

SASFAC Submission : Entry # 1267

Contact Information

Organization

Nutmeg Publishing

Campus Address of Office

2110 Hillside Rd
Room 212
Storrs, Connecticut 06269
United States
[Map It](#)

Organization Website

<https://nutmeg.uconn.edu/>

Organization Social Media Information

<https://www.instagram.com/nutmegpublishing/>
<https://www.facebook.com/uconnnutmegpublishing>
<https://twitter.com/UCONNnutmeg>
<https://www.linkedin.com/company/14840896/admin/>

Organization History and Mission

History/Mission of the 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 10, 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 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 developing a diverse set of skills such as leadership, communication, and collaboration.

Revenue

Is your Organization seeking a fee increase?

No

Does your Organization receive income from any source other than student fees?

No

Organization Structure and Payroll

Organizational Chart and Supplemental Excel Sheet

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- [Organizational-Chart.pdf](#)

Please indicate which positions (if any) are currently held by non-students.

Financial Records Coordinator

Does your Organization pay any elected or appointed student leaders?

Yes

Elected Student Officers: What is the history and rationale for paying each position?

The responsibilities that the executive board performs is much more demanding than the rest of the staff. Officers are in charge of the management and production of all Nutmeg content including the yearbook and semesterly magazines. Executive members operate on average between 10-20 hours a week, which is similar to that of a part-time job. These roles provide members with leadership and managerial skills.

Appointed (hired) Student positions: What is the history and rationale for paying each position?

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 and product high-quality work. With our hourly wages, we are able to remain competitive with other employers that offer similar positions. Nutmeg Publishing ensures that all students have an equal opportunity to produce content for Nutmeg Publishing. Our strive to maintain the status of a tier-III organization that benefits the UConn community is why we pay our students for their time commitment, as some students may not otherwise be able to commit if they are financially restricted.

Does your Organization pay any non-student staff?

Yes

What is the history and rationale for paying each non-student staff position?

The Department of Student Activities at the University of Connecticut announces the opening of a Financial Records Coordinator who assists in the provision of program and administrative support functions including, but not limited to general bookkeeping services in support of one or more trustee student organizations and the Trustee Student Organization Support area.

Activity Participation

Who is eligible to participate in your activities?

- All undergraduate students across all campuses

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

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All UConn students (attending the Storrs campus) receive a free copy of the UConn yearbook upon their graduation. Yearbooks are free to all fee-paying students and sent so long as students update their mailing address. Graduating students are given the opportunity to have their senior portrait taken and featured prominently in the yearbook. On average, 70% of seniors choose to take their senior portrait photo every year. In addition to regularly producing and distributing a yearbook, previous yearbook titles are also available for purchase through our online marketplace. Anyone is welcome to purchase a copy and request a yearbook from a specific year, given that we possess a copy in our inventory.

Nutmeg Publishing also produces the semesterly Nutmeg Magazine, which is available to access for all in the UConn community. The magazine is offered online as well as in select in-print locations across the Storrs campus. This Fall's edition of the Nutmeg Magazine focused on and highlighted diversity and inclusion and life during quarantine, and was highly regarded by the student community. The Nutmeg Magazine contains engaging articles and content about topics which pertain to the UConn community, and reflects society in topical, relevant manners. Otherwise, we engage with students through photography services, tabling, event coverage, meet-and-greets, marketing, fundraising, and student leadership.

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Year (FY 21)

- [Quickbooks-Profit-Loss-Report-Standard-Last-Fiscal-Year-FY-21.pdf](#)

Please upload your Organization's FY 22 Budget

- [Operating-Budget-Template-1.xlsx](#)

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Quarter (FY 22 July 1-Sept 30)

- [Quickbooks-Profit-Loss-Report-Standard-Last-Fiscal-Quarter-FY-22-July-1-Sept-30.pdf](#)

Expenditures

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

Nutmeg Publishing produces an annual yearbook publication. Graduating students from the Storrs campus receive a free copy of the yearbook the Fall after their graduation. Graduating students also get to take senior portraits for free, which is featured on their yearbook. Nutmeg Publishing also produces a semesterly magazines, which are released in physical and digital form.

What are the top 3 expenditure categories for your Organization?

- 605- Postage/Shipping
- 606- Printing
- 624- Travel

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/21 when compared to the previous years budget. What are the short-term goals for the organization?

