

City of New Orleans — Orleans Parish District Attorney — Monthly Budget Report

Fiscal Year 2026 — Instructions & User Guide

| STEP                                                   | DIRECTION / BEST PRACTICE                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| START HERE — Enter Your Department / Agency Name Below |                                                                                                                                                                                                                                                                                                                                                                        |
| Department / Agency Name:                              | Orleans Parish District Attorney                                                                                                                                                                                                                                                                                                                                       |
| REPORTING PERIOD — Select Month Below                  |                                                                                                                                                                                                                                                                                                                                                                        |
| Reporting Month:                                       | May                                                                                                                                                                                                                                                                                                                                                                    |
| Reporting Period:                                      | Reporting Period: May                                                                                                                                                                                                                                                                                                                                                  |
| 1   Set Up Your Budget Lines                           | Open Budget_Revenue, Budget_PersonalServices, and Budget_OtherOperating tabs. For each line item: enter a unique LineID, Line Item Name, Active (Yes/No), Annual Budget, and optional Notes. Generic line items are pre-loaded as a starting point — customize them for your agency. Reserved blank rows allow additions later without disrupting existing data.       |
| 2   Never Rename a Used Line Item                      | Once actuals are entered against a line, its LineID and name must not change. If a name must be updated: update the budget of the old row as needed, then add a NEW row with a new LineID. This protects all historical reporting data.                                                                                                                                |
| 3   Enter Actuals Each Month                           | Go to the Actuals tab each reporting period. Filter Column A (Month) to show only the current month. Enter dollar amounts in Column G (Actual Amount). Use Column H for explanatory notes. Do not edit Columns B-F — they auto-fill from your budget setup.                                                                                                            |
| 4   Projection Carveouts — Only When Needed            | Use the Projection_Carveouts tab ONLY when a line item has a known irregular payment schedule (e.g., a \$60,000 contract paid all at once in March). Select the Section from the dropdown, then the Line Item Name (list narrows automatically), then the Month. The LineID populates itself. Leave blank for all standard, evenly-spaced line items.                  |
| 5   Update Staffing Each Month                         | Go to the Staffing Report tab. Enter the number of FTEs actually employed in each role in the current month's column. Column C (Vacancies) calculates automatically. Leave future months blank — only fill in months that have occurred.                                                                                                                               |
| 6   Review Your Reports                                | The Executive Summary tab shows high-level totals: Revenue, Expenditures, and Net Surplus/Deficit. The Monthly Detail tab shows every line item with monthly actuals, YTD totals, and variances. Both tabs update automatically — no data entry is needed on either reporting tab.                                                                                     |
| 7   Set the Reporting Month                            | The Reporting Month is set on this Instructions tab — use the yellow dropdown in the Reporting Month box above (cell B9). All Expected YTD calculations, variances, and the Executive Summary update automatically. The Actuals tab auto-filters to show only the selected month's rows. Always confirm the correct month is selected before distributing your report. |
| 8   Color Coding Reference                             | See color key below — each row shows the actual color used in the workbook.                                                                                                                                                                                                                                                                                            |
| Input / Data Entry                                     |                                                                                                                                                                                                                                                                                                                                                                        |
| Formula / Auto-fill                                    | Blue cells are calculated automatically. Do not edit.                                                                                                                                                                                                                                                                                                                  |
| Favorable Variance                                     | Green shading in Summary = you are in a better position than expected.                                                                                                                                                                                                                                                                                                 |
| Unfavorable Variance                                   | Red shading in Summary = you are behind expected budget or revenue.                                                                                                                                                                                                                                                                                                    |
| Backend / Hidden                                       | Gray tabs contain backend data that powers the workbook (hidden from normal use).                                                                                                                                                                                                                                                                                      |

Enter Agency Name Here

## City of New Orleans — Orleans Parish District Attorney — Monthly Actuals Entry

WHAT THIS TAB IS FOR: Record what was actually spent or received each month. Return here every reporting period — it is your primary data entry point.

### HOW TO ENTER ACTUALS:

1. Use the filter arrow on Column A (Month) to show only your current reporting month.
2. Enter dollar amounts in Column G (Actual Amount) for each line with activity.
3. Use Column H (Notes) to explain large or unusual amounts.
4. Do NOT edit Columns B-F — they auto-populate from your budget setup.

NOTE: The reporting month is set on the Instructions tab (cell B9). Use the Column A filter arrow to match that month. Excel does not auto-apply the filter — click the arrow and select your month manually.

