Organization: Nutmeg Publishing

A. Organization Contact Information

1. Address: 2110 Hillside Road U-3008 Room 212 Storrs CT 06269
2. Email: nutmegpublishinguconn@gmail.com
3. Fax Number: N/A
4. Web Address: nutmeg.uconn.edu

B. History/Mission of Organization

1. History:

   The Nutmeg Yearbook was established in 1915 when it separated from The Outlook, the Agriculture College’s yearly publication. Originally, the junior class was in charge of creating the book each year. In 1952, the yearbook was taken over by the senior class who then turned the group into a student organization known as the Nutmeg. In 2002, the Nutmeg received permission to be placed on the Student Activities Fee when graduating seniors began to receive their yearbook for free. Not only do all seniors receive their yearbook upon graduation, but they also have the opportunity to have their portraits appear in the yearbook free of charge. In the Spring of 2015, The Nutmeg Yearbook was rebranded as Nutmeg Publishing to reflect the addition of a new quarterly magazine publication, which was created to further document student life, diversity, campus culture, and important events on campus. In 2017, as an effort to save money, we restructured the magazine into a semesterly publication. We are using the magazine to advertise the yearbook, collaborate and network with other UConn organizations, create engaging content for our constituents to enjoy, and increase our presence on campus.

2. Mission Statement:

   Nutmeg Publishing is committed to serving its constituents through the preservation and coverage of major UConn events, traditions, and cultures through our Yearbook and semesterly Magazine publications. Nutmeg Publishing is staffed by a diverse group of creative and motivated students who work on the design and layout, copy-editing, photography and picture selection, reporting, and writing. We serve our staff members by providing them with direct experience to publishing, as well as developing a diverse set of skills such as leadership, communication, and collaboration.

C. Student Fees – dollar amount students pay per year

Currently, Nutmeg receives $6/year, which is broken down into $3/semester per student. With the assumption that the average student is at the university for eight
semesters, this would mean that a graduating UConn senior has invested $24 into Nutmeg Publishing during their time in college.

D. **Eligible Participants – what students may participate in your activities?**

All undergraduate students have the opportunity to avail themselves of the content that is produced by Nutmeg Publishing. Fee-paying undergraduates at the Storrs campus receive a free copy of the UConn yearbook during the Fall following their year of graduation. Graduating seniors have the option to have their portrait taken free of charge, which is heavily marketed to increase student engagement. Students, families, businesses, or organizations are able to purchase ads in the book to share messages with the readers there. With our new marketplace system, anyone (student, staff, alumni, family, and community members) can purchase a copy of previous editions of the UConn yearbook, granted that we have the inventory for requested titles. Nutmeg Publishing also releases semestery magazine publications as well. Physical copies of the magazine are distributed across various locations on campus but can also be found on our website ([https://nutmeg.uconn.edu/magazine-2/](https://nutmeg.uconn.edu/magazine-2/)), which anyone is allowed to view. Nutmeg Publishing’s content is primarily created by students and captures all aspects of student life at UConn. From the diverse range of events we cover in our publications to various involvement opportunities, we ensure that every student has the opportunity to be represented in and contribute to the work of Nutmeg Publishing. Additionally, in recent years, we have expanded the events and organizations covered in the book from focusing on only Greek Life to a more diverse spread across campus, including cultural centers, other Tier III groups, and campus-wide events that all students are able to participate in.

Every undergraduate student can apply for a staff position with Nutmeg Publishing. Positions are posted online when they become available, typically during the start of each semester. Students not only can contribute as internal members, but there are many additional services and activities that Nutmeg Publishing provides to engage with the UConn community. Photography sessions are offered to anyone within UConn, including staff, clubs and organizations, and other members. We have hosted a number of events, such as setting up tables to inform the public about our organization and holding a release event for the publication of our magazine, all of which anyone is allowed to attend. Photo and art contests are occasionally marketed to encourage student participation, as the winner gets their work featured on the most recent addition of the yearbook. Student input is strongly valued by Nutmeg Publishing, which is why we have established new changes to make this communication easier. There is now a ‘Contact’ text box on our website, allowing anyone to submit questions, concerns, potential events that should be covered, and any other inquiries in regards to Nutmeg Publishing. Executive officers also have open office hours in the Nutmeg Publishing office (Student Union 212).

