BUDGET DETAIL

St. Charles Council on Aging, Inc.

	2025	2026
Salaries and Wages (31 staff FY25)(31 staff FY26)	$ 940,866.00	$ 1,113,407.00
Fringe (FICA, LUTA, Health Insurance COA Portion, Deferred Comp Match)	$ 118,339.00	$ 134,599.00
Travel	$ 1,000.00	$ 1,000.00
Total	$ 1,060,205.00	$ 1,249,006.00
Operation Services (Accountant, Advertising, Bldg. Maintenance, Computer Services, Due/Subscriptions, Equipment Maintenance, Internet, Cable, Telephone, Insurance (Vehicle, Workers Comp, Liability, Volunteer, Property), Licenses & Fees, Medical Waste Pick up, Postage, Uniforms, and VehicleInsurance and Maintenance)	$ 454,045.00	$ 460,528.00
Operation Supplies (Automotive Gas & Oil, and Facility, Program, & Office Supplies)	$ 102,000.00	$ 100,000.00
Other Cost (Audit, Bank Charges, Payroll Fees, Background Checks, MVRs, Drug Screening, Medical Exams, Nutritionist Consultant, & Training	$ 30,250.00	$ 34,860.00
Subcontracts (Medical Alert, Homemaker, Personal Care, Respite Care, Health Promotion & Disease Prevention, and Material Aide Supplies	$ 405,400.00	$ 810,600.00
Senior Center Operations (Bldg. & Equipment Maintenance, Internet, Cable, Telephone, Utilities, Facility Supplies, and Pest Control)	$ 78,000.00	$ 75,000.00
Meals (122,136 meals)	$ 459,397.00	$ 613,398.00
Senior Center Activities and Special Events	$ 23,806.00	$ 29,806.00
Meals Under 60 (United Way)	$ 6,140.00	$ 5,705.00
Intergovernmental charges by the Parish	$ 138,557.00	$ 145,000.00
Capital Outlays (replacement meal delivery vehicle $30,000, New Building Construction $4,335,000, New Building Architect $875,000, replacement laptops& monitors (3) $6,690,)	$ 136,579.00	$ 665,426.00
Other Cost Paid from the General Fund Due to Their Nature - board meetings, open house for the new facility, and unexpected costs	$ 11,000.00	$ 15,000.00
Total	$ 1,845,174.00	$ 2,955,323.00
Total Expenditures	$ 2,905,379.00	$ 4,204,329.00
Income		
Property Tax	$ 3,850,000.00	$ 3,800,000.00
Governor's Office of Elderly Affairs	$ 516,301.00	$ 566,817.00
United Way of St. Charles	$ 20,000.00	$ 40,000.00
Interest Income	$ 191,250.00	$ 176,200.00
Miscellaneous	$ 14,000.00	$ 10,200.00
Contributions - unrestricted	$ 3,500.00	$ 3,000.00
MIPA	$ 5,900.00	-
Contributions - restricted for programs	$ 42,400.00	$ 42,900.00
Public Support - Restricted	$ 12,407.00	$ 3,200.00
FTA Grant to buy a new van	$ -	$ 121,047.00

Total Revenues	$ 4,655,758.00	$ 4,763,364.00
FORECASTED REVENUES OVER (UNDER) EXPENDITURES	**$ 1,750,379.00**	**$ 559,035.00**

ST. CHARLES PARISH HOSPITAL
FYE 2025 BUDGET
OPERATING BUDGET

	ACTUAL FYE 12-31-2022	% OF	ACTUAL FYE 12-31-2023	% OF	BUDGET FYE 12-31-2024	% OF	PROJECTED FYE 12-31-2024	% OF	BUDGET FYE 12-31-2025	% OF	2025 v 2024 VARIANCE	% CHG
MAJOR STATISTICS												
DISCHARGES	1,789		1,835		2,048		2,158		2,177		19	0.9%
BEHAVORIAL HEALTH UNIT DAYS	4,980		5,353		5,856		4,994		5,144		150	3.0%
INTENSIVE CARE UNIT DAYS	651		587		541		521		522		1	0.2%
MEDICAL/SURGICAL DAYS	2,101		1,733		1,969		2,528		2,541		13	0.5%
MED PSYCH DAYS	3,441		3,063		3,222		3,231		3,232		0	0.0%
SURGERIES	3,250		3,083		3,214		2,446		2,695		249	10.2%
EMERGENCY ROOM VISITS	15,333		15,781		15,937		15,349		15,392		43	0.3%
INFUSION VISITS	2,328		3,794		3,884		4,241		4,315		74	1.7%
AMBULANCE RESPONSES	6,476		6,195		6,199		6,479		6,543		64	1.0%
OUTPATIENT VISITS	52,428		57,966		58,511		58,167		59,016		849	1.5%
REVENUES AND ADJUSTMENTS												
HOSPITAL PATIENT REVENUES												
INPATIENT REVENUE	36,980,445	20.8%	35,951,247	17.1%	38,492,265	18.0%	39,717,010	18.2%	40,251,141	18.1%	534,131	1.3%
OUTPATIENT REVENUE	141,082,988	79.2%	174,293,250	82.9%	174,864,275	82.0%	178,004,107	81.8%	182,401,633	81.9%	4,397,526	2.5%
TOTAL HOSPITAL PATIENT REVENUES	**178,063,433**	100.0%	**210,244,496**	100.0%	**213,356,540**	100.0%	**217,721,117**	100.0%	**222,652,775**	100.0%	**4,931,657**	2.3%
LESS: CONTRACTUALS & ADJUSTMENTS	(129,949,164)	73.0%	(154,453,795)	73.5%	(154,881,900)	72.6%	(162,875,124)	74.8%	(165,238,056)	74.2%	(2,362,932)	1.5%
NET HOSPITAL PATIENT REVENUES	**48,114,269**	79.1%	**55,790,701**	76.5%	**58,474,640**	78.2%	**54,845,994**	75.5%	**57,414,719**	77.8%	**2,568,726**	4.7%
NET HOSPITAL RECOVERY RATE	27.0%		26.5%		27.4%		25.2%		25.8%			
OTHER REVENUES												
RENTAL INCOME	1,718,261		1,734,023		1,869,993		1,569,366		1,612,719		43,353	2.8%
OTHER REVENUE	599,208		857,501		986,915		1,072,373		698,795		(373,578)	-34.8%
UPL-RURAL HOSPITAL GRANT / MDP	8,215,220	13.5%	10,746,288	14.7%	11,878,556	15.9%	11,958,000	16.5%	12,032,000	16.3%	74,000	0.6%
MCIP	2,179,748	3.6%	3,760,283	5.2%	1,606,391	2.1%	3,153,000	4.3%	2,000,000	2.7%	(1,153,000)	-36.6%
TOTAL NET REVENUES	**60,826,706**	100.0%	**72,888,796**	100.0%	**74,816,497**	100.0%	**72,598,732**	100.0%	**73,758,233**	100.0%	**1,159,501**	1.6%

ST. CHARLES PARISH HOSPITAL
FYE 2025 BUDGET
OPERATING BUDGET

	ACTUAL FYE 12-31-2022	% OF	ACTUAL FYE 12-31-2023	% OF	BUDGET FYE 12-31-2024	% OF	PROJECTED FYE 12-31-2024	% OF	BUDGET FYE 12-31-2025	% OF	2025 v 2024 VARIANCE	% CHG
EXPENSES												
PHYSICIAN SALARIES	191,079	0.3%	193,139	0.3%	180,000	0.2%	220,502	0.3%	214,200	0.3%	6,302	2.9%
EMPLOYEE SALARIES	15,535,463	25.0%	14,005,519	19.2%	14,232,775	19.0%	14,229,842	19.6%	15,029,290	20.4%	(799,448)	-5.6%
BENEFITS	2,400,382	3.9%	2,618,662	3.6%	2,802,562	3.7%	2,663,855	3.7%	3,070,529	4.2%	(406,674)	-15.3%
MEDICAL SUPPLIES AND SERVICES	10,826,755	17.4%	13,877,112	19.0%	14,326,469	19.1%	15,454,690	21.3%	16,298,624	22.1%	(843,934)	-5.5%
SUPPLIES	962,600	1.5%	991,093	1.4%	1,025,199	1.4%	850,405	1.2%	915,814	1.2%	(65,409)	-7.7%
BUILDING AND EQUIPMENT	4,182,814	6.7%	2,873,135	3.9%	2,753,474	3.7%	3,281,672	4.5%	3,155,615	4.3%	126,058	3.8%
INSURANCE	1,756,672	2.8%	2,296,769	3.2%	2,697,438	3.6%	2,513,272	3.5%	2,868,078	3.9%	(354,806)	-14.1%
PROF FEES AND PURCH SVCS	205,617	0.3%	189,846	0.3%	255,564	0.3%	200,387	0.3%	198,439	0.3%	1,948	1.0%
GEN AND ADMINISTRATIVE	819,930	1.3%	8,301,540	11.4%	9,795,468	13.1%	7,319,543	10.1%	6,119,525	8.3%	1,200,018	16.4%
MCD PROGRAM SUPPORT	21,250,000	34.1%	22,750,000	31.2%	22,000,000	29.4%	21,000,000	28.9%	20,000,000	27.1%	1,000,000	4.8%
DEPRECIATION	4,098,117	6.6%	4,762,193	6.5%	4,717,860	6.3%	4,835,148	6.7%	5,858,705	7.9%	(1,023,557)	-21.2%
AMORTIZATION	30,068	0.0%	29,787	0.0%	29,788	0.0%	29,416	0.0%	29,416	0.0%	-	0.0%
TOTAL EXPENSES	**62,259,497**	**100%**	**72,888,796**	**100%**	**74,816,596**	**100%**	**72,598,732**	**100%**	**73,758,233**	**100%**	**(1,159,501)**	**-1.6%**
OPERATING NET INCOME (LOSS)	(1,432,790)		1		(98)		-		-		-	0.0%
NON - OPERATING INCOME / EXPENSES												
NON-OPERATING INCOME												
GAIN/LOSS ON INSURANCE PROCEEDS	759,769	6.2%	2,308,989	16.0%	-	0.0%	633,880	5.1%	-	0.0%	(633,880)	-100.0%
GAIN/LOSS ON DEFEASANCE OF LOAN	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
GAIN/LOSS ON DISPOSAL	-	0.0%	-	0.0%	-	0.0%	(21,067)	-0.2%	-	0.0%	21,067	-100.0%
DONATIONS	55,000	0.4%	2,000	0.0%	-	0.0%	19,078	0.2%	-	0.0%	(19,078)	-100.0%
IN-KIND CONTRIBUTION	1,683,490	13.7%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
CARES ACT FUNDING	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
FEMA REVENUE	-	0.0%	838,489	5.8%	-	0.0%	523,837	4.2%	-	0.0%	(523,837)	-100.0%
AD VALOREM TAX - MAINTENANCE	4,289,445	34.9%	5,339,193	37.1%	5,177,760	47.6%	5,299,388	42.5%	5,299,392	52.1%	4	0.0%
AD VALOREM TAX - DEBT SERVICE	5,403,129	43.9%	5,610,859	39.0%	5,454,768	50.1%	5,520,573	44.3%	4,389,384	43.1%	(1,131,189)	-20.5%
B & I FUND INTEREST INCOME	133,440	1.1%	200,577	1.4%	236,016	2.2%	261,676	2.1%	261,168	2.6%	(508)	-0.2%
B & I FUND UNREALIZED GAIN/LOSS	(26,323)	-0.2%	67,454	0.5%	19,512	0.2%	137,198	1.1%	160,308	1.6%	23,110	16.8%
INC FROM UNRESTRICT INVEST	-	0.0%	24,456	0.2%	-	0.0%	96,425	0.8%	65,071	0.6%	(31,354)	-32.5%
TOTAL NON-OPERATING REVENUES	12,297,950	100%	14,392,017	100%	10,888,056	100%	12,470,988	100%	10,175,323	100%	(2,295,665)	-18.4%
NON-OPERATING EXPENSES												
INTEREST EXPENSE	1,308,929	98.0%	1,101,358	98.1%	1,123,471	98.0%	876,455	97.7%	747,525	97.3%	(128,930)	-14.7%
B & I FUND FEES	26,676	2.0%	21,632	1.9%	23,184	2.0%	20,976	2.3%	20,976	2.7%	(0)	0.0%
TOTAL NON-OPERATING EXPENSES	1,335,605	100%	1,122,990	100%	1,146,655	100%	897,431	100%	768,501	100%	(128,931)	-14.4%
NON-OPERATING NET INCOME (LOSS)	**10,962,345**		**13,269,027**		**9,741,401**		**11,573,557**		**9,406,822**		**(2,166,735)**	**-18.7%**
NET INCOME (LOSS)	9,529,555		13,269,028		9,741,303		11,573,557		9,406,822		(2,166,735)	-18.7%

ST. CHARLES PARISH HOSPITAL
MONTHLY BUDGET
FISCAL YEAR ENDING DECEMBER 31ST, 2025

	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	Total 2025
MAJOR STATISTICS													
DISCHARGES	163	177	169	165	196	185	184	186	179	189	188	197	2,177
BEHAVORIAL HEALTH UNIT DAYS	392	394	390	426	426	429	419	426	430	461	477	474	5,144
INTENSIVE CARE UNIT DAYS	26	42	38	50	57	46	29	55	35	45	43	57	522
MEDICAL/SURGICAL DAYS	215	237	194	179	179	237	207	216	187	215	224	248	2,541
MED PSYCH DAYS	224	224	270	224	336	261	308	298	270	272	264	282	3,232
SURGERIES	176	178	198	234	246	241	216	246	249	238	237	238	2,695
EMERGENCY ROOM VISITS	1,228	1,249	1,272	1,243	1,254	1,251	1,235	1,350	1,307	1,384	1,292	1,327	15,392
INFUSION VISITS	358	341	341	358	375	358	375	358	358	392	324	375	4,315
AMBULANCE RESPONSES	647	512	524	534	556	440	582	573	453	556	538	628	6,543
OUTPATIENT VISITS	4,448	4,482	4,697	5,058	5,083	4,861	5,124	5,178	4,960	5,151	4,880	5,094	59,016
REVENUES AND ADJUSTMENTS													
HOSPITAL PATIENT REVENUES													
INPATIENT REVENUE	2,861,451	3,166,620	3,081,230	3,107,960	3,440,456	3,535,006	3,477,220	3,547,148	3,246,259	3,499,147	3,553,099	3,735,545	40,251,141
OUTPATIENT REVENUE	13,748,167	13,853,567	14,518,041	15,632,108	15,709,480	15,023,870	15,837,580	16,004,879	15,328,754	15,920,255	15,081,243	15,743,689	182,401,633
TOTAL HOSPITAL PATIENT REVENUES	**16,609,619**	**17,020,188**	**17,599,271**	**18,740,068**	**19,149,936**	**18,558,876**	**19,314,800**	**19,552,027**	**18,575,013**	**19,419,402**	**18,634,342**	**19,479,234**	**222,652,775**
LESS: IP CONTRACTUALS & ADJUSTMENTS	(877,681)	(1,081,009)	(1,006,557)	(1,029,134)	(1,306,170)	(1,308,220)	(1,275,351)	(1,323,056)	(1,123,525)	(1,283,621)	(1,308,776)	(1,424,330)	(14,347,430)
LESS: OP CONTRACTUALS & ADJUSTMENTS	(11,532,066)	(11,619,207)	(12,068,340)	(12,912,730)	(12,972,046)	(12,455,212)	(13,027,353)	(13,155,054)	(12,638,587)	(13,090,202)	(12,458,055)	(12,961,774)	(150,890,626)
NET HOSPITAL PATIENT REVENUES	**4,199,872**	**4,319,971**	**4,524,375**	**4,798,204**	**4,871,719**	**4,795,444**	**5,012,095**	**5,073,918**	**4,812,901**	**5,045,579**	**4,867,511**	**5,093,130**	**57,414,719**
NET HOSPITAL RECOVERY RATE	25.3%	25.4%	25.7%	25.6%	25.4%	25.8%	25.9%	26.0%	25.9%	26.0%	26.1%	26.1%	25.8%
NET OPERATING REVENUE	**4,199,872**	**4,319,971**	**4,524,375**	**4,798,204**	**4,871,719**	**4,795,444**	**5,012,095**	**5,073,918**	**4,812,901**	**5,045,579**	**4,867,511**	**5,093,130**	**57,414,719**
OTHER REVENUES													
RENTAL INCOME	134,580	134,580	134,580	134,274	134,274	134,274	134,274	134,274	134,274	134,446	134,446	134,446	1,612,719
UNRESTRICTED CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER REVENUE	58,035	55,656	55,656	58,035	60,414	58,035	60,414	58,035	58,035	62,793	53,277	60,414	698,795
TOTAL OTHER REVENUES	**192,614**	**190,235**	**190,235**	**192,308**	**194,688**	**192,308**	**194,688**	**192,308**	**192,308**	**197,238**	**187,722**	**194,859**	**2,311,514**
UPL-RURAL HOSPITAL GRANT	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	1,002,667	12,032,000
MCIP	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	2,000,000
TOTAL NET REVENUES	**5,561,820**	**5,679,539**	**5,883,944**	**6,159,846**	**6,235,740**	**6,157,086**	**6,376,116**	**6,435,559**	**6,174,543**	**6,412,151**	**6,224,566**	**6,457,322**	**73,758,233**
EXPENSES													
PHYSICIAN SALARIES	17,850	17,850	17,850	17,850	17,850	17,850	17,850	17,850	17,850	17,850	17,850	17,850	214,200
EMPLOYEE SALARIES	1,153,992	1,194,785	1,162,636	1,242,622	1,311,571	1,248,536	1,262,255	1,294,155	1,286,744	1,295,455	1,279,688	1,296,853	15,029,290
BENEFITS	237,300	250,884	241,733	258,059	265,003	252,681	255,760	261,995	260,287	262,780	260,346	263,702	3,070,529
MEDICAL SUPPLIES AND SERVICES	1,156,666	1,375,789	1,216,763	1,244,540	1,452,901	1,290,878	1,249,658	1,370,954	1,653,155	1,432,175	1,399,467	1,455,676	16,298,624
SUPPLIES	71,950	69,731	73,812	76,592	80,307	73,903	77,416	79,410	76,279	79,746	76,522	80,146	915,814
BUILDING AND EQUIPMENT	262,968	262,968	262,968	262,968	262,968	262,968	262,968	262,968	262,968	262,968	262,968	262,968	3,155,615
INSURANCE	226,368	226,368	226,368	226,381	245,112	245,112	245,112	245,112	245,515	245,543	245,543	245,543	2,868,078
PROF FEES AND PURCH SVCS	16,537	16,537	16,537	16,537	16,537	16,537	16,537	16,537	16,537	16,537	16,537	16,537	198,439
GEN AND ADMINISTRATIVE	65,030	65,030	65,030	65,030	65,030	65,030	65,030	65,030	65,030	65,030	65,030	5,404,192	6,119,525
MCD PROGRAM SUPPORT	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	1,666,667	20,000,000
DEPRECIATION	439,731	439,731	439,731	443,901	443,901	477,461	501,261	501,261	542,931	542,931	542,931	542,931	5,858,705
AMORTIZATION	2,451	2,451	2,451	2,451	2,451	2,451	2,451	2,451	2,451	2,451	2,451	2,451	29,416
TOTAL EXPENSES	**5,317,510**	**5,588,790**	**5,392,546**	**5,523,598**	**5,830,297**	**5,620,074**	**5,622,964**	**5,784,389**	**6,096,414**	**5,890,133**	**5,836,001**	**11,255,516**	**73,758,233**
OPERATING NET INCOME (LOSS)	**244,310**	**90,749**	**491,397**	**636,248**	**405,443**	**537,012**	**753,152**	**651,170**	**78,129**	**522,019**	**388,565**	**(4,798,194)**	**(0)**
NON-OPERATING INCOME / EXPENSES													
NON-OPERATING REVENUE													
AD VALOREM TAX - MAINTENANCE	441,616	441,616	441,616	441,616	441,616	441,616	441,616	441,616	441,616	441,616	441,616	441,620	5,299,392
AD VALOREM TAX - DEBT SERVICE	365,782	365,782	365,782	365,782	365,782	365,782	365,782	365,782	365,782	365,782	365,782	365,784	4,389,384
B & I FUND INTEREST INCOME	21,763	21,763	21,763	21,763	21,763	21,763	21,763	21,763	21,763	21,763	21,763	21,776	261,169
B & I FUND UNREALIZED GAIN/LOSS	13,359	13,359	13,359	13,359	13,359	13,359	13,359	13,359	13,359	13,359	13,359	13,359	160,308
INC FROM UNRESTRICT INVEST	6,698	5,822	6,188	6,057	5,947	5,525	5,416	5,147	4,713	4,858	4,418	4,282	65,071
TOTAL NON-OPERATING REVENUES	849,218	848,342	848,708	848,577	848,467	848,044	847,935	847,667	847,232	847,377	846,937	846,821	10,175,324
NON-OPERATING EXPENSES													
INTEREST EXPENSE	72,560	72,560	72,560	58,872	58,872	58,872	58,872	58,872	58,872	58,872	58,872	58,872	747,525
B & I FUND FEES	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	20,976
TOTAL NON-OPERATING EXPENSES	74,308	74,308	74,308	60,620	60,620	60,620	60,620	60,620	60,620	60,620	60,620	60,620	768,501
NON-OPERATING NET INCOME (LOSS)	774,910	774,034	774,400	787,957	787,847	787,424	787,316	787,047	786,613	786,757	786,318	786,201	9,406,823
NET INCOME (LOSS)	1,019,220	864,783	1,265,797	1,424,204	1,193,290	1,324,437	1,540,467	1,438,217	864,742	1,308,776	1,174,883	(4,011,993)	9,406,822

St. Charles Parish
LIBRARY

October 21, 2025

Dear Members of the Library Board of Control:

Presented herein for your review, revision, and adoption is the library's proposed consolidated budget for fiscal year 2026, which begins January 1, 2026, and ends December 31, 2026. The budget meeting is scheduled for **6:00 p.m., Tuesday, November 18, 2025, in Council Chambers at the Courthouse in Hahnville.**

As stated in the Library Board's Service Policy, the St. Charles Parish Library strives "to provide courteous service of excellent quality patterned to satisfy the needs and interests of the people of the parish . . . and to reflect the expressed desires and comments of the people."