| Month | Section           | LineID | Line Item Name                                | Active | Annual Budget (\$) | Actual Amount (\$) | Notes |
|-------|-------------------|--------|-----------------------------------------------|--------|--------------------|--------------------|-------|
| May   | Revenue           | REV001 | State Revenue                                 | Yes    | 4,665,448          | -                  |       |
| May   | Revenue           | REV002 | Victims Assistant Coordinator - State Warrant | Yes    | 120,000            | 10,000             |       |
| May   | Revenue           | REV003 | Grant Income                                  | Yes    | 2,463,758          | 34,685             |       |
| May   | Revenue           | REV004 | City Revenue                                  | Yes    | 8,442,973          | 703,581            |       |
| May   | Revenue           | REV005 | City Grants                                   | Yes    | -                  | -                  |       |
| May   | Revenue           | REV006 | Pass-through                                  | Yes    | 153,812            | 77,210             |       |
| May   | Revenue           | REV007 | Public Records Request                        | Yes    | 3,500              | 192                |       |
| May   | Revenue           | REV008 | OPCDC Fines                                   | Yes    | 9,401              | 6,689              |       |
| May   | Revenue           | REV009 | Equitable Sharing (Restricted)                | Yes    | -                  | -                  |       |
| May   | Revenue           | REV010 | Asset Forfeiture                              | Yes    | 177,843            | -                  |       |
| May   | Revenue           | REV011 | Bond Forfeiture                               | Yes    | 40,905             | -                  |       |
| May   | Revenue           | REV012 | Expungements                                  | Yes    | 6,800              | 50                 |       |
| May   | Revenue           | REV013 | Bail Bonds                                    | Yes    | 348,800            | 30,493             |       |
| May   | Revenue           | REV014 | Court Costs                                   | Yes    | 64,500             | 5,227              |       |
| May   | Revenue           | REV015 | Interest                                      | Yes    | 5,200              | 190                |       |
| May   | Revenue           | REV016 | Miscellaneous                                 | Yes    | 85,000             | 84,710             |       |
| May   | Revenue           | REV017 | Admin Fees - Child Support                    | Yes    | 112,333            | 8,641              |       |
| May   | Revenue           | REV018 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV019 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV020 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV021 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV022 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV023 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV024 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV025 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV026 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV027 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV028 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV029 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV030 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV031 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV032 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV033 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV034 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV035 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV036 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV037 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV038 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV039 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV040 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV041 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV042 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV043 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV044 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV045 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV046 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV047 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV048 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV049 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV050 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV051 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV052 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV053 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV054 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV055 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV056 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV057 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV058 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV059 | None                                          | No     | -                  | -                  |       |
| May   | Revenue           | REV060 | None                                          | No     | -                  | -                  |       |
| May   | Personal Services | PS001  | Salaries                                      | Yes    | 8,710,390          | 746,777            |       |
| May   | Personal Services | PS002  | State ADA Warrants                            | Yes    | 4,665,448          | -                  |       |
| May   | Personal Services | PS003  | Employee Life Insurance                       | Yes    | 28,800             | 2,076              |       |
| May   | Personal Services | PS004  | Medicare and Social Security Tax              | Yes    | 406,588            | 36,296             |       |
| May   | Personal Services | PS005  | City Retirement                               | Yes    | 675,425            | 63,166             |       |