E. **Governance (please identify the governance structure of your organization and identify those are students and those who are not students)**

1. Executive Officers

   a. **Editor in Chief, Student**
b. Managing Yearbook Editor, Student

c. Managing Magazine Editor, Student

d. Business Manager, Student

e. Creative Director, Student

f. Marketing Coordinator, Student

2. Board of Directors

a. We currently do not contain positions for a Board of Directors. Our most recent Board was disbanded in the Spring of 2011.

3. Paid Positions

a. Sports Photographers (3), Students

b. Sports Writers (2), Students

c. Copy Editor, Student

d. Photo Editor, Student

e. Photographers (6), Students

f. Writers (7), Students

g. Designers (5), Students

Student Officers (elected positions) paid (please list titles):

It is important for the Student Activity and Service Fee Advisory Committee to understand who is being paid, review the rationale behind these payments, how the rates are determined, and what internal oversight exists within the organization to oversee these payments.

If you pay student officers or other student positions and/or any member of your Board of Directors (whether they are students or community members), please complete the following information:

1. Method of payment (hourly wages, semester stipend, etc.) for each position

2. Rate of payment for each position

3. History and Rationale for payment for each position:

   ○ Editor in Chief
      $13.50/hour
      12 hours per week
Traditionally, the various functions the Executive Board performs for the organization is much more demanding than the rest of the staff, as there are five people managing and editing the content of an annual publication of more than 300 pages in length, to go along with the production of two smaller semesterly publications. Executive members operate between 6-12 hours a week, which is similar to that of a part-time job. Operations in such extensive roles provide members with leadership and managerial skills vital to many different career paths. Nutmeg Publishing ensures that all students have equal opportunity to produce content for Nutmeg Publishing. Our strive to maintain the status of a tier-III organization that greatly benefits the UConn constituency is why we pay our students for their time commitment, as some students may not otherwise be able to commit to Nutmeg if they are financially restricted.

Appointed student positions paid (please list):

1. Method of payment (hourly wages, semester stipend, etc.) for each position
2. Rate of payment for each position
3. History and Rationale for payment for each position

- **Creative Director**
  - $14.28/hour
  - 3 hours per week

- **Sports Writer**
  - $17.80/hour
  - 1 hour per week

- **Sports Photographer**
  - $17.80/hour
  - 1 hour per week

- **Copy Editor**
  - $12.50/hour
  - 2 hours per week
○ **Photography Editor**
  $12.50/hour
  2 hours per week

○ **Marketing Coordinator**
  $17.80/hour
  1 hour per week

○ **Writer**
  $12.00/hour
  1.5 hours per event

○ **Photographer**
  $12.00/hour
  1.5 hours per event

○ **Designer**
  $12.00/hour
  1.5 hours per spread

As an established organization that has continued to provide the UConn student body with yearbook and magazine content of the utmost quality for the past 100 years, the compensation of the student positions at Nutmeg Publishing is a reflection of their premium work. Providing higher rates incentivizes staff members to attend required events, thus reducing the potential risk of a lack of coverage. With our hourly wages, we are able to remain competitive with other employers offering similar positions. Our number of employees have increased significantly from 21 members during Spring 2019 to 33 this fall. Keeping this pay rate will allow us to continually recruit new talent for Nutmeg Publishing.

The wage structure of our organization is primarily based on the completion of work which members must complete by a given date. Clear guidelines are given to ensure that duties are conducted with the utmost quality and efficiency.

**Board of Director Positions paid (please list):**

1. **Method of payment (hourly wages, semester stipend, etc.) for each position**

2. **Rate of payment for each position**

3. **History and Rationale for payment for each position**

As mentioned in Part 2, Section E, Nutmeg Publishing currently does not have a Board of Directors, which was dissolved in the Spring of 2011.
Storrs Student Activity Fund

Budget Narrative Questions

Please answer the following questions in support of your budget proposal:

1. *How are you spending your funds now? Briefly describe the programs and services provided.*

   Currently, the majority of Nutmeg Publishing's expenses are associated with the publishing of the yearbook. These expenses are formally stated in a contract that we have with our yearbook publishing company, Walsworth. This contract is renewed on a yearly basis and the terms of pricing can be bid on every three years. The second highest expenditure is funds that are allocated for employee payroll. These two costs account for roughly 90% of the organization's expenses.

