

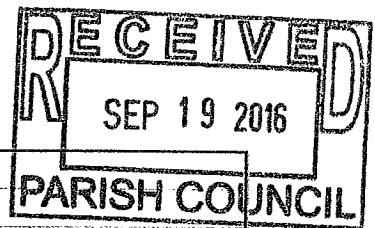
**DRAFT  
BUDGET DATA  
(BOARDS/AGENCIES)**

**2017**

# **INDEX**

- 1. COUNCIL ON AGING**
- 2. HOSPITAL SERVICE DISTRICT**
- 3. LIBRARY SERVICE DISTRICT**
- 4. 911 COMMUNICATIONS DISTRICT**
- 5. HOUSING AUTHORITY**
- 6. ST. CHARLES COMMUNITY HEALTH CENTER**
- 7. ARC OF ST. CHARLES**

**COUNCIL ON  
AGING**



**St. Charles Council on Aging, Inc.  
Budget Overview Schedule**

**For the Years Ending June 30, 2017 and 2016 (summarized)**

Significant Assumption & Observation References	Forecasted Revenues	Original FY	Summarized	Expenditure
		2017 Forecast	Amended FY 2016 Forecast	Increases/ (Decreases)
1	Property Tax	1,205,000	1,210,000	(5,000)
2	GOEA	338,916	321,557	17,359
3	United Way	18,000	18,000	-
4	FTA	75,794	122,474	(46,680)
5	Interest Income	2,500	3,000	(500)
6	Program Service Fees	4,250	2,200	2,050
7	Contributions - unrestricted	2,100	2,500	(400)
8	MIPPA - Other GOEA	3,000	-	3,000
9	Contributions - Restricted for programs	34,280	30,000	4,280
10	Proceeds from Sale of Vans	500	500	-
	<b>Total forecasted revenues</b>	<b>1,684,340</b>	<b>1,710,231</b>	<b>(25,891)</b>
	<b>Total forecasted expenditures</b>	<b>2,300,363</b>	<b>2,241,954</b>	
	<b>Net forecasted revenues over (under) expenditures</b>	<b>(616,023)</b>	<b>(531,723)</b>	

**Significant Assumptions and Observations for Forecasted FY 2016 Revenues**

1	The property tax amount is based on the FY 2016 actual property tax amount (\$1,205,855) less an estimate for uncollectible amounts. We also have assumed the state legislature will not pass any laws that will adversely affect property tax collections.
2	The COA has increased the forecasted revenue from GOEA based on the information given by GOEA. Note that it is a possibility that GOEA might get its funds cut after this budget has been prepared, which will adversely affect the COA.
3	In FY 2016 United Way granted the COA \$18,000 for the local transportation program, so management has budgeted the same amount for FY 2017.
4	There are 2 vans budgeted to be acquired in FY 2017 and these funds represent the federal matching dollars that will be used to help pay for a portion of each van bought under the program sponsored by DOTD. Note there are actually 4 vans in line to be acquired but the COA expects to only receive 2 of the vans during FY17.
5	The amount of interest income budgeted was forecasted based on the actual amounts received for FY 2016, lower interest rates, and because the COA will be using a lot of its savings for capital expenditures.
6	Lafourche COA is paying St. Charles COA to give services to seniors close to the Parish border. On average Lafourche will pay \$10.50 for each C-2 meal served. The number of meals varies.
7	The amount of unrestricted contributions budgeted was forecasted based on the actual amounts received for FY 2016.
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.
9	Contributions - Restricted for programs are expected to increase based on the actual trend for similar contributions for FY 2016.
10	Management plans to sell van # 96 in FY 17 and doesn't expect to receive much in the way of proceeds

**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, 2017 and 2016 (summarized)**

	FY 2017	Summarized FY 2016	Expenditure Increases / (Decreases)	% Increase/ (Decrease)
<b>Salaries and Wages</b>				
Executive Director - April Keller - Salary	65,042	65,042	-	0.00%
Assistant Director - Sharon Walters - 40 hrs/week	44,200	44,200	-	0.00%
Nutrition Manager - Tameka Hill - 40 hrs/week	30,597	30,597	(0)	0.00%
Administrative Assistant - Frances Gros - 40 hrs/week	29,016	29,016	-	0.00%
Administrative Clerk - Michelle Lewis - 40 hrs/week	28,642	28,434	208	0.73%
Maintenance Worker - Elbert Francis - 25 hrs/week	15,405	15,028	377	2.51%
Senior Center Activity Manager - New Sarpay - Lois Eugene - 30 hrs/week	20,966	20,966	-	0.00%
Senior Center Activity Manager - Luling - Janice Royal - 30 hrs/week (previously 25 hours)	20,654	17,212	3,442	20.00%
Senior Center Activity Manager - Norco - Kalon Smith (Previously Betty Dufrene - 30 hrs/week)	16,224	19,250	(3,026)	-15.72%
Center Aide - Hahnville - Patricia Lewis - 30 hrs/week	16,614	16,614	-	0.00%
Center Aide - Hahnville - Amelia Williams (Previously Melissa Alexander - 30 hrs/week)	15,694	15,694	-	0.00%
Center Aide - New Sarpay - OPEN (Previously Kelon Smith - 30 hrs/week)	15,319	16,006	(686)	-4.29%
Center Aide - Luling - Berley Gilbert (Previously Sylvia Bravender - 30 hrs/week)	15,694	16,302	(608)	-3.73%
Center Aide - Norco - Lailia Sandolph - 25 hrs/week	13,338	13,078	260	1.99%
Case Worker - Melissa Alexander (Previously Cynthia Johnson - 40 hrs/week)	25,958	27,539	(1,581)	-5.74%
Case Worker - Candis Patecek - 40 hrs/week	27,539	25,958	1,581	6.09%
Transportation Dispatcher - Karman Hill - 40 hrs/week	29,016	29,016	-	0.00%
Driver 1 - Mona Sicard - 40 hrs/week	27,955	27,955	-	0.00%
Driver 2 - Dierdre Gale - 40 hrs/week	27,955	27,539	416	1.51%
Driver 3 - Betty St. Amant - 40 hrs/week	27,539	27,539	-	0.00%
Driver 4 - David Havard - 40 hrs/week	25,958	25,958	-	0.00%
Driver 5 - Open Position/Substitute - 40 hrs/week	25,563	25,563	-	0.00%
HDM Manager - Open Position - 30 hrs/week	19,172	19,469	(296)	-1.52%
HDM Driver 1 - Denise Jarrow - 20 hrs/week	11,710	12,022	(312)	-2.60%
HDM Driver 2 - Vanessa Johnson - 20 hrs/week	11,710	11,336	374	3.20%
HDM Driver 3 - Melvin Honor - 20 hrs/week	12,324	12,022	302	2.51%
HDM Driver 4 - Amanda Borne - 20 hrs/week	12,636	12,636	-	0.00%
HDM Driver 5 - Charlene Narcisse - 20 hrs/week	12,022	12,022	-	0.00%
HDM Driver 6 - Open Position - 20 hrs/week	11,336	11,336	-	0.00%
HDM Driver 7 - Open Position - 20 hrs/week	11,336	11,336	-	0.00%
HDM Driver 8 - Open Position - 20 hrs/week	11,336	11,336	-	0.00%
<b>1 Total Salaries</b>	<b>678,473</b>	<b>678,023</b>	<b>450</b>	<b>0.07%</b>
<b>Fringe</b>				
FICA (7.65% of salaries)	51,903	51,869	34	0.07%
LUTA - 30 employees @ up to \$7,700 per employee @ 1.97%	4,551	4,669	(118)	-2.64%
Health, Dental & Vision Insurance - COA portion \$5909/mth for 10 employees (health) & \$850/mth for 24 employees (Dental & Vision) (plus amount for increase in monthly costs as well as added employees)	89,641	49,343	40,298	81.67%
Deferred Comp Match - (COA matches 25% of the employee contribution: \$163.65/payroll x 16)	4,310	4,325	(15)	-0.35%
<b>2 Total Fringe</b>	<b>150,405</b>	<b>110,226</b>	<b>40,179</b>	<b>36.45%</b>
<b>Travel</b>				
Administrative Travel	1,500	1,250	250	20.00%
Case Worker - Melissa Alexander + Candis Patecek	7,000	8,000	(2,000)	-22.22%
Other	1,000	1,200	(200)	-16.67%
<b>3 Total Travel</b>	<b>9,500</b>	<b>11,450</b>	<b>(1,950)</b>	<b>-17.03%</b>
<b>Operating Services</b>				
Accounting - \$3,750/mth plus \$7,650 for financial statement assistance for auditor	52,650	51,600	1,050	2.03%
Advertising - expenditure estimated using actual results from FY 2016	15,350	5,500	9,850	179.09%
Building Maintenance - pest control \$42/mth (admin office) & \$51/mth C2 Site; other \$1,000	2,116	3,660	(1,544)	-42.19%
Computer Services - expenditure estimated using actual results from FY 2016	22,370	17,800	5,370	31.59%
Copy Machine Lease - \$235/month plus \$550 for machine usage	3,370	3,370	-	0.00%
Dues and Subscriptions - expenditure estimated using actual results from FY 2016	1,565	700	865	123.57%
Equipment Maintenance - expenditure estimated using actual results from FY 2016	1,125	3,980	(2,775)	-71.15%
Internet/Cable Service - \$450/month x 12 months	5,400	4,750	650	13.68%
Insurance - D&O Liability \$1,500, umbrella \$3,325, volunteer liability \$500, property \$6,775/yr	12,100	11,500	600	5.22%
Licenses and Fees - expenditure estimated using actual results from FY 2016	2,295	150	2,145	1430.00%
Medical Waste Pick Up - expenditure estimated using actual results from FY 2016	350	330	20	6.06%
Miscellaneous - for the unexpected	1,500	2,000	(500)	-25.00%
Postage - expenditure estimated using actual results from FY 2016	2,850	4,200	(1,350)	-32.14%
Radio Rental - \$320/month x 12 months	3,840	3,840	-	0.00%
Rent - \$826/mth x 12 months (\$413 each Office & Hahnville C2 Center) + \$130/mo POD	11,472	9,912	1,560	15.74%
Telephone - \$230/mth for main office + \$215/mth for cell phones for C2 drivers & \$170/mth cell phones for Caseworkers + \$45/mth Hahnville C2	7,320	12,000	(4,680)	-39.00%
Uniforms - expenditure estimated using actual results from FY 2016	5,585	5,000	585	11.70%
Vehicle Insurance - 7 buses, 9 SUVs for home-delivered meals @ \$3,790/vehicle	60,640	56,850	3,790	6.67%
Vehicle Maintenance - expenditure estimated using actual results from FY 2016	30,000	32,300	(2,300)	-7.32%
Workman's Comp Insurance \$3 Per \$100 of Payroll beginning of year - Nov 1, 2015 rate changes to an unknown	20,354	33,901	(13,547)	-39.96%
<b>4 Total Operating Services</b>	<b>262,252</b>	<b>262,463</b>	<b>(211)</b>	<b>-0.08%</b>
<b>Operating Supplies</b>				
Automotive Gas and Oil - expenditure estimated using actual results from FY 2016	43,000	47,000	(4,000)	-8.51%
Office/Facility/Program Supplies - expenditure estimated using actual results from FY 2016	18,100	19,200	(1,100)	-5.73%
Small Dollar Equipment Items - expenditure estimated using actual results from FY 2016	1,500	3,500	(2,000)	-57.14%
<b>5 Total Operating Supplies</b>	<b>62,600</b>	<b>69,700</b>	<b>(7,100)</b>	<b>-10.19%</b>
<b>Other Costs</b>				
Audit - expenditure estimated using engagement letter	10,600	9,600	1,000	10.42%
Bank Charges/Payroll Fees - expenditure estimated using actual results from FY 2016	2,900	2,900	-	0.00%
Background checks and MVRs - expenditure estimated using actual results from FY 2016	1,700	1,800	(100)	-5.56%
Drug Screening & Medical Exams - expenditure estimated using actual results from FY 2016	3,500	6,000	(2,500)	-41.67%
Nutritionist Consultant - expenditure estimated using actual results from FY 2016	2,400	3,000	(600)	-20.00%
Training - CPR, Defensive Driving, Substance Abuse, Team Training, & First Aid	1,100	6,075	(4,975)	-75.31%
<b>6 Total Other Costs</b>	<b>22,600</b>	<b>29,375</b>	<b>(6,775)</b>	<b>-23.06%</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, 2017 and 2016 (summarized)**

