

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, November 7, 2017
7:00 p.m. at 150 S. Los Robles Ave., Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Grant Scott McComb, Chair (District 2)
Robert Oltman (District 3)
Perry Helm, (District 4)
Yuny Parada (District 5)
Sally Howell, Vice-Chair (District 7)
Gail Schaper-Gordon, Treasurer (Mayor's Representative)
William Boyer, Secretary (City Manager's Office Representative)
Beth Leyden (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, Executive Director CEO
Chris Miller, Chief Operations Officer

MISSION STATEMENT

The Pasadena Community Access Corporation is dedicated to the community access function of the Pasadena Telecommunications system and shall be operated exclusively for charitable, scientific, literary and educational purposes. In fulfilling these purposes, the corporation shall strive to achieve communication, facilitation, and development of media skills toward the ends of self-expression and community cohesion and improvement.

Item on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at
<http://www.pasadenamedia.org>

Materials related to an item on this Agenda submitted to Pasadena Media after distribution of agenda packet are available for public inspection in the Pasadena Media Administrative office at 150 S. Los Robles Avenue, Suite 101, Pasadena, during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact PCAC at (626) 794-8585. Notification 24 hours prior to the meeting will enable PCAC to make reasonable arrangements to assure accessibility to this meeting.

DISTRIBUTION:

PCAC Board of Directors
City Council
City Manager
City Attorney
City Clerk
Central Library
Public Information Officer

Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

**NOTICE OF REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION (PCAC)
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, November 7, 2017**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF OCTOBER 3, 2017 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
 - Bank Account Transfer Approval: Move Savings Account from Bank of America to Pasadena Federal Credit Union
 - Action Item
 - Audit Update: FY 16-17 PCAC Financial Statements with Lance, Soll & Langhard, LLP's report draft
 - Information Item
 - Tax Return Update: Submission of the annual IRS Form 990
 - Information Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Grant McComb, Chair, PCAC Board of Directors

I HEREBY CERTIFY that this notice, in its entirety, was posted on both the Council Chambers Bulletin Board, Room 247, and the Information Kiosk (in the rotunda area), at City Hall, 100 N. Garfield Ave., Pasadena, CA, in Pasadena Community Access Corporation Suite 101, and a copy was distributed to the Central Library for posting on the 3rd day of November, 2017.

Liza Rodriguez, Office Administrator

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR OCTOBER 3, 2017

MEETING HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA,
CALIFORNIA, 91101

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

Chair Grant Scott McComb called meeting to order at 7:04 p.m.

Board Members Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present
Grant Scott McComb Board Chair and District 2, present
Robert Oltman, District 3, present
Perry Helm, District 4, present
Yuny Parada, District 5, absent
(Vacant) District 6
Sally Howell, Vice-Chair, District 7, present
Gail Schaper-Gordon, Treasurer, Mayor's Representative, present
Beth Leyden, PUSD Representative, present
Alexander Boekelheide, PCC Representative, present
William Boyer, Secretary, City/City Manager Representative, present

Staff:

George Falardeau, Executive Director/CEO, present
Chris Miller, Chief Operations Officer, present
Javan Rad, Chief Assistant City Attorney, present

No public comment

2. APPROVAL OF MINUTES FOR SEPTEMBER 5, 2017 BOARD MEETING

Motion by Schaper-Gordon, Second by Oltman; Motion approved, Boekelheide
abstained. No public comment

3. PUBLIC COMMENT

Dean Lee spoke about his journalism class that he teaches at the Altadena
Public Library. No other public comment.

4. TREASURER'S REPORT

As presented by Treasurer Schaper-Gordon per Board agenda packet.
Information item only. No action. No public comment

5. EXECUTIVE DIRECTOR'S REPORT

As presented by ED Falardeau, per Board agenda packet.

Board asked for more clarification on membership numbers presented in ED report. WAVE Award submissions open; PCAC hosting award process this year.

Annual Audit ahead of schedule; report and more details to come.

Info item only. No public comment.

6. .OLD BUSINESS

None; no public comment

7. NEW BUSINESS

None; no public comment

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements per board members

9. ADJOURNMENT

Adjourned 8:20 p.m.

FUTURE MEETING DATES

- December 5, 2017
- January 2, 2018 –potential conflict with New Year's Day schedules.

Pasadena Community Access Corporation

Statement of Financial Position

As of October 31, 2017

| | Total | |
|--|--------------------|-------------------------|
| | As of Oct 31, 2017 | As of Jun 30, 2017 (PP) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1010 Petty Cash | 200 | 200 |
| 1120 Bank of America Checking (1018) | 294,175 | 186,803 |
| 1130 Bank of America Capital - Restricted (9451) | 118,883 | 68,996 |
| 1140 Bank of America Savings (0990) | 100,169 | 100,149 |
| 1150 Pex Debit Card | 4,877 | 1,099 |
| Total Bank Accounts | \$ 518,304 | \$ 357,246 |
| Accounts Receivable | | |
| 1200 Accounts Receivable | 2,632 | 3,432 |
| Total Accounts Receivable | \$ 2,632 | \$ 3,432 |
| Other Current Assets | | |
| 1190 Undeposited Funds | 100 | 516 |
| 1300 Prepaid Expenses | -450 | 20,832 |
| 1330 Prepaid Insurance | 4,206 | 7,957 |
| Total Other Current Assets | \$ 3,856 | \$ 29,304 |
| Total Current Assets | \$ 524,793 | \$ 389,983 |
| Fixed Assets | | |
| 1600 Production Equipment | 284,864 | 284,864 |
| 1620 Construction in Progress | 20,701 | 86,401 |
| 1650 Accumulated Depreciation | -196,228 | -196,228 |
| Total Fixed Assets | \$ 109,336 | \$ 175,036 |
| Other Assets | | |
| 1800 Security Deposit | 1,000 | 1,000 |
| Total Other Assets | \$ 1,000 | \$ 1,000 |
| TOTAL ASSETS | \$ 635,129 | \$ 566,019 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 Accounts Payable | 764 | 0 |
| Total Accounts Payable | \$ 764 | \$ 0 |
| Other Current Liabilities | | |
| 2100 Payroll Liabilities | 5,099 | 19,431 |
| 2200 Accrued Vacation | 18,790 | 18,790 |
| 2400 Accrued Liabilities | 16,253 | 83,500 |
| 2800 Deferred Income | 126,161 | 141,272 |
| Total Other Current Liabilities | \$ 166,303 | \$ 262,993 |
| Total Current Liabilities | \$ 167,067 | \$ 262,993 |
| Total Liabilities | \$ 167,067 | \$ 262,993 |
| Equity | | |
| 3000 Opening Bal Equity | -36,271 | -36,271 |
| 3100 Retained Earnings | 339,297 | 339,297 |
| Net Income | 165,036 | |
| Total Equity | \$ 468,062 | \$ 303,026 |
| TOTAL LIABILITIES AND EQUITY | \$ 635,129 | \$ 566,019 |
| | | |
| Thursday, Nov 02, 2017 12:53:27 PM GMT-7 - Accrual Basis | | |

| Pasadena Community Access Corporation | | | | | | | |
|---------------------------------------|----------------|------------------|----------------|--------------|----------------------|------------------|----------------|
| Pro Forma P&L - October 2017 | | | | | | | |
| FY 2018 YTD Actual vs FY 2018 Budget | | | | | | | |
| | | | | | | | |
| | | vs. 4 mo. Budget | | | vs. Full Year Budget | | |
| | YTD Actual | YTD Budget | \$ | % | 2018 Budget | \$ | % |
| Income | | | | | | | |
| City of Pasadena | 470,000 | 470,000 | - | 0.0% | 940,000 | (470,000) | -50.0% |
| Contributions & Grants | 655 | 1,667 | (1,012) | -60.7% | 5,000 | (4,345) | -86.9% |
| Production Services | 4,648 | 6,767 | (2,119) | -31.3% | 38,300 | (33,653) | -87.9% |
| Program Services | 1,000 | 2,000 | (1,000) | -50.0% | 10,000 | (9,000) | -90.0% |
| Other Revenue | 336 | 167 | 170 | 101.8% | 500 | (164) | -32.7% |
| Total Income | 476,639 | 480,600 | (3,961) | -0.8% | 993,800 | (517,161) | -52.0% |
| Expenses | | | | | | | |
| Payroll Expenses | 162,708 | 170,290 | 7,582 | 4.5% | 553,442 | 390,734 | 70.6% |
| Payroll Taxes | 12,057 | 16,007 | 3,950 | 24.7% | 52,024 | 39,967 | 76.8% |
| Employee Benefits | 30,767 | 32,613 | 1,846 | 5.7% | 108,616 | 77,849 | 71.7% |
| Occupancy Expenses | 90,765 | 68,758 | (22,007) | -32.0% | 181,007 | 90,242 | 49.9% |
| Accounting & Audit | 8,222 | 5,960 | (2,262) | -38.0% | 12,500 | 4,278 | 34.2% |
| Advertising & Marketing | 462 | 1,167 | 705 | 60.4% | 3,500 | 3,038 | 86.8% |
| Automobile Expense | 433 | 500 | 67 | 13.4% | 1,500 | 1,067 | 71.1% |
| Bank & Payroll Processing Fees | 203 | 500 | 297 | 59.5% | 1,500 | 1,297 | 86.5% |
| Board Materials & Expenses | 112 | 200 | 88 | 44.2% | 600 | 488 | 81.4% |
| Cable Drop Fees | 470 | 1,425 | 955 | 67.0% | 4,274 | 3,804 | 89.0% |
| Contract Labor | 360 | 1,333 | 973 | 73.0% | 4,000 | 3,640 | 91.0% |
| Dues and Subscriptions | 80 | 80 | - | 0.0% | 2,270 | 2,190 | 96.5% |
| Legal & Professional Fees | - | - | - | | 28,000 | 28,000 | 100.0% |
| Licenses, Permits & Other Fees | - | 1,367 | 1,367 | 100.0% | 4,100 | 4,100 | 100.0% |
| Meals & Entertainment | 332 | 500 | 168 | 33.5% | 1,500 | 1,168 | 77.8% |
| Office Expense | 1,380 | 3,667 | 2,286 | 62.4% | 11,000 | 9,620 | 87.5% |
| Production Expense | 2,526 | 6,063 | 3,538 | 58.3% | 14,500 | 11,974 | 82.6% |
| Professional Development | 365 | 400 | 35 | 8.8% | 2,500 | 2,135 | 85.4% |
| Travel & Lodging | - | 1,500 | 1,500 | 100.0% | 4,000 | 4,000 | 100.0% |
| Total Expenses | 311,242 | 312,330 | 1,088 | 0.3% | 990,833 | 679,591 | 68.6% |
| Net Operating Income | 165,397 | 168,270 | (2,873) | -1.7% | 2,967 | 162,430 | 5474.5% |
| | | | | | | | |
| PEG Capital Income Recognized | 64,998 | 66,667 | (1,669) | -2.5% | 200,000 | (135,002) | -67.5% |
| | | | | | | | |
| PEG Capital Equipment Expense | 64,998 | 66,667 | 1,669 | 2.5% | 200,000 | (135,002) | -67.5% |
| | | | | | | | |

EXECUTIVE DIRECTOR CEO REPORT

- Respectfully submitted by George Falardeau

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, November 7, 2017 - 7:00 PM

PCAC accomplishments for the last year

Community Development

- Re-organization of Staff to better serve our Community Members – Aaron, Danielle & Ian
- Created (5) shows for producers – *Late Nite Bride, The Rhythm of Life, Animals Speak to Me, Animal & Friends and Pasadena LOVE*
- Created (4) new shows for The Arroyo Channel – IMPACT Pasadena, What's Up Pasadena!, Arroyo Profiles & New City Beat
- Pasadena Media took over the WAVE Awards as host for information and submission inquiries
- Awards – Emmy Nomination and other awards
- Enhanced our Pro-Services
- Developed new partnerships – *Learning Works, Aveson Charter School, Adelante Youth Alliance*
- Wrapped the van – for branding/marketing throughout the city
- Connected with the VETS for training/programming
- Increased Social Media/Newsletter presence
- Community Marketing Plan – George/Aaron
- Dec 8th – Pasadena Media's 35th Anniversary and Holiday Party
- Organizing PCAC's Citizens Advisory Committee (CAC)

- Commenced development of new website with the assistance of Jericho Road

Facilities

- Consolidated our leased space resulting in a 60K annual savings
- Fiber connectivity to the city is complete
- Upgraded Technical Equipment within budget
- Developed KPAS/Pasadena Media work plan

Personnel

- Chavel DeVine is now reporting to Chris Miller for greater focus on technical operations
- Developed Retirement plans for Employees – Simple Plan IRA
- Appointed Chris Miller, COO, as Channel Manager for the Arroyo Channel
- Employee Handbook review complete

Financial

- Maintained a flat budget with no addition to staff
- Eliminated storage unit and one vehicle
- Completed independent audit by Lance, Soll & Lunghard, LLP for the City of Pasadena and submitted our Annual Report to the city
- Raised \$10,033 in donations and underwriting to date

Attached: Operations Report, Community Development Report and Production Services Report

Operations Report - October 2017

Notable Operations Projects and Their Statuses - Prepared by Chris Miller, Chief Operations Officer

Charter KPAS Issue 4/20: Solved

The backup machine that was working in place of the downed Carousel that played informational slides and music between shows has been permanently bypassed in the beta testing phase of the fiber installation project.

