



**CITY OF  
SARATOGA SPRINGS**

**OFFICE OF THE  
COMMISSIONER OF FINANCE**

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

**GENERAL FUND  
EXPENSES  
Mayors Dept – Detail**

# 3rd 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
<b>1 MAYOR</b>											
<b>1210 MAYORS OFFICE</b>	<b>\$142,184</b>	<b>\$22,355</b>	<b>\$164,540</b>	<b>\$125,029</b>	<b>\$1,543</b>	<b>\$37,967</b>	<b>76.9%</b>	<b>\$101,965</b>	<b>\$0</b>	<b>\$40,495</b>	<b>71.6%</b>
1 Personal Services	\$132,718	(\$1,780)	\$130,938	\$96,268	\$0	\$34,671	73.5%	\$97,385	\$0	\$35,334	73.4%
2 Equipment	\$750	\$4,900	\$5,650	\$5,185	\$0	\$465	91.8%	\$0	\$0	\$750	0.0%
4 Contracted Services	\$8,716	\$19,235	\$27,951	\$23,576	\$1,543	\$2,832	89.9%	\$4,580	\$0	\$4,411	50.9%
<b>1420 CITY ATTORNEY'S OFFICE</b>	<b>\$240,647</b>	<b>\$755,411</b>	<b>\$996,058</b>	<b>\$920,397</b>	<b>\$11,547</b>	<b>\$64,114</b>	<b>93.6%</b>	<b>\$163,651</b>	<b>\$14,229</b>	<b>\$64,381</b>	<b>73.4%</b>
1 Personal Services	\$180,397	(\$1,467)	\$178,930	\$133,594	\$0	\$45,336	74.7%	\$129,314	\$0	\$48,996	72.5%
2 Equipment	\$250	\$0	\$250	\$0	\$0	\$250	0.0%	\$0	\$0	\$250	0.0%
4 Contracted Services	\$60,000	\$756,878	\$816,878	\$786,803	\$11,547	\$18,528	97.7%	\$34,337	\$14,229	\$15,135	76.2%
<b>1430 HUMAN RESOURCE</b>	<b>\$81,698</b>	<b>\$1,392</b>	<b>\$83,090</b>	<b>\$63,011</b>	<b>\$0</b>	<b>\$20,079</b>	<b>75.8%</b>	<b>\$60,091</b>	<b>\$0</b>	<b>\$20,807</b>	<b>74.3%</b>
1 Personal Services	\$69,973	\$1,400	\$71,373	\$53,346	\$0	\$18,027	74.7%	\$26,705	\$0	\$18,268	59.4%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$11,725	(\$8)	\$11,717	\$9,665	\$0	\$2,052	82.5%	\$33,386	\$0	\$2,539	92.9%
<b>1431 CIVIL SERVICE</b>	<b>\$170,338</b>	<b>(\$5,662)</b>	<b>\$164,676</b>	<b>\$83,390</b>	<b>\$0</b>	<b>\$81,286</b>	<b>50.6%</b>	<b>\$65,219</b>	<b>\$28</b>	<b>\$31,317</b>	<b>67.6%</b>
1 Personal Services	\$94,323	\$2,423	\$96,746	\$53,573	\$0	\$43,173	55.4%	\$41,161	\$0	\$15,202	73.0%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$19,537	\$0	\$19,537	\$12,274	\$0	\$7,263	62.8%	\$9,075	\$28	\$4,643	66.2%
8 Employee Benefits	\$56,478	(\$8,085)	\$48,393	\$17,543	\$0	\$30,850	36.3%	\$14,984	\$0	\$11,472	56.6%
<b>1650 CITY PHONE SYSTEM</b>	<b>\$92,057</b>	<b>\$24,546</b>	<b>\$116,603</b>	<b>\$90,639</b>	<b>\$0</b>	<b>\$25,964</b>	<b>77.7%</b>	<b>\$42,446</b>	<b>\$0</b>	<b>\$43,317</b>	<b>49.5%</b>
1 Personal Services	\$36,350	\$0	\$36,350	\$26,876	\$0	\$9,474	73.9%	\$11,135	\$0	\$18,921	37.0%
2 Equipment	\$10,157	(\$820)	\$9,337	\$7,282	\$0	\$2,055	78.0%	\$7,693	\$0	\$2,464	75.7%
4 Contracted Services	\$45,550	\$25,366	\$70,916	\$56,481	\$0	\$14,435	79.6%	\$23,618	\$0	\$21,932	51.9%
<b>1910 LIABILITY INSURANCE</b>	<b>\$36,498</b>	<b>\$0</b>	<b>\$36,498</b>	<b>\$26,935</b>	<b>\$0</b>	<b>\$9,563</b>	<b>73.8%</b>	<b>\$29,800</b>	<b>\$0</b>	<b>\$1,937</b>	<b>93.9%</b>
4 Contracted Services	\$36,498	\$0	\$36,498	\$26,935	\$0	\$9,563	73.8%	\$29,800	\$0	\$1,937	93.9%
<b>1920 CONFERENCE OF MAYORS</b>	<b>\$6,809</b>	<b>\$0</b>	<b>\$6,809</b>	<b>\$6,518</b>	<b>\$0</b>	<b>\$291</b>	<b>95.7%</b>	<b>\$6,518</b>	<b>\$0</b>	<b>\$157</b>	<b>97.6%</b>
4 Contracted Services	\$6,809	\$0	\$6,809	\$6,518	\$0	\$291	95.7%	\$6,518	\$0	\$157	97.6%