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Vendor commission: the rebate for FY22 reflects the rebate from this year as well as from FY21. The FY21 rebate was mailed in at the start of FY22.

Printing: due to COVID-19 halting production with our yearbook publisher, we were behind in schedule in finishing the 2019-2020 yearbook. The virtual learning environment also caused many of our events that were originally scheduled to be canceled, so we needed to come up with new spreads to fill in the yearbook pages. As a result, we finished the 2019-2020 yearbook in FY22. FY22 printing cost will include payment for the 2019-2020 and 2020-2021 yearbook.

Postage: primary postage expense comes from returned yearbooks that were sent to the wrong address. Because the 2019-2020 yearbook was not sent out last year, there was barely any postage expense in FY21. We expect FY22 postage cost to go up as we are shipping out the 2019-2020 and 2020-2021 yearbooks. We are working on getting students to update their address before graduating.

Rental: rental expense was 0 this year because we were able to use the Daily Campus building to hold senior portraits. However, this is a temporary option and we are working on finding a sustainable solution to having senior portraits.

Wages: wages are expected to go up because we increased the wage rate in accordance to the minimum wage increase schedule in Connecticut.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

Payment for the yearbook are offset by a year. This is because yearbooks are finished and shipped out the Fall after the corresponding academic year. For example, this year's 2021-2022 yearbook will be produced and sent to students in Fall 2022, which falls under FY23.

Fund Balance

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

\$35,000. We need ~\$5,000 to cover camera repair costs and replacements if any of our equipment breaks down. The rest will be emergency funding for rentals for senior portraits. Usually, we are able to secure a place for senior portraits for free, but in the case where a free option is not available, we need to at least have funds to rent a space. This was the case in FY20, where we had to spend \$3,000 on rentals because there was limited space in the student union as a result of COVID-19.

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

FY22 ending balance: 85,793
FY23 ending balance: 92,397
FY24 ending balance: 98,876

We can spend more on printing for our semesterly publications, as we usually only release <100 for each issue. We can only devote more funds towards producing additional magazine issues and other publications down the road. Aside from our publications, we can also increase our engagement opportunities with students through events and such.

Projections and Future

Please upload your Organization's FY 23 and FY 24 Budget Projections

- [Student-Activity-Fee-Budget-Projection-Form-FY-23-24-1.xlsx](#)

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

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Our priority is to get back to producing one yearbook per year. Given the complications due to COVID-19, we were beyond schedule in the previous year's yearbook in FY22, but are working on getting back on schedule. With student activities returning back on campus, we want to make sure that we commit enough resources to engaging with students as well through more publications, events, etc. We want to promote our additional services as well such as senior portraits, advertising, and photoshoots.

Date the Organization will be holding (or already held) a public budget forum:

12/20/2021

Have you received TSOS comments and had an opportunity to amend or edit your submission?

Yes

Date that TSOS comments were recieved

02/16/2022

Date of formal Organization Budget vote

12/20/2021

Position/Title	SOLID Equivalent	Authorized Signer?	Time Approver?	Paid?
Editor-in-Chief	President	Required	Yes	Yes
Business Manager	Treasurer	Required	Yes	Yes
Yearbook Managing Editor	Vice President	Yes	Yes	Yes
Magazine Managing Editor	Secretary	Yes	No	yes
Marketing Coordinator			No	yes
Creative Director			No	yes
Copy Editor			No	yes
Photo Editor			No	yes
Photographer			No	yes
Writer			No	yes
Designer			No	yes
Sports Photographer			No	yes
Sports Writer			No	yes

\$/hr	Authorized to Work?					
	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break
14.50	Yes	Yes	Yes	Yes	Yes	Yes
14.50	Yes	Yes	Yes	Yes	Yes	Yes
14.50	Yes	Yes	Yes	Yes	yes	yes
14.50	yes	yes	yes	yes	yes	yes
14.00	yes	yes	yes	yes	yes	yes
14.50	yes	yes	yes	yes	yes	yes
13.50	yes	yes	yes	yes	yes	yes
13.50	yes	yes	yes	yes	yes	yes
13.00	yes	yes	yes	yes	yes	yes
13.00	yes	yes	yes	yes	yes	yes
13.00	yes	yes	yes	yes	yes	yes
18.00	yes	yes	yes	yes	yes	yes
18.00	yes	yes	yes	yes	yes	yes

