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:	**June**
Reporting Period:	**Reporting Period: June**
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-spent 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
June	Revenue	REV001	State Revenue	Yes	4,781,085	-	
June	Revenue	REV002	Victims Assistant Coordinator - State Warrant	Yes	120,000	10,000	
June	Revenue	REV003	Grant Income	Yes	2,463,758	78,996	
June	Revenue	REV004	City Revenue	Yes	8,442,973	1,407,162	
June	Revenue	REV005	City Grants	Yes	-	3,630	
June	Revenue	REV006	Pass-through	Yes	153,812	-	
June	Revenue	REV007	Public Records Request	Yes	3,500	449	
June	Revenue	REV008	OPCDC Fines	Yes	9,401	2,505	
June	Revenue	REV009	Equitable Sharing (Restricted)	Yes	-	-	
June	Revenue	REV010	Asset Forfeiture	Yes	177,843	37,648	
June	Revenue	REV011	Bond Forfeiture	Yes	40,905	84,413	
June	Revenue	REV012	Expungements	Yes	6,800	350	
June	Revenue	REV013	Bail Bonds	Yes	348,800	29,456	
June	Revenue	REV014	Court Costs	Yes	64,500	5,362	
June	Revenue	REV015	Interest	Yes	5,200	244	
June	Revenue	REV016	Miscellaneous	Yes	85,000	-	
June	Revenue	REV017	Admin Fees - Child Support	Yes	112,333	8,641	
June	Revenue	REV018	None	No	-		
June	Revenue	REV019	None	No	-		
June	Revenue	REV020	None	No	-		
June	Revenue	REV021	None	No	-		
June	Revenue	REV022	None	No	-		
June	Revenue	REV023	None	No	-		
June	Revenue	REV024	None	No	-		
June	Revenue	REV025	None	No	-		
June	Revenue	REV026	None	No	-		
June	Revenue	REV027	None	No	-		
June	Revenue	REV028	None	No	-		
June	Revenue	REV029	None	No	-		
June	Revenue	REV030	None	No	-		
June	Revenue	REV031	None	No	-		
June	Revenue	REV032	None	No	-		
June	Revenue	REV033	None	No	-		
June	Revenue	REV034	None	No	-		
June	Revenue	REV035	None	No	-		
June	Revenue	REV036	None	No	-		
June	Revenue	REV037	None	No	-		
June	Revenue	REV038	None	No	-		
June	Revenue	REV039	None	No	-		
June	Revenue	REV040	None	No	-		
June	Revenue	REV041	None	No	-		
June	Revenue	REV042	None	No	-		
June	Revenue	REV043	None	No	-		
June	Revenue	REV044	None	No	-		
June	Revenue	REV045	None	No	-		
June	Revenue	REV046	None	No	-		
June	Revenue	REV047	None	No	-		
June	Revenue	REV048	None	No	-		
June	Revenue	REV049	None	No	-		
June	Revenue	REV050	None	No	-		
June	Revenue	REV051	None	No	-		
June	Revenue	REV052	None	No	-		
June	Revenue	REV053	None	No	-		
June	Revenue	REV054	None	No	-		
June	Revenue	REV055	None	No	-		
June	Revenue	REV056	None	No	-		
June	Revenue	REV057	None	No	-		
June	Revenue	REV058	None	No	-		
June	Revenue	REV059	None	No	-		
June	Revenue	REV060	None	No	-		
June	Personal Services	PS001	Salaries	Yes	8,710,390	777,225	
June	Personal Services	PS002	State ADA Warrants	Yes	4,781,085	-	
June	Personal Services	PS003	Employee Life Insurance	Yes	28,800	2,191	
June	Personal Services	PS004	Medicare and Social Security Tax	Yes	406,588	37,242	
June	Personal Services	PS005	City Retirement	Yes	675,425	63,322	

June	Personal Services	PS006	DA Retirement	Yes	491,369	40,139
June	Personal Services	PS007	Unemployment	Yes	16,000	-
