

TABLE OF CONTENTS

INTRODUCTION.....	v
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SENATE MEMBERS

SENATOR JOSEPH P. ADDABBO, JR.....	1
SENATOR JACOB C. ASHBY.....	4
SENATOR JAMAAL BAILEY.....	6
SENATOR GEORGE M. BORRELLO.....	8
SENATOR NEIL D. BRESLIN.....	10
SENATOR JABARI BRISPORT.....	12
SENATOR SAMRA G. BROUK.....	14
SENATOR PATRICIA CANZONERI FITZPATRICK.....	17
SENATOR IWEN CHU.....	19
SENATOR CORDELL CLEARE.....	21
SENATOR LEROY COMRIE.....	23
SENATOR JEREMY A. COONEY.....	26
SENATOR SIMCHA FELDER.....	28
SENATOR NATHALIA FERNANDEZ.....	30
SENATOR PATRICK M. GALLIVAN.....	32
SENATOR MICHAEL N. GIANARIS.....	34
SENATOR KRISTEN S. GONZALEZ.....	36
SENATOR ANDREW S. GOUNARDES.....	38
SENATOR JOSEPH A. GRIFFO.....	40
SENATOR PETER B. HARCKHAM.....	42
SENATOR PAMELA HELMING.....	44
SENATOR MICHELLE HINCHEY.....	47
SENATOR BRAD HOYLMAN-SIGAL.....	49
SENATOR ROBERT JACKSON.....	51
SENATOR BRIAN KAVANAGH.....	53
SENATOR TIMOTHY M. KENNEDY.....	55
SENATOR ELIZABETH KRUEGER.....	57
SENATOR ANDREW J. LANZA.....	59
SENATOR JOHN C. LIU.....	62
SENATOR JOHN MANNION.....	64
SENATOR MONICA R. MARTINEZ.....	66
SENATOR JOAQUIM M. MARTINS.....	68
SENATOR MARIO R. MATTERA.....	70
SENATOR RACHEL MAY.....	72
SENATOR SHELLEY MAYER.....	74

SENATOR DEAN MURRAY	76
SENATOR ZELLNOR Y. MYRIE	78
SENATOR PETER OBERACKER	80
SENATOR THOMAS F. O'MARA	82
SENATOR ROBERT ORTT	84
SENATOR ANTHONY H. PALUMBO	86
SENATOR KEVIN S. PARKER	88
SENATOR ROXANNE J. PERSAUD	91
SENATOR JESSICA RAMOS	93
SENATOR STEVEN D. RHOADS	95
SENATOR JOSE G. RIVERA.....	97
SENATOR ROB ROLISON.....	99
SENATOR SEAN M. RYAN	101
SENATOR JULIA C. SALAZAR	104
SENATOR JAMES SANDERS.....	106
SENATOR JESSICA SCARCELLA-SPANTON	109
SENATOR LUIS SEPULVEDA	111
SENATOR JOSE M. SERRANO	114
SENATOR JAMES SKOUFIS	116
SENATOR TOBY ANN STAVISKY	119
SENATOR DANIEL G. STEC	122
SENATOR ANDREA STEWART-COUSINS	124
SENATOR JAMES TEDISCO	127
SENATOR KEVIN M. THOMAS.....	129
SENATOR MARK C. WALCZYK.....	131
SENATOR LEA WEBB	133
SENATOR BILL WEBER.....	135
SENATOR ALEXIS WEIK.....	137

MAJORITY AND MINORITY OFFICES

MAJORITY COMMUNICATIONS.....	139
MAJORITY CONFERENCE SERVICES	141
MAJORITY COUNSEL/PROGRAM	144
MAJORITY OPERATIONS.....	149
MINORITY ADMINISTRATION	150
MINORITY COMMUNICATIONS.....	152
MINORITY CONFERENCE SERVICES	153
MINORITY COUNSEL/PROGRAM.....	155
MINORITY LEGISLATIVE SERVICES	157
SENATE FINANCE COMMITTEE/MAJORITY	158
SENATE FINANCE COMMITTEE/MINORITY	160

SENATE ADMINISTRATION OFFICES

SECRETARY OF THE SENATE’S OFFICE	161
SENATE FISCAL OFFICES	163
SENATE CHAMBER SERVICES OFFICES	166
SENATE SERVICES OFFICES.....	170
SENATE MAINTENANCE AND OPERATIONS OFFICES.....	183
SENATE MEDIA SERVICES.....	209
SENATE PERSONNEL OFFICE.....	211
SENATE SERGEANT-AT-ARMS	213
SENATE STUDENT PROGRAMS OFFICES	215
SENATE TECHNOLOGY SERVICES OFFICES	220

MISCELLANEOUS SENATE OFFICES

LEGISLATIVE COMMISSION ON THE DEVELOPMENT OF RURAL RESOURCES.....	231
LEG. TASK FORCE ON DEMOGRAPHIC RESEARCH AND REAPPORTIONMENT (SENATE COMPONENT)	232

JOINT LEGISLATIVE OFFICES

LEGISLATIVE ETHICS COMMISSION.....	233
LEGISLATIVE HEALTH SERVICE	235
LEGISLATIVE LIBRARY.....	237
LEGISLATIVE MESSENGER SERVICE.....	240
NCSL JOINT ANNUAL DUES PAYMENT.....	242

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 (Legislative Ethics Committee, Legislative Health Service, Legislative Library, Legislative Messenger Service, and the annual dues payments for membership in the National Conference of State Legislatures).

The underlying financial information used to compile this report comes from disbursement data of 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** shows the detailed expense data for each office presented in a format that allows the reader to see the amount spent on personal service (salaries), vouchered expenses, and travel expenses.

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, if it occurred, 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 in order by the date the check was issued. The check date is used since this is the date that the State pays the expense. The payment can, therefore, be for an expense incurred weeks or possibly months before, depending on the time needed 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 also groups multiple invoices for payment on one voucher for efficiency reasons, one voucher number can appear under several offices. However, only the actual amount spent for 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 employees of the Senate, respectively, are shown. As in the Maintenance and Operations Expenditures section, the check date is used to determine 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, Albany-based long-distance telephone calls, and supplies used by each office. It is important to note that these costs are allocated back to each office **after the fact** based on what was used by that office. The vouchers for the initial purchases are charged to and shown under the appropriate central administrative office (Post Office for postage, Telecommunications for long-distance telephone charges, and Senate Supply for supplies). **The costs shown in this section are for informational purposes only.**

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