



**NORTH SUBURBAN ACCESS CORPORATION
December 4, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

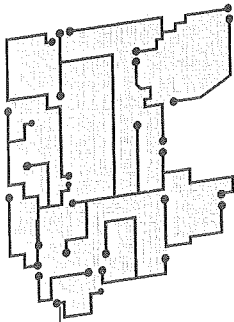
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of November 6, 2014, Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – October 2014
 - B. Approval of 2015 NSAC Budget -- C. Wilson
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

Please call the office if you are unable to attend the meeting.

Next Regular Meeting – January 8, 2014

THIS PAGE IS INTENTIONALLY LEFT BLANK



North Suburban Communications Commission



NORTH SUBURBAN ACCESS CORPORATION MINUTES November 6, 2014

I. Call to Order

Board President Steve Beilke called the meeting to order at 7:50 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Rick Talbot, Falcon Heights
- Jeff Dains, Lauderdale
- Rick Montour, Little Canada
- Barb Haake, Mounds View, Secretary/Treasurer
- Gina Bauman, New Brighton, Vice President
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- Hal Gray, St. Anthony

Others Present:

- Coralie Wilson, Executive Director
- Tim Domke, Production and Outreach Manager
- Pat Cook, Senior Technician/Facilities Coordinator

III. Approval of Agenda

Mr. Wilson moved, seconded by Mr. Talbot, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Roe moved, seconded by Mr. Dains, to approve the September 2014 minutes. The motion was approved, with one (1) abstention by Mr. Talbot.

V. Reports

A. Executive Director

Ms. Wilson reported that, except for not getting timely election returns for some of the races from Ramsey County, CTV North Suburbs' election night program went very well. She noted that a number of candidates came to the studio for interviews, while several were interviewed off-site, and she thanked Directors Bauman and Haake for their work as talent for the program.

Ms. Wilson also reported that CTV North Suburbs will be a food drive collection point for the Ralph Reeder Food Shelf and that the staff had decided to reduce Saturday facility hours to just the first Saturday of the month.

The Executive Director then announced that Business Manager Val Kosky had submitted her resignation effective November 14, although she will continue on a part-time basis through January or February. Ms. Wilson said that she had met with Human Resources Committee Members Mr. Roe and Ms. Bauman prior to the meeting, and they recommended proceeding with recruiting for the position. Mr. Gray questioned whether a full-time business manager was needed, and he suggested that his city's Finance Department would be willing to handle the accounting for the organization on a part-time basis. Following discussion of Mr. Gray's suggestion, the consensus was to move forward with filling the full-time business manager position.

B. Production and Outreach Manager

Mr. Domke reported that, earlier in the day, he and Lori Pulkrabek had attended the annual conference of the Minnesota Council of Non-Profits representing CTV North Suburbs as an exhibitor. He said that they had received positive feedback from previous clients and interest from potential clients. He also noted that the election night program went very well and that he was very pleased with interaction and coordination of the staff, volunteers and talent.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that Wayne Powers at Roseville Area Schools has finally started live sports coverage, and it is going so well that Mr. Cook believes he will soon begin live concert coverage. He said that the staff is beginning to look at equipment replacements, and he indicated that there may be some opportunities for group purchasing through the MPEG Technical Services group. Mr. Cook also expressed his pleasure with the technical aspects of the election night program, and he reported that the first two Makitos, the replacements for the V-Bricks, have been received. One has been installed at the City of Roseville, and the second will go to the City of Arden Hills.

VI. General Business

A. Treasurer's Report

Ms. Haake moved, seconded by Mr. Talbot, to approve the September 2014 Treasurer's report. The motion was approved unanimously.

B. 2015 NSAC Budget Discussion

Ms. Wilson noted that, just prior to the meeting, she had distributed a revised document reflecting additional formatting changes on the front page, and she thanked Mr. Roe and Finance Committee member Shelly Rueckert for their suggestions and assistance. During the ensuing discussion of the 2015 Budget, consensus was reached on renaming the Revenue item "Cable Company Grants" to something that reflected the source of the funding from the subscribers' payment of the PEG fee; that a fund development revenue source of \$35,000, offset by an expense in Miscellaneous Contractual of \$35,000 be included in the budget; and that \$500,000 be kept in the Capital budget for the purchase of HD equipment for one of the production trucks. In addition, several directors suggested that the Executive Director look for some additional cuts in expense items. In response to Mr. Gray's concerns regarding membership and equipment use fees, Ms. Wilson said the staff will be bringing a recommendation to the Strategic Planning Committee.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew: Kevin Schmitz, Pat Cook, Tim Domke and Teresa Renneke.