June	Personal Services	PS008	Workers Compensation	Yes	53,000	2,948
June	Personal Services	PS009	Payroll Processing	Yes	38,000	5,122
June	Personal Services	PS010	Parking	Yes	58,200	3,790
June	Personal Services	PS011	Administration Fee - Ameriflex	Yes	1,500	127
June	Personal Services	PS012	None	No	-	
June	Personal Services	PS013	None	No	-	
June	Personal Services	PS014	None	No	-	
June	Personal Services	PS015	None	No	-	
June	Personal Services	PS016	None	No	-	
June	Personal Services	PS017	None	No	-	
June	Personal Services	PS018	None	No	-	
June	Personal Services	PS019	None	No	-	
June	Personal Services	PS020	None	No	-	
June	Personal Services	PS021	None	No	-	
June	Personal Services	PS022	None	No	-	
June	Personal Services	PS023	None	No	-	
June	Personal Services	PS024	None	No	-	
June	Personal Services	PS025	None	No	-	
June	Personal Services	PS026	None	No	-	
June	Personal Services	PS027	None	No	-	
June	Personal Services	PS028	None	No	-	
June	Personal Services	PS029	None	No	-	
June	Personal Services	PS030	None	No	-	
June	Personal Services	PS031	None	No	-	
June	Personal Services	PS032	None	No	-	
June	Personal Services	PS033	None	No	-	
June	Personal Services	PS034	None	No	-	
June	Personal Services	PS035	None	No	-	
June	Personal Services	PS036	None	No	-	
June	Personal Services	PS037	None	No	-	
June	Personal Services	PS038	None	No	-	
June	Personal Services	PS039	None	No	-	
June	Personal Services	PS040	None	No	-	
June	Personal Services	PS041	None	No	-	
June	Personal Services	PS042	None	No	-	
June	Personal Services	PS043	None	No	-	
June	Personal Services	PS044	None	No	-	
June	Personal Services	PS045	None	No	-	
June	Personal Services	PS046	None	No	-	
June	Personal Services	PS047	None	No	-	
June	Personal Services	PS048	None	No	-	
June	Personal Services	PS049	None	No	-	
June	Personal Services	PS050	None	No	-	
June	Personal Services	PS051	None	No	-	
June	Personal Services	PS052	None	No	-	
June	Personal Services	PS053	None	No	-	
June	Personal Services	PS054	None	No	-	
June	Personal Services	PS055	None	No	-	
June	Personal Services	PS056	None	No	-	
June	Personal Services	PS057	None	No	-	
June	Personal Services	PS058	None	No	-	
June	Personal Services	PS059	None	No	-	
June	Personal Services	PS060	None	No	-	
June	Other Operating	OO001	Grant Subrecipient	Yes	153,812	174,077
June	Other Operating	OO002	Advertising	Yes	250	-
June	Other Operating	OO003	Recruitment	Yes	6,720	672
June	Other Operating	OO004	Retention Incentive Pay	Yes	193,948	-
June	Other Operating	OO005	Audit	Yes	36,000	-
June	Other Operating	OO006	Accounting Services	Yes	15,000	15,604
June	Other Operating	OO007	Auto	Yes	500	-
June	Other Operating	OO008	Facility Dog	Yes	1,300	841
June	Other Operating	OO009	Communities of Hope/Nodice	Yes	-	23,277
June	Other Operating	OO010	Domestic Violence Intervention	Yes	1,500	-
June	Other Operating	OO011	Bank Charges	Yes	500	41
June	Other Operating	OO012	Online Inquiries	Yes	6,840	561
June	Other Operating	OO013	Computer Online Service	Yes	94,982	2,583
