

Rule 8 Annual Report

for Vermont Access Management Organizations

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 filling out this form may be found at:

<http://VermontAccess.Net/documents/rule-8-amo-reporting-instructions/>

Attachments:

Please attach additional pages for information that won't fit in the space provided.

Send Your Report to:

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

1. Clerk of the Board
Vermont Public Service Board
112 State Street
Montpelier, VT 05620-2701
2. Vermont Public Service Department
c/o James Porter, Director, Telecom Division
112 State Street
Montpelier, VT 05620-2601
3. Vermont Access Network
PO Box 4041
Burlington, VT 05406-4041
4. The Cable Operator(s):
See your contract for Mailing information.

Report Fiscal Year (Date Fiscal Year ended)

12/31/2014

Fiscal Year End Date
(NOT today's date, please.)
(Enter as M/D/YYYY)

1. Organization Name & Address

Lake Champlain Access Television, Inc.

Legal Name/ Corporate Name

"Doing Business As" (d/b/a) Name & Call Letters

63 Creek Farm Plaza, Suite 3, Colchester, VT 05446

Mailing Address

Location Address (if different than Mailing Address)

www.lcatv.org

Website Address



2. Contact Information

2a. Individual Completing this Form

Kevin Christopher

Name

Executive Director

Position

802-862-5724

Phone Number

802-871-5583

Fax Number

info@lcatv.org

EmailAddress

2b. Executive Director/ CEO

Kevin Christopher

Name

802-862-5724

Phone

802-871-5583

Fax Number

info@lcatv.org

Email Address

3. Corporate Status - Open Meetings Rule 8.422(J)

Is the AMO recognized by the IRS as a 501 (c)(3) Non-Profit Corporation? Yes No

Year Incorporated in State of Vermont 1993

Is the AMO current with its bi-ennial Secretary of State nonprofit corporate registration? Yes No

Does AMO comply with applicable parts of VT's Open Meeting Law? Warns Board Meetings Posts Board Minutes

4. Service Territories/ Communities Served

Service Territories	Name of Cable Operator	Communities(Municipalities) Served	Changes from Previous Year
Service Territory 1	Comcast Cable	Colchester, Milton, Georgia, Fairfax, Westford, South Hero, Grand Isle, North Hero	
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 <u>Comcast Cable</u>	
Channel Number (and Call Letters or Name)	Type of Access (Public, Educational, Govt.)
15	Public
16	Educational
17	Governmental

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

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

Describe Additional Application(s) the AMO uses for which the cable operator has dedicated system capacity or facilities, in a form other than a Channel, in order to support the distribution of PEG access content to cable subscribers.

Examples here of Cable Operator provisions would be Level/Class of broadband service (Commercial/Business/etc), Static IP, Q-Vidium equipment, an E-mail domain, cloud storage, etc. Is the Operator charging for any of these? Are you given access to the IPG and does the Operator pay for it?

AMO uses a website for distribution of PEG information and content.

6. Outreach Strategies – 8.422(C)

6a. Outreach & Marketing Activity Summary

Activity	Times Done/Year	Indicate what you're counting at right ⇨ #People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	Number of People OR Organizations Served/Reached					
			1-50	51-150	151-500	501-1000	1000+	
Group Orientations	12	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
One-on-One Orientations	3	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Community Events (Open Houses, Tours, Gallery Openings, etc.)	12	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Newsletters (Emailed or Mailed)	12	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bill Stuffers		#People: <input type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Advertising placements (Print)	6	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Community Bulletin Board pages (done for outside users)	230	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Video contests, competitions		#People: <input type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Internet Applications & Other Types of Outreach (Specify)	Facebook Updates	5	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Tweets	2	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Blog Postings		#People: <input type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>				
	AMO's self-promoting PSAs & Bumpers		#People: <input type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>				
	Program Flyers	4	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specialized Workshops	12	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Camps	12	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	School Collaborations	1	#People: <input checked="" type="radio"/> #Orgs: <input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6b. Additional Outreach/Marketing Information

Provide additional Outreach & Marketing activities (if any) in narrative form.

