

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, December 16, 2020 at 7:45 am

**\*\*This meeting will be held remotely via ZOOM\*\***

1. Roll Call
2. Approve Meeting Minutes for Cable Board Meeting of November 18, 2020-M
3. Public Comments
4. Audit Presentation by Plante & Moran
5. Approval of Administrative Grants-M
6. Committee Reports
  - a. Cable Action Committee
  - b. PEG Committee
7. Executive Director's Report
8. Provider Related Topics
  - a. Comcast
  - b. AT&T
  - c. WOW
9. BAPA/BAMA Report
10. Old Business
11. New Business
12. Public Comments
13. Board Comments
14. Adjourn

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – NOVEMBER 18, 2020

Present: Abraham, Eick, Fenberg, McLain, Shand – Birmingham  
Burry, Delaney, Gugni, Henry – Beverly Hills  
Mydloski – Franklin

Absent: None

Also Present: White - BACB Executive Director, Lehigh Acres, Florida  
Currier – Attorney for Cable Board  
Rota – Bloomfield Community Television  
Brunk – IT Manager, City of Birmingham

McLain, called the meeting to order at 7:47 AM via Remote Zoom.us with closed captioning. Each member identified his/her present location, as indicated above.

**APPROVE MINUTES OF CABLE BOARD MEETING HELD October 21, 2020.**

Motion by Burry, seconded by Eick to approve the minutes of the Cable Board meeting on October 21, 2020, as presented.

Roll Call Vote

Delaney	Aye
Gugni	Aye
Fenberg	Aye
Mydloski	Aye
Shand	Aye
Abraham	Aye
Burry	Aye
Henry	Aye
Eick	Aye
McLain	Aye

Motion Passed. (10-0).

**PUBLIC COMMENTS**

There were no public comments at this time.

**COMMITTEE REPORTS**

**Cable Action Committee**

Abraham reported there had not been a meeting this past week as there was nothing to discuss. The next meeting is scheduled for Thursday, December 3 at 4:30 PM. on Zoom. McLain stated the final Audit draft has come out. The Treasurer, White and she would be discussing it today. She would like to discuss it with the entire Committee on December 3 as the Auditors would be coming to the Cable Board December Meeting to present the report. White will email a copy of the Audit to each Board member prior to the December 3 meeting. She and Fenberg added that they have been in contact with Spencer Tawa, CPE Engagement Manager, Plante Moran about some changes.

**PEG Committee**

Mydloski stated there had not been a meeting last month; however, there will be one immediately following this one. Meetings will be held on a need basis and will follow the BACB meetings.

McLain noted that the Michigan High School Athletic Association (MHSAA) has suspended in-person school and fall and winter sports due to COVID-19. Because of the cancellations or re-scheduling, BACB will probably be getting back some of its funding for the sporting events.

**EXECUTIVE DIRECTOR’S REPORT**

White referred to her monthly report dated November 12, 2020. Last month’s pending complaint from a Bingham Farms resident was resolved. It concerned a low-hanging Comcast cable attached to his house which had been hit by a truck for the third (3<sup>rd</sup>) time. It has now been raised. This complaint is now closed.

There were four (4) complaints since her last report. The first (1<sup>st</sup>) was from an elderly Franklin resident who was having problems with the cable properly working on her TVs. A member of the Comcast escalation team contacted her and the problem was resolved. BACB received a phone call from the resident expressing her appreciation for BACB’s help with this matter. This complaint is closed. The second (2<sup>nd</sup>) complaint came from a Beverly Hills resident who reported that after a new cable had been installed on a pole adjacent to his property, trees were trimmed as part of the work and tree branches and debris were left on his property. The homeowner was not sure which provider was responsible. Detroit Edison resolved the problem. Comcast, WOW, and AT&T were not involved. This complaint is now closed. The third (3<sup>rd</sup>) complaint came from a Franklin resident who wanted to receive a free pay channel that Comcast was offering during the early months of the pandemic; however, he needed a new box. Because he had some health issues, he would not allow a technician into his house. A Comcast technician who was outside the home instructed the resident on how to install the box. Unfortunately, the fitting connection to his TV broke in the process and damaged the TV. The resident was requesting that Comcast or its insurance carrier (Liberty Mutual) provide him with a new TV. This complaint has been resolved. White recently received a fourth (4<sup>th</sup>) complaint which was the result of the outage due to the wind. Comcast was involved. Because the complaint came after she had drafted her report, she will report on it next month. White mentioned that BACB had received a compliment on the website from a resident who was only identified by his/her email address. It was a thank you for recording government and school meetings during the pandemic as he/she greatly values viewing such meetings.

**FINANCIAL**

Financial information for MBS, BBCU and Beverly Hills accounts as of October 31, 2020 will be emailed to the Board Members, in addition to the BACB financial reports for October 2020.

White answered McLain’s question about the financial reports as to the reason the revenues for two (2) (Bingham Farms and Beverly Hills) out of the four (4) communities were not included. The BACB Board gets the last month’s activities and not every provider remits revenue to every

community each month. Therefore, the revenue shows zero. McLain was curious as to the guidelines as to when they needed to be received. Currier will check. Fenberg confirmed that revenue should be received within sixty (60) days for the purposes of the financial statements. White added that if received after sixty (60) days the Auditors consider it “deferred revenue” for the next year.

White wrote two (2) checks to Beverly Hills for the Municipal Support Services grants and one check to Clearview Captioning which does the closed captioning of the BACB meeting.

### **ADDITIONAL NOTES**

BACB received thank you notes from the Beverly Hills Director of Public Safety and the Executive Director of NEXT for the grants they had received.

The Audit will be presented virtually at the December 16, 2020 meeting. She thanked Fenberg, Rota, Currier and McLain for their assistance.

### **PROVIDER RELATED TOPICS**

#### **a. Comcast**

There was no representative present and no new information received.

White commented that Comcast had indicated that depending on the monies it would be receiving it would be giving courtesy adjustments to subscribers for the cancelled sports programming. She personally had a credit on her Comcast cable bill in FL. Abraham noted that the funds varied by community as to how much the Regional Sports Network refunded to Comcast. His refund in Birmingham was different from White’s.

For more information go to: [Xfinity.com/sportsadjustments](http://Xfinity.com/sportsadjustments).

#### **b. AT&T/Uverse/Direct TV**

There was no representative present and no new information received.

#### **c. WOW**

There was no representative present and no new information received.

McLain stated there are WOW representatives wearing IDs going door-to-door in our four (4) communities, hanging tags on doors. If a resident agrees to anything, please make sure he/she understands it and receives a confirmation.

### **BAPA/BAMA REPORT**

Greg Black referred to Rota’s November 12, 2020 report.