June	Other Operating	OO014	Legal Research	Yes	112,512	8,848
June	Other Operating	OO015	File Digitization	Yes	-	30,736
June	Other Operating	OO016	Computer and Printer Supplies	Yes	30,000	1,245
June	Other Operating	OO017	Copy Machine Lease	Yes	36,000	7,636
June	Other Operating	OO018	Court Copies	Yes	2,100	-
June	Other Operating	OO019	Medical Records	Yes	550	92
June	Other Operating	OO020	Drug Testing	Yes	900	-
June	Other Operating	OO021	Dues and Memberships	Yes	37,000	187
June	Other Operating	OO022	DNA Analysis	Yes	125,802	5,833

June	Other Operating	OO023	Expert Witnesses	Yes	60,000	-
June	Other Operating	OO024	Extradition	Yes	5,000	11,400
June	Other Operating	OO025	File Room Supplies	Yes	3,000	1,200
June	Other Operating	OO026	Meeings/Business Development	Yes	300	168
June	Other Operating	OO027	Furniture and Fixtures	Yes	3,000	-
June	Other Operating	OO028	Grand Jury	Yes	500	11
June	Other Operating	OO029	Interpreters	Yes	8,500	464
June	Other Operating	OO030	Janitorial Supplies and Expenses	Yes	83,223	34,160
June	Other Operating	OO031	Law Books and Journals	Yes	9,741	1,033
June	Other Operating	OO032	Miscellaneous	Yes	6,000	-
June	Other Operating	OO033	Office Supplies	Yes	30,000	1,388
June	Other Operating	OO034	Office and Computer Equipment	Yes	10,000	605
June	Other Operating	OO035	Services - Security	Yes	124,220	-
June	Other Operating	OO036	Professional Services - Employment	Yes	20,000	124
June	Other Operating	OO037	Counseling Services	Yes	6,500	-
June	Other Operating	OO038	Professional Services - Legal Fees	Yes	840,000	129,772
June	Other Operating	OO039	Postage and Delivery Charges	Yes	9,472	347
June	Other Operating	OO040	Printing	Yes	1,000	-
June	Other Operating	OO041	Trash Disposal	Yes	26,400	2,804
June	Other Operating	OO042	Computer Software	Yes	210,525	33,740
June	Other Operating	OO043	Storage	Yes	276,000	23,672
June	Other Operating	OO044	Subscriptions	Yes	-	13
June	Other Operating	OO045	Fingerprinting	Yes	200	-
June	Other Operating	OO046	Telephone and Communications	Yes	161,400	13,051
June	Other Operating	OO047	Website Service	Yes	5,000	-
June	Other Operating	OO048	Transcripts	Yes	84,595	13,390
June	Other Operating	OO049	Transportation	Yes	200	-
June	Other Operating	OO050	Training	Yes	10,296	481
June	Other Operating	OO051	Witness Expense	Yes	90,000	16,448
June	Other Operating	OO052	Water	Yes	8,400	1,829
June	Other Operating	OO053	Civil Lawsuits	Yes	341,666	-
June	Other Operating	OO054	Capital Outlays	Yes	30,000	-
June	Other Operating	OO055	None	No	-	
June	Other Operating	OO056	None	No	-	
June	Other Operating	OO057	None	No	-	
June	Other Operating	OO058	None	No	-	
June	Other Operating	OO059	None	No	-	
June	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 | **June**

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

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 June

DETAILED LINE ITEM SUMMARY

Section	LineID	Line Item Name	Annual Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Expected YTD	Variance from Expected	Show?