Number of hours per pay week (Fri-Thu) the employee is authorized to work up to during the Spring and Fall	Number of hours per pay week (Fri-Thu) the employee is authorized to work up to during Fall Break if any:	Number of hours per pay week (Fri-Thu) the employee is authorized to work up to during Winter Break if any:
20	40	40
20	40	40
20	40	40
20	40	40
20	40	40
20	40	40
20	40	40
20	40	40
20	40	40
10	20	20
10	20	20
10	20	20
10	20	20
10	20	20

Number of hours per pay week (Fri-Thu) the employee is authorized to work up to during Spring Break if any:	Number of hours per pay week (Fri-Thu) the employee is authorized to work up to during Summer Break if any:	The hours designated above represent the following
40	40	An average
40	40	An average
40	40	An average
40	40	An average
40	40	An average
40	40	An average
40	40	An average
40	40	An average
20	20	An average
20	20	An average
20	20	An average
20	20	An average
20	20	An average

Nutmeg Publishing Trustee

Profit & Loss

01/25/22

July 2020 through June 2021

Accrual Basis

	<u>Jul '20 - Jun 21</u>
Income	
546 · Interest Revenue (Univ)	192.46
547 · Student Fees	105,046.41
Total Income	<u>105,238.87</u>
Gross Profit	105,238.87
Expense	
603 · Gifts	316.90
605 · Postage/Shipping	94.71
608 · REFRESHMENTS	
608.1 · Org Business Meal	123.50
608.2 · Events/Programs	193.05
Total 608 · REFRESHMENTS	<u>316.55</u>
609 · Subscriptions	372.00
642 · Wages - Student	14,029.00
643 · Wages - Non-Student	3,074.94
645 · Wage Taxes - Non-Student	2,361.59
Total Expense	<u>20,565.69</u>
Net Income	<u><u>84,673.18</u></u>

Organization: **Nutmeg Publishing**

Vote Date: **12/20/2021**

\$ 202,136 Step 1 - Fund Balance to Start the Year (from Step 1 tab)

\$ 3,498 Step 2 - Minimum Desired Fund Balance for Year End (from Step 2 tab)

Code Description		Operating Budget	Training Steps
Fund Balance Available for Operating Budget		198,638	Step 3
R E V	512 Advertising	\$ 1,000	Step 4
	514 Vendor Commission Revenue	\$ 30,000	
	520 Sale	\$ 400	
	546 Interest	\$ 1,629	
	547 Student Fees	\$ 110,000	
Total Revenues		143,029	
Total Anticipated Cash for Budget		341,667	Step 5
E x p e n d i t u r e s	602 Dues	\$ -	Step 6
	603 Gifts	\$ -	
	604 Photocopying	\$ -	
	605 Postage	\$ 1,800	
	606 Printing	\$ 225,000	
	607 Promotional Items	\$ 1,000	
	608.1 Refreshments - Organization	\$ 400	
	608.2 Refreshments - Events/Programs	\$ 800	
	609 Subscriptions	\$ 600	
	610.1 Supplies - Organization	\$ 150	
	610.2 Supplies - Events/Programs	\$ 250	
	611 Telephone	\$ -	
	612 Advertising	\$ -	
	613 Awards and Prizes	\$ -	
	615.1 Contractual Services - Organization	\$ -	
	615.2 Contractual Services - Events/Programs	\$ -	
	617.1 Cost of Food Sold	\$ -	
	617.2 Cost of Merchandise Sold	\$ 250	
	617.3 Cost of Participation	\$ -	
	617.4 Cost of Services Sold	\$ -	
	622.1 Registration Fees	\$ -	
	622.2 Entry Fees	\$ -	
	623 Rental	\$ -	
	624 Travel	\$ 3,000	
	625 Equipment/Durable Goods	\$ -	
	626 Equipment - Capital	\$ -	
	627 Insurance	\$ -	
	628 Repairs and Maintenance	\$ -	
	642 Wages - Student	\$ 19,000	
	643 Wages - Non-Student	\$ 2,050	
	644 Wage Taxes - Student	\$ -	
645 Wage Taxes - Non-Student	\$ 1,574		
Total Expenditures		255,874	
Fund Balance Planned for End of Year		85,793	

