



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

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

**GENERAL FUND  
EXPENSES  
Finance Dept – Detail**

# 1st Quarter 2016 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	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
<b>2 COMMISSIONER OF FINANCE</b>											
<b>1310 COMMISSIONER OF FINANCE</b>	<b>\$586,632</b>	<b>\$27,609</b>	<b>\$614,241</b>	<b>\$125,670</b>	<b>\$69,309</b>	<b>\$419,262</b>	<b>31.7%</b>	<b>\$117,977</b>	<b>\$61,767</b>	<b>\$402,435</b>	<b>30.9%</b>
1 Personal Services	\$517,032	\$0	\$517,032	\$119,411	\$0	\$397,621	23.1%	\$111,390	\$0	\$366,272	23.3%
2 Equipment	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000	0.0%	\$0	\$0	\$3,000	0.0%
4 Contracted Services	\$66,600	\$27,609	\$94,209	\$6,259	\$69,309	\$18,641	80.2%	\$6,586	\$61,767	\$33,163	67.3%
<b>1362 TAX ADVERTISING EXPENSES</b>	<b>\$4,200</b>	<b>\$0</b>	<b>\$4,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,200</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>0.0%</b>
4 Contracted Services	\$4,200	\$0	\$4,200	\$0	\$0	\$4,200	0.0%	\$0	\$0	\$5,500	0.0%
<b>1363 DISCOUNT ON TAXES</b>	<b>\$194,536</b>	<b>\$0</b>	<b>\$194,536</b>	<b>\$189,923</b>	<b>\$0</b>	<b>\$4,613</b>	<b>97.6%</b>	<b>\$185,273</b>	<b>\$0</b>	<b>\$9,375</b>	<b>95.2%</b>
4 Contracted Services	\$194,536	\$0	\$194,536	\$189,923	\$0	\$4,613	97.6%	\$185,273	\$0	\$9,375	95.2%
<b>1390 BIRCH RUN SPECIAL DISTRICT</b>	<b>\$64,750</b>	<b>\$0</b>	<b>\$64,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,750</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,000</b>	<b>0.0%</b>
4 Contracted Services	\$64,750	\$0	\$64,750	\$0	\$0	\$64,750	0.0%	\$0	\$0	\$63,000	0.0%
<b>1391 MORGAN STREET BIRCH RUN</b>	<b>\$96,600</b>	<b>\$0</b>	<b>\$96,600</b>	<b>\$24,150</b>	<b>\$0</b>	<b>\$72,450</b>	<b>25.0%</b>	<b>\$24,150</b>	<b>\$0</b>	<b>\$72,450</b>	<b>25.0%</b>
4 Contracted Services	\$96,600	\$0	\$96,600	\$24,150	\$0	\$72,450	25.0%	\$24,150	\$0	\$72,450	25.0%
<b>1392 INTERLAKEN SAD</b>	<b>\$370,790</b>	<b>\$0</b>	<b>\$370,790</b>	<b>\$92,698</b>	<b>\$0</b>	<b>\$278,093</b>	<b>25.0%</b>	<b>\$83,794</b>	<b>\$0</b>	<b>\$249,238</b>	<b>25.2%</b>
4 Contracted Services	\$370,790	\$0	\$370,790	\$92,698	\$0	\$278,093	25.0%	\$83,794	\$0	\$249,238	25.2%
<b>1393 TAXES &amp; ASSESSMENTS CITY PROPE</b>	<b>\$8,200</b>	<b>\$0</b>	<b>\$8,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,200</b>	<b>0.0%</b>	<b>\$2,219</b>	<b>\$0</b>	<b>\$8,781</b>	<b>20.2%</b>
4 Contracted Services	\$8,200	\$0	\$8,200	\$0	\$0	\$8,200	0.0%	\$2,219	\$0	\$8,781	20.2%
<b>1681 DATA PROCESSING - NETWORK</b>	<b>\$501,817</b>	<b>\$93,894</b>	<b>\$595,712</b>	<b>\$164,633</b>	<b>\$83,011</b>	<b>\$348,068</b>	<b>41.6%</b>	<b>\$128,084</b>	<b>\$38,950</b>	<b>\$322,737</b>	<b>34.1%</b>
1 Personal Services	\$308,875	\$14,641	\$323,516	\$70,217	\$0	\$253,299	21.7%	\$60,140	\$0	\$236,578	20.3%
2 Equipment	\$35,867	\$36,610	\$72,477	\$6,738	\$30,890	\$34,849	51.9%	\$2,710	\$0	\$35,768	7.0%
4 Contracted Services	\$157,075	\$42,644	\$199,719	\$87,679	\$52,121	\$59,919	70.0%	\$65,234	\$38,950	\$50,391	67.4%

