



**CITY OF
SARATOGA SPRINGS**

**OFFICE OF THE
COMMISSIONER OF FINANCE**

**Quarterly Financial Report
For The Quarter Ended
June 30, 2016**

**GENERAL FUND
EXPENSES
Mayors Dept – Detail**

2nd 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	\$21,954	\$164,138	\$90,121	\$1,798	\$72,219	56.0%	\$67,010	\$0	\$75,174	47.1%
1 Personal Services	\$132,718	(\$2,606)	\$130,112	\$64,886	\$0	\$65,227	49.9%	\$64,298	\$0	\$68,420	48.4%
2 Equipment	\$750	\$5,100	\$5,850	\$5,024	\$0	\$826	85.9%	\$0	\$0	\$750	0.0%
4 Contracted Services	\$8,716	\$19,460	\$28,176	\$20,212	\$1,798	\$6,166	78.1%	\$2,712	\$0	\$6,004	31.1%
1420 CITY ATTORNEY'S OFFICE	\$240,647	\$757,898	\$998,545	\$854,728	\$13,178	\$130,639	86.9%	\$107,895	\$24,228	\$108,617	54.9%
1 Personal Services	\$180,397	\$0	\$180,397	\$85,652	\$0	\$94,745	47.5%	\$85,359	\$0	\$92,950	47.9%
2 Equipment	\$250	\$0	\$250	\$0	\$0	\$250	0.0%	\$0	\$0	\$250	0.0%
4 Contracted Services	\$60,000	\$757,898	\$817,898	\$769,076	\$13,178	\$35,644	95.6%	\$22,536	\$24,228	\$15,416	75.2%
1430 HUMAN RESOURCE	\$81,698	\$2,092	\$83,790	\$42,788	\$0	\$41,002	51.1%	\$39,139	\$0	\$41,759	48.4%
1 Personal Services	\$69,973	\$1,400	\$71,373	\$34,263	\$0	\$37,110	48.0%	\$9,259	\$0	\$35,713	20.6%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$11,725	\$692	\$12,417	\$8,525	\$0	\$3,892	68.7%	\$29,879	\$0	\$6,046	83.2%
1431 CIVIL SERVICE	\$170,338	\$1,077	\$171,415	\$47,656	\$0	\$123,759	27.8%	\$42,862	\$28	\$52,532	44.9%
1 Personal Services	\$94,323	\$1,077	\$95,400	\$28,044	\$0	\$67,356	29.4%	\$27,013	\$0	\$29,350	47.9%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$19,537	\$0	\$19,537	\$7,277	\$0	\$12,260	37.2%	\$5,176	\$28	\$8,542	37.9%
8 Employee Benefits	\$56,478	\$0	\$56,478	\$12,336	\$0	\$44,142	21.8%	\$10,673	\$0	\$14,640	42.2%
1650 CITY PHONE SYSTEM	\$92,057	\$24,546	\$116,603	\$33,535	\$35,446	\$47,622	59.2%	\$22,841	\$0	\$65,302	25.9%
1 Personal Services	\$36,350	\$0	\$36,350	\$17,152	\$0	\$19,198	47.2%	\$2,420	\$0	\$30,017	7.5%
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	\$24,546	\$70,096	\$16,383	\$35,446	\$18,267	73.9%	\$13,140	\$0	\$32,410	28.8%
1910 LIABILITY INSURANCE	\$36,498	\$0	\$36,498	\$26,935	\$0	\$9,563	73.8%	\$29,380	\$0	\$2,357	92.6%
4 Contracted Services	\$36,498	\$0	\$36,498	\$26,935	\$0	\$9,563	73.8%	\$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%

