



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

**Quarterly Financial Report  
For The Quarter Ended  
June 30, 2014**

**GENERAL FUND  
EXPENSES  
Finance Dept – Detail**

## 2nd Quarter 2014 Budget Report Expenses: General Fund - FINANCE DEPARTMENT

### SUB-DEPARTMENT with CATEGORY TOTALS

**Note:** This report is to fulfill Saratoga Springs City Charter Requirements. It is designed to assist city departments in the execution of their budgets. These figures are not audited and are on a cash basis.

ACCOUNTS FOR: A GENERAL FUND	2014 Adopted Budget	2014 Transfers Adjustments	2014 Revised Budget	2014 YTD Expended	2014 Encmbrncs	2014 Available Budget	2014 % Used	2013 YTD Expended	2013 Encmbrncs	2013 Available Budget	2013 % Used
<b>2 COMMISSIONER OF FINANCE</b>											
<b>1310 COMMISSIONER OF FINANCE</b>	<b>\$511,119</b>	<b>\$19,999</b>	<b>\$531,118</b>	<b>\$228,775</b>	<b>\$51,954</b>	<b>\$250,389</b>	<b>52.9%</b>	<b>\$240,883</b>	<b>\$18,500</b>	<b>\$248,917</b>	<b>51.0%</b>
1 Personal Services	\$446,869	\$0	\$446,869	\$211,529	\$0	\$235,340	47.3%	\$218,671	\$0	\$228,413	48.9%
2 Equipment	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000	0.0%	\$0	\$0	\$8,000	0.0%
4 Contracted Services	\$61,250	\$19,999	\$81,249	\$17,247	\$51,954	\$12,049	85.2%	\$22,212	\$18,500	\$12,503	76.5%
<b>1362 TAX ADVERTISING EXPENSES</b>	<b>\$5,500</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$1,014</b>	<b>\$0</b>	<b>\$4,486</b>	<b>18.4%</b>	<b>\$1,785</b>	<b>\$0</b>	<b>\$7,715</b>	<b>18.8%</b>
4 Contracted Services	\$5,500	\$0	\$5,500	\$1,014	\$0	\$4,486	18.4%	\$1,785	\$0	\$7,715	18.8%
<b>1363 DISCOUNT ON TAXES</b>	<b>\$173,000</b>	<b>\$8,914</b>	<b>\$181,914</b>	<b>\$181,914</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$167,902</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$173,000	\$8,914	\$181,914	\$181,914	\$0	\$0	100.0%	\$167,902	\$0	\$0	100.0%
<b>1390 BIRCH RUN SPECIAL DISTRICT</b>	<b>\$59,400</b>	<b>\$0</b>	<b>\$59,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,400</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,400</b>	<b>0.0%</b>
4 Contracted Services	\$59,400	\$0	\$59,400	\$0	\$0	\$59,400	0.0%	\$0	\$0	\$59,400	0.0%
<b>1391 MORGAN STREET BIRCH RUN</b>	<b>\$93,800</b>	<b>\$0</b>	<b>\$93,800</b>	<b>\$48,300</b>	<b>\$0</b>	<b>\$45,500</b>	<b>51.5%</b>	<b>\$46,900</b>	<b>\$0</b>	<b>\$46,900</b>	<b>50.0%</b>
4 Contracted Services	\$93,800	\$0	\$93,800	\$48,300	\$0	\$45,500	51.5%	\$46,900	\$0	\$46,900	50.0%
<b>1392 INTERLAKEN SAD</b>	<b>\$315,750</b>	<b>\$17,281</b>	<b>\$333,031</b>	<b>\$165,444</b>	<b>\$0</b>	<b>\$167,588</b>	<b>49.7%</b>	<b>\$160,588</b>	<b>\$0</b>	<b>\$163,300</b>	<b>49.6%</b>
4 Contracted Services	\$315,750	\$17,281	\$333,031	\$165,444	\$0	\$167,588	49.7%	\$160,588	\$0	\$163,300	49.6%
<b>1393 TAXES &amp; ASSESSMENTS CITY PROPE</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$2,523</b>	<b>\$0</b>	<b>\$8,477</b>	<b>22.9%</b>	<b>\$1,342</b>	<b>\$0</b>	<b>\$9,758</b>	<b>12.1%</b>
4 Contracted Services	\$11,000	\$0	\$11,000	\$2,523	\$0	\$8,477	22.9%	\$1,342	\$0	\$9,758	12.1%
<b>1681 DATA PROCESSING - NETWORK</b>	<b>\$436,337</b>	<b>\$4,430</b>	<b>\$440,767</b>	<b>\$239,273</b>	<b>\$12,096</b>	<b>\$189,398</b>	<b>57.0%</b>	<b>\$209,959</b>	<b>\$22,828</b>	<b>\$199,335</b>	<b>53.9%</b>
1 Personal Services	\$251,083	\$2,000	\$253,083	\$112,995	\$0	\$140,087	44.6%	\$105,367	\$0	\$123,487	46.0%
2 Equipment	\$63,442	\$2,430	\$65,872	\$53,356	\$0	\$12,516	81.0%	\$24,425	\$10,116	\$57,615	37.5%
4 Contracted Services	\$121,812	\$0	\$121,812	\$72,922	\$12,096	\$36,794	69.8%	\$80,167	\$12,712	\$18,233	83.6%

