

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

**2015**

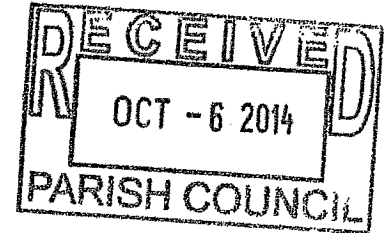
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# **COUNCIL ON AGING**



# St. Charles Council On Aging, Inc.



To: Parish of St. Charles  
Julia Fisher-Perrier, Council Chairman  
District VII Councilwoman  
P.O. Box 302  
Hahnville, LA 70057

From: April Keller *AK*  
Executive Director

Date: October 6, 2014

Re: Fiscal Year 2015 Budget

Enclosed is a copy of the St. Charles Council on Aging, Inc. Fiscal Year 2015 (July 1, 2014 – June 30, 2015) Budget. The Board of Directors and the Governor's Office of Elderly Affairs have approved the Budget Fiscal Year 2015. A copy of the Governor's Office of Elderly Affairs approval letter is enclosed. Also enclosed is a copy of Annual Report 2014 for each Councilperson.

The funds received from the Ad Valorem Tax Millage are incorporated into the budget and therefore millage funds support all the programs and services provided to the sixty plus (60+) population of St. Charles Parish by St. Charles Council on Aging, Inc.

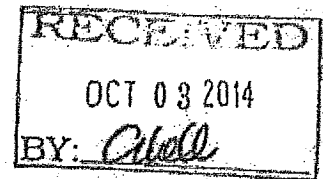
Thank you very much for your assistance.

See attachments.

BOBBY JINDAL  
GOVERNOR



**State of Louisiana**  
**OFFICE OF THE GOVERNOR**  
**OFFICE OF ELDERLY AFFAIRS**



September 30, 2014

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

RE: FY 2015 Original Budget

Dear Ms. Keller:

We have completed the review process of St. Charles Council on Aging FY 2015 Original Budget for the fiscal year July 1, 2014 through June 30, 2015.

St. Charles Council on Aging's FY 2015 Original Budget is approved.

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

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

Should you have any questions or need further assistance, please contact Laura Jackson, Audit Supervisor at (225) 342-6869, or Porsche Holmes, Program Monitor at (225) 342-3570.

Sincerely,

A handwritten signature in cursive script that reads "Teresa J. Broussard".

Teresa J. Broussard  
Accountant Manager

cc: Mr. Bobby Stephenson, Chairman  
Ms. Beverly Armstead, Manager, HCBS

**St. Charles Council on Aging, Inc.**  
**FY 2015 Budget**  
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**St. Charles Council on Aging, Inc.  
Board Resolution for Budget Approval  
For Fiscal Year June 30, 2015**

State of Louisiana

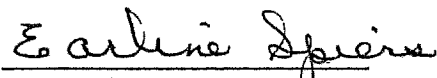
Parish of St. Charles

On the 15th day of May, 2014 at a meeting of the Board of Director's of St. Charles Council on Aging, Inc., a Corporation, held in the City of Hahnville, State of Louisiana, with a quorum present, it was duly moved and seconded that the Original Forecast (Budget) for Fiscal Year 2015 be adopted as presented.

The above was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors.

Held on the 15th day of May 2014

  
Secretary

St. Charles Council on Aging, Inc.  
Board of Directors

**Budget Submitted to the  
State of Louisiana  
Governor's Office of Elderly Affairs  
By  
St. Charles Council on Aging, Inc.  
For The Year Ending June 30, 2015**

Contractor's Address:  
626 Pine St - Suite A  
Hahnville, LA. 70057

Federal Tax ID # 72-0752327  
State Emp. Security Tax #

Contract Period For: July 1, 2014 through June 30, 2015

Type of Forecast (Budget):

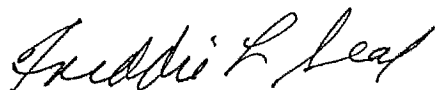
(1)   X   New or  
(2)            Revision : 1st; 2nd; 3rd; 4th; Other

Date This Forecast (Budget) Becomes Effective: July 1, 2014

**Budgeted Expenditures by Program  
(Excluding In-Kind)**

AAA	<u>17,381</u>	Ombudsman	<u>0</u>
Supportive Services	<u>732,865</u>	Senior Center	<u>59,388</u>
Congregate Meals	<u>134,098</u>	PCOA	<u>0</u>
Home-Delivered Meals	<u>486,111</u>	Audit Allotment	<u>0</u>
Preventive Health	<u>5,967</u>	Non-Goea Programs	<u>253,493</u>
Caregiver	<u>18,602</u>	Total All Programs	<u><u>1,707,905</u></u>

As the legally authorized representative for the St. Charles Council on Aging, Inc, I certify that the forecast (budget) and supporting documents contained herein were prepared in support of the award and agreement between the State of Louisiana Governor's Office of Elderly Affairs, and the named contractor. This forecast (budget) was approved on May 15, 2014 at a meeting of the governing body of the contractor with a quorum present, copy of the enabling resolution attached.



Signature

(President/Chairperson of the Board)

5/15/2014

(Date)



St. Charles Council on Aging, Inc.							
Cost Allocation Plan FY 2015							
Original - July, 1 2014 to June 30, 2015							
Line Item		Indirect	Direct	# of Hours/Unit	Direct to Programs	Direct to Services	Basis Used to Allocate
Salaries							
Executive Director	\$60,195	100%		40 hrs	Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Assistant Director	\$41,808	100%		40 hrs	Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Nutrition Manager	\$31,512	5%	95%	19 hrs 9.5 hrs 9.5 hrs	50% IIB 25% C-1 25% C-2	100% Recreation 100% Congregate Meals 100% Home Delivered Meals	According to actual hours worked According to actual hours worked According to actual hours worked
				2 hrs 40 hrs	Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Administrative Assistant	\$28,142	100%		40 hrs	Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Administrative Clerk	\$27,456	90%	10%	4 hrs 36 hrs 40 hrs	100% C-2 Indirect Cost Pool	100% Home Delivered Meals Allocated to all services because work benefits all services	According to actual hours worked Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Maintenance Worker	\$14,131	50%	50%	12.5 hrs 12.5 hrs 25 hrs	100% C-2 Indirect Cost Pool	100% Home Delivered Meals Allocated to all services because work benefits all services	According to actual hours worked Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Senior Center Activity Manager- New Sarpy	\$20,327		100%	19.5 hrs 10.5 hrs 30 hrs	65% IIB 35% C-1	100% Recreation 100% Congregate Meals	According to actual hours worked According to actual hours worked
Senior Center Activity Manager - Luling	\$20,327	30%	70%	14.7 hrs 6.3 hrs 9 hrs 30 hrs	70% IIB 30% C-1 Indirect Cost Pool	100% Recreation 100% Congregate Meals Allocated to all services because work benefits all services	According to actual hours worked According to actual hours worked Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Senior Center Activity Manager - Norco	\$15,899		100%	15 hrs 10 hrs 25 hrs	60% IIB 40% C-1	100% Recreation 100% Congregate Meals	According to actual hours worked According to actual hours worked
Center Aide - Hahnville	\$16,052		100%	30 hrs	100% C-2	100% Home Delivered Meals	According to actual hours worked
Center Aide - Hahnville	\$15,132		100%	30 hrs	100% C-2	100% Home Delivered Meals	According to actual hours worked
Center Aide - New Sarpy	\$15,132		100%	16.5 hrs 10.5 hrs 3 hrs 30 hrs	55% IIB 35% C-1 10% C-2	100% Recreation 100% Congregate Meals 100% Home Delivered Meals	According to actual hours worked According to actual hours worked According to actual hours worked
Center Aide - Luling	\$15,132		100%	15 hrs 15 hrs 30 hrs	50% IIB 50% C-1	100% Recreation 100% Congregate Meals	According to actual hours worked According to actual hours worked
Center Aide - Norco	\$12,298		100%	15 hrs 10 hrs 25 hrs	60% IIB 40% C-1	100% Recreation 100% Congregate Meals	According to actual hours worked According to actual hours worked
Case Worker	\$25,106	60%	40%	13.6 hrs 2.08 hrs .32 hrs 24 hrs 40 hrs	85% IIB 13% C-2 2% IIE Indirect Cost Pool	90% I&A - 10% Outreach 100% Home Delivered Meals 100% I&A Allocated to all services because work benefits all services	According to actual hours worked According to actual hours worked According to actual hours worked Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Case Worker	\$24,710	60%	40%	13.6 hrs 2.08 hrs .32 hrs 24 hrs 40 hrs	85% IIB 13% C-2 2% IIE Indirect Cost Pool	90% I&A - 10% Outreach 100% Home Delivered Meals 100% I&A Allocated to all services because work benefits all services	According to actual hours worked According to actual hours worked According to actual hours worked Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Transportation Dispatcher	\$27,560		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
Driver 1	\$27,102		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program

Line Item		Indirect	Direct	# of Hours/Unit	Direct to Programs	Direct to Services	Basis Used to Allocate
Driver 2	\$25,438		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
Driver 3	\$25,106		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
Driver 4	\$25,106		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
Driver 5	\$24,710		100%	37.2 hrs 2.8 hrs 40 hrs	93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
Home Delivered Meals Manager	\$19,079		100%	30 hrs	100% C-2	100% Home Delivered Meals	According to actual hours worked
HDM Driver 1	\$9,892		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
HDM Driver 2	\$9,892		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
HDM Driver 3	\$9,892		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
HDM Driver 4	\$10,165		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
HDM Driver 5	\$9,564		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
HDM Driver 6	\$9,564		100%	17.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
Substitute HDM Driver	\$5,738		100%	10.5 hrs	100% C-2	100% Home Delivered Meals	This driver is assigned 100% to C2
<b>Total Salaries</b>	<b>\$622,167</b>						
<b>Admin:</b>							
FICA	\$47,596	32.06%	67.94%		All Services	Based On Wages	
LUTA	\$4,828	32.06%	67.94%		All Services	Based On Wages	
Health Ins.	\$12,060	70.00%	30.00%		All Services	Based On Wages	
Deferred Compensation	\$2,633	70.00%	30.00%		All Services	Based On Wages	
Workmen's Compensation	\$49,773	32.06%	67.94%		All Services	Based On Wages	
<b>Total Fringe</b>	<b>\$116,890</b>						
<b>Travel</b>							
Administrative Travel	\$1,400	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Case Worker	\$4,200	10%	90%		95% IIB 5% IIE	100% I&A 100% I&A	*Actual Number of Miles for Program *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Other Employees	\$2,000	20%	80%		100% IIB	100% I&A	*Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
<b>Total Travel</b>	<b>\$7,600</b>						
<b>Operating Services</b>							
Accounting	\$50,200	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Advertising	\$2,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Building Maintenance	\$2,400	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Computer Services	\$20,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Copy Machine Lease	\$3,500	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Dues & Subscriptions	\$500	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Equipment Maintenance	\$1,272	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Internet Service	\$3,228	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs

Line Item		Indirect	Direct	# of Hours/Unit	Direct to Programs	Direct to Services	Basis Used to Allocate
Insurance - Property/Liability	\$10,920	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Licenses & Fees	\$250	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Medical Waste Pick Up	\$300	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Miscellaneous	\$3,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Postage	\$5,200	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Radio Rental	\$3,840	7%	93%		55% IIB 40% C-2 5% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Rent	\$5,820	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Telephone	\$10,200	75%	25%		65% IIB 30% C-2 5% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Uniforms	\$4,160		100%		23% IIB 75% C-2 2% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
Vehicle Insurance	\$51,800	7%	93%		55% IIB 40% C-2 5% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Vehicle Maintenance	\$30,000	10%	90%		65% IIB 30% C-2 5% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Total Operating Services	\$206,590						
Operating Supplies							
Automotive Gas And Oil	\$40,000	7%	93%		55% IIB 40% C-2 5% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Office Supplies	\$17,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Small Dollar Equipment Items	\$1,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Total Operating Supplies	\$58,000						
Other Costs							
Audit Allotment	\$9,600	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs

Line Item		Indirect	Direct	# of Hours/Unit	Direct to Programs	Direct to Services	Basis Used to Allocate
Background Checks And Mvrs	\$2,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Bank Charges And Payroll Fees	\$3,000	100%			Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Nutritionist Consultant	\$3,000		100%		65% C-1 35% C-2	85% Meals, 15% Nutrition Ed 85% Meals, 15% Nutrition Ed	Based on Actual Costs Based on Actual Costs
Random Drug Screening and Medical Exams	\$6,000	60%	40%		17% IIB 80% C-2 3% Local Transportation	100% Transportation 100% Home Delivered Meals 100% Transportation	*Actual Number of Miles for Program Based on Actual Costs *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Training	\$5,000	40%	60%		93% IIB 7% Local Transportation	100% Transportation 100% Transportation	*Actual Number of Miles for Program *Actual Number of Miles for Program
					Indirect Cost Pool	Allocated to all services because work benefits all services	Cost is allocated using Indirect cost plan that allocates the cost to all eligible programs
Total Other Costs	\$28,600						
Direct Costs							
Legal	\$2,002		100%		100% IIB	100% Legal	IIB Contract
Medical Alert	\$528		100%		100% IIB	100% Medical Alert	# of Units Provided & Contract Price
Homemaker	\$54,775		100%		100% IIB	100% Homemaker	# of Units Provided & Contract Price
Personal Care	\$95,700		100%		100% IIB	100% Personal Care	# of Units Provided & Contract Price
IID Preventive Health	\$5,967		100%		100% IID	100% Wellness	# of Units Provided & Contract Price
IIE Caregiver	\$17,545		100%		100% IIE	100% Respite Care In-Home	# of Units Provided & Contract Price
Senior Center	\$59,388		100%		100% Senior Center	100% Senior Center	Actual Costs
Raw Food	\$72,033		100%		25% C-1 75% C-2	100% Congregate Meals 100% Home Delivered Meals	# of Meals Served & Contract Price # of Meals Served & Contract Price
Non-Edibles	\$120,930		100%		25% C-1 75% C-2	100% Congregate Meals 100% Home Delivered Meals	# of Meals Served & Contract Price # of Meals Served & Contract Price
The Power To Care/Utility Assistance	\$5,000		100%		100% Utility Assistance	100% Non- GOEA	Actual Costs
Intergovernmental	\$50,000		100%		100% Local	100% Non- GOEA	Actual Costs
Capital Outlay	\$167,800		100%		100% Local	100% Non- GOEA	Actual Costs
Senior Center Activities/Special Events	\$14,390		100%		100% IIB	100% Recreation	Actual Costs
Total Direct Costs	\$666,058						
Total Budget	\$1,707,905						
Number Of Meals	C-1 C-2	13,750 40,000	25.58% 74.42%		C-1 meals C-2 meals	C-1 meals C-2 meals	Actual Costs Actual Costs
Total Meals		53,750					
Raw Food	\$1.34	72,025	37.33%				
Non-Edibles	\$2.25	120,938	62.67%				
Total Meals	\$3.59	192,963					

**St. Charles Council on Aging, Inc.**  
**Budgeted Revenues by Program and Sources of Funding**  
**For the Year Ending June 30, 2015**

**A. Pooling of Resources**

Resource Page  
 Supplementary Support for GOEA Funds

Program	GOEA Contracts	Program Income	NSIP	PCOA	FTA	Program Service Fees	Other Public Support	Property Taxes & Interest Income	United Way	Transfers	Budget Totals
AAA	17,381			0	0		0		0		17,381
Supportive Services	57,577	1,500		37,500	0	0	0	636,288	0		732,865
Congregate Meals	37,604	7,500	15,468	0	0		0	73,526	0		134,098
Home-Delivered Meals	55,356	21,000	15,468	0	0	5,040	0	389,247	0		486,111
Preventive Health	3,231	0		0	0		0	2,736	0		5,967
Caregiver	17,061	0		0	0		0	1,541	0		18,602
Senior Center	49,802			0	0		0	9,586	0		59,388
Other (GOEA Programs)				0							0
Other (NON GOEA Programs)				0	81,600		9,500	144,393	18,000		253,493
<b>Totals</b>	<b>238,012</b>	<b>30,000</b>	<b>30,936</b>	<b>37,500</b>	<b>81,600</b>	<b>5,040</b>	<b>9,500</b>	<b>1,257,317</b>	<b>18,000</b>	<b>0</b>	<b>1,707,905</b>

Eff: 7/01/2002

Agency: St. Charles Council on Aging, Inc.

Fiscal Year Ending: June 30, 2015

Note: Funds in the NSIP, PCOA, Supplemental Sr Center, Other Public Support and the Property Tax columns are in substance transfers for GASB presentation purposes despite what this schedule illustrates

**Breakdown of Other Public Support and United Way Funding**

United Way Under 60 Transportation								18,000	Non GOEA	
The Power to Care/Utility Assistance - Entergy						5,000				
United Way General Public - Unrestricted						4,500				
Proceeds from sale of vehicles - use in III B transportation										
Proceeds from sale of vehicles - use to pay for local share of new van match						-				
<b>Totals</b>						<b>9,500</b>		<b>18,000</b>		
Rounding										
Property Taxes							1,145,000			
Interest on Back Taxes							250			
Lump and CD Interest							4,250			
Other General Public Support							0			
Amount of Prior Year Local Fund Balance Needed to Balance this year's budget or (projected profit)							107,817			
							1,257,317			

**B. In-Kind Resources (\$ Value)**

**(Facilities, Utilities, Supplies, Volunteer Labor, USDA Donated Foods, etc;)**

Specific Resources	Service(s) Enhanced	Supportive Services	Home-Delivered Meals	Local Transportation	Senior Center	Total
Rent (New Sarpy)	Senior Center Facility - monthly rent valued at \$500 per month by the COA's				6,000	6,000
Rent (Luling)	Senior Center Facility - monthly rent valued at \$500 per month by the COA's				6,000	6,000
Crime Prevention	Flyers are provided by the Parish sheriff's office for the Council to distribute to elderly persons when the Council's employees do assessments on COA clients. The Council estimates distributing the flyers to approximately 1,732 persons during the year. The printing cost of the flyers has been estimated at \$1.00 each by management.	1,732				1,732
Material Aid	Food for Seniors -Approx 7 volunteers work about 6 hours a month each to prepare about 280 boxes of food for Catholic charities of St. Charles Parish. The COA administers this program for catholic charities. The COA qualifies the beneficiaries of the food boxes based on age and income. Management has estimated each box of food has a fair market value of \$50. The estimated annual food boxes to be provided is 3,250.	162,500				162,500
Assisted Transportation	Occasionally persons that the COA transports require assistance to make the trip. Normally this occurs with handicapped people. In such cases the COA provides the transportation but cannot provide a person to assist the client being transported. The person who assists the client being transported is counted as in-kind support for the time they take to assist the person being transported. Trips usually last all day. A unit of assisted transportation service is counted for the one-way portion of the trip no matter how long it takes. We estimate the hourly charge, had we paid an employee to do this service, would be about \$10/hour. Accordingly, 1 unit has been valued at \$40 for purposes of In-kind resource reporting. Total 100 units.	4,000				4,000
Transportation	Every week 2 vans are washed by the prisoners at the sheriff's office. Value estimated by management to be \$55 per van.	3,718	1,716	286		5,720
<b>Total</b>		<b>171,950</b>	<b>1,716</b>	<b>286</b>	<b>12,000</b>	<b>185,952</b>

Eff: 7/01/2002

AGENCY: St. Charles Council on Aging

FY Ending: June 30, 2015

Budget/Revision Effective: July 1, 2014

**St. Charles Council on Aging, Inc.**  
**Budgeted Full and Component Service Subcontracts**  
**For the Year Ending June 30, 2015**

List of Other Costs	Supportive Services	Congregate Meals	Home-Delivered Meals	Preventive Health	Caregiver	Total
<b>A. Full Service Subcontracts</b>						
Medical Alert	528					528
Homemaker	54,775					54,775
Personal Care	95,700					95,700
Wellness				5,967		5,967
Legal	2,002					2,002
Respite Care In-Home					17,545	17,545
<b>B. Component Service Subcontracts</b>						
Raw-Food 37.33%		18,008	54,025			72,033
Non-Edibles 62.67%		30,233	90,698			120,930
<b>Totals</b>	<b>153,005</b>	<b>48,241</b>	<b>144,722</b>	<b>5,967</b>	<b>17,545</b>	<b>369,480</b>

Eff: 7/01/2002

St. Charles Council on Aging, Inc.  
GOEA Funding to be Used for Capital Outlays  
For the Year Ending June 30, 2015

Itemized Type of Capital Outlay	AAA	Supportive Services	Congregate Meals	Home- Delivered Meals	Preventive Health	Caregiver	Senior Center	PCOA	Total
<b>A. Equipment</b>									
No equipment purchases will be paid for with funds received from GOEA.									0
<b>B. Renovation</b>									
No renovations will be paid for with funds received from GOEA.									0
<b>Totals</b>									0

Eff: 7/01/2002



**St. Charles Council on Aging, Inc.**  
**Budgeted Expenditures by Category and Program**  
**For the Year Ending June 30, 2015**

Category Total	AAA	Supportive Services	Congregate Meals	Home-Delivered Meals	Preventive Health	Caregiver	Senior Center	Non-GOEA Programs	Total
1. Personnel	8,480	337,484	59,016	200,018		596	0	16,574	622,167
2. Fringe	1,830	62,594	11,542	37,758		108	0	3,057	116,890
3. Travel	94	6,364	178	708		191	0	64	7,600
4. Operating Services	5,234	113,701	9,881	71,972		122	0	7,680	208,590
5. Operating Supplies	884	31,453	1,669	21,517		21	0	2,457	58,000
6. Other Cost	859	181,269	51,812	154,137	5,967	17,565	59,388	55,861	526,858
7. Capital Outlay								167,800	167,800
<b>Total</b>	<b>17,381</b>	<b>732,865</b>	<b>134,098</b>	<b>486,111</b>	<b>5,967</b>	<b>18,602</b>	<b>59,388</b>	<b>253,493</b>	<b>1,707,905</b>

Eff: 7/01/2002

**Breakdown of the Other Costs:**

<b>Full Service Subcontracts:</b>									
Medical Alert		528							528
Memorizer		54,775							54,775
Personal Care		95,700							95,700
Wellness					5,967				5,967
Medication Management					-				-
Legal		2,002							2,002
Respite Care In-home						17,545			17,545
<b>Component Service Subcontracts:</b>									
Raw Food - 36.65%			18,008	54,025					72,033
Non Edibles - 63.35%			30,233	90,698					120,930
<b>Other Costs:</b>									
Audit Allotment									-
Senior Center Expenses							59,388		59,388
Utility Assistance								5,000	5,000
Intergovernmental - charges by the Parish								50,000	50,000
Other Costs Charged to the Local Program								-	-
Senior Center Activities and Special Events		14,390						-	14,390
Other Costs	859	13,874	3,571	9,415		20	-	861	28,600
<b>Total Other Cost</b>	<b>859</b>	<b>181,269</b>	<b>51,812</b>	<b>154,137</b>	<b>5,967</b>	<b>17,565</b>	<b>59,388</b>	<b>55,861</b>	<b>526,858</b>

Agency: St. Charles Council on Aging, Inc.

FY Ending:

June 30, 2015

Budget/Revision Effective:

July 1, 2014

**St. Charles Council on Aging, Inc.**  
**Schedule Explaining the Budget Justification for GOEA Funds**  
**For the Year Ending June 30, 2015**

Prepare a Budget Justification by budget category, such as: Personnel, Fringe, Travel, Operating Services, Operating Supplies, Capital Outlay and Other Costs. Give an explanation for all unusual line items appearing in any budget category, such as: health insurance, out-of-state travel, computer service, procurement of vehicles or other capital equipment, and special events for participants. This also applies to line items not appearing in the budget, but are required and paid with other funds that are not budgeted. (Ex. FICA, Worker's Compensation, Telephone, etc.) Proposed renovation, alteration and construction must be explained in detail. Include a drawing of the floor plan of the building.

**SENIOR CENTER ACTIVITIES AND SPECIAL EVENTS:** This cost has been presented below the line so that it will not factor into the indirect cost allocation. We view these costs as "isolated" from normal operations and should not attach indirect costs to them. Pulling these costs out of the indirect formula is not going to materially affect the indirect cost percentage for the various programs, but it will help it become more reflective of true occurrences.