|     |                   |       |                                |     |         |        |
|-----|-------------------|-------|--------------------------------|-----|---------|--------|
| May | Personal Services | PS006 | DA Retirement                  | Yes | 491,369 | 36,988 |
| May | Personal Services | PS007 | Unemployment                   | Yes | 16,000  | -      |
| May | Personal Services | PS008 | Workers Compensation           | Yes | 53,000  | 2,155  |
| May | Personal Services | PS009 | Payroll Processing             | Yes | 38,000  | 2,733  |
| May | Personal Services | PS010 | Parking                        | Yes | 58,200  | 3,912  |
| May | Personal Services | PS011 | Administration Fee - Ameriflex | Yes | 1,500   | 127    |
| May | Personal Services | PS012 | None                           | No  | -       | -      |
| May | Personal Services | PS013 | None                           | No  | -       | -      |
| May | Personal Services | PS014 | None                           | No  | -       | -      |
| May | Personal Services | PS015 | None                           | No  | -       | -      |
| May | Personal Services | PS016 | None                           | No  | -       | -      |
| May | Personal Services | PS017 | None                           | No  | -       | -      |
| May | Personal Services | PS018 | None                           | No  | -       | -      |
| May | Personal Services | PS019 | None                           | No  | -       | -      |
| May | Personal Services | PS020 | None                           | No  | -       | -      |
| May | Personal Services | PS021 | None                           | No  | -       | -      |
| May | Personal Services | PS022 | None                           | No  | -       | -      |
| May | Personal Services | PS023 | None                           | No  | -       | -      |
| May | Personal Services | PS024 | None                           | No  | -       | -      |
| May | Personal Services | PS025 | None                           | No  | -       | -      |
| May | Personal Services | PS026 | None                           | No  | -       | -      |
| May | Personal Services | PS027 | None                           | No  | -       | -      |
| May | Personal Services | PS028 | None                           | No  | -       | -      |
| May | Personal Services | PS029 | None                           | No  | -       | -      |
| May | Personal Services | PS030 | None                           | No  | -       | -      |
| May | Personal Services | PS031 | None                           | No  | -       | -      |
| May | Personal Services | PS032 | None                           | No  | -       | -      |
| May | Personal Services | PS033 | None                           | No  | -       | -      |
| May | Personal Services | PS034 | None                           | No  | -       | -      |
| May | Personal Services | PS035 | None                           | No  | -       | -      |
| May | Personal Services | PS036 | None                           | No  | -       | -      |
| May | Personal Services | PS037 | None                           | No  | -       | -      |
| May | Personal Services | PS038 | None                           | No  | -       | -      |
| May | Personal Services | PS039 | None                           | No  | -       | -      |
| May | Personal Services | PS040 | None                           | No  | -       | -      |
| May | Personal Services | PS041 | None                           | No  | -       | -      |
| May | Personal Services | PS042 | None                           | No  | -       | -      |
| May | Personal Services | PS043 | None                           | No  | -       | -      |
| May | Personal Services | PS044 | None                           | No  | -       | -      |
| May | Personal Services | PS045 | None                           | No  | -       | -      |
| May | Personal Services | PS046 | None                           | No  | -       | -      |
| May | Personal Services | PS047 | None                           | No  | -       | -      |
| May | Personal Services | PS048 | None                           | No  | -       | -      |
| May | Personal Services | PS049 | None                           | No  | -       | -      |
| May | Personal Services | PS050 | None                           | No  | -       | -      |
| May | Personal Services | PS051 | None                           | No  | -       | -      |
| May | Personal Services | PS052 | None                           | No  | -       | -      |
| May | Personal Services | PS053 | None                           | No  | -       | -      |
| May | Personal Services | PS054 | None                           | No  | -       | -      |
| May | Personal Services | PS055 | None                           | No  | -       | -      |
| May | Personal Services | PS056 | None                           | No  | -       | -      |
| May | Personal Services | PS057 | None                           | No  | -       | -      |
| May | Personal Services | PS058 | None                           | No  | -       | -      |
| May | Personal Services | PS059 | None                           | No  | -       | -      |
| May | Personal Services | PS060 | None                           | No  | -       | -      |
| May | Other Operating   | OO001 | Grant Subrecipient             | Yes | 153,812 | 96,976 |
| May | Other Operating   | OO002 | Advertising                    | Yes | 250     | -      |
| May | Other Operating   | OO003 | Recruitment                    | Yes | 6,720   | -      |
| May | Other Operating   | OO004 | Retention Incentive Pay        | Yes | 193,948 | 12,000 |
| May | Other Operating   | OO005 | Audit                          | Yes | 36,000  | -      |
| May | Other Operating   | OO006 | Accounting Services            | Yes | 15,000  | -      |
| May | Other Operating   | OO007 | Auto                           | Yes | 500     | -      |
| May | Other Operating   | OO008 | Facility Dog                   | Yes | 1,300   | -      |
| May | Other Operating   | OO009 | Communities of Hope/Notice     | Yes | -       | -      |
| May | Other Operating   | OO010 | Domestic Violence Intervention | Yes | 1,500   | -      |
| May | Other Operating   | OO011 | Bank Charges                   | Yes | 500     | 42     |
| May | Other Operating   | OO012 | Online Inquiries               | Yes | 6,840   | 581    |
| May | Other Operating   | OO013 | Computer Online Service        | Yes | 94,982  | 29,286 |
| May | Other Operating   | OO014 | Legal Research                 | Yes | 112,512 | 8,848  |
| May | Other Operating   | OO015 | File Digitization              | Yes | -       | -      |
| May | Other Operating   | OO016 | Computer and Printer Supplies  | Yes | 30,000  | -      |
| May | Other Operating   | OO017 | Copy Machine Lease             | Yes | 36,000  | -      |
| May | Other Operating   | OO018 | Court Copies                   | Yes | 2,100   | -      |
| May | Other Operating   | OO019 | Medical Records                | Yes | 550     | -      |
| May | Other Operating   | OO020 | Drug Testing                   | Yes | 900     | -      |
| May | Other Operating   | OO021 | Dues and Memberships           | Yes | 37,000  | 45     |
| May | Other Operating   | OO022 | DNA Analysis                   | Yes | 125,802 | 6,600  |

|     |                 |       |                                    |     |         |         |
|-----|-----------------|-------|------------------------------------|-----|---------|---------|
| May | Other Operating | OO023 | Expert Witnesses                   | Yes | 60,000  | -       |
| May | Other Operating | OO024 | Extradition                        | Yes | 5,000   | -       |
| May | Other Operating | OO025 | File Room Supplies                 | Yes | 3,000   | -       |
| May | Other Operating | OO026 | Meetings/Business Development      | Yes | 300     | -       |
| May | Other Operating | OO027 | Furniture and Fixtures             | Yes | 3,000   | 266     |
| May | Other Operating | OO028 | Grand Jury                         | Yes | 500     | -       |
| May | Other Operating | OO029 | Interpreters                       | Yes | 8,500   | -       |
| May | Other Operating | OO030 | Janitorial Supplies and Expenses   | Yes | 83,223  | -       |
| May | Other Operating | OO031 | Law Books and Journals             | Yes | 9,741   | 1,033   |
| May | Other Operating | OO032 | Miscellaneous                      | Yes | 6,000   | -       |
| May | Other Operating | OO033 | Office Supplies                    | Yes | 30,000  | (28)    |
| May | Other Operating | OO034 | Office and Computer Equipment      | Yes | 10,000  | 105     |
| May | Other Operating | OO035 | Services - Security                | Yes | 124,220 | -       |
| May | Other Operating | OO036 | Professional Services - Employment | Yes | 20,000  | -       |
| May | Other Operating | OO037 | Counseling Services                | Yes | 6,500   | -       |
| May | Other Operating | OO038 | Professional Services - Legal Fees | Yes | 840,000 | -       |
| May | Other Operating | OO039 | Postage and Delivery Charges       | Yes | 9,472   | 234     |
| May | Other Operating | OO040 | Printing                           | Yes | 1,000   | -       |
| May | Other Operating | OO041 | Trash Disposal                     | Yes | 26,400  | 2,804   |
| May | Other Operating | OO042 | Computer Software                  | Yes | 210,525 | 156,150 |
| May | Other Operating | OO043 | Storage                            | Yes | 276,000 | 22,872  |
| May | Other Operating | OO044 | Subscriptions                      | Yes | -       | 11      |
| May | Other Operating | OO045 | Fingerprinting                     | Yes | 200     | -       |
| May | Other Operating | OO046 | Telephone and Communications       | Yes | 161,400 | 13,707  |
| May | Other Operating | OO047 | Website Service                    | Yes | 5,000   | -       |
| May | Other Operating | OO048 | Transcripts                        | Yes | 84,595  | 126     |
| May | Other Operating | OO049 | Transportation                     | Yes | 200     | -       |
| May | Other Operating | OO050 | Training                           | Yes | 10,296  | 1,559   |
| May | Other Operating | OO051 | Witness Expense                    | Yes | 90,000  | 6,001   |
| May | Other Operating | OO052 | Water                              | Yes | 8,400   | -       |
| May | Other Operating | OO053 | Civil Lawsuits                     | Yes | 341,666 | -       |
| May | Other Operating | OO054 | Capital Outlays                    | Yes | 30,000  | -       |
| May | Other Operating | OO055 | None                               | No  | -       | -       |
| May | Other Operating | OO056 | None                               | No  | -       | -       |
| May | Other Operating | OO057 | None                               | No  | -       | -       |
| May | Other Operating | OO058 | None                               | No  | -       | -       |
| May | Other Operating | OO059 | None                               | No  | -       | -       |
| May | Other Operating | OO060 | None                               | No  | -       | -       |

