



*Bartlett Arboretum & Gardens*

## **BOARD of Representatives Fiscal Committee 2021-2022 Budget Presentation**

The mission of the Bartlett Arboretum & Gardens is to cultivate and develop a diverse collection of trees, gardens, and plants for all to explore, enjoy and study; and to provide through education and stewardship, a greener, healthier, more beautiful environment.

We accomplish this by:

- Linking all visitors from our surrounding communities to the natural world, through our grounds, exhibits and programming.
- Building a community that welcomes and respects the diversity of all visitors, staff, volunteers, donors and advocates creating an inclusive environment.
- Providing comprehensive environmental, horticulture and plant science educational programs for children and adults of all ages and abilities.
- Preserving the historical significance of the Bartlett Arboretum for current and future generations.
- Creating opportunities for inspiration, recreation, enjoyment and exploration of the natural world for all who visit.
- Maintaining plant collections that celebrate biodiversity and reflect the ecology and character of our region.
- Promoting conservation and principles of sustainable landscape management.

**Vision: To be a nationally recognized center of living collection expertise, education, stewardship, exhibition and horticultural best practices.**

### Review of Budget Request

- Operating Request to Mayor: \$329,000

### 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 1.7% increase  
 FY20 \$315,000 5% increase  
 FY21 \$315,000

#### Human Capital/Personnel changes FY21

- Kept all employees on payroll during pandemic
- Senior educator Amanda Baez resigned; Hired Casey Keefe to replace her

#### Budget Management

- Cost reductions in FY21
  - Virtual gala
  - Reduced all program costs due to reduction in programming because of pandemic
  - Obtained several grants to cover costs of new virtual programming

#### 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.
- 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.
  - Remove several hazard trees at considerable cost
  - 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 impact our programming, both on and off campus, in Stamford Public Schools, Inspirica, Apples, senior and assisted living programs, Boy and Girl Scout programming, camp, etc.

#### Cost Drivers

- Salary and benefits for employees
- Facilities improvements and repairs
- Plant collections maintenance and replacements/removals due to age and storms
- Fuel, utility, and insurance increases

#### Key operational changes planned to improve service level FY21-22

- Increase educational service levels as in-person programming opens up
- Add diverse Board members with expertise in fundraising, finance, construction, economic development
- Expand partnerships with other City and regional agencies
- Continue to increase visibility with social media
- Make grounds and buildings handicapped accessible
- Build open air pavilion
- Commence capital campaign to replace old greenhouse to accommodate City tree initiative and DSSD annual plantings in parks, containers, and baskets.
- Increase facilities rentals, increase space for propagation, improve growing conditions for collections.

#### Business case and justification for any increases in resources requested

##### **Justification for operating increase from \$315,000 to \$329,000:**

- We maintain 93 acres for recreation, hiking, education, dog walking, and open space for the City of Stamford at increasing expense due to aging trees and aging buildings
- We provide programming for senior citizens, both on and off campus, and with our new sensory garden, for people with disabilities
- We have received grants to temporarily replace the grant received from the Education Board in order to provide digital high-quality remote programming for second grade students in City of Stamford schools. When Covid is not an issue, those grants will be less available. Our digital programming has been well received by teachers and students. Normally, we provide programming for all 64 second grade elementary school classes in Stamford at half the price of our regular programming. These children receive expert botanical and nature-based curricula as required by Connecticut science standards. Children visit twice per year, once in fall and once in spring. We go to their classrooms

during the winter to bridge the gap between these field trips. We are very hopeful that field trips will be welcomed after Covid has dissipated and school children will be allowed to be bussed to the Bartlett.

- We deliver remote after-school programs at Inspirica at no charge and half of our summer camp slots are given to children at Inspirica, Beyond Limits, and other at-risk children for eight weeks at no charge.
- We have partnered with several schools and agencies, such as Northeast Elementary, Stillmeadow Elementary, Davenport Ridge Elementary, Bristol at Armonk Senior Living, and Long Ridge Acute Senior Care to build vegetable and pollinator gardens using plant material propagated and grown in our greenhouse. We are a designated Pollinator Pathway in the City of Stamford. We will be setting up gardens this year at CLC, Inspirica, and Villa Maria. These projects are mostly funded by grants that we have obtained.
- We have increased our adult educational programming and outreach in the past year, providing dozens of lectures and workshops on weeds, insects, diseases of plants, floral design, climate change, botanical drawing, and more. There has been an overwhelming response to these opportunities, including our recent collaboration with the Arnold Arboretum of Harvard University where more than 700 people are attending digital workshops at no cost on a regular basis.
- We have partnered with Abilis to bring people with disabilities safely to our campus several times per week for programming in our vegetable garden and sensory garden. Through a grant, we purchased a 6-seat golf cart to help transport people around the property.
- We deliver expert programming to landscapers and prospective arborists to prep them to take the Connecticut licensing exams. This season, we have more than 50 participants taking the program digitally from across the state.
- As we expand and lose the moniker of being a hidden gem, our expenses have increased considerably in order to make our campus safer and accessible. Building handicapped accessible walkways to gardens and maintenance of aging trees is required to fulfill this part of our mission. Increased traffic means increased garbage and maintenance.

