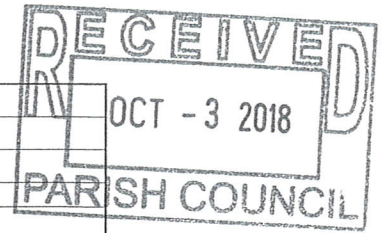


**DRAFT  
BUDGET DATA  
(BOARDS/AGENCIES)**

**2019**

**COUNCIL ON  
AGING**



St. Charles Council on Aging, Inc.				
Budget Overview Schedule				
For the Years Ending June 30, 2019 and amended 2018 (summarized)				
Significant Assumption & Observation References	Forecasted Revenues	Original FY 2019 Forecast	Summarized Amended FY 2018 Forecast	Expenditure Increases/ (Decreases)
1	Property Tax	1,282,904	1,224,344	58,560
2	GOEA	338,168	358,156	(19,988)
3	United Way	32,000	29,987	2,013
4	FTA	93,361	98,344	(4,983)
5	Interest Income	11,850	14,588	(2,738)
6	Program Service Fees	-	3,224	(3,224)
7	Contributions - unrestricted	2,150	2,001	149
8	Grant Funds	4,000	7,000	(3,000)
9	MIPPA - Other GOEA	2,260	2,260	-
10	Contributions - Restricted for programs	39,555	35,059	4,496
11	Proceeds from Sale of Vans	6,000	11,760	(5,760)
	<b>Total forecasted revenues</b>	<b>1,812,248</b>	<b>1,786,723</b>	<b>25,525</b>
	<b>Total forecasted expenditures</b>	<b>1,863,105</b>	<b>1,607,872</b>	
	<b>Net forecasted revenues over (under) expenditures</b>	<b>(50,857)</b>	<b>178,851</b>	
<b>Significant Assumptions and Observations for Forecasted FY 2019 Revenues</b>				
1	The amount forecasted for the FY 19 property tax revenue takes into consideration the Council assessing "1 full mill" rather than ".96 mill" using taxable values per the Assessor's 2017 totals as well as an increase associated with the changes to the way taxes will be distributed for the Waterford 3 area. In addition, a small percentage has been deducted for amounts that may not be collected for various reasons.			
2	The COA has decreased the forecasted revenue from GOEA based on the information given by GOEA. This budget does not include the usual \$10,912 in supplemental senior center funding. This money could be restored and the COA could receive additional funding above what is anticipated on this budget. Note that there is always a possibility that GOEA might get its funds cut after this budget has been prepared, which could adversely affect the COA.			
3	For FY 2019 the COA has forecasted United Way will award \$32,000 for the local transportation program (\$22,500) and Meals Under 60 program (\$9,500). Last year, the amount was \$22,000 (local transportation) but an application was submitted for FY 19 to increase the award to \$22,500. Management believes the COA will be approved for the increase. Additionally, the COA began receiving a new grant from United Way in FY18 for meals served to those under 60.			
4	There are 2 vans expected to be delivered in FY 2019. These funds represent the federal matching dollars that will be used to help pay for a portion (85%) of each van acquired under the program sponsored by DOTD.			
5	The amount of interest income budgeted was forecasted based on last year's experience along with the maturities of current year CD's and interest rates.			
6	St. Charles COA stopped serving meals to those in Lafourche Parish during FY18.			
7	The amount of unrestricted contributions budgeted was forecasted based on the FY 18 trend for contributions.			
8	MIPPA stands for Medicare Improvement for Patients and Providers Act. It is a means of providing funds to the COA when the COA helps to educate and inform those people who are eligible for Medicare and assists them in obtaining it. The COA expects to receive the same amount of MIPPA funds.			
9	Contributions - Restricted for programs are expected to increase slightly in FY19 based on the actual trend for similar contributions for FY 2018.			
10	Management plans to sell van # 99 in FY19 and expects to receive sales proceeds based on its estimated values (per an appraisal the Council recently requested)			
11	The budgeted FY19 deficit is mostly due to capital outlay expenditures which are necessary. The COA will receive two (2) new vans this year which will cost the COA only 15% for each of the vans for a total of \$16,475. In addition, the COA is planning to renovate the bathroom at New Sarpy which they will only have to pay a portion of (\$20,000) because the Parish will be paying for the larger portion of this renovation. The COA will also have costs for an election (\$7,500) that are typical on an annual basis.			
The actual results may vary from the forecast and the variations may be material. This presentation is intended for internal use only and should not be used for any other purpose. See accompanying summary of significant assumptions.				

St. Charles Council on Aging, Inc.				
Schedule of Forecasted Expenditures				
Fiscal Years Ending June 30, 2019 and amended 2018 (summarized)				
	FY 2019	Summarized Amended FY 2018	Expenditure Increases / (Decreases)	% Increase / (Decrease)
<b>Salaries and Wages</b>				
Executive Director - April Keller - Salary	66,206	64,691	1,515	2.34%
Assistant Director - Sharon Walters - 40 hrs/week	45,330	43,849	1,481	3.38%
Administrative Assistant - Dasha Pierre - 40 hrs/week	29,357	25,208	4,149	16.46%
Administrative Clerk - Michelle Lewis - 40 hrs/week	29,942	29,100	842	2.89%
Maintenance Worker - Open - 25 hrs/week	12,168	0	12,168	#DIV/0!
Senior Center Activity Manager - New Sarpy - Lois Eugene - 25 hrs/week	18,436	17,539	897	5.11%
Senior Center Activity Manager - Luling - Janice Royal - 25 hrs/week	18,436	17,539	897	5.11%
Senior Center Activity Manager - Norco - Kelon Smith - 25 hrs/week	18,169	16,104	2,065	12.82%
Center Aide - Hahnville - Patricia Lewis - 25 hrs/week - MOVED TO LULING CENTER AID	0	7,625	(7,625)	-100.00%
Center Aide - Hahnville - Amelia Williams - 25 hrs/week	15,514	13,369	2,125	15.87%
Center Aide - New Sarpy - Denise Jarrow - 25 hrs/week	15,915	13,362	2,533	18.93%
Center Aide - Luling - PATRICIA LEWIS - 25 hrs/week	16,702	9,828	6,874	69.94%
Center Aide - Norco - Letitia Sandolph - 25 hrs/week	16,702	13,888	2,814	20.26%
Case Worker - Melissa Alexander - 40 hrs/week	28,439	27,619	820	2.97%
Case Worker - Candis Patecek - 40 hrs/week	28,856	28,036	820	2.92%
Transportation Dispatcher - Karman Hill - 40 hrs/week	29,942	29,100	842	2.89%
Driver 1 - Mona Sicard - 40 hrs/week	28,856	28,036	820	2.92%
Driver 2 - Cassandra Delpit - 40 hrs/week	26,852	17,316	9,536	55.07%
Driver 3 - Katrina Reynaud - 40 hrs/week	27,186	26,033	1,153	4.43%
Driver 4 - David Havard - 40 hrs/week	28,439	26,367	2,072	7.86%
HDM Manager - Position taken over by Dasha P.	0	3,397	(3,397)	-100.00%
HDM Driver 1 - Kimberly Aguilar/(previously Kenyon Weber) - 20 hrs/week	12,491	6,812	5,679	83.37%
HDM Driver 2 - Eilbert Francis (NO LONGER EMPLOYED) - 20 hrs/week	13,447	10,277	3,170	30.85%
HDM Driver 3 - Melvin Honor - 20 hrs/week	13,447	12,830	617	4.81%
HDM Driver 4 - Amanda Borne - 20 hrs/week	13,447	12,830	617	4.81%
HDM Driver 5 - Latari Poche/(previously Charlene Narcisse) - 20 hrs/week	12,491	10,269	2,222	21.64%
HDM Driver 6 - Megan Conrey - 20 hrs/week	12,813	11,891	922	7.75%
HDM Driver 7 - Alacia Gullage & Gary Smith (NO LONGER EMPLOYED)/OPEN POSITION- 20 hrs/week	12,168	5,016	7,152	142.58%
HDM Driver 8 - Connie Benoit - 30 hrs/week	19,016	17,751	1,265	7.13%
<b>1 Total Salaries</b>	<b>610,767</b>	<b>545,722</b>	<b>65,045</b>	<b>11.92%</b>
<b>Fringe</b>				
FICA (7.65% of salaries)	46,724	41,748	4,976	11.92%
LUTA - 26 employees @ up to \$7,700 per employee @ 1.99%	3,984	4,164	(180)	-4.32%
Health Insurance - COA portion	25,000	24,169	831	3.44%
Deferred Comp Match - (COA matches 15% of the employee contribution: \$132.96/payroll x 26)	3,457	2,517	940	37.35%
<b>2 Total Fringe</b>	<b>79,165</b>	<b>72,598</b>	<b>6,567</b>	<b>9.05%</b>
<b>Travel</b>				
Administrative Travel	1,100	1,050	50	4.76%
Case Worker - Melissa Alexander + Candis Patecek	300	300	-	0.00%
Other	1,200	1,100	100	9.09%
<b>3 Total Travel</b>	<b>2,600</b>	<b>2,450</b>	<b>150</b>	<b>6.12%</b>
<b>Operating Services</b>				
Accounting - \$3,800/mth plus \$8,400 (Audit Assistance and Financial Statement prep)	54,000	52,650	1,350	2.56%
Advertising	1,000	1,300	(300)	-23.08%
Building Maintenance - pest control \$42/mth (admin office) & \$51/mth C2 Site; other \$1,000	2,116	1,588	528	33.25%
Computer Services - expenditure estimated using actual results from FY 2018	14,300	22,370	(8,070)	-36.08%
Copy Machine Lease - \$348/month plus \$145 per month for print charges	5,928	4,848	1,080	22.28%
Dues and Subscriptions - expenditure estimated using actual results from FY 2018	500	1,000	(500)	-50.00%
Equipment Maintenance - expenditure estimated using actual results from FY 2018	1,000	1,125	(125)	-11.11%
Internet/Cable Service - \$450/month x 12 months	5,400	6,000	(600)	-10.00%
Insurance - DR&O liability \$1,588, umbrella \$3,072, volunteer liability \$554, property \$7,260/yr	13,000	12,474	526	4.22%
Licenses and Fees - expenditure estimated using actual results from FY 2018	10,500	4,500	6,000	133.33%
Medical Waste Pick Up - expenditure estimated using actual results from FY 2018	500	410	90	21.95%
Miscellaneous - for the unexpected	400	400	-	0.00%
Postage - expenditure estimated using actual results from FY 2018	3,800	3,300	500	15.15%
Rent - \$826/mth x 12 months (\$413 each Office & Hahnville C2 Center)	9,912	9,912	-	0.00%
Telephone - \$236/mth for main office + \$267/mth for cell phones for C2 drivers, \$107/mo for transportation drivers & \$160/mth cell phones for Caseworkers + \$58/mth Hahnville C2/Rec Center	9,936	10,008	(72)	-0.72%
Uniforms - expenditure estimated using actual results from FY 2018	1,000	1,400	(400)	-28.57%
Vehicle Insurance - 5 buses, 10 SUVs (8 home-delivered meals & 2 Admin) @ \$3,938/vehicle	59,070	59,070	-	0.00%
Vehicle Maintenance - expenditure estimated using actual results from FY 2018	32,000	35,000	(3,000)	-8.57%
Workman's Comp Insurance (\$2.92 Per \$100 of Payroll beginning of year - Nov 1, 2018 rate changes to an unknown)	17,834	16,372	1,463	8.93%
<b>4 Total Operating Services</b>	<b>242,196</b>	<b>243,727</b>	<b>(1,530)</b>	<b>-0.63%</b>
<b>Operating Supplies</b>				
Automotive Gas and Oil - expenditure estimated using actual results from FY 2018	40,000	37,700	2,300	6.10%
Facility/Program Supplies - expenditure estimated using actual results from FY 2018	1,500	2,050	(550)	-26.83%
Office Supplies - expenditure estimated using actual results from FY 2018	6,000	5,000	1,000	20.00%
Equipment Under \$1,000 - expenditure estimated using actual results from FY 2018	1,500	1,000	500	50.00%
<b>5 Total Operating Supplies</b>	<b>49,000</b>	<b>45,750</b>	<b>3,250</b>	<b>7.10%</b>
<b>Other Costs</b>				
Audit - expenditure estimated using engagement letter	15,900	15,600	300	1.92%
Bank Charges/Payroll Fees - expenditure estimated using actual results from FY 2018	500	1,000	(500)	-50.00%
Background checks and MVRs - expenditure estimated using actual results from FY 2018	1,600	1,600	-	0.00%
Drug Screening & Medical Exams - expenditure estimated using actual results from FY 2018	4,100	4,100	-	0.00%
Nutritionist Consultant - expenditure estimated using actual results from FY 2018	2,200	2,400	(200)	-8.33%
Training - CPR, Defensive Driving, Substance Abuse, Team Training, & First Aid	2,400	2,400	-	0.00%
<b>6 Total Other Costs</b>	<b>26,700</b>	<b>27,100</b>	<b>(400)</b>	<b>-1.48%</b>

The actual results may vary from the forecast and the variations may be material. This presentation is intended for internal use only and should not be used for any other purpose. See summary of significant assumptions.