## 2nd Quarter 2014 Budget Report Expenses: General Fund - FINANCE DEPARTMENT

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ACCOUNTS FOR: A GENERAL FUND	2014 Adopted Budget	2014 Transfers Adjustments	2014 Revised Budget	2014 YTD Expended	2014 Encmbrncs	2014 Available Budget	2014 % Used	2013 YTD Expended	2013 Encmbrncs	2013 Available Budget	2013 % Used
<b>1910 LIABILITY INSURANCE</b>	<b>\$30,577</b>	<b>\$0</b>	<b>\$30,577</b>	<b>\$30,481</b>	<b>\$0</b>	<b>\$96</b>	<b>99.7%</b>	<b>\$26,384</b>	<b>\$0</b>	<b>\$3,540</b>	<b>88.2%</b>
4 Contracted Services	\$30,577	\$0	\$30,577	\$30,481	\$0	\$96	99.7%	\$26,384	\$0	\$3,540	88.2%
<b>1930 MEDICAL AND CASUALTY INSURANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
<b>9010 NEW YORK STATE RETIREMENT SYST</b>	<b>\$127,814</b>	<b>\$0</b>	<b>\$127,814</b>	<b>\$29,212</b>	<b>\$0</b>	<b>\$98,602</b>	<b>22.9%</b>	<b>\$25,311</b>	<b>\$0</b>	<b>\$90,161</b>	<b>21.9%</b>
8 Employee Benefits	\$127,814	\$0	\$127,814	\$29,212	\$0	\$98,602	22.9%	\$25,311	\$0	\$90,161	21.9%
<b>9045 LIFE INSURANCE</b>	<b>\$494</b>	<b>\$0</b>	<b>\$494</b>	<b>\$280</b>	<b>\$0</b>	<b>\$214</b>	<b>56.6%</b>	<b>\$240</b>	<b>\$0</b>	<b>\$240</b>	<b>50.0%</b>
4 Contracted Services	\$494	\$0	\$494	\$280	\$0	\$214	56.6%	\$240	\$0	\$240	50.0%
<b>9050 UNEMPLOYMENT INSURANCE</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
4 Contracted Services	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000	0.0%	\$0	\$0	\$0	#DIV/0!
<b>9055 DISABILITY INSURANCE</b>	<b>\$306</b>	<b>\$0</b>	<b>\$306</b>	<b>\$74</b>	<b>\$0</b>	<b>\$232</b>	<b>24.3%</b>	<b>\$74</b>	<b>\$0</b>	<b>\$223</b>	<b>25.0%</b>
4 Contracted Services	\$306	\$0	\$306	\$74	\$0	\$232	24.3%	\$74	\$0	\$223	25.0%
<b>9060 HOSPITALIZATION</b>	<b>\$214,641</b>	<b>\$0</b>	<b>\$214,641</b>	<b>\$95,446</b>	<b>\$0</b>	<b>\$119,195</b>	<b>44.5%</b>	<b>\$92,412</b>	<b>\$0</b>	<b>\$99,213</b>	<b>48.2%</b>
1 Personal Services	\$7,783	\$0	\$7,783	\$2,960	\$0	\$4,823	38.0%	\$3,902	\$0	\$3,881	50.1%
8 Employee Benefits	\$206,858	\$0	\$206,858	\$92,486	\$0	\$114,372	44.7%	\$88,510	\$0	\$95,332	48.1%
<b>9089 SICK LEAVE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,065</b>	<b>0.0%</b>
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$33,065	0.0%
<b>9710 DEBT SERVICE</b>	<b>\$69,588</b>	<b>\$0</b>	<b>\$69,588</b>	<b>\$34,794</b>	<b>\$0</b>	<b>\$34,794</b>	<b>50.0%</b>	<b>\$34,794</b>	<b>\$0</b>	<b>\$96,075</b>	<b>26.6%</b>
6 Principal	\$45,505	\$0	\$45,505	\$22,521	\$0	\$22,985	49.5%	\$13,173	\$0	\$69,384	16.0%
7 Debt Service Interest	\$24,083	\$0	\$24,083	\$12,273	\$0	\$11,809	51.0%	\$21,621	\$0	\$26,691	44.8%
9 Contingency/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!