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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
<b>1910 LIABILITY INSURANCE</b>	<b>\$31,206</b>	<b>\$19</b>	<b>\$31,225</b>	<b>\$8,577</b>	<b>\$0</b>	<b>\$22,648</b>	<b>27.5%</b>	<b>\$25,177</b>	<b>\$0</b>	<b>\$1,959</b>	<b>92.8%</b>
4 Contracted Services	\$31,206	\$19	\$31,225	\$8,577	\$0	\$22,648	27.5%	\$25,177	\$0	\$1,959	92.8%
<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>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>7145 JOINT PROJECT DOG PARK</b>	<b>\$0</b>	<b>\$13,260</b>	<b>\$13,260</b>	<b>\$0</b>	<b>\$13,260</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$0	\$13,260	\$13,260	\$0	\$13,260	\$0	100.0%	\$0	\$33,000	\$0	100.0%
<b>9010 NEW YORK STATE RETIREMENT SYST</b>	<b>\$109,073</b>	<b>\$0</b>	<b>\$109,073</b>	<b>\$29,532</b>	<b>\$0</b>	<b>\$79,541</b>	<b>27.1%</b>	<b>\$29,146</b>	<b>\$0</b>	<b>\$83,411</b>	<b>25.9%</b>
8 Employee Benefits	\$109,073	\$0	\$109,073	\$29,532	\$0	\$79,541	27.1%	\$29,146	\$0	\$83,411	25.9%
<b>9045 LIFE INSURANCE</b>	<b>\$518</b>	<b>\$0</b>	<b>\$518</b>	<b>\$132</b>	<b>\$0</b>	<b>\$386</b>	<b>25.5%</b>	<b>\$120</b>	<b>\$0</b>	<b>\$370</b>	<b>24.5%</b>
4 Contracted Services	\$518	\$0	\$518	\$132	\$0	\$386	25.5%	\$120	\$0	\$370	24.5%
<b>9050 UNEMPLOYMENT INSURANCE</b>	<b>\$10,920</b>	<b>(\$7,000)</b>	<b>\$3,920</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,920</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>0.0%</b>
4 Contracted Services	\$10,920	(\$7,000)	\$3,920	\$0	\$0	\$3,920	0.0%	\$0	\$0	\$1,000	0.0%
<b>9055 DISABILITY INSURANCE</b>	<b>\$439</b>	<b>\$0</b>	<b>\$439</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400</b>	<b>0.0%</b>
4 Contracted Services	\$439	\$0	\$439	\$0	\$0	\$439	0.0%	\$0	\$0	\$400	0.0%
<b>9060 HOSPITALIZATION</b>	<b>\$217,441</b>	<b>(\$7,641)</b>	<b>\$209,800</b>	<b>\$50,216</b>	<b>\$0</b>	<b>\$159,585</b>	<b>23.9%</b>	<b>\$51,159</b>	<b>\$0</b>	<b>\$178,657</b>	<b>22.3%</b>
1 Personal Services	\$9,150	\$0	\$9,150	\$2,288	\$0	\$6,863	25.0%	\$1,480	\$0	\$4,441	25.0%
8 Employee Benefits	\$208,291	(\$7,641)	\$200,650	\$47,928	\$0	\$152,722	23.9%	\$49,679	\$0	\$174,216	22.2%
<b>9089 SICK LEAVE</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%