2nd 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	\$10,000	\$10,000	\$0	\$0	\$10,000	0.0%	\$0	\$70,000	\$0	100.0%
4 Contracted Services	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000	0.0%	\$0	\$70,000	\$0	100.0%
1989 ETHICS	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
1 Personal Services	\$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%
3510 COUNTY ANIMAL SHELTER	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	0.0%	\$4,530	\$0	\$1,770	71.9%
4 Contracted Services	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	0.0%	\$4,530	\$0	\$1,770	71.9%
3620 CODE ENFORCEMENT/BUILDING	\$313,310	\$7,796	\$321,106	\$141,598	\$1,259	\$178,250	44.5%	\$137,965	\$34,820	\$162,815	51.5%
1 Personal Services	\$297,185	\$6,537	\$303,722	\$138,081	\$0	\$165,641	45.5%	\$135,688	\$0	\$149,438	47.6%
2 Equipment	\$10,000	\$1,259	\$11,259	\$350	\$1,259	\$9,650	14.3%	\$0	\$34,820	\$9,228	79.0%
4 Contracted Services	\$6,125	\$0	\$6,125	\$3,166	\$0	\$2,959	51.7%	\$2,277	\$0	\$4,148	35.4%
6310 FRANKLIN COMMUNITY CENTER	\$17,000	\$2,000	\$19,000	\$18,229	\$0	\$771	95.9%	\$17,000	\$0	\$0	100.0%
4 Contracted Services	\$17,000	\$2,000	\$19,000	\$18,229	\$0	\$771	95.9%	\$17,000	\$0	\$0	100.0%
6510 VETERAN'S ALLOWANCE	\$1,100	\$0	\$1,100	\$1,100	\$0	\$0	100.0%	\$1,100	\$0	\$0	100.0%
4 Contracted Services	\$1,100	\$0	\$1,100	\$1,100	\$0	\$0	100.0%	\$1,100	\$0	\$0	100.0%
6550 VIETNAM WAR ANNIVERSARY	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$500	\$0	\$5,000	9.1%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$500	\$0	\$5,000	9.1%
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%

2nd Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

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6612 SARATOGA SPRINGS PRESERVATION	\$12,000	\$0	\$12,000	\$12,000	\$0	\$0	100.0%	\$12,000	\$0	\$0	100.0%
4 Contracted Services	\$12,000	\$0	\$12,000	\$12,000	\$0	\$0	100.0%	\$12,000	\$0	\$0	100.0%
6772 SENIOR CITIZENS ALLOWANCE	\$84,375	\$0	\$84,375	\$42,687	\$41,688	\$0	100.0%	\$28,792	\$55,583	\$0	100.0%
4 Contracted Services	\$84,375	\$0	\$84,375	\$42,687	\$41,688	\$0	100.0%	\$28,792	\$55,583	\$0	100.0%
6780 60+ DINING	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
4 Contracted Services	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
6795 BUS RENTAL	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
4 Contracted Services	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
7020 PARKS REC HIST PRES	\$14,693	\$0	\$14,693	\$22,150	\$0	(\$7,457)	150.8%	\$0	\$0	\$32,295	0.0%
1 Personal Services	\$14,693	\$0	\$14,693	\$22,150	\$0	(\$7,457)	150.8%	\$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	\$300	\$25,835	\$11,396	\$121	\$14,318	44.6%	\$11,029	\$0	\$14,508	43.2%
1 Personal Services	\$24,345	\$0	\$24,345	\$10,727	\$0	\$13,618	44.1%	\$10,806	\$0	\$13,541	44.4%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$1,190	\$300	\$1,490	\$669	\$121	\$700	53.0%	\$223	\$0	\$967	18.7%
7520 URBAN HERITAGE AREA PROGRAM	\$75,400	\$10,991	\$86,391	\$46,489	\$35,913	\$3,990	95.4%	\$37,206	\$262	\$57,072	39.6%
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$35,493	\$0	\$1,571	95.8%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$68	\$262	\$714	31.6%
4 Contracted Services	\$75,400	\$10,991	\$86,391	\$46,489	\$35,913	\$3,990	95.4%	\$1,645	\$0	\$54,787	2.9%
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	\$3,013	\$5,813	\$4,162	\$0	\$1,651	71.6%	\$1,898	\$0	\$902	67.8%
4 Contracted Services	\$2,800	\$3,013	\$5,813	\$4,162	\$0	\$1,651	71.6%	\$1,898	\$0	\$902	67.8%