## 3rd 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
<b>1930 MEDICAL AND CASUALTY INSURANCE</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
4 Contracted Services	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	100.0%	\$0	\$0	\$0	0.0%
<b>1989 ETHICS</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%
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
<b>3510 COUNTY ANIMAL SHELTER</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$2,775</b>	<b>\$0</b>	<b>\$2,225</b>	<b>55.5%</b>	<b>\$4,530</b>	<b>\$0</b>	<b>\$1,770</b>	<b>71.9%</b>
4 Contracted Services	\$5,000	\$0	\$5,000	\$2,775	\$0	\$2,225	55.5%	\$4,530	\$0	\$1,770	71.9%
<b>3620 CODE ENFORCEMENT/BUILDING</b>	<b>\$313,310</b>	<b>\$7,796</b>	<b>\$321,106</b>	<b>\$217,835</b>	<b>\$1,259</b>	<b>\$102,012</b>	<b>68.2%</b>	<b>\$208,948</b>	<b>\$34,457</b>	<b>\$92,195</b>	<b>72.5%</b>
1 Personal Services	\$297,185	\$6,957	\$304,142	\$212,341	\$0	\$91,801	69.8%	\$205,567	\$0	\$79,560	72.1%
2 Equipment	\$10,000	\$550	\$10,550	\$810	\$1,259	\$8,481	19.6%	\$363	\$34,457	\$9,228	79.0%
4 Contracted Services	\$6,125	\$289	\$6,414	\$4,684	\$0	\$1,730	73.0%	\$3,018	\$0	\$3,407	47.0%
<b>6310 FRANKLIN COMMUNITY CENTER</b>	<b>\$17,000</b>	<b>\$4,000</b>	<b>\$21,000</b>	<b>\$19,298</b>	<b>\$0</b>	<b>\$1,702</b>	<b>91.9%</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$17,000	\$4,000	\$21,000	\$19,298	\$0	\$1,702	91.9%	\$17,000	\$0	\$0	100.0%
<b>6510 VETERAN'S ALLOWANCE</b>	<b>\$1,100</b>	<b>\$0</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$1,100</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$1,100	\$0	\$1,100	\$1,100	\$0	\$0	100.0%	\$1,100	\$0	\$0	100.0%
<b>6550 VIETNAM WAR ANNIVERSARY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$500</b>	<b>\$0</b>	<b>\$5,000</b>	<b>9.1%</b>
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$500	\$0	\$5,000	9.1%
<b>6610 EOC SOUP KITCHEN</b>	<b>\$4,800</b>	<b>\$0</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$4,800</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$4,800	\$0	\$4,800	\$4,800	\$0	\$0	100.0%	\$4,800	\$0	\$0	100.0%
<b>6611 SARATOGA CENTER FOR FAMILY</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>0.0%</b>
4 Contracted Services	\$10,000	\$0	\$10,000	\$10,000	\$0	\$0	100.0%	\$0	\$0	\$10,000	0.0%

