



**CITY OF
SARATOGA SPRINGS**

**OFFICE OF THE
COMMISSIONER OF FINANCE**

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

**GENERAL FUND
EXPENSES
Accounts Dept – Detail**

2nd Quarter 2016 Budget Report Expenses: General Fund - ACCOUNTS 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
5 COMMISSIONER OF ACCOUNTS											
1345 PURCHASING	\$77,437	\$0	\$77,437	\$37,080	\$0	\$40,357	47.9%	\$42,963	\$0	\$35,512	54.7%
1 Personal Services	\$77,437	\$0	\$77,437	\$37,080	\$0	\$40,357	47.9%	\$42,963	\$0	\$35,512	54.7%
1355 ASSESSMENT OFFICE	\$221,074	\$63,260	\$284,334	\$87,955	\$93,635	\$102,744	63.9%	\$98,349	\$69,503	\$90,694	64.9%
1 Personal Services	\$154,414	\$0	\$154,414	\$74,115	\$0	\$80,299	48.0%	\$72,917	\$0	\$73,123	49.9%
2 Equipment	\$234	\$0	\$234	\$0	\$0	\$234	0.0%	\$0	\$0	\$234	0.0%
4 Contracted Services	\$66,426	\$63,260	\$129,686	\$13,840	\$93,635	\$22,211	82.9%	\$25,431	\$69,503	\$17,337	84.6%
1410 COMMISSIONER OF ACCOUNTS	\$420,471	\$41,480	\$461,950	\$221,620	\$30,778	\$209,552	54.6%	\$204,997	\$34,003	\$211,969	53.0%
1 Personal Services	\$346,742	\$3,330	\$350,072	\$166,275	\$0	\$183,797	47.5%	\$162,776	\$0	\$181,489	47.3%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$7,909	\$0	100.0%
4 Contracted Services	\$73,729	\$38,150	\$111,879	\$55,345	\$30,778	\$25,755	77.0%	\$42,221	\$26,094	\$30,480	69.1%
1411 SARA GRANT	\$16,793	\$24,000	\$40,793	\$23,241	\$6,935	\$10,617	74.0%	\$14,212	\$4,757	\$9,684	66.2%
1 Personal Services	\$16,793	\$13,005	\$29,798	\$19,547	\$0	\$10,252	65.6%	\$13,540	\$0	\$8,915	60.3%
2 Equipment	\$0	\$915	\$915	\$735	\$156	\$24	97.4%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$10,080	\$10,080	\$2,960	\$6,779	\$341	96.6%	\$672	\$4,757	\$769	87.6%
1450 ELECTIONS	\$500	\$0	\$500	\$0	\$0	\$500	0.0%	\$0	\$0	\$500	0.0%
4 Contracted Services	\$500	\$0	\$500	\$0	\$0	\$500	0.0%	\$0	\$0	\$500	0.0%
1520 RECORD SYSTEM PROJECT ACCTS	\$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%
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%
1530 RECORDS GRANT LASERFICHE	\$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%
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%

2nd Quarter 2016 Budget Report Expenses: General Fund - ACCOUNTS DEPARTMENT

SUB-DEPARTMENT with CATEGORY TOTALS

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1560 STATE ARCHIVE GRANT DPW RECORD	\$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%
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%
1910 LIABILITY INSURANCE	\$17,164	\$0	\$17,164	\$11,538	\$0	\$5,626	67.2%	\$13,718	\$0	\$1,207	91.9%
4 Contracted Services	\$17,164	\$0	\$17,164	\$11,538	\$0	\$5,626	67.2%	\$13,718	\$0	\$1,207	91.9%
1930 MEDICAL AND CASUALTY INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$1,049	\$25,000	\$0	100.0%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$1,049	\$25,000	\$0	100.0%
1931 ASSESSMENT CHANGE REFUND PY TA	\$0	\$336	\$336	\$336	\$0	\$0	100.0%	\$69,493	\$0	\$0	100.0%
4 Contracted Services	\$0	\$336	\$336	\$336	\$0	\$0	100.0%	\$69,493	\$0	\$0	100.0%
9010 NEW YORK STATE RETIREMENT SYST	\$85,918	\$0	\$85,918	\$23,724	\$0	\$62,194	27.6%	\$23,414	\$0	\$67,007	25.9%
8 Employee Benefits	\$85,918	\$0	\$85,918	\$23,724	\$0	\$62,194	27.6%	\$23,414	\$0	\$67,007	25.9%
9045 LIFE INSURANCE	\$486	\$0	\$486	\$216	\$0	\$270	44.5%	\$216	\$0	\$225	49.0%
4 Contracted Services	\$486	\$0	\$486	\$216	\$0	\$270	44.5%	\$216	\$0	\$225	49.0%
9050 UNEMPLOYMENT INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$7	\$0	\$13	36.2%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$7	\$0	\$13	36.2%
9055 DISABILITY INSURANCE	\$356	\$0	\$356	\$86	\$0	\$270	24.3%	\$94	\$0	\$262	26.3%
4 Contracted Services	\$356	\$0	\$356	\$86	\$0	\$270	24.3%	\$94	\$0	\$262	26.3%
9060 HOSPITALIZATION	\$211,815	\$0	\$211,815	\$98,047	\$0	\$113,768	46.3%	\$92,807	\$0	\$102,684	47.5%
1 Personal Services	\$5,921	\$0	\$5,921	\$4,575	\$0	\$1,346	77.3%	\$2,960	\$0	\$2,960	50.0%
8 Employee Benefits	\$205,894	\$0	\$205,894	\$93,472	\$0	\$112,422	45.4%	\$89,846	\$0	\$99,724	47.4%

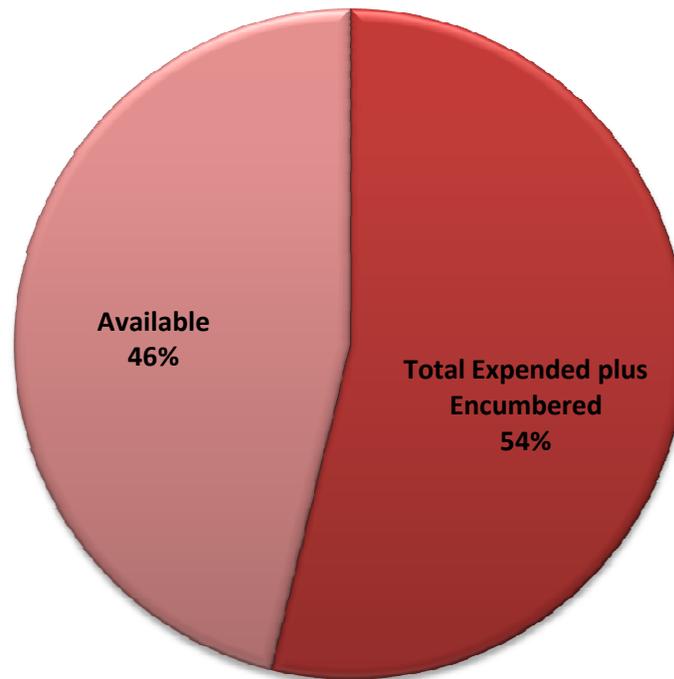
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9089 SICK LEAVE	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$5,528	\$0	\$0	100.0%
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$5,528	\$0	\$0	100.0%
TOTAL COMMISSIONER OF ACCOUNTS	\$1,052,013	\$129,075	\$1,181,088	\$503,843	\$131,349	\$545,897	53.8%	\$566,845	\$133,263	\$519,757	57.4%

2nd Quarter 2016 General Fund Expense Budget - Accounts 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.