

William J. Ryan**Chairman of the Board**
Legislator, 5th District

To: Legislators

From: Bill Ryan

A handwritten signature in black ink, appearing to read "W. J. Ryan", is written over the "From:" line.

Date: February 19, 2009

Subject: Fiscal year 2008 fourth quarter report of Board expenditures

In accordance with my September 9, 2008 directive concerning strengthening internal controls and improving the procedures of the Board of Legislators with regard to the purchase of goods and services, attached you will find the fiscal year 2008 fourth quarter report of Board expenditures compiled by our Office of Fiscal Affairs.

This report, covering the period of October 1 through December 31, is the initial report under my directive and is the first in what will be a line of regular quarterly reports covering the county fiscal year as follows: January 1 – March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31.

Quarterly reports will be provided to the members of the Board of Legislators, filed with the Budget and Appropriations Committee and posted on the Board's website: www.westchesterlegislators.com. This will ensure transparency and easy public access to information.


Backup information available

For each expense incurred by the Board of Legislators – other than regular payroll, cost center charge-backs, and items covered under county and state contracts – a pre-approved purchase authorization is required. All Purchase Authorization Forms are on file with the Board's Office of Fiscal Affairs and available for your review.



Date: February 19, 2009

To: Hon. William J. Ryan
Chairman

From: Robert J. Boland 
Director – Fiscal Affairs

Re: Fourth Quarter Expenditures

In accordance with your directive of September 9, 2008, attached is a copy of Board of Legislators' expenditures for the fourth quarter of 2008.



| | Adopted Budget 2008 | Roll Forwards | Transfers | Current Appropriation as of 12/31/08 | 10/1/2008 - 12/31/2008 Expense |
|-----------------------------------|---------------------------|------------------|-------------|--|--------------------------------------|
| 1010 Annual Regular | 3,575,215 | | (38,000.00) | 3,537,214.56 | 925,829.18 |
| 1200 Hourly | 48,300 | | 20,000.00 | 68,300.00 | 15,969.44 |
| 1370 Officers | 189,000 | | 18,000.00 | 207,000.00 | 33,370.19 |
| | 3,812,515 | | | 3,812,514.56 | 975,168.81 |
| 2300 Replacement Equipment | 1,600 | | | 1,600.00 | 888.13 |
| 2400 Additional Equipment | 6,074 | 1,135.25 | | 7,209.25 | - |
| | 7,674 | 1,135.25 | | 8,809.25 | 888.13 |
| 3010 Automotive Supplies | 2,000 | | | 2,000.00 | 384.33 |
| 3070 Books & Periodicals | | | 20,000.00 | 20,000.00 | 2,983.15 |
| 3600 Printing & Office Supplies | 184,500 | 20,067.25 | (20,000.00) | 184,567.25 | 59,516.99 |
| 3700 Postage | 124,000 | | | 124,000.00 | 41,246.99 |
| | 310,500 | 20,067.25 | - | 330,567.25 | 104,131.46 |
| 4070 Equipment Service. & Rental | 4,800 | | | 4,800.00 | 504.71 |
| 4010 Membership Fees | | | 500.00 | 500.00 | 90.00 |
| 4110 Travel & Meals | 40,000 | | | 40,000.00 | 5,984.51 |
| 4160 Telephone | 64,853 | | | 64,853.00 | 25,487.72 |
| 4250 Public & Legal Notices | | | 20,000.00 | 20,000.00 | 2,924.35 |
| 4360 Educational Training | 6,000 | | | 6,000.00 | |
| 4380 Contractual Services | 414,214 | 16,083.82 | (20,500.00) | 409,797.82 | 224,124.64 |
| 4440 Special Studies | 60,000 | | | 60,000.00 | - |
| | 589,867 | 16,083.82 | - | 605,950.82 | 259,115.93 |
| 5205 Information Support Services | 1,500 | | | 1,500.00 | 179.30 |
| Total | 4,722,056 | 37,286.32 | - | 4,759,341.88 | 1,339,483.63 |