Fiber Installation: Beta Testing Commenced

We have utilized existing gear to bypass playout equipment at City Hall for both KPAS and Arroyo for nearly two weeks using the City's Dept. of Information Technology temporary test switches on each end. We have purchased and will permanently install our own equipment to replace DoIT's this week. We are testing another delivery method before purchasing the last round of equipment that will add PCC TV transmission and the ability to send live video from City Hall to Pasadena Media. When completed, we will keep the legacy equipment at City Hall as backup for the primary system at Pasadena Media.

KPAS Audio Distortion 10/17:

Our A/V router at City Hall began distorting audio levels out to the channels. While the audio was outputting very low and distorted, modern televisions in viewers' homes were compensating by normalizing the audio and cranking it way up via the "make commercials quieter" feature. We purchased a replacement that same day and adjusted the rest of our equipment the best we could while we waited for the replacement. This was occurring just as we were putting in the equipment for the fiber test, so we accelerated our timeline a bit and bypassed having a router until the beta testing is complete.

Community Development Report October 2017

| Members | New Members | Returning Member(s) | Total Paid Members | Total Active Volunteers |
|------------|--------------|-----------------------|------------------------|-------------------------|
| Trainees | 9 | 0 | 57 | 218 |
| Volunteers | New Trainees | Returning Producer(s) | Total Active Producers | Productions in Progress |
| Producers | 15 | 0 | 55 | 52 |

| New Series | Local Episodes | Local Bicycled Episodes | New Regional LA County Episodes |
|------------|----------------|-------------------------|---------------------------------|
| 1 | 56 | 12 | 4 |

Media Training Courses:

| | | | | | | | | | |
|--------------------|----|---------------|---|------------------|---|-----------------------------|---|--------------|---|
| Orientation | 11 | Studio Camera | 8 | TD & Media Mgmt. | 8 | Teleprompter | 0 | Editing A | 3 |
| Producing Training | 5 | Floor Manager | 8 | Lighting | 1 | Character Generation | 0 | Editing B | 3 |
| Director | 8 | Audio | 2 | Field Production | 3 | Arroyo Profiles TV Training | 7 | Green Screen | 0 |

Community Outreach & Networking:

Q&A Session and Tour with Jiangsu Education Services for International Exchange (JESIE)

Met with Director of Altadena Library, Mindy Kattay

Exploring The Arts' networking event

Met with Chanise Simms-Robison US Vets Inc

Pasadena Media CoLAB collaboration with Innovate Pasadena for #CONNECT17

CoLAB Event Decentralization and Democratization of Animation and VFX Technology

Attendance: 15

Pasadena Media CoLAB: Total Members: 121

Pasadena Media's Official Media Collaboration Meetup Group

Meetup page: www.meetup.com/PasadenaMediaCoLAB

Official Hashtag: #PasadenaMediaCoLAB

Pasadena Media Website Analytics

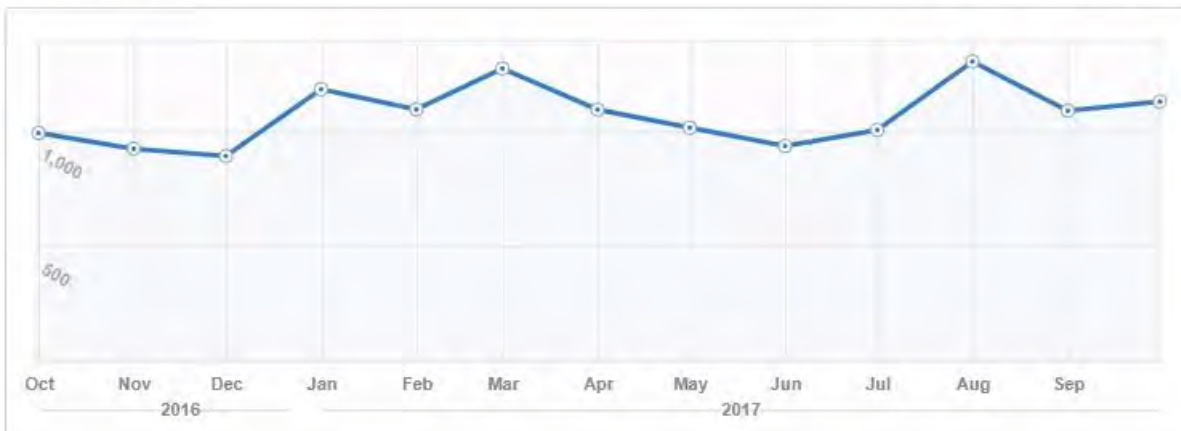
Month of October 2017

| Total Visitors | Peak Visitors: | Device Usage |
|----------------|----------------|------------------------------------|
| 1182 | Oct.17th - 38 | Computer 89% / Mobile & Tablet 11% |

Past 12 months - 10/2016 to 10/2017

Total Visitors

10/01/2016 - 10/31/2017



| Oct. 2016 Total Visitors | 12 Months Total Visitors | 12 Months Total Device Usage |
|--------------------------|--------------------------|------------------------------------|
| 997 | 13994 | Computer 89% / Mobile & Tablet 11% |

Social Media Marketing:



1640
Followers



1094
Likes



1042
Followers



75,476
Channel Views

Pasadena Media Production Report - October 2017

Studio Productions:

| | |
|--|--|
| 10/2: "Animals Speak to Me"- Karen Muranko | 10/3: "The First50"- Johnny King (Pre-pro) |
| 10/3: "Is It Reasonable?"- Walter Brown | 10/4: "The New City Beat"- Pasadena Media (Pre-pro) |
| 10/5: "The Rhythm of Life" - Sophia Russell (Pre-pro) | 10/6: "Animals & Friends"- Pasadena Humane Society |
| 10/6: "SMILE & Spread a Little Joy"- Debra Johnson | 10/6: "Open Mic with Aletha"- Aletha Johnson |
| 10/9: "The Sure Truth"- Alice Muhammad (Pre-pro) | 10/10: "Late Nite Bride"- Peggy Kelley (Pre-pro) |
| 10/11: "The Rhythm of Life" - Sophia Russell | 10/12: "Late Nite Bride"- Peggy Kelley |
| 10/12: "Casa Martinez"- Roberta Martinez | 10/13: "The People's View"- Macheo Shabaka |
| 10/13: "Animals Speak to Me"- Karen Muranko | 10/14: Yeshua Ministries"- Denise Maiden |
| 10/17: "Creative People Podcast"- Keno Deary Jr. | 10/18: "Tongues of Fire"- Rob Reyes |
| 10/18: "Yahusha Call"- Myra Waiters | 10/19: "Nuclear Popcorn"- Maurice Smith |
| 10/19: "Choices"- Marion Cathcart | 10/19: "Thursday Night Live"- M.C. Franklin |
| 10/20: "The Birthright Project"- Stephanie Cunningham | 10/21: "The Nowman Show"- Dan Niswander |
| 10/24: "The Conner Bubble"- Joe Conner | 10/25: "Kingdom Unity TV"- Anthony McFarland |
| 10/25: "Skeelove House of Hip Hop"- Lonnie Lee (Pre-pro) | 10/26: "Arroyo Profiles"- Pasadena Media |
| 10/27: "Kingdom Unity TV"- Anthony McFarland (Pre-pro) | 10/27: "Power of One"- Brian Biery |
| 10/27: "Sounds Within"- L.V. Smith | 10/28: "The Melody Trice Show"- Melody Trice |
| 10/30: "From the Corner Office"- Gail Schaper-Gordon | 10/30: "Kingdom Unity TV"- Anthony McFarland (Pre-pro) |

Total Number of Studio Productions/Pre-production Meetings: 34

KPAS/City/Outside Productions:

| | |
|---|--|
| 10/1: What's Up Pasadena- StarMakers | 10/2: Tournament of Roses Royal Court Announcement |
| 10/2: Pasadena City Council Meeting | 10/4: Board of Zoning Appeals Meeting (Audio Only) |
| 10/10: Map Your Neighborhood | 10/10: Design Commission Meeting (Audio Only) |
| 10/11: Planning Commission Meeting (Audio Only) | 10/11: Map Your Neighborhood |
| 10/13: ArtNight- Fall 2017 | 10/13: One City, One Story Book Reveal 2017 |
| 10/14: Latino Heritage Parade 2017 | 10/16: Pasadena City Council Meeting |
| 10/17: Altadena Town Council Meeting | 10/18: Tournament of Roses Rose Queen Coronation |
| 10/19: Great California Shakeout | 10/19: Connect '17 Event |
| 10/21: Fire Station 36 Open House | 10/23: Pasadena City Council Meeting |
| 10/24: Pasadena Business and Economic Summit | 10/24: Design Commission Meeting (Audio Only) |
| 10/25: Planning Commission Meeting (Audio Only) | 10/26: Special Commission Meeting (Audio Only) |
| 10/27: What's Up Pasadena- The Hahamonga Tribe | 10/28: Fall Festival 2017 |
| 10/30: Tournament of Roses Grand Marshal Announcement | 10/30: What's Up Pasadena- Haunted Garden Shack |
| 10/30: Pasadena City Council Meeting | |

Total Number of KPAS/City/Outside Productions: 27

Agenda Report

PCAC Savings Account

November 7, 2017

Recommendation

It is recommended that the Board of Directors:

- A. Authorize the Executive Director to execute all necessary agreements with Pasadena Federal Credit Union (PFCU), including, but not limited to, an Application Form; and
- B. Authorize the Executive Director to execute all necessary agreements with Bank of America (BofA), including, but not limited to, an Electronic Funds Transfer (EFT), for the purpose of transferring monies to PFCU and closing the current BofA savings account.

Background

In November 2014, the Board of Directors voted to open an interest bearing account as a “rainy day” fund. The BofA savings account was created in April 2015 with an opening balance of \$100,000.

Discussion

Our three accounts at BofA (operating checking, capital [PEG] checking and savings) currently contain a total \$513,227.28. The Federal Deposit Insurance Corporation (FDIC) provides insurance of \$250,000 per depositor, per institution, leaving \$263,227.28 uninsured. If the current \$100,169.08 in the BofA Savings Account were moved to PFCU, that account would be fully covered by the National Credit Union Administration (NCUA), who also provides insurance of \$250,000 per depositor, per institution, reducing our uninsured amount to \$163,058.20.

The two checking accounts receive quarterly transfers from the City of Pasadena. As the City also banks with BofA, these transactions are handled smoothly, quickly and free-of-charge. We have had minor issues with BofA, including difficulty changing signatories at the closest branch which will close in 2018.

We began utilizing PFCU services for employee SIMPLE IRA plans in April 2017. The new relationship also allows PCAC and our staff to bank with PFCU. The PFCU is widely considered an upstanding banking institution in Pasadena. PFCU is a local non-profit like PCAC.

Adding a financial institution will require staff will to maintain another login. Since this account is so rarely used, most tracking work will be automatically handled by our QuickBooks Online bookkeeping software.

Fiscal Impact

PCAC will not pay ongoing fees to either institution. One or both banks may charge \$0 to \$30 per EFT.

Based on current interest rates, PCAC will receive 150% more interest from a new savings account.

- Pasadena Federal Credit Union - 0.15% Annual Percentage Yield (~\$150/year)
- Bank of America - 0.06% Annual Percentage Yield (~\$60/year)

Respectfully submitted,
Chris Miller
COO

PASADENA COMMUNITY ACCESS CORPORATION
(A COMPONENT UNIT OF THE
CITY OF PASADENA, CALIFORNIA)

FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITORS' REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2017
(WITH COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

Prepared by:

GEORGE FALARDEAU, EXECUTIVE DIRECTOR

PASADENA COMMUNITY ACCESS CORPORATION
(A COMPONENT UNIT OF THE CITY OF PASADENA, CALIFORNIA)

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the City of Pasadena, California, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Corporation'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.

Auditors' Responsibility

Our responsibility is to express an opinion 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 auditors' 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 Corporation'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 Corporation'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.



