

ANNUAL FINANCIAL REPORT OF NETWORKS AND LICENSEES OF BROADCAST STATIONS

Made to the
FEDERAL COMMUNICATIONS COMMISSION
Washington 25, D. C.

If this report does not cover the full calendar year, indicate the period covered:

For Period Begun _____, 19____, and Ended _____, 19____.

1. _____
(EXACT NAME OF RESPONDENT)

2. _____
(STREET ADDRESS OR POST OFFICE BOX NUMBER) (CITY) (ZONE) (STATE)

Before completing the following section, see General Instruction 2.

3.(a) This is a report for the following station:

Call Letters _____ Class of Station* _____

(b) Licensee also owns the following stations for which separate reports are filed:

Call Letters _____ Class of Station* _____

.....
.....
.....
.....
.....
.....

* Indicate the class of station; e.g., AM, FM, TV, International, or AM-FM combined.

Person in charge of correspondence regarding this report:

(NAME) (OFFICIAL TITLE)

(OFFICE ADDRESS)

FILE ONE COPY ONLY

SCHEDULE 1. ANALYSIS OF STATION BROADCAST REVENUES

Line No.	Class of broadcast revenue (a)	Amount (b)	Amount (c)
1	A. REVENUE FROM THE SALE OF STATION TIME:	\$	\$
2	(1) Network -		
3	Sale of station time to networks:		
4	Sale of station time to major networks (before line or service charges)		
5	Sale of station time to regional networks (before line or service charges)		
6	Sale of other network time (before commissions and line charges)		
7	Total (lines 4 - 6)		
8	(2) Non-network (after trade discounts but before commissions to agencies, representatives, and brokers, or cash discounts to advertisers and others) -		
9	Sale of station time to national and regional advertisers or sponsors		
10	Sale of station time to local advertisers or sponsors		
11	Total (lines 9 - 10)		
12	Total sale of station time (lines 7 and 11)		
13	(3) Deduct participation by others in revenue from sale of station time:		
14	Payment to networks (from sale of time)		
15	Commissions (including cash discounts) to regularly established agencies, representatives, and brokers but not to staff salesmen or employees		
16	Total (lines 14 - 15)		
17	Balance, amount retained from sale of station time (line 12 minus line 16)		
18	B. INCIDENTAL BROADCAST REVENUES (after deduction for commissions):		
19	Sale of talent under contract and commissions, fees, and profits from obtaining or placing talent		
20	Furnishing material or service		
21	Other		
22	Total incidental broadcast revenues (lines 19 - 21)		
23	Total broadcast revenues (lines 17 and 22)		

Note: If a joint AM-FM return is made, please indicate below what amount, if any, of total broadcast revenues is applicable separately to the FM station. FM Revenue \$ _____

SCHEDULE 2. ANALYSIS OF BROADCAST EXPENSES

Line No.	Class of broadcast expense (a)	Amount (b)
1	GENERAL CATEGORIES OF EXPENSES:	\$
2	Technical expenses	
3	Program expenses	
4	Selling expenses	
5	General and administrative expenses	
6	Total broadcast expenses (lines 2-5).....	
7	SELECTED EXPENSE ITEMS (Subcategories of lines 2 - 5 above):	
8	Salaries and wages, including supervision	
9	Depreciation and amortization	
10	Film expenses	
11	Transcriptions and recordings	
12	Cost of intercity and intracity program relay circuits	
13	Cost of news services (other than salaries).....	
14	Talent expenses (musicians, artists, and other talent).....	
15	Royalties and license fees relating to program material.....	

Note: Indicate the number of employees as at December 31 whose salaries and wages are includible on line 8:

Full time _____ Part time _____ Total _____

**SCHEDULE 3. TANGIBLE PROPERTY OWNED AND DEVOTED EXCLUSIVELY
TO BROADCAST SERVICE BY THE RESPONDENT**

Line No.	Item (a)	As at end of year		
		Cost when first dedicated to broadcast service (b)	Balance in accrued depreciation account (c)	Cost after depreciation (Col. (b) minus (c)) (d)
1	Land and land improvements and buildings	\$	\$	\$
2	All other property (including transmitter, studio, office, and other property).....			
3	Total, all property (lines 1 and 2).....			