   Nutmeg Publishing also budgets for a variety of other smaller expenses. This comprises of printing, photocopying, office supplies, equipment for staff—namely photography equipment—and travel expenses for our sports photographer. We also spend relatively small amounts of our budget on advertising and promotional items in an effort to expand the presence of our organization's brand on campus. While we do not host large-scale events, we take low-cost approaches to engage with the UConn student body and increase our accessibility through tabling in various locations, fliers, and social media postings.

2. *Please explain any significant changes in your budget/spending plan for FY20 (July 1, 2019-June 30, 2020) and for FY21 (July 1, 2020-June 30, 2021) fiscal years.*

   Following the delay of the production of the 2016-2017 and 2017-2018 yearbooks, we are proud to finally announce that all outstanding yearbooks have been completed and shipped out to its designated recipients. The current executive board and staff have worked extensively to catch up and minimize the negative impact that this may have had on the organization and its constituents.

   As a result, the FY20 operating budget will bear the burden of paying off three publishing bills for producing yearbooks. This will include the cost for the 2017 and 2018 yearbooks, in addition to the 2019 yearbook expense that was already expected to be paid in FY20. Invoices for the 2017 and 2018 yearbook have already been paid off during FY20 in September and November, respectively. The 2019 yearbooks will be sent out during the Winter break, and we expect to make a payment once items are shipped and we have received an invoice. We accumulated a larger fund balance at the end of FY19 as a result of the printing delay, but will be paid down to a normal operating budget in FY20 by the expenditures for finishing the 2017 and 2018 yearbook this year. We anticipate the printing cost of FY21 and FY22 to be drastically lower as we return to normal operations of publishing a single yearbook per fiscal year.

   The 2020 yearbook is expected to be completed in October of FY21, which is why it does not show up as an expense of the FY20 budget. Once shipped, we will receive an invoice for the 2019 yearbook which we pay within 30 days, so payment occurs in the next fiscal year. This explains why the publication of yearbooks are always offset by one year.
As the state of Connecticut increases the minimum wage over the coming years, we are seeing and will continue to see a raise in student wages as well. In addition, we expect an increase in non-student wages due to the appointment of a full-time staff member for Nutmeg Publishing and the Daily Campus, which was previously $0. This full-time staff member will be involved in various operations across the two organizations. The Daily Campus and Nutmeg Publishing will split the costs of pay based on the proportion of obligations and time spent within each respective organization. We believe this full-time staff member will help us to carry institutional knowledge through the organization even with boards graduating and expedite processes for purchasing and contracting in the future to prevent major delays. Due to the Daily Campus’s status as a larger organization with many more services and departments to cater to, Nutmeg Publishing will bear less of the financial expenses for paying the full-time staff member. We have established this estimated cost in our FY20 budget to be $3,623.

Past executive boards were able to utilize the Alumni Center for senior portraits, but due to circumstances beyond our control, we will not have access to the space this year. We have secured booking for a room in the Student Union for FY20, as the previous occupant, the UConn Adventure Center, has relocated to a different building. However, there is speculation about the availability for this space beyond FY20 since it will most likely serve another purpose in the future. Thus, we are still in search for a long-term solution. Currently, we are asking a variety of organizations and offices to find free alternative spaces that could help us reduce operating costs. There remains uncertainty about finding a space, which is why we expect to incur rental expenses for FY21 and FY22.

**Expenses:**

- **603, Gifts:** The cost of gifts amounted to $314 in FY19, which was spent on graduation stoles for Nutmeg Publishing’s staff members that were graduating seniors. These stoles not only reward out seniors and encourages member retention within the organization, but also acts as a promotional effort at senior graduation. We have more seniors (10) and overall staff, which is why we adjusted for slightly more gift expenditure. Gift expense will be $400 through FY22.

- **605, Postage:** Postage expense was only $2 in FY19. This category primarily consists of the cost of shipping out yearbooks that have been purchased and mailing checks. This number is low because we 2017, 2018, and 2019 yearbooks were being worked on and therefore not in stock at the time. With all outstanding yearbooks now being completed, our marketplace has now been updated, which we now expect to increase our postage costs as yearbooks become available for purchase. FY20 postage expense will be $800; FY21 and FY22 will be a bit lower at $600 because three yearbooks rather than one are being released during FY20.