VIII. Adjournment

Ms. Bauman moved, seconded by Mr. Dains, to adjourn the meeting. The motion was approved, and the meeting adjourned at 9:15 pm.

Respectfully Submitted

Barb Haake, Secretary/Treasurer

THIS PAGE IS INTENTIONALLY LEFT BLANK

**NSAC Item V.A.
November 25, 2014**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: November Report

Santa Call-In – Our annual Santa Call-In program is scheduled for December 9 from 6 to 8 p.m. This live cablecast gives children an opportunity to call in and talk to Santa Claus. We also have children in the studio. So, help us publicize the program by letting your friends, relatives and colleagues with Santa-age children know that they can call in or stop by the studio. The number to call is 651-792-SNOW (7669). (And, yes, the calls are screened.) By the way, we have been doing this program since December 1991!

Election Coverage -- As we reported at the November meeting, our election coverage this year went very well, both on the channel and via the web. According to webmaster Terri Schultz, 804 persons went to the election page between October 8 and November 3, and 142 checked the page on election day. In addition, 93 watched the live program.

Business Manager Position – The Business Manager position has been posted to the League of Minnesota Cities website, and it should be posted to the Minnesota Council of Non-Profits website very soon. After Thanksgiving, I will distribute copies of the job description to the city finance directors, our auditing firm and anyone else who might know someone who would be interested in the position.



LIVE!
DECEMBER 9TH
6-8 PM

Kids, call in to talk to Santa!

Watch it on CTV North Suburbs:
Channel 15 and Online

651-792-SNOW (7669)

WWW.CTVNORTHSUBURBS.ORG

North Suburban Access Corporation

2014 Financial Report Summary

For the Ten Months Ending October 31, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	554.92	a.	8,051.57	(0.58)	12,000.00	14,000.00
Operating Grant	369,072.28		1,476,289.12	(1.00)	1,476,290.00	1,476,290.00
Interest Income	211.49		2,156.59	(0.72)	2,410.00	3,000.00
Reimburs/WEBstream	0.00		23,162.19	(0.77)	22,500.00	30,000.00
Earned Income	11,344.64		63,763.97	(1.16)	44,000.00	55,000.00
Donations	0.00		500.00	(0.50)	0.00	1,000.00
Total Revenues	381,183.33		1,573,923.44	(1.00)	1,557,200.00	1,579,290.00
Expenses Summary						
Personnel Services	62,674.76		678,345.15	0.79	723,796.00	862,902.00
Operating Expenses	40,985.56		425,913.52	0.78	473,316.66	543,350.00
Capital Expenses	57,120.00		99,665.49	0.85	106,799.00	116,949.00
Total Expenses	160,780.32		1,203,924.16	0.79	1,303,911.66	1,523,201.00
Net	\$ 220,403.01		\$ 369,999.28	(6.60)	253,288.34	56,089.00

a. Training/Misc. -- Class fees; sale of DVD's; administrative fees

North Suburban Access Corporation

2014 Detail Financial Report

For the Ten Months Ending October 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	44,566.02	475,719.52	0.81	496,100.00	590,000.00
Part Time Salaries	5,767.53	60,550.81	0.84	59,500.00	72,000.00
FICA	3,683.95	41,516.92	0.79	44,252.00	52,252.00
Retirement	1,847.49	21,548.73	0.81	22,126.00	26,550.00
Unemployment	139.33	3,436.60	0.75	3,900.00	4,600.00
Workers Comp	269.73	2,913.52	0.97	2,500.00	3,000.00
Health/Life Insurance	6,400.71	72,659.05	0.63	95,418.00	114,500.00
Total Personal Services	62,674.76	678,345.15	0.79	723,796.00	862,902.00
Operating Expenses					
General					
Printing	56.19	599.61	0.24	2,150.00	2,500.00
Publications	0.00	216.56	0.43	375.00	500.00
Memberships	365.00	b. 13,818.00	0.99	14,000.00	14,000.00
Entries Fees	0.00	2,531.00	0.63	4,000.00	4,000.00
Video Programming	0.00	0.00	0.00	150.00	150.00
Total General	421.19	17,165.17	0.81	20,675.00	21,150.00
Supplies					
Office Supplies	411.14	7,348.15	0.98	6,900.00	7,500.00
Video Supplies	51.00	13,906.55	0.58	21,250.00	24,000.00
Software Supplies	3,657.25	13,095.25	0.39	28,166.00	33,800.00
Volunteer Supplies	272.79	c. 7,872.64	0.56	12,300.00	14,000.00
Total Supplies	4,392.18	42,222.59	0.53	68,616.00	79,300.00