For the **BAMA** Programs he listed all the regularly scheduled municipal meetings that were covered: the BACB meeting, the Parks and Rec Board meeting, Zoning Board meeting, Advisory Parking Committee meeting, the Multi-Modal Board meeting, Bingham Farms Council Meeting, the Baldwin Public Library Board meeting and a Special Library Board meeting.

For the **BAPA** Programs, the producers and organizations completed 25 programs, all of which he listed. From BACB area organizations, Daughters of the American Revolution “2020 Veterans Day Wreath Laying Ceremony”, a yearly event was taped.

### **PRODUCER WORKSHOP**

Regarding the Producer Workshops, most of the productions are via Zoom, so there aren't many opportunities to produce or have behind the scenes experience. However, for those interested in the future when it is safe, please call 248-433-7790 or email him:

[GBlack@BloomfieldTWB.org](mailto:GBlack@BloomfieldTWB.org). He advised those producers who may have a program proposal to submit it as soon as possible. The staff is willing to adjust the normal workshop process in order to safely produce the program in the studio or work through Zoom.

### **STUDIO UPDATE**

Due to the most recent government orders for the next three (3) weeks, all studio productions will be done through Zoom to ensure the safety of all involved. The exception would be public meetings which might require someone to be there in person.

### **BCTV UPDATE**

General Manager and Communication Director for Bloomfield Township, Greg Kowalski, retired in September. Currently, Black would be assuming Kowalski's responsibilities. Kowalski's replacement has not been announced; however, this was a position Black has been striving towards. He will keep everyone apprised of the situation.

McLain inquired if the November election in Bloomfield Township had any effect on how BCTV would function. Black saw no changes in the future. The Township does have a new Supervisor, a new Clerk, the Treasurer will stay the same, two (2) new members of the Board of Trustees were elected, and the decision who would replace Kowalski would be up to Supervisor Walsh. McLain stated she would like Walsh to attend and be introduced at the next BACB meeting. Black will follow through with this request.

Tomorrow McLain and Black will be attending the virtual Michigan NATOA Board and Membership meeting.

### **OLD BUSINESS**

None

### **NEW BUSINESS.**

McLain stated a new member from Bingham Farms, Lisa Blackburn, will be joining the Board and would be at the next meeting. She thanked Mel Ettenson, former longest running member of the Cable Board, who supported his replacement. Beverly Hills will be looking for a replacement for Jim Delaney, as well.

### **PUBLIC COMMENTS**

There were none.

**BOARD COMMENTS**

Jim Delaney thanked and complimented the Cable Board for being an interested, informed and dedicated group of people. He is very impressed with how these meetings have been held. He thought that this Board functioned at a much higher level than other Boards and did an excellent job. He complimented McLain, White and the rest of the Board Members and stated he had enjoyed his time on the Board. One regret he had involved a former Board Member from Beverly Hills, whose demeanor, he felt, had not been appropriate. He related all the details and noted that had he been present he would have brought this to the attention of the Village Manager and Council President because Beverly Hills demands a higher standard for the people it puts on its various boards. He thanked Currier for answers to all his questions about the pending litigation. He ended his remarks by sharing his future plan which was to return to his involvement with the organizations which help disabled individuals.

McLain thanked Delaney for his involvement with the Cable Board. He would be welcomed back to the Board any time. She continued by thanking Beverly Hills' involvement, including its participation in the management of some of the BACB funds. On a personal note, she acknowledged the importance and the need for help with the challenged and disabled population and need a voice like Delaney's.

Currier also thanked Delaney for his participation with the Cable Board and regretfully informed the Board of the passing of Don Gillis who had been instrumental in creating the Birmingham Cable Board and was very active in the communications authority.

Mydloski, who filled Mira Stakhiv's position, informed the Board that Franklin had appointed her for another term. She also thanked Delaney and wished him well in his new quest.

McLain reminded Members that there would be a short PEG meeting following this one.

There being no further business, the meeting was adjourned at 8:21 AM.

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# Birmingham Area Cable Board

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**Financial Report  
with Supplemental Information  
June 30, 2020**

# Birmingham Area Cable Board

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## Independent Auditor's Report

To the Board Members  
Birmingham Area Cable Board

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the General Fund of Birmingham Area Cable Board (the "Board") as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise Birmingham Area Cable Board's basic financial statements, as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of Birmingham Area Cable Board as of June 30, 2020 and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board Members  
Birmingham Area Cable Board

***Other Matter***

**Required Supplemental Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the General Fund budgetary comparison schedule be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Plante & Moran, PLLC*

December 4, 2020

# Birmingham Area Cable Board

## Management's Discussion and Analysis

Our discussion and analysis of Birmingham Area Cable Board's (the "Board") financial performance provides an overview of the Board's financial activities for the fiscal year ended June 30, 2020. Please read it in conjunction with the Board's financial statements.

### **Using This Annual Report**

This annual report consists of three parts: (1) management's discussion and analysis (this section), (2) the basic financial statements, and (3) required supplemental information. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplemental information that further explains and supports the information in the financial statements.

The basic financial statements include information that presents two different views of the Board:

- The first column of the financial statements includes information on the Board's General Fund under the modified accrual method. These fund financial statements focus on current financial resources and provide a more detailed view about the accountability of the Board's sources and uses of funds.
- The adjustments column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full accrual method of accounting.
- The third column presents the Board's operations on a full accrual basis, which provides both long- and short-term information about the Board's overall financial status. The statement of net position and the statement of activities provide information about the activities of the Board as a whole and present a longer-term view of the Board's finances.

### **Condensed Financial Information**

The following tables show key financial information in a condensed format for the government-wide statements of net position and activities:

	<u>2020</u>	<u>2019</u>
<b>Assets</b>		
Current and other assets	\$ 1,474,930	\$ 1,513,665
Capital assets - Net	<u>203,474</u>	<u>190,007</u>
Total assets	1,678,404	1,703,672
<b>Liabilities - Accounts payable</b>	<u>8,501</u>	<u>15,143</u>
<b>Net Position</b>		
Net investment in capital assets	203,474	190,007
Restricted for public, education, and government (PEG)	1,057,147	1,011,185
Unrestricted	<u>409,282</u>	<u>487,337</u>
Total net position	<u><u>\$ 1,669,903</u></u>	<u><u>\$ 1,688,529</u></u>

## Birmingham Area Cable Board

### Management's Discussion and Analysis (Continued)

	2020	2019
<b>Revenue</b>		
Franchise fees	\$ 358,794	\$ 377,659
PEG fees	381,298	399,084
Other revenue	32,811	32,303
Total revenue	772,903	809,046
<b>Expenditures</b>		
PEG operations	321,869	411,322
Board expenditures	469,660	388,127
Total expenditures	791,529	799,449
<b>Net Change in Net Position</b>	(18,626)	9,597
<b>Net Position - Beginning of year</b>	1,688,529	1,678,932
<b>Net Position - End of year</b>	<u>\$ 1,669,903</u>	<u>\$ 1,688,529</u>