Included among LCATV's outreach activities: Provided regular coverage of various municipal and school meetings for all of our member towns, including select boards, school boards, planning commissions, development review boards, town meetings, etc.; videotaped and aired annual elementary, middle and high school graduation ceremonies; worked with various member schools to coordinate video production offerings; participated in annual parks and recreation activities in member towns; offered a variety of video production classes, camps and workshops independently and in conjunction with other entities; made available the LCATV Community Bulletin Board for the disbursement of community information and announcements and access facility information; videotaped and aired numerous community events; organized a series of candidate forums during Town Meeting and General Election seasons which provided viewers the opportunity to interact with the candidates during live television programs; organized televised informational budget and bond item presentations with local towns and school districts; worked with Colchester High School and Milton High School to provide closed-circuit live broadcasts of their graduation ceremonies for audience members over the capacity of their graduation facility; distributed quarterly program guides/newsletters and monthly e-newsletters; held monthly Open Mic Nights, giving community members the opportunity to produce and participate in live performances; partnered with local libraries and historical societies to provide video coverage of speakers and presentations and training opportunities; provided production resources to Saint Michael's College Journalism Department; provided regular coverage of speakers and events for the Colchester-Milton Rotary Club; produced promotional videos and hosted exhibit receptions for artists displaying work at the Gallery at LCATV.

7. Training & Provision of Facilities -- Rule 8.422(C)

7a. Training Delivery

Please summarize how the AMO delivered its Training during the year of this Report.

Activity		Number held during Year	Number of individuals served	Training Notes
One-on-One Training & Support		3	3	
Workshops		11	73	
Youth Camps		12	74	
Other (Describe)	High School Classes	1	16	
	Access Orientation/Open Mic	12	18	

7b. Facilities Usage by Volunteers

Provide Data for the following, if records are maintained for non-staff usages.

Type of Facilities Usage	If applicable, Specify the Type of gear or other detail here, or in Notes, below.	Number of Check-outs or Usages
Field Gear Checkouts (specify)		12
Field Gear Checkouts (specify)		
Studio Productions Use		68
Editing Systems Use		27
Other Lendings (specify)		17

Notes: Hours of Field Equipment usage- 26.5. Hours of Editing Systems usage- 157. Hours of volunteer Studio Production usage- 421.5. Other represents usage of graphics generations systems, duplication systems, etc. Hours of Other volunteer time- 401 (including Board of Directors meeting participation).

8. Programming Data - Rule 8.422 (C)

8a. Programming Information

Please provide annual data for the following.

Type of Programming (First-Run, Non-Repeat)	Number of Programs (first run)					Number of Hours (no repeats)				
	Ch_15	Ch_16	Ch_17	Ch__	Total # of Prgms	Ch_15	Ch_16	Ch_17	Ch__	Total # of Hours
Locally-Produced	215	334	177		726	133	493	298		924
“Imported” via VMX or Vermont AMO	310	139	137		586	192	131	131		454
“Imported” from other sources	121	5	4		130	68	6	1		75
COLUMN TOTAL	646	478	318	0	1,442	393	630	430	0	1,453

8b. Remote Origination Sites (Non AMO Facility)

Please describe the Sites used by your AMO and their type(s) of programming (P,E,G).

Site Location (Entity Name, Town)	Frequency of Use (specify #/ mo or #/yr)	Number of Programs Cablecast/Year	Type of Use (e.g., Public, Educ, Gov't)	Cable Operator Providing Site
LCATV Studio, Colchester	8 hours/week (average)	68	P/E/G live and recorded in studio	Comcast

[Continued next page]

8c. Additional Information - Rule 8.422(C)

Provide Additional Information about your programming (if needed) in narrative form.

Programming produced at the LCATV Studio site included: live and taped volunteer series programming; LCATV's Open Mic Live monthly showcase; candidate forums and budget presentations for General Election and Town Meeting; video production camp projects; live concerts and theatrical presentations. LCATV also live-steamed a number of meetings and events using video over IP technology.

9. Complaint Tracking - Rule 8.422(D)

Details of complaints and how your AMO responded to them.

9a. Complaints & Current Status

Summarize the complaints and provide their current status.

No formal complaints. A formal complaint procedure is in place.

10. Facilities Summary/Description of Facilities - Rule 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 during this reporting year.

(A general statement of improvements.)

Purchase of two desktop PC work stations for staff office and editing usage; purchase of a new studio curtain; purchase and installation of a gallery hanging system to facilitate the exhibition of artwork; purchase of various capital audio/visual support equipment; numerous website improvements.