City of New Orleans — Orleans Parish District Attorney — Executive Summary

WHAT THIS TAB SHOWS: A high-level financial snapshot for the reporting period. All figures calculate automatically — no data entry needed here.

- HOW TO READ IT:
- Adopted Budget — Full approved annual budget.
  - Expected YTD — What you would expect through the reporting month (straight-line, adjusted for Projection Carveouts).
  - YTD Actual — What was actually spent or received.
  - Variance — Positive = favorable (spent less / received more than expected).

To change the reporting period, go to the Instructions tab and update the Reporting Month dropdown (cell B9).

Reporting Month (set on Monthly)

May

EXECUTIVE SUMMARY — YEAR TO DATE

| Metric                  | Adopted Budget (\$) | Expected YTD (\$) | YTD Actual (\$) | Variance (\$) | Notes                                               |
|-------------------------|---------------------|-------------------|-----------------|---------------|-----------------------------------------------------|
| Total Revenue           | -                   | -                 | -               | -             | Revenue variance = YTD Actual less Expected YTD     |
| Total Personal Services | -                   | -                 | -               | -             | Expenditure variance = Expected YTD less YTD Actual |
| Total Other Operating   | -                   | -                 | -               | -             | Expenditure variance = Expected YTD less YTD Actual |
| Total Expenditures      | -                   | -                 | -               | -             | Personal Services plus Other Operating              |
| Net Surplus / (Deficit) | -                   | -                 | -               | -             | Positive = surplus; negative = deficit              |

 All figures update automatically. To change the reporting period, go to Monthly Detail tab and update cell B4.

## City of New Orleans — Orleans Parish District Attorney — Monthly Budget Detail

TIP: Use the Show Filter in Column (J) to hide zero-activity lines before printing or sharing.

[illegible]