b. Memberships -- Twin City Youth Media Network; Roseville Rotary Club dues

c. Volunteer Supplies -- Crew food and meeting supplies

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	1,043.12	d.	3,706.77	0.82	3,600.00	4,500.00
Video Equipment	665.55		14,991.78	1.00	13,900.00	15,000.00
Van Operations	161.94	e.	9,153.80	0.48	17,000.00	19,000.00
Building Janitorial	5,535.70		58,833.07	0.96	51,500.00	61,500.00
Total Maintenance	7,406.31		86,685.42	0.87	86,000.00	100,000.00
Travel						
Conferences	126.70	f.	9,931.76	0.76	12,500.00	13,000.00
Mileage & Meals	394.39		3,146.57	0.90	2,920.00	3,500.00
Total Travel	521.09		13,078.33	0.79	15,420.00	16,500.00
Tuition & Training						
Tuition & Training	120.00	g.	1,997.95	0.67	2,500.00	3,000.00
	120.00		1,997.95	0.67	2,500.00	3,000.00
Utilities						
Utilities	1,868.59		23,178.38	0.77	25,000.00	30,000.00
	1,868.59		23,178.38	0.77	25,000.00	30,000.00
Leases						
Rent	6,785.60		67,856.00	0.83	67,916.66	81,500.00
Miscellaneous	0.00		2,787.00	0.93	3,000.00	3,000.00
Postage Meter	0.00		252.00	0.50	375.00	500.00
Total Leases	6,785.60		70,895.00	0.83	71,291.66	85,000.00

d. Office Equip. Maint. -- Printer/copier maintenance; repair of staff computer

e. Van Operations -- Magnetic signs for mini-van

f. Conferences -- ACM Conference expense

g. Tuition/Training -- Wellness program reimbursement

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	6,550.00	0.96	6,800.00	6,800.00
Sales Tax	4,589.80	11,733.80	0.78	12,500.00	15,000.00
Payroll	279.45	3,291.64	0.82	3,464.00	4,000.00
Insurance	769.80	8,381.31	0.99	7,100.00	8,500.00
Legal	0.00	41,141.21	0.82	44,000.00	50,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Producers/Trainers	400.00	18,246.75	0.81	19,500.00	22,500.00
Internet Connect	1,000.00	10,000.00	0.79	10,500.00	12,600.00
Miscellaneous	7,737.62	h. 46,576.99	0.93	46,000.00	50,000.00
Total Contractual	14,776.67	145,921.70	0.86	149,864.00	169,400.00
Communications					
Postage	697.33	3,263.47	0.59	3,700.00	5,500.00
Telephone	1,130.65	8,618.62	0.64	11,250.00	13,500.00
Advertising & Promotion	2,865.95	i. 12,527.39	0.70	17,000.00	18,000.00
Total Communications	4,693.93	24,409.48	0.66	31,950.00	37,000.00
Recruiting					
Recruiting	0.00	359.50	0.18	2,000.00	2,000.00
Total Operating	40,985.56	425,913.52	0.78	473,316.66	543,350.00

h. Misc. Contractual -- Roseville IT; Dish Network; bank fees; i. Cobb IT consulting; CTEP administrative fee

i. Advertising -- Includes expenses for exhibit at MCN conference

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		0.00	0.00	10,000.00	10,000.00
Video Equip.	57,120.00	j.	70,211.59	0.89	72,999.00	79,149.00
Office Equipment	0.00		29,453.90	1.06	23,800.00	27,800.00
<hr/>						
Total Capital	57,120.00		99,665.49	0.85	106,799.00	116,949.00
<hr/>						
Total Expenses	160,780.32		1,203,924.16	0.79	1,303,911.66	1,523,201.00
<hr/>						
Net	\$ 220,403.01	\$	369,999.28	(6.60)	253,288.34	56,089.00

j. Video Equipment -- Replacement character generators for the trucks

THIS PAGE IS INTENTIONALLY LEFT BLANK

**NSAC Item VI.B.
November 25, 2014**

to: Commissioners
from: Cor Wilson, Executive Director
subject: 2015 NSAC Budget

The 2015 Budget for the North Suburban Access Corporation is attached for your review. I want to again thank Director Dan Roe for his work on re-formatting the document.