#### **Justification for capital budget request:**

##### Review of Budget Request

- Capital Request to Mayor: \$100,000

Last budget cycle, outside agencies were informed by the Planning Board that due to other city priorities, special attention would be paid to agencies that made the effort to provide matching gifts and those that were awarded state or other grants. With this in mind, the Arboretum went ahead and applied for a DEEP grant and began raising money for capital projects. The pandemic has changed our capital priority list. We have a full

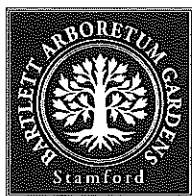
parking lot of visitors regularly now because we stayed open to provide a safe respite for those seeking a place to hike, walk, and unplug. Due to a need for open air meetings, the pavilion, which has been on our capital request list for years, has gone to the top. We request that you keep in the budget the recommendation made by the Mayor of \$100,000 toward the building of the pavilion. We have an architectural scheme that was prepared for us pro bono (worth \$60,000) by Schiller Projects (SCHILLER PROJECTS) and a grant of \$175,000 just awarded by the State of Connecticut DEEP to build the pavilion. This grant requires a match, and the City allocation should put us in a position to complete the project, estimated to cost at least \$360,000. This pavilion will also open up opportunity for revenue producing facility rentals, a dry space for concerts, summer campers, and our signature second grade program, Plant Life Cycle, which reaches all second graders in the City of Stamford. We have been offering this program digitally this winter at no cost to the City of Stamford because of grant money we have received from various sources. Our grounds remained open throughout this past year, and we held a safe and Covid-free summer camp this past summer with our usual slots open to Inspirica children and to other agencies who serve families with low incomes. We established an endowed scholarship fund from a generous donation, which will perpetuate our mission to make the Arboretum accessible to all. This is a priority of ours.

Our capital campaign was put on hold due to the pandemic, but we anticipate moving it back on our agenda in the fall starting with a feasibility study to generate revenue for a new greenhouse, renovation of the conifer garden, and improvements to the Silver Educational Center.

We respectfully ask that the Board of Representatives Fiscal Committee keep the Mayor's recommendations for capital and operational funds in the budget for 2021-2022.

**Justification for capital budget request:**

- The pandemic has increased Arboretum visitors exponentially and an open air pavilion will provide safe, dry space for meetings, concerts, and educational programs
- A grant from DEEP requires a match and a completed project within two years
- The pavilion will generate revenue from facility rentals
- The City benefits from an open-air pavilion on City owned property



*Bartlett Arboretum & Gardens*

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

**Jay Fountain, Director of OPM**

**From:** Bartlett Arboretum Association, Inc.  
**Date:** March 4, 2021  
**Re:** FY 2021-2022 Budget Request

Dear Mayor Martin and Director Fountain,

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

We respectfully request funding of \$329,000 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 request 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, providing significant annual environmental value for CO<sub>2</sub> 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 \$5 million, 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.

On March 13, 2020, we closed our buildings to the public due to the pandemic, but kept our grounds open safely. Little did we know the impact these actions would have on the Arboretum, the Stamford community, and the region's community members who came from far and wide to find safe solace on the 93 acres of open space we provide at no charge. Hundreds of visitors hiked, walked their dogs, played with their children, and took time to enjoy the gardens. When we say hundreds, we mean the parking lot was full on sunny days (65 spaces x 2 to a car on average). The increase in traffic required our staff to deal with tons of garbage, dog waste, rental of a handicapped accessible portolet, and increased vandalism to the property. Our annual second grade program field trips came to a halt, our paid programming ceased (landscaper classes, outreach to senior centers, after school programs, etc.), and our summer camp was cut to half the number of children allowed by law. Our largest fundraiser of the year, the fall gala was canceled, as were other revenue generators such as our honey festival, ArborEarth Day, summer concerts, and our annual plant sale. UConn Extension Master Gardener classes went online.

