



**CITY OF
SARATOGA SPRINGS**

**OFFICE OF THE
COMMISSIONER OF FINANCE**

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

**GENERAL FUND
EXPENSES
Finance Dept – Detail**

3rd 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
2 COMMISSIONER OF FINANCE											
1310 COMMISSIONER OF FINANCE	\$586,632	\$36,123	\$622,755	\$436,979	\$37,342	\$148,435	76.2%	\$410,085	\$34,367	\$153,073	74.4%
1 Personal Services	\$517,032	\$1,514	\$518,546	\$385,768	\$0	\$132,778	74.4%	\$355,730	\$0	\$136,479	72.3%
2 Equipment	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000	0.0%	\$0	\$0	\$3,000	0.0%
4 Contracted Services	\$66,600	\$34,609	\$101,209	\$51,211	\$37,342	\$12,657	87.5%	\$54,355	\$34,367	\$13,595	86.7%
1362 TAX ADVERTISING EXPENSES	\$4,200	\$0	\$4,200	\$1,014	\$0	\$3,186	24.1%	\$1,014	\$0	\$4,486	18.4%
4 Contracted Services	\$4,200	\$0	\$4,200	\$1,014	\$0	\$3,186	24.1%	\$1,014	\$0	\$4,486	18.4%
1363 DISCOUNT ON TAXES	\$194,536	(\$3,594)	\$190,942	\$189,923	\$0	\$1,019	99.5%	\$185,273	\$0	\$3,029	98.4%
4 Contracted Services	\$194,536	(\$3,594)	\$190,942	\$189,923	\$0	\$1,019	99.5%	\$185,273	\$0	\$3,029	98.4%
1390 BIRCH RUN SPECIAL DISTRICT	\$64,750	\$1,750	\$66,500	\$66,500	\$0	\$0	100.0%	\$64,750	\$0	\$0	100.0%
4 Contracted Services	\$64,750	\$1,750	\$66,500	\$66,500	\$0	\$0	100.0%	\$64,750	\$0	\$0	100.0%
1391 MORGAN STREET BIRCH RUN	\$96,600	\$0	\$96,600	\$72,450	\$0	\$24,150	75.0%	\$72,450	\$0	\$24,150	75.0%
4 Contracted Services	\$96,600	\$0	\$96,600	\$72,450	\$0	\$24,150	75.0%	\$72,450	\$0	\$24,150	75.0%
1392 INTERLAKEN SAD	\$370,790	\$0	\$370,790	\$277,794	\$0	\$92,997	74.9%	\$269,189	\$0	\$92,698	74.4%
4 Contracted Services	\$370,790	\$0	\$370,790	\$277,794	\$0	\$92,997	74.9%	\$269,189	\$0	\$92,698	74.4%
1393 TAXES & ASSESSMENTS CITY PROPE	\$8,200	(\$3,406)	\$4,794	\$4,794	\$0	\$0	100.0%	\$6,226	\$0	\$4,774	56.6%
4 Contracted Services	\$8,200	(\$3,406)	\$4,794	\$4,794	\$0	\$0	100.0%	\$6,226	\$0	\$4,774	56.6%
1681 DATA PROCESSING - NETWORK	\$501,817	\$277,057	\$778,874	\$569,626	\$66,663	\$142,585	81.7%	\$345,277	\$73,870	\$191,623	68.6%
1 Personal Services	\$308,875	\$14,641	\$323,516	\$233,985	\$0	\$89,531	72.3%	\$204,153	\$0	\$83,566	71.0%
2 Equipment	\$35,867	\$203,357	\$239,224	\$184,142	\$33,247	\$21,835	90.9%	\$6,068	\$37,408	\$65,002	40.1%
4 Contracted Services	\$157,075	\$59,059	\$216,134	\$151,499	\$33,416	\$31,219	85.6%	\$135,056	\$36,463	\$43,055	79.9%

3rd Quarter 2016 Budget Report Expenses: General Fund - FINANCE DEPARTMENT SUB-DEPARTMENT with CATEGORY TOTALS