St. Charles Council on Aging, Inc.				
Schedule of Forecasted Expenditures				
Fiscal Years Ending June 30, 2019 and amended 2018 (summarized)				
	FY 2019	Summarized Amended FY 2018	Expenditure Increases / (Decreases)	% Increase/ (Decrease)
<b>Subcontracts</b>				
Legal - III B - 31 units @ \$65/unit - expenditure estimated using actual results from FY 2018	2,015	3,140	(1,125)	-35.83%
Medical Alert - III B 6 People x 12 = 72 units @ \$23.48 each	1,632	822	810	98.54%
Homemaker - III B - 6,624 units @ \$16.10/unit	106,646	33,391	73,255	219.39%
Personal Care - III B - 9,360 units @ \$16.50/unit	154,440	91,509	62,931	68.77%
Health Promotion & Disease Prevention - Evidence Based Services 625 Units @ \$8.94 each	5,588	4,997	591	11.83%
Respite Care - III E 3,450 units @ \$16.50 each	56,925	51,150	5,775	11.29%
<b>7 Total Subcontracts</b>	<b>327,246</b>	<b>185,009</b>	<b>142,237</b>	<b>76.88%</b>
<b>Senior Center Operations</b>				
Senior Center - Bldg & Equipment Maintenance & Pest Control	5,700	5,000	700	14.00%
Senior Center - Rent \$276 x 12 months (Norco Senior Center)	3,312	3,312	-	-
Senior Center - Internet/Cable Service \$381/month for 3 centers	4,572	5,028	(456)	-9.07%
Senior Center - Telephone \$62/mth x 3 centers	2,232	1,764	468	26.53%
Senior Center - Utilities - Luling & New Sarpy Only expenditure estimated using actual results from FY 2018	11,000	9,900	1,100	11.11%
Senior Center - Facility Supplies - expenditure estimated using actual results from FY 2018	10,000	9,190	810	8.81%
<b>8 Total Senior Center Operations</b>	<b>36,816</b>	<b>34,194</b>	<b>2,622</b>	<b>7.67%</b>
<b>Meals</b>				
Raw Food 94,879 meals x \$3.07 x 48.53% 15,677 C-1 / 79,202 C-2 RF = \$1.49 NE = \$1.58	141,170	122,430	18,740	15.31%
Non-Edibles 94,879 meals x \$3.07 x 51.47% 15,677 C-1 / 79,202 C-2 RF = \$1.49 NE = \$1.58	149,909	156,675	(6,766)	-4.32%
<b>9 Total Meals</b>	<b>291,079</b>	<b>279,105</b>	<b>11,974</b>	<b>4.29%</b>
10 Wellness - Local (The Fitness Club)	0	0	-	#DIV/0!
11 Senior Center Activities and Special Events	6,700	4,124	2,576	62.46%
12 Material Aid - Local	0	1,500	(1,500)	-100.00%
13 Meals Under 60	9,500	7,775	1,725	22.19%
14 Intergovernmental - charges by the Parish - FY 2018 estimated using FY 2017 amounts	44,000	44,000	-	0.00%
15 Capital Outlays paid for with Local (\$36,475) and FTA funds (\$93,361)	129,836	114,819	15,017	13.08%
16 Other Costs charged to the Local Program	7,500	0	7,500	#DIV/0!
<b>Grand Total of All Forecasted Expenditures</b>	<b>1,863,105</b>	<b>1,607,872</b>	<b>255,233</b>	<b>15.87%</b>
<b>Significant Assumptions and Observations About the FY 2019 Forecasted Expenditures</b>				
1	The board has decided to provide an "across the board" raise to all employees this year equal to 1% plus .25 cents.			
2	Fringe benefits consist of payroll taxes, deferred comp match, and health insurance premiums. As salaries and wages rise or decline, so do the payroll taxes by the same proportion. Deferred comp matching amounts will vary based on employee participation in the program. Health insurance premiums vary based on the number of employees participating and any annual changes in premiums per employee. The amount of the COA subsidy can also change based on the circumstances. The COA will pay 65% of employee premiums for FY19.			
3	Travel expenses have decreased due to the COA employees no longer needing to use their personal cars for travel.			
4	It is anticipated that operating services will decrease slightly for FY19.			
5	Operating supplies is expected to increase during FY 2019 mostly related to the anticipated rising cost of fuel.			
6	Other costs is an area that is not affected very much by the changes in the COA services, but management expects a small decrease.			
7	The increase in subcontracted services is due to management's decision to increase services to seniors in the community in order to meet demand.			
8	Senior Center costs have slightly increased due to increase in utilities and facility supplies.			
9	The meal price has decreased from \$3.26 to \$3.07.			
10	The local wellness program (Fitness class at local gym) will no longer be a service the COA provides.			
11	Management has decided to bring back all special activity events for FY19 at a slightly reduced cost from fiscal years prior to FY18.			
12	Local Material Aid is not expected to be an expense during FY19.			
13	The COA provides meals to those under 60 years old if they are (1) homebound and (2) live with a person who qualifies for and is already receiving home delivered meal service. This program is funded by a grant received from United Way.			
14	The indirect and insurance costs charged by the Parish and pension plan charges are beyond the COA's control. Management has based the budget on what has been the case in prior years. However, this number could change unexpectedly.			
15	The COA expects to acquire two (2) FTA funded vans in FY19 @ the cost of \$54,918 each and \$20,000 for bathroom renovations at New Sarpy.			
16	This represents the portion of the election costs that the COA will be responsible for during FY19.			

**St. Charles Council on Aging, Inc.**  
**Management's Forecasted Contingency Plan**  
**For the Year Ending June 30, 2019**

Unforeseen events and client demands could result in the Council overspending certain expense categories. Management is aware of this possibility and is building into the budget some amount of flexibility that can be tolerated based on the Council's current financial position.

**EXPENDITURE CATEGORIES**

**Salaries:**

- 1.) The wages are computed using the "grade" that each employee will move up to during the fiscal year. The employees reach their new grades at different times during the fiscal year, but the budget reflects wages as if everyone stepped up to their new grade on July 1st.
- 2.) The Assistant Director position could be changed to salary or restricted from having over-time hours.

**Fringe Benefits:**

1. The COA could increase the cost sharing amount the employees pay to obtain health insurance.
2. The COA could discontinue company paid benefits.
3. Any wage reductions have a multiplying effect because you also save on FICA and LUTA.

**Operating Services:**

Insurance coverage could be reduced by increasing deductibles or eliminating vans in an effort to reduce the premiums.

**Other Costs & Subcontracts:**

The quickest way to save costs would be to look at the subcontracted services and cut back on the number of units provided. The savings is easy to determine. The board would have to make a subjective decision on which services to cut back. This option may be unpopular because it will cut services to the people that the COA is designed to serve.

**Capital Outlay:**

Capital Outlay costs could be eliminated if necessary.

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<p><b>St. Charles Council on Aging, Inc.</b></p> <p><b>Summary of Significant Assumptions</b></p> <p><b>Restricted For Internal Use Only</b></p> <p><b>For the Year Ending June 30, 2019</b></p>
<p><b>Significant Assumptions:</b></p> <p>The assumptions made by management and disclosed in preparing the forecast may not be all inclusive. However, the assumptions represent what management believed significant at the time the schedules were prepared. The assumptions were based on management's judgment about circumstances and conditions at the time the forecast was prepared, which was May 17, 2018.</p>
<p>The forecast was prepared using schedules designed to help the board of directors and management easily understand and discuss the key components of the Council's revenues and expenditures for next year's budget. The schedules present varying degrees of details and summarized information. This information has been extracted from the budget the Council had to prepare to fulfill a compliance requirement of the Governor's Office of Elderly Affairs.</p>
<p>Because events and circumstances frequently do not occur as expected, the forecasted results may not be achieved and the actual results may vary from the forecast and the variations may be material.</p>
<p>The significant assumptions made by management in arriving at the amounts used within these schedules are presented on the face of the schedules for ease of use and understanding.</p>
<p>There are no assumptions included for the summarized FY 2018 amounts presented in any schedule because these amounts are summarized for ease of presentation. The focus of this forecast is on the fiscal year ending June 30, 2018.</p>
<p>There are some assumptions that are sensitive and could fluctuate in amounts that could materially affect the forecast.</p> <ul style="list-style-type: none"> <li>a. Management has developed a contingency plan that it could implement to save money should actual results exceed forecasted amounts during the year ending June 30, 2019.</li> <li>b. Wages could vary if management decides to cut back the number of hours worked during the week.</li> <li>c. Gasoline costs vary with market conditions and could be much higher or lower than forecasted.</li> <li>d. Property tax revenues could be affected if the valuation of the property tax base in St. Charles Parish declines. Management is unable to know now what that valuation base amount will be because the Parish's assessor won't release the information until November 2018.</li> <li>e. The federal and state governments are struggling with their own budgets and could make cuts to grants and programs during FY 2019 that could affect the amount of revenue forecasted from the Governor's Office of Elderly Affairs.</li> </ul>

**HOSPITAL  
SERVICE  
DISTRICT**





ST. CHARLES PARISH HOSPITAL  
 FYE 2018 BUDGET  
 OPERATING BUDGET

	ACTUAL FYE 7-31-2015	% OF	ACTUAL FYE 7-31-2016	% OF	ACTUAL FYE 12-31-2016	% OF	PROJECTED FYE 12-31-2017	% OF	BUDGET FYE 12-31-2018	% OF
<b>MAJOR STATISTICS</b>										
ICU DAYS	1,059		1,281		1,147		713		727	
MED / SURG DAYS	3,652		5,110		4,662		2,999		3,131	
BEHAVIORAL HEALTH IP DAYS	6,797		7,123		8,721		6,354		6,935	
OUTPATIENT VISITS	18,400		19,505		29,065		29,422		27,965	
EMERGENCY ROOM VISITS	15,618		15,330		20,919		15,725		16,183	
AMBULANCE RUNS	5,404		5,338		8,421		6,679		6,960	
SURGERIES	1,302		1,605		1,947		1,456		1,916	
<b>REVENUES AND ADJUSTMENTS</b>										
<b>HOSPITAL PATIENT REVENUES</b>										
INPATIENT REVENUE	34,800,199	37.0%	37,270,425	36.5%	53,762,110	36.5%	41,777,469	34.3%	41,916,967	33.6%
OUTPATIENT REVENUE	59,290,780	63.0%	64,765,204	63.5%	93,496,350	63.5%	80,019,448	65.7%	82,991,420	66.4%
<b>TOTAL HOSPITAL PATIENT REVENUES</b>	<b>94,090,979</b>	<b>100.0%</b>	<b>102,035,629</b>	<b>100.0%</b>	<b>147,257,462</b>	<b>100.0%</b>	<b>121,796,916</b>	<b>100.0%</b>	<b>124,908,387</b>	<b>100.0%</b>
LESS: CONTRACTUALS & ADJUSTMENT:	<b>(73,250,694)</b>	<b>77.9%</b>	<b>(81,017,765)</b>	<b>79.4%</b>	<b>(116,404,419)</b>	<b>79.0%</b>	<b>(90,610,497)</b>	<b>74.4%</b>	<b>(93,083,502)</b>	<b>74.5%</b>
<b>NET HOSPITAL PATIENT REVENUES</b>	<b>20,840,286</b>	<b>76.3%</b>	<b>21,017,863</b>	<b>73.4%</b>	<b>30,853,043</b>	<b>74.7%</b>	<b>31,186,419</b>	<b>81.2%</b>	<b>31,824,885</b>	<b>83.6%</b>
	22.1%		20.6%		21.0%		25.6%		25.5%	
<b>EMPLOYED PHYSICIAN REVENUES</b>										
INPATIENT REVENUE	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
OUTPATIENT REVENUE	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<b>TOTAL EMPLOYED PHYSICIAN REVENUES</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
LESS: CONTRACTUALS & ADJUSTMENT:	<b>(13,172)</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NET EMPLOYED PHYSICIAN REVENUES</b>	<b>(13,172)</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NET OPERATING REVENUE</b>	<b>20,827,114</b>	<b>76.3%</b>	<b>21,017,863</b>	<b>73.4%</b>	<b>30,853,043</b>	<b>74.7%</b>	<b>31,186,419</b>	<b>81.2%</b>	<b>31,824,885</b>	<b>83.6%</b>
<b>OTHER REVENUES</b>										
CAFETERIA & COURTYARD CAFÉ SALES	557,009		527,530		746,260		516,035		523,751	
RENTAL INCOME	581,622		579,537		805,891		533,048		537,946	
OTHER	365,196		420,807		575,211		396,815		282,350	
<b>TOTAL OTHER REVENUE</b>	<b>1,503,828</b>	<b>5.5%</b>	<b>1,527,874</b>	<b>5.3%</b>	<b>2,127,363</b>	<b>5.1%</b>	<b>1,445,897</b>	<b>3.8%</b>	<b>1,344,047</b>	<b>3.5%</b>
<b>UPL-RURAL HOSPITAL GRANT</b>	<b>4,650,208</b>	<b>17.0%</b>	<b>6,046,812</b>	<b>21.1%</b>	<b>8,124,539</b>	<b>19.7%</b>	<b>5,374,431</b>	<b>14.0%</b>	<b>4,618,668</b>	<b>12.1%</b>
UPL - PHYSICIAN	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
UPL - AMBULANCE	40,214	0.1%	6,485	0.0%	176,850	0.4%	258,013	0.7%	299,348	0.8%
EHR INCENTIVE PYMTS	289,251	1.1%	29,602	0.1%	29,602	0.1%	138,453	0.4%	-	0.0%
<b>TOTAL NET REVENUES</b>	<b>27,310,614</b>	<b>100.0%</b>	<b>28,628,636</b>	<b>100.0%</b>	<b>41,311,396</b>	<b>100.0%</b>	<b>38,403,213</b>	<b>100.0%</b>	<b>36,086,947</b>	<b>100.0%</b>