On the positive side, we are not a hidden gem anymore, and by staying open while other organizations closed, we gained new visitors and the appreciation of the region's community members for providing them with a safe place to visit. We pivoted where we could to online programming, but relied on grants to fund these because people are not as open to paying for online programming as they are to in-person programming.

We did receive PPP funds from the government and were able to keep our staff employed, which was first and foremost our goal. Needless to say, we went from our most successful financial year to our least in only a matter of a few months. For this reason, we request that you increase our operating request to \$329,000 for the 2021-2022 fiscal year. You will see in our Budget vs. Actual Report that FY20 looks like we generated a net profit of more than \$500,000. Please note that this included a restricted \$250K endowment fund for scholarship students, of which the principal cannot be spent; a forgiven loan of \$119.7K of PPP; and an SBA EIDL loan of \$150K, which makes us look like we profited. Also, we did receive an unrestricted bequest that we were not expecting.

CEO Jane von Trapp received The Bronze Medal from The Federated Garden Clubs of Connecticut, Inc. on October 13, 2020. This is the Federation's highest award and is given to one recipient from the state of Connecticut each year. "It is presented to Jane for her many years of accomplishments that align with the mission and values of The Federation. We especially applaud her work as the Chief Executive Officer of the Bartlett Arboretum." This award increased visibility for the Arboretum across the state as more than 300 people tuned into the awards ceremony online.

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 \$25 per hour. Regular grounds maintenance alone costs us an additional \$35,000-\$50,000 per year (we contract with an outsourced landscape management company chosen through a multiple bid process). Once again, we'd like to mention that the Arboretum is City property, and the operating funding we have received from the City does not compare favorably with other non-profits, some of which are privately owned properties.

#### Goals Accomplished and Anticipated 2020/2021:

- Established an endowment for scholarship campers, students, and adults who need assistance to attend our summer camp, after-school programs, adult education programs, and senior outreach programming
- Completion of construction of handicapped accessible Sensory Garden paid for through donations and grants
- Refresh of 3-year strategic plan
- Vote by Board to increase capacity of the Board in order to create a more diverse and equitable representation of the Stamford community
- Renovation of the Homestead terrace and walkway with capital funding
- Anticipated spring expansion of herb garden to allow for handicapped accessibility through donations and grants
- Security gates installation with capital funding
- Trail improvements with capital funding

#### 2021/2022 Goals:

- Increase after-school and outreach programming to more senior and community centers when Covid vaccine allows
- Develop increased programming for Sensory Garden visitors when Covid vaccine allows
- Complete feasibility study and launch quiet phase of capital campaign for new greenhouse, addition to conifer garden, addition to Silver Educational Center, and additional parking

#### Capital Funding

We have requested capital funding to build an outdoor pavilion given the pandemic's need for social distancing. This open air building will increase possibilities for event and meeting rentals, public gatherings at safe distances, and a covered area for summer concerts. We procured pro bono plans for its construction by a licensed architect, and have been awarded a DEEP grant to help with construction.

We will continue in future years to ask for capital funding for a new greenhouse, and an addition, bathrooms, and elevator for the Silver Educational Center to increase classroom space. The conifer garden, for which the City has already provided funding for



deer fencing, a well, electricity, and irrigation is waiting for handicapped accessible walkways, bathroom facilities, planting, and retaining walls.

Going Forward:

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 funding for the Arboretum. We are at a milestone in the history of this valuable City asset, and your 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:

To cultivate and develop a diverse collection of trees, gardens, and plants for all to explore, enjoy and study; and to provide through education and stewardship, a greener, healthier, more beautiful environment.

We accomplish this by:

- Linking all visitors from our surrounding communities to the natural world, through our grounds, exhibits and programming.
- Building a community that welcomes and respects the diversity of all visitors, staff, volunteers, donors and advocates creating an inclusive environment.
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- Maintaining plant collections that celebrate biodiversity and reflect the ecology and character of our region.
- Promoting conservation and principles of sustainable landscape management.

Vision:

To be a nationally recognized center of living collection expertise, education, stewardship, exhibition and horticultural best practices.

### 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.

While most programs have been virtual this year, the education program offers STEAM-based botanical education for all Stamford public and many private school students, including our signature second grade Plant Life Cycle Program, 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.

