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OFFICE OF THE ORLEANS PARISH DISTRICT ATTORNEY
JASON ROGERS WILLIAMS

July 6, 2026

Clerk of Council

Via email: clerkofcouncil@nola.gov

Re: Monthly budget report

Dear Madam Clerk:

Please find enclosed the May 2026 budget report from the Orleans Parish District Attorney's Office. Of course, please do not hesitate to contact me should you need anything further from our office at this time.

Kind regards,

Micah Ince
Chief of Staff

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

Enter Agency Name Here

REPORTING PERIOD — Select Month Below

Reporting Month: May

Reporting Period: Reporting Period: May

- 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-spaced 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).

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
May	Revenue	REV001	State Revenue	Yes	4,665,448	-	
May	Revenue	REV002	Victims Assistant Coordinator - State Warrant	Yes	120,000	10,000	
May	Revenue	REV003	Grant Income	Yes	2,463,758	34,685	
May	Revenue	REV004	City Revenue	Yes	8,442,973	703,581	
May	Revenue	REV005	City Grants	Yes	-	-	
May	Revenue	REV006	Pass-through	Yes	153,812	77,210	
May	Revenue	REV007	Public Records Request	Yes	3,500	192	
May	Revenue	REV008	OPCDC Fines	Yes	9,401	6,689	
May	Revenue	REV009	Equitable Sharing (Restricted)	Yes	-	-	
May	Revenue	REV010	Asset Forfeiture	Yes	177,843	-	
May	Revenue	REV011	Bond Forfeiture	Yes	40,905	-	
May	Revenue	REV012	Expungements	Yes	6,800	50	
May	Revenue	REV013	Bail Bonds	Yes	348,800	30,493	
May	Revenue	REV014	Court Costs	Yes	64,500	5,227	
May	Revenue	REV015	Interest	Yes	5,200	190	
May	Revenue	REV016	Miscellaneous	Yes	85,000	84,710	
May	Revenue	REV017	Admin Fees - Child Support	Yes	112,333	8,641	
May	Revenue	REV018	None	No	-	-	
May	Revenue	REV019	None	No	-	-	
May	Revenue	REV020	None	No	-	-	
May	Revenue	REV021	None	No	-	-	
May	Revenue	REV022	None	No	-	-	
May	Revenue	REV023	None	No	-	-	
May	Revenue	REV024	None	No	-	-	
May	Revenue	REV025	None	No	-	-	
May	Revenue	REV026	None	No	-	-	
May	Revenue	REV027	None	No	-	-	
May	Revenue	REV028	None	No	-	-	
May	Revenue	REV029	None	No	-	-	
May	Revenue	REV030	None	No	-	-	
May	Revenue	REV031	None	No	-	-	
May	Revenue	REV032	None	No	-	-	
May	Revenue	REV033	None	No	-	-	
May	Revenue	REV034	None	No	-	-	
May	Revenue	REV035	None	No	-	-	
May	Revenue	REV036	None	No	-	-	
May	Revenue	REV037	None	No	-	-	
May	Revenue	REV038	None	No	-	-	
May	Revenue	REV039	None	No	-	-	
May	Revenue	REV040	None	No	-	-	
May	Revenue	REV041	None	No	-	-	
May	Revenue	REV042	None	No	-	-	
May	Revenue	REV043	None	No	-	-	
May	Revenue	REV044	None	No	-	-	
May	Revenue	REV045	None	No	-	-	
May	Revenue	REV046	None	No	-	-	
May	Revenue	REV047	None	No	-	-	
May	Revenue	REV048	None	No	-	-	
May	Revenue	REV049	None	No	-	-	
May	Revenue	REV050	None	No	-	-	
May	Revenue	REV051	None	No	-	-	
May	Revenue	REV052	None	No	-	-	
May	Revenue	REV053	None	No	-	-	
May	Revenue	REV054	None	No	-	-	
May	Revenue	REV055	None	No	-	-	
May	Revenue	REV056	None	No	-	-	
May	Revenue	REV057	None	No	-	-	
May	Revenue	REV058	None	No	-	-	
May	Revenue	REV059	None	No	-	-	
May	Revenue	REV060	None	No	-	-	
May	Personal Services	PS001	Salaries	Yes	8,710,390	746,777	
May	Personal Services	PS002	State ADA Warrants	Yes	4,665,448	-	
May	Personal Services	PS003	Employee Life Insurance	Yes	28,800	2,076	
May	Personal Services	PS004	Medicare and Social Security Tax	Yes	406,588	36,296	
May	Personal Services	PS005	City Retirement	Yes	675,425	63,166	