- **606, Printing:** expenditures were only $45 in FY19. We expect this number to be drastically higher as we are publishing two editions of the Nutmeg Magazine. Additional costs are for posters, banners, and other marketing materials. Expenses have been updated to $800 through FY22.
607, Promotional Items: No promotional costs were incurred during FY19. We are increasing our outreach and marketing efforts to increase awareness and utilization of our services. This year’s budget has allocated costs for promotional items such as water bottles and shirts that will increase recognition of our brand. FY20 has expensed $500 through FY22.

608.1, Refreshments - Organization: $37 was spent on food and beverages for internal staff meetings and events. We believe that the success of our organization is dependent on the satisfaction of all 30 of our members, and thus are allocating more money towards refreshments for organizational meetings. In addition, we are in the search for potential restaurants to hold a senior banquet in the fall that all members can participate in. Refreshment expenses have been updated to $900 through FY22.

610.1 Supplies - Organization: the cost of supplies amounted to $825 in FY19. We do not intend to purchase many more supplies during FY20 due to sufficient quantity of office necessities and an effort to reduce extraneous items. We do, however, need to make purchases for small and easily expendable supplies such as printer ink, tape, and command strips. We have budgeted $150 for office supplies in FY20 and FY22. FY21 and will be slightly raised at $250 to account for depreciation and items being rendered useless.

615, Contractual Services: Contractual service expenses consist of the cost of producing the UConn yearbook. The printing delay last year resulted in contractual service expense being $0 in FY19. FY20 will account for the payment of 2017, 2018, and 2019 yearbook production, which explains the large influx in cost for our budget. Expenditures are expected to be $340,000 in FY20. This will be reduced to $125,000 in FY21 and FY22 as we resume to normal operations of producing a single yearbook per year.

623, Rental: Rental expense totaled $180 in FY19, which came out of the usage of a Nutmeg Publishing storage space in the Central Stores complex. This was primarily utilized for yearbook storage, but we will discontinue having a space this year. We will instead be selling yearbooks to maintain minimal operating expenses. There will still be a substantial increase because of our need to rent a room for Lauren Studios, our photography company, to conduct senior portraits. The Adventure Center offered their space free of charge just for the rest of FY20, so we are in need of viable long-term options. Our contract with Lauren Studios states that a large room is needed for at least hours a day during two consecutive weeks. We have allocated $10,000 in rental expense for FY21 and FY22 to hedge against the risk that we cannot acquire a free space during this period of time.

624, Travel: There was no travel expense in FY19, though costs generally do incur for the Sports photographer to cover major sporting events such as the UConn Women’s basketball Final Four game. However, we will discontinue this option as the costs of sending a staff member to this game is too costly to justify that this expense benefits our constituents. Instead, we will look to reduce travel expenses for large-scale games by either buying the rights to photos for sporting events from other organizations or splitting the cost of travel. FY20 travel expense will be lowered to $1,000 through FY22.
3. Do you anticipate any changes in income from other sources (non-student fee) during the FY20, FY21 and FY22 fiscal years? If so, briefly explain.

We expect growth in multiple revenue sources aside from the money we receive from student fees. Due to Nutmeg Publishing’s projected budget deficit during FY20, multiple measures are being taken to lower operating costs in relation to our revenue. Previous years’ efforts are being continued to conduct more aggressive advertising towards seniors to get their portraits taken by Lauren Studios, the photography company we are under contract with to provide these services. For every student that comes in to take their portraits, we will receive a rebate as outlined in the terms of our contract. Through marketing initiatives led by the Marketing Coordinator and an overall effort to increase visibility on campus by executive members, we hope to increase the number of seniors who take their portrait and in turn bring in more revenue. Moreover, we recently updated our online marketplace to meet the demand for previous yearbook titles. We hope this will attract a larger customer base and generate more sales of surplus yearbooks to underclassmen as well as other community members. Nutmeg Publishing recently introduced the option for students to work for credit rather than monetary compensation last year. Members have been informed about this opportunity to accommodate the needs of students interested in working for credit. This new option will allow us to develop connections with academic departments affiliated with our course while reducing the cost of payroll.

