

# Rule 8 Annual Report for Vermont Access Management Organizations

Version 2.2 – November, 2010

## Reporting Deadlines

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

## Instructions

Annual Report Instructions for Vermont Access Management Organizations can be found at:  
[www.vermontaccess.net/reporting](http://www.vermontaccess.net/reporting)

## Additional Information

Please attach additional information as necessary.

## Points of Contact

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

- **Vermont Public Service Board**  
Clerk of the Board  
112 State Street  
Montpelier, VT 05620-2701
- **Vermont Department of Public Service**  
Susan Martin  
112 State Street  
Montpelier, VT 05620-2601
- **Vermont Access Network**  
PO Box 4041  
Burlington, VT 05406-4041
- **Cable operator contacts:**  
See your contract for contact information.

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**Reporting Date** (Date Fiscal Year Ends) .....

## 1. Organization Name & Address

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Legal Name/ Corporate Name

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

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Mailing Address

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Location Address (if different than Mailing Address)

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Web Site Address



## 2. Contact Information

### 2a. Individual Completing this Form

Name

Position

Phone Number

Fax Number

Email Address

### 2b. Executive Director/ CEO

Name

Phone

Fax Number

Email Address

## 3. Corporate Status

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

Year Incorporated in State of Vermont ..... \_\_\_\_\_

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

## 4. Service Territories/ Communities Served

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

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

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

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

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

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

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

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## 6. Outreach Strategies – 8.422(C)

### 6a. Outreach Activity Summary

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

## 6b. Additional Information

Provide additional information (if any) in narrative form.

## 7. Training Delivery – 8.422(C)

### 7a. Training Delivery Summary

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

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

## 7b. Additional Information

Provide additional information (if needed) in narrative form.

## 8. Programming Data – 8.422(C)

### 8a. Programming Information

Please provide annual data for the following.

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

### 8b. Remote Origination Sites – 8.422(C)

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

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



## **8c. Additional Information – 8.422(C)**

Provide Additional Information (if needed) in narrative form.

## **9. Complaint Tracking – 8.422(D)**

Details of complaints and how the AMO responded to them.

### **9a. Complaints & Current Status**

Summarize complaints and current status.



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

### 10a. Depreciation Schedule

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

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

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

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

### 11a. Key Staff

Position	Name

## 11b. Current Board Members

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

## 12. Changes in Organizational Structure – 8.422(G)

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

## 13. Planning Considerations – 8.422(K)

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

## 14. Service Quality Issues – 8.422(L)

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

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

### 15a. AMO Revenue Report – 8.422

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

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

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

### 15b. AMO Expense Report – 8.422

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

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

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

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

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

Attach hard copies of the following financial documentation:

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

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## Statement of Certification

I \_\_\_\_\_ (print/type name) hereby certify that

\_\_\_\_\_ (name of AMO)

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Name (Print/Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature