

## Media Board Budgeting Guidelines

All Media Board organizations submit line-item budgets to the Media Board advisor. The Media Board executive officers aggregate the lump sum budget requests from each organization to compile the total Media Board budget request. If the Media Board receives sufficient funding to fulfill each organization's lump sum request, they are all granted.

When the Media Board does not receive the funding to fulfill each board's lump sum request, each Media Board organization sends one representative to present their line-item budget request during the Media Board budget distribution summit. This meeting lasts until all organizations agree upon the budget distribution outcomes. If the meeting exceeds 15 hours on a given day or extends past 1:00 am, the board can agree to take a break and resume within 48 hours. We often set aside a budget for the Media Board as well to create an ad hoc fund from which both new NCD approved organizations and any Media Board organization can request money from throughout the academic year on a rolling basis. These requests often include travel expenses and large events. Due to significant budget cuts last year, the Media Board did not have its own operational fund, making ad hoc requests impossible. Additionally, this ad hoc fund covers any debts an organization might have accrued by the end of the academic year. This year, if any organization accumulates debt, the money must be taken from the reserve account, which we are doing everything in our power to prevent as our reserve is being quickly depleted.

When it comes to distribution finances among clubs, **the Media Board's highest financial priority is fulfilling legally binding contracts.** These include monetary contracts with printers, vendors, and digital services. As media groups, our most significant costs include paying printers to produce our newspaper, magazine, and journal projects and deliver them to campus. Our online platforms also pay web designers, subscription fees, and memberships fees to national organizations. These are the barebone requirements, and when our Media Board budget took a significant hit last year, these venues suffered, putting significant financial burdens on individual students to keep the production running.

Second, money is allocated for equipment that is essential for groups to operate, such as computer software, and audio/visual equipment. Thirdly, money is put towards on campus events that promote community and publicity. Fourth, money is put towards increasing distribution, as well as increasing ad revenue. Our lowest priority is teambuilding and leadership budgets, which are the first to be cut from every club. No more than \$100 per year is allowed in food requests per organization, and none of these funds have been allocated for any club in recent fiscal years.

If clubs wish to appeal their funding, they may submit a complaint to the Media Board executive officers and bring this appeal to the floor at the first official Media Board meeting immediately following the budget summit. To prevent the need for appeal process, our annual Media Board budget distribution summit includes representation from every Media Board organization. The representatives from each organization must collaborate until the budget is fully divided with a consensus among all organizations present. An organization's failure to attend this meeting may result in zero funding for the following academic year.