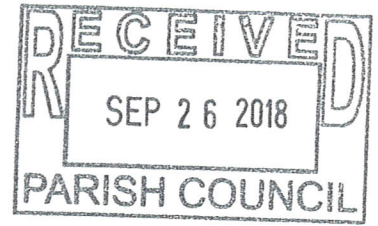


St. Charles Parish Hospital  
 Monthly Budget  
 Fiscal Year Ending December 31, 2018

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Total 2018
LINEN	10,047	10,047	10,047	10,047	10,047	10,047	10,047	10,047	10,047	10,047	10,047	10,047	120,566
LEASES	70,767	70,767	70,767	70,767	70,767	70,767	70,767	70,767	70,767	70,767	70,767	70,767	849,204
TELEPHONE	5,765	5,765	5,765	5,765	5,765	5,765	5,765	5,765	5,765	5,765	5,765	5,765	69,180
COLLECTION FEES	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
DUES AND SUBSCRIPTIONS	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	116,814
ADVERTISING	387	387	387	387	387	387	387	387	387	387	387	387	4,640
POSTAGE	375	375	375	375	375	375	375	375	375	375	375	375	4,500
TRAINING	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,333	27,970
BOARD OF COMMISSIONER MEETINGS	180	180	180	180	180	180	180	180	180	180	180	180	2,160
PROFESSIONAL DEVELOPMENT	771	771	771	771	771	771	771	771	771	771	771	771	9,252
TAXES AND LICENSES	6,794	6,794	6,794	6,794	6,794	6,794	6,794	6,794	6,794	6,794	6,794	6,794	81,527
MCD PROGRAM SUPPORT	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	1,083,333	13,000,000
TOTAL EXPENSES	3,204,814	3,131,583	3,097,895	3,119,844	3,157,492	3,149,828	3,204,609	3,222,298	3,225,483	3,250,265	3,225,147	3,247,724	38,236,982
OPERATING NET INCOME (LOSS)	6,114	(189,696)	(21,968)	(114,656)	(10,681)	(21,156)	(40,083)	55,055	(586)	108,377	5,251	73,996	(150,033)
<b>NON-OPERATING INCOME / EXPENSES</b>													
NON-OPERATING REVENUE													
AD VALOREM TAX - MAINTENANCE	248,335	248,335	248,335	248,335	248,335	248,335	248,335	248,335	248,335	248,335	248,335	248,335	2,980,020
AD VALOREM TAX - DEBT SERVICE	316,427	316,427	316,427	316,427	316,427	316,427	316,427	316,427	316,427	316,427	316,427	316,427	3,797,122
INTEREST INCOME	215	215	215	215	215	215	215	215	215	215	215	215	2,580
INTEREST INCOME - DEBT SERVICE	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	14,316
TOTAL	566,170	566,170	566,170	566,170	566,170	566,170	566,170	566,170	566,170	566,170	566,170	566,170	6,794,037
NON-OPERATING EXPENSES													
INTEREST EXPENSE - MAINTENANCE	94,092	93,919	93,715	88,792	88,586	88,378	88,168	87,958	87,746	87,533	87,319	87,103	1,075,308
INTEREST EXPENSE - DEBT SERVICE	91,833	91,833	91,833	91,833	91,833	91,833	91,833	91,833	91,833	91,833	91,833	91,833	1,102,000
PLANTATION VIEW CONSOLIDATED (GAIN)	57,025	57,025	57,025	57,025	57,025	57,025	57,025	57,025	57,025	57,025	57,025	57,025	684,300
CONSTRUCTION FUND PROFESS FEES	-	-	-	-	-	-	-	-	-	-	-	-	-
B & I REDEMPTION FUND PROF FEES	63	63	63	63	63	63	63	63	63	63	63	63	756
B & I REDEMPTION FUND FEES	1,403	1,403	1,403	1,403	1,403	1,403	1,403	1,403	1,403	1,403	1,403	1,403	16,836
TOTAL	244,416	244,243	244,039	239,117	238,910	238,702	238,493	238,282	238,070	237,857	237,643	237,428	2,877,200
NON-OPERATING GAIN, NET	321,753	321,926	322,131	327,053	327,260	327,468	327,677	327,888	328,099	328,312	328,527	328,742	3,916,837
NET INCOME (LOSS)	327,867	132,230	300,163	212,397	316,578	306,312	287,594	382,943	327,514	436,689	333,778	402,738	3,766,804

**LIBRARY  
SERVICE  
DISTRICT**

ST. CHARLES PARISH LIBRARY  
2019 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 2019 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2019 budget will be held at 6:00 p.m., November 13, 2018, in the Large Meeting Room at the East Regional Library in Destrehan. 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](http://www.myscpl.org)) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR      \$5,310,847

REVENUES

Ad Valorem Taxes	5,745,000
FCC Universal Service Program	24,000
State Revenue Sharing	63,500
Fees, Fines, and Forfeitures	22,000
Interest Earnings	190,000
Total Receipts	<u>6,044,500</u>

EXPENDITURES

Personnel Services	3,968,346
Operating Services	1,241,000
Materials & Supplies	308,000
Travel & Training	73,000
Capital Outlay	1,372,100
Intergovernmental	<u>388,000</u>
Total Expenditures	7,350,446

PROJECTED ENDING FUND BALANCE      4,004,901

**ST. CHARLES PARISH LIBRARY  
Proposed Budget for 2019**

**Anticipated Revenue**

	2,018	Anticipated 2,019
01 Fund Balance from Previous Year	4,997,440	5,310,847
02 Ad Valorem Taxes (3110)	5,300,000	5,745,000
03 FCC Universal Service Program (3310.86)	0	24,000
04 State Library Grants (3330.34)	0	0
05 State Revenue Sharing (3340)	64,500	63,500
06 Charges for Photocopier (3410.50)	7,000	7,000
07 Miscellaneous Revenues (3410.99)	10,000	10,000
08 Fines for Overdue Materials (3520.10)	5,000	5,000
09 Interest Earnings (3610.00)	85,000	190,000
10 Gifts and donations (3730.00)	0	0
11 <i>Total New Receipts</i>	<u>5,471,500</u>	<u>6,044,500</u>
12 <b>Total New Receipts &amp; Fund Balance from Previous Year</b>	<u><b>10,468,940</b></u>	<u><b>11,355,347</b></u>

**ST. CHARLES PARISH LIBRARY**  
**Proposed Budget for 2019**

**Anticipated Expenditures**

<u>PERSONNEL SERVICES</u>		2018	Proposed 2019
Salaries and Wages			
13	Directors' Salary (110)	97,000	100,200
14	Professional Salaries (115)	585,000	559,860
15	Regular Salaries (120)	1,455,000	1,607,000
16	Part-Time Wages (130)	735,000	718,400
17	<i>Total Salaries and Wages</i>	<u>2,872,000</u>	<u>2,985,460</u>
Employee Benefits and Costs			
18	FICA/Social Security (151)	45,570	44,541
19	Retirement Contributions (152)	245,755	260,712
20	Life/Health Insurance (153)	480,000	480,000
21	Workers Compensation (154)	32,000	32,000
22	Unemployment Insurance (155)	1,795	1,866
23	Medicare Insurance (156)	41,644	43,289
24	Disability insurance (157)	7,693	7,481
25	Retired Employees Insurance (158)	19,000	28,050
26	Dental (160)	4,000	4,000
27	OPEB Contribution (161)	74,795	79,347
28	Miscellaneous/Drug Testing (199)	1,600	1,600
29	<i>Total Benefits and Costs</i>	<u>953,852</u>	<u>982,886</u>
30	<b>Total Personnel Services (100's)</b>	<b><u>3,825,852</u></b>	<b><u>3,968,346</u></b>
 <u>OPERATING SERVICES</u>			
Advertising, Dues and Subscriptions			
31	Membership Dues (214)	4,000	4,000
32	Advertising (215)	4,500	10,000
33	<i>Total Dues and Advertising</i>	<u>8,500</u>	<u>14,000</u>
Periodicals and Digital Materials			
34	Periodicals (216)	20,000	20,000
35	Digital Books (217)	92,500	105,500
36	<i>Total Periodicals &amp; Digital Materials</i>	<u>112,500</u>	<u>125,500</u>
Printing and Public Program Speakers/Performers			
37	Printing (221)	21,000	31,500
38	Book Binding (222)	0	0
39	Adult Prog Speakers/Perf (22300001)	7,500	6,500
40	Child Prog Speakers/Perf (22300002)	25,000	25,000
41	<i>Total Printing &amp; Programming</i>	<u>53,500</u>	<u>63,000</u>
Utilities			
42	Electrical light and Power (231)	175,000	175,000
43	Gas (232)	2,000	2,000
44	Water (233)	7,000	7,000
45	<i>Total Utilities</i>	<u>184,000</u>	<u>184,000</u>
Communications			
46	Postage and Box Rent (241)	12,000	12,000
47	Telephone (242)	65,000	81,000
48	Electronic Services (245)	84,000	73,000
49	<i>Total Communications</i>	<u>161,000</u>	<u>166,000</u>
Rentals			
50	Building Rentals (251)	25,000	10,500
51	Equipment Rentals (252)	40,000	40,000
52	Film rentals (259)	0	0
53	<i>Total Rentals</i>	<u>65,000</u>	<u>50,500</u>



St. Charles Parish Library  
Proposed Budget for 2019  
Expenditures, page 2

	2018	Proposed 2019
Maintenance		
54	Maintenance of Grounds (261) 45,000	45,000
55	Maintenance of Buildings (262) 80,000	80,000
56	Maintenance of Vehicles (263) 10,000	10,000
57	Maintenance of Equipment (264) 5,000	5,000
58	Maintenance of Plumbing and HVAC (265) 85,000	85,000
59	Maintenance of Furniture & Office Equipment (266) 6,000	1,000
60	Electrical Maintenance (272) 5,000	5,000
61	Pest Control (274) 7,500	7,500
62	Janitorial Maintenance (275) 38,000	15,000
63	Maintenance of Automation Systems (277) 112,000	116,000
64	<i>Total Maintenance</i> <u>393,500</u>	<u>369,500</u>
Professional Services		
65	Miscellaneous (280) 100,000	100,000
66	<i>Total Professional Services</i> <u>100,000</u>	<u>100,000</u>
Insurance and Surety Bonds		
67	Fire, Casualty, and Liability (291) 145,000	145,000
68	Vehicles (293) 25,000	20,000
69	Employee Liability (294) 3,500	3,500
70	<i>Total Insurance</i> <u>173,500</u>	<u>168,500</u>
71	<b>Total Operating Services (200's)</b> <u>1,251,500</u>	<u>1,241,000</u>

