



Frequently Asked Questions (FAQ)
Version 6-1

The following FAQ(s) are as of October 7, 2009

Web Based Training

Q. Where do we register for SABS training?

A. PBMA is managing the registration process for all ISIS related (AFR, FSR, SABS and SAS) End User training. You can navigate to → <http://www.pbma.org/CPB2008/welcome.htm> and register for any training session. If you have a specific SABS training questions please contact the SABS Support Team via e-mail at SABS@cpb.org or phone the Help Desk at 866.635.ISIS [4747].

SABS Survey: General Questions:

Q. How do I request an extension for the SABS survey?

- A. Please follow these steps:
- 1) Log into the ISIS system
 - 2) Scroll to the bottom of the summary page
 - 3) 'Click' the "Go to Main" button for SABS
 - 4) Expand the "Survey Status" area for SABS
 - 5) 'Click' the link "Extension Requests"
 - 6) Request an extension

Please remember, many stations think their audit needs to be completed before submitting the SABS survey. The SABS survey can also be completed without a finalized audit. If you think your financial numbers are 99% correct and you are simply waiting on the auditors to complete then please move forward and complete your SABS survey. If something major would change after you submit your SABS survey please send SABS@cpb.org an e-mail and we can make the update on your behalf. Having all SABS information submitted on time allows us to post the reports for station comparability.

Q. I am unable to access the SABS survey in the ISIS system?

A. In order to access the SABS survey you will need to have the SABS Admin and/or SABS General security group added to your ISIS profile. Your station's Grants Administrators, Head of Grantee and/or Licensee Official are the ONLY individuals that can make changes to the ISIS security groups.

Q. What are the web browser requirements for viewing/completing the online survey?

A. The on-line ISIS application has been tested with Internet Explorer 6.0 and 7.0.

Q. Where should we report travel that is not related to professional development?

A. Unless otherwise stated, you should report all travel not related to professional development in the 'All Other' expense category for each functional area.

Station Information Section:

Q. For what time periods should we enter information into the SABS survey?

A. When responding to question # 1.1 of the survey please provide your current station contact information. Unless indicated otherwise, you should enter financial and non-financial information for the fiscal year 2009 when reporting your answers to all other SABS survey questions.

Revenue Section:

Q. Where in the SABS survey should we report pass-thru revenue and/or expenses?

A. This situation applies mostly to state licensees, but is also possible for other types of licensees. If the state government or another entity gives you money that is 'earmarked' for purposes other than public broadcasting, please include the revenue in 'All Other' for questions # 2.1 and # 2.2 and the offsetting expenses in 'Other Activities and Services' for question # 3.1. (The revenue amount should equal the expense amount for a pass-thru contribution). Please remember that these amounts should only be reported if you report them on your station's audited financial statements.

Expenses

Q. Where should we report our FCC renewal license expense?

A. For most licensees, this expense does not occur every year. We would ask that you report this expense within 'Other Activities & Services' in question # 3.1. Please remember to provide a description of the expenditures in question # 3.1 if you report expenses within 'Other Activities & Services' in question # 3.1.

Q. The instruction guide specifically says we should not allocate our General Management staff. How should Joint Licensees handle the General Management staff?

A. TV Only licensees should not allocate their General Management staff outside of this sub-functional group. We highly recommend using the FTE Workbook to support the personnel portion of question # 3.1.

Joint Licensees should not allocate their General Management staff outside of this sub-functional group either. If your General Management staff supports both TV and Radio then you should allocate their personnel expenses between the two operations. We highly recommend using the FTE Workbook to help your station perform the allocation splits between TV and Radio. Using the FTE Workbook should save you significant time when answering the personnel portion of question # 3.1. If you choose to complete the optional Joint Licensees section of the survey, the FTE workbook will also support questions # 13.1 # 13.2.

Development Section:

Q. For Joint Licensees, how should we report donors/gifts that are contributed to both Radio and TV that we then allocate?

A. Please enter this as 1 donor/gift and record only that portion of the amount that was intended for or allocated to TV in the appropriate area of the SABS survey.

Educational Services and Community Outreach Sections:

Q. How do we determine the difference between Community Outreach and Educational Services?

A. Community Outreach extends the impact of public broadcasting through a variety of media services, outreach materials and collaborative activities. Efforts are generally in partnership with other community organizations and aim to engage individuals and foster community participation. Most often initiatives address specific issues of importance and target a particular segment of the

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population. Community Outreach Services include activities around programs such as *American Family, The Forgetting, Reading Rainbow, Town Forum, Health Issues*, etc.

Educational Services would include activities that have a formal curriculum based educational component involving schools and/or educators. Examples of these activities include *Ready-to-Learn, NTTI, K-12 instructional television, GED on TV*, etc.