



**CITY OF
SARATOGA SPRINGS**

**OFFICE OF THE
COMMISSIONER OF FINANCE**

**Quarterly Financial Report
For The Quarter Ended
March 31, 2016**

**GENERAL FUND
EXPENSES
By CATEGORY**

1st Quarter 2016 Budget Report - OVERVIEW: GENERAL FUND Expenses by Category

Personal Service; Contracted Services; Equipment; Benefits; Debt Service (Interest); Contingency, Interfund Transfer

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.

Note: Expenditures may not be charged directly to a contingency line. Accordingly, "YTD Expended" and "Percent Used" will not reflect contingency amounts utilized. See instead, columns "Transfers Adjustments" and/or "Revised Budget".

| | 2016 Adopted Expense Budget | 2016 Revised Expense Budget | 2016 YTD Expended | 2016 Encmbrncs | 2016 Available Budget | 2016 % Used | 2015 YTD Expended | 2015 Encmbrncs | 2015 Available Budget | 2015 % Used |
|--------------------------------|-----------------------------------|-----------------------------------|----------------------|--------------------|--------------------------|----------------|----------------------|--------------------|--------------------------|----------------|
| A - General Fund | | | | | | | | | | |
| 1 Personal Service * | \$23,959,986 | \$23,993,184 | \$5,172,399 | \$0 | \$18,820,785 | 21.6% | \$5,247,372 | \$0 | \$16,933,416 | 23.7% |
| 2 Equipment and Capital Outlay | \$656,808 | \$912,006 | \$118,696 | \$325,998 | \$467,312 | 48.8% | \$147,940 | \$467,867 | \$357,306 | 63.3% |
| 4 Contracted Services | \$6,993,496 | \$8,176,094 | \$1,493,371 | \$1,790,419 | \$4,892,304 | 40.2% | \$1,799,937 | \$1,589,682 | \$4,040,587 | 45.6% |
| 6 Principal | \$49,372 | \$49,372 | \$0 | \$0 | \$49,372 | 0.0% | \$0 | \$0 | \$47,399 | 0.0% |
| 7 Debt Service Interest | \$20,216 | \$20,216 | \$0 | \$0 | \$20,216 | 0.0% | \$0 | \$0 | \$22,189 | 0.0% |
| 8 Employee Benefits | \$11,661,169 | \$11,670,728 | \$2,724,714 | \$0 | \$8,946,014 | 23.3% | \$2,749,775 | \$0 | \$8,783,409 | 23.8% |
| 9 Contingency/Transfers | \$671,968 | \$652,168 | \$33,511 | \$0 | \$618,657 | 5.1% | \$233,571 | \$0 | \$873,397 | 21.1% |
| A - TOTAL GENERAL FUND | \$44,013,016 | \$45,473,769 | \$9,542,691 | \$2,116,417 | \$33,814,660 | 25.6% | \$10,178,594 | \$2,057,549 | \$31,057,703 | 28.3% |

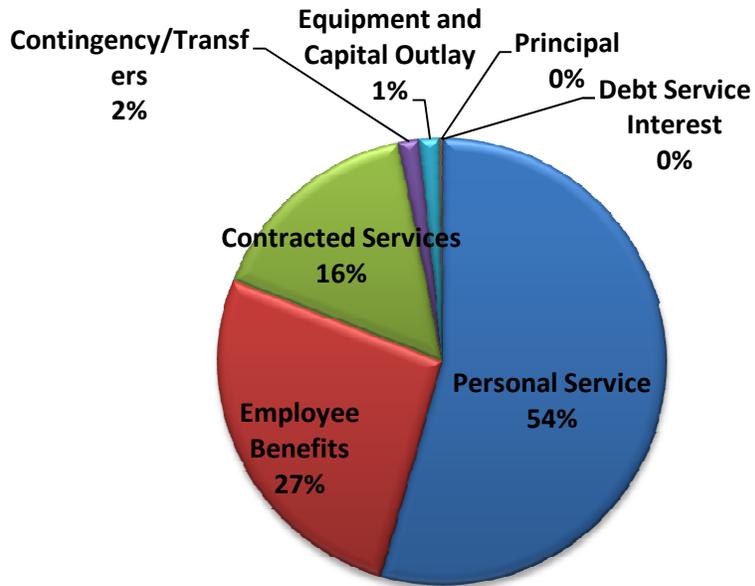
*** 1st Quarter 2016 Number of General Fund Personnel:**