**NUTRITIONIST:** The nutritionist performs services directly related to meals. As a result her cost has been allocated between C-1 and C-2 based on the number of meals that are expected to be served within each program. C-1 meals are expected to be about 25% of all meals served and C-2 about 75% of all meals served. To allocate this cost as a typical indirect cost would have meal related costs divided amongst transportation and other non-meal related programs. Another way of viewing this allocation is that we are treating it as an indirect cost within the meals programs and using a common denominator (meals served) as the basis for the allocation. We feel this formula best allocates this particular cost.

**SENIOR CENTER EXPENSES:** These costs have been presented below the line so that it will not distort the indirect cost allocation. We view these costs as "isolated" from normal operations and should not attach indirect costs to them.

Rent	7,404
Utilities	8,760
Telephone	8,160
Building Maintenance	9,600
Internet Service	7,464
Facility Supplies	18,000
<b>Total</b>	<b>59,388</b>

**CAPITAL OUTLAYS:** All capital outlays are paid for with General Fund and/or FTA money, so they are not included in the worksheet that allocates indirect costs in the Capital Outlay section. Instead, these costs are presented in the "Direct Costs - No Indirect Allocated" section. Total capital outlays are expected to be = \$167,800

**NON GOEA RELATED EXPENDITURES:**

- (1) Intergovernmental expenditures of \$50,000 that relate to pension, insurance, and indirect costs charged by St. Charles Parish as part of the Parish's cost allocation plan relating to entities that receive property taxes,
- (2) Capital Outlay expenditures of \$167,800,
- (3) Local Transportation program expenditures are funded primarily by United Way. Then transportation services are not related to persons who qualify under Title III B, \$30,693,
- (4) Utility Assistance program expenditures of \$5,000.

Category	Intergovernmental	Other Local/FTA	Local Transportation	Utility Assistance	Total Non GOEA
Personnel			16,574		16,574
Fringe			3,057		3,057
Travel			64		64
Services			7,680		7,680
Supplies			2,457		2,457
Other	50,000	-	861	5,000	55,861
Capital Outlay		167,800			167,800
<b>Totals</b>	<b>50,000</b>	<b>167,800</b>	<b>30,693</b>	<b>5,000</b>	<b>253,493</b>

Effective: 7/2000

Agency Name: St. Charles Council on Aging

FY Ending: June 30, 2015

Budget/Revision Effective: July 1, 2014

**St. Charles Council on Aging, Inc.**  
**Schedule of Services of Services to be Provided**  
**For the Year Ending June 30, 2015**

SERVICES TO BE PROVIDED	IIIB	C-1	C-2	III - D	III - E
Adult Day Care/Health					
Assisted Transportation (P) (A)	X				
Case management* (P) (A)					
Chore (P) (IH)					
Congregate Meals		X			
Home-Delivered Meals			X		
Homemaker (P) (IH)	X				
Information and Assistance* (P) (A)	X				
Legal Assistance (P) (L)	X				
Nutrition Counseling					
Nutrition Education		X	X		
Outreach* (P) (A)	X				
Personal Care (P) (IH)	X				
Transportation (P) (A)	X				
OTHER SERVICES SUPPORTED BY TITLE III					
Counseling					
Crime Prevention Services	X				
Home Repairs/Modification (P) (IH)					
Material Aid	X				
Medical Alert	X				
Medication Management					
Placement services					
Recreation	X				
Telephoning (P) (IH)					
Utility Assistance					
Visiting					
Wellness				X	

Eff: 7/01/2002

Agency Name: St. Charles Council on Aging

FY Ending: June 30, 2015

**St. Charles Council on Aging, Inc.**  
**Schedule of Services of Services to be Provided**  
**For the Year Ending June 30, 2015**

SERVICES TO BE PROVIDED	IIIB	C-1	C-2	III - D	III - E
NFCSP Public Education					
NFCSP Information and Assistance					X
NFCSP Case Management					
NFCSP Individual Counseling					
NFCSP Support Groups					
NFCSP Adult Day Care					
NFCSP Adult Day Health Care					
NFCSP Group Respite					
NFCSP In-Home Respite					X
NFCSP Institutional Respite					
NFCSP Material Aid					
NFCSP Personal Care					
NFCSP Sitter Service					

**Instructions:** Indicate Services provided by subcontractors by placing an "X" in the appropriate box.

**DO NOT SHOW MONIES SPENT.**

(P) - Priority Services

(A) - Access Services

(IH) - In-Home Services

(L) - Legal

\* Administrative Function

Eff: 7/01/2002

Agency Name: St. Charles Council on Aging

FY Ending: June 30, 2015

Budget/Revision Effective: July 1, 2014

**St. Charles Council on Aging, Inc.  
Budget Checklist  
For the Year Ending June 30, 2015**

Budget/Revision Effective Date: July 1, 2014

	Yes	No	N/A
1. Minutes of Board Meeting or Resolution attached?	X		
Secretary's Certification included?	X		
Approval date: <u>May 15, 2014</u>	X		
2. Chairperson's original signature included on front page?	X		
3. (A) Is the required amount of money placed in priority services? III-B/SS Schedule of Funding amount before transfers = <u>\$39,121</u>			

	Required Amount	Budget Amount			
Access $\geq$ % 30	\$11,736	1096.85%	\$429,098	X	
In-Home $\geq$ % 15	\$5,868	384.64%	\$150,475	X	
Legal $\geq$ % 5	\$1,956	5.12%	\$2,002	X	
If not, has a waiver been requested?					X

(B) Is the required amount of money placed in Title III E?

III E Schedule of Funding amount before transfers: \$17,061

Title III E I & A \$ 1,057

	Required Amount	Required Percent	Budget Percent	Budget Amount
Respite Service > 40%	\$6,824	40.00%	102.84%	\$17,545
Supplemental Service < 20%	\$3,412	20.00%	0.00%	\$0
Total III E				\$17,545

Supplemental:  
Material / 0  
Personal / 0  
Sitter Ser 0  
0

4. Other funding sources identified?	X		
5. In-Kind sources identified?	X		See page 3
6. Approved services in the Area Plan's Summary of Services agrees with funded services on Exhibit 1?	X		
7. Worksheet 2 category totals equal program category totals on worksheet 1?	X		

Revised: 7/01/2002

**St. Charles Council on Aging, Inc.**  
**Budget Checklist - continued**  
**For the Year Ending June 30, 2015**

	Yes	No	N/A
8. Itemized Budget Categories pages 4 thru 10 included.	X		
<i>Note : For computer models only, 4 and 8 may be omitted.</i>			
9. Program Budget Category Summary Page included?	X		
10. Services Delivered by Subcontractor page included?	X		
11. The Program Budget Totals shown on the Pooling of Resources, Front Page, Program Category Summary, and Exhibit 1 agrees?	X		
12. Capital Outlay			
a. Site Equipment _____			X
b. Office Equipment <u>Computers (\$1,800)</u>	X		
c. Kitchen Equipment _____			X
d. Other Equipment <u>FTA Vehicles (\$96,000)</u>	X		
e. Renovations <u>Renovations (\$70,000)</u>	X		
13. Statement of Need included on Budget Justification Page?	X		

**REVISIONS ONLY**

	Yes	No	N/A
14. Red-line Budget attached, if revision?			X
15. (A) If revision, IIIB priority service areas have changed from:			
Access _____ to _____			X
In-Home _____ to _____			X
Legal _____ to _____			X
(B) If revision, IIID budgeted amount has changed from:			
Medication Management _____ to _____			X
(C) If revision, IIIE budgeted amount has changed from:			
Respite Service _____ to _____			X
Supplemental Service _____ to _____			X
16. If Contract Revision, does it correspond to the Budget Revision?			
Contract Revision dated: _____			
Eff: 7/01/2002			

**St. Charles Council on Aging, Inc.**  
**Budgeted Schedule of Expenditures All Programs**  
**For the Year Ending June 30, 2015**

Worksheet #1

Forecasted Line Item Expenditures	Annual Budget Amount	Direct %	Indirect %	IIB	IIC-1	IIC-2	IIIE	Senior Center	Non-GOEA United Way Transportation	Annual	Admin Cost or AAA	IIB
										Direct Amount		
SALARIES: estimate of hours worked per week multiplied by COA wage chart												
Executive Director - April Keller - Salary	60,195											
Assistant Director - Sharon Walters - 40 hrs/week	41,808		100.00%							0	2,559	
Nutrition Manager - Stephanie Boudreaux - 40 hrs/week	31,512	95.00%	5.00%	50.00%	25.00%	25.00%				29,936	1,777	67
Administrative Assistant - Frances Gros - 40 hrs/week	28,142	100.00%								0	28,142	1,196
Administrative Clerk - Michelle Lewis - 40 hrs/week	27,456	10.00%	90.00%			100.00%				2,746	24,710	1,050
Maintenance Worker - Elbert Francis - 25 hrs/week	14,131	50.00%	50.00%			100.00%				7,066	7,066	300
Senior Center Activity Manager - New Sarpy - 30 hrs/week	20,327	100.00%		65.00%	35.00%					0	0	0
Senior Center Activity Manager - Luling - Paula Smith - 30 hrs/week	20,327	70.00%	30.00%	70.00%	30.00%					20,327	0	0
Senior Center Activity Manager - Norco - Janice Royal - 25 hrs/week	15,899	100.00%		60.00%	40.00%					14,229	6,098	259
										15,899	0	0
										0	0	0
Center Aide - Hahnville - Patricia Lewis - 30 hrs/week	16,052	100.00%				100.00%				16,052	0	0
Center Aide - Hahnville - Denise Jarrow - 30 hrs/week	15,132	100.00%				100.00%				15,132	0	0
Center Aide - New Sarpy - Kelon Smith - 30 hrs/week	15,132	100.00%		55.00%	35.00%	10.00%				15,132	0	0
Center Aide - Luling - Sylvia Bravender - 30 hrs/week	15,132	100.00%		50.00%	50.00%					15,132	0	0
Center Aide - Norco - Open Position - 25 hrs/week	12,298	100.00%		60.00%	40.00%					12,298	0	0
Case Worker - Cynthia Johnson - 40 hrs/week	25,106	40.00%	60.00%	85.00%		13.00%	2.00%			0	0	0
Case Worker - Open Position - 40 hrs/week	24,710	40.00%	60.00%	85.00%		13.00%	2.00%			10,042	15,064	640
										9,884	14,826	630
										0	0	0
Transportation Dispatcher - Karman Hill - 40 hrs/week	27,560	100.00%		93.00%					7.00%	27,560	0	0
Driver 1 - Mona Sicaud - 40 hrs/week	27,102	100.00%		93.00%					7.00%	27,102	0	0
Driver 2 - Dierdre Gale - 40 hrs/week	25,438	100.00%		93.00%					7.00%	25,438	0	0
Driver 3 - Betty St. Amant - 40 hrs/week	25,106	100.00%		93.00%					7.00%	25,106	0	0
Driver 4 - Oscar Washington - 40 hrs/week	25,106	100.00%		93.00%					7.00%	25,106	0	0
Driver 5 - Open Position - 40 hrs/week	24,710	100.00%		93.00%					7.00%	24,710	0	0
HDM Manager - Charlene Borne - 30 hrs/week	19,079	100.00%			100.00%				7.00%	19,079	0	0
HDM Driver 1 - Kenvyon Weber - 17.5 hrs/week	9,892	100.00%			100.00%					9,892	0	0
HDM Driver 2 - Edia Fiffie - 17.5 hrs/week	9,892	100.00%			100.00%					9,892	0	0
HDM Driver 3 - Melvin Honor - 17.5 hrs/week	9,892	100.00%			100.00%					9,892	0	0
HDM Driver 4 - Amanda Borne - 17.5 hrs/week	10,165	100.00%			100.00%					10,165	0	0
HDM Driver 5 - Open Position - 17.5 hrs/week	9,564	100.00%			100.00%					9,564	0	0
HDM Driver 6 - Open Position - 17.5 hrs/week	9,564	100.00%			100.00%					9,564	0	0
Substitute HDM Driver - Open Position - 10.5 hrs/week	5,738	100.00%			100.00%					5,738	0	0
Direct Salaries Total										422,683		
Indirect Salaries Total	622,167									199,484	8,480	
Total Salaries												

