

Rule 8 Annual Report for Vermont Access Management Organizations

Version 2.3.1 -- December, 2013

Reporting Deadlines

Vermont Access Management Organizations are expected to complete and submit their annual report **within 120 days of the end of their fiscal year**. If you need an extension please contact the Department of Public Service and your cable operator(s) prior to the date on which the report is due.

Instructions

Instructions for <http://vermontaccess.net/documents/van-rule-8-annual-report-instructions/>

Attachments

Please attach additional information as follows:

Submission Requirements

It is required that each Access Management Organization send a paper copy to:

Vermont Public Service Board

Clerk of the Board
112 State Street
Montpelier, VT 05620-2701

Vermont Public Service Department

c/o James Porter, Director, Telecom Division
112 State Street
Montpelier, VT 05620-2601

Vermont Access Network

PO Box 4041
Burlington, VT 05406-4041

NY Cable Operator

See your contract for TDS information.

Reporting Date (Date Fiscal Year Ends)

1. Organization Name & Address

Legal Name/ Corporate Name

"Doing Business As" (d/b/a) Name

Mailing Address

Location Address (if different than Mailing Address)

Web Site Address



2. Contact Information

2a. Individual Completing this Form

Name

Position

Phone Number

Fax Number

Email Address

2b. Executive Director/ CEO

Name

Phone

Fax Number

Email Address

3. Corporate Status

Is the AMO recognized by the IRS as a not-for-profit organization? Yes No

Year Incorporated in State of Vermont _____

Is the AMO currently registered as a nonprofit organization with the State of Vermont? Yes No

4. Service Territories/ Communities Served

Service Territories	Name of Cable Operator	Communities Served	Changes from Previous Year
Service Territory 1			
Service Territory 2			
Service Territory 3			

5. Current PEG Capacity & Applications – 8.422(B)

5a. Channel(s) by Cable Operator(s)

Name of Cable Operator #1 _____	
Channel Number (Call Letters/ Name)	Type of Access (Public, Educational, Govt.)

Name of Cable Operator #2 _____ (if applicable)	
Channel Number (Call Letters/ Name)	Type of Access (Public, Educational, Govt.)

5b. Additional Application(s) – 8.404(B)

Describe Additional Application(s) the AMO uses that the cable operator has dedicated system capacity or facilities in a form other than a channel to support the distribution of PEG content to cable subscribers.

6. Outreach Strategies – 8.422(C)

6a. Outreach Activity Summary

Activity	Frequency (e.g., per month/ year/ongoing...)	Numbers Served (Check Applicable Range)				
		1-50	51-150	151-500	501-1000	1000+
Orientation Workshops		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-One		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Events (Open Houses, Tours, Public Presentations)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newsletters (E-News, Mailed)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bill Stuffers		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advertisement (Print, Radio, TV)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEG Channel (Programming, CBB, PSA)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet (Website, Blog, Listserve, Social Networks)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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6b. Additional Information

Provide additional information (if any) in narrative form.

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7. Training Delivery – 8.422(C)

7a. Training Delivery Summary

Please summarize the training delivery of the AMO for the year of this report.

Activity		Numbers Served
One-on-One Training & Support		
Workshops		
Camps		
Other (Describe)		

7b. Additional Information

Provide additional information (if needed) in narrative form.

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8. Programming Data – 8.422(C)

8a. Programming Information

Please provide annual data for the following.

Type of Programming	Number of Programs			Number of Hours (Non-Repeat)		
	Ch _____	Ch _____	Ch _____	Ch _____	Ch _____	Ch _____
Locally Produced Programming						
Imported from Vermont AMOs or Vermont Sources						
Imported from Other Sources						
Total, All (First Run, Non-Repeat Programming)						

8b. Remote Origination Sites – 8.422(C)

Please describe the remote origination sites used by the AMO and type of programming (PEG).

