

From: [Jane Von Trapp](#)
To: [Board of Representatives](#)
Cc: [Staley, Angelina](#)
Subject: Bartlett Arboretum Electronic Submission for BOR Fiscal Committee 2019
Date: Tuesday, April 02, 2019 12:19:42 PM
Attachments: [Bartlett Arboretum BOR Fiscal Committee 2020.pdf](#)
[Bartlett Arboretum Capital Request Presentation 2020.pdf](#)
[Bartlett Arboretum Mayor Martin Presentation 2020.pdf](#)
[Audit June 2018.pdf](#)

Board of Representatives Fiscal Committee,

Please find attached to this email four files, including our original submission to the Mayor, which includes our adopted budget for 2020. Please note that we changed our fiscal year in 2019 to align with the City's ending of June 30. It was previously September through August. We had to complete two audits in 2018; the one attached was a 10-month audit.

I'm looking forward to making our presentation on April 9, 2019.

Best regards,

Jane von Trapp

S. Jane von Trapp

CEO

Bartlett Arboretum & Gardens

151 Brookdale Road

Stamford, CT 06903

203.883.4052

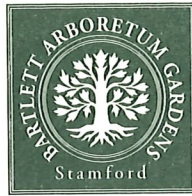
FAX 203.595.9168

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PLEASE TAKE A WALK WITH US AT THE BARTLETT SOON!

[*Support our annual giving program.*](#)



Bartlett Arboretum & Gardens

BOARD of FINANCE and FISCAL COMMITTEE JOINT PUBLIC HEARING
BOARD of REPS Fiscal Committee 2020 Budget Presentation

The mission of the Bartlett Arboretum and Gardens is to provide a sanctuary and foster curiosity to explore, enjoy, and learn about the habitats of the natural world.

We accomplish this by:

- Preserving a 93-acre sanctuary of southwest New England natural ecosystems for generations to explore and enjoy
- Providing comprehensive environmental, horticulture, and plant science educational programs for children and adults
- Providing opportunities for recreation, enjoyment, and exploration of the natural world for all ages
- Maintaining a diverse collection of trees, gardens, and plants that celebrate biodiversity and reflect the ecology and character of our region
- Promoting conservation and principles of sustainable landscape management

Vision: To inspire generations to care about and conserve Earth's resources.

Review of Budget Request

- Original Operating Request to Mayor: \$350,000
- **Mayor's Recommendation: \$325,000**

Identify and Describe Increases/Decreases Year Over Year

Since our 25-year lease began with the City of Stamford (effective July 1, 2002), our annual funding from the City of Stamford has been:

FY03 \$350,000* (*first 5 years \$350,000 as per lease)
FY04 \$350,000*
FY05 \$350,000*
FY06 \$350,000*
FY07 \$400,000* 14% increase
FY08 \$400,000
FY09 \$412,000 3% increase
FY10 \$412,000
FY11 \$309,000 25% decrease
FY12 \$309,000
FY13 \$309,000

FY14 \$309,000
 FY15 \$275,000 11% decrease
 FY16 \$275,000
 FY17 \$285,000 3.5% increase
 FY18 \$295,000 3.5% increase
 FY19 \$300,000 1.2% increase
FY20 \$325,000 8.3% increase

Human Capital/Personnel changes FY19

- P/T Facility Manager
- F/T Development Director

Budget Management

- Cost reductions in FY18, FY19
 - Reduced gala event expenses by holding off-campus
 - Continue conversion to LED lighting
 - Entered into maintenance contracts for HVAC to be proactive about operations before break downs

Cost management actions taken in FY18, FY19

- Hired P/T Facilities Manager to reduce outsourced repair costs and to be proactive with maintenance

Spending priorities

- Salaries and benefits
 - The Arboretum's priorities are to maintain the grounds, sustain and augment our collections, and deliver the educational programs essential to our Mission. Without the needed personnel, we cannot fulfill our Mission, improve our service level, expand educational opportunities in the community, or increase the resources needed to perpetuate the Arboretum.
 - Added full time development director to increase grants and fundraising
- Maintenance and improvement of collections
 - While we outsource mowing and blowing, we employ a full-time arborist to maintain 93 acres of trees and other plant material
 - Natural attrition of plant material requires replacement
 - Enhancement of our collections and gardens brings frequent and new visitors who become members and donors, keeps us updated on new plant varieties and trends, and furthers our mission and vision.
- Education materials and seasonal personnel
 - Educational expenses are minimal compared to the impact our programming, both on and off campus, has on Stamford Public

Schools, Inspirica, Apples, senior and assisted living programs, Boy and Girl Scout programming, etc.