|                         |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   |             |         |          |           |              |             |
|-------------------------|-------|------------------------------------|-----------|---|--------|---------|--------|--------|---------|---|---|---|---|---|---|---|-------------|---------|----------|-----------|--------------|-------------|
| Other Operating         | 00036 | Professional Services - Employment | \$20,000  |   | 546    | 11,110  | 6,333  | 2,232  | -       | - | - | - | - | - | - | - | 20,221      | 228     | (19,993) | Show      |              |             |
| Other Operating         | 00037 | Cleaning Services                  | \$6,100   | - | -      | 8,188   | -      | 12,880 | -       | - | - | - | - | - | - | - | -           | 21,168  | -        | (21,168)  | Show         |             |
| Other Operating         | 00038 | Professional Services - Legal Fees | \$840,000 | - | -      | 118,596 | 30,388 | 96,131 | -       | - | - | - | - | - | - | - | -           | 245,125 | -        | (245,125) | Show         |             |
| Other Operating         | 00039 | Postage and Delivery Charges       | \$9,472   | - | 479    | 434     | 234    | 112    | 234     | - | - | - | - | - | - | - | -           | 1,493   | 200      | (1,293)   | Show         |             |
| Other Operating         | 00040 | Printing                           | \$1,300   | - | 610    | 76      | -      | -      | -       | - | - | - | - | - | - | - | -           | 686     | 171      | (515)     | Show         |             |
| Other Operating         | 00041 | Trash Disposal                     | \$26,400  | - | 2,485  | 2,446   | 2,484  | 2,760  | 2,804   | - | - | - | - | - | - | - | -           | 12,989  | 1,035    | (11,953)  | Show         |             |
| Other Operating         | 00042 | Computer Software                  | \$120,120 | - | -      | 16,408  | 24,000 | 9,212  | 156,100 | - | - | - | - | - | - | - | -           | 299,770 | -        | (199,770) | Show         |             |
| Other Operating         | 00043 | Storage                            | \$170,000 | - | 22,776 | 21,413  | 24,430 | 22,879 | 22,872  | - | - | - | - | - | - | - | -           | 115,492 | 9,931    | (126,423) | Show         |             |
| Other Operating         | 00044 | Subscriptions                      | \$0       | - | 28     | 28      | 28     | 11     | 11      | - | - | - | - | - | - | - | -           | 106     | 12       | (95)      | Show         |             |
| Other Operating         | 00045 | Photocopying                       | \$100     | - | -      | 35      | -      | -      | -       | - | - | - | - | - | - | - | -           | 35      | -        | (35)      | Show         |             |
| Other Operating         | 00046 | Telephone and Communications       | \$161,400 | - | 13,358 | 13,118  | 13,126 | 12,357 | 13,707  | - | - | - | - | - | - | - | -           | 65,867  | 5,566    | (60,392)  | Show         |             |
| Other Operating         | 00047 | Website Service                    | \$5,000   | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Show         |             |
| Other Operating         | 00048 | Transcripts                        | \$66,560  | - | 3,106  | 9,844   | 7,052  | 5,751  | 126     | - | - | - | - | - | - | - | -           | 26,079  | 1,986    | (24,093)  | Show         |             |
| Other Operating         | 00049 | Transportation                     | \$200     | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Show         |             |
| Other Operating         | 00050 | Training                           | \$10,296  | - | 1,456  | (500)   | 1,057  | 130    | 1,559   | - | - | - | - | - | - | - | -           | 4,302   | 607      | (3,695)   | Show         |             |
| Other Operating         | 00051 | Utilities Expense                  | \$90,000  | - | 2,009  | 6,349   | 10,372 | 2,400  | 6,061   | - | - | - | - | - | - | - | -           | 26,253  | 1,297    | (27,550)  | Show         |             |
| Other Operating         | 00052 | Water                              | \$6,400   | - | 612    | 679     | 1,360  | 1,070  | -       | - | - | - | - | - | - | - | -           | 1,620   | 253      | (1,367)   | Show         |             |
| Other Operating         | 00053 | Civil Lawuits                      | \$141,600 | - | -      | 250,000 | -      | -      | -       | - | - | - | - | - | - | - | -           | 250,000 | -        | (250,000) | Show         |             |
| Other Operating         | 00054 | Capital Outlays                    | \$10,000  | - | -      | -       | 3,880  | -      | -       | - | - | - | - | - | - | - | -           | 3,880   | -        | (3,880)   | Show         |             |
| Other Operating         | 00055 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Other Operating         | 00056 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Other Operating         | 00057 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Other Operating         | 00058 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Other Operating         | 00059 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Other Operating         | 00060 | None                               | \$0       | - | -      | -       | -      | -      | -       | - | - | - | - | - | - | - | -           | -       | -        | -         | Hide         |             |
| Bottom Section Totals   |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | YTD Actual  |         |          |           | Expected YTD | Variance    |
| Revenue Total           |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | 8,672,298   |         |          |           | 8,672,298    | \$16,140    |
| Personal Services Total |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | 4,854,250   |         |          |           | 4,854,250    | 431,043     |
| Other Operating Total   |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | 1,548,113   |         |          |           | 1,548,113    | 12,573      |
| Total Expenditures      |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | 6,402,363   |         |          |           | 6,402,363    | 483,615     |
| Net Surplus / (Deficit) |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | (6,402,363) |         |          |           | (1,730,106)  | (1,730,106) |
|                         |       |                                    |           |   |        |         |        |        |         |   |   |   |   |   |   |   | (6,402,363) |         |          |           | (1,730,106)  | (169,470)   |

January  
 February  
 March  
 April  
 May  
 June  
 July  
 August  
 September  
 October  
 November  
 December

City of New Orleans — Orleans Parish District Attorney — Staffing Report

WHAT THIS TAB IS FOR: Track filled vs. budgeted positions each month. This helps monitor vacancy trends and staffing levels across the fiscal year.

- Column A (Position Title) — List each job title or position category.
- Column B (Budgeted FTE) — Enter the number of authorized full-time equivalent positions.
- Column C (Vacancies) — Auto-calculated. Shows unfilled positions (Budgeted minus current month actual).
- Columns D through O (January – December) — Each month, enter the number of FTEs actually employed in that role.

Leave future months blank — only fill in months that have passed.

NFED HFIIP? Agencies on the Civ navml system can contact Brandee Delarue at [hdelarue@nola.gov](mailto:hdelarue@nola.gov) for assistance with personnel reports.

