

City of New Orleans — Municipal and Traffic Court — 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
Detail tab):

May

EXECUTIVE SUMMARY — YEAR TO DATE

Metric	Adopted Budget (\$)	Expected YTD (\$)	YTD Actual (\$)	Variance (\$)	Notes
Total Revenue	\$ 8,344,414.76	\$ 3,476,839.48	\$ 3,383,367.39	\$ (93,472.09)	Revenue variance = YTD Actual less Expected YTD
Total Personal Services	\$ 6,142,735.00	\$ 2,559,472.92	\$ 2,470,838.39	\$ 88,634.53	Expenditure variance = Expected YTD less YTD Actual
Total Other Operating	\$ 2,201,680.00	\$ 1,094,218.51	\$ 912,530.52	\$ 181,687.99	Expenditure variance = Expected YTD less YTD Actual
Total Expenditures	\$ 8,344,415.00	\$ 3,653,691.42	\$ 3,383,368.91	\$ 270,322.51	Personal Services plus Other Operating
Net Surplus / (Deficit)	\$ (0.24)	\$ (176,851.94)	\$ (1.52)	\$ 176,850.42	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 — Municipal and Traffic Court

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 Mon **May**

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	General Fund Allocation	\$0	\$0	\$0	\$0	\$0	(\$5,000,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$0	(\$5,000,000)	Show
Revenue	REV002	On-behalf City Support	\$5,904,963	\$647,661	\$433,243	\$443,357	\$416,436	\$428,748	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,369,445	\$2,460,401	(\$90,956)	Show
Revenue	REV004	Federal Grants	\$237,772	\$27,934	\$18,367	\$18,364	\$18,364	\$18,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101,392	\$99,072	\$2,320	Show
Revenue	REV005	JEF - Court Cost Fees	\$350,000	\$50,415	\$44,419	\$56,341	\$39,789	\$32,345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,310	\$145,833	\$77,476	Show
Revenue	REV006	JEF - Criminal Service Processing & Admin Fees	\$85,300	\$7,562	\$7,582	\$11,503	\$9,901	\$4,136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,684	\$35,542	\$5,142	Show
Revenue	REV007	JEF - Criminal Contempt Charge & Other Fees	\$12,100	\$1,719	\$767	\$1,075	\$2,135	\$1,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,119	\$5,042	\$2,077	Show
Revenue	REV008	JEF - Use of Building & Technology	\$108,000	\$9,000	\$9,000	\$15,000	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,000	\$45,000	\$6,000	Show
Revenue	REV009	JEF - Restitution Income	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750	(\$750)	Show
Revenue	REV010	JEF - Credits, Refunds Reimbursements	\$0	\$0	\$2	\$6	\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83	\$0	\$83	Show
Revenue	REV011	JEF - Interest / Investment Income	\$120,800	\$17,788	\$15,971	\$17,594	\$16,997	\$6,337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,688	\$50,333	\$24,354	Show
Revenue	REV013	JEF - MTCNO PY Fund Balance	\$702,777	\$193,428	(\$7,967)	(\$11,207)	(\$2,730)	\$5,016,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,188,058	\$292,824	\$4,895,234	Show
Revenue	REV014	PB Fund - Supervision & Special Program Fees	\$47,364	\$6,523	\$5,666	\$7,228	\$4,897	\$3,872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,186	\$19,735	\$8,451	Show
Revenue	REV015	PB Fund - Interest / Investment Income	\$24,000	\$3,705	\$3,327	\$3,649	\$3,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,870	\$10,000	\$7,870	Show
Revenue	REV016	PB Fund - MTCNO PY Fund Balance	\$60,939	\$5,782	\$7,017	\$5,133	\$7,573	\$8,491	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,995	\$25,391	\$8,603	Show
Revenue	REV017	B&M Fund - Special Revenue Fees for Building & Maintenance	\$42,310	\$6,113	\$5,511	\$6,691	\$4,592	\$3,774	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,681	\$17,629	\$9,052	Show
Revenue	REV018	B&M Fund - Interest / Investment Income	\$6,000	\$938	\$842	\$924	\$896	\$923	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,524	\$2,500	\$2,024	Show
Revenue	REV019	B&M Fund - MTCNO PY Fund Balance	(\$23,310)	(\$3,902)	(\$6,269)	\$15,492	(\$5,488)	(\$4,697)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$4,865)	(\$9,713)	\$4,848	Show