11. Organizational Leadership: Rosters of Key Staff & Board [Rule 8.422(F)]

11a. Key Staff as of the end of the Fiscal Year

Position/Job Title	Name
Executive Director	Kevin Christopher
Production Manager	Buddy Meilleur
Channel Coordinator	Rebecca Padula
Outreach Coordinator	Stephanie Soules
Assistant Production Manager	Margaret Triggs

11b. Board Members as of the end of Fiscal Year

Director's Name	Phone Number/ Email Address	Community Affiliation (if stated)
Samuel Conant	655-1664 / samcvt@gmail.com	Colchester
Neil Hilt	524-0818 / nhilt@vermontpbs.org	Georgia
Carol Jones	524-5156 / dynagirl38@yahoo.com	Georgia
Richard Pecor	238-2189 / rpecor@myfairpoint.net	Colchester
Kenneth Rocheleau	372-8235 / kdrocheleau@gmail.com	South Hero
Robert Sekerak	893-4514 / bju_vt@yahoo.com	Milton
Robert Shea	524-4279 / robertshea@myfairpoint.net	Fairfax
Karolyn Towne	893-1537 / townehouse@msn.com	Milton

12. Changes in Organizational Structure - Rule 8.422(G)

Detail here any significant changes in organizational structure during the Fiscal Year; for example, bylaws, style of governance, corporate form, dissolution, etc.

Board of Directors- End of term for Richard Hamlin and appointment of Robert Shea.

13. Planning Considerations - Rule 8.422(K)

In this section, please provide your planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include new programs or services you plan to offer over 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. **Note that regulators and the cable operator may regard this section as your PEG Access Plan.**

Please see attached Planning Considerations document.

14. Service Quality Issues - Rule 8.422(L)

Major service quality issues requiring attention of the cable operator or the Vermont Department of Public Service. See INSTRUCTIONS.

LCATV worked with Comcast technicians to resolve mono-to-stereo audio issues at the operator's service hub.

15. Financial Documents - Rules 8.422 (H), (I) and (M)

15a. AMO Revenue Report

"The Report shall 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

Operator Funds (Op+Cap+Spike)		Other Revenue Sources (Identify above each amount)				Total Revenue
Cable Operator 1	Cable Operator 2	Duplication	Interest Income	Donations	Other	
\$ 547,205	\$	\$ 3,856	\$ 1,376	\$ 118	\$ 2,018	\$ 554,573

15b. AMO Expense Report

"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
for PEG Access Services:		\$ 427,598	\$ 93,592	\$ 521,190
for Non-PEG Services		\$	\$	\$ 0
		\$	\$	\$ 0
		\$	\$	\$ 0
Total PEG & Non-PEG Expenses		\$ 427,598	\$ 93,592	\$ 521,190

15c. Statement of Cable Operator Funds

A statement of total Operating and Capital funding received from the operator(s) and whether any funds were carried forward from the prior year. **See Instructions for clarification.**

Funds	Totals
Amount Carried Forward from Prior Year (i.e., budgeted, but not spent or earmarked) *	\$ 310,977
Total of Operating Funds Received from the Cable Operator in Fiscal Year	\$ 496,337
Total of Capital Funds Received from the Cable Operator in Fiscal Year (including 'spike')	\$ 50,868

Amount represents cash-on-hand at end of Fiscal Year and includes an Operating Reserve and several Temporarily Restricted Fund Balance project budgets.



Attach hard copies of the following financial documentation:

- a. Income/Expense Statement (a.k.a., Profit & Loss Statement) for this Fiscal Year.
- b. Balance Sheet on the final day of the Fiscal Year (listing assets & liabilities).
- c. Current year Operating and Capital Budgets.
- d. Annual Tax Return (990 or 990-EZ). If necessary, file as an addendum to this Report within 30 days of filing with the IRS.
- e. Audit or Financial Review prepared during the Fiscal Year (if any).

Statement of Certification

I Kevin Christopher (print/type name) hereby certify that

Lake Champlain Access Television, Inc. (name of AMO)

is (or has a parent organization that is) a non-profit organization in good standing with the State of Vermont (i.e., has filed a nonprofit biennial report in a timely manner) and maintains the following documents on our premises that 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

Signature _____

04/28/2015

Date _____

Stephanie Soules

Witness Name (Print/Type) _____

Witness Signature _____



PLANNING CONSIDERATIONS - 2015-2017

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

2015

ANTICIPATED COMMUNITY NEEDS

- Acquire new HD field production equipment for use by staff and volunteers to replace SD equipment.
- Begin research, budgeting and fundraising necessary to make LCATV a completely HD facility by 2017.
- Evaluate needs and possible solutions for the maintenance of an accessible archive of programming.
- Review the performance of the Mobile Video Lab and corresponding projects and chart its future.
- Continue to explore increase coverage in service area to include new meetings and additional community events.
- Strengthen collaborative relationships with St. Michael's College and Elley-Long Music Center.
- Maintain the percentage of LCATV volunteer-produced programming above 50% and increase in-studio live and recorded programming by 25%.
- Engage in two new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Explore the need for and benefits of a volunteer-based LCATV "boosters" organization.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.
- Maintain our Operating Reserve fund to the extent possible at our objective of 50% of our Operating budget.

