**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
The Buffalo and Erie County Botanical

2. AMOUNT OF FUNDING RECEIVED

$ 45,000

3. HAS THE MONEY ALLOCATED BEEN SPENT?

YES X 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 Board + Employee Continuing Education, Volunteer Program expenses, Education instructors and staff salaries

*Status* Ongoing

Equipment Purchased Contractor Services

*Status* ongoing

Activity Implemented _____

*Status* _____

Project(s) Implemented enhancments made to Orchid Collection

*Status* ongoing

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

CONTACT: David J. Swarts

SIGNATURE: David J. Swarts

DATE CLOSE-OUT REPORT COMPLETED: _____

TELEPHONE NO.: 716-827-1584 x 202

FAX NO.: 716-828-0091

E-MAIL: dswarts@buffalogardens.com

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

#5

| | |
|---|---|
| Instructors | $8,246.09 |
| Orchid Collection Expense | $1,242.18 |
| Maintenance Expense | $6,691.88 |
| Volunteer Expense | $1,068.88 |
| Employee & Board Continuing Education | $4,183.74 |
| Horticulture and Maintenance partial salaries | $23,567.23 |
| | $45,000.00 |

Please be advised that the attached supporting documents are derived from out QuickBooks accounting systen
Please contact me if further documentation is required.

| | | | | |
|---|---|---|---|---|
| **6600 · Program Expense** | 01/08/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| **6640 · Instructors** | 01/14/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 01/22/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 01/22/2013 | Saba, Joan* | EDUCATION:CHIL | 150.00 |
| | 01/29/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 02/01/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 02/07/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 02/07/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 02/20/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 02/20/2013 | Saba, Joan* | EDUCATION:CHIL | 150.00 |
| | 02/28/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 03/05/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 03/12/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 03/12/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 03/14/2013 | Remick, Louise | EDUCATION:MAR | 25.00 |
| | 03/21/2013 | Saba, Joan* | EDUCATION:CHIL | 150.00 |
| | 03/21/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 03/29/2013 | Mazikowski, Teresa | EDUCATION:ADU | 75.00 |
| | 03/29/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 03/29/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 04/08/2013 | Saba, Joan* | EDUCATION:ADU | 150.00 |
| | 04/19/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 04/23/2013 | McDonald, Steve | EDUCATION:ADU | 75.00 |
| | 04/23/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 04/30/2013 | Bojar, JOlene | EDUCATION | 221.00 |
| | 05/02/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 05/02/2013 | Saba, Joan* | EDUCATION:ADU | 200.00 |
| | 05/06/2013 | Bojar, JOlene | EDUCATION | 324.09 |
| | 05/08/2013 | Amadori, Tracy* | EDUCATION:ADU | 64.00 |
| | 05/13/2013 | Bojar, JOlene | EDUCATION | 312.00 |
| | 06/03/2013 | Saba, Joan* | EDUCATION:CHIL | 150.00 |
| | 06/10/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 06/12/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 06/12/2013 | Saba, Joan* | EDUCATION:ADU | 450.00 |
| | 06/21/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 06/26/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| | 06/28/2013 | McDonald, Julie | EDUCATION:OFF | 75.00 |
| | 07/15/2013 | Saba, Joan* | EDUCATION:ADU | 50.00 |
| | 07/15/2013 | Saba, Joan* | EDUCATION:CHIL | 400.00 |
| | 07/25/2013 | Saba, Joan* | EDUCATION:CHIL | 400.00 |
| | 07/29/2013 | Saba, Joan* | EDUCATION:CHIL | 375.00 |
| | 08/08/2013 | Saba, Joan* | EDUCATION:CHIL | 375.00 |
| | 08/20/2013 | Saba, Joan* | EDUCATION:CHIL | 375.00 |
| | 08/22/2013 | Saba, Joan* | EDUCATION:CHIL | 375.00 |
| | 08/22/2013 | Clark, David R. | EDUCATION:ADU | 125.00 |
| Total 6640 · Instructors | | | | 8,246.09 |

| | Date | Name | Class | Amount |
|---|---|---|---|---|
| **6700 · Horticulture Expense** | | | | |
| **6740 · Orchid Collection Expense** | | | | |
| | 03/07/2013 | Phillips, Fred | HORTICULTURE | 42.81 |
| | 04/19/2013 | BFG Greenhouse Supply | HORTICULTURE:OR | 107.16 |
| | 04/25/2013 | BFG Greenhouse Supply | HORTICULTURE | 24.93 |
| | 06/13/2013 | Phillips, Fred | HORTICULTURE:OR | 232.53 |
| | 06/17/2013 | Roberts Flower Supply | HORTICULTURE:FL( | 406.49 |
| | 09/04/2013 | Miller, Russell | HORTICULTURE:OR | 129.41 |
| | 09/04/2013 | DiDomenico, Joseph | HORTICULTURE:OR | 259.26 |
| | 09/04/2013 | Miller, Russell | HORTICULTURE:OR | 39.59 |
| **Total 6740 · Orchid Collection Expense** | | | | 1,242.18 |
| Total 6700 · Horticulture Expense | | | | 1,242.18 |
| **TOTAL** | | | | 1,242.18 |

