

**BUDGET DATA  
(BOARDS/AGENCIES)**

**2023**

**COUNCIL ON  
AGING**

## BUDGET DETAIL

### St. Charles Council on Aging, Inc.

	2022	2023
	Amended	
<b>Salaries and Wages</b> (28 staff FY22) (28 staff FY23)	\$ 692,841.00	\$ 835,603.00
<b>Fringe</b> (FICA, LUTA, Health Insurance COA Portion, Deferred Comp Match)	\$ 95,792.00	\$ 112,624.00
<b>Travel</b>	\$ 607.00	\$ 750.00
Total	<b>\$ 789,240.00</b>	<b>\$ 948,977.00</b>
<b>Operation Services</b> (Accountant, Advertising, Bldg. Maintenance, Computer Services, Due/Subscriptions, Equipment Maintenance, Internet, Cable, Telephone, Insurance (Vehicle, Workers Comp, Liability, Volunteer, Property), Licenses & Fees, Medical Waste Pick up, Postage, Uniforms, and Vehicle Insurance and Maintenance)	\$ 278,412.00	\$ 255,113.00
<b>Operation Supplies</b> (Automotive Gas & Oil, and Facility, Program, & Office Supplies)	\$ 73,000.00	\$ 93,538.00
<b>Other Cost</b> (Audit, Bank Charges, Payroll Fees, Background Checks, MVRs, Drug Screening, Medical Exams, Nutritionist Consultant, & Training)	\$ 20,114.00	\$ 21,040.00
<b>Subcontracts</b> (Legal, Medical Alert, Homemaker, Personal Care, Respite Care, Health Promotion & Disease Prevention, and Material Aide Supplies)	\$ 207,496.00	\$ 835,829.00
<b>Senior Center Operations</b> (Bldg. & Equipment Maintenance, Internet, Cable, Telephone, Utilities, Facility Supplies, and Pest Control)	\$ 21,605.00	\$ 17,596.00
<b>Meals</b> (122,136 meals)	\$ 345,391.00	\$ 410,485.00
<b>Senior Center Activities and Special Events</b>	\$ 9,879.00	\$ 18,400.00
<b>Meals Under 60 (United Way)</b>	\$ 8,629.00	\$ 9,873.00
<b>Intergovernmental charges by the Parish</b>	\$ 94,949.00	\$ 96,533.00
<b>Capital Outlays</b> (replacement meal delivery vehicle \$30,000, New Building Construction \$4,335,000, New Building Architect \$875,000, replacement laptops& monitors (3) \$6,690, )	\$ 289,546.00	\$ 4,966,690.00
<b>STPH Public Health Workforce Grant</b>		\$ 24,806.00
Total	<b>\$ 1,349,021.00</b>	<b>\$ 6,749,903.00</b>
<b>Total Expenditures</b>	<b>\$ 2,138,261.00</b>	<b>\$ 7,698,880.00</b>
Income		
<b>Property Tax</b>	\$ 2,760,402.00	\$ 2,760,512.00
<b>Governor's Office of Elderly Affairs</b>	\$ 494,972.00	\$ 516,827.00
<b>United Way of St. Charles</b>	\$ 27,520.00	\$ 27,520.00
<b>Interest Income</b>	\$ 2,345.00	\$ 5,549.00
<b>Miscellaneous</b>	\$ 10,578.00	\$ 10,500.00
<b>Contributions - unrestricted</b>	\$ 1,000.00	\$ 1,000.00
<b>MIPA</b>	\$ 1,550.00	\$ 3,250.00
<b>Contributions - restricted for programs</b>	\$ 28,068.00	\$ 26,000.00
<b>Grants - Restricted</b>	\$ 25,000.00	
<b>Proceeds from Insurance (Ida)</b>	\$ 138,660.00	
<b>Proceeds from Loan</b>		\$ 700,000.00

Total Revenues	\$ 3,490,095.00	\$ 4,051,158.00
FORECASTED REVENUES OVER (UNDER) EXPENDITURES	\$ 1,351,834.00	\$ (3,647,722.00)
Note: the deficit for Fy 2023 will be covered by the Council's fund balance, which is projected to be \$4,852,396		

RECEIVED  
AUG 26 2022  
PARISH COUNCIL

**HOSPITAL  
SERVICE  
DISTRICT**

RECEIVED

SFP 3.0 2022

FYE 2022 Revenue

ST. CHARLES PARISH HOSPITAL  
FYE 2022 BUDGET  
OPERATING BUDGET

	ACTUAL FYE 12-31-2019	% OF	ACTUAL FYE 12-31-2020	% OF	PROJECTION FYE 12-31-2021	% OF	BUDGET FYE 12-31-2022	% OF	2022 v 2021 VARIANCE	% CHG
<b>MAJOR STATISTICS</b>										
BEHAVIORAL HEALTH UNIT DAYS	6,468		5,656		4,719		5,840		1,121	23.8%
INTENSIVE CARE UNIT DAYS	573		638		821		551		(270)	-32.9%
MEDICAL/SURGICAL DAYS	2,144		2,140		2,865		2,304		(561)	-19.6%
MED PSYCH DAYS	-		2,285		2,986		3,285		299	10.0%
OUT PATIENT VISITS	37,281		36,903		45,099		51,551		6,452	14.3%
EMERGENCY ROOM VISITS	15,596		12,198		13,775		13,775		-	0.0%
AMBULANCE RUNS	6,524		7,184		7,293		7,284		(9)	-0.1%
SURGERIES	2,119		2,363		2,801		3,210		409	14.6%
<b>REVENUES AND ADJUSTMENTS</b>										
<b>HOSPITAL PATIENT REVENUES</b>										
INPATIENT REVENUE	33,832,684	24.1%	36,191,487	25.4%	39,479,508	23.8%	40,073,413	21.4%	593,905	1.5%
OUTPATIENT REVENUE	106,345,013	75.9%	106,514,374	74.6%	126,127,697	76.2%	147,609,604	78.6%	21,481,907	17.0%
<b>TOTAL HOSPITAL PATIENT REVENUES</b>	<b>140,177,697</b>	<b>100.0%</b>	<b>142,705,861</b>	<b>100.0%</b>	<b>165,607,205</b>	<b>100.0%</b>	<b>187,683,017</b>	<b>100.0%</b>	<b>22,075,812</b>	<b>13.3%</b>
LESS: CONTRACTUALS & ADJUSTMENTS	(103,287,003)	73.7%	(105,242,622)	73.7%	(121,706,998)	73.5%	(137,795,246)	73.4%	(16,088,248)	13.2%
<b>NET HOSPITAL PATIENT REVENUES</b>	<b>36,890,694</b>	<b>77.4%</b>	<b>37,463,239</b>	<b>78.8%</b>	<b>43,900,207</b>	<b>83.6%</b>	<b>49,887,771</b>	<b>85.3%</b>	<b>5,987,564</b>	<b>13.6%</b>
NET HOSPITAL RECOVERY RATE	26.3%		26.3%		26.5%		26.6%			
<b>NET OPERATING REVENUE</b>	<b>36,890,694</b>	<b>77.4%</b>	<b>37,463,239</b>	<b>78.8%</b>	<b>43,900,207</b>	<b>83.6%</b>	<b>49,887,771</b>	<b>85.3%</b>	<b>5,987,564</b>	<b>13.6%</b>
<b>OTHER REVENUES</b>										
RENTAL INCOME	1,607,435		1,476,626		1,537,195		1,583,316		46,121	3.0%
UNRESTRICTED CONTRIBUTIONS	-		3,657		-		-		-	#DIV/0!
OTHER REVENUE	614,009		307,819		417,381		606,612		189,231	45.3%
<b>TOTAL OTHER REVENUE</b>	<b>2,221,444</b>	<b>4.7%</b>	<b>1,788,102</b>	<b>3.8%</b>	<b>1,954,576</b>	<b>3.7%</b>	<b>2,189,928</b>	<b>3.7%</b>	<b>235,352</b>	<b>12.0%</b>
<b>UPL-RURAL HOSPITAL GRANT</b>	<b>6,460,660</b>	<b>13.6%</b>	<b>6,130,460</b>	<b>12.9%</b>	<b>5,100,000</b>	<b>9.7%</b>	<b>5,100,000</b>	<b>8.7%</b>	<b>-</b>	<b>0.0%</b>
MCIP	1,779,648	3.7%	2,108,454	4.4%	1,587,257	3.0%	1,282,128	2.2%	(305,129)	-19.2%
UPL - AMBULANCE	306,220	0.6%	-	0.0%	-	0.0%	-	0.0%	-	#DIV/0!
EHR INCENTIVE PYMTS	-	0.0%	78,483	0.2%	-	0.0%	-	0.0%	-	0.0%
<b>TOTAL BUDGET</b>	<b>147,683,017</b>	<b>100.0%</b>	<b>147,683,017</b>	<b>100.0%</b>	<b>165,607,205</b>	<b>100.0%</b>	<b>187,683,017</b>	<b>100.0%</b>	<b>22,075,812</b>	<b>13.3%</b>

**ST. CHARLES PARISH HOSPITAL  
FYE 2022 BUDGET  
OPERATING BUDGET**

	ACTUAL FYE 12-31-2019	% OF	ACTUAL FYE 12-31-2020	% OF	PROJECTION FYE 12-31-2021	% OF	BUDGET FYE 12-31-2022	% OF	2022 v 2021 VARIANCE	% CHG
<b>EXPENSES</b>										
PHYSICIAN SALARIES	13,230	0.0%	246,533	0.5%	129,287	0.2%	165,000	0.3%	35,713	27.6%
OTHER PROVIDERS	281	0.0%	-	0.0%	17,158	0.0%	-	0.0%	(17,158)	-100.0%
EMPLOYEE SALARIES	9,439,099	19.8%	10,495,319	21.8%	13,598,114	23.3%	14,671,460	25.2%	1,073,346	7.9%
BENEFITS	1,870,452	3.9%	2,024,982	4.2%	2,389,873	4.4%	2,575,492	4.4%	185,619	7.8%
MEDICAL SUPPLIES AND SERVICES	7,665,964	16.0%	8,155,536	16.9%	9,592,387	16.4%	11,397,302	19.6%	1,804,915	18.8%
SUPPLIES	820,309	1.7%	837,174	1.7%	838,154	1.4%	1,006,097	1.7%	167,943	20.0%
BUILDING AND EQUIPMENT	3,671,312	7.7%	3,807,967	7.9%	4,221,196	7.2%	4,190,195	7.2%	(31,001)	-0.7%
INSURANCE	704,429	1.5%	957,986	2.0%	1,033,750	1.8%	1,187,496	2.0%	153,746	14.9%
PROF FEES AND PURCH SVCS	284,731	0.6%	316,973	0.7%	377,157	0.6%	377,160	0.6%	3	0.0%
GEN AND ADMINISTRATIVE	4,895,068	10.2%	623,230	1.3%	857,347	1.5%	4,257,348	7.3%	3,400,001	396.6%
MCD PROGRAM SUPPORT	15,433,004	32.3%	17,715,493	36.8%	22,100,000	37.9%	15,000,000	5.7%	(7,100,000)	-32.1%
DEPRECIATION	2,944,243	6.2%	2,924,533	6.1%	3,150,050	5.4%	3,307,548	5.7%	157,498	5.0%
AMORTIZATION	26,081	0.1%	26,424	0.1%	30,441	0.1%	30,444	0.1%	3	0.0%
<b>TOTAL EXPENSES</b>	<b>47,768,202</b>	<b>100%</b>	<b>48,132,150</b>	<b>100%</b>	<b>58,334,914</b>	<b>100%</b>	<b>58,165,542</b>	<b>74%</b>	<b>(169,372)</b>	<b>0%</b>
<b>OPERATING NET INCOME (LOSS)</b>	<b>(109,537)</b>		<b>(563,412)</b>		<b>(5,792,873)</b>		<b>294,285</b>		<b>6,087,159</b>	<b>-105%</b>
<b>NON - OPERATING INCOME / EXPENSES</b>										
<b>NON-OPERATING INCOME</b>										
GAIN ON EQUIPMENT DISPOSAL	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
AD VALOREM TAX - MAINTENANCE	3,737,998	43.9%	4,005,093	25.5%	4,027,007	33.1%	3,916,075	43.5%	(110,932)	-2.8%
AD VALOREM TAX - DEBT SERVICE	4,778,334	56.1%	5,139,878	32.7%	5,204,989	42.8%	5,092,509	56.5%	(112,480)	-2.2%
DONATIONS	-	0.0%	620,988	4.0%	279,233	2.3%	-	0.0%	(279,233)	-100.0%
CARES ACT FUNDING	-	0.0%	5,912,818	37.6%	2,641,161	21.7%	-	0.0%	(2,641,161)	-100.0%
B & I FUND INTEREST INCOME	-	0.0%	104,094	0.7%	61,231	0.5%	61,236	0.7%	5	0.0%
B & I FUND UNREALIZED GAIN/LOSS	-	0.0%	(71,994)	-0.5%	(25,188)	-0.2%	(25,188)	-0.3%	-	0.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>8,516,332</b>	<b>100%</b>	<b>15,710,877</b>	<b>62%</b>	<b>12,152,390</b>	<b>78%</b>	<b>9,008,584</b>	<b>100%</b>	<b>(3,143,806)</b>	<b>-26%</b>
<b>NON-OPERATING EXPENSES</b>										
INTEREST EXPENSE	1,766,819	69.7%	1,452,303	95.9%	1,223,658	84.8%	1,446,792	86.8%	223,134	18.2%
B & I FUND FEES	-	0.0%	61,404	4.1%	219,757	15.2%	219,756	13.2%	(1)	0.0%
LOSS ON INVESTMENT	769,435	30.3%	-	0.0%	-	0.0%	-	0.0%	0.0%	-
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>2,536,254</b>	<b>100%</b>	<b>1,513,707</b>	<b>96%</b>	<b>1,443,415</b>	<b>85%</b>	<b>1,666,548</b>	<b>87%</b>	<b>223,133,000</b>	<b>0</b>
<b>NON-OPERATING NET INCOME (LOSS)</b>	<b>5,980,078</b>		<b>14,197,170</b>		<b>10,708,975</b>		<b>7,342,036</b>		<b>(3,366,939)</b>	<b>-31%</b>
<b>NET INCOME (LOSS)</b>	<b>5,870,542</b>		<b>13,633,758</b>		<b>4,916,102</b>		<b>7,636,321</b>		<b>2,720,219</b>	<b>55%</b>