May	Personal Services	PS006	DA Retirement	Yes	491,369	36,988
May	Personal Services	PS007	Unemployment	Yes	16,000	-
May	Personal Services	PS008	Workers Compensation	Yes	53,000	2,155
May	Personal Services	PS009	Payroll Processing	Yes	38,000	2,733
May	Personal Services	PS010	Parking	Yes	58,200	3,912
May	Personal Services	PS011	Administration Fee - Ameriflex	Yes	1,500	127
May	Personal Services	PS012	None	No	-	-
May	Personal Services	PS013	None	No	-	-
May	Personal Services	PS014	None	No	-	-
May	Personal Services	PS015	None	No	-	-
May	Personal Services	PS016	None	No	-	-
May	Personal Services	PS017	None	No	-	-
May	Personal Services	PS018	None	No	-	-
May	Personal Services	PS019	None	No	-	-
May	Personal Services	PS020	None	No	-	-
May	Personal Services	PS021	None	No	-	-
May	Personal Services	PS022	None	No	-	-
May	Personal Services	PS023	None	No	-	-
May	Personal Services	PS024	None	No	-	-
May	Personal Services	PS025	None	No	-	-
May	Personal Services	PS026	None	No	-	-
May	Personal Services	PS027	None	No	-	-
May	Personal Services	PS028	None	No	-	-
May	Personal Services	PS029	None	No	-	-
May	Personal Services	PS030	None	No	-	-
May	Personal Services	PS031	None	No	-	-
May	Personal Services	PS032	None	No	-	-
May	Personal Services	PS033	None	No	-	-
May	Personal Services	PS034	None	No	-	-
May	Personal Services	PS035	None	No	-	-
May	Personal Services	PS036	None	No	-	-
May	Personal Services	PS037	None	No	-	-
May	Personal Services	PS038	None	No	-	-
May	Personal Services	PS039	None	No	-	-
May	Personal Services	PS040	None	No	-	-
May	Personal Services	PS041	None	No	-	-
May	Personal Services	PS042	None	No	-	-
May	Personal Services	PS043	None	No	-	-
May	Personal Services	PS044	None	No	-	-
May	Personal Services	PS045	None	No	-	-
May	Personal Services	PS046	None	No	-	-
May	Personal Services	PS047	None	No	-	-
May	Personal Services	PS048	None	No	-	-
May	Personal Services	PS049	None	No	-	-
May	Personal Services	PS050	None	No	-	-
May	Personal Services	PS051	None	No	-	-
May	Personal Services	PS052	None	No	-	-
May	Personal Services	PS053	None	No	-	-
May	Personal Services	PS054	None	No	-	-
May	Personal Services	PS055	None	No	-	-
May	Personal Services	PS056	None	No	-	-
May	Personal Services	PS057	None	No	-	-
May	Personal Services	PS058	None	No	-	-
May	Personal Services	PS059	None	No	-	-
May	Personal Services	PS060	None	No	-	-
May	Other Operating	OO001	Grant Subrecipient	Yes	153,812	96,976
May	Other Operating	OO002	Advertising	Yes	250	-
May	Other Operating	OO003	Recruitment	Yes	6,720	-
May	Other Operating	OO004	Retention Incentive Pay	Yes	193,948	12,000
May	Other Operating	OO005	Audit	Yes	36,000	-
May	Other Operating	OO006	Accounting Services	Yes	15,000	-
May	Other Operating	OO007	Auto	Yes	500	-
May	Other Operating	OO008	Facility Dog	Yes	1,300	-
May	Other Operating	OO009	Communities of Hope/Notice	Yes	-	-
May	Other Operating	OO010	Domestic Violence Intervention	Yes	1,500	-
May	Other Operating	OO011	Bank Charges	Yes	500	42
May	Other Operating	OO012	Online Inquiries	Yes	6,840	581
May	Other Operating	OO013	Computer Online Service	Yes	94,982	29,286
May	Other Operating	OO014	Legal Research	Yes	112,512	8,848
May	Other Operating	OO015	File Digitization	Yes	-	-
May	Other Operating	OO016	Computer and Printer Supplies	Yes	30,000	-
May	Other Operating	OO017	Copy Machine Lease	Yes	36,000	-
May	Other Operating	OO018	Court Copies	Yes	2,100	-
May	Other Operating	OO019	Medical Records	Yes	550	-
May	Other Operating	OO020	Drug Testing	Yes	900	-
May	Other Operating	OO021	Dues and Memberships	Yes	37,000	45
May	Other Operating	OO022	DNA Analysis	Yes	125,802	6,600