Cost Drivers

- Salary and benefits for additional employees
- Facilities improvements and repairs
- Plant collections maintenance and replacements/new plant material
- Fuel, utility, and insurance increases

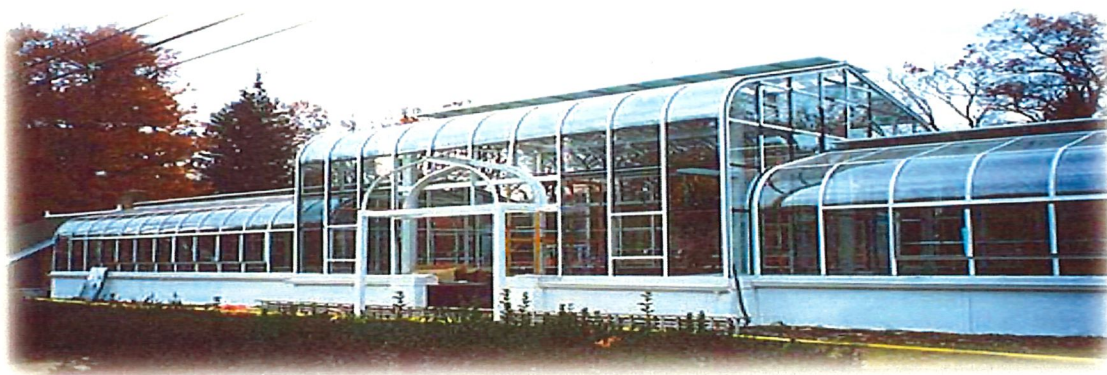
Key operational changes planned to improve service level FY19 and FY20

- Increase educational service levels with outreach and van
- Add Board members with expertise in fundraising
- Collaboration with other City agencies
- Increase visibility with social media
- Make grounds and buildings handicapped accessible
- Improve signage
- Replace old greenhouse to accommodate City tree initiative, increase facilities rentals, increase space for propagation, improve growing conditions for collections
- Install dehumidifiers in Silver basement
- Water storage capacity increase and move to inside Silver

Business case and justification for any increases in resources requested

- **Justification for 8.3% operating increase:** The 09-10 budget was the last budget that reflected pre-recession spending. In the current 18-19 budget as approved by the BOF and BOR, here are where the various outside agencies stand with their allocations since 09-10 in percentage terms:
 - Stamford Museum & Nature Center-+92%
 - Ferguson Library-+107%
 - Stamford History Center-+76%
 - Mill River Collaborative: +330%
 - **Bartlett Arboretum-+73%**
- If we were to receive a similar percentage of post-recession support as the SMNC, we would have a budget nearly \$80,000 higher than our current level. The City owns 93 acres of property at the Bartlett, maintained by the Bartlett Arboretum Association, Inc., and the SMNC property is privately owned. We are underfunded, and the Mayor is trying to bring us back to a level comparable with the other outside agencies.
- Second grade programming for City schools is not guaranteed grant

- money and it only covers half of the cost of administering to all second graders in Stamford
- We added winter bridge programming on location in the public schools to tie our fall and spring field trips together
- Partnership with Roscco for landscaping beautification
 - Northeast, Davenport Ridge, and Stillmeadow
 - Expanding to Hart, Stark, Strawberry Hill in 2020
- Delivery of biweekly after-school program on location at Inspirica is delivered at no charge and half of our summer camp slots are given to Inspirica children for eight weeks at no charge
- **Justification for capital budget request:** Major donors have pledged to give to new greenhouse construction if City matches with bonded capital funding
 - Mayor has proposed \$500,000 in capital funding to replace our out-of-date, inefficient greenhouse with Bartlett to raise \$500,000 in private funding
 - Propagation in our greenhouse for City tree initiative
 - Master Gardeners trained at the Bartlett Arboretum are also contributors to a very large number of civic projects and groups, including Scalzi Riverwalk, Cove Island, Stamford Hospital, Mill River Cooperative, etc.
 - Our 40-year-old greenhouse was retrofitted from a donated sewer cap.
 - The glass is single pane, non-tempered, and inefficient and expensive to heat.
 - The systems are based on old technology, and the facility is not handicap accessible.
 - It cannot accommodate separate climate conditions vital to the very disparate needs of our permanent collections: cactus, orchids, and tropicals.
 - There is limited space for teaching and propagation, and plants are crowded, which promotes insect and disease infestations.





Bartlett Arboretum & Gardens

Memorandum To: The Honorable David Martin, Mayor
The City of Stamford, Connecticut

From: Bartlett Arboretum Association, Inc.

Date: January 11, 2019

Re: FY 2018-19 Budget Request

Dear Mayor Martin,

Thank you for your continued support of the Bartlett Arboretum & Gardens.

We respectfully request an increase in funding from \$300,000 to \$350,000 for support and maintenance of the Bartlett Arboretum's property and programming. While we understand the many pressures that the City budget is under, we feel this requested increase is appropriate and wanted to document our rationale.

History:

The property is a tremendous asset that the Arboretum Association maintains for the City of Stamford and for the benefit of its residents and neighbors. Assets that we are managing include:

- Historic 1880s Homestead building
- Silver Educational Center
- Greenhouse
- Maintenance Building
- 93 Acres of habitat
- 10 acres of trails and wetlands
- 90.8 percent tree canopy on 93 acres of land in proximity to the reservoir which provides annual significant environmental value for CO₂ storage, ozone and carbon monoxide removal, as well as storm water capture and filtration. In addition to these "soft" values, the estimated asset value of our tree collection is at least \$5Million, as confirmed by an inventory performed by F. A. Bartlett Tree Expert Company using USDA statistics.