**ST. CHARLES PARISH HOSPITAL  
MONTHLY BUDGET  
FISCAL YEAR ENDING DECEMBER 31ST, 2022**

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	Total 2022
<b>MAJOR STATISTICS</b>													
BEHAVIORAL HEALTH UNIT DAYS	496	448	496	480	480	496	496	496	480	496	480	496	5,840
INTENSIVE CARE UNIT DAYS	47	42	47	45	47	47	47	47	45	47	45	47	551
MEDICAL/SURGICAL DAYS	279	252	186	180	124	124	124	180	166	186	270	279	2,304
MED PSYCH DAYS	279	252	279	270	279	279	279	279	279	279	279	279	3,285
OUT PATIENT VISITS	4,153	3,866	4,439	4,296	4,439	4,296	4,296	4,439	4,296	4,439	4,296	4,296	51,551
EMERGENCY ROOM VISITS	1,148	1,148	1,148	1,148	1,148	1,148	1,148	1,148	1,148	1,148	1,148	1,148	13,775
AMBULANCE RUNS	607	607	607	607	607	607	607	607	607	607	607	607	7,284
SURGERIES	267	267	267	267	267	267	267	267	267	267	267	267	3,204
<b>REVENUES AND ADJUSTMENTS</b>													
<b>HOSPITAL PATIENT REVENUES</b>													
INPATIENT REVENUE	3,668,002	3,314,992	3,373,777	3,256,087	3,177,628	3,079,559	3,177,628	3,177,628	3,256,087	3,373,777	3,550,312	3,668,002	40,073,413
OUTPATIENT REVENUE	11,891,577	11,069,789	12,710,501	12,301,039	12,710,501	12,301,039	12,710,501	12,710,501	12,301,039	12,710,501	12,301,039	12,301,039	147,609,604
<b>TOTAL HOSPITAL PATIENT REVENUES</b>	15,559,579	14,384,781	16,084,278	15,557,126	15,888,129	15,380,598	15,888,129	15,888,129	15,557,126	16,084,278	15,851,351	15,969,041	187,683,017
LESS: IP CONTRACTUALS & ADJUSTMENTS	(2,456,272)	(2,222,322)	(2,272,881)	(2,193,855)	(2,146,421)	(2,050,041)	(2,146,421)	(2,146,421)	(2,193,855)	(2,272,881)	(2,383,545)	(2,459,421)	(26,971,186)
LESS: OP CONTRACTUALS & ADJUSTMENTS	(6,934,104)	(6,315,338)	(9,541,887)	(9,234,376)	(9,539,207)	(9,234,376)	(9,234,376)	(9,539,207)	(9,234,376)	(9,541,887)	(9,238,397)	(9,240,005)	(110,834,060)
<b>NET HOSPITAL PATIENT REVENUES</b>	4,169,203	3,847,061	4,269,510	4,128,893	4,202,501	4,096,555	4,102,000	4,202,501	4,128,893	4,269,510	4,229,409	4,269,615	49,857,771
NET HOSPITAL RECOVERY RATE	26.6%	26.7%	26.5%	26.5%	26.5%	26.5%	26.5%	26.5%	26.5%	26.5%	26.7%	26.7%	26.6%
<b>NET OPERATING REVENUE</b>	4,169,203	3,847,061	4,269,510	4,128,893	4,202,501	4,068,585	4,102,050	4,202,501	4,128,893	4,269,510	4,229,409	4,269,615	49,857,771
<b>OTHER REVENUES</b>													
RENTAL INCOME	131,943	131,943	131,943	131,943	131,943	131,943	131,943	131,943	131,943	131,943	131,943	131,943	1,583,316
UNRESTRICTED CONTRIBUTIONS	49,051	43,051	43,051	43,051	43,051	49,051	43,051	43,051	43,051	43,051	43,051	43,051	606,612
OTHER REVENUE	174,994	174,994	174,994	174,994	174,994	174,994	174,994	174,994	174,994	174,994	174,994	174,994	2,189,926
<b>TOTAL OTHER REVENUES</b>	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	5,100,000
UPL-RURAL HOSPITAL GRANT	106,844	106,844	106,844	106,844	106,844	106,844	106,844	106,844	106,844	106,844	106,844	106,844	1,282,128
MCP	4,876,000	4,553,899	4,976,348	4,835,731	4,509,339	4,775,423	4,823,928	4,924,339	4,553,731	4,891,348	4,951,247	4,991,453	58,459,827
<b>TOTAL NET REVENUES</b>	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	165,000
<b>EXPENSES</b>													
EMPLOYEE SALARIES	1,198,307	1,198,307	1,198,307	1,198,307	1,244,529	1,244,529	1,231,529	1,231,529	1,231,529	1,231,529	1,231,529	1,231,529	14,671,460
BENEFITS	209,113	209,113	209,113	209,113	217,380	217,380	217,380	217,380	217,380	217,380	217,380	217,380	2,575,492
MEDICAL SUPPLIES AND SERVICES	944,876	944,876	976,739	944,727	964,828	934,007	944,727	964,828	944,727	976,739	962,595	969,741	11,397,302
SUPPLIES	82,973	82,973	88,230	88,230	116,436	64,694	84,300	85,923	85,923	84,678	85,923	85,923	1,006,097
BUILDING AND EQUIPMENT	292,776	305,372	353,722	368,721	402,023	354,932	377,506	351,903	324,766	324,766	324,766	324,766	4,190,195
INSURANCE	98,958	98,958	98,958	98,958	98,958	98,958	98,958	98,958	98,958	98,958	98,958	98,958	1,187,496
PROF FEES AND PURCH SVCS	31,430	31,430	31,430	31,430	31,430	31,430	31,430	31,430	31,430	31,430	31,430	31,430	377,160
GEN AND ADMINISTRATIVE	354,779	354,779	354,779	354,779	354,779	354,779	354,779	354,779	354,779	354,779	354,779	354,779	4,257,348
MCD PROGRAM SUPPORT	1,166,666	1,166,667	1,166,667	1,166,667	1,166,667	1,166,667	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	15,000,000
DEPRECIATION	275,629	275,629	275,629	275,629	275,629	275,629	275,629	275,629	275,629	275,629	275,629	275,629	3,307,548
AMORTIZATION	2,537	2,537	2,537	2,537	2,537	2,537	2,537	2,537	2,537	2,537	2,537	2,537	30,444
<b>TOTAL EXPENSES</b>	4,671,795	4,597,596	4,749,861	4,781,056	4,840,890	4,759,282	4,932,524	4,993,970	4,961,302	4,946,753	4,931,364	4,939,139	58,165,542
<b>OPERATING NET INCOME (LOSS)</b>	204,246	(43,697)	226,487	54,675	68,449	16,151	(168,506)	(69,631)	(110,574)	48,895	19,883	52,314	294,285
<b>NON-OPERATING INCOME / EXPENSES</b>													
NON-OPERATING REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-
GAIN ON EQUIPMENT DISPOSAL	-	-	-	-	-	-	-	-	-	-	-	-	-
AD VALOREM TAX - MAINTENANCE	326,340	326,340	326,340	326,340	326,340	326,340	326,340	326,340	326,340	326,340	326,340	326,340	3,916,075
AD VALOREM TAX - DEBT SERVICE	424,376	424,376	424,376	424,376	424,376	424,376	424,376	424,376	424,376	424,376	424,376	424,376	5,092,509
DONATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-
CARES ACT FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-
B & I FUND INTEREST INCOME	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103	61,236
B & I FUND UNREALIZED GAIN/LOSS	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(2,099)	(25,188)
<b>TOTAL NON-OPERATING REVENUES</b>	750,715	750,715	750,715	750,715	750,715	750,715	750,715	750,715	750,715	750,715	750,715	750,715	9,008,584
<b>NON-OPERATING EXPENSES</b>													
INTEREST EXPENSE	120,566	120,566	120,566	120,566	120,566	120,566	120,566	120,566	120,566	120,566	120,566	120,566	1,446,792
B & I FUND FEES	18,313	18,313	18,313	18,313	18,313	18,313	18,313	18,313	18,313	18,313	18,313	18,313	219,756
<b>TOTAL NON-OPERATING EXPENSES</b>	138,879	138,879	138,879	138,879	138,879	138,879	138,879	138,879	138,879	138,879	138,879	138,879	1,666,548
<b>NON-OPERATING NET INCOME (LOSS)</b>	611,836	611,836	611,836	611,836	611,836	611,836	611,836	611,836	611,836	611,836	611,836	611,836	7,342,036
<b>NET INCOME (LOSS)</b>	816,082	796,140	838,321	796,140	796,140	796,140	796,140	838,321	796,140	838,321	838,321	838,321	10,200,000



**ST. CHARLES PARISH HOSPITAL  
FYE 2022 BUDGET  
CAPITAL BUDGET**

	<b>BUDGET</b>
	<b>FYE 12-31-2022</b>
ROUTINE CAPITAL	750,000
RURAL HEALTH FUNDS	283,000

**LIBRARY  
SERVICE  
DISTRICT**



Date: September 30, 2022

To: Michelle Impastato, Council Secretary

From: Leann Benedict, Library Director

A handwritten signature in black ink, appearing to be "LB", is written over the "From" line.



---

Attached is the proposed 2023 Proposed Budget for the St. Charles Parish Library. The Library Board of Control will hold a public hearing on the Library's proposed 2023 budget at 6:00 p.m., November 15, 2022, in council chambers at the Courthouse in Hahnville. In addition, I will be at the council's budget hearing on November 3, 2022 to answer questions. Please note that this is the current draft of the proposed budget. If any changes are made before the budget is presented to the Library Board of Control for approval, the council will be sent a copy of the updated proposed budget.

