



**MOODY COLLEGE OF COMMUNICATION**  
Media Operations

300 West Dean Keeton • A0704 • Austin, Texas 78712 • 512-471-0588 • FAX 512-471-3700  
moody.utexas.edu

**MEMORANDUM**

**TO:** Gregory L. Fenves  
President

**VIA:** Leo L. Barnes  
Interim Vice President for Legal Affairs

Jay M. Bernhardt  
Dean, Moody College of Communication

**FROM:** Sylvia P. Carson  
Interim General Manager, KUT Radio, Moody College of Communication

**DATE:** October 26, 2018

**RE:** Texas Student Media Documents to the President and Chancellor

Please find attached the Texas Student Media documents that are due to the President of the University and the Chancellor of The University of Texas System from the Board of Operating Trustees per the Revised Declaration of Trust:

- 4.2.a. 1) The end of year balance sheet and statements of operations prepared in accordance with UT accounting policies and procedures;
- 4.2.a. 4) The annual certifications required by Paragraphs 2.2 and 2.3.
- 2.2.b. 1) The regular training of all employees, editors, managers, editorial workers and staff members of the Student Media by a Media Advisor and
- 2.2.b.2) The timely consultation by the Media Advisor with the employees, editors, managers, editorial workers and staff members of the Student Media, in each case, to ensure that the Student Media are operated in a manner consistent with the Public Purpose and Applicable Laws.
- 2.3) The Coordination of Educational Activities between Texas Student Media and the College of Communications (including the School of Journalism, the Department of Radio, Television and Film, the Department of Communication Studies, and the Richards School of Advertising & Public Relations, or other schools and departments as identified by the Board of Operating Trustees)
- 4.2.a. 5) Evidence of insurance as required by Paragraph 4.3. A full copy of the referenced insurance policy is on file with Texas Student Media and the UT Office of Risk Management.

These documents were reviewed and certified by the TSM Board of Operating Trustees at the October 26, 2018 board meeting.

**Attachments**

cc: Gerald Johnson, Director, Texas Student Media

**Texas Student Media  
Revenue Statement  
For Year Ending August 31, 2018**

	Prior YTD FY16-17	Current YTD FY17-18
<b>REVENUE</b>		
SSBC Allocation	\$ 440,297.00	\$ 440,297.00
Advertising Income	\$ 969,319.00	\$ 1,016,451.42
Other Income	\$ 305,859.00	\$ 181,683.14
Total Revenue	\$ 1,715,475.00	\$ 1,638,431.56
 <b>EXPENSE</b>		
Salaries and Wages <sup>a</sup>	\$ 569,607.00	\$ 673,522.31
Fringe Benefits	\$ 232,276.00	\$ 232,530.77
Other Expense <sup>b</sup>	\$ 505,455.00	\$ 421,434.00
Student Manager Wages & Tuition <sup>c</sup>	\$ 227,032.00	\$ 225,686.50
Travel	\$ 10,858.00	\$ 6,941.43
Total Expense	\$ 1,545,228.00	\$ 1,560,115.01
 Operating Income (Loss)	\$ 170,247.00	\$ 78,316.55
 Non-Operating Revenue and Expense		
Depreciation Expense net of Capitalized Equipment	\$ 23,549.00	\$ 14,540.89
 NET INCOME (LOSS)	\$ 170,247.00	\$ 63,775.66
 ADDITION TO (USE OF) OPERATING RESERVES	\$ 146,698.00	\$ 63,775.66