	FY 2017	Summarized FY 2016	Expenditure Increases / (Decreases)	% Increase / (Decrease)
<b>Subcontracts</b>				
Legal - III B - 31 units @ \$65/unit - expenditure estimated using actual results from FY 2016	2,015	2,015	-	0.00%
Medical Alert - III B - 4 people x 12 month = 48 units @ \$22.66 each	1,088	1,088	-	0.00%
Homemaker - III B - 5,610 units @ \$16.10/unit	90,321	82,110	8,211	10.00%
Personal Care - III B - 10,200 units @ \$16.50/unit	168,300	140,250	28,050	20.00%
Wellness - III D - Evidence Based Services 559 Units @ \$8.94 each	5,000	5,000	-	0.00%
Respite Care - III E - 1,760 units @ \$16.50 each	29,040	26,400	2,640	10.00%
<b>7 Total Subcontracts</b>	<b>295,764</b>	<b>256,863</b>	<b>38,901</b>	<b>15.14%</b>
<b>Senior Center Operations</b>				
Senior Center - Bldg. & Equipment Maintenance & Pest Control & Lawn Maintenance	6,145	7,550	(1,405)	-18.61%
Senior Center - Rent \$276 x 12 months (Norco Senior Center)	3,312	3,312	-	-
Senior Center - Internet/Cable Service \$361/month for 3 centers	4,332	6,015	(1,683)	-27.98%
Senior Center - Telephone \$60/mth x 3 centers	2,160	6,500	(4,340)	-66.77%
Senior Center - Utilities - Juggling & New Sarpy Only expenditure estimated using actual results from FY 2016	8,500	8,500	-	0.00%
Senior Center - Facility Supplies - expenditure estimated using actual results from FY 2016	11,230	7,110	4,120	57.95%
<b>8 Total Senior Center Operations</b>	<b>35,679</b>	<b>38,987</b>	<b>(3,308)</b>	<b>-8.48%</b>
<b>Meals</b>				
Raw Food 92,645 meals x \$3.65 x 38.36% 15,579 C-1 / 77,066 C-2 RF = \$1.40 NE = \$2.25	129,703	112,858	16,845	14.93%
Non-Edibles 92,645 meals x \$3.65 x 61.64% 15,579 C-1 / 77,066 C-2 RF = \$1.40 NE = \$2.25	208,451	186,974	21,477	11.49%
<b>9 Total Meals</b>	<b>338,154</b>	<b>299,832</b>	<b>38,322</b>	<b>12.78%</b>
10 Wellness - Local (The Fitness Club)	8,775	9,300	(525)	-5.65%
11 Intergovernmental - charges by the Parish - FY 2016 estimated using FY 2015 amounts	52,000	52,000	-	0.00%
12 Capital Outlays paid for with Local and FTA funds	366,471	397,248	(30,777)	-7.75%
13 Senior Center Activities and Special Events	17,690	22,390	(4,700)	-20.99%
14 Interest/Penalties	0	4,100	(4,100)	-100.00%
<b>Grand Total of All Forecasted Expenditures</b>	<b>2,300,363</b>	<b>2,241,954</b>	<b>58,409</b>	<b>2.59%</b>

**Significant Assumptions and Observations About the FY 2017 Forecasted Expenditures**

- The board has decided to not provide an "across the board" raise to all employees this year given the significant increase in health care coverage the COA is now providing employees.
- 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 the COA subsidizes can also change based on the circumstances. Presently, the COA pays all but \$50 per month of each participating employee's premium.
- Travel expenses have decreased over last year due to decrease in gas prices.
- It is anticipated that operating services will increase for FY17 due to the necessary advertising expenses associated with the election year. Adjustments have been made across the board to other expense categories based on what has occurred thus far in FY 16 and what is known for FY 17 about certain categories.
- Operating supplies is expected to decrease during FY 2017.
- Other costs is an area that is not affected very much by the changes in the COA services, but management expects a decrease. The decrease is mainly due to the fact that training expenses will now be reimbursed through grant money from SBET.
- The increase in subcontracted services is due to management expecting to increase the amount of units provided during the year.
- Senior Center costs have decreased because telephone and internet services were bundled which resulted in significant savings. In addition, we no longer have the telephone lease expense. Hahnville is a C2 center and according to GOEA guidelines expenses associated with C2 must be allocated directly to that program.
- The meal price has been increased from \$3.56 to \$3.65.
- Local wellness program - Fitness class at local gym.
- 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.
- Capital Outlay is made up of: (1) Deposits for 4 FTA Vehicles (\$35,423.40), FTA funds (\$75,794) and 1 SUV (\$19,000), (2) New Sarpy Center Reno = \$215,000, (3) Senior Stat Solution = \$13,145, (4) Computers - \$6,809 and (5) Tablets for Centers - \$1,300. These expenditures were approved by the Board. Note: Matching funds for all 4 FTA vehicles is not being counted during this fiscal year due to the unlikely possibility of the Council receiving all 4 vehicles in the same fiscal year. However, the deposits for those vehicles may need to be paid during the same budget year.
- Senior activities are budgeted based on weekly & monthly activities the COA plans. All of these expenditures were approved by the Board.

**St. Charles Council on Aging, Inc.  
Management's Forecasted Contingency Plan  
For the Year Ending June 30, 2017**

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) There are some "open" positions included in the budget. The budget is assuming that these positions will be 100% filled for the entire year. However, that scenario is unlikely to occur because not all positions will be filled by July 1. The Council is hoping to fill those positions at some point during the fiscal year and needs them budgeted now to allow management the flexibility on when to hire people.
- 2) 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.

**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:**

Management plans to wait later in the fiscal year to implement most of the Capital Expenditures. This will allow the COA time to assess its cash flow and know more about any government grant cuts. Capital outlays are made with fund balance amounts from past years and are not being funded out of current operations, so management has great flexibility in deciding when to spend this money and how much.

---

**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.**  
**Summary of Significant Assumptions**  
**Restricted For Internal Use Only**  
**For the Year Ending June 30, 2017**

**Significant Assumptions:**

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 19, 2016.

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.

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.

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.

There are no assumptions included for the FY 2016 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, 2017.

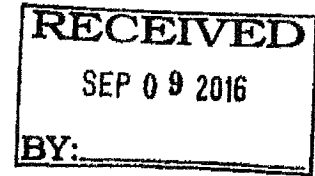
There are some assumptions that are sensitive and could fluctuate in amounts that could materially affect the forecast.

- 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, 2017.
- b. Wages could vary if management decides to cut back the number of hours worked during the week.
- c. Gasoline costs vary with market conditions and could be much higher or lower than forecasted.
- 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 2016.
- e. The federal and state governments are struggling with their own budgets and could make cuts to grants and programs during FY 2017 that could affect the amount of revenue forecasted from the Governor's Office of Elderly Affairs.



Office of Elderly Affairs  
State of Louisiana  
OFFICE OF THE GOVERNOR

JOHN BEL EDWARDS  
GOVERNOR



September 7, 2016

Ms. April Keller, Director  
St. Charles Council on Aging, Inc.  
626 Pine Street, Suite A  
Hahnville, LA 70057

RE: FY 2017 Original Budget

Dear Ms. Keller:

We have completed the review process of St. Charles Council on Aging, Inc.'s FY 2017 Original Budget for the fiscal year July 1, 2016 through June 30, 2017.

St. Charles Council on Aging, Inc.'s FY 2017 Original Budget is approved.

Provision of services by the area agency will be monitored throughout the area plan cycle by the Home and Community Based Services Unit. Service reports will be reviewed to determine if projected units of service are delivered. If projections are not being met, technical assistance will be offered to assist the area agency with identifying and correcting problem areas.

Please be reminded, all original budgets and budget revisions are to be submitted via email to [GOEABUDGET@goea.la.gov](mailto:GOEABUDGET@goea.la.gov) in excel format.

Should you have any questions or need further assistance, please contact Rondreka Pitts, Program Auditor, at (225) 342-6968, or Ellie Luneau, Program Monitor at (225) -342-7124.

Sincerely,

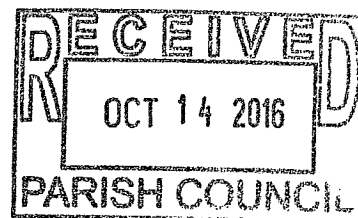
A handwritten signature in black ink, appearing to read "Danielle B. Stafford".

Danielle B. Stafford  
Accountant Administrator

cc: Mr. William "Billy" Picard, Chairman  
Teresa J. Broussard, CIA, Manager, HCBS

**HOSPITAL  
SERVICE  
DISTRICT**

**St. Charles  
Parish Hospital**



October 13, 2016

Chairwoman, Wendy Benedetto

St. Charles Parish  
P. O. Box 302  
Hahnville, Louisiana 70057

Dear Chairwoman Benedetto,

Enclosed is St. Charles Parish Hospital Service District No. 1's Fiscal Year Budget through December 2016. Recently, St. Charles Parish Hospital changed their fiscal year ending July 31<sup>st</sup> to December 31, 2016, which makes this fiscal year budget a seventeen (17) month budget.

For this budget review, the St. Charles Parish Council will be reviewing an Addendum to the current Hospital Budget, previously provided to you. . . . .

Please be advised that once the Fiscal Year Ending 2017 Budget is reviewed and approved by the Hospital Service District Board of Commissioners, it will be forthcoming.

The hospital will have representative(s) at the October 27, 2016 hearing to answer any questions they may have.

Sincerely,

Tara Alleman  
AVP Finance

TA: ccs

Attachments

***ADDENDUM TO FYE 7-31-16 BUDGET***

***STRATEGIC SUMMARY***

***FYE JULY 31, 2016 – EXTENDED TO DECEMBER 31, 2016***

The below Strategic Issues are on-going and some are completed. St. Charles Parish Hospital continues to recruit new physicians to provide specialty and primary care services. St. Charles Parish Hospital continues to provide quality healthcare to the residents of St. Charles Parish.

**STRATEGIC ISSUES**

As healthcare continues to change, so has the viability of St. Charles Parish Hospital. Due to the new Healthcare Reform, Healthcare Systems across the country continue to strategically partner with multiple organizations to realize synergies.

St. Charles Parish Hospital (SCPH) has forged a partnership with Ochsner Health System (OHS) to move the District into a more stable and long lasting entity.

For the past ten (10) months, SCPH and OHS have been working through the transition of the Management Agreement that has been put into place. The relationship has enabled SCPH to have access to best practices, improvements in technology, improvements in quality, and improvements in patient and employee satisfaction, all leading to patients having access to improved care at a lower cost. SCPH and OHS are striving for continued success for St. Charles Parish and its residents.

