

City of New Orleans — Orleans Parish Communication District — 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	General Fund Allocation	Yes	17,598,000		
May	Revenue	REV002	State Aid / State Revenue	Yes	-		
May	Revenue	REV003	Federal Grants	Yes	-		
May	Revenue	REV004	Local Tax Revenue	Yes	-		
May	Revenue	REV005	Intergovernmental Revenue	Yes	1,000,000		
May	Revenue	REV006	Fees for Service	Yes	5,999,129	287,318	
May	Revenue	REV007	Fines & Forfeitures	Yes	-		
May	Revenue	REV008	Competitive Grants	Yes	-		
May	Revenue	REV009	Formula Grants	Yes	-		
May	Revenue	REV010	Donations & Contributions	Yes	-		
May	Revenue	REV011	Interest / Investment Income	Yes	120,500	19,810	
May	Revenue	REV012	Other Revenue	Yes	-	67,279	
May	Personal Services	PS001	Regular Salaries & Wages	Yes	11,267,571	707,454	
May	Personal Services	PS002	Overtime	Yes	1,000,000	58,547	
May	Personal Services	PS003	Part-Time / Temporary Wages	Yes	-		
May	Personal Services	PS004	Social Security / FICA	Yes	818,415	45,680	
May	Personal Services	PS005	Medicare Tax	Yes	191,404	10,683	
May	Personal Services	PS006	Pension / Retirement Contributions	Yes	2,270,991	161,156	
May	Personal Services	PS007	Health Insurance	Yes	1,792,046	104,166	
May	Personal Services	PS008	Life Insurance	Yes	-		
May	Personal Services	PS009	Workers Compensation	Yes	-	4,156	
May	Personal Services	PS010	Unemployment Insurance	Yes	-	2,654	
May	Personal Services	PS011	Other Fringe Benefits	Yes	-		
May	Personal Services	PS012	Uniforms & Clothing Allowance	Yes	44,250		
May	Other Operating	OO001	Advertising	Yes	900	394	
May	Other Operating	OO002	Accreditation	Yes	4,725		
May	Other Operating	OO003	Building Supplies	Yes	1,000		

City of New Orleans — Orleans Parish Communication District — 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	Other Operating	OO004	Computer Equipment	Yes	75,000		
May	Other Operating	OO005	Computer Supplies	Yes	76,500		
May	Other Operating	OO006	Contract Services	Yes	21,995	457	
May	Other Operating	OO007	Drug & Background Check	Yes	2,200	20	
May	Other Operating	OO008	Dues & Subscription	Yes	992,884	35,197	
May	Other Operating	OO009	Education & Training	Yes	25,031	270	
May	Other Operating	OO010	Fees, Taxes & Assessments	Yes	500	2,899	
May	Other Operating	OO011	Hardware Software Maintenance	Yes	1,666,383	144,891	
May	Other Operating	OO012	Insurance	Yes	540,000	81,459	
May	Other Operating	OO013	Insurance - Workmans Compensation	Yes	48,000		
May	Other Operating	OO014	Interest	Yes	24,000		
May	Other Operating	OO015	Janitorial	Yes	14,800	1,175	
May	Other Operating	OO016	Notes Payable	Yes	440,000		
May	Other Operating	OO017	Office Cleaning	Yes	7,200	385	
May	Other Operating	OO018	Office Supplies	Yes	18,000		
May	Other Operating	OO019	Printing & Postage	Yes	2,200	85	
May	Other Operating	OO020	Professional Development	Yes	5,280	1,565	
May	Other Operating	OO021	Professional Services	Yes	608,838	56,415	
May	Other Operating	OO022	Public Education & Service Awards	Yes	1,200		
May	Other Operating	OO023	Rental Expense - Equipment	Yes	700	130	
May	Other Operating	OO024	Rental Expense - Land	Yes	341,000	28,364	
May	Other Operating	OO025	Repairs & Maintenance	Yes	430,400	17,237	
May	Other Operating	OO026	Repairs & Maintenance - Building	Yes	345,000	1,445	
May	Other Operating	OO027	Repairs & Maintenance - Vehicles	Yes	5,000	277	
May	Other Operating	OO028	Special Supplies	Yes	45,976	1,016	
May	Other Operating	OO029	Student Loan Repayment Program	Yes	33,000	1,908	
May	Other Operating	OO030	Taxes and Licenses	Yes	3,500	173	

City of New Orleans — Orleans Parish Communication District — 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	Other Operating	OO031	Travel	Yes	17,400	870	
May	Other Operating	OO032	Unemployment Compensation	Yes	10,000		
May	Other Operating	OO033	Vending Supplies	Yes	15,200	1,084	
May	Other Operating	OO034	Furniture & Fixtures	Yes	30,000		
May	Other Operating	OO035	Utilities	Yes	1,479,180	65,358	
May	Other Operating	OO036	Miscellaneous	Yes	-	5,240	