NOTE: Depreciation reconciled and accounted for annually

a Current YTD includes sales commissions

b Prior YTD includes sales commissions

c Current and prior YTD includes student wages


**Texas Student Media  
Balance Sheet  
For Year Ending August 31, 2018**

Year Ending	<u>FY 16-17</u>	<u>FY 17-18</u>
Cash on Hand	\$ 455,790.00	\$ 475,748.05
Cash -- Long Term Reserves	\$ 350,957.00	\$ 350,957.00
Total Cash	<u>\$ 806,747.00</u>	<u>\$ 826,705.05</u>
Accounts Receivable	\$ 116,492.00	\$ 136,622.50
Merchandise Inventory	\$ -	\$ -
Total Current Assets	<u>\$ 923,239.00</u>	<u>\$ 963,327.55</u>
Capital Assets	\$ 538,342.00	\$ 462,886.16
Accumulated Depreciation	\$ (447,808.00)	\$ (379,152.31)
Total Long Term Assets	<u>\$ 90,534.00</u>	<u>\$ 83,733.85</u>
	<u>\$ 1,013,773.00</u>	<u>\$ 1,047,061.40</u>
Accounts Payable	\$ 38,228.00	\$ -
Deferred Revenue	\$ -	\$ -
Total Current Liabilities	<u>\$ 38,228.00</u>	<u>\$ -</u>
Net Assets	\$ 828,847.00	\$ 983,285.74
Current Income	\$ 146,698.00	\$ 63,775.66
Total Equity	<u>\$ 975,545.00</u>	<u>\$ 1,047,061.40</u>
	<u>\$ 1,013,773.00</u>	<u>\$ 1,047,061.40</u>
		\$ -

NOTE: Capital Assets had not been reconciled for many years.  
TSM undertook a project to reconcile Capital Assets for this fiscal year.  
The result is a reduction in Capital Assets that was charged against Net Assets.  
Since these assets were fully depreciated and are no longer at TSM, TSM  
assumes these assets were scrapped with no value.



TO: Jay Bernhardt  
Dean for Moody College of Communication

FROM: Gerald Johnson, Director   
Director, Texas Student Media

DATE: October 26, 2018

RE: Texas Student Media Documents to Board of Regents 4.2.a.4

Section 4.2.a.4. – The annual certifications required by Paragraphs 2.2 and 2.3

Section 2.2.b.1. – The Board of Operating Trustees was provided an update on the status of completion of the items outlined in the Trust to fulfill the section 2.2.b.1. at the October 26, 2018 meeting, confirming that the regular training of all employees, editors, managers, editorial workers and staff members has been complete through documentation of each Student Media staff training manual.

Section 2.2.b.2. – The Board of Operating Trustees was provided an update of the status of completion of the items outlined in the Trust to fulfill the section 2.2.b.2 to ensure the timely consultation of the Media Advisor.

Section 2.3. - The Board of Operating Trustees was provided an update on the status of completion of the items outlined in the Trust to fulfill the section 2.3 at the October 26, 2018 meeting, confirming that education components outlined in the Declaration of Trust are being provided by Texas Student Media through the relationship between the Board of Operating Trustees and the College of Communication.

**Gerald Alan Johnson • Director - Texas Student Media**

The Moody College of Communication • The University of Texas at Austin • SupportStudentVoices.org

Work: (512) 471-3851 • Fax: (512) 471-1576

MEMO: TSM Board of Trustees  
 FROM: Gerald Johnson, Director  
 DATE: October 26, 2018



Memo to Board regarding : "Coordination with Education Activities"

1. Texas Student Media has an internship-for-credit program with the School of Journalism for students working at The Daily Texan and in broadcast journalism.
2. Texas Student Media has an internship-for-credit program with the School of Advertising for students working at TSM in advertising sales. The internship is intended to supplement the students' academic foundation with practical experience in a professional environment.
3. The Daily Texan editorial adviser offers regular workshops on a variety of journalism topics and individualized critiques of daily articles. The adviser also arranges and coordinates visiting journalism professionals, multimedia managing editors and former Texas staffers who share their experiences.
4. The broadcast adviser supervises numerous TSTV students doing individual RTF projects for class credit.

