

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

2020

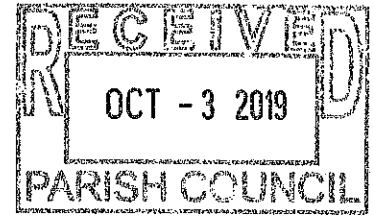
**COUNCIL ON
AGING**



John Bel Edwards

Governor

State of Louisiana
OFFICE OF THE GOVERNOR
Office of Elderly Affairs



October 3, 2019

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

RE: FY 2020 Original Budget

Dear Ms. Keller:

We have completed the review process of St. Charles Council on Aging, Inc.'s FY 2020 Original Budget for the fiscal year July 1, 2019 through June 30, 2020.

According to GOEA's records, St. Charles Council on Aging, Inc. is contracted to receive additional Parish Council on Aging Funds in the amount of \$62,500; however, this amount is not included in the FY 2020 Original Budget. St. Charles Council on Aging, Inc. will be required to submit a Revised Budget for FY 2020, due on or before April 30, 2020, to include the additional funds received.

St. Charles Council on Aging, Inc.'s FY 2020 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 in excel format.

Should you have any questions or need further assistance, please contact Ebony Green, Program Auditor at (225) 342-6968, or Michelle Vincent, Program Monitor at (225) 342-6999.

Sincerely,

Laura Jackson
Accountant Manager

cc: Sharon Woolf, Chairperson
Shavon Humphrey, Manager, HCBS

St. Charles Council on Aging, Inc.

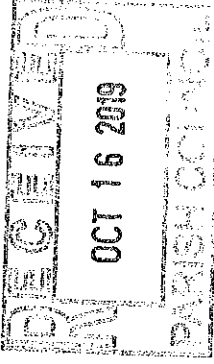
Budget Overview Schedule

For the Years Ending June 30, 2020 and amended 2019 (summarized)

Significant Assumption & Observation References	Forecasted Revenues	Original FY	Summarized	Expenditure
		2020 Forecast	Amended FY 2019 Forecast	Increases/ (Decreases)
1	Property Tax	2,380,556	1,367,752	1,012,804
2	GOEA	357,109	349,897	7,212
3	United Way	38,000	32,000	6,000
4	FTA	93,361	93,361	-
5	Interest Income	26,225	25,350	875
6	Miscellaneous	4,500	7,079	(2,579)
7	Contributions - unrestricted	1,150	1,150	-
8	MIPPA - Other GOEA	3,650	3,350	300
9	Contributions - Restricted for programs	31,930	32,955	(1,025)
10	Proceeds from Sale of Vans	12,000	-	12,000
	Total forecasted revenues	2,948,481	1,912,894	1,035,587
	Total forecasted expenditures	2,082,570	1,814,536	
11	Net forecasted revenues over (under) expenditures	865,911	98,358	
Significant Assumptions and Observations for Forecasted FY 2020 Revenues				
1	The amount forecasted for the FY 20 property tax revenue takes into consideration the Council assessing ".96 mill" using taxable values per the Assessor's 2018 totals as well as an additional ".80 mill" the parish voted for in 2017 for the COA to begin receiving in property tax year 2019 (COA fiscal year 2020).			
2	The COA has increased the forecasted revenue from GOEA based on the information given by GOEA. Note that there is always a possibility that GOEA might get its funds cut after this budget has been prepared, which could adversely affect the COA.			
3	For FY 2020 the COA has forecasted United Way will award \$38,000 for "Under 60 programs" to be split between local transportation program (\$26,500) and Meals Under 60 program (\$11,500). Last year, the amount was \$22,500 (local transportation) but an application was submitted for FY 20 to increase the award to \$26,500. Management believes the COA will be approved for the increase. Additionally, the COA also requested the funds for Meals Under 60 program be increased from \$9,500 to \$11,500 for FY20.			
4	There are 2 vans expected to be delivered in FY 2020. These funds represent the federal matching dollars that will be used to help pay for a portion (85%) of each van acquired under the program sponsored by DOTD.			
5	The amount of interest income budgeted was forecasted based on last year's experience along with the maturities of current year CD's and interest rates.			
6	The St. Charles COA receives a dividend check from LWCC most years. The amount the COA will receive is based on LWCC's revenue and how much the board at LWCC chooses to release as dividends for the current year. We estimated an amount based on past years.			
7	The amount of unrestricted contributions budgeted was forecasted based on the FY 19 trend for contributions.			
8	MIPPA stands for Medicare Improvement for Patients and Providers Act. It is a means of providing funds to the COA when the COA helps to educate and inform those people who are eligible for Medicare and assists them in obtaining it.			
9	Contributions - Restricted for programs are expected to decrease slightly in FY20 based on the actual trend for similar contributions for FY 2019.			
10	Management plans to sell vans # 82 & 87 in FY20 and expects to receive sales proceeds based on its estimated values (per an appraisal the Council recently requested).			
11	The budgeted FY20 surplus is entirely due to the Council receiving the extra .80 mill for property tax revenue. This "savings" will allow the COA to purchase much needed transportation and C2 vehicles as the needs continue to arise, make renovations to senior centers where necessary and increase services directly to the community as this is expected to happen increasingly over the next few years.			

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.

**HOSPITAL
SERVICE
DISTRICT**



ST. CHARLES PARISH HOSPITAL
 FYE 2019 BUDGET
 OPERATING BUDGET

	ACTUAL FYE 7-31-2016	% OF	ACTUAL FYE 12-31-2016	% OF	ACTUAL FYE 12-31-2017	% OF	PROJECTION FYE 12-31-2018	% OF	BUDGET FYE 12-31-2019	% OF
MAJOR STATISTICS										
ICU DAYS	1,281		1,147		713		546		548	
MED / SURG DAYS	5,110		4,882		2,999		1,984		2,004	
BEHAVIORAL HEALTH IP DAYS	7,123		8,721		6,354		5,917		7,859	
OUTPATIENT VISITS	19,505		29,065		29,422		32,959		35,698	
EMERGENCY ROOM VISITS	15,330		20,919		15,725		16,005		16,084	
AMBULANCE RUNS	5,338		8,421		9,679		6,401		6,524	
SURGERIES	1,605		1,947		1,456		2,035		2,334	
REVENUES AND ADJUSTMENTS										
HOSPITAL PATIENT REVENUES										
INPATIENT REVENUE	37,270,425	36.5%	53,762,110	36.5%	41,848,365	34.2%	32,914,182	26.6%	36,864,995	26.1%
OUTPATIENT REVENUE	64,765,204	63.5%	93,495,350	63.5%	80,533,426	65.8%	90,658,329	73.4%	104,516,206	73.9%
TOTAL HOSPITAL PATIENT REVENUES	102,035,629	100.0%	147,257,462	100.0%	122,381,791	100.0%	123,572,511	100.0%	141,381,201	100.0%
LESS: CONTRACTUALS & ADJUSTMENTS	(81,017,765)	79.4%	(116,404,419)	79.0%	(51,323,595)	74.6%	(91,556,298)	74.1%	(105,471,259)	74.6%
NET HOSPITAL PATIENT REVENUES	21,017,863	73.4%	30,853,043	74.7%	31,058,197	80.4%	32,016,213	81.0%	35,909,942	86.8%
	20.8%		21.0%		25.4%		25.9%		25.4%	
NET OPERATING REVENUE	21,017,863	73.4%	30,853,043	74.7%	31,058,197	80.4%	32,016,213	81.0%	35,909,942	86.8%
OTHER REVENUES										
CAFETERIA & COURTYARD CAFE SALES	527,530		746,260		493,631		439,439		441,633	
RENTAL INCOME	579,537		805,891		536,177		402,143		431,418	
OTHER	420,807		575,211		343,895		312,045		140,060	
TOTAL OTHER REVENUE	1,527,874	5.3%	2,127,363	5.1%	1,373,703	3.5%	1,153,627	2.9%	1,013,110	2.4%
UPL-RURAL HOSPITAL GRANT	6,046,812	21.1%	8,124,539	19.7%	5,951,767	15.3%	6,019,349	15.2%	4,132,161	10.0%
UPL - PHYSICIAN	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
UPL - AMBULANCE	6,485	0.0%	176,850	0.4%	266,206	0.7%	278,834	0.7%	289,348	0.7%
EHR INCENTIVE PYMTS	29,602	0.1%	28,602	0.1%	140,266	0.4%	78,483	0.2%	-	0.0%
TOTAL NET REVENUES	28,628,636	100.0%	41,311,396	100.0%	38,790,139	100.0%	39,546,506	100.0%	41,354,560	100.0%

St. Charles Parish Hospital
 Monthly Budget
 Fiscal Year Ending December 31, 2019