Notes:

1. As requested, "Cable Company Grant" has been re-named "Operating Grant" with an indication that its source and that of the Capital Grant are the PEG fees paid by subscribers.
2. As discussed at the November meeting, for 2015 we have added \$35,000 was added to what had been called "Donations" and what I have (at least temporarily) re-named Fund Development Income. A corresponding \$35,000 expense was added until Miscellaneous Contractual on page 4. The income may come from contributions, but it may also come from grants, membership fees and other sources. We will identify those as separate revenue line items as needed.
3. All of the Year-to-Date figures were updated to the financials through the end of October and adjustments made as appropriate to the Projected Actual numbers.
4. In 2015 Revenues, I increased the Earned Income amount from \$60,000 to \$70,000, given what we expect to earn in 2014. In Other Operating Expenses, I did review all of the numbers and decreased some. I was, however, reluctant to decrease equipment and truck maintenance amounts significantly given their importance to our operation and their ages.
5. In Personnel Services, I verified the FICA numbers with Val Kosky.

I will be happy to answer any questions about the proposed budget either before or at the December 4 meeting.

Action Requested: Motion to approve the 2015 NSAC Budget as presented.

THIS PAGE IS INTENTIONALLY LEFT BLANK

North Suburban Access Corporation
2015 Budget
DRAFT

Budget Summary	2013	2014		2015			
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
OPERATING SUMMARY							
BEGINNING OPERATING FUND BALANCE	\$701,753	\$960,132	\$960,132	\$960,132	\$1,239,781		
Revenues							
Operating Grant (Cable Subscr. PEG Fees)	\$1,455,990	\$1,467,290	\$1,476,289	\$1,476,289	\$1,240,083	(15.5%)	(16.0%)
Interest Income	\$2,984	\$3,000	\$2,157	\$2,588	\$2,500	(16.7%)	(3.4%)
Tuition/Training/Misc.	\$75,391	\$14,000	\$8,051	\$9,661	\$10,000	(28.6%)	3.5%
Reimbursements	\$30,032	\$30,000	\$23,162	\$30,883	\$28,000	(6.7%)	(9.3%)
Earned Income	\$52,097	\$55,000	\$63,764	\$65,000	\$70,000	27.3%	7.7%
Fund Development Income	\$1,321	\$1,000	\$500	\$1,000	\$36,000	3500.0%	3500.0%
Transfer from Operating Reserves	\$0	\$0	\$0	\$0	\$0	na	na
Total Revenues	\$1,617,815	\$1,570,290	\$1,573,923	\$1,585,422	\$1,386,583	(11.7%)	(12.5%)
Operating Expenses							
Personal Services	\$891,218	\$862,902	\$678,345	\$830,497	\$772,050	(10.5%)	(7.0%)
Other Operating Expenses	\$468,218	\$543,350	\$425,915	\$475,276	\$536,300	(1.3%)	12.8%
Total Operating Expenses	\$1,359,436	\$1,406,252	\$1,104,260	\$1,305,773	\$1,308,350	(7.0%)	0.2%
General Fund Net	\$258,379	\$164,038	\$469,663	\$279,649	\$78,233		
ENDING OPERATING FUND BALANCE	\$960,132	\$1,124,170	\$1,429,795	\$1,239,781	\$1,318,013		
Budget Summary	2013	2014		2015			
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
CAPITAL SUMMARY							
BEGINNING EQUIPMENT FUND BALANCE	\$802,298	\$722,822	\$722,822	\$722,822	\$664,219		
Capital Funding Sources							
Equipment Grant (Cable Subscr. PEG Fees)	\$50,000	\$50,000	\$50,000	\$50,000	\$40,000	(20.0%)	(20.0%)
Transfer from Reserves	\$79,476	\$66,949	\$0	\$59,149	\$475,000	609.5%	703.1%
Total Capital Sources	\$129,476	\$116,949	\$50,000	\$109,149	\$515,000	340.4%	371.8%
Capital Uses							
Capital Expenditures	\$129,476	\$116,949	\$99,666	\$108,603	\$515,000	340.4%	374.2%
Total Capital Uses	\$129,476	\$116,949	\$99,666	\$108,603	\$515,000	340.4%	374.2%
Equipment Fund Net	(\$79,476)	(\$66,949)	(\$49,666)	(\$58,603)	(\$475,000)		
ENDING EQUIPMENT FUND BALANCE	\$722,822	\$655,873	\$673,156	\$664,219	\$189,219		
TOTAL OPERATING AND CAPITAL NET	\$178,903	\$97,089	\$419,997	\$221,046	(\$396,767)		
<p>Operating Grant -- Cable subscriber PEG fees, paid by Company direct to NSAC. Increases by a minimum of 5% per year. The amount for 2015 assumes a 20% cut with Shoreview leaving the NSCC.</p> <p>Interest Income -- Interest on funds at banking institution</p> <p>Tuition/Training/Misc -- 2013 amount includes sales tax refund of \$66,295.</p> <p>Reimbursements -- This item includes reimbursements from those cities and school districts in our service area who choose to have NSAC program their channels and/or webstream their meetings. 2014 budget amount included a 2% increase, and we anticipate a 2% increase in 2015. The amount in 2015 is without Shoreview.</p> <p>Earned Income -- for rental of equipment and/or facilities; for paid production and technical services, including webstreaming outside our service territory. This will also include the provision of staff to cover city council meetings for several cities.</p> <p>Fund Development Income -- Includes contributions and new income sources, including grants. Budgeted at \$35,000 for 2015.</p> <p>Equipment Grant -- Cable subscriber PEG fees, paid by Company directly to NSAC.</p> <p>Transfer from Reserves -- Includes transfers from NSAC reserves and/or the Equipment Replacement Fund.</p>							