Income:

- **512, Advertising:** there was no advertising revenue for FY19. Due to the printing delay, our organization was working to finish the 2017 and 2018 yearbook and thus could not focus on providing advertisement space. Advertising revenue for the 2019 yearbook amounted to $1,020, but production is completed during FY20 and payment will be recognized as such. Now that we only have to focus on producing the 2020 yearbook, we have allowed for a greater product offering for advertisements to expand our customer base. A la carte options such as having a personalized name engraving on the yearbook, which were available in years past, have been brought back. Greater marketing and communication will be carried out in order to reach out to parents and local businesses of the opportunity to place ads in the 2020 yearbook. We anticipate $4,500 of advertising revenue during FY20, which includes the revenue earned from the 2019 yearbook. Revenue is expected to increase to $5,000 in FY21 and $6,000 in FY22.

- **515, Contractual Services:** contractual services revenue was $13,039 in FY19, which was a rebate from Lauren Studios Inc. for the number of senior portraits that were taken. However, total revenue amounted to $38,000 but were not entirely recognized due to the remainder of checks being declined. Outstanding checks have been re-issued and will be accounted for as part of the FY20 contractual services with the rebate to be received for portraits taken this year. FY20 contractual services revenue is expected to be $63,000, including last year’s outstanding rebate. We estimate that FY21 contractual services revenue will increase to $39,500 and FY22 to $41,000 as we get more seniors to take portraits.

- **546, Interest:** Interest revenue was $5,457 during FY19. This is most likely due to the large balance that was accumulated in FY19 as a result of 2017 and 2018 yearbook
printing delay, resulting in an increase in principal against which interest would be paid by the University of Connecticut. With outstanding yearbooks being paid off in FY20 and thus resuming back to a normal production schedule of one yearbook per fiscal year, interest revenue will be reduced. FY20 is expected to have $4,000 of interest revenue during FY20.

4. **What are the current and projected levels of your reserves/fund balances? If you have a fund balance, please describe the use/purpose of these resources.**

   The fund balance at the beginning of FY20 was $306,690. This year, we expect to be operating at a deficit of $195,573. A lot of this expenditure is due to the printing costs for the additional costs of the 2017 and 2018 yearbooks on top of the 2019 yearbook being shipped out this fall. Our inflation in the printing expense can be explained by the delay in production for the 2017 and 2018 yearbooks, which is evidenced by contractual service expenses not being utilized in FY18 and FY19. We will also need to pay student wages that accrue during FY20. We anticipate expenditures in this category to increase in the following years as the minimum wage has risen and we have also appointed a full-time staff member for Nutmeg Publishing and Daily Campus. Our ending fund balance for FY20 is projected to be $111,118.

5. **Please describe the organizational priorities in your proposed FY22 budget. Are there any concerns/issues the Committee should be aware of when reviewing your budget?**

   In our proposed FY22 budget, Nutmeg will be operating at a loss of $12,963. This would be largely attributed to the cost of producing the 2021 yearbook, since it is completed during FY22. Wages are also expected to increase with each successive year due to the appointment of a full-time staff member and a state-wide minimum wage increase. However, there are several sources of revenue that we are looking at to reduce our operating costs. Due to commission funds our organization receives for every student that takes their senior portrait, which was outlined in our new contract with our photography company, Lauren Studios, we are looking to increase the number of seniors that get their photos taken through increased marketing and mass communication efforts. We are also providing greater accessibility and promotion of our online marketplace to increase sales of previous yearbook titles.