The budget is the annual plan that is adopted to carry out the goals set out in that service policy. The budget supports this through its funding of productive staff, useful materials, and suitable facilities. The budget should build on existing services and enhance them when feasible and desirable.

The budget is fiscally conservative in that expenditures are budgeted within revenues, as required by the Local Government Budget Act. Revenues are estimated realistically in order to avoid unexpected shortfalls. Projected major current revenues (which include ad valorem taxes, state revenue sharing, and interest earnings) should be adequate to fund ongoing operating services.

Capital Projects funded in this budget include, but are not limited to:

- Architectural fees for the new Hahnville Branch and funds for construction of a new Hahnville Branch.
- Purchase of at least one new library vehicle, which would be used for outreach services, travel between branches by staff, and for staff to use when attending continuing education workshops.
- Replacement of the star system projector in the planetarium.
- Replace the remaining chillers at the East Regional Library.
- Possible replacement of HVAC systems at several branches.
- Renovating and updating the public restrooms at the East Regional Library.
- Adding a Makerspace at the East Regional Library.
- Improvements to the existing Hahnville Branch building once the new branch is built in preparation for moving the Technical Services Department to the old building. This may include painting walls, new carpet, and some new office furniture.

Funding for all projects is provided by the library's fund balance and anticipated revenues. Per the library's service policy, the ending fund balance should leave approximately 12 months' worth of operating funds in reserves.

The personnel section of the budget includes a 2.0% cost of living increase in the pay scale. The Parish typically uses the *April-to-April CPI for All Urban Consumers* to determine cost of living adjustments (COLA), and that index showed a 2.3% increase this year. The library generally follows what the Parish does regarding cost-of-living adjustments and this year they intend to give parish employees a 2% COLA adjustment. Our staff are dedicated to providing a high level of services and programs to our patrons. To maintain morale and keep the library's salary scale competitive it is my recommendation that we approve the 2.0% cost of living increase for 2026. The proposed pay scales are included in the notes following the proposed budget itself. Staff will receive step increases based on merit.

When costs for the capital projects are excluded, personnel costs remain at approximately 66% of the remaining operating budget, a relatively low figure since libraries are very labor-intensive agencies. Direct employer payments for employee benefits also remain at about 25% of personnel costs. Indirect employee benefit costs (for annual, sick, and personal leave, and holidays) are also significant but more difficult to calculate.

The estimated fund balance for the beginning of 2026 is $17,982,894. The total amount of estimated new revenues to be collected in 2026 is $9,905,000. Together, the estimated amount of funds that will actually be available to the library for use in 2026 is $27,887,894. The total amount of estimated expenditures for 2026 is $20,980,734. If that total is budgeted and expended, the library will have a projected ending fund balance of $6,907,160 at the end of 2026.

Notes explaining specific line items in greater detail are contained in the **Budget Notes**. I will be happy to provide further information or assistance in interpreting specific items within the budget so please let me know if you have any questions.

Sincerely,

Leann C. Benedict

Leann Benedict, MLIS
Library Director

St. Charles Parish
LIBRARY

Date: September 30, 2025

To: Michelle Impastato, Council Secretary

From: Leann Benedict, Library Director

Attached is the 2026 Proposed Budget for the St. Charles Parish Library. The Library Board of Control will hold a public hearing on the Library's proposed 2026 budget at 6:00 p.m., November 18, 2025, in council chambers at the Courthouse in Hahnville. In addition, I will be at the council's budget hearing on October 30, 2025 to answer questions. Please note that this is the current draft of the proposed budget. If any changes are made before the budget is presented to the Library Board of Control for approval, the council will be sent a copy of the updated proposed budget.

A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website (www.myscpl.org) at least one week prior to the library board's public hearing.

Please let me know if you have any questions or need further information.

cc: Grant Dussom, Chief Financial Officer

160 West Campus Dr. | P.O. Box 1029 | Destrehan, LA 70047 | Phone: 985.764.9643 | Fax: 985.764.1744 | www.myscpl.org

ST. CHARLES PARISH LIBRARY
2026 Budget Summary
and
Public Hearing Notice

In accordance with the requirements of the Louisiana Local Government Budget Act 504 of the 1980 session of the Legislature, R.S. 39:1301 *et. seq.*, a summary of the proposed 2026 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2026 budget will be held at 6:00 p.m., November 18, 2025, in Council Chambers at the St. Charles Parish Courthouse in Hahnville. A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website (www.myscpl.org) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR		$17,982,894
REVENUES		
	Ad Valorem Taxes	9,253,000
	FCC Universal Service Program	60,000
	State Revenue Sharing	60,000
	Fees, Fines, and Forfeitures	5,000
	Insurance Refunds/Proceeds	0
	Interest Earnings	527,000
	Total Receipts	9,905,000
EXPENDITURES		
	Personnel Services	6,186,646
	Operating Services	1,945,075
	Materials & Supplies	373,000
	Travel & Training	66,000
	Capital Outlay	11,750,013
	Intergovernmental	660,000
	Total Expenditures	20,980,734
PROJECTED ENDING FUND BALANCE		6,907,160

9/30/2025

ST. CHARLES PARISH LIBRARY
Proposed Budget for 2026
Anticipated Revenue

		Actual 2024	Actual Year-to-Date as of 9/4/2025	Estimate Remaining Current Year 2025	Projected Actual End of Current Year 2025	Budgeted 2025	Anticipated 2026	$ Variance Budgeted 2025 to 2026	% Variance Budgeted 2025 to 2026
01	Fund Balance from Previous Year	*14,065,762*	16,576,074		16,576,074	*14,954,728*	*17,982,894*	*3,028,166*	*20%*
02	Ad Valorem Taxes (3110)	9,117,627	9,533,092	0	9,533,092	9,386,000	9,253,000	-133,000	-1.42%
03	FCC Universal Service Program (3310.86)	115,335	57,632	0	57,632	40,000	60,000	20,000	50%
04	Dept of State Treasury (3330.74)	650	0	0	0	0	0	0	
05	State Revenue Sharing (3340)	40,409	59,759	0	59,759	61,000	60,000	-1,000	-2%
06	Charges for Photocopier (3410.50)	266	4,316	0	4,316	4,000	4,000	0	0%
07	Miscellaneous Revenues (3410.99)	1,024	281	0	281	1,000	1,000	0	0%
08	Fines (Books) (3520.10)	2,718	1,850	0	1,850	0	0	0	0%
09	Interest Earnings (3610.00)	900,937	525,198	0	525,198	785,000	527,000	-258,000	-33%
10	Insurance Refunds/Proceeds (3750.00)	0	0	0	0	0	0	0	0%
11	Gifts and donations (3730.00)	3,855	8,516	0	8,516	0	0	0	
12	Proceeds from the Sale of Assets (3830)	757	267	0	267	0	0	0	0%
13	*Total New Receipts*	*10,183,578*	*10,190,911*	*0*	10,190,911	*10,277,000*	*9,905,000*	*-372,000*	*-4%*
14	**Total New Receipts & Fund Balance from Previous Year**	**24,249,340**	**26,766,986**	**0**	**26,766,986**	**25,231,728**	**27,887,894**	**2,656,166**	**11%**

ST. CHARLES PARISH LIBRARY
Proposed Budget for 2026
Anticipated Expenditures

	PERSONNEL SERVICES	Prior Year Actual 2024	Actual Year-to-Date as of 9/4/2025	Estimate Remaining Current Year 2025	Projected Actual End of Current Year 2025	Budgeted 2025	Anticipated 2026	$ Variance Budgeted 2025 to 2026	% Variance Budgeted 2025 to 2026
	Salaries and Wages (120)								
15	Directors' Salary	128,267				132,288	137,634	5,346	4.0%
16	Professional Salaries	614,293				761,218	790,692	29,474	3.9%
17	Regular Salaries	2,329,213				2,637,364	2,732,898	95,534	3.6%
18	Part-Time Wages	563,724				945,482	985,580	40,098	4.2%
19	*Total Salaries and Wages (120)*	*3,635,497*	*2,543,431*	*1,350,000*	*3,893,431*	*4,476,352*	*4,646,804*	*170,452*	*3.8%*
	Employee Benefits and Costs								
20	FICA/Social Security (151)	35,306	26,085	14,580	40,665	58,620	61,106	2,486	4%
21	Retirement Contributions (152)	368,172	232,843	124,200	357,043	406,050	421,041	14,991	4%
22	Life/Health Insurance (153)	645,114	467,415	171,000	638,415	692,400	720,000	27,600	4%
23	Workers Compensation (154)	18,219	9,380	5,220	14,600	36,000	36,000	0	0%
24	Unemployment Insurance (155)	279	253	135	388	2,008	500	-1,508	-75%
25	Medicare Insurance (156)	51,282	35,965	19,134	55,099	64,907	67,379	2,472	4%
26	Disability Insurance (157)	7,212	4,963	1,905	6,868	9,403	9,714	310	3%
27	Retired Employees Insurance (158)	69,806	44,199	22,000	66,199	88,000	88,000	0	0%
28	Deferred Compensation (159)	899	0	0	0	0	0	0	
29	Dental (160)	5,060	3,450	1,720	5,170	5,760	5,760	0	0%
30	OPEB Contribution (161)	107,293	74,220	39,600	113,820	123,580	128,143	4,562	4%
31	Miscellaneous/Drug Testing (199)	2,108	585	600	1,185	2,100	2,200	100	5%
32	*Total Benefits and Costs*	*1,310,751*	*899,357*	*400,094*	*1,299,451*	*1,488,829*	*1,539,842*	51,013	3%
33	**Total Personnel Services (100's)**	**4,946,248**	**3,442,788**	**1,750,094**	**5,192,882**	**5,965,180**	**6,186,646**	**221,465**	**4%**
	OPERATING SERVICES								
	Advertising, Dues and Subscriptions								
34	Membership Dues (214)	4,271	3,218	1,282	4,500	4,500	4,500	0	0%
35	Advertising (215)	2,700	2,050	5,000	7,050	10,000	10,000	0	0%
36	*Total Dues and Advertising*	*6,971*	*5,268*	*6,282*	*11,550*	*14,500*	*14,500*	*0*	*0%*
	Periodicals and Digital Materials								
37	Periodicals (216)	13,116	2,500	17,000	19,500	20,000	15,000	-5,000	-25%
38	Digital Books (217)	108,559	74,230	57,000	131,230	132,000	187,000	55,000	42%
39	*Total Periodicals & Digital Materials*	*121,675*	*76,731*	*74,000*	*150,731*	*152,000*	*202,000*	*50,000*	*33%*
	Printing and Public Program Speakers/Performers								
40	Printing (221)	23,481	26,110	13,000	39,110	40,000	40,000	0	0%
41	Adult Prog Speakers/Perf (22300001)	814	700	6,000	6,700	7,000	5,000	-2,000	-29%
42	Child Prog Speakers/Perf (22300002)	21,590	25,584	417	26,000	26,000	28,000	2,000	8%
43	*Total Printing & Programming*	*45,885*	*52,393*	*19,417*	*71,810*	*73,000*	*73,000*	*0*	*0%*
	Utilities								
44	Electrical light and Power (231)	175,342	116,593	68,000	184,593	185,000	185,000	0	0%
45	Gas (232)	1,890	1,435	565	2,000	2,000	2,000	0	0%
46	Water (233)	5,495	4,447	2,224	6,671	7,000	7,000	0	0%
47	*Total Utilities*	*182,727*	*122,475*	*70,789*	*193,264*	*194,000*	*194,000*	*0*	*0%*
	Communications								
48	Postage and Box Rent (241)	7,470	6,959	3,000	9,959	12,000	12,000	0	0%
49	Telephone (242)	162,754	105,466	52,733	158,198	151,000	175,000	24,000	16%
50	Electronic Services (245)	68,933	40,648	50,000	90,648	100,000	100,000	0	0%
51	*Total Communications*	*239,157*	*153,072*	*105,733*	*258,805*	*263,000*	*287,000*	*24,000*	*9%*
	Rentals								
52	Building Rentals (251)	3,952	2,777	1,389	4,166	4,500	3,660	-840	-19%
53	Equipment Rentals (252)	37,901	19,692	20,000	39,692	40,000	40,000	0	0%
54	*Total Rentals*	*41,853*	*22,469*	*21,389*	*43,858*	*44,500*	*43,660*	*-840*	*-2%*

St. Charles Parish Library
Proposed Budget for 2026
Expenditures, page 2

		Actual 2024	Actual Year-to-Date as of 9/4/2025	Estimate Remaining Current Year 2025	Projected Actual End of Current Year 2025	Budgeted 2025	Anticipated 2026	$ Variance Budgeted 2025 to 2026	% Variance Budgeted 2025 to 2026
	Maintenance								
55	Maintenance of Grounds (261)	68,910	73,164	50,000	123,164	125,000	105,000	-20,000	-16%
56	Maintenance of Buildings (262)	91,041	111,564	8,000	119,564	120,000	140,000	20,000	17%
57	Maintenance of Vehicles (263)	5,109	547	5,000	5,547	10,000	10,000	0	0%
58	Maintenance of Equipment (264)	2,426	948	4,000	4,948	5,000	5,000	0	0%
59	Maintenance of Plumbing and HVAC (265)	78,374	42,544	40,000	82,544	85,000	85,000	0	0%
60	Maintenance of Furniture & Office Equipment (266)	175	0	500	500	1,000	1,000	0	0%
61	Contractual Services (270)	3,406	11,129	6,300	17,429	0	17,000	17,000	
62	Electrical Maintenance (272)	0	0	2,000	2,000	5,000	5,000	0	0%
63	Pest Control (274)	6,288	3,834	4,000	7,834	9,000	9,000	0	0%
64	Janitorial Maintenance (275)	1,248	1,040	520	1,560	10,000	5,000	-5,000	-50%
65	Maintenance of Automation Systems (277)	108,075	17,372	125,000	142,372	142,700	160,525	17,825	12%
66	*Total Maintenance*	*365,052*	*262,142*	*245,320*	*507,462*	*512,700*	*542,525*	*29,825*	*6%*
	Professional Services								
67	Miscellaneous (280)	10,927	52,736	7,263	59,999	60,000	60,000	0	0%
68	Merchant Services (281)	39	108	100	208	1,000	500	-500	-50%
69	*Total Professional Services*	*10,966*	*52,844*	*7,363*	*60,207*	*61,000*	*60,500*	*-500*	*-1%*
	Insurance and Surety Bonds								
70	Fire, Casualty, and Liability (291)	432,302	407,943	62,000	469,943	470,390	470,390	0	0%
71	Vehicles (293)	40,107	36,209	10,000	46,209	50,000	50,000	0	0%
72	Employee Liability (294)	6,746	7,071	0	7,071	7,000	7,500	500	7%
73	*Total Insurance*	*479,155*	*451,223*	*72,000*	*523,223*	*527,390*	*527,890*	*500*	*0%*
74	**Total Operating Services (200's)**	**1,493,442**	**1,198,617**	**622,292**	**1,820,909**	**1,842,090**	**1,945,075**	**102,985**	**6%**
	<u>MATERIALS AND SUPPLIES</u>								
75	Non-Consumable Office Supplies (305)	33,883	38,017	1,980	39,997	40,000	45,000	5,000	13%
76	Technology Supplies (306)	43,561	35,614	30,000	65,614	85,000	80,000	-5,000	-6%
77	Office Supplies (310)	70,579	42,268	22,731	64,999	65,000	72,000	7,000	11%
78	Adult Program Supplies (32100001)	36,159	14,460	30,000	44,460	45,000	45,000	0	0%
79	Child/YA Progr. Supplies (32100002)	36,834	22,324	20,000	42,324	50,000	50,000	0	0%
80	Maint- Buildings/Grounds (326)	52,166	44,950	15,000	59,950	60,000	60,000	0	0%
81	Vehicle Supplies (327)	6,530	3,289	4,000	7,289	13,000	13,000	0	0%
82	Planetarium Supplies (329)	1,220	0	4,000	4,000	8,000	8,000	0	0%
83	**Total Materials and Supplies (300's)**	**280,930**	**200,922**	**127,711**	**328,633**	**366,000**	**373,000**	**7,000**	**2%**
84	Travel, Workshops, Expense Reimbursement (410)	38,064	21,029	25,000	46,029	66,000	66,000	0	0%
85	Elections - Official Fees (440)	0	0	0	0	0	0	0	
86	**Total Travel and Training (400's)**	**38,064**	**21,029**	**25,000**	**46,029**	**66,000**	**66,000**	**0**	**0%**

St. Charles Parish Library
Proposed Budget for 2026
Expenditures, page 3

		Actual 2024	Actual Year-to-Date as of 9/4/2025	Estimate Remaining Current Year 2025	Projected Actual End of Current Year 2025	Budgeted 2025	Anticipated 2026	$ Variance Budgeted 2025 to 2026	% Variance Budgeted 2025 to 2026
	CAPITAL OUTLAY								
	Acquisition of Land and Vehicles								
87	Acquisition of Land (610)	0	0	0	0	0	0	0	
88	Acquisition of Buildings (620)	0	0	0	0	0	0	0	
	Improvements Other Than								
89	Buildings (630)	0	0	0	0	0	0	0	
90	Acquisitions of Motor Vehicles (640)	0	0	0	0	120,000	120,000	0	0%
91	*Total Acquisition of Land & Vehicles*	*0*	*0*	*0*	*0*	*120,000*	*120,000*	*0*	*0%*
	Acquisition of Equipment								
92	Educational/Cultural/								
	Recreational (651)	30,585	32,263	30,000	62,263	160,000	200,000	40,000	25%
93	Buildings/Grounds/General								
	Plant (652)	152,397	21,241	100,000	121,241	250,000	250,000	0	0%
94	Office Equipment,								
	Furniture & Fixtures (656)	0	2,137	20,000	22,137	600,000	600,000	0	0%
95	*Total Acquisition of Equipment*	*182,981*	*55,641*	*150,000*	*205,641*	*1,010,000*	*1,050,000*	40,000	4%
96	Major Repairs (670)	*0*	*0*	*25,000*	25,000	*400,000*	*400,000*	*0*	*0%*
97	Construction in Progress (680)	*0*	*111,029*	*50,000*	161,029	*7,000,000*	*9,200,000*	*2,200,000*	*31%*
98	Architectural (681)	*0*	*89,331*	*100,000*	189,331	*493,745*	*575,213*	*81,468*	*17%*
	Library Materials								
99	Books (6900100)	111,938	64,789	90,000	154,789	160,000	121,000	-39,000	-24%
100	Audio materials (6900300)	8,729	8,278	10,000	18,278	21,400	13,400	-8,000	-37%
101	Video Materials (6900500)	13,862	10,177	10,000	20,177	27,400	24,400	-3,000	-11%
102	*Total Library Materials*	*134,530*	*83,244*	*110,000*	*193,244*	*208,800*	*158,800*	*-50,000*	*-24%*
103	Other Fees (693)	*0*	*0*	*0*	0	*1,000*	*1,000*	*0*	0%
104	Library Other (696)	*0*	*0*	*0*	0	*10,000*	*10,000*	*0*	0%
105	Planetarium Materials and								
	Equipment (699)	*0*	*0*	*0*	0	*175,000*	*235,000*	60,000	34%
106	**Total Capital Outlay (600's)**	**317,511**	**339,246**	**435,000**	**774,246**	**9,418,545**	**11,750,013**	**2,331,468**	**25%**
	INTERGOVERNMENTAL COSTS								
	Contributions to Retirement								
107	Systems (730)	297,070	321,393	0	321,393	298,000	325,000	27,000	9.06%
108	Cost of AV Tax collection (731)	0	0	0	0	5,000	5,000	0	0%
109	Indirect Cost Allocation (857)	300,000	0	300,000	300,000	270,000	330,000	60,000	22%
110	**Total Intergovernmental**								
	Costs (700's)	**597,070**	**321,393**	**300,000**	**621,393**	**573,000**	**660,000**	**87,000**	**15%**
111	**TOTAL EXPENDITURES**	**7,673,266**	**5,523,995**	**3,260,097**	**8,784,092**	**18,230,815**	**20,980,734**	**2,749,918**	**15%**
	PROJECTED ENDING								
112	**FUND BALANCE**	**16,576,074**	**21,242,990**	**-3,260,097**	**17,982,894**	**7,000,912**	**6,907,160**	**-93,753**	**-1%**

St. Charles Parish
LIBRARY

2026 Proposed Budget

NOTES

NOTES TO THE 2026 BUDGET: REVENUES

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of September 4, 2025, and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2025 tax roll. Those are included on Line 02 as new receipts for 2026.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of $16,576,074 at the end of 2024. As of 9/4/2025, the library's current revenues totaled $10,190,911 and expenditures totaled $5,523,995. We are estimating total expenditures for 2025 to be approximately 8.78 million dollars. This leaves an anticipated ending fund balance of approximately $17,982,894.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2025 tax roll. These funds will be collected primarily in 2026.

