



**CITY OF
SARATOGA SPRINGS**

**OFFICE OF THE
COMMISSIONER OF FINANCE**

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

**GENERAL FUND
EXPENSES
Mayors Dept – Detail**

1st Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S 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	2016 Adopted Budget	2016 Transfers Adjustments	2016 Revised Budget	2016 YTD Expended	2016 Encmbrncs	2016 Available Budget	2016 % Used	2015 YTD Expended	2015 Encmbrncs	2015 Available Budget	2015 % Used
1 MAYOR											
1210 MAYORS OFFICE	\$142,184	\$23,400	\$165,584	\$34,826	\$6,700	\$124,059	25.1%	\$33,069	\$0	\$109,116	23.3%
1 Personal Services	\$132,718	\$0	\$132,718	\$31,326	\$0	\$101,392	23.6%	\$31,227	\$0	\$101,492	23.5%
2 Equipment	\$750	\$5,100	\$5,850	\$0	\$5,024	\$826	85.9%	\$0	\$0	\$750	0.0%
4 Contracted Services	\$8,716	\$18,300	\$27,016	\$3,499	\$1,676	\$21,841	19.2%	\$1,842	\$0	\$6,874	21.1%
1420 CITY ATTORNEY'S OFFICE	\$240,647	\$7,898	\$248,545	\$51,405	\$13,977	\$183,163	26.3%	\$48,014	\$22,679	\$170,047	29.4%
1 Personal Services	\$180,397	\$0	\$180,397	\$41,793	\$0	\$138,603	23.2%	\$41,473	\$0	\$136,836	23.3%
2 Equipment	\$250	\$0	\$250	\$0	\$0	\$250	0.0%	\$0	\$0	\$250	0.0%
4 Contracted Services	\$60,000	\$7,898	\$67,898	\$9,611	\$13,977	\$44,310	34.7%	\$6,541	\$22,679	\$32,960	47.0%
1430 HUMAN RESOURCE	\$81,698	\$0	\$81,698	\$20,543	\$0	\$61,154	25.1%	\$18,965	\$3,863	\$58,070	28.2%
1 Personal Services	\$69,973	\$0	\$69,973	\$16,543	\$0	\$53,429	23.6%	\$0	\$0	\$54,973	0.0%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$11,725	\$0	\$11,725	\$4,000	\$0	\$7,725	34.1%	\$18,965	\$3,863	\$3,097	88.1%
1431 CIVIL SERVICE	\$170,338	\$0	\$170,338	\$25,462	\$0	\$144,876	14.9%	\$23,337	\$0	\$69,019	25.3%
1 Personal Services	\$94,323	\$0	\$94,323	\$13,188	\$0	\$81,135	14.0%	\$13,125	\$0	\$40,700	24.4%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$19,537	\$0	\$19,537	\$5,072	\$0	\$14,465	26.0%	\$3,850	\$0	\$9,368	29.1%
8 Employee Benefits	\$56,478	\$0	\$56,478	\$7,202	\$0	\$49,276	12.8%	\$6,362	\$0	\$18,950	25.1%
1650 CITY PHONE SYSTEM	\$92,057	\$29,546	\$121,603	\$15,284	\$35,446	\$70,874	41.7%	\$15,837	\$0	\$74,844	17.5%
1 Personal Services	\$36,350	\$0	\$36,350	\$8,284	\$0	\$28,066	22.8%	\$2,420	\$0	\$32,555	6.9%
2 Equipment	\$10,157	\$0	\$10,157	\$0	\$0	\$10,157	0.0%	\$7,282	\$0	\$2,875	71.7%
4 Contracted Services	\$45,550	\$29,546	\$75,096	\$6,999	\$35,446	\$32,651	56.5%	\$6,136	\$0	\$39,414	13.5%
1910 LIABILITY INSURANCE	\$36,498	\$0	\$36,498	\$10,956	\$0	\$25,542	30.0%	\$29,380	\$0	\$2,357	92.6%
4 Contracted Services	\$36,498	\$0	\$36,498	\$10,956	\$0	\$25,542	30.0%	\$29,380	\$0	\$2,357	92.6%
1920 CONFERENCE OF MAYORS	\$6,809	\$0	\$6,809	\$6,518	\$0	\$291	95.7%	\$0	\$0	\$6,675	0.0%
4 Contracted Services	\$6,809	\$0	\$6,809	\$6,518	\$0	\$291	95.7%	\$0	\$0	\$6,675	0.0%