CERTIFICATION

(This report must be certified by licensee or permittee, if an individual; by partner of licensee or permittee, if a partnership; by an officer of licensee or permittee, if a corporation or association; or by attorney of licensee or permittee in case of physical disability of licensee or permittee or his absence from the Continental United States.)

I certify that to the best of my knowledge, information, and belief, all statements contained in this report are true and correct.*

(Signed) _____

(Title) _____

(Date) _____, 19____.

*Any person who willfully makes false statements on this form can be punished by fine or imprisonment. U. S. Code, Title 18, Section 1001.

INSTRUCTIONS FOR COMPLETION OF
F.C.C. FORM 324
Revised December, 1953

ANNUAL FINANCIAL REPORT OF
NETWORKS AND LICENSEES OF BROADCAST STATIONS

GENERAL INSTRUCTIONS

1. Who must file reports? All networks and licensees of broadcast stations and all permittees whose stations were operated during the year covered by this report. In the later instructions, the term "licensee" is used for convenience to refer to respondents as so defined.
2. What reports must be filed?
 - (a) One report shall be filed for each network and for each station of the licensee, whether AM, FM, TV, or other type of station.
 - (b) If the licensee operates a joint AM - FM station in the same community, one report may be filed covering the joint operation.
 - (c) If the licensee operates an AM and a TV station in the same community, a separate report shall be filed for each of the stations.
 - (d) Only one copy of report for each network and each station need be filed.
 - (e) When report forms are mailed to networks, special instructions will be furnished to adapt the form to meet their requirements.
3. What is the time period covered by the report? The report must cover the full calendar year to which it refers. If respondent's station was operated for part of the year under other ownership, the present and former licensees must file reports covering their respective periods of operation. Licensees are expected to file reports covering the period of the year for which they actually operated.
4. When is report to be filed? On or before April 1.
5. What special provision is made for licensees with revenue under \$25,000? A respondent operating a commercial broadcast station and deriving total revenue from the sale of time of less than \$25,000 for the year under report, or less than an average of \$500 weekly if in operation for less than the year, is required to complete only page 1, line 23 on page 2, line 6 and Note on page 3, and page 4.
6. What special provision is made for non-commercial broadcast stations? Respondents operating non-commercial stations and deriving no revenue from the sale of station time are required to execute only page 1, line 6 and Note on page 3, and page 4.
7. Must cents be reported? No. It is intended that cents be excluded and that the dollars in the several schedules be adjusted to make them consistent with totals shown in the columns. In all cases, totals and sub-totals are to be entered.
8. If the space provided for any schedule is insufficient or if it is necessary to insert additional statements, the insert pages shall be securely fastened in the report and shall be of durable paper conforming to this form in size and width of margin. Each insert shall bear the number and title of the schedule to which it pertains and the call letters.

INSTRUCTIONS FOR REVENUE STATEMENT
Schedule 1

The revenue statement (page 2) is designed to show the revenue of the respondent which has been derived from all broadcast activities, segregated so as to indicate that which has been received from networks, that which is of a non-network character, that which has been received from incidental broadcast activities, and the extent to which those other than respondent participated in those revenues. A network program is any program furnished to the station by a network or another station.

Lines 4 and 5 of the revenue statement (page 2) are designed to include the gross amounts of revenue earned from networks as compensation for the time of the respondent which was used by such networks for broadcasting network commercial programs. "Amounts of revenue earned" means the amount received or receivable by the station from networks. Amounts paid by the networks for circuit costs, royalties, and similar items of expense which they furnish under contract are includible in the expense statement of the network. If, on the other hand, the stations pay for these items, either directly or through networks, as an offset on amounts receivable, then such payments are includible in the expense statement of the station. These lines should include revenue earned from the sale of network cooperative programs to local sponsors.

Line 6 of the revenue statement is designed to include the gross amount of revenue earned by the respondent for broadcasting commercial programs simultaneously over a combination of two or more stations. However, the respondent in such operation who assumes responsibility for accounting for all proceeds involved will report the entire amount earned by the combination of stations on line 6 and include out-payments to stations on line 14.

Line 9 of the revenue statement is designed to include the gross amount of revenue earned from advertising placed by or on behalf of advertisers whose distribution of product or service is in two or more metropolitan areas, two or more communities located outside metropolitan areas, or one or more of each kind of area. It makes no difference whether such advertising is solicited directly by the respondent or through advertising agencies, national representatives, brokers, or networks. Line 10 of the revenue statement, on the other hand, is designed to include the gross amount of revenue earned from advertising placed by or on behalf of advertisers whose distribution of product or service is limited to either one metropolitan area or one community outside of a metropolitan area. "Amounts of revenue earned" in these lines are not to be reduced by amounts paid as commissions to advertising agencies, national representatives, and brokers, or to staff salesmen or employees.