Location of Site (Street Address)	Frequency of Use (Specify “per month” or “per year”)	Number of Programs Cablecast from Site	Type of Usage (e.g., Public, Educational, Govt.)	Cable Operator (System Hosting Site)

Location of Site (Street Address)	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from Site	Type of Usage (e.g., Public, Educational, Govt.)	Cable Operator (System Hosting Site)



8c. Additional Information – 8.422(C)

Provide Additional Information (if needed) in narrative form.

9. Complaint Tracking – 8.422(D)

Details of complaints and how the AMO responded to them.

9a. Complaints & Current Status

Summarize complaints and current status.

10. Facilities Summary/ Description of Facilities – 8.422(E)

10a. Depreciation Schedule

Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule.

10b. Changes in Equipment Inventory/ General Statement of Improvements

Describe generally major changes in equipment inventory from reporting year (general statement of improvements).

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11. Organizational Leadership/ Roster of Key Staff & Board – 8.422(F)

11a. Key Staff

Position	Name

11b. Current Board Members

Name	Phone Number/ Email Address	Community Affiliation (if stated)

12. Changes in Organizational Structure – 8.422(G)

Detail any significant changes in organizational structure that occurred during the year. (e.g., bylaws, governance details, corporate form, etc.)

13. Planning Considerations – 8.422(K)

Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include plans to offer new programs or services in the next 3 years, how those relate to your community's needs and interests, and the process you used to identify those needs and interests.

14. Service Quality Issues – 8.422(L)

Service quality issues requiring attention of the cable operator or the Vermont Department of Public Service.

15. Financial Documents – 8.442(H), 8.442(I), 8.442(M)

15a. AMO Revenue Report – 8.422

The report shall also distinguish between funds provided by the operator as PEG funding and funds obtained from other sources.

Describe the revenue sources the AMO relies upon to support its services. (Other Sources of support may include memberships, paid services, interest income, fundraising activities such as grants, annual campaigns, capital campaigns and Non-PEG Services.)

Cable Operator Funds		Other Revenue Sources				Total Revenue
Cable Operator 1	Cable Operator 2					
\$	\$	\$	\$	\$	\$	\$

15b. AMO Expense Report – 8.422

The report shall clearly distinguish between expenditures that support production and distribution of PEG content to cable television subscribers, and expenditures for other purposes not related to the production and distribution of PEG content to cable television subscribers, if any. **List expenses as they apply to each of the AMO's PEG and Non-PEG services.**

AMO Services		Operating Expenses	Capital Expenses	Total Expenses
PEG Services		\$	\$	\$
Non-PEG Services		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total PEG & Non-PEG Expenses		\$	\$	\$

15c. Statement of Cable Operator Funds – 8.422(H)

A statement of total operating and capital funding received from the operator(s) and whether any funds were carried forward from the prior year.

Funds	Totals
Amount Carried Forward at Prior Year	\$
Total of Operating Funds Received from the Cable Operator in Fiscal Year	\$
Total of Capital Funds Received from the Cable Operator in Fiscal Year	\$

Attach hard copies of the following financial documentation:

- a. Income/Expense Statement (a.k.a., Profit & Loss Statement) for reporting year
- b. Balance Sheet on the final day of reporting year (listing assets and liabilities)
- c. Current year Operating and Capital Budgets
- d. Annual Tax Return (If necessary, filed as addendum to report 30 days after filed with IRS)
- e. Audits and Financial Reviews prepared during reporting year (if any)

Statement of Certification

I _____ (print/type name) hereby certify that

_____ (name of AMO)

is a non-profit organization in good standing with the State of Vermont, (i.e. timely filed nonprofit biennial reports), maintains the following documents on our premises which are available to the public upon request.

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law

*or whose parent NPO has done so.

