SABS
Station Activities Benchmarking Study

Frequently Asked Questions (FAQ)
Version 17-1

The following FAQ(s) are as of November 4, 2020

FY2020 SABS Modifications

No changes have been made to the FY2020 SABS survey.

Web Based Training

Q. Where do we register for SABS training?
    A. CPB offers pre-recorded, live webinar and workshop sessions for all Integrated Station Information System (Integrated Station Information System, AFR, FSR, Legal Form, SABS and SAS) related End User training.   You can navigate to → http://www.cpb.org/stations/isis/training 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 866.635.4747.

SABS Survey: General Questions:

Q. How do I request an extension for the SABS survey?
    A. Please follow these steps:
        1) Log into the Integrated Station Information 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 Integrated Station Information 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 Integrated Station Information System profile. Your station's Grants Administrators, Head of Grantee and/or Licensee Official are the ONLY individuals that can make changes to the Integrated Station Information System security groups.

Q. What are the web browser requirements for viewing/completing the online survey?
    A. The on-line Integrated Station Information System application has been tested with Internet Explorer 6.0/7.0 as well as Firefox 3.5.

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. Unless indicated otherwise, you should enter financial and non-financial information for the fiscal
   year 2020 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.

Q. Where in the SABS survey should we report the CPB Interconnection grant?
   A. This amount should be reported in the "All Other" row in question #2.1 and should not be reported
   in the "CPB CSG" row in question #2.1.

Q. Where in the SABS survey should we report Ready to Learn Grants revenue?
   B. This amount should be reported in the Grant Solicitation (Competitive) row in question #2.1.

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. <u>TV Only</u> licensees should <u>not</u> 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.
   <u>Joint Licensees</u> 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.

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.

Q. Where in the SABS survey should we report Ready to Learn Grants expenses?

A. The amount of personnel and non-personnel expenses should be reported in the Grant Solicitation (Competitive) row in question #3.1 and you should also report the non-personnel expenses in question #5.7.

Programming Section:

Q. For Program Acquisition & Scheduling Expenses question #7.1 with respect to PBS expenses, how should we report the amount of PBS acquisition and our PBS Member Service Assessment (MSA) expenses?

A. The detail from PBS no longer provides the separation of the PBS acquisition expenses. Therefore, all direct & in-kind PBS acquisition expenses will be reported in question #7.1 as a subtotaled expense. Please report this amount in the 'PBS Programs – Total' row. The survey will still require that you break out the number of hours of Programming aired on the main broadcast channel (1 stream) and the number of hours of programming aired on all other broadcast channels.

Q. Where should we report the PBS Member Service Assessment (MSA)?

A. The invoice detail from PBS no longer provides the separation of the PBS Member Service Assessment (MSA) dues. Therefore, this is an expense that will be reported in question #7.1 in the 'PBS Programs – Total' expense row.

Educational Services and Community Engagement Sections:

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

A. Community Engagement extends the impact of public broadcasting through a variety of media services, engagement 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 population. Community Engagement 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 educational resources*, Adult Basic Education, etc.