A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website ([www.myscpl.org](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**  
**2023 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 2023 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2023 budget will be held at 6:00 p.m., November 15, 2022, in Council Chambers at the St. Charles Parish Courthouse in Hahnville. A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website ([www.myscpl.org](http://www.myscpl.org)) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR      \$11,565,960

REVENUES

Ad Valorem Taxes	8,207,000
FCC Universal Service Program	33,000
State Revenue Sharing	67,500
Fees, Fines, and Forfeitures	12,000
Insurance Refunds/Proceeds	1,152,002
Interest Earnings	75,000
Total Receipts	9,546,502

EXPENDITURES

Personnel Services	5,166,894
Operating Services	1,545,628
Materials & Supplies	346,200
Travel & Training	66,000
Capital Outlay	7,849,102
Intergovernmental	484,500
Total Expenditures	15,458,324

PROJECTED ENDING FUND BALANCE      5,654,138

**ST. CHARLES PARISH LIBRARY  
Proposed Budget for 2023**

**Anticipated Revenue**

	<b>Budgeted 2022</b>	<b>Anticipated 2023</b>	<b>\$ Variance</b>	<b>% Variance</b>
01 Fund Balance from Previous Year	10,476,149	11,565,960	1,089,811	10%
02 Ad Valorem Taxes (3110)	6,877,000	8,207,000	1,330,000	19.34%
03 FCC Universal Service Program (3310.86)	33,000	33,000	0	0%
04 State Revenue Sharing (3340)	65,514	67,500	1,986	3%
05 Charges for Photocopier (3410.50)	3,000	4,000	1,000	33%
06 Miscellaneous Revenues (3410.99)	8,000	8,000	0	0%
07 Fines (Books) (3520.10)	0	0	0	0%
08 Interest Earnings (3610.00)	130,000	75,000	-55,000	-42%
09 Insurance Refunds/Proceeds (3750.00)	0	1,152,002	1,152,002	0%
10 Gifts and donations (3730.00)	0	0	0	0%
11 <i>Total New Receipts</i>	<u>7,116,514</u>	<u>9,546,502</u>	<u>2,429,988</u>	<u>34%</u>
12 <b>Total New Receipts &amp; Fund Balance from Previous Year</b>	<u><b>17,592,663</b></u>	<u><b>21,112,462</b></u>	<u><b>3,519,799</b></u>	<u><b>20%</b></u>

**ST. CHARLES PARISH LIBRARY**  
**Proposed Budget for 2023**

**Anticipated Expenditures**

<u>PERSONNEL SERVICES</u>		Budgeted 2022	Proposed 2023	\$ Variance	% Variance
Salaries and Wages					
13	Directors' Salary (110)	116,500	121,202	4,702	4.0%
14	Professional Salaries (115)	683,500	683,500	0	0.0%
15	Regular Salaries (120)	1,969,000	2,322,600	353,600	18.0%
16	Part-Time Wages (130)	785,000	822,000	37,000	4.7%
17	<i>Total Salaries and Wages</i>	<u>3,554,000</u>	<u>3,949,302</u>	<u>395,302</u>	<u>11.1%</u>
Employee Benefits and Costs					
18	FICA/Social Security (151)	48,670	50,964	2,294	5%
19	Retirement Contributions (152)	318,435	359,640	41,205	13%
20	Life/Health Insurance (153)	500,000	525,000	25,000	5%
21	Workers Compensation (154)	34,000	36,000	2,000	6%
22	Unemployment Insurance (155)	2,008	2,008	0	0%
23	Medicare Insurance (156)	51,533	57,265	5,732	11%
24	Disability insurance (157)	9,138	10,320	1,182	13%
25	Retired Employees Insurance (158)	60,500	60,500	0	0%
26	Dental (160)	4,440	4,440	0	0%
27	OPEB Contribution (161)	96,915	109,456	12,541	13%
28	Miscellaneous/Drug Testing (199)	1,900	2,000	100	5%
29	<i>Total Benefits and Costs</i>	<u>1,127,539</u>	<u>1,217,592</u>	<u>90,054</u>	<u>8%</u>
30	<b>Total Personnel Services (100's)</b>	<b><u>4,681,539</u></b>	<b><u>5,166,894</u></b>	<b><u>485,355</u></b>	<b><u>10%</u></b>
<u>OPERATING SERVICES</u>					
Advertising, Dues and Subscriptions					
31	Membership Dues (214)	4,000	4,000	0	0%
32	Advertising (215)	10,000	10,000	0	0%
33	<i>Total Dues and Advertising</i>	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0%</u>
Periodicals and Digital Materials					
34	Periodicals (216)	20,000	20,000	0	0%
35	Digital Books (217)	130,000	130,000	0	0%
36	<i>Total Periodicals &amp; Digital Materials</i>	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0%</u>
Printing and Public Program Speakers/Performers					
37	Printing (221)	35,000	40,000	5,000	14%
38	Adult Prog Speakers/Perf (22300001)	6,500	6,500	0	0%
39	Child Prog Speakers/Perf (22300002)	26,000	26,000	0	0%
40	<i>Total Printing &amp; Programming</i>	<u>67,500</u>	<u>72,500</u>	<u>5,000</u>	<u>7%</u>
Utilities					
41	Electrical light and Power (231)	175,000	185,000	10,000	6%
42	Gas (232)	2,000	2,000	0	0%
43	Water (233)	7,000	7,000	0	0%
44	<i>Total Utilities</i>	<u>184,000</u>	<u>194,000</u>	<u>10,000</u>	<u>5%</u>
Communications					
45	Postage and Box Rent (241)	12,000	12,000	0	0%
46	Telephone (242)	110,000	115,000	5,000	5%
47	Electronic Services (245)	82,000	90,000	8,000	10%
48	<i>Total Communications</i>	<u>204,000</u>	<u>217,000</u>	<u>13,000</u>	<u>6%</u>
Rentals					
49	Building Rentals (251)	3,500	4,500	1,000	29%
50	Equipment Rentals (252)	40,000	40,000	0	0%
51	Film rentals (259)	0	0	0	
52	<i>Total Rentals</i>	<u>43,500</u>	<u>44,500</u>	<u>1,000</u>	<u>2%</u>

St. Charles Parish Library  
Proposed Budget for 2023  
Expenditures, page 2

	Budgeted 2022	Proposed 2023	\$ Variance	% Variance	
Maintenance					
53	Maintenance of Grounds (261)	60,000	65,000	5,000	8%
54	Maintenance of Buildings (262)	80,000	90,000	10,000	13%
55	Maintenance of Vehicles (263)	10,000	10,000	0	0%
56	Maintenance of Equipment (264)	5,000	5,000	0	0%
57	Maintenance of Plumbing and HVAC (265)	85,000	85,000	0	0%
58	Maintenance of Furniture & Office Equipment (266)	1,000	1,000		0%
59	Electrical Maintenance (272)	5,000	5,000	0	0%
60	Pest Control (274)	9,000	9,000	0	0%
61	Janitorial Maintenance (275)	37,856	37,856	0	0%
62	Maintenance of Automation Systems (277)	133,450	138,000	4,550	3%
63	<b>Total Maintenance</b>	<b>426,306</b>	<b>445,856</b>	<b>19,550</b>	<b>5%</b>
Professional Services					
64	Miscellaneous (280)	60,000	60,000	0	0%
65	Merchant Services (281)	1,000	1,000	0	0%
66	<b>Total Professional Services</b>	<b>61,000</b>	<b>61,000</b>	<b>0</b>	<b>0%</b>
Insurance and Surety Bonds					
67	Fire, Casualty, and Liability (291)	191,350	305,590	114,240	60%
68	Vehicles (293)	25,000	35,000	10,000	40%
69	Employee Liability (294)	5,400	6,182	782	14%
70	<b>Total Insurance</b>	<b>221,750</b>	<b>346,772</b>	<b>125,022</b>	<b>56%</b>
71	<b>Total Operating Services (200's)</b>	<b>1,372,056</b>	<b>1,545,628</b>	<b>173,572</b>	<b>13%</b>
<b><u>MATERIALS AND SUPPLIES</u></b>					
72	Non-Consumable Office Supplies (305)	40,000	40,000	0	0%
73	Technology Supplies (306)	80,000	80,000	0	0%
74	Office Supplies (310)	60,000	60,000	0	0%
75	Adult Program Supplies (32100001)	35,000	37,700	2,700	8%
76	Child/YA Progr. Supplies (32100002)	47,500	47,500	0	0%
77	Maint- Buildings/Grounds (326)	60,000	60,000	0	0%
78	Vehicle Supplies (327)	10,000	13,000	3,000	30%
79	Planetarium Supplies (329)	8,000	8,000	0	0%
80	<b>Total Materials and Supplies (300's)</b>	<b>340,500</b>	<b>346,200</b>	<b>5,700</b>	<b>2%</b>
81	Travel, Workshops, Expense Reimbursement (410)	60,000	66,000	6,000	10%
82	Elections - Official Fees (440)	0	0	0	
83	<b>Total Travel and Training (400's)</b>	<b>60,000</b>	<b>66,000</b>	<b>6,000</b>	<b>10%</b>

St. Charles Parish Library  
Proposed Budget for 2023  
Expenditures, page 3

	Budgeted 2022	Proposed 2023	\$ Variance	% Variance
<b>CAPITAL OUTLAY</b>				
Acquisition of Land and Vehicles				
84	0	0	0	
85	0	0	0	
Improvements Other Than				
86	0	0	0	
87	200,000	200,000	0	0%
88	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0%</u>
Acquisition of Equipment				
Educational/Cultural/				
89				
Recreational (651)				
90	110,000	110,000	0	0%
Buildings/Grounds/General				
Plant (652)				
91	250,000	250,000	0	0%
Office Equipment,				
Furniture & Fixtures (656)				
92	50,000	400,000	350,000	700%
92	<u>410,000</u>	<u>760,000</u>	<u>350,000</u>	<u>85%</u>
93	75,000	1,232,002	1,157,002	1543%
94	4,000,000	5,000,000	1,000,000	25%
95	250,000	250,000	0	0%
Library Materials				
96	167,000	167,000	0	0%
97	26,700	26,700	0	0%
98	27,400	27,400	0	0%
99	<u>221,100</u>	<u>221,100</u>	<u>0</u>	<u>0%</u>
100	1,000	1,000	0	0%
101	10,000	10,000	0	0%
102	13,000	175,000	162,000	1246%
103	<u>5,180,100</u>	<u>7,849,102</u>	<u>2,669,002</u>	<u>52%</u>
<b>INTERGOVERNMENTAL COSTS</b>				
Contributions to Retirement				
104	192,000	229,500	37,500	19.53%
105	5,000	5,000	0	0%
106	250,000	250,000	0	0%
107	<u>447,000</u>	<u>484,500</u>	<u>37,500</u>	<u>8%</u>
108	<u>12,081,195</u>	<u>15,458,324</u>	<u>3,377,129</u>	<u>28%</u>
PROJECTED ENDING				
109	<u>5,511,468</u>	<u>5,654,138</u>	<u>142,670</u>	<u>3%</u>





## **2023 Proposed Budget**

### **NOTES**

**NOTES TO THE 2023 BUDGET: REVENUES**

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of September 20, 2022, and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2022 tax roll. Those are included on Line 02 as new receipts for 2023.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$11,245,711 as of the end of 2021. As of 9/20/2022, the library's revenues totaled \$7,904,705 and expenditures totaled \$4,245,086. We are estimating total expenditures for 2022 to be a little over 7 million dollars, leaving an anticipated ending fund balance of approximately \$11,565,960.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2022 tax roll. These funds will be collected primarily in 2023.

The estimate is based on reports provided by the Finance Department. In August 2020, the voters approved a continuation of the library millage for 10 years at 4.53 mills. This will be the second year collecting under this renewal and was approved by the parish council to be collected at 4.53 mills this year. Based on projections from the Finance department, revenues from Ad Valorem taxes are expected to be approximately \$8,207,000.

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

Line 04: 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 05: **Photocopy Receipts** are based on figures for past years. Increase based on previous years' revenue from photocopies.

Line 06: **Miscellaneous Revenues** includes revenue from planetarium fees, printing fees, flash drive sales, and any other miscellaneous revenues. No change.

Line 07: **Fines (Books)** includes revenue from fines paid for lost or damaged materials, library card replacements, and out-of-parish cards. No amount is budgeted because they are generally very modest and should not be counted on as significant sources of revenue.

Line 08: **Interest Earnings** are based on estimates provided by the Finance Department.

Line 09: **Insurance Refunds/Proceeds** includes estimate of funds library anticipates being reimbursed from building insurance for West Regional Library Hurricane Ida repairs.

**St. Charles Parish Library  
2023 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 2023.

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

**NOTES TO THE 2023 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 an 8.3% increase this year. It is my recommendation that a 4.0% cost of living adjustment be approved for library employees as this is what the parish is budgeting for parish employees.

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

**NOTE:** Salary estimates for 2023 are based on 52 pay weeks. 2022 salary estimates were based on 53 pay weeks.

- Line 13 – Library Director’s salary. A standard one-step increase is budgeted.
- Line 14 – Salaries for professional librarians.
- Line 15 – Salaries for all other full-time employees. Includes seven possible new positions, including a Human Resources Manager (anticipate hiring in 2022) and additional staff to assist with outreach, programming, public relations, and training. As programming and outreach grow, more staff are needed to continue offering existing services and new ones.
- Line 16 – Wages for all part-time employees. Includes two possible new part-time circulation assistant positions.
- Line 17 – Total salaries and wages.



**PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2023**

**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>2022</b>	<b>2023</b>
1	\$10.56	\$10.99
2	\$10.77	\$11.21
3	\$10.99	\$11.43
4	\$11.21	\$11.66
5	\$11.43	\$11.89
6	\$11.66	\$12.13
7	\$11.90	\$12.37
8	\$12.13	\$12.62
9	\$12.38	\$12.87
10	\$12.62	\$13.13
11	\$12.88	\$13.39
12	\$13.13	\$13.66
13	\$13.40	\$13.93
14	\$13.66	\$14.21
15	\$13.94	\$14.50

**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 20 would be individually negotiated through regular supervisory channels and based upon experience, tasks, responsibilities, and quality of performance.

<b>STEP</b>	<b>2022</b>	<b>2023</b>
entry	\$14.40	\$14.98
1	\$14.69	\$15.28
2	\$14.98	\$15.58
3	\$15.28	\$15.90
4	\$15.59	\$16.21
5	\$15.90	\$16.54
6	\$16.22	\$16.87
7	\$16.54	\$17.21
8	\$16.88	\$17.55
9	\$17.21	\$17.90
10	\$17.56	\$18.26
11	\$17.91	\$18.62
12	\$18.27	\$19.00
13	\$18.63	\$19.38
14	\$19.00	\$19.76
15	\$19.38	\$20.16
16	\$19.77	\$20.56
17	\$20.17	\$20.97
18	\$20.57	\$21.39
19	\$20.98	\$21.82
20	\$21.40	\$22.26

**St. Charles Parish Library**  
**2023 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 as directed by Finance.
- Line 20: **Health Insurance (-153)** Increase based on previous and year-to-date 2022 expenditures.
- Line 21: **Worker's Compensation (-154)** Slight increase based on previous and year-to-date 2022 expenditures.
- Line 22: **Unemployment Insurance (-155)** No change.
- 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 towards health insurance for retired employees. No change.
- 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. Slight increase based on previous and year-to-date 2022 expenditures.
- Line 29: **Total Benefits and Costs**
- Line 30: **TOTAL PERSONNEL SERVICES (100's)**
- Line 31: The **Membership Dues (-214)** category includes American Library Association and Public Library Association dues for library board members, the Director, and the Assistant Directors; Louisiana Library Association dues for board members and all professional librarians; modest dues in other appropriate organizations; and additional software licenses that are considered subscriptions. No change.
- Line 32: **Advertising (-215)** for job openings and legal advertisements, when necessary, as well as advertising of library programs and services. No change.
- Line 33: **Total Dues and Advertising**

**St. Charles Parish Library**  
**2023 Budget Notes – Page 7**

- Line 34: **Periodicals (-216)** No change.
- Line 35: **Digital Books (-217)** This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music, and magazines. No change.
- Line 36: **Total Periodicals and Digital Materials**
- Line 37: **Printing (-221)** Used for professional printing to increase awareness of library services and programs and improve marketing efforts. Includes printing of summer reading program guide, which is mailed to every household in the parish. Increase per Assistant Director's requests.
- Line 38: **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 39: **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 40: **Total Printing and Public Programming**
- Line 41: **Electrical Light and Power (-231)** Increase based on previous and year-to-date 2022 expenditures.
- Line 42: **Gas (-232)** No change.
- Line 43: **Water (-233)** No change.
- Line 44: **Total Utilities**
- Line 45: **Postage and Box Rent (-241)** No change.
- Line 46: **Telephone (-242)** Increase due to new VoIP telephone system implemented.
- Line 47: **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Increase based on Systems Administration Librarian's recommendation.
- Line 48: **Total Communications**
- Line 49: **Building Rentals (-251)** Amount includes funds for two storage units needed for storing books that were saved from the 1<sup>st</sup> floor section of the West Regional Library that was damaged by Hurricane Ida. Books will be stored until repairs are completed. Slight Increase.
- Line 50: **Equipment Rentals (-252)** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.



**St. Charles Parish Library**  
**2023 Budget Notes – Page 8**

- Line 51: **Film Rentals (-259)** No change.
- Line 52: **Total Rentals**
- Line 53: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. Increased for maintenance of land purchased for new Hahnville Branch.
- Line 54: **Maintenance of Buildings (-262)**. 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 meeting room carpet and main public restrooms at the East Regional Library. Slight increase.
- Line 55: **Maintenance of Vehicles (-263)** No change.
- Line 56: **Maintenance of Equipment (-264)** Maintenance of Planetarium projector. No change.
- Line 57: **Maintenance of Plumbing, Heating, and A/C (-265)** is the category that includes repairs and replacements as needed for the heating and air conditioning systems at all locations. No change.
- Line 58: **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 59: **Electrical Maintenance (-272)** No change.
- Line 60: **Pest Control (-274)** No change.
- Line 61: **Janitorial Maintenance (-275)** These funds are used to cover the cost of part-time custodians to clean the Hahnville, Norco, and Paradis branches, as well as additional custodial help for special programs. No change.
- Line 62: **Maintenance of Automation Systems (-277)** This is the category that includes service and maintenance contracts for the library's central computer system. Included are the servers, computer and peripheral equipment, automation system, the online catalog, and the operating system, filtering devices, anti-malware devices, etc. Increase per the recommendation of the Systems Administration Librarian.
- Line 63: **Total Maintenance**
- Line 64: **Miscellaneous (-280)** professional services is the category that includes funding for deputy details, attorney's fees, and other miscellaneous professional fees. No change.
- Line 65: **Merchant Fees (-281)** Fees for credit card services. No change.
- Line 66: **Total Professional Services**

**St. Charles Parish Library**  
**2023 Budget Notes – Page 9**

- 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. Increase based on estimates from Finance.
- Line 68: **Vehicle Insurance (-293)** covers delivery van, maintenance vans, and bookmobile. Increase based on estimates from Finance.
- Line 69: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. Increase based on estimates from Finance.
- 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. Increase based on the recommendation of the Adult Programming & Outreach Librarian.
- 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)** No change.
- Line 78: **Vehicle Supplies (-327)** Increase based on current year-to-date expenses and possible purchase of additional vehicles.
- 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. Slight increase per Assistant Director's recommendation.
- Line 82: **Elections – Official Fees (-440)** Official fees for millage election. No change as millage election was held in 2020.

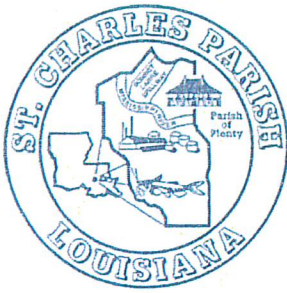
**St. Charles Parish Library**  
**2023 Budget Notes – Page 10**

- 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 Motor Vehicles. (-640)** No change. With the increase in requests for outreach services, the library anticipates needing to purchase an additional outreach vehicle, similar to the current bookmobile, to use for outreach programs and services. If not purchased in 2022, the library will also need to replace the oldest of the maintenance vehicles, which is more than 20 years old. A vehicle for administrative and computer services staff to use for travel between branches and to attend continuing education workshops, training, and conferences is also being considered.
- 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. Funds allocated in this line are based on a formula that takes into consideration the life expectancy and replacement value over time of all technology equipment with the expectation that a certain number of computers, servers, routers, etc. will need to be replaced each year. No change.
- Line 90: **Buildings/Grounds/General Plant (-652)** No change. Half of the chillers at the East Regional Library are in the process of being replaced but with time delays this could be delayed into 2023. May need to replace HVAC units at several branches in the coming year. Other potential capital improvement projects being considered include replacing the flooring and bathroom stalls in the main public restrooms at the East Regional Library, replacing carpet in the meeting room area at the East Regional Library, and possibly replacing carpet and flooring at the St. Rose Branch Library. As our buildings begin to age, we will need to begin doing some routine upgrades to branches (the St. Rose Branch is 19 years old, the East Regional Library is 12 years old, and the Paradis Branch is 11 years old).
- Line 91: **Office Equipment, Furniture and Fixtures (-656)** This line is funding for equipment, furniture, and fixtures generally costing over \$5000. Increased to replace furniture and shelving at the West Regional Library that was damaged from Hurricane Ida. Some insurance funds for content were received in 2021 and 2022 but replacement furniture cannot be ordered until repairs are completed, which we anticipate happening in 2023.
- Line 92: **Total Acquisition of Equipment**
- Line 93: **Major Repairs (-670)** Funds are budgeted to cover any unexpected repairs. Increased to cover costs of repairs to West Regional Library caused by Hurricane Ida. These expenses are offset in Line 09 by funds anticipated to be received from insurance company.

**St. Charles Parish Library**  
**2023 Budget Notes – Page 11**

- Line 94: **Construction in Progress (-680)** Increase. Includes funds for anticipated future Hahnville Branch Library project.
- Line 95: **Architectural fees (-681)** No change. Includes funds for architect and design consultant fees for possible start of planning for future Hahnville project.
- Line 96: **Books (-6900100)** No change.
- Line 97: **Audio Materials (-6900300)** No change.
- Line 98: **Video Materials (-6900500)** No change.
- Line 99: **Total Library Materials**
- Line 100: **Other Fees (-693)** Used for miscellaneous fees, such as Clerk of Court fees, associated with capital projects. No change.
- Line 101: **Library Other (-696)** Used for other expenses, such as inspection fees, associated with capital projects that fall outside of the scope of the contract. No change.
- Line 102: **Planetarium Materials and Equipment (-699)** Used for purchasing new shows, exhibits, and equipment for the planetarium. Increased based on the recommendation of the Planetarium Supervisor. The current Star Projector System, the MediaGlobe II, was purchased more than ten years ago. Its digital components and software are aging well due to our care and maintenance. However, it is one of the last MediaGlobe II projectors still in operation. The systems' digital projector and computer system are more likely to fail now more than ever, and replacement parts are hard to find. In fact, JVC no longer supports the projector unit and no longer makes replacement parts for it. A system failure is only a matter of time.
- Line 103: **TOTAL CAPITAL OUTLAY (600's)**
- Line 104: **Contributions to Retirement Systems (-730)** Statutory charges to provide funds for the State's retirement systems. Increase as directed by Finance.
- Line 105: **Cost of AV Tax Collection (-731)** Statutory charges paid to Sheriff's Department. No change as directed by Finance.
- Line 106: **Indirect Cost Allocation (-857)** Finance Department charges to the library for accounting and other services provided for the library. No change as directed by Finance.
- Line 107: **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 108: **TOTAL EXPENDITURES**
- Line 109: **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*

Johnny Bourgeois  
*Secretary/Treasurer*

Donnie Smith

Armond Bourque

Oliver Dufrene

Huey Marcel III

Kenny Wenning

September 14, 2022

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 2022 and Requested 2023 Budgets.