The estimate is based on reports provided by the Finance Department. In August 2020, the voters approved a continuation of the library millage for 10 years at 4.53 mills. In 2021 and 2022, the millage was collected at the full 4.53 mills. In 2023, the parish council rolled the library millage back to a rate of 4.08 mills. Last year, the parish council rolled the library millage rate back to a rate of 3.80. This year the parish rolled the library millage rate back to a rate of 3.65. Based on projections from the Finance department, revenues from Ad Valorem taxes are expected to be approximately $9,253,000.

Line 03: The library receives reimbursement for Internet and data lines each year through the **FCC Universal Service Program**, also known as eRate.

Line 04: Funds received in 2024 from the **Department of State Treasury** related to Hurricane Ida recovery. This is not a revenue line that the library regularly receives funds in, so no funds are budgeted in 2025 or 2026.

Line 05: This line shows the amount of anticipated **State Revenue Sharing** based on figures from the Parish Finance Department. The Office of the State Treasurer determines the amount of revenue sharing funds each eligible recipient body is to receive. Eligible tax recipient bodies are those supported by ad valorem taxes and whose millages are included in the Revenue Sharing Act. The amount listed is what is due to the library after statutory deductions.

Line 06: **Photocopy Receipts** No change. The library received $4,315.90 as of September 4, 2025 from photocopier charges.

Line 07: **Miscellaneous Revenues** includes revenue from planetarium fees and any other miscellaneous revenues. No change.

Line 08: **Fines (Books)** includes revenue from fines paid for lost or damaged materials and out-of-parish cards. No amount is budgeted because they are generally very modest and should not be counted on as significant sources of revenue.

Line 09: **Interest Earnings** are based on estimates provided by the Finance Department.

Line 10: **Insurance Refunds/Proceeds** The library is currently awaiting reimbursements from approximately 1.5 million dollars in expenditures from building insurance for West Regional Library Hurricane Ida repairs. No amount is budgeted as we do not know when those funds will be released.

Line 11: No amount is budgeted for **Gifts and Donations** because they are generally very modest and should not be counted on as significant sources of revenue.

Line 12: No amount is budgeted for **Proceeds from Sale of Assets** because it is not possible to estimate amount of funding to be received from surplus sales each year.

Line 13: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2026.

Line 14: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

NOTES TO THE 2026 BUDGET: EXPENDITURES

Lines 15-19: The Parish uses the April-to-April *CPI for All Urban Consumers* to determine cost of living increases. That index showed a 2.3% increase this year. It is my recommendation that a 2.0% cost of living adjustment be approved for library employees as this is what the parish is budgeting for parish employees.

Budgeted personnel salaries reflect standard one-step increases of 2% for most employees and a few possible additional step increases, which are given for exceptional performance and/or increased responsibilities. A small amount is also set aside for possible mid-year merit increases.

- Line 15 – Library Director's salary. A standard one-step increase is budgeted.
- Line 16 – Salaries for professional librarians.
- Line 17 – Salaries for all other full-time employees. Includes same number of positions as 2025 budget, with four of them being possible new positions to assist with programming, training, circulation, and cataloging. One new full-time position was added in 2025 (Makerspace Coordinator). The library anticipates adding another makerspace at the East Regional Library and anticipates needing additional staff for the new Hahnville Branch Library.
- Line 18 – Wages for all part-time employees. Includes three possible new part-time positions as additional staff may be needed for a Makerspace at the East Regional Library and the new Hahnville branch.
- Line 17 – Total salaries and wages. Note that all salaries are now expended from line 41200000.

St. Charles Parish Library

2026 Proposed Full-Time Payscale

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Range 9	Hourly	$ 39.54	$ 40.33	$ 41.14	$ 41.96	$ 42.80	$ 43.66	$ 44.53	$ 45.42	$ 46.33	$ 47.26
Librarian III	Biweekly	$ 3,163.20	$ 3,226.40	$ 3,291.20	$ 3,356.80	$ 3,424.00	$ 3,492.80	$ 3,562.40	$ 3,633.60	$ 3,706.40	$ 3,780.80
Director	Annually	$82,243.20	$83,886.40	$85,571.20	$87,276.80	$89,024.00	$90,812.80	$92,622.40	$ 94,473.60	$ 96,366.40	$ 98,300.80
Range 8	Hourly	$ 34.41	$ 35.10	$ 35.80	$ 36.52	$ 37.25	$ 38.00	$ 38.76	$ 39.54	$ 40.33	$ 41.14
Librarian II	Biweekly	$ 2,752.80	$ 2,808.00	$ 2,864.00	$ 2,921.60	$ 2,980.00	$ 3,040.00	$ 3,100.80	$ 3,163.20	$ 3,226.40	$ 3,291.20
Assistant Director	Annually	$71,572.80	$73,008.00	$74,464.00	$75,961.60	$77,480.00	$79,040.00	$80,620.80	$ 82,243.20	$ 83,886.40	$ 85,571.20
Range 7	Hourly	$ 29.96	$ 30.56	$ 31.17	$ 31.79	$ 32.43	$ 33.08	$ 33.74	$ 34.41	$ 35.10	$ 35.80
Librarian I	Biweekly	$ 2,396.80	$ 2,444.80	$ 2,493.60	$ 2,543.20	$ 2,594.40	$ 2,646.40	$ 2,699.20	$ 2,752.80	$ 2,808.00	$ 2,864.00
	Annually	$62,316.80	$63,564.80	$64,833.60	$66,123.20	$67,454.40	$68,806.40	$70,179.20	$ 71,572.80	$ 73,008.00	$ 74,464.00
Range 6	Hourly	$ 26.09	$ 26.61	$ 27.14	$ 27.68	$ 28.23	$ 28.79	$ 29.37	$ 29.96	$ 30.56	$ 31.17
Library Associate	Biweekly	$ 2,087.20	$ 2,128.80	$ 2,171.20	$ 2,214.40	$ 2,258.40	$ 2,303.20	$ 2,349.60	$ 2,396.80	$ 2,444.80	$ 2,493.60
	Annually	$54,267.20	$55,348.80	$56,451.20	$57,574.40	$58,718.40	$59,883.20	$61,089.60	$ 62,316.80	$ 63,564.80	$ 64,833.60
Range 5	Hourly	$ 26.09	$ 26.61	$ 27.14	$ 27.68	$ 28.23	$ 28.79	$ 29.37	$ 29.96	$ 30.56	$ 31.17
Supervisor II	Biweekly	$ 2,087.20	$ 2,128.80	$ 2,171.20	$ 2,214.40	$ 2,258.40	$ 2,303.20	$ 2,349.60	$ 2,396.80	$ 2,444.80	$ 2,493.60
LTA III	Annually	$54,267.20	$55,348.80	$56,451.20	$57,574.40	$58,718.40	$59,883.20	$61,089.60	$ 62,316.80	$ 63,564.80	$ 64,833.60
Range 4	Hourly	$ 22.73	$ 23.18	$ 23.64	$ 24.11	$ 24.59	$ 25.08	$ 25.58	$ 26.09	$ 26.61	$ 27.14
Supervisor I	Biweekly	$ 1,818.40	$ 1,854.40	$ 1,891.20	$ 1,928.80	$ 1,967.20	$ 2,006.40	$ 2,046.40	$ 2,087.20	$ 2,128.80	$ 2,171.20
LTA II	Annually	$47,278.40	$48,214.40	$49,171.20	$50,148.80	$51,147.20	$52,166.40	$53,206.40	$ 54,267.20	$ 55,348.80	$ 56,451.20
Range 3	Hourly	$ 19.78	$ 20.18	$ 20.58	$ 20.99	$ 21.41	$ 21.84	$ 22.28	$ 22.73	$ 23.18	$ 23.64
Library Assistant	Biweekly	$ 1,582.40	$ 1,614.40	$ 1,646.40	$ 1,679.20	$ 1,712.80	$ 1,747.20	$ 1,782.40	$ 1,818.40	$ 1,854.40	$ 1,891.20
LTA I	Annually	$41,142.40	$41,974.40	$42,806.40	$43,659.20	$44,532.80	$45,427.20	$46,342.40	$ 47,278.40	$ 48,214.40	$ 49,171.20
Range 2	Hourly	$ 17.22	$ 17.56	$ 17.91	$ 18.27	$ 18.64	$ 19.01	$ 19.39	$ 19.78	$ 20.18	$ 20.58
Library Clerk	Biweekly	$ 1,377.60	$ 1,404.80	$ 1,432.80	$ 1,461.60	$ 1,491.20	$ 1,520.80	$ 1,551.20	$ 1,582.40	$ 1,614.40	$ 1,646.40
	Annually	$35,817.60	$36,524.80	$37,252.80	$38,001.60	$38,771.20	$39,540.80	$40,331.20	$ 41,142.40	$ 41,974.40	$ 42,806.40
Range 1	Hourly	$ 14.99	$ 15.29	$ 15.60	$ 15.91	$ 16.23	$ 16.55	$ 16.88	$ 17.22	$ 17.56	$ 17.91
Custodian	Biweekly	$ 1,199.20	$ 1,223.20	$ 1,248.00	$ 1,272.80	$ 1,298.40	$ 1,324.00	$ 1,350.40	$ 1,377.60	$ 1,404.80	$ 1,432.80
	Annually	$31,179.20	$31,803.20	$32,448.00	$33,092.80	$33,758.40	$34,424.00	$35,110.40	$ 35,817.60	$ 36,524.80	$ 37,252.80

		Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Range 9	Hourly	$ 48.21	$ 49.17	$ 50.15	$ 51.15	$ 52.17	$ 53.21	$ 54.27	$ 55.36	$ 56.47	$ 57.60
Librarian III	Biweekly	$ 3,856.80	$ 3,933.60	$ 4,012.00	$ 4,092.00	$ 4,173.60	$ 4,256.80	$ 4,341.60	$ 4,428.80	$ 4,517.60	$ 4,608.00
Director	Annually	$100,276.80	$102,273.60	$104,312.00	$106,392.00	$108,513.60	$110,676.80	$112,881.60	$115,148.80	$117,457.60	$119,808.00
Range 8	Hourly	$ 41.96	$ 42.80	$ 43.66	$ 44.53	$ 45.42	$ 46.33	$ 47.26	$ 48.21	$ 49.17	$ 50.15
Librarian II	Biweekly	$ 3,356.80	$ 3,424.00	$ 3,492.80	$ 3,562.40	$ 3,633.60	$ 3,706.40	$ 3,780.80	$ 3,856.80	$ 3,933.60	$ 4,012.00
Assistant Director	Annually	$ 87,276.80	$ 89,024.00	$ 90,812.80	$ 92,622.40	$ 94,473.60	$ 96,366.40	$ 98,300.80	$100,276.80	$102,273.60	$104,312.00
Range 7	Hourly	$ 36.52	$ 37.25	$ 38.00	$ 38.76	$ 39.54	$ 40.33	$ 41.14	$ 41.96	$ 42.80	$ 43.66
Librarian I	Biweekly	$ 2,921.60	$ 2,980.00	$ 3,040.00	$ 3,100.80	$ 3,163.20	$ 3,226.40	$ 3,291.20	$ 3,356.80	$ 3,424.00	$ 3,492.80
	Annually	$ 75,961.60	$ 77,480.00	$ 79,040.00	$ 80,620.80	$ 82,243.20	$ 83,886.40	$ 85,571.20	$ 87,276.80	$ 89,024.00	$ 90,812.80
Range 6	Hourly	$ 31.79	$ 32.43	$ 33.08	$ 33.74	$ 34.41	$ 35.10	$ 35.80	$ 36.52	$ 37.25	$ 38.00
Library Associate	Biweekly	$ 2,543.20	$ 2,594.40	$ 2,646.40	$ 2,699.20	$ 2,752.80	$ 2,808.00	$ 2,864.00	$ 2,921.60	$ 2,980.00	$ 3,040.00
	Annually	$ 66,123.20	$ 67,454.40	$ 68,806.40	$ 70,179.20	$ 71,572.80	$ 73,008.00	$ 74,464.00	$ 75,961.60	$ 77,480.00	$ 79,040.00
Range 5	Hourly	$ 31.79	$ 32.43	$ 33.08	$ 33.74	$ 34.41	$ 35.10	$ 35.80	$ 36.52	$ 37.25	$ 38.00
Supervisor II	Biweekly	$ 2,543.20	$ 2,594.40	$ 2,646.40	$ 2,699.20	$ 2,752.80	$ 2,808.00	$ 2,864.00	$ 2,921.60	$ 2,980.00	$ 3,040.00
LTA III	Annually	$ 66,123.20	$ 67,454.40	$ 68,806.40	$ 70,179.20	$ 71,572.80	$ 73,008.00	$ 74,464.00	$ 75,961.60	$ 77,480.00	$ 79,040.00
Range 4	Hourly	$ 27.68	$ 28.23	$ 28.79	$ 29.37	$ 29.96	$ 30.56	$ 31.17	$ 31.79	$ 32.43	$ 33.08
Supervisor I	Biweekly	$ 2,214.40	$ 2,258.40	$ 2,303.20	$ 2,349.60	$ 2,396.80	$ 2,444.80	$ 2,493.60	$ 2,543.20	$ 2,594.40	$ 2,646.40
LTA II	Annually	$ 57,574.40	$ 58,718.40	$ 59,883.20	$ 61,089.60	$ 62,316.80	$ 63,564.80	$ 64,833.60	$ 66,123.20	$ 67,454.40	$ 68,806.40
Range 3	Hourly	$ 24.11	$ 24.59	$ 25.08	$ 25.58	$ 26.09	$ 26.61	$ 27.14	$ 27.68	$ 28.23	$ 28.79
Library Assistant	Biweekly	$ 1,928.80	$ 1,967.20	$ 2,006.40	$ 2,046.40	$ 2,087.20	$ 2,128.80	$ 2,171.20	$ 2,214.40	$ 2,258.40	$ 2,303.20
LTA I	Annually	$ 50,148.80	$ 51,147.20	$ 52,166.40	$ 53,206.40	$ 54,267.20	$ 55,348.80	$ 56,451.20	$ 57,574.40	$ 58,718.40	$ 59,883.20
Range 2	Hourly	$ 20.99	$ 21.41	$ 21.84	$ 22.28	$ 22.73	$ 23.18	$ 23.64	$ 24.11	$ 24.59	$ 25.08
Library Clerk	Biweekly	$ 1,679.20	$ 1,712.80	$ 1,747.20	$ 1,782.40	$ 1,818.40	$ 1,854.40	$ 1,891.20	$ 1,928.80	$ 1,967.20	$ 2,006.40
	Annually	$ 43,659.20	$ 44,532.80	$ 45,427.20	$ 46,342.40	$ 47,278.40	$ 48,214.40	$ 49,171.20	$ 50,148.80	$ 51,147.20	$ 52,166.40
Range 1	Hourly	$ 18.27	$ 18.64	$ 19.01	$ 19.39	$ 19.78	$ 20.18	$ 20.58	$ 20.99	$ 21.41	$ 21.84
Custodian	Biweekly	$ 1,461.60	$ 1,491.20	$ 1,520.80	$ 1,551.20	$ 1,582.40	$ 1,614.40	$ 1,646.40	$ 1,679.20	$ 1,712.80	$ 1,747.20
	Annually	$ 38,001.60	$ 38,771.20	$ 39,540.80	$ 40,331.20	$ 41,142.40	$ 41,974.40	$ 42,806.40	$ 43,659.20	$ 44,532.80	$ 45,427.20

		Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Range 9	Hourly	$ 58.75	$ 59.93	$ 61.13	$ 62.35	$ 63.60	$ 64.87	$ 66.17	$ 67.49	$ 68.84	$ 70.22
Librarian III	Biweekly	$ 4,700.00	$ 4,794.40	$ 4,890.40	$ 4,988.00	$ 5,088.00	$ 5,189.60	$ 5,293.60	$ 5,399.20	$ 5,507.20	$ 5,617.60
Director	Annually	$122,200.00	$124,654.40	$127,150.40	$129,688.00	$132,288.00	$134,929.60	$137,633.60	$140,379.20	$143,187.20	$146,057.60
Range 8	Hourly	$ 51.15	$ 52.17	$ 53.21	$ 54.27	$ 55.36	$ 56.47	$ 57.60	$ 58.75	$ 59.93	$ 61.13
Librarian II	Biweekly	$ 4,092.00	$ 4,173.60	$ 4,256.80	$ 4,341.60	$ 4,428.80	$ 4,517.60	$ 4,608.00	$ 4,700.00	$ 4,794.40	$ 4,890.40
Assistant Director	Annually	$106,392.00	$108,513.60	$110,676.80	$112,881.60	$115,148.80	$117,457.60	$119,808.00	$122,200.00	$124,654.40	$127,150.40
Range 7	Hourly	$ 44.53	$ 45.42	$ 46.33	$ 47.26	$ 48.21	$ 49.17	$ 50.15	$ 51.15	$ 52.17	$ 53.21
Librarian I	Biweekly	$ 3,562.40	$ 3,633.60	$ 3,706.40	$ 3,780.80	$ 3,856.80	$ 3,933.60	$ 4,012.00	$ 4,092.00	$ 4,173.60	$ 4,256.80
	Annually	$ 92,622.40	$ 94,473.60	$ 96,366.40	$ 98,300.80	$100,276.80	$102,273.60	$104,312.00	$106,392.00	$108,513.60	$110,676.80
Range 6	Hourly	$ 38.76	$ 39.54	$ 40.33	$ 41.14	$ 41.96	$ 42.80	$ 43.66	$ 44.53	$ 45.42	$ 46.33
Library Associate	Biweekly	$ 3,100.80	$ 3,163.20	$ 3,226.40	$ 3,291.20	$ 3,356.80	$ 3,424.00	$ 3,492.80	$ 3,562.40	$ 3,633.60	$ 3,706.40
	Annually	$ 80,620.80	$ 82,243.20	$ 83,886.40	$ 85,571.20	$ 87,276.80	$ 89,024.00	$ 90,812.80	$ 92,622.40	$ 94,473.60	$ 96,366.40
Range 5	Hourly	$ 38.76	$ 39.54	$ 40.33	$ 41.14	$ 41.96	$ 42.80	$ 43.66	$ 44.53	$ 45.42	$ 46.33
Supervisor II	Biweekly	$ 3,100.80	$ 3,163.20	$ 3,226.40	$ 3,291.20	$ 3,356.80	$ 3,424.00	$ 3,492.80	$ 3,562.40	$ 3,633.60	$ 3,706.40
LTA III	Annually	$ 80,620.80	$ 82,243.20	$ 83,886.40	$ 85,571.20	$ 87,276.80	$ 89,024.00	$ 90,812.80	$ 92,622.40	$ 94,473.60	$ 96,366.40
Range 4	Hourly	$ 33.74	$ 34.41	$ 35.10	$ 35.80	$ 36.52	$ 37.25	$ 38.00	$ 38.76	$ 39.54	$ 40.33
Supervisor I	Biweekly	$ 2,699.20	$ 2,752.80	$ 2,808.00	$ 2,864.00	$ 2,921.60	$ 2,980.00	$ 3,040.00	$ 3,100.80	$ 3,163.20	$ 3,226.40
LTA II	Annually	$ 70,179.20	$ 71,572.80	$ 73,008.00	$ 74,464.00	$ 75,961.60	$ 77,480.00	$ 79,040.00	$ 80,620.80	$ 82,243.20	$ 83,886.40
Range 3	Hourly	$ 29.37	$ 29.96	$ 30.56	$ 31.17	$ 31.79	$ 32.43	$ 33.08	$ 33.74	$ 34.41	$ 35.10
Library Assistant	Biweekly	$ 2,349.60	$ 2,396.80	$ 2,444.80	$ 2,493.60	$ 2,543.20	$ 2,594.40	$ 2,646.40	$ 2,699.20	$ 2,752.80	$ 2,808.00
LTA I	Annually	$ 61,089.60	$ 62,316.80	$ 63,564.80	$ 64,833.60	$ 66,123.20	$ 67,454.40	$ 68,806.40	$ 70,179.20	$ 71,572.80	$ 73,008.00
Range 2	Hourly	$ 25.58	$ 26.09	$ 26.61	$ 27.14	$ 27.68	$ 28.23	$ 28.79	$ 29.37	$ 29.96	$ 30.56
Library Clerk	Biweekly	$ 2,046.40	$ 2,087.20	$ 2,128.80	$ 2,171.20	$ 2,214.40	$ 2,258.40	$ 2,303.20	$ 2,349.60	$ 2,396.80	$ 2,444.80
	Annually	$ 53,206.40	$ 54,267.20	$ 55,348.80	$ 56,451.20	$ 57,574.40	$ 58,718.40	$ 59,883.20	$ 61,089.60	$ 62,316.80	$ 63,564.80
Range 1	Hourly	$ 22.28	$ 22.73	$ 23.18	$ 23.64	$ 24.11	$ 24.59	$ 25.08	$ 25.58	$ 26.09	$ 26.61
Custodian	Biweekly	$ 1,782.40	$ 1,818.40	$ 1,854.40	$ 1,891.20	$ 1,928.80	$ 1,967.20	$ 2,006.40	$ 2,046.40	$ 2,087.20	$ 2,128.80
	Annually	$ 46,342.40	$ 47,278.40	$ 48,214.40	$ 49,171.20	$ 50,148.80	$ 51,147.20	$ 52,166.40	$ 53,206.40	$ 54,267.20	$ 55,348.80

PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2026

Pages and Part-Time Custodians

Beginning Page must be at least 16 years old. Progression to higher steps generally for high school graduate with significant library experience. Staff reaching the end of this scale may be promoted into the part-time assistant scale at the discretion of the Director.