Maintaining and preserving this property provides immeasurable benefits to the health of the residents of the City of Stamford and beyond, including a critical role in ensuring a clean water supply and air quality.

As well, if you compare 09-10 support with the current fiscal year (18-19), you will find that our allocations have not kept up with those of similar organizations in Stamford. The 09-10 budget was the last budget that reflected pre-recession spending. These numbers do not account for inflation. In percentage terms, here are where the various outside agencies stand:

Stamford Museum and Nature Center—92%

Ferguson Library—107%

Stamford History Center—76%

Bartlett Arboretum—73%

Mill River Collaborative—330%

If we were to receive a similar percentage of post-recession support as the SMNC, we would have a budget nearly \$80,000 higher than our current level.

Add to that the level of Capital budget support, and it is clear that the Arboretum has been undervalued, underappreciated, and under-funded. In addition to being a resource for the City (and region), we provide an educational opportunity for every second grader in Stamford Public Schools and provide a summer camp experience to 20-30 children from Inspirica and Beyond Limits who would otherwise have no similar opportunity. We maintain for the City 93 acres of property enjoyed by hikers, dog walkers, and regional schools and visitors.

We are making a concentrated effort to provide our services and programming through outreach into the community. "Growing environmental stewards in every neighborhood" requires us to bring the Bartlett to the people. Through donations, we acquired a van, which can bring growing lab equipment, educators, and even our Master Gardener plant clinic to senior centers, community centers, parks, schools, and after-school programs to those who can't access our property.

It is an honor for the Bartlett Arboretum Association to be responsible for such incredible assets, albeit a very expensive honor. We employ one groundskeeper on our payroll who is a certified Connecticut arborist at \$23 per hour. Regular grounds maintenance alone costs us an additional \$50,000 per year (we contract with an outsourced landscape management company chosen through a multiple bid process).

As the trees in the Arboretum mature each year, so do the limbs and fallen branches, creating potential safety issues. We are fortunate to receive in-kind donations of critical maintenance services, such as deer spray, bucket truck tree work, and chipping, which equated to \$75,000 of expense that we did not have to incur this past fiscal year. We are grateful for these services but also very aware that this is not a sustainable or reliable way to manage our property effectively. We have been very lucky to have friends who react quickly to help provide a safe environment for our visitors, but want to ensure that we are not putting the Bartlett at risk by depending on this level of in-kind support from a generous donor.

Goals Accomplished 2018:

- Entered Year 3 of our 2016 strategic plan which is a guide to updating our master plan, including creating handicapped accessibility, increasing plant collections, providing interpretive signage, improving trails, preparing for a future capital campaign, and improving the visitor experience
- Added new Board members from corporations such as Oracle, Deloitte, and Nestle Waters
- Doubled the size of our summer camp program, opening 20 slots for Inspirica children on full scholarship due to generous donations from Rick Silver and Synchrony Financial
- With capital funding from the City of Stamford, we added A/C in the Homestead replaced the rusted non-conforming fire escape, and are installing interpretive signage. We improved the City's asset by adding to our collections, restoring gardens, and completing directional signage on the trails and property.

Goals 2019:

- Replace water storage on property (project awarded by City)
- Complete Phase 2 of interpretive signage
- Improve trails
- Increase after-school and outreach programming
- Add 2-3 new Board members and train for capital campaign
- Provide professional development opportunities for staff
- Start construction on new greenhouse
- Begin growing seedlings for the City Street Tree Program (see below)

City Street Tree Program:

City of Stamford Director of Economic Development Thomas Madden has asked the Bartlett to participate in the propagation of City street trees. This will save the City considerable costs in the long run, since as many as 100 trees are replaced each year due to storm damage and attrition. City regulations require up to 3" caliper trees, and at a minimum wholesale cost of \$235 per tree, the savings will be significant each year once the first cycle is complete. It can take up to six years to grow a tree to this size, so it is imperative to begin this process as soon as possible. Special consideration will be made to grow native trees that reach appropriate height for greenways and street planting.

We have the expertise and Master Gardener labor readily available for this project, and will be pleased to contribute this valuable service on City-owned property. We already propagate more than 2,000 native perennials each year for distribution to City parks and for our annual plant sale. As part of the new street tree program, whips propagated at

the Bartlett will be transplanted to Stamford Museum and Nature Center property to be grown to the required caliper.

We have requested capital funding to build a new greenhouse having received a bid of \$270,000 to improve the sewer cap that was transformed into a working greenhouse in 1978. It makes little sense to restore the old greenhouse, when a new one will cost in the range of \$800,000 to \$1M. We have approximately \$210,000 of bonded money available for this project, and donors who will bring another \$200,000-\$300,000 to the table. We request that the City fund the balance of this project.