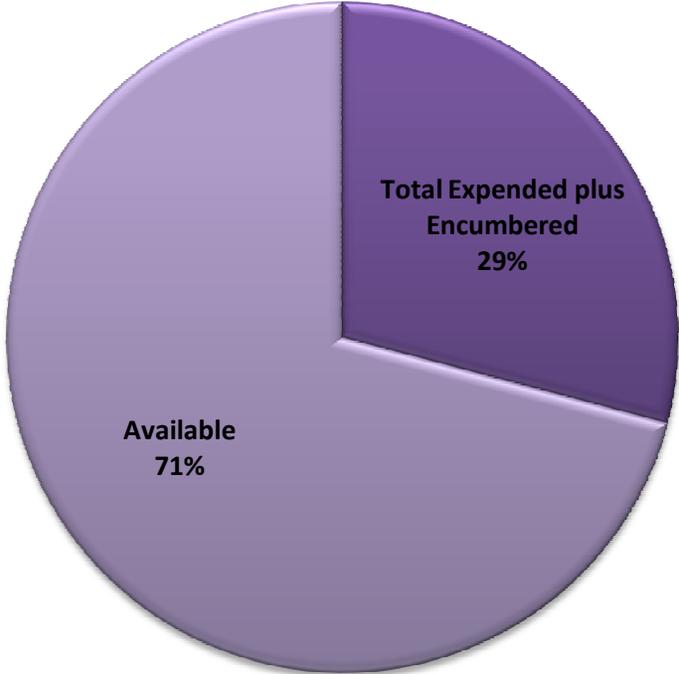
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<b>9710 DEBT SERVICE</b>	<b>\$69,588</b>	<b>\$0</b>	<b>\$69,588</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,588</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,588</b>	<b>0.0%</b>
6 Principal	\$49,372	\$0	\$49,372	\$0	\$0	\$49,372	0.0%	\$0	\$0	\$47,399	0.0%
7 Debt Service Interest	\$20,216	\$0	\$20,216	\$0	\$0	\$20,216	0.0%	\$0	\$0	\$22,189	0.0%
9 Contingency/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<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>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<b>9770 REVENUE ANTICIPATION NOTE PAYA</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>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<b>9980 TRANSFER OUT</b>	<b>\$346,968</b>	<b>\$0</b>	<b>\$346,968</b>	<b>\$33,511</b>	<b>\$0</b>	<b>\$313,457</b>	<b>9.7%</b>	<b>\$233,571</b>	<b>\$0</b>	<b>\$483,397</b>	<b>32.6%</b>
9 Contingency/Transfers	\$346,968	\$0	\$346,968	\$33,511	\$0	\$313,457	9.7%	\$233,571	\$0	\$483,397	32.6%
<b>9990 CONTINGENCY</b>	<b>\$325,000</b>	<b>(\$19,800)</b>	<b>\$305,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,200</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$390,000</b>	<b>0.0%</b>
9 Contingency/Transfers	\$325,000	(\$19,800)	\$305,200	\$0	\$0	\$305,200	0.0%	\$0	\$0	\$390,000	0.0%
<b>TOTAL COMMISSIONER OF FINANCE</b>	<b>\$2,938,680</b>	<b>\$100,342</b>	<b>\$3,039,021</b>	<b>\$719,041</b>	<b>\$165,580</b>	<b>\$2,154,400</b>	<b>29.1%</b>	<b>\$880,669</b>	<b>\$133,717</b>	<b>\$2,342,297</b>	<b>30.2%</b>

**1st Quarter 2016 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 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.