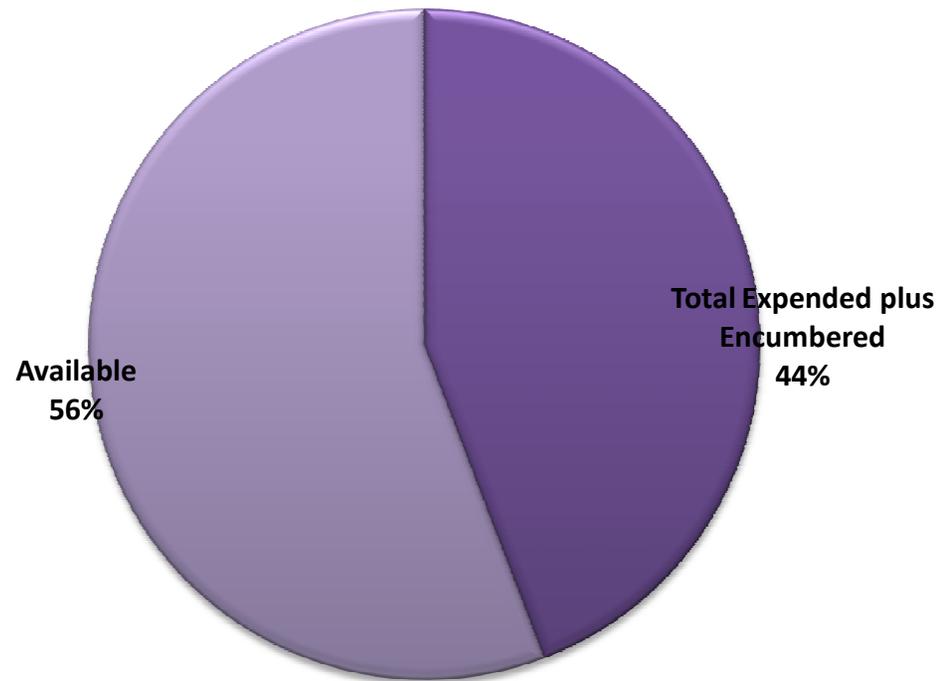
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<b>9760 TAX ANTICIPATION NOTE PAYABLE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
<b>9770 REVENUE ANTICIPATION NOTE PAYABLE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
<b>9980 TRANSFER OUT</b>	<b>\$445,934</b>	<b>\$0</b>	<b>\$445,934</b>	<b>\$33,571</b>	<b>\$0</b>	<b>\$412,363</b>	<b>7.5%</b>	<b>\$616,635</b>	<b>\$0</b>	<b>\$133,286</b>	<b>82.2%</b>
9 Contingency/Transfers	\$445,934	\$0	\$445,934	\$33,571	\$0	\$412,363	7.5%	\$616,635	\$0	\$133,286	82.2%
<b>9990 CONTINGENCY</b>	<b>\$220,000</b>	<b>(\$153,626)</b>	<b>\$66,374</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,374</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$597,200</b>	<b>0.0%</b>
9 Contingency/Transfers	\$220,000	(\$153,626)	\$66,374	\$0	\$0	\$66,374	0.0%	\$0	\$0	\$597,200	0.0%
											48.2%
<b>TOTAL COMMISSIONER OF FINANCE</b>	<b>\$2,716,260</b>	<b>(\$103,002)</b>	<b>\$2,613,258</b>	<b>\$1,091,100</b>	<b>\$64,050</b>	<b>\$1,458,108</b>	<b>44.2%</b>	<b>\$1,625,208</b>	<b>\$41,328</b>	<b>\$1,788,328</b>	<b>48.2%</b>

## 2nd Quarter 2014 General Fund Expense Budget - Finance Department



## NOTES AND COMMENTS

1. **Purpose of this Report:** This is a report to fulfill Saratoga Springs City Charter requirements. It is designed to assist city departments in the execution of their budgets. These figures are not audited and are on a cash basis.
2. **Revenue Printed as Credit:** Revenue has a minus sign (-) as it is printed as a credit in the city financial accounting system.
3. **Comparing 2014 Expenses with Prior Years:** Year-to year variation may be evident between some items because the *total* budgets have increased or decreased. Compare both the Amounts as well as the Percents. In addition, items are sometimes re-categorized due to re-organization, auditor recommendation, or increased clarification. This can also affect year-to-year comparison.
4. **“Number of Personnel”:** Differences among quarters are due to seasonal needs, budget changes, retirements, etc.
5. **Contingency Expense Line:** Expenditures may not be charged directly to a contingency line. Funds must be transferred from this line into the line from where the expense may be charged, such as a payroll line. Accordingly, “YTD Expended” and “Percent Used” will not reflect contingency amounts utilized. See instead, columns entitled “Transfers Adjustments” and “Revised Budget” for amounts drawn out of contingency.
6. **Balanced Budget and “Carry Forward”:** The difference between total Revised Revenue and Expenses is equal to encumbrance "carried forward" from prior year.
7. **YTD Revenue Collected:** Year to date revenue collected represents moneys received *and* posted for the period 01/01/14-06/30/14.
8. **Sales Tax Data:** Sales tax data reflects payments received by the city; it does not reflect the total per the New York State collection period.