	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Total 2019
MAJOR STATISTICS													
ICU DAYS	47	42	47	45	47	45	47	47	45	47	45	47	548
MED / SURG DAYS	217	196	217	150	124	120	124	124	150	155	210	217	2,004
BEHAVIORAL HEALTH IP DAYS	592	535	592	573	592	573	592	592	791	818	791	818	7,859
OUT PATIENT VISITS	2,804	2,550	2,550	2,677	2,932	2,550	2,804	2,804	2,550	2,952	2,550	2,677	32,379
EMERGENCY ROOM VISITS	1,558	1,408	1,372	1,328	1,279	1,238	1,279	1,279	1,238	1,279	1,388	1,434	16,084
AMBULANCE RUNS	554	500	554	536	554	536	554	554	536	554	536	554	6,524
SURGERIES	202	184	185	193	211	184	202	202	184	211	184	193	2,334
REVENUES AND ADJUSTMENTS													
INPATIENT REVENUE	3,081,225	2,780,743	3,081,225	2,874,994	2,925,338	2,834,789	2,925,338	2,925,338	3,244,798	3,381,512	3,347,936	3,461,759	36,864,995
OUTPATIENT REVENUE	9,022,103	8,481,093	8,284,050	8,408,575	8,937,513	8,000,678	8,955,428	8,999,597	8,422,093	9,483,903	8,721,361	9,105,013	104,516,206
TOTAL HOSPITAL PATIENT REVENUES	12,103,328	10,961,836	11,365,274	11,278,568	11,862,851	10,835,468	11,880,766	11,924,935	11,666,891	12,865,414	12,069,297	12,566,772	141,381,201
LESS CONTRACTUALS & ADJUSTMENTS	(9,094,024)	(8,234,101)	(8,514,457)	(8,471,457)	(8,923,669)	(8,127,970)	(8,828,629)	(8,863,628)	(8,626,025)	(9,550,952)	(8,930,022)	(9,306,558)	(105,471,259)
NET HOSPITAL PATIENT REVENUES	3,009,304	2,727,735	2,850,818	2,807,111	2,939,182	2,707,497	3,052,137	3,061,307	3,040,866	3,314,462	3,139,275	3,260,214	35,909,942
NET OPERATING REVENUE	3,009,304	2,727,735	2,850,818	2,807,111	2,939,182	2,707,497	3,052,137	3,061,307	3,040,866	3,314,462	3,139,275	3,260,214	35,909,942
OTHER REVENUES													
CAFETERIA & COURTYARD CAFÉ SALES	36,803	36,803	36,803	36,803	36,803	36,803	36,803	36,803	36,803	36,803	36,803	36,803	441,633
RENTAL INCOME	35,951	35,951	35,951	35,951	35,951	35,951	35,951	35,951	35,951	35,951	35,951	35,951	431,418
OTHER	11,672	11,672	11,672	11,672	11,672	11,672	11,672	11,672	11,672	11,672	11,672	11,672	140,060
TOTAL OTHER REVENUES	84,426	84,426	84,426	84,426	84,426	84,426	84,426	84,426	84,426	84,426	84,426	84,426	1,015,110
UPL-RURAL HOSPITAL GRANT	344,347	344,347	344,347	344,347	344,347	344,347	344,347	344,347	344,347	344,347	344,347	344,347	4,132,161
UPL - AMBULANCE	-	-	74,937	-	-	74,937	-	-	74,937	-	-	74,937	299,348
EHR INCENTIVE	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NET REVENUES	3,438,077	3,156,508	3,354,427	3,236,096	3,367,755	3,211,107	3,480,910	3,490,079	3,544,476	3,743,255	3,568,047	3,763,823	41,354,561
EXPENSES													
SALARIES & WAGES	727,647	657,782	727,842	695,908	707,630	684,988	726,110	759,710	795,388	763,910	760,588	785,750	8,733,254
EMPLOYED PHYSICIAN PRACTICES	-	-	-	-	-	-	-	-	-	-	-	-	-
PHYSICIAN FEES	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
OTHER SUPPLIES AND EXPENSES	15,830	15,807	15,811	15,819	15,839	15,810	16,634	16,635	16,616	16,648	16,619	16,631	194,700
CONTRACTED SERVICES	123,203	118,762	122,197	121,719	123,879	121,278	123,623	123,623	121,470	124,361	121,680	123,340	1,469,135
PATIENT SUPPLIES	491,520	455,391	467,545	475,481	503,507	463,494	493,642	494,090	466,239	507,339	467,342	483,571	5,769,161
REPAIRS AND MAINTENANCE	33,909	33,827	33,855	33,868	33,923	33,841	33,964	33,967	33,913	34,020	33,935	33,993	407,013
PROFESSIONAL FEES	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	360,000
RENT	-	-	-	-	-	-	-	-	-	-	-	-	-
INSURANCE	69,965	69,965	69,965	69,965	69,965	69,965	69,965	69,965	69,965	69,965	69,965	69,965	839,582
DEPRECIATION	246,137	246,137	246,137	246,137	246,137	246,137	246,137	246,137	246,137	246,137	246,137	246,137	2,953,639
UTILITIES	78,982	78,987	78,982	78,954	78,982	78,954	78,982	78,982	78,954	78,982	78,954	78,982	947,589
EMPLOYEE BENEFITS	130,858	130,858	130,858	130,858	130,858	130,858	130,858	130,858	130,858	130,858	130,858	130,858	1,570,257
FOOD	55,502	55,487	55,486	55,486	55,489	55,478	55,486	55,486	55,478	55,489	55,487	55,492	665,848
LINEN	185	185	185	185	185	185	185	185	185	185	185	185	2,217
LEASES	93,339	93,262	93,313	93,309	93,352	100,331	108,751	108,751	108,708	108,764	108,708	108,717	1,219,309
TELEPHONE	8,863	8,811	8,863	8,845	8,863	8,845	8,863	8,863	8,845	8,863	8,845	8,863	106,230
COLLECTION FEES	275	275	275	275	275	275	275	275	275	275	275	275	3,300
DUES AND SUBSCRIPTIONS	3,990	3,986	3,987	3,988	3,992	3,987	3,993	3,993	3,989	3,996	3,990	3,993	47,885

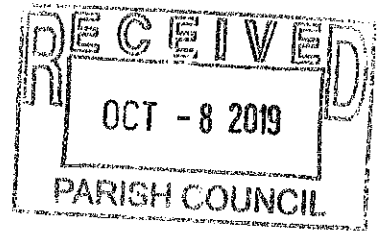
St. Charles Parish Hospital
 Monthly Budget
 Fiscal Year Ending December 31, 2019

	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Total 2019
ADVERTISING	210	210	210	210	210	210	210	210	210	210	210	210	2,525
POSTAGE	575	575	575	575	575	575	575	575	575	575	575	575	6,900
TRAINING	2,351	2,313	2,334	2,335	2,359	2,327	2,351	2,359	2,327	2,359	2,327	2,342	28,075
BOARD OF COMMISSIONER MEETINGS	240	240	240	240	240	240	240	240	240	240	240	240	2,880
PROFESSIONAL DEVELOPMENT	834	769	834	812	834	816	850	850	828	850	828	850	9,956
TAXES AND LICENSES	3,927	3,872	3,889	3,903	3,947	3,884	3,990	3,992	3,952	4,058	3,967	4,011	47,372
MCD PROGRAM SUPPORT	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	1,333,333	16,000,000
TOTAL EXPENSES	3,452,675	3,341,746	3,421,717	3,403,207	3,445,375	3,386,811	3,470,017	3,504,073	3,449,486	3,522,398	3,476,048	3,519,314	41,398,867
OPERATING NET INCOME (LOSS)	(14,599)	(185,239)	(75,289)	(167,110)	(77,620)	(175,704)	10,893	(13,993)	94,990	220,837	91,999	244,509	(44,306)
NON-OPERATING INCOME / EXPENSES													
NON-OPERATING REVENUE													
AD VALOREM TAX - MAINTENANCE	282,669	282,669	282,669	282,669	282,669	282,669	282,669	282,669	282,669	282,669	282,669	282,669	3,392,024
AD VALOREM TAX - DEBT SERVICE	360,175	360,175	360,175	360,175	360,175	360,175	360,175	360,175	360,175	360,175	360,175	360,175	4,322,096
INTEREST INCOME	375	375	375	375	375	375	375	375	375	375	375	375	4,500
INTEREST INCOME - DEBT SERVICE	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	27,500
TOTAL	645,510	645,510	645,510	645,510	645,510	645,510	645,510	645,510	645,510	645,510	645,510	645,510	7,746,120
NON-OPERATING EXPENSES													
INTEREST EXPENSE - MAINTENANCE	38,149	38,149	38,149	38,149	38,149	38,149	38,149	38,149	38,149	38,149	38,149	38,149	457,791
INTEREST EXPENSE - DEBT SERVICE	85,218	85,218	85,218	85,218	85,218	85,218	85,218	85,218	85,218	85,218	85,218	85,218	1,022,611
PLANTATION VIEW CONSOLIDATED (GAIN)	20,305	20,305	20,305	20,305	20,305	20,305	20,305	20,305	20,305	20,305	20,305	20,305	243,658
CONSTRUCTION FUND PROF FEES	-	-	-	-	-	-	-	-	-	-	-	-	-
B & I REDEMPTION FUND PROF FEES	-	-	-	-	-	-	-	-	-	-	-	-	-
B & I REDEMPTION FUND FEES	500	500	500	500	500	500	500	500	500	500	500	500	6,000
TOTAL	144,172	144,172	144,172	144,172	144,172	144,172	144,172	144,172	144,172	144,172	144,172	144,172	1,730,060
NON-OPERATING GAIN, NET	501,338	501,338	501,338	501,338	501,338	501,338	501,338	501,338	501,338	501,338	501,338	501,338	6,016,060
NET INCOME (LOSS)	486,739	316,100	428,049	334,228	423,719	325,634	512,231	487,345	596,328	722,195	593,338	745,848	5,971,754

**ST. CHARLES PARISH HOSPITAL
 FYE 2019 BUDGET
 CAPITAL BUDGET**

	BUDGET	% OF
	FYE 12-31-2019	FYE 12-31-2019
AMBULANCE - REMOUNT	124,096	5.4%
AMBULANCE - NEW PURCHASE	185,748	8.1%
OUTPATIENT DIAGNOSTIC CENTER - PVMO	<u>1,975,059</u>	86.4%
2018 SERIES BOND FUNDS - NEW MONEY	<u>2,284,903</u>	49.0%
MED SURG FACILITY UPGRADES	1,628,000	68.5%
ROUTINE CAPITAL	<u>750,000</u>	31.5%
CAPITAL FUNDED THROUGH CASH WITHHOLD	<u>2,378,000</u>	51.0%
	<u><u>4,662,903</u></u>	

**LIBRARY
SERVICE
DISTRICT**



Date: October 7, 2019

To: Michelle Impastato, Council Secretary

From: Leann Benedict, Library Director *LB*

Attached is the proposed 2020 Budget for the St. Charles Parish Library. The Library Board of Control will hold a public hearing on the Library's proposed 2020 budget at 6:00 p.m., November 19, 2019, in council chambers at the Courthouse in Hahnville. In addition, I will be at one of the council's budget hearings to answer questions.

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

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

cc: Grant Dussom, Chief Financial Officer

P/pv

ST. CHARLES PARISH LIBRARY
2020 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 2020 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2020 budget will be held at 6:00 p.m., November 19, 2019, in Council Chambers at the St. Charles Parish Courthouse in Hahnville. A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website (www.myscpl.org) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR \$6,261,266

REVENUES

Ad Valorem Taxes	6,798,000
FCC Universal Service Program	33,000
State Revenue Sharing	63,000
Fees, Fines, and Forfeitures	22,000
Interest Earnings	165,000
Total Receipts	7,081,000

EXPENDITURES

Personnel Services	4,272,122
Operating Services	1,250,078
Materials & Supplies	330,600
Travel & Training	73,000
Capital Outlay	972,350
Intergovernmental	444,000
Total Expenditures	7,342,150

PROJECTED ENDING FUND BALANCE 6,000,116

ST. CHARLES PARISH LIBRARY
Proposed Budget for 2020

Anticipated Revenue

	Budgeted 2019	Anticipated 2020	\$ Variance	% Variance
01 Fund Balance from Previous Year	5,310,847	6,261,266	950,419	18%
02 Ad Valorem Taxes (3110)	5,745,000	6,798,000	1,053,000	18%
03 FCC Universal Service Program (3310.86)	24,000	33,000	9,000	38%
04 State Revenue Sharing (3340)	63,500	63,000	-500	-1%
05 Charges for Photocopier (3410.50)	7,000	7,000	0	0%
06 Miscellaneous Revenues (3410.99)	10,000	10,000	0	0%
07 Fines (Books) (3520.10)	5,000	5,000	0	0%
08 Interest Earnings (3610.00)	190,000	165,000	-25,000	-13%
09 Gifts and donations (3730.00)	0	0	0	0%
10 <i>Total New Receipts</i>	<u>6,044,500</u>	<u>7,081,000</u>	<u>1,036,500</u>	<u>17%</u>
11 Total New Receipts & Fund Balance from Previous Year	<u>11,355,347</u>	<u>13,342,266</u>	<u>1,986,919</u>	<u>17%</u>