MEASUREMENT OF COMMUNITY NEEDS

- Solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards, municipal leaders and organizations 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.
- Beginning planning for the 2016 implementation of an outreach assessment program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders.

MEETING COMMUNITY NEEDS

- 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.
- Consult with other community organizations to gauge the success of their "booster" organizations.
- Control budget and expenditures to facilitate long-term goals for maintaining our Operating Reserve and funding special capital projects.
- 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 2015 OPERATING BUDGET:

EXPENSE	2015 BUDGET
Labor Compensation	\$283,250.00
Payroll Taxes	\$ 21,630.00
Unemployment Taxes	\$ 2,000.00
Health/Dental Insurance	\$ 32,600.00
Workers Comp. Insurance	\$ 3,000.00
Accounting Fees	\$ 10,000.00
Legal/Professional Fees	\$ 2,500.00
Telephone	\$ 2,000.00
Internet	\$ 5,000.00
Utilities	\$ 10,000.00
Bank Fees	\$ 110.00
Office Supplies	\$ 5,000.00
Dues & Subscriptions	\$ 3,050.00
Postage	\$ 1,100.00
Advertising & Promotion	\$ 5,500.00
Meals & Entertainment	\$ 1,500.00
Travel	\$ 7,000.00
Printing & Copying	\$ 500.00
Contributions	\$ 300.00
Educational Development	\$ 5,000.00
Pension Expense	\$ 5,400.00
Business Insurance	\$ 5,500.00
Facilities Rent	\$ 44,100.00
Facilities Maintenance	\$ 3,000.00
Blank Video Media	\$ 1,250.00
Total Expenses	\$460,290.00

FY 2015 CAPITAL BUDGET:

EXPENSE	2015 BUDGET
Auto Insurance	\$ 1,300.00
Auto Maintenance & Repairs	\$ 1,000.00
Equipment Maintenance/Repairs	\$ 3,000.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$16,020.00
Facility Upgrades	\$ -
System Upgrades	\$13,000.00
Studio Upgrade	\$ 3,700.00
Total Expenses	\$46,020.00

CAPITAL EXPENDITURES

Equipment, facility and vehicle maintenance and repairs; purchase of various technical items (cables, replacement parts, etc.); four HD camcorders for community producer use, as well as support equipment including cases, batteries and tripods; two wireless microphone kits; audio support equipment for field use; four new PCs as well as editing software licensing; grey studio curtain; studio audio mixer. Additionally, there is funding for further upgrade to and maintenance of our website.

2016

ANTICIPATED COMMUNITY NEEDS

- Begin HD studio upgrade project as funds allow.
- Institute changes to the use of the Mobile Video Lab and corresponding projects.
- Continue to explore increase coverage in service area to include new meetings and additional community events.
- Continue to strengthen relationships with St. Michael's College and Elley-Long Music Center.
- Maintain the percentage of LCATV volunteer-produced programming and increase in-studio live and recorded programming.
- Institute a system for an accessible archive of LCATV past and future programming.
- Engage in new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Organize a volunteer-run LCATV "boosters" organization if it is deemed beneficial to community relations.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.
- Maintain our Operating Reserve fund.

MEASUREMENT OF COMMUNITY NEEDS

- Solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards, municipal leaders and organizations 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.
- Beginning implementation of an outreach assessment program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders in preparation for AMO contract renewal with cable operator.

MEETING COMMUNITY NEEDS

- 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.
- Work with possible "booster" organization to implement and annual fundraising plan.
- Control budget and expenditures to facilitate long-term goals for maintaining our Operating Reserve and funding special capital projects.
- Review capabilities of the LCATV website and expand/modify them if necessary.
- Review our comprehensive PEG Access Plan and revise our planning considerations while beginning work on a new Access Plan.
- Evaluate achievement of previous year's objectives.

FY 2016 OPERATING BUDGET:

EXPENSE	2015 BUDGET
Labor Compensation	\$291,000.00
Payroll Taxes	\$ 22,300.00
Unemployment Taxes	\$ 2,060.00
Health/Dental Insurance	\$ 33,600.00
Workers Comp. Insurance	\$ 3,050.00
Accounting Fees	\$ 10,300.00
Legal/Professional Fees	\$ 2,500.00
Telephone	\$ 2,000.00
Internet	\$ 5,150.00
Utilities	\$ 10,300.00
Bank Fees	\$ 110.00
Office Supplies	\$ 5,150.00
Dues & Subscriptions	\$ 5,000.00
Postage	\$ 1,100.00
Advertising & Promotion	\$ 5,500.00
Meals & Entertainment	\$ 1,500.00
Travel	\$ 8,000.00
Printing & Copying	\$ 550.00
Contributions	\$ 300.00
Educational Development	\$ 5,000.00
Pension Expense	\$ 5,550.00
Business Insurance	\$ 5,650.00
Facilities Rent	\$ 45,425.00
Facilities Maintenance	\$ 3,100.00
Blank Video Media	\$ 1,000.00
Total Expenses	\$475,195.00

