City of New Orleans — Orleans Pa

Fiscal Year 2026 — Instructions & User

STEP
START HERE — Enter Your Department
Department / Agency Name:
REPORTING PERIOD — Select Month B
Reporting Month:
Reporting Period:
1 | Set Up Your Budget Lines
2 | Never Rename a Used Line Item
3 | Enter Actuals Each Month
4 | Projection Carveouts — Only When Needed
5 | Update Staffing Each Month
6 | Review Your Reports
7 | Set the Reporting Month
8 | Color Coding Reference
Input / Data Entry
Formula / Auto-fill
Favorable Variance

■	**Unfavorable Variance**
■	**Backend / Hidden**

rish Communication District — Monthly Budget Report

Guide

DIRECTION / BEST PRACTICE
/ Agency Name Below
Orleans Parish Communication District
elow
May
Reporting Period: May
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.
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.
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.
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-spent line items.
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.
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.
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.
See color key below — each row shows the actual color used in the workbook.
Blue cells are calculated automatically. Do not edit.
Green shading in Summary = you are in a better position than expected.

Red shading in Summary = you are behind expected budget or revenue.
Gray tabs contain backend data that powers the workbook (hidden from normal use).

Enter Agency Name Here

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
June	Revenue	REV001	General Fund Allocation	Yes	17,598,000	(3)	
June	Revenue	REV002	State Aid / State Revenue	Yes	-		
June	Revenue	REV003	Federal Grants	Yes	-		
June	Revenue	REV004	Local Tax Revenue	Yes	-		
June	Revenue	REV005	Intergovernmental Revenue	Yes	1,000,000		
June	Revenue	REV006	Fees for Service	Yes	5,999,129	296,972	
June	Revenue	REV007	Fines & Forfeitures	Yes	-		
June	Revenue	REV008	Competitive Grants	Yes	-		
June	Revenue	REV009	Formula Grants	Yes	-		
June	Revenue	REV010	Donations & Contributions	Yes	-		
June	Revenue	REV011	Interest / Investment Income	Yes	120,500	15,732	
June	Revenue	REV012	Other Revenue	Yes	-	9,330	
June	Personal Services	PS001	Regular Salaries & Wages	Yes	11,267,571	736,668	
June	Personal Services	PS002	Overtime	Yes	1,000,000	65,717	
June	Personal Services	PS003	Part-Time / Temporary Wages	Yes	-		
June	Personal Services	PS004	Social Security / FICA	Yes	818,415	47,865	
June	Personal Services	PS005	Medicare Tax	Yes	191,404	11,194	
June	Personal Services	PS006	Pension / Retirement Contributions	Yes	2,270,991	128,175	
June	Personal Services	PS007	Health Insurance	Yes	1,792,046	103,541	
June	Personal Services	PS008	Life Insurance	Yes	-		
June	Personal Services	PS009	Workers Compensation	Yes	-		
June	Personal Services	PS010	Unemployment Insurance	Yes	-		
June	Personal Services	PS011	Other Fringe Benefits	Yes	-		
June	Personal Services	PS012	Uniforms & Clothing Allowance	Yes	44,250		
June	Other Operating	OO001	Advertising	Yes	900		
June	Other Operating	OO002	Accrediation	Yes	4,725	394	
June	Other Operating	OO003	Building Supplies	Yes	1,000		
June	Other Operating	OO004	Computer Equipment	Yes	75,000		
June	Other Operating	OO005	Computer Supplies	Yes	76,500		
June	Other Operating	OO006	Contract Services	Yes	21,995	627	

City of New Orleans — Orleans Parish Communication District — Monthly Actuals Entry