**North Suburban Access Corporation
2015 Budget
DRAFT**

Budget Details	2013	2014		2015			
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
OPERATING DETAIL							
PERSONAL SERVICES							
Full-Time Salaries	\$623,512	\$590,000	\$475,719	\$590,400	\$550,000	(6.8%)	(6.8%)
Part-Time Salaries	\$76,222	\$72,000	\$60,551	\$71,200	\$74,000	2.8%	3.9%
Retirement	\$26,023	\$26,550	\$21,549	\$25,947	\$24,750	(6.8%)	(4.6%)
Health/Life Insurance	\$109,633	\$114,500	\$72,659	\$87,500	\$77,200	(32.6%)	(11.8%)
Unemployment	\$3,495	\$4,600	\$3,437	\$3,950	\$4,600	0.0%	16.5%
Workers Compensation	\$2,694	\$3,000	\$2,913	\$3,000	\$3,000	0.0%	0.0%
FICA	\$49,639	\$52,252	\$41,517	\$48,500	\$38,500	(26.3%)	(20.6%)
Total Personal Services	\$891,218	\$862,902	\$678,345	\$830,497	\$772,050	(10.5%)	(7.0%)
<p>Full-Time Salaries -- The 2015 Budget includes 2% COLA. The 2015 proposed amount reflects the elimination of two full-time positions within the year.</p> <p>Part-Time Salaries -- Includes funding for van technicians and receptionists. Total amount is offset by reimbursements from NSCC for interns (from Scholarship Grant). The 2013 amount includes part-time administrative position, but we eliminated this position in 2014.</p> <p>Health/Life Insurance -- Staff pays 20% of the cost of medical insurance, in addition to co-pays for office visits and prescription drugs.</p> <p>Retirement -- Per Board policy, the Corporation contribute 4.5% to individual retirement accounts (a SEP, or Simplified Employee Pension plan) for all staff over the age of 21 years who have worked for NSAC in at least two years.</p>							

