

Bartlett Arboretum & Gardens
BOARD of REPRESENTATIVES 2018-2019 Budget Presentation

Review of Budget Request

- Financial Request: \$310,000
- 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

- Human Capital/Personnel changes FY17
 - P/T Weekend Receptionist
 - P/T Development Director

Budget Management

- Cost reductions in FY17
 - Negotiated new contract with fuel supplier (approx.. \$6,000 savings)
 - Reduced event expenses by holding off-campus
- Cost management actions to be taken in FY17
 - Convert to LED lighting

Cost analysis and spending priorities

- Breakdown of total department spending and resources by order of priority (high to low program/department priorities). Include supporting analysis and description of how analysis was done.
 - Salaries and benefits: \$450,000
 - 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, or increase the resources needed to perpetuate the Arboretum.
 - Administrative, Insurance, Office, General Expenses including Development and Marketing: \$338,000
 - These expenses include fuel for heating the greenhouse, offices, and Silver Educational Center. In order to increase our exposure in the community and become a self-sustaining organization, we must spend money on marketing, cultivation, and development. A long-term goal is to establish an endowment to ensure the future of the Arboretum.

- Describe what drives program cost (Cost Drivers).
 - Salary and benefits
 - Facilities improvements and repairs
 - Fuel, utility, and insurance costs

- Key operational changes planned to improve service level FY18,FY19
 - Increase educational service levels with outreach and new van
 - Add Board members with expertise in finance and fundraising
 - Collaboration with other City agencies
 - Increase visibility with social media
 - Improve greenhouse for City tree initiative
 - Improve water storage capacity

- Business case and justification for any increases in resources requested
 - Second grade programming for City schools is not guaranteed grant money and it only covers half of the cost of administering
 - Winter bridge programming in the schools to tie our fall and spring field trips together
 - 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 and Cove Island.
 - Delivery of biweekly after-school program on location at Inspirica is delivered at no charge.

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

From: Bartlett Arboretum Association, Inc.

Date: January 10, 2018

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 \$295,000 to \$310,000 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.

Our request for additional funding is because we provide STEM-based education to all

Stamford public school second graders as a part of their curriculum. The elementary school teachers are generalists without the special expertise to teach to the NGSS recommended curriculum. The Alliance grant that supported 50 percent of this program for the past two years is no longer available. This grant included busing costs of approximately \$8,000. As you can imagine, busing costs are expensive and regrettably not easy to raise funds for due to lack of donor appeal. Additional operating support from the City will ensure that all of Stamford's second graders will continue to have the opportunity to visit our unique property, gain an understanding of our habitats and collections, and learn from our environmental staff, who provide a critically needed STEM curriculum that meets Next Generation Science Standards.

We are also embarking on making the Bartlett visible around the City and region by 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 are acquiring 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. The "Grow Mobile" will also be able to transport Inspirica children to our property to attend our summer camp. We have maintained a partnership with Inspirica for several years, and the cost of busing has become extraordinary for both organizations. Another \$7,000 as a part of our increased budget request will provide partial funding for outreach as described above.

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 \$22.92 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 2017:

- Entered Year 2 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 eight new Board members from corporations such as Charter Communications, Greenwich Library, Soundwaters, Foundation Source, Boehringer Ingelheim, Stamford Hospital, and First County Bank.
- Doubled the size of our summer camp program, opening 20 slots for Inspirica children on full scholarship due to generous donations from Rick Silver, Bankwell, and Synchrony Financial.
- Launched our new website, which has resulted in the following metrics (The following numbers are taken from the period from launch (April 8, 2017) through November 6th, 2017 compared to the same period a year ago (April 8, 2016–November 6th, 2016.):
 - Page views **up 44%** to 71,307
 - Unique views **up 40%** to 57,584
 - Entrances **up 33%** to 26,503
 - Home page average bounce rate has **improved 17%** (from 53% bounce rate down to 44%)
 - Site average exit rate has **improved 8%** (from 40% exit rate down to 37%)
- With capital funding from the City of Stamford, we improved the HVAC in the Homestead and are replacing the rusted fire escape. We improved the City's asset by investing in new water heaters in Silver and the Greenhouse, directional signage throughout the property, road drainage, and boardwalk repair.

Goals 2018:

- Increase water storage on property (capital request-in bid process)
- Complete Phase 2 of interpretive signage
- Upgrade Greenhouse
- Plant new collection in Mehlquist Garden
- Install fencing and renovate Jane Bartlett Heisinger Wild Flower Garden
- Install entry gate in Conifer Garden
- Increase after-school and outreach programming
- Add 2-3 new Board members and train for capital campaign
- Institute retirement plan for staff
- Provide professional development opportunities for staff
- 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.

The Bartlett Greenhouse is a perfect space for propagating these trees. We have requested capital funding to improve the glazing and ventilation of the existing greenhouse (constructed in 1978) and to construct and furnish a new greenhouse adjacent to the existing one.

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. 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.