Going Forward:

Increased support from the City of Stamford will allow us to manage the City's assets effectively and meet the full potential of educating future generations about botanical environments and the importance of stewarding the earth.

We ask you and the City of Stamford to endorse our initiatives by increasing the allocation for the Arboretum. We are at a milestone in the history of this valuable City asset, and increased support will help us to grow and sustain our community's environment and health. We are excited to engage with you and your administration to serve the people of Stamford. Thank you for your consideration!

The Bartlett Arboretum Association, Inc.

Bartlett Arboretum & Gardens Mission Statement, Vision, and Program Description

Mission:

The mission of the Bartlett Arboretum and Gardens is to provide a sanctuary and foster curiosity to explore, enjoy, and learn about the habitats of the natural world.

Vision:

To inspire generations to care about and conserve Earth's resources.

Program History and Description:

In 1913, Francis A. Bartlett, a well-known dendrologist and founder of the internationally known F.A. Bartlett Tree Expert Company, acquired 30 acres of North Stamford farmland to use as his residence, training school, and research laboratory for his successful tree-care company. Over the years, he assembled a large number of woody plant specimens on the property from all over the world in particular from North America, Europe, and Asia.

By 1965, Dr. Bartlett's research laboratory had moved to North Carolina and his Stamford home, which then covered some 64 acres, was purchased by the State of Connecticut in November of 1965 under the Federal Open Spaces Program. At this time, the property was designated the Connecticut State Arboretum. Acquisition of this land by the State and the subsequent development of the Bartlett Arboretum was spearheaded by a local community group of volunteers. This group of citizens who initially banded together to preserve what Dr. Bartlett had created formed the nucleus of what is now the Bartlett Arboretum Association.

When the Bartlett Arboretum was opened to the public for the first time in 1966, the grounds and facilities were under the auspices of the Department of Environmental Protection while the operations and programming were managed by the University of Connecticut's Department of Plant Science. In 2002, the title to the land was transferred to the City of Stamford with the Bartlett Arboretum Association responsible for all managerial and operational oversight of the property. An additional 27 acres of adjacent city property was added to the Bartlett's existing property.

Today, nestled among the historic landscape of Southwestern New England, the Bartlett Arboretum & Gardens is a natural preserve like no other in this region. The property features 93 acres of irreplaceable open space highlighting the best of what Connecticut's native landscape has to offer: magnificent award-winning Champion trees, charming gardens, wildflower meadows, red maple wetlands and boardwalks, woodland walking trails, varied wildlife and native habitats. A wonderful getaway from the hustle and bustle of daily life, we serve as a leading recreational and educational resource for area residents and visitors of all ages. For weekend gardeners to budding young

botanists, the Bartlett offers a place to relax, learn, and unplug.

The education program provides STEM-based botanical education for all Stamford public school second graders, nature-based summer camps, and drop-in programs for families. Bartlett educators provide after-school programming at Inspirica and daytime programs at Apples, the Stamford pre-school program. It is the base for one of the UConn Extension Master Gardener training programs, graduating up to 30 interns per year. Professional landscapers and arborists study for state certification each winter in one of our professional programs. Fifty persons enrolled this past year.

More than 2,000 native plants are propagated annually in the Bartlett Greenhouse and distributed to area parks, Arboretum property, and are sold at the annual plant sale in May. The Greenhouse will be the home for the propagation of Stamford City trees in the future.

In the basement of the Silver Educational Center, more than 3,000 specimens have been preserved in the Herbarium, which was digitized by Yale University botanists and linked to a nationwide database.

Master Gardeners teach adult classes, provide docent tours, and work in the gardens all summer long. Gardens are open to visitors 365 days per year, dawn to dusk. Ten hiking trails provide recreational opportunities for humans and leashed canines year-round. Download the touring app, BartlettArb, from the App Store for an enriched visitor experience.

The Bartlett Arboretum and Gardens
Profit & Loss Budget Overview
July 2018 through June 2019