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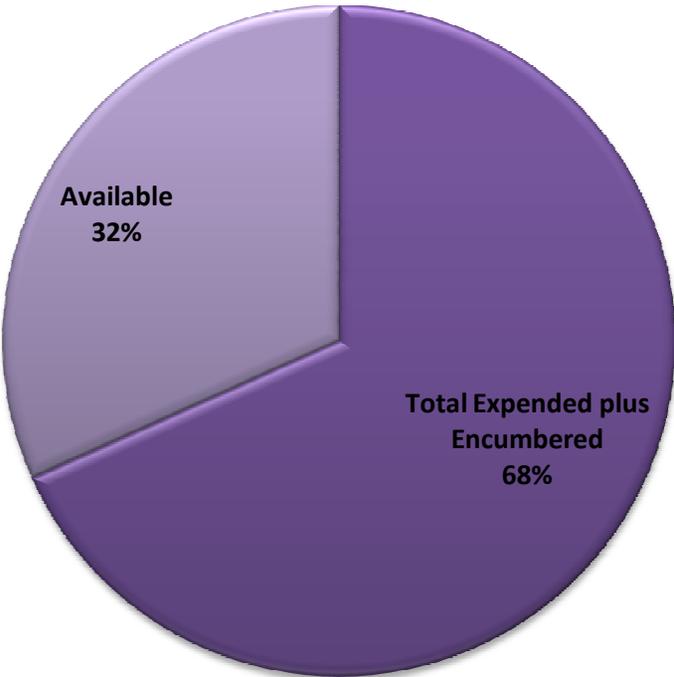
ACCOUNTS FOR: A GENERAL FUND	2016 Adopted Budget	2016 Transfers Adjustments	2016 Revised Budget	2016 YTD Expended	2016 Encmbrncs	2016 Available Budget	2016 % Used	2015 YTD Expended	2015 Encmbrncs	2015 Available Budget	2015 % Used
1910 LIABILITY INSURANCE	\$31,206	\$19	\$31,225	\$19,802	\$0	\$11,423	63.4%	\$25,177	\$0	\$1,959	92.8%
4 Contracted Services	\$31,206	\$19	\$31,225	\$19,802	\$0	\$11,423	63.4%	\$25,177	\$0	\$1,959	92.8%
1930 MEDICAL AND CASUALTY INSURANCE	\$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%
7145 JOINT PROJECT DOG PARK	\$0	\$13,260	\$13,260	\$0	\$13,260	\$0	100.0%	\$0	\$33,000	\$0	100.0%
4 Contracted Services	\$0	\$13,260	\$13,260	\$0	\$13,260	\$0	100.0%	\$0	\$33,000	\$0	100.0%
7360 JOINT PROJECT WITH SSHA	\$0	\$67,369	\$67,369	\$65,569	\$1,800	\$0	100.0%	\$0	\$0	\$0	0.0%
4 Contracted Services	\$0	\$67,369	\$67,369	\$65,569	\$1,800	\$0	100.0%	\$0	\$0	\$0	0.0%
9010 NEW YORK STATE RETIREMENT SYST	\$109,073	(\$3,403)	\$105,670	\$29,532	\$0	\$76,138	27.9%	\$29,146	\$0	\$99,742	22.6%
8 Employee Benefits	\$109,073	(\$3,403)	\$105,670	\$29,532	\$0	\$76,138	27.9%	\$29,146	\$0	\$99,742	22.6%
9045 LIFE INSURANCE	\$518	\$0	\$518	\$396	\$0	\$122	76.4%	\$376	\$0	\$134	73.8%
4 Contracted Services	\$518	\$0	\$518	\$396	\$0	\$122	76.4%	\$376	\$0	\$134	73.8%
9050 UNEMPLOYMENT INSURANCE	\$10,920	(\$7,000)	\$3,920	\$0	\$0	\$3,920	0.0%	\$0	\$0	\$1,000	0.0%
4 Contracted Services	\$10,920	(\$7,000)	\$3,920	\$0	\$0	\$3,920	0.0%	\$0	\$0	\$1,000	0.0%
9055 DISABILITY INSURANCE	\$439	\$0	\$439	\$216	\$0	\$223	49.2%	\$202	\$0	\$239	45.8%
4 Contracted Services	\$439	\$0	\$439	\$216	\$0	\$223	49.2%	\$202	\$0	\$239	45.8%
9060 HOSPITALIZATION	\$217,441	(\$7,007)	\$210,434	\$151,817	\$0	\$58,617	72.1%	\$154,021	\$0	\$75,734	67.0%
1 Personal Services	\$9,150	\$0	\$9,150	\$6,863	\$0	\$2,288	75.0%	\$4,979	\$0	\$2,288	68.5%
8 Employee Benefits	\$208,291	(\$7,007)	\$201,284	\$144,954	\$0	\$56,329	72.0%	\$149,043	\$0	\$73,447	67.0%
9089 SICK LEAVE	\$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%

3rd Quarter 2016 Budget Report Expenses: General Fund - FINANCE DEPARTMENT SUB-DEPARTMENT with CATEGORY TOTALS

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9710 DEBT SERVICE	\$69,588	\$0	\$69,588	\$34,794	\$0	\$34,794	50.0%	\$34,794	\$0	\$34,794	50.0%
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	0.0%	\$0	\$0	\$0	0.0%
9760 TAX ANTICIPATION NOTE PAYABLE	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
9770 REVENUE ANTICIPATION NOTE PAYA	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
7 Debt Service Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
9980 TRANSFER OUT	\$346,968	\$0	\$346,968	\$160,533	\$0	\$186,435	46.3%	\$609,462	\$0	\$144,036	80.9%
9 Contingency/Transfers	\$346,968	\$0	\$346,968	\$160,533	\$0	\$186,435	46.3%	\$609,462	\$0	\$144,036	80.9%
9990 CONTINGENCY	\$325,000	(\$86,989)	\$238,011	\$0	\$0	\$238,011	0.0%	\$0	\$0	\$320,200	0.0%
9 Contingency/Transfers	\$325,000	(\$86,989)	\$238,011	\$0	\$0	\$238,011	0.0%	\$0	\$0	\$320,200	0.0%
											67.1%
TOTAL COMMISSIONER OF FINANCE	\$2,938,680	\$284,179	\$3,222,859	\$2,081,738	\$119,065	\$1,022,055	68.3%	\$2,207,442	\$141,237	\$1,151,669	67.1%

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