5330 Workers Comp	\$ 1,463.00	\$ 1,875.00	\$ 2,200.00	\$ 2,277.00	\$ 2,500.00
5410 Accounting/Audit	\$ 5,500.00	\$ 5,000.00	\$ 5,500.00	\$ 4,500.00	\$ 6,000.00
5415 Payroll Service	\$ 1,393.17	\$ 1,751.87	\$ 1,875.00	\$ 1,875.00	\$ 1,900.00
5700 Studio/Office Supplies	\$ 5,569.58	\$ 6,179.89	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00
5999 State of NH Fees	\$ -	\$ 125.00	\$ -	\$ 75.00	\$ 75.00
6110 Automobile Expense	\$ 2,502.28	\$ 1,713.06	\$ 1,850.00	\$ 1,895.71	\$ 1,950.00
6300 Repairs/Maintenance	\$ -	\$ 2,436.81	\$ 1,000.00	\$ 65.43	\$ 2,500.00
6350 Travel/Meetings	\$ 883.14	\$ 1,114.59	\$ 600.00	\$ 600.00	\$ 500.00
6560 Payroll Expenses	\$ 178,018.17	\$ 180,345.33	\$ 194,000.00	\$ 193,289.86	\$ 184,345.00
6999 Uncategorized Expenses	\$ 203.52	\$ -	\$ -	\$ -	\$ -
7600 Reserve for Equipment	\$ -	\$ -	\$ -	\$ 5,926.00	\$ 37,580.00
Total Expenses	\$ 237,861.68	\$ 238,196.95	\$ 256,835.00	\$ 259,006.03	\$ 300,500.00
Net Revenue	\$ 28,049.08	\$ 29,825.94	\$ -	\$ 11,231.09	\$ -
Depreciation Expense	\$ 43,452.62	\$ 50,609.00			
Net Revenue after adjustments of Depreciation Expense	\$ (15,403.54)	\$ (20,783.06)			

Concord Community TV
Live Budget Presentation
April 21, 2015

Past and Current Fiscal Years
Budget Explanations

1. The annual live budget presentation is a requirement of our contract with the City of Concord:

Article 2B. Concord Community TV Agrees To:

(e) Provide a budget by April 30th showing the next year's proposed revenues and expenditures, showing current year budget, estimated current year revenues and expenditures and two years previous actual expenditures with appropriate explanatory details. Explanatory details shall include the derivation of major revenues and expenditures, and explanations of significant year-to-year changes in numbers.

Note: Explanations in "red" are those of the approved budget for FY 2015-2016 (Column G), with explanations of significant changes in numbers from previous year(s).

2. Report Explanations:

Columns C and D: Two years previous actual revenues and expenditures (FY 2012-2013 and FY 2013-2014)
Column E: Current year budget (FY 2014-2015)
Column F: Estimated current year end revenues and expenditures (FY 2014-2015)
Column G: Approved budget for FY 2015-2016

3. Derivation of major revenues and explanations of significant year-to-year changes in numbers.

REVENUES

Acct. #4000: Franchise Fees: Budgeted \$275,650

Revenue based on the receipt of 37% franchise fees based on last year's projected revenues in City Budget of \$745,000.

Acct. #4100: Grants

Budgeted FY 2014-2015: \$6,000, Actual estimate: \$13,000

Grant from Community Bridges for training of Emmett Collins originally estimated for 6 months. Actual will be for 12 months, calculated monthly on Emmett's hours logged in each week.

No guarantee that the Community Bridges grant will be extended to FY 2015-2016. However, a \$5,000 grant will be awarded to cover and edit the New Hampshire Historical Society's presentation series on Governor Winant.

Acct. #4150: Misc. Income

Revenue of \$6,660 for FY 2012-2013 is a refund from IRS related to health insurance costs, a revenue source that is not available in future years. The amount of \$810 in FY 2014-2015 is a donation received from GoodLife for support in creating a PSA video series.

Acct. #4200: Tape/DVD Dubbing

Budgeted for FY 2015-2016: \$750

The demand of DVD copies that was popular in the past (such as sales of Concord High graduation) is decreasing each year as videos are becoming easier to capture on personal devices.

Acct. #4350: Class and Workshop Fees

Budgeted FY 2014-2015: \$3,000, Actual estimate: \$4,200

Reflects the increase in class and workshop offerings at the Heights Community Center. Estimated amount of \$4,200 is the net amount to ConcordTV after a 50% split with Concord Parks and Recreation.

Increase in budget of \$4,500 is conservative estimate based on what was received as a result of increase in classes and workshops last FY.

Acct. #4400: Annual Fundraiser

Budgeted FY 2014-2015: 0, Actual estimate: \$5,926

This is the total raised during the 2015 Concord On Air live telecast where ConcordTV made an appeal to raise funds towards the purchase of a new server.

ConcordTV plans a more aggressive fundraising campaign that we hope will gain momentum each year as a signature fundraising event. A realistic fundraising goal is set at \$10,000 and will be reserved for the purchase of the new server.

Acct. #4510: Used Equipment Sales

Budgeted FY 2014-2015: \$3,500, Actual estimate: \$1,135.12

An effort to sell used cameras would have yielded only \$200 to \$300 per camera (estimated to sell at \$700) due to the lack of demand in the market. Therefore, it made more sense financially to keep the cameras in our inventory and continue

to loan them out to residents and students for production and training.

EXPENSES

Acct. #5000: Marketing

Budgeted amount of \$1,000 will cover needs to promote classes and workshops.

Note: FY 2014-2015 was a negative of (\$30.12) due to a double payment from previous year that was adjusted in this FY.

Acct. #5030: Conference/Fees

Budgeted: \$5,000

To send staff to 2 important conferences this Fall (ACM-NE conference), and next Spring (NAB Trade Show and Conference) that will help in planning equipment purchases and gain new insights into expansion of training and fundraising. Much of the cost will be covered by the Winant grant.

Acct. #5090: Telephone and Internet

Budgeted: \$5,100

Reflects increase of \$50/month to cover expansion of broadband.

Acct. #5092: TelVue Streaming

Budgeted FY 2014-2015: \$3,000, Actual estimate: \$5,656.50

TelVue is the company that provides ConcordTV its server. Due to the problems we have been experiencing with the server, it was necessary to pay \$2,956.50 for support for one year.

Budgeted: \$6,000

To cover annual costs for server support and fees.

Acct. #5200: Health Insurance

Budgeted FY 2014-2015: \$23,000, Actual estimate: \$20,000

Budget amount reflected possible increases by Anthem that were much less than estimated.

Budgeted: \$28,000

To provide benefits to new production staff position.

Acct. #6300: Repairs/Maintenance

Budgeted: \$2,500

To account for aging of equipment and the need for maintenance.

Acct. #6560: Payroll Expenses

This reduction from previous year is a result of cutbacks in part time staff to help cover benefits of the new full time production staff position.

Acct. #7600: Reserve for Equipment

Budgeted FY 2014-2015: 0, Actual estimate: \$5,926

See note for Acct. #4400: Annual Fundraiser: This amount must be kept in reserve as an expense toward the purchase of a new server.

This amount of \$37,580 is the reserve for a much-needed new server, which includes:

1. \$10,000 set as the fundraising goal;
2. The balance of \$27,580 is the difference available after expenses that will only be possible if franchise fee revenues are set at 37%.