CPAs and Advisors

To the Board of Directors
Pasadena Community Access Corporation
Pasadena, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Pasadena Community Access Corporation as of June 30, 2017, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis 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, who 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 supplementary 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.

Prior Year Comparative Information

The financial statements include (partial or summarized) prior-year comparative information. Such information does not include all of the information required or sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Corporation's financial statements for the year ended June 30, 2016, from which such partial information was derived.

Other Reporting Required by **Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September XX, 2017, on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
September XX, 2017

PASADENA COMMUNITY ACCESS CORPORATION

STATEMENT OF NET POSITION

JUNE 30, 2017 (WITH COMPARATIVE INFORMATION AS OF JUNE 30, 2016)

| | 2017 | 2016 |
|--|-------------------|-------------------|
| Assets | | |
| Current: | | |
| Cash and cash equivalents (Note 2) | \$ 357,247 | \$ 471,467 |
| Receivables: | | |
| Accounts | 3,432 | 1,325 |
| Prepaid assets | 30,305 | 47,621 |
| Total Current Assets | 390,984 | 520,413 |
| Noncurrent: | | |
| Capital assets, net of accumulated depreciation (Note 3) | 175,037 | 144,609 |
| Total Noncurrent Assets | 175,037 | 144,609 |
| Total Assets | 566,021 | 665,022 |
| Liabilities | | |
| Current: | | |
| Accounts payable and other liabilities | 69,047 | - |
| Related party payables (Note 12) | 16,000 | 44,000 |
| Advances from other agencies (Note 7) | 141,272 | 301,493 |
| Accrued salaries and benefits | 17,883 | 30,156 |
| Compensated absences (Note 9) | 18,790 | 13,767 |
| Total Current Liabilities | 262,992 | 389,416 |
| Total Liabilities | 262,992 | 389,416 |
| Net Position | | |
| Net investment in capital assets | 175,037 | 144,609 |
| Unrestricted | 127,992 | 130,997 |
| Total Net Position | \$ 303,029 | \$ 275,606 |

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION

STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2017 (WITH COMPARATIVE INFORMATION
FOR THE YEAR ENDED JUNE 30, 2016)

| | 2017 | 2016 |
|---|-------------------|-------------------|
| Operating Revenues | | |
| Operating agreement | \$ 1,008,000 | \$ 960,000 |
| Service contracts | 18,000 | 18,000 |
| Production and other operating revenue | 38,790 | 38,613 |
| Total Operating Revenues | 1,064,790 | 1,016,613 |
| Operating Expenses | | |
| Salaries and benefits | 678,082 | 703,699 |
| Production expense | 11,222 | 11,141 |
| Occupancy expense | 235,575 | 215,830 |
| Contractual services | 22,400 | 35,400 |
| General and administrative | 53,076 | 73,118 |
| Depreciation expense | 55,973 | 55,285 |
| Total Operating Expenses | 1,056,328 | 1,094,473 |
| Operating Income (Loss) | 8,462 | (77,860) |
| Nonoperating Revenues (Expenses) | | |
| Public, education, and government (PEG) revenue | 308,371 | 55,415 |
| PEG expense | (289,470) | (33,625) |
| Investment income | 60 | 67 |
| Total Nonoperating Revenues (Expenses) | 18,961 | 21,857 |
| Changes in Net Position | 27,423 | (56,003) |
| Net Position | | |
| Beginning of Year | 275,606 | 331,609 |
| End of Year | \$ 303,029 | \$ 275,606 |

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION

STATEMENT OF CASH FLOWS
 YEAR ENDED JUNE 30, 2017 (WITH COMPARATIVE INFORMATION
 FOR THE YEAR ENDED JUNE 30, 2016)

| | 2017 | 2016 |
|--|-------------------|-------------------|
| Cash Flows from Operating Activities | | |
| Cash received from customers | \$ 38,790 | \$ 38,613 |
| Cash received from contracts | 1,023,893 | 1,095,717 |
| Cash paid to employees for services | (685,332) | (704,217) |
| Cash paid to suppliers for goods and services | (263,910) | (337,722) |
| Net Cash Provided by Operating Activities | 113,441 | 92,391 |
| Cash Flows from Capital and Related Financing Activities | | |
| Capital grants received | 148,150 | 58,000 |
| PEG eligible expenses paid | (289,470) | (33,625) |
| Acquisition of capital assets | (86,401) | (21,790) |
| Net Cash Provided by (Used in) Capital and Related Financing Activities | (227,721) | 2,585 |
| Cash Flows from Investing Activities: | | |
| Investment income | 60 | 67 |
| Net Cash Provided by Investing Activities | 60 | 67 |
| Net Increase (Decrease) in Cash and Cash Equivalents | (114,220) | 95,043 |
| Cash and Cash Equivalents at Beginning of Year | 471,467 | 376,424 |
| Cash and Cash Equivalents at End of Year | \$ 357,247 | \$ 471,467 |
| Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities | | |
| Operating Income (Loss) | \$ 8,462 | \$ (77,860) |
| Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities | | |
| Depreciation | 55,973 | 55,285 |
| (Increase) decrease in accounts receivable | (2,107) | 117,717 |
| (Increase) decrease in prepaid assets | 17,316 | (44,224) |
| Increase in accounts payable and accrued expenses | 33,797 | 41,473 |
| Total Adjustments | 104,979 | 170,251 |
| Net Cash Provided by Operating Activities | \$ 113,441 | \$ 92,391 |

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Note 1: Organization and Summary of Significant Accounting Policies

a. Reporting Entity

The Pasadena Community Access Corporation (the Corporation) was organized in 1983 as a nonprofit, telecommunications resource for the City of Pasadena, California (the City). The Corporation was organized to perform the community access function of the Pasadena telecommunications system pursuant to the Cable Communications Ordinance of the City. In 2011, the City Council determined that the Corporation should be reported as a discretely presented component unit of the City in accordance with accounting principles generally accepted in the United States of America (GAAP).

The Board of Directors consists of eleven members with representatives from each of the seven City Council Districts, the Mayor, the City Manager, Pasadena Community College (PCC), and Pasadena Unified School District (PUSD). Residency is required except for the City Manager, PCC, and PUSD representatives. These operations constitute part of the overall financial reporting entity of the City and are accounted for as a discretely presented component unit in the City's Comprehensive Annual Financial Report consistent with GAAP. Revenues and expenses of the Corporation include direct revenues and expenses and certain allocations from the City.

b. Basis of Presentation

The Corporation's basic financial statements are presented in conformance with Governmental Accounting Standards Board (GASB) Statement No. 34, which established standards for external financial reporting for all state and local governmental entities. The basic financial statements include the statement of net position, statement of revenues, expenses, and changes in net position, and statement of cash flows.

c. Basis of Accounting

The Corporation is accounted for as an enterprise fund (proprietary fund type). A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. The activities of enterprise funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. Enterprise funds account for operations that provide services on a continuous basis and are substantially financed by revenues derived from user charges. The Corporation utilizes the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized as they are incurred.

d. Classification of Revenues and Expenses

The Corporation classifies its revenues and expenses into the following classifications: operating revenues, operating expenses, nonoperating revenues, and nonoperating expenses.

Operating revenues consist of charges to customers for sales and use of the facilities, with the relating costs considered operating expenses. Nonoperating revenues consist of investment earnings and other nonoperating income.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

e. Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of 3 months or less.

f. Prepaid Assets

Certain payments to vendors, which reflect costs applicable to future accounting periods, are recorded as prepaid assets.

g. Capital Assets

The Corporation capitalizes capital assets having an estimated useful life in excess of one year and acquisition cost of at least \$5,000. Capital assets, which include production equipment are recorded at cost and are depreciated over the estimated useful life of the asset using the straight-line method of depreciation. Donated capital assets are recorded at estimated fair value as of the date of the donation. All significant expenditures exceeding \$5,000 for repairs, renewals, and betterments that materially prolong the useful lives of the assets are capitalized.

The estimated useful lives of the assets are as follows:

| | |
|------------------------|---------|
| Leasehold improvements | 5 years |
| Furniture and fixtures | 5 years |
| Production equipment | 5 years |

h. Compensated Absences

Regular full-time and part-time employees accrue vacation. Vacation time is accrued two to four weeks per year, depending on how long an employee has been with the Corporation. Part-time employees who work 20 hours per week or more are eligible to accrue vacation on a pro rata basis. It is the Corporation's policy to permit employees to accumulate earned but unused vacation benefits from year to year up to a maximum of two times a full-time employee's annual vacation amount.

All accumulated compensated absences are recorded as an expense and a liability at the time the benefit is earned.

i. Net Position

Net position represents the difference between assets and liabilities on the Statement of Net Position. Net positions were classified in the following categories: net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets consists of the cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets, as applicable.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Net position is reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the Corporation's Board of Directors, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net position is reported as unrestricted.

When both restricted and unrestricted resources are available for use, it is the Corporation's policy to use unrestricted resources first, and then restricted resources as they are needed.

j. 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Comparative Data

The amounts shown for the year ended June 30, 2016, in the accompanying financial statements are included to provide a basis for comparison with 2017 and present summarized totals only. Accordingly, the 2016 totals are not intended to present all information necessary for a fair presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the Corporation's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

Note 2: Cash and Cash Equivalents

a. Summary of Cash and Cash Equivalents

As of June 30, 2017, cash and cash equivalents were reported in the accompanying financial statements:

| | | |
|--------------------------------------|----|----------------|
| Cash on hand | \$ | 200 |
| Deposits with financial institutions | | <u>357,047</u> |
| Total cash and cash equivalents | \$ | <u>357,247</u> |

b. Deposits

At June 30, 2017, the carrying amount of the Corporation's deposits was \$357,047 and the bank balance was \$392,942. The \$35,895 difference represents outstanding checks and other reconciling items. All of the Corporation's deposits with financial institutions as of June 30, 2017 were collateralized or insured with securities held by pledging financial institutions in the Corporation's name.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 2: Cash and Cash Equivalents (Continued)

c. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Corporation's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

d. Investments Authorized by the California Government Code

The table below identifies the investment types that are authorized for the Corporation by the California Government Code. Other than what is in the Government Code, the Corporation has no other investment policy.

| Investment Types Authorized by the California Government Code | Authorized by Investment Policy | Maximum Maturity | Maximum Percentage of Portfolio | Maximum Investment in One Issuer |
|---|---------------------------------|------------------|---------------------------------|----------------------------------|
| Local Agency Bonds | Yes | 5 years | None | None |
| U.S. Treasury Obligations | Yes | 5 years | None | None |
| U.S. Agency Securities | Yes | 5 years | None | None |
| Bankers' Acceptances | Yes | 180 days | 40% | 30% |
| Commercial Paper | Yes | 270 days | 25% | 10% |
| Negotiable Certificates of Deposit | Yes | 5 years | 30% | None |
| Repurchase Agreements | Yes | 1 year | None | None |
| Reverse Repurchase Agreements | Yes | 92 days | 20% | None |
| Medium-Term Notes | Yes | 5 years | 30% | None |
| Mutual Funds | Yes | N/A | 20% | 10% |
| Money Market Mutual Funds | Yes | N/A | 20% | 10% |
| Mortgage Pass-Through Securities | Yes | 5 years | 20% | None |
| County Pooled Investment Funds | Yes | N/A | None | None |
| Local Agency Investment Fund | Yes | N/A | None | None |
| Joint Power Agency Pools (other investment pools) | Yes | N/A | None | None |

e. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Corporation manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The Corporation held no investments as of the year ended June 30, 2017.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 2: Cash and Cash Equivalents (Continued)

f. Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Corporation held no investments as of the year ended June 30, 2017.

g. Concentration of Credit Risk

In accordance with GASB Statement No. 40 requirements, the Corporation is considered to be exposed to concentration of credit risk whenever they have invested more than 5% of their total investments in any one issuer. Investments guaranteed by the U.S. Government and investments in mutual funds and external investment pools are excluded from this requirement. The Corporation held no investments as of the fiscal year ended June 30, 2017.

Note 3: Capital Assets

Capital asset activity for the year ended June 30, 2017 is as follows:

| | Balance at June 30, 2016 | Additions | Dispositions | Balance at June 30, 2017 |
|---------------------------------------|-----------------------------|-----------|--------------|-----------------------------|
| Capital assets not being depreciated: | | | | |
| Construction in Progress | \$ - | \$ 86,401 | \$ - | \$ 86,401 |
| Capital assets being depreciated: | | | | |
| Production Equipment | 284,864 | - | - | 284,864 |
| Less accumulated depreciation for: | | | | |
| Production Equipment | (140,255) | (55,973) | - | (196,228) |
| Total capital assets | \$ 144,609 | \$ 30,428 | \$ - | \$ 175,037 |

Depreciation expense for the year ended June 30, 2017, was \$55,973.