Signature

Witness Name (Print/Type)

Date

Witness Signature

Lake Champlain Access TV
Balance Sheet
December 31, 2013

ASSETS

Current Assets		
Operating Checking Account	\$	13,064.77
Operating Money Market Account		147,364.99
Power Acct & CD's		145,499.09
Savings & Other Cash Accounts		5,047.80
		310,976.65
Total Cash Accounts		310,976.65
Total Library Advances		0.00
Total Current Assets		310,976.65
Property and Equipment		
Studio & Production Equipment		371,592.92
Accum.Depr-Studio Equipment		(313,627.08)
Leasehold Improvements		180,117.50
Amort-Leasehold Improvements		(18,011.75)
Vehicles		68,643.52
AccumDeprec/Vehicles		(68,643.52)
		220,071.59
Total Property and Equipment		220,071.59
Other Assets		
Security Deposit		2,406.00
		2,406.00
Total Other Assets		2,406.00
Total Assets	\$	533,454.24

LIABILITIES AND FUND BALANCE

Current Liabilities		
FICA Payable	\$	3,250.84
Federal W/H Payable		2,300.51
State W/H Payable		2,036.93
VT Unemp Taxes Payable		179.08
SIMPLE Payable		594.06
		8,361.42
Total Current Liabilities		8,361.42
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		8,361.42
Fund Balance		
Fund Balance-Operating		83,045.85
Fund Balance-Capital		233,259.98
Operating Reserve		147,350.00
Third Channel Startup Reserve		25,225.00
Digital Media Program Reserve		15,000.00
Net Income		21,211.99
		525,092.82
Total Fund Balance		525,092.82
Total Liabilities & Fund Balance	\$	533,454.24

Lake Champlain Access TV
Income Statement-Total Station
For the Twelve Months Ending December 31, 2013

	Year to Date Actual	Year to Date Budget	Variance
<u>Revenues</u>			
Oper. Revenue-Cable TV	461,429.87	\$ 448,000.00	13,429.87
Capitall Revenue-Cable TV	48,571.39	47,000.00	1,571.39
Dubbing/DVD's Income	3,943.29	4,500.00	(556.71)
Other Income	708.77	0.00	708.77
Donation Income	634.00	250.00	384.00
Summer/Winter Camp Income	220.00	600.00	(380.00)
Interest Income	1,029.87	2,000.00	(970.13)
Total Revenues	516,537.19	502,350.00	14,187.19
<u>Operating Expenses</u>			
Compensation	257,536.60	257,200.00	336.60
Employer FICA Expense	19,651.80	19,585.00	66.80
Unemployment Taxes	3,157.82	5,500.00	(2,342.18)
Health Insurance	37,873.96	35,300.00	2,573.96
Pension Expense	3,538.29	3,500.00	38.29
Legal & Other Professional Fees	6,812.49	1,500.00	5,312.49
Accounting Fees	9,149.10	9,250.00	(100.90)
Bank Fees	106.07	50.00	56.07
Office Rent	54,366.90	57,410.00	(3,043.10)
Equipment Maintenance & Repair	1,449.90	0.00	1,449.90
Office Cleaning	2,310.00	0.00	2,310.00
Other Maintenance & Repair	109.50	1,500.00	(1,390.50)
Mobile Video Lab Maint.	848.84	1,200.00	(351.16)
Technical Supplies	3,808.98	4,000.00	(191.02)
Office Supplies	4,783.14	4,250.00	533.14
Blank Video Media	1,254.30	2,000.00	(745.70)
Copying Expense	373.34	400.00	(26.66)
Dues & Subscriptions	2,293.16	2,500.00	(206.84)
Postage & Handling	901.03	1,750.00	(848.97)
Telephone Expense	2,015.94	2,500.00	(484.06)
Utilities	10,126.22	25,000.00	(14,873.78)
Workers Comp Insurance	2,526.73	2,750.00	(223.27)
Vehicle Insurance	1,247.00	1,260.00	(13.00)
Business Insurance	3,171.91	6,500.00	(3,328.09)
Internet Access Fees	1,924.97	1,400.00	524.97
Advertising Expense	1,983.25	4,500.00	(2,516.75)
Educational Development	0.00	750.00	(750.00)
Meals & Entertainment	734.19	1,200.00	(465.81)
Travel Expense	6,765.77	9,200.00	(2,434.23)
Depreciation Expense	44,504.56	0.00	44,504.56
Contribution	200.00	300.00	(100.00)
Miscellaneous Expense	8.44	0.00	8.44
Field Production Equipment	1,496.00	8,348.00	(6,852.00)
System Upgrades	2,187.66	20,820.00	(18,632.34)
Website Upgrade	6,107.34	0.00	6,107.34
Total Operating Expenses	495,325.20	491,423.00	3,902.20
Net Income	21,211.99	\$ 10,927.00	10,284.99