#### ***The Board as a Whole***

- The Board reports a net position of \$1,669,903 this year on a full accrual basis, as compared to a fund balance of \$1,334,498 on the modified accrual basis of accounting.
- The Board recorded accounts payable of \$8,501 in the current year and \$15,143 in the prior year.
- The Board's primary source of revenue is from franchise and PEG fees. For 2020, total fees collected were \$740,092. This represents approximately 96.0 percent of total revenue.
- The largest expenditure of the Board, other than the issuance of grants, is for the agreement with Bloomfield Community Television (BCTV). For 2020, this expenditure was \$216,621, representing approximately 27.0 percent of the General Fund's total expenditures.
- Expenses for PEG operations decreased by \$89,453, or 21.7 percent. This decrease is primarily due to a decrease in PEG grant disbursements in the current year.
- Expense for board operations increased by \$81,533, or 21.0 percent. This increase is primarily due to an increased amount of distributions back to the communities of unspent franchise fees.
- Total expenditures for the entire year under the modified accrual basis of accounting were \$804,996.

#### ***The General Fund***

Our analysis of the Board's General Fund is included on pages 6 and 7 in the first column of the respective statements. The fund column provides detailed information about the General Fund on a modified accrual method, which is a short-term perspective measuring the flow of financial resources, not the Board's operations, on a full accrual basis of accounting, which provides a longer-term measurement of total economic resources. The Board's only fund is the General Fund. The fund balance of the General Fund decreased by \$(151,098) during the year.

#### ***Board Budgetary Highlights***

The Board's budget for revenue for 2020 was \$675,925, with actual revenue coming in at \$653,898. Franchise fees came in higher than anticipated, and PEG fees came in lower than anticipated. On the expenditure side, the total budget was \$1,045,243, and actual expenditures were \$804,996. The variance is primarily due to fewer expenditures for grants, cable contractor, and municipal support services.

#### ***Capital Assets and Debt Administration***

At year end, the Board had \$203,474 invested in the production van and equipment. In 2020, the Board had \$48,306 of additions and \$125,728 of disposals of equipment.

## **Birmingham Area Cable Board**

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### **Management's Discussion and Analysis (Continued)**

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The Board carries no long-term debt.

#### ***Economic Factors and Next Year's Budgets and Rates***

The Board's revenue budget for fiscal year 2021 decreased from the fiscal year 2020 results. Since actual revenue for fiscal year 2020 came in 3.3 percent less than forecasted, the Board believes consumer spending on traditional cable television will slow due to the increase in popularity and availability of streaming services, which are not subject to the requirement to pay franchise or PEG fees. The Board is monitoring new rules promulgated by the Federal Communications Commission (FCC) that may reduce PEG revenue. The Board will continue to exercise fiscal discipline with respect to board operating expenses, resulting in a return of uncommitted franchise fee revenue to each of the participating municipalities at the end of the fiscal year as a dividend from shared municipal services. PEG revenue will be managed in accordance with parameters outlined in applicable state and federal statutes.

#### ***Requests for Further Information***

If you have questions about this report or need additional information, we welcome you to contact Cathy White at 248-336-9445 or via email at [exec@birminghamareacableboard.org](mailto:exec@birminghamareacableboard.org).

# Birmingham Area Cable Board

## General Fund Balance Sheet/Statement of Net Position

June 30, 2020

	General Fund - Modified Accrual Basis	Adjustments (Note 7)	Statement of Net Position - Full Accrual Basis
<b>Assets</b>			
Cash and investments (Notes 2 and 3)	\$ 890,279	\$ -	\$ 890,279
Amount on deposit at the Village of Beverly Hills, Michigan (Note 4)	400,459	-	400,459
Due from service providers for franchise and PEG fees	179,529	-	179,529
Other receivables	4,663	-	4,663
Capital assets - Net (Note 5)	-	203,474	203,474
	<u>\$ 1,474,930</u>	203,474	1,678,404
<b>Liabilities - Accounts payable</b>	\$ 8,501	-	8,501
<b>Deferred Inflows of Resources - Unavailable revenue</b>	131,931	(131,931)	-
<b>Equity</b>			
Fund balance:			
Restricted - Public, education, and government	989,760	(989,760)	-
Committed - Franchise fees to communities	90,847	(90,847)	-
Unassigned	253,891	(253,891)	-
	<u>1,334,498</u>	<u>(1,334,498)</u>	<u>-</u>
	<u>\$ 1,474,930</u>		
Net position:			
Net investment in capital assets		203,474	203,474
Restricted for public, education, and government		1,057,147	1,057,147
Unrestricted		409,282	409,282
		<u>\$ 1,669,903</u>	<u>\$ 1,669,903</u>
Total net position			

## Birmingham Area Cable Board

### Statement of General Fund Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities

Year Ended June 30, 2020

	General Fund - Modified Accrual Basis	Adjustments (Note 7)	Statement of Activities - Full Accrual Basis
<b>Revenue</b>			
Franchise fees:			
Birmingham, Michigan	\$ 169,522	\$ 54,105	\$ 223,627
Beverly Hills, Michigan	87,361	-	87,361
Franklin Village, Michigan	31,104	(203)	30,901
Bingham Farms, Michigan	12,726	4,179	16,905
PEG fees:			
Birmingham, Michigan	178,518	56,881	235,399
Beverly Hills, Michigan	97,159	-	97,159
Franklin Village, Michigan	31,757	(204)	31,553
Bingham Farms, Michigan	12,940	4,247	17,187
Other revenue	32,811	-	32,811
Total revenue	653,898	119,005	772,903
<b>Expenditures</b>			
PEG operations:			
Cable contractor	216,621	-	216,621
Communications expense	1,711	-	1,711
Grant	40,491	-	40,491
Production truck	10,348	(9,641)	707
Program expense	27,500	-	27,500
Equipment	38,665	(38,665)	-
Depreciation	-	29,424	29,424
Loss on disposal of capital assets	-	5,415	5,415
Board expenditures:			
Administrative grants	379,168	-	379,168
Conferences	1,879	-	1,879
Contract labor	1,086	-	1,086
Executive director	41,597	-	41,597
Liability insurance	2,073	-	2,073
Memberships	1,125	-	1,125
Operating expense	9,414	-	9,414
Professional fees	27,537	-	27,537
Advertising/Promotion	300	-	300
Municipal support services	5,481	-	5,481
Total expenditures	804,996	(13,467)	791,529
<b>Net Change in Fund Balance/Net Position</b>	(151,098)	132,472	(18,626)
<b>Fund Balance/Net Position</b> - Beginning of year	1,485,596	202,933	1,688,529
<b>Fund Balance/Net Position</b> - End of year	<u>\$ 1,334,498</u>	<u>\$ 335,405</u>	<u>\$ 1,669,903</u>

