

City of New Orleans — Municipal and Traffic Court — 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. Use Column E to filter Active Line Items and remove extra lines.

Month	Section	LineID	Line Item Name	Active	Annual Budget (\$)	Actual Amount (\$)	Notes
March	Personal Services	PS001	9160 - Regular Salaries & Wages	Yes	1,877,313	267,470	
March	Personal Services	PS002	9160 - Overtime	Yes	-	-	
March	Personal Services	PS003	9160 - Part-Time / Temporary Wages	Yes	-	7,347	
March	Personal Services	PS004	9160 - Grant Funded Positions	Yes	-	18,364	
March	Personal Services	PS005	9160 - Social Security / FICA	Yes	218,481	14,378	
March	Personal Services	PS006	9160 - Medicare Tax	Yes	51,092	3,363	
March	Personal Services	PS007	9160 - Pension / Retirement Contributions	Yes	493,070	31,984	
March	Personal Services	PS008	9160 - Health Insurance	Yes	608,000	40,499	
March	Personal Services	PS009	9160 - Life Insurance	Yes	6,336	395	
March	Personal Services	PS010	9160 - Workers Compensation	Yes	20,400	1,443	
March	Personal Services	PS011	9160 - Unemployment Insurance	Yes	3,584	252	
March	Personal Services	PS012	9160 - Longevity Increase	Yes	6,304	-	
March	Personal Services	PS013	9160 - Wage Reserve (Merit Pay)	Yes	16,000	-	
March	Personal Services	PS014	8351 - Regular Salaries & Wages	Yes	2,844,092	67,327	
March	Personal Services	PS015	8351 - Part-Time / Temporary Wages	Yes	-	2,700	
March	Personal Services	PS016	8351 - Social Security / FICA	Yes	112,319	167	
March	Personal Services	PS017	8351 - Medicare Tax	Yes	26,269	992	
March	Personal Services	PS018	8351 - Health Insurance	Yes	66,500	4,846	
March	Personal Services	PS019	8351 - Workers Compensation	Yes	8,700	196	
March	Personal Services	PS020	8351 - Longevity	Yes	(215,725)	-	
March	Personal Services	PS021	None	No	-	-	
March	Personal Services	PS022	None	No	-	-	
March	Personal Services	PS023	None	No	-	-	
March	Personal Services	PS024	None	No	-	-	
March	Personal Services	PS025	None	No	-	-	
March	Personal Services	PS026	None	No	-	-	
March	Personal Services	PS027	None	No	-	-	
March	Personal Services	PS028	None	No	-	-	
March	Personal Services	PS029	None	No	-	-	

March	Personal Services	PS030	None	No	-
March	Personal Services	PS031	None	No	-
March	Personal Services	PS032	None	No	-
March	Personal Services	PS033	None	No	-
March	Personal Services	PS034	None	No	-
March	Personal Services	PS035	None	No	-
March	Personal Services	PS036	None	No	-
March	Personal Services	PS037	None	No	-
March	Personal Services	PS038	None	No	-
March	Personal Services	PS039	None	No	-
March	Personal Services	PS040	None	No	-
March	Personal Services	PS041	None	No	-
March	Personal Services	PS042	None	No	-
March	Personal Services	PS043	None	No	-
March	Personal Services	PS044	None	No	-
March	Personal Services	PS045	None	No	-
March	Personal Services	PS046	None	No	-
March	Personal Services	PS047	None	No	-
March	Personal Services	PS048	None	No	-
March	Personal Services	PS049	None	No	-
March	Personal Services	PS050	None	No	-
March	Personal Services	PS051	None	No	-
March	Personal Services	PS052	None	No	-
March	Personal Services	PS053	None	No	-
March	Personal Services	PS054	None	No	-
March	Personal Services	PS055	None	No	-
March	Personal Services	PS056	None	No	-
March	Personal Services	PS057	None	No	-
March	Personal Services	PS058	None	No	-
March	Personal Services	PS059	None	No	-
March	Personal Services	PS060	None	No	-