Lake Champlain Access TV
Income Statement-Operations
For the Twelve Months Ending December 31, 2013

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance
<u>Revenues</u>				
Oper. Revenue-Cable TV	\$ 0.00	461,429.87	\$ 448,000.00	13,429.87
Dubbing/DVD's Income	440.00	3,943.29	4,500.00	(556.71)
Other Income	0.00	708.77	0.00	708.77
Donation Income	93.00	634.00	250.00	384.00
Summer/Winter Camp Income	0.00	220.00	600.00	(380.00)
Interest Income	146.53	1,029.87	2,000.00	(970.13)
Total Revenues	679.53	467,965.80	455,350.00	12,615.80
<u>Operating Expenses</u>				
Compensation	21,475.97	257,536.60	257,200.00	336.60
Employer FICA Expense	1,617.96	19,651.80	19,585.00	66.80
Unemployment Taxes	76.82	3,157.82	5,500.00	(2,342.18)
Health Insurance	2,938.48	37,873.96	35,300.00	2,573.96
Pension Expense	297.03	3,538.29	3,500.00	38.29
Legal & Other Professional Fees	0.00	6,812.49	1,500.00	5,312.49
Accounting Fees	475.80	9,149.10	9,250.00	(100.90)
Bank Fees	5.50	106.07	50.00	56.07
Office Rent	3,529.17	54,366.90	57,410.00	(3,043.10)
Office Cleaning	270.00	2,310.00	0.00	2,310.00
Office Supplies	418.51	4,783.14	4,250.00	533.14
Blank Video Media	379.85	1,254.30	2,000.00	(745.70)
Copying Expense	29.99	373.34	400.00	(26.66)
Dues & Subscriptions	0.00	2,293.16	2,500.00	(206.84)
Postage & Handling	123.02	901.03	1,750.00	(848.97)
Telephone Expense	151.73	2,015.94	2,500.00	(484.06)
Utilities	656.59	10,126.22	25,000.00	(14,873.78)
Workers Comp Insurance	349.96	2,526.73	2,750.00	(223.27)
Business Insurance	0.00	3,171.91	6,500.00	(3,328.09)
Internet Access Fees	776.73	1,924.97	1,400.00	524.97
Advertising Expense	0.00	1,983.25	4,500.00	(2,516.75)
Educational Development	0.00	0.00	750.00	(750.00)
Meals & Entertainment	17.99	734.19	1,200.00	(465.81)
Travel Expense	1,442.77	6,765.77	9,200.00	(2,434.23)
Contribution	0.00	200.00	300.00	(100.00)
Miscellaneous Expense	0.00	8.44	0.00	8.44
Total Operating Expenses	35,033.87	433,565.42	454,295.00	(20,729.58)
Net Income	\$ (34,354.34)	34,400.38	\$ 1,055.00	33,345.38

Lake Champlain Access TV
Income Statement-Capital Expenditures
For the Twelve Months Ending December 31, 2013

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance
Revenues				
Capital Revenue-Cable TV	\$ 0.00	48,571.39	\$ 47,000.00	1,571.39
Total Revenues	0.00	48,571.39	47,000.00	1,571.39
Expenses				
Equipment Maintenance & Repair	0.00	1,449.90	0.00	1,449.90
Other Maintenance & Repair	0.00	109.50	1,500.00	(1,390.50)
Mobile Video Lab Maint.	0.00	848.84	1,200.00	(351.16)
Technical Supplies	0.00	3,808.98	4,000.00	(191.02)
Vehicle Insurance	0.00	1,247.00	1,260.00	(13.00)
Depreciation Expense	44,504.56	44,504.56	0.00	44,504.56
Field Production Equipment	0.00	1,496.00	8,348.00	(6,852.00)
System Upgrades	0.00	2,187.66	20,820.00	(18,632.34)
Website Upgrade	132.00	6,107.34	0.00	6,107.34
Total Expenses	44,636.56	61,759.78	37,128.00	24,631.78
Net Income	\$ (44,636.56)	(13,188.39)	\$ 9,872.00	(23,060.39)