June 30, 2020

### Note 1 - Significant Accounting Policies

#### ***Reporting Entity***

Birmingham Area Cable Board (the "Board") was created through an interlocal agreement between the City of Birmingham, Michigan and the villages of Beverly Hills, Bingham Farms, and Franklin, Michigan (collectively, the "Parties"). The Board was organized to obtain for the Parties the economies of scale implicit in combining cable revenue and sharing cable expenses, rather than independently operating separate facilities. The Board is composed of 13 members: seven representatives are appointed by the City of Birmingham, Michigan; four representatives are appointed by the Village of Beverly Hills, Michigan; one representative is from the Village of Bingham Farms, Michigan; and one representative is from the Village of Franklin, Michigan. The accompanying financial statements present Birmingham Area Cable Board's assets and liabilities. No other component units have been combined into the Board's basic financial statements.

#### ***Accounting and Reporting Principles***

The Board follows accounting principles generally accepted in the United States of America (GAAP), as applicable to governmental units. Accounting and financial reporting pronouncements are promulgated by the Governmental Accounting Standards Board. The following is a summary of the significant accounting policies used by the Board:

#### ***Report Presentation***

Governmental accounting principles require that financial reports include two different perspectives - the government-wide perspective and the fund-based perspective. The General Fund column presents its activities on the modified accrual basis of accounting, as discussed above, which demonstrates accountability for how the current resources have been spent. The government-wide column is presented on the economic resources measurement focus and the full accrual basis of accounting in order to measure the cost of providing government services and the extent to which constituents have paid the full cost of government services.

On the full accrual basis of accounting, revenue is recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

#### ***Fund Accounting***

The Board accounts for its activities in one governmental fund. The General Fund is the primary operating fund and accounts for all financial resources used to provide services.

#### ***Basis of Accounting***

The General Fund uses the current financial resources measurement focus and the modified accrual basis of accounting. This basis of accounting is intended to better demonstrate accountability for how the Board has spent its resources.

Expenditures are reported when the goods are received or the services are rendered. Capital outlays are reported as expenditures (rather than as capital assets) because they reduce the ability to spend resources in the future.

Revenue is not recognized until it is collected or collected soon enough after the end of the year that it is available to pay for obligations outstanding at the end of the year. For this purpose, the Board considers amounts collected within 60 days of year end to be available for recognition. Some franchise and PEG fee revenue may be collected after the period of availability; receivables have been recorded for these, along with a deferred inflow.

**Note 1 - Significant Accounting Policies (Continued)**

***Specific Balances and Transactions***

**Cash and Investments**

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

**PEG Activity**

The Board has established two channels, one for public and a second for government broadcast. The Birmingham Public School District operates a third educational channel. The three channels are commonly referred to as PEG channels. The public and governmental channels are administered by the Board, and the educational channel is administered by the Birmingham Public School District. In order to fund the administration of the public and governmental channels, the Board receives financial support in the form of PEG fees from its cable providers in the amount of 2 percent of the cable providers' gross revenue in each community. By state and federal law, these funds are restrictively dedicated for use on PEG-related projects. A portion of these PEG fees can be and is allocated to the Parties and Birmingham Public School District upon a grant request. The unused portion as of the end of the year has been classified as restricted fund balance/net position.

**Capital Assets**

Capital assets, which include equipment and vehicles, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

<u>Capital Asset Class</u>	<u>Depreciable Life</u>
Production van	5 to 20 years
Equipment	5 to 10 years

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until then. The Board had no deferred outflows of resources.

In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. Unavailable revenue qualifies for reporting in this category and arises only under a modified accrual basis of accounting. Unavailable revenue is reported only on the General Fund balance sheet. The General Fund reports unavailable revenue from franchise and PEG fees. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

**Net Position Flow Assumption**

The Board will sometimes fund outlays for PEG purposes from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Board's policy to consider PEG restricted net position to have been depleted before unrestricted net position is applied.

**Note 1 - Significant Accounting Policies (Continued)**

**Fund Balance Flow Assumptions**

The Board will sometimes fund outlays for PEG purposes from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Board's policy to consider PEG restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Furthermore, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**Fund Balance Policies**

Fund balance of the General Fund is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Board itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Board's highest level of decision-making authority. The board members are the highest level of decision-making authority for the Board that can, by passing a resolution prior to the end of the fiscal year, commit fund balance. Once passed, the limitation imposed by the resolution remains in place until a similar action is taken (the passing of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The board members may also assign fund balance as they do when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

The Board has also adopted the following fund balance policies:

**Franchise Fees**

In any given year, the policy is to administratively grant back to the communities 95 percent of the previous year's audited franchise fee revenue in excess of board expenditures.

**PEG Fees**

The Board should carry a PEG fund balance equal to 0.75 times accumulated net depreciation of its capital assets, plus an amount equal to one-half of a three-year running average of PEG grants plus three months of Bloomfield Community Television and programming expense.

**Grants**

In addition to its two-channel (public and governmental) programming, the Board allocates PEG fees to the member communities (or their affiliated entities) or Birmingham Public School District upon a grant request. These grants are reported in the financial statements as operating grants. Unused franchise fees collected by the Board are returned to the Parties annually on a pro rata basis in accordance with the Board's franchise fee fund balance policy. The return of unused franchise fees is reported in the financial statements as administrative grants.

June 30, 2020

**Note 1 - Significant Accounting Policies (Continued)**

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

**Note 2 - Deposits and Investments**

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The law also allows investments outside the state of Michigan when fully insured. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications that matures no more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions that are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Board has designated one broker-dealer and one credit union for the deposit of its funds. The investment policy adopted by the Board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of state statutory authority, as listed above. The Board's deposits and investments are in accordance with statutory authority.

The Board's cash and investments are subject to several types of risk, which are examined in more detail below:

***Custodial Credit Risk of Bank Deposits***

Custodial credit risk is the risk that, in the event of a credit union or counterparty failure, the Board's deposits may not be returned to it. The Board does have an investment policy that addresses custodial credit risk. At year end, the Board had no uninsured or uncollateralized deposits.

***Interest Rate Risk***

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The Board's investment policy requires structuring the maturities of the portfolio to meet cash requirements, investing in short-term securities of investment pools, and purchasing securities with the intent to hold to maturity.