ST. CHARLES PARISH LIBRARY
Proposed Budget for 2020

Anticipated Expenditures

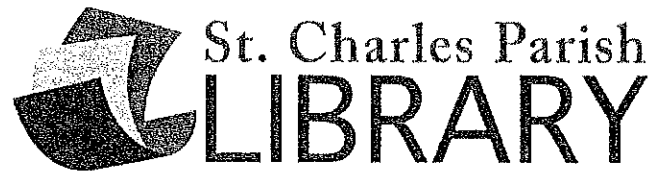
<u>PERSONNEL SERVICES</u>		2019	Proposed 2020	\$ Variance	% Variance
Salaries and Wages					
12	Directors' Salary (110)	100,200	104,250	4,050	4%
13	Professional Salaries (115)	559,860	550,000	-9,860	-2%
14	Regular Salaries (120)	1,607,000	1,809,000	202,000	13%
15	Part-Time Wages (130)	718,400	749,000	30,600	4%
16	<i>Total Salaries and Wages</i>	<u>2,985,460</u>	<u>3,212,250</u>	<u>226,790</u>	<u>8%</u>
Employee Benefits and Costs					
17	FICA/Social Security (151)	44,541	46,438	1,897	4%
18	Retirement Contributions (152)	260,712	307,906	47,194	18%
19	Life/Health Insurance (153)	480,000	480,000	0	0%
20	Workers Compensation (154)	32,000	32,000	0	0%
21	Unemployment Insurance (155)	1,866	2,008	142	8%
22	Medicare Insurance (156)	43,289	46,578	3,288	8%
23	Disability Insurance (157)	7,481	8,129	647	9%
24	Retired Employees Insurance (158)	28,050	45,000	16,950	60%
25	Dental (160)	4,000	4,000	0	0%
26	OPEB Contribution (161)	79,347	86,214	6,867	9%
27	Miscellaneous/Drug Testing (199)	1,600	1,600	0	0%
28	<i>Total Benefits and Costs</i>	<u>982,886</u>	<u>1,059,872</u>	<u>76,986</u>	<u>8%</u>
29	Total Personnel Services (100's)	<u>3,968,346</u>	<u>4,272,122</u>	<u>303,776</u>	<u>8%</u>
<u>OPERATING SERVICES</u>					
Advertising, Dues and Subscriptions					
30	Membership Dues (214)	4,000	4,000	0	0%
31	Advertising (215)	10,000	10,000	0	0%
32	<i>Total Dues and Advertising</i>	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0%</u>
Periodicals and Digital Materials					
33	Periodicals (216)	20,000	20,000	0	0%
34	Digital Books (217)	105,500	105,500	0	0%
35	<i>Total Periodicals & Digital Materials</i>	<u>125,500</u>	<u>125,500</u>	<u>0</u>	<u>0%</u>
Printing and Public Program Speakers/Performers					
36	Printing (221)	31,500	31,500	0	0%
37	Adult Prog Speakers/Perf (22300001)	6,500	6,500	0	0%
38	Child Prog Speakers/Perf (22300002)	25,000	25,000	0	0%
39	<i>Total Printing & Programming</i>	<u>63,000</u>	<u>63,000</u>	<u>0</u>	<u>0%</u>
Utilities					
40	Electrical light and Power (231)	175,000	175,000	0	0%
41	Gas (232)	2,000	2,000	0	0%
42	Water (233)	7,000	7,000	0	0%
43	<i>Total Utilities</i>	<u>184,000</u>	<u>184,000</u>	<u>0</u>	<u>0%</u>
Communications					
44	Postage and Box Rent (241)	12,000	12,000	0	0%
45	Telephone (242)	91,000	100,000	9,000	10%
46	Electronic Services (245)	73,000	78,000	5,000	7%
47	<i>Total Communications</i>	<u>176,000</u>	<u>190,000</u>	<u>14,000</u>	<u>8%</u>
Rentals					
48	Building Rentals (251)	10,500	3,072	-7,428	-71%
49	Equipment Rentals (252)	40,000	40,000	0	0%
50	Film rentals (259)	0	0	0	0%
51	<i>Total Rentals</i>	<u>50,500</u>	<u>43,072</u>	<u>-7,428</u>	<u>-15%</u>

St. Charles Parish Library
Proposed Budget for 2020
Expenditures, page 2

	2019	Proposed 2020	\$ Variance	% Variance	
Maintenance					
52	Maintenance of Grounds (261)	45,000	45,000	0	0%
53	Maintenance of Buildings (262)	80,000	80,000	0	0%
54	Maintenance of Vehicles (263)	10,000	10,000	0	0%
55	Maintenance of Equipment (264)	5,000	5,000	0	0%
56	Maintenance of Plumbing and HVAC (265)	85,000	85,000	0	0%
57	Maintenance of Furniture & Office Equipment (266)	1,000	1,000		0%
58	Electrical Maintenance (272)	5,000	5,000	0	0%
59	Pest Control (274)	7,500	8,000	500	7%
60	Janitorial Maintenance (275)	15,000	37,856	22,856	152%
61	Maintenance of Automation Systems (277)	116,000	121,000	5,000	4%
62	Total Maintenance	369,500	397,856	28,356	8%
Professional Services					
63	Miscellaneous (280)	100,000	60,000	-40,000	-40%
64	Merchant Services (281)	0	1,000	1,000	
65	Total Professional Services	100,000	61,000	-39,000	-39%
Insurance and Surety Bonds					
66	Fire, Casualty, and Liability (291)	145,000	145,000	0	0%
67	Vehicles (293)	20,000	23,000	3,000	15%
68	Employee Liability (294)	3,500	3,650	150	4%
69	Total Insurance	168,500	171,650	3,150	2%
70	Total Operating Services (200's)	1,251,000	1,250,078	-922	0%
<u>MATERIALS AND SUPPLIES</u>					
Non-Consumable Office					
71	Supplies (305)	40,000	40,000	0	0%
72	Technology Supplies (306)	80,000	80,000	0	0%
73	Office Supplies (310)	50,000	55,000	5,000	10%
74	Adult Program Supplies (32100001)	25,000	35,000	10,000	40%
75	Child/YA Progr. Supplies (32100002)	41,000	45,000	4,000	10%
76	Maint- Buildings/Grounds (326)	60,000	60,000	0	0%
77	Vehicle Supplies (327)	10,000	10,000	0	0%
78	Planetarium Supplies (329)	2,000	5,600	3,600	180%
79	Total Materials and Supplies (300's)	308,000	330,600	22,600	7%
Travel, Workshops, Expense					
80	Reimbursement (410)	60,000	60,000	0	0%
81	Elections - Official Fees (440)	13,000	13,000	0	0%
82	Total Travel and Training (400's)	73,000	73,000	0	0%

St. Charles Parish Library
Proposed Budget for 2020
Expenditures, page 3

	2019	Proposed 2020	\$ Variance	% Variance
CAPITAL OUTLAY				
Acquisition of Land and Vehicles				
83	0	0	0	
84	0	0	0	
Improvements Other Than				
85	0	0	0	
86	0	200,000	200,000	
87	0	200,000	200,000	
Acquisition of Equipment				
Educational/Cultural/				
88	100,000	100,000	0	0%
Buildings/Grounds/General				
89	80,000	135,000	55,000	69%
Office Equipment,				
90	120,000	50,000	-70,000	-58%
91	300,000	285,000	-15,000	-5%
Furniture & Fixtures (656)				
92	125,000	75,000	-50,000	-40%
Major Repairs (670)				
93	580,000	91,250	-488,750	-84%
Construction in Progress (680)				
94	26,000	60,000	34,000	131%
Architectural (681)				
Library Materials				
95	183,000	183,000	0	0%
96	26,700	26,700	0	0%
97	27,400	27,400	0	0%
98	237,100	237,100	0	0%
Total Library Materials				
99	0	1,000	1,000	
Other Fees (693)				
100	0	10,000	10,000	
Library Other (696)				
Planetarium Materials and				
101	10,000	13,000	3,000	30%
Equipment (699)				
102	1,278,100	972,350	-305,750	-24%
Total Capital Outlay (600's)				
INTERGOVERNMENTAL COSTS				
Contributions to Retirement				
103	210,000	248,000	38,000	18%
Systems (730)				
104	6,000	6,000	0	0%
Cost of AV Tax collection (731)				
105	172,000	190,000	18,000	10%
Indirect Cost Allocation (857)				
106	388,000	444,000	56,000	14%
Total Intergovernmental Costs (700's)				
107	7,266,446	7,342,150	75,704	1%
TOTAL EXPENDITURES				
PROJECTED ENDING				
108	4,088,901	6,000,116	1,911,215	47%
FUND BALANCE				



2020 Proposed Budget

NOTES

NOTES TO THE 2020 BUDGET: REVENUES

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of September 30, 2019 and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2019 tax roll. Those are included on Line 02 as new receipts for 2020.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$6,385,194 as of the end of 2018. As of 9/30/2019 the library's revenues totaled \$6,515,991 and expenditures totaled \$4,100,372. We are estimating total expenditures for 2019 to be a little over 6.6 million dollars, leaving an anticipated ending fund balance of approximately \$6,261,266.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2019 tax roll. These funds will be collected primarily in 2020.

The estimate is based on reports provided by the Finance Department. The millage rate for the library was set at 4.5 mills in 2010 by voters. It was rolled back to 4.45 in 2012 and was rolled back to 4.35 in 2017. It has been rolled forward to the maximum rate allowed of 4.53 mills for 2019. Based on projections from the Finance department, we anticipate an increase in revenue for the 2020 fiscal year.

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.

Line 06: **Miscellaneous Revenues** include library card replacements, planetarium fees and other charges. No change.

Line 07: **Fines for Overdue Materials** are based on figures for past years.

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

Line 9: 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 10: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2019.

Line 11: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

NOTES TO THE 2020 BUDGET: EXPENDITURES

Lines 12-16: The Parish uses the April to April CPI for All Urban Consumers to determine cost of living increases. That index showed a 2.0% increase. It is my recommendation that a 2.0% cost of living adjustment be approved for the library.

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

- Line 12 – Library Director’s salary. Standard one-step increase is budgeted.
- Line 13 – Salaries for professional librarians.
- Line 14 – Salaries for all other full-time employees. Increase due to two additional full-time circulation assistant positions added in 2019 and three possible new full-time positions, budgeted for 2020. The new positions budgeted for include a Human Resources Manager and two additional staff to potentially help with staff training and increased programming and outreach.
- Line 15 – Wages for all part-time employees. Includes funds for up to four new part-time positions to help meet the increasing demand for the library to provide outreach services and other programs in the community.