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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
June	Other Operating	OO007	Drug & Background Check	Yes	2,200	651	
June	Other Operating	OO008	Dues & Subscription	Yes	992,884	5,197	
June	Other Operating	OO009	Education & Training	Yes	25,031	220	
June	Other Operating	OO010	Fees, Taxes & Assessments	Yes	500	3,008	
June	Other Operating	OO011	Hardware Software Maintenance	Yes	1,666,383	172,401	
June	Other Operating	OO012	Insurance	Yes	540,000	553	
June	Other Operating	OO013	Insurance - Workmans Compensation	Yes	48,000		
June	Other Operating	OO014	Interest	Yes	24,000	553	
June	Other Operating	OO015	Janitorial	Yes	14,800	1,201	
June	Other Operating	OO016	Notes Payable	Yes	440,000		
June	Other Operating	OO017	Office Cleaning	Yes	7,200	385	
June	Other Operating	OO018	Office Supplies	Yes	18,000	105	
June	Other Operating	OO019	Printing & Postage	Yes	2,200	10	
June	Other Operating	OO020	Professional Development	Yes	5,280		
June	Other Operating	OO021	Professional Services	Yes	608,838	36,197	
June	Other Operating	OO022	Public Education & Service Awards	Yes	1,200		
June	Other Operating	OO023	Rental Expense - Equipment	Yes	700	196	
June	Other Operating	OO024	Rental Expense - Land	Yes	341,000	32,064	
June	Other Operating	OO025	Repairs & Maintenance	Yes	430,400	2,081	
June	Other Operating	OO026	Repairs & Maintenance - Building	Yes	345,000		
June	Other Operating	OO027	Repairs & Maintenance - Vehicles	Yes	5,000	255	
June	Other Operating	OO028	Special Supplies	Yes	45,976	872	
June	Other Operating	OO029	Student Loan Repayment Program	Yes	33,000	2,014	
June	Other Operating	OO030	Taxes and Licenses	Yes	3,500	173	
June	Other Operating	OO031	Travel	Yes	17,400	1,464	
June	Other Operating	OO032	Unemployment Compensation	Yes	10,000		
June	Other Operating	OO033	Vending Supplies	Yes	15,200	1,334	
June	Other Operating	OO034	Furniture & Fixtures	Yes	30,000		
June	Other Operating	OO035	Utilities	Yes	1,479,180	71,527	
June	Other Operating	OO036	Miscellaneous	Yes	-		

City of New Orleans — Orleans Parish Communication District — Monthly Actuals Entry

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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

City of New Orleans — Orleans Parish Communication District — 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 De | **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 Communication District — Monthly Budget Detail

WHAT THIS TAB SHOWS: Month-by-month actuals for every budget line, plus YTD totals and variances. All data pulls automatically from the Actuals tab and budget setup — no entry needed here.

REPORTING MONTH: The current reporting month is set on the Instructions tab (cell B9) and displayed below in cell B4. All Expected YTD and Variance figures update automatically based on that selection.

TIP: Use the Show? filter in Column U to hide zero-activity lines before printing or sharing.