The State of Louisiana will not expand the Medicaid Program which will put enormous financial pressure on all healthcare providers. As the State budget stands now, we expect the Rural Hospital Grant (DSH) to be fully funded for fiscal year 2016.

**Physician Alignment Strategies**

- SCPH will continue an aggressive recruitment effort in the physician specialties of Internal Medicine, Family Practice.
- SCPH will continue to work with Ochsner and Schumacher to solidify our ED Board Certified physician staff at the hospital.
- SCPH will have hospitalist group attending to our patients in the hospital.
- SCPH will continue to work with the Cardiovascular Institute of the South (CIS) to grow the comprehensive Cardiovascular Program which includes a state-of-the-art Cardiac Catherization Lab.

### New and Expanded Programs

- SCPH will work to bring in Wound Care Program and Hyperbaric Treatment to serve St. Charles Parish residents.
- SCPH will work to bring in expanded Pain Management Program to serve the St. Charles Parish residents.
- SCPH working on bringing in Urgent Care located on the East Bank of St. Charles Parish in Plantation View Medical Offices (PVMO).

### STATISTICS

We are projecting a 5% increase in inpatient days:

#### INPATIENT

- 4.2% increase of patient days in ICU
- 8.9% increase of patient days in Med/Surg
  - The increases in both of these areas are a reflection of the new ED and Hospitalist Groups that are coming onboard. We will be able to take more EMS patients into the hospital with these two groups for an expanded Case Mix Index (CMI). This will help increase our census overall.
- 1.5% Increase in Behavioral Health Unit (BHU)
  - With a new direction of the BHU department due to the new Psychiatrist, the increase in BHU is attributed to a decrease in Length of Stay (LOS). This will help us take care of more patients, in less time basically remaining relatively flat year over year.

#### FINANCIAL

#### OUTPATIENT

- Projecting an increase of 4.5% in outpatient volumes. The increase is two-fold. One is the increase in IP volumes that will lead to additional volumes in the OP arena. We are also looking to expand our OP services to maximize the efficiency, as well as, capacity in the organization.

## **EXPENSES**

### **SALARIES & WAGES**

Fulltime equivalents (FTE's) will increase from 180.8 in 2015 to 203.5 in 2016. With 60% of the FTE's moving over to OHS, this 2015 number is representative of the number of FTE's that we used in April and May. Also, there were individual department meetings to go over FTE's, open positions to come up with a department standard. The department standard is worked hours divided by the actual departmental statistic.

The projected increased census in ICU will require staffing an additional RN 2.4 FTE's. Also, the increase in volumes in Med/Surg will require staffing an additional 4.7 FTE's. We will also see an increase in our ED by 3.95 FTE's to cover increased volumes.

### **PATIENT SUPPLIES**

Patient supplies are going from \$151.49 in 2015 to \$166.10 in 2016. The increase is due to anticipated increase in our Case Mix Index (CMI) and patient mix with an increase in volumes.

### **LEASES**

Our leases are remaining relatively flat year over year. Majority of the lease expense is due to the Cath Lab equipment that is leased.

## **ESTIMATED CAPITAL DEVELOPMENT**

SCPH is in the process of coming up with a five (5) year Capital Plan. The major focuses for 2016 are as follows:

- Finish Plantation View Medical Offices and outfit with a coffee/sandwich shop. \$200K
- Wireless internet throughout the hospital in anticipation of EPIC. \$100K
- Building maintenance. \$200K
- Physician acquisition and expansion. \$250K
- Surgery equipment. \$150K
- Misc. equipment & supplies needed throughout the year. \$250K

\* Due to the nature of Healthcare, the Capital List above is not inclusive of all projects. SCPH reserves the right to reallocate Capital funds to projects and/or equipment that needs to be purchased due to unforeseen issues.

**ST. CHARLES PARISH HOSPITAL  
FYE 2016 BUDGET  
OPERATING BUDGET**

	AS OF 6/30/15	% OF	PROJECTED 7/31/2015	% OF	BUDGET FYE 7-31-2015	% OF	BUDGET FYE 7-31-2016	% OF	BUDGET FYE 12-31-2016	% OF
<b>MAJOR STATISTICS</b>										
ICU DAYS	929		1,029		1,281		1,070		1,517	
MED / SURG DAYS	3,158		3,500		5,110		4,546		6,446	
BEHAVIORAL HEALTH IP DAYS	6,457		6,752		7,123		7,000		9,926	
OUTPATIENT VISITS	16,822		18,405		19,505		19,034		26,991	
EMERGENCY ROOM VISITS	14,073		15,408		15,330		16,068		22,785	
AMBULANCE RUINS	4,997		5,450		5,338		5,527		7,837	
SURGERIES	1,190		1,310		1,605		1,372		1,946	
<b>REVENUES AND ADJUSTMENTS</b>										
<b>HOSPITAL PATIENT REVENUES</b>										
INPATIENT REVENUE	32,365,677	37.5%	34,902,613	37.3%	42,204,369	41.7%	42,970,471	39.3%	60,933,537	39.3%
OUTPATIENT REVENUE	53,991,663	62.5%	58,704,432	62.7%	58,976,900	58.3%	66,292,106	60.7%	94,004,379	60.7%
<b>TOTAL HOSPITAL PATIENT REVENUES</b>	<b>86,357,340</b>	<b>100.0%</b>	<b>93,607,045</b>	<b>100.0%</b>	<b>101,181,269</b>	<b>100.0%</b>	<b>109,262,577</b>	<b>100.0%</b>	<b>154,937,917</b>	<b>100.0%</b>
LESS: CONTRACTUALS & ADJUSTMENTS	(65,414,549)	75.7%	(73,815,680)	78.9%	(73,926,733)	73.1%	(83,451,648)	76.4%	(119,078,413)	76.9%
<b>NET HOSPITAL PATIENT REVENUES</b>	<b>20,942,792</b>	<b>77.4%</b>	<b>19,791,365</b>	<b>73.1%</b>	<b>27,254,536</b>	<b>74.9%</b>	<b>25,810,929</b>	<b>77.1%</b>	<b>35,859,504</b>	<b>76.8%</b>
	24.3%		21.1%				23.6%		23.1%	
<b>EMPLOYED PHYSICIAN REVENUES</b>										
INPATIENT REVENUE	-	0.0%	-	0.0%	2,365,851	49.5%	-	0.0%	-	0.0%
OUTPATIENT REVENUE	-	0.0%	-	0.0%	2,413,649	50.5%	-	0.0%	-	0.0%
<b>TOTAL EMPLOYED PHYSICIAN REVENUES</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>4,779,500</b>	<b>100.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
LESS: CONTRACTUALS & ADJUSTMENTS	-	0.0%	(6,799)	0.0%	(2,867,700)	60.0%	-	0.0%	-	0.0%
<b>NET EMPLOYED PHYSICIAN REVENUES</b>	<b>-</b>	<b>0.0%</b>	<b>(6,799)</b>	<b>0.0%</b>	<b>1,911,800</b>	<b>5.3%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NET OPERATING REVENUE</b>	<b>20,942,792</b>	<b>77.4%</b>	<b>19,784,565</b>	<b>73.0%</b>	<b>29,166,337</b>	<b>80.2%</b>	<b>25,810,929</b>	<b>77.1%</b>	<b>35,859,503</b>	<b>76.8%</b>
<b>OTHER REVENUES</b>										
CAFETERIA & COURTYARD CAFÉ SALES	423,450		553,156		566,152		563,813		799,506	
RENTAL INCOME	436,347		581,564		581,796		581,564		823,882	
OTHER	261,051		342,978		347,749		428,500		607,627	
<b>TOTAL OTHER REVENUE</b>	<b>1,120,848</b>	<b>4.1%</b>	<b>1,477,698</b>	<b>5.5%</b>	<b>1,495,697</b>	<b>4.1%</b>	<b>1,573,877</b>	<b>4.7%</b>	<b>2,231,015</b>	<b>4.8%</b>
<b>UPL-RURAL HOSPITAL GRANT</b>	<b>4,654,517</b>	<b>17.2%</b>	<b>5,497,517</b>	<b>20.3%</b>	<b>5,178,478</b>	<b>14.2%</b>	<b>6,046,812</b>	<b>18.1%</b>	<b>8,566,317</b>	<b>18.3%</b>
UPL - PHYSICIAN	10,448	0.0%	10,448	0.0%	-	0.0%	-	0.0%	-	0.0%
UPL - AMBULANCE	29,766	0.1%	29,766	0.1%	69,971	0.2%	40,214	0.1%	60,322	0.1%
EHR INCENTIVE PYMTS	289,251	1.1%	289,251	1.1%	476,516	1.3%	-	0.0%	-	0.0%
<b>TOTAL NET REVENUES</b>	<b>27,047,621</b>	<b>100.0%</b>	<b>27,089,245</b>	<b>100.0%</b>	<b>36,386,999</b>	<b>100.0%</b>	<b>33,471,831</b>	<b>100.0%</b>	<b>46,717,157</b>	<b>100.0%</b>

**ST. CHARLES PARISH HOSPITAL  
FYE 2016 BUDGET  
OPERATING BUDGET**

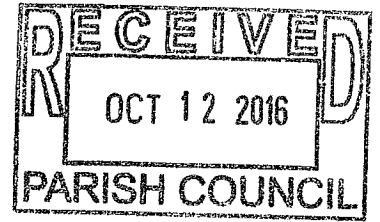
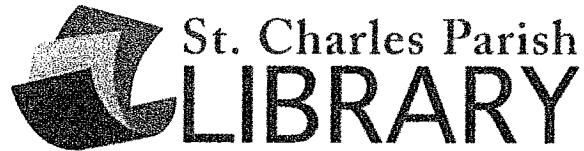
	AS OF 6/30/15	% OF	PROJECTED 7/31/2015	% OF	BUDGET FYE 7-31-2015	% OF	BUDGET FYE 7-31-2016	% OF	BUDGET FYE 12-31- 2016	% OF
<b>EXPENSES</b>										
SALARIES & WAGES	8,162,930	32%	8,731,566	30%	15,171,889	38%	7,305,885	21%	10,359,985	21%
EMPLOYED PHYSICIAN PRACTICES	237,398	1%	244,017	1%	3,722,285	9%	-	0%	-	0%
PHYSICIAN FEES	350,218	1%	393,135	1%	2,347,242	6%	131,020	0%	185,790	0%
OTHER SUPPLIES AND EXPENSES	460,838	2%	507,111	2%	588,856	1%	451,096	1%	639,670	1%
CONTRACTED SERVICES	2,022,196	8%	2,130,576	7%	1,282,736	3%	1,231,584	4%	1,746,427	4%
PATIENT SUPPLIES	3,122,108	12%	3,451,028	12%	4,006,934	10%	4,777,331	14%	6,774,412	14%
REPAIRS AND MAINTENANCE	1,428,920	6%	1,538,782	5%	1,316,849	3%	1,472,637	4%	2,084,759	4%
PROFESSIONAL FEES	67,367	0%	90,701	0%	280,008	1%	289,656	1%	410,742	1%
RENT	36,655	0%	39,880	0%	38,700	0%	9,000	0%	12,750	0%
INSURANCE	639,844	2%	1,113,590	4%	874,199	2%	866,760	2%	1,228,028	2%
DEPRECIATION	3,091,566	12%	3,369,027	11%	3,324,533	8%	3,780,000	11%	5,355,000	11%
UTILITIES	886,230	3%	964,192	3%	921,728	2%	978,816	3%	1,387,993	3%
EMPLOYEE BENEFITS	1,320,423	5%	1,743,979	6%	2,856,274	7%	1,556,072	4%	2,191,574	4%
FOOD	601,780	2%	663,038	2%	765,434	2%	672,736	2%	953,962	2%
LINEN	124,422	0%	138,391	0%	167,628	0%	99,984	0%	141,780	0%
LEASES	1,097,932	4%	1,209,776	4%	1,347,840	3%	1,280,322	4%	1,811,155	4%
TELEPHONE	75,546	0%	83,440	0%	94,702	0%	74,096	0%	104,990	0%
COLLECTION FEES	181,582	1%	200,368	1%	228,000	1%	224,875	1%	318,879	1%
DUES AND SUBSCRIPTIONS	42,876	0%	48,149	0%	57,696	0%	24,267	0%	34,435	0%
ADVERTISING	39,696	0%	54,196	0%	178,100	0%	80,269	0%	113,770	0%
POSTAGE	7,066	0%	9,366	0%	27,600	0%	12,010	0%	17,054	0%
TRAINING	29,386	0%	34,771	0%	70,447	0%	27,091	0%	38,456	0%
BOARD OF COMMISSIONER MEETINGS	2,340	0%	2,640	0%	3,600	0%	3,600	0%	5,100	0%
PROFESSIONAL DEVELOPMENT	105,617	0%	222,450	1%	590,327	1%	7,306	0%	10,350	0%
TAXES AND LICENSES	124,508	0%	132,286	0%	108,134	0%	124,343	0%	176,321	0%
MEIDCAID PROGRAM SUPPORT	1,500,000	6%	2,292,000	8%	59,508	0%	9,504,000	27%	13,464,000	27%
<b>TOTAL EXPENSES</b>	25,759,443	100%	29,408,453	100%	40,997,742	100%	34,984,763	100%	49,567,381	100%
<b>OPERATING NET INCOME (LOSS)</b>	1,288,178		(2,319,208)		(4,510,743)		(1,512,921)		(2,850,223)	

