



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

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

**WATER FUND  
EXPENSES-Detail**

# 1st Quarter 2016 Budget Report Expenses: WATER FUND, by 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: F WATER FUND	2015 Adopted Budget	2015 Transfers Adjustments	2015 Revised Budget	2015 YTD Expended	2015 Encmbrncs	2015 Available Budget	2015 % Used	2014 YTD Expended	2014 Encmbrncs	2014 Available Budget	2014 % Used
<b>1910 LIABILITY INSURANCE</b>	<b>\$58,848</b>	<b>\$0</b>	<b>\$58,848</b>	<b>\$16,574</b>	<b>\$0</b>	<b>\$42,274</b>	<b>28.2%</b>	<b>\$47,456</b>	<b>\$0</b>	<b>\$3,716</b>	<b>92.7%</b>
4 Contracted Services	\$58,848	\$0	\$58,848	\$16,574	\$0	\$42,274	28.2%	\$47,456	\$0	\$3,716	92.7%
<b>1930 MEDICAL AND CASUALTY INSURANCE</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>0.0%</b>
4 Contracted Services	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	0.0%	\$0	\$0	\$5,000	0.0%
<b>8310 WATER ADMINISTRATION</b>	<b>\$277,656</b>	<b>\$10,099</b>	<b>\$287,754</b>	<b>\$43,999</b>	<b>\$27,532</b>	<b>\$216,224</b>	<b>24.9%</b>	<b>\$46,927</b>	<b>\$10,660</b>	<b>\$183,395</b>	<b>23.9%</b>
1 Personal Services	\$227,706	\$0	\$227,706	\$41,161	\$0	\$186,544	18.1%	\$39,494	\$0	\$143,010	21.6%
2 Equipment	\$3,000	(\$2,000)	\$1,000	\$0	\$0	\$1,000	0.0%	\$0	\$1,909	\$2,417	44.1%
4 Contracted Services	\$46,950	\$12,099	\$59,049	\$2,837	\$27,532	\$28,679	51.4%	\$7,432	\$8,752	\$37,968	29.9%
<b>8320 LAKE &amp; RESERVOIR</b>	<b>\$35,200</b>	<b>\$0</b>	<b>\$35,200</b>	<b>\$6,732</b>	<b>\$0</b>	<b>\$28,468</b>	<b>19.1%</b>	<b>\$3,416</b>	<b>\$0</b>	<b>\$26,684</b>	<b>11.3%</b>
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
2 Equipment	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$33,200	\$0	\$33,200	\$6,732	\$0	\$26,468	20.3%	\$3,416	\$0	\$26,684	11.3%
<b>8330 WATER TREATMENT PLANT</b>	<b>\$1,446,966</b>	<b>\$40,188</b>	<b>\$1,487,154</b>	<b>\$219,477</b>	<b>\$47,881</b>	<b>\$1,219,796</b>	<b>18.0%</b>	<b>\$221,989</b>	<b>\$36,089</b>	<b>\$1,082,259</b>	<b>19.3%</b>
1 Personal Services	\$720,916	\$0	\$720,916	\$157,713	\$0	\$563,204	21.9%	\$147,025	\$0	\$517,092	22.1%
2 Equipment	\$90,000	\$7,486	\$97,486	\$7,486	\$2,790	\$87,210	10.5%	\$13,115	\$13,500	\$15,000	64.0%
4 Contracted Services	\$636,050	\$32,702	\$668,752	\$54,278	\$45,091	\$569,383	14.9%	\$61,849	\$22,589	\$550,167	13.3%
<b>8340 METERS</b>	<b>\$233,903</b>	<b>\$0</b>	<b>\$233,903</b>	<b>\$56,486</b>	<b>\$0</b>	<b>\$177,417</b>	<b>24.1%</b>	<b>\$23,785</b>	<b>\$22,483</b>	<b>\$162,329</b>	<b>22.2%</b>
1 Personal Services	\$95,153	\$0	\$95,153	\$22,116	\$0	\$73,037	23.2%	\$20,786	\$0	\$71,061	22.6%
2 Equipment	\$126,000	\$0	\$126,000	\$32,377	\$0	\$93,623	25.7%	\$0	\$22,483	\$83,017	21.3%
4 Contracted Services	\$12,750	\$0	\$12,750	\$1,993	\$0	\$10,757	15.6%	\$2,998	\$0	\$8,252	26.7%
<b>8341 WATER MAINTENANCE</b>	<b>\$399,431</b>	<b>\$6,409</b>	<b>\$405,840</b>	<b>\$72,564</b>	<b>\$11,544</b>	<b>\$321,731</b>	<b>20.7%</b>	<b>\$79,426</b>	<b>\$2,000</b>	<b>\$314,866</b>	<b>20.5%</b>
1 Personal Services	\$260,831	\$0	\$260,831	\$67,949	\$0	\$192,882	26.1%	\$71,530	\$0	\$210,418	25.4%
2 Equipment	\$35,000	\$0	\$35,000	\$0	\$4,583	\$30,417	13.1%	\$0	\$0	\$17,000	0.0%
4 Contracted Services	\$103,600	\$6,409	\$110,009	\$4,615	\$6,961	\$98,432	10.5%	\$7,896	\$2,000	\$87,448	10.2%