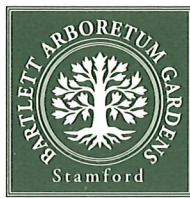
More than 2,000 native plants are propagated annually in the Bartlett Greenhouse and distributed to area parks, Arboretum property, and are sold at the annual plant sale in May. We are hopeful that the Greenhouse will be the home for the propagation of Stamford City trees in the future and in a collaboration with DSSD, the future home for the propagation of plants for downtown parks and planters.

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.

Bartlett Arboretum Budget vs. actual through FY22FINAL 03\_04\_2021(1).xlsx3/4/21

		Budget	Actual FY 20	Budget	Actual FY 21	Projection	Proposed			
		FY 19-20	FY19-20	FY 20-21	Jul - Oct 20	Nov 20-June 21	FY 21-22			
	Income		pending audit				approved by BOD			
	5200 · Memberships	50,000	41,995	30,850	7,610	23,240	31,000			
	5300 · Contributions unrestricted	225,000	360,244	286,506	36,860	249,646	277,000			
	5400 · Restricted Income**	150,000	375,932	240,000	65,286	174,714	240,000			
	5500 · Education Income	180,000	265,417	131,500	75,260	56,240	132,000			
	5600 · Event Income	130,000	122,637	63,000	380	62,620	63,000			
	5700 · Miscellaneous Income	10,000	8,004	4,250	3,675	575	4,250			
	5901 · Interest and Dividend Income	250	580	500	240	260	500			
	5800 · City of Stamford Subsidy	315,000	315,000	315,000	105,000	210,000	329,000			
	5904-Gain on disposition of asset									
	Total Income	1,060,250	1,489,809	1,071,606	294,312	777,294	1,076,750			
	Gross Profit									
	Expense									
	6000 · Expenses									
	6100 · Salaries	510,405	544,635	547,251	178,746	368,505	572,216			
	6105 · Independent contractors	28,970	30,060	25,000	8,430	16,570	25,775			
	6200 · Payroll Taxes/Employee Benefits	61,400	60,190	59,890	19,540	40,350	62,359			
	6300 · General and Admin Expenses	189,330	99,624	95,131	5,076	90,055	98,080			
	6400 · Facilities Expenses	200,590	181,433	191,956	53,085	138,871	223,294			
	6500 · Insurance	29,000	30,556	36,413	7,624	28,789	37,542			
	6600 · Office Expenses	41,766	37,130	37,972	11,653	26,319	39,149			
	6700 -Meeting and prof. expenses*	2,150	496	57,700		57,700	12,000			
	Total 6000 · Expenses	1,063,611	984,123	1,051,313	284,155	767,158	1,070,415			
	700010-Bank serv. Charges									
	Total Expense	1,063,611	984,123	1,051,313	284,155	767,158	1,070,415			
	Net (Loss/income before depreciation)Income***	-3,361	505,686	20,293	10,158	10,135	6,335			
	*includes FY 20 budget of \$45K for search consultant									
	**Restricted income includes \$250,000 endowment in actual FY20 (column I)									
	*** Actual FY19-20 includes PPP of \$119,700, a one-time bequest of \$125,000, an EIDL loan of \$150,000, and the above mentioned restricted endowment of \$250,000 (We show a loss in Q3 of more than 25% which qualifies us for another round of PPP)									



*Bartlett Arboretum & Gardens*

BARTLETT ARBORETUM ASSOCIATION, INC.

FINANCIAL STATEMENTS

AT JUNE 30, 2019  
AND FOR THE YEAR THEN ENDED

**BARTLETT ARBORETUM ASSOCIATION, INC.**

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at June 30, 2019

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Exhibit C

Statement of Cash Flows  
for the Year Ended June 30, 2019

Exhibit D

Notes to Financial Statements



VAN BRUNT, DUBIAGO & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

NICHOLAS DUBIAGO, CPA, CT  
DINO L. REDA, CPA, CT, NY  
STEPHEN J. TIBERIO, CPA, CT  
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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, 2019, and the related statements of activities, functional expenses and cash flows for the year 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.