**NON-OPERATING INCOME**

GAIN/LOSS OF EQUIPMENT DISPOSAL	469	0%	489	0%						
AD VALOREM TAX - MAINTENANCE	3,014,074	44%	3,024,613	44%	3,046,440	44%	3,205,795	65%	3,205,795	65%
AD VALOREM TAX - DEBT SERVICE	3,808,617	56%	3,811,632	56%	3,845,508	56%	1,720,790	35%	1,720,790	35%
INTEREST INCOME	3,087	0%	4,116	0%	6,500	0%	-	0%	-	0%
INTEREST INCOME - DEBT SERVICE	2,679	0%	3,572	0%	2,681	0%	-	0%	-	0%
<b>TOTAL</b>	6,828,926	100%	6,844,402	100%	6,901,129	100%	4,926,584	100%	4,926,585	100%
<b>NON-OPERATING EXPENSES</b>										
INTEREST EXPENSE - MAINTENANCE	2,326,709	54%	2,413,456	53%	565,000	24%	1,061,756	31%	1,504,154	31%
INTEREST EXPENSE - DEBT SERVICE	1,595,611	37%	1,744,767	39%	1,789,888	75%	1,720,790	50%	2,437,786	50%
PLANTATION VIEW CONSOLIDATED (GAIN) / LOSS		0%		0%		0%	613,447	18%	907,830	19%
CONSTRUCTION FUND PROFESS FEES	293,909	7%	293,909	7%		0%		0%		0%
B & I REDEMPTION FUND PROFESS FEES	-	0%	-	0%		0%		0%		0%
B & I REDEMPTION FUND FEES	58,310	1%	59,508	1%	17,659	1%	17,670	1%	25,035	1%
<b>TOTAL</b>	4,274,539	100%	4,511,640	100%	2,372,547	100%	3,413,663	100%	4,874,804	100%
<b>NON-OPERATING GAIN, NET</b>	2,554,387		2,332,762		4,528,582		1,512,921		51,781	
<b>NET INCOME (LOSS)</b>	3,842,565		13,554		17,839		0		(2,798,443)	



**LIBRARY  
SERVICE  
DISTRICT**



October 12, 2016

TO: Tiffany Clark, Council Secretary

FROM: Leann Benedict, Library Director

Attached is the proposed 2017 Budget for the St. Charles Parish Library. The Library Board of Control will hold a public hearing on the Library's proposed 2017 budget at 6:00 p.m., November 15, 2016, in the Council Chambers at the Courthouse in Hahnville. In addition, I will be at the council's budget hearing on October 27, 2016.

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.

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

cc: Grant Dussom, Chief Financial Officer

**ST. CHARLES PARISH LIBRARY**  
**2017 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 2017 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2017 budget will be held at 6:00 p.m., November 15, 2016, in the Council Chambers at the 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](http://www.myscpl.org)) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR      \$4,574,743

REVENUES

Ad Valorem Taxes	5,270,000
State Revenue Sharing	64,000
Fees, Fines, and Forfeitures	20,000
State Aid and Grant	0
Interest Earnings	45,000
Total Receipts	<u>5,399,000</u>

EXPENDITURES

Personnel Services	3,757,461
Operating Services	1,227,500
Materials & Supplies	282,300
Travel & Training	60,000
Capital Outlay	2,618,275
Intergovernmental	362,000
Total Expenditures	<u>8,307,536</u>

PROJECTED ENDING FUND BALANCE      1,666,207

**ST. CHARLES PARISH LIBRARY  
Proposed Budget for 2017**

**Anticipated Revenue**

	<b>2,016</b>	<b>Anticipated 2,017</b>
01 Fund Balance from Previous Year	6,489,560	4,574,743
02 Ad Valorem Taxes (3110)	5,340,000	5,270,000
03 State Aid to Public Libraries (3330.00)	0	0
04 State Library Grants (3330.34)	0	0
05 State Revenue Sharing (3340)	66,000	64,000
06 Charges for Photocopier (3410.50)	7,000	7,000
07 Miscellaneous Revenues (3410.99)	8,000	8,000
08 Fines for Overdue Materials (3520.10)	5,000	5,000
09 Interest Earnings (3610.00)	25,000	45,000
10 Gifts and donations (3730.00)	<u>0</u>	<u>0</u>
11 <i>Total New Receipts</i>	<u>5,451,000</u>	<u>5,399,000</u>
12 <b>Total New Receipts &amp; Fund Balance from Previous Year</b>	<b><u>11,940,560</u></b>	<b><u>9,973,743</u></b>

**ST. CHARLES PARISH LIBRARY  
Proposed Budget for 2017**

**Anticipated Expenditures**

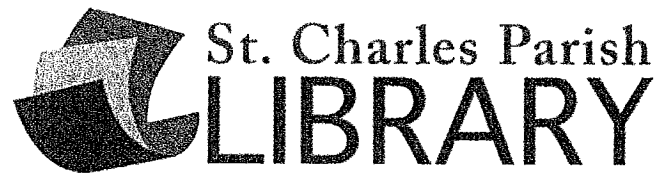
<u>PERSONNEL SERVICES</u>		2016	Proposed 2017
Salaries and Wages			
13	Directors' Salary (110)	89,175	91,921
14	Professional Salaries (115)	573,318	592,351
15	Regular Salaries (120)	1,379,318	1,410,711
16	Part-Time Wages (130)	715,451	712,292
17	<i>Total Salaries and Wages</i>	<u>2,757,262</u>	<u>2,807,275</u>
Employee Benefits and Costs			
18	FICA/Social Security (151)	44,358	44,162
19	Retirement Contributions (152)	265,435	261,873
20	Life/Health Insurance (153)	478,595	475,200
21	Workers Compensation (154)	32,000	32,000
22	Unemployment Insurance (155)	1,723	1,755
23	Medicare Insurance (156)	39,980	40,705
24	Disability insurance (157)	7,351	7,542
25	Retired Employees Insurance (158)	18,000	19,000
26	Dental (160)	3,000	3,500
27	OPEB Contribution (161)	51,045	62,849
28	Miscellaneous/Drug Testing (199)	1,600	1,600
29	<i>Total Benefits and Costs</i>	<u>943,088</u>	<u>950,186</u>
30	<b>Total Personnel Services (100's)</b>	<b><u>3,700,350</u></b>	<b><u>3,757,461</u></b>
 <u>OPERATING SERVICES</u>			
Advertising, Dues and Subscriptions			
31	Membership Dues (214)	4,000	4,000
32	Advertising (215)	4,500	4,500
33	<i>Total Dues and Advertising</i>	<u>8,500</u>	<u>8,500</u>
Periodicals and Digital Materials			
34	Periodicals (216)	20,000	20,000
35	Digital Books (217)	77,500	86,500
36	<i>Total Periodicals &amp; Digital Materials</i>	<u>97,500</u>	<u>106,500</u>
Printing and Public Program Speakers/Performers			
37	Printing (221)	20,000	21,000
38	Book Binding (222)	0	0
39	Adult Prog Speakers/Perf (22300001)	7,500	7,500
40	Child Prog Speakers/Perf (22300002)	22,000	25,000
41	<i>Total Printing &amp; Programming</i>	<u>49,500</u>	<u>53,500</u>
Utilities			
42	Electrical light and Power (231)	184,400	175,000
43	Gas (232)	2,000	2,000
44	Water (233)	8,200	7,000
45	<i>Total Utilities</i>	<u>194,600</u>	<u>184,000</u>
Communications			
46	Postage and Box Rent (241)	10,000	12,000
47	Telephone (242)	65,000	65,000
48	Electronic Services (245)	75,000	84,000
49	<i>Total Communications</i>	<u>150,000</u>	<u>161,000</u>
Rentals			
50	Building Rentals (251)	57,000	41,000
51	Equipment Rentals (252)	40,000	40,000
52	Film rentals (259)	0	0
53	<i>Total Rentals</i>	<u>97,000</u>	<u>81,000</u>

St. Charles Parish Library  
Proposed Budget for 2017  
Expenditures, page 2

	2016	Proposed 2017
Maintenance		
54	Maintenance of Grounds (261) 45,000	45,000
55	Maintenance of Buildings (262) 50,000	50,000
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	6,000
60	Electrical Maintenance (272) 5,000	5,000
61	Pest Control (274) 7,500	7,500
62	Janitorial Maintenance (275) 38,000	38,000
63	Maintenance of Automation Systems (277) 108,000	108,000
64	<i>Total Maintenance</i> <u>359,500</u>	<u>359,500</u>
Professional Services		
65	Miscellaneous (280) 160,000	100,000
66	<i>Total Professional Services</i> <u>160,000</u>	<u>100,000</u>
Insurance and Surety Bonds		
67	Fire, Casualty, and Liability (291) 145,000	145,000
68	Vehicles (293) 25,000	25,000
69	Employee Liability (294) 3,500	3,500
70	<i>Total Insurance</i> <u>173,500</u>	<u>173,500</u>
71	<b>Total Operating Services (200's)</b> <u>1,290,100</u>	<u>1,227,500</u>
<b><u>MATERIALS AND SUPPLIES</u></b>		
Non-Consumable Office		
72	Supplies (305) 40,000	40,000
73	Technology Supplies (306) 120,000	80,000
74	Office Supplies (310) 45,000	45,000
75	Adult Program Supplies (32100001) 26,500	23,000
76	Child/YA Progr. Supplies (32100002) 36,000	40,000
77	Maint- Buildings/Grounds (326) 43,000	43,000
78	Vehicle Supplies (327) 10,000	10,000
79	Planetarium Supplies (329) 1,000	1,300
80	<b>Total Materials and Supplies (300's)</b> <u>321,500</u>	<u>282,300</u>
81	Travel, Workshops, Expense Reimbursement (410) 72,000	60,000
82	<b>Total Travel and Training (400's)</b> <u>72,000</u>	<u>60,000</u>