Worksheet #1

1 of 4

t	IIB Direct		IIB Indirect		IIC-1 Direct		IIC-1 Indirect		IIC-2 Direct		IIC-2 Indirect		IIC-D Direct		IIC-D Indirect		IIE Direct		IIE Indirect		Senior Center Direct		Senior Center Indirect		Audit Direct		Non-GOE Direct		Non-GOE Indirect		Total
59	0	31,813	0	4,830	0	19,206	0	0	0	0	0	0	0	0	0	0	0	0	0	59	0	0	0	0	0	0	0	1,727	0	60,195	
77	0	22,096	0	3,355	0	13,340	0	0	0	0	0	0	0	0	0	0	0	0	0	41	0	0	0	0	0	0	0	1,199	0	41,808	
67	14,968	833	7,484	126	7,484	503	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	45	0	31,512	
96	0	14,873	0	2,258	0	8,979	0	0	0	0	0	0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	807	0	28,142	
50	0	13,060	0	1,983	0	7,884	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	709	0	27,456	
00	0	3,734	0	567	0	2,254	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	0	0	0	0	203	0	14,131		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	13,213	0	7,114	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,327	
59	9,960	3,223	4,269	489	0	1,946	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	1,175	0	20,327		
0	9,539	0	6,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,899	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	16,052	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,052	
0	0	0	0	0	0	15,132	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,132	
0	8,323	0	5,286	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,132	
0	7,566	0	7,566	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,132	
0	7,379	0	4,919	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,298	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	8,536	7,961	0	1,209	1,306	4,806	0	0	0	0	0	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	0	432	0	25,106	
30	8,401	7,836	0	1,190	1,285	4,731	0	0	0	0	0	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	425	0	24,710		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	25,631	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,929	0	0	27,560	
0	25,205	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,897	0	0	27,102	
0	23,657	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,781	0	0	25,438	
0	23,349	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,757	0	0	25,106	
0	22,980	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,730	0	0	24,710	
0	0	0	0	0	0	19,079	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,079	
0	0	0	0	0	0	9,892	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,892	
0	0	0	0	0	0	9,892	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,892	
0	0	0	0	0	0	9,892	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,892	
0	0	0	0	0	0	10,165	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,165	
0	0	0	0	0	0	9,564	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,564	
0	0	0	0	0	0	9,564	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,564	
0	0	0	0	0	0	5,738	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,738	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	232,056	43,008	0	0	136,369	63,650	0	0	0	0	0	0	0	0	0	0	0	0	399	197	0	0	0	0	0	0	10,852	0	422,683		
480	105,428	105,423	16,007	16,007	63,650	63,650	0	0	0	0	0	0	0	0	0	0	0	0	197	197	0	0	0	0	0	0	5,723	5,723	139,484		
0	337,484	0	59,016	0	200,018	0	0	0	0	0	0	0	0	0	0	0	0	0	596	596	0	0	0	0	0	0	16,574	0	622,167		



**St. Charles Council on Aging, Inc.**  
**Budgeted Schedule of Expenditures All Programs**  
**For the Year Ending June 30, 2015**

Forecasted Line Item Expenditures	Annual Budget Amount	Direct %	Indirect %	Percentage of Direct Costs to be Allocated to Each Program					Senior Center
				IIIB	IIIC-1	IIIC-2	IIID	IIIE	
<b>FRINGE:</b>									
FICA (7.65% of salaries)	47,596	67.94%	32.06%	54.90%	10.18%	32.26%	0.00%	0.09%	0.00%
LUTA - 30 employees @ up to \$7,700 per employee @ 2.05%	4,828	67.94%	32.06%	54.90%	10.18%	32.26%	0.00%	0.09%	0.00%
Health Insurance - COA portion \$880/mth for 3 employees + \$1,500 possible increase	12,060	30.00%	70.00%	40.00%	25.00%	35.00%			
Deferred Comp Match - (COA matches 25% of the employee contribution: \$101.25 / payroll x 26)	2,633	30.00%	70.00%	35.00%	15.00%	45.00%			
Workman's Comp Insurance - (\$8 Per \$100 of Payroll)	49,773	67.94%	32.06%	54.90%	10.18%	32.26%	0.00%	0.09%	0.00%
<b>Direct Fringe Total</b>									
<b>Indirect Fringe Total</b>									
<b>Total Fringe</b>	<b>116,890</b>								
<b>TRAVEL:</b>									
Administrative Travel- April Keller, Sharon Walters, Neil Ferrari	1,400		100.00%						
Case Worker - Cynthia Johnson + Open Position	4,200	90.00%	10.00%	95.00%				5.00%	
Other Employees - Stephanie Boudreaux	2,000	80.00%	20.00%	100.00%					
<b>Direct Travel Total</b>									
<b>Indirect Travel Total</b>									
<b>Total Travel</b>	<b>7,600</b>								
<b>OPERATING SERVICES:</b>									
Accounting - \$3,600/mth plus \$7,000 for financial statement assistance for auditor	50,200		100.00%						
Advertising - expenditure estimated using actual results from FY 2014	2,000		100.00%						
Building Maintenance - pest control \$40/mth for the main office maintenance; other: \$1,920	2,400		100.00%						
Computer Services - expenditure estimated using actual results from FY 2014	20,000		100.00%						
Copy Machine Lease - \$235/month plus \$680 for machine usage	3,500		100.00%						
Dues and Subscriptions - expenditure estimated using actual results from FY 2014	500		100.00%						
Equipment Maintenance - \$106/mth for maintenance contract	1,272		100.00%						
Internet Service - \$269/month x 12 months	3,228		100.00%						
Insurance - D&O liability \$1,300, umbrella \$2,400, volunteer liability \$500, property \$6,720/yr	10,920		100.00%						
Licenses and Fees - expenditure estimated using actual results from FY 2014	250		100.00%						
Medical Waste Pick Up - expenditure estimated using actual results from FY 2014	300		100.00%						
Miscellaneous - for the unexpected	3,000		100.00%						
Postage - expenditure estimated using actual results from FY 2014	5,200		100.00%						
Radio Rental - \$320/month x 12 months	3,840	93.00%	7.00%	55.00%		40.00%			
Rent - \$485/mth x 12 months	5,820		100.00%						
Telephone - \$550/mth for main office & telephone lease + \$300/mth for cell phones for drivers	10,200	25.00%	75.00%	65.00%		30.00%			



St. Charles Council on Aging, Inc.									
Budgeted Schedule of Expenditures All Programs									
For the Year Ending June 30, 2015									
Worksheet #1									
Forecasted Line Item Expenditures	Annual Budget Amount	Direct %	Indirect %	Percentage of Direct Costs to be Allocated to Each Program					Non-GEA United Way Transportation
				IIIB	IIIC-1	IIIC-2	IIID	IIIE	
Uniforms - expenditure estimated using actual results from FY 2014	4,160	100.00%							
Vehicle Insurance - 7 buses, 6 SUVs for home-delivered meals, and 1 SUV for the office @ \$3,700/vehicle	51,800	93.00%	7.00%	23.00%	75.00%				2.00
Vehicle Maintenance - expenditure estimated using actual results from FY 2014	30,000	90.00%	10.00%	65.00%	40.00%				5.00
Total Direct Operating Services									5.00
Total Indirect Operating Services									
Operating Services Total	208,590								
OPERATING SUPPLIES:									
Automotive Gas and Oil - expenditure estimated using actual results from FY 2014									
Office Supplies - expenditure estimated using actual results from FY 2014	40,000	93.00%	7.00%	55.00%	40.00%				5.00
Small Dollar Equipment Items - expenditure estimated using actual results from FY 2014	17,000		100.00%						
Total Direct Operating Supplies	1,000								
Total Indirect Operating Supplies									
Operating Supplies Total	58,000								
Other Costs									
Audit Allotment - expenditure estimated using actual results from FY 2014									
Bank Charges/Payroll Fees - expenditure estimated using actual results from FY 2014	9,600		100.00%						
Background checks and MVRs - expenditure estimated using actual results from FY 2014	3,000		100.00%						
Drug Screening & Medical Exams - expenditure estimated using actual results from FY 2014	2,000		100.00%						
Nutritionist Consultant - expenditure estimated using actual results from FY 2014	6,000	40.00%	60.00%	17.00%	80.00%				3.00
Training - CPR, Defensive Driving, Substance Abuse, Team Training, & First Aid	3,000	100.00%		65.00%	35.00%				
Total Direct Other	5,000	60.00%	40.00%	93.00%					7.00
Total Indirect Other									
Other Total	28,600								
Indirect Capital Outlay									
Total Indirect Capital Outlay	0								
Total Direct Costs									
Total Indirect Costs									
Allocated Indirect Cost Percentages									
Allocated Indirect Costs <Total>									
Total Allocated Cost	1,041,847								



St. Charles Council on Aging, Inc.

Budgeted Schedule of Expenditures All Programs

For the Year Ending June 30, 2015

Worksheet #1

Forecasted Line Item Expenditures	Annual Budget Amount	Direct %	Indirect %	IUB	Percentage of Direct Costs to be Allocated to Each Program					Non-GOE/United Way Transportation
					IIIC-1	IIIC-2	IIID	IIIE	Senior Center	
Direct Costs - No Indirect Allocated										
Legal - III B - 31 units @ \$64.58/unit - expenditure estimated using actual results from FY 2014	2,002	100.00%								
Medical Alert - III B - 2 people x 12 month = 24 units @ \$22 each	528	100.00%		100.00%						
Homemaker - III B - 3,500 units @ \$15.65/unit	54,775	100.00%		100.00%						
Personal Care - III B - 6,000 units @ \$15.95/unit	95,700	100.00%		100.00%						
Wellness - III D - Medication Management - 5 classes @ \$153.45 each	767	100.00%					100.00%			
Wellness - III D - Exercise Classes - 1,600 units @ \$3.25 each	5,200	100.00%					100.00%			
Respite Care - III E - 1,100 units @ \$15.95 each	17,545	100.00%								
Senior Center - Bldg & Equipment Maintenance & Pest Control & Lawn Maintenance	9,600	100.00%								
Senior Center - Rent \$617 x 12 months	7,404	100.00%					100.00%			
Senior Center - Internet Service \$622/month for 4 centers	7,464	100.00%								
Senior Center - Telephone \$170/month x 4 centers	8,160	100.00%								
Senior Center - Utilities - expenditure estimated using actual results from FY 2014	8,760	100.00%								
Senior Center - Facility Supplies - expenditure estimated using actual results from FY 2014	18,000	100.00%								
Raw Food \$3,750 meals x \$3.59 x 37.33% 13,750 C-1 / 40,000 C-2 RF = \$1.34 NE = \$2.25	72,033	100.00%								
Non-Edibles \$3,750 meals x \$3.59 x 62.67% 13,750 C-1 / 40,000 C-2 RF = \$1.34 NE = \$2.25	120,930	100.00%			25.00%	75.00%				
The Power to Care/Utility Assistance - expenditure estimated using actual results from FY 2014	5,000	100.00%			25.00%	75.00%				
Intergovernmental - charges by St. Charles Parish	50,000	100.00%								
Capital Outlays paid for with Local and FIA funds	167,800	100.00%								
Other Costs Charged to the Local Program	0	100.00%								
Senior Center Activities and Special Events	14,390	100.00%		100.00%						
Total Direct Costs - No Indirect Allocated	666,058									
Grand Total of All Costs	1,767,905									

Worksheet #1

4 of 4

[illegible]

**St. Charles Council on Aging, Inc.**  
**Budgeted Expenditures Title III-B Funded Programs**  
**For the Year Ending June 30, 2015**

