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INTRODUCTION

The **New York State Senate Expenditure Report** covers the expenses of the Senate and Senate components of the Legislative Commissions. It also covers the expenses of the Joint Entities for which the Senate handles administrative processing under agreement with the Assembly. This administrative process includes managing the expenses of the Legislative Ethics Commission, Legislative Health Service, Legislative Library, Legislative Messenger Service, and the annual membership dues for the National Conference of State Legislatures.

The underlying financial information used to compile this report comes from disbursement data from the New York State Office of the State Comptroller (OSC), as reported by the Senate on State-mandated vouchers and payroll record entries. OSC audits these vouchers and payroll records before payment.

The **New York State Senate Expenditure Report** presents the detailed expense data for each office in a reader-friendly format. This format allows the reader to easily interpret the amount spent on personal service (salaries), vouchered expenses, and travel expenses, making the financial information more accessible and understandable.

In the **Personal Service Expenditures** section, the amount paid to each Senator appears under the **Member Expenditures** section. In contrast, the amounts paid to each employee who worked in the office at any time during the period covered by the report are shown in the **Staff Expenditures** section. The latest title for the employee is displayed. An employee can appear several times within an office if there is a break in service or if the employee changed payroll types during the period covered (this reflects how OSC organizes the data). The Senate uses three Payrolls: Regular Annual (RA), Special Annual (SA), and Temporary (TE). Employees who work for more than one office during the period covered will be shown under each office, with the amount earned while in each office.

In the **General Expenditures – Maintenance and Operations Expenditures** section, the amounts paid on behalf of the office are shown voucher by voucher, ordered by the date the check was issued. The check date is used because it is the date the State pays the expense. The payment can therefore be for an expense incurred weeks or possibly months before, depending on the time required to receive and verify an invoice and process the voucher. The check date, voucher number, vendor name, short description of the item or service purchased, and check amount are presented for each expense. Since the Senate groups purchase together to get the best available price and group multiple invoices for payment on one voucher for

efficiency, one voucher number can appear under several offices. However, only the actual amount spent on each office appears in its listing when this occurs.

In the General Expenditures—Member Travel Expenditures and Staff Travel Expenditures sections, the detailed travel expenses incurred by the Senator and Senate employees are shown. As in the Maintenance and Operations Expenditures section, the check date determines the order of presentation. The check date, voucher number, Member/staff/vendor name, short description of the travel expense, and check amount are shown for each expense.

Finally, the Allocated Operational Expenses section shows the cost of any postage and supplies used by each office. It is important to note that these costs are allocated to each office after the fact, based on what each office used. The vouchers for the initial purchases are charged to and shown under the appropriate central administrative office (Post Office for postage and Senate Supply for supplies). **The costs shown in this section are for informational purposes only and are allocated based on each office's actual usage.**

If you have any questions while reviewing this report, contact the Secretary of the Senate's Office at (518) 455-2051.