**LAKE CHAMPLAIN ACCESS TV
SUMMARY OF ASSETS AND FUND BALANCES
FISCAL YEAR 01/01/2013-12/31/2013
AFTER ASSETS RECLASSIFIED**

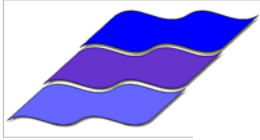
BEFORE Board Authorized Transfer:

	Operating Account	Capital/Outreach Account	Total Operation
Cash	598,427.66	(287,451.01)	310,976.65
Net Property & Equipment	0.00	220,071.59	220,071.59
Bldg/Security Deposit	2,406.00	0.00	2,406.00
Advances to Libraries	0.00	0.00	0.00
Total Assets	600,833.66	(67,379.42)	533,454.24
Payroll Taxes Payable	8,361.42	0.00	8,361.42
Fund Balance-Regular	404,897.24	(67,379.42)	337,517.82
Transfer to Capital	0.00	0.00	0.00
Operating Reserve	147,350.00	0.00	147,350.00
Third Channel Startup Reserve	25,225.00	0.00	25,225.00
Digital Media Program Reserve	15,000.00	0.00	15,000.00
Total Liabilities & Fund Balance	600,833.66	(67,379.42)	533,454.24

**LAKE CHAMPLAIN ACCESS TV
SUMMARY OF ASSETS AND FUND BALANCES
FISCAL YEAR 01/01/2013-12/31/2013
AFTER ASSETS RECLASSIFIED**

After Board Authorized Transfer:

	Operating Account	Capital/Outreach Account	Total Operation
Cash	310,976.65	0.00	310,976.65
Net Property & Equipment	0.00	220,071.59	220,071.59
Bldg/Security Deposit	2,406.00	0.00	2,406.00
Advances to Libraries	0.00	0.00	0.00
Total Assets	313,382.65	220,071.59	533,454.24
Payroll Taxes Payable	8,361.42	0.00	8,361.42
Fund Balance-Regular	117,446.23	220,071.59	337,517.82
Operating Reserve	147,350.00	0.00	147,350.00
Third Channel Startup Reserve	25,225.00	0.00	25,225.00
Digital Media Program Reserve	15,000.00	0.00	15,000.00
Total Liabilities & Fund Balance	313,382.65	220,071.59	533,454.24



LCATV PLANNING CONSIDERATIONS

2014 - 2016 (Per Rule 8 Annual Report 13. Planning Considerations - 8.422K)

2014

ANTICIPATED COMMUNITY NEEDS

- Increase meeting coverage to include at least two regular twice-monthly meetings in each town served.
- Install hardware and software required to maintain an accessible archive of programming.
- Use the Mobile Video Lab at the rate of two productions per month.
- Maintain the percentage of LCATV volunteer-produced programming above 50%.
- Engage in two new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Increase in-studio live and recorded programming by 25%.
- Discuss need for remote origination capability with at least four Condition 22 site owners and explore new remote origination technologies.
- Acquire additional A/V equipment to lend to organizational members to meet ongoing need.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.
- Implement capital fund balance plan in anticipation of need to acquire new technologies.
- Maintain our Operating/Capital Reserve fund to the extent possible at our objective of 50% of our combined Operating/Capital budget.

MEASUREMENT OF COMMUNITY NEEDS

- Every two months, solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards and municipalities to gauge progress and look to areas of improvement.
- Continually refer to the results of community needs assessment and long-range strategic plan.
- Work within the organization on a Board level to discover new ways to partner with member communities.
- Conversations with our membership: fielding comments and questions and eliciting opinions from those we serve.
- Maintain the ongoing outreach program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders.
- Implementation an outreach assessment program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders.