Note 4: Defined Contribution Pension Plan

Effective January 1, 2004, the Corporation adopted a defined contribution 403(b)(7) pension plan (the Plan) for which all employees who have completed one year of service (as defined in the plan) are eligible to participate. The employees of the Corporation may elect to contribute to the Plan (subject to overall limits) in any one plan year provided the Plan does not violate certain conditions as set forth in the Plan document. Each year the Corporation may choose to make a matching contribution to the Plan, for the employees who are contributing to the Plan. In addition, the Corporation may choose to make an additional contribution to the Plan of 2% of compensation for eligible employees. These discretionary contributions are not required. The Corporation and employee contributions are fully vested immediately upon contribution to the Plan.

The Corporation contributed \$4,426 to the Plan for the year ended June 30, 2017.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 5: Operating Lease

The Corporation leases office and production facilities in Pasadena, California, under an operating lease agreement. The lease term is through 2020. The Corporation is obligated to pay utilities, property taxes, insurance, and normal repairs and maintenance for the space that the Corporation occupies. The current monthly rent is \$11,825.

The minimum annual lease payments due during the term of the lease are as follows:

| <u>Year Ending December 31,</u> | <u>Amount</u> |
|---------------------------------|-------------------|
| 2018 | \$ 142,490 |
| 2019 | 146,035 |
| Total | <u>\$ 288,525</u> |

Total rent expense for the year ended June 30, 2017 was approximately \$186,648.

Note 6: Other Provisions of Revenue and Contracts

a. Franchise Fees

On December 2, 1983, a 15-year cable franchise agreement (the Agreement) was entered into by and between the City and a cable communications operator (Cable Operator). According to the terms of the Agreement, the Corporation is entitled to receive 2% of the Cable Operator's gross revenues (as defined in the Agreement) in return for providing the public access and public service programming function of the Cable Operator's communications system. This agreement expired during the years ended June 30, 1999. The City committed to continue to fund the agreement, after expiration, until a new agreement could be reached.

Effective October 1, 2000, the City and the Cable Operator entered into a new nonexclusive franchise agreement to operate a cable television system in the City. Although the City continues to fund at 2% of the Cable Operator's gross revenues, the funding amount is discretionary.

b. Management and Operating Agreement

On February 10, 2015, the Corporation entered into an agreement with the City to provide operation and day-to-day management of the local PEG access system, for a period of twenty-five (25) years, commencing as of the date of the Agreement, and ending July 1, 2040.

c. 1% Public, Education, and Government (PEG) Allocation

Pursuant to Pasadena Municipal Code 18.04.060, it was established that a fee would be paid to the City for the support of public, educational, and governmental access facilities and activities within the City. The Pasadena Municipal Code states that this fee shall be one percent (1%) of a cable provider's gross revenues, as defined in California Public Utilities Code Section 5860.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 6: Other Provisions of Revenue and Contracts (Continued)

The Corporation serves as a receiving, holding, and disbursing entity for monies intended to promote noncommercial uses of the cable telecommunication medium. These funds are allocated as grants solely for PEG related purposes.

During the 2016-2017 fiscal year, the Corporation received \$148,150 in PEG funding, while spending \$308,371 on eligible PEG capital expenses, including the purchase of capital assets.

As shown in Note 7, cumulative unspent PEG funding of \$141,272 has been classified as advances from other agencies within these financial statements.

d. Other Contracts

The Corporation earns additional service contract revenue by providing various production services to Los Angeles County for Altadena Town Council Meetings.

Note 7: Advances from other Agencies

As discussed in Note 6, the Corporation received \$148,150 of PEG funding during the year ended June 30, 2017. Any PEG funds that have not been spent on approved capital expenditures will be deferred until earned. These unearned amounts are classified as advances from other agencies within these financial statements.

As of June 30, 2017, advances from other agencies were as follows:

| | |
|---|------------|
| Beginning advances from other agencies | \$ 301,493 |
| PEG Grant: | |
| PEG revenue received | 148,150 |
| PEG Capital Equipment Expenses | (289,470) |
| Capital Equipment Expense: Tenant Improvement Costs | (18,901) |
| PEG eligible disbursements | (308,371) |
| PEG subtotal | (160,221) |
| Ending advances from other agencies | \$ 141,272 |

Note 8: Concentrations of Revenue

For the year ended June 30, 2017, income from the Operating Agreement accounted for 73% of total revenue.

PASADENA COMMUNITY ACCESS CORPORATION

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 9: Compensated Absences

Changes in compensated absences as of June 30, 2017, were as follows:

| Balance at June 30, 2016 | Incurred | Satisfied | Balance at June 30, 2017 | Amount Due Within One Year | Amount Due in More than One Year |
|-----------------------------|-----------|-------------|-----------------------------|----------------------------------|--|
| \$ 13,767 | \$ 36,398 | \$ (31,375) | \$ 18,790 | \$ 18,790 | \$ - |

Note 10: Risk Management

The Corporation is covered under Special Liability, Property and Participant Accident policies through Alliant Insurance Services, Inc. Liability and Participant Accident claims are insured for up to \$1,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000. Property claims are insured for up to \$25,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000.

Workers' Compensation claims are covered under a purchased policy through Hartford Accident and Indemnity Company for claims up to \$1,000,000 for each occurrence for any amount over the Corporation's deductible amount of \$1,000.

Note 11: Income Taxes

The Corporation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law.

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Corporation may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Corporation and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for fiscal year ending June 30, 2017.

The Corporation files forms 990 in the U.S. federal jurisdiction and the State of California.

Note 12: Related Party Transactions

The City of Pasadena (the City) bills the Corporation for advances and services rendered on the Corporation's behalf. Advances and services provided to the Corporation for the years ended June 30, 2017 and 2016, were \$20,000 and \$54,000, respectively. The amount payable to the City as of June 30, 2017 and 2016, was 16,000 and \$44,000, respectively. These costs are expected to be paid back in full by the Corporation to the City.

Note 13: Subsequent Events

The Corporation has evaluated subsequent events through September XX, 2017, the date on which the financial statements were available to be issued.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Pasadena Community Access Corporation
City of Pasadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Pasadena Community Access Corporation, (the Corporation) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements, and have issued our report thereon dated September XX, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.





CPA AND ADVISORS

To the Board of Directors
Pasadena Community Access Corporation
City of Pasadena, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Loughard, LLP

Brea, California
September XX, 2017

DRAFT

PASADENA COMMUNITY ACCESS CORPORATION MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Pasadena Community Access Corporation's (a component unit of the City of Pasadena, California) (the Corporation) financial performance provides an overview of the Corporation's financial activities for the fiscal year ended June 30, 2017. Please read it in conjunction with the Corporation's financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

- The Corporation's net position for the fiscal year ending June 30, 2017, was \$303,029, an increase of \$27,423 or 9.9%.
- During the year, the Corporation had operating expenses that were \$8,462 less than the \$1,064,790 generated from the operating agreement, service contracts, and other revenues from the Corporation's programs from the fiscal year ended June 30, 2017. This compares to last year, when operating expenses exceeded revenues by \$77,860.
- Total cost of all the Corporation's programs was \$1,056,328. The programmatic activities of the Corporation remained unchanged.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position (on pages 7 and 8) provide information about the activities of the Corporation as a whole and present a long-term view of the Corporation's finances. As the Corporation operates as a business-type activity, no additional fund statements are necessary. When the Corporation charges customers for the services it provides—whether to outside customers or to the City of Pasadena or other governments—these services are reported similarly to the way a business operates.

A Statement of Cash Flows is also presented using the direct method, which portrays inflows and outflows for specific classes of operations along with an indirect reconciliation of increases to net cash provided by operations. There were no non-cash entries during the year.

Reporting the Corporation's Results as a Whole

Our analysis of the Corporation as a whole begins on page 4. One of the most important questions asked about the Corporation's finances is, "Is the Corporation as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Corporation as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Corporation's *net position* and changes in them. You can think of the Corporation's net position—the difference between assets and liabilities—as one way to measure the Corporation's financial health, or *financial position*. Over time, *increases or decreases* in the Corporation's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Corporation's long-term contractual revenues and the condition of the Corporation's equipment and other assets, to assess the *overall health* of the Corporation.

THE CORPORATION AS A WHOLE

The Corporation's net position increased from a year ago, from \$275,606 to \$303,029. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Corporation's activities.

Table 1

| | June 30, 2017 | June 30, 2016 |
|----------------------------------|---------------|---------------|
| Current and other assets | \$390,984 | \$520,413 |
| Capital assets, net | 175,037 | 144,609 |
| Total assets | 566,021 | 665,022 |
| Current Liabilities | (262,992) | (389,416) |
| Net position: | | |
| Net investment in capital assets | 175,037 | 144,609 |
| Unrestricted | 127,992 | 130,997 |
| Total net position | \$303,029 | \$275,606 |

Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debts, contribution restrictions, or other legal requirements—changed from \$130,997 at June 30, 2016, to \$127,992 at the end of this fiscal year. Unless restricted by donation or grant covenant (of which the Corporation has no such restrictions at the present time), the Corporation generally can use these net position to finance continuing operations in the coming fiscal year.

Table 2

| | For the Year Ended June 30, 2017 | For the Year Ended June 30, 2016 | Percentage Change From 2016 |
|---|--|--|-----------------------------------|
| Revenues | | | |
| Operating revenues: | | | |
| Operating Agreement | \$1,008,000 | \$960,000 | 5.0% |
| Service contracts | 18,000 | 18,000 | 0.0% |
| Production and other operating revenue | 38,790 | 38,613 | 0.5% |
| Total operating revenues | 1,064,790 | 1,016,613 | 4.7% |
| Nonoperating revenues: | | | |
| Public, education & gov't (PEG) revenue | 308,371 | 55,415 | 456.5% |
| Interest income | 60 | 67 | -10.4% |
| Total nonoperating revenues | 308,431 | 55,482 | 455.9% |
| Total revenues | 1,373,221 | 1,072,095 | 28.1% |
| Operating expenses: | | | |
| Salaries and benefits | 678,082 | 703,699 | -3.6% |
| Production expense | 11,222 | 11,141 | 0.7% |
| Occupancy expense | 235,575 | 215,830 | 9.1% |
| Contractual services | 22,400 | 35,400 | -36.7% |
| General and administrative | 53,076 | 73,118 | -27.4% |
| Depreciation | 55,973 | 55,285 | 1.2% |
| Total operating expenses | 1,056,328 | 1,094,473 | -3.5% |
| Nonoperating expenses: | | | |
| PEG expense | 289,470 | 33,625 | 760.9% |
| Total expenses | 1,345,798 | 1,128,098 | 19.3% |
| Net Income (loss) | 27,423 | (56,003) | 149.0% |
| Net position at beginning of year | 275,606 | 331,609 | -16.9% |
| Net position at end of year | \$303,029 | \$275,606 | 10.0% |

Although the Corporation's total cost of programs and services had a net increase of 19.3% (\$217,700), a closer look shows that Operating expenditures decreased 3.5% (\$38,145), while PEG expenditures increased 760.9% (\$255,845). The Corporation's revenues increased by a net 28.1% (\$301,126), resulting from a combination of increased Operating revenues and increased deferred revenue recognition in Nonoperating revenue.

Budgetary Highlights

Over the course of the year, the Board of Directors reviewed the budget during regular monthly meetings. There were no budget reforecasts submitted for approval.

The Corporation's adopted operating budget was \$1,062,900 for the fiscal year ended June 30, 2017. Actual operating revenues were \$1,890 more than budget, and operating expenses were less than budget by \$6,572. Although depreciation was higher than budgeted, the Corporation's expenditures were lower overall due to a larger reduction in personnel costs.

CAPITAL ASSETS

At the end of 2017, the Corporation had \$175,037 invested in production equipment, net of accumulated depreciation. (See Table 3 below.) This amount represents a net increase (including additions and disposals) of \$30,428 or 21.0% over last year.

Table 3

| | June 30, 2017 | June 30, 2016 |
|-----------------------------|---------------|---------------|
| Construction in progress | \$86,401 | - |
| Production equipment | 284,864 | \$284,864 |
| Accumulated depreciation | (196,228) | (140,255) |
| Property and equipment, net | \$175,037 | \$144,609 |

More detailed information about the Corporation's capital assets is presented in Note 3 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Corporation's Board of Directors considered many factors when setting the fiscal year 2018 budget. The major expense budget decrease was the planned decrease in lease costs. Additional decreases in payroll, education, travel and freelance labor as well as an increase in healthcare insurance premiums were also included.

CONTACTING THE CORPORATION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our stakeholders including donors, customers, and the City of Pasadena's officials with a general overview of the Corporation's finances and to show the Corporation's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Corporation Office at 150 S. Los Robles Avenue, Suite 101, Pasadena, California, 91101. Our main office number is 626-794-8585 and our email is info@pasadenamedia.org.