Revenue	REV001	State Revenue	$4,781,085	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Revenue	REV002	Victims Assistant Coordinator - State Warrant	$120,000	10,000	10,000	10,000	10,000	10,000	10,000	-	-	-	-	-	-	60,000	5,000	55,000	Show
Revenue	REV003	Grant Income	$2,463,758	545,364	23,589	41,775	552,906	34,685	78,996	-	-	-	-	-	-	1,277,296	272,682	1,004,614	Show
Revenue	REV004	City Revenue	$8,442,973	-	-	2,110,743	-	703,581	1,407,162	-	-	-	-	-	-	4,221,487	-	4,221,487	Show
Revenue	REV005	City Grants	$0	-	-	-	8,912	-	3,630	-	-	-	-	-	-	12,542	-	12,542	Show
Revenue	REV006	Pass-through	$153,812	77,319	-	-	-	77,210	-	-	-	-	-	-	-	154,529	38,660	115,870	Show
Revenue	REV007	Public Records Request	$1,500	3,778	1,336	1,345	3,909	192	449	-	-	-	-	-	-	11,009	1,889	9,120	Show
Revenue	REV008	OPCDC Fines	$9,401	1,320	1,418	1,901	-	6,689	2,505	-	-	-	-	-	-	13,832	660	13,172	Show
Revenue	REV009	Equitable Sharing (Restricted)	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV010	Asset Forfeiture	$177,843	86,383	-	-	-	-	37,648	-	-	-	-	-	-	124,031	43,192	80,839	Show
Revenue	REV011	Bond Forfeiture	$40,905	-	5,025	1,400	-	-	84,413	-	-	-	-	-	-	90,838	-	90,838	Show
Revenue	REV012	Expungements	$6,800	1,250	50	150	1,350	50	350	-	-	-	-	-	-	3,200	625	2,575	Show
Revenue	REV013	Bail Bonds	$348,800	23,319	44,742	33,257	38,670	30,493	29,456	-	-	-	-	-	-	199,937	11,660	188,277	Show
Revenue	REV014	Court Costs	$64,500	4,844	401	11,641	6,974	5,227	5,362	-	-	-	-	-	-	34,449	2,422	32,027	Show
Revenue	REV015	Interest	$5,200	358	208	194	215	190	244	-	-	-	-	-	-	1,409	179	1,230	Show
Revenue	REV016	Miscellaneous	$85,000	-	-	-	-	84,710	-	-	-	-	-	-	-	84,710	-	84,710	Show
Revenue	REV017	Admin Fees - Child Support	$112,333	-	17,282	8,641	8,641	8,641	8,641	-	-	-	-	-	-	51,846	-	51,846	Show
Revenue	REV018	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV019	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV020	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV021	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV022	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV023	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV024	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV025	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV026	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV027	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV028	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV029	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV030	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV031	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV032	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV033	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV034	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV035	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV036	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV037	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV038	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV039	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV040	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV041	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV042	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV043	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV044	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV045	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV046	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV047	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV048	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV049	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV050	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV051	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV052	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV053	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV054	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV055	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV056	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV057	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV058	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV059	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Revenue	REV060	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS001	Salaries	$8,710,390	860,574	825,674	819,540	787,791	746,777	777,225	-	-	-	-	-	-	4,817,580	430,287	(4,387,293)	Show