Reporting Month	May

DETAILED LINE ITEM SUMMARY

Revenue	REV001	General Fund Allocation	$17,598,000	1,586,866	-	4,399,500	-	-	(3)	-	-	-	-	-	-	5,986,363	661,194	5,325,169	Show
Revenue	REV005	Intergovernmental Revenue	$1,000,000	-	-	-	4,399,500	-	-	-	-	-	-	-	-	4,399,500	-	4,399,500	Show
Revenue	REV006	Fees for Service	$5,999,129	815,898	288,269	280,343	751,132	287,318	296,972	-	-	-	-	-	-	2,719,932	339,958	2,379,974	Show
Revenue	REV011	Interest / Investment Income	$120,500	4,628	4,289	7,713	16,706	19,810	15,732	-	-	-	-	-	-	68,878	1,928	66,950	Show
Revenue	REV012	Other Revenue	$0	21,279	23,682	156,966	31,363	67,279	9,330	-	-	-	-	-	-	309,899	8,866	301,033	Show
Personal Services	PS001	Regular Salaries & Wages	$11,267,571	832,953	783,750	748,100	774,014	707,454	736,668	-	-	-	-	-	-	4,582,938	347,064	(4,235,874)	Show
Personal Services	PS002	Overtime	$1,000,000	57,796	75,683	49,865	65,130	58,547	65,717	-	-	-	-	-	-	372,738	24,082	(348,657)	Show
Personal Services	PS004	Social Security / FICA	$818,415	52,256	51,297	47,609	50,093	45,680	47,865	-	-	-	-	-	-	294,800	21,773	(273,026)	Show
Personal Services	PS005	Medicare Tax	$191,404	1,221	11,997	11,134	11,715	10,683	11,194	-	-	-	-	-	-	57,945	509	(57,436)	Show
Personal Services	PS006	Pension / Retirement Contributions	$2,270,991	69,189	123,810	121,444	118,803	161,156	128,175	-	-	-	-	-	-	722,577	28,829	(693,749)	Show
Personal Services	PS007	Health Insurance	$1,792,046	116,280	114,407	120,248	164,509	104,166	103,541	-	-	-	-	-	-	723,152	48,450	(674,702)	Show
Personal Services	PS009	Workers Compensation	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS010	Unemployment Insurance	$0	-	-	-	-	2,654	-	-	-	-	-	-	-	2,654	-	(2,654)	Show
Personal Services	PS012	Uniforms & Clothing Allowance	$44,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO001	Advertising	$900	-	-	-	-	394	-	-	-	-	-	-	-	394	-	(394)	Show
Other Operating	OO002	Accrediation	$4,725	394	394	394	394	-	394	-	-	-	-	-	-	1,969	164	(1,805)	Show
Other Operating	OO003	Building Supplies	$1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO004	Computer Equipment	$75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO005	Computer Supplies	$76,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO006	Contract Services	$21,995	383	215	450	1,006	457	627	-	-	-	-	-	-	3,138	160	(2,978)	Show
Other Operating	OO007	Drug & Background Check	$2,200	439	116	20	1,004	20	651	-	-	-	-	-	-	2,250	183	(2,067)	Show
Other Operating	OO008	Dues & Subscription	$992,884	39,987	36,819	35,782	35,822	35,197	5,197	-	-	-	-	-	-	188,803	16,661	(172,141)	Show
Other Operating	OO009	Education & Training	$25,031	2,332	140	2,332	-	270	220	-	-	-	-	-	-	5,294	972	(4,322)	Show
Other Operating	OO010	Fees, Taxes & Assessments	$500	7,049	2,911	200	8,846	2,899	3,008	-	-	-	-	-	-	24,912	2,937	(21,975)	Show
Other Operating	OO011	Hardware Software Maintenance	$1,666,383	25,129	236,832	80,172	312,303	144,891	172,401	-	-	-	-	-	-	971,729	10,470	(961,259)	Show
Other Operating	OO012	Insurance	$540,000	45,184	41,006	41,006	41,006	81,459	553	-	-	-	-	-	-	250,213	18,827	(231,386)	Show
Other Operating	OO013	Insurance - Workmans Compensation	$48,000	-	4,220	4,178	4,178	4,156	-	-	-	-	-	-	-	16,731	-	(16,731)	Show
Other Operating	OO014	Interest	$24,000	-	-	-	1,104	-	553	-	-	-	-	-	-	1,657	-	(1,657)	Show
Other Operating	OO015	Janitorial	$14,800	149	1,801	55	1,405	1,175	1,201	-	-	-	-	-	-	5,786	62	(5,724)	Show
Other Operating	OO016	Notes Payable	$440,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO017	Office Cleaning	$7,200	-	770	385	385	385	385	-	-	-	-	-	-	2,310	-	(2,310)	Show
Other Operating	OO018	Office Supplies	$18,000	168	136	141	1,769	22	105	-	-	-	-	-	-	2,341	70	(2,271)	Show
Other Operating	OO019	Printing & Postage	$2,200	169	363	10	320	85	10	-	-	-	-	-	-	957	70	(886)	Show
Other Operating	OO020	Professional Development	$5,280	-	-	-	42,286	1,565	-	-	-	-	-	-	-	43,851	-	(43,851)	Show
Other Operating	OO021	Professional Services	$608,838	62,525	289,799	58,500	-	57,753	36,197	-	-	-	-	-	-	504,773	26,052	(478,721)	Show
Other Operating	OO022	Public Education & Service Awards	$1,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO023	Rental Expense - Equipment	$700	130	130	329	130	263	196	-	-	-	-	-	-	1,178	54	(1,124)	Show
Other Operating	OO024	Rental Expense - Land	$341,000	3,700	3,700	3,700	3,700	3,700	32,064	-	-	-	-	-	-	50,563	1,542	(49,022)	Show
Other Operating	OO025	Repairs & Maintenance	$430,400	3,643	17,841	2,434	2,062	17,237	2,081	-	-	-	-	-	-	45,299	1,518	(43,781)	Show
Other Operating	OO026	Repairs & Maintenance - Building	$345,000	-	-	-	-	1,445	-	-	-	-	-	-	-	1,445	-	(1,445)	Show
Other Operating	OO027	Repairs & Maintenance - Vehicles	$5,000	19	7	605	982	277	255	-	-	-	-	-	-	2,146	8	(2,138)	Show
Other Operating	OO028	Special Supplies	$45,976	27,530	1,037	5,444	18,931	1,016	872	-	-	-	-	-	-	54,830	11,471	(43,359)	Show
Other Operating	OO029	Student Loan Repayment Program	$33,000	-	2,438	2,210	2,120	1,908	2,014	-	-	-	-	-	-	10,690	-	(10,690)	Show
Other Operating	OO030	Taxes and Licenses	$3,500	181	347	173	173	173	173	-	-	-	-	-	-	1,221	75	(1,146)	Show