| | Date | Name | Class | Amount |
|---|---|---|---|---|
| **6800 · Maintenance Expense** | | | | |
| **6830 · Contractor Services** | | | | |
| | 01/03/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 01/31/2013 | National Overhead Door, Inc. | MAINTENANCE | 87.90 |
| | 01/31/2013 | Dugas Electric | MAINTENANCE | 536.40 |
| | 02/07/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 02/26/2013 | SAIA Communications, Inc. | MAINTENANCE | 92.66 |
| | 03/05/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 04/03/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 05/02/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 05/29/2013 | Schaub Equipment Rental Inc | MAINTENANCE | 99.99 |
| | 05/29/2013 | The Turf Doctor | MAINTENANCE | 840.00 |
| | 06/04/2013 | Roto-Rooter Plumbing & Drain Service | MAINTENANCE | 222.68 |
| | 06/05/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 06/25/2013 | skyworks equipment | MAINTENANCE | 743.25 |
| | 07/01/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 07/09/2013 | MEI Northey Co. Inc. | MAINTENANCE | 684.00 |
| | 08/01/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 09/04/2013 | The Turf Doctor | MAINTENANCE | 835.00 |
| | 09/04/2013 | City of Buffalo | MAINTENANCE | 270.00 |
| | 09/16/2013 | Nickel City Glass | MAINTENANCE | 120.00 |
| Total 6830 · Contractor Services | | | | 6,691.88 |
| Total 6800 · Maintenance Expense | | | | 6,691.88 |
| **TOTAL** | | | | 6,691.88 |

| | Date | Name | Class | Amount |
|---|---|---|---|---|
| **6500 · Volunteer Expense** | | | | |
| **6520 · Gardening Events** | | | | |
| | 04/03/2013 | Fortini, Anna | VOLUNTEERS | 18.00 |
| | 04/12/2013 | Falkowski, Daniel & Sonya | VOLUNTEERS | 9.00 |
| | 04/16/2013 | Broadway Bobby's | VOLUNTEERS | 69.64 |
| | 06/19/2013 | Wegmans Food Markets, Inc. | VOLUNTEERS | 130.56 |
| Total 6520 · Gardening Events | | | | 227.20 |
| **6530 · Volunteer Appreciation** | | | | |
| | 04/19/2013 | Foliera | VOLUNTEERS | 226.80 |
| | 07/11/2013 | Wholesale Lanyards | VOLUNTEERS | 300.00 |
| | 07/22/2013 | BJ'S Wholesale Club | VOLUNTEERS | 129.29 |
| | 07/22/2013 | Zittel's Country Market | VOLUNTEERS | 138.88 |
| | 08/13/2013 | Mineo's Pizza | VOLUNTEERS | 46.71 |
| Total 6530 · Volunteer Appreciation | | | | 841.68 |
| Total 6500 · Volunteer Expense | | | | |
| **TOTAL** | | | | 1,068.88 |

| | Date | Name | Class | Amount |
|---|---|---|---|---|
| **6100 · Operating Expense** | | | | |
| **6150 · Employee Continuing Education** | | | | |
| | 01/10/2013 | WNYSNLA | HORTICULTUI | 100.00 |
| | 01/16/2013 | Board Training Consultant | | 1,000.00 |
| | 01/22/2013 | Marriott Marquis New York | DEVELOPMEN | 335.13 |
| | 01/22/2013 | AFP NYC | DEVELOPMEN | 315.00 |
| | 01/22/2013 | WNY Planned Giving Consortium | ADMINISTRAT | 20.00 |
| | 01/23/2013 | Board Training Consultant | ADMINISTRAT | 1,000.00 |
| | 02/07/2013 | Phipps Botanical Garden | ADMINISTRAT | 479.37 |
| | 04/23/2013 | JetBlue | DEVELOPMEN | 304.80 |
| | 08/06/2013 | NY Botanical Garden | ADMINISTRAT | 309.44 |
| | 08/20/2013 | Commisioner, NYSDEC | MAINTENANC | 200.00 |
| | 08/20/2013 | WNYSNLA | MAINTENANC | 120.00 |
| Total 6150 · Employee Continuing Education | | | | 4,183.74 |

| | Date | Name | Amount |
|---|---|---|---|
| **Salaries** | | | |
| Gardeners | 01/08/2013 | Gardener | 1,264.80 |
| and Maintenance | 01/22/2013 | Gardener | 1,264.80 |
| | 02/05/2013 | Gardener | 1,408.80 |
| | 02/18/2013 | Gardener | 1,312.80 |
| | 03/05/2013 | Gardener | 1,050.24 |
| | 03/19/2013 | Gardener | 262.56 |
| | 03/19/2013 | Gardener | 1,312.80 |
| | 01/08/2013 | Gardener | 1,302.40 |
| | 01/22/2013 | Gardener | 1,302.40 |
| | 02/05/2013 | Gardener | 1,460.80 |
| | 02/18/2013 | Gardener | 1,355.20 |
| | 03/05/2013 | Gardener | 1,355.20 |
| | 03/19/2013 | Gardener | 1,355.20 |
| | 01/08/2013 | Maintenance | 1,684.80 |
| | 01/22/2013 | Maintenance | 1,684.80 |
| | 02/05/2013 | Maintenance | 1,946.49 |
| | 02/18/2013 | Maintenance | 1,772.03 |
| | 03/05/2013 | Maintenance | 471.11 |
| | | | 23,567.23 |