

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2023-24 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

NetID

Andrews, George

gca18002

Email

george.andrews@uconn.edu

Your Organization:

Nutmeg Publishing

Organization Website

[Click to visit](#)

Organization Social Media Information

Instagram: nutmegpublishing

Please provide your Organization's Mission and a brief history

The Nutmeg Yearbook has been published since 1915. It features everything from student life and important events to individual portraits of graduating seniors. UConn's award-winning yearbook chronicles memories in permanent form and ensures that the memories of our generation never expire.

The semesterly Nutmeg Magazine has been published since 2015. It is a free online magazine with articles on student life and UConn culture.

Please upload a PDF of your current Organization-
al Chart.

Please upload a PDF of your Supplemental Excel
Sheet.

[Nutmeg Organizational Chart-01 \(3\).png](#)

[Copy of Organizational-Chart-Excel-Supplemental-FY24 \(2\).xlsx](#)

What are your organization's current goals and how do they align with your mission?

Our goals include capturing and documenting the diverse experiences of the UConn student body throughout the academic year. This aligns with our mission of preserving and celebrating the university's unique culture and community.

Activity Participation and Alignment

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

As the student-run yearbook organization for UConn, our focus is to capture the diverse experiences of the university community. Our services include comprehensive event coverage, providing access to free senior portraits, creative design and layout, interactive digital and social media, collaboration with campus groups, and distributing a free yearbook to every UConn Storrs senior.

Who is eligible to participate in your activities?

Undergraduate students of a specific campus

Financials

Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

Payroll, training, equipment, office space (rental), subscriptions.

3) What percentage of your budget is to support your organization's operations?

37.13

Does your Organization pay any elected or appointed student leaders?

If so, please list and provide a brief explanation of student payroll.

Yes

https://docs.google.com/spreadsheets/d/1Fn8mtiManJfBRP1S6asqh1HamvVFD-vx35zTb_-TXPaM/edit?usp=sharing

This is the link to our active payroll, their position and how much they make. These people allow our organization to function and allow us to create a magazine and a yearbook.

Does your Organization pay for any non-student staff?

If so, please list and provide a brief explanation of non-student payroll.

Yes

We provide partial funds for the salaries of TSOS financial associates.

4) What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

62.87

a) How do you determine if these programs and services meet your organizational goal/priorities?
b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?

A) Our organization's goal is print and provide yearbooks to the student body. Unfortunately, it is out of our control as to what the industry standard is for printing yearbooks at this scale. We can only work as hard as possible, then, to make sure that the content that goes into the book is worth that money. Covid-19 has definitely hindered our organization's abilities for several years to meet the high standards of what constitutes a good yearbook. However, we are reworking our functions as an organization to

make sure that we are able to move the quality of our content forward, in writing, photography, and design altogether.

B) The purpose of our program and services is to provide the students at UConn with an adequate yearbook each year. Our production value for the past yearbooks completely meet the needs of the constituents however we have been delayed for producing yearbooks on time due to Covid and budget problems. Therefore, if we get back to producing the yearbooks on time especially with our production efforts we will continue to meet the needs/expectations of our constituents.

5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

0

6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2023, when compared to the previous year's budget and this year's original budget.

We completely cut travel. We had to increase printing since our newest contract increased printing costs by a lot. Also, our rental budget went up to 31k since we got a stock n lock rental for all of our yearbooks and are now operating out of the DC bottom floor to hold meetings and allow creators to get work done.

Revenue

7) What is the current Fee amount per semester/year?

4

Storrs Undergraduate [Fees](#)
Regional Undergraduate [Fees](#)
GSS Graduate [Fees](#)
Law Graduate [Fees](#)
SSW Graduate [Fees](#)

8) Does your organization receive income from any source other than student fees?

Yes

- a) What are the sources of revenue you currently collect and how much is it that you receive?
- b) Are these sources consistent or variable from year to year?
- c) How is this revenue reflected in your organization's projected budget? Please explain.

- a.) Revenue for every senior portrait taken, \$16-\$18 (varies from semester to semester).
- b.) Varies from year to year depending on number of students who take senior portraits
- c.) We project that at least 2,000 seniors will take portraits with us every year. Since the average of the range in revenue per student is \$17, we multiply those to figures together (2,000 times \$17) to get \$34,000, and round up by \$1000 because we get more than 2,000 students by the end of the year.

Expenses

9) What are the top organization operational expenditures?

Student Wages

10) How are these expenses similar to or different from the previous year?

Last years Student wages total was \$121,615.93. However, this year we anticipate it to be less and budget for \$75,000 as we have less employees.

11) What are the top organization expenditures for programs and services that you fund?

Printing

12) How are these expenses similar to or different from the previous year?

Last years printing was \$99,961.06. However, this year we had to pay the Jostens Contract of around \$150,000 and also have to pay for magazine printing and for this reason we budgeted \$160,000 for printing in our operational budget.

13) What are the top expenditures for Tier II organizations (if applicable) that you fund?

N/A

14) How are these expenses similar to or different from the previous year?

N/A

Future Year Spending Plans

15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

Our organizational priorities are to: 1. Find new sources of revenue streams to prevent the continued trend of negative fiscal years (which have been mitigated with existing funds up to now), and find ways to improve our community awareness to improve the number of senior portraits we get, seeing that we reach less than half of the senior class each year.

16) Is your Organization seeking a fee increase?

Yes

What dollar amount are you requesting per semester/year?

6

What is the rationale for the requested increase (i.e., for what is the additional revenue to be spent?). Please be sure to represent this in the Proposed Budget.

Our printing contract cost \$150,000 in 2023, which alone is not covered by what we currently receive in student fees. This was also a rather competitive price point, as we considered multiple contract options last year after our previous contract with Walsworth ended. Additionally, minimum wages have increased significantly since we last requested our fee increase. At the same time, making a yearbook that covers all of the events of an ever-growing university means more direct labor on our organization members. It is critical that we reach as far out as possible in terms of our coverage of the student body and its affairs, as Nutmeg stands alone and second to no other entity at UConn in our responsibility to archive our institution's cultural state from year to year. Therefore, in order to continue producing yearbooks with respectable substance, a fee increase will be imperative for Nutmeg.

What steps have you taken to reduce expenses and what was the outcome?

We have reduced expenses for travel, cut expenses for supplies, refreshments and promotional items. We have reduced the number of employees in our organization by more than 20%. Despite these cuts, we will still be in a deficit by the end

What steps have you taken to increase revenue and what was the outcome?

We are looking for ways to increase our revenue. We are actively tabling to help spread awareness of our organization while planning to run larger promotional events this upcoming spring. We are looking to provide merchandise such as posters to sell in-person, both for the sake of profit and

of FY25 if we want to continue operating the way we want to.

branding. We are hoping to provide opportunities for underclassmen to get access to the yearbooks as well.

What will the outcome/consequence be if you do not receive the fee increase?

If we do not receive a fee increase, by fy26 we will have to significantly reduce our printing / student wages cost and will jeopardize us being able to print a yearbook along with having enough staff to create the book itself.

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

We will go into the deficit at the end of fy25 and be even worse in the deficit by fy26 if we want to continue our rates of spending on rental, printing and student wages. Therefore, if we don't receive the fee increase of \$6 a semester (12\$ in total and thus \$216,000 for the year) we will have to dramatically reduce our spending and operations.

The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.

Fund Balance

17) 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?

In our opinion 75k is a great number to be at and the minimum is 25k. With the 25k + the student fees + our revenue we will be able to continue to operate as an organization but will just have to cut a lot of expense. However, it is very difficult to even be at 25k due to our money problem and we do not project to be at this minimum at the end of FY25 and FY26.

18) 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?

Seeing that we are a year behind schedule in terms of actually producing the book, a surplus will allow us to print two books in one year. Obviously, this will double our printing costs for that year. We can also increase our spending in running events for the student body, as well as improving the actual print quality of our books.

Include what your projected balance will be at the end of this year as well as the next two projected years.

FY24= 74, 570 FY25= 11,370 FY26=3, 045

Other

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

Financials

Please upload the Fee Increase SASFAC Excel Sheet

[NTMG Student Activity Fee Budget Projection Form-23-25 \(2\).xlsx](#)

Advisor & FO Review and Commentary

1. Is the financial document (specifically the columns 'FY23 Actuals' and 'FY24 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

Yes

Additional Documentation Upload

No Response

2. Do you have comments regarding the FY25 Updated or FY26 Projected Budgets?

Yes

2.a. If yes, for what component(s) of the budget would you like to provide information?

Contractual services revenue should be vendor commissions (senior portrait payback from Lauren Studios), amount is correct, just bookkeeping.