STEP	2025	2026
1	$11.54	$11.77
2	$11.77	$12.01
3	$12.01	$12.25
4	$12.25	$12.49
5	$12.49	$12.74
6	$12.74	$13.00
7	$13.00	$13.26
8	$13.26	$13.52
9	$13.52	$13.79
10	$13.79	$14.07
11	$14.07	$14.35
12	$14.35	$14.64
13	$14.64	$14.93
14	$14.93	$15.23
15	$15.23	$15.53

Part-Time Assistants

Entry level part-time assistants must have a high school diploma or equivalent. Performs routine tasks under close supervision. Step 3 is normally reached after 2-3 years of experience, depending upon the amount of time worked, the level of difficulty of tasks performed, and the quality of performance. Progression to Steps 4 and higher depend upon years of experience (including amount of time worked), the performance of specially assigned tasks of increasing levels of difficulty and responsibility, and the quality of performance.

STEP	2025	2025
entry	$15.74	$16.05
1	$16.05	$16.37
2	$16.37	$16.70
3	$16.70	$17.03
4	$17.03	$17.37
5	$17.37	$17.72
6	$17.72	$18.08
7	$18.08	$18.44
8	$18.44	$18.81
9	$18.81	$19.18
10	$19.18	$19.57
11	$19.57	$19.96
12	$19.96	$20.36
13	$20.36	$20.76
14	$20.76	$21.18
15	$21.18	$21.60
16	$21.60	$22.04
17	$22.04	$22.48
18	$22.48	$22.93
19	$22.93	$23.38
20	$23.38	$23.85
21	$23.85	$24.33
22	$24.33	$24.82
23	$24.82	$25.31
24	$25.31	$25.82
25	$25.82	$26.33
26	$26.33	$26.86
27	$26.86	$27.40
28	$27.40	$27.95
29	$27.95	$28.51
30	$28.51	$29.08

Line 20: **Social Security (-151)** contributions for employees not eligible to participate in the Parochial Employees Retirement System. The rate is 6.2%.

Line 21: Contributions to the **Parochial Employees Retirement System (-152)** are based on projected salaries of full-time employees. The library matches at the rate of 11.5% of total salaries paid to these employees as directed by Finance.

Line 22: **Health Insurance (-153)** Increase based on previous and year-to-date 2025 expenditures.

Line 23: **Worker's Compensation (-154)** No change.

Line 24: **Unemployment Insurance (-155)** Decrease based on previous and year-to-date 2025 expenditures.

Line 25: **Medicare (-156)** payments of 1.45% of all salaries as directed by Finance.

Line 26: **Disability Insurance (-157)** based on the following formula: full-time salaries x .238% as directed by Finance.

Line 27: **Retired Employees Insurance (-158)** provides matching funds towards health insurance for retired employees. No change.

Line 28: **Deferred Compensation (-159)** the parish provides matching funds towards the deferred compensation plan for parish employees, but the library does not. An error occurred in 2024 when the parish began using the new payroll system resulting in library employees receiving the match for one pay period.

Line 29: **Dental Insurance (-160)** This line is coverage for employees who choose to sign on with the Parish's dental insurance plan. No change.

Line 30: Charges for **OPEB (Other Post-Employment Benefits) Contribution (-161).** Related to retiree health benefits for contribution to the GASB 45 Trust which was started in 2014 to fund the future retiree health benefits. Calculated as 3.5% of full-time salaries as directed by Finance.

Line 31: Charges for **Drug Testing (-199)** of employees, both new hires and randomly selected current staff. Increase based on previous and year-to-date 2025 expenditures.

Line 32: **Total Benefits and Costs**

Line 33: **TOTAL PERSONNEL SERVICES (100's)**

Line 34: The **Membership Dues (-214)** category includes American Library Association and Public Library Association dues for library board members, the Director, and the Assistant Directors; Louisiana Library Association dues for board members and all professional librarians; modest dues in other appropriate organizations; and additional software licenses that are considered subscriptions. No change.

Line 35: **Advertising (-215)** for job openings and legal advertisements, when necessary, as well as advertising of library programs and services. No change.

Line 36: **Total Dues and Advertising**

Line 37: **Periodicals (-216)** Decrease per request of Technical Services Librarian and move funds to Digital Books (2170000) to meet increasing demand for digital books and downloadable materials.

Line 38: **Digital Books (-217)** This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music, and magazines. Increase per request of Technical Services Librarian to meet increasing demand for digital books and other downloadable materials. This will be offset by decreasing budget for periodicals (2160000), digital magazines (2170000), books (6900100), audiobooks (6900300), and video recordings (690500).

Line 39: **Total Periodicals and Digital Materials**

Line 40: **Printing (-221)** Used for professional printing to increase awareness of library services and programs and improve marketing efforts. Includes printing of summer reading program guide, which is mailed to every household in the parish. No change.

Line 41: **Adult Program Speakers and Performers (-2230001)** Used for paying fees associated with bringing in performers and speakers for adult public programs including activities such as the adult summer reading program and National Library Week. Decrease per request of Adult Programming & Outreach Librarian based on current and previous year's expenditures. Funds moved to Children and Young Adult Program Speakers and Performers (2230002).

Line 42: **Children and Young Adult Program Speakers and Performers (-2230002)** Used for paying fees associated with bringing in performers and speakers for children's and young adult public programs for activities such as story time, the summer reading program, Children's Book Week, and National Library Week. Increase per request of Youth Services Librarian based on previous and current year's expenditures. Funds moved from Adult Program Speakers and Performers (2230001).

Line 43: **Total Printing and Public Programming**

Line 44: **Electrical Light and Power (-231)** No change.

Line 45: **Gas (-232)** No change.

Line 46: **Water (-233)** No change.

Line 47: **Total Utilities**

Line 48: **Postage and Box Rent (-241)** No change.

Line 49: **Telephone (-242)** Increase based on current year expenditures and anticipation of adding telephone and Internet lines to the new Hahnville Branch near the end of 2026.

Line 50: **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. No change.

Line 51: **Total Communications**

Line 52: **Building Rentals (-251)** Amount includes funds for up to two storage units needed for storing surplus stock of carpet and for storage of furniture awaiting to be sold through surplus auction. Decrease based on current year's expenditure and reducing storage from three units to two units.

Line 53: **Equipment Rentals (-252)** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader/printers. No change.

Line 54: **Total Rentals**

Line 55: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. Decrease based on current and previous year's expenditures. Funds moved to Maintenance of Buildings (2620000).

Line 56: **Maintenance of Buildings (-262)**. Includes funds for security systems at all branches, pressure washing exterior of buildings, annual fire and security alarm inspections, general maintenance and repair, updating of items such as carpet as needed. Anticipate updating main public restrooms at the East Regional Library. Increase per request of Facilities Manager. Funds moved from Maintenance of Grounds (2610000) to Maintenance of Buildings.

Line 57: **Maintenance of Vehicles (-263)** No change.

Line 58: **Maintenance of Equipment (-264)** Maintenance of Planetarium projector. No change.

Line 59: **Maintenance of Plumbing, Heating, and A/C (-265)** is the category that includes repairs and replacements as needed for the heating and air conditioning systems at all locations. No change.

Line 60: **Maintenance of Furniture, Office Machines, and Equipment (-266)** for items such as projectors, typewriters, video equipment, postage meter and scale, microfilm readers and computers. No change.

Line 61: **Contractual Services (-272)** Increase (new expense line). This is for Paycom fees as charged by the parish. This is a new payroll and benefits management system that was implemented by the parish at the end of 2024.

Line 62: **Electrical Maintenance (-272)** No change.

Line 63: **Pest Control (-274)** No change.

Line 64: **Janitorial Maintenance (-275)** These funds are used to cover the cost of part-time custodians to clean some of the smaller branches, as well as additional custodial help for special programs. This line is also used for recycling services. Decrease as the library has hired in-house custodians for all branches.

Line 65: **Maintenance of Automation Systems (-277)** This is the category that includes service and maintenance contracts for the library's central computer system. Included are the servers, computer and peripheral equipment, automation system, the online catalog, and the operating system, filtering devices, anti-malware devices, etc. Increase per the recommendation of the Systems Administration Librarian and Network Administrator.

Line 66: **Total Maintenance**

Line 67: **Miscellaneous (-280)** professional services is the category that includes funding for deputy details, attorney's fees, and other miscellaneous professional fees. No change.

Line 68: **Merchant Services (-281)** Fees for credit card services. Decrease based on current year-to-date and previous year's expenditures.

Line 69: **Total Professional Services**

Line 70: **Fire, Casualty, and Liability Insurance (-291)** includes coverage for the West, East, St. Rose, Paradis, Hahnville and Norco library buildings and contents, and liability for the system. No change based on estimates from Finance, previous and current year's expenditures, and anticipation of new Hahnville Branch.

Line 71: **Vehicle Insurance (-293)** covers all library owned vehicles, including the delivery van, maintenance vans, and bookmobile. No change.

Line 72: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. Increase based on estimates from Finance.

Line 73: **Total Insurance Costs**

Line 74: **TOTAL OPERATING SERVICES (200's)**

Line 75: **Non-Consumable Office Supplies (-305)** includes non-consumable supplies costing under $5000. Increase offset by reduction to Technology Supplies (3060000).

Line 76: **Technology Supplies (-306)** includes non-consumable technology supplies that generally cost under $5000. Decrease offset by increase to Non-Consumable Office Supplies (3050000).

Line 77: **Office Supplies (-310)** Increase based on 2024 actual and 2025 year-to-date expenditures.

Line 78: **Adult Programming Supplies (32100001)** Used for purchasing supplies for outreach and adult public programs. No change.

Line 79: **Children and Young Adult Programming Supplies (32100002)** Used for purchasing supplies for children, tween, and teen public programs. No change.

Line 80: **Maintenance of Buildings and Grounds Supplies (-326)** No change.

Line 81: **Vehicle Supplies (-327)** No change.

Line 82: **Planetarium Supplies (-329)** No change.

Line 83: **TOTAL MATERIALS AND SUPPLIES (300's)**

Line 84: **Travel, Workshops, Expense Reimbursement (-410)** Includes reimbursement for use of personal vehicles to conduct library business, attendance at workshops and seminars, speakers at All Staff Meetings, and attendance at annual conferences of such organizations as the Louisiana Library Association, the American Library Association, and the Southeastern Planetarium Association, as well as training for Computer Services staff necessary to keep them current with technology changes. No change.

Line 85: **Elections – Official Fees (-440)** Official fees for millage election. No change as millage election was held in 2020.

Line 86: **TOTAL TRAVEL AND TRAINING (400's)**

Line 87: **Acquisition of Land (-610)** No change.

Line 88: **Acquisition of Buildings (-620)** No change.

Line 89: **Improvements Other Than Buildings (-630)** No change.

Line 90: **Acquisition of Motor Vehicles. (-640)** One new vehicle, a maintenance truck, was purchased at the end of 2022. With the increase in requests for outreach services, the library anticipates needing to purchase an additional outreach vehicle, similar to the current bookmobile, to use for outreach programs and services. A vehicle for administrative and computer services staff to use for travel between branches and to attend continuing education workshops, training, and conferences is also being considered. This was included in the 2025 budget but is being rolled over to the 2026 budget. No change.

Line 91: **Total Acquisition of Land and Vehicles**

Line 92: **Educational/Cultural/Recreational Equipment (-651)** This line is intended for capital technology purchases generally costing over $5000. Funds allocated in this line are based partly on a formula that takes into consideration the life expectancy and replacement value over time of all technology equipment with the expectation that a certain number of computers, servers, routers, etc. will need to be replaced each year. The library opened a Makerspace in 2025 and will be working on plans to add another Makerspaces at the East Regional Library, which will require additional technology purchases. Additional computers will also be needed for the new Hahnville Branch. Increase is based on recommendations from IT Department.

Line 93: **Buildings/Grounds/General Plant (-652)** No change. Half of the chillers at the East Regional Library were replaced but the other unit needs to be replaced. We may also need to replace HVAC units at several branches in the coming year. As our buildings begin to age, we will need to begin doing some routine upgrades to branches (the St. Rose Branch is 22 years old, the East Regional Library is 15 years old, and the Paradis Branch is 14 years old). Other potential capital improvement projects being considered include replacing the flooring and bathroom stalls in the main public restrooms at the East Regional Library and re-arranging the children's area at the East Regional Library for better visibility of patrons by staff.

Line 94: **Office Equipment, Furniture and Fixtures (-656)** No change. This line is funding for equipment, furniture, and fixtures generally costing over $5000. This includes items for the new Hahnville Branch. Once the new Hahnville Branch opens, we anticipate relocating the Technical Services department to the old Hahnville branch. We also plan on moving the Bookmobile from the West Regional Library to the East Regional Library and putting it under the supervision of our Outreach department, which will move into the space currently occupied by Technical Services. Other plans that will require the purchase of equipment, furniture, and fixtures include replacing all water fountains with water-bottle filling stations and purchasing equipment and furniture for a makerspace at the East Regional Library.

Line 95: **Total Acquisition of Equipment**

Line 96: **Major Repairs (-670)** Funds are budgeted to cover any unexpected repairs. No change.

Line 97: **Construction in Progress (-680)** Increase. Includes funds for anticipated future Hahnville Branch Library project.

Line 98: **Architectural fees (-681)** Includes funds for architect and design consultant fees for Hahnville Branch construction project. Increase based on increase in construction budget.

Line 99: **Books (-6900100)** Decrease per request of Technical Services Librarian and move funds to Digital Books (2170000) to meet increasing demand for digital books and downloadable materials. Funds decreased from adult non-fiction ($10,000), juvenile ($23,000), teen ($4000), and reference standing orders ($2,000).

Line 100: **Audio Materials (-6900300)** Decrease per request of Technical Services Librarian and move funds to Digital Books (2170000) to meet increasing demand for digital books and downloadable materials. Funds decreased from adult audiobooks ($8000).

Line 101: **Video Materials (-6900500)** Decrease per request of Technical Services Librarian and move funds to Digital Books (2170000) to meet increasing demand for digital books and downloadable materials. Funds decreased from adult video/DVDs ($3000).

Line 102: **Total Library Materials**

Line 103: **Other Fees (-693)** Used for miscellaneous fees, such as Clerk of Court fees, associated with capital projects. No change.

Line 104: **Library Other (-696)** Used for other expenses, such as inspection fees, associated with capital projects that fall outside of the scope of the contract. No change.

Line 105: **Planetarium Materials and Equipment (-699)** Used for purchasing new shows, exhibits, and equipment for the planetarium. The current Star Projector System, the MediaGlobe II, was purchased more than ten years ago. Its digital components and software are aging well due to our care and maintenance, but it is one of the last MediaGlobe II projectors still in operation. The systems' digital projector and computer system are more likely to fail now more than ever, and replacement parts are hard to find. JVC no longer supports the projector unit and no longer makes replacement parts for it. A system failure is only a matter of time. The planetarium also anticipates upgrading the audio system and the cove lighting. Increase per request of the Planetarium Supervisor.

Line 106: **TOTAL CAPITAL OUTLAY (600's)**

Line 107: **Contributions to Retirement Systems (-730)** Statutory charges to provide funds for the State's retirement systems. Increase based on current year expenditures.

Line 108: **Cost of AV Tax Collection (-731)** Statutory charges paid to Sheriff's Department. No change as directed by Finance.

Line 109: **Indirect Cost Allocation (-857)** Finance Department charges to the library for accounting and other services provided for the library. Increase as directed by Finance.

Line 110: **TOTAL INTERGOVERNMENTAL COSTS (700's)**

Line 111: **TOTAL EXPENDITURES**

Line 112: **PROJECTED ENDING FUND BALANCE**

St. Charles Parish Communications District

260 Judge Edward Dufresne Parkway
Luling, LA 70070
Voice: (985) 783-1280 / Fax: (985) 783-1181

September 12, 2025

Michelle Impastato
Council Secretary
St. Charles Parish Council
P.O. Box 302
Hahnville, LA 70057

Dear Ms. Impastato:

Transmitted herewith is a copy of the St. Charles Parish 9-1-1 Communications District Projected 2025 and Requested 2026 Budgets.

These budgets were voted on and approved electronically by the Board of Commissioners due to the Monday, September 8, 2025 meeting being canceled due to lack of a quorum. The approval of the budgets will be ratified at the Monday, October 13, 2025 9-1-1 meeting by the Board of Commissioners. Attached are the email documents from the board members verifying approval of the budgets.

If you have any questions, please feel free to contact me.

Thank you for your attention in this matter.

Sincerely,

Maj. Sam M. Zinna (Ret.)

Major Sam M. Zinna, President
9-1-1 Board of Commissioners

SMZ/arw

cc: Grant Dussom, Finance Director
St. Charles Parish
Finance Department

Sam Zinna

From: Sam Zinna
Sent: Wednesday, September 10, 2025 3:58 PM
To: Sam Zinna
Subject: RE: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

Yes.

Major Sam Zinna(Ret.)
St. Charles Parish Sheriff's Office
Administrative Assistant
260 Judge Edward Dufresne Parkway
Luling, LA 70070
Mobile: 504-329-8727

From: Sam Zinna
Sent: Wednesday, September 10, 2025 2:00 PM
To: Armond Bourque <ajbourq@gmail.com>; Johnny Bourgeois (jbourgeoissrvfd@yahoo.com) <jbourgeoissrvfd@yahoo.com>; Oliver Dufrene, Jr <oliverdufrene@gmail.com>; Huey Marcel 111 (huey.marceliii@ochsner.org) <huey.marceliii@ochsner.org>; Michael Heath <mheathrun@yahoo.com>; Mikel Melton <mmelton@stcharlessheriff.org>
Subject: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

To All:
Due to the lack of a Quorum for our Monday, September 8, 2025, 9-1-1 Board of Commissioners meeting, the 2025 Requested/2026 Projected 9-1-1 budgets as previously sent to you electronically must be approved so that it can be sent to the Parish Council and Parish Finance Departments in a timely manner.
The approval must be ratified at our Monday, October 13th. meeting.
Please reply to this Email by voting Yes to approve or No not to approve the budget.

Thanks,

Sam

Major Sam Zinna(Ret.)
St. Charles Parish Sheriff's Office
Administrative Assistant
260 Judge Edward Dufresne Parkway
Luling, LA 70070
Mobile: 504-329-8727

Sam Zinna

From: Armond Bourque, Sr. <ajbourq@gmail.com>
Sent: Wednesday, September 10, 2025 2:25 PM
To: Sam Zinna; 'Johnny Bourgeois'; 'Oliver Dufrene, Jr'; 'Huey Marcel 111'; 'Michael Heath'; Mikel Melton
Subject: RE: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

Yes

Armond J. Bourque Sr.
421 River Oaks Dr.
Luling, LA 70070
Ajbourq@gmail.com
504-415-0755

-----Original Message-----
From: Sam Zinna <szinna@stcharlessheriff.org>
Sent: Wednesday, September 10, 2025 3:00 PM
To: Armond Bourque <ajbourq@gmail.com>; Johnny Bourgeois (jbourgeoissrvfd@yahoo.com) <jbourgeoissrvfd@yahoo.com>; Oliver Dufrene, Jr <oliverdufrene@gmail.com>; Huey Marcel 111 (huey.marceliii@ochsner.org) <huey.marceliii@ochsner.org>; Michael Heath <mheathrun@yahoo.com>; Mikel Melton <mmelton@stcharlessheriff.org>
Subject: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

To All:

Due to the lack of a Quorum for our Monday, September 8, 2025, 9-1-1 Board of Commissioners meeting, the 2025 Requested/2026 Projected 9-1-1 budgets as previously sent to you

electronically must be approved so that it can be sent to the Parish Council and Parish Finance Departments in a timely manner.

The approval must be ratified at our Monday, October 13th. meeting.

Please reply to this Email by voting Yes to approve or No not to approve the budget.

