



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

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

**GENERAL FUND  
EXPENSES  
Finance Dept – Detail**

## 2nd 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>\$36,123</b>	<b>\$622,755</b>	<b>\$278,384</b>	<b>\$46,309</b>	<b>\$298,062</b>	<b>52.1%</b>	<b>\$258,097</b>	<b>\$56,767</b>	<b>\$281,861</b>	<b>52.8%</b>
1 Personal Services	\$517,032	\$1,514	\$518,546	\$247,317	\$0	\$271,229	47.7%	\$229,970	\$0	\$262,238	46.7%
2 Equipment	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000	0.0%	\$0	\$0	\$3,000	0.0%
4 Contracted Services	\$66,600	\$34,609	\$101,209	\$31,067	\$46,309	\$23,833	76.5%	\$28,127	\$56,767	\$16,623	83.6%
<b>1362 TAX ADVERTISING EXPENSES</b>	<b>\$4,200</b>	<b>\$0</b>	<b>\$4,200</b>	<b>\$793</b>	<b>\$0</b>	<b>\$3,407</b>	<b>18.9%</b>	<b>\$617</b>	<b>\$0</b>	<b>\$4,883</b>	<b>11.2%</b>
4 Contracted Services	\$4,200	\$0	\$4,200	\$793	\$0	\$3,407	18.9%	\$617	\$0	\$4,883	11.2%
<b>1363 DISCOUNT ON TAXES</b>	<b>\$194,536</b>	<b>(\$3,000)</b>	<b>\$191,536</b>	<b>\$189,923</b>	<b>\$0</b>	<b>\$1,613</b>	<b>99.2%</b>	<b>\$185,273</b>	<b>\$0</b>	<b>\$3,829</b>	<b>98.0%</b>
4 Contracted Services	\$194,536	(\$3,000)	\$191,536	\$189,923	\$0	\$1,613	99.2%	\$185,273	\$0	\$3,829	98.0%
<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>\$48,300</b>	<b>\$0</b>	<b>\$48,300</b>	<b>50.0%</b>	<b>\$48,300</b>	<b>\$0</b>	<b>\$48,300</b>	<b>50.0%</b>
4 Contracted Services	\$96,600	\$0	\$96,600	\$48,300	\$0	\$48,300	50.0%	\$48,300	\$0	\$48,300	50.0%
<b>1392 INTERLAKEN SAD</b>	<b>\$370,790</b>	<b>\$0</b>	<b>\$370,790</b>	<b>\$185,246</b>	<b>\$0</b>	<b>\$185,545</b>	<b>50.0%</b>	<b>\$176,491</b>	<b>\$0</b>	<b>\$156,540</b>	<b>53.0%</b>
4 Contracted Services	\$370,790	\$0	\$370,790	\$185,246	\$0	\$185,545	50.0%	\$176,491	\$0	\$156,540	53.0%
<b>1393 TAXES &amp; ASSESSMENTS CITY PROPE</b>	<b>\$8,200</b>	<b>(\$4,000)</b>	<b>\$4,200</b>	<b>\$605</b>	<b>\$0</b>	<b>\$3,595</b>	<b>14.4%</b>	<b>\$2,219</b>	<b>\$0</b>	<b>\$8,781</b>	<b>20.2%</b>
4 Contracted Services	\$8,200	(\$4,000)	\$4,200	\$605	\$0	\$3,595	14.4%	\$2,219	\$0	\$8,781	20.2%
<b>1681 DATA PROCESSING - NETWORK</b>	<b>\$501,817</b>	<b>\$106,421</b>	<b>\$608,238</b>	<b>\$323,228</b>	<b>\$35,310</b>	<b>\$249,700</b>	<b>58.9%</b>	<b>\$221,557</b>	<b>\$67,175</b>	<b>\$252,039</b>	<b>53.4%</b>
1 Personal Services	\$308,875	\$14,641	\$323,516	\$146,412	\$0	\$177,105	45.3%	\$130,215	\$0	\$157,503	45.3%
2 Equipment	\$35,867	\$38,221	\$74,088	\$46,870	\$5,000	\$22,218	70.0%	\$2,958	\$0	\$35,521	7.7%
4 Contracted Services	\$157,075	\$53,559	\$210,634	\$129,946	\$30,310	\$50,377	76.1%	\$88,384	\$67,175	\$59,016	72.5%