1st Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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ACCOUNTS FOR: A GENERAL FUND	2016 Adopted Budget	2016 Transfers Adjustments	2016 Revised Budget	2016 YTD Expended	2016 Encmbrncs	2016 Available Budget	2016 % Used	2015 YTD Expended	2015 Encmbrncs	2015 Available Budget	2015 % Used
1930 MEDICAL AND CASUALTY INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$70,000	\$0	100.0%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$70,000	\$0	100.0%
3510 COUNTY ANIMAL SHELTER	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	0.0%	\$0	\$0	\$6,300	0.0%
4 Contracted Services	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	0.0%	\$0	\$0	\$6,300	0.0%
3620 CODE ENFORCEMENT/BUILDING	\$313,310	\$1,259	\$314,569	\$69,428	\$34,557	\$210,584	33.1%	\$67,079	\$34,457	\$234,063	30.3%
1 Personal Services	\$297,185	\$0	\$297,185	\$66,774	\$0	\$230,411	22.5%	\$65,971	\$0	\$219,155	23.1%
2 Equipment	\$10,000	\$1,259	\$11,259	\$350	\$34,457	(\$23,548)	309.1%	\$0	\$34,457	\$9,591	78.2%
4 Contracted Services	\$6,125	\$0	\$6,125	\$2,304	\$100	\$3,721	39.2%	\$1,107	\$0	\$5,318	17.2%
6310 FRANKLIN COMMUNITY CENTER	\$17,000	\$2,000	\$19,000	\$0	\$17,000	\$2,000	89.5%	\$17,000	\$0	\$0	100.0%
4 Contracted Services	\$17,000	\$2,000	\$19,000	\$0	\$17,000	\$2,000	89.5%	\$17,000	\$0	\$0	100.0%
6510 VETERAN'S ALLOWANCE	\$1,100	\$0	\$1,100	\$0	\$1,100	\$0	100.0%	\$1,100	\$0	\$0	100.0%
4 Contracted Services	\$1,100	\$0	\$1,100	\$0	\$1,100	\$0	100.0%	\$1,100	\$0	\$0	100.0%
6550 VIETNAM WAR ANNIVERSARY	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$500	\$0	\$4,500	10.0%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$500	\$0	\$4,500	10.0%
6610 EOC SOUP KITCHEN	\$4,800	\$0	\$4,800	\$0	\$0	\$4,800	0.0%	\$4,800	\$0	\$0	100.0%
4 Contracted Services	\$4,800	\$0	\$4,800	\$0	\$0	\$4,800	0.0%	\$4,800	\$0	\$0	100.0%
6611 SARATOGA CENTER FOR FAMILY	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	0.0%	\$0	\$0	\$10,000	0.0%
4 Contracted Services	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	0.0%	\$0	\$0	\$10,000	0.0%
6612 SARATOGA SPRINGS PRESERVATION	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0	100.0%	\$12,000	\$0	\$0	100.0%
4 Contracted Services	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0	100.0%	\$12,000	\$0	\$0	100.0%

1st Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

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6772 SENIOR CITIZENS ALLOWANCE	\$84,375	\$0	\$84,375	\$0	\$84,375	\$0	100.0%	\$21,844	\$62,531	\$0	100.0%
4 Contracted Services	\$84,375	\$0	\$84,375	\$0	\$84,375	\$0	100.0%	\$21,844	\$62,531	\$0	100.0%
6780 60+ DINING	\$6,008	\$0	\$6,008	\$0	\$6,008	\$0	100.0%	\$6,008	\$0	\$0	100.0%
4 Contracted Services	\$6,008	\$0	\$6,008	\$0	\$6,008	\$0	100.0%	\$6,008	\$0	\$0	100.0%
6795 BUS RENTAL	\$6,008	\$0	\$6,008	\$0	\$6,008	\$0	100.0%	\$6,008	\$0	\$0	100.0%
4 Contracted Services	\$6,008	\$0	\$6,008	\$0	\$6,008	\$0	100.0%	\$6,008	\$0	\$0	100.0%
7020 PARKS REC HIST PRES	\$14,693	\$0	\$14,693	\$10,143	\$0	\$4,550	69.0%	\$0	\$0	\$32,295	0.0%
1 Personal Services	\$14,693	\$0	\$14,693	\$10,143	\$0	\$4,550	69.0%	\$0	\$0	\$32,295	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%
7510 CITY HISTORIAN	\$25,535	\$0	\$25,535	\$5,315	\$0	\$20,220	20.8%	\$5,127	\$0	\$20,409	20.1%
1 Personal Services	\$24,345	\$0	\$24,345	\$5,006	\$0	\$19,339	20.6%	\$4,950	\$0	\$19,397	20.3%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$1,190	\$0	\$1,190	\$309	\$0	\$881	26.0%	\$178	\$0	\$1,012	14.9%
7520 URBAN HERITAGE AREA PROGRAM	\$75,400	\$10,991	\$86,391	\$17,850	\$64,541	\$4,000	95.4%	\$19,316	\$262	\$74,961	20.7%
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$18,139	\$0	\$59,375	23.4%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$262	\$988	21.0%
4 Contracted Services	\$75,400	\$10,991	\$86,391	\$17,850	\$64,541	\$4,000	95.4%	\$1,177	\$0	\$14,598	7.5%
7530 FORSETRY GRANT VC	\$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%
7550 MEMORIAL DAY ALLOWANCE	\$2,800	\$1,213	\$4,013	\$1,213	\$2,449	\$351	91.2%	\$0	\$1,898	\$902	67.8%
4 Contracted Services	\$2,800	\$1,213	\$4,013	\$1,213	\$2,449	\$351	91.2%	\$0	\$1,898	\$902	67.8%
7551 SOLOMON NORTHUP DAY	\$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%