10:05 AM
09/26/18
Accrual Basis

BARTLETT ARBORETUM & GARDENS 2019/20										Approved Budget	
	Original Budget submitted	Revised for 10 months	2018 Audited Statement	Budget submitted	Revised Budget	Actual	Estimated Balance of year Nov '18 - Jun '19	Jul '19-Jun '20			
	Sept '17 - Aug '18	Sept '17 - Jun '18	Sept '17 - Jun '18	Sept '18 - Aug '19	Jul '18 - Jun '19	Jul '18 - Oct 31, 2018	year Nov '18 - Jun '19				
Income											
Total 5200 - Memberships	40,000.00	33,333.33	45,145.00	45,000.00	54,845.00	9,750.00	45,095.00		60,000.00		
Total 5300 - Contributions unrestricted	170,000.00	141,666.67	252,109.85	228,000.00	285,051.10	36,531.33	248,519.77		325,000.00		
Total 5400 - Restricted Income	25,000.00	20,833.33	77,710.00	50,000.00	46,200.00	-3,800.00	50,000.00		55,000.00		
Total 5500 - Education Income	100,000.00	83,333.33	91,924.18	85,000.00	97,352.50	14,608.50	82,744.00		100,000.00		
Total 5600 - Event Income	178,000.00	146,333.33	87,119.86	110,000.00	113,339.00	77,829.00	35,510.00		75,000.00		
Total 5700 - Miscellaneous Income	20,000.00	16,666.67	8,261.54	12,000.00	10,001.75	2,989.75	7,012.00		10,000.00		
Total 5800 - City of Stamford Subsidy	285,000.00	237,500.00	245,832.90	285,000.00	300,000.00	100,000.00	200,000.00		350,000.00		
9901 - Interest and Dividend Income	250.00	208.33	242.13	250.00	236.51	73.78	162.72		250.00		
Total Income	818,250.00	681,875.00	809,345.56	825,250.00	907,025.86	237,982.37	669,043.49		975,250.00		
Expense											
Total 6100 - Salaries	356,701.00	297,250.83	330,389.69	430,000.00	539,337.94	149,848.76	389,489.18		635,000.00		
Total 6200 - Payroll Taxes/Employee Benefits	45,004.00	37,503.33	34,840.48	84,650.00	95,566.05	20,553.49	35,012.56		76,000.00		
Total 6300 - General and Admin Expenses	150,000.00	125,000.00	106,534.24	135,000.00	130,026.40	52,748.58	77,277.82		115,000.00		
Total 6400 - Facilities Expenses	154,000.00	128,333.33	169,849.19	135,000.00	141,518.77	75,340.57	66,178.20		155,000.00		
Total 6500 - Insurance	27,000.00	22,500.00	26,411.40	26,000.00	27,908.60	9,792.60	18,116.00		29,000.00		
Total 6600 - Office Expenses	50,000.00	41,666.67	41,695.47	46,000.00	43,902.64	12,964.01	30,938.63		56,000.00		
Total 6700 - Meeting and prof. Expenses	35,000.00	29,166.67	1,414.13	4,000.00	9,352.79		9,352.79		9,250.00		
Total - Expenses		0.00	710,934.57	840,650.00	947,613.19	321,248.01	626,365.18		975,250.00		
66900 - Reconciliation Discrepancies					0.23						
Total Expense	817,705.00	681,420.83	710,934.57	840,650.00	947,613.42	321,248.01	626,365.41				
Net (Loss/Income before depreciation)	545.00	454.17	98,410.99	-15,400.00	-40,587.56	-83,265.64	42,678.08				
FY19 Budget Notes											

Note 1: We changed our fiscal year to align with the City: July 1-June 30, therefore FY18 was a 10-mo. fiscal year. We performed two audits last year (Sep '16-Aug '17 and Sep '17-Jun '18).



BARTLETT ARBORETUM
& GARDENS



New Greenhouse: Case for Support

Senses intensify upon entering
a spectacular display of orchids
or cactus in a greenhouse conservatory





The warmth, colors, scents,
and positive energy provide a
lingering restorative experience.

Bartlett's current greenhouse is in dire need of replacement



- Our 40 year-old greenhouse was retrofitted from a donated sewer cap.
- The glass is single pane, non-tempered, and inefficient and expensive to heat.
- The systems are based on old technology, and the facility is not handicap accessible.
- It cannot accommodate separate climate conditions vital to the very disparate needs of our permanent collections: cactus, orchids, and tropicals.
- There is limited space for teaching and propagation, and plants are crowded, which promotes insect and disease infestations.

New Greenhouse and Conservatory



- We are planning to build a new greenhouse and conservatory at a cost of \$1.2M. The City of Stamford has committed \$500K to this significant project to match private donations.
- The added conservatory will house our collections, and the wings on both sides and a larger double-sized wing off the back will provide propagation and teaching space.

Growing Visitors



- To grow the Bartlett Arboretum's attendance, we must differentiate ourselves from other destinations in the region.
- A conservatory with space for our exceptional orchid, cactus, and tropical plant collections will draw visitors from around the region.
- With the addition of restrooms and a catering kitchen, the new greenhouse will be a charming location for meetings, gatherings and special events.
- Handicap accessibility will be incorporated into the plan, and new parking near the greenhouse will add about 25 spaces and serve those with accessibility issues.

An Asset for the Entire Community



- The greenhouse is used for educational programs, for propagation of native plants for regional parks and our annual plant sale, and for growing plants for the Arboretum grounds.
- Adults enrolled in UConn's Extension Master Gardener program earn essential volunteer hours maintaining our collections
- The new greenhouse will provide all Bartlett visitors with an enhanced experience.

Enhancing the Bartlett's Education Programming



- The greenhouse advances the school district's core curriculum, providing improved hands-on propagation and growing experience for all Stamford second graders during biannual visits.
- Children from partner agencies such as Inspirica and The Boys & Girls Club will also benefit from an improved facility.