<b>WORKSHEET #2 IIIB Supportive Services</b>									
Forecasted Line Item expenditures	Annual Direct	Homemaker	I&A	Legal	Outreach	Personal Care	Transportation	Medical Alert	Recreation
<b>SALARIES:</b>									
Nutrition Manager - Stephanie Boudreaux	14,968	0	0	0	0	0	0	0	14,968
Senior Center Activity Manager - New Sarpy - Lois Eugene	13,213	0	0	0	0	0	0	0	13,213
Senior Center Activity Manager - Luling - Paula Smith	9,960	0	0	0	0	0	0	0	9,960
Senior Center Activity Manager - Norco - Janice Royal	9,539	0	0	0	0	0	0	0	9,539
Center Aide - New Sarpy - Kelon Smith	8,323	0	0	0	0	0	0	0	8,323
Center Aide - Luling - Sylvia Bravender	7,566	0	0	0	0	0	0	0	7,566
Center Aide - Norco - Open Position	7,379	0	0	0	0	0	0	0	7,379
Case Worker - Cynthia Johnson	8,536	0	7,682	0	854	0	0	0	0
Case Worker - Open Position	8,401	0	7,561	0	840	0	0	0	0
Transportation Dispatcher - Karman Hill	25,631	0	0	0	0	0	25,631	0	0
Driver 1 - Mona Sicaud	25,205	0	0	0	0	0	25,205	0	0
Driver 2 - Dierdre Gale	23,657	0	0	0	0	0	23,657	0	0
Driver 3 - Betty St. Amant	23,349	0	0	0	0	0	23,349	0	0
Driver 4 - Oscar Washington	23,349	0	0	0	0	0	23,349	0	0
Driver 5 - Open Position	22,980	0	0	0	0	0	22,980	0	0
Direct Salaries Total	232,056	0	15,244	0	1,694	0	144,170	0	70,948
Indirect Salaries Total	105,428								
<b>Total Salaries</b>	<b>337,484</b>								
<b>FRINGE:</b>									
FICA	17,752	0	1,166	0	130	0	11,029	0	5,428
LUTA	1,801	0	118	0	13	0	1,119	0	551
Health Insurance	1,447	0	0	0	0	0	0	0	1,447
Deferred Comp Match	276	0	0	0	0	0	69	0	207
Workman's Comp Insurance	18,564	0	1,219	0	135	0	11,534	0	5,676
Direct Fringe Total	39,841	0	2,504	0	278	0	23,751	0	13,308
Indirect Fringe Total	22,753								
<b>Total Fringe</b>	<b>62,594</b>								
<b>TRAVEL:</b>									
Caseworker	3,591	0	3,591	0	0	0	0	0	0
Other Employees	1,600	0	1,600	0	0	0	0	0	0
Direct Travel Total	5,191	0	5,191	0	0	0	0	0	0
Indirect Travel Total	1,173								
<b>Total Travel</b>	<b>6,364</b>								
<b>OPERATING SERVICES:</b>									
Radio Rental	1,964	0	0	0	0	0	1,964	0	0
Telephone	1,658	0	0	0	0	0	1,658	0	0
Uniforms	957	0	0	0	0	0	957	0	0
Vehicle Insurance	26,496	0	0	0	0	0	26,496	0	0
Vehicle Maintenance	17,550	0	0	0	0	0	17,550	0	0
Total Direct Operating Services	48,624	0	0	0	0	0	48,624	0	0
Total Indirect Operating Services	65,077								
<b>Operating Services Total</b>	<b>113,701</b>								
<b>OPERATING SUPPLIES:</b>									
Automotive Gas and Oil	20,460	0	0	0	0	0	20,460	0	0
Total Direct Operating Supplies	20,460	0	0	0	0	0	20,460	0	0
Total Indirect Operating Supplies	10,993								
<b>Operating Supplies Total</b>	<b>31,453</b>								
<b>OTHER COSTS:</b>									
Drug Screening and Medical Exams	408	0	0	0	0	0	408	0	0
Training	2,790	0	0	0	0	0	2,790	0	0
Total Direct Other	3,198	0	0	0	0	0	3,198	0	0
Total Indirect Other	10,676								
<b>Other Total</b>	<b>13,874</b>								
Indirect Capital Outlay	0								
Total Indirect Capital Outlay	0								
<b>Total Direct Costs</b>	<b>349,370</b>	0	22,939	0	1,972	0	240,203	0	84,256
<b>Total Indirect Costs</b>	<b>216,100</b>								
Allocated Indirect Cost Percentages	52.85%								
Allocated Indirect Costs <Total>	216,100	0	14,189	0	1,220	0	148,576	0	52,116
<b>Total Allocated Cost</b>	<b>565,470</b>	0	37,127	0	3,192	0	388,779	0	136,372
<b>Direct Costs - No Indirect Allocated</b>									
Legal - III B	2,002	0	0	2,002	0	0	0	0	0
Medical Alert - IIIB	528	0	0	0	0	0	0	528	0
Homemaker - IIIB	54,775	54,775	0	0	0	0	0	0	0
Personal Care - III B	95,700	0	0	0	0	95,700	0	0	0
Senior Center Activities and Special Events	14,390	0	0	0	0	0	0	0	14,390
<b>Total Direct Costs - No Indirect Allocated</b>	<b>167,395</b>	<b>54,775</b>	<b>0</b>	<b>2,002</b>	<b>0</b>	<b>95,700</b>	<b>0</b>	<b>528</b>	<b>14,390</b>
<b>Grand Total of All Costs</b>	<b>732,865</b>	<b>54,775</b>	<b>37,127</b>	<b>2,002</b>	<b>3,192</b>	<b>95,700</b>	<b>388,779</b>	<b>528</b>	<b>150,762</b>

St. Charles Council on Aging, Inc.			
Budgeted Expenditures Title III C-1 Funded Programs			
For The Year Ending June 30, 2015			
WORKSHEET #2 - IIIC-1 Congregate Meals			
Forecasted Line Item expenditures	Annual Direct	Congregate Meals	Nutrition Education
<b>SALARIES:</b>			
Nutrition Manager - Stephanie Boudreaux	7,484	7,484	0
Senior Center Activity Manager - New Sarpy - Lols Eugene	7,114	7,114	0
Senior Center Activity Manager - Luling - Paula Smith	4,269	4,269	0
Senior Center Activity Manager - Norco - Janice Royal	6,360	6,360	0
Center Aide - New Sarpy - Kelon Smith	5,296	5,296	0
Center Aide - Luling - Sylvia Bravender	7,566	7,566	0
Center Aide - Norco - Open Position	4,919	4,919	0
Direct Salaries Total	43,008	43,008	0
Indirect Salaries Total	16,007		
Total Salaries	59,016		
<b>FRINGE:</b>			
FICA	3,290	3,290	0
LUTA	334	334	0
Health Insurance	905	905	0
Deferred Comp Match	118	118	0
Workman's Comp Insurance	3,441	3,441	0
Direct Fringe Total	8,088	8,088	0
Indirect Fringe Total	3,455		
Total Fringe	11,542		
<b>TRAVEL:</b>			
Direct Travel Total	0	0	0
Indirect Travel Total	178		
Total Travel	178		
<b>OPERATING SERVICES:</b>			
Total Direct Operating Services	0	0	0
Total Indirect Operating Services	9,881		
Operating Services Total	9,881		
<b>OPERATING SUPPLIES:</b>			
Total Direct Operating Supplies	0	0	0
Total Indirect Operating Supplies	1,669		
Operating Supplies Total	1,669		
<b>OTHER COSTS</b>			
Nutritionist	1,950	1,658	293
Total Direct Other	1,950	1,658	293
Total Indirect Other	1,621		
Other Total	3,571		
Indirect Capital Outlay			
Total Indirect Capital Outlay	0	0	0
<b>Total Direct Costs</b>	53,046	52,753	293
<b>Total Indirect Costs</b>	32,811		
Allocated Indirect Cost Percentages	8.02%		
Allocated Indirect Costs <Total>	32,811	32,630	181
<b>Total Allocated Cost</b>	85,857	85,383	473
Direct Costs - No Indirect Allocated	0		
Raw Food 13,750 meals x \$3.59 x 37.33%	18,008	18,008	0
Non-Edibles 13,750 meals x \$3.59 x 62.67%	30,233	30,233	0
Total Direct Costs - No Indirect Allocated	48,241	48,241	0
<b>Grand Total Of All Costs</b>	134,098	133,624	473



St. Charles Council on Aging, Inc.			
Budgeted Expenditures Title III C-2 Funded Programs			
For The Year Ending June 30, 2015			
Worksheet #2 - IIIC-2 Home-Delivered Meals			
Forecasted Line Item expenditures	Annual Direct	Home Delivered Meals	Nutrition Education
<b>SALARIES:</b>			
Nutrition Manager - Stephanie Boudreaux	7,484	7,484	0
Administrative Clerk - Michelle Lewis	2,746	2,746	0
Maintenance Worker - Ellbert Francis	7,066	7,066	0
Center Aide - Hahnville - Patricia Lewis	16,052	16,052	0
Center Aide - Hahnville - Denise Jarrow	15,132	15,132	0
Center Aide - New Sarpy - Keion Smith	1,513	1,513	0
Case Worker - Cynthia Johnson	1,306	1,306	0
Case Worker - Open Position	1,285	1,285	0
HDM Manager - Charlene Borne	19,079	19,079	0
HDM Driver 1 - Kenyon Weber	9,892	9,892	0
HDM Driver 2 - Edia Fiffie	9,892	9,892	0
HDM Driver 3 - Melvin Honor	9,892	9,892	0
HDM Driver 4 - Amanda Borne	10,165	10,165	0
HDM Driver 5 - Open Position	9,564	9,564	0
HDM Driver 6 - Open Position	9,564	9,564	0
Substitute HDM Driver - Open Position	5,738	5,738	0
Direct Salaries Total	136,369	136,369	0
Indirect Salaries Total	63,650		
Total Salaries	200,018		
<b>FRINGE:</b>			
FICA	10,432	10,432	0
LUTA	1,058	1,058	0
Health Insurance	1,266	1,266	0
Deferred Comp Match	355	355	0
Workman's Comp Insurance	10,910	10,910	0
Direct Fringe Total	24,022	24,022	0
Indirect Fringe Total	13,737		
Total Fringe	37,758		
<b>TRAVEL:</b>			
Direct Travel Total	0	0	0
Indirect Travel Total	708		
Total Travel	708		
<b>OPERATING SERVICES:</b>			
Radio Rental	1,428	1,428	0
Telephone	765	765	0
Uniforms	3,120	3,120	0
Vehicle Insurance	19,270	19,270	0
Vehicle Maintenance	8,100	8,100	0
Total Direct Operating Services	32,683	32,683	0
Total Indirect Operating Services	39,289		
Operating Services Total	71,972		
<b>OPERATING SUPPLIES:</b>			
Automotive Gas and Oil	14,880	14,880	0
Total Direct Operating Supplies	14,880	14,880	0
Total Indirect Operating Supplies	6,637		
Operating Supplies Total	21,517		
<b>OTHER</b>			
Nutritionist	1,050	893	158
Random Drug Screening and Medical Exams	1,920	1,920	0
Total Direct Other	2,970	2,813	158
Total Indirect Other	6,445		
Other Total	9,415		
<b>Indirect Capital Outlay</b>			
Total Indirect Capital Outlay	0	0	0
<b>Total Direct Costs</b>	<b>210,924</b>	<b>210,766</b>	<b>158</b>
<b>Total Indirect Costs</b>	<b>130,465</b>		
Allocated Indirect Cost Percentages	31.91%		
Allocated Indirect Costs <Total>	130,465	130,368	97
<b>Total Allocated Cost</b>	<b>341,389</b>	<b>341,134</b>	<b>255</b>
<b>Direct Costs - No Indirect Allocated</b>			
Raw Food 40,000 meals x \$3.59 x 37.33%	54,025	54,025	0
Non-Edibles 40,000 meals x \$3.59 x 62.67%	90,698	90,698	0
<b>Total Direct Costs - No Indirect Allocated</b>	<b>144,722</b>	<b>144,722</b>	<b>0</b>
<b>Grand Total Of All Costs</b>	<b>486,111</b>	<b>485,856</b>	<b>255</b>

St. Charles Council on Aging, Inc.		
Budgeted Expenditures Title III-D Funded Programs		
For The Year Ending June 30, 2015		
<b>WORKSHEET #2 - IIID Preventive Health</b>		
	ANNUAL	
Forecasted Line Item expenditures	DIRECT	Wellness
SALARIES:		
	0	0
Direct Salaries Total	0	0
Indirect Salaries Total	0	
Total Salaries	0	
FRINGE:		
	0	0
Direct Fringe Total	0	0
Indirect Fringe Total	0	
Total Fringe	0	
TRAVEL:		
	0	0
Direct Travel Total	0	0
Indirect Travel Total	0	
Total Travel	0	
OPERATING SERVICES:		
	0	0
Total Direct Operating Services	0	0
Total Indirect Operating Services	0	
Operating Services Total	0	
OPERATING SUPPLIES:		
	0	0
Total Direct Operating Supplies	0	0
Total Indirect Operating Supplies	0	
Operating Supplies Total	0	
OTHER		
	0	0
Total Direct Other	0	0
Total Indirect Other	0	
Other Total	0	
Indirect Capital Outlay		
	0	0
Total Indirect Capital Outlay	0	0
=====		
Total Direct Costs	0	0
Total Indirect Costs	0	
Allocated Indirect Cost Percentages	0%	
Allocated Indirect Costs <Total>	0	0
Total Allocated Cost	0	0
Direct Costs - No Indirect Allocated		
Audit Allotment	0	0
Legal - III B	0	0
Medical Alert - III B	0	0
Homemaker - III B	0	0
Personal Care - III B	0	0
Wellness - III D	5,967	5,967
Respite Care - III E	0	0
Material Aid - III E	0	0
	0	0
	0	0
Total Direct Costs - No Indirect Allocated	5,967	5,967
Grand Total Of All Costs	5,967	5,967