These budgets were voted on and approved by the Board of Commissioners at their Monday, September 12, 2022 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 2022 Projected 2023 Requested Budget Spreadsheet

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2018	ACTUAL-2019	UNAUDIT-2020	UNAUDIT-2021	2022-BUDGET	2022-PROJECTED	2023-REQUESTED
605	259900		FUND BALANCE	\$ (2,977,363)	\$ (3,159,917)	\$ (3,791,416)	\$ (3,796,754)	\$ (2,795,060)	\$ (3,333,504)	\$ (3,495,563)
605	334590		LOCAL COMMUNICATIONS	\$ (1,195,020)	\$ (1,339,099)	\$ (1,465,686)	\$ (1,565,322)	\$ (1,474,500)	\$ (1,518,000)	\$ (1,811,000)
605	342090		EMERGENCY TELEPHONE SERVICE CHARGE	\$ (207,328)	\$ (195,126)	\$ (182,709)	\$ (172,354)	\$ (205,000)	\$ (180,000)	\$ (180,000)
605	342091		EMERGENCY TELEPHONE WIRELESS	\$ (587,478)	\$ (608,532)	\$ (621,311)	\$ (640,493)	\$ (730,000)	\$ (650,000)	\$ (650,000)
605	342092		PREPAID WIRELESS FEES	\$ (139,853)	\$ (126,895)	\$ (128,837)	\$ (127,023)	\$ (128,000)	\$ (130,000)	\$ (130,000)
605	361000		INTEREST EARNINGS	\$ (58,739)	\$ (86,001)	\$ (54,916)	\$ (29,706)	\$ (24,000)	\$ (43,000)	\$ (26,000)
605	383000		DONATIONS					\$ -	\$ -	\$ -
605	375000		REFUNDS INSURANCE				\$ (12,146)		\$ -	\$ -
605	383000		PROCEEDS FROM SALE OF ASSETS						\$ -	\$ -
605	385002		TRANSFER FROM GOVT BLDG. M & O						\$ -	\$ -
			<b>TOTAL REVENUES</b>	<b>\$ (2,188,418)</b>	<b>\$ (2,355,653)</b>	<b>\$ (2,453,459)</b>	<b>\$ (2,547,044)</b>	<b>\$ (2,561,500)</b>	<b>\$ (2,521,000)</b>	<b>\$ (2,797,000)</b>
605	410165	140	COMM. DIST. - PER DIEM				\$ 960			
605	410165	151	COMM. DIST. - FICA				\$ 60			
605	410165	154	COMM. DIST. - WORKMEN'S COMPENSATION				\$ 5			
605	410165	156	COMM. DIST. - MEDICARE				\$ 14			
605	410165	210	COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS	\$ 4,041	\$ 7,365	\$ 8,164	\$ 8,393	\$ 8,000	\$ 9,500	\$ 9,500
605	410165	220	COMM. DIST. - PRINTING	\$ 183			\$ -	\$ 250	\$ 100	\$ 100
605	410165	231	COMM. DIST. - UTILITIES - ELECTRIC	\$ 25,543	\$ 27,877	\$ 26,503	\$ 31,670	\$ 48,000	\$ 40,000	\$ 42,000
605	410165	232	COMM. DIST. - UTILITIES - GAS	\$ 833	\$ 798	\$ 1,072	\$ 3,337	\$ 1,200	\$ 1,200	\$ 1,200
605	410165	233	COMM. DIST. - UTILITIES - WATER	\$ 1,250	\$ 1,802	\$ 1,407	\$ 1,449	\$ 3,240	\$ 2,000	\$ 2,040
605	410165	241	COMM. DIST. - POSTAGE	\$ -	\$ 24		\$ -	\$ 100	\$ 100	\$ 100
605	410165	242	COMM. DIST. - TELEPHONE	\$ 26,763	\$ 36,792	\$ 37,410	\$ 37,006	\$ 36,000	\$ 36,000	\$ 38,400
605	410165	250	COMM. DIST. - RENTALS	\$ 358	\$ 5,289	\$ 316	\$ 339	\$ 9,600	\$ 9,600	\$ 12,000
605	410165	260	COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT	\$ 1,824	\$ 16,292	\$ 12,482	\$ 25,226	\$ 14,000	\$ 14,000	\$ 16,000
605	410165	270	COMM. DIST. - CONTRACTUAL SERVICES	\$ 182,248	\$ 120,221	\$ 101,107	\$ 104,091	\$ 199,605	\$ 210,000	\$ 263,287
605	410165	280	COMM. DIST. - PROFESSIONAL FEES	\$ 6,180		\$ -	\$ 1,500	\$ 5,000	\$ 20,000	\$ 10,000
605	410165	291	COMM. DIST. - PROPERTY INSURANCE	\$ 9,442	\$ 8,731	\$ 12,392	\$ 14,234	\$ 144,450	\$ 144,450	\$ 152,000
605	410165	295	COMM. DIST. - GENERAL LIABILITY	\$ 31,624	\$ 29,236	\$ 35,287	\$ 37,047	\$ 40,000	\$ 40,191	\$ 42,000
605	410165	305	COMM. DIST. - NON-CONSUMABLE OFFICE SUPP	\$ 45,457	\$ 1,047	\$ 32,001	\$ 17,156	\$ 12,000	\$ 12,000	\$ 12,000
605	410165	310	COMM. DIST. - OFFICE SUPPLIES	\$ 5,257	\$ 4,789	\$ 4,431	\$ 6,868	\$ 8,000	\$ 8,000	\$ 8,000
605	410165	321	COMM. DIST. - EDUCATIONAL	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 1,000	\$ 1,000

9-1-1 2022 Projected 2023 Requested Budget Spreadsheet

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2016	ACTUAL-2019	UNAUDIT-2020	UNAUDIT-2021	2022-BUDGET	2022-PROJECTED	2023-REQUESTED	
605	410165	322	COMM DIST - MEDICAL	\$	219	\$	584	\$	600	\$	600
605	410165	325	COMM. DIST. - FOOD/CLOTHING	\$	5,270	\$	5,360	\$	8,000	\$	10,000
605	410165	326	COMM. DIST. - MAINT OF BUILDINGS & GROUNDS	\$	11,344	\$	10,468	\$	14,000	\$	14,000
605	410165	327	COMM. DIST. - VEHICLE SUPPLIES(GAS, OIL, ETC)								
605	410165	329	COMM. DIST. - MISCELLANEOUS	\$	1,686	\$	686	\$	1,400	\$	5,000
605	410165	339	COMM. DIST. - MISC. CHEMICAL	\$	-						1,400
605	410165	410	COMM. DIST. - TRAVEL	\$	25,970	\$	7,782	\$	25,000	\$	25,000
605	410165	440	COMM. DIST. - OFFICIAL FEES	\$	1,038	\$	20,865	\$	500	\$	500
605	410165	499	COMM. DIST. - MISCELLANEOUS	\$	388	\$	495	\$	1,000	\$	500
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			\$	632,993	\$	165,000	\$	20,000
605	410165	656	COMM. DIST - OFFICE EQUIPMENT	\$	328,187		37,218	\$	50,000	\$	10,000
605	410165	658	COMM. DIST - COMM. EQUIPMENT			\$	6,500	\$	10,000	\$	65,000
605	410165	670	COMM DIST. - MAJOR REPAIRS			\$	-	\$	5,000	\$	5,000
605	410165	690	COMM. DIST. - BOOKS & LIBRARY MATERIALS								-
605	410165	691	COMM. DIST. - ARCH, ENG. FEES	\$	2,000	\$	59,900	\$	13,800	\$	13,800
605	410165	693	COMM. DIST. - OTHER FEES	\$	-	\$	2,079	\$	-	\$	-
605	410165	731	COMM. DIST COST OF AV TAX	\$	-			\$	2,000	\$	2,000
605	410165	750	COMM. DIST. - INTERGOVERNMENTAL CHARGES	\$	1,115,813	\$	1,245,869	\$	1,480,000	\$	1,600,000
605	410165	0	INDIRECT COST ALLOCATION	\$	173,028	\$	120,811	\$	160,000	\$	165,000
			TOTAL EXPENDITURES	\$	2,005,864	\$	2,448,121	\$	2,468,745	\$	2,646,627
			<b>ENDING FUND BALANCE</b>	<b>\$</b>	<b>(3,159,917)</b>	<b>\$</b>	<b>(3,791,416)</b>	<b>\$</b>	<b>(2,887,815)</b>	<b>\$</b>	<b>(3,645,936)</b>
				\$	(182,554)	\$	(631,499)	\$	(92,755)	\$	(150,373)



		2022	2023
<b>210 - Advertising, Dues, Subscriptions</b>			
As of 6/22:	\$6,298.00		
7/22 to 12/22 Estimate:	\$3,202.00		
	\$9,500.00	\$ 9,500.00	
Subscriptions/Advertising:			
2023 Estimate	\$9,500.00	\$	9,500.00
Total		\$ 9,500.00	\$ 9,500.00
<b>220 - Printing</b>			
As of 6/22:	\$0.00		
7/22 to 12/22 Estimate:	\$100.00		
	\$100.00	\$ 100.00	
2023 Estimate:	\$100.00	\$	100.00
Total		\$ 100.00	\$ 100.00
<b>231 - Electrical</b>			
As of 6/22:	\$15,300.00		
7/22 to 12/22 Estimate:	\$24,700.00		
	\$40,000.00		
2023 Estimate:		\$ 40,000.00	
12 mos. X \$3,500.00 = \$42,000.00	42000	\$	42,000.00
Total		\$ 40,000.00	\$ 42,000.00

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

		2022	2023
<b>232 - Natural Gas</b>			
As of 6/22:	\$632.00		
7/22 to 12/22 Estimate:	\$568.00	\$1,200.00	
	\$1,200.00		
2023 Estimate:			
12 mos. X \$100.00 = \$1200.00	\$1,200.00	\$	1,200.00
Total		\$ 1,200.00	\$ 1,200.00
<b>233 - Water</b>			
As of 6/22:	\$494.00		
7/22 to 12/22 Estimate:	\$1,504.00		
	\$2,000.00	\$ 2,000.00	
2023 Estimate:			
12 mos X \$170.00 = \$2,040.00	\$2,040.00		\$2,040.00
Total		\$ 2,000.00	\$ 2,040.00
<b>241 - Postage</b>			
As of 6/22:	0		
7/22 to 12/22 Estimate:	\$100.00		
	\$100.00	\$ 100.00	
2023 Estimate:			
	\$100.00	\$	100.00
Total		\$ 100.00	\$ 100.00

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

		2022	2023
<b>242 - Telephone</b>			
As of 6/22:	\$10,628.00		
7/22 to 12/22 Estimate:	\$25,372.00		
	\$36,000.00	\$36,000.00	
2023 Estimate:			
12 mos. X \$3,200.00 = \$38,400.00	\$38,400.00	\$	\$ 38,400.00
Total		\$ 36,000.00	\$ 38,400.00
<b>250 - Rentals</b>			
As of 6/22:	\$265.00		
7/22 to 12/22 Estimate:	\$9,335.00		
	\$9,600.00	\$ 9,600.00	\$ -
2023 Estimate:			
Backup 100 kW generator for 9-1-1 Center for hurricane season	\$12,000.00	\$	\$ 12,000.00
Total		\$ 9,600.00	\$ 12,000.00
<b>260 - Maintenance of Property and Equipment</b>			
As of 6/22:	\$6,177.00		
7/22 to 12/22 Estimate:	\$7,823.00		
	\$14,000.00	\$14,000.00	
2023 Estimate:			
	\$16,000.00		\$16,000.00
Total		\$ 14,000.00	\$ 16,000.00

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

	2022	2023
<b>270 - Contractual Services</b>		
As of 6/22:	\$71,228.00	
7/22 to 12/22 Estimate:	\$138,772.00	
	\$210,000.00	\$210,000.00
2023 Estimate:		
Motorola - VHF Radio System	\$6,500.00	
Ryan Public Safety Solutions - Telephone	\$60,000.00	
Cummins Mid South	\$2,000.00	
Alifax	\$7,000.00	
BellSouth	\$50,000.00	
Allied Waste Services	\$10,000.00	
Quality Janitorial Services	\$30,000.00	
Electronic Business Systems	\$10,000.00	
Guardian Tracking	\$1,400.00	
AT&T Wireless	\$10,000.00	
Sprint PCS/Nextel	\$18,000.00	
Verizon	\$8,000.00	
Priority Dispatch	\$30,000.00	
Emergency Reporting	\$1,200.00	
Biddle Consulting Group (CritiCall Testing)	\$3,000.00	
Nolan Power Group (UPS)	\$2,150.00	
Taylor Power Systems (Generator-Bayou Gauche Tower)	\$1,500.00	
Sub Total	\$250,750.00	\$ 263,287.00
x5%	\$12,537.00	
Total:	\$263,287.00	
Note: Above vendors are on contract to maintain various pieces of equipment		

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

		2022	2023
<b>280 - Professional Services</b>			
As of 6/22:	\$15,930.00		
7/22 to 12/22 Estimate:	\$4,070.00		
	\$20,000.00	\$20,000.00	
2023 Estimate:	\$10,000.00		\$ 10,000.00
Total		\$ 20,000.00	\$ 10,000.00
<b>291 - Property Insurance</b>			
As of 6/22:	\$36,308.00		
7/22 to 12/22 Estimate:	\$108,142.00		
	\$144,450.00	\$ 144,450.00	
2023 Estimate:	\$152,000.00		\$ 152,000.00
Total		\$ 144,450.00	\$ 152,000.00
<b>295 - Insurance/General Liability</b>			
As of 6/22:	\$40,191.00		
7/22 to 12/22 Estimate:	\$0.00		
	\$40,191.00	\$40,191.00	
2023 Estimate:	\$42,000.00		\$ 42,000.00
Total		\$ 40,191.00	\$ 42,000.00