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 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 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.

By 1965, Mr. 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 Mr. 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, STEM-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 last spring 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 apps, BartlettArb, from the Apple Store for an enriched visitor experience.

Bartlett Arboretum & Gardens Operating Budget FY17,18, 19

	Unaudited Sep '16 - Aug 17	Original Budget Submitted Sept. 2017- Aug. 2018	Sept. 2017- Dec.15 YTD	Estimate Jan 2018- Aug. 2018	Estimated Full Year Sept. 2017 - Aug. 2018	Budget Sep 2018-Aug 2019
Income						
5200 · Memberships	41,575.00	40,000	4,825	36,175	41,000	45,000
5300 · Contributions Unrestricted	245,168.27	170,000	89,256	100,000	189,256	228,000
5400 · Restricted Income	0.00	25,000	2,000	65,000	67,000	50,000
5500 · Education Income	84,396.00	100,000	16,759	68,250	85,009	85,000
5600 · Event Income	102,471.33	178,000	70,460	25,000	95,460	110,000
5700 · Miscellaneous Income	13,178.30	20,000	3,581	10,000	13,581	12,000
5800 · City of Stamford Subsidy	286,666.68	285,000	73,750	221,250	295,000	295,000
5901 · Investment Income	275.28	250	70	180	250	250
Total Income	773,730.86	818,250	260,701	525,855	786,556	825,250
Expense						
6100 · Salaries	385,889.34	356,701	80,124	314,876	395,000	430,000
6200 · Payroll Taxes/Employee Benefits	54,436.41	45,004	11,201	44,000	55,201	64,650
6300 · General and Admin Expenses	121,622.39	150,000	59,399	72,000	131,399	135,000
6400 · Facilities Expenses	141,754.39	154,000	51,392	85,000	136,392	135,000
6500 · Insurance	23,944.42	27,000	15,197	10,703	25,900	26,000
6600 · Office Expenses	46,533.74	50,000	14,805	27,000	41,805	46,000
6700 · Meeting & Professional Expenses	3,725.30	35,000	786	2,000	2,786	4,000
Total 6000 · Expenses	777,905.99	817,705	232,904	555,579	788,483	840,650
Net (Loss) / Income before depreciation	-4,175.13	545	27,797	-29,724	-1,927	-15,400

FY19 Budget Notes

Note 1: 5200/5300 New strategies should bring in more income

Note 2: 5800 We've requested \$310,000 but have budgeted for \$295,000

Note 3: 6100 Add P/T educator & 3% merit raises

Note 4: 6200 Add new F/T employee to benefit package

Note 5: 6300 Includes education, development, and marketing expenses

Note 6: 6400 Includes increase in outsourced groundskeeping and reduction in propane cost (which offsets each other)

Note 7: 6700 Board expenses and prof. dev. Only: Column G included marketing and development which has been moved back to General and Admin Expenses

Note 8: BAG FY runs Sept. 1-Aug. 31

BARTLETT ARBORETUM ASSOCIATION, INC.

FINANCIAL STATEMENTS

**AT AUGUST 31, 2016
AND FOR THE YEAR THEN ENDED**

BARTLETT ARBORETUM ASSOCIATION, INC.

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at August 31, 2016

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for the Year Ended August 31, 2016

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Notes to Financial Statements

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 August 31, 2016, and the related statements of activities, changes in net assets 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.

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 August 31, 2016, 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

February 17, 2017

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION
AT AUGUST 31, 2016

ASSETS

CURRENT ASSETS

Cash	\$ 527,144
Cash Restricted	15,000
Receivables	2,555
Inventory	473
Prepaid Expenses	<u>13,114</u>
TOTAL CURRENT ASSETS	<u>558,286</u>

PROPERTY AND EQUIPMENT

Improvement – Grant	2,800,478
Improvement – Non-Grant	89,745
Land	150,000
Equipment and Vehicles	122,463
Building and Land Improvements	<u>111,319</u>
Total	3,274,005
Less Accumulated Depreciation	<u>1,461,345</u>
PROPERTY AND EQUIPMENT – NET	<u>1,812,660</u>

TOTAL ASSETS

\$2,370,946

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	\$ 38,760
Deferred Revenue – City of Stamford	237,500
Deferred Revenue - Other	<u>43,200</u>
TOTAL CURRENT LIABILITIES	<u>319,460</u>

NET ASSETS

Unrestricted	1,809,479
Temporarily Restricted	77,007
Permanently Restricted	<u>165,000</u>
TOTAL NET ASSETS	<u>2,051,486</u>