May	Other Operating	OO023	Expert Witnesses	Yes	60,000	-
May	Other Operating	OO024	Extradition	Yes	5,000	-
May	Other Operating	OO025	File Room Supplies	Yes	3,000	-
May	Other Operating	OO026	Meetings/Business Development	Yes	300	-
May	Other Operating	OO027	Furniture and Fixtures	Yes	3,000	266
May	Other Operating	OO028	Grand Jury	Yes	500	-
May	Other Operating	OO029	Interpreters	Yes	8,500	-
May	Other Operating	OO030	Janitorial Supplies and Expenses	Yes	83,223	-
May	Other Operating	OO031	Law Books and Journals	Yes	9,741	1,033
May	Other Operating	OO032	Miscellaneous	Yes	6,000	-
May	Other Operating	OO033	Office Supplies	Yes	30,000	(28)
May	Other Operating	OO034	Office and Computer Equipment	Yes	10,000	105
May	Other Operating	OO035	Services - Security	Yes	124,220	-
May	Other Operating	OO036	Professional Services - Employment	Yes	20,000	-
May	Other Operating	OO037	Counseling Services	Yes	6,500	-
May	Other Operating	OO038	Professional Services - Legal Fees	Yes	840,000	-
May	Other Operating	OO039	Postage and Delivery Charges	Yes	9,472	234
May	Other Operating	OO040	Printing	Yes	1,000	-
May	Other Operating	OO041	Trash Disposal	Yes	26,400	2,804
May	Other Operating	OO042	Computer Software	Yes	210,525	156,150
May	Other Operating	OO043	Storage	Yes	276,000	22,872
May	Other Operating	OO044	Subscriptions	Yes	-	11
May	Other Operating	OO045	Fingerprinting	Yes	200	-
May	Other Operating	OO046	Telephone and Communications	Yes	161,400	13,707
May	Other Operating	OO047	Website Service	Yes	5,000	-
May	Other Operating	OO048	Transcripts	Yes	84,595	126
May	Other Operating	OO049	Transportation	Yes	200	-
May	Other Operating	OO050	Training	Yes	10,296	1,559
May	Other Operating	OO051	Witness Expense	Yes	90,000	6,001
May	Other Operating	OO052	Water	Yes	8,400	-
May	Other Operating	OO053	Civil Lawsuits	Yes	341,666	-
May	Other Operating	OO054	Capital Outlays	Yes	30,000	-
May	Other Operating	OO055	None	No	-	-
May	Other Operating	OO056	None	No	-	-
May	Other Operating	OO057	None	No	-	-
May	Other Operating	OO058	None	No	-	-
May	Other Operating	OO059	None	No	-	-
May	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)

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 District Attorney — Monthly Budget Detail

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

REPORTING MONTH: The current reporting month is set on the Instructions tab (cell B6) and displayed below in cell B4. All Expected YTD and Variance figures update automatically based on this selection.

Click on the arrow to the left of the Reporting Month cell to hide one activity line before printing or sharing.