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<b>6612 SARATOGA SPRINGS PRESERVATION</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$12,000	\$0	\$12,000	\$12,000	\$0	\$0	100.0%	\$12,000	\$0	\$0	100.0%
<b>6772 SENIOR CITIZENS ALLOWANCE</b>	<b>\$84,375</b>	<b>\$0</b>	<b>\$84,375</b>	<b>\$63,531</b>	<b>\$20,844</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$56,583</b>	<b>\$27,792</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$84,375	\$0	\$84,375	\$63,531	\$20,844	\$0	100.0%	\$56,583	\$27,792	\$0	100.0%
<b>6780 60+ DINING</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$6,008</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
<b>6795 BUS RENTAL</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$6,008</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$6,008</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>
4 Contracted Services	\$6,008	\$0	\$6,008	\$6,008	\$0	\$0	100.0%	\$6,008	\$0	\$0	100.0%
<b>7020 PARKS REC HIST PRES</b>	<b>\$14,693</b>	<b>\$33,750</b>	<b>\$48,443</b>	<b>\$35,081</b>	<b>\$0</b>	<b>\$13,362</b>	<b>72.4%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,295</b>	<b>0.0%</b>
1 Personal Services	\$14,693	\$33,750	\$48,443	\$35,081	\$0	\$13,362	72.4%	\$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%
<b>7510 CITY HISTORIAN</b>	<b>\$25,535</b>	<b>\$600</b>	<b>\$26,135</b>	<b>\$19,029</b>	<b>\$60</b>	<b>\$7,046</b>	<b>73.0%</b>	<b>\$17,476</b>	<b>\$0</b>	<b>\$8,060</b>	<b>68.4%</b>
1 Personal Services	\$24,345	\$0	\$24,345	\$17,886	\$0	\$6,459	73.5%	\$17,103	\$0	\$7,243	70.2%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$1,190	\$600	\$1,790	\$1,143	\$60	\$587	67.2%	\$373	\$0	\$817	31.3%
<b>7520 URBAN HERITAGE AREA PROGRAM</b>	<b>\$75,400</b>	<b>\$12,721</b>	<b>\$88,121</b>	<b>\$65,354</b>	<b>\$18,063</b>	<b>\$4,704</b>	<b>94.7%</b>	<b>\$67,141</b>	<b>\$17,975</b>	<b>\$9,722</b>	<b>89.7%</b>
1 Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$39,823	\$0	(\$2,462)	106.6%
2 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$68	\$262	\$714	31.6%
4 Contracted Services	\$75,400	\$12,721	\$88,121	\$65,354	\$18,063	\$4,704	94.7%	\$27,250	\$17,713	\$11,470	79.7%
<b>7530 FORSETRY GRANT VC</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>7550 MEMORIAL DAY ALLOWANCE</b>	<b>\$2,800</b>	<b>\$3,128</b>	<b>\$5,928</b>	<b>\$4,162</b>	<b>\$1,192</b>	<b>\$575</b>	<b>90.3%</b>	<b>\$3,084</b>	<b>\$0</b>	<b>\$2</b>	<b>99.9%</b>
4 Contracted Services	\$2,800	\$3,128	\$5,928	\$4,162	\$1,192	\$575	90.3%	\$3,084	\$0	\$2	99.9%

