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# 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
   Jewish Repertory Theatre

2. AMOUNT OF FUNDING RECEIVED

   $ 2900-

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 Actor Salary For The Ord of Isaac May 9-June 2: 2013

   *Status* _____

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Equipment Purchased _____

*Status* _____

Activity Implemented _____

*Status* _____

Project(s) Implemented _____

*Status* _____

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

CONTACT: Jordana Halpern, Managing Director, Jewish Repertory Theatre

SIGNATURE: Jordana Halpern

DATE CLOSE-OUT REPORT COMPLETED: Sept. 20/13

TELEPHONE NO.: 716-204-2255

FAX NO.: 716-688-3572

E-MAIL: jhalpern@jccbuffalo.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

Thank you!
We truly appreciate your support.

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GOD OF ISAAC
BUDGET

| Line Item | Description | Estimated | Notes |
|---|---|---|---|
| | **STAFF** | | |
| | Creative Director | $ - | Saul Elkin |
| | Producer | $ - | David Bunis |
| | Managing Director | $ - | Managing Director Salary paid out of JRT operating budget |
| | **STAFF TOTAL** | $ - | |
| | **CREW** | | |
| | Director | $ - | Saul Elkin |
| | Stage Manager | $ 2,000.00 | Amelia Scinta $250 x 8 weeks |
| | Assistant Stage Manager | $ 1,200.00 | Christina Serio $150 x 8 weeks |
| | House Manager | $ 800.00 | $50 x 16 performances |
| | Sound Designer | $ 1,400.00 | Tom Maker |
| | Lighting Designer | $ 1,400.00 | Brian Cavanah |
| | Lighting Grips | $ 400.00 | Included in contract |
| | Set Designer/Prop Master | $ 1,400.00 | Joel Resnikoff |
| | Costume Designer | $ 1,400.00 | Ann Emo |
| | Media/Advertising | | Sherry Baum |
| | Videographer | $ - | Jackie Albarella |
| | Box Office | $ 660.00 | Linda Hanes - Including Consessaion Sales during Intermission |
| | **CREW TOTAL** | $ 10,660.00 | |
| | **TALENT** | | |
| | Actor #1 - Adam Yellen | $ 1,200.00 | $150 per week x 8 weeks |
| | Actor #2 - Lisa Ludwig | $ 1,600.00 | $200 per week x 8 weeks |
| * | Actor #3 - Tom Loughlin | $ 2,812.00 | $300 x 8 + $262 to Actors Equity for Pension & Dues |
| | Actor #4 David Butler | $ 1,600.00 | $200 per week x 8 weeks |
| | Actor #5 Darleen Pickering Hummert | $ 1,600.00 | $200 per week x 8 weeks |
| | Actor #6 Kristen Bentley | $ 1,200.00 | $150 per week x 8 weeks |
| | **TALENT TOTAL** | $ 10,012.00 | |
| | [illegible] | | |
| | Stage/Set/Props | $ 1,488.98 | $1088.98 + $400 extra labor |
| | Costumes | $ 1,000.00 | |
| | Lighting | $ 200.00 | |
| | Sound | $ - | |
| | **TOTAL EQUIP & RENTALS** | $ 2,688.98 | |
| | [illegible] | | |
| | Licensing & Rights | $ 2,300.00 | |
| | Cast & Crew Meals | $531.00 | Wrap Party |
| | Petty Cash & Misc Purchases | $ 600.00 | petty cash for food, stage manager |
| | **TOTAL LOGISTICS** | $ 3,431.00 | |
| | [illegible] | | |
| | Buffalo News | $ 800.00 | Buffalo News |
| | Jewish Review | $ 250.00 | |
| | Musical Fare playbill ads | $ 431.00 | |
| | WBFO | $ - | |
| | Playbill Printing | $ 500.00 | Buffalo News |
| | Printing Posters/Fliers | $ 90.00 | |
| | Graphic Design Playbill/Fliers/Ads | $ 500.00 | |
| | Graphic Design -Artwork | $ 800.00 | |
| | **TOTAL MARKETING** | $ 3,371.00 | Including Group Sales |
| | [illegible] | | |
| | Subscriptions | $ 12,300.00 | |
| | Box Office | $ 11,944.00 | |
| | Web Sales | $ 2,510.00 | Showclix |
| | Advertising in Playbill | $ 225.00 | |
| | **TOTAL REVENUE** | $ 26,979.00 | |
| | Total Expenses | $ 30,162.98 | |
| | Total Revenue | $ 26,979.00 | |
| | **Balance** | -3183.98 | |

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Benderson Family Building
2640 North Forest Road
Getzville, New York 14068

Holland Family Building
787 Delaware Avenue
Buffalo, New York 14209

March 11, 2013

Dear Tom Loughlin:

I am most pleased to be able to offer you the position as **ACTOR** for the Jewish Community Center of Greater Buffalo, Jewish Repertory Theatre for the production of **The God of Isaac.**

Your salary will be **$304** per week for 8 weeks and subject to normal withholdings. You will be subject to and benefit from the Jewish Community Center's code of Personnel Practice Code that applies to all Jewish Community Center staff. Your work week is dependent on the needs of the department and may include some evening and/or weekend work. Your exact work schedule will be determined in conjunction with your supervisor. Upon receipt of a signed copy of this document, this agreement will take effect beginning **April 9, 2013.**

In addition to your specific tasks, you are a member of the Jewish Community Center's customer service delivery team that is committed to assuring quality experiences for all participants in our programs. As with all Jewish Community Center employees, from time-to-time you will also be asked to participate in special agency and/or community-wide meetings or programs not directly related to your primary responsibilities. I look forward to being able to incorporate your talents into these meetings and/or assignments.

Although the Jewish Community Center looks forward to a continuing long-term relationship with you, your employment by the Jewish Community Center is strictly "at will" in accordance with New York State law, and accordingly, either party may terminate the employment relationship at any time, with or without cause.

Two copies of this agreement are provided. Please indicate that the terms of this agreement are acceptable to you by signing and returning one copy of the contract (please keep the other for your files).

Sincerely,

Jordana Halpern
Managing Director, JRT

Employee's Signature: _____

Date: _____

**JEWISH COMMUNITY CENTER**
*OF GREATER BUFFALO*

**688-4033**
Benderson Family Building
2640 North Forest Road
Getzville, NY 14068
Phone: (716) 688-4033
FAX: (716) 688-3572

**886-3145**
Holland Family Building
787 Delaware Avenue
Buffalo, NY 14209
Phone: (716) 886-3145
FAX: (716) 961-0863

# FACSIMILE COVER SHEET

**TO:** Deputy Clerk, Erie County Legislature 716-858-8895

**FROM:** Jordana Halpern, Jewish Repertory Theatre

**DATE:** Sept. 20/13

**NO. OF PAGES:** *(including this cover sheet)* 5

☐ **URGENT!** ☐ **FOR YOUR REVIEW** ☐ **PLEASE COMMENT** ☑ **PER YOUR REQUEST**

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**MESSAGE:**