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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>\$19,802</b>	<b>\$0</b>	<b>\$11,423</b>	<b>63.4%</b>	<b>\$25,177</b>	<b>\$0</b>	<b>\$1,959</b>	<b>92.8%</b>
4 Contracted Services	\$31,206	\$19	\$31,225	\$19,802	\$0	\$11,423	63.4%	\$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>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/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>7360 JOINT PROJECT WITH SSHA</b>	<b>\$0</b>	<b>\$65,569</b>	<b>\$65,569</b>	<b>\$65,569</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
4 Contracted Services	\$0	\$65,569	\$65,569	\$65,569	\$0	\$0	100.0%	\$0	\$0	\$0	#DIV/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>\$264</b>	<b>\$0</b>	<b>\$254</b>	<b>50.9%</b>	<b>\$244</b>	<b>\$0</b>	<b>\$246</b>	<b>49.8%</b>
4 Contracted Services	\$518	\$0	\$518	\$264	\$0	\$254	50.9%	\$244	\$0	\$246	49.8%
<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>\$108</b>	<b>\$0</b>	<b>\$331</b>	<b>24.6%</b>	<b>\$97</b>	<b>\$0</b>	<b>\$303</b>	<b>24.3%</b>
4 Contracted Services	\$439	\$0	\$439	\$108	\$0	\$331	24.6%	\$97	\$0	\$303	24.3%
<b>9060 HOSPITALIZATION</b>	<b>\$217,441</b>	<b>(\$7,641)</b>	<b>\$209,800</b>	<b>\$100,431</b>	<b>\$0</b>	<b>\$109,369</b>	<b>47.9%</b>	<b>\$101,885</b>	<b>\$0</b>	<b>\$127,931</b>	<b>44.3%</b>
1 Personal Services	\$9,150	\$0	\$9,150	\$4,575	\$0	\$4,575	50.0%	\$2,960	\$0	\$2,960	50.0%
8 Employee Benefits	\$208,291	(\$7,641)	\$200,650	\$95,856	\$0	\$104,794	47.8%	\$98,924	\$0	\$124,971	44.2%
<b>9089 SICK LEAVE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!

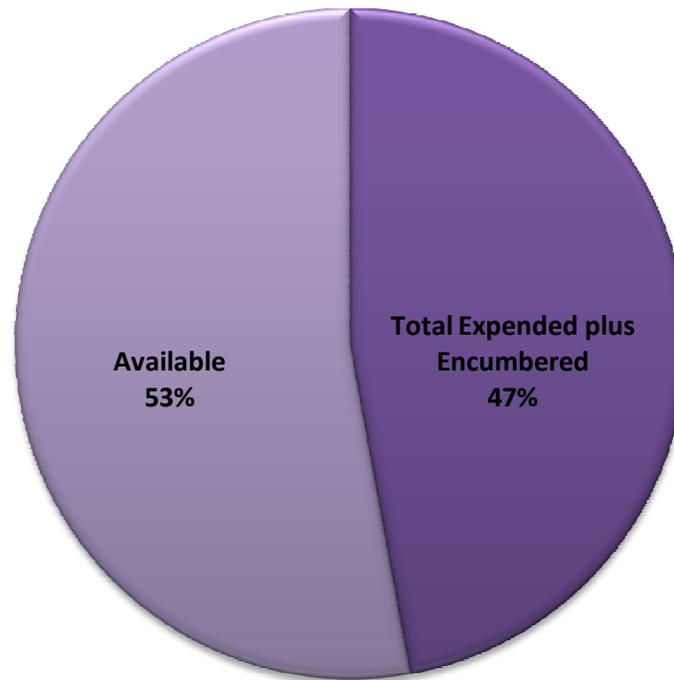
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<b>9710 DEBT SERVICE</b>	<b>\$69,588</b>	<b>\$0</b>	<b>\$69,588</b>	<b>\$34,794</b>	<b>\$0</b>	<b>\$34,794</b>	<b>50.0%</b>	<b>\$34,794</b>	<b>\$0</b>	<b>\$34,794</b>	<b>50.0%</b>
6 Principal	\$49,372	\$0	\$49,372	\$24,434	\$0	\$24,938	49.5%	\$23,458	\$0	\$23,941	49.5%
7 Debt Service Interest	\$20,216	\$0	\$20,216	\$10,360	\$0	\$9,856	51.2%	\$11,336	\$0	\$10,853	51.1%
9 Contingency/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/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>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/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>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
<b>9980 TRANSFER OUT</b>	<b>\$346,968</b>	<b>\$0</b>	<b>\$346,968</b>	<b>\$67,022</b>	<b>\$0</b>	<b>\$279,946</b>	<b>19.3%</b>	<b>\$267,141</b>	<b>\$0</b>	<b>\$449,827</b>	<b>37.3%</b>
9 Contingency/Transfers	\$346,968	\$0	\$346,968	\$67,022	\$0	\$279,946	19.3%	\$267,141	\$0	\$449,827	37.3%
<b>9990 CONTINGENCY</b>	<b>\$325,000</b>	<b>(\$85,189)</b>	<b>\$239,811</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,811</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,800</b>	<b>0.0%</b>
9 Contingency/Transfers	\$325,000	(\$85,189)	\$239,811	\$0	\$0	\$239,811	0.0%	\$0	\$0	\$375,800	0.0%
<b>TOTAL COMMISSIONER OF FINANCE</b>	<b>\$2,938,680</b>	<b>\$114,562</b>	<b>\$3,053,242</b>	<b>\$1,344,000</b>	<b>\$94,880</b>	<b>\$1,614,362</b>	<b>47.1%</b>	<b>\$1,351,038</b>	<b>\$156,942</b>	<b>\$1,894,503</b>	<b>44.3%</b>

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