City of New Orleans — Orleans Parish Communication District — Monthly Budget Detail

WHAT THIS TAB SHOWS: Month-by-month actuals for every budget line, plus YTD totals and variances. All data pulls automatically from the Actuals tab and budget setup — no entry needed here.

REPORTING MONTH: The current reporting month is set on the Instructions tab (cell B9) and displayed below in cell B4. All Expected YTD and Variance figures update automatically based on that selection.

TIP: Use the Show? filter in Column U to hide zero-activity lines before printing or sharing.

Reporting Month	May

DETAILED LINE ITEM SUMMARY

Other Operating	OO031	Travel	$17,400	2,502	1,758	482	12,274	870	1,464	-	-	-	-	-	-	19,350	1,043	(18,308)	Show
Other Operating	OO032	Unemployment Compensation	$10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO033	Vending Supplies	$15,200	1,570	863	1,283	1,492	1,084	1,334	-	-	-	-	-	-	7,628	654	(6,973)	Show
Other Operating	OO034	Furniture & Fixtures	$30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO035	Utilities	$1,479,180	68,507	67,793	74,563	83,395	65,358	71,527	-	-	-	-	-	-	431,143	28,544	(402,598)	Show
Other Operating	OO036	Miscellaneous	$0	7,748	-	-	(2,303)	5,240	-	-	-	-	-	-	-	10,685	3,228	(7,457)	Show

City of New Orleans — Orleans Parish Communication District — 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.

HOW TO USE IT:

- 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.

NEED HELP? Agencies on the City payroll system can contact Brandye DeLarge at badelarge@nola.gov for assistance with personnel reports.

Position Title	Budgeted FTE	Vacancies	January	February	March	April	May	June	July	August	September	October	November	December
Example- Office Assistant	3	-1.0	1.0	2.0	1.0	2.0	2.0	2.0	2.0	2.0	4.0			
Director of 911 Operations	1		1.0	1.0	1.0	1.0	1.0	1.0						
Operations Managers	4		4.0	4.0	4.0	4.0	4.0	4.0						
Assistant Operations Managers	2		2.0	2.0	2.0	2.0	2.0	2.0						
Operations Supervisors	16		16.0	16.0	16.0	16.0	16.0	15.0						
Emergency Communications Specialist Recruit			14.0	12.0										
Emergency Communications Specialist Recruit (CTO)			0.0	0.0	10.0	6.0								
Emergency Communications Specialist i	64		46.0	41.0	38.0	40.0	45.0	43.0						
Emergency Communications Dispatchers Trainee			2.0	4.0	8.0	6.0	3.0	4.0						
Emergency Communications Dispatcher I/II/III	48		42.0	41.0	41.0	41.0	44.0	44.0						
Compliance	7		6.0	6.0	6.0	6.0	7.0	7.0						
Training	2		2.0	2.0	2.0	2.0	2.0	2.0						
Director of 311 Operations	1		0.0	0.0	0.0	0.0	0.0	0.0						
311 Manager	0		1.0	1.0	1.0	1.0	1.0	1.0						
311 Analyst	1		1.0	1.0	1.0	1.0	1.0	1.0						
311 Supervisor	2		0.0	0.0	0.0	0.0	0.0	0.0						
311 Customer Services Specialist	6		5.0	5.0	4.0	4.0	4.0	4.0						
Admin (Personnel, Finance, Executive Office)	8		7.0	7.0	8.0	8.0	7.0	7.0						
Facilities	4		4.0	3.0	3.0	3.0	3.0	3.0						
Public Records	7		6.0	5.0	4.0	4.0	4.0	4.0						
Public Information Office	1		1.0	1.0	1.0	1.0	1.0	1.0						
Information Technology	12		12.0	12.0	10.0	10.0	10.0	10.0						