MEETING COMMUNITY NEEDS

- Launch third channel to accommodate increased programming amount.
- Increase the Assistant Production Manager position to fulltime.
- Continue to increase the community presence of our Mobile Video Lab and the scope of the Digital Media Program to expand the opportunities both afford our membership in terms of availability and variety of programs/workshops offered.
- Continue the research, planning and fund allocation and begin the research and training that will allow for our facility to adopt currently emerging technologies.
- Further explore new LCATV coverage opportunities and explore methods of promoting volunteer involvement and increasing producer-driven content.
- Maintain our Operating/Capital Reserve fund to the extent possible at our objective of 50% of our combined Operating/Capital budget.
- Review capabilities of the LCATV website and expand/modify them if necessary.
- Review our comprehensive PEG Access Plan and revise our planning considerations.
- Evaluate achievement of previous year's objectives.

FY 2014 OPERATING BUDGET:

EXPENSE	2014 BUDGET
Labor Compensation	\$270,520.00
Payroll Taxes	\$ 20,560.00
Unemployment Taxes	\$ 3,545.00
Health/Dental Insurance	\$ 34,875.00
Workers Comp. Insurance	\$ 3,000.00
Accounting Fees	\$ 10,000.00
Legal/Professional Fees	\$ 1,500.00
Telephone	\$ 1,500.00
Internet	\$ 5,000.00
Utilities	\$ 11,500.00
Bank Fees	\$ 120.00
Office Supplies	\$ 5,000.00
Dues & Subscriptions	\$ 3,000.00
Postage	\$ 1,250.00
Advertising & Promotion	\$ 5,500.00
Meals & Entertainment	\$ 1,500.00
Travel	\$ 8,000.00
Printing & Copying	\$ 500.00
Contributions	\$ 300.00
Educational Development	\$ 5,000.00
Pension Expense	\$ 5,400.00
Business Insurance	\$ 4,000.00
Facilities Rent	\$ 42,930.00
Facilities Maintenance	\$ 3,000.00
Blank Video Media	\$ 1,400.00
Total Expenses	\$448,900.00

FY 2014 CAPITAL BUDGET:

EXPENSE	2014 BUDGET
Auto Insurance	\$ 1,300.00
Auto Maintenance & Repairs	\$ 1,200.00
Equipment Maintenance/Repairs	\$ 3,000.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$ -
Facility Upgrades	\$ 5,000.00
System Upgrades	\$20,000.00
Studio Upgrade	\$ 6,100.00
Total Expenses	\$44,600.00

ANTICIPATED CAPITAL INVESTMENTS

Equipment, facility and vehicle maintenance and repairs; purchase of various technical items (cables, replacement parts, etc.); gallery installation system for displaying work by local visual artists; archival server hardware and software; studio curtain and PA system.

2015

ANTICIPATED COMMUNITY NEEDS

- Begin second phase of studio upgrade project to include HD and energy efficient equipment.
- Acquire new HD field production equipment for use by staff and volunteers to replace SD equipment.
- Use the Mobile Video Lab at the rate of two productions per month.
- Continue to explore increase coverage in service area to include new meetings and additional community events.
- Carry live and taped programs produced at St. Michael's College and Elley-Long Music Center at the rate of at least three per month.
- Maintain the percentage of LCATV volunteer-produced programming above 50%.
- Engage in two new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Increase in-studio live and recorded programming by 25%.
- Continue to discuss need for remote origination capability with at least four Condition 22 site owners and explore new remote origination technologies.
- Acquire additional A/V equipment to lend to organizational members to meet ongoing need.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.

