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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 (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. These vouchers and payroll records are audited by OSC before payment.

The **New York State Senate Expenditure Report** shows the detailed expense data for each office presented in a format which allows the reader to clearly 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, while the amounts paid to each employee who worked in the office at any time during the period covered by the report is shown in the **Staff Expenditures** section. The latest title for the employee is displayed. An employee can appear several times within an office if a break in service 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). An employee who works for more than one office during the period covered will be shown under each of the offices 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 actually pays the expense. The payment can, therefore, be for an expense incurred weeks or possibly even months before depending on the length of time needed to receive and verify an invoice and process the voucher. For each expense, the check date, voucher number, vendor name, short description of the item or service purchased, and check amount are presented. Since the Senate groups purchases 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, when this occurs, only the actual amount spent for each office appears in its listing.

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, check date is used to determine the order of presentation. For each expense, the check date, voucher number, Member/staff/vendor name, short description of the travel expense, and check amount are shown.

Finally, in the **Allocated Operational Expenses** section, the cost of any postage, Albany-based long distance telephone calls, and supplies used by each office are shown. 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 paying for the initial purchases are charged to and are 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.