GL Chelsea Public Library
2020 Proposed Payroll

	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 9	Hourly	\$ 22.72	\$ 24.49	\$ 25.08	\$ 26.75	\$ 28.51	\$ 32.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.90	\$ 42.11	\$ 43.93	\$ 45.50	\$ 47.23	\$ 48.17	\$ 49.13	\$ 50.11	\$ 51.11	\$ 52.12	\$ 53.14	\$ 54.17	\$ 55.23	\$ 56.31	\$ 57.41	\$ 58.52	\$ 59.65	\$ 60.80	
Librarian II	Hourly	\$ 23.94	\$ 25.71	\$ 26.30	\$ 27.97	\$ 29.73	\$ 33.46	\$ 39.20	\$ 40.06	\$ 40.83	\$ 42.22	\$ 44.04	\$ 45.61	\$ 47.18	\$ 48.75	\$ 49.71	\$ 50.67	\$ 51.65	\$ 52.63	\$ 53.62	\$ 54.62	\$ 55.63	\$ 56.65	\$ 57.68	\$ 58.72	\$ 59.77	\$ 60.83	\$ 61.90	
Director	Annually	\$21,164.00	\$21,920.00	\$22,700.00	\$23,500.00	\$24,320.00	\$25,160.00	\$26,020.00	\$26,900.00	\$27,800.00	\$28,720.00	\$29,660.00	\$30,620.00	\$31,600.00	\$32,600.00	\$33,620.00	\$34,660.00	\$35,720.00	\$36,800.00	\$37,900.00	\$39,020.00	\$40,160.00	\$41,320.00	\$42,500.00	\$43,700.00	\$44,920.00	\$46,160.00	\$47,420.00	
Range 5	Hourly	\$ 22.76	\$ 24.53	\$ 25.12	\$ 26.79	\$ 28.55	\$ 32.28	\$ 38.02	\$ 38.78	\$ 39.55	\$ 40.94	\$ 42.15	\$ 43.97	\$ 45.54	\$ 47.27	\$ 48.21	\$ 49.17	\$ 50.15	\$ 51.15	\$ 52.16	\$ 53.18	\$ 54.21	\$ 55.26	\$ 56.33	\$ 57.42	\$ 58.53	\$ 59.66	\$ 60.81	
Librarian I	Hourly	\$ 23.98	\$ 25.75	\$ 26.34	\$ 28.01	\$ 29.77	\$ 33.50	\$ 39.24	\$ 40.10	\$ 40.87	\$ 42.26	\$ 44.08	\$ 45.65	\$ 47.22	\$ 48.79	\$ 49.75	\$ 50.71	\$ 51.69	\$ 52.67	\$ 53.66	\$ 54.66	\$ 55.67	\$ 56.69	\$ 57.72	\$ 58.76	\$ 59.81	\$ 60.87	\$ 61.94	
Assistant Director	Annually	\$19,076.00	\$19,832.00	\$20,612.00	\$21,412.00	\$22,232.00	\$23,082.00	\$23,952.00	\$24,842.00	\$25,752.00	\$26,682.00	\$27,632.00	\$28,602.00	\$29,592.00	\$30,602.00	\$31,632.00	\$32,682.00	\$33,752.00	\$34,842.00	\$35,952.00	\$37,082.00	\$38,232.00	\$39,402.00	\$40,592.00	\$41,802.00	\$43,032.00	\$44,282.00	\$45,552.00	\$46,842.00
Range 7	Hourly	\$ 24.87	\$ 26.64	\$ 27.23	\$ 28.90	\$ 30.66	\$ 34.39	\$ 40.13	\$ 40.89	\$ 41.66	\$ 43.05	\$ 44.87	\$ 46.44	\$ 48.01	\$ 49.58	\$ 50.54	\$ 51.50	\$ 52.48	\$ 53.46	\$ 54.45	\$ 55.45	\$ 56.46	\$ 57.48	\$ 58.51	\$ 59.55	\$ 60.60	\$ 61.66	\$ 62.73	
Librarian I	Hourly	\$ 26.09	\$ 27.86	\$ 28.45	\$ 30.12	\$ 31.88	\$ 35.61	\$ 41.35	\$ 42.11	\$ 42.88	\$ 44.27	\$ 46.09	\$ 47.66	\$ 49.23	\$ 50.80	\$ 51.76	\$ 52.72	\$ 53.69	\$ 54.67	\$ 55.66	\$ 56.66	\$ 57.67	\$ 58.68	\$ 59.70	\$ 60.73	\$ 61.76	\$ 62.80	\$ 63.85	
Librarian II	Hourly	\$ 27.31	\$ 29.08	\$ 29.67	\$ 31.34	\$ 33.10	\$ 36.83	\$ 42.57	\$ 43.33	\$ 44.10	\$ 45.49	\$ 47.31	\$ 48.88	\$ 50.45	\$ 52.02	\$ 52.98	\$ 53.94	\$ 54.91	\$ 55.88	\$ 56.86	\$ 57.85	\$ 58.84	\$ 59.84	\$ 60.84	\$ 61.85	\$ 62.86	\$ 63.87	\$ 64.88	
Director	Annually	\$23,185.00	\$23,941.00	\$24,721.00	\$25,521.00	\$26,341.00	\$27,191.00	\$28,061.00	\$28,951.00	\$29,861.00	\$30,791.00	\$31,741.00	\$32,711.00	\$33,701.00	\$34,711.00	\$35,741.00	\$36,791.00	\$37,861.00	\$38,951.00	\$40,061.00	\$41,191.00	\$42,341.00	\$43,511.00	\$44,701.00	\$45,911.00	\$47,141.00	\$48,391.00	\$49,661.00	\$50,951.00
Range 6	Hourly	\$ 22.27	\$ 24.04	\$ 24.63	\$ 26.30	\$ 28.06	\$ 31.79	\$ 37.53	\$ 38.29	\$ 39.06	\$ 40.45	\$ 42.27	\$ 43.84	\$ 45.41	\$ 47.04	\$ 47.90	\$ 48.76	\$ 49.63	\$ 50.51	\$ 51.40	\$ 52.30	\$ 53.21	\$ 54.13	\$ 55.06	\$ 56.00	\$ 56.95	\$ 57.91	\$ 58.88	
Library Associate	Hourly	\$ 23.49	\$ 25.26	\$ 25.85	\$ 27.52	\$ 29.28	\$ 33.01	\$ 38.75	\$ 39.51	\$ 40.28	\$ 41.67	\$ 43.49	\$ 45.06	\$ 46.63	\$ 48.26	\$ 49.12	\$ 49.98	\$ 50.85	\$ 51.73	\$ 52.62	\$ 53.52	\$ 54.43	\$ 55.35	\$ 56.28	\$ 57.22	\$ 58.17	\$ 59.13	\$ 60.10	
Director	Annually	\$18,165.00	\$18,921.00	\$19,701.00	\$20,501.00	\$21,321.00	\$22,171.00	\$23,041.00	\$23,931.00	\$24,841.00	\$25,771.00	\$26,721.00	\$27,691.00	\$28,681.00	\$29,691.00	\$30,721.00	\$31,771.00	\$32,841.00	\$33,931.00	\$35,041.00	\$36,171.00	\$37,321.00	\$38,491.00	\$39,681.00	\$40,891.00	\$42,121.00	\$43,371.00	\$44,641.00	\$45,931.00
Range 8	Hourly	\$ 22.27	\$ 24.04	\$ 24.63	\$ 26.30	\$ 28.06	\$ 31.79	\$ 37.53	\$ 38.29	\$ 39.06	\$ 40.45	\$ 42.27	\$ 43.84	\$ 45.41	\$ 47.04	\$ 47.90	\$ 48.76	\$ 49.63	\$ 50.51	\$ 51.40	\$ 52.30	\$ 53.21	\$ 54.13	\$ 55.06	\$ 56.00	\$ 56.95	\$ 57.91	\$ 58.88	
Director	Hourly	\$ 23.49	\$ 25.26	\$ 25.85	\$ 27.52	\$ 29.28	\$ 33.01	\$ 38.75	\$ 39.51	\$ 40.28	\$ 41.67	\$ 43.49	\$ 45.06	\$ 46.63	\$ 48.26	\$ 49.12	\$ 49.98	\$ 50.85	\$ 51.73	\$ 52.62	\$ 53.52	\$ 54.43	\$ 55.35	\$ 56.28	\$ 57.22	\$ 58.17	\$ 59.13	\$ 60.10	
LTA III	Annually	\$14,021.00	\$14,777.00	\$15,557.00	\$16,357.00	\$17,177.00	\$18,027.00	\$18,907.00	\$19,817.00	\$20,757.00	\$21,727.00	\$22,727.00	\$23,757.00	\$24,817.00	\$25,907.00	\$27,027.00	\$28,177.00	\$29,357.00	\$30,567.00	\$31,807.00	\$33,077.00	\$34,377.00	\$35,707.00	\$37,067.00	\$38,457.00	\$39,877.00	\$41,327.00	\$42,807.00	\$44,317.00
Range 1	Hourly	\$ 22.27	\$ 24.04	\$ 24.63	\$ 26.30	\$ 28.06	\$ 31.79	\$ 37.53	\$ 38.29	\$ 39.06	\$ 40.45	\$ 42.27	\$ 43.84	\$ 45.41	\$ 47.04	\$ 47.90	\$ 48.76	\$ 49.63	\$ 50.51	\$ 51.40	\$ 52.30	\$ 53.21	\$ 54.13	\$ 55.06	\$ 56.00	\$ 56.95	\$ 57.91	\$ 58.88	
Director	Hourly	\$ 23.49	\$ 25.26	\$ 25.85	\$ 27.52	\$ 29.28	\$ 33.01	\$ 38.75	\$ 39.51	\$ 40.28	\$ 41.67	\$ 43.49	\$ 45.06	\$ 46.63	\$ 48.26	\$ 49.12	\$ 49.98	\$ 50.85	\$ 51.73	\$ 52.62	\$ 53.52	\$ 54.43	\$ 55.35	\$ 56.28	\$ 57.22	\$ 58.17	\$ 59.13	\$ 60.10	
LTA II	Annually	\$10,210.00	\$10,966.00	\$11,746.00	\$12,546.00	\$13,366.00	\$14,216.00	\$15,096.00	\$16,006.00	\$16,946.00	\$17,916.00	\$18,916.00	\$19,946.00	\$21,006.00	\$22,096.00	\$23,216.00	\$24,366.00	\$25,546.00	\$26,756.00	\$28,006.00	\$29,296.00	\$30,626.00	\$32,006.00	\$33,426.00	\$34,886.00	\$36,386.00	\$37,926.00	\$39,506.00	\$41,126.00
Range 2	Hourly	\$ 14.59	\$ 16.36	\$ 16.95	\$ 18.62	\$ 20.38	\$ 24.11	\$ 29.85	\$ 30.61	\$ 31.38	\$ 32.77	\$ 34.59	\$ 36.16	\$ 37.73	\$ 39.36	\$ 40.22	\$ 41.08	\$ 41.94	\$ 42.81	\$ 43.68	\$ 44.55	\$ 45.42	\$ 46.29	\$ 47.16	\$ 48.03	\$ 48.90	\$ 49.77	\$ 50.64	\$ 51.51
Library Clerk	Hourly	\$ 15.81	\$ 17.58	\$ 18.17	\$ 19.84	\$ 21.60	\$ 25.33	\$ 31.07	\$ 31.83	\$ 32.60	\$ 34.09	\$ 35.91	\$ 37.48	\$ 39.05	\$ 40.68	\$ 41.54	\$ 42.40	\$ 43.26	\$ 44.13	\$ 45.00	\$ 45.87	\$ 46.74	\$ 47.61	\$ 48.48	\$ 49.35	\$ 50.22	\$ 51.09	\$ 51.96	
Director	Annually	\$12,252.00	\$13,008.00	\$13,788.00	\$14,588.00	\$15,408.00	\$16,258.00	\$17,138.00	\$18,048.00	\$18,988.00	\$19,958.00	\$20,958.00	\$21,988.00	\$23,048.00	\$24,138.00	\$25,258.00	\$26,408.00	\$27,588.00	\$28,798.00	\$30,048.00	\$31,338.00	\$32,668.00	\$34,038.00	\$35,448.00	\$36,898.00	\$38,388.00	\$39,918.00	\$41,488.00	\$43,098.00
Range 3	Hourly	\$ 12.81	\$ 14.58	\$ 15.17	\$ 16.84	\$ 18.60	\$ 22.33	\$ 28.07	\$ 28.83	\$ 29.60	\$ 31.09	\$ 32.91	\$ 34.48	\$ 36.05	\$ 37.68	\$ 38.54	\$ 39.40	\$ 40.26	\$ 41.13	\$ 42.00	\$ 42.87	\$ 43.74	\$ 44.61	\$ 45.48	\$ 46.35	\$ 47.22	\$ 48.09	\$ 48.96	\$ 49.83
Customer	Hourly	\$ 14.03	\$ 15.80	\$ 16.39	\$ 18.06	\$ 19.82	\$ 23.55	\$ 29.29	\$ 30.05	\$ 30.82	\$ 32.31	\$ 34.13	\$ 35.70	\$ 37.27	\$ 38.84	\$ 39.70	\$ 40.56	\$ 41.43	\$ 42.30	\$ 43.17	\$ 44.04	\$ 44.91	\$ 45.78	\$ 46.65	\$ 47.52	\$ 48.39	\$ 49.26	\$ 50.13	\$ 51.00
Director	Annually	\$16,332.00	\$17,088.00	\$17,868.00	\$18,668.00	\$19,488.00	\$20,338.00	\$21,218.00	\$22,128.00	\$23,068.00	\$24,038.00	\$25,038.00	\$26,068.00	\$27,128.00	\$28,218.00	\$29,338.00	\$30,488.00	\$31,668.00	\$32,878.00	\$34,118.00	\$35,388.00	\$36,688.00	\$38,018.00	\$39,378.00	\$40,768.00	\$42,188.00	\$43,638.00	\$45,118.00	\$46,628.00

PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2020

Pages and Part-Time Custodians

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

STEP	2019	2020
1	\$9.84	\$10.04
2	\$10.04	\$10.24
3	\$10.24	\$10.44
4	\$10.44	\$10.65
5	\$10.65	\$10.86
6	\$10.86	\$11.08
7	\$11.08	\$11.30
8	\$11.30	\$11.53
9	\$11.53	\$11.76
10	\$11.76	\$11.99
11	\$11.99	\$12.23
12	\$12.23	\$12.48
13	\$12.48	\$12.73
14	\$12.73	\$12.98
15	\$12.98	\$13.24

**St. Charles Parish Library
2020 Budget Notes -- Page 5**

Part-Time Assistants

Entry level part-time assistants must have a high school diploma or equivalent. Performs routine tasks under close supervision. Step 3 is normally reached after 2-3 years of experience, depending upon the amount of time worked, the level of difficulty of tasks performed, and the quality of performance. Progression to Steps 4 and higher depend upon years of experience (including amount of time worked), the performance of specially assigned tasks of increasing levels of difficulty and responsibility, and the quality of performance. Wages for part-time assistants beyond Step 18 are individually negotiated through regular supervisory channels and are based upon experience, tasks, responsibilities, and quality of performance.

STEP	2019	2020
entry	\$13.42	\$13.69
1	\$13.69	\$13.96
2	\$13.96	\$14.24
3	\$14.24	\$14.52
4	\$14.52	\$14.81
5	\$14.81	\$15.11
6	\$15.11	\$15.41
7	\$15.41	\$15.72
8	\$15.72	\$16.03
9	\$16.03	\$16.36
10	\$16.36	\$16.68
11	\$16.68	\$17.02
12	\$17.02	\$17.36
13	\$17.36	\$17.70
14	\$17.70	\$18.06
15	\$18.06	\$18.42
16	\$18.42	\$18.79
17	\$18.79	\$19.16
18	\$19.16	\$19.55

St. Charles Parish Library
2020 Budget Notes – Page 6

- Line 17: **Social Security (-151)** contributions for employees not eligible to participate in the Parochial Employees Retirement System. The rate is 6.2%.
- Line 18: 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% (increased from 11.5% in 2019), of total salaries paid to these employees.
- Line 19: **Health Insurance (-153)** No change based on previous and year-to-date 2019 expenditures.
- Line 20: **Worker's Compensation (-154)** No change based on previous and year-to-date 2019 expenditures.
- Line 21: **Unemployment Insurance (-155)** Slight increase. Amounts to .0625 % of all salaries as directed by Finance.
- Line 22: **Medicare (-156)** payments of 1.45% of all salaries as directed by Finance.
- Line 23: **Disability Insurance (-157)** based on the following formula: full-time salaries x .33% as directed by Finance.
- Line 24: **Retired Employees Insurance (-158)** provides matching funds on a pro-rata basis for health insurance for retired employees. Increase based on 2019 expenditures to-date.
- Line 25: **Dental Insurance (-160)**. This line is coverage for employees who choose to sign on with the Parish's dental insurance plan. No change.
- Line 26: 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 27: Charges for **Drug Testing (-199)** of employees, both new hires and randomly selected current staff. No change.
- Line 28: **Total Benefits and Costs**
- Line 29: **TOTAL PERSONNEL SERVICES (100's)**
- Line 30: The **Membership Dues (-214)** category includes American 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.

St. Charles Parish Library
2020 Budget Notes – Page 7

- Line 31: **Advertising (-215)** for job openings and legal advertisements when necessary, as well as advertising of library programs and services. No change.
- Line 32: **Total Dues and Advertising**
- Line 33: **Periodicals (-216)**. No change.
- Line 34: **Other Materials (-217)**. This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music and magazines. No change.
- Line 35: **Total Periodicals and Digital Materials**
- Line 36: **Printing (-221)** Used for professional printing needs to increase awareness of library services and programs and improve marketing efforts. Includes printing of summer reading program guide, which is mailed to every household in the parish. No change.
- Line 37: **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 38: **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 39: **Total Printing and Public Programming**
- Line 40: **Electrical Light and Power (-231)**. No change.
- Line 41: **Gas (-232)**. No change.
- Line 42: **Water (-233)**. No change.
- Line 43: **Total Utilities**
- Line 44: **Postage and Box Rent (-241)**. No change.
- Line 45: **Telephone (-242)**. Increase based on potential need to expand bandwidth of Internet lines at all branches.
- Line 46: **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Increase based on recommendations of Computer Services.
- Line 47: **Total Communications**

St. Charles Parish Library
2020 Budget Notes – Page 8

- Line 48: **The Building Rentals (-251)** Decrease based on completion of the new Norco Branch in 2019. Amount includes funds for two storage units being used for surplus equipment and furniture.
- Line 49: **Equipment Rentals (-252).** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.
- Line 50: **Film Rentals (-259).** No change.
- Line 51: **Total Rentals**
- Line 52: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. No change.
- Line 53: **Maintenance of Buildings (-262)** No change. Includes funds for security systems at all branches, pressure washing exterior of buildings, general maintenance and repair, updating of items such as carpet as needed. Anticipate updating carpet and public restrooms at the St. Rose Branch and main public restrooms at the East Regional Library.
- Line 54: **Maintenance of Vehicles (-263).** No change.
- Line 55: **Maintenance of Equipment (-264).** Maintenance of Planetarium projector. No change.
- Line 56: **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 57: **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 58: **Electrical Maintenance (-272).** No change.
- Line 59: **Pest Control (-274).** Slight increase based on current and previous year's expenditures.
- Line 60: **Janitorial Maintenance (-275).** These funds are used to cover the cost of part-time custodians to clean the Hahnville, Norco, Paradis, and St. Rose branches as well as additional custodial help for special programs. Increased based on current year-to-date expenditures and increase in use of temporary staff for custodial duties at smaller branches.
- Line 61: **Maintenance of Automation Systems (-277).** This is the category that includes service and maintenance contracts for the library's central computer system. Included are the servers, computer and peripheral equipment, automation system, the online catalog, and the operating system, filtering devices, anti-malware devices, etc. Slight increase based on budget estimates from Computer Services.

St. Charles Parish Library
2020 Budget Notes – Page 9

- Line 62: **Total Maintenance**
- Line 63: **Miscellaneous (-280)** professional services is the category that includes funding for deputy details, attorney's fees and other miscellaneous professional fees. Decrease based on completion of the new Norco Branch and based on current and previous year's expenditures.
- Line 64: **Merchant Fees (-281)** fees for credit card services.
- Line 65: **Total Professional Services**
- Line 66: **Fire, Casualty, and Liability Insurance (-291)** includes coverage for the West, East, St. Rose, Paradis, Hahnville and Norco library buildings and contents, and liability for the system. No Change.
- Line 67: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. Increase based on possible purchase of a new vehicle in 2020.
- Line 68: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. Slight increase.
- Line 69: **Total Insurance Costs**
- Line 70: **TOTAL OPERATING SERVICES (200's)**
- Line 71: **Non-Consumable Office Supplies (-305)** includes non-consumable supplies costing under \$5000. No change.
- Line 72: **Technology Supplies (-306)** includes non-consumable technology supplies that generally cost under \$5000. No change.
- Line 73: **Office Supplies (-310)**. Slight increase based on current and previous year's expenditures.
- Line 74: **Adult Programming Supplies 32100001**. Used for purchasing supplies for adult public programs. Increase based on an increase in adult programming and outreach services.
- Line 75: **Children and Young Adult Programming Supplies 32100002**. Used for purchasing supplies for children's and tween/teen's public programs. Increase based on programmer requests for makerspace supplies and increase in outreach programming.
- Line 76: **Maintenance of Buildings and Grounds Supplies (-326)**. No change.
- Line 77: **Vehicle Supplies (-327)**. No change.
- Line 78: **Planetarium Supplies (-329)**. Increase based on supplies needed for projector system and for supplies needed to add new shows.
- Line 79: **TOTAL MATERIALS AND SUPPLIES (300's)**

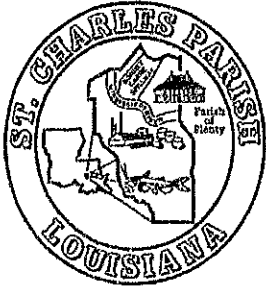
St. Charles Parish Library
2020 Budget Notes – Page 10

- Line 80: **Travel, Workshops, Expense Reimbursement (-410).** Includes reimbursement for use of personal vehicles to conduct library business, attendance at workshops and seminars, speakers at All Staff Meetings, and attendance at annual conferences of such organizations as the Louisiana Library Association, the American Library Association, and the Southeastern Planetarium Association, as well as training for Computer Services staff necessary to keep them current with technology changes. No change.
- Line 81: **Elections – Official Fees (-440).** Official fees for millage election as directed by Finance. Anticipate library millage to be included on November 2020 ballot.
- Line 82: **TOTAL TRAVEL AND TRAINING (400's)**
- Line 83: **Acquisition of Land (-610)** No change.
- Line 84: **Acquisition of Buildings (-620).** No change.
- Line 85: **Improvements Other Than Buildings (-630).** No change.
- Line 86: **Acquisition of Motor Vehicles. (-640)** 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.
- Line 87: **Total Acquisition of Land and Vehicles**
- Line 88: **Educational/Cultural/Recreational Equipment (-651).** This line is intended for capital technology purchases generally costing over \$5000. No change.
- Line 89: **Buildings/Grounds/General Plant (-652).** Increase based on requests by Facilities Maintenance. May need to replace HVAC units at several branches in the coming year.
- Line 90: **Office Equipment, Furniture and Fixtures (-656).** This line is funded for equipment, furniture and fixtures generally costing over \$5000. Decrease based on completion of the Norco project.
- Line 91: **Total Acquisition of Equipment**
- Line 92: **Major Repairs (-670)** Decrease based on completion of the new Norco Branch. Funds budgeted to cover any unexpected repairs.
- Line 93: **Construction in Progress (-680)** Includes funds for the remaining construction expenditures for the Norco Branch Library project. Decrease based on expenditures paid to-date.
- Line 94: **Architectural fees (-681)** Includes funds for architect and design consultant fees for possible start of planning for future Hahnville project.
- Line 95: **Books (-6900100).** No change.