2nd Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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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%
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	\$11,920	0.0%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$11,920	0.0%
8030 SARATOGA LAKE PROTECTION	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	100.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	100.0%	\$0	\$0	\$0	0.0%
8060 CHARTER REVIEW COMMISSION	\$0	\$24,975	\$24,975	\$0	\$0	\$24,975	0.0%	\$0	\$0	\$0	0.0%
1 Personal Services	\$0	\$13,975	\$13,975	\$0	\$0	\$13,975	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$11,000	\$11,000	\$0	\$0	\$11,000	0.0%	\$0	\$0	\$0	0.0%
8090 COMMUNITY SOLAR	\$0	\$1,629	\$1,629	\$157	\$895	\$577	64.6%	\$940	\$1,260	\$2,800	44.0%
4 Contracted Services	\$0	\$1,629	\$1,629	\$157	\$895	\$577	64.6%	\$940	\$1,260	\$2,800	44.0%
8687 PLANNING AND ECONOMIC DEVELOP	\$493,067	\$284,358	\$777,425	\$269,164	\$248,895	\$259,366	66.6%	\$225,259	\$112,290	\$257,742	56.7%
1 Personal Services	\$455,226	\$0	\$455,226	\$217,688	\$0	\$237,538	47.8%	\$212,006	\$0	\$232,718	47.7%
2 Equipment	\$2,000	\$9,262	\$11,262	\$0	\$2,019	\$9,243	17.9%	\$6,783	\$20,148	\$2,022	93.0%
4 Contracted Services	\$35,841	\$275,096	\$310,936	\$51,476	\$246,876	\$12,585	96.0%	\$6,470	\$92,142	\$23,002	81.1%
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	\$428	\$0	\$380	53.0%	\$368	\$0	\$513	41.8%
4 Contracted Services	\$808	\$0	\$808	\$428	\$0	\$380	53.0%	\$368	\$0	\$513	41.8%

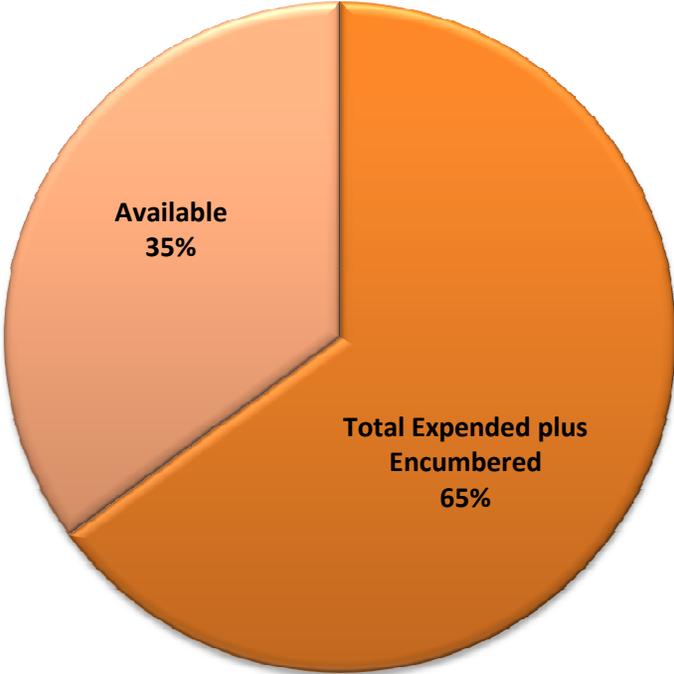
2nd Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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9050 UNEMPLOYMENT INSURANCE	\$21,840	(\$1,591)	\$20,249	\$1,806	\$0	\$18,443	8.9%	\$0	\$0	\$21,060	0.0%
4 Contracted Services	\$21,840	(\$1,591)	\$20,249	\$1,806	\$0	\$18,443	8.9%	\$0	\$0	\$21,060	0.0%
9055 DISABILITY INSURANCE	\$680	\$0	\$680	\$184	\$0	\$497	27.0%	\$166	\$0	\$502	24.8%
4 Contracted Services	\$680	\$0	\$680	\$184	\$0	\$497	27.0%	\$166	\$0	\$502	24.8%
9060 HOSPITALIZATION	\$293,834	\$0	\$293,834	\$142,458	\$0	\$151,376	48.5%	\$122,429	\$0	\$196,982	38.3%
1 Personal Services	\$16,901	\$0	\$16,901	\$5,652	\$0	\$11,249	33.4%	\$4,306	\$0	\$11,734	26.8%
8 Employee Benefits	\$276,933	\$0	\$276,933	\$136,806	\$0	\$140,127	49.4%	\$118,123	\$0	\$185,248	38.9%
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	\$1,156,039	\$3,464,789	\$1,871,401	\$379,193	\$1,214,196	65.0%	\$964,723	\$298,471	\$1,236,031	50.5%

2nd 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 01/01/16-06/30/16.
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.