**ERIE COUNTY LEGISLATURE**
**BUDGET ACCOUNTABILITY ACT**

**ERIE COUNTY FUNDING EXPENDITURE WORKSHEET**

# 2013

## CLOSE-OUT REPORT FORM

1. NAME OF AGENCY, INSTITUTION, OR ORGANIZATION RECEIVING ERIE COUNTY FUNDING – 2013

   Just Buffalo Literacy Center, Inc.

2. AMOUNT OF FUNDING RECEIVED

   $ 49,500

3. HAS THE MONEY ALLOCATED BEEN SPENT?

   YES ✓ NO _____

   IF NO, EXPLAIN BRIEFLY WHY

4. PROGRAMS, ACTIVITIES, EQUIPMENT AND/OR OTHER PROJECT(S):

   *LIST EACH ITEM AND STATUS OF EACH ITEM*

   Program(s) Performed Babel, Writers in Education, Big Night

   *Status* Spring 2013 season complete; Fall 2013 season proceeding as planned.

Equipment Purchased _____

*Status* _____

Activity Implemented _____

*Status* _____

Project(s) Implemented _____

*Status* _____

5. ATTACH SUPPORTING DOCUMENTATION COPIES TO VERIFY FUNDING EXPENDITURE(S).

CONTACT: Kristen Pope

SIGNATURE: Kristen Pope

DATE CLOSE-OUT REPORT COMPLETED: 9/11/13

TELEPHONE NO.: (716) 832-5400 x 10

FAX NO.: (716) 270-0184

E-MAIL: kpope@justbuffalo.org

Return to: Deputy Clerk, Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, NY 14202

Or Fax to: **716/858-8895**

Or E-Mail to: cerronij@erie.gov

**Just Buffalo Literary Center, Inc.**
**Erie County 2013 Cultural Funding Close Out Report - Item #5 Supporting Documentation to verify funding expenditures prepared 9.11.13**

| | Results of Operations FYE 6.30.13 undaudited | Budget FYE 6.30.13 |
|---|---|---|
| **Revenue** | | |
| Earned Income | $ 119,821 | $ 184,480 |
| Indiv & Corp Contributions (includes inkind) | 112,788 | 121,800 |
| Foundations & other Grants* | 188,036 | 111,500 |
| National Endowment for the Arts | 65,000 | 65,000 |
| NYS Council on the Arts | 99,140 | 81,500 |
| Erie county Funding | 49,500 | 51,426 |
| City of Buffalo | 5,000 | - |
| **Total Revenue** | **639,285** | **616,706** |
| | | |
| **Expenses** | | |
| Personnel | 213,238 | 217,777 |
| Writer & Artistic Fees & Writer Travel | 105,770 | 111,823 |
| Program & Other Professional Services | 99,294 | 91,859 |
| Space/Occupancy & Program Space | 62,888 | 44,850 |
| Marketing | 30,336 | 23,024 |
| Fundraising | 9,376 | 23,700 |
| Author events/receptions | 11,653 | 12,300 |
| Other Expenses (Postage, Office Supplies, Phone, etc) | 27,021 | 30,025 |
| Depreciation | 6,507 | 5,000 |
| InKind | 50,969 | 55,300 |
| **Total Expenses** | **617,052** | **615,658** |
| | | |
| **Net Income*** | 22,233.00 | 48.00 |

*Surplus is a result of special Kresge Foundation g
grant to support ongoing operations/build reserve fund