Line 14 of the revenue statement is designed to include the actual amounts paid or payable by the respondent to networks from the revenues described heretofore as their part of such revenues for their participation in the broadcasting. Payments to networks for furnishing cooperative programs from which revenue was derived also should be included on this line.

Line 19 of the revenue statement is designed to include the gross amount earned by the respondent from others as compensation for services of talent which is under contract to and in the pay of respondent; and net commissions, fees, and profits for services in obtaining, or for placing with others, talent not under contract to and in the pay of respondent.

Line 20 of the revenue statement is designed to include amounts earned by the respondent from others for furnishing manuscript, transcription, production, or other program material or service. It does not include amounts earned from others as royalties or other payments for the right to use matter protected by copyright.

Line 21 of the revenue statement is designed to include amounts earned by the respondent for services incidental to the broadcast service such as charge for facilities and special charges in connection with remote broadcasts; charge for other program transmission circuit services; fees or other charges for conducting studio tours; rents, fees, or profits received from others for the right to operate concessions; charge for use of studio facilities; etc.

INSTRUCTIONS FOR EXPENSE STATEMENT
Schedule 2

The expense statement (page 3) is designed to show the direct and indirect expense of the respondent which has been incurred in conducting broadcast activities. The first six lines of the statement relate to broad expense categories. The following are illustrative of subcategories of expense items which should be included in each of the four broad expense categories.

Technical expenses (line 2) should include salaries and wages of officers and employees engaged in supervising or performing technical work; amounts expended for maintenance, repairs, and necessary parts or other expendable items which are not capitalized, such as tubes; amounts expended for power costs; and other miscellaneous technical expenses such as fees and expenses of technical consultants and rent or other amounts paid for the use of transmitter lines.

Program expenses (line 3) should include salaries and wages of officers and employees of the program department; talent expenses; royalties and license fees relating to program material; transcriptions and recordings; circuit costs incurred in delivering programs to the local studio; film expense; and costs incurred in obtaining news.

Selling expenses (line 4) should include salaries and wages of officers and employees engaged in sales work, advertising, promotion, and publicity; commissions to staff salesmen; fees and expenses of promotion experts and consultants; and all other expenses incurred in advertising, promotion, and publicity.

General and administrative expenses (line 5) should include salaries and wages of officers and employees engaged in administrative and general duties the expense of which cannot be otherwise allocated; payments for professional services; insurance; experimental and developmental expenses; depreciation and amortization of broadcast investments; rent paid for use of broadcast property; taxes (other than Federal taxes on income); and losses on notes, accounts, and other amounts receivable.

Lines 7 to 15 are designed to elicit information with respect to some selected items of expense and do not include all the items of expense appearing on lines 2 to 5. Line 8 should include the total salaries, wages, and commissions paid to technical, programming, sales, and general and administrative personnel. Line 9 is a subcategory of the expenses appearing on line 5. Lines 10 to 15 are subcategories of the expenses appearing on line 3.

In reporting employee information requested in the note at the bottom of page 3, include all employees, both staff and non-staff. Count all employees as "full-time" when they are employed for the normal basic work week of the station. Count employees as "part-time" when they are employed for less than the normal basic work week of the station.

INSTRUCTIONS FOR
REPORTING OF TANGIBLE BROADCAST PROPERTY
Schedule 3

Cost when first dedicated to broadcast service. The amounts to be reported in column (b), captioned "Cost when first dedicated to broadcast service," should include with respect to property in broadcast service (1) the cost to the licensee if the property was placed in broadcast service by the licensee or (2) the cost on the books of the predecessor owner if the property was acquired from a predecessor licensee.

Balance in the accrued depreciation account. The amounts to be reported in column (c) should reflect the balance in the accrued depreciation account resulting from accruals, less net charges for property retired, since the property was placed in broadcast service by the licensee, and should also include accrued depreciation, if any, taken over from the predecessor's books in the event that any of the property was acquired from another licensee.

Cost after depreciation. The differences between columns (b) and (c) are the amounts to be reported in column (d).

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