

Budget Request: The Easterner S&A FY2019 Budget Request (300029)

Budget	The Easterner S&A FY2019 Budget Request (300029)
Request ID	BR0651502
Organization	The Easterner
Budget Period	FY2019 (July 2018 to June 2019)
Date Submitted	1/17/18 2:46 pm
Submitted By	Carleigh Hill chill26@ewu.edu
Status	Pending
Total Requested	\$154,110.00

Staff salaries (1. Wages and Benefits (600))

No.	Line Item	Requested
1	61100-65500 Administrative/FacultyClassified Wages and Benefits - Director (professional) - 9/1/18-7/15/19	\$20,000.00
2	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Editor in Chief - 9/16/18-7/15/19 (\$260/issue) @\$477/pay period	\$8,580.00
3	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Managing Editor - 9/16/18-7/15/19 (\$188/issue) @\$344.40/pay period	\$6,200.00
4	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Advertising Manager - 9/16/18-7/15/19 (\$260/issue) @\$477/pay period	\$8,580.00
5	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Advertising Assistant - 9/16/18-7/15/19 (\$188/issue) @\$344.40/pay period	\$6,200.00
6	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Art, Graphics & Photo Director - 9/16/18-7/15/19 (\$160/issue) @293/pay period	\$5,280.00
7	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Editorial Staff - 9/16/18-7/15/19 (6 students, \$135/issue) @\$247.50/pay period	\$26,730.00
8	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Content Staff - 9/16/18-7/15/19 (7 students, \$80/issue) @\$146/pay period	\$18,550.00
9	66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts - Distributor - 9/16/18-7/15/19 (\$66/issue) @\$132/pay period	\$2,375.00
10	600 Wages and Benefits - Benefits - OASI, Medicare, Industrial Ins, Unemployment Compensation MED AID ALLOCATION PER STUDENT ALLOCATION = \$7,425 BUDGETED 12% FOR ADDITIONAL BENEFITS = \$12,300	\$19,725.00
	Totals:	\$122,220.00

Staff salaries Summary

Editorial Staff=News Editor, Arts&Entertainment Editor, Sports Editor, Chief Copy Editor, Web/Online Editor, and Social Media Editor
Content Staff=Copy Editor, 2 News writers, A&E writer, Sports writer, 2 photographers

Memberships (2. Direct Expense (700))

No.	Line Item	Requested
1	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - College Media Business and Advertising Managers (CMBAM)	\$180.00

No.	Line Item	Requested
2	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - College Media Association (CMA) - 2 advisers \$75 ea.	\$150.00
3	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - Associated Collegiate Press (ACP) - includes critique	\$238.00
4	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - Society of Professional Journalists (SPJ) - Newsroom Bronze	\$250.00
5	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - Columbia Scholastic Press Association - Associate level	\$219.00
	Totals:	\$1,037.00

Office equipment and supplies (2. Direct Expense (700))

No.	Line Item	Requested
1	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - 4TB external hard drive for archival purposes	\$150.00
2	700 Direct Expense - 3.5GHz quad-core iMac 27" - for Art/Graphics/Photo	\$2,000.00
3	71400-71404 Supplies & Materials - Business cards - general staff cards	\$45.00
4	71420-71422 Communications (Telephone, Misc Comm., Postage) - Phone lines and postage	\$100.00
5	71400-71404 Supplies & Materials - Misc. office supplies - batteries, dry erase markers, notepads, etc.	\$100.00
	Totals:	\$2,395.00

Publishing (2. Direct Expense (700))

No.	Line Item	Requested
1	71200-71220 Contractual Services (Contract Serv., Purchased Serv., Direct Payment to Provider) - Griffin Publishing - Printing Contract tax included	\$23,000.00
2	71200-71220 Contractual Services (Contract Serv., Purchased Serv., Direct Payment to Provider) - SNO - Web hosting	\$583.00
	Totals:	\$23,583.00

Training and Team Building (2. Direct Expense (700))

No.	Line Item	Requested
1	71400-71404 Supplies & Materials - Fall bootcamp - five meals and activity supplies for 12 core staff	\$600.00
2	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - Poynter (or similar) professional training - online courses and webinars \$30/each	\$270.00
3	71446-71652 Other (GAs, Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) - Associated Press Stylebook Online Access	\$275.00
4	71400-71404 Supplies & Materials - Staff t-shirts	\$240.00
5	71710-71850 Travel (Lodging, Airfare, Mileage, Other Travel, Moving, Meals, Light Refresh., Motor Pool - ACP/CMA summer workshop for 3 students (inc. registration, flight, food)	\$2,340.00
6	71710-71850 Travel (Lodging, Airfare, Mileage, Other Travel, Moving, Meals, Light Refresh., Motor Pool - CMBAM conference for 1 student	\$1,150.00
	Totals:	\$4,875.00

Reviews

Samantha Armstrong Ash (Associate Director for SAIL) - Pending

Documents

[form_sa_funding_request_documentation_hill_carleigh\(1\).pdf](#) - Carleigh Hill (1/17/18 1:12 pm)