Personal Services	PS002	State ADA Warrants	$4,781,085	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Personal Services	PS003	Employee Life Insurance	$28,800	2,180	2,458	2,196	2,352	2,076	2,191	-	-	-	-	-	-	13,452	1,190	(12,462)	Show
Personal Services	PS004	Medicare and Social Security Tax	$406,588	43,052	40,812	40,214	38,877	36,296	37,242	-	-	-	-	-	-	236,493	21,526	(214,967)	Show
Personal Services	PS005	City Retirement	$675,425	76,768	71,081	69,998	66,819	63,166	63,322	-	-	-	-	-	-	411,154	38,384	(372,770)	Show
Personal Services	PS006	DA Retirement	$491,369	40,449	40,185	40,199	37,307	36,988	40,139	-	-	-	-	-	-	235,466	20,225	(215,242)	Show
Personal Services	PS007	Unemployment	$16,000	-	-	1,757	6,277	-	-	-	-	-	-	-	-	8,035	-	(8,035)	Show
Personal Services	PS008	Workers Compensation	$53,000	2,948	1,968	2,948	3,901	2,155	2,948	-	-	-	-	-	-	16,867	1,474	(15,393)	Show
Personal Services	PS009	Payroll Processing	$38,000	2,923	-	5,176	2,716	2,733	5,122	-	-	-	-	-	-	18,671	1,462	(17,209)	Show
Personal Services	PS010	Parking	$58,200	5,281	5,064	537	8,947	3,912	3,790	-	-	-	-	-	-	27,531	2,641	(24,891)	Show
Personal Services	PS011	Administration Fee - Ameriflex	$1,500	127	275	127	127	127	127	-	-	-	-	-	-	905	64	(841)	Show
Personal Services	PS012	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS013	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS014	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS015	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS016	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS017	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS018	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS019	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS020	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS021	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS022	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS023	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS024	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS025	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS026	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS027	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS028	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS029	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS030	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS031	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS032	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS033	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS034	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS035	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS036	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS037	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS038	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS039	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS040	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS041	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS042	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS043	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS044	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS045	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS046	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS047	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS048	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS049	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS050	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS051	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS052	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS053	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS054	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS055	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS056	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS057	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS058	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS059	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Personal Services	PS060	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO001	Grant Subrecipient	$153,812	30,000	-	47,210	-	96,976	174,077	-	-	-	-	-	-	348,263	15,000	(333,263)	Show