2016

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

Open to Public
Inspection

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|---|---|--|--|--|------------|---------------------------|-----------------------------|------------|----------------------|--|--|----------------------------|---------------------------|--|------------------|--|--|--|---|--------------------------------------|
| A For the 2016 calendar year, or tax year beginning 07-01, 2016, and ending 06-30, 2017 | | | | | | | | | | | | | | | | | | | | | | | | |
| B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization Pasadena Community Access Corp</td> <td>D Employer identification no. 95-3950586</td> </tr> <tr> <td colspan="2">Doing business as Pasadena Media</td> <td></td> </tr> <tr> <td>Number and street (or P.O. box if mail is not delivered to street address)</td> <td>Room/suite</td> <td>E Telephone number</td> </tr> <tr> <td>150 S Los Robles Ave</td> <td>101</td> <td>(626)794-8585</td> </tr> <tr> <td colspan="2">City or town, state or province, country, and ZIP or foreign postal code</td> <td>G Gross receipts \$</td> </tr> <tr> <td colspan="2">Pasadena, CA 91101</td> <td>1,373,221</td> </tr> <tr> <td colspan="3"> F Name and address of principal officer: <table style="width:100%;"> <tr> <td style="width:60%;"> H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) </td> <td style="width:40%;"> H(c) Group exemption number ▶ </td> </tr> </table> </td> </tr> </table> | C Name of organization Pasadena Community Access Corp | | D Employer identification no. 95-3950586 | Doing business as Pasadena Media | | | Number and street (or P.O. box if mail is not delivered to street address) | Room/suite | E Telephone number | 150 S Los Robles Ave | 101 | (626)794-8585 | City or town, state or province, country, and ZIP or foreign postal code | | G Gross receipts \$ | Pasadena, CA 91101 | | 1,373,221 | F Name and address of principal officer: <table style="width:100%;"> <tr> <td style="width:60%;"> H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) </td> <td style="width:40%;"> H(c) Group exemption number ▶ </td> </tr> </table> | | | H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) | H(c) Group exemption number ▶ |
| C Name of organization Pasadena Community Access Corp | | D Employer identification no. 95-3950586 | | | | | | | | | | | | | | | | | | | | | | |
| Doing business as Pasadena Media | | | | | | | | | | | | | | | | | | | | | | | | |
| Number and street (or P.O. box if mail is not delivered to street address) | Room/suite | E Telephone number | | | | | | | | | | | | | | | | | | | | | | |
| 150 S Los Robles Ave | 101 | (626)794-8585 | | | | | | | | | | | | | | | | | | | | | | |
| City or town, state or province, country, and ZIP or foreign postal code | | G Gross receipts \$ | | | | | | | | | | | | | | | | | | | | | | |
| Pasadena, CA 91101 | | 1,373,221 | | | | | | | | | | | | | | | | | | | | | | |
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| I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 | | | | | | | | | | | | | | | | | | | | | | | | |
| J Website: ▶ pasadenamedia.tv | | | | | | | | | | | | | | | | | | | | | | | | |
| K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ | | | | | | | | | | | | | | | | | | | | | | | | |
| L Year of formation: 1983 M State of legal domicile: CA | | | | | | | | | | | | | | | | | | | | | | | | |

Part I Summary

| | | | | | |
|-----------------------------|--|---|--|-------------|---|
| Activities & Governance | 1 | Briefly describe the organization's mission or most significant activities: PROVIDE VIDEO PRODUCTION TRAINING TO THE COMMUNITY OF PASADENA AND CIVIC MEETING AND EVENT COVERAGE. PROGRAMS PRODUCED THROUGH THE PASADENA MEDIA STUDIO CABLECAST ON CABLE CHANNELS IN THE PASADENA VIEWING AREA. | | | |
| | 2 | Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. | | | |
| | 3 | Number of voting members of the governing body (Part VI, line 1a) | 3 | 11 | |
| | 4 | Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 11 | |
| | 5 | Total number of individuals employed in calendar year 2016 (Part V, line 2a) | 5 | 16 | |
| | 6 | Total number of volunteers (estimate if necessary) | 6 | 85 | |
| | Revenue | 7a | Total unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0 |
| b | | Net unrelated business taxable income from Form 990-T, line 34 | 7b | 0 | |
| | | Prior Year | Current Year | | |
| 8 | | Contributions and grants (Part VIII, line 1h) | 1,042,182 | 1,350,609 | |
| 9 | | Program service revenue (Part VIII, line 2g) | 24,945 | 21,735 | |
| 10 | | Investment income (Part VIII, column (A), lines 3, 4, and 7d) | 4,968 | 877 | |
| 11 | | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | | 0 | |
| 12 | | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 1,072,095 | 1,373,221 | |
| Expenses | | 13 | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | | 0 |
| | | 14 | Benefits paid to or for members (Part IX, column (A), line 4) | | 0 |
| | 15 | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) | 705,466 | 678,047 | |
| | 16a | Professional fundraising fees (Part IX, column (A), line 11e) | | 0 | |
| | b | Total fundraising expenses (Part IX, column (D), line 25) ▶ 1,551 | | | |
| | 17 | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) | 421,559 | 674,933 | |
| | 18 | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | 1,127,025 | 1,352,980 | |
| | 19 | Revenue less expenses. Subtract line 18 from line 12 | (54,930) | 20,241 | |
| Net Assets or Fund Balances | | | Beginning of Current Year | End of Year | |
| | 20 | Total assets (Part X, line 16) | 665,022 | 566,021 | |
| | 21 | Total liabilities (Part X, line 26) | 389,416 | 270,174 | |
| 22 | Net assets or fund balances. Subtract line 21 from line 20 | 275,606 | 295,847 | | |

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

| | | | |
|------------------------|---|-------------------------------|--|
| Sign Here | GEORGE FALARDEAU Signature of officer | | Date |
| | GEORGE FALARDEAU, CEO EXECUTIVE DIRECTOR Type or print name and title | | |
| Paid Preparer Use Only | Print/Type preparer's name | Preparer's signature | Date |
| | Michael B Noll | | 10-24-2017 |
| | Firm's name ▶ Michael B Noll CPA | Firm's EIN ▶ | Check <input checked="" type="checkbox"/> if self-employed PTIN P00442456 |
| | Firm's address ▶ 600 S Lake Ave Ste 502 Pasadena CA 91106 | Phone no. 626-683-0515 | |

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☒ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2016)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:
PROVIDE VIDEO PRODUCTION TRAINING TO THE COMMUNITY OF PASADENA AND CIVIC MEETING AND EVENT
COVERAGE. PROGRAMS PRODUCED THROUGH THE PASADENA MEDIA STUDIO CABLECAST ON CABLE CHANNELS IN
THE PASADENA VIEWING AREA.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 1,051,970 including grants of \$) (Revenue \$ 21,735)

Over 400 community members utilized PCAC for training and production of community television
programs. PCAC collaborated with more than 90 non-profits and community organizations in the
promotion and coverage of their programs and events. PCAC also provided live coverage of all
41 City Council meetings, among other important City-related meetings and events. This
resulted in over 1300 hours of first-run programming on Pasadena's public and government
cable channels.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ► 1,051,970

Part IV Checklist of Required Schedules

| | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable. | | |
| a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14a Did the organization maintain an office, employees, or agents outside of the United States? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Part IV Checklist of Required Schedules (continued)

| | Yes | No |
|--|-----|----|
| 20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H | | X |
| b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | | |
| 21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II | | X |
| 22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III | | X |
| 23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J | | X |
| 24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a | | X |
| b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | | |
| c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | | |
| d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | | |
| 25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I | | X |
| b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | | X |
| 26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II | | X |
| 27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III | | X |
| 28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions): | | |
| a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV | | X |
| b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV | | X |
| c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV | | X |
| 29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M | | X |
| 30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M | | X |
| 31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I | | X |
| 32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II | | X |
| 33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I | | X |
| 34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1 | | X |
| 35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? | | X |
| b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2 | | X |
| 36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2 | | X |
| 37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI | | X |
| 38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O. | X | |

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

| | | Yes | No |
|-----|--|-----|----|
| 1a | Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable | | |
| 1b | Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable | | |
| c | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | X | |
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 16 | |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions) | X | |
| 3a | Did the organization have unrelated business gross income of \$1,000 or more during the year? | | X |
| b | If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O | | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | | X |
| b | If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | | X |
| c | If "Yes" to line 5a or 5b, did the organization file Form 8886-T? | | |
| 6a | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | | |
| 7 | Organizations that may receive deductible contributions under section 170(c). | | |
| a | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? | | X |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | | X |
| d | If "Yes," indicate the number of Forms 8282 filed during the year | | |
| e | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | | X |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | | X |
| g | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | | |
| h | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | | |
| 8 | Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? | | X |
| 9 | Sponsoring organizations maintaining donor advised funds. | | |
| a | Did the sponsoring organization make any taxable distributions under section 4966? | | |
| b | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? | | |
| 10 | Section 501(c)(7) organizations. Enter: | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12 | | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | | |
| 11 | Section 501(c)(12) organizations. Enter: | | |
| a | Gross income from members or shareholders | | |
| b | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) | | |
| 12a | Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? | | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year | | |
| 13 | Section 501(c)(29) qualified nonprofit health insurance issuers. | | |
| a | Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O. | | |
| b | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans | | |
| c | Enter the amount of reserves on hand | | |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year? | | X |
| b | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | | |

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No"

response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

| | | Yes | No |
|----|--|-----|----|
| 1a | Enter the number of voting members of the governing body at the end of the tax year | | |
| | If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O. | | |
| b | Enter the number of voting members included in line 1a, above, who are independent | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? | | X |
| 4 | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | | X |
| 5 | Did the organization become aware during the year of a significant diversion of the organization's assets? | | X |
| 6 | Did the organization have members or stockholders? | | X |
| 7a | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? | | X |
| b | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | | X |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | |
| a | The governing body? | X | |
| b | Each committee with authority to act on behalf of the governing body? | X | |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O | | X |

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

| | Yes | No |
|-----|-----|----|
| 10a | | X |
| b | | |
| 10b | | |
| 11a | X | |
| b | | |
| 12a | X | |
| b | X | |
| c | X | |
| 12c | X | |
| 13 | | X |
| 14 | X | |
| 15 | | |
| a | X | |
| b | X | |
| 15b | X | |
| 16a | | X |
| b | | |
| 16b | | |

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records:

CHRIS MILLER (626)794-8585, 150 S. LOS ROBLES AVE., STE 450, Pasadena, CA 91101

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A) Name and Title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee) | | | | | | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|--|--|--|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
| | | Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | | | |
| (1) ANN MARIE HICKAMBOTTOM BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (2) SALLY HOWELL BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (3) GAIL SCHAPER-GORDON CHAIR | 1.00 | X | | X | | | | 0 | 0 | 0 |
| (4) HOWIE ZECHNER VICE CHAIR | 1.00 | X | | X | | | | 0 | 0 | 0 |
| (5) WILLIAM BOYER SECRETARY | 1.00 | X | | X | | | | 0 | 0 | 0 |
| (6) BETH LEYDEN BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (7) GRANT SCOTT McCOMB BOARD MEMBER | 1.00 | X | | X | | | | 0 | 0 | 0 |
| (8) TIM WINTER TREASURER 2016 | 1.00 | X | | X | | | | 0 | 0 | 0 |
| (9) ROBERT OLTMAN BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (10) ALEXANDER BOEKELHEIDE BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (11) YUNY PARADA BOARD MEMBER | 1.00 | X | | | | | | 0 | 0 | 0 |
| (12) _____ | _____ | | | | | | | | | |
| (13) _____ | _____ | | | | | | | | | |
| (14) _____ | _____ | | | | | | | | | |

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee) | | | | | | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|--|--|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
| | | Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | | | |
| (15) _____ | _____ | | | | | | | | | |
| (16) _____ | _____ | | | | | | | | | |
| (17) _____ | _____ | | | | | | | | | |
| (18) _____ | _____ | | | | | | | | | |
| (19) _____ | _____ | | | | | | | | | |
| (20) _____ | _____ | | | | | | | | | |
| (21) _____ | _____ | | | | | | | | | |
| (22) _____ | _____ | | | | | | | | | |
| (23) _____ | _____ | | | | | | | | | |
| (24) _____ | _____ | | | | | | | | | |
| (25) _____ | _____ | | | | | | | | | |
| 1b Sub-total | | | | | | | | | | |
| c Total from continuation sheets to Part VII, Section A | | | | | | | | | | |
| d Total (add lines 1b and 1c) | | | | | | | 0 | 0 | 0 | 0 |