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

		2022	2023
<b>305 - Office and Comm. Equipment</b>			
As of 6/22:		\$4,640.00	
7/22 to 12/22 Estimate:		\$7,360.00	
		\$12,000.00	
2023 Estimate:		\$12,000.00	\$ 12,000.00
	Total	\$ 12,000.00	\$ 12,000.00
<b>310 - Office Supplies</b>			
As of 6/22:		\$1,491.00	
7/22 to 12/22 Estimate:		\$6,509.00	
		\$8,000.00	\$ 8,000.00
2023 Estimate:		\$8,000.00	\$ 8,000.00
	Total	\$ 8,000.00	\$ 8,000.00
<b>321 - Education and Recreation</b>			
As of 6/22:		0	
7/22 to 12/22 Estimate:		\$1,000.00	
		\$1,000.00	\$ 1,000.00
2023 Estimate:		\$1,000.00	\$ 1,000.00
	Total	\$ 1,000.00	\$ 1,000.00

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

		2022	2023
<b>322 - Medical, Drugs</b>			
As of 6/22:	\$265.00		
7/22 to 12/22 Estimate:	\$335.00		
	\$600.00	\$ 600.00	
2023 Estimate:	\$600.00	\$	600.00
Total		\$ 600.00	\$ 600.00
<b>325 - Food &amp; Clothing</b>			
As of 6/22:	\$0.00		
7/22 to 12/22 Estimate:	\$8,000.00		
	\$8,000.00	\$8,000.00	
2023 Estimate:	\$10,000.00	\$	10,000.00
Total		\$ 8,000.00	\$ 10,000.00
<b>326 - Maintenance of Building &amp; Grounds</b>			
As of 6/22:	\$4,215.00		
7/22 to 12/22 Estimate:	\$9,785.00		
	\$14,000.00	\$ 14,000.00	
2023 Estimate:	\$14,000.00	\$	14,000.00
Total		\$ 14,000.00	\$ 14,000.00

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

		2022	2023
<b>327 - Vehicle Supplies</b>			
As of 6/22:	\$0.00		
7/22 to 12/22 Estimate:	\$5,000.00	\$ 5,000.00	
	\$5,000.00	\$	
2023 Estimate:	\$5,000.00	\$	5,000.00
Total		\$ 5,000.00	\$ 5,000.00
<b>329 - Miscellaneous</b>			
As of 6/22:	\$81.00		
7/22 to 12/22 Estimate:	\$1,319.00		
	\$1,400.00	\$ 1,400.00	
2023 Estimate:	\$1,400.00	\$	1,400.00
Total		\$ 1,400.00	\$ 1,400.00
<b>410 - Travel</b>			
As of 6/22:	\$14,400.00		
7/22 to 12/22 Estimate:	\$10,600.00		
	\$25,000.00	\$ 25,000.00	
2023 Estimate:	\$25,000.00	\$	25,000.00
Total		\$ 25,000.00	\$ 25,000.00

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



		2022	2023
<b>440 - Official Fees</b>			
As of 6/22:	\$0.00		
7/22 to 12/22 Estimate:	\$500.00	\$ 500.00	
2023 Estimate:	\$500.00	\$	\$ 500.00
	Total	\$ 500.00	\$ 500.00
<b>499 - Miscellaneous</b>			
As of 6/22:	\$118.00		
7/22 to 12/22 Estimate:	\$382.00		
	\$500.00	\$ 500.00	
2023 Estimate:	\$500.00	\$	\$ 500.00
	Total	\$ 500.00	\$ 500.00
<b>652 - Buildings, Grounds</b>			
As of 6/22:	\$444.00		
7/22 to 12/22 Estimate:	\$19,556.00		
	\$20,000.00	\$ 20,000.00	
2023 Estimate:			
9-1-1 Center 100 kW Redundant Generator	175,000.00	\$	\$ 175,000.00
	Total	\$ 20,000.00	\$ 175,000.00

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

		2022	2023
<b>656 - Office Equipment</b>			
As of 6/22:	\$5,500.00		
7/22 to 12/22 Estimate:	\$4,500.00		
	\$10,000.00	\$ 10,000.00	
2023 Estimate:	\$15,000.00		\$ 15,000.00
Total		\$ 10,000.00	\$ 15,000.00
<b>658 - Communications Equipment</b>			
As of 6/22:	\$58,040.00		
7/22 to 12/22 Estimate:	\$6,960.00		
	\$65,000.00	\$ 65,000.00	
2023 Estimate:	\$10,000.00		\$ 10,000.00
Total		\$ 65,000.00	\$ 10,000.00
<b>670 - Major Repairs</b>			
As of 6/22:	\$0.00		
7/22 to 12/22 Estimate:	\$5,000.00		
	\$5,000.00	\$ 5,000.00	
2023 Estimate:	\$5,000.00		\$ 5,000.00
Total		\$ 5,000.00	\$ 5,000.00

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

			2022	2023
<b>691 - Architectural Engineering Fees</b>				
As of 6/22:		\$798.00		
7/22 to 12/22 Estimate:		\$13,002.00		
		\$13,800.00	\$ 13,800.00	
2023 Estimate:		\$8,000.00		\$ 8,000.00
	Total		\$ 13,800.00	\$ 8,000.00
<b>700 - Indirect Cost Allocation</b>				
As of 6/22:		\$0.00		
7/22 to 12/22 Estimate:		\$160,000.00		
		\$160,000.00	\$ 160,000.00	
2023 Estimate:		\$165,000.00		\$ 165,000.00
	Total		\$ 160,000.00	\$ 165,000.00
<b>731 - A.V. Tax Collect</b>				
As of 6/22:		\$0.00		
7/22 to 12/22 Estimate:		\$2,000.00		
		\$2,000.00	\$ 2,000.00	
2023 Estimate:		\$2,000.00		\$ 2,000.00
	Total		\$ 2,000.00	\$ 2,000.00

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

	2022	2023
<b>750 - Intergovernmental</b>		
As of 6/22:		
7/22 to 12/22 Estimate:		
Personnel, American Tower Lease, Radio Maintenance, Utilities @ Tower (Telephone line, Gas & Electric), Administrative Fees, Indirect Cost (other Intergovernmental)	\$695,538.00	
	\$784,462.00	
	\$1,480,000.00	\$ 1,480,000.00
2023 Estimate:		
Personnel:		
American Tower Lease, Radio Maintenance, Utilities @ Tower	\$1,320,000.00	
(Telephone line, Gas & Electric), Administrative Fees, Zuercher CAD Maintenance	\$280,000.00	
<b>Total</b>	<b>\$1,600,000.00</b>	<b>\$ 1,600,000.00</b>

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**

RECEIVED

OCT - 3 2022

PARISH COUNCIL

PHA Board Resolution
Approving Operating Budget

U.S Department of Housing
and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Public Reporting for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a valid OMB number.

This information is required by Section 604(4) of the O.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

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

PHA Fiscal Year Beginning 10/1/2022 Board Resolution Number

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

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

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

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

I hereby certify that all information stated within, as well as any other information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001,1010,1012.31, U.S.C.3729 and 3802)

Table with 3 columns: Print Board Chairperson's Name, Signature, Date

St. Charles Parish Housing Authority

ESTIMATED FASS SCORE BASED ON BUDGET FOR  
NUMBER OF UNITS: 129

9/30/2023

SCORING SUMMARY

SCORING COMPONENTS	THIS YEAR	POSSIBLE	LOST
QUICK RATIO	12.0	12.0	0.0
MONTHS EXPENDABLE NET ASSETS RATIO	8.0	11.0	3.0
DEBT SERVICE COVERAGE RATIO	2.0	2.0	0.0
TOTAL POINTS	22.0	25.0	3.0

Below 15 points is failing

COMMENTS:

QUICK RATIO

---



---

MONTHS EXPENDABLE NET ASSET RATIO

**This budget projects 1.93 months expendable net asset ratio**

---



---

DEBT SERVICE COVERAGE RATIO

---



---

Quick Ratio (QR)

NUMERATOR	BS		BS	DENOMINATOR	
CASH	87,089	*/-	2,326	310-CURR LIABILITIES	69,628
Project profit/loss vs. actual	2,032,401		2,164,803	347-INTERPROGRAM	
(Excess)/Deficiency in CFP's					
Tenant A/R			45,564		
Other A/R			45,920		
INVESTMENTS			-		
PREPAID EXP			18,666	Divided by	69,628
TOTALS			331,967		
					<b>CURRENT RATIO (CR) = 4.77</b>
<b>ITS MEANING:</b>					<b>YOUR SCORE: 12.0 OUT OF 12</b>
There were \$4.77 of current assets to pay every dollar of current liabilities.					
					CR less than 1.0 -
					CR equals 1.0 7.2
					CR between 1.0 and 2.0 12.0
					CR more than 2.0 12.0

MONTHS EXPENDABLE NET ASSETS RATIO (MENAR)

NUMERATOR		DENOMINATOR		
111-CASH	89,415	969-TOTAL EXPENSES	809,087	
Project profit/loss vs. actual	132,402			
(Excess)/Deficiency in CFP's		971-EXTRAORD MAINT	-	
120-NET A/R	91,484	972-CASUALTY LOSS	-	
131-INVESTMENTS	-	977-DEBT PYMT (GOVT)	-	
142-PREPAID EXP	18,666	1102-DEBT PYMT (ENT)	-	
310-CURR LIABILITIES	69,628			
343-CURR LONG TERM DEBT	-	ANNUAL EXPENSES AND COMMITMENTS	809,087	
347-INTERPROGRAM	-	Divided by	12 mo.	
EXPENDABLE FUNDS	129,937	AVG. MO. EXPENSES	67,424	
				<b>MONTHS EXPENDABLE FUND BALANCE (MEFB) = 1.93</b>
<b>ITS MEANING:</b>				<b>YOUR SCORE: 8.0 OUT OF 11</b>
There were enough expendable funds to pay for about 1.93 months worth of average expenses and commitments.				
ESTIMATED EXPENDABLE FUND BALANCE IS 262,339				
				MEFB less than 1.0 -
				MEFB equals 1.0 6.6
				MEFB between 1.0 and 4.0 8.4
				MEFB more than 4.0 11.0

## Operating Budget

<b>St. Charles Parish Housing Authority</b>		Fiscal Year	<b>9/30/2023</b>	Client #	1647
Project Number	LA094	PHA Code	LA094	Original	X
Number of Units	129	PUM	1548	Revision	
Eligible Units	129	EUM	1548	Completed	9/21/2022
				Subsidy entered	

