



Saugus Community Television Inc.

Fiscal Year 2022

(7/1/21-6/30/22)

Budget Cover Page

Pursuant to Section 7 of the Agreement by and between the Town of Saugus and Saugus Community Television Inc., signed on March 2<sup>nd</sup>, 2017, provided are the budget requirements set forth by SCTV to be approved by the Board of Selectmen in public meeting.

Salaries: **\$331,600.00**

- Payroll Expense - \$ 262,000.00
- Employer Taxes - \$40,000.00
- Payroll Services & Fees - \$4,500.00
- Retirement - \$8,500.00
- Health Insurance Stipend - \$ 15,600.00
- Contract Labor - \$1,000.00

Operations: **\$107,080.00**

- Administrative – \$30,500.00
- Facility Utilities – \$29,580.00
- Computer/Internet/Subscriptions- \$7,500.00
- Equipment Maintenance & Repair - (Emergency Fund for timely repairs and/or replacement of equipment) - \$5,000.00
- Building Maintenance & Repair - (Emergency Fund for timely repairs to facility) - \$2,000.00
- Other - \$32,500.00

Total: **\$438,680.00**

Minus Projected balance from FY2021: **\$67,000**

**Total Amount requesting for FY2022 - \$371,680.00**

| SCTV<br>Operations                     | Requested Budget<br>FY2021 7/1/20-6/30/21 | Approx. Actual      | Projected Budget<br>FY2022 7/1/21- 6/30/22 | NOTES                                       |
|--|---|---------------------|--|---|
| Payroll Expense                        | \$330,132.60                              | \$237,202.00        | \$262,000.00                               | FY2021 included Employer Tax Liability      |
| Employer Taxes                         |   | \$37,798.52         | \$40,000.00                                | JUST Employer Tax Liability                 |
| Payroll Services & Fees                | \$4,500.00                                | \$4,000.00          | \$4,500.00                                 |   |
| Retirement                             | \$16,000.00                               | \$7,617.24          | \$8,500.00                                 |   |
| Health Insurance Stipend               | \$15,600.00                               | \$15,600.00         | \$15,600.00                                |   |
| Annual Audit Fee                       | \$16,000.00                               | \$16,000.00         | \$17,000.00                                |   |
| Legal Fees                             | \$7,000.00                                | \$5,548.00          | \$6,000.00                                 |   |
| Contract Labor                         | \$1,000.00                                | \$0.00              | \$1,000.00                                 |   |
| Comcast Cable                          | \$10,000.00                               | \$6,376.12          | \$7,200.00                                 | \$600/month X 12 months                     |
| Dish Network                           | \$500.00                                  | \$330.00            | \$660.00                                   | \$55/month X 12 months                      |
| Facility Security                      | \$2,000.00                                | \$725.00            | \$780.00                                   |   |
| Office Supplies                        | \$6,000.00                                | \$2,734.00          | \$4,000.00                                 | Office Organization; Toiletries; Kitchen    |
| Professional Development/Conference(s) | \$2,000.00                                | \$0.00              | \$2,000.00                                 | Professional Development                    |
| Insurance                              | \$20,000.00                               | \$13,000.00         | \$15,000.00                                |   |
| Food Allowance                         | \$2,000.00                                | \$0.00              | \$1,000.00                                 |   |
| Emergency Equipment Maintenance        | \$15,000.00                               | \$507.00            | \$5,000.00                                 | lowered due to purchasing new equipment     |
| Emergency Building Maintenance         |   |                     | \$2,000.00                                 |   |
| Cleaning Services                      | \$6,000.00                                | \$3,180.00          | \$6,240.00                                 | \$120/week X 52 weeks                       |
| Postage                                | \$500.00                                  | \$0.00              | \$0.00                                     | USPS/UPS/FedEx                              |
| Mileage/Trans. Reimbursement           | \$500.00                                  | \$0.00              | \$300.00                                   |   |
| Awards                                 | \$2,000.00                                | \$755.00            | \$1,600.00                                 | Entry Fees & Awards Purchase(if applicable) |
| Rent & Lease                           | \$200.00                                  | \$0.00              | \$0.00                                     | Truck Rental for Founder's Day              |
| Computer/Internet/Subscriptions        | \$4,670.00                                | \$4,348.00          | \$7,500.00                                 | New subscriptions for streaming             |
| Advertising/Promotional                | \$6,000.00                                | \$1,400.00          | \$2,000.00                                 |   |
| New Expenditures - (Line Items 28-32)  | \$30,000.00                               |                     |  | Electricity/Gas/Water & Sewer/etc.          |
| Electricity                            |   | \$3,222.04          | \$10,800.00                                |   |
| Gas                                    |   | \$6,162.24          | \$10,000.00                                |   |
| Water/Sewer                            |   | \$353.32            | \$1,000.00                                 |   |
| Snow Removal                           |   | \$5,000.00          | \$5,000.00                                 |   |
| Landscaping                            |   | \$5,000.00          | \$2,000.00                                 |   |
| <b>TOTAL</b>                           | <b>\$497,602.60</b>                       | <b>\$376,858.48</b> | <b>\$438,680.00</b>                        |   |

FY2021 Budget Approved - **\$452,602.60**  
 FY2022 Projected Budget - **\$438,680.00**  
 Minus Projected Balance - **\$67,000.0**  
 Total Amount requesting for FY2022 - **\$371,680**

|         | 2016                 | 2017                 | % Change | 2018                 | % Change | 2019                 | % Change | 2020                 | % Change | 2021                 |
|---------|----------------------|----------------------|----------|----------------------|----------|----------------------|----------|----------------------|----------|----------------------|
| 1st Qtr | \$ 114,642.14        | \$ 120,498.56        | 5%       | \$ 122,973.07        | 2%       | \$ 116,904.30        | -5%      | \$ 112,842.07        | -3%      | \$ 108,921.00        |
| 2nd Qtr | \$ 117,415.25        | \$ 128,268.86        | 9%       | \$ 116,674.08        | -9%      | \$ 114,347.34        | -2%      | \$ 112,237.72        | -2%      | \$ 110,167.02        |
| 3rd Qtr | \$ 119,340.18        | \$ 128,878.10        | 8%       | \$ 117,063.30        | -9%      | \$ 113,963.40        | -3%      | \$ 110,945.59        | -3%      | \$ 108,007.69        |
| 4th Qtr | <u>\$ 119,731.00</u> | <u>\$ 126,470.93</u> | 6%       | <u>\$ 116,553.22</u> | -8%      | <u>\$ 112,554.03</u> | -3%      | <u>\$ 108,692.06</u> | -3%      | <u>\$ 104,962.60</u> |
| Total   | \$ 471,128.57        | \$ 504,116.45        | 7%       | \$ 473,263.67        | -6%      | \$ 457,769.07        | -3%      | \$ 444,717.44        | -3%      | \$ 432,058.31        |
| Capital | \$ -                 | \$ -                 |          | \$ 30,000.00         |          | \$ 30,000.00         |          | \$ 30,000.00         |          |                      |