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

- 3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual **3** **X**
- 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual **4** **X**
- 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person **5** **X**

Section B. Independent Contractors

- 1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address | (B) Description of services | (C) Compensation |
|----------------------------------|--------------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **43**

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

| | | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512-514 |
|---|--|---|---|--|---|--|
| Contributions, Gifts, Grants and Other Similar Amounts | 1a | Federated campaigns | 1a | | | |
| | b | Membership dues | 1b | 8,675 | | |
| | c | Fundraising events | 1c | | | |
| | d | Related organizations | 1d | | | |
| | e | Government grants (contributions) .. | 1e | 1,334,371 | | |
| | f | All other contributions, gifts, grants, and similar amounts not included above | 1f | 7,563 | | |
| | g | Noncash contributions included in lines 1a-1f: \$ | | | | |
| | h | Total. Add lines 1a-1f | | 1,350,609 | | |
| Program Service Revenue | 2a | Production services | Business Code 515100 | 21,735 | 21,735 | |
| | b | | | | | |
| | c | | | | | |
| | d | | | | | |
| | e | | | | | |
| | f | All other program service revenue | | | | |
| | g | Total. Add lines 2a-2f | | 21,735 | | |
| | Other Revenue | 3 | Investment income (including dividends, interest, and other similar amounts) | | 60 | 60 |
| 4 | | Income from investment of tax-exempt bond proceeds ... | | | | |
| 5 | | Royalties | | | | |
| 6a | | Gross rents | (i) Real (ii) Personal | | | |
| b | | Less: rental expenses | | | | |
| c | | Rental income or (loss) ... | | | | |
| d | | Net rental income or (loss) | | | | |
| 7a | | Gross amount from sales of assets other than inventory | (i) Securities (ii) Other | | | |
| b | | Less: cost or other basis and sales expenses | | | | |
| c | | Gain or (loss) | | | | |
| d | | Net gain or (loss) | | 817 | 817 | |
| 8a | | Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18 | a | | | |
| b | | Less: direct expenses | b | | | |
| c | | Net income or (loss) from fundraising events | | | | |
| 9a | | Gross income from gaming activities. See Part IV, line 19 | a | | | |
| b | | Less: direct expenses | b | | | |
| c | | Net income or (loss) from gaming activities | | | | |
| 10a | | Gross sales of inventory, less returns and allowances | a | | | |
| b | Less: cost of goods sold | b | | | | |
| c | Net income or (loss) from sales of inventory | | | | | |
| Miscellaneous Revenue | | | Business Code | | | |
| 11a | | | | | | |
| b | | | | | | |
| c | | | | | | |
| d | All other revenue | | | | | |
| e | Total. Add lines 11a-11d | | | | | |
| 12 | Total revenue. See instructions | | 1,373,221 | 22,612 | 0 | 0 |

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b,
8b, 9b, and 10b of Part VIII.

| | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|-----------------------|------------------------------------|---|--------------------------------|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ... | | | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | | | | |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | | | | |
| 7 Other salaries and wages | 548,357 | 411,268 | 137,089 | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) .. | 4,426 | 3,319 | 1,107 | |
| 9 Other employee benefits | 79,327 | 59,495 | 19,832 | |
| 10 Payroll taxes | 45,937 | 34,453 | 11,484 | |
| 11 Fees for services (non-employees): | | | | |
| a Management | | | | |
| b Legal | 20,000 | | 20,000 | |
| c Accounting | 12,399 | 9,547 | 2,852 | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 . | | | | |
| f Investment management fees | | | | |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) .. | 17,000 | | 17,000 | |
| 12 Advertising and promotion | 3,658 | 2,386 | | 1,272 |
| 13 Office expenses | 5,402 | 3,673 | 1,450 | 279 |
| 14 Information technology | | | | |
| 15 Royalties | | | | |
| 16 Occupancy | 224,212 | 163,675 | 60,537 | |
| 17 Travel | 3,362 | 2,454 | 908 | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | | | | |
| 20 Interest | | | | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | 55,973 | 39,181 | 16,792 | |
| 23 Insurance | 18,580 | 13,708 | 4,872 | |
| 24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.) | | | | |
| a Dues and Subscriptions | 2,270 | 2,270 | | |
| b Production expense | 11,222 | 11,222 | | |
| c PEG Expenses | 289,470 | 289,470 | | |
| d Professional Development | 1,800 | | 1,800 | |
| e All other expenses | 9,585 | 5,849 | 3,736 | |
| 25 Total functional expenses. Add lines 1 through 24e . | 1,352,980 | 1,051,970 | 299,459 | 1,551 |
| 26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) | | | | |

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

| | | (A) Beginning of year | | (B) End of year |
|--|--|--------------------------|---------|--------------------|
| Assets | 1 Cash - non-interest-bearing | 471,467 | 1 | 357,247 |
| | 2 Savings and temporary cash investments | | 2 | |
| | 3 Pledges and grants receivable, net | | 3 | |
| | 4 Accounts receivable, net | 1,325 | 4 | 3,432 |
| | 5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L | | 5 | |
| | 6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L | | 6 | |
| | 7 Notes and loans receivable, net | | 7 | |
| | 8 Inventories for sale or use | | 8 | |
| | 9 Prepaid expenses and deferred charges | 45,883 | 9 | 28,788 |
| | 10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D | 10a 371,265 | | |
| | b Less: accumulated depreciation | 10b 196,228 | 10c | 175,037 |
| | 11 Investments - publicly traded securities | | 11 | |
| | 12 Investments - other securities. See Part IV, line 11 | | 12 | |
| | 13 Investments - program-related. See Part IV, line 11 | | 13 | |
| | 14 Intangible assets | | 14 | |
| | 15 Other assets. See Part IV, line 11 | 1,738 | 15 | 1,517 |
| 16 Total assets. Add lines 1 through 15 (must equal line 34) | 665,022 | 16 | 566,021 | |
| Liabilities | 17 Accounts payable and accrued expenses | 43,923 | 17 | 112,902 |
| | 18 Grants payable | | 18 | |
| | 19 Deferred revenue | 301,493 | 19 | 141,272 |
| | 20 Tax-exempt bond liabilities | | 20 | |
| | 21 Escrow or custodial account liability. Complete Part IV of Schedule D | | 21 | |
| | 22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L | | 22 | |
| | 23 Secured mortgages and notes payable to unrelated third parties | | 23 | |
| | 24 Unsecured notes and loans payable to unrelated third parties | 44,000 | 24 | 16,000 |
| | 25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D | | 25 | |
| | 26 Total liabilities. Add lines 17 through 25 | 389,416 | 26 | 270,174 |
| Net Assets or Fund Balances | Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34. | | | |
| | 27 Unrestricted net assets | 130,997 | 27 | 188,310 |
| | 28 Temporarily restricted net assets | 144,609 | 28 | 107,537 |
| | 29 Permanently restricted net assets | | 29 | |
| | Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34. | | | |
| | 30 Capital stock or trust principal, or current funds | | 30 | |
| | 31 Paid-in or capital surplus, or land, building, or equipment fund | | 31 | |
| | 32 Retained earnings, endowment, accumulated income, or other funds | | 32 | |
| | 33 Total net assets or fund balances | 275,606 | 33 | 295,847 |
| 34 Total liabilities and net assets/fund balances | 665,022 | 34 | 566,021 | |

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

| | | | |
|----|--|----|-----------|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 1,373,221 |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 1,352,980 |
| 3 | Revenue less expenses. Subtract line 2 from line 1 | 3 | 20,241 |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) | 4 | 275,606 |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain in Schedule O) | 9 | 0 |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) | 10 | 295,847 |

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

| | Yes | No |
|--|-----|----|
| 1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O. | | |
| 2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis | | X |
| b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input checked="" type="checkbox"/> Both consolidated and separate basis | X | |
| c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O. | X | |
| 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____ | | X |
| b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____ | | |

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public
Inspection

Name of the organization

Pasadena Community Access Corp

Employer identification number

95-3950586

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 ☐ A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 ☐ A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 ☐ A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 ☐ An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ Type I. A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
- b ☐ Type II. A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
- c ☐ Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
- d ☐ Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-10 above (see instructions)) | (iv) Is the organization listed in your governing document? | | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---|---|----|---|---|
| | | | Yes | No | | |
| (A) | | | | | | |
| (B) | | | | | | |
| (C) | | | | | | |
| (D) | | | | | | |
| (E) | | | | | | |
| Total | | | | | | |

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) | (a) 2012 | (b) 2013 | (c) 2014 | (d) 2015 | (e) 2016 | (f) Total |
|---|----------|----------|----------|-----------|-----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | 945,609 | 897,201 | 945,872 | 1,000,203 | 1,054,330 | 4,843,215 |
| 2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 3 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 4 Total. Add lines 1 through 3 | 945,609 | 897,201 | 945,872 | 1,000,203 | 1,054,330 | 4,843,215 |
| 5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) | | | | | | |
| 6 Public support. Subtract line 5 from line 4 .. | | | | | | 4,843,215 |

Section B. Total Support

| Calendar year (or fiscal year beginning in) | (a) 2012 | (b) 2013 | (c) 2014 | (d) 2015 | (e) 2016 | (f) Total |
|--|----------|----------|----------|-----------|-----------|--------------------------|
| 7 Amounts from line 4 | 945,609 | 897,201 | 945,872 | 1,000,203 | 1,054,330 | 4,843,215 |
| 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources | 3,395 | 7,146 | 22 | 67 | 60 | 10,690 |
| 9 Net income from unrelated business activities, whether or not the business is regularly carried on | | | | | | |
| 10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) | | | | | | |
| 11 Total support. Add lines 7 through 10 .. | | | | | | 4,853,905 |
| 12 Gross receipts from related activities, etc. (see instructions) | | | | | 12 | |
| 13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here | | | | | | <input type="checkbox"/> |

Section C. Computation of Public Support Percentage

| | | | |
|--|----|-------|-------------------------------------|
| 14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) | 14 | 99.78 | % |
| 15 Public support percentage from 2015 Schedule A, Part II, line 14 | 15 | 99.73 | % |
| 16a 33 1/3% support test - 2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization | | | <input checked="" type="checkbox"/> |
| b 33 1/3% support test - 2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization | | | <input type="checkbox"/> |
| 17a 10%-facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization | | | <input type="checkbox"/> |
| b 10%-facts-and-circumstances test - 2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization | | | <input type="checkbox"/> |
| 18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions | | | <input type="checkbox"/> |

Part III**Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) | (a) 2012 | (b) 2013 | (c) 2014 | (d) 2015 | (e) 2016 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | | | | | | |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose | | | | | | |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513 | | | | | | |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 6 Total. Add lines 1 through 5 | | | | | | |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons | | | | | | |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year | | | | | | |
| c Add lines 7a and 7b | | | | | | |
| 8 Public support. (Subtract line 7c from line 6.) | | | | | | |

Section B. Total Support

| Calendar year (or fiscal year beginning in) | (a) 2012 | (b) 2013 | (c) 2014 | (d) 2015 | (e) 2016 | (f) Total |
|--|----------|----------|----------|----------|----------|--------------------------|
| 9 Amounts from line 6 | | | | | | |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources | | | | | | |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 | | | | | | |
| c Add lines 10a and 10b | | | | | | |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on | | | | | | |
| 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) | | | | | | |
| 13 Total support. (Add lines 9, 10c, 11, and 12.) | | | | | | |
| 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here | | | | | | <input type="checkbox"/> |

Section C. Computation of Public Support Percentage

| | | |
|---|----|---|
| 15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) | 15 | % |
| 16 Public support percentage from 2015 Schedule A, Part III, line 15 | 16 | % |

Section D. Computation of Investment Income Percentage

| | | |
|--|----|---|
| 17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) | 17 | % |
| 18 Investment income percentage from 2015 Schedule A, Part III, line 17 | 18 | % |

19a 33 1/3% support tests - 2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV**Supporting Organizations**

(Complete only if you checked a box in line 12 of Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

| | Yes | No |
|--|-----|----|
| 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain. | | |
| 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2). | | |
| 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below. | | |
| b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination. | | |
| c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use. | | |
| 4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below. | | |
| b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations. | | |
| c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes. | | |
| 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document). | | |
| b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document? | | |
| c Substitutions only. Was the substitution the result of an event beyond the organization's control? | | |
| 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI. | | |
| 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ). | | |
| 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ). | | |
| 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI. | | |
| b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI. | | |
| c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI. | | |
| 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below. | | |
| b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.) | | |

Part IV Supporting Organizations (continued)

| | Yes | No |
|---|-----|----|
| 11 Has the organization accepted a gift or contribution from any of the following persons? | | |
| a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? | | |
| 11a | | |
| b A family member of a person described in (a) above? | | |
| 11b | | |
| c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI. | | |
| 11c | | |