	9/30/2023 Budgeted		9/30/2022 Projected		9/30/2021 Actual			
	PUM	Amount	PUM	Amount	PUM	Amount		
<b>INCOME</b>								
<b>OPERATING REVENUES</b>								
3110.0000.0001		Dwelling Rental	158.27	245,000	155.33	240,452	146.71	227,104
3422.0000.0001		Tenant Revenue - Other	0.16	250	-	-	0.02	34
<b>TOTAL OPERATING REVENUES</b>			<b>158.43</b>	<b>245,250</b>	<b>155.33</b>	<b>240,452</b>	<b>146.73</b>	<b>227,138</b>
<b>OPERATING SUBSIDY</b>								
3401.0000.0001		HUD Operating Subsidy - Current	349.59	541,163	348.22	539,041	337.00	521,672
3402.0000.0001		Hud Operating Subsidy - Prior	-	-	-	-	0.30	466
<b>TOTAL OPERATING SUBSIDY</b>			<b>349.59</b>	<b>541,163</b>	<b>348.22</b>	<b>539,041</b>	<b>337.30</b>	<b>522,138</b>
<b>OTHER REVENUES</b>								
3691.0000.XXXX		CFP (1406) to Operations	-	-	-	-	29.03	44,944
3699.0000.0001		Other Revenue	16.15	25,000	1,485.16	2,299,026	36.52	56,534
<b>TOTAL OTHER REVENUES</b>			<b>16.15</b>	<b>25,000</b>	<b>1,485.16</b>	<b>2,299,026</b>	<b>65.55</b>	<b>101,478</b>
<b>TOTAL INCOME</b>			<b>524</b>	<b>811,413</b>	<b>1,989</b>	<b>3,078,519</b>	<b>550</b>	<b>850,754</b>
<b>ADMINISTRATION</b>								
4110.0000.0001		Administrative Salaries	111.05	171,900	85.89	132,955	83.68	129,542
4130.0000.0001		Legal Expense	3.23	5,000	-	-	7.05	10,919
4140.0000.0001		Advertising/Marketing	0.78	1,200	0.09	135	3.43	5,311
4150.0000.0001		Admin Travel	4.84	7,500	3.23	5,000	2.13	3,295
4171.0000.0001		Audit Fees	6.78	10,500	6.78	10,500	6.78	10,500
4180.0000.0001		Employee Benefits - ADM	24.82	38,415	23.63	36,572	22.61	35,005
4190.1000.0001		Phone/Internet	6.46	10,000	4.39	6,790	10.61	16,421
4190.4000.0001		Training	3.23	5,000	2.45	3,792	1.13	1,746
4190.9000.0001		Other Office Expenses	22.61	35,000	23.37	36,184	20.87	32,314
4199.0000.0001		Other Admin Expenses	10.66	16,501	11.29	17,482	14.11	21,849
<b>TOTAL ADMINISTRATION</b>			<b>194.45</b>	<b>301,015</b>	<b>161.12</b>	<b>249,410</b>	<b>172.42</b>	<b>266,902</b>
<b>TENANT SERVICES</b>								
4212.0000.0001		Tenant Relocation	-	-	0.33	512	0.29	457
<b>TOTAL TENANT SERVICES</b>					<b>0.33</b>	<b>512</b>	<b>0.29</b>	<b>457</b>
<b>PROTECTIVE SERVICES</b>								
4252.0000.0001		Protective Services Contract	-	-	0.16	252	-	-
<b>TOTAL PROTECTIVE SERVICES</b>					<b>0.16</b>	<b>252</b>		
<b>UTILITIES</b>								
4310.0000.0001		Water	46.51	72,000	44.18	68,388	44.96	69,603
4320.0000.0001		Electricity	9.37	14,500	8.07	12,500	9.55	14,786
4330.0000.0001		Gas	33.27	51,500	33.07	51,185	29.99	46,417
4360.0000.0001		Sewer	51.68	80,000	50.61	78,345	53.47	82,769
<b>TOTAL UTILITIES</b>			<b>140.83</b>	<b>218,000</b>	<b>135.93</b>	<b>210,419</b>	<b>137.97</b>	<b>213,575</b>
<b>SALARY &amp; MAINTENANCE</b>								
4410.0000.0001		Maintenance - Salaries	41.39	64,072	49.01	75,866	64.58	99,976
4420.0000.0001		Maintenance Materials	19.38	30,000	19.01	29,426	14.39	22,270
4430.0010.0001		Garbage & Trash Removal	14.73	22,800	15.65	24,230	11.02	17,057
4430.0020.0001		Heating and Cooling	0.65	1,000	-	-	0.31	480
4430.0050.0001		Landscape & Grounds	19.38	30,000	17.46	27,024	15.47	23,940
4430.0070.0001		Electrical	3.23	5,000	3.23	5,000	2.62	4,050
4430.0080.0001		Plumbing	12.92	20,000	9.69	15,000	13.04	20,192
4430.0090.0001		Extermination	6.30	9,750	5.86	9,072	6.05	9,360
4430.0110.0001		Routine Maintenance	5.49	8,500	5.39	8,351	2.30	3,568
4430.0120.0001		Miscellaneous	2.91	4,500	1.78	2,757	5.08	7,859
4480.0000.0001		Employee Benefits - MTN	16.54	25,607	18.14	28,084	22.03	34,096
<b>TOTAL CONTRACT COSTS</b>			<b>126.37</b>	<b>195,622</b>	<b>127.08</b>	<b>224,810</b>	<b>134.85</b>	<b>242,846</b>



## Operating Budget

<b>St. Charles Parish Housing Authority</b>		Fiscal Year	<b>9/30/2023</b>	Client #	1647
Project Number	LA094	PHA Code	LA094	Revision	X
Number of Units	129	PUM	1548	Completed	9/21/2022
Eligible Units	129	EUM	1548	Subsidy entered	

	9/30/2023 Budgeted		9/30/2022 Projected		9/30/2021 Actual		
	PUM	Amount	PUM	Amount	PUM	Amount	
<b>GENERAL INSURANCE EXPENSE</b>							
4510.0010.0001	Property Insurance	46.51	72,000	45.35	70,198	16.57	25,654
4510.0020.0001	Liability Insurance	5.68	8,800	5.61	8,690	2.77	4,283
4510.0030.0001	Workman's Comp Insurance	2.71	4,200	2.08	3,219	2.66	4,123
4510.0091.0001	Auto Insurance	2.58	4,000	1.93	2,989	3.02	4,674
4510.0092.0001	Bond Insurance	0.16	250	0.14	219	0.14	219
4510.0099.0001	Other Insurance	-	-	0.39	607	-	-
<b>TOTAL INSURANCE</b>		<b>57.66</b>	<b>89,250</b>	<b>55.51</b>	<b>85,922</b>	<b>25.16</b>	<b>38,952</b>
<b>OTHER GENERAL EXPENSES</b>							
4520.0000.0001	Payment in Lieu of Taxes	1.74	2,700	1.94	3,003	0.87	1,353
4550.0000.0001	Compensated Absences	-	-	-	-	4.08	6,312
4572.0000.0001	Collection Loss - Vacated Tenants	-	-	-	-	12.06	18,670
4599.0000.0001	Other General Expense	1.61	2,500	2.80	4,342	26.42	40,894
<b>TOTAL OTHER GENERAL</b>		<b>3.36</b>	<b>5,200</b>	<b>4.75</b>	<b>7,345</b>	<b>43.43</b>	<b>67,229</b>
<b>TOTAL ROUTINE EXPENSES</b>		<b>522.67</b>	<b>809,087</b>	<b>484.87</b>	<b>778,670</b>	<b>514.12</b>	<b>829,961</b>
<b>NON-ROUTINE EXPENSES</b>							
4610.0000.0001	Extraordinary Maintenance	-	-	87.24	135,046	0.53	820
4620.0000.0001	Casualty Loss-Non Capitalized	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>				<b>87.24</b>	<b>135,046</b>	<b>0.53</b>	<b>820</b>
<b>CAPITAL EXPENSES</b>							
7520.000	Replacement of Equipment	-	-	-	-	-	-
7540.000	Property Betterments and Additions	-	-	-	-	-	-
<b>TOTAL NON-ROUTINE EXPENSES</b>				<b>87.24</b>	<b>135,046</b>	<b>0.53</b>	<b>820</b>
<b>TOTAL EXPENSES</b>		<b>522.67</b>	<b>809,087</b>	<b>572.11</b>	<b>913,716</b>	<b>514.65</b>	<b>830,781</b>
<b>SURPLUS</b>		<b>1.50</b>	<b>2,326</b>	<b>1,416.59</b>	<b>2,164,803</b>	<b>34.93</b>	<b>19,973</b>

### PROVISION FOR ESTIMATED OR ACTUAL OPERATING RESERVES AT FISCAL YEAR END

Actual Operating Reserve at End of Previous Fiscal Year	9/30/2021	<b>90,515.46</b>
Provision for Operating Reserve - Current Budget Year Estimated for FYE	9/30/2022	<b>2,164,802.92</b>
Operating Reserve at End of Current Budget Year Estimated for FYE	9/30/2022	<b>2,255,318.38</b>
Provision for Operating Reserve - Requested Budget Year Estimated for FYE	9/30/2023	<b>2,325.69</b>
Operating Reserve at End of Requested Budget Year Estimated for FYE	9/30/2023	<b>2,257,644.07</b>
Estimated FASPHA points (out of 11)	8.0	Estimated MENAR
		1.93
Name	<u>Leatrice Hollis</u>	Title
		<u>Executive Director</u>
Signature	_____	Date
		_____

**CALCULATIONS FOR CURRENT YEAR PROVISIONS**

**St. Charles Parish Housing Authority**

Estimated for year 9/30/2023

**Subsidy Prorations Calculations**

		<b>518,703.00</b>	<b>CY2022</b>		Interim
			104.33%		
		<u>541,162.84</u>	<b>Prorated</b>		
	<b>2021</b>				
Oct		42,807.00	obligation letter		
Nov		42,807.00	obligation letter		
Dec		<u>47,574.00</u>	obligation letter		
		<u>133,188.00</u>			
					FYE 9/30/22
					<b>539,041.00</b>
					Projected FY 9/30/23
	<b>2022</b>				<b>541,162.84</b>
Jan		43,903.00	obligation letter		
Feb		43,903.00	obligation letter		
Mar		42,651.00	obligation letter		
Apr		42,651.00	obligation letter		
May		48,413.50	obligation letter		
Jun		48,413.50	obligation letter		
Jul		45,306.00	obligation letter		
Aug		45,306.00	obligation letter		
Sep		45,306.00	obligation letter		
Oct		45,103.28	estimated		
Nov		45,103.28	estimated		
Dec		45,103.28	estimated		
		<u>541,162.84</u>	<b>Prorated</b>		

**St. Charles Parish Housing Authority  
Schedule of Employees and Benefits  
Fiscal Year  
9/30/2023**

Position Title and Name By Organizational Unit and Function	Present	Requested Budget Year				Allocation of Salaries by Program							Benefits					
		Salary	Pay Period Rate	No. of pay periods	Yearly Salaries	Management		Cell	Auto	CFP		S/8		Payroll Taxes 7.65%	Unemployment \$9,000 1.00%	Health/Dental Insurance	Retirement 3.00%	
(1)	(2)	(3)	(4)	(5)	(6)	%					(7)	%	(8)	(9)	(10)	(11)		
<b>Administration</b>	<b>Name</b>																	
Executive Director-	Leatrice Hollis	88,700.00	3,695.83	24	88,700	88,700	100%					0%	35,200	50%	5,386	90	12,543	2,661
Housing Manager	Youlondar Prevost	70,400.00	2,933.33	24	70,400	35,200	50%					0%	0	0%	3,672	90	6,924	1,440
LR Housing Specialist	Linda Mckie	48,000.00	2,000.00	24	48,000	48,000	100%											
Incentive Pay					0	0	###						#DIV/0!					
<b>Total Administrative Salaries</b>		<b>207,100</b>			<b>207,100</b>	<b>171,900</b>	<b>83%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>35,200</b>	<b>17%</b>	<b>15,843</b>	<b>270</b>	<b>20,297</b>	<b>6,213</b>
													<b>S&amp;B Benefits</b>		<b>2,693</b>	<b>45</b>	<b>415</b>	<b>1,056</b>
													<b>PH Benefits</b>		<b>13,150</b>	<b>225</b>	<b>19,882</b>	<b>5,157</b>
<b>Maintenance</b>																		
Maintenance Supervisor	Charles Taylor	48,214.00	2,008.92	24	48,214	24,107	50%					0%	24,107	50%	3,688	90	10,365	1,446
Maintenance Repairman	Chris Myles	39,965.00	1,665.21	24	39,965	39,965	100%					0%		0%	3,057	90	5,670	1,199
On Call/Overtime					0	0												
Incentive pay					0	0												
<b>Total Maintenance Salaries</b>		<b>88,179</b>			<b>88,179</b>	<b>64,072</b>	<b>73%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>24,107</b>	<b>27%</b>	<b>6,746</b>	<b>180</b>	<b>16,036</b>	<b>2,645</b>
													<b>S&amp;B Benefits</b>		<b>1,844</b>	<b>45</b>	<b>5,183</b>	<b>723</b>
													<b>PH Benefits</b>		<b>4,902</b>	<b>135</b>	<b>10,853</b>	<b>1,922</b>
<b>Total</b>		<b>295,279</b>			<b>295,279</b>	<b>235,972</b>	<b>80%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>59,307</b>	<b>20%</b>	<b>22,589</b>	<b>450</b>	<b>36,333</b>	<b>8,858</b>
													<b>S&amp;B Benefits</b>		<b>4,537</b>	<b>90</b>	<b>5,597</b>	<b>1,779</b>
													<b>PH Benefits</b>		<b>18,052</b>	<b>360</b>	<b>30,735</b>	<b>7,079</b>

Operating Expense

St. Charles Parish Housing Authority

FYE

9/30/2023

**Fee Accounting**

Monthly Retainer	6,001		
Quarterly Payroll/tax preparation			
Operating Budget	350		
Subsidy submission	200	Capitalization policy is	check for new policy 2,500
Operating Budget Revision	-		
FDS Submission	400	Depreciate ranges & refrigerators as per	
FDS Submission Capital Funds	100	capitalization policy	
MD&A	350	Yes	No
SAS-112	300		X
	<u>7,701</u>		

