

City of New Orleans — Orleans Parish Communication District — Projection Carveouts

WHAT THIS TAB IS FOR — PLAIN LANGUAGE:

The Summary tabs assume your budget is spent evenly each month (annual budget ÷ 12). Use this tab **ONLY** when a line item has a known irregular payment — like a lump-sum contract, seasonal spike, or one-time grant disbursement.

HOW TO USE IT (fill left to right):

1. Column A — Select the budget section (Revenue, Personal Services, or Other Operating) from the dropdown.
2. Column B — Select the Line Item Name. The list automatically narrows to only items in that section.
3. Column C — LineID fills in automatically. Do not edit.
4. Column D — Select the month this irregular payment occurs.
5. Column F — Enter the dollar amount for that specific payment.
6. Column G — Briefly describe the payment (e.g., 'Annual software license, paid in full March').

Leave this tab completely blank if all your line items spend consistently each month. When in doubt — leave it blank.

[illegible]