**MATERIALS AND SUPPLIES**

Non-Consumable Office		
72	Supplies (305) 40,000	40,000
73	Technology Supplies (306) 80,000	80,000
74	Office Supplies (310) 50,000	50,000
75	Adult Program Supplies (32100001) 25,000	25,000
76	Child/YA Progr. Supplies (32100002) 41,000	41,000
77	Maint- Buildings/Grounds (326) 50,000	60,000
78	Vehicle Supplies (327) 10,000	10,000
79	Planetarium Supplies (329) 2,000	2,000
80	<b>Total Materials and Supplies (300's)</b> <u>298,000</u>	<u>308,000</u>
81	Travel, Workshops, Expense Reimbursement (410) 60,000	60,000
82	Elections - Official Fees (440) 0	13,000
83	<b>Total Travel and Training (400's)</b> <u>60,000</u>	<u>73,000</u>

St. Charles Parish Library  
Proposed Budget for 2019  
Expenditures, page 3

	2018	Proposed 2019
<b><u>CAPITAL OUTLAY</u></b>		
84	Acquisition of Land (610)	0
85	Acquisition of Buildings (620)	0
86	Improvements Other Than Buildings (630)	0
87	Acquisitions of Motor Vehicles Cars, Trucks, etc. (641)	35,000
88	Bookmobiles (642)	0
89	<i>Total Acquisition of Land &amp; Vehicles</i>	<u>0</u>
90	Acquisition of Equipment Educational/Cultural/ Recreational (651)	130,000
91	Buildings/Grounds/General Plant (652)	60,000
92	Office Equipment, Furniture & Fixtures (656)	140,000
93	<i>Total Acquisition of Equipment</i>	<u>330,000</u>
94	Major Repairs (670)	250,000
95	Construction in Progress (680)	1,156,411
96	Architectural (681)	40,113
97	Library Materials Books (691)	191,000
98	Audio materials (693)	29,375
99	Video Materials (695)	30,400
100	<i>Total Library Materials</i>	<u>250,775</u>
101	Planetarium Materials and Equipment (699)	13,000
102	<b>Total Capital Outlay (600's)</b>	<b><u>2,075,299</u></b>
<b><u>INTERGOVERNMENTAL COSTS</u></b>		
103	Contributions to Retirement Systems (730)	194,000
104	Cost of AV Tax collection (731)	6,000
105	Indirect Cost Allocation (857)	160,000
106	<b>Total Intergovernmental Costs (700's)</b>	<b><u>360,000</u></b>
107	<b>TOTAL EXPENDITURES</b>	<b><u>7,870,651</u></b>
108	<b>PROJECTED ENDING FUND BALANCE</b>	<b><u>2,598,289</u></b>
		<b><u>4,004,901</u></b>



## **2019 Proposed Budget**

### **NOTES**

**NOTES TO THE 2019 BUDGET: REVENUES**

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of July 25, 2018 and projected expenditures through the remainder of 2018. It does not include projected new revenues from the 2018 tax roll. Those are included on Line 02 as new receipts for 2019.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$6,275,233 as of the end of 2017. As of 7/25/2018 the library's revenues totaled \$5,644,895 and expenditures totaled \$3,119,416.05. We are estimating total expenditures for 2018 to be a little over 6.6 million dollars, leaving an anticipated ending fund balance of approximately \$5,310,847.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2018 tax roll. These funds will be collected primarily in 2019.

The estimate is based on reports provided by the Finance Department. The millage rate for the library was set at 4.5 mills in 2010 by voters. It was rolled back to 4.45 in 2012 and was rolled back to 4.35 in 2017, where it currently remains. For the coming year, we do anticipate an increase in revenue based on projections from the parish Finance department.

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: This line includes any **State Library Grant** funding for technology enhancements. The funding from this source has been dramatically reduced, and I have chosen not to include any funding from this source this year.

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** are based on figures for past years.

Line 07: **Miscellaneous Revenues** include library card replacements, planetarium fees and other charges. Increased based on miscellaneous revenues received in the past several years.

Line 08: **Fines for Overdue Materials** are based on figures for past years.

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

**St. Charles Parish Library**  
**2019 Budget Notes – Page 2**

- Line 10: 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 11: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2019.
- Line 12: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

**NOTES TO THE 2019 BUDGET: EXPENDITURES**

Lines 13-17: The Parish uses the April to April CPI for All Urban Consumers to determine cost of living increases. That index showed a 2.5% increase. It is my recommendation that a 2.5% cost of living adjustment be approved for the library.

Personnel salaries reflect costs for a few possible additional increases (proposed additional step increases are based on exceptional performance and/or increased responsibilities), and a small amount is set aside should there be a decision to give any mid-year merit increases.

Two additional part-time positions have been budgeted for to help meet the increasing demand for the library to provide outreach services and other programs in the community. One additional full-time position has also been budgeted for. This would be for a Human Resources Manager.