Section B. Type I Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year. | | |
| 1 | | |
| 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization. | | |
| 2 | | |

Section C. Type II Supporting Organizations

| | Yes | No |
|--|-----|----|
| 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s). | | |
| 1 | | |

Section D. All Type III Supporting Organizations

| | Yes | No |
|--|-----|----|
| 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | | |
| 1 | | |
| 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s). | | |
| 2 | | |
| 3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard. | | |
| 3 | | |

Section E. Type III Functionally-Integrated Supporting Organizations

| | | |
|---|-----|----|
| 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions): | | |
| a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below. | | |
| b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below. | | |
| c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions). | | |
| 2 Activities Test. Answer (a) and (b) below. | | |
| a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities. | Yes | No |
| 2a | | |
| b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement. | | |
| 2b | | |
| 3 Parent of Supported Organizations. Answer (a) and (b) below. | | |
| a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI. | | |
| 3a | | |
| b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard. | | |
| 3b | | |

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A - Adjusted Net Income | | (A) Prior Year | (B) Current Year (optional) |
|--|---|----------------|-----------------------------|
| 1 Net short-term capital gain | 1 | | |
| 2 Recoveries of prior-year distributions | 2 | | |
| 3 Other gross income (see instructions) | 3 | | |
| 4 Add lines 1 through 3 | 4 | | |
| 5 Depreciation and depletion | 5 | | |
| 6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6 | | |
| 7 Other expenses (see instructions) | 7 | | |
| 8 Adjusted Net Income (subtract lines 5, 6 and 7 from line 4) | 8 | | |

| Section B - Minimum Asset Amount | | (A) Prior Year | (B) Current Year (optional) |
|---|----|----------------|-----------------------------|
| 1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): | | | |
| a Average monthly value of securities | 1a | | |
| b Average monthly cash balances | 1b | | |
| c Fair market value of other non-exempt-use assets | 1c | | |
| d Total (add lines 1a, 1b, and 1c) | 1d | | |
| e Discount claimed for blockage or other factors (explain in detail in Part VI): | | | |
| 2 Acquisition indebtedness applicable to non-exempt-use assets | 2 | | |
| 3 Subtract line 2 from line 1d | 3 | | |
| 4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions). | 4 | | |
| 5 Net value of non-exempt-use assets (subtract line 4 from line 3) | 5 | | |
| 6 Multiply line 5 by .035 | 6 | | |
| 7 Recoveries of prior-year distributions | 7 | | |
| 8 Minimum Asset Amount (add line 7 to line 6) | 8 | | |

| Section C - Distributable Amount | | | Current Year |
|---|---|--|--------------|
| 1 Adjusted net income for prior year (from Section A, line 8, Column A) | 1 | | |
| 2 Enter 85% of line 1 | 2 | | |
| 3 Minimum asset amount for prior year (from Section B, line 8, Column A) | 3 | | |
| 4 Enter greater of line 2 or line 3 | 4 | | |
| 5 Income tax imposed in prior year | 5 | | |
| 6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions) | 6 | | |

- 7 ☐ Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

| Section D - Distributions | | | Current Year |
|--|--|--|--------------|
| 1 Amounts paid to supported organizations to accomplish exempt purposes | | | |
| 2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity | | | |
| 3 Administrative expenses paid to accomplish exempt purposes of supported organizations | | | |
| 4 Amounts paid to acquire exempt-use assets | | | |
| 5 Qualified set-aside amounts (prior IRS approval required) | | | |
| 6 Other distributions (describe in Part VI). See instructions. | | | |
| 7 Total annual distributions. Add lines 1 through 6. | | | |
| 8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. | | | |
| 9 Distributable amount for 2016 from Section C, line 6 | | | |
| 10 Line 8 amount divided by Line 9 amount | | | |

| Section E - Distribution Allocations (see instructions) | (i) Excess Distributions | (ii) Underdistributions Pre-2016 | (iii) Distributable Amount for 2016 |
|---|-----------------------------|--|---|
| 1 Distributable amount for 2016 from Section C, line 6 | | | |
| 2 Underdistributions, if any, for years prior to 2016 (reasonable cause required - explain in Part VI). See instructions. | | | |
| 3 Excess distributions carryover, if any, to 2016: | | | |
| a | | | |
| b | | | |
| c From 2013 | | | |
| d From 2014 | | | |
| e From 2015 | | | |
| f Total of lines 3a through e | | | |
| g Applied to underdistributions of prior years | | | |
| h Applied to 2016 distributable amount | | | |
| i Carryover from 2011 not applied (see instructions) | | | |
| j Remainder. Subtract lines 3g, 3h, and 3i from 3f. | | | |
| 4 Distributions for 2016 from Section D, line 7: \$ | | | |
| a Applied to underdistributions of prior years | | | |
| b Applied to 2016 distributable amount | | | |
| c Remainder. Subtract lines 4a and 4b from 4. | | | |
| 5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions. | | | |
| 6 Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions. | | | |
| 7 Excess distributions carryover to 2017. Add lines 3j and 4c. | | | |
| 8 Breakdown of line 7: | | | |
| a | | | |
| b Excess from 2013 | | | |
| c Excess from 2014 | | | |
| d Excess from 2015 | | | |
| e Excess from 2016 | | | |

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

OMB No. 1545-0047

2016

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.

Name of the organization

Pasadena Community Access Corp

Employer identification number

95-3950586

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust not treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

| | |
|--|--|
| Name of organization Pasadena Community Access Corp | Employer identification number 95-3950586 |
|--|--|

Part I Contributors (See instructions). Use duplicate copies of Part I if additional space is needed.

| (a) No. | (b) Name, address, and ZIP + 4 | (c) Total contributions | (d) Type of contribution |
|------------|---|----------------------------|---|
| 1 | CITY OF PASADENA DEPT OF FINANCE 100 N GARFIELD AVE ROOM S348 Pasadena, CA 91109-7215 | \$ 1,008,000 | Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| 2 | COUNTY OF LOS ANGELES 383 KENNETH HAHN HALL OF ADMIN Los Angeles, CA 90012 | \$ 18,000 | Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |

SCHEDULE D
(Form 990)

Supplemental Financial Statements

OMB No. 1545-0047

▶ Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

2016

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

Open to Public
Inspection

Name of the organization

Employer identification number

Pasadena Community Access Corp

95-3950586

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

| | (a) Donor advised funds | (b) Funds and other accounts |
|---|-------------------------|--|
| 1 Total number at end of year | | |
| 2 Aggregate value of contributions to (during year) . | | |
| 3 Aggregate value of grants from (during year) .. | | |
| 4 Aggregate value at end of year | | |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

| | |
|--|--|
| 1 Purpose(s) of conservation easements held by the organization (check all that apply): <input type="checkbox"/> Preservation of land for public use (e.g., recreation or education) <input type="checkbox"/> Protection of natural habitat <input type="checkbox"/> Preservation of open space <input type="checkbox"/> Preservation of a historically important land area <input type="checkbox"/> Preservation of a certified historic structure | |
| 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year. | Held at the End of the Tax Year |
| a Total number of conservation easements | 2a |
| b Total acreage restricted by conservation easements | 2b |
| c Number of conservation easements on a certified historic structure included in (a) | 2c |
| d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register | 2d |
| 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ | |
| 4 Number of states where property subject to conservation easement is located ▶ | |
| 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ | |
| 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ | |
| 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements. | |

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

| | |
|--|------------|
| 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. | |
| b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: | |
| (i) Revenue included on Form 990, Part VIII, line 1 | ▶ \$ |
| (ii) Assets included in Form 990, Part X | ▶ \$ |
| 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: | |
| a Revenue included on Form 990, Part VIII, line 1 | ▶ \$ |
| b Assets included in Form 990, Part X | ▶ \$ |

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

| | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance | | | | | |
| b Contributions | | | | | |
| c Net investment earnings, gains, and losses | | | | | |
| d Grants or scholarships | | | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | | | | | |
| g End of year balance | | | | | |

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
 b Permanent endowment %
 c Temporarily restricted endowment %

The percentages in lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
 (ii) related organizations

| | Yes | No |
|--------|-----|----|
| 3a(i) | | |
| 3a(ii) | | |
| 3b | | |

b If "Yes" on 3a(ii), are the related organizations listed as required on Schedule R? %

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land | | | | |
| b Buildings | | | | |
| c Leasehold improvements | | | | |
| d Equipment | | 284,864 | 196,228 | 88,636 |
| e Other STMD1E | | 86,401 | | 86,401 |
| Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) | | | | 175,037 |

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|----------------|--|
| (1) Financial derivatives | | |
| (2) Closely-held equity interests | | |
| (3) Other | | |
| (A) | | |
| (B) | | |
| (C) | | |
| (D) | | |
| (E) | | |
| (F) | | |
| (G) | | |
| (H) | | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶ | | |

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|--|----------------|--|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶ | | |

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description | (b) Book value |
|--|----------------|
| (1) SECURITY DEPOSIT | 1,000 |
| (2) UNDEPOSITED FUNDS | 516 |
| (3) ROUNDING | 1 |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) | 1,517 |

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability | (b) Book value |
|--|----------------|
| (1) Federal income taxes | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ | |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Part XI

Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | | |
|---|---|----|----|-----------|
| 1 | Total revenue, gains, and other support per audited financial statements | | 1 | 1,373,221 |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12: | | | |
| a | Net unrealized gains (losses) on investments | 2a | | |
| b | Donated services and use of facilities | 2b | | |
| c | Recoveries of prior year grants | 2c | | |
| d | Other (Describe in Part XIII.) | 2d | | |
| e | Add lines 2a through 2d | | 2e | |
| 3 | Subtract line 2e from line 1 | | 3 | 1,373,221 |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1: | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | |
| b | Other (Describe in Part XIII.) | 4b | | |
| c | Add lines 4a and 4b | | 4c | |
| 5 | Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.) | | 5 | 1,373,221 |

Part XII

Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | | |
|---|--|----|----|-----------|
| 1 | Total expenses and losses per audited financial statements | | 1 | 1,352,980 |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25: | | | |
| a | Donated services and use of facilities | 2a | | |
| b | Prior year adjustments | 2b | | |
| c | Other losses | 2c | | |
| d | Other (Describe in Part XIII.) | 2d | | |
| e | Add lines 2a through 2d | | 2e | |
| 3 | Subtract line 2e from line 1 | | 3 | 1,352,980 |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1: | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | |
| b | Other (Describe in Part XIII.) | 4b | | |
| c | Add lines 4a and 4b | | 4c | |
| 5 | Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.) | | 5 | 1,352,980 |

Part XII

Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on

Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public
Inspection

Pasadena Community Access Corp

Employer identification number

95-3950586

01. Form 990 governing body review (Part VI, line 11)

BOARD APPROVES AUDITED FINANCIAL STATEMENTS PRIOR TO THE PREPARATION OF THE RETURN. THE
RETURN IS SUBSEQUENTLY APPROVED BY THE BOARD.

02. Conflict of interest policy compliance (Part VI, line 12c)

FORM 700 WITH CONFLICT OF INTEREST POLICY FILED ANNUALLY

03. CEO, executive director, top management comp (Part VI, line 15a)

APPROVED BY BOARD MEMBERS BASED ON ANNUAL PERFORMANCE REVIEW AND COMPARABLE INDUSTRY DATA.
BOARD MEMBERS ARE SELECTED AND APPROVED BY CITY COUNCIL PRIOR TO APPOINTMENT.

04. Other officer or key employee compensation (Part VI, line 15b)

APPROVED BY BOARD MEMBERS BASED ON ANNUAL PERFORMANCE REVIEW AND COMPARABLE INDUSTRY DATA.
BOARD MEMBERS ARE SELECTED AND APPROVED BY CITY COUNCIL PRIOR TO APPOINTMENT.

05. Governing documents, etc, available to public (Part VI, line 19)

AVAILABLE UPON REQUEST

06. List of other fees for services expenses (Part IX, line 11g)

Legal fees \$17,000

FOR YOUR RECORDS ONLY
Federal Supporting Statements

2016 PG01

Name(s) as shown on return

FEIN

Pasadena Community Access Corp

95-3950586

Form 990 - Schedule D - Part VI - Line 1e
Investments - Other

Statement #D1e

| Description of Investment | Cost/basis (Investment) | Cost/basis (Other) | Depr | Book Value |
|------------------------------|----------------------------|-----------------------|-----------------|----------------------|
| Construction in Progress | <u>0</u> | <u>86,401</u> | <u>0</u> | <u>86,401</u> |
| Total | <u><u>0</u></u> | <u><u>86,401</u></u> | <u><u>0</u></u> | <u><u>86,401</u></u> |

DRAFT

Name(s) as shown on return

FEIN

Pasadena Community Access Corp

95-3950586

Part VIII, Line e - Government grants

| Description | Amount |
|--------------------------------------|---------------------|
| City of Pasadena operating agreement | \$ 1,008,000 |
| PEG income recognized | 308,371 |
| Altadena Contract | 18,000 |
| Total: | <u>\$ 1,334,371</u> |

DRAFT

2016

California Exempt Organization
Annual Information Return

199

Calendar Year 2016 or fiscal year beginning (mm/dd/yyyy) 07-01-2016, and ending (mm/dd/yyyy) 06-30-2017

Corporation/Organization name

PASADENA COMMUNITY ACCESS CORP

California corporation number

1218391

Additional information. See instructions.