**St. Charles Parish Library
2020 Budget Notes – Page 11**

- Line 96: **Audio Materials (-6900300)** No change.
- Line 97: **Video Materials (-6900500)**. No change.
- Line 98: **Total Library Materials**
- Line 99: **Other Fees (-693)**. Used for miscellaneous fees, such as Clerk of Court fees, associated with capital projects.
- Line 100: **Library Other (-696)**. Used for other expenses, such as inspection fees, associated with capital projects that fall outside of the scope of the contract.
- Line 101: **Planetarium Materials and Equipment (-699)**. Increase for purchasing new shows and exhibits.
- Line 102: **TOTAL CAPITAL OUTLAY (600's)**
- Line 103: **Contributions to Retirement Systems (-730)**. Statutory charges to provide funds for the State's retirement systems. Increase as directed by Finance.
- Line 104: **Cost of AV Tax Collection (-731)**. Statutory charges paid to Sheriff's Department. No change.
- Line 105: **Indirect Cost Allocation (-857)**. Finance Department charges to the library for accounting and other services provided for the library. Increase as directed by Finance.
- Line 106: **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 107: **TOTAL EXPENDITURES**
- Line 108: **PROJECTED ENDING FUND BALANCE**

**911
COMMUNICATIONS
DISTRICT**



St. Charles Parish Communications District

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



Board of Commissioners

Sam M. Zinna
President

Tommy Barreca
Vice-President

Johnny Bourgeois
Secretary/Treasurer

Rodney Madere

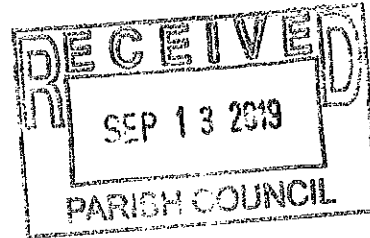
Craig Petit

Michael Guillot

Oliver Dufrene

September 12, 2019

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 2019 and Requested 2020 Budgets.

These budgets were voted on and approved by the Board of Commissioners
at their Monday, September 9, 2019 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

FUND	MAJOR	MINOR	DESCRIPTION	ACTUAL-2015	ACTUAL-2016	ACTUAL-2017	UNAUDIT-2018	2019-BUDGET	2019-CURRENT	2020-REQUESTED
605	259900		FUND BALANCE	\$ (2,520,775)	\$ (2,842,966)	\$ (3,045,477)	\$ (2,977,363)	\$ (3,159,917)	\$ 3,333,227	\$ 3,600,342
605	334590		LOCAL COMMUNICATIONS	\$ (1,196,923)	\$ (1,210,602)	\$ (1,183,657)	\$ (1,195,020)	\$ (1,231,250)	\$ 1,334,250	\$ 1,400,500
605	342090		EMERGENCY TELEPHONE SERVICE CHARGE	\$ (210,712)	\$ (202,251)	\$ (219,392)	\$ (207,328)	\$ (210,000)	\$ 197,000	\$ 197,000
605	342091		EMERGENCY TELEPHONE WIRELESS	\$ (376,986)	\$ (460,763)	\$ (572,709)	\$ (587,478)	\$ (585,000)	\$ 590,000	\$ 590,000
605	342092		PREPAID WIRELESS FEES	\$ (69,484)	\$ (71,984)	\$ (131,646)	\$ (139,853)	\$ (150,000)	\$ 130,000	\$ 130,000
605	361000		INTEREST EARNINGS	\$ (10,334)	\$ (22,081)	\$ (34,149)	\$ (58,739)	\$ (32,000)	\$ 75,000	\$ 68,000
605	383000		DONATIONS						\$ -	\$ -
605	375000		REFUNDS INSURANCE						\$ -	\$ -
605	383000		PROCEEDS FROM SALE OF ASSETS	\$ (176)					\$ -	\$ -
605	385002		TRANSFER FROM GOVT BLDG. M & O						\$ -	\$ -
			TOTAL REVENUES	\$ (1,864,615)	\$ (1,967,681)	\$ (2,141,553)	\$ (2,188,418)	\$ (2,208,250)	\$ 2,326,250	\$ 2,385,500
605	410165	210	COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS	\$ 5,226	\$ 3,552	\$ 5,144	\$ 4,041	\$ 5,100	\$ 5,100	\$ 5,100
605	410165	220	COMM. DIST. - PRINTING	\$ 183	\$ 94	\$ -	\$ 183	\$ 250	\$ 250	\$ 250
605	410165	231	COMM. DIST. - UTILITIES - ELECTRIC	\$ 25,473	\$ 24,900	\$ 27,796	\$ 25,543	\$ 30,000	\$ 30,000	\$ 30,000
605	410165	232	COMM. DIST. - UTILITIES - GAS	\$ 531	\$ 626	\$ 715	\$ 833	\$ 900	\$ 900	\$ 900
605	410165	233	COMM. DIST. - UTILITIES - WATER	\$ 1,511	\$ 1,915	\$ 2,985	\$ 1,250	\$ 3,240	\$ 3,240	\$ 3,240
605	410165	241	COMM. DIST. - POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100
605	410165	242	COMM. DIST. - TELEPHONE	\$ 10,145	\$ 10,774	\$ 21,586	\$ 26,763	\$ 24,000	\$ 30,000	\$ 30,000
605	410165	250	COMM. DIST. - RENTALS	\$ 358	\$ 441	\$ 358	\$ 358	\$ 600	\$ 600	\$ 600
605	410165	260	COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT	\$ 2,929	\$ 5,310	\$ 12,527	\$ 1,824	\$ 14,400	\$ 4,000	\$ 10,000
605	410165	270	COMM. DIST. - CONTRACTUAL SERVICES	\$ 183,149	\$ 174,074	\$ 196,004	\$ 182,248	\$ 259,360	\$ 240,000	\$ 232,050
605	410165	280	COMM. DIST. - PROFESSIONAL FEES	\$ 25,530	\$ 59,234	\$ 29,764	\$ 6,180	\$ 20,000	\$ 10,000	\$ 10,000
605	410165	291	COMM. DIST. - PROPERTY INSURANCE	\$ 8,477	\$ 10,990	\$ 11,242	\$ 9,442	\$ 9,500	\$ 9,500	\$ 10,000
605	410165	295	COMM. DIST. - GENERAL LIABILITY	\$ 28,398	\$ 31,415	\$ 32,133	\$ 31,624	\$ 31,700	\$ 30,000	\$ 33,000
605	410165	305	COMM. DIST. - NON-CONSUMABLE OFFICE SUPP	\$ 12,063	\$ 4,783	\$ 16,778	\$ 45,457	\$ 18,000	\$ 10,000	\$ 10,000
605	410165	310	COMM. DIST. - OFFICE SUPPLIES	\$ 5,142	\$ 7,569	\$ 4,772	\$ 5,257	\$ 10,000	\$ 6,000	\$ 6,000
605	410165	321	COMM. DIST. - EDUCATIONAL	\$ -	\$ 2,675	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
605	410165	322	COMM DIST. - MEDICAL	\$ 350	\$ 165	\$ 226	\$ 137	\$ -	\$ -	\$ -
605	410165	325	COMM. DIST. - FOOD/CLOTHING	\$ 5,750	\$ 5,281	\$ 5,097	\$ 5,270	\$ 10,000	\$ 8,000	\$ 8,000
605	410165	326	COMM. DIST. - MAINT OF BUILDINGS & GROUNDS	\$ 9,339	\$ 10,924	\$ 8,674	\$ 11,344	\$ 14,000	\$ 14,000	\$ 14,000

605	410165	329	COMM. DIST. - MISCELLANEOUS	\$	-	\$	213	\$	751	\$	1,686	\$	1,400	\$	1,400	\$	1,400
605	410165	339	COMM. DIST. - MISC. CHEMICAL	\$	16	\$	17	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	410	COMM. DIST. - TRAVEL	\$	24,509	\$	13,621	\$	11,752	\$	25,970	\$	25,000	\$	25,000	\$	25,000
605	410165	440	COMM. DIST. - OFFICIAL FEES	\$	897	\$	979	\$	1,167	\$	1,038	\$	1,400	\$	1,400	\$	1,400
605	410165	499	COMM. DIST. - MISCELLANEOUS	\$	578	\$	525	\$	630	\$	388	\$	1,000	\$	1,000	\$	1,000
605	410165	510	COMM. DIST. - PRINCIPAL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	520	COMM. DIST. - INTEREST	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	630	COMM. DIST. - IMP. OTHER THAN BLDGS.	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	652	COMM. DIST. - BLDGS, GROUNDS	\$	-	\$	-	\$	24,617	\$	-	\$	10,000	\$	-	\$	1,500,000
605	410165	656	COMM. DIST. - OFFICE EQUIPMENT	\$	-	\$	5,086	\$	134,549	\$	328,187	\$	25,000	\$	5,000	\$	10,000
605	410165	658	COMM. DIST. - COMM. EQUIPMENT	\$	38,481	\$	223,077	\$	342,235	\$	-	\$	10,000	\$	5,000	\$	5,000
605	410165	670	COMM. DIST. - MAJOR REPAIRS	\$	21,250	\$	-	\$	-	\$	-	\$	5,000	\$	5,000	\$	5,000
605	410165	690	COMM. DIST. - BOOKS & LIBRARY MATERIALS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	691	COMM. DIST. - ARCH. ENG. FEES	\$	-	\$	-	\$	-	\$	2,000	\$	-	\$	72,645	\$	75,000
605	410165	693	COMM. DIST. - OTHER FEES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
605	410165	731	COMM. DIST. COST OF AV TAX	\$	-	\$	-	\$	-	\$	-	\$	2,000	\$	2,000	\$	2,000
605	410165	750	COMM. DIST. - INTERGOVERNMENTAL CHARGES	\$	1,051,594	\$	1,045,241	\$	1,148,448	\$	1,115,813	\$	1,325,000	\$	1,361,000	\$	1,380,000
605	410165	0	INDIRECT COST ALLOCATION	\$	80,545	\$	121,689	\$	169,717	\$	173,028	\$	175,000	\$	175,000	\$	180,000
			TOTAL EXPENDITURES	\$	1,542,424	\$	1,765,170	\$	2,209,667	\$	2,005,864	\$	2,034,940	\$	2,059,135	\$	3,592,040
			ENDING FUND BALANCE	\$	(2,942,966)	\$	(3,045,477)	\$	(2,977,363)	\$	(3,159,917)	\$	(3,533,227)	\$	3,600,342	\$	2,393,802
				\$	(322,191)	\$	(202,511)	\$	68,114	\$	(182,554)	\$	(173,310)	\$		\$	

	2019	2020
210 - Advertising, Dues, Subscriptions		
As of 6/19:	\$1,325.00	
7/19 to 12/19 Estimate:	\$3,775.00	
	\$5,100.00	\$ 5,100.00
Subscriptions/Advertising:		
2020 Estimate		
Ads: (\$275 X 12)	\$3,300.00	
Dues: (\$150 X 12)	\$1,800.00	
APCO & NENA Membership:	\$5,100.00	\$ 5,100.00
Total	\$ 5,100.00	\$ 5,100.00
220 - Printing		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$250.00	
	\$250.00	\$ 250.00
2020 Estimate:	\$250.00	\$ 250.00
Total	\$ 250.00	\$ 250.00
231 - Electrical		
As of 6/19:	\$12,409.00	
7/19 to 12/19 Estimate:	\$17,591.00	
2020 Estimate:	\$30,000.00	\$ 30,000.00
12 mos. X \$2,500.00 = \$30,000.00		\$ 30,000.00
Total	\$ 30,000.00	\$ 30,000.00

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.