St. Charles Parish Library  
2019 Proposed Payroll

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	Step 30			
Range 9	Hourly	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39	\$ 46.30	\$ 47.23	\$ 48.17	\$ 49.13	\$ 50.11	\$ 51.11	\$ 52.13	\$ 53.17	\$ 54.23	\$ 55.31	\$ 56.42	\$ 57.55	\$ 58.70	\$ 59.87		
Librarian III	Biweekly	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.00	\$ 2,978.20	\$ 3,036.80	\$ 3,096.80	\$ 3,157.20	\$ 3,218.40	\$ 3,280.40	\$ 3,343.20	\$ 3,406.80	\$ 3,471.20	\$ 3,536.40	\$ 3,602.40	\$ 3,669.20	\$ 3,736.80	\$ 3,805.20	\$ 3,874.40	\$ 3,944.40	\$ 4,015.20	\$ 4,086.80	\$ 4,159.20	\$ 4,232.40	\$ 4,306.40	\$ 4,381.20	\$ 4,456.80	\$ 4,533.20	\$ 4,610.40		
Director	Annually	\$ 68,635.20	\$ 70,156.40	\$ 71,752.00	\$ 73,423.20	\$ 75,169.60	\$ 76,992.00	\$ 78,890.40	\$ 80,864.80	\$ 82,916.40	\$ 85,045.20	\$ 87,252.00	\$ 89,536.80	\$ 91,900.00	\$ 94,342.40	\$ 96,864.80	\$ 99,467.20	\$ 102,150.40	\$ 104,914.40	\$ 107,759.20	\$ 110,684.80	\$ 113,691.20	\$ 116,778.40	\$ 119,946.40	\$ 123,195.20	\$ 126,524.80	\$ 129,935.20	\$ 133,426.40	\$ 136,998.40	\$ 140,651.20	\$ 144,384.80	\$ 148,200.00	\$ 152,097.60	
Range 8	Hourly	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39	\$ 46.30	\$ 47.23	\$ 48.17	\$ 49.13	\$ 50.11	\$ 51.11	\$ 52.13	\$ 53.17	
Librarian II	Biweekly	\$ 2,302.40	\$ 2,348.80	\$ 2,406.40	\$ 2,465.20	\$ 2,525.20	\$ 2,586.40	\$ 2,648.80	\$ 2,712.40	\$ 2,778.20	\$ 2,845.20	\$ 2,913.40	\$ 2,982.80	\$ 3,053.40	\$ 3,125.20	\$ 3,198.20	\$ 3,272.40	\$ 3,347.80	\$ 3,424.40	\$ 3,502.20	\$ 3,581.20	\$ 3,661.40	\$ 3,742.80	\$ 3,825.40	\$ 3,909.20	\$ 3,994.20	\$ 4,080.40	\$ 4,167.80	\$ 4,256.40	\$ 4,346.20	\$ 4,437.20	\$ 4,529.40	\$ 4,622.80	
Assistant Director	Annually	\$ 59,902.40	\$ 61,664.00	\$ 63,544.00	\$ 65,544.00	\$ 67,664.00	\$ 69,904.00	\$ 72,272.00	\$ 74,772.00	\$ 77,404.00	\$ 80,172.00	\$ 83,076.00	\$ 86,116.00	\$ 89,292.00	\$ 92,604.00	\$ 96,052.00	\$ 99,636.00	\$ 103,356.00	\$ 107,212.00	\$ 111,204.00	\$ 115,332.00	\$ 119,596.00	\$ 124,004.00	\$ 128,556.00	\$ 133,252.00	\$ 138,092.00	\$ 143,076.00	\$ 148,204.00	\$ 153,476.00	\$ 158,892.00	\$ 164,452.00	\$ 170,156.00	\$ 176,004.00	
Range 7	Hourly	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39	\$ 46.30	
Librarian I	Biweekly	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,258.40	\$ 2,304.80	\$ 2,352.80	\$ 2,402.40	\$ 2,452.60	\$ 2,503.40	\$ 2,554.80	\$ 2,606.80	\$ 2,659.40	\$ 2,712.60	\$ 2,766.40	\$ 2,820.80	\$ 2,875.80	\$ 2,931.40	\$ 2,987.60	\$ 3,044.40	\$ 3,101.80	\$ 3,159.80	\$ 3,218.40	\$ 3,277.60	\$ 3,337.40	\$ 3,397.80	\$ 3,458.80	\$ 3,520.40	\$ 3,582.60	\$ 3,645.40	\$ 3,708.80
Range 6	Hourly	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11
Library Associate	Biweekly	\$ 1,741.60	\$ 1,775.60	\$ 1,810.40	\$ 1,846.00	\$ 1,882.40	\$ 1,919.60	\$ 1,957.60	\$ 1,996.40	\$ 2,036.00	\$ 2,076.40	\$ 2,117.60	\$ 2,159.60	\$ 2,202.40	\$ 2,246.00	\$ 2,290.40	\$ 2,335.60	\$ 2,381.60	\$ 2,428.40	\$ 2,486.00	\$ 2,544.40	\$ 2,603.60	\$ 2,663.60	\$ 2,724.40	\$ 2,785.80	\$ 2,847.80	\$ 2,910.40	\$ 2,973.60	\$ 3,037.40	\$ 3,101.80	\$ 3,166.80	\$ 3,232.40	\$ 3,298.60	
Library Associate	Annually	\$ 45,440.40	\$ 46,321.60	\$ 47,252.00	\$ 48,232.00	\$ 49,264.00	\$ 50,348.00	\$ 51,484.00	\$ 52,672.00	\$ 53,912.00	\$ 55,204.00	\$ 56,548.00	\$ 57,944.00	\$ 59,392.00	\$ 60,892.00	\$ 62,444.00	\$ 64,048.00	\$ 65,704.00	\$ 67,412.00	\$ 69,172.00	\$ 70,984.00	\$ 72,848.00	\$ 74,764.00	\$ 76,732.00	\$ 78,752.00	\$ 80,824.00	\$ 82,948.00	\$ 85,124.00	\$ 87,352.00	\$ 89,632.00	\$ 91,964.00	\$ 94,348.00	\$ 96,784.00	
Range 5	Hourly	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.17	\$ 20.57	\$ 20.98	\$ 21.39	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79
Library Associate	Biweekly	\$ 1,520.00	\$ 1,553.60	\$ 1,588.00	\$ 1,623.20	\$ 1,659.20	\$ 1,696.00	\$ 1,733.60	\$ 1,772.00	\$ 1,811.20	\$ 1,851.20	\$ 1,892.00	\$ 1,933.60	\$ 1,976.00	\$ 2,019.20	\$ 2,063.20	\$ 2,108.00	\$ 2,153.60	\$ 2,200.00	\$ 2,247.20	\$ 2,295.20	\$ 2,344.00	\$ 2,393.60	\$ 2,444.00	\$ 2,495.20	\$ 2,547.20	\$ 2,600.00	\$ 2,653.60	\$ 2,708.00	\$ 2,763.20	\$ 2,819.20	\$ 2,876.00	\$ 2,933.60	\$ 2,992.00
Library Associate	Annually	\$ 45,408.00	\$ 46,321.60	\$ 47,252.00	\$ 48,232.00	\$ 49,264.00	\$ 50,348.00	\$ 51,484.00	\$ 52,672.00	\$ 53,912.00	\$ 55,204.00	\$ 56,548.00	\$ 57,944.00	\$ 59,392.00	\$ 60,892.00	\$ 62,444.00	\$ 64,048.00	\$ 65,704.00	\$ 67,412.00	\$ 69,172.00	\$ 70,984.00	\$ 72,848.00	\$ 74,764.00	\$ 76,732.00	\$ 78,752.00	\$ 80,824.00	\$ 82,948.00	\$ 85,124.00	\$ 87,352.00	\$ 89,632.00	\$ 91,964.00	\$ 94,348.00	\$ 96,784.00	
Range 4	Hourly	\$ 15.54	\$ 15.87	\$ 16.21	\$ 16.56	\$ 16.92	\$ 17.29	\$ 17.67	\$ 18.06	\$ 18.46	\$ 18.87	\$ 19.29	\$ 19.72	\$ 20.17	\$ 20.62	\$ 21.08	\$ 21.55	\$ 22.03	\$ 22.52	\$ 23.02	\$ 23.53	\$ 24.05	\$ 24.58	\$ 25.12	\$ 25.67	\$ 26.23	\$ 26.80	\$ 27.38	\$ 27.97	\$ 28.57	\$ 29.18	\$ 29.80	\$ 30.43	\$ 31.07
Library Assistant	Biweekly	\$ 1,232.00	\$ 1,268.80	\$ 1,306.40	\$ 1,344.80	\$ 1,384.00	\$ 1,424.00	\$ 1,464.80	\$ 1,506.40	\$ 1,548.80	\$ 1,592.00	\$ 1,636.00	\$ 1,680.80	\$ 1,726.40	\$ 1,772.80	\$ 1,820.00	\$ 1,868.00	\$ 1,916.80	\$ 1,966.40	\$ 2,016.80	\$ 2,068.00	\$ 2,120.00	\$ 2,172.80	\$ 2,226.40	\$ 2,280.80	\$ 2,336.00	\$ 2,392.00	\$ 2,448.80	\$ 2,506.40	\$ 2,564.80	\$ 2,624.00	\$ 2,684.00	\$ 2,744.80	\$ 2,806.40
Library Assistant	Annually	\$ 34,403.20	\$ 35,089.60	\$ 35,796.80	\$ 36,524.80	\$ 37,273.60	\$ 38,044.00	\$ 38,836.00	\$ 39,649.60	\$ 40,484.80	\$ 41,341.60	\$ 42,220.00	\$ 43,120.00	\$ 44,041.60	\$ 44,984.80	\$ 45,950.40	\$ 46,938.40	\$ 47,948.80	\$ 48,980.80	\$ 50,034.40	\$ 51,109.60	\$ 52,206.40	\$ 53,324.80	\$ 54,464.80	\$ 55,627.20	\$ 56,812.00	\$ 58,018.40	\$ 59,246.40	\$ 60,496.00	\$ 61,767.20	\$ 63,059.20	\$ 64,372.80	\$ 65,707.20	\$ 67,063.20
Range 3	Hourly	\$ 14.40	\$ 14.69	\$ 14.99	\$ 15.30	\$ 15.62	\$ 15.95	\$ 16.29	\$ 16.64	\$ 17.00	\$ 17.37	\$ 17.75	\$ 18.13	\$ 18.52	\$ 18.92	\$ 19.33	\$ 19.75	\$ 20.18	\$ 20.62	\$ 21.07	\$ 21.53	\$ 22.00	\$ 22.48	\$ 22.97	\$ 23.47	\$ 23.98	\$ 24.50	\$ 25.03	\$ 25.57	\$ 26.12	\$ 26.68	\$ 27.25	\$ 27.83	\$ 28.42
Library Clerk	Biweekly	\$ 1,152.00	\$ 1,175.20	\$ 1,198.40	\$ 1,221.60	\$ 1,244.80	\$ 1,268.00	\$ 1,291.20	\$ 1,314.40	\$ 1,337.60	\$ 1,360.80	\$ 1,384.00	\$ 1,407.20	\$ 1,430.40	\$ 1,453.60	\$ 1,476.80	\$ 1,500.00	\$ 1,523.20	\$ 1,546.40	\$ 1,569.60	\$ 1,592.80	\$ 1,616.00	\$ 1,639.20	\$ 1,662.40	\$ 1,685.60	\$ 1,708.80	\$ 1,732.00	\$ 1,755.20	\$ 1,778.40	\$ 1,801.60	\$ 1,824.80	\$ 1,848.00	\$ 1,871.20	\$ 1,894.40
Library Clerk	Annually	\$ 29,856.00	\$ 30,552.00	\$ 31,264.00	\$ 31,992.00	\$ 32,736.00	\$ 33,496.00	\$ 34,272.00	\$ 35,064.00	\$ 35,872.00	\$ 36,696.00	\$ 37,536.00	\$ 38,392.00	\$ 39,264.00	\$ 40,152.00	\$ 41,056.00	\$ 41,976.00	\$ 42,912.00	\$ 43,864.00	\$ 44,832.00	\$ 45,816.00	\$ 46,816.00	\$ 47,832.00	\$ 48,864.00	\$ 49,912.00	\$ 50,976.00	\$ 52,056.00	\$ 53,152.00	\$ 54,264.00	\$ 55,392.00	\$ 56,536.00	\$ 57,696.00	\$ 58,872.00	\$ 60,064.00
Range 2	Hourly	\$ 13.53	\$ 13.78	\$ 14.04	\$ 14.30	\$ 14.57	\$ 14.84	\$ 15.12	\$ 15.40	\$ 15.69	\$ 15.98	\$ 16.28	\$ 16.58	\$ 16.89	\$ 17.20	\$ 17.51	\$ 17.83	\$ 18.15	\$ 18.48	\$ 18.81	\$ 19.15	\$ 19.49	\$ 19.84	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.28	\$ 21.65	\$ 22.03	\$ 22.41	\$ 22.80	\$ 23.19	\$ 23.58	\$ 23.98
Library Clerk	Biweekly	\$ 1,085.60	\$ 1,107.20	\$ 1,128.80	\$ 1,150.40	\$ 1,172.00	\$ 1,193.60	\$ 1,215.20	\$ 1,236.80	\$ 1,258.40	\$ 1,280.00	\$ 1,301.60	\$ 1,323.20	\$ 1,344.80	\$ 1,366.40	\$ 1,388.00	\$ 1,409.60	\$ 1,431.20	\$ 1,452.80	\$ 1,474.40	\$ 1,496.00	\$ 1,517.60	\$ 1,539.20	\$ 1,560.80	\$ 1,582.40	\$ 1,604.00	\$ 1,625.60	\$ 1,647.20	\$ 1,668.80	\$ 1,690.40	\$ 1,712.00	\$ 1,733.60	\$ 1,755.20	\$ 1,776.80
Range 1	Hourly	\$ 12.52	\$ 12.78	\$ 13.04	\$ 13.30	\$ 13.57	\$ 13.84	\$ 14.12	\$ 14.40	\$ 14.69	\$ 14.98	\$ 15.28	\$ 15.58	\$ 15.89	\$ 16.20	\$ 16.51	\$ 16.83	\$ 17.15	\$ 17.48	\$ 17.81	\$ 18.15	\$ 18.49	\$ 18.84	\$ 19.19	\$ 19.54	\$ 19.89	\$ 20.25	\$ 20.61	\$ 20.97	\$ 21.34	\$ 21.71	\$ 22.08	\$ 22.45	\$ 22.83
Outsides	Biweekly	\$ 1,022.40	\$ 1,042.40	\$ 1,062.40	\$ 1,082.40	\$ 1,102.40	\$ 1,122.40	\$ 1,142.40	\$ 1,162.40	\$ 1,182.40	\$ 1,202.40	\$ 1,222.40	\$ 1,242.40	\$ 1,262.40	\$ 1,282.40	\$ 1,302.40	\$ 1,322.40	\$ 1,342.40	\$ 1,362.40	\$ 1,382.40	\$ 1,402.40	\$ 1,422.40	\$ 1,442.40	\$ 1,462.40	\$ 1,482.40	\$ 1,502.40	\$ 1,522.40	\$ 1,542.40	\$ 1,562.40	\$ 1,582.40	\$ 1,602.40	\$ 1,622.40	\$ 1,642.40	\$ 1,662.40
Outsides	Annually	\$ 26,062.40	\$ 26,562.40	\$ 27,062.40	\$ 27,562.40	\$ 28,062.40	\$ 28,562.40	\$ 29,062.40	\$ 29,562.40	\$ 30,062.40	\$ 30,562.40	\$ 31,062.40	\$ 31,562.40	\$ 32,062.40	\$ 32,562.40	\$ 33,062.40	\$ 33,562.40	\$ 34,062.40	\$ 34,562.40	\$ 3														

**PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2019**

**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.

<b>STEP</b>	<b>2018</b>	<b>2019</b>
1	\$9.60	\$9.84
2	\$9.79	\$10.04
3	\$9.99	\$10.24
4	\$10.19	\$10.44
5	\$10.39	\$10.65
6	\$10.60	\$10.86
7	\$10.81	\$11.08
8	\$11.03	\$11.30
9	\$11.25	\$11.53
10	\$11.47	\$11.76
11	\$11.70	\$11.99
12	\$11.94	\$12.23
13	\$12.18	\$12.48
14	\$12.42	\$12.73
15	\$12.67	\$12.98

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2019 Budget Notes – Page 5**

**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. Wages for part-time assistants beyond Step 18 are individually negotiated through regular supervisory channels and are based upon experience, tasks, responsibilities, and quality of performance.

<b>STEP</b>	<b>2018</b>	<b>2019</b>
entry	\$13.09	\$13.42
1	\$13.36	\$13.69
2	\$13.62	\$13.96
3	\$13.90	\$14.24
4	\$14.17	\$14.52
5	\$14.46	\$14.81
6	\$14.75	\$15.11
7	\$15.04	\$15.41
8	\$15.34	\$15.72
9	\$15.65	\$16.03
10	\$15.96	\$16.36
11	\$16.28	\$16.68
12	\$16.61	\$17.02
13	\$16.94	\$17.36
14	\$17.28	\$17.70
15	\$17.62	\$18.06
16	\$17.98	\$18.42
17	\$18.34	\$18.79
18	\$18.70	\$19.16



**St. Charles Parish Library**  
**2019 Budget Notes – Page 6**

- Line 18: **Social Security (-151)** contributions for employees not eligible to participate in the Parochial Employees Retirement System. The rate is 6.2%.
- Line 19: 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.
- Line 20: **Health Insurance (-153)** No change based on previous and year-to-date 2018 expenditures.
- Line 21: **Worker’s Compensation (-154)** No change based on previous and year-to-date 2018 expenditures.
- Line 22: **Unemployment Insurance (-155)** Slight increase. Amounts to .0625 % of all salaries as directed by Finance.
- Line 23: **Medicare (-156)** payments of 1.45% of all salaries as directed by Finance.
- Line 24: **Disability Insurance (-157)** based on the following formula: full-time salaries x .33% as directed by Finance.
- Line 25: **Retired Employees Insurance (-158)** provides matching funds on a pro-rata basis for health insurance for retired employees. Increase based on 2018 expenditures to-date.
- Line 26: **Dental Insurance (-160)**. This line is coverage for employees who choose to sign on with the Parish’s dental insurance plan. No change.
- Line 27: 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 28: Charges for **Drug Testing (-199)** of employees, both new hires and randomly selected current staff. No change.
- Line 29: **Total Benefits and Costs**
- Line 30: **TOTAL PERSONNEL SERVICES (100’s)**
- Line 31: The **Membership Dues (-214)** category includes American Library Association dues for library board members, the Director and the Assistant Director; 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.

**St. Charles Parish Library**  
**2019 Budget Notes – Page 7**

- Line 32: **Advertising (-215)** for job openings and legal advertisements when necessary, as well as advertising of library programs. Increase for informational campaign to promote and educate community about library's services and program.
- Line 33: **Total Dues and Advertising**
- Line 34: **Periodicals (-216)**. No change.
- Line 35: **Other Materials (-217)**. This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music and magazines. Increase based on increasing usage and demand for downloadable materials. Increase due to high demand for downloadable materials.
- Line 36: **Total Periodicals and Digital Materials**
- Line 37: **Printing (-221)** Used for professional printing needs 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. Increase per request of Public Relations & Adult Programming Librarian.
- Line 38: **Book Binding (-222)** No change. We no longer send items out for professional binding.
- Line 39: **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 based on Public Relations & Adult Programming Librarian's requests.
- Line 40: **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. No change.
- Line 41: **Total Printing and Public Programming**
- Line 42: **Electrical Light and Power (-231)**. No change.
- Line 43: **Gas (-232)**. No change.
- Line 44: **Water (-233)**. No change.
- Line 45: **Total Utilities**
- Line 46: **Postage and Box Rent (-241)**. No change.
- Line 47: **Telephone (-242)**. Increase due to expanded bandwidth of Internet lines at all branches.

