# 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

   Community Music School of Buffalo

2. AMOUNT OF FUNDING RECEIVED

   $ 2,700.00

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 _____

   *Status* _____

Equipment Purchased _____

*Status* _____

Activity Implemented Created part-time marketing position to increase public usage of programs

*Status* Position created 10 hours a week in February 2013; enrollment increased; position was expanded to 24 hours a week in July 2013 with an hourly rate increase; county funding made it possible to take the leap of faith in creating position

Project(s) Implemented _____

*Status* _____

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

CONTACT: Jeffrey M. Paterson, Executive Director

SIGNATURE: Jeffrey M. Paterson 2013.09.20 12:35:39 -04'00'

DATE CLOSE-OUT REPORT COMPLETED: September 20, 2013

TELEPHONE NO.: 716-884-4887

FAX NO.: 716-884-7529

E-MAIL: jeffpaterson@cms-buffalo.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

| TOTAL | REG. HOURS | O.T. HOURS | REGULAR PAY | OVERTIME PAY | OTHER PAY 1 | OTHER PAY 2 | GROSS | SOCIAL SEC | MEDICARE | FEDERAL W/H | STATE W/H | DBL | NET PAY | MEALS/SUPP | TIPS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| QTD | 162.00 | | 1863.00 | | | | 1863.00 | 115.51 | 27.01 | 162.39 | 27.24 | 5.20 | 1581.50 | | |
| YTD | 362.00 | | 3966.50 | | | | 3966.50 | 245.93 | 57.50 | 290.22 | 31.19 | 15.04 | 3388.53 | | |

| BANK CODE | SOURCE | TYPE | ACCOUNT NUMBER | PAY TYPE | QTD GROSS | YTD GROSS | ALW HRS | QTD HOURS | YTD HOURS | BLNCE HRS | DEDUCTIONS | W T H | AMOUNT | BALANCE | QTD AMOUNT | YTD AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | REGULAR | 1863.00 | 3966.50 | | 162.00 | 362.00 | -362.00 | 5 MISCR | | | | -55.85 | -61.91 |

| | | | |
|---|---|---|---|
| Rate | 11.500 | M/S | S |
| Freq | 3 | Fwt Exemp | 00 |
| OT Factor | 15 | State M/S | S |
| State Code | 31 | Swt Deps | 00 |
| Sex | F | Hire Date | 02/01/2013 |
| Wks Worked | 13 | Birth Date | |
| Lst Wk Wrk | 34 | | |

Last Raise 05/15/2013
Rate 10.000

Spec Accum Qtd Ytd

| THIRD PARTY SICK | QTD | YTD |
|---|---|---|
| GROSS | | |
| FICA | | |
| FWT | | |
| SWT | | |
| NON TXBL | | |

MTD Gross 1046.50
Dept 000030
Emp Number 475-7
Soc Sec # XXX-XX-9883

SAMANTHA L PIERCE
10 STRATFORD RD
BUFFALO NY 14216

| TOTAL | REG. HOURS | O.T. HOURS | REGULAR PAY | OVERTIME PAY | OTHER PAY 1 | OTHER PAY 2 | GROSS | SOCIAL SEC | MEDICARE | FEDERAL W/H | STATE W/H | DBL | NET PAY | MEALS/SUPP | TIPS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Pay Confirmation Form**

I confirm that I understand the following:

Paydays are on the 10th and 24th of each month. Checks are available after 3 p.m. on those days. If a payday falls on a Sunday or a holiday, checks will be distributed on the following business day.

I understand that on the 10th I will be paid for hours worked between the 16th and the end of the prior month. On the 24th I will be paid for hours worked between the 1st and 15th of the current month.

Timesheets must be completed each workday according to the information on pages 19 and 20 of the Employee Handbook. At the end of the pay period, I will leave my time sheet in the executive director's mailbox.

My hourly rate of pay is $10.00, and I am to work up to 10 hours per week through June 30, 2013.

SP _____ 2/1/13 _____

Signature Date

Samantha Pierce

Printed Name

# Samantha Pierce

**10 Stratford Road**
**Buffalo, New York 14216**
**Cell: 716-553-3882**
**Email: SPierce1216@yahoo.com**

[SP]

## Relevant Experience

**5/2011-5/2012** **PR Consulting**
*Public Relations Beauty Account Coordinator for P&G Prestige brands: Dolce&Gabbana,Gucci, Escada Christina Aguilera and SK-II skincare.*

- Independently executed a product launch event for top-tier, short-lead beauty media that secured 28 guests and over 10 million impressions to-date
- Assisted in the planning and execution of media campaigns, including press outreach, launch events and sustaining coverage plans
- Pitched and secured coverage for beauty clients in top-tier print and online media
- Created, developed and distributed global assets, including transcribing, drafting and distributing talent interviews and behind-the-scenes images
- Developed conversation calendars for social media accounts
- Created and maintained an up-to-date media list using Cision Point
- Tracked and managed all coverage, including the creation and distribution of monthly clip books, quarterly status reports and quarterly competitive intelligence reports
- Coordinated internship program, overseeing two to five interns per day

**2010-12/2010** **Eric Mower and Associates**
*Public Relations and Social Media Intern*

## Additional Experience

**07/2012 – Present** **Lord & Taylor**
*Beauty Analyst for Chanel*

**9/2010 – 2/2011** **J.Crew**
*Stylist*

**4/2007 – 2/2011** **People Inc.**
*Team Leader*

## Education

**9/2006-5/2010** **The State University of New York College at Buffalo**
*Bachelor of Arts, Public Communication ; 3.27/4.0 grade point average*