St. Charles Parish Library  
Proposed Budget for 2017  
Expenditures, page 3

	2016	Proposed 2017
<b><u>CAPITAL OUTLAY</u></b>		
83	Acquisition of Land (610)	0
84	Acquisition of Buildings (620)	0
85	Improvements Other Than Buildings (630)	0
86	Acquisitions of Motor Vehicles Cars, Trucks, etc. (641)	29,000
87	Bookmobiles (642)	0
88	<i>Total Acquisition of Land &amp; Vehicles</i>	<u>35,000</u>
89	Acquisition of Equipment Educational/Cultural/ Recreational (651)	130,000
90	Buildings/Grounds/General Plant (652)	35,000
91	Office Equipment, Furniture & Fixtures (656)	350,000
92	<i>Total Acquisition of Equipment</i>	<u>537,500</u>
93	Major Repairs (670)	395,000
94	Construction in Progress (680)	2,727,000
95	Architectural (681)	235,583
96	Library Materials Books (691)	233,800
97	Audio materials (693)	33,375
98	Video Materials (695)	25,000
99	<i>Total Library Materials</i>	<u>292,175</u>
100	Planetarium Materials and Equipment (699)	8,000
101	<b>Total Capital Outlay (600's)</b>	<b><u>4,201,758</u></b>
<b><u>INTERGOVERNMENTAL COSTS</u></b>		
102	Contributions to Retirement Systems (730)	195,000
103	Cost of AV Tax collection (731)	6,000
104	Indirect Cost Allocation (857)	160,000
105	<b>Total Intergovernmental Costs (700's)</b>	<b><u>361,000</u></b>
106	<b>TOTAL EXPENDITURES</b>	<b><u>8,307,536</u></b>
107	<b>PROJECTED ENDING FUND BALANCE</b>	<b><u>1,993,852</u></b>



## **2017 Proposed Budget**

### **NOTES**



**NOTES TO THE 2017 BUDGET: REVENUES**

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of August 31, 2016 and projected expenditures through the remainder of 2016. It does not include projected new revenues from the 2016 tax roll. Those are included on Line 02 as new receipts for 2017.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$6,418,847 as of the end of 2015. As of 8/31/2016 the library's revenues totaled \$5,732,135.70 and expenditures totaled \$3,576,239.28. We are estimating total expenditures for 2016 to be approximately 7.6 million dollars, leaving an anticipated ending fund balance of approximately \$4,574.743.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2016 tax roll. These funds will be collected primarily in 2017.

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 and was then rolled back to 4.45 where it currently remains. A decrease in revenue is expected this year due to the decrease in revenue that the parish anticipates receiving from inventory taxes.

Line 03: The state legislature sometimes approves a small amount of funding for the **State Aid to Public Libraries** program. These funds are received in October and must be spent by June. The State Library determines the amount given to each library system, based on what is budgeted by the State. No funding has been provided in the past three years.

Line 04: This line includes any **State Library Grant** funding for technology enhancements. Like State Aid to Public Libraries, 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.

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  
2017 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 2017.
- Line 12: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

**NOTES TO THE 2017 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 1.1% increase and the parish has approved this adjustment for their employees. It is my recommendation that a 1.1% cost of living adjustment also be approved for the library. If no cost of living adjustment were made, expenses would only decrease by approximately \$33,500. Our staff work hard and go above and beyond to ensure that our patrons receive the highest level of service and I am recommending that the cost of living adjustment be approved.

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. One additional part-time position has been budgeted for to help meet the increasing demand for the library to provide outreach services in the community.

**Proposed Change to the Part-time Pay Scale:**

Wages for Pages are currently based on a 2-step scale. I am proposing adding 3 additional steps to the page scale, two at the beginning and one at the end. The staff hired into page positions are generally high school students. We pay well over minimum wage and feel that adding the three additional steps still makes our beginning salary for pages very attractive, while giving room for growth in these positions.

Our part-time employees are based on the scale for hourly employees, which is currently a 15-step scale. It is my recommendation that we add two steps to the beginning of our part-time salary range. This keeps our starting salary competitive, yet will help bring our ever-increasing personnel costs down in the coming years. These changes to the starting pay rates would only apply to new employees and would not affect current employees.

SL Charlies Parish Library  
2017 Proposed Payroll - 1.1% COLA

	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						
Range 3																																				
Hourly	\$ 21.56	\$ 22.64	\$ 23.72	\$ 24.80	\$ 25.88	\$ 26.96	\$ 28.04	\$ 29.12	\$ 30.20	\$ 31.28	\$ 32.36	\$ 33.44	\$ 34.52	\$ 35.60	\$ 36.68	\$ 37.76	\$ 38.84	\$ 39.92	\$ 41.00	\$ 42.08	\$ 43.16	\$ 44.24	\$ 45.32	\$ 46.40	\$ 47.48	\$ 48.56	\$ 49.64	\$ 50.72	\$ 51.80	\$ 52.88	\$ 53.96					
Director	\$ 65,646.91	\$ 68,558.02	\$ 71,469.13	\$ 74,380.24	\$ 77,291.35	\$ 80,202.46	\$ 83,113.57	\$ 86,024.68	\$ 88,935.79	\$ 91,846.90	\$ 94,758.01	\$ 97,669.12	\$ 100,580.23	\$ 103,491.34	\$ 106,402.45	\$ 109,313.56	\$ 112,224.67	\$ 115,135.78	\$ 118,046.89	\$ 120,958.00	\$ 123,869.11	\$ 126,780.22	\$ 129,691.33	\$ 132,602.44	\$ 135,513.55	\$ 138,424.66	\$ 141,335.77	\$ 144,246.88	\$ 147,157.99	\$ 150,069.10	\$ 152,980.21					
Range 6																																				
Hourly	\$ 27.46	\$ 28.54	\$ 29.62	\$ 30.70	\$ 31.78	\$ 32.86	\$ 33.94	\$ 35.02	\$ 36.10	\$ 37.18	\$ 38.26	\$ 39.34	\$ 40.42	\$ 41.50	\$ 42.58	\$ 43.66	\$ 44.74	\$ 45.82	\$ 46.90	\$ 47.98	\$ 49.06	\$ 50.14	\$ 51.22	\$ 52.30	\$ 53.38	\$ 54.46	\$ 55.54	\$ 56.62	\$ 57.70	\$ 58.78	\$ 59.86					
Assistant Director	\$ 57,148.71	\$ 59,529.16	\$ 61,909.61	\$ 64,290.06	\$ 66,670.51	\$ 69,050.96	\$ 71,431.41	\$ 73,811.86	\$ 76,192.31	\$ 78,572.76	\$ 80,953.21	\$ 83,333.66	\$ 85,714.11	\$ 88,094.56	\$ 90,475.01	\$ 92,855.46	\$ 95,235.91	\$ 97,616.36	\$ 100,000.00	\$ 102,380.00	\$ 104,760.00	\$ 107,140.00	\$ 109,520.00	\$ 111,900.00	\$ 114,280.00	\$ 116,660.00	\$ 119,040.00	\$ 121,420.00	\$ 123,800.00	\$ 126,180.00	\$ 128,560.00	\$ 130,940.00				
Range 7																																				
Hourly	\$ 29.59	\$ 30.74	\$ 31.89	\$ 33.04	\$ 34.19	\$ 35.34	\$ 36.49	\$ 37.64	\$ 38.79	\$ 39.94	\$ 41.09	\$ 42.24	\$ 43.39	\$ 44.54	\$ 45.69	\$ 46.84	\$ 47.99	\$ 49.14	\$ 50.29	\$ 51.44	\$ 52.59	\$ 53.74	\$ 54.89	\$ 56.04	\$ 57.19	\$ 58.34	\$ 59.49	\$ 60.64	\$ 61.79	\$ 62.94	\$ 64.09	\$ 65.24				
Librarian	\$ 57,148.71	\$ 59,529.16	\$ 61,909.61	\$ 64,290.06	\$ 66,670.51	\$ 69,050.96	\$ 71,431.41	\$ 73,811.86	\$ 76,192.31	\$ 78,572.76	\$ 80,953.21	\$ 83,333.66	\$ 85,714.11	\$ 88,094.56	\$ 90,475.01	\$ 92,855.46	\$ 95,235.91	\$ 97,616.36	\$ 100,000.00	\$ 102,380.00	\$ 104,760.00	\$ 107,140.00	\$ 109,520.00	\$ 111,900.00	\$ 114,280.00	\$ 116,660.00	\$ 119,040.00	\$ 121,420.00	\$ 123,800.00	\$ 126,180.00	\$ 128,560.00	\$ 130,940.00				
Range 8																																				
Hourly	\$ 29.85	\$ 31.03	\$ 32.21	\$ 33.39	\$ 34.57	\$ 35.75	\$ 36.93	\$ 38.11	\$ 39.29	\$ 40.47	\$ 41.65	\$ 42.83	\$ 44.01	\$ 45.19	\$ 46.37	\$ 47.55	\$ 48.73	\$ 49.91	\$ 51.09	\$ 52.27	\$ 53.45	\$ 54.63	\$ 55.81	\$ 56.99	\$ 58.17	\$ 59.35	\$ 60.53	\$ 61.71	\$ 62.89	\$ 64.07	\$ 65.25	\$ 66.43	\$ 67.61			
Library Associate	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		
Range 5																																				
Hourly	\$ 20.82	\$ 21.85	\$ 22.88	\$ 23.91	\$ 24.94	\$ 25.97	\$ 27.00	\$ 28.03	\$ 29.06	\$ 30.09	\$ 31.12	\$ 32.15	\$ 33.18	\$ 34.21	\$ 35.24	\$ 36.27	\$ 37.30	\$ 38.33	\$ 39.36	\$ 40.39	\$ 41.42	\$ 42.45	\$ 43.48	\$ 44.51	\$ 45.54	\$ 46.57	\$ 47.60	\$ 48.63	\$ 49.66	\$ 50.69	\$ 51.72	\$ 52.75	\$ 53.78	\$ 54.81		
Supervisor II	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		
Range 4																																				
Hourly	\$ 18.53	\$ 19.49	\$ 20.45	\$ 21.41	\$ 22.37	\$ 23.33	\$ 24.29	\$ 25.25	\$ 26.21	\$ 27.17	\$ 28.13	\$ 29.09	\$ 30.05	\$ 31.01	\$ 31.97	\$ 32.93	\$ 33.89	\$ 34.85	\$ 35.81	\$ 36.77	\$ 37.73	\$ 38.69	\$ 39.65	\$ 40.61	\$ 41.57	\$ 42.53	\$ 43.49	\$ 44.45	\$ 45.41	\$ 46.37	\$ 47.33	\$ 48.29	\$ 49.25	\$ 50.21		
Supervisor I	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		
Range 3																																				
Hourly	\$ 15.76	\$ 16.58	\$ 17.40	\$ 18.22	\$ 19.04	\$ 19.86	\$ 20.68	\$ 21.50	\$ 22.32	\$ 23.14	\$ 23.96	\$ 24.78	\$ 25.60	\$ 26.42	\$ 27.24	\$ 28.06	\$ 28.88	\$ 29.70	\$ 30.52	\$ 31.34	\$ 32.16	\$ 32.98	\$ 33.80	\$ 34.62	\$ 35.44	\$ 36.26	\$ 37.08	\$ 37.90	\$ 38.72	\$ 39.54	\$ 40.36	\$ 41.18	\$ 42.00	\$ 42.82	\$ 43.64	
Library Assistant	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		
Range 2																																				
Hourly	\$ 13.74	\$ 14.51	\$ 15.28	\$ 16.05	\$ 16.82	\$ 17.59	\$ 18.36	\$ 19.13	\$ 19.90	\$ 20.67	\$ 21.44	\$ 22.21	\$ 22.98	\$ 23.75	\$ 24.52	\$ 25.29	\$ 26.06	\$ 26.83	\$ 27.60	\$ 28.37	\$ 29.14	\$ 29.91	\$ 30.68	\$ 31.45	\$ 32.22	\$ 32.99	\$ 33.76	\$ 34.53	\$ 35.30	\$ 36.07	\$ 36.84	\$ 37.61	\$ 38.38	\$ 39.15	\$ 39.92	
Library Clerk	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		
Range 1																																				
Hourly	\$ 11.96	\$ 12.59	\$ 13.22	\$ 13.85	\$ 14.48	\$ 15.11	\$ 15.74	\$ 16.37	\$ 17.00	\$ 17.63	\$ 18.26	\$ 18.89	\$ 19.52	\$ 20.15	\$ 20.78	\$ 21.41	\$ 22.04	\$ 22.67	\$ 23.30	\$ 23.93	\$ 24.56	\$ 25.19	\$ 25.82	\$ 26.45	\$ 27.08	\$ 27.71	\$ 28.34	\$ 28.97	\$ 29.60	\$ 30.23	\$ 30.86	\$ 31.49	\$ 32.12	\$ 32.75	\$ 33.38	
Custodian	\$ 49,311.58	\$ 51,772.81	\$ 54,234.04	\$ 56,695.27	\$ 59,156.50	\$ 61,617.73	\$ 64,078.96	\$ 66,540.19	\$ 69,001.42	\$ 71,462.65	\$ 73,923.88	\$ 76,385.11	\$ 78,846.34	\$ 81,307.57	\$ 83,768.80	\$ 86,230.03	\$ 88,691.26	\$ 91,152.49	\$ 93,613.72	\$ 96,074.95	\$ 98,536.18	\$ 101,000.00	\$ 103,460.00	\$ 105,920.00	\$ 108,380.00	\$ 110,840.00	\$ 113,300.00	\$ 115,760.00	\$ 118,220.00	\$ 120,680.00	\$ 123,140.00	\$ 125,600.00	\$ 128,060.00	\$ 130,520.00		

**PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2017**

**Pages**

Beginning page must be at least 16 years old. Progression to higher steps generally for high school graduate with significant library experience

STEP	2016	2017	NOTES
1	\$10.06	\$9.77	Previously only 2 steps for Pages. Proposing that 2 steps be added to starting Page salary and 1 new step added to end of scale
2	\$10.26	\$9.97	
3		\$10.17	
4		\$10.37	
5		\$10.58	

**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 17 are individually negotiated through regular supervisory channels and are based upon experience, tasks, responsibilities, and quality of performance.

STEP	2016	2017	NOTES
entry	\$13.45	\$13.07	2 new steps added to starting Part-Time Assistant salary
1	\$13.72	\$13.33	
2	\$13.99	\$13.60	
3	\$14.27	\$13.87	
4	\$14.56	\$14.15	
5	\$14.85	\$14.43	
6	\$15.15	\$14.72	
7	\$15.45	\$15.01	
8	\$15.76	\$15.31	
9	\$16.07	\$15.62	
10	\$16.39	\$15.93	
11	\$16.72	\$16.25	
12	\$17.06	\$16.57	
13	\$17.40	\$16.91	
14	\$17.75	\$17.24	
15	\$18.10	\$17.59	
16		\$17.94	
17		\$18.30	

**St. Charles Parish Library**  
**2017 Budget Notes – Page 5**

- 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 12.5% (decreased from 13% as directed by Finance) of total salaries paid to these employees.
- Line 20: As directed by finance, 20% increase of 2016 actual cost in the amount for employee **Health Insurance (-153)**
- Line 21: **Worker's Compensation (-154)** No change based on 2014, 2015 and year-to-date 2016 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 paid to employees hired after April 1, 1986 as directed by Finance.
- Line 24: **Disability Insurance (-157)** based on the following formula: full-time salaries x .36% as directed by Finance.
- Line 25: **Retired Employees Insurance (-158)** provides matching funds on a pro-rata basis for health insurance for retired employees. Increased as directed by Finance.
- Line 26: **Dental Insurance (-160)**. This line is coverage for employees who choose to sign on with the Parish's dental insurance plan. Increase based on 2016 expenditures.
- 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. Increased to 3% 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 professional librarians; modest dues in other appropriate organizations; and addition software licenses that are considered subscriptions. No change.

**St. Charles Parish Library**  
**2017 Budget Notes – Page 6**

- Line 32:      **Advertising (-215)** for job openings and legal advertisements when necessary, as well as advertising of library programs. No change.
- 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 in order to increase awareness of library services and programs and improve marketing efforts. Slight increase based on 2016 expenses and anticipated marketing plans for 2017.
- Line 37:      **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. No change.
- 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. Increase based on 2016 usage and anticipated 2017 programs.
- Line 41:      **Total Printing and Public Programming**
- Line 42:      **Electrical Light and Power (-231).** Decrease based on expected completion of the West Regional Library and moving out of the temporary location.
- Line 43:      **Gas (-232).** No change.
- Line 44:      **Water (-233).** Decrease based on expected completion of the West Regional Library and moving out of the temporary location.
- Line 45:      **Total Utilities**
- Line 46:      Increase for **Postage and Box Rent (-241)** based on plans to increase marketing efforts using targeted direct mailings.
- Line 47:      **Telephone (-242).** Includes expenses for all telecommunications, including local and long distance telephone, Internet and data lines. No change.

**St. Charles Parish Library**  
**2017 Budget Notes – Page 7**

- Line 48: The **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Increase based on 2016 and anticipated 2017 expenses.
- Line 49: **Total Communications**
- Line 50: The **Building Rentals (-251)** category includes the rental fee for the Norco building. The current rent for the Norco building is \$750 per month. The current 5-year lease went into effect in March 2014. Decrease based on the anticipated completion of the West Regional Library renovation and termination of the lease at the temporary location. Does include funds for storage of equipment and furniture from West that will be used at the new Norco branch.
- 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)** Security systems at all branches, pressure washing exterior of buildings, general maintenance and repair. No change.
- 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. No change.
- 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 part-time custodians to clean the Paradis, Hahnville, and St. Rose branches as well as additional custodial help for special programs. No change.

**St. Charles Parish Library**  
**2017 Budget Notes – Page 8**

- 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. No change.
- 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 cost for moving back into the West Regional Library upon completion of the renovation. Decrease.
- Line 66: **Total Professional Services**
- Line 67: **Fire, Casualty, and Liability Insurance (-291)** includes coverage for the West, East, St. Rose, Paradis and Hahnville library buildings, the contents of all six libraries, and liability for the system as a whole. No change.
- Line 68: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. No change.
- 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. Decrease based on projections from computer services.
- Line 74: **Office Supplies (-310)**. No change.
- Line 75: **Adult Programming Supplies 32100001**. Used for purchasing supplies for adult public programs. Decrease based on 2016 costs and recommendations of the Public Relations and Adult Programming Librarian
- Line 76: **Children and Young Adult Programming Supplies 32100002**. Used for purchasing supplies for children's and tween/teen's public programs. Increase based on anticipated re-opening of the West Regional Library and budget recommendations of the Children's and Teen Services Librarians.
- Line 77: **Maintenance of Buildings and Grounds Supplies (-326)**. No change.
- Line 78: **Vehicle Supplies (-327)**. No change.



**St. Charles Parish Library  
2017 Budget Notes – Page 9**

- Line 79: **Planetarium Supplies (-329).** Increase based on recommendation of Planetarium Supervisor.
- 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. Decrease based on requests to attend conferences and actual expenses from previous years.
- Line 82: **TOTAL TRAVEL AND TRAINING (400's)**
- Line 83: No funds are proposed for **Acquisition of Land (-610)** but the category is retained for possible future use.
- Line 84: **Acquisition of Buildings (-620).** No change.
- Line 85: **Improvements Other Than Buildings (-630).** No change. Based on no usage in the past 4 years.
- Line 86: **Acquisition of Cars, Trucks, etc. (-641)** Increase. The library needs to replace the 2002 Dodge Caravan. The van was originally purchased for staff travel to workshops and conferences as well as for delivery between branches. The 14-year old van is no longer running well enough for staff to take it out of the Parish.
- Line 87: **Acquisition of Bookmobiles (-642)** No change.
- Line 88: **Total Acquisition of Land and Vehicles**
- Line 89: **Educational/Cultural/Recreational Equipment (-651).** This line is intended for capital technology purchases generally costing over \$5000. No change.
- Line 90: **Buildings/Grounds/General Plant (-652).** Increased based on recommendations from the Facilities Manager that we may need to replace at least one HVAC system next year.
- Line 91: **Office Equipment, Furniture and Fixtures (-656).** This line is funded for any necessary furnishings for the proposed new Norco Branch Library and the proposed renovation of the West Regional library. Slight decrease based on a small amount of the West furniture being purchased in 2016. We anticipate that most of the FF&E for West will be paid for in 2017.
- Line 92: **Total Acquisition of Equipment**
- Line 93: **Major Repairs (-670)** Decrease. Includes funds for unexpected major repairs and contingency funds for the West renovation and Norco construction projects.

**St. Charles Parish Library**  
**2017 Budget Notes – Page 10**

- Line 94: **Construction in Progress (-680)** Includes funds for the Norco Branch Library project and for the remainder of the West Regional Library renovation. Decrease based on estimates from our design consultant and architect.
- Line 95: **Architectural fees (-681)** Includes architect and design consultant fees for the renovation of the West Regional library and for the Norco Branch Library project. Decrease based on estimates from our design consultant and architect.
- Line 96: **Books (-691)**. Decrease based on recommendations of the Technical Services Librarian and selectors. With growing demand for eBooks, some money traditionally spent on books is being redirected to electronic resources.
- Line 97: **Audio Materials (-693)** No change. Based on recommendations of the Technical Services Librarian and selectors.
- Line 98: **Video Materials (-695)**. Increase based on recommendations of the Technical Services Librarian and selectors.
- Line 99: **Total Library Materials**
- Line 100: **Planetarium Materials and Equipment (-699)**. Increase based on recommendations from the Planetarium supervisor and expected re-opening of the planetarium upon completion of the West Regional renovations.
- Line 101: **TOTAL CAPITAL OUTLAY (600's)**
- Line 102: **Contributions to Retirement Systems (-730)**. Statutory charges to provide funds for the State's retirement systems. Increase.
- Line 103: **Cost of AV Tax Collection (-731)**. Statutory charges paid to Sheriff's Department. No change.
- Line 104: **Indirect Cost Allocation (-857)**. Finance Department charges to the library for accounting and other services provided for the library. No change.
- Line 105: **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 106: **TOTAL EXPENDITURES**
- Line 107: **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*

Joseph Cardella

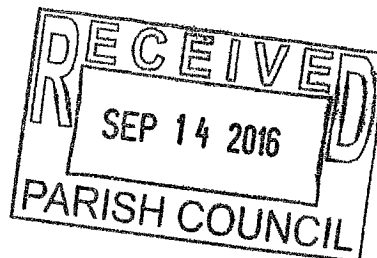
Reggie Gaubert

John Cornwell

Jean Hill

September 13, 2016

Tiffany K. Clark  
Council Secretary  
St. Charles Parish Council  
P.O. Box 302  
Hahnville, LA 70057



Dear Ms. Clark:

Transmitted herewith is a copy of the St. Charles Parish 9-1-1  
Communications District Current 2016 and Requested 2017 Budgets.