#### Summary of Training Offered to Board, Staff and Students

1. Board of Trustees: All voting members must have certification they completed online Open Meetings Act training before the first board meeting in September. At that meeting, the board receives training on TSM's structure and facilities, as well as components that make up the budget. They are also trained on the intricacies of the Declaration of Trust, the Service Agreement and the TSM Handbook of Operating Procedures.
2. Daily Texan, Travesty student managers: Are required to pass a libel test before the semester begins, administered by the editorial adviser. The adviser provides periodic training throughout the year on a number of other topics, as well as bringing in outside experts to provide training.
3. Advertising: The main purpose of the Account Executive position is to gain useful, real-world experience working in an advertising sales office. Account Executives are responsible for bringing in revenue for all TSM departments in order to continue the operation of each entity. After the recruiting and hiring process has concluded, a one-week training process begins.
4. TSTV: Each semester, the producer and any assistant producers for each show is required to attend a training session conducted by the broadcast adviser, who explains all FCC regulations, TSTV/TSM policies and slander/libel, invasion of privacy and copyright laws. Each participant must then pass an exam on the session and sign the producer agreement.
5. KVRX: The broadcast adviser holds similar training sessions for the Programming Director and the two managers. They in turn conduct three training sessions with each new DJ to cover all the FCC rules, KVRX policies and operation procedures. Every DJ takes a test covering FCC, KVRX/TSM policies and signs the drug and alcohol policy and payroll statement. For both KVRX and TSTV there is ongoing training in content creation, editing and production.

**Gerald Alan Johnson • Director - Texas Student Media**

The Moody College of Communication • The University of Texas at Austin • SupportStudentVoices.org

Work: (512) 471-3851 • Fax: (512) 471-1576

# Wortham

Insurance • Risk Management • Benefits

Lockbox Address for Payments  
PO Box 301819 - Dallas, TX 75303-1819

## ----- INVOICE -----

Texas Student Media Trust  
P. O. Box D  
Austin, TX. 78713-8904

Invoice Date 05/08/18  
Invoice No. 549217  
Bill-To Code 14TEXASSTU  
Client Code 14TEXASSTU  
Inv Order No. 14\*600589

Named Insured: Texas Student Media Trust

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Wortham Insurance & Risk Mgmt.

Effective Date	Policy Period	Coverage Description	Transaction Amount
05/08/18	05/08/18 to 05/08/19	Federal Insurance Company Policy No. 82083909 *Renewal - Errors & Omissions	9,036.00
		Invoice Number: 549217      Amount Due:	9,036.00
		GOOD(S)/SERVICE(S) RECEIVED BY: _____ TITLE: _____ DATE RECEIVED: 8-May-18	

\*Premiums Due and Payable on Effective Date in U.S. Dollars

PUT ONE STAPLE HERE

SEND THIS PAGE TO ACCOUNTING

50VP2963801

-----  
DO NOT WRITE ABOVE THIS LINE      Amt: \$                      9036.00  
Transmittal Form for Document 50VP2963801  
Attachments To Be Mailed with Check: NO                      Check Distribution Code: U

After ALL departmental approvals are complete, this page MUST be sent with all supporting documentation to: OA DOCUMENT PROCESSING, MAI 132, K6000

Payment To: WORTHAM AUSTIN INC  
Vendor ID: 1 2nb62te 011      PO#:                      Acct: 29-3205-0050  
Address:      \*\* Direct Deposit \*\*

Description: TSM TRUST INSURANCE - ERRORS & OMISSIONS

Service from: 05/08/2018 to 05/08/2018

Record Date: 05/13/18 Created by: SPFRS SERPAS, FRANK R III                      471-7052

ACCOUNT	OBJ	OBJ CODE	DESCRIPTION	PO NUMBER	DTN	AMOUNT
29-3205-0050	1560		LIABILITY INSURANCE			9,036.00 D

# Wortham

Insurance • Risk Management • Benefits

Lockbox Address for Payments  
PO Box 301819 – Dallas, TX 75303-1819

## ----- INVOICE -----

Texas Student Media Trust  
P. O. Box D  
Austin, TX 78713-8904

Invoice Date 05/08/18  
Invoice No. 549215  
Bill-To Code 14TEXASSTU  
Client Code 14TEXASSTU  
Inv Order No. 14\*600587

**Named Insured:** Texas Student Media Trust

**Amount Remitted:** \$

Please return this portion with your payment.