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

We have worked very closely with Nutmeg since the start of this term (May 2023) to discuss the financial state of Nutmeg, and the need to increase revenue and cut expenses. While Nutmeg has made some cuts, they have more to do.

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - December 8, 2023 at 2:34 PM (UTC)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

December 7, 2023

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[NP 12.7.23.pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Andrews, George - November 16, 2023 at 2:47 AM (UTC)

Task

Task Completed

O'Brien, Krista - November 30, 2023 at 3:32 PM (UTC)

Org hierarchy and supplemental are incorrect. did not answer 4.b.; 5 and 13 should be N/A, you don't fund other orgs; 7 should be the fee per student per year not the total revenue.

Budget issues:

FY25 and FY26 w/ or w/o an increase can't be negative, please adjust numbers to show where you would need to cut to break even. the 35k in code 512 should really be 514 (vendor commissions from Lauren Studios); postage in code 606 is too low; code 626 should really be 625, capital equipment is over 5k

Benjamin, Dawn

Task

Sent Back

Andrews, George - December 1, 2023 at 4:03 PM (UTC)

send back

Form Submission - Proposer

Submitted for Approval | Proposer

Andrews, George - December 7, 2023 at 11:56 PM (UTC)

Task

Task Completed

O'Brien, Krista - December 8, 2023 at 2:34 PM (UTC)

Benjamin, Dawn

Task

Task Completed

Andrews, George - December 8, 2023 at 3:59 PM (UTC)

Notification

Notification Sent

Clokey, David - December 8, 2023 at 3:59 PM (UTC)

Notification

Generating PDF

O'Brien, Krista

Nutmeg Publishing Organizational Chart

Editor in Chief

President

Oversees all staff
In charge of hiring

Approves time cards for the Business Manager
Main contact with contractors & outside groups
Signer & Voted in

Yearbook Managing Editor Vice President

Oversees the yearbook
and assigns tasks
Signer & Voted In

Business Manager Treasurer

Approves time cards for
all other staff
In charge of all finances
Oversees part-time
financial support staff
Processes payroll,
purchase requests, etc.
Signer & Voted in

Magazine Managing Editor Secretary

Oversees the magazine
and assigns tasks
Keeps organizational
records
Signer & Voted In

Executive Board

All have a
vote in
executive
meetings,
can help
with
hiring

**Marketing
Coordinator**

**Creative
Director**

Photo Editor

Copy Editor

Oversees the website, social media, promotional items, and events
Hired In

Oversees designers, executes creative decisions
Hired In

Oversees photographers, edits photos
Hired In

Oversees writers, edits copy
Hired In

Executive Associates

Business Manager Associate
Assists the Business Manager
Hired In

Communications Director
Responsible for all external outreach
Hired In

Associate Photo Editor
Assists the Photo Editor
Hired In

Editorial Staff

Videographer
Attends and films events
Hired In

Designers
Designs the publications
Hired In

Photographers & Sports Photographers
Attends events and photographs
Hired In

Writers & Sports Writers
Attends events and writes copy
Hired In

Marketing Media Associate
Creates social content
Hired In

Web Designers
Designs and maintains website
Hired In

Hired In



Org Position/Title	SOLID Equivalent	Authorized Signer?	Responsible for requesting or voting on use of Tier III Funds?	Time Approver?	Maximum Number of Positions in this Role	Paid?	Only complete if Position is Paid				Maximum # of hours an individual in this role is authorized to Work Per Pay Week (Fri-Thurs)?						Per Person: Total Wages at Maximum Pay, if Maximum Hours are Worked	Per Position: Total Wages at Maximum Pay, if Maximum Hours are Worked	
							Job Level	Job Code	Minimum \$/hr	Maximum \$/hr	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break			
Editor-in-Chief	President	Yes	Yes	Yes	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Business Manager	Treasurer	Yes	Yes	Yes	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Yearbook Managing Editor	Vice President	Yes	Yes	Yes	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Magazine Managing Editor	Secretary	Yes	Yes	Yes	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Copy Editor		No	Yes	No	1	Yes	4	400	\$18.40	\$18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Creative Director		No	Yes	No	1	Yes	4	400	\$18.40	\$18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Photo Editor		No	Yes	No	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Marketing Coordinator		No	Yes	No	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Associate Photo Editor		No	No	No	1	Yes	4	400	\$ 18.40	\$ 18.40		35	20	35	35	20	35	\$ 25,208.00	\$ 25,208.00
Associate Business Manager		No	No	No	1	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 20,550.00
Communications Director		No	No	No	1	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 20,550.00
Marketing Media Associate		No	No	No	1	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 20,550.00
Experienced Writer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00		35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00
Training Writer		No	No	No	6	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 123,300.00
Experienced Photographer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00		35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00
Training Photographer		No	No	No	6	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 123,300.00
Experienced Designer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00		35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00
Training Designer		No	No	No	8	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 164,400.00
Videographer		No	No	No	1	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 20,550.00
Sports Photographer		No	No	No	1	Yes	4	400	\$ 19.50	\$ 19.50		35	20	35	35	20	35	\$ 26,715.00	\$ 26,715.00
Sports Writer		No	No	No	1	Yes	1	188	\$ 15.00	\$ 15.00		35	20	35	35	20	35	\$ 20,550.00	\$ 20,550.00