	2019	2020
232 - Natural Gas		
As of 6/19:	\$324.00	
7/19 to 12/19 Estimate:	\$576.00	
	\$900.00	
2020 Estimate:		
12 mos. X \$75.00 = \$900.00		\$ 900.00
Total	\$ 900.00	\$ 900.00
233 - Water		
As of 6/19:	\$618.00	
7/19 to 12/19 Estimate:	\$2,622.00	
	\$3,240.00	\$ 3,240.00
2020 Estimate:		
12 mos X \$270.00 = \$3,240.00		\$ 3,240.00
Total	\$ 3,240.00	\$ 3,240.00
241 - Postage		
As of 6/19:	0	
7/19 to 12/19 Estimate:	\$100.00	
	\$100.00	\$ 100.00
2020 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

	2019	2020
242 - Telephone		
As of 6/19:	\$15,746.00	
7/19 to 12/19 Estimate:	\$14,254.00	
	\$30,000.00	
2020 Estimate:		
12 mos. X \$2,500.00 = \$30,000.00		\$ 30,000.00
Total	\$ 30,000.00	\$ 30,000.00
250 - Rentals		
As of 6/19:	\$138.00	
7/19 to 12/19 Estimate:	\$462.00	
	\$ 600.00	\$ -
2020 Estimate:	\$600.00	\$ 600.00
Total	\$ 600.00	\$ 600.00
260 - Maintenance of Property and Equipment		
As of 6/19:	0	\$ -
7/19 to 12/19 Estimate:	\$4,000.00	\$ -
	\$4,000.00	\$ 4,000.00
		\$ -
2020 Estimate:	\$10,000.00	\$ 10,000.00
		\$ -
		\$ -
Total	\$ 4,000.00	\$ 10,000.00

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

	2019	2020
270 - Contractual Services		
As of 6/19:	\$42,502.00	
7/19 to 12/19 Estimate:	\$197,498.00	
	\$240,000.00	
2020 Estimate:		
Motorola - VHF Radio System	\$6,500.00	
Ryan Public Safety Solutions - Telephone (years 2-5 Paid - Unfil 2022)		
Cummins Mid South	\$5,500.00	
Alifax	\$7,000.00	
BellSouth	\$60,000.00	
Allied Waste Services	\$10,000.00	
Quality Janitorial Services	\$25,000.00	
Electronic Business Systems	\$30,000.00	
Union Services & Maintenance	10,000.00	
AT&T Wireless	\$10,000.00	
Sprint PCS/Nextel	\$18,000.00	
Verizon	\$8,000.00	
Priority Dispatch	\$30,000.00	
Emergency Reporting	\$1,000.00	
Total:	\$221,000.00	
X 5%	\$11,050.00	
	\$232,050.00	
Note: Above vendors are on contract to maintain various pieces of equipment		
Total	\$ 240,000.00	\$ 232,050.00

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

	2019	2020
280 - Professional Services		
As of 6/19:	\$1,000.00	
7/19 to 12/19 Estimate:	\$9,000.00	
	\$10,000.00	
2020 Estimate:	\$10,000.00	\$ 10,000.00
Total	\$ 10,000.00	\$ 10,000.00
291 - Property		
As of 6/19:	\$4,019.00	
7/19 to 12/19 Estimate:	\$5,481.00	
	\$ 9,500.00	
2020 Estimate:	\$10,000.00	\$ 10,000.00
Total	\$ 9,500.00	\$ 10,000.00
295 - Insurance/General Liability		
As of 6/19:	\$22,298.00	\$ -
7/19 to 12/19 Estimate:	\$7,702.00	\$ -
	\$ 30,000.00	\$ -
2020 Estimate:	\$33,000.00	\$ 33,000.00
		\$ -
		\$ -
Total	\$ 30,000.00	\$ 33,000.00

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

	2019	2020
305 - Office and Comm. Equipment		
As of 6/19:	\$342.00	\$ -
7/19 to 12/19 Estimate:	\$9,658.00	\$ -
	\$10,000.00	\$10,000.00
2020 Estimate:	\$10,000.00	\$ -
		\$ 10,000.00
		\$ -
		\$ -
		\$ -
Total	\$ 10,000.00	\$ 10,000.00
310 - Office Supplies		
As of 6/19:	\$1,808.00	
7/19 to 12/19 Estimate:	\$4,192.00	
	\$6,000.00	\$ 6,000.00
2020 Estimate:	\$6,000.00	\$ 6,000.00
Total	\$ 6,000.00	\$ 6,000.00
321 - Education and Recreation		
As of 6/19:	0	
7/19 to 12/19 Estimate:	\$3,000.00	
	\$3,000.00	\$ 3,000.00
2020 Estimate:	\$3,000.00	\$ 3,000.00
Total	\$ 3,000.00	\$ 3,000.00

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

	2019	2020
325 - Food & Clothing		
As of 6/19:	\$84.00	\$ -
7/19 to 12/19 Estimate:	\$7,916.00	\$ -
	\$8,000.00	\$8,000.00
		\$ -
2020 Estimate:	\$8,000.00	\$ 8,000.00
		\$ -
		\$ -
		\$ -
Total	\$ 8,000.00	\$ 8,000.00
326 - Maintenance of Building & Grounds		
As of 6/19:	\$4,757.00	
7/19 to 12/19 Estimate:	\$9,243.00	
	\$14,000.00	\$ 14,000.00
2020 Estimate:	\$14,000.00	\$ 14,000.00
Total	\$ 14,000.00	\$ 14,000.00
329 - Miscellaneous		
As of 6/19:	\$686.00	
7/19 to 12/19 Estimate:	\$714.00	
	\$1,400.00	\$ 1,400.00
2020 Estimate:	\$1,400.00	\$ 1,400.00
Total	\$ 1,400.00	\$ 1,400.00

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

		2019	2020
410 - Travel			
As of 6/19:			
7/19 to 12/19 Estimate:	\$10,683.00		
	\$14,317.00		
	\$25,000.00	\$ 25,000.00	
2020 Estimate:	\$25,000.00		\$ 25,000.00
Total		\$ 25,000.00	\$ 25,000.00
440 - Official Fees			
As of 6/19:	\$400.00		
7/19 to 12/19 Estimate:	\$1,000.00		
	\$1,400.00	\$ 1,400.00	
2020 Estimate:	\$1,400.00		\$ 1,400.00
Total		\$ 1,400.00	\$ 1,400.00
499 - Miscellaneous			
As of 6/19:	\$218.00		
7/19 to 12/19 Estimate:	\$782.00		
	\$1,000.00	\$ 1,000.00	
2020 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 that total

	2019	2020
652 - Buildings, Grounds		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$0.00	
	\$0.00	
2020 Estimate:		\$ 1,500,000.00
9-1-1 Center Expansion Project		
Total	\$ 5,000.00	\$ 1,500,000.00
656 - Office Equipment		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$5,000.00	
	\$5,000.00	\$ 5,000.00
2020 Estimate:		\$ 10,000.00
Total	\$ 5,000.00	\$ 10,000.00
658 - Communications Equipment		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$5,000.00	
	\$5,000.00	\$ 5,000.00
2020 Estimate:		\$ 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

	2019	2020
670 - Major Repairs		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$5,000.00	
	\$5,000.00 \$	5,000.00
2020 Estimate:	\$5,000.00	\$ 5,000.00
Total	\$ 5,000.00	\$ 5,000.00
691 - Architectural Engineering Fees		
As of 6/19:	\$27,645.00	
7/19 to 12/19 Estimate:	\$45,000.00	
	\$72,645.00 \$	72,645.00
2020 Estimate:	\$75,000.00	\$ 75,000.00
Total	\$ 72,645.00	\$ 75,000.00
700 - Indirect Cost Allocation		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$175,000.00	
	\$175,000.00 \$	175,000.00
2020 Estimate:	\$180,000.00	\$ 180,000.00
Total	\$ 175,000.00	\$ 180,000.00

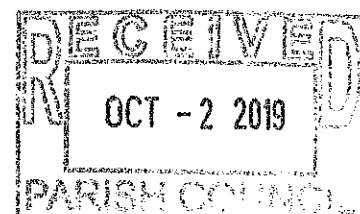
NOTE: If there is not enough room in one section for the detail, just continue on to the next sections until you complete the detail then total

	2019	2020
731 - A.V. Tax Collect		
As of 6/19:	\$0.00	
7/19 to 12/19 Estimate:	\$2,000.00	
	\$2,000.00 \$	2,000.00
2020 Estimate:	\$2,000.00	\$ 2,000.00
Total	\$ 2,000.00	\$ 2,000.00
750 - Intergovernmental		
As of 6/19:	\$619,346.00	
7/19 to 12/19 Estimate:	\$741,654.00	
Personnel, American Tower Lease, Radio Maintenance, Utilities @ Tower (Telephone line, Gas & Electric), Administrative Fees, Indirect Cost (other Intergovernmental)	\$1,361,000.00 \$	1,361,000.00
2020 Estimate:	\$1,155,000.00	
Personnel:	\$225,000.00	
American Tower Lease, Radio Maintenance, Utilities @ Tower (Telephone line, Gas & Electric), Administrative Fees, Zuercher CAD Maintenance	\$1,380,000.00	\$ 1,380,000.00
Total	\$ 1,361,000.00	\$ 1,380,000.00

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

**HOUSING
AUTHORITY**

BD-1 BUDGET DETAIL		
FUND #001 - GENERAL FUND		
HOUSING AUTHORITY 400110 - COUNCIL		
	2019	2020
OPERATING RECEIPTS		
Account Number - Account Name		
DWELLING RENT	\$ 355,800	\$ 256,800
INTEREST	\$ 210	\$ 200
OTHER TENANT INCOME	\$ 16,470	\$ 14,600
MISC INCOME	\$ 37,330	\$ 20,850
HUD CONTRIBUTIONS-CAPITAL FUND PROGRAM	\$ 149,540	\$ 48,000
HUD CONTRIBUTIONS-OPERATING SUBSIDY	\$ 530,000	\$ 495,900
HUD CONTRIBUTIONS-HCV-HOUSING ASST PMTS	\$ 1,889,920	\$ 2,081,800
HUD CONTRIBUTIONS-HCV-ADMIN FEES	\$ 176,600	\$ 195,800
Total	\$ 3,155,870	\$ 3,113,950
OPERATING EXPENDITURES		
Account Number - Account Name		
ADMINISTRATIVE	\$ 229,500	\$ 160,350
LEGAL EXPENSE	\$ 20,300	\$ 30,000
TRAVEL AND TRAINING	\$ 11,220	\$ 29,400
ACCOUNTING FEES	\$ 22,600	\$ 26,260
AUDIT	\$ 19,600	\$ 17,000
TENANT SERVICES	\$ 2,490	\$ 400
Total	\$ 305,710	\$ 263,410
SUNDRY		
Account Number - Account Name		
TELEPHONE / INTERNET	\$ 8,800	\$ 11,200
OFFICE SUPPLIES	\$ 6,260	\$ 7,800
COURT COSTS	\$ 1,950	\$ 900
MEMBERSHIP DUES AND FEES	\$ 2,490	\$ 4,100
OTHER ADV / ADMIN FEES	\$ 5,560	\$ 16,130
ALARM MONITORING	\$ 1,000	\$ 800
CONTRACT (SERVICE CONTRACTS,ANNUAL PLANS)	\$ 5,900	\$ 9,000
COMPUTER SUPPORT SERVICE	\$ 21,000	\$ 26,300
POSTAGE	\$ 7,040	\$ 4,900
Total	\$ 60,000	\$ 81,130