FEIN

95-3950586

Street address (suite or room)

150 S LOS ROBLES AVE APT 101

PMB no.

City

PASADENA

State

CA

ZIP code

91101

Foreign country name

Foreign province/state/county

Foreign postal code

A First Return ☐ Yes ☒ NoB Amended Return ☐ Yes ☒ NoC IRC Section 4947(a)(1) trust ☐ Yes ☒ No

D Final Information Return?

☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/ReorganizedEnter date: (mm/dd/yyyy) ☐E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ OtherF Federal return filed? (1) ☐ 990T (2) ☐ 990PF (3) ☐ Sch H (990)(4) ☒ Other 990 seriesG Is this a group filing? See instructions ☐ Yes ☒ NoH Is this organization in a group exemption ☐ Yes ☒ No

If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines

not reported to the FTB? See instructions ☐ Yes ☒ No☐ Yes ☒ No☐ Yes ☒ No☐ Yes ☒ No

J If exempt under R&TC Section 23701d, has the organization

engaged in political activities? See instructions ☐ Yes ☒ NoK Is the organization exempt under R&TC Section 23701g? ☐ Yes ☒ No

If "Yes," enter the gross receipts from nonmember sources \$

L If organization is exempt under R&TC Section 23701d and

meets the filing fee exception, check box.

No filing fee is required ☒M Is the organization a Limited Liability Company? ☐ Yes ☒ No

N Did the organization file Form 100 or Form 109 to report

taxable income? ☐ Yes ☒ No

O Is the organization under audit by the IRS or has the IRS

audited in a prior year? ☐ Yes ☒ NoP Is a federal Form 1023/1024 pending? ☐ Yes ☒ No

Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Instructions B and C.

| | | | | |
|-----------------------|----|---|-----------|----|
| Receipts and Revenues | 1 | Gross sales or receipts from other sources. From Side 2, Part II, line 8 | 21,795 | 00 |
| | 2 | Gross dues and assessments from members and affiliates | | 00 |
| | 3 | Gross contributions, gifts, grants, and similar amounts received | 1,351,426 | 00 |
| | 4 | Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Instruction B | 1,373,221 | 00 |
| | 5 | Cost of goods sold | | 00 |
| | 6 | Cost or other basis, and sales expenses of assets sold | | 00 |
| Expenses | 7 | Total costs. Add line 5 and line 6 | | 00 |
| | 8 | Total gross income. Subtract line 7 from line 4 | 1,373,221 | 00 |
| | 9 | Total expenses and disbursements. From Side 2, Part II, line 18 | 1,352,980 | 00 |
| | 10 | Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 | 20,241 | 00 |
| Filing Fee | 11 | Total payments | | 00 |
| | 12 | Use tax. See General Instruction K | | 00 |
| | 13 | Payment balance. If line 11 is more than line 12, subtract line 12 from line 11 | | 00 |
| | 14 | Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 | | 00 |
| | 15 | Filing fee \$10 or \$25. See General Instruction F | | 00 |
| | 16 | Penalties and Interest. See General Instruction J | | 00 |
| | 17 | Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result | | 00 |

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer

GEORGE FALARDEAU

Title

CEO EXECUTIVE

Date

10/25/2017

Telephone

626-794-8585

Preparer's signature

▶

Date

10/24/2017

Check if self-employed

▶ ☒

PTIN

P00442456

Paid Preparer's Use Only

Firm's name (or yours, if self-employed) and address

MICHAEL B NOLL CPA
600 S LAKE AVE STE 502
PASADENA, CA 91106

FEIN

95-4635689

Telephone

626-683-0515

May the FTB discuss this return with the preparer shown above? See instructions ☐ Yes ☒ No

Part II Organizations with gross receipts of more than \$50,000 and private foundations
regardless of amount of gross receipts - complete Part II or furnish substitute information.

95-3950586

| | | | | | | |
|---------------------------------------|----|---|---|----|-----------|----|
| Receipts from Other Sources | 1 | Gross sales or receipts from all business activities. See instructions | • | 1 | | 00 |
| | 2 | Interest | • | 2 | 60 | 00 |
| | 3 | Dividends | • | 3 | | 00 |
| | 4 | Gross rents | • | 4 | | 00 |
| | 5 | Gross royalties | • | 5 | | 00 |
| | 6 | Gross amount received from sale of assets (See Instructions) | • | 6 | | 00 |
| | 7 | Other income. Attach schedule | • | 7 | 21,735 | 00 |
| | 8 | Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1 | | 8 | 21,795 | 00 |
| | 9 | Contributions, gifts, grants, and similar amounts paid. Attach schedule | • | 9 | | 00 |
| Expenses and Disburse- ments | 10 | Disbursements to or for members | • | 10 | | 00 |
| | 11 | Compensation of officers, directors, and trustees. Attach schedule | • | 11 | | 00 |
| | 12 | Other salaries and wages | • | 12 | 548,357 | 00 |
| | 13 | Interest | • | 13 | | 00 |
| | 14 | Taxes | • | 14 | 45,937 | 00 |
| | 15 | Rents | • | 15 | 224,212 | 00 |
| | 16 | Depreciation and depletion (See instructions) | • | 16 | 55,973 | 00 |
| | 17 | Other Expenses and Disbursements. Attach schedule | • | 17 | 478,501 | 00 |
| | 18 | Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9 .. | | 18 | 1,352,980 | 00 |

| Schedule L Balance Sheet | | Beginning of taxable year | | End of taxable year | |
|---------------------------|--|---------------------------|---------|---------------------|---------|
| Assets | | (a) | (b) | (c) | (d) |
| 1 | Cash | | 471,467 | • | 357,247 |
| 2 | Net accounts receivable | | 1,325 | • | 3,432 |
| 3 | Net notes receivable | | | • | |
| 4 | Inventories | | | • | |
| 5 | Federal and state government obligations | | | • | |
| 6 | Investments in other bonds | | | • | |
| 7 | Investments in stock | | | • | |
| 8 | Mortgage loans | | | • | |
| 9 | Other investments. Attach schedule | | | • | |
| 10 a | Depreciable assets | 284,864 | | 371,265 | |
| b | Less accumulated depreciation | (140,255) | 144,609 | (196,228) | 175,037 |
| 11 | Land | | | • | |
| 12 | Other assets. Attach schedule | | 47,621 | • | 30,305 |
| 13 | Total assets | | 665,022 | | 566,021 |
| Liabilities and net worth | | | | | |
| 14 | Accounts payable | | | • | |
| 15 | Contributions, gifts, or grants payable | | | • | |
| 16 | Bonds and notes payable | | 44,000 | • | 16,000 |
| 17 | Mortgages payable | | | • | |
| 18 | Other liabilities. Attach schedule | | 345,416 | | 254,174 |
| 19 | Capital stock or principal fund | | | • | |
| 20 | Paid-in or capital surplus. Attach reconciliation .. | | | • | |
| 21 | Retained earnings or income fund | | 275,606 | • | 295,847 |
| 22 | Total liabilities and net worth | | 665,022 | | 566,021 |

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

| | | | | | |
|---|--|---|----|--|---|
| 1 | Net income per books | • | 7 | Income recorded on books this year not included in this return. Attach sch ... | • |
| 2 | Federal income tax | • | 8 | Deductions in this return not charged against book income this year. Attach schedule | • |
| 3 | Excess of capital losses over capital gains ... | • | 9 | Total. Add line 7 and line 8 | |
| 4 | Income not recorded on books this year. Attach schedule | • | 10 | Net income per return. Subtract line 9 from line 6 | |
| 5 | Expenses recorded on books this year not deducted in this return. Attach schedule | • | | | |
| 6 | Total. Add line 1 through line 5 | | | | |

California Form 199 Supporting Statements

2016

California Form 199

Part I - Line 3 -- Gross contributions, gifts, grants, and similar amounts received, Part I, Line 3

PG01

Name(s) shown on return

Pasadena Community Access Corp

Identifying Number

95-3950586

| (a) Contributor's Name | (b) Contributor's Address | (c) Date Received | (d) Amount Received |
|------------------------------|---|-------------------------|---------------------------|
| City of Pasadena | 100 N GARFIELD AVE ROOM S348 Pasadena, CA 91109-7215 | VARIOUS | 1,008,000 |
| City of Los Angeles | 383 KENNETH HAHN HALL OF ADMIN Los Angeles, CA 90012 | VARIOUS | 18,000 |

PAGE TOTAL:

1,026,000

Name(s) as shown on return

SSN/FEIN

Pasadena Community Access Corp

95-3950586

Part II, Line 7 - Other Income

| Description | Amount |
|---------------------|------------------|
| Production Services | \$ 21,735 |
| Total: | <u>\$ 21,735</u> |

Part II, Line 17 - Other Expenses

| Description | Amount |
|---------------------------|-------------------|
| Other employee benefits | \$ 83,753 |
| Legal fees | 20,000 |
| Accounting | 12,399 |
| Other professional fees | 17,000 |
| Advertising and promotion | 3,658 |
| Office expense | 5,402 |
| Travel | 3,362 |
| Insurance | 18,580 |
| Dues and Subscriptions | 2,270 |
| Production expense | 11,222 |
| PEG Expenses | 289,470 |
| Professional development | 1,800 |
| Other expenses | 9,585 |
| Total: | <u>\$ 478,501</u> |

Schedule L, Line 12 (col d) - Other Assets

| Description | Amount |
|-------------------|------------------|
| Prepaid expenses | \$ 28,788 |
| Security deposits | 1,000 |
| Undeposited funds | 517 |
| Total: | <u>\$ 30,305</u> |

Schedule L, Line 18 (col d) - Other Liabilities

| Description | Amount |
|---------------------|-------------------|
| Deferred revenue | \$ 141,272 |
| Accrued payroll | 26,612 |
| Accrued vacation | 18,790 |
| Accrued liabilities | 67,500 |
| Total: | <u>\$ 254,174</u> |

MAIL TO:

Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
Telephone: (916) 445-2021

WEB SITE ADDRESS:

<http://ag.ca.gov/charities/>

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.

| | | | |
|---|-------------------------------|---|------------------------|
| State Charity Registration Number <u>CT-056073</u> Pasadena Community Access Corp Name of Organization <u>150 S Los Robles Ave</u> Address (Number and Street) <u>Pasadena, CA 91101</u> City or Town, State and ZIP Code | | Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>1218391</u> Federal Employer I.D. No. <u>95-3950586</u> | |
| ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311 and 312) Make Check Payable to Attorney General's Registry of Charitable Trusts | | | |
| Gross Annual Revenue | Fee | Gross Annual Revenue | Fee |
| Less than \$25,000 | 0 | Between \$25,000 and \$100,000 | \$25 |
| Between \$25,000 and \$100,000 | \$25 | Between \$100,001 and \$250,000 | \$50 |
| | | Between \$250,001 and \$1 million | \$75 |
| | | Between \$1,000,001 and \$10 million | \$150 |
| | | Between \$10,000,001 and \$50 million | \$225 |
| | | Greater than \$50 million | \$300 |
| PART A - ACTIVITIES | | | |
| For your most recent full accounting period (beginning <u>07-01-16</u> ending <u>06-30-17</u>) list: | | | |
| Gross annual revenue | \$ <u>1,373,221</u> | Total assets | \$ <u>498,521</u> |
| PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT | | | |
| Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required. | | | |
| 1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest? | Yes | No | |
| 2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds? | | X | |
| 3. During this reporting period, did non-program expenditures exceed 50% of gross revenues? | | X | |
| 4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy. | | X | |
| 5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider. | | X | |
| 6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number. | | X | |
| 7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred. | | X | |
| 8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes. | | X | |
| 9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period? | | X | |
| Organization's area code and telephone number | <u>626-794-8585</u> | | |
| Organization's e-mail address | <u>INFO@PASADENAMEDIA.ORG</u> | | |
| I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete. | | | |
| Signature of authorized officer | <u>GEORGE FALARDEAU</u> | Title | <u>CEO EXECUTIVE</u> |
| | Printed Name | | Date <u>10-25-2017</u> |