Step 7

Budget should be prepared for formal Org Approval
 Org Approval must happen by motion in a public meeting
 Once approved, submit budget and minutes to TSOS
 Reminders:
 Orgs can change their budget at any time
 Budget must be in place prior to any financial activity

1:18 PM

01/25/22

Accrual Basis

Nutmeg Publishing Trustee
Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Income	
547 · Student Fees	70,589.79
Total Income	<u>70,589.79</u>
Gross Profit	70,589.79
Expense	
642 · Wages - Student	7,532.94
643 · Wages - Non-Student	1,287.99
645 · Wage Taxes - Non-Student	1,004.94
Total Expense	<u>9,825.87</u>
Net Income	<u><u>60,763.92</u></u>

Code Description		FY23 Updated Projected Amount	FY24 Projected Amount
R e v e n u e s	501.1 General Donations	-	-
	501.2 Foundation Donations	-	-
	501.3 Benefit Fundraiser Donations	-	-
	502 Dues	-	-
	512 Advertising	1,500	2,000
	513 Awards and Prizes	-	-
	514 Vendor Commissions	25,000	28,000
	515 Contractual Services	-	-
	516 Co-Sponsorship	-	-
	520.1 Admissions Sales	-	-
	520.2 Food Sales	-	-
	520.3 Merchandise Sales	300	400
	520.4 Participation Sales	-	-
	520.5 Services Sales	100	200
	522 Registration/Entry Fees	-	-
	523 Rental	-	-
	524 Travel	-	-
	530 Penalties and Fines	-	-
	531 Miscellaneous Revenue	-	-
	533 Change Fund Returns	-	-
540 Business Taxes	-	-	
546 Interest	1,629	1,629	
547 Student Fees	146,000	146,000	
Total Revenues		174,529	178,229
E x p e n d i t u r e s	601 Donations	-	-
	602 Dues	-	-
	603 Gifts	-	-
	604 Photocopying	-	-
	605 Postage	1,500	1,250
	606 Printing	115,000	115,000
	607 Promotional Items	1,000	1,000
	608.1 Refreshments - Organization	600	600
	608.2 Refreshments - Events/Programs	800	800
	609 Subscriptions	600	600
	610.1 Supplies - Organization	300	300
	610.2 Supplies - Events/Programs	400	400
	611 Telephone	-	-
	612 Advertising	-	-
	613 Awards and Prizes	-	-
	615.1 Contractual Services - Organization	-	-
	615.2 Contractual Services - Events/Programs	-	-
	616 Co-Sponsorships	-	-
	617.1 Cost of Food Sold	-	-
	617.2 Cost of Merchandise Sold	225	300
	617.3 Cost of Participation	-	-
	617.4 Cost of Services Sold	-	-
	622.1 Registration Fees	-	-
	622.2 Entry Fees	-	-
	623 Rental	15,000	15,000
	624 Travel	6,000	6,000
	625 Equipment/Durable Goods	-	5,000
	626 Equipment - Capital	-	-
	627 Insurance	-	-
	628 Repairs and Maintenance	500	500
	629 Utilities	-	-
	630 Penalties and Fines	-	-
	631 Miscellaneous Expenses	-	-
633 Change Funds	-	-	
640 Business Taxes	-	-	
642 Wages - Student	20,000	20,000	
643 Wages - Non-Student	3,500	2,500	
645 Wage Taxes - Non-Student	2,500	2,500	
Total Expenditures		167,925	171,750
Revenues-Expenditures = Change in Fund Balance		6,604	6,479
Fund Balance at Start of Year		85,793	92,397
Fund Balance at End of Year		92,397	98,876

Nutmeg Publishing Executive Board Meeting

DATE: December 20, 2021

TIME: 5:00 pm

LOCATION: Nutmeg Groupchat

Present: Meira Tompkins, Neal Krishna, Alex Kim, Brunna Louzada, Caleb White, Caroline Strapp, Maddie Giglio, Hollianne Lao

Not Present:

1. Start: 5:00 PM

2. New Business:

- a. FY22 Updated Operating Budget - Alex motions, Neal second, all agree.
- b. FY22 Updated Organizational Chart - Alex motions, Neal second, all agree.
- c. FY23-24 Operating Budget - Alex motions, Neal second, all agree.
- d. FY22 SASFAC Packet - Alex motions, Neal second, all agree.

3. Adjourn: 5:15PM