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<b>7551 SOLOMON NORTHUP DAY</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>7620 SOLOMON NORTHUP DAY</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>7700 CENTENNIAL CELEBRATION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$11,560</b>	<b>\$7,250</b>	<b>\$635</b>	<b>96.7%</b>
4 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$11,560	\$7,250	\$635	96.7%
<b>8030 SARATOGA LAKE PROTECTION</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
4 Contracted Services	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	100.0%	\$0	\$0	\$0	0.0%
<b>8060 CHARTER REVIEW COMMISSION</b>	<b>\$0</b>	<b>\$24,975</b>	<b>\$24,975</b>	<b>\$1,011</b>	<b>\$0</b>	<b>\$23,964</b>	<b>4.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
1 Personal Services	\$0	\$13,975	\$13,975	\$969	\$0	\$13,006	6.9%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$11,000	\$11,000	\$42	\$0	\$10,958	0.4%	\$0	\$0	\$0	0.0%
<b>8090 COMMUNITY SOLAR</b>	<b>\$0</b>	<b>\$1,629</b>	<b>\$1,629</b>	<b>\$157</b>	<b>\$895</b>	<b>\$577</b>	<b>64.6%</b>	<b>\$2,717</b>	<b>\$1,260</b>	<b>\$1,023</b>	<b>79.5%</b>
4 Contracted Services	\$0	\$1,629	\$1,629	\$157	\$895	\$577	64.6%	\$2,717	\$1,260	\$1,023	79.5%
<b>8687 PLANNING AND ECONOMIC DEVELOP</b>	<b>\$493,067</b>	<b>\$239,683</b>	<b>\$732,750</b>	<b>\$439,289</b>	<b>\$86,097</b>	<b>\$207,364</b>	<b>71.7%</b>	<b>\$338,272</b>	<b>\$110,100</b>	<b>\$316,919</b>	<b>58.6%</b>
1 Personal Services	\$455,226	\$0	\$455,226	\$338,520	\$0	\$116,706	74.4%	\$321,770	\$0	\$122,953	72.4%
2 Equipment	\$2,000	\$19	\$2,019	\$0	\$2,019	\$0	100.0%	\$6,783	\$20,148	\$2,022	93.0%
4 Contracted Services	\$35,841	\$239,664	\$275,504	\$100,769	\$84,078	\$90,658	67.1%	\$9,719	\$89,951	\$191,944	34.2%
<b>9010 NEW YORK STATE RETIREMENT SYST</b>	<b>\$150,126</b>	<b>(\$11,168)</b>	<b>\$138,958</b>	<b>\$38,096</b>	<b>\$0</b>	<b>\$100,862</b>	<b>27.4%</b>	<b>\$37,598</b>	<b>\$0</b>	<b>\$128,667</b>	<b>22.6%</b>
8 Employee Benefits	\$150,126	(\$11,168)	\$138,958	\$38,096	\$0	\$100,862	27.4%	\$37,598	\$0	\$128,667	22.6%
<b>9045 LIFE INSURANCE</b>	<b>\$808</b>	<b>\$0</b>	<b>\$808</b>	<b>\$640</b>	<b>\$0</b>	<b>\$168</b>	<b>79.2%</b>	<b>\$568</b>	<b>\$0</b>	<b>\$313</b>	<b>64.5%</b>
4 Contracted Services	\$808	\$0	\$808	\$640	\$0	\$168	79.2%	\$568	\$0	\$313	64.5%