| | FT | PT |
|----------|-----|-------------------------|
| Mayor | 18 | 4 |
| Finance | 11 | 0 |
| DPW | 87 | 7 |
| DPS | 162 | 19 (72 FT PO; 63 FT FD) |
| Accounts | 9 | 2 |
| Rec | 6 | 42 |

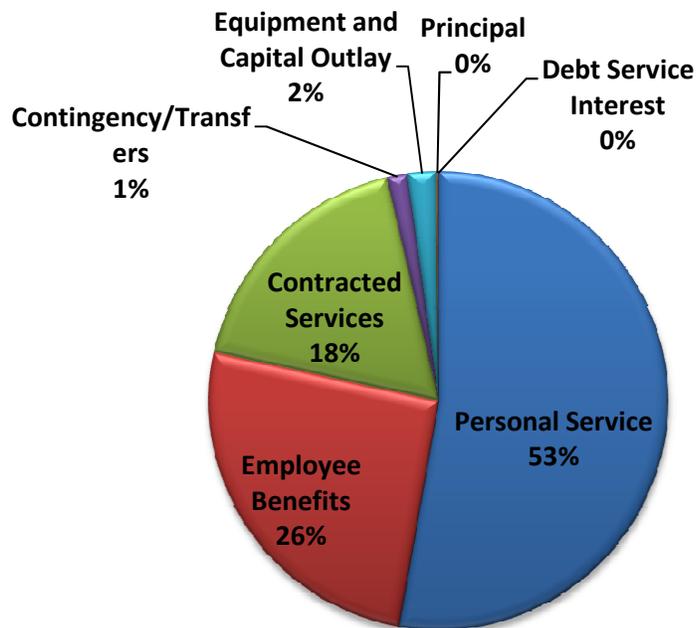
| | | | |
|--------------|------------|-----------|------------|
| TOTAL | 293 | 74 | 367 |
|--------------|------------|-----------|------------|

| | |
|----------------------------------|----|
| Retirees Opt Out | 16 |
| Pensioners (DPS) | 12 |
| Ret/Term Pol Fire w pri yr retro | |

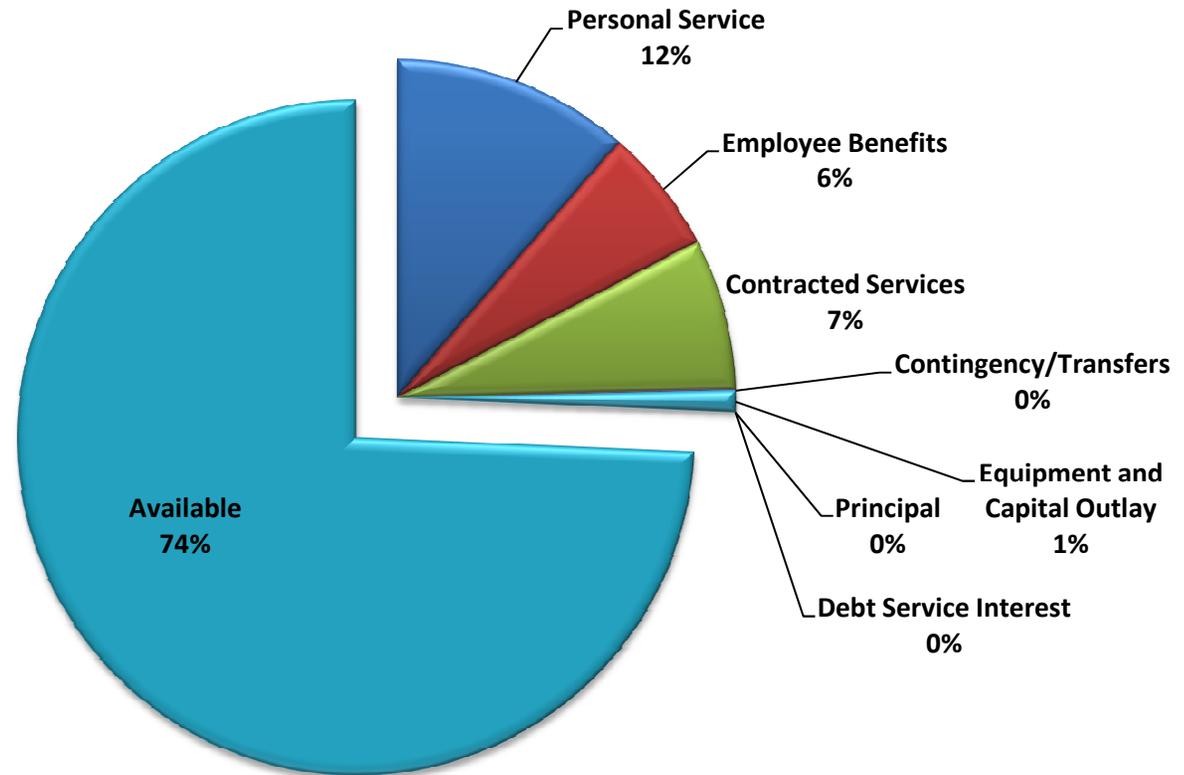
**2016 Total Adopted GENERAL FUND Expense Budget
by Category
(\$44,013,016)**