FY 2016 CAPITAL BUDGET:

EXPENSE	2015 BUDGET
Auto Insurance	\$ 1,350.00
Auto Maintenance & Repairs	\$ 1,000.00
Equipment Maintenance/Repairs	\$ 3,000.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$ 2,000.00
Facility Upgrades	\$ -
System Upgrades	\$ 8,000.00
Studio Upgrade	\$23,700.00
Total Expenses	\$47,050.00

ANTICIPATED CAPITAL EXPENDITURES

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

2017

ANTICIPATED COMMUNITY NEEDS

- Begin HD master control and playback upgrade project as funds allow.
- Continue to explore increase coverage in service area to include new meetings and additional community events.
- Continue to strengthen relationships with St. Michael's College and Elley-Long Music Center.
- Maintain the percentage of LCATV volunteer-produced programming and increase in-studio live and recorded programming.
- Engage in new collaborations with schools, youth centers, family centers or other related organizations in educational programming activities.
- Continue the integration and use of Facebook, Front Porch Forum and other appropriate communication technologies/applications into our operations and website.
- Maintain our Operating Reserve fund.

MEASUREMENT OF COMMUNITY NEEDS

- Solicit for and publicize training sessions by bulletin board and ad placements and other means.
- Meet with local boards, municipal leaders and organizations 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.
- Conclude outreach assessment program that incorporates a review of community needs, interviews, surveys and meetings with civic leaders and enter into AMO contract renewal process with cable operator.

MEETING COMMUNITY NEEDS

- 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.
- Work with possible "booster" organization to implement and annual fundraising plan.
- Control budget and expenditures to facilitate long-term goals for maintaining our Operating Reserve and funding special capital projects.
- Review capabilities of the LCATV website and expand/modify them if necessary.
- Draft a new comprehensive PEG Access Plan and to guide LCATV's work for a number of years.
- Evaluate achievement of previous year's objectives.

FY 2017 OPERATING BUDGET:

EXPENSE	2015 BUDGET
Labor Compensation	\$297,400.00
Payroll Taxes	\$ 22,700.00
Unemployment Taxes	\$ 2,100.00
Health/Dental Insurance	\$ 34,250.00
Workers Comp. Insurance	\$ 3,150.00
Accounting Fees	\$ 10,500.00
Legal/Professional Fees	\$ 7,500.00
Telephone	\$ 2,100.00
Internet	\$ 5,250.00
Utilities	\$ 10,500.00
Bank Fees	\$ 115.00
Office Supplies	\$ 5,250.00
Dues & Subscriptions	\$ 3,200.00
Postage	\$ 1,150.00
Advertising & Promotion	\$ 5,500.00
Meals & Entertainment	\$ 1,600.00
Travel	\$ 8,000.00
Printing & Copying	\$ 550.00
Contributions	\$ 300.00
Educational Development	\$ 5,000.00
Pension Expense	\$ 5,650.00
Business Insurance	\$ 5,750.00
Facilities Rent	\$ 46,560.00
Facilities Maintenance	\$ 3,000.00
Blank Video Media	\$ 1,000.00
Total Expenses	\$488,075.00

FY 2017 CAPITAL BUDGET:

EXPENSE	2015 BUDGET
Auto Insurance	\$ 1,400.00
Auto Maintenance & Repairs	\$ 1,000.00
Equipment Maintenance/Repairs	\$ 3,000.00
Technical Supplies	\$ 8,000.00
Field Production Equipment	\$ 2,500.00
Facility Upgrades	\$ -
System Upgrades	\$32,500.00
Studio Upgrade	\$ -
Total Expenses	\$48,400.00

ANTICIPATED CAPITAL EXPENDITURES

Equipment, facility and vehicle maintenance and repairs; purchase of various technical items (cables, replacement parts, etc.); HD playback and control equipment; possible replacement for staff editing PCs.

LCATV TEMPORARILY RESTRICTED FUND BALANCE BUDGET GOALS
2015 - 2017

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

CATEGORY	AMOUNT
Operating Reserve	\$223,700.00
Video Server System	\$ 65,000.00
HD Studio Upgrade	\$130,000.00
TOTAL	\$418,700.00

OPERATING RESERVE

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

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