**Contract Services**

Rental Registers (if H S A does them)		Low Rent	<b>Audit</b>
Energy Audits	-	Section 8	10,500
Utility Allowance Studies	3,300		10,500
Tenant verifications/background checks	500		
Physical Needs Assessment			
Other	5,000		
Total contract services	<u>8,800</u>		

**St. Charles Parish Housing Authority**  
**Operating Statement**  
**Five Months Ending 02/28/2022**  
**Program: Section 8      Project: ADMIN**

5

	YTD Amount	Projected 9/30/2021	Budgeted 9/30/2022
<b>GOV'T REVENUE</b>			
<b>PORT IN</b>			
3300.0004.0001 Port-In Admin Fee	586.03	2,000.00	2,000.00
3301.0004.0001 Port-In HAP	<u>10,377.00</u>	<u>32,604.00</u>	<u>50,000.00</u>
<b>TOTAL PORT IN</b>	<b>10,963.03</b>	<b>34,604.00</b>	<b>52,000.00</b>
<b>OTHER GOVERNMENT</b>			
3410.0004.0001 Admin Fee Revenue	<u>77,549.00</u>	<u>196,839.00</u>	<u>195,000.00</u>
<b>TOTAL OTHER GOVERNMENT</b>	<b>77,549.00</b>	<b>196,839.00</b>	<b>195,000.00</b>
<b>OTHER REVENUE</b>			
3450.0000.0001 Fraud Recovery Revenue	<u>2,327.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
<b>TOTAL OTHER REVENUE</b>	<b>2,327.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
<b>TOTAL INCOME</b>	<b>90,839.03</b>	<b>234,443.00</b>	<b>250,000.00</b>
<b>ROUTINE OPERATIONS</b>			
<b>ADMINISTRATION</b>			
4110.0000.0001 Administrative Salaries	17,576.87	42,184.49	59,307.00
4171.0000.0001 Auditing		8,000.00	10,500.00
4180.0000.0001 Employee Benefits Admin	1,393.52	3,344.45	12,003.60
4190.1000.0001 Phone/Internet	548.54	1,316.50	1,500.00
4190.4000.0001 Training	89.00	500.00	750.00
4190.9000.0001 Other Office Expenses	12,411.32	29,787.17	30,000.00
4199.0000.0001 Other Admin Expenses	<u>11,804.70</u>	<u>28,331.28</u>	<u>30,000.00</u>
<b>TOTAL ADMINISTRATION</b>	<b>43,823.95</b>	<b>113,463.88</b>	<b>144,060.60</b>
<b>INSURANCE</b>			
4510.0010.0001 Property Insurance	896.58	2,151.79	2,200.00
4510.0020.0001 Liability Insurance	2,727.44	6,545.86	8,800.00
4510.0030.0001 Workmen's Comp Insurance	2,244.15	5,385.96	5,400.00
4510.0091.0001 Auto Insurance	1,024.84	2,459.62	2,666.67
4510.0099.0001 Other Insurance	<u>202.32</u>	<u>485.57</u>	
<b>TOTAL INSURANCE</b>	<b>7,095.33</b>	<b>17,028.79</b>	<b>19,066.67</b>
<b>OTHER GENERAL</b>			
4591.0000.0001 Penalties/Fines	19.50	46.80	
4594.0000.0001 Port-Out Admin Fee	<u>744.78</u>	<u>1,787.47</u>	<u>1,800.00</u>
<b>TOTAL OTHER GENERAL</b>	<b>764.28</b>	<b>1,834.27</b>	<b>1,800.00</b>
<b>TOTAL ROUTINE OPERATIONS</b>	<b>51,683.56</b>	<b>132,326.94</b>	<b>164,927.26</b>
<b>NON-ROUTINE OPERATIONS</b>			
4750.0000.0001 HAP Port-in Payment	<u>7,525.00</u>	<u>32,604.00</u>	<u>50,000.00</u>
<b>TOTAL NON-ROUTINE OPERATIONS</b>	<b>7,525.00</b>	<b>32,604.00</b>	<b>50,000.00</b>
<b>TOTAL EXPENSES</b>	<b>59,208.56</b>	<b>164,930.94</b>	<b>214,927.26</b>
<b>SURPLUS</b>	<b>31,630.47</b>	<b>69,512.06</b>	<b>35,072.74</b>

**ST. CHARLES  
COMMUNITY HEALTH  
CENTER**

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

	CY 2022 Actuals	CY 2023 Budget	\$ Variance	% Variance
<b>Millage Revenue</b>				
Revenue	\$ 925,000.00	\$ 960,000.00	\$ 35,000.00	3.78%
<b>Total Revenue</b>	<b>\$ 925,000.00</b>	<b>\$ 960,000.00</b>	<b>\$ 35,000.00</b>	<b>3.78%</b>
<b>Employee Costs</b>				
403b Retirement Company Match	\$ 10,230.06	\$ 10,617.15	\$ 387.09	3.78%
Employer FICA/Medicare Tax	\$ 31,987.98	\$ 33,198.34	\$ 1,210.36	3.78%
Health Insurance	\$ 39,611.23	\$ 41,110.04	\$ 1,498.81	3.78%
Salaries & Wages	\$ 403,345.50	\$ 418,607.14	\$ 15,261.64	3.78%
Taxes & Licenses	\$ 1,207.87	\$ 1,253.57	\$ 45.70	3.78%
Vac/Sick/PTO	\$ 54,194.95	\$ 56,245.58	\$ 2,050.63	3.78%
Workmen's Comp. Insurance	\$ 6,637.77	\$ 6,888.93	\$ 251.16	3.78%
<b>Total Employee Costs</b>	<b>\$ 547,215.36</b>	<b>\$ 567,920.74</b>	<b>\$ 20,705.38</b>	<b>3.78%</b>
<b>Facility Costs</b>				
Building Improvements	\$ -	\$ -	\$ -	0.00%
Building Repairs & Maintenance	\$ 7,512.66	\$ 7,796.92	\$ 284.26	3.78%
General Liability Insurance	\$ 8,114.79	\$ 8,421.84	\$ 307.05	3.78%
Janitorial Contract	\$ 22,329.00	\$ 23,173.88	\$ 844.88	3.78%
Janitorial Services & Supplies	\$ 8,442.90	\$ 8,762.36	\$ 319.46	3.78%
Lawn Service	\$ 15,011.10	\$ 15,579.09	\$ 567.99	3.78%
Property Insurance	\$ 8,978.51	\$ 9,318.24	\$ 339.73	3.78%
Repairs & Maintenance	\$ 17,488.96	\$ 18,150.71	\$ 661.75	3.78%
Security Expense	\$ 1,834.53	\$ 1,903.94	\$ 69.41	3.78%
Utilities	\$ 23,901.69	\$ 24,806.08	\$ 904.39	3.78%
<b>Total Facility Costs</b>	<b>\$ 113,614.14</b>	<b>\$ 117,913.07</b>	<b>\$ 4,298.93</b>	<b>3.78%</b>

**RECEIVED**

**SEP 30 2022**

**PARISH COUNCIL**

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

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

	CY 2022 Actuals	CY 2023 Budget	\$ Variance	% Variance
<b>Patient and IT Expenses</b>				
Infectious Waste Disposal	\$ 8,857.50	\$ 9,192.65	\$ 335.15	3.78%
Instruments & Equip Non Capital	\$ 1,632.85	\$ 1,694.63	\$ 61.78	3.78%
Laboratory	\$ 16,915.29	\$ 17,555.33	\$ 640.04	3.78%
Patient Supplies	\$ 58,611.43	\$ 60,829.17	\$ 2,217.74	3.78%
Pharmaceuticals	\$ 12,959.72	\$ 13,450.09	\$ 490.37	3.78%
Professional Services Expense	\$ 18,515.29	\$ 19,215.87	\$ 700.58	3.78%
Cable & Internet	\$ 16,355.67	\$ 16,974.54	\$ 618.87	3.78%
Computer Services	\$ 23,694.11	\$ 24,590.65	\$ 896.54	3.78%
Computers - Non-Capital Exp	\$ -	\$ -	\$ -	0.00%
Copier Leases	\$ 11,159.97	\$ 11,582.24	\$ 422.27	3.78%
Electronic Medical Record	\$ 89,514.54	\$ 92,901.59	\$ 3,387.05	3.78%
Telephone Expense	\$ 5,954.13	\$ 6,179.42	\$ 225.29	3.78%
Total Patient and IT Costs	\$ 264,170.50	\$ 274,166.18	\$ 9,995.68	3.78%
Total Expenses	\$ 925,000.00	\$ 960,000.00	\$ 35,000.00	3.78%
Total Variance	\$ -	\$ 0.00	\$ 0.00	

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



**ARC  
OF  
ST. CHARLES**

**BUDGET DETAIL -OUTSIDE AGENCIES -2022/2023 FOR ARC OF ST. CHARLES**

Statement of Net Position Accounts		2022	2023	\$ Variance	% Variance
Mortgage	\$	8,385.63	\$ 5,641.49	\$ (2,744.14)	-32.72%
New Vehicles	\$	75,000.00	\$ 150,000.00	\$ 75,000.00	100.00%
Repairs and maintenance	\$	31,952.56	\$ 34,023.51	\$ 2,070.95	6.48%
Lines of credit	\$	-	\$ 20,000.00	\$ 20,000.00	#DIV/0!
Additional funds received	\$	40,000.00	\$ -	\$ (40,000.00)	-100.00%
Investments	\$	150,000.00	\$ 150,000.00	\$ -	0.00%
<b>Total</b>	<b>\$</b>	<b>305,338.19</b>	<b>\$ 359,665.00</b>	<b>\$ 54,326.81</b>	<b>17.79%</b>
<b>Statement of Activity Accounts</b>					
Payroll - Vocational	\$	298,672.00	\$ 298,672.00	\$ -	0.00%
Lease	\$	11,850.00	\$ 11,850.00	\$ -	0.00%
Rent/Storage Unit	\$	3,013.00	\$ 3,013.00	\$ -	0.00%
Utilities (Programs)	\$	12,000.00	\$ 12,000.00	\$ -	0.00%
Utilities (General)	\$	4,000.00	\$ 4,000.00	\$ -	0.00%
Bank Interest	\$	11,500.00	\$ 11,500.00	\$ -	0.00%
Insurance - Liability and Property (Programs)	\$	108,571.27	\$ 110,000.00	\$ 1,428.73	1.32%
Insurance - Liability and Property (General)	\$	8,500.00	\$ 8,500.00	\$ -	0.00%
Insurance - Workers' Compensation (Programs)	\$	60,000.00	\$ 60,000.00	\$ -	0.00%
Insurance - Workers' Compensation (General)	\$	4,500.00	\$ 4,500.00	\$ -	0.00%
Fuel (Programs)	\$	40,440.54	\$ 46,200.00	\$ 5,759.46	14.24%
Fuel (General)	\$	2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%
Supplies - Day Hab	\$	2,500.00	\$ 2,500.00	\$ -	0.00%
Supplies - Pre Voc	\$	3,500.00	\$ 3,500.00	\$ -	0.00%
Supplies - Greenhouse	\$	1,300.00	\$ 1,300.00	\$ -	0.00%
Supplies - Lawn Care	\$	2,000.00	\$ 5,500.00	\$ 3,500.00	175.00%
Supplies - Cajun Village	\$	1,500.00	\$ 1,500.00	\$ -	0.00%
Supplies - Jani Day	\$	5,000.00	\$ 5,000.00	\$ -	0.00%
Supplies - Jani Schools	\$	27,985.00	\$ 28,000.00	\$ 15.00	0.05%
Office Supplies - Day Hab	\$	1,800.00	\$ 1,800.00	\$ -	0.00%
Office Supplies - Cajun Village	\$	200.00	\$ 200.00	\$ -	0.00%
Repairs and Maintenance - Transportation	\$	20,000.00	\$ 20,000.00	\$ -	0.00%
Repairs and Maintenance - Lawn Care	\$	6,900.00	\$ 11,900.00	\$ 5,000.00	72.46%
Repairs and Maintenance - Cajun Village	\$	6,900.00	\$ 11,900.00	\$ 5,000.00	72.46%
<b>Total</b>	<b>\$</b>	<b>644,631.81</b>	<b>\$ 667,335.00</b>	<b>\$ 22,703.19</b>	<b>103.52%</b>
<b>Total</b>	<b>\$</b>	<b>949,970.00</b>	<b>\$ 1,027,000.00</b>	<b>\$ 77,030.00</b>	<b>108.11%</b>

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.