Other Operating	OO002	Advertising	$250	-	-	-	10,800	-	-	-	-	-	-	-	-	10,800	-	(10,800)	Show
Other Operating	OO003	Recruitment	$6,720	336	672	-	336	-	672	-	-	-	-	-	-	2,016	168	(1,848)	Show
Other Operating	OO004	Retention Incentive Pay	$193,948	800	-	-	60,000	12,000	-	-	-	-	-	-	-	72,800	400	(72,400)	Show
Other Operating	OO005	Audit	$36,000	-	(12,125)	-	-	-	-	-	-	-	-	-	-	(12,125)	-	12,125	Show
Other Operating	OO006	Accounting Services	$15,000	-	-	-	-	-	15,604	-	-	-	-	-	-	15,604	-	(15,604)	Show
Other Operating	OO007	Auto	$500	-	-	-	10	-	-	-	-	-	-	-	-	10	-	(10)	Show
Other Operating	OO008	Facility Dog	$1,300	86	-	-	108	-	841	-	-	-	-	-	-	1,035	43	(992)	Show
Other Operating	OO009	Communities of Hope/Nodice	$0	13,150	12,140	17,392	32,034	-	23,277	-	-	-	-	-	-	97,993	6,575	(91,418)	Show
Other Operating	OO010	Domestic Violence Intervention	$1,500	1,549	-	-	-	-	-	-	-	-	-	-	-	1,549	775	(775)	Show
Other Operating	OO011	Bank Charges	$500	71	-	114	41	42	41	-	-	-	-	-	-	310	36	(274)	Show
Other Operating	OO012	Online Inquiries	$6,840	560	580	563	666	581	561	-	-	-	-	-	-	3,512	280	(3,232)	Show
Other Operating	OO013	Computer Online Service	$94,982	2,633	3,168	9,309	474	29,286	2,583	-	-	-	-	-	-	47,453	1,317	(46,137)	Show
Other Operating	OO014	Legal Research	$112,512	8,848	8,848	8,848	10,775	8,848	8,848	-	-	-	-	-	-	55,014	4,424	(50,590)	Show
Other Operating	OO015	File Digitization	$0	604	-	-	4,234	-	30,736	-	-	-	-	-	-	35,574	302	(35,272)	Show
Other Operating	OO016	Computer and Printer Supplies	$30,000	2,117	7,347	88	359	-	1,245	-	-	-	-	-	-	11,156	1,059	(10,098)	Show
Other Operating	OO017	Copy Machine Lease	$36,000	5,650	4,752	1,107	-	-	7,636	-	-	-	-	-	-	19,145	2,825	(16,320)	Show
Other Operating	OO018	Court Copies	$2,100	203	-	294	28	-	-	-	-	-	-	-	-	525	102	(424)	Show
Other Operating	OO019	Medical Records	$550	-	-	-	-	-	92	-	-	-	-	-	-	92	-	(92)	Show
Other Operating	OO020	Drug Testing	$900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO021	Dues and Memberships	$37,000	-	5,833	3,092	2,917	45	187	-	-	-	-	-	-	12,073	-	(12,073)	Show
Other Operating	OO022	DNA Analysis	$125,802	750	-	4,200	2,990	6,600	5,833	-	-	-	-	-	-	20,373	375	(19,998)	Show
Other Operating	OO023	Expert Witnesses	$60,000	988	-	27,350	9,706	-	-	-	-	-	-	-	-	38,044	494	(37,550)	Show
Other Operating	OO024	Extradition	$5,000	-	3,846	-	-	-	11,400	-	-	-	-	-	-	15,246	-	(15,246)	Show
Other Operating	OO025	File Room Supplies	$1,000	-	455	-	-	-	1,200	-	-	-	-	-	-	1,655	-	(1,655)	Show
Other Operating	OO026	Meetings/Business Development	$300	-	(2,500)	-	-	-	168	-	-	-	-	-	-	(2,332)	-	2,332	Show
Other Operating	OO027	Furniture and Fixtures	$3,000	-	2,184	-	-	266	-	-	-	-	-	-	-	2,450	-	(2,450)	Show
Other Operating	OO028	Grand Jury	$500	205	24	24	-	-	11	-	-	-	-	-	-	264	103	(162)	Show
Other Operating	OO029	Interpreters	$8,500	186	84	806	310	-	464	-	-	-	-	-	-	1,850	93	(1,757)	Show
Other Operating	OO030	Janitorial Supplies and Expenses	$83,223	6,972	6,972	212	-	-	34,160	-	-	-	-	-	-	48,315	3,486	(44,829)	Show
Other Operating	OO031	Law Books and Journals	$9,741	1,006	1,006	4,748	1,033	1,033	1,033	-	-	-	-	-	-	9,859	503	(9,356)	Show
Other Operating	OO032	Miscellaneous	$6,000	100	100	-	2,166	-	-	-	-	-	-	-	-	2,366	50	(2,316)	Show
Other Operating	OO033	Office Supplies	$30,000	794	1,146	3,088	-	(28)	1,388	-	-	-	-	-	-	8,588	397	(8,191)	Show
Other Operating	OO034	Office and Computer Equipment	$10,000	-	-	597	570	105	605	-	-	-	-	-	-	1,878	-	(1,878)	Show
Other Operating	OO035	Services - Security	$124,220	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show

Other Operating	OO036	Professional Services - Employment	$20,000	546	11,110	6,333	2,232	-	124	-	-	-	-	-	-	20,345	273	(20,072)	Show
Other Operating	OO037	Counseling Services	$6,500	-	8,588	-	12,600	-	-	-	-	-	-	-	-	21,188	-	(21,188)	Show
Other Operating	OO038	Professional Services - Legal Fees	$840,000	-	118,596	30,598	96,131	-	129,772	-	-	-	-	-	-	375,097	-	(375,097)	Show
Other Operating	OO039	Postage and Delivery Charges	$9,472	479	434	234	112	234	347	-	-	-	-	-	-	1,840	240	(1,600)	Show
Other Operating	OO040	Printing	$1,000	410	76	-	-	-	-	-	-	-	-	-	-	486	205	(281)	Show
Other Operating	OO041	Trash Disposal	$26,400	2,485	2,446	2,494	2,760	2,804	2,804	-	-	-	-	-	-	15,793	1,243	(14,550)	Show