MEASUREMENT OF COMMUNITY NEEDS

- Every two months, solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards and municipalities to gauge progress and look to areas of improvement.
- Utilize online and printed survey tools to continue a more formal annual short-range needs assessment.
- Continually refer to the results of community needs assessment and long-range strategic plan.
- Work within the organization on a Board level to discover new ways to partner with member communities.
- Conversations with our membership: fielding comments and questions and eliciting opinions from those we serve.
- Maintain the ongoing outreach program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders.
- Begin planning and execution of a community needs assessment in preparation for AMO contract renewal with cable operator

MEETING COMMUNITY NEEDS

- Continue to increase the community presence of our Mobile Video Lab and the scope of the Digital Media Program to expand the opportunities both afford our membership in terms of availability and variety of programs/workshops offered.
- Continue the research, planning and fund allocation and begin the research and training that will allow for our facility to adopt currently emerging technologies.
- Further explore new LCATV coverage opportunities and explore methods of promoting volunteer involvement and increasing producer-driven content.
- Maintain our Operating/Capital Reserve fund to the extent possible at our objective of 50% of our combined Operating/Capital budget.
- Implementation of annual fundraising plan.
- Review capabilities of the LCATV website and expand/modify them if necessary.
- Review our comprehensive PEG Access Plan and revise our planning considerations.
- Evaluate achievement of previous year's objectives.

PROJECTED FY 2015 OPERATING BUDGET:

EXPENSE	2015 BUDGET
Labor Compensation	\$280,000.00
Payroll Taxes	\$22,000.00
Unemployment Taxes	\$4,000.00
Health/Dental Insurance	\$36,000.00
Workers Comp. Insurance	\$3,100.00
Accounting Fees	\$11,000.00
Legal/Professional Fees	\$1,500.00
Telephone	\$1,600.00
Internet	\$5,200.00
Utilities	\$12,000.00
Bank Fees	\$125.00
Office Supplies	\$5,100.00
Dues & Subscriptions	\$3,060.00
Postage	\$1,275.00
Advertising & Promotion	\$5,600.00
Meals & Entertainment	\$1,600.00
Travel	\$8,200.00
Printing & Copying	\$700.00
Contributions	\$350.00
Educational Development	\$5,100.00
Pension Expense	\$5,600.00
Business Insurance	\$4,200.00
Facilities Rent	\$44,000.00
Facilities Maintenance	\$3,100.00
Blank Video Media	\$1,400.00
Total Expenses	\$465,810.00

PROJECTED FY 2015 CAPITAL BUDGET:

EXPENSE	2015 BUDGET
Auto Insurance	\$ 1,400.00
Auto Maintenance & Repairs	\$ 1,200.00
Equipment Maintenance/Repairs	\$ 3,000.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$22,400.00
System Upgrades	\$10,000.00
Total Expenses	\$46,000.00

ANTICIPATED CAPITAL INVESTMENTS

Equipment, facility and vehicle maintenance and repairs; purchase of various technical items (cables, replacement parts, etc.); HD content capture and playback equipment; replacements for editing PCs and software.

2016

ANTICIPATED COMMUNITY NEEDS

- Continue second phase of studio upgrade project to include HD and energy efficient equipment as funds allow.
- Acquire additional HD field production equipment for use by staff and volunteers to replace SD equipment.
- Use the Mobile Video Lab at the rate of two productions per month.
- Continue to explore increase coverage in service area to include new meetings and additional community events.
- Carry live and taped programs produced at St. Michael's College and Elley-Long Music Center at the rate of at least three per month.
- Maintain the percentage of LCATV volunteer-produced programming above 50%.
- Engage in two new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Increase in-studio live and recorded programming by 25%.
- Continue to discuss need for remote origination capability with at least four Condition 22 site owners and explore new remote origination technologies.
- Acquire additional A/V equipment to lend to organizational members to meet ongoing need.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.