At year end, the Board had the following investments and maturities:

Investment	Fair Value	Less Than 1 Year	1-5 Years
Negotiable certificates of deposit	\$ 739,290	\$ 408,120	\$ 331,170

**Note 2 - Deposits and Investments (Continued)**

**Credit Risk**

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The Board's investment policy does not further limit its investment choices. As of June 30, 2020, the credit quality ratings of debt securities (other than the U.S. government) are as follows:

Investment	Carrying Value	Rating	Rating Organization
Negotiable certificates of deposit	\$ 739,290	N/A	Not rated

**Concentration of Credit Risk**

The Board's investment policy minimizes concentration of credit risk by placing a limit on the amount it may invest in any one issuer, the maximum being limited to available FDIC insurance. More than 5 percent of the Board's investments are in negotiable certificates of deposit; these investments are 100 percent of the Board's total investments. While the Board does have certain issuers that are more than 5 percent of the Board's investments, no one issuer is over the FDIC insurance limit.

**Note 3 - Fair Value Measurements**

The Board categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

In instances where inputs used to measure fair value fall into different levels in the fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Board's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset.

The Board has the following recurring fair value measurements as of June 30, 2020:

- Negotiable certificates of deposit of \$739,290 are valued using a matrix pricing model (Level 2 inputs).

The Board did not have any investments valued with Level 1 or 3 inputs at June 30, 2020.

**Note 4 - Amount on Deposit at the Village of Beverly Hills, Michigan**

Franchise fees and PEG fees collected by the Parties are remitted to the Village of Beverly Hills, Michigan. The Village of Beverly Hills, Michigan uses the franchise fees to pay for certain of the Board's monthly expenditures and periodically remits the balance to the Board.

**Note 5 - Capital Assets**

Capital asset activity of the Board's governmental activities was as follows:

	Balance July 1, 2019	Additions	Disposals and Adjustments	Balance June 30, 2020
Capital assets being depreciated:				
Equipment	\$ 258,046	\$ 38,665	\$ (120,738)	\$ 175,973
Production van	973,339	9,641	(4,990)	977,990
Subtotal	1,231,385	48,306	(125,728)	1,153,963
Accumulated depreciation:				
Equipment	233,857	6,425	(116,321)	123,961
Production van	807,521	22,999	(3,992)	826,528
Net capital assets	<u>\$ 190,007</u>	<u>\$ 18,882</u>	<u>\$ (5,415)</u>	<u>\$ 203,474</u>

**Note 6 - Risk Management**

The Board is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Board has purchased commercial insurance for claims relating to general liability and property. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

**Note 7 - Reconciliation of General Fund Column to the Statement of Net Position/Statement of Activities**

Net position reported in the statement of net position column is different than the fund balance reported in the General Fund column because of the different measurement focus and basis of accounting, as discussed in Note 1. Below is a reconciliation of the differences:

<b>Fund Balance Reported in General Fund</b>	<b>\$ 1,334,498</b>
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and are not reported in the General Fund	203,474
Receivables that are collected after year end, such that they are not available to pay bills outstanding as of year end, are not recognized in the General Fund	<u>131,931</u>
<b>Net Position of Governmental Activities</b>	<b><u>\$ 1,669,903</u></b>

June 30, 2020

**Note 7 - Reconciliation of General Fund Column to the Statement of Net Position/Statement of Activities (Continued)**

The change in net position reported in the statement of activities column is different than the change in fund balance reported in the General Fund column because of the different measurement focus and basis of accounting, as discussed in Note 1. Below is a reconciliation of the differences:

<b>Net Change in Fund Balance Reported in General Fund</b>	\$ (151,098)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures; however, in the statement of activities, these costs are allocated over their estimated useful lives as depreciation:	
Capital outlay	48,306
Depreciation expense	(29,424)
Net book value of assets disposed of	(5,415)
Revenue is recorded in the statement of activities when earned; it is not reported in the General Fund until collected or collectible within 60 days of year end	<u>119,005</u>
<b>Change in Net Position of Governmental Activities</b>	<b><u><u>\$ (18,626)</u></u></b>

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## Required Supplemental Information

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## Birmingham Area Cable Board

### Required Supplemental Information Budgetary Comparison Schedule - General Fund

Year Ended June 30, 2020

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
<b>Revenue</b>				
Franchise fees:				
Birmingham, Michigan	\$ 174,500	\$ 174,500	\$ 169,522	\$ (4,978)
Beverly Hills, Michigan	48,100	48,100	87,361	39,261
Franklin Village, Michigan	18,900	18,900	31,104	12,204
Bingham Farms, Michigan	8,500	8,500	12,726	4,226
PEG fees:				
Birmingham, Michigan	267,700	267,700	178,518	(89,182)
Beverly Hills, Michigan	108,000	108,000	97,159	(10,841)
Franklin Village, Michigan	27,300	27,200	31,757	4,557
Bingham Farms, Michigan	16,000	16,000	12,940	(3,060)
Other revenue	7,025	7,025	32,811	25,786
Total revenue	676,025	675,925	653,898	(22,027)
<b>Expenditures</b>				
PEG operations:				
Cable contractor	245,800	245,800	216,621	29,179
Communications expense	2,500	2,500	1,711	789
Grant	103,800	150,000	40,491	109,509
Production truck	11,000	10,500	10,348	152
Program expense	42,925	42,925	27,500	15,425
Equipment	20,000	65,000	38,665	26,335
Board expenditures:				
Administrative grants	105,740	379,168	379,168	-
Conferences	3,000	3,000	1,879	1,121
Contract labor	2,000	2,000	1,086	914
Executive director	40,000	40,000	41,597	(1,597)
Liability insurance	-	5,000	2,073	2,927
Memberships	1,500	1,500	1,125	375
Operating expense	24,260	24,350	9,414	14,936
Professional fees	40,000	40,000	27,537	12,463
Advertising/Promotion	2,500	2,500	300	2,200
Municipal support services	31,000	31,000	5,481	25,519
Total expenditures	676,025	1,045,243	804,996	240,247
<b>Net Change in Fund Balance</b>	-	(369,318)	(151,098)	218,220
<b>Fund Balance - Beginning of year</b>	1,485,596	1,485,596	1,485,596	-
<b>Fund Balance - End of year</b>	<u>\$ 1,485,596</u>	<u>\$ 1,116,278</u>	<u>\$ 1,334,498</u>	<u>\$ 218,220</u>

# Birmingham Area Cable Board

## Note to Required Supplemental Information

June 30, 2020

### ***Budgetary Information***

The annual budget is prepared by the executive director and adopted by the Board on a line-item basis; subsequent amendments are approved by the Board. The individual line items in the adopted budget are the legal level of budgetary control. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at June 30, 2020 has not been calculated.