City of New Orleans — Orleans Parish Communication District — 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	General Fund Allocation	Yes	17,598,000	
REV002	State Aid / State Revenue	Yes		
REV003	Federal Grants	Yes		
REV004	Local Tax Revenue	Yes		
REV005	Intergovernmental Revenue	Yes	1,000,000	
REV006	Fees for Service	Yes	5,999,129	
REV007	Fines & Forfeitures	Yes	-	
REV008	Competitive Grants	Yes		
REV009	Formula Grants	Yes		
REV010	Donations & Contributions	Yes		
REV011	Interest / Investment Income	Yes	120,500	
REV012	Other Revenue	Yes		
REV013	None	No		

City of New Orleans — Orleans Parish Communication District — 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	Regular Salaries & Wages	Yes	11,267,571	
PS002	Overtime	Yes	1,000,000	
PS003	Part-Time / Temporary Wages	Yes		
PS004	Social Security / FICA	Yes	818,415	
PS005	Medicare Tax	Yes	191,404	
PS006	Pension / Retirement Contributions	Yes	2,270,991	
PS007	Health Insurance	Yes	1,792,046	
PS008	Life Insurance	Yes		
PS009	Workers Compensation	Yes		
PS010	Unemployment Insurance	Yes		
PS011	Other Fringe Benefits	Yes		
PS012	Uniforms & Clothing Allowance	Yes	44,250	
PS013	None	No		
PS014	None	No		

City of New Orleans — Orleans Parish Communication District — 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	Advertising	Yes	900	
OO002	Accrediation	Yes	4,725	
OO003	Building Supplies	Yes	1,000	
OO004	Computer Equipment	Yes	75,000	
OO005	Computer Supplies	Yes	76,500	
OO006	Contract Services	Yes	21,995	
OO007	Drug & Background Check	Yes	2,200	
OO008	Dues & Subscription	Yes	992,884	
OO009	Education & Training	Yes	25,031	
OO010	Fees, Taxes & Assessments	Yes	500	
OO011	Hardware Software Maintenance	Yes	1,666,383	
OO012	Insurance	Yes	540,000	
OO013	Insurance - Workmans Compensation	Yes	48,000	
OO014	Interest	Yes	24,000	
OO015	Janitorial	Yes	14,800	
OO016	Notes Payable	Yes	440,000	
OO017	Office Cleaning	Yes	7,200	
OO018	Office Supplies	Yes	18,000	
OO019	Printing & Postage	Yes	2,200	
OO020	Professional Development	Yes	5,280	
OO021	Professional Services	Yes	608,838	
OO022	Public Education & Service Awards	Yes	1,200	Approved additions start here. Add NEW LineIDs onl
OO023	Rental Expense - Equipment	Yes	700	
OO024	Rental Expense - Land	Yes	341,000	
OO025	Repairs & Maintenance	Yes	430,400	
OO026	Repairs & Maintenance - Building	Yes	345,000	
OO027	Repairs & Maintenance - Vehicles	Yes	5,000	
OO028	Special Supplies	Yes	45,976	
OO029	Student Loan Repayment Program	Yes	33,000	
OO030	Taxes and Licenses	Yes	3,500	
OO031	Travel	Yes	17,400	
OO032	Unemployment Compensation	Yes	10,000	
OO033	Vending Supplies	Yes	15,200	
OO034	Furniture & Fixtures	Yes	30,000	
OO035	Utilities	Yes	1,479,180	
OO036	Miscellaneous	Yes	-	

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.

Section	Line Item Name	LineID (auto-filled)	Month	Month #	Amount ($)	Description	Section (auto)
Revenue							