St. Charles Council on Aging, Inc.			
Budgeted Expenditures Title III-E Funded Programs			
For The Year Ending June 30, 2015			
<b>WORKSHEET #2 - III-E Care Giver</b>			
Forecasted Line Item expenditures	Annual Direct	I&A	In-Home Respite
<b>SALARIES:</b>			
Case Worker - Cynthia Johnson	201	201	0
Case Worker - Open Position	198	198	0
Direct Salaries Total	399	399	0
Indirect Salaries Total	197		
Total Salaries	596		
<b>FRINGE:</b>			
FICA	30	30	0
FLUTA	3	3	0
Health Insurance	0	0	0
Deferred Comp Match	0	0	0
Workman's Comp Insurance	32	32	0
Direct Fringe Total	65	65	0
Indirect Fringe Total	43		
Total Fringe	108		
<b>TRAVEL:</b>			
Caseworker	189	189	0
Direct Travel Total	189	189	0
Indirect Travel Total	2		
Total Travel	191		
<b>OPERATING SERVICES:</b>			
	0	0	0
Total Direct Operating Services	0	0	0
Total Indirect Operating Services	122		
Operating Services Total	122		
<b>OPERATING SUPPLIES:</b>			
	0	0	0
Total Direct Operating Supplies	0	0	0
Total Indirect Operating Supplies	21		
Operating Supplies Total	21		
<b>OTHER</b>			
	0	0	0
Total Direct Other	0	0	0
Total Indirect Other	20		
Other Total	20		
<b>Indirect Capital Outlay</b>			
	0	0	0
Total Indirect Capital Outlay	0	0	0
=====			
Total Direct Costs	653	653	0
Total Indirect Costs	404		
Allocated Indirect Cost Percentages	0.10%		
Allocated Indirect Costs <Total>	404	404	0
Total Allocated Cost	1,057	1,057	0
<b>Direct Costs - No Indirect Allocated</b>			
Respite Care - III E	17,545	0	17,545
Total Direct Costs - No Indirect Allocated	17,545	0	17,545
Grand Total Of All Costs	18,602	1,057	17,545

St. Charles Council on Aging, Inc.					
Schedule of Non-GOE A Revenues, Expenditures, and Transfers					
For The Year Ending June 30, 2015					
	FTA	Local - Other	Local Transportation	Power To Care	Total Non-GOE A
<b>REVENUES</b>					
<b>Intergovernmental:</b>					
Federal Transit Administration Grants	81,600				81,600
<b>Property Taxes:</b>					
Ad Valorem Taxes		1,145,000			1,145,000
Interest on Back Taxes		250			250
<b>Investment Income:</b>					
Interest on LAMP Investment		250			250
Interest on Certificates of Deposit		4,000			4,000
<b>Restricted Public Support:</b>					
United Way			18,000		18,000
Various Utility Companies				5,000	5,000
<b>Unrestricted Public Support:</b>					
General Public via United Way		4,500			4,500
Other General Public Support					-
<b>Other Sources:</b>					
Proceeds From Sale of Fixed Assets					-
<b>Total Revenues</b>	<b>81,600</b>	<b>1,154,000</b>	<b>18,000</b>	<b>5,000</b>	<b>1,258,600</b>
<b>Transfers Out To:</b>					
AAA					-
III B		(636,289)			(636,289)
III C-1		(73,526)			(73,526)
III C-2		(389,247)			(389,247)
III D		(2,736)			(2,736)
III E		(1,541)			(1,541)
Audit		-			-
Senior Center		(9,586)			(9,586)
Local Transportation		-			-
<b>Total Transfers</b>	<b>-</b>	<b>(1,112,925)</b>	<b>-</b>	<b>-</b>	<b>(1,112,925)</b>
<b>Expenditures:</b>					
Personnel - direct			(10,852)		(10,852)
Personnel - indirect			(5,723)		(5,723)
Fringe - direct			(1,822)		(1,822)
Fringe - Indirect			(1,235)		(1,235)
Travel - direct			-		-
Travel - indirect			(64)		(64)
Operating Services - direct		-	(4,148)		(4,148)
Operating Services - Indirect			(3,532)		(3,532)
Operating Supplies - direct		-	(1,860)		(1,860)
Operating Supplies - Indirect			(597)		(597)
Other Costs - direct			(282)		(282)
Other Costs - Indirect			(579)		(579)
Utility Assistance				(5,000)	(5,000)
Capital Outlay	(81,600)	(86,200)			(167,800)
Intergovernmental		(50,000)			(50,000)
<b>Total Expenditures - not including Transfers</b>	<b>(81,600)</b>	<b>(136,200)</b>	<b>(30,693)</b>	<b>(5,000)</b>	<b>(253,493)</b>
					-
<b>Excess of Revenues over (under) expenditures &amp; transfers</b>	<b>-</b>	<b>(95,125)</b>	<b>(12,693)</b>	<b>-</b>	<b>(107,818)</b>
<b>Projected Fund Balance from FY 2014</b>		<b>1,500,000</b>			<b>1,500,000</b>

St. Charles Council on Aging, Inc.  
Schedule of Senior Center Activities  
For The Year Ending June 30, 2015

	<u>Budget \$</u>	<u>Total \$</u>	
<b>Monthly Events:</b>		4,640	
Games Days	350		
Fitness Challenge Game Tournaments	350		
Play Day Workshops	470		
500 Card Tournaments	290		
Tasty Tidbits	1,500		
Center Event Extravaganza	1,200		
Ramblers	480		
<b>Weekly Events:</b>		850	
Senior Sewing Circle	600		
Sketching	200		
Bridge	50		
<b>Events:</b>		7,700	
Christmas	730		
Fall Fest	1,140		
Fishing Rodeo	1,820		
Mardi Gras Ball	1,110		
Older Americans Month Celebration	1,480		
Volunteer Appreciation	1,420		
<b>Senior Center Activities:</b>		1,200	
Luling	400		
New Sarpy	400		
Norco	400		
<b>Total Senior Center Activities and Special Events (found below the indirect costs on Worksheet #1)</b>		<u><u>\$ 14,390</u></u>	100% IIIB - Recreation

**St. Charles Council on Aging, Inc.**  
**Schedule of Expenditures and Units by Program Services - Including All Funding Sources**  
**For the Year Ending June 30, 2015**

**Exhibit 1**

Contract Period: July 1, 2014 - June 30, 2015      Effective Date: July 1, 2014  
 Original      (X)      Revision

Services to be Provided	Expenditures by Program - Includes All Funding Sources										Total Unit Cost	Total Units	In-Kind Direct	See Footnotes
	Service Procurement Funds	Service Procurement Units	Service Procurement Unit Cost	III-B Expenditures	III-C1 Expenditures	III-C2 Expenditures	III-D** Expenditures	III-E Expenditures	Total Expenditures	Local Funds				
<b>Registered Services:</b>														
1. Adult Day Care/Adult Day Health Care (IH)	In-kind	100	\$ 40.00						In-kind		\$ 40.00	100	4,000	6
2. Assisted Transportation (P)(A)														3
3. Case Management (P)(A)														6
4. Chore (P)(IH)														3
5. Congregate Meals	\$ 133,624	13,750	\$ 9.72		133,624				133,624	96,153	\$ 9.72	13,750		3 & 9
6. Home-Delivered Meals	\$ 485,856	40,000	\$ 12.15			485,856			485,856	457,921	\$ 12.15	40,000	1,716	3 & 10
7. Homemaker (P)(IH)	\$ 54,775	3,500	\$ 15.65	54,775					54,775	51,993	\$ 15.65	3,500		3
8. Information and Assistance* (P)(A)	\$ 37,127	1,723	\$ 21.55	37,127					37,127	35,241	\$ 21.55	1,723		1
9. Legal Assistance (P)(L)	\$ 2,002	31	\$ 64.58	2,002					2,002	-	\$ 64.58	31		2
10. Nutrition Counseling														6
11. Nutrition Education	\$ 728	27	\$ 26.98		473	255			728	581	\$ 26.98	27		4
12. Outreach* (P)(A)	\$ 3,192	50	\$ 63.84	3,192					3,192	3,030	\$ 63.84	50		1 & 7
13. Personal Care (P)(IH)	\$ 95,700	6,000	\$ 15.95	95,700					95,700	90,840	\$ 15.95	6,000		5
14. Transportation (P)(A)	\$ 388,779	13,500	\$ 28.80	388,779					388,779	369,034	\$ 28.80	13,500	3,718	5
Subtotal 1 thru 14				581,575	134,098	486,111			1,201,784	1,104,792			9,434	
<b>Other Services Supported by III-B:</b>														
15. Counseling														6
16. Crime Prevention Services														1 & 8
17. Home Repairs/Modifications (P)(IH)	In-kind	1,723	\$ 1.00						In-kind		\$ 1.00	1,723	1,732	6
18. Material Aid														3
19. Medical Alert	\$ 528	24	\$ 22.00	528					528	501	\$ 22.00	24	162,500	1
20. Medication Management														6
21. Placement Services														6
22. Public Education :														6
23. Recreation	\$ 150,762	14,500	\$ 10.40	150,762					150,762	143,105	\$ 10.40	14,500		3
24. Sitter Service (IH)														6
25. Telephoning (P)(IH)														6
26. Utility Assistance														11
27. Visiting (P)(IH)														6
28. Wellness	\$ 5,967	1,605	\$ 3.72						5,967	2,736	\$ 3.72	1,605		4
Subtotal 15 thru 28				151,290			5,967		157,257	146,343			164,232	

\* Admin. Function; (P)-Priority Services; III-B Access Services (A) ≥ 20%; In-home Services (IH) ≥ 15%; Legal Services (L) ≥ 5%; III-E - Respite ≥ 40%, Supplemental Services ≥ 20%  
 \*\*Title IID Services must be approved by the Home & Community Based Services Unit  
 Revised 4/2013

**St. Charles Council of 1g, Inc.**  
**Schedule of Expenditures and Units of Service by Program - Services - Including All Funding Sources**  
**For the Year Ending June 30, 2015**

Page 2 of 2

**Exhibit 1**

Contract Period: July 1, 2014 - June 30, 2015 Effective Date: July 1, 2014  
 Original Revision

Services to be Provided	Service Procurement Funds	Service Procurement Units	Service Procurement Unit Cost	Expenditures by Program - Includes All Funding Sources					Total Expenditures	Local Funds	Total Unit Cost	Total Units	In-Kind Direct	See Footnotes
				III-B Expenditures	III-C1 Expenditures	III-C2 Expenditures	III-D** Expenditures	III-E Expenditures						
29. NFCSF Information Services														
A. NFCSF Public Education														6
30. NFCSF/ACCAS Assistance														
A. NFCSF Information & Assistance	1,057	14	\$ 75.49					1,057	1,057	88	\$ 75.49	14		4
B. NFCSF Case Management														6
C. NFCSF Assistance Transportation														6
D. NFCSF Transportation														6
31. NFCSF Information Services														
A. NFCSF Public Information														6
B. NFCSF Outreach														6
32. NFCSF Counseling Support Programs														
A. NFCSF Individual Counseling														6
B. NFCSF Support Groups														6
C. NFCSF Caregiver Training														6
33. NFCSF Respite Care														
A. NFCSF Adult Day Care (R)														6
B. NFCSF Adult Day Health (R)														6
C. NFCSF Group Respite														6
D. NFCSF In-Home Respite (R)														6
E. NFCSF Institutional Respite Care (R)	17,545	1,100	\$ 15.95					17,545	17,545	1,453	\$ 15.95	1,100		3
F. NFCSF Mobile Day Care (R)														6
34. NFCSF Supplemental Services														
A. NFCSF Chore (S)														6
B. NFCSF Homemaker Services (S)														6
C. NFCSF Individual Support & Services (S)														6
D. NFCSF Material Aid (S)														6
E. NFCSF Personal Care (S)														6
F. NFCSF Sitter Service (S)														6
Subtotal NFCSF Services				732,865	134,098	486,111	5,967	18,602	18,602	1,541				6
GRAND TOTAL				732,865	134,098	486,111	5,967	18,602	1,377,643	1,541				

Footnotes to this Schedule:

\* Admin. Function: (P)-Priority Services; (II)-B Accos s, please list the service(s)

\*\* Title IID Services must be approved by the Home & Community Based Services Unit

Are you requesting a waiver? Yes ☒ No ☐

Program Monitor's Signature \_\_\_\_\_

Revised 4/2013

1. The amount of budgeted units is the same as was presented on this schedule in last year's budget

2. The amount of units has been decreased in this year's budget versus last year's budget because of a decrease in Title IIIB funding.