The budget has been prepared in accordance with accounting principles generally accepted in the United States of America.

### ***Excess of Expenditures Over Appropriations in Budgeted Funds***

During the year, the Birmingham Area Cable Board incurred expenditures that were in excess of the amounts budgeted, as follows:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Executive director	\$ 40,000	\$ 41,597	\$ (1,597)

This variance was due to additional payroll expenditures incurred.

December 4, 2020

To the Board Members  
Birmingham Area Cable Board

We have audited the financial statements of Birmingham Area Cable Board (the "Board") as of and for the year ended June 30, 2020 and have issued our report thereon dated December 4, 2020. Professional standards require that we provide you with the following information related to our audit.

We would like to take this opportunity to thank the Board's staff for the cooperation and courtesy extended to us during our audit. Their assistance and professionalism are invaluable.

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated October 2, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the Board. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our communication about planning matters dated October 27, 2020.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Board are described in Note 1 to the financial statements.

No new accounting policies were adopted, and the application of existing policies was not changed during 2020.

We noted no transactions entered into by the Board during the year for which there is a lack of authoritative guidance or consensus.

To the Board Members  
Birmingham Area Cable Board

December 4, 2020

There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no significant balances, amounts, or disclosures in the financial statements based on sensitive management estimates.

The disclosures in the financial statements are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Disagreements with Management***

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

### ***Significant Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Board, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the Board's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated December 4, 2020.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the Board's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board Members  
Birmingham Area Cable Board

December 4, 2020

This report is intended solely for the use of the board members, Birmingham Area Cable Board, and management of the Board and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**Plante & Moran, PLLC**

A handwritten signature in black ink that reads "Beth Bialy". The signature is written in a cursive style with a large initial "B".

Beth A. Bialy

A handwritten signature in black ink that reads "Spencer Tawa". The signature is written in a cursive style with a large initial "S".

Spencer Tawa



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# Birmingham Area Cable Board Audit Presentation

Spencer Tawa, CPA



# Agenda

- Opinion letter
- Financial Statements
- Communication with Those Charged with Governance – End of Audit Letter
- Questions



# Birmingham Area Cable Board Financial Statement Opinion

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the General Fund of Birmingham Area Cable Board as of June 30, 2020 and the changes in its financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### ➤ Unmodified Opinion



# Birmingham Area Cable Board Financial Statements

## General Fund Balance Sheet/Statement of Net Position

	General Fund - Modified Accrual Basis	Adjustments (Note 7)	Statement of Net Position - Full Accrual Basis
<b>Assets</b>			
Cash and investments (Notes 2 and 3)	\$ 890,279	\$ -	\$ 890,279
Amount on deposit at the Village of Beverly Hills, Michigan (Note 4)	400,459	-	400,459
Due from service providers for franchise and PEG fees	179,529	-	179,529
Other receivables	4,663	-	4,663
Capital assets - Net (Note 5)	-	203,474	203,474
	<u>\$ 1,474,930</u>	203,474	1,678,404
<b>Liabilities - Accounts payable</b>	\$ 8,501	-	8,501
<b>Deferred Inflows of Resources - Unavailable revenue</b>	131,931	(131,931)	-
<b>Equity</b>			
Fund balance:			
Restricted - Public, education, and government	989,760	(989,760)	-
Committed - Franchise fees to communities	90,847	(90,847)	-
Unassigned	253,891	(253,891)	-
	<u>1,334,498</u>	<u>(1,334,498)</u>	-
	<u>\$ 1,474,930</u>		
Net position:			
Net investment in capital assets		203,474	203,474
Restricted for public, education, and government		1,057,147	1,057,147
Unrestricted		409,282	409,282
		<u>\$ 1,669,903</u>	<u>\$ 1,669,903</u>



# Birmingham Area Cable Board Financial Statements

## Statement of Changes in Fiduciary Net Position (Income Statement)

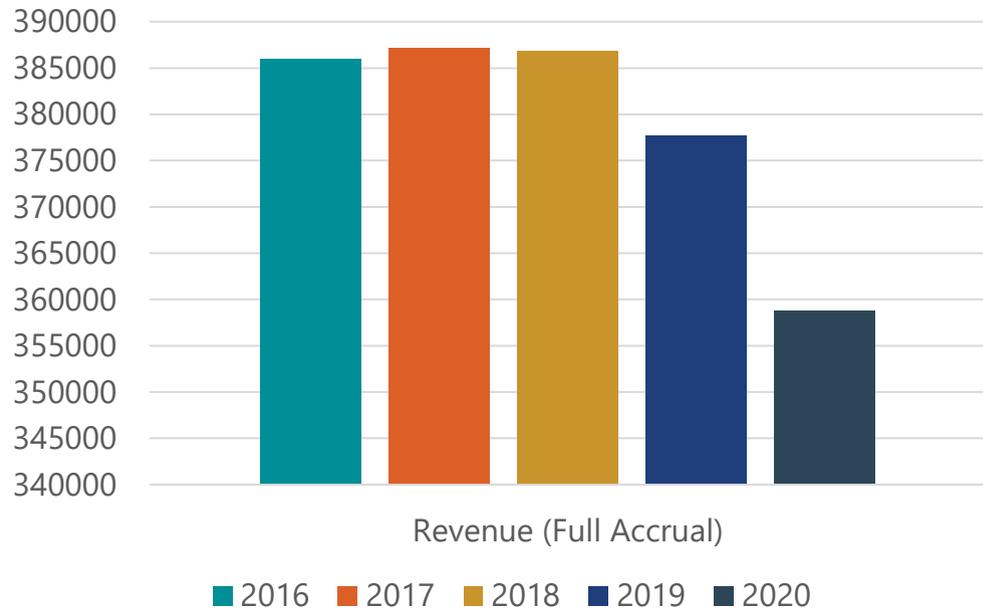
	General Fund - Modified Accrual Basis	Adjustments (Note 7)	Statement of Activities - Full Accrual Basis
<b>Revenue</b>			
Franchise fees	\$ 300,713	\$ 58,081	\$ 358,794
PEG fees	320,374	60,924	381,298
Other revenue	32,811	-	32,811
Total revenue	653,898	119,005	772,903
<b>Expenditures</b>			
PEG operations	335,336	(13,467)	321,869
Board expenditures	469,660	-	469,660
Total expenditures	804,996	(13,467)	791,529
<b>Net Change in Fund Balance/Net Position</b>	(151,098)	132,472	(18,626)
<b>Fund Balance/Net Position - Beginning of year</b>	1,485,596	202,933	1,688,529
<b>Fund Balance/Net Position - End of year</b>	<b>\$ 1,334,498</b>	<b>\$ 335,405</b>	<b>\$ 1,669,903</b>