North Suburban Access Corporation
2015 Budget
DRAFT

Budget Details	2013	2014			2015		
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
OTHER OPERATING EXPENSES							
General							
Printing	\$828	\$2,500	\$600	\$720	\$1,000	(60.0%)	38.9%
Publications	\$147	\$500	\$216	\$259	\$300	(40.0%)	15.7%
Memberships	\$11,216	\$14,000	\$13,818	\$14,000	\$8,000	(42.9%)	(42.9%)
Entry Fees	\$3,541	\$4,000	\$2,531	\$2,531	\$2,600	(35.0%)	2.7%
Video Programming	\$0	\$150	\$0	\$0	\$0		
Total General	\$15,732	\$21,150	\$17,165	\$17,510	\$11,900	(43.7%)	(32.0%)
Supplies							
Office Supplies	\$7,540	\$7,500	\$7,348	\$8,818	\$9,000	20.0%	2.1%
Video Supplies	\$19,417	\$24,000	\$13,907	\$16,688	\$17,000	(29.2%)	1.9%
Software	\$13,157	\$33,800	\$13,095	\$15,714	\$17,000	(49.7%)	8.2%
Volunteer Program	\$11,226	\$14,000	\$7,873	\$9,448	\$11,000	(21.4%)	16.4%
Total Supplies	\$51,340	\$79,300	\$42,223	\$50,668	\$54,000	(31.9%)	6.6%
Maintenance							
Office Equipment	\$4,014	\$4,500	\$3,707	\$4,448	\$4,500	0.0%	1.2%
Video Equipment	\$22,204	\$19,000	\$14,992	\$17,990	\$20,000	5.3%	11.2%
Van Operations	\$12,943	\$15,000	\$9,154	\$10,985	\$12,000	(20.0%)	9.2%
Building & Janitorial	\$61,400	\$61,500	\$58,833	\$70,600	\$75,000	22.0%	6.2%
Total Maintenance	\$100,561	\$100,000	\$86,686	\$104,023	\$111,500	11.5%	7.2%
<p>Printing -- Includes banquet invitations and program, letterhead, and brochures.</p> <p>Publications -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, and several other miscellaneous publications.</p> <p>Memberships -- Includes Channel 6 (in 2014), Alliance for Community Media, Minnesota Council for Non-Profits, the state purchasing membership, the Roseville Rotary Club, and the Twin Cities North Chamber of Commerce. We are dropping our Channel 6 membership in 2015.</p> <p>Entry Fees -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.</p> <p>Video Supplies -- Includes purchase of videotapes, batteries, studio lights and props.</p> <p>Software -- We are on a multi-year cycle for some software. This amount includes office, website building and management and video production software.</p> <p>Office Equip. Maint. -- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per allocation formula)</p> <p>Video Equipment Maintenance -- Includes maintenance on our playback system.</p> <p>Van Operations -- Includes registration of and maintenance for the production trucks and the mini-van, as well as gas purchases.</p> <p>Building/Janitorial -- Includes the common area maintenance costs at 2670 Arthur. (80% NSAC/20% NSCC) We exceeded budget in 2014 primarily because of increases in the lease common area maintenance costs. We also cleaned the carpets this year for the first time since moving in.</p>							

North Suburban Access Corporation
2015 Budget
DRAFT

Budget Details	2013	2014			2015		
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
Travel							
Conferences	\$16,010	\$13,000	\$9,932	\$10,000	\$10,000	(23.1%)	0.0%
Mileage & Meals	\$4,214	\$3,500	\$3,147	\$3,776	\$3,800	8.6%	0.6%
Total Travel	\$20,224	\$16,500	\$13,079	\$13,776	\$13,800	(16.4%)	0.2%
Tuition & Training	\$3,022	\$3,000	\$1,998	\$2,398	\$3,000	0.0%	25.1%
Utilities	\$26,822	\$30,000	\$23,178	\$27,814	\$30,000	0.0%	7.9%
Leases							
Rent	\$81,427	\$81,500	\$67,856	\$81,427	\$81,500	0.0%	0.1%
Postage Machine	\$2,787	\$500	\$252	\$302	\$500	0.0%	65.3%
Miscellaneous	\$336	\$3,000	\$2,787	\$2,787	\$3,000	0.0%	7.6%
Total Leases	\$84,550	\$85,000	\$70,895	\$84,517	\$85,000	0.0%	0.6%
Contractual							
Audit	\$6,550	\$6,800	\$6,550	\$6,550	\$6,800	0.0%	3.8%
Sales Tax	\$10,594	\$15,000	\$11,734	\$14,081	\$14,000	(6.7%)	(0.6%)
Accounting & Payroll	\$3,507	\$4,000	\$3,292	\$3,950	\$4,500	12.5%	13.9%
Insurance	\$8,094	\$8,500	\$8,381	\$10,057	\$10,200	20.0%	1.4%
Legal Fees	\$45,980	\$50,000	\$41,141	\$50,000	\$25,000	(50.0%)	(50.0%)
Producers/Trainers	\$20,187	\$22,500	\$18,247	\$21,896	\$22,500	0.0%	2.8%
Internet Connection	\$12,000	\$12,600	\$10,000	\$12,600	\$12,600	0.0%	0.0%
Miscellaneous Contractual	\$31,193	\$25,000	\$21,371	\$25,645	\$55,000	120.0%	114.5%
Franchise Renewal Consulting		\$25,000	\$25,206	\$25,206	\$45,000	80.0%	78.5%
Total Contractual	\$138,105	\$169,400	\$145,922	\$144,780	\$195,600	15.5%	35.1%
Communications							
Postage	\$3,248	\$5,500	\$3,263	\$3,916	\$3,500	(36.4%)	(10.6%)
Telephone	\$13,399	\$13,500	\$8,619	\$10,343	\$11,000	(18.5%)	6.4%
Advertising & Promotions	\$11,215	\$18,000	\$12,527	\$15,032	\$16,000	(11.1%)	6.4%
Total Communications	\$27,862	\$37,000	\$24,409	\$29,291	\$30,500	(17.6%)	4.1%
Recruiting	\$0	\$2,000	\$360	\$500	\$1,000	(50.0%)	100.0%
TOTAL OTHER OPERATING EXP	\$468,218	\$543,350	\$425,915	\$475,276	\$536,300	(1.3%)	12.8%