| Position Title                           | Budgeted FTE | Vacancies | January | February | March | April | May  | June | July | August | September | October | November | December |
|------------------------------------------|--------------|-----------|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|----------|
| District Attorney                        | 1            | 0.0       | 1       | 1        | 1.0   | 1.0   | 1.0  |      |      |        |           |         |          |          |
| 1st Assistan District Attorney           | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  |      |      |        |           |         |          |          |
| Chief of Staff                           | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  |      |      |        |           |         |          |          |
| Chief of Operations and External Affairs | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  | 0.0  |      |        |           |         |          |          |
| Executive Coordinator                    | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  |      |      |        |           |         |          |          |
| Communications Director                  | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  | 1.0  |      |        |           |         |          |          |
| Legal Secretary                          | 1            | 0.0       | 1.0     | 1        | 1.0   | 1.0   | 1.0  | 0.0  |      |        |           |         |          |          |
| Administration - Support Staff           | 20           | 6.0       | 19.0    | 19       | 17.0  | 15.0  | 14.0 |      |      |        |           |         |          |          |
| Administration - ADAs                    | 2            | -2.0      | 2.0     | 3        | 3.0   | 4.0   | 4.0  |      |      |        |           |         |          |          |
| Appeals                                  | 5            | 0.0       | 5.0     | 5        | 5.0   | 5.0   | 5.0  |      |      |        |           |         |          |          |
| Civil Rights - Support Staff             | 4            | 1.0       | 3.0     | 3        | 3.0   | 3.0   | 3.0  |      |      |        |           |         |          |          |
| Civil Rights - ADAs                      | 3            | 0.0       | 3.0     | 3        | 3.0   | 4.0   | 4.0  |      |      |        |           |         |          |          |
| Diversion                                | 5            | 0.0       | 5.0     | 5        | 5.0   | 5.0   | 5.0  |      |      |        |           |         |          |          |
| Homicide                                 | 8            | 0.0       | 8.0     | 8        | 8.0   | 8.0   | 8.0  |      |      |        |           |         |          |          |
| Investigations                           | 18           | 0.0       | 18.0    | 18       | 17.0  | 17.0  | 17.0 |      |      |        |           |         |          |          |
| Juvenile - Support Staff                 | 2            | 0.0       | 2.0     | 2        | 1.0   | 1.0   | 1.0  |      |      |        |           |         |          |          |
| Juvenile - ADAs                          | 11           | 1.0       | 10.0    | 10       | 8.0   | 10.0  | 10.0 |      |      |        |           |         |          |          |
| SAKI - Support Staff                     | 4            | -1.0      | 4.0     | 5        | 5.0   | 5.0   | 5.0  |      |      |        |           |         |          |          |
| SAKI - ADAs                              | 5            | 0.0       | 5.0     | 5        | 5.0   | 5.0   | 5.0  |      |      |        |           |         |          |          |
| Screening - Support Staff                | 10           | 5.0       | 4.0     | 4        | 4.0   | 4.0   | 4.0  | 5.0  |      |        |           |         |          |          |
| Screening - ADAs                         | 16           |           | 15.0    | 15       | 15.0  | 14.0  | 16.0 |      |      |        |           |         |          |          |
| SVU - Support Staff                      | 3            | 0.0       | 3.0     | 3        | 3.0   | 3.0   | 3.0  |      |      |        |           |         |          |          |
| SVU - ADAs                               | 3            | 0.0       | 3.0     | 3        | 4.0   | 4.0   | 4.0  |      |      |        |           |         |          |          |
| Trial Assistants                         | 18           | 2.0       | 18.0    | 17       | 17.0  | 16.0  | 16.0 |      |      |        |           |         |          |          |
| Trials - ADAs                            | 31           | 5.0       | 33.0    | 33       | 32.0  | 27.0  | 26.0 |      |      |        |           |         |          |          |
| Victim/Witness Advocates                 | 18           | 1.0       | 17.0    | 17       | 17.0  | 16.0  | 17.0 |      |      |        |           |         |          |          |

























































































## City of New Orleans — Orleans Parish District Attorney — Budget Setup — Revenue

WHAT THIS TAB IS FOR: List every revenue source your agency expects to receive this fiscal year. You only need to set this up once — at the beginning of the year. Do not delete or modify rows after actuals are recorded.

### HOW TO USE IT:

- LineID — Assign a short unique code (e.g., REV001). Never reuse or rename after actuals are entered.
- Line Item Name — A clear name for the revenue source (e.g., 'State Revenue', 'Federal Grant').
- Active — Type Yes if in use, No to retire a line without deleting it.
- Annual Budget — The full-year approved amount for this line.
- Notes — Optional. Use for grant numbers, data sources, or context.

NEED TO RENAME A LINE? Do not change the existing name. Instead: set Active = No, then add a new row with a new LineID.