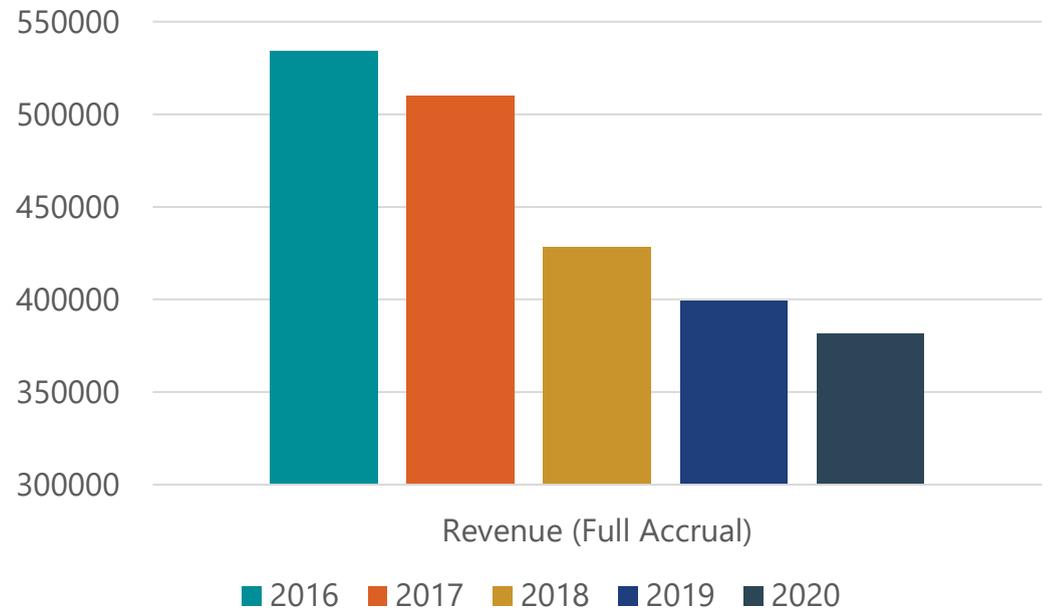
# Birmingham Area Cable Board Financial Statements

## Revenue Trend

### Franchise Fees



### Peg Fees

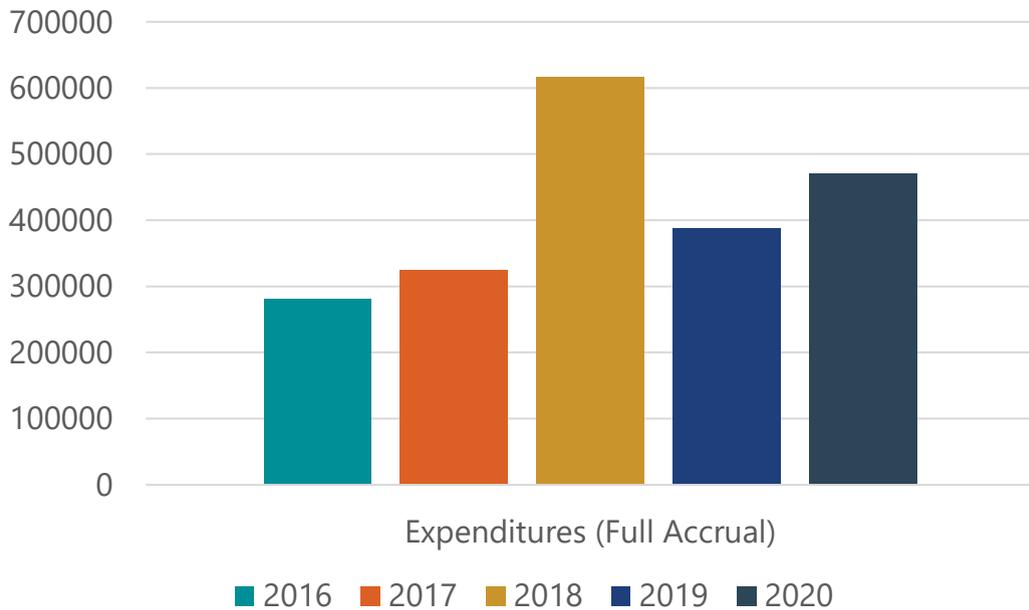




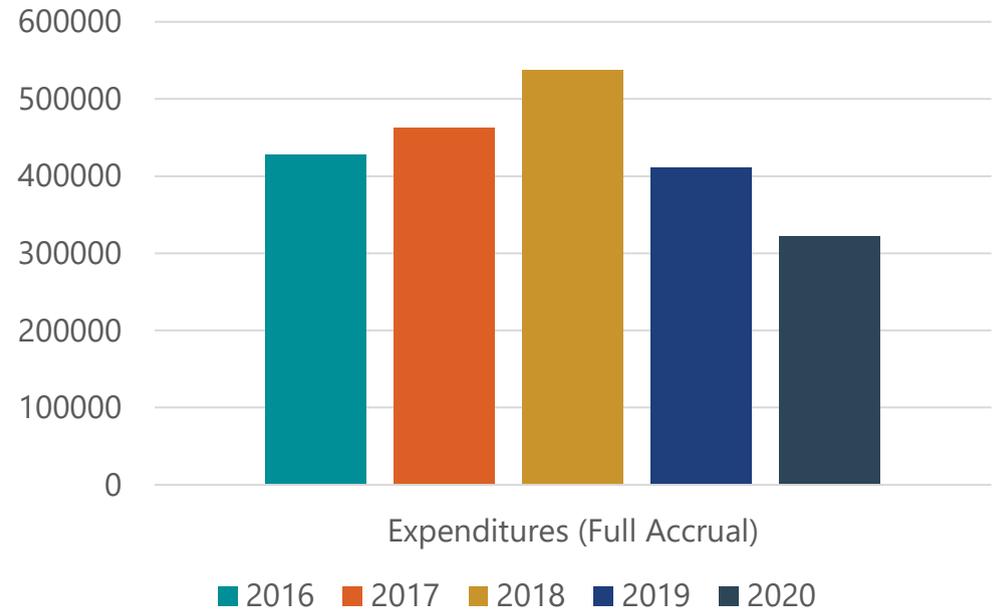
# Birmingham Area Cable Board Financial Statements

## Expenditure Trend

### Board Expenditures



### PEG Operations





# Birmingham Area Cable Board

## Communication with Those Charged with Governance

- Required Communication with Those Charged with Governance
  - No transactions entered into for which there was a lack of authoritative guidance
  - No significant transactions recognized in a different period than when the transaction occurred
  - No significant balances, amounts or disclosures in the financial statements based on sensitive management estimates.
  - No difficulties or disagreements with management in performing the audit



# Questions?

Thank you for the opportunity to serve you!