3. Units have been increased over last year because of increased demand

4. Units have decreased versus the previous year because of a decrease in demand or change in our scope of service

5. Units have increased to reflect more accurately the total number of clients the COA services per management

6. Service not provided

7. Outreach units cost so much because employees spend time to generate units and their efforts yield zero or very few units at the time they spend their time. At a later date their efforts might pay off with a bona fide unit.

8. The number of units delivered for this service should equal the I & A units delivered

9. 55 people a day on the average x 250 service days = 13,750 C-1 meals

10. 157 people a day on the average x 250 service days + 750 frozen meals = 40,000 C-2 meals

11. The direct cost of utility assistance is not paid for with Title III funds. So the number of units and unit cost are not shown on this exhibit. The COA has budgeted 100 units with a total cost of \$5,000.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

St. Charles Council on Aging, Inc.								
Schedule of GOEA Funding for Title III Programs								
For the Year Ending June 30, 2015								
GOEA Funding For III B Calculation								
						\$ 37,119.00		
	Total Cost			Subtotal	% of Costs	Allocate Remaining GOEA Funds	Total Costs Paid With GOEA \$	Total Costs Paid With Non-GOEA \$
Homemaker	54,775			54,775	7.49%	2,782	2,782	51,993
I & A	37,127			37,127	5.08%	1,886	1,886	35,241
Outreach	3,192			3,192	0.44%	162	162	3,030
Personal Care	95,700			95,700	13.09%	4,860	4,860	90,840
Transportation	388,779			388,779	53.19%	19,745	19,745	369,034
Medical Alert	528			528	0.07%	27	27	501
Recreation	150,762			150,762	20.63%	7,657	7,657	143,105
Material Aid	-			-	0.00%	-	-	-
Subtotal	730,863	-	-	730,863	100.00%	37,119	37,119	693,744
Material Aid (United Way \$)	-			-				-
TOTAL	730,863	-	-	730,863				693,744
IIIB Grant Not Including State Homemaker & Transportation						39,121		
Legal						(2,002)		
Program Income - transportation								
Program Income - personal care								
Program Income - homemaker								
Remaining GOEA Funding					37,119	37,119		
GOEA Funding for III C-1, C-2 & D Calculation								
	Total Cost	% of Costs		GOEA Base \$		Total GOEA \$		
Congregate Meals	133,624	99.65%		37,471		37,471		
Nutrition Ed	473	0.35%		133		133		
Total	134,098	100.00%		37,604		37,604		
Home Delivered Meals	485,856	99.95%		27,935		27,935		
Nutrition Ed	255	0.05%		15		15		
Total	486,111	100.00%		27,950		27,950		
Medication Management	-	0.00%		-		-		
Wellness	5,967	100.00%		3,231		3,231		
Total	5,967	100.00%		3,231		3,231		
Grand Total				68,785		68,785		
Programs	Primary Grant	Program Income						
C-1	37,604			37,604				
C-2	27,950			27,950				
NSIP		-		-				
III D	3,231	-		3,231				
	68,785	-		68,785				



**St. Charles Council on Aging, Inc.**  
**Schedule of Units and Cost of Units**  
**For the Year Ending June 30, 2015**

Exhibit 2

AGENCY NAME: St. Charles Council on Aging  
Fiscal Year: 2015

Revised 6/11/2013

**UNITS AND UNIT COSTS OF SERVICES**

Complete this table for all services that will be provided using Title III funds (a) and the units of service (b) listed here must match what is submitted on the Exhibit 1 with the AAA Budget Package.

Services to Be Provided	Total Funding	Title III Funding	Number of Units	Number of Title III Units	Unit Cost	Title III Unit Cost	✓ AAA Direct
1. Adult Day Care							
2. Assisted Transportation (P)(A)	In-Kind		100		40.00		
3. Case Management (P)(A)							
4. Chore (P)(IH)							
5. Congregate Meals	133,624	37,471	13,750	3,856	9.72	9.72	X
6. Home Delivered Meals	485,856	55,327	40,000	4,555	12.15	12.15	X
7. Homemaker (P)(IH)	54,775	2,782	3,500	178	15.65	15.65	
8. Information and Assistance	37,127	1,886	1,723	88	21.55	21.55	X
9. Legal Assistance (P) (L)	2,002	2,002	31	31	64.58	64.58	
10. Nutrition Counseling							
11. Nutrition Education	728	162	27	6	26.98	26.98	X
12. Outreach (P)(A)	3,192	162	50	3	63.84	63.84	X
13. Personal Care (P)(IH)	95,700	4,860	6,000	305	15.95	15.95	
14. Transportation (P)(A)	388,779	38,201	13,500	1,327	28.80	28.80	X
Other Services Supported by Title III							
15. Counseling							
16. Crime Prevention Services	In-Kind		1,723		1.00		
17. Home Repairs/Modification (P)(IH)							
18. Material Aid	In-Kind		3,250		50.00		X
19. Medical Alert	528	27	24	1	22.00	22.00	X
20. Medication Management****							
21. Placement Services							
22. Public Education							
23. Recreation	150,762	7,657	14,500	736	10.40	10.40	
24. Sitter Service							
25. Telephoning (P)(IH)							
26. Utility Assistance							
27. Visiting (P)(IH)							
28. Wellness	5,967	3,231	1,605	869	3.72	3.72	
Subtotal Other Services							
29. NFCSP Information							
a. Public Education							
30. NFCSP Access Assistance							
a. NFCSP Information & Assistance	1,057	969	14	13	75.49	75.49	X
b. NFCSP Outreach							
c. NFCSP Case Management							
31. NFCSP Counseling/Support Programs/Groups and Caregiver Training							
a. NFCSP Individual Counseling							
b. NFCSP Support Group							
c. NFCSP Caregiver Training							
32. NFCSP Respite Care							
a. NFCSP Adult Day Care (R)							
b. NFCSP Adult Day Health Care (R)							
c. NFCSP Group Respite (R)							
d. NFCSP In-Home Respite (R)	17,545	16,092	1,100	1,009	15.95	15.95	
e. NFCSP Institutional Respite (R)							
f. NFCSP Mobile Day Care (R)							
33. NFCSP Supplemental Services							
a. NFCSP Chore (S)							
b. NFCSP Homemaker Services (S)							
c. NFCSP Chore (S)							
d. NFCSP Material Aid (S)							
e. NFCSP Personal Care (S)							
f. NFCSP Sitter Service (S)							

TOTAL 1,377,643 170,829 100,897

GOEA schedule of funding less AAA money 170,829

NOTE:

\*\*\*\*Title IIID Medication Management funds can only be utilized for evidence-based programs. IIID services must be submitted to the Home and Community Based Services unit for approval prior to implementation.

PAF 4030  
Rev. 06/11/2013

# **HOSPITAL SERVICE DISTRICT**

ST. CHARLES PARISH HOSPITAL



1057 Paul Maillard Road

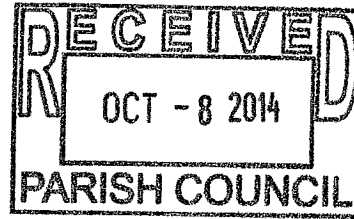
P.O. Box 87

Luling, LA 70070

(985) 785-3643

(985) 785-3642 fax

October 7, 2014



Chairman, St. Charles Parish Council  
Traci Fletcher  
St. Charles Parish  
P. O. Box 302  
Hahnville, Louisiana 70057

Dear Chairman Fletcher:

Enclosed is St. Charles Parish Hospital Service District No. 1's FYE 7-31-15 Budget. The hospital will have representative(s) at the October 23, 2014 6:00 PM Budget Hearing to answer any questions.

Should you have any further questions please feel free to contact me at 985-785-3726.

Sincerely,

Peter Torsch  
Chief Financial Officer

**St. Charles**  
**Parish Hospital**



PT: ccs

Enclosure

**STRATEGIC SUMMARY FYE JULY 31, 2015****STRATEGIC ISSUES**

The healthcare industry in the United States is undergoing monumental change. As this change occurs, health systems will realize greater success through strategic regional, national and even international affiliations.

St. Charles Parish Hospital (SCPH) and Ochsner Health System (OHS) will move forward with a Management Agreement effective September 1, 2014.

This intended relationship with OHS enables SCPH to remain as a strong and viable resource for the residents of its parish. The expanded affiliation enables both entities to fully align to improve resources and further enhance existing clinical services. St. Charles Parish Hospital and Ochsner Health System will work together to share best practices and implement advanced technology to continue to improve quality, expanded access and lower cost for the patients cared for by both organizations.

The State of Louisiana will not expand the Medicaid Program which will put enormous financial pressure on all providers. As the State budget stands now, we fully expect the Rural Hospital Grant (DSH) to be fully funded for fiscal year 2015.

**PHYSICIAN ALIGNMENT STRATEGIES**

- SCPH will continue an aggressive recruitment effort in the physician specialties of Internal Medicine, Family Practice, and Gastroenterology.
- SCPH will continue to assist both employed and non-employed physicians to further develop their practices within St. Charles Parish.
- SCPH will continue our efforts to work with the Medical Staff to improve preventative medical services to their patients.

**NEW SERVICE LINES DEVELOPMENT**

- SCPH will continue to work with the Cardiovascular Institute of the South to grow the comprehensive cardiovascular program including a state-of-the-art Cardiac Catheterization Lab.
- SCPH will work with established physician groups to enhance Orthopedic Services and Pain Management.
- SCPH will look to partner with a national provider to provide a Wound Care Program and facility to serve St. Charles Parish residents.

- SCPH will work with a regional provider of Urgent Care Services to be located on the East Bank of St. Charles Parish.
- SCPH has partnered with Mackie Shilstone to develop a Performance Enhancement Program.

### **STATISTICS**

#### **INPATIENT**

- We are projecting a 8% increase in Inpatient Days: 11% increase in ICU Days, a 23% increase in Med/Surg Days and no change in Behavioral Health Days. The increase in acute patient days is due to the agreement with Cardiovascular Institute of the South to provide full service Cardiology Services to St. Charles Parish residents and newly recruited physicians practicing in the specialties of General Surgery, Internal Medicine/Infectious Disease and Family Practice.

#### **OUTPATIENT**

- We are also projecting increases in outpatient volumes: 2% increase in Outpatient Visits (Lab, Imaging, Rehab, etc.) and a 10% increase in Emergency Room Visits.

### **FINANCIAL**

#### **REVENUE/REVENUE DEDUCTIONS**

- We will implement a 6% increase in patient charges effective August 1, 2014.
- Revenue deductions will be adjusted accordingly.

#### **EXPENSES**

##### **• SALARIES AND WAGES**

Full-time equivalents (FTE's) will increase from 306.2 in 2014 to 314.1 in 2015. The Cardiac Cath Lab opened in April 2014. An additional 2.2 FTE's will be required to fully staff the Cardiac Cath Lab. The projected increased census in ICU will require staffing an additional RN 24 hours per day seven (7) days a week which will add 4.2 FTE's. The addition of a third EMS Unit Monday through Friday for 12 hours per day will increase staffing by 3.0 FTE's.

- **EMPLOYED PHYSICIAN PRACTICES AND PHYSICIAN FEES**

These categories will increase due to the termination of our LINCCA Agreement with Iasis Healthcare. These services will continue to be offered via our agreement with OHS.

- **PATIENT SUPPLIES**

There is a 16% increase in patient supplies budgeted due to the Interventional Cardiac Program. The balance of the increase is due to increased census.

- **LEASES**

Lease expense will increase due to the leasing of equipment for the Cardiac Catherization Lab.