**St. Charles Parish Library**  
**2019 Budget Notes – Page 8**

- Line 48: The **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Decrease based on recommendations of Computer Services.
- Line 49: **Total Communications**
- Line 50: The **Building Rentals (-251)** category includes the rental fee for the Norco building. The rent for the Norco building is \$750 per month. The current 5-year lease went into effect in March 2014 and expires at midnight on March 14, 2019. Decrease based on the anticipated completion of the new Norco Branch by January 2019. Amount does include funds for storage of surplus equipment and furniture that may be necessary.
- Line 51: **Equipment Rentals (-252)**. This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.
- Line 52: **Film Rentals (-259)**. No change.
- Line 53: **Total Rentals**
- Line 54: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. No change.
- Line 55: **Maintenance of Buildings (-262)** No change. Includes funds for security systems at all branches, pressure washing exterior of buildings, general maintenance and repair, updating of items such as carpet as needed. Anticipate updating public restroom floors at the St. Rose Branch and possibly the East Regional Library.
- Line 56: **Maintenance of Vehicles (-263)**. No change.
- Line 57: **Maintenance of Equipment (-264)**. Maintenance of Planetarium projector. No change.
- Line 58: **Maintenance of Plumbing, Heating, and A/C (-265)** is the category that includes repairs and replacements for the heating and air conditioning systems at West, East, Hahnville, Paradis, St. Rose, and the Norco bank building. No change.
- Line 59: **Maintenance of Furniture, Office Machines, and Equipment (-266)** for items such as projectors, typewriters, video equipment, postage meter and scale, microfilm readers and computers. Decrease based on previous and current year-to-date expenditures.
- Line 60: **Electrical Maintenance (-272)**. No change.
- Line 61: **Pest Control (-274)**. No change.
- Line 62: **Janitorial Maintenance (-275)**. These funds are used to cover the cost of a part-time custodian to clean the Paradis branches as well as additional custodial help for special programs. Decrease based on 2016, 2017, and current year-to-date expenditures.

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2019 Budget Notes – Page 9**

- Line 63: **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. Slight increase based on budget estimates from Computer Services.
- Line 64: **Total Maintenance**
- Line 65: **Miscellaneous (-280)** professional services is the category that includes funding for deputy details, attorney's fees and other miscellaneous professional fees. Includes expenses for moving to the new Norco Branch. No change.
- Line 66: **Total Professional Services**
- Line 67: **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.
- Line 68: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. Decrease based on previous years and current year-to-date expenditures.
- Line 69: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. No change.
- Line 70: **Total Insurance Costs**
- Line 71: **TOTAL OPERATING SERVICES (200's)**
- Line 72: **Non-Consumable Office Supplies (-305)** includes non-consumable supplies costing under \$5000. No change.
- Line 73: **Technology Supplies (-306)** includes non-consumable technology supplies that generally cost under \$5000. No change.
- Line 74: **Office Supplies (-310).** No change.
- Line 75: **Adult Programming Supplies 32100001.** Used for purchasing supplies for adult public programs. No change.
- Line 76: **Children and Young Adult Programming Supplies 32100002.** Used for purchasing supplies for children's and tween/teen's public programs. No change.
- Line 77: **Maintenance of Buildings and Grounds Supplies (-326).** Increase based on current year's usage.
- Line 78: **Vehicle Supplies (-327).** No change.

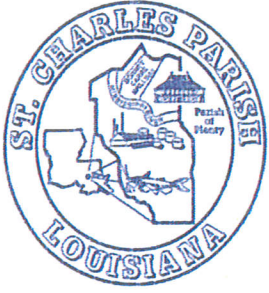
**St. Charles Parish Library  
2019 Budget Notes – Page 10**

- Line 79: **Planetarium Supplies (-329)**. No change.
- Line 80: **TOTAL MATERIALS AND SUPPLIES (300's)**
- Line 81: **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 82: **Elections – Official Fees (-440)**. Official fees for millage election as directed by Finance. Anticipate library millage to be included on November 2019 ballot.
- Line 83: **TOTAL TRAVEL AND TRAINING (400's)**
- Line 84: **Acquisition of Land (-610)** No change.
- Line 85: **Acquisition of Buildings (-620)**. No change.
- Line 86: **Improvements Other Than Buildings (-630)**. No change.
- Line 87: **Acquisition of Cars, Trucks, etc. (-641)** Decrease. The library is in the process of replacing its 15-year old van, which is no longer running well enough for staff to take it out of the Parish. The van has been ordered and is expected to be delivered by the end of 2018. No vehicle purchases are expected in 2019.
- Line 88: **Acquisition of Bookmobiles (-642)** No change.
- Line 89: **Total Acquisition of Land and Vehicles**
- Line 90: **Educational/Cultural/Recreational Equipment (-651)**. This line is intended for capital technology purchases generally costing over \$5000. Decrease based on completion of the new Norco Branch.
- Line 91: **Buildings/Grounds/General Plant (-652)**. Increase based on requests by Facilities Maintenance. May need to replace HVAC units at several branches in the coming year.
- Line 92: **Office Equipment, Furniture and Fixtures (-656)**. This line is funded for necessary furnishings for the proposed new Norco Branch Library. Decrease.
- Line 93: **Total Acquisition of Equipment**
- Line 94: **Major Repairs (-670)** Decrease based on expected completion of the new Norco Branch. Includes funds for unexpected major repairs and generator for East Regional Library Server Room.

**St. Charles Parish Library  
2019 Budget Notes – Page 11**

- Line 95:       **Construction in Progress (-680)** Includes funds for the remaining construction expenditures for the Norco Branch Library project. Decrease based on expenditures paid to-date.
- Line 96:       **Architectural fees (-681)** Includes architect and design consultant fees for the Norco Branch Library project. Includes a small amount to cover feasibility study for possible future Hahnville Branch project. Decrease based on anticipated completion of the Norco Branch project.
- Line 97:       **Books (-691).** Decrease based on recommendations of the Technical Services Librarian and selectors due to increasing demand for downloadable eBooks.
- Line 98:       **Audio Materials (-693)** Decrease based on recommendations of the Technical Services Librarian and selectors due to less demand for physical audio materials and increasing demand for downloadable and digital materials.
- Line 99:       **Video Materials (-695).** Decrease based on recommendations of the Technical Services Librarian and selectors due to less demand for physical video materials and increasing demand for downloadable and digital materials.
- Line 100:      **Total Library Materials**
- Line 101:      **Planetarium Materials and Equipment (-699).** Decrease.
- Line 102:      **TOTAL CAPITAL OUTLAY (600's)**
- Line 103:      **Contributions to Retirement Systems (-730).** Statutory charges to provide funds for the State's retirement systems. Increase as directed by Finance.
- Line 104:      **Cost of AV Tax Collection (-731).** Statutory charges paid to Sheriff's Department. No change.
- Line 105:      **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 106:      **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 107:      **TOTAL EXPENDITURES**
- Line 108:      **PROJECTED ENDING FUND BALANCE**

**911  
COMMUNICATIONS  
DISTRICT**



## St. Charles Parish Communications District

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



### Board of Commissioners

Sam M. Zinna  
*President*

Tommy Barreca  
*Vice-President*

Armond Bourque  
*Secretary/Treasurer*

Rodney Madere

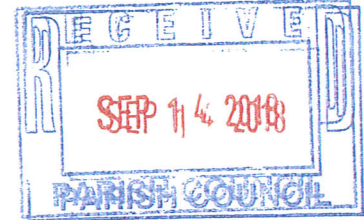
Craig Petit

Johnny Bourgeois

Sergio Morales

September 12, 2018

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 Current 2018 and Requested 2019 Budgets.

These budgets were voted on and approved by the Board of Commissioners  
at their Monday, September 10, 2018 meeting.

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

Thank you for your attention in this matter.

Sincerely,

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

SMZ/arw

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



9-1-1 Budget Summary-2019 Current-2019 Requested

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2014	ACTUAL-2015	ACTUAL-2016	UNAUDIT-2017	2018-BUDGET	2018 CURRENT	2019 REQUESTED
605	259900		FUND BALANCE	\$ (2,275,480)	\$ (2,520,775)	\$ (2,842,966)	\$ (3,045,477)	\$ (2,977,363)	\$ (2,977,363)	\$ 2,998,598
605	334590		LOCAL COMMUNICATIONS	\$ (1,150,057)	\$ (1,196,923)	\$ (1,210,602)	\$ (1,183,657)	\$ (1,180,000)	\$ 1,186,000	\$ 1,231,250
605	342090		EMERGENCY TELEPHONE SERVICE CHARGE	\$ (200,251)	\$ (210,712)	\$ (202,251)	\$ (219,392)	\$ (210,000)	\$ 210,000	\$ 210,000
605	342091		EMERGENCY TELEPHONE WIRELESS	\$ (390,329)	\$ (376,986)	\$ (460,763)	\$ (572,709)	\$ (570,000)	\$ 580,000	\$ 585,000
605	342092		PREPAID WIRELESS FEES	\$ (67,746)	\$ (69,484)	\$ (71,984)	\$ (131,646)	\$ (152,000)	\$ 140,000	\$ 150,000
605	361000		INTEREST EARNINGS	\$ (7,658)	\$ (10,334)	\$ (22,081)	\$ (34,149)	\$ (27,000)	\$ 44,000	\$ 32,000
605	383000		DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	375000		REFUNDS INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	383000		PROCEEDS FROM SALE OF ASSETS	\$ -	\$ (176)	\$ -	\$ -	\$ -	\$ -	\$ -
605	385002		TRANSFER FROM GOVT BLDG. M & O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			TOTAL REVENUES	\$ (1,816,041)	\$ (1,864,615)	\$ (1,967,681)	\$ (2,141,553)	\$ (2,139,000)	\$ 2,160,000	\$ 2,208,250
605	410165	210	COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS	\$ 6,875	\$ 5,226	\$ 3,552	\$ 5,144	\$ 5,100	\$ 5,100	\$ 5,100
605	410165	220	COMM. DIST. - PRINTING	\$ -	\$ 183	\$ 94	\$ -	\$ 250	\$ 250	\$ 250
605	410165	231	COMM. DIST. - UTILITIES - ELECTRIC	\$ 26,911	\$ 25,473	\$ 24,900	\$ 27,796	\$ 30,000	\$ 30,000	\$ 30,000
605	410165	232	COMM. DIST. - UTILITIES - GAS	\$ 544	\$ 531	\$ 626	\$ 715	\$ 900	\$ 900	\$ 900
605	410165	233	COMM. DIST. - UTILITIES - WATER	\$ 1,243	\$ 1,511	\$ 1,915	\$ 2,985	\$ 2,400	\$ 3,240	\$ 3,240
605	410165	241	COMM. DIST. - POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100
605	410165	242	COMM. DIST. - TELEPHONE	\$ 9,890	\$ 10,145	\$ 10,774	\$ 21,586	\$ 14,400	\$ 24,000	\$ 24,000
605	410165	250	COMM. DIST. - RENTALS	\$ 358	\$ 358	\$ 441	\$ 358	\$ 600	\$ 600	\$ 600
605	410165	260	COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT	\$ 2,422	\$ 2,929	\$ 5,310	\$ 12,527	\$ 8,400	\$ 14,000	\$ 14,400
605	410165	270	COMM. DIST. - CONTRACTUAL SERVICES	\$ 168,129	\$ 183,149	\$ 174,074	\$ 196,004	\$ 248,850	\$ 248,850	\$ 259,350
605	410165	280	COMM. DIST. - PROFESSIONAL FEES	\$ 21,213	\$ 25,530	\$ 59,234	\$ 29,764	\$ 20,000	\$ 20,000	\$ 20,000
605	410165	291	COMM. DIST. - PROPERTY INSURANCE	\$ 12,798	\$ 8,477	\$ 10,990	\$ 11,242	\$ 13,000	\$ 9,500	\$ 9,500
605	410165	295	COMM. DIST. - GENERAL LIABILITY	\$ 28,827	\$ 28,398	\$ 31,415	\$ 32,133	\$ 39,000	\$ 31,625	\$ 31,700
605	410165	305	COMM. DIST. - NON-CONSUMABLE OFFICE SUPP	\$ 15,819	\$ 12,063	\$ 4,783	\$ 16,778	\$ 15,000	\$ 18,000	\$ 18,000
605	410165	310	COMM. DIST. - OFFICE SUPPLIES	\$ 9,413	\$ 5,142	\$ 7,569	\$ 4,772	\$ 10,000	\$ 10,000	\$ 10,000
605	410165	321	COMM. DIST. - EDUCATIONAL	\$ 1,057	\$ -	\$ 2,675	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
605	410165	322	COMM DIST - MEDICAL	\$ -	\$ 350	\$ 165	\$ 226	\$ -	\$ -	\$ -
605	410165	325	COMM. DIST. - FOOD/CLOTHING	\$ 5,712	\$ 5,750	\$ 5,281	\$ 5,097	\$ 10,000	\$ 10,000	\$ 10,000
605	410165	326	COMM. DIST. - MAINT OF BUILDINGS & GROUNDS	\$ 8,724	\$ 9,339	\$ 10,924	\$ 8,674	\$ 14,000	\$ 12,000	\$ 14,000
605	410165	329	COMM. DIST. - MISCELLANEOUS	\$ -	\$ -	\$ 213	\$ 751	\$ 1,000	\$ 1,200	\$ 1,400