Conference -- Includes attendance at Alliance for Community Media conference by staff and/or board directors depending on the cost of the conferences, plus attendance at several local/regional conferences.

Tuition & Training -- Includes funding for workshops and staff training, as well as the wellness program reimbursement for staff.

Rent -- The rent allocation for 2670 Arthur Street is 80% CTV/20% NSCC.

Misc. Leases -- Includes our music library lease, \$2,300 payable in 3 annual installments.

Legal Fees -- The amounts in 2013 and 2014 have been increased to help pay for legal fees associated with franchise renewal. We anticipate that this will not be needed in 2015, but we may need for other legal assistance.

Producers & Trainers -- Previously included in part-time salaries.

Internet Connection -- The cost of our shared DS3 connections \$1,500 per month, split between NSCC (\$500), NSAC (\$500) and our webstreaming clients (\$500).

Misc. Contractual -- Includes an allocation for IT services from the City of Roseville (\$500/month). In 2014, we paid a portion of consulting fees relating to the needs ascertainment that were required for the franchise renewal process. As requested, consulting costs associated with franchise renewal have been split from Miscellaneous Contractual. In 2015, we anticipate splitting the cost (\$20,000) of conducting the telephone survey again with the NSCC. Includes \$35,000 for Fund Development consulting.

Advertising & Promotion -- Includes print advertising and purchase of promotional items. In 2014, we planned to apply the graphics to the new mini-van. This may, however, be pushed into 2015.

Recruiting -- Advertising for open positions.

**North Suburban Access Corporation
2015 Budget
DRAFT**

Budget Details	2013	2014		2015			
	Actual	Budget	YTD Actual (Jan-Oct)	Projected Actual	Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
Capital Expenses							
Capital Improvements	\$11,375	\$10,000	\$0	\$0	\$10,000	0.0%	na
Video Equipment	\$113,727	\$79,149	\$70,212	\$79,149	\$500,000	531.7%	531.7%
Office Furniture & Equipment	\$4,374	\$27,800	\$29,454	\$29,454	\$5,000	(82.0%)	(83.0%)
Total Capital Expenses	\$129,476	\$116,949	\$99,666	\$108,603	\$515,000	340.4%	374.2%
<p>Capital Improvements -- 2013 included accoustical treatment fo the studio, the edit suites and the large conference room. We do not anticipate any capital improvements in 2014. The budget for 2015 includes a contingency amount.</p>							
<p>Video Equipment -- 2014 included: 2 character generators for the trucks; 1 replacement network switch; replacement equipment for playback hardware; 3 used cameras (one from the Domevision auction). For 2015, we anticipate equipment to upgrade one of the trucks and playback system to HD.</p>							
<p>Capital Equipment -- 2014 included staff workstations and 2 cinema displays for the lobby bulletin boards.</p>							

THIS PAGE IS INTENTIONALLY LEFT BLANK