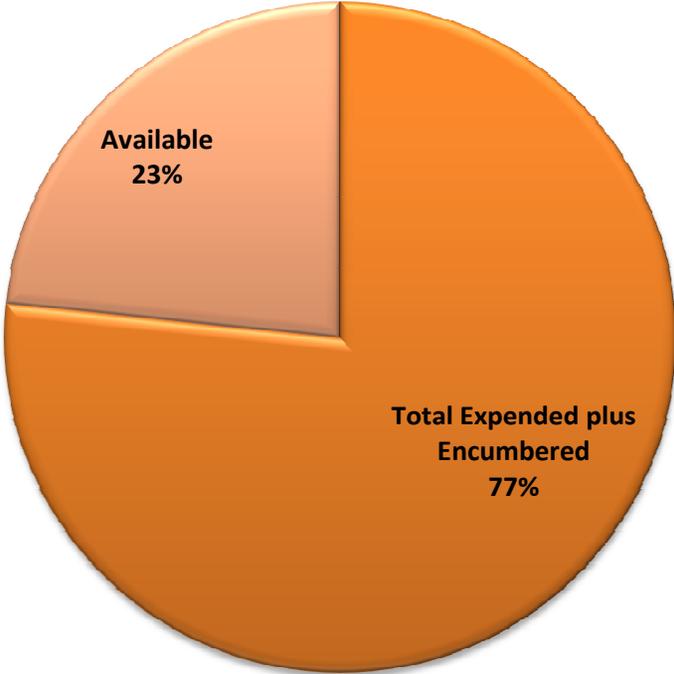
## 3rd Quarter 2016 Budget Report Expenses: General Fund - MAYOR'S DEPARTMENT

### 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
<b>9050 UNEMPLOYMENT INSURANCE</b>	<b>\$21,840</b>	<b>(\$1,591)</b>	<b>\$20,249</b>	<b>\$1,806</b>	<b>\$0</b>	<b>\$18,443</b>	<b>8.9%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,060</b>	<b>0.0%</b>
4 Contracted Services	\$21,840	(\$1,591)	\$20,249	\$1,806	\$0	\$18,443	8.9%	\$0	\$0	\$21,060	0.0%
<b>9055 DISABILITY INSURANCE</b>	<b>\$680</b>	<b>\$0</b>	<b>\$680</b>	<b>\$367</b>	<b>\$0</b>	<b>\$313</b>	<b>54.0%</b>	<b>\$335</b>	<b>\$0</b>	<b>\$347</b>	<b>49.1%</b>
4 Contracted Services	\$680	\$0	\$680	\$367	\$0	\$313	54.0%	\$335	\$0	\$347	49.1%
<b>9060 HOSPITALIZATION</b>	<b>\$293,834</b>	<b>\$175</b>	<b>\$294,009</b>	<b>\$212,137</b>	<b>\$0</b>	<b>\$81,872</b>	<b>72.2%</b>	<b>\$185,138</b>	<b>\$0</b>	<b>\$134,259</b>	<b>58.0%</b>
1 Personal Services	\$16,901	\$0	\$16,901	\$8,522	\$0	\$8,379	50.4%	\$7,805	\$0	\$8,426	48.1%
8 Employee Benefits	\$276,933	\$175	\$277,108	\$203,614	\$0	\$73,493	73.5%	\$177,333	\$0	\$125,833	58.5%
<b>9089 SICK LEAVE</b>	<b>\$136</b>	<b>\$641</b>	<b>\$777</b>	<b>\$2,023</b>	<b>\$0</b>	<b>(\$1,246)</b>	<b>260.3%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136</b>	<b>0.0%</b>
1 Personal Services	\$136	\$641	\$777	\$2,023	\$0	(\$1,246)	260.3%	\$0	\$0	\$136	0.0%
<b>TOTAL MAYOR</b>	<b>\$2,308,750</b>	<b>\$1,129,382</b>	<b>\$3,438,132</b>	<b>\$2,493,427</b>	<b>\$141,501</b>	<b>\$803,205</b>	<b>76.6%</b>	<b>\$1,451,056</b>	<b>\$213,090</b>	<b>\$964,813</b>	<b>63.3%</b>

**3rd 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 01/01/16-09/30/16.
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.