**Make checks payable to:** Wortham Insurance & Risk Mgmt.

Effective Date	Policy Period	Coverage Description	Transaction Amount
05/08/18	05/08/18 to 05/08/19	Federal Insurance Company Policy No. 82084139 *Renewal - Package Executive Protect	5,481.00
		Invoice Number: 549215      Amount Due:	5,481.00
<b>GOOD(S)/SERVICE(S) RECEIVED</b> BY: _____ TITLE: _____ DATE RECEIVED: <u>8-May-18</u>			

\*Premiums Due and Payable on Effective Date in U.S. Dollars



PUT ONE STAPLE HERE

SEND THIS PAGE TO ACCOUNTING

50VP2963802

-----  
DO NOT WRITE ABOVE THIS LINE      Amt: \$                      5481.00  
Transmittal Form for Document 50VP2963802  
Attachments To Be Mailed with Check: NO                      Check Distribution Code: U

After ALL departmental approvals are complete, this page MUST be sent with all supporting documentation to: OA DOCUMENT PROCESSING, MAI 132, K6000

Payment To: WORTHAM AUSTIN INC  
Vendor ID: 1 2nb62te 011      PO#:                      Acct: 29-3205-0050  
Address:      \*\* Direct Deposit \*\*

Description: TSM TRUST INSURANCE ± D&O / EMPLOYMENT LIABILITY

Service from: 05/08/2018 to 05/08/2018

Record Date: 05/13/18 Created by: SPFRS SERPAS, FRANK R III      471-7052

=====

ACCOUNT	OBJ	OBJ CODE	DESCRIPTION	PO NUMBER	DTN	AMOUNT
29-3205-0050	1560		LIABILITY INSURANCE			5,481.00 D

=====

# Wortham

Insurance • Risk Management • Benefits

Lockbox Address for Payments  
PO Box 301819 - Dallas, TX 75303-1819

## ----- INVOICE -----

Texas Student Media Trust  
P. O. Box D  
Austin, TX 78713-8904

Invoice Date 05/08/18  
Invoice No. 549216  
Bill-To Code 14TEXASSTU  
Client Code 14TEXASSTU  
Inv Order No. 14\*600588

Named Insured: Texas Student Media Trust

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Wortham Insurance & Risk Mgmt.

Effective Date	Policy Period	Coverage Description	Transaction Amount
05/08/18	05/08/18 to 05/08/19	Cincinnati Specialty Underwriters Ins Policy No. CSU0099815 *Renewal - General Liability & Auto.	4,946.00
		Other Fees - General Liability & Auto.	35.00
		Surplus Lines Tax - General Liability	241.58
		Stamping Fee - General Liability & Aut	7.47
		Invoice Number: 549216      Amount Due:	5,230.05
		GOOD(S)/SERVICE(S) RECEIVED BY: _____ TITLE: <u>bus/laps mgr</u> DATE RECEIVED: <u>8-May-18</u>	

\*Premiums Due and Payable on Effective Date in U.S. Dollars

PUT ONE STAPLE HERE

SEND THIS PAGE TO ACCOUNTING

50VP2963800

-----  
 DO NOT WRITE ABOVE THIS LINE      Amt: \$                      5230.05  
 Transmittal Form for Document 50VP2963800  
 Attachments To Be Mailed with Check: NO                      Check Distribution Code: U

After ALL departmental approvals are complete, this page MUST be sent with all supporting documentation to: OA DOCUMENT PROCESSING, MAI 132, K6000

Payment To: WORTHAM AUSTIN INC  
 Vendor ID: 1 2nb62te 011      PO#:                      Acct: 29-3205-0050  
 Address:      \*\* Direct Deposit \*\*

Description: TSM TRUST INSURANCE - GENERAL LIABILITY

Service from: 05/08/2018 to 05/08/2018

Record Date: 05/13/18 Created by: SPFRS SERPAS, FRANK R III                      471-7052

ACCOUNT	OBJ	OBJ CODE	DESCRIPTION	PO NUMBER	DTN	AMOUNT
29-3205-0050	1560		LIABILITY INSURANCE			5,230.05 D