9-1-1 Budget Summary-2019 Current-2019 Requested

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2014	ACTUAL-2015	ACTUAL-2016	UNAUDIT-2017	2018-BUDGET	2018 CURRENT	2019 REQUESTED
605	410165	339	COMM. DIST. - MISC. CHEMICAL	\$ -	\$ 16	\$ 17	\$ -	\$ -	\$ -	\$ -
605	410165	410	COMM. DIST. - TRAVEL	\$ 21,594	\$ 24,509	\$ 13,621	\$ 11,752	\$ 25,000	\$ 25,000	\$ 25,000
605	410165	440	COMM. DIST. - OFFICIAL FEES	\$ 1,040	\$ 897	\$ 979	\$ 1,167	\$ 1,200	\$ 1,400	\$ 1,400
605	410165	499	COMM. DIST. - MISCELLANEOUS	\$ 608	\$ 578	\$ 525	\$ 630	\$ 1,000	\$ 1,000	\$ 1,000
605	410165	510	COMM. DIST. - PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	520	COMM. DIST. - INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	630	COMM DIST - IMP. OTHER THAN BLDGS.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	652	COMM. DIST - BLDGS. GROUNDS	\$ 53,777	\$ -	\$ -	\$ 24,617	\$ 10,000	\$ 5,000	\$ 10,000
605	410165	656	COMM. DIST - OFFICE EQUIPMENT	\$ -	\$ -	\$ 5,086	\$ 134,549	\$ 360,000	\$ 300,000	\$ 25,000
605	410165	658	COMM. DIST - COMM. EQUIPMENT	\$ -	\$ 38,481	\$ 223,077	\$ 342,235	\$ 10,000	\$ 10,000	\$ 10,000
605	410165	670	COMM DIST. - MAJOR REPAIRS	\$ 8,125	\$ 21,250	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
605	410165	690	COMM. DIST. - BOOKS & LIBRARY MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	691	COMM. DIST. - ARCH, ENG. FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	693	COMM. DIST. - OTHER FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	731	COMM. DIST COST OF AV TAX	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
605	410165	750	COMM. DIST. - INTERGOVERNMENTAL CHARGES	\$ 1,093,811	\$ 1,051,594	\$ 1,045,241	\$ 1,148,448	\$ 1,200,000	\$ 1,200,000	\$ 1,325,000
605	410165	0	INDIRECT COST ALLOCATION	\$ 71,856	\$ 80,545	\$ 121,689	\$ 169,717	\$ 130,000	\$ 175,000	\$ 175,000
			TOTAL EXPENDITURES	\$ 1,570,746	\$ 1,542,424	\$ 1,765,170	\$ 2,209,667	\$ 2,180,200	\$ 2,138,765	\$ 2,034,940
			<b>ENDING FUND BALANCE</b>	<b>\$ (2,520,775)</b>	<b>\$ (2,842,966)</b>	<b>\$ (3,045,477)</b>	<b>\$ (2,977,363)</b>	<b>\$ (2,936,163)</b>	<b>\$ 2,998,598</b>	<b>\$ 3,171,908</b>
				\$ (245,295)	\$ (322,191)	\$ (202,511)	\$ 68,114	\$ 41,200	\$ -	\$ -



	Total	30,000	30,000
<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2018</b>	<b>2019</b>
<b>232 - Natural Gas</b>			
Account Number - Account Name			
As of 6/18:	354		
7/18 to 12/18 Estimate:	<u>546</u>		
	900	900	
2019 Estimate:			
12 mos. X \$75=	900		900
	Total	900	900
<b>233 - Water</b>			
Account Number - Account Name			
As of 6/18:	496		
7/18 to 12/18 Estimate:	<u>2,744</u>		
	3,240	3,240	
2019 Estimate:			
12 mos X \$270=	3,240		3,240
	Total	3,240	3,240
<b>241 - Postage</b>			
Account Number - Account Name			
As of 6/18:	0		
7/18 to 12/18 Estimate:	<u>100</u>		
	100	100	
2019 Estimate:			
	100		100

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.





Total:	247,000		
X 5%	<u>12,350</u>		
	259,350		259,350
Note: Above vendors are on contract to maintain various pieces of equip.			
Total		248,850	259,350
<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2018</b>	<b>2019</b>
<b>280 - Professional Services</b>			
Account Number - Account Name			
As of 6/18:	3,090		
7/18 to 12/18 Estimate:	<u>16,910</u>		
	20,000	20,000	
2019 Estimate:	20,000		20,000
Total		20,000	20,000
<b>291 - Property</b>			
Account Number - Account Name			
As of 6/18:	8,563		
7/18 to 12/18 Estimate:	<u>937</u>		
	9,500	9,500	
2019 Estimate:	9,500		9,500
Total		9,500	9,500
<b>295 - Insurance/General Liability</b>			
Account Number - Account Name			
As of 6/18:	31,625		

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.

7/18 to 12/18 Estimate:	<u>0</u>		
	31,625	31,625	
2019 Estimate:	31,700		31,700
Total		31,625	31,700
<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2018</b>	<b>2019</b>
<b>305 - Office and Comm. Equipment</b>			
Account Number - Account Name			
As of 6/18:	13,863		
7/18 to 12/18 Estimate:	<u>4,137</u>		
	18,000	18,000	
2019 Estimate:	18,000		18,000
Total		18,000	18,000
<b>310 - Office Supplies</b>			
Account Number - Account Name			
As of 6/18:	1,560		
7/18 to 12/18 Estimate:	<u>8,440</u>		
	10,000	10,000	
2019 Estimate:	10,000		10,000
Total		10,000	10,000
<b>321 - Education and Recreation</b>			
Account Number - Account Name			

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.





	Total		12,000	14,000
<b>329 - Miscellaneous</b>				
Account Number - Account Name				
As of 6/18:				
		880		
7/18 to 12/18 Estimate:				
		<u>320</u>		
		1,200	1,200	
2019 Estimate:				
		1,400		1,400
	Total		1,200	1,400
<b>BUDGET DETAIL</b>				
<b>Communications District</b>				
<b>Fund #119</b>				
			<b>2018</b>	<b>2019</b>
<b>410 - Travel</b>				
Account Number - Account Name				
As of 6/18:				
		19,609		
7/18 to 12/18 Estimate:				
		<u>5,391</u>		
		25,000	25,000	
2019 Estimate:				
		25,000		25,000
	Total		25,000	25,000
<b>440 - Official Fees</b>				
Account Number - Account Name				
As of 6/18:				
		429		
7/18 to 12/18 Estimate:				
		<u>971</u>		
		1,400	1,400	
2019 Estimate:				
		1,400		1,400

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.





2019 Estimate:	2,000		2,000
Total		2,000	2,000
<b>750 - Intergovernmental</b>			
Account Number - Account Name			
As of 6/18:	623,490		
7/18 to 12/18 Estimate:	<u>576,510</u>		
Personnel, American Tower Lease, Radio	1,200,000	1,200,000	
Maintenance, Utilities @ Tower (Telephone			
line, Gas & Electric), Administrative Fees			
Indirect Cost (Other Intergovernmental)			
2019 Estimate:			
Personnel:	1,100,000		
American Tower Lease, Radio Maintenance,	<u>225,000</u>		
Utilities @ Tower (Telephone line, Gas &	1,325,000		1,325,000
Electric), Administrative Fees, Zuercher			
CAD Maintenance			
Total		1,200,000	1,325,000

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.

**HOUSING  
AUTHORITY**

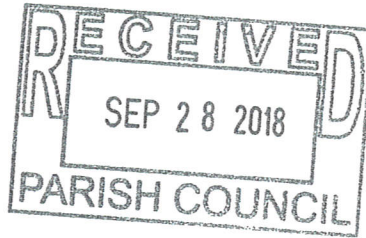


ST. CHARLES PARISH HOUSING AUTHORITY

200 Boutte Estates Drive, P.O. Box 448, Boutte, LA 70039  
(985) 785-2001, F.A.X (985) 785-6238  
www.scphousingauthority.com

**Board Commissioners**

Webb Jay, IV, Chairperson  
Rodney Woods, Vice-Chairman  
Delerio Bailey  
Karl Lirette  
Marilyn Bellock, Ex-Officio  
Leatrice Hollis, Exec. Dir./Sec.



Mr. Larry Cochran, Parish President  
St Charles Parish  
P. O. Box 302  
Hahnville, LA 70057

September 28, 2018

**Re: 2018-2019 Budget Submission for SCPHA**

Dear Mr. Cochran:

St. Charles Parish Housing Authority (SCPHA) is pleased to submit the 2018-19 SCPHA Budget. We appreciate your concern and the assistance you have provided throughout the year and look forward to a productive year. Additional activities are planned for enhancing designated housing areas as well as the quality of life for our clients. Progress has been made with the limited resources at our disposal, however we are attempting to use the funds more creatively and seek additional resources in the future.

SCPHA appreciates your continued support in helping to achieve our mission. Thank you for your encouragement.

Respectfully,

Leatrice Hollis  
Executive Director

Cc: Webb Jay IV, SCPHA Chairperson  
Marilyn Bellock, Ex-Officio  
Grant Dussom, CFO  
Michelle Impastato, Council Secretary

BD-1

## BUDGET DETAIL

FUND #001 - GENERAL FUND

HOUSING AUTHORITY 400110 - COUNCIL

	2018	2019
<b>OPERATING RECEIPTS</b>		
Account Number - Account Name		
DWELLING RENT	\$ 355,800	\$ 355,800
INTEREST	\$ 200	\$ 210
OTHER TENANT INCOME	\$ 19,100	\$ 16,470
MISC INCOME	\$ 64,520	\$ 37,330
HUD CONTRIBUTIONS-CAPITAL FUND PROGRAM	\$ 8,500	\$ 149,540
HUD CONTRIBUTIONS-OPERATING SUBSIDY	\$ 521,600	\$ 530,000
HUD CONTRIBUTIONS-HCV-HOUSING ASST PMTS	\$ 1,620,000	\$ 1,889,920
HUD CONTRIBUTIONS-HCV-ADMIN FEES	\$ 198,800	\$ 176,600
Total	\$ 2,788,520	\$ 3,155,870
<b>OPERATING EXPENDITURES</b>		
Account Number - Account Name		
ADMINISTRATIVE	\$ 321,240	\$ 229,500
LEGAL EXPENSE	\$ 1,500	\$ 20,300
TRAVEL AND TRAINING	\$ 10,000	\$ 11,220
ACCOUNTING FEES	\$ 22,600	\$ 22,600
AUDIT	\$ 16,800	\$ 19,600
TENANT SERVICES	\$ 3,630	\$ 2,490
Total	\$ 375,770	\$ 305,710
<b>SUNDRY</b>		
Account Number - Account Name		
TELEPHONE / INTERNET	\$ 9,000	\$ 8,800
OFFICE SUPPLIES	\$ 7,000	\$ 6,260
COURT COSTS	\$ 2,200	\$ 1,950
MEMBERSHIP DUES AND FEES	\$ 1,200	\$ 2,490
OTHER ADV / ADMIN FEES	\$ 5,110	\$ 5,560
ALARM MONITORING	\$ 1,000	\$ 1,000
CONTRACT (COMPUTER SVCS,ANNUAL PLANS)	\$ 7,400	\$ 5,900
COMPUTER SUPPORT SERVICE	\$ 21,000	\$ 21,000
POSTAGE	\$ 4,400	\$ 7,040
Total	\$ 58,310	\$ 60,000