TOTAL LIABILITIES AND NET ASSETS

\$2,370,946

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED AUGUST 31, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total All Funds</u>
SUPPORT AND REVENUES				
Corporate Contributions	\$ 14,970	\$ -	\$ -	\$ 14,970
Individual and Other Contributions	97,746	12,205	-	109,951
Grants	15,000	-	-	15,000
Membership Dues	39,410	-	-	39,410
Plant Sale	16,671	-	-	16,671
Education	54,945	3,000	-	57,945
Camp and School Programs	28,977	-	-	28,977
Investment Income	367	-	5	372
Gala and Other Events	10,798	-	-	10,798
City of Stamford Subsidy	276,667	-	-	276,667
Rental and Gift Shop Income	17,776	-	-	17,776
Net Assets Released from Restrictions	<u>32,037</u>	<u>(32,037)</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND REVENUES	<u>605,364</u>	<u>(16,832)</u>	<u>5</u>	<u>588,537</u>
EXPENSES				
Program Services				
Education	27,171	-	-	27,171
Payroll and Related Expenses	148,807	-	-	148,807
Consulting	11,250	-	-	11,250
Insurance	2,295	-	-	2,295
Facilities Maintenance	22,547	-	-	22,547
Supplies and Grounds Maintenance	40,897	-	-	40,897
Fall and Spring Plant Sale	5,444	-	-	5,444
Utilities	31,514	-	-	31,514
Development, Marketing, Gala, Grant and Other Events	<u>49,332</u>	<u>-</u>	<u>-</u>	<u>49,332</u>
Total Program Services	<u>339,257</u>	<u>-</u>	<u>-</u>	<u>339,257</u>
Management and Operating				
Payroll and Related Expenses	181,525	-	-	181,525
Professional	7,750	-	-	7,750
Office, Bank, Credit Card Fees, Other	28,583	-	-	28,583
Equipment Lease	10,390	-	-	10,390
Insurance	32,331	-	-	32,331
Interest Expense	52	-	-	52
Utilities	31,514	-	-	31,514
Depreciation	<u>206,413</u>	<u>-</u>	<u>-</u>	<u>206,413</u>
Total Management and Operating	<u>498,558</u>	<u>-</u>	<u>-</u>	<u>498,558</u>
TOTAL EXPENSES	<u>837,815</u>	<u>-</u>	<u>-</u>	<u>837,815</u>
CHANGE IN NET ASSETS	<u>\$ (232,451)</u>	<u>\$ (16,832)</u>	<u>\$ 5</u>	<u>\$ (249,278)</u>

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

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED AUGUST 31, 2016

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	Total <u>All Funds</u>
NET ASSETS AT BEGINNING OF YEAR	\$ 2,041,925	\$ 93,839	\$ 165,000	\$ 2,300,764
Change in Net Assets	(232,451)	(16,832)	5	(249,278)
Transfer	<u>5</u>	<u>-</u>	<u>(5)</u>	<u>-</u>
NET ASSETS AT END OF YEAR	<u>\$ 1,809,479</u>	<u>\$ 77,007</u>	<u>\$ 165,000</u>	<u>\$ 2,051,486</u>

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

BARTLETT ARBORETUM ASSOCIATION, INC.

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED AUGUST 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (249,278)
Adjustments to Reconcile Change in Net Assets to Net Cash	
Provided by Operating Activities:	
Depreciation	206,413
(Increase) Decrease in:	
Receivables	(2,555)
Prepaid Expenses	(2,832)
Increase (Decrease) in:	
Accounts Payable and Accrued Expenses	10,846
Deferred Revenue - city of Stamford	8,333
Deferred Revenue - other	43,200
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>14,127</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of Assets	(20,423)
Investment Income Released from Restriction	<u>693</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(19,730)</u>
 NET DECREASE IN CASH	(5,603)
 CASH AT BEGINNING OF YEAR	<u>532,747</u>
 CASH AT END OF YEAR	<u>\$ 527,144</u>
 SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION	
Interest Paid	<u>\$ 52</u>

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

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.

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 2016 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 August 31, 2016, 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 ending August 31, 2013-2015 remain open.

4. COMMITMENTS AND CONTINGENCIES

The Association leases office equipment and telephone equipment. Lease expense for operating leases in effect was \$10,390 for the year ended August 31, 2016.

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 August 31, 2016, the Association had from First County Bank, an unsecured line of credit, due on demand, interest only at 4.0%. There was no outstanding balance at August 31, 2016.

BARTLETT ARBORETUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

6. CONCENTRATION OF CREDIT 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 August 31, 2016, the Association had deposits at one institution which were in excess of federally insured limits.

7. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

Conifer Garden	\$ 25,000
Boardwalk Expansion	18,000
Fairchild Challenge	7,500
Art Fund	7,205
Education	6,609
Automobile for Children's Education	5,693
Volunteer Coordinator	5,000
Centennial Tree	2,000
	<u>\$ 77,007</u>

8. NET ASSETS RELEASED FROM DONOR RESTRICTIONS

Assets were released from donor restrictions during the year ended August 31, 2016 for the following purposes:

Education	\$ 29,371
Automobile for Children's Education	1,705
Collections	961
	<u>\$ 32,037</u>

9. SUBSEQUENT EVENTS

Management evaluated subsequent events through February 17, 2017, the date which the financial statements were available for issue.