# Contact Information:

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Partner

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Engagement Manager

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248.223.3232

Birmingham Area Cable Board  
 Review of Franchise fees and Board Expenditures  
 Calculation of administrative grants

	YE 2018	YE 2019	YE 2019 Paid
<b>Franchise Fees:</b>			
Birmingham	234,171	232,580	
Village of Beverly Hills	114,686	95,512	
Village of Franklin	26,529	33,780	
Village of Bingham Farms	26,804	17,296	
	<u>402,190</u>	<u>379,168</u>	
<b>Board Expenditures:</b>			
Conferences	3,084	2,157	
Contract labor	1,214	824	
Exec Director	38,976	38,058	
Liab Insurance	2,694	1,847	
Memberships	1,214	125	
Operating Expense	11,540	16,811	
Prof fees	20,697	22,355	
Adv/Pro	2,921	1,286	
Municipal support services	10,912	11,173	
	<u>93,252</u>	<u>94,636</u>	
Excess	<u>308,938</u>	<u>284,532</u>	
Admin Grant based on 95% of excess	<u>293,491</u>	<u>270,305</u>	
<b>Allocation of Admin Grant:</b>			Actually Paid
Birmingham	170,882	165,804	232,580
Beverly Hills	83,690	68,090	95,512
Franklin	19,359	24,081	33,780
Bingham Farms	19,560	12,330	17,296
	<u>293,491</u>	<u>270,305</u>	<u>379,168</u>

YE 2019 OP	YE 2020	Net due YE 2020
	169,522	
	87,361	
	31,104	
	12,726	
	<b>300,713</b>	
	1,879	
	1,086	
	41,597	
	2,073	
	1,125	
	9,414	
	27,537	
	300	
	5,481	
	<b>90,492</b>	
	<b>210,221</b>	
	<b>199,710</b>	
Overpayment		
(66,776)	112,583	<b>45,807</b>
(27,422)	58,018	<b>30,596</b>
(9,699)	20,657	<b>10,958</b>
(4,966)	8,452	<b>3,486</b>
		-
(108,863)	199,710	<b>90,847</b>

## MEMORANDUM

DATE: December 10, 2020

TO: Board Members

FROM: Cathy White

Re: Monthly Report

---

### CUSTOMER COMPLAINTS

We have received two (2) complaints since the date of my last report. Complaint No. 2020-36 was received from a Franklin resident who had lost his Comcast service for three days. He tried turning his box off and on but that did not solve the problem. The Comcast escalation team arranged for a temporary generator to be set up until power could be restored. The power had gone out due to a windstorm. The escalation team representative verified that his cable service was back on and this complaint is now closed.

Complaint No. 2020-37 was received from a Beverly Hills resident who is a WOW subscriber yet received a charge on his credit card from Comcast in the amount of \$1,153.56. His credit card company removed the charge but he wanted someone from Comcast to look into this matter so that the same thing does not happen to anyone else. This complaint is pending.

### FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of November 30, 2020 will be e-mailed to all Board members, as well as BACB financial reports for the month of November, 2020.

### CHECK DISBURSEMENT

Six (6) checks have been written since the date of our last meeting as follows:

1. Charter Township of Bloomfield (October sports filming): \$10,000.00
2. Birmingham Bloomfield Credit Union (Visa-phone bill): \$81.44
3. Clearview Captioning (closed captioning for meeting): \$120.00
4. Clearview Captioning (closed captioning for another meeting): \$120.00

5. Charter Township of Bloomfield (November sports filming): \$2,500.00
6. MMRMA (liability insurance): \$2,365.00

ADDITIONAL NOTES:

1. We received a very nice thank you note from the elderly Franklin resident that we assisted last month. She stated that she was 85 years old and living with her sister who is 87 years old. Because of Covid-19, she was unable to see friends and relatives and then not having TV was a nightmare. She called us on a Friday and on Saturday she received a call from a Comcast escalation team representative who arranged for a technician to come out the following week. Her cable lines were so messed up that the technician spent 4-5 hours fixing them. She concluded by saying: "Keep up the good work. I don't know what we would do without people like you."
2. The Village of Beverly Hills has received no applications for the Cable Board vacancy to fill Jim Delaney's term. They are therefore extending the deadline to December 28, 2020.
3. Comcast has notified us that starting January 1, 2021, prices for certain services and fees will be increasing, including the Broadcast TV fee and the Regional Sports Network fee. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases according to their letter. For Xfinity TV, the Broadcast TV fee will increase from \$11.30 per month to \$14.85 per month. The Regional Sports fee will increase from \$8.25 per month to \$9.00 per month. The cost of an in-home service visit will increase from \$70.00 to \$100.00.
4. Comcast also has informed us that effective 12-31-20, El Rey Network will cease operation.
5. FCC Chair Pai, former attorney to Verizon, will be leaving the FCC on Inauguration Day. This will result in a new Democratic Majority (or at least a tie) under President Biden.
6. The NATOA Annual Conference is scheduled to be held September 21-23, 2021 and will be fully virtual again. NATOA feels that eliminating travel, hotel, transportation and meal costs opens the door for greater member participation. One-third of their conference attendees this year were first-time attendees BECAUSE the conference was virtual.



# Bloomfield Community Television

## Memorandum

## Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report November 19th, 2020 through December 16th, 2020

Date: December 9th, 2020

Cc: Greg Black; Cathy White; Elaine McLain, Heather Mydloski

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### **BAMA Programs**

During this time period we've completed all regularly scheduled municipal meetings, the BACB meeting, Parks and Rec Board meeting, Zoning Board meeting, Advisory Parking Committee meeting, the Multi-Modal Board meeting. Bingham Farms Council Meeting, Bingham Farms Special Council Meeting and the Baldwin Public Library Board Meeting.

### **BAPA Programs**

***From BACB area individual producers and organizations, we've taped 16 program. From individuals:***

- ❖ *Birmingham Musicale.*
- ❖ *We Can Work it Out* hosted by Earlene Baggett-Hayes.
- ❖ *About You* hosted by Ellen Rogers.
- ❖ *Two Boomer Health at Home* hosted by Greg Jamian.
- ❖ *Two Michigan Planning Today* hosted by Robert Gibbs.
- ❖ *Two Health Talk* hosted by Dr. Niru Prasad.
- ❖ *Three Patriot Lessons* hosted by Judge Michael Warren.
- ❖ *Four Gracefully Greying* hosted by Henry Gorenbein.

### **PRODUCER WORKSHOP**

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.

### **STUDIO UPDATE**

We will continue using zoom for all studio productions and as soon as I have information on our studio reopening, I will let everyone know. Thank you for your patience.