- Our robust summer camp will have improved and expanded STEAM (science, technology, engineering, art, and math) programming opportunities.

Growing Stamford's Street Trees



The City of Stamford will see significant savings to its tree replacement program when the Bartlett propagates street trees that are then grown to their required caliper at the neighboring Stamford Museum and Nature Center.

With Your Support

Over the past five years, the Bartlett has greatly improved its facilities, grown its staff, paid off its debt, and expanded outreach and visibility into the community.

We are now well positioned to take this important step. A new greenhouse will allow us to make the jewel that is the Bartlett Arboretum an even more beautiful destination and special environmental learning center.



BARTLETT ARBORETUM ASSOCIATION, INC.

FINANCIAL STATEMENTS

**AT JUNE 30, 2018
AND FOR THE TEN MONTHS THEN ENDED**

Client's Copy

BARTLETT ARBORETUM ASSOCIATION, INC.

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Independent Auditors' Report

Statement of Financial Position
at June 30, 2018

Exhibit A

Statement of Activities
for the Ten Months Ended June 30, 2018

Exhibit B

Statement of Changes in Net Assets
for the Ten Months Ended June 30, 2018

Exhibit C

Statement of Cash Flows
for the Ten Months Ended June 30, 2018

Exhibit D

Notes to Financial Statements

Client's Copy

VAN BRUNT, DUBIAGO & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF DIRECTORS OF BARTLETT ARBORETUM ASSOCIATION, INC.

We have audited the accompanying financial statements of Bartlett Arboretum Association, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, changes in net assets and cash flows for the ten months then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bartlett Arboretum Association, Inc. as of June 30, 2018, and the changes in its net assets and its cash flows for the ten months then ended in accordance with accounting principles generally accepted in the United States of America.

Van Brunt, Dubiago & Company, LLC
Stamford, Connecticut
December 18, 2018

Client's Copy

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2018

ASSETS

CURRENT ASSETS

Cash	\$ 428,730
Cash Restricted	15,009
Receivables	21,816
Inventory	597
Prepaid Expenses	<u>12,082</u>
TOTAL CURRENT ASSETS	<u>478,234</u>

PROPERTY AND EQUIPMENT

Improvement – Grant	2,800,478
Improvement – Non-Grant	89,745
Land	150,000
Equipment and Vehicles	145,601
Building and Land Improvements	<u>121,899</u>
Total	3,307,723
Less Accumulated Depreciation	<u>1,819,258</u>
PROPERTY AND EQUIPMENT – NET	<u>1,488,465</u>

TOTAL ASSETS

\$1,966,699

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	\$ 33,962
Deferred Revenue - Other	<u>78,509</u>
TOTAL CURRENT LIABILITIES	<u>112,471</u>

NET ASSETS

Unrestricted	1,593,538
Temporarily Restricted	95,690
Permanently Restricted	<u>165,000</u>
TOTAL NET ASSETS	<u>1,854,228</u>

TOTAL LIABILITIES AND NET ASSETS

\$1,966,699*Client's Copy*

THE ACCOMPANYING NOTES SHOULD BE READ IN
CONJUNCTION WITH THESE FINANCIAL STATEMENTS

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF ACTIVITIES
FOR THE TEN MONTHS ENDED JUNE 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total All Funds</u>
SUPPORT AND REVENUES				
Corporate Contributions	\$ 51,168	\$ -	\$ -	\$ 51,168
Individual and Other Contributions	209,224	12,478	-	221,702
Grants	4,450	-	-	4,450
Membership Dues	46,145	-	-	46,145
Plant Sales	18,605	-	-	18,605
Education	52,363	-	-	52,363
Camp and School Programs	19,653	-	-	19,653
Investment Income	238	-	4	242
Gala and Other Events	68,813	-	-	68,813
City of Stamford Subsidy	245,833	-	-	245,833
Rental and Gift Shop Income	8,463	-	-	8,463
Gain on Disposal of Asset	7,000	-	-	7,000
Net Assets Released from Restrictions	<u>28,490</u>	<u>(28,490)</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND REVENUES	<u>760,445</u>	<u>(16,012)</u>	<u>4</u>	<u>744,437</u>
EXPENSES				
Program Services				
Payroll and Related Expenses	177,435	-	-	177,435
Education	33,365	-	-	33,365
Facilities Maintenance	26,243	-	-	26,243
Supplies and Grounds Maintenance	83,483	-	-	83,483
Plant Sales	10,456	-	-	10,456
Utilities	32,194	-	-	32,194
Development, Marketing, Gala, Grant and Other Events	<u>60,653</u>	<u>-</u>	<u>-</u>	<u>60,653</u>
Total Program Services	<u>423,829</u>	<u>-</u>	<u>-</u>	<u>423,829</u>
Management and Operating				
Payroll and Related Expenses	187,512	-	-	187,512
Professional	8,575	-	-	8,575
Office, Bank, Credit Card Fees, Other	27,944	-	-	27,944
Equipment Lease	8,728	-	-	8,728
Insurance	26,411	-	-	26,411
Utilities	32,194	-	-	32,194
Depreciation	<u>170,743</u>	<u>-</u>	<u>-</u>	<u>170,743</u>
Total Management and Operating	<u>462,107</u>	<u>-</u>	<u>-</u>	<u>462,107</u>
TOTAL EXPENSES	<u>885,936</u>	<u>-</u>	<u>-</u>	<u>885,936</u>
CHANGE IN NET ASSETS	<u>\$ (125,491)</u>	<u>\$ (16,012)</u>	<u>\$ 4</u>	<u>\$ (141,499)</u>