MEASUREMENT OF COMMUNITY NEEDS

- Every two months, solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards and municipalities to gauge progress and look to areas of improvement.
- Utilize online and printed survey tools to continue a more formal annual short-range needs assessment.
- Continually refer to the results of community needs assessment and long-range strategic plan.
- Work within the organization on a Board level to discover new ways to partner with member communities.
- Conversations with our membership: fielding comments and questions and eliciting opinions from those we serve.
- Maintain the ongoing outreach program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders.
- Conduct community meetings, surveys and other activities in support of community needs assessment and other preparations for AMO contract renewal with cable operator

MEETING COMMUNITY NEEDS

- Continue to increase the community presence of our Mobile Video Lab and the scope of the Digital Media Program to expand the opportunities both afford our membership in terms of availability and variety of programs/workshops offered.
- Continue the research, planning and fund allocation and begin the research and training that will allow for our facility to adopt currently emerging technologies.
- Further explore new LCATV coverage opportunities and explore methods of promoting volunteer involvement and increasing producer-driven content.
- Maintain our Operating/Capital Reserve fund to the extent possible at our objective of 50% of our combined Operating/Capital budget.
- Continued implementation of annual fundraising plan.
- Review capabilities of the LCATV website and expand/modify them if necessary.
- Review our existing comprehensive PEG Access Plan and revise our planning considerations.
- Work to prepare new PEG Access Plan.
- Evaluate achievement of previous year's objectives.

PROJECTED FY 2016 OPERATING BUDGET:

EXPENSE	2016 BUDGET
Labor Compensation	\$285,600.00
Payroll Taxes	\$22,440.00
Unemployment Taxes	\$4,080.00
Health/Dental Insurance	\$36,720.00
Workers Comp. Insurance	\$3,200.00
Accounting Fees	\$11,500.00
Legal/Professional Fees	\$1,550.00
Telephone	\$1,650.00
Internet	\$5,300.00
Utilities	\$12,240.00
Bank Fees	\$130.00
Office Supplies	\$5,300.00
Dues & Subscriptions	\$3,200.00
Postage	\$1,300.00
Advertising & Promotion	\$6,000.00
Meals & Entertainment	\$1,700.00
Travel	\$8,400.00
Printing & Copying	\$800.00
Contributions	\$350.00
Educational Development	\$5,200.00
Pension Expense	\$5,800.00
Business Insurance	\$4,300.00
Facilities Rent	\$45,000.00
Facilities Maintenance	\$3,200.00
Blank Video Media	\$1,400.00
Total Expenses	\$476,360.00

PROJECTED FY 2016 CAPITAL BUDGET:

EXPENSE	2016 BUDGET
Auto Insurance	\$ 1,500.00
Auto Maintenance & Repairs	\$ 1,300.00
Equipment Maintenance/Repairs	\$ 3,200.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$ 9,000.00
System Upgrades	\$ 5,000.00
Studio Upgrade	\$20,000.00
Total Expenses	\$48,000.00

ANTICIPATED CAPITAL INVESTMENTS

Equipment, facility and vehicle maintenance and repairs; purchase of various technical items (cables, replacement parts, etc.); HD content capture and playback equipment; possible replacement for staff editing PCs; continuation of studio upgrade project, including energy efficient lighting, studio curtain, etc.

LCATV TEMPORARILY RESTRICTED FUND BALANCE BUDGET GOALS
2014 - 2017

(Represents planned and anticipated uses for the current Temporarily Restricted Fund Balance and future Fund Balance accumulation.)

CATEGORY	AMOUNT
Operating Reserve	\$260,000.00
Third Channel Start-Up	\$ 25,225.00
Digital Media Program	\$ 15,000.00
Video Server System	\$ 65,000.00
HD Studio Upgrade	\$130,000.00
TOTAL	\$495,225.00

OPERATING RESERVE

- Represents half of the average of prior three years' operating budgets.

THIRD CHANNEL START-UP

- Fiber receiver
- Video processing amplifier
- Audio processor
- Nexus video server system and 1TB hard drive storage unit
- Video monitors
- Battery back-up unit
- Misc. cables, supplies and fees

DIGITAL MEDIA PROGRAM

- Reorganization of program and outreach to existing library partners and libraries in recently-added member towns.

VIDEO SERVER SYSTEM

- Telvue HD Video Server system, peripheral equipment and applications, and installation and training.

HD STUDIO UPGRADE

- Three HD studio camcorders and support equipment
- HD upgrades to existing studio control equipment and software
- Misc. supplies and fees