BD-2

## BUDGET DETAIL

FUND #001 - GENERAL FUND

HOUSING AUTHORITY 400110 - COUNCIL

	2018	2019
<b>UTILITIES EXPENSE</b>		
Account Number - Account Name		
WATER	\$ 72,500	\$ 72,940
ELECTRICITY	\$ 16,900	\$ 16,110
GAS	\$ 57,900	\$ 61,380
OTHER/UTILITY EXPENSE	\$ 94,200	\$ 88,570
Total	\$ 241,500	\$ 239,000
<b>ORDINARY MAINTENANCE</b>		
Account Number - Account Name		
LABOR	\$ 96,500	\$ 112,500
MATERIALS	\$ 67,520	\$ 60,990
UNIFORMS	\$ 5,800	\$ -
Total	\$ 169,820	\$ 173,490
<b>CONTRACT COSTS</b>		
Account Number - Account Name		
GARBAGE AND TRASH REMOVAL	\$ 17,500	\$ 18,730
LANDSCAPE AND GROUNDS	\$ 16,800	\$ -
EXTERMINATION	\$ 10,900	\$ 11,620
HEATING AND COOLING	\$ 1,500	\$ 410
ELECTRICAL	\$ 4,400	\$ 10,960
PLUMBING	\$ 3,800	\$ 23,360
EQUIPMENT REPAIRS	\$ 10,300	\$ -
OTHER MAINTENANCE EXPENSE	\$ 18,000	\$ 78,050
Total	\$ 83,200	\$ 143,130



**ST. CHARLES  
COMMUNITY HEALTH  
CENTER**

Access Health Louisiana  
FY2019 Budget



DESCRIPTION	AHL Budget
<b>ENCOUNTERS</b>	
Commercial	21,501
Medicaid	78,830
Private Pay	16,501
Medicare	13,918
GNOCHC	0
<b>Total Encounters</b>	<b>130,750</b>
<b>VISITS</b>	
Drug Court	0
WIC	73,934
<b>Total Visits</b>	<b>73,934</b>
<b>REVENUE</b>	
<b>GROSS REVENUE</b>	
Commercial	4,854,572
Medicaid	18,150,455
Private Pay	3,640,911
Medicare	3,627,235
GNOCHC	0
<b>Gross Patient Revenue</b>	<b>30,273,174</b>
<b>Provision for Bad Debt</b>	<b>(219,839)</b>
<b>Contractual Adjustments</b>	<b>(15,493,345)</b>
<b>Net Patient Revenue</b>	<b>14,559,990</b>
WIC Contract	739,339
Drug Court Addiction Services	0
Federal HRSA Grant Funding	4,576,633
Capital Grants and Funding	0
Foundation and Private Grants	689,630
Parish Funding	770,000
School Based Health Center	121,472
Meaningful Use	212,500
Pay for Performance Incentive	590,313
340b Income	1,200,000
Pharmacy	4,450,965
Other Revenue	414,297
<b>Total Grants and Other Funding</b>	<b>13,765,149</b>
<b>NET REVENUE</b>	<b>28,325,138</b>

Access Health Louisiana  
FY2019 Budget

DESCRIPTION	AHL Budget
<b>EXPENSES</b>	
Salaries and Wages	13,762,548
Payroll Tax and Fringe	4,585,123
Legal Services	33,576
Accounting and Consulting	272,295
Professional Services Expense	752,095
Physician Contract Expense	60,000
Other Staff Contract Expense	468,640
IT Expenses	1,626,114
Insurances	452,844
Travel, Conferences, and CPE	180,266
Office Supplies and Equipment	195,931
Laboratory	221,010
Pharmaceuticals	2,593,855
Patient Supplies	367,986
Promotional/Outreach Expenses	59,311
Utilities	172,764
Rent	372,952
Vehicles	41,410
Repairs & Maintenance	416,706
Fees	249,272
Other Expenses	661,225
<b>Total Operating Expenses</b>	<b>27,545,924</b>
<b>Operating Income (EBITDA)</b>	<b>779,214</b>
<b>Depreciation &amp; Amortization</b>	<b>642,540</b>
<b>NET INCOME (LOSS)</b>	
<b>NET INCOME (LOSS)</b>	<b>136,674</b>

**St. Charles Community Health Center - Luling and Norco**

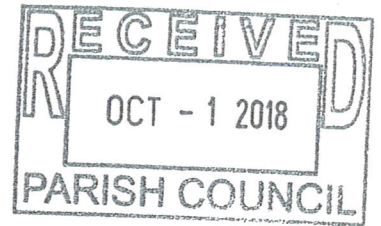
**St. Charles Parish Tax Millage Budget Estimate**

**CY 2017 - 2018 Actuals and 2019 Budget**

Category	Description	2017	2018	Difference	
				2019	2019
Revenue	SCP Budget Revenue	(671,800.00)	(721,459.40)	(805,774.00)	(84,314.60)
<b>Revenue Total</b>		<b>(671,800.00)</b>	<b>(721,459.40)</b>	<b>(805,774.00)</b>	<b>(84,314.60)</b>
Employee Costs	403b Retirement Company Match	5,787.02	5,791.20	6,659.88	868.68
	Adjusted Compensation	20,430.08	16,800.14	19,320.16	2,520.02
	Employer FICA/Medicare Tax	25,804.25	29,788.86	34,257.19	4,468.33
	Health Insurance	24,635.86	35,025.59	40,279.43	5,253.84
	Salaries & Wages	309,329.87	360,087.12	413,850.63	53,763.51
	Taxes & Licenses	-	1,837.43	2,113.04	275.61
	Vac/Sick/PTO Accruals Payable	20,868.92	28,390.75	32,649.36	4,258.61
	Workmen's Comp. Insurance	-	7,190.85	8,269.48	1,078.63
<b>Employee Costs Total</b>		<b>406,856.00</b>	<b>484,911.94</b>	<b>557,399.17</b>	<b>72,487.23</b>
Facility Costs	Building & Facilities Costs	192,038.39	-	-	-
	Building Repairs & Maintenance	4,701.29	17,775.11	18,663.87	888.76
	General Liability Insurance	-	3,492.77	3,667.41	174.64
	Interest Expense	8,660.73	-	-	-
	Janitorial Contract	9,139.65	23,934.50	25,131.23	1,196.73
	Janitorial Services & Supplies	2,312.33	5,276.94	5,540.79	263.85
	Lawn Service	2,776.16	6,365.50	6,683.78	318.28
	Office Equip & Furn - Non Capt Exp	-	751.86	789.45	37.59
	Property Insurance	462.33	12,314.34	12,930.06	615.72
	Repairs & Maintenance	2,604.68	14,471.77	15,195.36	723.59
	Security Expense	88.59	255.01	267.76	12.75
	Utilities	29,179.55	13,441.31	14,113.38	672.07
<b>Facility Costs Total</b>		<b>251,963.70</b>	<b>98,079.11</b>	<b>102,983.07</b>	<b>4,903.96</b>
IT Expenses	Cable & Internet	2,769.55	11,935.61	12,532.39	596.78
	Computer Services	3,501.09	4,593.03	4,822.68	229.65
	Computers - Non-Capital Exp	-	3,541.16	3,718.22	177.06
	Copier Leases	-	9,594.56	10,074.29	479.73
	EMR Software Contract	-	47,079.18	49,433.14	2,353.96
	Telephone Expense	6,709.66	2,700.60	2,835.63	135.03
<b>IT Expenses Total</b>		<b>12,980.30</b>	<b>79,444.14</b>	<b>83,416.35</b>	<b>3,972.21</b>
Patient Expenses	Infectious Waste Disposal	-	1,205.55	1,265.83	60.28
	Instruments & Equip Non Capital	-	2,363.58	2,481.76	118.18
	Laboratory	-	9,429.63	9,901.11	471.48
	Patient Supplies	-	27,132.19	28,488.80	1,356.61
	Pharmaceuticals	-	17,830.40	18,721.92	891.52
	Professional Services Expense	-	1,062.86	1,116.00	53.14
<b>Patient Expenses Total</b>		<b>-</b>	<b>59,024.21</b>	<b>61,975.42</b>	<b>2,951.21</b>
<b>Grand Total</b>		<b>-</b>	<b>-</b>	<b>(0.00)</b>	<b>(0.00)</b>

**ARC  
OF  
ST. CHARLES**

The ARC of St. Charles  
 Millage Budget  
 July 1, 2018 - June 30, 2019



	<u>Expenses</u>
Mortgage	7,000.00
New Vehicles	60,000.00
Lines of credit	82,754.00
Investments	<u>150,000.00</u>
Total Non-Expenses	<u>299,754.00</u>
Payroll - Staff/Clients	298,672.00
Lease	11,700.00
Rent/Storage Unit	10,700.00
Utilities (Programs)	12,000.00
Utilities (General)	4,000.00
Bank Interest	11,500.00
Insurance - Liability and Property (Programs)	52,300.00
Insurance - Liability and Property (General)	3,800.00
Insurance - Workers' Compensation (Programs)	72,700.00
Insurance - Workers' Compensation (General)	4,500.00
Repairs and Maintenance	30,000.00
Fuel (Programs)	33,000.00
Fuel (General)	1,630.00
Supplies - Day Hab	2,500.00
Supplies - Pre Voc	3,500.00
Supplies - Greenhouse	1,300.00
Supplies - Lawn Care	2,000.00
Supplies - Cajun Village	2,540.00
Supplies - Jani Day	7,430.00
Supplies - Jani Schools	12,255.00
Office Supplies - Day Hab	1,300.00
Office Supplies - Pre Voc	1,500.00
Office Supplies - Lawn Care	1,570.00
Office Supplies - Cajun Village	<u>2,880.00</u>
Total Expenses	<u>585,277.00</u>
Total Millage Spent	<u>885,031.00</u>



The ARC of St. Charles  
Regular Operating Budget  
July 1, 2018  
Ending June 30, 2019

	Year to Date Budget
Revenues	
OCDD	\$ 42,500.00
Supports Waiver	130,000.00
Waiver	1,692,000.00
Fundraising	51,500.00
Golf Tournament	16,000.00
Res-Care	60,500.00
LRS Supported Employment	13,000.00
Council on Aging	34,000.00
United Way	143,000.00
Grant Income	27,600.00
LT Personal Care Services	147,200.00
Earned Job Revenue (Includes Cajun Village)	398,000.00
In-kind Donation	50,000.00
Bead Revenue	20,000.00
Rental Income	3,900.00
Shredding Revenue	5,000.00
Transportation	2,500.00
Membership Dues	950.00
Dues	0.00
Donations	8,300.00
Gain on sale of asset	0.00
Other incomes	4,200.00
Millage	885,031.00
Interest Income	360.00
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Total Revenues	3,735,541.00

Cost of Sales	
Payroll - Staff	1,770,000.00
Payroll - Clients	99,500.00
Payroll Taxes	176,000.00
Retirement	600.00
Worker's Comp Insurance	0.00
Safety Award	6,300.00
Employee Expenses	8,000.00
Fuel	0.00
Mntc & Repairs	30,000.00
Licenses	1,400.00
Depreciation	0.00
Contractual Services	9,400.00
Banquet	400.00
Fees	400.00
Ins- Liab & Prop	0.00
Ins- Health & Life	153,500.00
Groceries	50.00
Supplies	13,000.00
Donations	0.00
Fund Raising	0.00
Equipment	8,000.00
Equipment Repairs	30.00
Advertising	6,700.00
Office Supplies	3,100.00
Telephone	12,000.00
Utilities - Shredding	8,000.00
Training/Travel	500.00
Bad Debts	0.00
Mileage Reimbursement	28,200.00
Rent Expense	0.00
Miscellaneous	0.00

The ARC of St. Charles  
 Regular Operating Budget  
 July 1, 2018  
 Ending June 30, 2019

	Year to Date Budget
Recreational Events	4,300.00
Total Cost of Sales	2,339,380.00
Gross Profit	1,396,161.00
Expenses	
Payroll - Admin	306,800.00
Payroll Taxes	22,000.00
Retirement	4,200.00
Worker's Comp - Admin	500.00
Employee Expenses	650.00
Accounting & Auditing	33,000.00
Bank Charges	1,500.00
Professional Services	41,500.00
Depreciation	0.00
Donations	6,000.00
Dues & Subscriptions	33,500.00
Events/Meetings/Meals	12,000.00
Finance and Other Charges	0.00
Fines/Late Fees	500.00
Fuel	70.00
Fundraising expenses	5,400.00
Acknowledgements/Recognitions	4,100.00
Insurance - Health & Life	34,000.00
Insurance - Liab & Prop	3,300.00
Interest Expense	0.00
Licenses	0.00
Safety Awards	7,450.00
School Board Lease	16,000.00
Maintenance & Repairs	10,000.00
Advertising	3,200.00
Office Supplies & Postage	21,000.00
Copy Machine Lease	4,500.00
Office Equipment	3,000.00
Telephone	18,000.00
Training/Seminars/Travel	20,000.00
Milcage Reimbursements	3,000.00
Utilities - Annex	1,400.00
Miscellaneous	0.00
ARC Fest Expenses	13,250.00
Individual exp. - Reimbursable	0.00
Total Expenses	629,820.00
Net Income	\$ 766,341.00