Thanks,

Sam

Sam Zinna

From: JOHNNY BOURGEOIS <jbourgeoissrvfd@yahoo.com>
Sent: Wednesday, September 10, 2025 2:21 PM
To: Armond Bourque; Oliver Dufrene, Jr; Huey Marcel 111 (huey.marceliii@ochsner.org); Michael Heath; Mikel Melton; Sam Zinna
Subject: Re: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

Yes

On Wednesday, September 10, 2025 at 01:59:42 PM CDT, Sam Zinna <szinna@stcharlessheriff.org> wrote:

To All:

Due to the lack of a Quorum for our Monday, September 8, 2025, 9-1-1 Board of Commissioners meeting, the 2025 Requested/2026 Projected 9-1-1 budgets as previously sent to you

electronically must be approved so that it can be sent to the Parish Council and Parish Finance Departments in a timely manner.

The approval must be ratified at our Monday, October 13th. meeting.

Please reply to this Email by voting Yes to approve or No not to approve the budget.

Thanks,

Sam

Major Sam Zinna(Ret.)

St. Charles Parish Sheriff's Office

Administrative Assistant

260 Judge Edward Dufresne Parkway

Luling, LA 70070

Mobile: 504-329-8727

Sam Zinna

From: Oliver Dufrene, Jr <oliverdufrene@gmail.com>
Sent: Friday, September 12, 2025 12:58 PM
To: Sam Zinna
Subject: Re: 9-1-1 2025 Projected 2026 Requested Budget

Yes , I approval of the budget
Oliver Dufrene

Thanks, Chief

On Fri, Sep 12, 2025, 12:56 PM Oliver Dufrene, Jr <oliverdufrene@gmail.com> wrote:

Thanks, Chief

On Sat, Aug 23, 2025, 8:49 AM Oliver Dufrene, Jr <oliverdufrene@gmail.com> wrote:
Ok. It looks good to me.

Thanks, Chief

On Thu, Aug 21, 2025, 4:30 PM Sam Zinna <szinna@stcharlessheriff.org> wrote:

To All:

Attached is the 9-1-1 budget that must be approved by the board at our Monday, September 8th. meeting.

Please review and if you have any questions, let me know.

Thanks,

Sam

Major Sam Zinna(Ret.)

St. Charles Parish Sheriff's Office

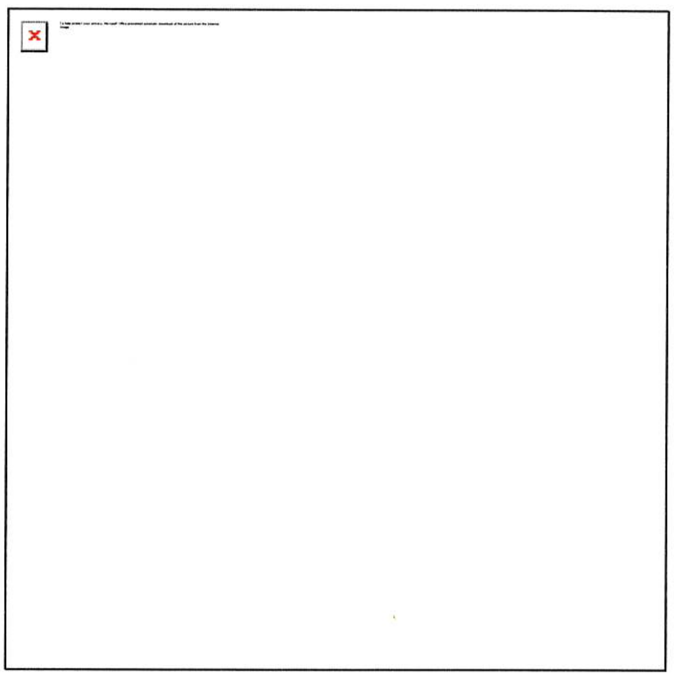
Administrative Assistant

Sam Zinna

From: Huey Marcel III <huey.marceliii@ochsner.org>
Sent: Wednesday, September 10, 2025 2:35 PM
To: Sam Zinna; Armond Bourque; Johnny Bourgeois (jbourgeoissrvfd@yahoo.com); Oliver Dufrene, Jr; Michael Heath; Mikel Melton
Subject: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

I vote yes to the proposed budget.

Huey Marcel III, NRP
Director - Emergency Medical Services
St. Charles Parish Hospital – Ochsner Health
Commissioner – St. Charles Parish Communications District
Cell: 504-473-2558
Office: 985-785-3617
Email: huey.marceliii@ochsner.org



From: Sam Zinna <szinna@stcharlessheriff.org>
Sent: Wednesday, September 10, 2025 1:59:37 PM
To: Armond Bourque <ajbourq@gmail.com>; Johnny Bourgeois (jbourgeoissrvfd@yahoo.com) <jbourgeoissrvfd@yahoo.com>; Oliver Dufrene, Jr <oliverdufrene@gmail.com>; Huey Marcel III <huey.marceliii@ochsner.org>; Michael Heath <mheathrun@yahoo.com>; Mikel Melton

Sam Zinna

From: Michael Heath <mheathrun@yahoo.com>
Sent: Wednesday, September 10, 2025 4:35 PM
To: Marcel Huey III
Cc: Sam Zinna; Armond Bourque; Johnny Bourgeois; Oliver Dufrene Jr; Mikel Melton
Subject: Re: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

Yes for me.
Sent from my iPhone

On Sep 10, 2025, at 2:35 PM, Huey Marcel III <huey.marceliii@ochsner.org> wrote:

I vote yes to the proposed budget.

Huey Marcel III, NRP
Director - Emergency Medical Services
St. Charles Parish Hospital – Ochsner Health
Commissioner – St. Charles Parish Communications District
Cell: 504-473-2558
Office: 985-785-3617
Email: huey.marceliii@ochsner.org

Sam Zinna

From: Mikel Melton
Sent: Wednesday, September 10, 2025 2:07 PM
To: Sam Zinna
Subject: Re: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

Yes.

ST. CHARLES PARISH SHERIFF'S OFFICE
LIEUTENANT MIKEL MELTON
260 JUDGE EDWARD DUFRESNE
LULING, LA 70070
PHONE: 985-783-6237

From: Sam Zinna <szinna@stcharlessheriff.org>
Sent: Wednesday, September 10, 2025 1:59 PM
To: Armond Bourque <ajbourq@gmail.com>; Johnny Bourgeois (jbourgeoissrvfd@yahoo.com) <jbourgeoissrvfd@yahoo.com>; Oliver Dufrene, Jr <oliverdufrene@gmail.com>; Huey Marcel 111 (huey.marceliii@ochsner.org) <huey.marceliii@ochsner.org>; Michael Heath <mheathrun@yahoo.com>; Mikel Melton <mmelton@stcharlessheriff.org>
Subject: Vote on 2025 Requested/2026 Projected 9-1-1 Budgets

To All:
Due to the lack of a Quorum for our Monday, September 8, 2025, 9-1-1 Board of Commissioners meeting, the 2025 Requested/2026 Projected 9-1-1 budgets as previously sent to you electronically must be approved so that it can be sent to the Parish Council and Parish Finance Departments in a timely manner.
The approval must be ratified at our Monday, October 13th. meeting.
Please reply to this Email by voting Yes to approve or No not to approve the budget.

Thanks,

Sam

Major Sam Zinna(Ret.)
St. Charles Parish Sheriff's Office
Administrative Assistant
260 Judge Edward Dufresne Parkway
Luling, LA 70070
Mobile: 504-329-8727

9-1-1 2025 Projected 2026 Requested Budget Summary

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2022	ACTUAL-2023	UNAUDITED-2024	2025-BUDGET	2025-PROJECTED	2026-REQUESTED	% Change
605	259900		FUND BALANCE	$ (3,333,071)	$ (3,878,763)	$ (4,668,600)	$ (5,426,772)	$ 3,567,728	$ 2,298,160	55.24
605	334590		LOCAL COMMUNICATIONS	$ (1,545,924)	$ (1,791,939)	$ (2,053,689)	$ (2,040,500)	$ 2,156,966	$ 2,166,750	(0.45)
605	342090		EMERGENCY TELEPHONE SERVICE CHARGE	$ (195,047)	$ (176,523)	$ (119,147)	$ (122,000)	$ 112,000	$ 112,000	0.00
605	342091		EMERGENCY TELEPHONE WIRELESS	$ (611,164)	$ (648,864)	$ (706,794)	$ (630,000)	$ 598,110	$ 550,000	8.75
605	342092		PREPAID WIRELESS FEES	$ (109,709)	$ (99,672)	$ (73,196)	$ (81,000)	$ 65,000	$ 65,000	0.00
605	361000		INTEREST EARNINGS	$ (66,048)	$ (226,140)	$ (275,581)	$ (163,000)	$ 178,000	$ 170,000	4.71
605	383000		DONATIONS				$ -			
605	375000		REFUNDS INSURANCE							
605	383000		PROCEEDS FROM SALE OF ASSETS	$ (50)						
605	385002		TRANSFER FROM GOVT BLDG. M & O				$ -			
			TOTAL REVENUES	**$ (2,527,943)**	**$ (2,943,138)**	**$ (3,228,408)**	**$ (3,036,500)**	**$ 3,110,076**	**$ 3,063,750**	1.51
605	410165	140	COMM. DIST. - PER DIEM	$ 1,040	$ 800	$ 1,700	$ 1,000	$ 2,000	$ 2,000	0.00
605	410165	151	COMM. DIST. - FICA	$ 64	$ 50	$ 105	$ 100	$ 125	$ 125	0.00
605	410165	154	COMM. DIST. - WORKMEN'S COMPENSATION	$ 4	$ 1	$ 3	$ 10	$ 20	$ 20	0.00
605	410165	156	COMM. DIST. - MEDICARE	$ 15	$ 12	$ 25	$ 25	$ 50	$ 50	0.00
605	410165	210	COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS	$ 12,914	$ 5,940	$ 8,061	$ 13,000	$ 10,000	$ 10,000	0.00
605	410165	220	COMM. DIST. - PRINTING	$ -	$ -	$ 160	$ 100	$ 100	$ 100	0.00
605	410165	231	COMM. DIST. - UTILITIES - ELECTRIC	$ 45,289	$ 41,505	$ 40,107	$ 43,000	$ 43,000	$ 43,000	0.00
605	410165	232	COMM. DIST. - UTILITIES - GAS	$ 1,377	$ 1,304	$ 1,459	$ 1,680	$ 1,680	$ 1,680	0.00
605	410165	233	COMM. DIST. - UTILITIES - WATER	$ 1,309	$ 2,514	$ 1,690	$ 2,400	$ 2,400	$ 2,400	0.00
605	410165	241	COMM. DIST. - POSTAGE	$ 23	$ 64	$ -	$ 100	$ 100	$ 100	0.00
605	410165	242	COMM. DIST. - TELEPHONE	$ 25,625	$ 25,738	$ 24,293	$ 38,400	$ 38,400	$ 38,400	0.00
605	410165	250	COMM. DIST. - RENTALS	$ 9,725	$ 11,246	$ 748	$ 800	$ 1,000	$ 1,000	0.00
605	410165	260	COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT	$ 10,005	$ 5,213	$ 11,161	$ 10,000	$ 10,000	$ 10,000	0.00
605	410165	270	COMM. DIST. - CONTRACTUAL SERVICES	$ 124,070	$ 180,065	$ 199,049	$ 188,895	$ 265,000	$ 280,770	(5.62)
605	410165	280	COMM. DIST. - PROFESSIONAL FEES	$ 10,305	$ 3,060	$ -	$ 5,000	$ 5,000	$ 5,000	0.00
605	410165	291	COMM. DIST. - PROPERTY INSURANCE	$ 36,308	$ 83,672	$ 86,484	$ 85,000	$ 90,000	$ 90,000	0.00
605	410165	294	COMM. DIST. - EMPLOYEE LIABILITY		$ 5,216	$ 5,930	$ 6,500	$ 6,500	$ 6,500	0.00
605	410165	295	COMM. DIST. - GENERAL LIABILITY	$ 40,191	$ 42,034	$ 92,786	$ 45,000	$ 95,000	$ 95,000	0.00
605	410165	305	COMM. DIST. - NON-CONSUMABLE OFFICE SUPP	$ 5,381	$ 16,370	$ 25,198	$ 16,000	$ 59,000	$ 30,000	96.67
605	410165	310	COMM. DIST. - OFFICE SUPPLIES	$ 3,685	$ 3,564	$ 2,564	$ 8,000	$ 8,000	$ 8,000	0.00

9-1-1 2025 Projected 2026 Requested Budget Summary

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2022	ACTUAL-2023	UNAUDITED-2024	2025-BUDGET	2025-PROJECTED	2026-REQUESTED	% Change
605	410165	321	COMM. DIST. - EDUCATIONAL	$ -	$ -	$ -	$ 500	$ 500	$ 500	0.00
605	410165	322	COMM DIST - MEDICAL	$ 907	$ 350	$ 847	$ 600	$ 1,000	$ 1,000	0.00
605	410165	325	COMM. DIST. - FOOD/CLOTHING	$ 4,029	$ 5,817	$ 7,959	$ 8,000	$ 10,000	$ 10,000	0.00
605	410165	326	COMM. DIST. - MAINT OF BUILDINGS & GROUNDS	$ 12,582	$ 10,068	$ 10,255	$ 14,000	$ 14,000	$ 14,000	0.00
605	410165	327	COMM. DIST. - VEHICLE SUPPLIES(GAS, OIL, ETC)	$ -	$ -	$ 736	$ 500	$ 800	$ 800	0.00
605	410165	329	COMM. DIST. - MISCELLANEOUS	$ 162	$ -	$ 300	$ 1,400	$ 1,400	$ 1,400	0.00
605	410165	410	COMM. DIST. - TRAVEL	$ 21,086	$ 18,954	$ 27,431	$ 25,000	$ 25,000	$ 25,000	0.00
605	410165	440	COMM. DIST. - OFFICIAL FEES		$ -	$ -	$ 500	$ 500	$ 500	0.00
605	410165	499	COMM. DIST. - MISCELLANEOUS	$ 404	$ 173	$ 155	$ 500	$ 500	$ 500	0.00
605	410165	630	COMM DIST - IMP. OTHER THAN BLDGS.		$ 11,550	$ -				
605	410165	652	COMM. DIST - BLDGS, GROUNDS	$ 32,093	$ 117,417	$ 110,265	$ 15,000	$ 10,000	$ 10,000	0.00
605	410165	656	COMM. DIST - OFFICE EQUIPMENT	$ 29,861	$ -	$ -	$ 5,000	$ 5,000	$ 5,000	0.00
605	410165	658	COMM. DIST - COMM. EQUIPMENT	$ 58,040	$ -	$ -	$ 1,065,000	$ 1,000,000	$ 10,000	9,900.00
605	410165	670	COMM DIST. - MAJOR REPAIRS		$ -	$ -	$ 5,000	$ 5,000	$ 5,000	0.00
605	410165	691	COMM. DIST. - ARCH, ENG. FEES	$ 10,648	$ -	$ -	$ 2,000	$ 2,000	$ 2,000	0.00
605	410165	731	COMM. DIST COST OF AV TAX		$ -	$ -	$ 2,000	$ 2,000	$ 2,000	0.00
605	410165	750	COMM. DIST. - INTERGOVERNMENTAL CHARGES	$ 1,325,109	$ 1,395,604	$ 1,605,673	$ 3,096,764	$ 2,456,764	$ 1,905,000	28.96
605	410165	0	INDIRECT COST ALLOCATION	$ 160,000	$ 165,000	$ 205,093	$ 170,000	$ 210,000	$ 210,000	0.00
			TOTAL EXPENDITURES	$ 1,982,251	$ 2,153,301	$ 2,470,236	$ 4,876,774	$ 4,379,644	$ 2,824,650	55.05
			ENDING FUND BALANCE	**$ (3,878,763)**	**$ (4,668,600)**	**$ (5,426,773)**	**$ (3,586,498)**	**$ 2,298,160**	**$ 2,537,360**	(9.43)

IF the new year is increased Formula would be =((new2024-old2023)/old2023)*100
IF the new year is decreased Formula would be =((new2024-old2023)/new2024)*100

Example	% Change
Increase	25.00
Decrease	-25.00

		2025	2026
210 - Advertising, Dues, Subscriptions			
As of 6/25:	$175.00		
7/25 to 12/25 Estimate:	$9,825.00		
	$10,000.00	$ 10,000.00	
Subscriptions/Advertising:			
2026 Estimate	$10,000.00		$ 10,000.00
Total		$ 10,000.00	$ 10,000.00
220 - Printing			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$100.00		
	$100.00	$ 100.00	
2026 Estimate:	$100.00		$ 100.00
Total		$ 100.00	$ 100.00
231 - Electrical			
As of 6/25:	$16,422.00		
7/25 to 12/25 Estimate:	$26,578.00		
	$43,000.00	$ 43,000.00	
2026 Estimate:			
12 mos. X $3,583.00 = $43,000.00	$43,000.00		$ 43,000.00
Total		$ 43,000.00	$ 43,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
232 - Natural Gas			
As of 6/25:	$709.00		
7/25 to 12/25 Estimate:	$971.00		
	$1,680.00	$1,680.00	
2026 Estimate:			
12 mos. X $140.00 = $1,680.00	$1,680.00		$ 1,680.00
Total		$ 1,680.00	$ 1,680.00
233 - Water			
As of 6/25:	$783.00		
7/25 to 12/25 Estimate:	$1,617.00		
	$2,400.00	$ 2,400.00	
2026 Estimate:			
12 mos X $200.00 = $2,400.00	$2,400.00		$2,400.00
Total		$ 2,400.00	$ 2,400.00
241 - Postage			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$100.00		
	$100.00	$ 100.00	
2026 Estimate:	$100.00		$ 100.00
Total		$ 100.00	$ 100.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
242 - Telephone			
As of 6/25:	$12,872.00		
7/25 to 12/25 Estimate:	$25,528.00		
	$38,400.00	$38,400.00	
2026 Estimate:			
12 mos. X $3,200.00 = 38,400.00	$38,400.00		$ 38,400.00
Total		$ 38,400.00	$ 38,400.00
250 - Rentals			
As of 6/25:	$316.00		
7/25 to 12/25 Estimate:	$684.00		
	$1,000.00	$ 1,000.00	
2026 Estimate:	$1,000.00		$ 1,000.00
Total		$ 1,000.00	$ 1,000.00
260 - Maintenance of Property and Equipment			
As of 6/25:	$525.00		
7/25 to 12/25 Estimate:	$9,475.00		
	$10,000.00	$10,000.00	
2026 Estimate:	$10,000.00		$10,000.00
Total		$ 10,000.00	$ 10,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
270 - Contractual Services			
As of 6/25:	$43,541.00		
7/25 to 12/25 Estimate:	$156,459.00		
	$265,000.00	$265,000.00	
2026 Estimate:			$ 280,770.00
Motorola - VHF Radio System	$6,500.00		
Tiger Tech Equipment	$3,000.00		
Allfax	$7,000.00		
BellSouth	$2,000.00		
Allied Waste Services	$5,000.00		
Quality Janitorial Services	$40,000.00		
Electronic Business Systems	$10,000.00		
Frontline PSS	$7,200.00		
AT&T Wireless	$32,000.00		
Sprint PCS/Nextel	$1,000.00		
Multiple Celluar Companies	$5,000.00		
Priority Dispatch	$53,000.00		
Emergency Reporting	$1,200.00		
Biddle Consulting Group (CritiCall Testing)	$3,000.00		
Nolan Power Group (UPS)	$2,500.00		
Taylor Power Systems (Generator-Bayou Gauche Tower)	$1,500.00		
GovWorx CommsCoach AI	$22,500.00		
Indigital (Ryan Public Safety Solutions)	$65,000.00		
Sub Total	$267,400.00	$ 265,000.00	$ 280,770.00
x5%	$13,370.00		
Total:	$280,770.00		
Note: Above vendors are on contract to maintain various pieces of equipment			

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
280 - Professional Services			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$5,000.00		
	$5,000.00	$5,000.00	
2026 Estimate:	$5,000.00		$ 5,000.00
Total		$ 5,000.00	$ 5,000.00
291 - Property Insurance			
As of 6/25:	$24,483.00		
7/25 to 12/25 Estimate:	$65,517.00		
	$90,000.00	$ 90,000.00	
2026 Estimate:	$90,000.00		$ 90,000.00
Total		$ 90,000.00	$ 90,000.00
294 - Employee Liability			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$6,500.00		
	$6,500.00	$ 6,500.00	
2026 Estimate:	$6,500.00		$ 6,500.00
Total		$ 6,500.00	$ 6,500.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
295 - Insurance/General Liability			
As of 6/25:	$11,045.00		
7/25 to 12/25 Estimate:	$83,955.00		
	$95,000.00	$95,000.00	
2026 Estimate:	$95,000.00		$ 95,000.00
Total		$ 95,000.00	$ 95,000.00
305 - Office and Comm. Equipment			
As of 6/25:	$11,134.00		
7/25 to 12/25 Estimate:	$47,866.00		
	$59,000.00	$59,000.00	
2026 Estimate:	$30,000.00		$ 30,000.00
Total		$ 59,000.00	$ 30,000.00
310 - Office Supplies			
As of 6/25:	$1,014.00		
7/25 to 12/25 Estimate:	$6,986.00		
	$8,000.00	$ 8,000.00	
2026 Estimate:	$8,000.00		$ 8,000.00
Total		$ 8,000.00	$ 8,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