THE ACCOMPANYING NOTES SHOULD BE READ IN
CONJUNCTION WITH THESE FINANCIAL STATEMENTS

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BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF CHANGES IN NET ASSETS
FOR THE TEN MONTHS ENDED JUNE 30, 2018

		Temporarily	Permanently	Total
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Restricted</u>	<u>All Funds</u>
NET ASSETS AT BEGINNING OF YEAR	\$ 1,719,025	\$ 111,702	\$ 165,000	\$ 1,995,727
Change in Net Assets	(125,491)	(16,012)	4	(141,499)
Transfer	<u>4</u>	<u>-</u>	<u>(4)</u>	<u>-</u>
NET ASSETS AT END OF YEAR	<u>\$ 1,593,538</u>	<u>\$ 95,690</u>	<u>\$ 165,000</u>	<u>\$ 1,854,228</u>

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THE ACCOMPANYING NOTES SHOULD BE READ IN
CONJUNCTION WITH THESE FINANCIAL STATEMENTS

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF CASH FLOWS
FOR THE TEN MONTHS ENDED JUNE 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets \$(141,499)

Adjustments to Reconcile Change in Net Assets to Net Cash

Used for Operating Activities:

Depreciation 170,743

Gain on Disposition of Asset (7,000)

(Increase) Decrease in:

Receivables 13,834

Prepaid Expenses 2,259

Increase (Decrease) in:

Accounts Payable and Accrued Expenses 24,154

Deferred Revenue - City of Stamford (245,833)

Deferred Revenue - Other 65,134

NET CASH USED FOR OPERATING ACTIVITIES (118,208)

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Assets (32,238)

Investment Income Released from Restriction (4)NET CASH USED FOR INVESTING ACTIVITIES (32,242)

NET DECREASE IN CASH (150,450)

CASH AT BEGINNING OF YEAR 579,180CASH AT END OF YEAR \$ 428,730

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BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

1. THE ORGANIZATION

In 1913, Francis A. Bartlett, a well-known dendrologist and founder of the internationally known F.A. Bartlett Tree Expert Company, acquired 30 acres of North Stamford woodlands to use as his residence, training school and research laboratory for his successful tree-care company. Over the years, he assembled a large number of woody plant specimens on the property from all over the world in particular from North America, Europe and Asia.

In 2002, the title to the land was transferred to the City of Stamford with Bartlett Arboretum Association, Inc., (the "Association"), responsible for all managerial and operational oversight of the property. Nestled among the historic landscape of Southwestern New England, the Bartlett Arboretum and Gardens is a natural preserve like no other in the region. The property now features 93 acres of irreplaceable open space, highlighting the best of what Connecticut's native landscape has to offer: magnificent award-winning Champion trees, charming gardens, wildflower meadows, red maple wetlands and boardwalks, woodland walking trails, varied wildlife, and native habitats. A wonderful getaway from the hustle and bustle of daily life, the Arboretum serves as a leading recreational and educational resource for area residents and visitors of all ages. For weekend gardeners to budding young botanists, the Bartlett offers a place to relax, learn, and play.

Mission:

The mission of the Bartlett Arboretum and Gardens is to provide a sanctuary to explore, enjoy, and learn about the habitats of the natural world.

Vision:

To inspire generations to care about and conserve Earth's resources.

CORE OPERATING VALUES

At the Bartlett Arboretum and Gardens, we value:

Community

We seek to grow community by engaging the public through membership, volunteerism, and programs that connect people to each other and to the environment.

Environment Education & Research

We provide Master Gardening, horticulture, STEM-based and nature-based experiential education programs, and horticultural research opportunities.

Health and Creativity

We provide quality exercise, music, gardening, nutrition, art, and other creative programs through which people can discover nature through all the senses.

Nurturing and Inspiration

We strive to ensure that all generations have the opportunity to appreciate and interact with nature.

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BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

1. THE ORGANIZATION (Cont'd)

Outdoor Enjoyment & Recreation

We maintain 93 acres of gardens, collections, trails, habitats, and ecosystems for all to enjoy and embrace.

Preservation/Stewardship

We are committed to conserving the legacy of champion, notable and important trees, and our treasured historical oasis for present and future generations.

Sustainability

We advocate for and educate about environmentally responsible ways of life.