BD-2 BUDGET DETAIL		
FUND #001 - GENERAL FUND		
HOUSING AUTHORITY 400110 - COUNCIL		
	2019	2020
UTILITIES EXPENSE		
Account Number - Account Name		
WATER	\$ 72,940	\$ 82,600
ELECTRICITY	\$ 16,110	\$ 15,800
GAS	\$ 61,380	\$ 55,600
OTHER/UTILITY EXPENSE	\$ 88,570	\$ 59,300
Total	\$ 239,000	\$ 213,300
ORDINARY MAINTENANCE		
Account Number - Account Name		
LABOR	\$ 112,500	\$ 97,110
MATERIALS	\$ 60,990	\$ 48,000
Total	\$ 173,490	\$ 145,110
CONTRACT COSTS		
Account Number - Account Name		
GARBAGE AND TRASH REMOVAL	\$ 18,730	\$ 14,200
LANDSCAPE AND GROUNDS	\$ -	\$ 10,300
EXTERMINATION	\$ 11,620	\$ 12,400
HEATING AND COOLING	\$ 410	\$ 3,000
ELECTRICAL	\$ 10,960	\$ 9,740
PLUMBING	\$ 23,360	\$ 12,600
EQUIPMENT REPAIRS	\$ -	\$ -
OTHER MAINTENANCE EXPENSE	\$ 78,050	\$ 2,500
Total	\$ 143,130	\$ 64,740

BD-3

BUDGET DETAIL

FUND #001 - GENERAL FUND

HOUSING AUTHORITY 400110 - COUNCIL

	2019	2020
INSURANCE		
Account Number - Account Name		
PROPERTY INSURANCE	\$ 43,960	\$ 60,200
LIABILITY INSURANCE	\$ 11,030	\$ 12,300
WORKER'S COMP INSURANCE	\$ 36,430	\$ 6,800
FIDELITY BOND INSURANCE	\$ 230	\$ 300
AUTO	\$ 9,280	\$ 9,000
FLOOD	\$ 21,550	\$ 21,550
OTHER INSURANCE EXPENSES	\$ 3,700	\$ 1,000
Total	\$ 126,180	\$ 111,150
OPERATING EXPENDITURES		
Account Number - Account Name		
PAYMENTS IN LIEU OF TAXES	\$ 19,330	\$ 4,350
EMPLOYEE BENEFITS	\$ 95,370	\$ 75,430
COLLECTION LOSSES	\$ 5,000	\$ -
HOUSING CHOICE VOUCHER HAP PAYMENTS	\$ 1,889,920	\$ 2,081,800
OTHER GENERAL	\$ -	\$ 5,000
Total	\$ 2,009,620	\$ 2,166,580
Account Number - Account Name		
Total Operating Expenditures	\$ 3,057,130	\$ 3,045,420

**ST. CHARLES
COMMUNITY HEALTH
CENTER**

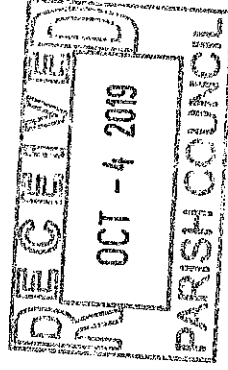
BUDGET DETAIL-OUTSIDE AGENCIES -2020 JR ST. CHARLES COMMUNITY HEALTH CENTER

	2019	2020	\$ Variance	% Variance
Employee Costs				
403b Retirement Company Match	\$ 5,895.95	\$ 7,476.65	\$ (1,580.70)	-26.81%
Employer FICA/Medicare Tax	\$ 28,846.01	\$ 36,579.63	\$ (7,733.62)	-26.81%
Health Insurance	\$ 33,941.73	\$ 43,041.51	\$ (9,099.78)	-26.81%
Physician Contract Expense	\$ 25,000.00	\$ 30,500.00	\$ (5,500.00)	-22.00%
Salaries & Wages	\$ 353,453.12	\$ 448,517.82	\$ (95,064.70)	-26.90%
Taxes & Licenses	\$ 1,173.00	\$ 1,431.06	\$ (258.06)	-22.00%
Vac/Sick/PTO	\$ 42,616.14	\$ 54,041.53	\$ (11,425.39)	-26.81%
Workmen's Comp. Insurance	\$ 9,974.89	\$ 12,169.37	\$ (2,194.48)	-22.00%
Total	\$ 500,900.84	\$ 633,757.56	\$ (132,856.72)	-26.52%
Facility Costs				
Building Repairs & Maintenance	\$ 6,450.52	\$ 7,869.63	\$ (1,419.11)	-22.00%
General Liability Insurance	\$ 4,631.82	\$ 5,650.82	\$ (1,019.00)	-22.00%
Janitorial Contract	\$ 22,694.00	\$ 27,686.68	\$ (4,992.68)	-22.00%
Janitorial Services & Supplie	\$ 6,631.26	\$ 8,090.14	\$ (1,458.88)	-22.00%
Lawn Service	\$ 8,212.00	\$ 10,018.64	\$ (1,806.64)	-22.00%
Office Equip & Furn - Non Capt Exp	\$ 5,528.61	\$ 6,744.90	\$ (1,216.29)	-22.00%
Property Insurance	\$ 18,319.52	\$ 22,349.81	\$ (4,030.29)	-22.00%
Repairs & Maintenance	\$ 21,465.29	\$ 26,187.65	\$ (4,722.36)	-22.00%
Security Expense	\$ 330.00	\$ 402.60	\$ (72.60)	-22.00%
Utilities	\$ 15,942.69	\$ 19,450.08	\$ (3,507.39)	-22.00%
Total	\$ 110,205.71	\$ 134,450.97	\$ (24,245.26)	-22.00%
Patient and IT Expenses				
Infectious Waste Disposal	\$ 4,185.70	\$ 5,106.55	\$ (920.85)	-22.00%
Instruments & Equip Non Capital	\$ 3,085.77	\$ 3,764.64	\$ (678.87)	-22.00%
Laboratory	\$ 16,456.31	\$ 20,076.70	\$ (3,620.39)	-22.00%
Patient Supplies	\$ 42,567.87	\$ 51,932.80	\$ (9,364.93)	-22.00%
Pharmaceuticals	\$ 35,952.37	\$ 43,861.89	\$ (7,909.52)	-22.00%

there is not enough space to complete the detail, just continue on to the next sections until you complete the detail, then total.

BUDGET DETAIL - OUTSIDE AGENCIES - 2020 , JR ST. CHARLES COMMUNITY HEALTH CENTER

	2019	2020	\$ Variance	% Variance
Professional Services Expense	\$ 580.25	\$ 707.91	\$ (127.66)	-22.00%
Cable & Internet	\$ 7,651.28	\$ 9,334.56	\$ (1,683.28)	-22.00%
Computer Services	\$ 11,430.39	\$ 13,945.08	\$ (2,514.69)	-22.00%
Computers - Non-Capital Exp	\$ 1,746.26	\$ 2,130.44	\$ (384.18)	-22.00%
Copier Leases	\$ 11,832.74	\$ 14,435.94	\$ (2,603.20)	-22.00%
EMR	\$ 57,900.58	\$ 70,638.71	\$ (12,738.13)	-22.00%
Telephone Expense	\$ 1,598.57	\$ 1,950.26	\$ (351.69)	-22.00%
Total	\$ 194,988.09	\$ 237,885.47	\$ (42,897.38)	-22.00%
Total	\$ 806,094.64	\$ 1,006,094.00	\$ (199,999.36)	-24.81%



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 - 2020 FOR ARC OF ST. CHARLES

Statement of Net Position Accounts		2019	2020	\$ Variance	% Variance
Mortgage		\$ 7,166.11	\$ 7,551.53	\$ (385.42)	105.38%
New Vehicles		\$ 51,668.50	\$ 51,668.50	\$ -	100.00%
Repairs and maintenance		\$ 32,025.12	\$ 32,025.12	\$ -	100.00%
Lines of credit		\$ 63,111.41	\$ 63,000.00	\$ 111.41	99.82%
Investments		\$ 150,908.85	\$ 150,000.00	\$ 908.85	99.40%
Total		\$ 304,879.99	\$ 304,245.15	\$ 634.84	99.79%
Statement of Activity Accounts		2019	2020	\$ Variance	% Variance
Payroll - Vocational		\$ 298,672.00	\$ 298,672.00	\$ -	100.00%
Lease		\$ 11,850.00	\$ 11,850.00	\$ -	100.00%
Rent/Storage Unit		\$ 3,013.00	\$ 3,013.00	\$ -	100.00%
Utilities (Programs)		\$ 16,000.00	\$ 16,000.00	\$ -	100.00%
Utilities (General)		\$ 4,000.00	\$ 4,000.00	\$ -	100.00%
Bank Interest		\$ 11,500.00	\$ 11,500.00	\$ -	100.00%
Insurance - Liability and Property (Programs)		\$ 88,586.27	\$ 88,586.27	\$ -	100.00%
Insurance - Liability and Property (General)		\$ 8,500.00	\$ 8,500.00	\$ -	100.00%
Insurance - Workers' Compensation (Programs)		\$ 78,000.00	\$ 78,000.00	\$ -	100.00%
Insurance - Workers' Compensation (General)		\$ 4,500.00	\$ 4,500.00	\$ -	100.00%
Fuel (Programs)		\$ 43,000.00	\$ 43,000.00	\$ -	100.00%
Fuel (General)		\$ 2,000.00	\$ 2,000.00	\$ -	100.00%
Supplies - Day Hab		\$ 2,500.00	\$ 2,500.00	\$ -	100.00%
Supplies - Pre Voc		\$ 3,500.00	\$ 3,500.00	\$ -	100.00%
Supplies - Greenhouse		\$ 1,300.00	\$ 1,300.00	\$ -	100.00%
Supplies - Lawn Care		\$ 2,000.00	\$ 2,000.00	\$ -	100.00%
Supplies - Cajun Village		\$ 1,500.00	\$ 1,500.00	\$ -	100.00%
Supplies - Jani Day		\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Supplies - Jani Schools		\$ 18,000.00	\$ 18,000.00	\$ -	100.00%
Office Supplies - Day Hab		\$ 1,800.00	\$ 1,800.00	\$ -	100.00%
Office Supplies - Cajun Village		\$ 200.00	\$ 200.00	\$ -	100.00%
Repairs and maintenance - Transportation		\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
Total		\$ 625,421.27	\$ 625,421.27	\$ -	100.00%
Total:		\$ 930,301.26	\$ 929,666.42	\$ 634.84	199.79%

Nicole Breaux

From: Maggie Guidry <mguidry@arcofstcharles.com>
Content: Monday, October 07, 2019 2:23 PM
To: Nicole Breaux
Cc: Grant Dussom; Ashley Waguespack; Victoria Bryant
Subject: BUDGET-DETAIL-OUTSIDE AGENCIES-2020 FOR ARC OF ST. CHARLES.xls
Attachments: Copy of BUDGET-DETAIL-OUTSIDE AGENCIES-2020 FOR ARC OF ST. CHARLES.xls

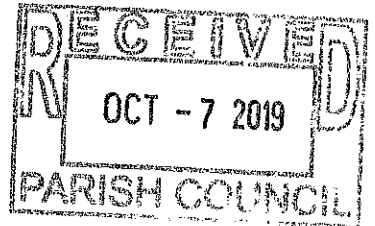
Please see attached copy of 2020 Budget for Arc of St. Charles.
Please contact with any questions or concerns.

Thank you!

Maggie G. Brantley

The Arc of St. Charles

13771 Old Spanish Trail
Boutte, LA 70039
P: (985) 785-0971 Ext. 4804
E: mguidry@arcofstcharles.com



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