321 - Education & Recreation		2025	2026
As of 6/25:	0		
7/25 to 12/25 Estimate:	$500.00		
	$500.00	$ 500.00	
2026 Estimate:	$500.00		$ 500.00
Total		$ 500.00	$ 500.00
322 - Medical, Drugs			
As of 6/25:	$509.00		
7/25 to 12/25 Estimate:	$491.00		
	$1,000.00	$ 1,000.00	
2026 Estimate:	$1,000.00		$ 1,000.00
Total		$ 1,000.00	$ 1,000.00
325 - Food & Clothing			
As of 6/25:	$1,088.00		
7/25 to 12/25 Estimate:	$8,912.00		
	$10,000.00	$10,000.00	
2026 Estimate:	$10,000.00		$ 10,000.00
Total		$ 10,000.00	$ 10,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total

		2025	2026
326 - Maintenance of Building & Grounds			
As of 6/25:	$4,189.00		
7/25 to 12/25 Estimate:	$9,811.00		
	$14,000.00	$ 14,000.00	
2026 Estimate:	$14,000.00		$ 14,000.00
Total		$ 14,000.00	$ 14,000.00
327 - Vehicle Supplies			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$800.00		
	$800.00	$ 800.00	
2026 Estimate:	$800.00		$ 800.00
Total		$ 800.00	$ 800.00
329 - Miscellaneous			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$1,400.00		
	$1,400.00	$ 1,400.00	
2026 Estimate:	$1,400.00		$ 1,400.00
Total		$ 1,400.00	$ 1,400.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
410 - Travel			
As of 6/25:	$8,168.00		
7/25 to 12/25 Estimate:	$16,832.00		
	$25,000.00	$ 25,000.00	
2026 Estimate:	$25,000.00		$ 25,000.00
Total		$ 25,000.00	$ 25,000.00
440 - Official Fees			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$500.00		
	$500.00	$ 500.00	
2026 Estimate:	$500.00		$ 500.00
Total		$ 500.00	$ 500.00
499 - Miscellaneous			
As of 6/25:	$132.00		
7/25 to 12/25 Estimate:	$368.00		
	$500.00	$ 500.00	
2026 Estimate:	$500.00		$ 500.00
Total		$ 500.00	$ 500.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
652 - Buildings, Grounds			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$10,000.00		
	$10,000.00	$ 10,000.00	
2026 Estimate:	$10,000.00		$ 10,000.00
Total		$ 10,000.00	$ 10,000.00
656 - Office Equipment			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$5,000.00		
	$5,000.00	$ 5,000.00	
2026 Estimate:	$5,000.00		$ 5,000.00
Total		$ 5,000.00	$ 5,000.00
658 - Communications Equipment			
As of 6/25:	$215,361.00		
7/25 to 12/25 Estimate:	$784,639.00		
Upgrade consoles and replace radios on racks in back room of 9-1-1 Center	$1,000,000.00	$ 1,000,000.00	
2026 Estimate:	$10,000.00		$ 10,000.00
Total		$ 1,000,000.00	$ 10,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
670 - Major Repairs			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$5,000.00		
	$5,000.00	$ 5,000.00	
2026 Estimate:	$5,000.00		$ 5,000.00
Total		$ 5,000.00	$ 5,000.00
691 - Architectural Engineering Fees			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$2,000.00		
	$2,000.00	$ 2,000.00	
2026 Estimate:	$2,000.00		$ 2,000.00
Total		$ 2,000.00	$ 2,000.00
700 - Indirect Cost Allocation			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$210,000.00		
	$210,000.00	$ 210,000.00	
2026 Estimate:	$210,000.00		$ 210,000.00
Total		$ 210,000.00	$ 210,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

		2025	2026
731 - A.V. Tax Collect			
As of 6/25:	$0.00		
7/25 to 12/25 Estimate:	$2,000.00		
	$2,000.00	$ 2,000.00	
2026 Estimate:	$2,000.00		$ 2,000.00
Total		$ 2,000.00	$ 2,000.00
750 - Intergovernmental			
As of 6/25:	$840,934.00		
7/25 to 12/25 Estimate:	$915,830.00		
Shared cost for full new P25 700 redundant backup system	$700,000.00		
Personnel, American Tower Lease, Radio Maintenance, Utilities @ Tower	$2,456,764.00	$ 2,456,764.00	
(Telephone line, Gas & Electric), Administrative Fees, Indirect Cost (other Intergovernmental)			
2026 Estimate:			$ 1,905,000.00
Personnel:	$1,755,000.00		
American Tower Lease, Radio Maintenance, Utilities @ Tower	150,000.00		
(Telephone line, Gas & Electric), Adminstrative Fees, Zuercher CAD Maintenance			
Total	$1,905,000.00	$ 2,456,764.00	$ 1,905,000.00

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

ST. CHARLES PARISH
HOUSING AUTHORITY

RECEIVED
SEP 2 9 2025
PARISH COUNCIL

MEMORANDUM

To: Board of Commissioners

From: Jedidiah Jackson, Executive Director

Date: September 23, 2025

Re: Adopting a Resolution for the Approval of the FY2026 Operating Budget for the Fiscal Year Beginning October 1, 2025

The purpose of this memorandum is to provide an overview of the proposed resolution to adopt a resolution approving the FY2026 operating budget for the fiscal year beginning October 1, 2025.

Background

The Authority is a public housing agency established pursuant to Louisiana law; whose mission is to promote adequate and affordable housing, economic opportunity, and a living environment free from discrimination. Committed to the Authority's mission, the staff is continuously working to improve services, strengthen operations, and implement sound policy.

The Authority must submit to HUD the HUD form 52574 before the beginning of its fiscal year, certifying that its Board of Commissioners have reviewed and approved the PHA's operating budget. Pursuant to 24 CFR 990.315, PHAs are required to prepare their operating budgets and submit them for Board review and approval. The Board Resolution must be kept on file and updated each PHA fiscal year for HUD's review. The Board Resolution assures: All statutory and regulatory requirements have been met; the PHA has sufficient operating reserves to meet the working capital needs of its developments; the proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents; that the budget indicates a source of funds adequate to cover all proposed expenditures; that the PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and that the PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

Action Required

Adoption and approval of this resolution by the Board of Commissioners is required for approval of the FY2026 operating budget for the fiscal year beginning October 1, 2025.

Recommendation

Staff recommends Board adoption and approval of the proposed resolution to approve the FY2026 operating budget for the fiscal year beginning October 1, 2025.

ST. CHARLES PARISH
HOUSING AUTHORITY

RESOLUTION: 25-09-23-02

A RESOLUTION OF THE ST. CHARLES PARISH HOUSING AUTHORITY BOARD OF COMMISSIONERS

ADOPTING A RESOLUTION FOR THE APPROVAL OF THE FY2026 OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025

The undersigned, being the duly elected Secretary of **ST. CHARLES PARISH HOUSING AUTHORITY**, hereby certifies that by written consent, the following resolution was duly adopted:

WHEREAS, the St. Charles Parish Housing Authority (the "Authority") is a public housing agency established pursuant to Louisiana law; and

WHEREAS, the mission of the Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination; and,

WHEREAS, the Authority, must submit to HUD the HUD form 52574 certifying that its Board of Commissioners have reviewed and approved the PHA's operating budget for the upcoming fiscal year; and,

WHEREAS, the Authority's Board of Commissioners, by this resolution approve the FY2026 operating budget for the St. Charles Parish Housing Authority for the fiscal year beginning October 1, 2025; and,

WHEREAS, the resolution certifies that the Board of Commissioners agrees with all HUD statutory requirements as listed on the HUD form 52574, and by effect of this resolution authorizes the Chairperson of the Board of Commissioners to execute the HUD form 52574 to ensure timely and proper submission of the approval of the FY2026 operating budget.

NOW, THEREFORE, BE IT RESOLVED that the proposed resolution to approve the FY2026 Operating Budget for the Fiscal Year Beginning October 1, 2025., and to allow for the signed submission of the HUD form 52574, is hereby adopted and approved.

ST. CHARLES PARISH
HOUSING AUTHORITY

THE ABOVE RESOLUTION WAS READ IN FULL; ROLL WAS CALLED ON ADOPTION OF SAME, AND THE VOTE WAS AS FOLLOWS:

YEAS: 3 NAYS: 0 ABSENT: 1 AND THE RESOLUTION WAS ADOPTED.

I CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT EXCERPT OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES PARISH HOUSING AUTHORITY.

9/23/25
Date

Jedidiah Jackson, Board Secretary

Commissioner	Yea	Nay	Abstained	Absent
Webb Jay, IV, Chairman	✓			
Delerio Bailey, Vice Chairman	✓			
Gilbert Joseph	✓			
Marilyn Diggs				✓
Michele DeBruler, Ex-Officio			✓	

BUDGET CHECKLIST

PHA Name: Housing Authority of the Parish of St. Charles

Fiscal Year End: 9/30

____________	HUD Form 52574 - Board Resolution (Must be completed and submitted in the Public Housing Portal)
____________	Schedule of Public Housing Comparative Operating Budget
____________	Schedule of Housing Choice Voucher (HCV) Comparative Operating Budget
____________	HUD Form 52566 - Schedule of All Positions and Salaries
____________	Estimated FASS Score
____________	HUD Form 50070 - Drug Free Workplace
____________	HUD Form 50071 - Payments to Influence Federal Transactions
____________	Copy of Capitalization Policy
____________	Date of last Capitalization Policy Revision

76 Strategies Group, LLC

Paul Rogers
Director of Accounting
800-513-8380

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026
(exp. 04/30/2027)

PHA Name: Housing Authority of St. Charles Parish PHA Code: LA094

PHA Fiscal Year Beginning: 10/01/2025 Board Resolution Number: NEED RESOLUTION NUM

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson or Executive Director (as authorized), I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

PHA Comments:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Board Chairperson or Executive Director's Name, as authorized:	Signature:	Date:
Auto-populated upon e-signature completion		

Identification: LA094-Housing Authority of St. Charles Parish PHA Board Resolution form HUD-52574 (ID - 10343) for CY 2025 printed by Wallace Rogers in HUD Secure Systems/Public Housing Portal at 09/17/2025 07:01PM EST

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
LOW RENT
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on Final 2023 f52723 or FDS)	875	733	582		730							582
INCOME												
TENANT REVENUE												
703.000 Net Dwelling Rental	$ 206,521.00	$ 181,684.00	$ 147,544.00	$ 178,583.00	$ 306.84	$ 150,800.00	(0.18424)	$ 145,700.00	$ 6,300.00	$ 152,000.00	21.8391%	$ 261.17
703.001 Utility Reimbursement-Tenant	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
704.000 Tenant Revenue-Other	$ 350.00	$ 1,050.00	$ 67,455.00	$ 22,951.67	$ 39.44	$ 1,000.00	(21.95167)	$ -	$ 2,000.00	$ 2,000.00	0.2874%	$ 3.44
TOTAL TENANT REVENUE	$ 206,871.00	$ 182,734.00	$ 214,999.00	$ 201,534.67	$ 346.28	$ 151,800.00	(0.32763)	$ 145,700.00		$ 154,000.00	22.1264%	$ 264.61
GRANT & FEE REVENUE												
706.000 HUD PHA Operating Grants-Op. Subsidy	$ 539,041.00	$ 632,396.00	$ 457,559.00	$ 542,998.67	$ 932.99	$ 417,400.00	(0.30091)	$ 379,700.00	$ 40,300.00	$ 420,000.00	60.3448%	$ 721.65
706.001 HUD PHA Operating Grants-Op. Subsidy (Prior)	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
70610 Capital Grants	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
706.XXX 1406 to Operations	$ 16,175.00	$ 54,333.00	$ 178,905.00	$ 83,137.67	$ 142.85	$ 71,400.00	(0.16439)	$ 69,500.00	$ 2,500.00	$ 72,000.00	10.3448%	$ 123.71
706.XXX 1406 to Operations	$ -	$ -	$ -	$ -	$ -	$ 71,000.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
TOTAL GRANT & FEE REVENUE	$ 555,216.00	$ 686,729.00	$ 636,464.00	$ 626,136.33	$ 1,075.84	$ 559,800.00	(0.11850)	$ 449,200.00		$ 492,000.00	70.6897%	$ 845.36
OTHER REVENUE												
708.000 Other Govrnt Grants	$ -	$ 322,558.00	$ -	$ 107,519.33	$ 184.74	$ -	-	$ 107,600.00	$ (107,600.00)	$ -	0.0000%	$ -
711.000 Investment Income (Unrestricted Interest)	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
714.000 Fraud Recovery	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
715.000 Other Revenue	$ 2,314,463.00	$ 830,374.00	$ 121,517.00	$ 1,088,784.67	$ 1,870.76	$ 66,100.00	(15.47178)	$ -	$ 50,000.00	$ 50,000.00	7.1839%	$ 85.91
715.999 Other Revenue-Adj.	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
715.XXX Waived PILOT Income	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
716.000 Gain On Sale of Fixed Assets	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
TOTAL OTHER REVENUE	$ 2,314,463.00	$ 1,152,932.00	$ 121,517.00	$ 1,196,304.00	$ 2,055.50	$ 66,100.00	(17.09840)	$ 107,600.00		$ 50,000.00	7.1839%	$ 85.91
TOTAL INCOME	$ 3,076,550.00	$ 2,022,395.00	$ 972,980.00	$ 2,023,975.00	$ 3,477.62	$ 777,700.00	(1.60251)	$ 702,500.00		$ 696,000.00	100.0000%	$ 1,195.88

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
LOW RENT
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on Final 2023 f52723 or FDS)	875	733	582		730							582
EXPENSES												
OPERATING EXPENDITURES												
ADMINISTRATIVE												
911.000 Administration Salaries	$ 140,341.00	$ 141,818.00	$ 109,019.00	$ 130,392.67	$ 224.04	$ 179,900.00	0.27519	$ 166,300.00	$ 106,700.00	$ 273,000.00	39.2241%	$ 469.07
912.000 Auditing Fees	$ 11,200.00	$ 17,407.00	$ 6,000.00	$ 11,535.67	$ 19.82	$ 17,300.00	0.33320	$ 15,400.00	$ (400.00)	$ 15,000.00	2.1552%	$ 25.77
913.010 Bookkeeping Proj/Other	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
914.000 Advertising & Marketing	$ 173.00	$ 563.00	$ 496.00	$ 410.67	$ 0.71	$ 700.00	0.41333	$ 600.00	$ -	$ 600.00	0.0862%	$ 1.03
915.000 Employee Benefit Cont.-Admin	$ 38,861.00	$ 43,612.00	$ 35,864.00	$ 39,445.67	$ 67.78	$ 39,100.00	(0.00884)	$ 39,100.00	$ 900.00	$ 40,000.00	5.7471%	$ 68.73
916.000 Office Expense	$ 56,183.00	$ 67,040.00	$ -	$ 41,074.33	$ 70.57	$ -	-	$ 41,100.00	$ (41,100.00)	$ -	0.0000%	$ -
916.001 Telephone/Internet/Cable	$ -	$ 6,656.00	$ 4,299.00	$ 3,651.67	$ 6.27	$ 8,500.00	0.57039	$ 5,800.00	$ 2,200.00	$ 8,000.00	1.1494%	$ 13.75
916.002 Office Supplies	$ -	$ -	$ 2,664.00	$ 888.00	$ 1.53	$ 8,900.00	0.90022	$ 1,700.00	$ 5,300.00	$ 7,000.00	1.0057%	$ 12.03
916.003 Court Costs	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
916.004 Membership Dues & Fees	$ -	$ -	$ 1,437.00	$ 479.00	$ 0.82	$ 100.00	(3.79000)	$ -	$ 100.00	$ 100.00	0.0144%	$ 0.17
916.006 Fee Accounting	$ -	$ -	$ 17,915.00	$ 5,971.67	$ 10.26	$ 13,500.00	0.55765	$ 9,400.00	$ 4,600.00	$ 14,000.00	2.0115%	$ 24.05
916.007 Contract Office Help	$ -	$ -	$ 75,031.00	$ 25,010.33	$ 42.97	$ 1,100.00	(21.73667)	$ -	$ 1,000.00	$ 1,000.00	0.1437%	$ 1.72
916.008 Alarm Monitoring	$ -	$ -	$ 267.00	$ 89.00	$ 0.15	$ 600.00	0.85167	$ 200.00	$ 300.00	$ 500.00	0.0718%	$ 0.86
916.009 Service Agreements	$ -	$ -	$ 16,417.00	$ 5,472.33	$ 9.40	$ 29,200.00	0.81259	$ 10,000.00	$ 15,000.00	$ 25,000.00	3.5920%	$ 42.96
916.010 Computer Support	$ -	$ -	$ 23,202.00	$ 7,734.00	$ 13.29	$ 16,800.00	0.53964	$ 12,000.00	$ 3,000.00	$ 15,000.00	2.1552%	$ 25.77
916.011 Postage	$ -	$ -	$ 1,099.00	$ 366.33	$ 0.63	$ 5,100.00	0.92817	$ 800.00	$ 3,200.00	$ 4,000.00	0.5747%	$ 6.87
916.013 Contract Labor	$ -	$ -	$ 3,590.00	$ 1,196.67	$ 2.06	$ 1,700.00	0.29608	$ 1,600.00	$ 400.00	$ 2,000.00	0.2874%	$ 3.44
916.015 Answering Service	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
916.016 Training	$ -	$ 1,013.00	$ -	$ 337.67	$ 0.58	$ 9,700.00	0.96519	$ 700.00	$ 4,800.00	$ 5,500.00	0.7902%	$ 9.45
917.000 Legal Expense	$ 435.00	$ 3,726.00	$ 3,608.00	$ 2,589.67	$ 4.45	$ 200.00	(11.94833)	$ -	$ 200.00	$ 200.00	0.0287%	$ 0.34
918.000 Travel	$ -	$ -	$ 943.00	$ 314.33	$ 0.54	$ 20,100.00	0.98436	$ 700.00	$ 800.00	$ 1,500.00	0.2155%	$ 2.58
919.000 Misc. Expense	$ 60,817.00	$ 110,482.00	$ 18,142.00	$ 63,147.00	$ 108.50	$ 5,400.00	(10.69389)	$ -	$ 5,000.00	$ 5,000.00	0.7184%	$ 8.59
919.020 Bid Advertising	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
919.025 Background Checks	$ -	$ -	$ 606.00	$ 202.00	$ 0.35	$ 1,300.00	0.84462	$ 400.00	$ 600.00	$ 1,000.00	0.1437%	$ 1.72
919.030 Bank Fees	$ -	$ -	$ 1,952.00	$ 650.67	$ 1.12	$ 1,100.00	0.40848	$ 1,000.00	$ -	$ 1,000.00	0.1437%	$ 1.72
TOTAL ADMINISTRATIVE	$ 308,010.00	$ 392,317.00	$ 322,551.00	$ 340,959.33	$ 585.84	$ 360,300.00	0.05368	$ 306,800.00		$ 419,400.00	60.2586%	$ 720.62
TENANT SERVICES												
924.000 Tenant Services-Other	$ -	$ 1,500.00	$ -	$ 500.00	$ 0.86	$ -	-	$ 500.00	$ -	$ 500.00	0.0718%	$ 0.86
924.001 Tenant Services-Relocation	$ 213.00	$ -	$ 13,500.00	$ 4,571.00	$ 7.85	$ -	-	$ 4,600.00	$ (1,600.00)	$ 3,000.00	0.4310%	$ 5.15
924.002 Tenant Services Contract Costs	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
TOTAL TENANT SERVICES	$ 213.00	$ 1,500.00	$ 13,500.00	$ 5,071.00	$ 8.71	$ -	-	$ 5,100.00		$ 3,500.00	0.5029%	$ 6.01
UTILITIES												
931.000 Water	$ 90,448.00	$ 68,725.00	$ 66,700.00	$ 75,291.00	$ 129.37	$ 50,300.00	(0.49684)	$ 37,900.00	$ 13,100.00	$ 51,000.00	7.3276%	$ 87.63
932.000 Electricity	$ 10,404.00	$ 19,250.00	$ 17,671.00	$ 15,775.00	$ 27.10	$ 21,700.00	0.27304	$ 20,100.00	$ 1,900.00	$ 22,000.00	3.1609%	$ 37.80
933.000 Gas	$ 61,287.00	$ 35,359.00	$ 31,636.00	$ 42,760.67	$ 73.47	$ 36,600.00	(0.16832)	$ 35,600.00	$ 400.00	$ 36,000.00	5.1724%	$ 61.86
936.000 Sewer for Utilities	$ 102,347.00	$ 76,527.00	$ 77,724.00	$ 85,532.67	$ 146.96	$ 59,100.00	(0.44725)	$ 47,300.00	$ 2,700.00	$ 50,000.00	7.1839%	$ 85.91
938.000 Other Utilities	$ -	$ 8,937.00	$ 32.00	$ 2,989.67	$ 5.14	$ -	-	$ 3,000.00	$ (2,000.00)	$ 1,000.00	0.1437%	$ 1.72
TOTAL UTILITIES	$ 264,486.00	$ 208,798.00	$ 193,763.00	$ 222,349.00	$ 382.04	$ 167,700.00	(0.32587)	$ 143,900.00		$ 160,000.00	22.9885%	$ 274.92