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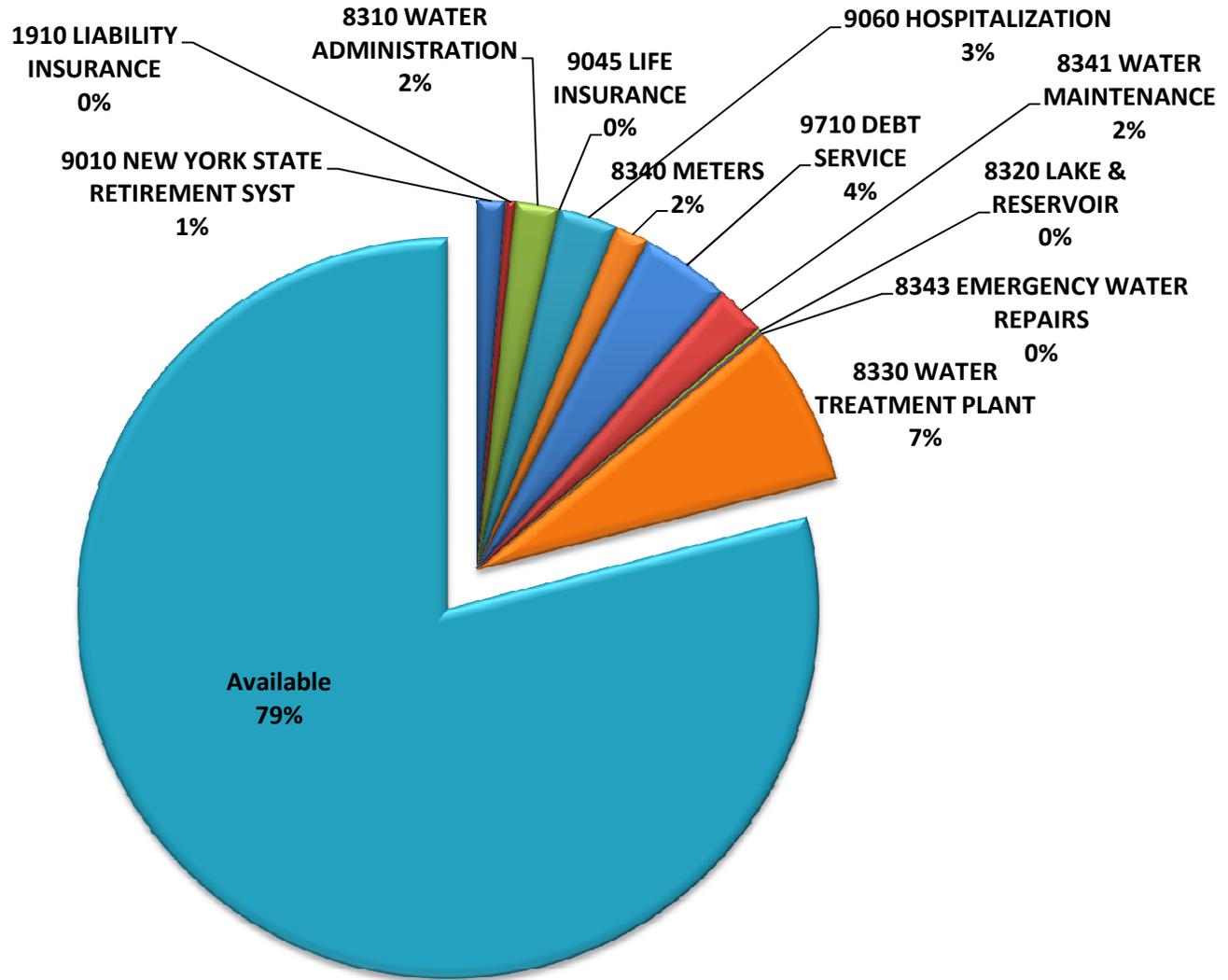
ACCOUNTS FOR: F WATER FUND	2015 Adopted Budget	2015 Transfers Adjustments	2015 Revised Budget	2015 YTD Expended	2015 Encmbrncs	2015 Available Budget	2015 % Used	2014 YTD Expended	2014 Encmbrncs	2014 Available Budget	2014 % Used
<b>8342 WATER LINE EXTENSION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<b>8343 EMERGENCY WATER REPAIRS</b>	<b>\$21,418</b>	<b>\$0</b>	<b>\$21,418</b>	<b>\$3,985</b>	<b>\$0</b>	<b>\$17,433</b>	<b>18.6%</b>	<b>\$7,614</b>	<b>\$0</b>	<b>\$17,042</b>	<b>30.9%</b>
1 Personal Services	\$12,918	\$0	\$12,918	\$3,985	\$0	\$8,933	30.8%	\$4,958	\$0	\$6,542	43.1%
4 Contracted Services	\$8,500	\$0	\$8,500	\$0	\$0	\$8,500	0.0%	\$2,656	\$0	\$10,500	20.2%
<b>9010 NEW YORK STATE RETIREMENT SYST</b>	<b>\$138,242</b>	<b>\$0</b>	<b>\$138,242</b>	<b>\$46,365</b>	<b>\$0</b>	<b>\$91,877</b>	<b>33.5%</b>	<b>\$43,816</b>	<b>\$0</b>	<b>\$137,152</b>	<b>24.2%</b>
8 Employee Benefits	\$138,242	\$0	\$138,242	\$46,365	\$0	\$91,877	33.5%	\$43,816	\$0	\$137,152	24.2%
<b>9045 LIFE INSURANCE</b>	<b>\$1,049</b>	<b>\$0</b>	<b>\$1,049</b>	<b>\$254</b>	<b>\$0</b>	<b>\$795</b>	<b>24.2%</b>	<b>\$241</b>	<b>\$0</b>	<b>\$928</b>	<b>20.6%</b>
4 Contracted Services	\$1,049	\$0	\$1,049	\$254	\$0	\$795	24.2%	\$241	\$0	\$928	20.6%
<b>9050 UNEMPLOYMENT INSURANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<b>9055 DISABILITY INSURANCE</b>	<b>\$914</b>	<b>\$0</b>	<b>\$914</b>	<b>\$0</b>	<b>\$0</b>	<b>\$914</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$740</b>	<b>0.0%</b>
4 Contracted Services	\$914	\$0	\$914	\$0	\$0	\$914	0.0%	\$0	\$0	\$740	0.0%
<b>9060 HOSPITALIZATION</b>	<b>\$405,069</b>	<b>\$0</b>	<b>\$405,069</b>	<b>\$98,027</b>	<b>\$0</b>	<b>\$307,042</b>	<b>24.2%</b>	<b>\$83,544</b>	<b>\$0</b>	<b>\$275,952</b>	<b>23.2%</b>
1 Personal Services	\$9,150	\$0	\$9,150	\$2,198	\$0	\$6,952	24.0%	\$1,839	\$0	\$5,158	26.3%
8 Employee Benefits	\$395,919	\$0	\$395,919	\$95,829	\$0	\$300,090	24.2%	\$81,705	\$0	\$270,794	23.2%
<b>9089 SICK LEAVE</b>	<b>\$11,304</b>	<b>\$0</b>	<b>\$11,304</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,304</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,384</b>	<b>0.0%</b>
1 Personal Services	\$11,304	\$0	\$11,304	\$0	\$0	\$11,304	0.0%	\$0	\$0	\$5,384	0.0%