Auditor's 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, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Van Brunt, Dubiago & Company, LLC*

Stamford, Connecticut  
May 20, 2020

## BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION  
AT JUNE 30, 2019

## ASSETS

## CURRENT ASSETS

Cash	\$ 289,720
Cash Restricted	15,015
Receivables	125,627
Inventory	597
Prepaid Expenses	<u>7,463</u>
<b>TOTAL CURRENT ASSETS</b>	<b><u>438,422</u></b>

## PROPERTY AND EQUIPMENT

Improvement – Grant	2,800,478
Improvement – Non-Grant	90,869
Land	150,000
Equipment and Vehicles	180,810
Building and Land Improvements	132,242
Assets Under Construction	<u>80,984</u>
Total	3,435,383
Less Accumulated Depreciation	<u>2,028,315</u>
<b>PROPERTY AND EQUIPMENT – NET</b>	<b><u>1,407,068</u></b>

## TOTAL ASSETS

\$1,845,490

## LIABILITIES AND NET ASSETS

## CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	\$ 42,769
Deferred Revenue - Other	<u>37,950</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>80,719</u></b>

## NET ASSETS

Without Donor Restrictions - Unrestricted	1,375,618
With Donor Restrictions – Time or Purpose Restricted	224,153
With Donor Restrictions - Perpetuity	<u>165,000</u>
<b>TOTAL NET ASSETS</b>	<b><u>1,764,771</u></b>

## TOTAL LIABILITIES AND NET ASSETS

\$1,845,490

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



## BARTLETT ARBORETUM ASSOCIATION, INC

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019

	WITHOUT DONOR RESTRICTIONS	PURPOSE RESTRICTED	WITH DONOR RESTRICTIONS	TOTAL WITH DONOR RESTRICTIONS	TOTAL
<b>REVENUE GAINS AND OTHER SUPPORT</b>					
Corporate, Individual and Other Contributions	\$ 225,385	\$ 167,318	\$ -	\$ 167,318	\$ 392,703
Grants	38,125	-	-	-	38,125
Membership Dues	44,425	-	-	-	44,425
Education	41,227	-	-	-	41,227
Camp and School Programs	57,406	-	-	-	57,406
City of Stamford Subsidy	300,000	-	-	-	300,000
Rental and Gift Shop Income	10,450	-	-	-	10,450
Special Event Revenue	119,251	-	-	-	119,251
Less Special Event Expenses	(65,175)	-	-	-	(65,175)
Investment Income	269	-	6	6	275
Gain on Disposal of Asset	1,008	-	-	-	1,008
Net Assets Released From Restrictions					
Satisfaction of Program Restrictions	38,855	(38,855)	-	(38,855)	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	811,226	128,463	6	128,469	939,695
<b>EXPENSES</b>					
Program	723,574	-	-	-	723,574
Management and General	246,896	-	-	-	246,896
Development	104,454	-	-	-	104,454
<b>TOTAL FUNCTIONAL EXPENSES</b>	1,074,924	-	-	-	1,074,924
<b>CHANGE IN NET ASSETS</b>	(263,698)	128,463	6	128,469	(135,229)
<b>TRANSFER</b>	6	-	(6)	(6)	-
<b>NET ASSETS AT BEGINNING OF YEAR</b>	1,639,310	95,690	165,000	260,690	1,900,000
<b>NET ASSETS AT END OF YEAR</b>	\$ 1,375,618	\$ 224,153	\$ 165,000	\$ 389,153	\$ 1,764,771

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

## BARTLETT ARBORETUM ASSOCIATION, INC

STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2019

EXPENSES	PROGRAM	MANAGEMENT & GENERAL	DEVELOPMENT	TOTAL
Payroll and Related Expenses	\$ 355,554	\$ 93,170	\$ 80,176	\$ 528,900
Education	30,562	-	-	30,562
Facilities Maintenance	31,130	-	-	31,130
Utilities and IT Services	59,852	25,651	-	85,503
Grounds Maintenance	34,587	34,587	-	69,174
Insurance	17,438	7,474	-	24,912
Marketing, Development and Other Expenses	9,005	492	24,278	33,775
Office, Bank, Credit Card Fees and Other	-	31,243	-	31,243
Equipment Lease	1,544	4,633	-	6,177
Professional Fees	-	7,950	-	7,950
Meetings Expense	-	9,243	-	9,243
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	<b>539,672</b>	<b>214,443</b>	<b>104,454</b>	<b>858,569</b>
Depreciation	183,902	32,453	-	216,355
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 723,574</b>	<b>\$ 246,896</b>	<b>\$ 104,454</b>	<b>\$ 1,074,924</b>