A Welcoming Environment

We cultivate a peaceful and tranquil sanctuary and invite all members of our vibrant and diverse community to come and enjoy it.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The summary of significant accounting policies of Bartlett Arboretum Association, Inc. is presented to assist in understanding the financial statements. These financial statements and notes are the representation of the management, who is responsible for their integrity and objectivity. These accounting policies conform to the United States of America generally accepted accounting principles.

Financial Statement Presentation

The Association prepares its financial statements using standards established by the Financial Accounting Standards Board. Accounting standards require that a not-for-profit organization provide information regarding the net assets of the organization based on the existence or absence of donor-imposed restrictions.

The type of restrictions are described as follows:

Unrestricted Net Assets

Unrestricted net assets consist of net assets over which the governing board has discretionary control to use in carrying out the operations of the Association in accordance with its charter and by-laws and are neither permanently restricted nor temporarily restricted by donor-imposed restrictions.

Temporarily Restricted Net Assets

Temporarily restricted net assets consist of net assets whose use by the Association is subject to donor-imposed restrictions that can be fulfilled by actions of the Association pursuant to those restrictions or that expire by the passage of time.

BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Permanently Restricted Net Assets

Permanently restricted net assets consist of net assets whose use is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Association. Permanently restricted net assets consist of endowment funds, whereby the donor has stipulated that the principal amount be maintained intact in perpetuity and that only the income from investment thereof be expended for purposes specified by the donor.

Method of Accounting

The Association uses the accrual method of accounting which gives recognition to income when earned and expenses when incurred.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Property and Equipment

Property and equipment are stated at cost. The cost of additions and betterments are capitalized and expenditures for repairs and maintenance are expensed in the period incurred. When assets are sold or retired, the related cost and accumulated depreciation are removed from the accounts with the resulting gain or loss included in income.

Depreciation and amortization of property and equipment is calculated utilizing the straight-line method over the estimated useful lives of the respective assets which range from five to twenty years.

Donated Materials and Services

Donated materials or equipment, when received, are reflected as contributions in the accompanying statements at their estimated fair value at date of receipt. No amounts have been reflected in the statements for the ten months ended June 30, 2018 for donated services since no objective basis is available to measure the value of such service; however, a substantial number of volunteers have donated significant amounts of their time in program services, maintaining the Arboretum's multiple gardens and in its fund-raising appeals.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Contributions

The Association reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated asset. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. When a donor-imposed restriction is met in the same reporting period in which the contribution is received, the contribution will be reported as unrestricted support that increases unrestricted net assets.

3. INCOME TAXES

Bartlett Arboretum Association, Inc. is a "not-for-profit" organization as described in Section 509(a)(1) and 170(b)(1)(A) of the Internal Revenue Code and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Bartlett Arboretum Association, Inc. accounts for uncertainty in income tax positions in the financial statements by applying a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Management has analyzed the tax positions taken and has concluded that as of June 30, 2018, there are no uncertain tax positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. Bartlett Arboretum Association, Inc. is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Federal information returns are subject to examination for a period of three years from the filing date of the return; fiscal years ended August 31, 2015-2016 remain open, as well as the return for the ten months ended June 30, 2018.

4. COMMITMENTS AND CONTINGENCIES

The Association leases office equipment and telephone equipment. Lease expense for operating leases in effect was \$8,728 for the ten months ended June 30, 2018.

The Association also signed a lease with the City of Stamford who will lease the land to the Association for a period of 50 years at \$1 a year.

5. LINE OF CREDIT

At June 30, 2018, the Association had from First County Bank, an unsecured line of credit, due on demand, interest only at 5.5%. There was no outstanding balance at June 30, 2018.

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BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

6. CONCENTRATION OF RISK

The Association maintains cash balances at several financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2018, the Association had deposits at one institution which exceeded the federally insured limits by \$105,423.

The Association relies significantly on a subsidy from the City of Stamford. For the ten months ended June 30, 2018, subsidy revenue totaled \$245,833.

7. CHANGE IN ACCOUNTING PERIOD

The Board of Directors decided to change the Association's year end to reflect a natural business year ending June 30th. The initial year will be a short year beginning September 1, 2017 and ending June 30, 2018. This change will encompass the full accrual method of accounting recognizing revenue when earned and expenses when incurred.

8. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

Conifer Garden	\$ 25,250
Heisinger Garden	18,182
Boardwalk Expansion	18,000
Fairchild Challenge	7,500
Art Fund	7,255
Summer Concert Series	3,800
Automobile for Children's Education	5,025
Challenge Ropes Course Project	8,430
Centennial Tree	2,000
Education	248
	<u>\$ 95,690</u>

9. NET ASSETS RELEASED FROM DONOR RESTRICTIONS

Assets were released from donor restrictions during the ten months ended June 30, 2018 for the following purposes:

Heisinger Garden	\$ 21,818
Sinage	2,500
Bee Exhibit	4,172
	<u>\$ 28,490</u>

10. SUBSEQUENT EVENTS

Management evaluated subsequent events through December 18, 2018, the date which the financial statements were available for issue.

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