



COUNTY OF ALBANY OFFICE OF THE COMPTROLLER
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO
COUNTY COMPTROLLER

June 3, 2020 (revised July 7, 2020)

Hon. Andrew Joyce
Chairman
Albany County Legislature
112 State Street - Suite 710
Albany, New York 12207

Dear Mr. Joyce,

The Department of Audit and Control is requesting an amendment to its 2020 Budget. The amendment, which addresses personnel services, totals \$ \$65,282 and is budget neutral.

This budget amendment adjusts salaries by eliminating and reducing salaries for some positions, increasing salaries commensurate with duties and adding a staff accountant.

This budget amendment will provide the department with appropriate staffing level salaries necessary to continue its operations at the highest level. Should you have any questions please contact me at (518) 447-7130.

Sincerely,

Susan A. Rizzo
County Comptroller

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Brandon Russell, Majority Counsel
Arnis Zilgme, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

The Department of Audit and Control – 2020 Budget Amendment

Date: 06/03/2020
Submitted By: Susan A. Rizzo
Department: Department of Audit and Control
Title: County Comptroller
Phone: (518) 447-7130
Department Rep.
Attending Meeting: Susan A. Rizzo

Purpose of Request:

- ☐ Adopting of Local Law
 - ☐ Amendment of Prior Legislation
 - ☐ Approval/Adoption of Plan/Procedure
 - ☐ Bond Approval
 - ☒ Budget Amendment
 - ☐ Contract Authorization
 - ☐ Countywide Services
 - ☐ Environmental Impact/SEQR
 - ☐ Home Rule Request
 - ☐ Property Conveyance
 - ☐ Other: (state if not listed) _____
-

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☒ Personnel
- ☐ Personnel Non-Individual
- ☐ Revenue

Increase Account/Line No.: Please see attached

Source of Funds:

Title Change: _____

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
- ☐ Purchase (Equipment/Supplies)
- ☐ Lease (Equipment/Supplies)
- ☐ Requirements
- ☐ Professional Services
- ☐ Education/Training
- ☐ Grant

Choose an item.

Submission Date Deadline

- ☐ Settlement of a Claim
- ☐ Release of Liability
- ☐ Other: (state if not listed) _____

Contract Terms/Conditions:

Party (Name/address):

Additional Parties (Names/addresses):

Amount/Raise Schedule/Fee:

Scope of Services:

Bond Res. No.:

Date of Adoption:

CONCERNING ALL REQUESTS

Mandated Program/Service:

Yes ☐ No ☒

If Mandated Cite Authority:

Is there a Fiscal Impact:

Yes ☒ No ☐

Anticipated in Current Budget:

Yes ☐ No ☒

County Budget Accounts:

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line:

Please see attached

Appropriation Amount:

Source of Funding – (Percentages)

Federal:

State:

County: 100%

Local:

Term

Term: (Start and end date)

Length of Contract:

Impact on Pending Litigation

Yes ☐ No ☒

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number:

Date of Adoption:

Justification: (state briefly why legislative action is requested)

The budget amendment is necessary to re-appropriate the staffing levels in the Department of Audit and Control. Eliminating and reducing salaries for some positions, increasing salaries commensurate with duties and adding a staff accountant. Daily accounting functions need to be monitored, including balance checking accounts, analyzing monthly financial reports, and provide legislative meeting updates.

2020 Budget Amendment

| Appropriations | | | | | | | | | |
|----------------------|-----------|---|---------------|-----------------|-----------|-----------|----------------|-------------------|--|
| ACCOUNT NO. | | RESOLUTION DESCRIPTION | YEARLY SALARY | ORIGINAL BUDGET | INCREASE | DECREASE | REVISED BUDGET | DEPARTMENT NAME | |
| A1315 | 15511 001 | 190041 Technical Writer | | \$ 58,256 | | \$ 30,219 | \$ 28,037.00 | Audit and Control | |
| A1315 | 12523 001 | 190043 Auditor PT | | \$ 23,051 | | \$ 12,544 | \$ 10,507.00 | Audit and Control | |
| A1315 | 16401 001 | 190022 Confidential Secretary | | \$ 67,374 | | \$ 437 | \$ 66,937.00 | Audit and Control | |
| A1315 | 12521 001 | 190006 Auditor | | \$ 44,164 | | \$ 22,082 | \$ 22,082.00 | Audit and Control | |
| A1315 | 12515 001 | 190063 Senior Auditor | \$ 52,379 | \$ - | \$ 26,190 | | \$ 26,190.00 | Audit and Control | |
| A1315 | 12557 001 | 190047 Confidential Assistant Legislature | \$ 60,000 | \$ 56,908 | \$ 3,092 | | \$ 60,000.00 | Audit and Control | |
| A1315 | 12514 001 | 190060 Staff Accountant | \$ 72,000 | \$ - | \$ 36,000 | | \$ 36,000.00 | Audit and Control | |
| | | | | | | | | | |
| Total Appropriations | | | | | \$ 65,282 | \$ 65,282 | | | |

ESTIMATED REVENUES

| ACCOUNT NO. | RESOLUTION DESCRIPTION | ORIGINAL BUDGET | DECREASE | INCREASE | REVISED BUDGET | DEPARTMENT NAME |
|--------------------------|------------------------|-----------------|----------|-----------|----------------|-----------------|
| TOTAL ESTIMATED REVENUES | | | | | | |
| | | | 0.00 | | 0.00 | |
| GRAND TOTALS | | | | | | |
| | | 65,282.00 | | 65,282.00 | | |