Other Operating	OO042	Computer Software	$210,525	-	16,408	24,000	3,212	156,150	33,740	-	-	-	-	-	-	233,510	-	(233,510)	Show
Other Operating	OO043	Storage	$276,000	22,778	22,453	24,410	22,979	22,872	23,672	-	-	-	-	-	-	139,164	11,389	(127,775)	Show
Other Operating	OO044	Subscriptions	$0	28	28	28	11	11	13	-	-	-	-	-	-	119	14	(105)	Show
Other Operating	OO045	Fingerprinting	$200	-	35	-	-	-	-	-	-	-	-	-	-	35	-	(35)	Show
Other Operating	OO046	Telephone and Communications	$161,400	13,358	13,118	13,126	12,557	13,707	13,051	-	-	-	-	-	-	78,918	6,679	(72,239)	Show
Other Operating	OO047	Website Service	$5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO048	Transcripts	$86,595	3,326	9,844	7,052	5,731	126	13,390	-	-	-	-	-	-	39,469	1,663	(37,806)	Show
Other Operating	OO049	Transportation	$200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Show
Other Operating	OO050	Training	$10,296	1,456	(100)	1,057	580	1,559	481	-	-	-	-	-	-	5,033	728	(4,305)	Show
Other Operating	OO051	Witness Expense	$90,000	3,089	6,349	10,972	2,500	6,001	16,448	-	-	-	-	-	-	45,359	1,545	(43,814)	Show
Other Operating	OO052	Water	$8,400	612	679	1,260	1,070	-	1,829	-	-	-	-	-	-	5,450	306	(5,144)	Show
Other Operating	OO053	Civil Lawsuits	$341,666	-	250,000	-	-	-	-	-	-	-	-	-	-	250,000	-	(250,000)	Show
Other Operating	OO054	Capital Outlays	$30,000	-	-	-	3,630	3,357	-	-	-	-	-	-	-	6,987	-	(6,987)	Show
Other Operating	OO055	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO056	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO057	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO058	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO059	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Other Operating	OO060	None	$0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Hide
Bottom Section Totals																YTD Actual	Expected YTD	Variance	
Revenue Total			$16,815,910	753,935	104,031	2,221,047	631,577	961,669	-	-	-	-	-	-	6,341,114	6,341,114	376,968		
Personal Services Total			$15,260,357	1,034,502	987,513	982,892	955,113	894,230	-	-	-	-	-	-	5,786,355	5,786,355	517,251		
Other Operating Total			$3,321,354	126,175	506,796	250,606	305,659	362,575	-	-	-	-	-	-	2,110,145	2,110,145	63,088		
Total Expenditures			$18,581,711	1,160,677	1,494,309	1,233,498	1,260,772	1,256,805	-	-	-	-	7,896,500	7,896,500	7,896,500	7,896,500	580,339		
Net Surplus / (Deficit)			($1,765,801)	(406,742)	(1,390,278)	987,549	(629,194)	(295,136)	-	-	-	(7,896,500)	(1,555,386)	(1,555,386)	(1,555,386)	(1,555,386)	(203,371)		

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.

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
District Attorney	1	0.0	1	1	1.0	1.0	1.0	1.0						
1st Assistan District Attorney	1	0.0	1.0	1	1.0	1.0	1.0	1.0						
Chief of Staff	1	0.0	1.0	1	1.0	1.0	1.0	1.0						
Chief of Operations and External Affairs	1	0.0	1.0	1	1.0	1.0	0.0	0.0						
Executive Coordinator	1	0.0	1.0	1	1.0	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	0.0	0.0						
Administration - Support Staff	20	5.0	19.0	19	17.0	15.0	14.0	15.0						
Administration - ADAs	2	-2.0	2.0	3	3.0	4.0	4.0	4.0						
Appeals	5	0.0	5.0	5	5.0	5.0	5.0	5.0						
Civil Rights - Support Staff	4	2.0	3.0	3	3.0	3.0	3.0	2.0						
Civil Rights - ADAs	3	0.0	3.0	3	3.0	4.0	4.0	4.0						
Diversion	5	0.0	5.0	5	5.0	5.0	5.0	5.0						
Homicide	8	0.0	8.0	8	8.0	8.0	8.0	8.0						
Investigations	18	0.0	18.0	18	17.0	17.0	17.0	17.0						
Juvenile - Support Staff	2	0.0	2.0	2	1.0	1.0	1.0	1.0						
Juvenile - ADAs	11	2.0	10.0	10	8.0	10.0	10.0	9.0						
SAKI - Support Staff	4	-1.0	4.0	5	5.0	5.0	5.0	5.0						
SAKI - ADAs	5	0.0	5.0	5	5.0	5.0	5.0	5.0						
Screening - Support Staff	10	1.0	4.0	4	4.0	4.0	5.0	9.0						
Screening - ADAs	16	-2.0	15.0	15	15.0	14.0	16.0	18.0						
SVU - Support Staff	3	0.0	3.0	3	3.0	3.0	3.0	3.0						
SVU - ADAs	3	0.0	3.0	3	4.0	4.0	4.0	4.0						
Trial Assistants	18	5.0	18.0	17	17.0	16.0	16.0	13.0						
Trials - ADAs	31	5.0	33.0	33	32.0	27.0	26.0	26.0						
Victim/Witness Advocates	18	1.0	17.0	17	17.0	16.0	17.0	17.0						

Total	192	192.0	183.0	184.0	178.0	172.0	172.0	174.0	0.0	0.0

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	4,781,085	
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	4,781,085	
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	