Revenue	REV020	OCR Fund - MTCNO PY Fund Balance	\$663,600	\$55,300	\$55,300	\$55,300	\$55,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$221,200	\$276,500	(\$55,300)	Show
Personal Services	PS001	9160 - Regular Salaries & Wages	\$1,877,313	\$366,588	\$255,780	\$267,470	\$235,589	\$249,931	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,379,358	\$782,214	(\$597,145)	Show
Personal Services	PS002	9160 - Overtime	\$0	\$1,868	\$875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,743	\$0	(\$2,743)	Show
Personal Services	PS003	9160 - Part-Time / Temporary Wages	\$0	\$11,020	\$7,347	\$7,347	\$7,347	\$7,347	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,406	\$0	(\$40,406)	Show
Personal Services	PS004	9160 - Grant Funded Positions	\$0	\$20,089	\$13,793	\$18,364	\$18,364	\$18,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,573	\$0	(\$86,573)	Show
Personal Services	PS005	9160 - Social Security / FICA	\$218,481	\$23,363	\$15,496	\$14,378	\$14,435	\$15,063	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82,734	\$91,034	\$8,299	Show
Personal Services	PS006	9160 - Medicare Tax	\$51,092	\$5,464	\$3,624	\$3,363	\$3,323	\$3,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,349	\$21,288	\$1,939	Show
Personal Services	PS007	9160 - Pension / Retirement Contributions	\$493,070	\$60,888	\$32,090	\$31,984	\$31,932	\$32,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$188,959	\$205,446	\$16,487	Show
Personal Services	PS008	9160 - Health Insurance	\$608,000	\$63,692	\$42,230	\$40,499	\$40,153	\$40,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$227,420	\$253,333	\$25,913	Show
Personal Services	PS009	9160 - Life Insurance	\$6,336	\$622	\$412	\$395	\$392	\$399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,221	\$2,640	\$419	Show
Personal Services	PS010	9160 - Workers Compensation	\$20,400	\$2,262	\$1,500	\$1,443	\$1,454	\$1,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,090	\$8,500	\$410	Show
Personal Services	PS011	9160 - Unemployment Insurance	\$3,584	\$396	\$262	\$252	\$249	\$254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,413	\$1,493	\$81	Show
Personal Services	PS012	9160 - Longevity Increase	\$6,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,627	\$2,627	Show
Personal Services	PS013	9160 - Wage Reserve (Merit Pay)	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,667	\$6,667	Show
Personal Services	PS014	8351 - Regular Salaries & Wages	\$2,844,092	\$100,991	\$67,327	\$67,327	\$67,327	\$67,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$370,301	\$1,185,038	\$814,738	Show
Personal Services	PS015	8351 - Part-Time / Temporary Wages	\$0	\$8,100	\$4,500	\$2,700	\$3,900	\$4,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,400	\$0	(\$23,400)	Show
Personal Services	PS016	8351 - Social Security / FICA	\$112,319	\$502	\$279	\$167	\$242	\$260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,451	\$46,800	\$45,349	Show
Personal Services	PS017	8351 - Medicare Tax	\$26,269	\$1,546	\$1,018	\$992	\$1,009	\$1,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,578	\$10,945	\$5,368	Show
Personal Services	PS018	8351 - Health Insurance	\$66,500	\$7,269	\$4,846	\$4,846	\$4,846	\$4,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,654	\$27,708	\$1,055	Show
Personal Services	PS019	8351 - Workers Compensation	\$8,700	\$335	\$231	\$196	\$208	\$219	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,189	\$3,625	\$2,436	Show
Personal Services	PS020	8351 - Longevity	(\$215,725)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$89,885)	(\$89,885)	Show
Other Operating	O0001	JEF - Office Supplies	\$24,000	\$5,084	\$1,598	\$2,960	\$1,894	\$2,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,071	\$10,000	(\$4,071)	Show