| LineID | Line Item Name                                | Active | Annual Budget (\$) | Notes |
|--------|-----------------------------------------------|--------|--------------------|-------|
| REV001 | State Revenue                                 | Yes    | 4,665,448          |       |
| REV002 | Victims Assistant Coordinator - State Warrant | Yes    | 120,000            |       |
| REV003 | Grant Income                                  | Yes    | 2,463,758          |       |
| REV004 | City Revenue                                  | Yes    | 8,442,973          |       |
| REV005 | City Grants                                   | Yes    | -                  |       |
| REV006 | Pass-through                                  | Yes    | 153,812            |       |
| REV007 | Public Records Request                        | Yes    | 3,500              |       |
| REV008 | OPCDC Fines                                   | Yes    | 9,401              |       |
| REV009 | Equitable Sharing (Restricted)                | Yes    | -                  |       |
| REV010 | Asset Forfeiture                              | Yes    | 177,843            |       |
| REV011 | Bond Forfeiture                               | Yes    | 40,905             |       |
| REV012 | Expungements                                  | Yes    | 6,800              |       |
| REV013 | Bail Bonds                                    | Yes    | 348,800            |       |
| REV014 | Court Costs                                   | Yes    | 64,500             |       |
| REV015 | Interest                                      | Yes    | 5,200              |       |
| REV016 | Miscellaneous                                 | Yes    | 85,000             |       |
| REV017 | Admin Fees - Child Support                    | Yes    | 112,333            |       |
| REV018 | None                                          | No     |                    |       |
| REV019 | None                                          | No     |                    |       |
| REV020 | None                                          | No     |                    |       |
| REV021 | None                                          | No     |                    |       |
| REV022 | None                                          | No     |                    |       |
| REV023 | None                                          | No     |                    |       |
| REV024 | None                                          | No     |                    |       |
| REV025 | None                                          | No     |                    |       |
| REV026 | None                                          | No     |                    |       |
| REV027 | None                                          | No     |                    |       |
| REV028 | None                                          | No     |                    |       |
| REV029 | None                                          | No     |                    |       |
| REV030 | None                                          | No     |                    |       |
| REV031 | None                                          | No     |                    |       |
| REV032 | None                                          | No     |                    |       |
| REV033 | None                                          | No     |                    |       |
| REV034 | None                                          | No     |                    |       |
| REV035 | None                                          | No     |                    |       |
| REV036 | None                                          | No     |                    |       |
| REV037 | None                                          | No     |                    |       |
| REV038 | None                                          | No     |                    |       |
| REV039 | None                                          | No     |                    |       |

|        |      |    |  |  |
|--------|------|----|--|--|
| REV040 | None | No |  |  |
| REV041 | None | No |  |  |
| REV042 | None | No |  |  |
| REV043 | None | No |  |  |
| REV044 | None | No |  |  |
| REV045 | None | No |  |  |
| REV046 | None | No |  |  |
| REV047 | None | No |  |  |
| REV048 | None | No |  |  |
| REV049 | None | No |  |  |
| REV050 | None | No |  |  |
| REV051 | None | No |  |  |
| REV052 | None | No |  |  |
| REV053 | None | No |  |  |
| REV054 | None | No |  |  |
| REV055 | None | No |  |  |
| REV056 | None | No |  |  |
| REV057 | None | No |  |  |
| REV058 | None | No |  |  |
| REV059 | None | No |  |  |
| REV060 | None | No |  |  |

## City of New Orleans — Orleans Parish District Attorney — Budget Setup — Personal Services

WHAT THIS TAB IS FOR: List every personnel cost — salaries, wages, benefits, overtime, and similar. Set this up once at the start of the year.

HOW TO USE IT:

- LineID — Assign a short unique code (e.g., PS001). Never reuse or rename after actuals are entered.
- Line Item Name — Descriptive name for the cost type (e.g., 'Sworn Officer Salaries', 'Health Benefits').
- Active — Yes if active, No to retire a line.
- Annual Budget — Full-year approved amount.
- Notes — Optional. Pay grade references, benefit rates, etc.

NEED TO RENAME A LINE? Set Active = No on the old row, then add a new row with a new LineID.

| LineID | Line Item Name                   | Active | Annual Budget (\$) | Notes |
|--------|----------------------------------|--------|--------------------|-------|
| PS001  | Salaries                         | Yes    | 8,710,390          |       |
| PS002  | State ADA Warrants               | Yes    | 4,665,448          |       |
| PS003  | Employee Life Insurance          | Yes    | 28,800             |       |
| PS004  | Medicare and Social Security Tax | Yes    | 406,588            |       |
| PS005  | City Retirement                  | Yes    | 675,425            |       |
| PS006  | DA Retirement                    | Yes    | 491,369            |       |
| PS007  | Unemployment                     | Yes    | 16,000             |       |
| PS008  | Workers Compensation             | Yes    | 53,000             |       |
| PS009  | Payroll Processing               | Yes    | 38,000             |       |
| PS010  | Parking                          | Yes    | 58,200             |       |
| PS011  | Administration Fee - Ameriflex   | Yes    | 1,500              |       |
| PS012  | None                             | No     |                    |       |
| PS013  | None                             | No     |                    |       |
| PS014  | None                             | No     |                    |       |
| PS015  | None                             | No     |                    |       |
| PS016  | None                             | No     |                    |       |
| PS017  | None                             | No     |                    |       |
| PS018  | None                             | No     |                    |       |
| PS019  | None                             | No     |                    |       |
| PS020  | None                             | No     |                    |       |
| PS021  | None                             | No     |                    |       |
| PS022  | None                             | No     |                    |       |
| PS023  | None                             | No     |                    |       |
| PS024  | None                             | No     |                    |       |
| PS025  | None                             | No     |                    |       |
| PS026  | None                             | No     |                    |       |
| PS027  | None                             | No     |                    |       |
| PS028  | None                             | No     |                    |       |
| PS029  | None                             | No     |                    |       |
| PS030  | None                             | No     |                    |       |
| PS031  | None                             | No     |                    |       |
| PS032  | None                             | No     |                    |       |
| PS033  | None                             | No     |                    |       |
| PS034  | None                             | No     |                    |       |
| PS035  | None                             | No     |                    |       |
| PS036  | None                             | No     |                    |       |
| PS037  | None                             | No     |                    |       |
| PS038  | None                             | No     |                    |       |
| PS039  | None                             | No     |                    |       |