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<b>9710 DEBT SERVICE</b>	<b>\$624,926</b>	<b>\$0</b>	<b>\$624,926</b>	<b>\$147,446</b>	<b>\$0</b>	<b>\$477,480</b>	<b>23.6%</b>	<b>\$120,974</b>	<b>\$0</b>	<b>\$453,508</b>	<b>21.1%</b>
6 Principal	\$305,261	\$0	\$305,261	\$61,944	\$0	\$243,317	20.3%	\$56,734	\$0	\$194,159	22.6%
7 Debt Service Interest	\$319,665	\$0	\$319,665	\$85,501	\$0	\$234,164	26.7%	\$64,240	\$0	\$259,349	19.9%
<b>9980 TRANSFER OUT</b>	<b>\$75,328</b>	<b>\$0</b>	<b>\$75,328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,328</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,296</b>	<b>0.0%</b>
9 Contingency/Transfers	\$75,328	\$0	\$75,328	\$0	\$0	\$75,328	0.0%	\$0	\$0	\$72,296	0.0%
<b>9990 CONTINGENCY</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,413</b>	<b>0.0%</b>
9 Contingency/Transfers	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	0.0%	\$0	\$0	\$43,413	0.0%
	\$3,745,255	\$56,695	\$3,801,950	\$711,909	\$86,958	\$3,003,084	21.0%	679187.28	71232.46	2784662.84	21.2%
<b>TOTAL WATER FUND</b>	<b>\$3,745,255</b>	<b>\$56,695</b>	<b>\$3,801,950</b>	<b>\$711,909</b>	<b>\$86,958</b>	<b>\$3,003,084</b>	<b>21.0%</b>	<b>\$679,187</b>	<b>\$71,232</b>	<b>\$2,784,663</b>	<b>21.2%</b>

**1st Quarter 2016 WATER FUND Expense Budget - by Sub-Department  
 Available/Expended+Encumbered//TOTAL  
 \$3,003,084/\$798,866//\$3,801,950**



## 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.