

# QUALIFIED EXPENSES

The following expenses for tree care may be included when reporting for Standard 4:



## THINGS YOU DID YOURSELVES

- Tree worker salaries & benefits (use a % if tree care is only one part of their job)
- Time spent on tree care (watering, removing stakes, insect control, mulching)
- Time spent pruning or removing trees
- Leaf and brush pick-up
- Biomass recycling
- Equipment maintenance
- Administrative time



## THINGS YOU BOUGHT

- Trees!
- Supplies (staking, mulch, watering bags, tools, gloves)
- Prizes for annual tree celebration contests
- Computer inventory software
- Durable equipment (chainsaws, bucket truck, etc.)
- Other (tell us!)



## EDUCATIONAL EXPENSES

- Tree care conferences and workshops attended by city workers
- Memberships in and donations to tree organizations
- Public education materials — brochures, newsletters, etc.



## THINGS YOU CONTRACTED OUT

- Tree pruning or removal
- Tree inventory work
- Equipment rental
- Consultants to write a plan or give advice
- Insurance



## THINGS OTHER PEOPLE DID

- Volunteer time for:
  - Tree board meetings
  - Tree planters
  - Annual tree celebration preparations
- Items donated by others:
  - Trees, or tree planting services
  - Discounts by local vendors