6. **Are you proposing an increase in your organization fee for FY22? If yes, please provide the rationale for your request (include any information regarding the limits of your organization if the fee increase is not approved). What steps has your organization taken to reduce expenses and/or increase other revenues? What is the dollar increase you are asking per year? On the budget spreadsheet, please complete an additional column for FY22 that outlines how your organization will allocate the additional revenue from the proposed fee increase.**

   Nutmeg Publishing is seeking a price adjustment in our organization fee to reflect the level of increasing demand and quality of our services. For over 100 years, we have published the UConn yearbook, a timeless document capturing all of the diverse experiences that make up the UConn student body and archiving events impacting the
University. The yearbook is given at no additional charge to all fee-paying, undergraduate students attending the Storrs campus following their graduation. Seniors also have the opportunity to take their portraits with our photography company and be featured in the yearbook, free of charge. With subsidiary services and publications such as the Nutmeg Magazine being offered as well, the exclusive content and user reach Nutmeg Publishing provides to students is rarely found elsewhere in large institutions that match the size of UConn. Due to the rising costs necessary to maintain the quality of our operations, we are confident that a fee increase will sustain the growth of Nutmeg Publishing and generate larger returns to our constituencies.

We foresee several critical variables that will raise our organization's expenditures by FY22. With a growing class size at UConn, there will be increased spending associated with the publication of our yearbook. Being one of the few tier-III organizations that have a one-to-one cost structure by providing a yearbook to every graduating student, we will have to pay more for the greater quantity of yearbooks being produced as class sizes rise. Although large freshman classes help foot the bill for smaller senior classes, those large freshman classes will one day graduate themselves and we will need to account for that large expense.

The existing equipment that we have for creating our publications, which include cameras and computers were purchased several years ago and are becoming outdated and obsolete. Due to our tight operating budget, we have not had the financial leverage to replace our outdated equipment with new ones that would vastly improve the efficiency and content quality of our organization. The low quantity and limited capacity of our current equipment has as a result led to members using their own equipment or creating work that is lower quality than what they are capable of. We think that it is unfair to students to have to rely on their own funds to maintain their computers and cameras, and it could cause talent to go to other organizations that do have the funds to provide these essential tools. Nutmeg does not hire based on who is willing to provide equipment, but we believe there could be an effect on who chooses to apply and accept positions. The new contract with Lauren Studios does allow for some budget for camera equipment, but this does not cover updated computers, hard drives for archiving, or Adobe subscriptions for our Creative Director and Photo Editor who require the software to complete their jobs.

We also need to account for the increase in minimum wage that will affect our employees. There will be a periodic increase in minimum wage across Connecticut until June 2023, reaching a rate of $15.00. Our employee's pay rates will be adjusted by the amount minimum wage is raised to ensure business practices are in compliance with Connecticut state law and employees receive competitive compensation for their expertise.

Our organization has taken several measures to ensure that costs have been reduced. For example, we have significantly lowered our spending from $825 in FY19 to $150 in FY20. We have limited our purchases to office necessities such as scotch tape and paper towels so that we do not possess large quantities of irrelevant items. We have held off on major office updates or equipment updates, only getting used furniture from the University surplus for free.

In addition to lowering expenditures, Nutmeg Publishing is working to maximize its revenue from multiple sources. Contractual services revenue, which is generated by
commissions received from Lauren Studios for every senior portrait taken, amounted to a total of $38,101 from 2,449 students last year; a portion of that balance was cashed in and the rest will be sent via check, which is why revenue in this category was only $13,039 in FY19. Utilizing our budget for advertising and increased marketing tactics, we are working to spread awareness and attract a larger number of students to take advantage of our free portrait photography services. We have made routine posts on our social media, placed physical banners across campus, and reached out to various departments about photography sessions that are being offered during the academic year. By expanding our reach through heavy promotion, we are confident in reaching a target number of 2,549 students who get their portrait taken this year, earning roughly $39,500. Furthermore, we have opened up the option for businesses and individual customers alike to place advertisements in the UConn yearbook, alongside add-on packages such as name engravings. Providing purchase options to make the yearbook more personalized will ensure greater customer satisfaction and serve as a promotional opportunity for businesses, driving Nutmeg Publishing’s advertising revenue.

We are seeking to issue a fee increase in order to sustain the efficiency and quality of operations for Nutmeg Publishing. Even with cutting costs, the FY22 fund balance is expected to decrease by $12,963. We would like to have our fee increased by $1 a semester for each student, enabling us to successfully accommodate for the performance of all our services and better serve our constituents. Increased fees would also allow us to invest in newer technology and replace our supply of outdated equipment. This would include cameras, computers, and other devices necessary for us to continue the production of high-quality content of our publications. Our goal is to also expand our reach beyond graduating seniors by increasing our offerings of photography and design services to the greater community. By having the funds to purchase proper photo studio equipment such as lighting and backdrops, we can offer more photo services and engage with other groups more effectively.