Other Operating	O0002	JEF - Office Equipment & Furniture	\$38,000	\$11,458	\$1,129	\$2,454	\$1,389	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,454	\$15,833	(\$620)	Show
Other Operating	O0004	JEF - Bank Service Charge	\$7,500	\$290	\$786	\$739	\$959	\$690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,465	\$3,125	(\$340)	Show
Other Operating	O0005	JEF - Copier Equipment Lease	\$15,000	\$1,129	\$989	\$1,045	\$989	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,152	\$6,250	\$2,098	Show
Other Operating	O0006	JEF - Credit Card & Membership Fees	\$379	\$110	\$137	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$247	\$158	(\$89)	Show
Other Operating	O0007	JEF - Internal Meeting Expenses	\$4,000	\$2,728	\$256	\$602	\$278	\$606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,469	\$1,667	(\$2,803)	Show
Other Operating	O0008	JEF - Postage Meters Lease	\$4,000	\$343	\$343	\$343	\$343	\$343	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,715	\$1,667	(\$48)	Show
Other Operating	O0009	JEF - Postage	\$6,000	\$0	\$1,047	\$500	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,347	\$2,500	\$153	Show
Other Operating	O0010	JEF - Printing	\$3,000	\$132	\$0	\$0	\$12	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$251	\$1,250	\$999	Show
Other Operating	O0011	JEF - Parking	\$54,000	\$0	\$3,677	\$1,787	\$2,667	\$2,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,799	\$22,500	\$11,702	Show
Other Operating	O0012	JEF - Storage	\$46,200	\$3,372	\$3,189	\$3,523	\$3,546	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,198	\$19,250	\$3,052	Show
Other Operating	O0013	JEF - Vehicle & Transportation	\$6,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,779	\$2,779	Show
Other Operating	O0014	JEF - Summer Worker Cost	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,167	\$28,167	Show
Other Operating	O0015	JEF - Software & Subscriptions	\$800	\$153,497	\$930	\$930	\$930	\$1,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,519	\$90,026	(\$67,493)	Show
Other Operating	O0016	JEF - Professional Services / Contracts - Other	\$336,509	\$0	\$15,469	\$42,011	\$24,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,480	\$150,129	\$60,649	Show
Other Operating	O0017	JEF - Professional Services / Contracts - Court Services	\$563,374	\$72,501	\$8,583	\$10,126	\$29,779	\$31,834	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152,823	\$273,649	\$120,826	Show
Other Operating	O0018	JEF - Judge Travel	\$105,000	\$3,790	\$1,287	\$11,773	\$4,345	\$14,525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,720	\$34,500	\$8,030	Show
Other Operating	O0019	JEF - Judge Dues and Subscriptions	\$17,110	\$4,640	\$1,400	\$5,946	\$1,050	\$562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,598	\$10,598	(\$3,000)	Show
Other Operating	O0020	JEF - Judge Professional Liability Insurance	\$25,000	\$17,342	\$0	\$3,270	\$0	\$3,270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,883	\$14,442	(\$9,441)	Show
Other Operating	O0021	JEF - Judge Cellphone	\$6,750	\$273	\$424	\$425	\$483	\$458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,063	\$2,813	\$749	Show
Other Operating	O0022	JEF - Employee Travel	\$20,000	\$875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$875	\$8,333	\$7,458	Show
Other Operating	O0023	JEF - Employee Dues & Subscriptions	\$8,615	\$1,875	\$753	\$404	\$404	\$559	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,996	\$3,590	(\$406)	Show
Other Operating	O0024	JEF - Employee Seminar & Training	\$7,020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,925	\$2,925	Show
Other Operating	O0025	JEF - Employee Cellphone	\$8,900	\$336	\$521	\$519	\$525	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,426	\$3,708	\$1,282	Show
Other Operating	O0026	JEF - Cable Expenses	\$2,700	\$123	\$256	\$927	\$199	(\$159)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,346	\$1,125		