Nutmeg Publishing Executive Board Meeting

DATE: November 29th, 2023

TIME: 6:30pm

LOCATION: Zoom

Present: Skyler Kim, George Andrews, Jailyn Murphy, Josie Simon, and Nathan Miller

1. Start 6:30pm

2. Votes

- a. Motion to approve the new batch payroll update
 - i. Motion: George, Second: Nathan
 1. All in favor: all
- b. Motion to approve Nutmeg SASFAC 23-25 projections
 - i. Motion: George, Second: Nathan
 1. All in favor: all
- c. Motion to approve purchasing sticker paper
 - i. Motion: Josie, Second: Jailyn
 1. All in favor: all

Code Description		FY23 Actual Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Projected W/O Increase	FY26 Projected W/ Increase
514	Vendor Commissions	35,398.00	25,000		25,000			
515	Contractual Services	26,887.00		35,000		35,000	35,000	35,000
546	Interest	9,350.50	100	100	100	100		
547	Student Fees	148,979.70	144,000	144,000	144,000	144,000	144,000	216,000
Total Revenues		220,615.20	169,100	179,100	169,100	179,100	179,000	251,000
603	Gifts		525		550			
604	Photocopying							
605	Postage	1,684.78	275	1,750	275	1,750	1,750	1,750
606	Printing	99,961.06	135,000	160,000	150,000	110,000	100,000	120,000
607	Promotional Items	2,564.00	7,500	3,000	10,000	4,000	4,000	4,000
608.1	Refreshments - Organization	526.96	1,250	900	1,500	900	1,000	1,000
608.2	Refreshments - Events/Programs	667.19	750	750	1,000	750	800	800
609	Subscriptions	1,045.52	3,000	2,500	3,500	2,500	2,750	2,750
610.1	Supplies - Organization	1,350.95	1,500	750	2,000	300	325	325
610.2	Supplies - Events/Programs	395.59	350	350	400	350	400	400
611	Telephone							
612	Advertising		500		1,000			
613	Awards and Prizes		500		750			
615.1	Contractual Services - Organization	103.50						
615.2	Contractual Services - Events/Programs	95,904.90						
617.2	Cost of Merchandise Sold	3.03						
622.1	Registration Fees	840.00	3,000		3,500			
622.2	Entry Fees							
623	Rental	3,485.46	35,000	31,500	35,000	12,000	2,000	30,000
624	Travel	4,282.07	5,500		6,000			
625	Equipment/Durable Goods	12,849.00				1,000	1,000	1,000
626	Equipment - Capital							
627	Insurance							
628	Repairs and Maintenance	432.95	750	750	1,000	750	800	800
629	Utilities							
630	Penalties and Fines							
631	Miscellaneous Expenses	5,416.99						
642	Wages - Student	121,615.93	55,000	75,000	60,000	75,000	50,000	75,000
643	Wages - Non-Student	25,740.26	14,750	25,000	15,500	20,000	22,500	22,500
645	Wage Taxes - Non-Student	2,165.27	11,500		12,000			
Total Expenditures		381,035.41	276,650	302,250	303,975	229,300	187,325	260,325
Revenues-Expenditures = Change in Fund Balance		(160,420.21)	(107,550)	(123,150)	(134,875)	(50,200)	(8,325)	(9,325)
Fund Balance at Start of Year		358,140.68	282,991	197,720	175,441	74,570	24,370	24,370
Fund Balance at End of Year		197,720.47	175,441	74,570	40,566	24,370	16,045	15,045