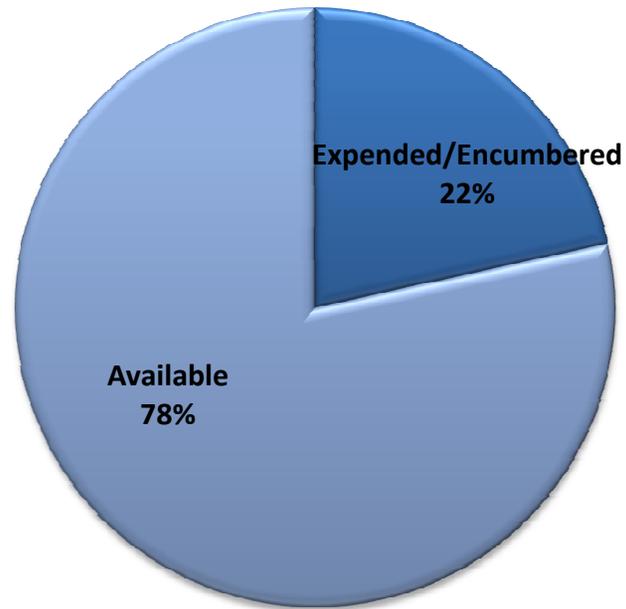
**1st Quarter 2016 Total Revised GENERAL FUND Expense Budget
by Category
(\$45,473,769)**



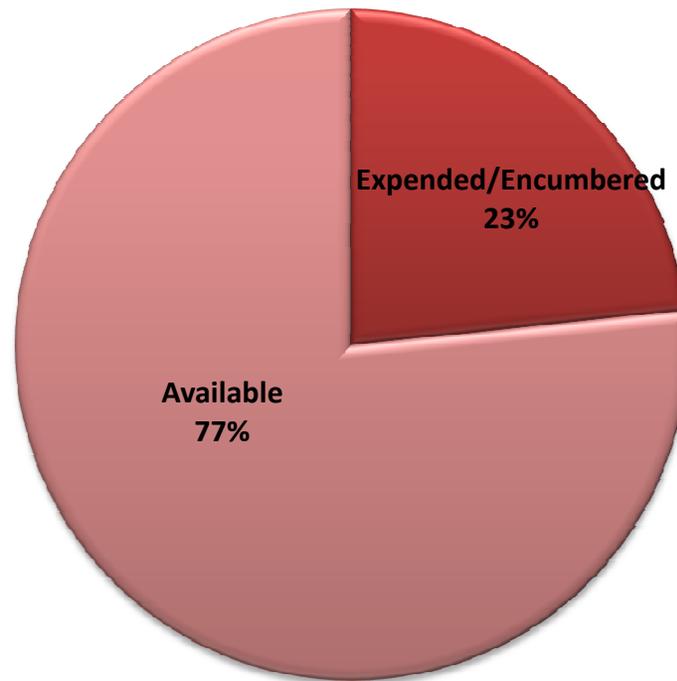
1st Quarter 2016 GENERAL FUND Expense Budget
Available/Expended+Encumbered//Total
(\$33,814,660/\$11,659,109//\$45,473,769)