City of New Orleans — Municipal and Traffic Court — 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 Brandee Delarue at bdelarue@nola.gov for assistance with personnel reports.

Position Title	Budgeted FTE	Vacancies	January	February	March	April	May	June	July	August	September	October	November	December
C0061 - Office Assistant III	3		3.0	3.0	3.0	3.0	3.0							
C0132 - Office Assistant IV	3	1.0	2.0	2.0	2.0	2.0	2.0							
C0246 - Admin Support Supervisor II	1		1.0	1.0	1.0	1.0	1.0							
C0253 - Finance Operations Manager	1		1.0	1.0	1.0	1.0	1.0							
C0295 - Social Worker II	1		1.0	1.0	1.0	1.0	1.0							
C0361 - Management Dev Analyst I	1		1.0	1.0	1.0	1.0	1.0							
C0420 - Junior Accountant	1		1.0	1.0	1.0	1.0	1.0							
C0658 - Social Service Supervisor	1		1.0	1.0	1.0	1.0	1.0							
C6076 - Senior Court Probation Officer	2		2.0	2.0	2.0	2.0	2.0							
C6078 - Court Probation Coordinator	1		1.0	1.0	1.0	1.0	1.0							
C7518 - Clerk of Court Assistant	1		1.0	1.0	1.0	1.0	1.0							
U0942 - Judicial Administrator	1		1.0	1.0	1.0	1.0	1.0							
U0948 - Asst Judicial Administrator	1		1.0	1.0	1.0	1.0	1.0							
U0953 - Management Services Supervisor	3	1.0	3.0	3.0	3.0	3.0	3.0							
U0963 - Administrative Support Specialist	2		2.0	2.0	2.0	2.0	2.0							
U0967 - Court Clerk I	11	3.0	10.0	10.0	9.0	8.0	8.0							
U0968 - Court Clerk II	8	-1.0	8.0	8.0	8.0	9.0	9.0							
U0969 - Court Clerk Supervisor	7		7.0	7.0	7.0	7.0	7.0							
U0971 - Court Reporter	5		5.0	5.0	5.0	5.0	5.0							
U0977 - Senior Office Assistant	6		5.0	5.0	6.0	6.0	6.0							
U0979 - Clerk I	1		1.0	1.0	1.0	1.0	1.0							
U0981 - Office Assistant	2.5		2.5	2.5	2.5	2.5	2.5							
U0983 - Attorney I	0.5		0.5	0.5	0.5	0.5	0.5							
U0988 - Accountant	1		1.0	1.0	1.0	1.0	1.0							
U0995 - Clerk of Court	1		1.0	1.0	1.0	1.0	1.0							
Z0020 - Judge	7		7.0	7.0	7.0	7.0	7.0							
Z0021 - Judge Ad Hoc	15.67	-0.7	15.6	16.3	16.3	16.3	16.3							
MTCNO In-house Hires														
Social Worker (Contract-Community Court)		-1.0	1.0	1.0	1.0	1.0	1.0							
Peer Support Specialist (Contract - Community Court)		-1.0	1.0	1.0	1.0	1.0	1.0							
Court Clerk II (contract due to hiring freeze)			1.0	1.0	1.0	0.0	0.0							
Sr. Office Assistant (Contract due to hiring freeze)			1.0	1.0	0.0	0.0	0.0							