We believe that issuing a fee increase is necessary to cover our organization’s operating costs and will in turn provide us with the resources to bring larger returns to benefit our constituency.

7. *Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?*

We anticipate accounts receivable to be $14,000, which will largely come out of student activity fees that our organization gets. Accounts payable is expected to be $7,500, which is coming out of our monthly payroll bills.

8. *Please describe how students (number and/or percentage of total student population) utilize your services and/or participate in your programs? Do faculty/staff (number/percentage) benefit? Do members of the local community (number/percentage) benefit?*

All students receive a free copy of the UConn yearbook following their graduation. Graduating seniors also have the opportunity to get their senior photo taken and featured in the yearbook, which is free of charge to the student. On average, 65-75% of seniors opt to take their senior photo. With increased advertising tactics and public events being carried out this year, we expect to raise this number by at least 10% by the
end of FY20. In addition, previous editions of yearbooks have become available for purchase on our online marketplace that is accessible to all users. Anyone, including faculty, departments, and facilities, can purchase a copy and request specific editions, granted that we have the quantity for it.

The addition of our Nutmeg Magazine publication allows us to now provide a greater quantity and variety of publications to the UConn community. The magazine is accessible digitally online, which also makes it viewable by any faculty, staff, or community member who would like to see it. This year’s editions of Nutmeg Magazine will be focusing on the subjects of health & wellness in the fall and diversity in the spring. We believe these subjects will not only be interesting to read but helpful and informative to the community. We are also working to distribute printed copies of the magazine to the Center for Mental Health Services and other relevant offices in order to bring further awareness to Nutmeg Publishing as well as issues of mental health to the UConn campus.

9. Was an audit for your organization performed by the University’s Office of Audit, Compliance and Ethics in the last three fiscal years? If so, please list the date the final Audit report was submitted to you, and provide a list of any financially related Recommendations. If any of the Recommendations are still open, please provide a status report.

At this time, Student Activities Business Office has informed Nutmeg that we have not been audited in four years. However, SABO was audited in the Spring of 2015 and Nutmeg’s transactions were reviewed during that audit with no findings.

10. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

In keeping with the best traditions of their organization and the University, this group has demonstrated successful stewardship of its members through the excellent recruitment, development, and mentorship of an effective membership base, as demonstrated not only by our Student Life Awards for Stewardship of Assets, Stewardship of Members, and Administrator Relations in recent years, but also by what has been accomplished by our members. By providing adequate support and effective training, this organization has helped create a positive and supportive place for involvement for current and future members with active conflict resolution tactics used when necessary. Developing an open organizational culture that encourages and empowers members, this group has demonstrated strong efforts to work collaboratively, professionally, and ethically as an organization. We are working to provide even more opportunities for professional development to enhance the talents of our staff in coming semesters, including formal resume, networking, and skills workshops. We also have worked to expand our staff numbers-wise to reduce the strain on student school work with a smaller time commitment per person and increase the number of people who can reap the benefits of working for Nutmeg. Additionally, our social media presence has increased after the development and continued innovation in our use of Facebook, Twitter, Instagram, web pages, and new LinkedIn by our Marketing Coordinator. These are excellent avenues for us to seek opinions and feedback from the student body, as well
as freely communicate and advertise our publications. There is also a new push to
connect with our alumni through the power of social media, and connect them with our
current members for job opportunities. A large percentage of our alumni end up in fields
connected to their work in Nutmeg at companies like CNN, Viacom, NBC Sports,
TribalVision, Newell Brands and more, and we hope to continue that momentum with
current and future graduates. We are also putting an emphasis on collaborating with other
groups across campus through our magazine, yearbook event coverage, and photography
services to reach a larger constituent base and increase the visibility of our organization.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY19 Actual Amount</th>
<th>FY20 Original Amount</th>
<th>FY20 Updated Amount</th>
<th>FY21 Original Amount</th>
<th>FY21 Updated Amount</th>
<th>FY22 Projected Amount</th>
<th>FY22 Projected W/INCREASE</th>
<th>FY22 Projected W/INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.4.1</td>
<td>General Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.2</td>
<td>Foundation Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.3</td>
<td>Benefit Fundraising Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.4</td>
<td>Rents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.5</td>
<td>Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.6</td>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.7</td>
<td>Food Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.8</td>
<td>Miscellaneous Revenue</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.9</td>
<td>Change Fund Returns</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.10</td>
<td>Business Taxes</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.4.11</td>
<td>Interest</td>
<td>5,457</td>
<td>1,200</td>
<td>4,000</td>
<td>1,200</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>R.4.12</td>
<td>Student Fee</td>
<td>111,285</td>
<td>112,000</td>
<td>110,600</td>
<td>112,000</td>
<td>110,600</td>
<td>110,600</td>
<td>146,667</td>
<td></td>
</tr>
<tr>
<td>R.4.13</td>
<td>Total Revenue</td>
<td>129,946</td>
<td>152,750</td>
<td>184,500</td>
<td>152,250</td>
<td>161,800</td>
<td>164,300</td>
<td>207,967</td>
<td></td>
</tr>
<tr>
<td>E.4.1</td>
<td>Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.4.2</td>
<td>Debits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.4.3</td>
<td>Gifts</td>
<td>314</td>
<td>500</td>
<td>400</td>
<td>500</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>E.4.4</td>
<td>Nontaxing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.4.5</td>
<td>Preprint</td>
<td>2</td>
<td>1,500</td>
<td>800</td>
<td>1,500</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>E.4.6</td>
<td>Printing</td>
<td>45</td>
<td>300</td>
<td>800</td>
<td>300</td>
<td>800</td>
<td>800</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>E.4.7</td>
<td>Miscellaneous Items</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>E.4.8</td>
<td>Refunds - Organization</td>
<td>76</td>
<td>200</td>
<td>150</td>
<td>200</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>E.4.9</td>
<td>Subscriptions</td>
<td>233</td>
<td>700</td>
<td>750</td>
<td>750</td>
<td>750</td>
<td>750</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>E.4.10</td>
<td>Supplies - Organization</td>
<td>825</td>
<td>300</td>
<td>150</td>
<td>300</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>E.4.11</td>
<td>Supplies - Events/Programs</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>E.4.12</td>
<td>Telephone</td>
<td>-</td>
<td>100</td>
<td>200</td>
<td>200</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>E.4.13</td>
<td>Advertising</td>
<td>-</td>
<td>100</td>
<td>200</td>
<td>200</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>E.4.14</td>
<td>Awards and Prizes</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.4.15</td>
<td>Cost of Student Services - Organization</td>
<td>125,000</td>
<td>340,000</td>
<td>125,000</td>
<td>125,000</td>
<td>125,000</td>
<td>125,000</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>E.4.16</td>
<td>Cost of Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.4.17</td>
<td>Total Expenditures</td>
<td>24,347</td>
<td>160,350</td>
<td>380,073</td>
<td>160,600</td>
<td>175,023</td>
<td>177,263</td>
<td>193,363</td>
<td></td>
</tr>
<tr>
<td>E.4.18</td>
<td>Revenue Expenditure = Change in Fund Balance</td>
<td>105,604</td>
<td>(8,100)</td>
<td>(195,573)</td>
<td>(8,350)</td>
<td>(13,223)</td>
<td>(12,963)</td>
<td>14,604</td>
<td></td>
</tr>
<tr>
<td>E.4.19</td>
<td>Fund Balance at Start of Year</td>
<td>209,186</td>
<td>314,790</td>
<td>306,690</td>
<td>111,118</td>
<td>111,118</td>
<td>97,896</td>
<td>97,896</td>
<td></td>
</tr>
<tr>
<td>E.4.20</td>
<td>Total Expenditures</td>
<td>24,347</td>
<td>160,350</td>
<td>380,073</td>
<td>160,600</td>
<td>175,023</td>
<td>177,263</td>
<td>193,363</td>
<td></td>
</tr>
<tr>
<td>E.4.21</td>
<td>Fund Balance at End of Year</td>
<td>314,790</td>
<td>306,690</td>
<td>111,118</td>
<td>102,768</td>
<td>97,896</td>
<td>84,933</td>
<td>112,500</td>
<td></td>
</tr>
</tbody>
</table>