Reporting Month: May

DETAILED LINE ITEM SUMMARY

Section	LINE#	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	RG001	State Revenue	\$4,655,448																Show
Revenue	RG002	Victims Assistance Coordinator - State Warrant	\$120,000	10,000	10,000	10,000	10,000	10,000								50,000	4,107	45,893	Show
Revenue	RG003	Grand Juror	\$2,462,718	545,364	213,691	41,775	322,906	34,981								1,138,309	227,293	911,016	Show
Revenue	RG004	City Revenue	\$6,432,873			1,120,743		708,181								2,814,324		2,814,324	Show
Revenue	RG005	City Grants	\$0				8,912									8,912		8,912	Show
Revenue	RG006	Press Through	\$153,812	77,919			77,210									154,129	32,216	121,913	Show
Revenue	RG007	Public Records Request	\$3,500	3,778	1,136	1,145	3,909	192								10,560	1,574	8,986	Show
Revenue	RG008	OPIC Fees	\$9,491	1,100	1,418	1,991		6,989								13,200	500	12,700	Show
Revenue	RG009	Equitable Sharing (Rechnick)	\$0																Hide
Revenue	RG010	Asset Forfeiture	\$177,843	86,383												86,383	36,993	50,390	Show
Revenue	RG011	Brand Luggage	\$46,900			5,015	1,400									6,425		6,425	Show
Revenue	RG012	Equipments	\$6,800	1,100	100	1,100	1,100	50								2,850	521	2,329	Show
Revenue	RG013	Ball Bonds	\$146,800	23,119	44,742	11,217	38,670	30,493								139,481	9,716	149,197	Show
Revenue	RG014	Client Costs	\$46,500	4,844	651	11,641	6,194	5,227								29,087	2,018	27,069	Show
Revenue	RG015	Interest	\$5,200	208	208	194	215	190								1,165	149	1,016	Show
Revenue	RG016	Miscellaneous	\$85,000					84,710								84,710		84,710	Show
Revenue	RG017	Adopt Fees - Child Support	\$112,110		17,382	8,841	8,841									40,265		40,265	Show
Revenue	RG018	None	\$0																Hide
Revenue	RG019	None	\$0																Hide
Revenue	RG020	None	\$0																Hide
Revenue	RG021	None	\$0																Hide
Revenue	RG022	None	\$0																Hide
Revenue	RG023	None	\$0																Hide
Revenue	RG024	None	\$0																Hide
Revenue	RG025	None	\$0																Hide
Revenue	RG026	None	\$0																Hide
Revenue	RG027	None	\$0																Hide
Revenue	RG028	None	\$0																Hide
Revenue	RG029	None	\$0																Hide
Revenue	RG030	None	\$0																Hide
Revenue	RG031	None	\$0																Hide
Revenue	RG032	None	\$0																Hide
Revenue	RG033	None	\$0																Hide
Revenue	RG034	None	\$0																Hide
Revenue	RG035	None	\$0																Hide
Revenue	RG036	None	\$0																Hide
Revenue	RG037	None	\$0																Hide
Revenue	RG038	None	\$0																Hide
Revenue	RG039	None	\$0																Hide
Revenue	RG040	None	\$0																Hide
Revenue	RG041	None	\$0																Hide
Revenue	RG042	None	\$0																Hide
Revenue	RG043	None	\$0																Hide
Revenue	RG044	None	\$0																Hide
Revenue	RG045	None	\$0																Hide
Revenue	RG046	None	\$0																Hide
Revenue	RG047	None	\$0																Hide
Revenue	RG048	None	\$0																Hide
Revenue	RG049	None	\$0																Hide
Revenue	RG050	None	\$0																Hide
Personal Services	PS001	Salaries	\$4,710,360	865,574	825,674	838,540	782,791	746,777								4,042,265	384,573	(1,668,793)	Show
Personal Services	PS002	State ADA Warrants	\$4,655,448																Show
Personal Services	PS003	Employee Life Insurance	\$18,800	3,380	2,418	2,106	2,212	2,076								11,461	992	(10,469)	Show
Personal Services	PS004	Medicare and Social Security Tax	\$465,168	41,652	46,812	46,214	38,877	36,296								199,292	17,088	(181,204)	Show
Personal Services	PS005	City Retirement	\$675,425	76,768	71,081	69,398	68,819	63,366								347,812	11,887	(135,944)	Show
Personal Services	PS006	DA Retirement	\$487,169	40,449	40,195	40,190	37,207	36,988								199,228	16,804	(182,674)	Show
Personal Services	PS007	Overpayment	\$10,000			1,737	6,277									8,015		8,015	Show
Personal Services	PS008	Workers Compensation	\$53,000	2,948	1,968	2,948	3,901	2,155								13,020	3,228	(12,091)	Show
Personal Services	PS009	Travel/Per Diem	\$189,000	2,623	5,676	5,676	2,236	2,233								15,548	1,218	(14,330)	Show
Personal Services	PS010	Perfiling	\$14,300	5,281	5,064	137	8,947	8,947								29,741	2,200	(27,541)	Show
Personal Services	PS011	Administration Fee - Amex/Exp	\$1,200	127	271	127	127	127								778	51	(727)	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																

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	4,665,448	
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	4,665,448	
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	