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
LOW RENT
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on Final 2023 f52723 or FDS)	875	733	582		730							582
MAINTENANCE & REPAIRS												
941.000 Maint. Operating-Labor	$ 63,514.00	$ 69,313.00	$ 66,217.00	$ 66,348.00	$ 114.00	$ 89,000.00	0.25452	$ 83,300.00	$ 5,700.00	$ 89,000.00	12.7874%	$ 152.92
942.000 Maint. Operating-Materials	$ 29,035.00	$ 66,157.00	$ 73,226.00	$ 56,139.33	$ 96.46	$ 31,000.00	(0.81095)	$ 10,700.00	$ 300.00	$ 11,000.00	1.5805%	$ 18.90
942.001 Maint. Operating-Materials (Fuel)	$ -	$ -	$ -	$ -	$ -	$ 4,900.00	1.00000	$ -	$ 3,000.00	$ 3,000.00	0.4310%	$ 5.15
943.000 Ordinary Maint. & Op. Contracts	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
943.010 Garbage/Trash Removal	$ 23,953.00	$ 22,319.00	$ 19,750.00	$ 22,007.33	$ 37.81	$ 22,700.00	0.03051	$ 22,700.00	$ 300.00	$ 23,000.00	3.3046%	$ 39.52
943.020 Heating & Cooling	$ -	$ 1,150.00	$ 7,260.00	$ 2,803.33	$ 4.82	$ 2,000.00	(0.40167)	$ 1,700.00	$ 300.00	$ 2,000.00	0.2874%	$ 3.44
943.030 Uniforms - Maint.	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
943.040 Equipment Repairs & Maintenance	$ -	$ -	$ -	$ -	$ -	$ 500.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
943.050 Landscaping/Grounds	$ 43,620.00	$ 63,087.00	$ 61,368.00	$ 56,025.00	$ 96.26	$ 67,200.00	0.16629	$ 65,400.00	$ 2,100.00	$ 67,500.00	9.6983%	$ 115.98
943.060 Unit Turnaround	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
943.070 Electrical	$ 4,705.00	$ 13,000.00	$ 36,915.00	$ 18,206.67	$ 31.28	$ 1,000.00	(17.20667)	$ -	$ 1,000.00	$ 1,000.00	0.1437%	$ 1.72
943.080 Maint. Contract Plumbing	$ 11,814.00	$ 14,350.00	$ 34,195.00	$ 20,119.67	$ 34.57	$ 1,000.00	(19.11967)	$ -	$ 1,000.00	$ 1,000.00	0.1437%	$ 1.72
943.090 Maint. Extermination	$ 12,388.00	$ 12,250.00	$ 16,100.00	$ 13,579.33	$ 23.33	$ 13,000.00	(0.04456)	$ 13,000.00	$ -	$ 13,000.00	1.8678%	$ 22.34
943.100 Janitorial	$ -	$ 668.00	$ -	$ 222.67	$ 0.38	$ 1,200.00	0.81444	$ 500.00	$ 1,000.00	$ 1,500.00	0.2155%	$ 2.58
943.110 Routine Maintenance	$ 7,666.00	$ 7,459.00	$ 2,154.00	$ 5,759.67	$ 9.90	$ -	-	$ 5,800.00	$ (4,800.00)	$ 1,000.00	0.1437%	$ 1.72
943.120 Maint. Contract Misc.	$ 10,250.00	$ -	$ 243,606.00	$ 84,618.67	$ 145.39	$ 10,000.00	(7.46187)	$ -	$ 10,000.00	$ 10,000.00	1.4368%	$ 17.18
945.000 Employee Benefit Cont.-Maint	$ 25,247.00	$ 25,795.00	$ 18,780.00	$ 23,274.00	$ 39.99	$ 16,000.00	(0.45463)	$ 12,700.00	$ 7,300.00	$ 20,000.00	2.8736%	$ 34.36
TOTAL MAINTENANCE & REPAIRS	**$ 232,192.00**	**$ 295,548.00**	**$ 579,571.00**	**$ 369,103.67**	**$ 634.19**	**$ 259,500.00**	**(0.42236)**	**$ 215,800.00**		**$ 243,000.00**	**34.9138%**	**$ 417.53**
PROTECTIVE SERVICES												
953.000 Protective Services Other	$ 105.00	$ -	$ -	$ 35.00	$ 0.06	$ -	-	$ 100.00	$ (100.00)	$ -	0.0000%	$ -
TOTAL PROTECTIVE SERVICES	**$ 105.00**	**$ -**	**$ -**	**$ 35.00**	**$ 0.06**	**$ -**	**-**	**$ 100.00**		**$ -**	**0.0000%**	**$ -**
GENERAL EXPENDITURES												
INSURANCE PREMIUMS												
961.010 Property Insurance	$ 81,062.00	$ 107,961.00	$ 98,617.00	$ 95,880.00	$ 164.74	$ 147,200.00	0.34864	$ 129,400.00	$ 20,600.00	$ 150,000.00	21.5517%	$ 257.73
961.020 Liability Insurance	$ 10,531.00	$ 13,922.00	$ 9,130.00	$ 11,194.33	$ 19.23	$ 7,700.00	(0.45381)	$ 6,200.00	$ 1,300.00	$ 7,500.00	1.0776%	$ 12.89
961.030 Workers Compensation Insurance	$ 3,336.00	$ 6,931.00	$ 1,779.00	$ 4,015.33	$ 6.90	$ 3,400.00	(0.18098)	$ 3,300.00	$ 700.00	$ 4,000.00	0.5747%	$ 6.87
961.040 Other Insurance Expense	$ 4,566.00	$ 5,370.00	$ 10,254.00	$ 6,730.00	$ 11.56	$ -	-	$ 6,800.00	$ (6,800.00)	$ -	0.0000%	$ -
961.041 Bond Insurance	$ -	$ -	$ -	$ -	$ -	$ 300.00	1.00000	$ -	$ 500.00	$ 500.00	0.0718%	$ 0.86
961.042 Auto Insurance	$ -	$ -	$ -	$ -	$ -	$ 12,500.00	1.00000	$ -	$ 13,000.00	$ 13,000.00	1.8678%	$ 22.34
TOTAL INSURANCE PREMIUMS	**$ 99,495.00**	**$ 134,184.00**	**$ 119,780.00**	**$ 117,819.67**	**$ 202.43**	**$ 171,100.00**	**0.31140**	**$ 145,700.00**		**$ 175,000.00**	**25.1437%**	**$ 300.69**
OTHER GENERAL EXPENDITURES												
962.000 Other General Expenses	$ 57,601.00	$ 26,162.00	$ -	$ 27,921.00	$ 47.97	$ -	-	$ -	$ -	$ -	0.0000%	$ -
962.010 Compensated Absences	$ 2,109.00	$ 6,241.00	$ 9,071.00	$ 5,807.00	$ 9.98	$ 5,000.00	(0.16140)	$ 4,900.00	$ 100.00	$ 5,000.00	0.7184%	$ 8.59
963.000 Payment in Lieu of Taxes	$ -	$ -	$ -	$ -	$ -	$ 1,200.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
964.000 Collection Loss - Vacated Tenants	$ 24,314.00	$ 11,270.00	$ -	$ 11,861.33	$ 20.38	$ 10,000.00	(0.18613)	$ 9,700.00	$ -	$ 9,700.00	1.3937%	$ 16.67
TOTAL OTHER GENERAL EXPENDITURES	**$ 84,024.00**	**$ 43,673.00**	**$ 9,071.00**	**$ 45,589.33**	**$ 78.33**	**$ 16,200.00**	**0.65247**	**$ 14,600.00**		**$ 14,700.00**	**2.1121%**	**$ 25.26**
TOTAL GENERAL EXPENDITURES	**$ 183,519.00**	**$ 177,857.00**	**$ 128,851.00**	**$ 163,409.00**	**$ 280.76**	**$ 187,300.00**	**0.12755**	**$ 160,300.00**		**$ 189,700.00**	**27.2557%**	**$ 325.95**
TOTAL OPERATING EXPENDITURES	**$ 988,525.00**	**$ 1,076,020.00**	**$ 1,238,236.00**	**$ 1,100,927.00**	**$ 1,891.60**	**$ 974,800.00**	**(0.12939)**	**$ 832,000.00**		**$ 1,015,600.00**	**145.9195%**	**$ 1,745.03**

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
LOW RENT
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on Final 2023 f52723 or FDS)	875	733	582		730							582
OTHER EXPENDITURES												
EXTRAORDINARY MAINTENANCE												
971.000 Extraordinary Maintenance	$ -	$ 10,895.00	$ -	$ 5,447.50	$ 9.36	$ -	-	$ -	$ -	$ -	0.0000%	$ -
972.000 Casualty Loss Non-Capitalized	$ 114,244.00	$ -	$ -	$ 57,122.00	$ 98.15	$ -	-	$ -	$ -	$ -	0.0000%	$ -
TOTAL EXTRAORDINARY MAINTENANCE	$ 114,244.00	$ 10,895.00	$ -	$ 62,569.50	$ 107.51	$ -	-	$ -		$ -	0.0000%	$ -
OTHER EXPENDITURES												
974.000 Depreciation Expense	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
999.020 Replacement of Equipment	$ -	$ -	$ -	$ -	$ -	$ 54,500.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
999.040 Betterments & Additions	$ -	$ -	$ -	$ -	$ -	$ 9,600.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
TOTAL OTHER EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ 64,100.00	1.00000	$ -		$ -	0.0000%	$ -
TOTAL EXPENSES	$ 1,102,769.00	$ 1,086,915.00	$ 1,238,236.00	$ 1,163,496.50	$ 1,999.11	$ 1,038,900.00	(0.11993)	$ 832,000.00		$ 1,015,600.00	145.9195%	$ 1,745.03
SURPLUS	$ 1,973,781.00	$ 935,480.00	$ (265,256.00)	$ 860,478.50	$ 1,478.51	$ (261,200.00)	4.29433	$ (129,500.00)		$ (319,600.00)	-45.9195%	$ (549.15)

Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	
Operating reserve at End of previous fiscal year -2024 actual per Audited FDS	$ 1,533,027.00
Provision for Operating Reserve - Previous Budget Year (Check One) ☑ Estimated for FYE ☐ Actual for FYE	(261,200.00)
Operating reserve at End of Previous Budget Year (Check one) ☑ Estimated for FYE ☐ Actual for FYE	$ 1,271,827.00
Provision for Operating Reserve - Requested Budget Year Estimated for FYE	(319,600.00)
Operating Reserve at End of Requested Budget Year Estimated for FYE	$ 952,227.00

Inter-program Indirect Allocation Overhead

		LR	S8
918.000	travel/training	80%	20%
912.000	auditing	50%	50%
916.006	acct'g	80%	20%
916.000	sundry (Admin)	80%	20%
961.030	w/comp	80%	20%
961.041	fidelity bond	80%	20%
961.042	auto	80%	20%

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
HOUSING CHOICE VOUCHER (HAP/ADMIN)
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on FDS or UMA)	2368	2624	2937		2643	2937						2937
INCOME												
OPERATING/GRANT REVENUES												
706.010 HAP Disbursements Earned	$ 1,740,794.00	$ 2,213,334.00	$ 2,832,159.00	$ 2,262,095.67	$ 770.21	$ 2,958,500.00	0.23539	$ 2,794,600.00	$ 164,400.00	$ 2,959,000.00	87.2604%	$ 1,007.49
706.020 Administrative Fees Earned	$ 196,793.00	$ 184,141.00	$ 207,540.00	$ 196,158.00	$ 66.79	$ 252,000.00	0.22160	$ 239,700.00	$ 12,300.00	$ 252,000.00	7.4314%	$ 85.80
TOTAL OPERATING/GRANT REVENUES	$ 1,937,587.00	$ 2,397,475.00	$ 3,039,699.00	$ 2,458,253.67	$ 837.00	$ 3,210,500.00	0.45699	$ 3,034,300.00		$ 3,211,000.00	94.6918%	$ 1,093.29
OTHER REVENUE												
711.000 Investment Income - Unrestricted	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
714.000 Fraud Recovery	$ 6,176.00	$ 8,702.00	$ 168,238.00	$ 61,038.67	$ 20.78	$ -	-	$ 61,100.00	$ (100.00)	$ 61,000.00	1.7989%	$ 20.77
715.022 Wiaved PILOT Income	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
715.000 Other Revenue	$ 45,469.00	$ 84,018.00	$ 101,365.00	$ 76,950.67	$ 26.20	$ 171,800.00	0.55209	$ 119,500.00	$ (500.00)	$ 119,000.00	3.5093%	$ 40.52
716.000 Gain on the Sale of Fixed Assets	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
720.010 Investment Income Restricted	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
TOTAL OTHER REVENUE	$ 51,645.00	$ 92,720.00	$ 269,603.00	$ 137,989.33	$ 46.98	$ 171,800.00	0.19680	$ 180,600.00		$ 180,000.00	5.3082%	$ 61.29
TOTAL INCOME	$ 1,989,232.00	$ 2,490,195.00	$ 3,309,302.00	$ 2,596,243.00	$ 883.98	$ 3,382,300.00	0.65379	$ 3,214,900.00		$ 3,391,000.00	100.0000%	$ 1,154.58

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
HOUSING CHOICE VOUCHER (HAP/ADMIN)
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on FDS or UMA)	2368	2624	2937		2643	2937						2937
EXPENSES												
OPERATING EXPENDITURES												
ADMINISTRATIVE												
911.000 Administration Salaries	$ 38,945.00	$ 65,761.00	$ 97,816.00	$ 67,507.33	$ 22.99	$ 103,100.00	0.34522	$ 90,900.00	$ 30,100.00	$ 121,000.00	3.5683%	$ 41.20
912.000 Auditing Fees	$ 2,800.00	$ 5,802.00	$ 15,705.00	$ 8,102.33	$ 2.76	$ 16,400.00	0.50596	$ 12,300.00	$ (300.00)	$ 12,000.00	0.3539%	$ 4.09
913.010 Bookkeeping Proj/Other	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
914.000 Advertising & Marketing	$ -	$ -	$ 496.00	$ 165.33	$ 0.06	$ -	-	$ 200.00	$ -	$ 200.00	0.0059%	$ 0.07
915.000 Employee Benefit Cont.-Admin	$ 3,038.00	$ 4,935.00	$ 14,259.00	$ 7,410.67	$ 2.52	$ 50,100.00	0.85208	$ 13,800.00	$ 26,200.00	$ 40,000.00	1.1796%	$ 13.62
916.000 Office Expense	$ 21,543.00	$ 65,381.00	$ -	$ 28,974.67	$ 9.87	$ -	-	$ 29,000.00	$ (29,000.00)	$ -	0.0000%	$ -
916.001 Telephone/Internet/Cable	$ -	$ 1,139.00	$ 4,948.00	$ 2,029.00	$ 0.69	$ 5,000.00	0.59420	$ 3,300.00	$ 3,000.00	$ 6,300.00	0.1858%	$ 2.15
916.002 Office Supplies	$ -	$ -	$ 2,882.00	$ 960.67	$ 0.33	$ 4,700.00	0.79560	$ 1,800.00	$ 2,900.00	$ 4,700.00	0.1386%	$ 1.60
916.003 Court Costs	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
916.004 Membership Dues & Fees	$ -	$ -	$ 1,037.00	$ 345.67	$ 0.12	$ 700.00	0.50619	$ 600.00	$ 400.00	$ 1,000.00	0.0295%	$ 0.34
916.006 Fee Accounting	$ -	$ -	$ 10,712.00	$ 3,570.67	$ 1.22	$ 35,400.00	0.89913	$ 6,800.00	$ -	$ 6,800.00	0.2005%	$ 2.32
916.007 Contract Office Help	$ -	$ -	$ 75,031.00	$ 25,010.33	$ 8.52	$ 500.00	(49.02067)	$ -	$ 300.00	$ 300.00	0.0088%	$ 0.10
916.008 Alarm Monitoring	$ -	$ -	$ 267.00	$ 89.00	$ 0.03	$ 100.00	0.11000	$ 100.00	$ 100.00	$ 200.00	0.0059%	$ 0.07
916.009 Service Agreements	$ -	$ -	$ 55,276.00	$ 18,425.33	$ 6.27	$ 14,700.00	(0.25342)	$ 13,800.00	$ 9,000.00	$ 22,800.00	0.6724%	$ 7.76
916.010 Computer Support	$ -	$ -	$ 19,198.00	$ 6,399.33	$ 2.18	$ 12,300.00	0.47973	$ 9,500.00	$ 7,600.00	$ 17,100.00	0.5043%	$ 5.82
916.011 Postage	$ -	$ -	$ 1,348.00	$ 449.33	$ 0.15	$ 2,800.00	0.83952	$ 900.00	$ 1,700.00	$ 2,600.00	0.0767%	$ 0.89
916.013 Contract Labor	$ -	$ -	$ 4,606.00	$ 1,535.33	$ 0.52	$ 2,500.00	0.38587	$ 2,200.00	$ 1,500.00	$ 3,700.00	0.1091%	$ 1.26
916.014 Office Rent	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
916.015 Answering Service	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
916.016 Training	$ -	$ -	$ -	$ -	$ -	$ 3,600.00	1.00000	$ -	$ 2,500.00	$ 2,500.00	0.0737%	$ 0.85
917.000 Legal Expense	$ -	$ -	$ 4,470.00	$ 1,490.00	$ 0.51	$ -	-	$ 1,500.00	$ -	$ 1,500.00	0.0442%	$ 0.51
918.000 Travel	$ -	$ -	$ 840.00	$ 280.00	$ 0.10	$ 6,300.00	0.95556	$ 600.00	$ 5,400.00	$ 6,000.00	0.1769%	$ 2.04
919.000 Misc. Expense	$ 24,991.00	$ 40,119.00	$ 7,417.00	$ 24,175.67	$ 8.23	$ 900.00	(25.86185)	$ -	$ -	$ -	0.0000%	$ -
919.020 Other Advertising	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
919.025 Background Checks	$ -	$ -	$ 717.00	$ 239.00	$ 0.08	$ 400.00	0.40250	$ 400.00	$ -	$ 400.00	0.0118%	$ 0.14
919.030 Bank Fees	$ -	$ -	$ 63.00	$ 21.00	$ 0.01	$ 100.00	0.79000	$ 100.00	$ -	$ 100.00	0.0029%	$ 0.03
TOTAL ADMINISTRATIVE	**$ 91,317.00**	**$ 183,137.00**	**$ 317,088.00**	**$ 197,180.67**	**$ 67.16**	**$ 259,600.00**	**0.24044**	**$ 187,800.00**		**$ 249,200.00**	**7.3489%**	**$ 84.86**
MAINTENANCE & REPAIRS												
941.000 Maint. Operating-Labor	$ 21,237.00	$ -	$ 38,932.00	$ 20,056.33	$ 6.83	$ 16,100.00	(0.24573)	$ 15,200.00	$ 1,700.00	$ 16,900.00	0.4984%	$ 5.75
942.000 Maint. Operating-Materials	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
942.001 Maint. Operating-Materials (Fuel)	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
943.000 Ordinary Maint. & Op. Contracts	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
945.000 Employee Benefit Cont.-Maint	$ 1,625.00	$ -	$ 4,386.00	$ 2,003.67	$ 0.68	$ 24,000.00	0.91651	$ 3,900.00	$ 100.00	$ 4,000.00	0.1180%	$ 1.36
TOTAL MAINTENANCE & REPAIRS	**$ 22,862.00**	**$ -**	**$ 43,318.00**	**$ 22,060.00**	**$ 7.51**	**$ 40,100.00**	**0.44988**	**$ 19,100.00**		**$ 20,900.00**	**0.6163%**	**$ 7.11**

HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES
HOUSING CHOICE VOUCHER (HAP/ADMIN)
2026 OPERATING BUDGET

	2022 Amount Actual Per Audited REAC	2023 Actual Amount Per Audited REAC	2024 Actual Amount Per Audited REAC	2022 - 2024 Amount Average	2022 - 2024 PUM Average	2025 Budget Amount	Change from Average Amount & 2025 Budget	2026 Budgeted Amount	PHA/HA Est. 2026 Adjustments	2026 Adjusted Budget Amount	% of Income	2026 Adjusted PUM
PUM (Based on FDS or UMA)	2368	2624	2937		2643	2937						2937
GENERAL EXPENDITURES												
INSURANCE PREMIUMS												
961.010 Property Insurance	$ 897.00	$ -	$ 36,619.00	$ 12,505.33	$ 4.26	$ -	-	$ 12,600.00	$ (12,600.00)	$ -	0.0000%	$ -
961.020 Liability Insurance	$ 4,552.00	$ -	$ 2,308.00	$ 2,286.67	$ 0.78	$ 4,000.00	0.42833	$ 3,300.00	$ 700.00	$ 4,000.00	0.1180%	$ 1.36
961.030 Workers Compensation Insurance	$ 2,909.00	$ 1,262.00	$ 4,219.00	$ 2,796.67	$ 0.95	$ 3,000.00	0.06778	$ 3,000.00	$ -	$ 3,000.00	0.0885%	$ 1.02
961.040 Other Insurance Expense	$ 3,816.00	$ 1,388.00	$ 4,376.00	$ 3,193.33	$ 1.09	$ -	-	$ 3,200.00	$ (3,200.00)	$ -	0.0000%	$ -
961.041 Bond Insurance	$ -	$ -	$ -	$ -	$ -	$ 100.00	1.00000	$ -	$ 200.00	$ 200.00	0.0059%	$ 0.07
961.042 Auto Insurance	$ -	$ -	$ -	$ -	$ -	$ 3,000.00	1.00000	$ -	$ 3,000.00	$ 3,000.00	0.0885%	$ 1.02
TOTAL INSURANCE PREMIUMS	$ 12,174.00	$ 2,650.00	$ 47,522.00	$ 20,782.00	$ 7.08	$ 10,100.00	(1.05762)	$ 22,100.00		$ 10,200.00	0.3008%	$ 3.47
OTHER GENERAL EXPENDITURES												
962.000 Other General Expenses	$ 3,487.00	$ 4,666.00	$ 2,232.00	$ 3,461.67	$ 1.18	$ -	-	$ 3,500.00	$ (500.00)	$ 3,000.00	0.0885%	$ 1.02
962.002 Port Out Admin Fee's	$ -	$ -	$ -	$ -	$ -	$ 3,900.00	1.00000	$ -	$ 3,000.00	$ 3,000.00	0.0885%	$ 1.02
962.010 Compensated Absences	$ 376.00	$ 8,227.00	$ 8,715.00	$ 5,772.67	$ 1.97	$ 5,900.00	0.02158	$ 5,900.00	$ 100.00	$ 6,000.00	0.1769%	$ 2.04
963.000 Payment in Lieu of Taxes	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
964.000 Collection Loss - Vacated Tenants	$ -	$ -	$ 129,272.00	$ 43,090.67	$ 14.67	$ -	-	$ 43,100.00	$ (43,100.00)	$ -	0.0000%	$ -
TOTAL OTHER GENERAL EXPENDITURES	$ 3,863.00	$ 12,893.00	$ 140,219.00	$ 52,325.00	$ 17.82	$ 9,800.00	(4.33929)	$ 49,000.00		$ 12,000.00	0.354%	$ 4.08
TOTAL GENERAL EXPENDITURES	$ 16,037.00	$ 15,543.00	$ 187,741.00	$ 73,107.00	$ 24.90	$ 19,900.00	(2.67372)	$ 71,100.00		$ 22,200.00	0.655%	$ 7.55
TOTAL OPERATING EXPENDITURES	$ 130,216.00	$ 198,680.00	$ 548,147.00	$ 292,347.67	$ 99.57	$ 319,600.00	0.08527	$ 278,000.00		$ 292,300.00	8.6199%	$ 99.52
OTHER EXPENDITURES												
OTHER EXPENDITURES												
973.050 Housing Assistance Payments	$ 1,721,660.00	$ 2,137,266.00	$ 2,746,697.00	$ 2,201,874.33	$ 749.70	$ 2,900,000.00	0.24073	$ 2,732,000.00	$ 137,500.00	$ 2,869,500.00	84.6211%	$ 977.02
973.051 Port-out Payments	$ 80,000.00	$ 80,359.00	$ 86,805.00	$ 82,388.00	$ 28.05	$ 90,000.00	0.08458	$ 89,400.00	$ 100.00	$ 89,500.00	2.6393%	$ 30.47
973.500 Port-in Payments	$ 42,757.00	$ 130,869.00	$ 129,637.00	$ 101,087.67	$ 34.42	$ 141,700.00	0.28661	$ 130,100.00	$ (100.00)	$ 130,000.00	3.8337%	$ 44.26
974.000 Depreciation Expense	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
999.020 Replacement of Equipment	$ -	$ -	$ -	$ -	$ -	$ 13,500.00	1.00000	$ -	$ -	$ -	0.0000%	$ -
999.040 Betterments & Additions	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	$ -	$ -	0.0000%	$ -
TOTAL OTHER EXPENDITURES	$ 1,844,417.00	$ 2,348,494.00	$ 2,963,139.00	$ 2,385,350.00	$ 812.17	$ 3,145,200.00	0.24159	$ 2,951,500.00		$ 3,089,000.00	91.0941%	$ 1,051.75
TOTAL EXPENSES	$ 1,974,633.00	$ 2,547,174.00	$ 3,511,286.00	$ 2,677,697.67	$ 911.74	$ 3,464,800.00	0.22717	$ 3,229,500.00		$ 3,381,300.00	99.7139%	$ 1,151.27
SURPLUS	$ 14,599.00	$ (56,979.00)	$ (201,984.00)	$ (81,454.67)	$ (27.76)	$ (82,500.00)	0.01267	$ (14,600.00)		$ 9,700.00	0.2861%	$ 3.31

Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	
Reserve at End of previous fiscal year -2024 actual per Audited FDS (RNP/UNP)	$ (87,020.00)
Provision for Reserve - Previous Budget Year (Check One) ☑ Estimated for FYE ☐ Actual for FYE	(82,500.00)
Operating reserve at End of Previous Budget Year (Check one) ☑ Estimated for FYE ☐ Actual for FYE	$ (169,520.00)
Provision for Reserve - Requested Budget Year Estimated for FYE	9,700.00
Reserve at End of Requested Budget Year Estimated for FYE (RNP/UNP)	$ (159,820.00)

Operating Budget
Schedule of All Positions and Salaries

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

See back page for Instructions and Public Reporting Burden Statement

Name of Housing Authority: **Housing Authority of the Parish of St. Charles**	Locality: **200 Boutte Estates Dr., Boutte, LA 70039**	Fiscal Year End: **9/30/2026**

Position Title and Name By Organization Unit and Function		Present Salary Rate Per Pay Period As of (date) PBC	Requested Budget Year: Salary Rate Per Pay Period	Estimated Payment: No. Pay Periods	Estimated Payment: Annual Salaries	Allocation of Salaries By Program: Management	Mgmt. %	Section 8 Programs	HCV %	Capital Fund	CFP %	Other Programs (Pittston)	RD %	ROSS Program	ROSS %
(1)	(1a)	(2)	(3)	(4)	(5)	(6)		(7)		(8)		(9)		(10)	
EXECUTIVE DIRECTOR - Jedidiah Jackson	AN-T	$ 5,400.77	$5,401.00	26	$140,426.00	$112,340.80	80%	$28,085.20	20%	$0.00	0%	$0.00	0%	$0.00	0%
HOUSING SPECIALIST - Vacant	A-T	$ 1,711.20	$1,712.00	26	$44,512.00	$44,512.00	100%	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%
HOUSING SPECIALIST - Youlondar Prevost	A-T	$ 1,512.80	$1,513.00	26	$39,338.00	$31,470.40	80%	$7,867.60	20%	$0.00	0%	$0.00	0%	$0.00	0%
HOUSING SPECIALIST - Cindy Johnson	A-T	$ 2,461.60	$2,462.00	26	$64,012.00	$0.00	0%	$64,012.00	100%	$0.00	0%	$0.00	0%	$0.00	0%
MAINTENANCE SUPERVISOR - Chris Myles	M	$ 1,894.40	$1,895.00	26	$49,270.00	$49,270.00	100%	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%
MAINTENANCE REPAIRMAN - Charles Taylor	M	$ 2,168.00	$2,168.00	26	$56,368.00	$39,457.60	70%	$16,910.40	30%	$0.00	0%	$0.00	0%	$0.00	0%
FINANCE DIRECTOR - Vacant	A-T	$ 4,038.46	$4,039.00	26	$105,014.00	$84,011.20	80%	$21,002.80	20%	$0.00	0%	$0.00	0%	$0.00	0%
					$0.00	$0.00		$0.00		$0.00		$0.00		$0.00	
Total Admin Salaries - Non Technical	1				$140,426.00	$112,340.80	80%	$28,085.20	20%	$0.00	0%	$0.00	0%	$0.00	0%
Total Admin Salaries - Technical	5				$252,876.00	$159,993.60	63%	$92,882.40	37%	$0.00	0%	$0.00	0%	$0.00	0%
Total Maintenance Salaries	5				$105,638.00	$88,727.60	84%	$16,910.40	16%	$0.00	0%	$0.00	0%	$0.00	0%
Total Tenant Service Salaries	0				$0.00	$0.00	#DIV/0!	$0.00	#DIV/0!	$0.00	#DIV/0!	$0.00	#DIV/0!	$0.00	#DIV/0!
Utilities Labor	0				$0.00	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%
Other	0				$0.00	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%	$0.00	0%
Totals					$498,940.00	$361,062.00	72%	$137,878.00	28%	$0.00	0%	$0.00	0%	$0.00	0%

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. WARNING: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012: 31 U.S.C. 3729, 3802)	Executive Director or Designated Official	Date

52566 Instructions

Estimated Low Rent FASS Scoring

Local Housing Authority	Locality	Fiscal Year Ending
Housing Authority of the Parish of St. Charles	200 Boutte Estates Dr., Boutte, LA 70039	9/30/2026

Quick Ratio (QR)		
Cash	$	810,747.00
Cash Equivalents	$	-
Current Receivables	$	871,920.00
(CR)	$	1,682,667.00
Divided		
Current Liabilities (CL)	$	25,758.00
Quick Ratio		65.3
Points This Year		12.0
Possible Points		12
Points Lost		0.0

Months Expendable Net Assets Ratio (MENAR)	
Unrestricted Resources (CR - CL)	$ 1,656,909.00
Divided	
Avg. Monthly Operating & Other Expenses (total budgeted expenses / 12)	$ 84,633.00
MENAR	19.6
Points This Year	11.0
Possibel Points	11
Points Lost	0.0

Debt Service Coverage Ratio (DSCR)		
Adjusted Operating Income	$	-
Divided		
Annual Debt Svc. Excluding CFFP Debt	$	-
DSCR (No Debt Service)		0
Points This Year		2
Possible Points		2
Points Lost		0

Estimated Score	25.0

How QR is Scored

Results	Points Awarded Under FASS
< 1.0	0 points
= 1.0	7.2 points
≥1.0 to ≤ 2.0	≥7.2 to ≤12 points
≥2.0	12 points

How MENAR is Scored

Results	Points Awarded under FASS
< 1.0	0 points
= 1.0	6.6 points
≥1.0 to ≤ 4.0	≥6.6 to ≤11 points
≥4.0	11 points

How DCSR is Scored

Results	Points Awarded under FASS
< 1.0	0 points
≥1.0 to ≤ 1.25	1 point
≥1.25	2 points
No Debt at All	2 points

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Public reporting burden. Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

Housing Authority of St. Charles Parish
Applicant Name

Public Housing Operating Fund Grant
Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.
WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official	Title
Signature X	Date

OMB Approval No. 2577-0157 (Exp. 1/31/2027)

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes,including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

Housing Authority of St. Charles Parish

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Fund Grant

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title

Signature	Date (mm/dd/yyyy)

Melissa Bartholomew

From:	Michelle Impastato
Sent:	Tuesday, September 30, 2025 3:09 PM
To:	Melissa Bartholomew
Subject:	FW: 2025 Budget Hearing _ Boards & Agencies
Attachments:	BUDGET-DETAIL-OUTSIDE AGENCIES-2026 FOR COMMUNITY HEALTH CENTER UPDATED PT.pdf

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Lets discuss

Michelle Impastato
Council Secretary
St. Charles Parish Council
Ph: 985-783-5125
P.O. Box 302 / 15045 River Road Hahnville, LA 70057
Email: mimpastato@stcharlesgov.net

From: Peter Torsch <PTorsch@accesshealthla.org>
Sent: Tuesday, September 30, 2025 3:06 PM
To: Michelle Impastato <mimpastato@stcharlesgov.net>
Cc: Jeffrey Vial <JVial@accesshealthla.org>
Subject: RE: 2025 Budget Hearing _ Boards & Agencies

Michelle:

Attached is the budget for the health center. Jeff and I will be there on October 30th to answer any questions.

Please note this report reflects the millage revenue received from St. Charles Parish and the expenses covered by this revenue at our Luling and Norco locations only.

Peter

From: Michelle Impastato <mimpastato@stcharlesgov.net>
Sent: Monday, September 29, 2025 1:23 PM
To: Leann Benedict <leann.benedict@myscpl.org>; Keiser Mark <keiser.mark@accesshealthla.org>; Victoria Bryant <vbryant@arcofstcharles.com>; Keith Dacus <keith.dacus@ochsner.org>
Cc: Penny Mehn <pmehn@ochsner.org>; Brianna Sparnecht <brianna.sparnecht@ochsner.org>; Peter Torsch <PTorsch@accesshealthla.org>; Melissa Bartholomew <mbartholomew@stcharlesgov.net>
Subject: FW: 2025 Budget Hearing _ Boards & Agencies

Caution: This email originated from outside of the organization. Do not click links or open attachments unless yo

Good afternoon,

This is a friendly reminder that budgets are due tomorrow, **Tuesday, September 30th**. Please refer to the attached correspondence for additional details and instructions.

Thank you for your attention to this matter,

Michelle Impastato
Council Secretary
St. Charles Parish Council

Ph: 985-783-5125
P.O. Box 302 / 15045 River Road Hahnville, LA 70057
Email: mimpastato@stcharlesgov.net

From: Michelle Impastato
Sent: Tuesday, June 10, 2025 10:56 AM
To: Jedidiah Jackson <jjackson@scphousingauthority.com>; Leann Benedict <leann.benedict@myscpl.org>; Major Sam Zinna (SZinna@StCharlesSheriff.org) <SZinna@StCharlesSheriff.org>; April Keller <akeller@stcharlescoa.com>; keiser.mark@accesshealthla.org; Victoria Bryant <vbryant@arcofstcharles.com>; Keith Dacus <keith.dacus@ochsner.org>
Cc: Penny Mehn <pmehn@ochsner.org>; Thomas Duplantis <thomas.duplantis@ochsner.org>; Melissa Bartholomew <mbartholomew@stcharlesgov.net>; dguillory@arcofstcharles.com; Angela Gaubert <agaubert@stcharlesgov.net>; Ashley Richard <arichard@stcharlesgov.net>
Subject: 2025 Budget Hearing _ Boards & Agencies

Good morning,

Please see attached correspondence regarding the 2025 Budget Hearing Process. On behalf of your agency, please confirm attendance on Thursday, October 30, 2025 at 1:00 pm. Calendar invite to follow.

Thank you,

Michelle Impastato
Council Secretary
St. Charles Parish Council

Ph: 985-783-5125
P.O. Box 302 / 15045 River Road Hahnville, LA 70057
Email: mimpastato@stcharlesgov.net

Disclaimer

BUDGET DETAIL - ACCESS HEALTH LOUISIANA (LULING AND NORCO ONLY)

	CY 2025 Actuals	CY 2026 Budget	$ Variance	% Variance
Millage Revenue				
Revenue	$ 1,197,154.48	$ 1,343,000.00	$ 145,845.52	12.18%
Total Revenue	$ 1,197,154.48	$ 1,343,000.00	$ 145,845.52	12.18%
Employee Costs				
403b Retirement Company Match	$ 10,247.68	$ 11,477.00	$ 1,229.32	12.00%
Employer FICA/Medicare Tax	$ 37,421.45	$ 41,912.00	$ 4,490.55	12.00%
Health Insurance	$ 31,473.34	$ 37,768.00	$ 6,294.66	20.00%
Salaries & Wages	$ 472,374.81	$ 529,060.00	$ 56,685.19	12.00%
Taxes & Licenses	$ 1,885.68	$ 2,112.00	$ 226.32	12.00%
Vac/Sick/PTO	$ 52,476.28	$ 58,774.00	$ 6,297.72	12.00%
Workmen's Comp. Insurance	$ 1,098.71	$ 1,230.60	$ 131.89	12.00%
Physician Contract Expense	$ 47,537.76	$ 53,242.00	$ 5,704.24	12.00%
Total Employee Costs	$ 654,515.71	$ 735,575.60	$ 81,059.89	12.38%
Facility Costs				
Building Repairs & Maintenance	$ 11,430.62	$ 14,000.00	$ 2,569.38	22.48%
General Liability Insurance	$ 3,990.82	$ 4,850.00	$ 859.18	21.53%
Janitorial Contract	$ 46,524.17	$ 54,000.00	$ 7,475.83	16.07%
Janitorial Services & Supplies	$ 6,433.95	$ 7,500.00	$ 1,066.05	16.57%
Lawn Service	$ 12,105.87	$ 15,000.00	$ 2,894.13	23.91%
Property Insurance	$ 23,327.00	$ 27,000.00	$ 3,673.00	15.75%
Repairs & Maintenance	$ 30,441.49	$ 35,774.00	$ 5,332.51	17.52%
Security Expense	$ 365.90	$ 500.00	$ 134.10	36.65%
Utilities	$ 47,648.63	$ 51,700.40	$ 4,051.77	8.50%
Total Facility Costs	$ 182,268.45	$ 210,324.40	$ 28,055.95	15.39%

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NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

BUDGET DETAIL - ACCESS HEALTH LOUISIANA (LULING AND NORCO ONLY)

	CY 2025 Actuals	CY 2026 Budget	$ Variance	% Variance
Patient and IT Expenses				
Infectious Waste Disposal	$ 8,607.89	$ 9,500.00	$ 892.11	10.36%
Instruments & Equip Non Capital	$ 522.81	$ 600.00	$ 77.19	14.76%
Laboratory	$ 32,071.20	$ 38,000.00	$ 5,928.80	18.49%
Patient Supplies	$ 55,433.07	$ 63,000.00	$ 7,566.93	13.65%
Pharmaceuticals	$ 54,751.16	$ 62,000.00	$ 7,248.84	13.24%
Professional Services Expense	$ 1,674.26	$ 2,000.00	$ 325.74	19.46%
Cable & Internet	$ 6,199.49	$ 7,500.00	$ 1,300.51	20.98%
Computer Services	$ 22,268.29	$ 25,000.00	$ 2,731.71	12.27%
Copier Leases	$ 23,023.73	$ 25,000.00	$ 1,976.27	8.58%
Electronic Medical Record	$ 142,333.71	$ 150,000.00	$ 7,666.29	5.39%
Telephone Expense	$ 13,484.71	$ 14,500.00	$ 1,015.29	7.53%
Total Patient and IT Costs	$ 360,370.32	$ 397,100.00	$ 36,729.68	10.19%
Total Expenses	$ 1,197,154.48	$ 1,343,000.00	$ 145,845.52	12.18%
Total Variance	$ -	$ -	$ -	

NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail, then total.

BUDGET DETAIL - OUTSIDE ‿ENCIES - FOR ARC OF ST. CHARLES

Statement of Net Position Accounts	2025	2026	$ Variance	% Variance
New Vehicles	$ 280,000.00	$ 180,000.00	$ (100,000.00)	-35.71%
Repairs and maintenance	$ 92,105.43	$ 42,105.43	$ (50,000.00)	-54.29%
CV Mortgage, 13771 Property, trailers for lawn care, metal building for supplies, rental homes, paving parking lot, another pavilion, etc.	$ -	$ 450,000.00	$ 450,000.00	100.00%
Investments	$ 500,000.00	$ 200,000.00	$ (300,000.00)	-60.00%
Total	$ 872,105.43	$ 872,105.43	$ -	0.00%
Statement of Activity Accounts				
Payroll - Vocational	$ 298,672.00	$ 298,672.00	$ -	0.00%
Lease	$ 11,850.00	$ 11,850.00	$ -	0.00%
Rent/Storage Unit	$ 5,013.00	$ 5,013.00	$ -	0.00%
Utilities (Programs)	$ 25,000.00	$ 25,000.00	$ -	0.00%
Utilities (General)	$ 7,444.57	$ 7,444.57	$ -	0.00%
Bank Interest	$ 11,500.00	$ 11,500.00	$ -	0.00%
Fuel (Programs)	$ 46,200.00	$ 46,200.00	$ -	0.00%
Fuel (General)	$ 8,015.00	$ 8,015.00	$ -	0.00%
Supplies - Day Hab	$ 5,000.00	$ 5,000.00	$ -	0.00%
Supplies - Pre Voc	$ 7,500.00	$ 7,500.00	$ -	0.00%
Supplies - Lawn Care	$ 7,500.00	$ 7,500.00	$ -	0.00%
Supplies - Cajun Village	$ 6,000.00	$ 6,000.00	$ -	0.00%
Office Supplies - Day Hab	$ 1,800.00	$ 1,800.00	$ -	0.00%
Office Supplies - Cajun Village	$ 200.00	$ 200.00	$ -	0.00%
Conferences - Day Hab	$ 15,000.00	$ 15,000.00	$ -	0.00%
Repairs and Maintenance - Transportation	$ 45,000.00	$ 45,000.00	$ -	0.00%
Repairs and Maintenance - Lawn Care	$ 40,000.00	$ 40,000.00	$ -	0.00%
Repairs and Maintenance - Cajun Village	$ 20,200.00	$ 20,200.00	$ -	0.00%
Total	$ 561,894.57	$ 561,894.57	$ -	100.00%
Total	$ 1,434,000.00	$ 1,434,000.00	$ -	100.00%

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