|       |      |    |  |  |
|-------|------|----|--|--|
| PS040 | None | No |  |  |
| PS041 | None | No |  |  |
| PS042 | None | No |  |  |
| PS043 | None | No |  |  |
| PS044 | None | No |  |  |
| PS045 | None | No |  |  |
| PS046 | None | No |  |  |
| PS047 | None | No |  |  |
| PS048 | None | No |  |  |
| PS049 | None | No |  |  |
| PS050 | None | No |  |  |
| PS051 | None | No |  |  |
| PS052 | None | No |  |  |
| PS053 | None | No |  |  |
| PS054 | None | No |  |  |
| PS055 | None | No |  |  |
| PS056 | None | No |  |  |
| PS057 | None | No |  |  |
| PS058 | None | No |  |  |
| PS059 | None | No |  |  |
| PS060 | None | No |  |  |

## City of New Orleans — Orleans Parish District Attorney — Budget Setup — Other Operating

WHAT THIS TAB IS FOR: List every non-personnel operating cost — supplies, contracts, utilities, equipment, travel, etc. Set this up once at the start of the year.

HOW TO USE IT:

- LineID — Assign a short unique code (e.g., OO001). Never reuse or rename after actuals are entered.
- Line Item Name — Descriptive name (e.g., 'Office Supplies', 'Building Maintenance Contract').
- Active — Yes if active, No to retire a line.
- Annual Budget — Full-year approved amount.
- Notes — Optional. Vendor name, contract number, PO reference.

NEED TO RENAME A LINE? Set Active = No on the old row, then add a new row with a new LineID.

| LineID | Line Item Name                     | Active | Annual Budget (\$) | Notes                                                |
|--------|------------------------------------|--------|--------------------|------------------------------------------------------|
| OO001  | Grant Subrecipient                 | Yes    | 153,812            |                                                      |
| OO002  | Advertising                        | Yes    | 250                |                                                      |
| OO003  | Recruitment                        | Yes    | 6,720              |                                                      |
| OO004  | Retention Incentive Pay            | Yes    | 193,948            |                                                      |
| OO005  | Audit                              | Yes    | 36,000             |                                                      |
| OO006  | Accounting Services                | Yes    | 15,000             |                                                      |
| OO007  | Auto                               | Yes    | 500                |                                                      |
| OO008  | Facility Dog                       | Yes    | 1,300              |                                                      |
| OO009  | Communities of Hope/Nodice         | Yes    | -                  |                                                      |
| OO010  | Domestic Violence Intervention     | Yes    | 1,500              |                                                      |
| OO011  | Bank Charges                       | Yes    | 500                |                                                      |
| OO012  | Online Inquiries                   | Yes    | 6,840              |                                                      |
| OO013  | Computer Online Service            | Yes    | 94,982             |                                                      |
| OO014  | Legal Research                     | Yes    | 112,512            |                                                      |
| OO015  | File Digitization                  | Yes    | -                  |                                                      |
| OO016  | Computer and Printer Supplies      | Yes    | 30,000             |                                                      |
| OO017  | Copy Machine Lease                 | Yes    | 36,000             |                                                      |
| OO018  | Court Copies                       | Yes    | 2,100              |                                                      |
| OO019  | Medical Records                    | Yes    | 550                |                                                      |
| OO020  | Drug Testing                       | Yes    | 900                |                                                      |
| OO021  | Dues and Memberships               | Yes    | 37,000             |                                                      |
| OO022  | DNA Analysis                       | Yes    | 125,802            | Approved additions start here. Add NEW LineIDs only. |
| OO023  | Expert Witnesses                   | Yes    | 60,000             |                                                      |
| OO024  | Extradition                        | Yes    | 5,000              |                                                      |
| OO025  | File Room Supplies                 | Yes    | 3,000              |                                                      |
| OO026  | Meeings/Business Development       | Yes    | 300                |                                                      |
| OO027  | Furniture and Fixtures             | Yes    | 3,000              |                                                      |
| OO028  | Grand Jury                         | Yes    | 500                |                                                      |
| OO029  | Interpreters                       | Yes    | 8,500              |                                                      |
| OO030  | Janitorial Supplies and Expenses   | Yes    | 83,223             |                                                      |
| OO031  | Law Books and Journals             | Yes    | 9,741              |                                                      |
| OO032  | Miscellaneous                      | Yes    | 6,000              |                                                      |
| OO033  | Office Supplies                    | Yes    | 30,000             |                                                      |
| OO034  | Office and Computer Equipment      | Yes    | 10,000             |                                                      |
| OO035  | Services - Security                | Yes    | 124,220            |                                                      |
| OO036  | Professional Services - Employment | Yes    | 20,000             |                                                      |
| OO037  | Counseling Services                | Yes    | 6,500              |                                                      |
| OO038  | Professional Services - Legal Fees | Yes    | 840,000            |                                                      |
| OO039  | Postage and Delivery Charges       | Yes    | 9,472              |                                                      |
| OO040  | Printing                           | Yes    | 1,000              |                                                      |
| OO041  | Trash Disposal                     | Yes    | 26,400             |                                                      |
| OO042  | Computer Software                  | Yes    | 210,525            |                                                      |
| OO043  | Storage                            | Yes    | 276,000            |                                                      |