

TABLE OF CONTENTS

INTRODUCTION	v
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SENATE MEMBERS

SENATOR JOSEPH P. ADDABBO, JR.....	1
SENATOR FREDERICK J. AKSHAR, II	3
SENATOR JAMAAL BAILEY	5
SENATOR BRIAN A. BENJAMIN.....	7
SENATOR ALESSANDRA BIAGGI.....	9
SENATOR GEORGE M. BORRELLO	12
SENATOR PHILIP BOYLE	15
SENATOR NEIL D. BRESLIN.....	17
SENATOR JABARI BRISPORT	19
SENATOR JOHN BROOKS.....	21
SENATOR SAMRA G. BROUK	23
SENATOR LEROY COMRIE	26
SENATOR JEREMY A. COONEY	29
SENATOR SIMCHA FELDER.....	31
SENATOR PATRICK M. GALLIVAN	33
SENATOR JAMES F. GAUGHRAN	36
SENATOR MICHAEL N. GIANARIS	38
SENATOR ANDREW S. GOUNARDES.....	40
SENATOR JOSEPH A. GRIFFO.....	42
SENATOR PETER B. HARCKHAM	44
SENATOR PAMELA HELMING	46
SENATOR MICHELLE HINCHEY	49
SENATOR BRAD HOYLMAN.....	52
SENATOR ROBERT JACKSON	54
SENATOR DAPHNE JORDAN	56
SENATOR TODD KAMINSKY	58
SENATOR ANNA M. KAPLAN	61
SENATOR BRIAN KAVANAGH	63
SENATOR TIMOTHY M. KENNEDY	65
SENATOR ELIZABETH KRUEGER	67
SENATOR ANDREW J. LANZA.....	69
SENATOR JOHN C. LIU.....	72

SENATOR JOHN MANNION.....	74
SENATOR MIKE MARTUCCI.....	76
SENATOR MARIO R. MATTERA.....	78
SENATOR RACHEL MAY.....	80
SENATOR SHELLEY MAYER.....	82
SENATOR ZELNOR Y. MYRIE.....	85
SENATOR PETER OBERACKER.....	88
SENATOR THOMAS F. O'MARA.....	90
SENATOR ROBERT ORTT.....	92
SENATOR ANTHONY H. PALUMBO.....	95
SENATOR KEVIN S. PARKER.....	97
SENATOR ROXANNE J. PERSAUD.....	99
SENATOR JESSICA RAMOS.....	101
SENATOR EDWARD A. RATH, III.....	103
SENATOR ELIJAH REICHLIN-MELNICK.....	105
SENATOR PATRICIA A. RITCHIE.....	108
SENATOR JOSE G. RIVERA.....	110
SENATOR SEAN M. RYAN.....	112
SENATOR JULIA C. SALAZAR.....	114
SENATOR JAMES SANDERS.....	116
SENATOR DIANE J. SAVINO.....	119
SENATOR LUIS SEPULVEDA.....	121
SENATOR SUSAN SERINO.....	124
SENATOR JOSE M. SERRANO.....	126
SENATOR JAMES SKOUFIS.....	128
SENATOR TOBY ANN STAVISKY.....	131
SENATOR DANIEL G. STEC.....	133
SENATOR ANDREA STEWART-COUSINS.....	135
SENATOR JAMES TEDISCO.....	138
SENATOR KEVIN M. THOMAS.....	140
SENATOR ALEXIS WEIK.....	142
30TH SENATORIAL DISTRICT.....	144
60TH SENATORIAL DISTRICT.....	145

MAJORITY AND MINORITY OFFICES

MAJORITY COMMUNICATIONS	146
MAJORITY CONFERENCE SERVICES	148
MAJORITY COUNSEL/PROGRAM	151
MAJORITY OPERATIONS	155
MINORITY ADMINISTRATION	156
MINORITY COMUNICATIONS	158
MINORITY CONFERENCE SERVICES.....	159
MINORITY COUNSEL/PROGRAM	161
MINORITY LEGISLATIVE SERVICES	162
SENATE FINANCE COMMITTEE/MAJORITY	163
SENATE FINANCE COMMITTEE/MINORITY	165

SENATE ADMINISTRATION OFFICES

SECRETARY OF THE SENATE'S OFFICE	166
SENATE FISCAL OFFICES	168
SENATE CHAMBER SERVICES OFFICES	171
SENATE SERVICES OFFICES	176
SENATE MAINTENANCE AND OPERATIONS OFFICES.....	189
SENATE MEDIA SERVICES	217
SENATE PERSONNEL OFFICE	219
SENATE SERGEANT-AT-ARMS	221
SENATE STUDENT PROGRAMS OFFICES	223
SENATE TECHNOLOGY SERVICES OFFICES	227

MISCELLANEOUS SENATE OFFICES

LEGISLATIVE COMMISSION ON THE DEVELOPMENT OF RURAL
RESOURCES 238
LEG. TASK FORCE ON DEMOGRAPHIC RESEARCH AND
REAPPORTIONMENT (SENATE COMPONENT) 239

JOINT LEGISLATIVE OFFICES

LEGISLATIVE ETHICS COMMISSION 240
LEGISLATIVE HEALTH SERVICE 241
LEGISLATIVE LIBRARY 242
LEGISLATIVE MESSENGER SERVICE..... 245
NCSL JOINT ANNUAL DUES PAYMENT 247

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.