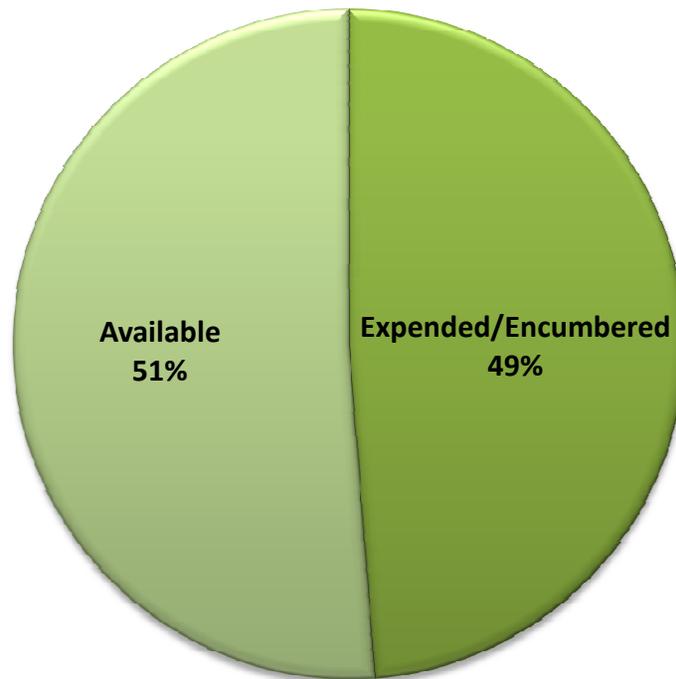
1st Quarter 2016 GENERAL FUND Expense Budget - Personal Service



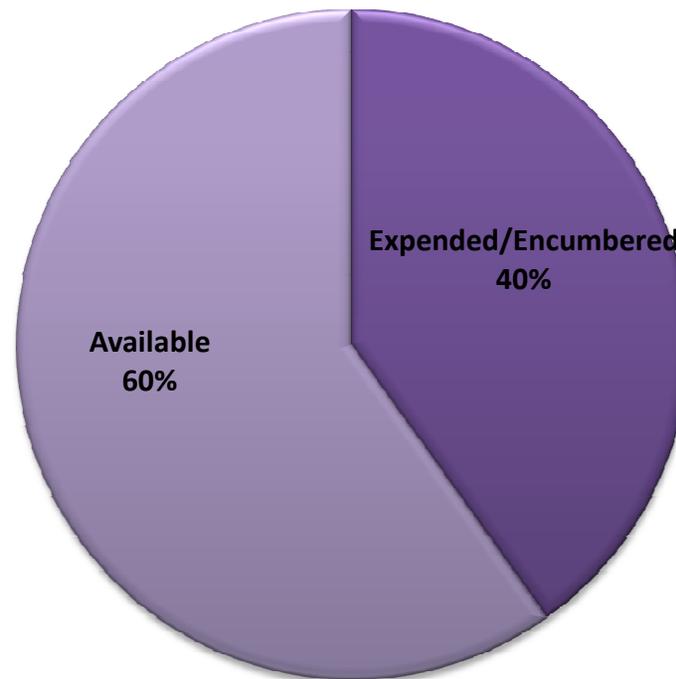
1st Quarter 2016 GENERAL FUND Expense Budget - Benefits



1st Quarter 2016 GENERAL FUND Expense Budget - Equipment



**1st Quarter 2016 GENERAL FUND Expense Budget
Contracted Services**



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 2016 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 01/01/16-03/31/16.
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.