These budgets were voted on and approved by the Board of Commissioners  
at their Monday, September 12, 2016 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

Copy of 911 BUDGET

FUND	MAJOR	MINOR DESCRIPTION	ACTUAL-2012	ACTUAL-2013	ACTUAL-2014	UNAUDIT-2015	2016-BUDGET	2016 CURRENT	2017 REQUESTED
605	259900	FUND BALANCE	\$ (2,038,434)	\$ (2,112,049)	\$ (2,275,480)	\$ (2,520,775)	\$ (2,520,775)	\$2,554,105	\$ 2,431,280
605	334590	LOCAL COMMUNICATIONS	\$ (1,055,873)	\$ (1,097,480)	\$ (1,150,057)	\$ (1,196,923)	\$ (1,139,030)	\$ 1,202,440	\$ 1,149,075
605	342090	EMERGENCY TELEPHONE SERVICE CHARGE	\$ (199,803)	\$ (206,872)	\$ (200,251)	\$ (210,712)	\$ (200,000)	\$ 200,000	\$ 200,000
605	342091	EMERGENCY TELEPHONE WIRELESS	\$ (398,481)	\$ (392,231)	\$ (390,329)	\$ (376,986)	\$ (390,000)	\$ 471,000	\$ 579,000
605	342092	PREPAID WIRELESS FEES	\$ (53,763)	\$ (63,529)	\$ (67,746)	\$ (69,483)	\$ (65,000)	\$ 86,000	\$ 106,000
605	361000	INTEREST EARNINGS	\$ (3,659)	\$ (4,496)	\$ (7,658)	\$ (10,334)	\$ (10,500)	\$ 22,000	\$ 20,000
605	383000	DONATIONS	\$ -	\$ (400)	\$ -	\$ -	\$ (400)	\$ -	\$ -
605	375000	REFUNDS INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	383000	PROCEEDS FROM SALE OF ASSETS	\$ (3)	\$ -	\$ -	\$ (176)	\$ -	\$ -	\$ -
605	385002	TRANSFER FROM GOVT BLDG. M & O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>TOTAL REVENUES</b>	<b>\$ (1,711,582)</b>	<b>\$ (1,765,008)</b>	<b>\$ (1,816,041)</b>	<b>\$ (1,864,614)</b>	<b>\$ (1,804,930)</b>	<b>\$ 1,981,440</b>	<b>\$ 2,054,075</b>
605	410165	210 COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS	\$ 4,085	\$ 4,075	\$ 6,875	\$ 5,226	\$ 5,100	\$ 5,100	\$ 5,100
605	410165	220 COMM. DIST. - PRINTING	\$ 180	\$ 25	\$ -	\$ 183	\$ 250	\$ 250	\$ 250
605	410165	231 COMM. DIST. - UTILITIES - ELECTRIC	\$ 22,207	\$ 26,687	\$ 26,911	\$ 25,473	\$ 30,000	\$ 30,000	\$ 30,000
605	410165	232 COMM. DIST. - UTILITIES - GAS	\$ 1,079	\$ 490	\$ 544	\$ 531	\$ 900	\$ 900	\$ 900
605	410165	233 COMM. DIST. - UTILITIES - WATER	\$ 1,325	\$ 1,549	\$ 1,243	\$ 1,512	\$ 2,400	\$ 2,400	\$ 2,400
605	410165	241 COMM. DIST. - POSTAGE	\$ -	\$ 104	\$ -	\$ -	\$ 100	\$ 100	\$ 100
605	410165	242 COMM. DIST. - TELEPHONE	\$ 9,591	\$ 9,442	\$ 9,890	\$ 10,146	\$ 12,000	\$ 12,000	\$ 12,000
605	410165	250 COMM. DIST. - RENTALS	\$ 7,870	\$ 358	\$ 358	\$ 358	\$ 500	\$ 500	\$ 600
605	410165	260 COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT	\$ 10,520	\$ 15,095	\$ 2,422	\$ 2,929	\$ 12,000	\$ 5,000	\$ 6,000
605	410165	270 COMM. DIST. - CONTRACTUAL SERVICES	\$ 251,328	\$ 201,980	\$ 168,129	\$ 183,149	\$ 259,050	\$ 210,000	\$ 246,750
605	410165	280 COMM. DIST. - PROFESSIONAL FEES	\$ 39,324	\$ 18,780	\$ 21,213	\$ 25,530	\$ 50,000	\$ 80,000	\$ 20,000
605	410165	291 COMM. DIST. - PROPERTY INSURANCE	\$ 14,927	\$ 21,778	\$ 12,798	\$ 8,477	\$ 11,400	\$ 11,400	\$ 13,000
605	410165	295 COMM. DIST. - GENERAL LIABILITY	\$ 24,507	\$ 28,578	\$ 28,827	\$ 28,398	\$ 34,200	\$ 31,415	\$ 39,900
605	410165	305 COMM. DIST. - NON-CONSUMABLE OFFICE SUPP	\$ 6,562	\$ 5,926	\$ 15,819	\$ 12,063	\$ 18,000	\$ 15,000	\$ 16,000
605	410165	310 COMM. DIST. - OFFICE SUPPLIES	\$ 5,578	\$ 5,880	\$ 9,413	\$ 5,142	\$ 12,000	\$ 10,000	\$ 12,000
605	410165	321 COMM. DIST. - EDUCATIONAL	\$ 1,853	\$ -	\$ 1,057	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
605	410165	322 COMM DIST - MEDICAL	\$ -	\$ 324	\$ -	\$ 350	\$ -	\$ -	\$ -
605	410165	325 COMM. DIST. - FOOD/CLOTHING	\$ 6,115	\$ 5,184	\$ 5,712	\$ 5,750	\$ 10,000	\$ 8,000	\$ 10,000
605	410165	326 COMM. DIST. - MAINT OF BUILDINGS & GROUNDS	\$ 10,241	\$ 12,228	\$ 8,724	\$ 9,339	\$ 14,000	\$ 14,000	\$ 14,000
605	410165	329 COMM. DIST. - MISCELLANEOUS	\$ 3,962	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000
605	410165	339 COMM. DIST. - MISC. CHEMICAL	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -
605	410165	410 COMM. DIST. - TRAVEL	\$ 13,306	\$ 16,178	\$ 21,594	\$ 24,509	\$ 25,000	\$ 25,000	\$ 25,000
605	410165	440 COMM. DIST. - OFFICIAL FEES	\$ 720	\$ 720	\$ 1,040	\$ 897	\$ 1,200	\$ 1,200	\$ 1,200
605	410165	499 COMM. DIST. - MISCELLANEOUS	\$ 1,073	\$ 662	\$ 608	\$ 578	\$ 1,500	\$ 1,000	\$ 1,500
605	410165	510 COMM. DIST. - PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	520 COMM. DIST. - INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Copy of 911 BUDGET

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2012	ACTUAL-2013	ACTUAL-2014	UNAUDIT-2015	2016-BUDGET	2016 CURRENT	2017 REQUESTED
605	410165	630	COMM. DIST - IMP. OTHER THAN BLDGS.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	410165	652	COMM. DIST - BLDGS, GROUNDS	\$ 5,219	\$ -	\$ 53,777	\$ -	\$ 10,000	\$ 5,000	\$ 10,000
605	410165	656	COMM. DIST - OFFICE EQUIPMENT	\$ 231,312	\$ 186,402	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ 10,000
605	410165	658	COMM. DIST - COMM. EQUIPMENT	\$ -	\$ -	\$ -	\$ 38,481	\$ 5,000	\$ 400,000	\$ 10,000
605	410165	670	COMM. DIST. - MAJOR REPAIRS	\$ 8,341	\$ 22,483	\$ 8,125	\$ 21,250	\$ 25,000	\$ -	\$ 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	\$ 892,568	\$ 949,740	\$ 1,093,811	\$ 1,051,594	\$ 1,140,000	\$ 1,140,000	\$ 1,150,000
605	410165	0	INDIRECT COST ALLOCATION	\$ 64,174	\$ 67,309	\$ 71,856	\$ 80,545	\$ 75,000	\$ 85,000	\$ 90,000
			TOTAL EXPENDITURES	\$ 1,637,967	\$ 1,601,577	\$ 1,570,746	\$ 1,542,426	\$ 1,771,600	\$ 2,104,265	\$ 1,737,700
			ENDING FUND BALANCE	\$ (2,112,049)	\$ (2,275,480)	\$ (2,520,775)	\$ (2,842,963)	\$ (2,554,105)	\$ 2,431,280	\$ 2,747,655
				\$ (73,615)	\$ (163,431)	\$ (245,295)	\$ (322,188)	\$ (33,330)	\$ -	\$ -











<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2016</b>	<b>2017</b>
<b>280 - Professional Services</b>			
Account Number - Account Name			
As of 6/16:	32,661		
7/16 to 12/16 Estimate:	<u>47,339</u>		
VHF Fire Paging System Study	80,000	80,000	
Telecommunications consultant to acquire new 9-1-1 phone system			
9-1-1 backup system relocation plan			
2017 Estimate:	20,000		20,000
Total		80,000	20,000
<b>291 - Property</b>			
Account Number - Account Name			
As of 6/16:	3,518		
7/16 to 12/16 Estimate:	<u>7,882</u>		
	11,400	11,400	
2017 Estimate:	13,000		13,000
Total		11,400	13,000
<b>295 - Insurance/General Liability</b>			
Account Number - Account Name			
As of 6/16:	21,677		
7/16 to 12/16 Estimate:	<u>9,738</u>		
	31,415	31,415	
2017 Estimate:	39,900		39,900
Total		31,415	39,900

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.













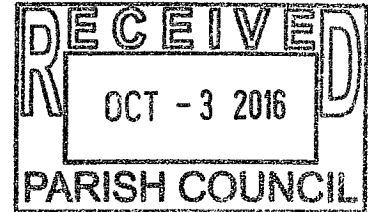
**HOUSING  
AUTHORITY**



ST. CHARLES PARISH HOUSING AUTHORITY  
200 Bouite Estates Drive, P.O. Box 448, Bouite, LA 70039  
(983) 783-2601, F.A.X (983) 785-6238

**Board Commissioners**

Webb Jay, IV, Chairperson  
Seven Champagne  
Delerio Bailey  
Rodney Woods  
William Debruler, III  
Julia Fisher-Perrier, Ex-Officio  
Benjamin Bell, Exec. Dir./Sec.



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

October 3, 2016

**Re: 2017 Budget Submission for SCPHA**

Dear Mr. Cochran:

St. Charles Parish Housing Authority (SCPHA) is pleased to submit the 2017 SCPHA Budget. We appreciate your concern and the assistance you have provided throughout the year and look forward to a more fruitful 2017. Additional activities are planned for enhancing designated housing areas as well as the quality of life for our clients. Significant progress has been made with the limited funds at our disposal, however we will endeavor to use funds more effectively and seek additional resources in the future.

SCPHA could not begin continuing and furthering this positive journey without your support. Thank you for your encouragement.