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

## BARTLETT ARBORETUM ASSOCIATION, INC

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2019

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in Net Assets	\$ (135,229)
Adjustments to Reconcile Change in Net Assets to Net Cash	
Used for Operating Activities:	
Depreciation	216,355
Gain on Disposal of Asset	(1,008)
(Increase) Decrease in:	
Receivables	(103,811)
Prepaid Expenses	4,619
Increase (Decrease) in:	
Accounts Payable and Accrued Expenses	8,807
Deferred Revenue	(40,559)
<b>NET CASH USED FOR OPERATING ACTIVITIES</b>	<u>(50,826)</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of Assets	(92,178)
Disposition of Assets	10,000
Investment Income Released from Restriction	(6)
<b>NET CASH USED FOR INVESTING ACTIVITIES</b>	<u>(88,184)</u>
 <b>NET DECREASE IN CASH</b>	(139,010)
 <b>CASH AT BEGINNING OF YEAR</b>	<u>428,730</u>
 <b>CASH AT END OF YEAR</b>	<u>\$ 289,720</u>

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

# BARTLETT ARBORETUM ASSOCIATION, INC.

## NOTES TO FINANCIAL STATEMENTS

### 1. ORGANIZATION

In 1913, Francis A. Bartlett, a well-known dendrologist and founder of the internationally known F.A. Bartlett Tree Experts 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 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.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This 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 generally accepted accounting principles.

#### Method of Accounting

The accompanying financial statements have been prepared using the accrual method of accounting. This method of accounting gives recognition to income when earned and expenses when incurred.

#### Basis of Presentation

The financial statements of the Association have been prepared in accordance with generally accepted accounting principles which require reporting its financial position and activities according to the following asset classifications:

**Net Assets Without Donor Restrictions:** Net assets that are not subject to donor-imposed restrictions and may be extended for any purposes in performing the primary objectives of the Association. The Board of Directors may designate assets without restrictions for specific operational purposes from time to time.

Continued . . .



# BARTLETT ARBORETUM ASSOCIATION, INC.

## NOTES TO FINANCIAL STATEMENTS

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

Net Assets with Donor Restrictions: Net assets subject to stipulations imposed by donors, and contributors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Contributions received as donor unrestricted or donor restricted, depends on the existence and/or nature of any restrictions. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is met), net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as assets released from restrictions.

#### New Accounting Pronouncements

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Non-for-Profit Entities. The update addressed the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources and the lack of consistency in the type of information provided about expenses and investment return. The Association has adjusted the presentation of these statements accordingly.

#### Cash and Cash Equivalents

For the 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 the change in net assets.

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.

#### Use of Estimates

The preparation of financial statements in conformity with United States of America 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.

#### Functional Expenses

The cost of providing program and other activities have been summarized on a functional basis in the statement of activities and in detail in the statement of functional expenses. Certain costs have been allocated among program, management and general and development services. Such allocations are determined by management on an equitable basis. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Association. Management and general expenses have been allocated on the basis of estimates made by management.

## **BARTLETT ARBORETUM ASSOCIATION, INC.**

### **NOTES TO FINANCIAL STATEMENTS**

#### **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. Lease expense for operating leases in effect was \$6,177 for the year ended June 30 2019.

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, 2019, 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, 2019.

#### **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, 2019, the Association had no deposits at any institution which exceeded the federally insured limits.

The Association relies significantly on a subsidy from the City of Stamford. For the year ended June 30, 2019, subsidy revenue totaled \$300,000.

**BARTLETT ARBORETUM ASSOCIATION, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**7. AVAILABILITY AND LIQUIDITY**

The following represents the Association's financial assets at June 30, 2019 available to meet general expenditures.

Cash	\$ 289,720
Receivables	<u>125,627</u>
Total Financial Assets	415,347

Less amounts not available to be used within one year

Net assets with donor restrictions	<u>389,153</u>
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Financial assets available to meet general expenditures over the next twelve months	<u>\$ 26,194</u>
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**8. TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets are available for the following purposes:

Truck	\$ 2,000
Conifer Garden	25,250
Heisinger Garden	12,700
Boardwalk Expansion	18,000
Grounds	500
Art Fund	7,255
Summer Concert Series	500
Challenge Ropes Course Project	1,630
Centennial Trees	2,000
Education and Camp	<u>154,318</u>
	<u>\$ 224,153</u>

**9. NET ASSETS RELEASED FROM DONOR RESTRICTIONS**

Assets were released from donor restrictions during the year ended June 30, 2019 for the following purposes:

Heisinger Garden	\$ 15,482
Automobile for Children's Education	5,025
Summer Concert Series	3,800
Fairchild Challenge	7,500
Education	248
Challenge Ropes Course Project	<u>6,800</u>
	<u>\$ 38,855</u>

**10. SUBSEQUENT EVENTS**

Management evaluated subsequent events through May 20, 2020, the date which the financial statements were available for issue.