1st Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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7620 SOLOMON NORTHUP DAY	\$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%
7700 CENTENNIAL CELEBRATION	\$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%
8030 SARATOGA LAKE PROTECTION	\$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%
8090 COMMUNITY SOLAR	\$0	\$1,629	\$1,629	\$30	\$895	\$704	56.8%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$1,629	\$1,629	\$30	\$895	\$704	56.8%	\$0	\$0	\$0	0.0%
8687 PLANNING AND ECONOMIC DEVELOP	\$493,067	\$282,325	\$775,392	\$129,914	\$272,720	\$372,759	51.9%	\$111,044	\$114,406	\$369,841	37.9%
1 Personal Services	\$455,226	\$0	\$455,226	\$104,870	\$0	\$350,357	23.0%	\$102,428	\$0	\$342,295	23.0%
2 Equipment	\$2,000	\$10,254	\$12,254	\$0	\$22,168	(\$9,913)	180.9%	\$6,783	\$20,148	\$2,022	93.0%
4 Contracted Services	\$35,841	\$272,071	\$307,911	\$25,044	\$250,552	\$32,315	89.5%	\$1,833	\$94,257	\$25,524	79.0%
9010 NEW YORK STATE RETIREMENT SYST	\$150,126	\$0	\$150,126	\$38,096	\$0	\$112,030	25.4%	\$37,598	\$0	\$107,600	25.9%
8 Employee Benefits	\$150,126	\$0	\$150,126	\$38,096	\$0	\$112,030	25.4%	\$37,598	\$0	\$107,600	25.9%
9045 LIFE INSURANCE	\$808	\$0	\$808	\$212	\$0	\$596	26.2%	\$188	\$0	\$693	21.3%
4 Contracted Services	\$808	\$0	\$808	\$212	\$0	\$596	26.2%	\$188	\$0	\$693	21.3%
9050 UNEMPLOYMENT INSURANCE	\$21,840	\$0	\$21,840	\$0	\$0	\$21,840	0.0%	\$0	\$0	\$21,060	0.0%
4 Contracted Services	\$21,840	\$0	\$21,840	\$0	\$0	\$21,840	0.0%	\$0	\$0	\$21,060	0.0%
9055 DISABILITY INSURANCE	\$680	\$0	\$680	\$0	\$0	\$680	0.0%	\$0	\$0	\$667	0.0%
4 Contracted Services	\$680	\$0	\$680	\$0	\$0	\$680	0.0%	\$0	\$0	\$667	0.0%

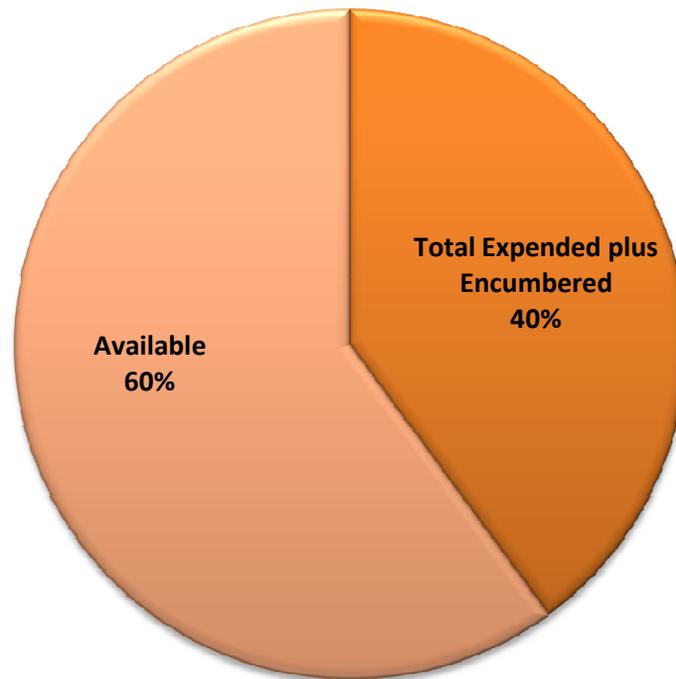
1st Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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9060 HOSPITALIZATION	\$293,834	\$0	\$293,834	\$71,141	\$0	\$222,692	24.2%	\$60,518	\$0	\$258,893	18.9%
1 Personal Services	\$16,901	\$0	\$16,901	\$2,826	\$0	\$14,075	16.7%	\$2,153	\$0	\$13,887	13.4%
8 Employee Benefits	\$276,933	\$0	\$276,933	\$68,316	\$0	\$208,617	24.7%	\$58,365	\$0	\$245,006	19.2%
9089 SICK LEAVE	\$136	\$0	\$136	\$0	\$0	\$136	0.0%	\$0	\$0	\$136	0.0%
1 Personal Services	\$136	\$0	\$136	\$0	\$0	\$136	0.0%	\$0	\$0	\$136	0.0
TOTAL MAYOR	\$2,308,750	\$360,262	\$2,669,012	\$508,335	\$557,776	\$1,602,902	39.9%	\$538,733	\$310,096	\$1,632,449	34.2%

1st Quarter 2016 General Fund Expense Budget - Mayor's 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 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.