Respectfully,

  
Benjamin R. Bell  
Executive Director

Cc: Webb Jay IV, SCPHA Chairperson  
Julia Fisher-Perrier, Parish Councilperson, SCPHA Board Office  
Tiffany K. Clark, Council Secretary  
Grant Dussom, CFO



**2017 Budget**  
**For the**  
**St Charles Parish**  
**Housing Authority**

*St. Charles Parish Housing Authority*  
*200 Boutte Drive, P.O. Box 448, LA 70039*  
*(985) 785-2601, Fax (985) 785-6238*





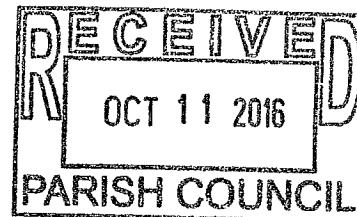


**ST. CHARLES  
COMMUNITY HEALTH  
CENTER**

## Nicole Breaux

---

**From:** Chenier Reynolds <CReynolds@accesshealthla.org>  
**Sent:** Tuesday, October 11, 2016 10:50 AM  
**To:** Nicole Breaux  
**Cc:** Fred Martinez; Mark Keiser  
**Subject:** Access Health Louisiana 2017 Budget  
**Attachments:** AHL Operating Budget 2017.pdf



Good morning Ms. Breaux,

Attached is a copy of Access Health Louisiana's Operating Budget for FYE 2017. Column number one includes the budget information for 843 Milling, 853 Milling and 1057 Paul Maillard in Luling. Norco's information is separate in column four. The attached operating budget does not include two school based health clinics (St. Rose and Paradis).

Please let us know if you have any questions.

Thank you,

**Chenier Reynolds**

**Operations Assistant**

**Access Health Louisiana**

*A Federally Qualified Health Center*

*2900 Indiana Avenue, Kenner, Louisiana 70065*

**504.575.3756 (office)**

**504.313.2058 (cell)**



**ACCESS HEALTH LOUISIANA**

**ST CHARLES CHC BUDGET**

DRAFT:

DOES NOT INCLUDE TWO SCHOOL BASED CLINICS

FYE FEBRUARY 28, 2017

FOR DISCUSSION PURPOSES ONLY

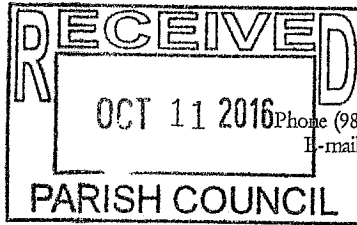
DESCRIPTION	LULING 843 MILLING	LULING 853 MILLING	LULING 1057 PAUL MAILLARD	NORCO	TOTAL
<b>STATISTICS</b>					
COMMERCIAL	6,712			1715	8,427
MEDICAID	11,508			3164	14,672
PRIVATE PAY	6,373			1946	8,319
MEDICARE	3,478			574	4,052
WIC	15,409				15,409
GNOCHC	15			11	26
<b>TOTAL VISITS</b>	<b>43,495</b>			<b>7,410</b>	<b>50,905</b>
<b>REVENUE</b>					
<b>GROSS REVENUE</b>					-
COMMERCIAL	1,175,797			300,339	1,476,136
MEDICAID	1,800,098			512,570	2,312,668
PRIVATE PAY	667,232			203,746	870,978
MEDICARE	617,769			101,892	719,661
GNOCHC	(347)			2,287	1,940
<b>TOTAL</b>	<b>4,260,549</b>	-	-	<b>1,120,834</b>	<b>5,381,383</b>
PROVISION FOR BAD DEBT	85,211			22,417	107,628
CONTRACTUAL ADIS	1,491,192			414,708	1,905,900
<b>NET PATIENT REVENUES</b>	<b>2,684,146</b>	-	-	<b>683,709</b>	<b>3,367,855</b>
WIC CONTRACT	154,089				154,089
DRUG COURT CONTRACT	220,857				220,857
HRSA GRANTS	751,353			712,331	1,463,684
CAPITAL GRANTS					-
FOUNDATION & PRIVATE	60,000			1,806	61,806
PARISH FUNDING	719,000			397,839	1,116,839
MEANINGFUL USE					-
PAY FOR PERF INCENTIVE					-
340B REVENUE					-
OTHER REVENUE	15,000			21,237	36,237
<b>NET REVENUE</b>	<b>4,604,445</b>	-	-	<b>1,816,922</b>	<b>6,421,367</b>

**ACCESS HEALTH LOUISIANA**  
**ST CHARLES CHC BUDGET**  
**FYE FEBRUARY 28, 2017**

**DRAFT:**  
**FOR DISCUSSION PURPOSES ONLY**  
**DOES NOT INCLUDE TWO SCHOOL BASED CLINICS**

DESCRIPTION	LULING 843 MILLING	LULING 853 MILLING	LULING 1057 PAUL MAILLARD	NORCO	TOTAL
<b>EXPENSES</b>					
SALARIES & WAGES	2,262,417			870,126	3,132,543
PAYROLL TAXES & BENEFITS	695,263			277,570	972,833
OVERHEAD EXPENSES	726,930			318,675	1,045,605
LEGAL SERVICES					-
ACCTING & CONSULTING					-
PROFESSIONAL SERVICES	23,559			11,373	34,932
PHYSICIAN CONTRACTS	96,827				96,827
OTHER STAFF CONTRACTS	56,276			264	56,540
IT EXPENSES	180,000			75,000	255,000
INSURANCES	58,883			67,516	126,399
TRAVEL, CONF, & CPE	15,315			5,187	20,502
OFFICE SUPPLIES & EQUIP	26,948			13,129	40,077
LABORATORY	74,786			19,241	94,027
PHARMACEUTICALS	68,332			20,367	88,699
PATIENT SUPPLIES	66,249			74,385	140,634
PROMOTIONAL & OUTREACH	6,079			6,151	12,230
UTILITIES	39,095			39,768	78,863
RENT	25,449			167	25,616
VEHICLES					-
REPAIRS & MAINTENANCE	105,808			78,647	184,455
FEES	25,887			2,296	28,183
OTHER EXPENSES	30,000			50,000	80,000
<b>TOTAL EXPENSES</b>	<b>4,584,103</b>	<b>-</b>	<b>-</b>	<b>1,929,862</b>	<b>6,513,965</b>
OPERATING INCOME	20,342	-	-	(112,940)	(92,598)
DEPRECIATION & AMORT.					
<b>NET INCOME / (LOSS)</b>					

**ARC  
OF  
ST. CHARLES**



P.O. Box 455 ♦ 13771 Highway 631 ♦ Boutte, LA 70039  
Phone (985) 785-0971 ♦ Toll Free 1-800-540-4144 ♦ Fax (985) 785-0034  
E-mail [thearcsc@bellsouth.net](mailto:thearcsc@bellsouth.net) Web site: [www.arcofstcharles.com](http://www.arcofstcharles.com)

- The attached budget for projected 2017 millage expenses was prepared as follows:
  - Based on the 2016 original amount of millage revenue received less an \$11,000 budget cut to be expected in 2017 (a total of \$832,000).
  - Compared original budget totals less \$11,000 to the expenses spent from February through August 2016 and adjusted each line item accordingly.
  
- Millage revenue is used to support the following programs:
  - Day Hab
  - Pre Voc
  - LRS
  - Lawn Care
  - Cajun Village
  - Jani Day
  - Jani Schools
  - Transportation.

We would be happy to provide you with any further documentation. Should any further information be required, please let us know prior to the meeting on October 27<sup>th</sup>.

Thanks in advance,

Victoria L. Bryant  
Executive Director

Executive Director: Victoria Bryant;

Board of Directors – Donnie Hills, President; Coy Landry, Past President; Artemise Colly Jones, Vice President;

Joseph Rochelle, Treasurer; Glynn Dale Seal, Secretary; Dennis “Black” Rousell; Dr. Kathleen McGraw; Lynne Farlough; Charles Wilson; Adam Roussel; Ingrid Fonseca; Dr. Jeffrey S. Kuo; Tracy Fletcher, Ex-Officio Council Member



A United Way Agency

The ARC of St. Charles  
 Projected Millage Expenses for 2017  
 (Based on Expenses from February - August 2016)

	Day Hab	Pre Voc	LRS	Lawn Care	Cajun Village	Jani Day	Jani Schools	Transportation	TOTAL	Millage Budget	Favorable/ (Unfavorable) Variance
Millage Revenue										832,000.00	
Cost of Sales											
Payroll- Staff	49,051.85	54,262.65	1,670.91	67,688.05	24,867.66	20,186.90	79,665.22	3,290.49	300,683.73	435,000.00	134,316.27
Payroll- Clients	0.00	1,413.70	0.00	11,407.28	7,116.86	8,990.27	24,314.52	0.00	53,242.63	75,000.00	21,757.37
Payroll Taxes	4,235.53	4,391.56	134.29	6,735.88	2,898.32	2,484.94	9,357.57	276.91	30,515.00	43,000.00	12,485.00
Worker's Comp Insurance	1,537.86	1,281.56	42.77	2,927.77	867.68	843.72	4,040.45	57.55	11,599.36	21,000.00	9,400.64
Employee Expense	1,699.95	(34.00)	(1.25)	1,023.50	146.50	86.50	1,041.20	(17.00)	3,945.40	4,000.00	54.60
Fuel	0.00	1,918.60	0.00	6,506.45	0.00	3,868.32	2,547.62	1,629.59	16,470.38	25,000.00	8,529.42
Mntc&Repairs	1,212.34	400.48	0.00	2,759.55	2,749.33	1,580.76	578.95	10,848.36	20,129.77	25,000.00	4,870.23
Licenses	0.00	30.00	0.00	0.00	0.00	0.00	0.00	96.50	126.50	1,000.00	873.50
Contractual Serv	0.00	0.00	0.00	0.00	929.42	6,521.63	2,574.00	400.00	10,425.05	10,500.00	74.95
Ins- Liab & Prop	3,118.30	2,828.58	2,828.58	2,828.58	2,828.58	2,828.58	2,828.58	2,918.58	23,008.36	45,000.00	21,991.64
Ins- Health & Life	7,153.85	3,834.30	0.00	3,617.77	4,212.46	90.20	2,950.52	424.18	22,283.28	25,000.00	2,716.72
Supplies	1,457.17	30.14	65.92	309.31	1,035.88	3,901.22	18,801.89	0.00	25,601.53	33,000.00	7,398.47
Equipment	1,300.05	0.00	0.00	1,136.18	899.48	0.00	0.00	43.58	3,379.29	3,500.00	120.71
Equip Repairs	0.00	0.00	0.00	1,650.07	0.00	0.00	0.00	0.00	1,650.07	4,000.00	2,349.93
Telephone	0.00	3,239.56	2,900.90	375.00	2,998.13	0.90	399.10	0.00	9,913.59	10,000.00	86.41
Utilities	0.00	4,078.62	0.00	0.00	6,027.43	0.00	0.00	0.00	10,106.05	16,000.00	5,893.95
Training/Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,087.93	1,087.93	2,000.00	912.07
Mileage Reimbur	0.00	35.00	453.81	0.00	0.00	0.00	273.37	234.60	996.78	1,000.00	3.22
Rent Expense	0.00	14,100.00	0.00	0.00	14,100.00	0.00	0.00	0.00	28,200.00	50,000.00	21,800.00
Recreational Activities	1,524.00	1,328.88	0.00	0.00	0.00	0.00	0.00	0.00	2,852.88	3,000.00	147.12
Total Cost of Sales	72,290.90	93,139.63	8,095.93	108,965.39	71,677.73	51,383.94	149,372.99	21,291.27	576,217.78	832,000.00	255,782.22