### **CAPITAL DEVELOPMENT**

#### **MEDICAL OFFICE DEVELOPMENT**

- The renovation of 21,000 square feet of existing hospital space to accommodate the new Cardiology Program is complete. This renovation includes a new Cardiac Catherization Lab and office space.
- SCPH has started construction of a 62,000 square foot Medical Office Building on the East Bank of St. Charles Parish. The land for this project was donated by BP Products North America. This property is located at the intersection of Interstate 310 and River Road. Construction is scheduled to be completed summer of 2015.

**ST. CHARLES PARISH HOSPITAL  
FYE 2015 BUDGET  
OPERATING BUDGET**

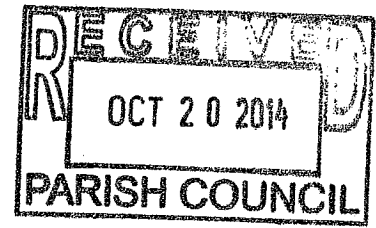
	AS OF 4/30/14	% OF	PROJECTED 7/31/2014	% OF	BUDGET FYE 7-31-2014	% OF	BUDGET FYE 7-31-2015	% OF	CHANGE FROM PROJECTED 2014 TO BUDGET 2015
<b>MAJOR STATISTICS</b>									
ICU DAYS	862		1,149		1,281		1,281		132
MED / SURG DAYS	3,116		4,155		5,110		5,110		955
BEHAVIORAL HEALTH IP DAYS	5,405		7,207		7,007		7,123		(84)
OUTPATIENT VISITS	14,342		19,123		18,980		19,505		382
EMERGENCY ROOM VISITS	10,428		13,904		15,330		15,330		1,426
AMBULANCE RUNS	3,870		5,160		5,463		5,338		178
SURGERIES	1,176		1,568		1,250		1,605		37
<b>REVENUES AND ADJUSTMENTS</b>									
<b>HOSPITAL PATIENT REVENUES</b>									
INPATIENT REVENUE	25,379,954	39.1%	33,839,939	39.1%	38,530,245	45.3%	42,204,369	41.7%	8,364,430
OUTPATIENT REVENUE	39,485,044	60.9%	52,646,725	60.9%	46,547,275	54.7%	58,976,900	58.3%	6,330,175
TOTAL HOSPITAL PATIENT REVENUES	64,864,998	100.0%	86,486,664	100.0%	85,077,520	100.0%	101,181,269	100.0%	14,694,605
LESS: CONTRACTUALS & ADJUSTMENTS	(49,362,582)	76.1%	(64,616,775)	74.7%	(60,005,815)	70.5%	(73,926,733)	73.1%	(9,309,957)
NET HOSPITAL PATIENT REVENUES	15,502,417	68.7%	21,869,889	74.6%	25,071,706	73.4%	27,254,537	74.9%	5,384,647
<b>EMPLOYED PHYSICIAN REVENUES</b>									
INPATIENT REVENUE	307,833	49.4%	410,444	49.4%	2,440,051	48.5%	2,365,851	49.5%	1,955,407
OUTPATIENT REVENUE	314,798	50.6%	419,731	50.6%	2,590,306	51.5%	2,413,649	50.5%	1,993,918
TOTAL EMPLOYED PHYSICIAN REVENUES	622,631	100.0%	830,175	100.0%	5,030,357	100.0%	4,779,500	100.0%	3,949,325
LESS: CONTRACTUALS & ADJUSTMENTS	(364,174)	58.5%	(485,565)	58.5%	(2,532,191)	50.3%	(2,867,700)	60.0%	(2,382,135)
NET EMPLOYED PHYSICIAN REVENUES	258,457	1.1%	344,610	1.2%	2,498,166	7.3%	1,911,800	5.3%	1,567,191
NET OPERATING REVENUE	15,760,874	69.8%	22,214,499	75.8%	27,569,871	80.7%	29,166,337	80.2%	6,951,838
<b>OTHER REVENUES</b>									
CAFETERIA & COURTYARD CAFÉ SALES	423,720		564,964		544,400		566,152		1,188
RENTAL INCOME	252,896		337,195		259,712		581,796		244,601
OTHER	230,812		307,749		389,340		347,749		40,000
TOTAL OTHER REVENUE	907,428	4.0%	1,209,908	4.1%	1,193,452	3.5%	1,495,697	4.1%	285,789
UPL-RURAL HOSPITAL GRANT	5,178,478	22.9%	5,178,478	17.7%	5,400,000	15.8%	5,178,478	14.2%	0
UPL - PHYSICIAN		0.0%	-	0.0%		0.0%	-	0.0%	-
UPL - AMBULANCE	69,971	0.3%	69,971	0.2%		0.0%	69,971		
EHR INCENTIVE PYMTS	650,519	2.9%	650,519	2.2%		0.0%	476,516	1.3%	(174,003)
TOTAL NET REVENUES	22,567,270	100.0%	29,323,375	100.0%	34,163,322	100.0%	36,386,998	100%	7,063,624

**ST. CHARLES PARISH, HOSPITAL  
FYE 2015 BUDGET  
OPERATING BUDGET**

EXPENSES	AS OF 4/30/14	% OF	PROJECTED 7/31/2014	% OF	BUDGET FYE 7-31-2014	% OF	BUDGET FYE 7-31-2015	% OF	CHANGE FROM PROJECTED 2014 TO BUDGET 2015
SALARIES & WAGES	11,334,778	42%	15,113,037	42%	15,467,151	41%	15,717,889	38%	604,851
EMPLOYED PHYSICIAN PRACTICES	907,098	3%	1,209,464	3%	2,302,909	6%	3,722,285	9%	2,512,821
PHYSICIAN FEES	1,093,009	4%	1,457,345	4%	1,166,423	3%	2,347,242	6%	889,897
OTHER SUPPLIES AND EXPENSES	440,769	2%	587,692	2%	572,323	2%	568,856	1%	(18,836)
CONTRACTED SERVICES	833,591	3%	1,111,455	3%	1,535,856	4%	1,282,736	3%	171,282
PATIENT SUPPLIES	2,595,542	10%	3,480,723	10%	3,653,914	10%	4,006,934	10%	546,211
REPAIRS AND MAINTENANCE	1,139,663	4%	1,519,551	4%	1,703,333	4%	1,316,849	3%	(202,702)
PROFESSIONAL FEES	221,629	1%	295,505	1%	325,000	1%	280,008	1%	(15,497)
RENT	28,994	0%	38,659	0%	39,620	0%	38,700	0%	41
INSURANCE	704,739	3%	939,652	3%	888,639	2%	874,199	2%	(65,453)
DEPRECIATION	2,450,453	9%	3,257,270	9%	3,397,512	9%	3,324,533	8%	57,263
UTILITIES	689,140	3%	918,853	3%	891,888	2%	921,728	2%	2,875
EMPLOYEE BENEFITS	2,040,931	8%	2,721,241	8%	2,758,995	7%	2,856,274	7%	135,033
FOOD	588,432	2%	784,576	2%	736,541	2%	765,434	2%	(19,142)
LINEN	125,724	0%	167,632	0%	149,542	0%	167,628	0%	(4)
LEASES	679,726	3%	906,301	3%	797,398	2%	1,347,840	3%	441,540
TELEPHONE	70,991	0%	94,654	0%	101,391	0%	94,702	0%	48
COLLECTION FEES	164,541	1%	219,388	1%	200,000	1%	228,000	1%	8,612
DUES AND SUBSCRIPTIONS	37,833	0%	50,444	0%	196,770	1%	57,696	0%	7,252
ADVERTISING	80,645	0%	107,526	0%	170,400	0%	178,100	0%	70,574
POSTAGE	20,594	0%	27,459	0%	18,000	0%	27,600	0%	141
TRAINING	54,675	0%	72,900	0%	83,598	0%	70,447	0%	(2,453)
BOARD OF COMMISSIONER MEETINGS	1,980	0%	2,640	0%	3,600	0%	3,600	0%	960
PROFESSIONAL DEVELOPMENT	595,877	2%	794,503	2%	814,504	2%	590,327	1%	(204,176)
TAXES AND LICENSES	79,725	0%	106,299	0%	64,619	0%	108,134	0%	1,835
TOTAL EXPENSES	26,981,076	100%	35,974,768	100%	38,040,026	100%	40,897,742	100%	4,922,974
OPERATING NET INCOME (LOSS)	(4,413,806)		(6,651,394)		(3,876,704)		(4,510,744)		2,140,651
<b>NON - OPERATING INCOME / EXPENSES</b>									
<b>NON-OPERATING INCOME</b>									
GAIN/LOSS OF EQUIPMENT DISPOSAL	536	0%		0%					0
AD VALOREM TAX - MAINTENANCE	2,878,586	44%	2,878,586	44%	2,770,316	44%	3,046,440	44%	167,854
AD VALOREM TAX - DEBT SERVICE	3,645,900	56%	3,645,900	56%	3,500,105	56%	3,845,508	56%	199,608
INTEREST INCOME	3,087	0%	4,116	0%	6,500	0%	6,500	0%	2,384
INTEREST INCOME - DEBT SERVICE	2,679	0%	3,572	0%	-	0%	2,681	0%	(891)
TOTAL	6,530,789	100%	6,532,175	100%	6,276,921	100%	6,901,129	100%	368,954
<b>NON-OPERATING EXPENSES</b>									
INTEREST EXPENSE - MAINTENANCE	322,762	16%	430,349	16%	459,075	19%	565,000	24%	134,651
INTEREST EXPENSE - DEBT SERVICE	1,420,444	68%	1,893,925	68%	1,896,415	80%	1,789,888	75%	(104,037)
CONSTRUCTION FUND PROFESS FEES	268,975	13%	358,633	13%	-	0%		0%	(358,633)
B & I REDEMPTION FUND PROFESS FEES	51,796	2%	69,061	2%	600	0%		0%	(69,061)
B & I REDEMPTION FUND FEES	15,894	1%	21,192	1%	12,180	1%	17,659	1%	(3,533)
TOTAL	2,079,870	100%	2,773,160	100%	2,368,270	100%	2,372,547	100%	(400,613)
NON-OPERATING GAIN, NET	4,450,919		3,759,015		3,908,651		4,528,582		769,567
NET INCOME (LOSS)	37,113		(2,892,379)		31,947		17,838		2,910,218



**LIBRARY  
SERVICE  
DISTRICT**



# **St. Charles Parish Library**

## **Proposed 2015 Budget**

**ST. CHARLES PARISH LIBRARY**  
**2015 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 2015 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2015 budget will be held at 6:00 p.m., November 18, 2014, in the Council Chambers at the Courthouse in Hahnville. A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website ([www.myscpl.org](http://www.myscpl.org)) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR	\$5,412,567
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REVENUES

Ad Valorem Taxes	5,230,000
State Revenue Sharing	66,000
Fees, Fines, and Forfeitures	20,000
State Aid and Grant	0
Interest Earnings	14,000
Total Receipts	<hr/> 5,330,000

EXPENDITURES

Personnel Services	3,620,744
Operating Services	1,042,450
Materials & Supplies	327,500
Travel & Training	86,000
Capital Outlay	4,395,175
Intergovernmental	357,000
Total Expenditures	<hr/> 9,828,869

PROJECTED ENDING FUND BALANCE	913,698
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**ST. CHARLES PARISH LIBRARY**  
**Proposed Budget for 2015**

**Anticipated Revenue**

		2,014	Anticipated 2,015
01	Fund Balance from Previous Year	4,587,040	5,412,567
02	Ad Valorem Taxes (3110)	5,125,000	5,230,000
03	State Aid to Public Libraries (3330.00)	0	0
04	State Library Grants (3330.34)	0	0
05	State Revenue Sharing (3340)	66,000	66,000
06	Charges for Photocopier (3410.50)	7,000	7,000
07	Miscellaneous Revenues (3410.99)	5,000	8,000
08	Fines for Overdue Materials (3520.10)	5,000	5,000
09	Interest Earnings (3610.00)	8,000	14,000
10	Gifts and donations (3730.00)	0	0
11	<i>Total New Receipts</i>	<u>5,216,000</u>	<u>5,330,000</u>
12	<b>Total New Receipts &amp; Fund Balance from Previous Year</b>	<u><b>9,803,040</b></u>	<u><b>10,742,567</b></u>

**ST. CHARLES PARISH LIBRARY**  
**Proposed Budget for 2015**

**Anticipated Expenditures**

<b><u>PERSONNEL SERVICES</u></b>		<b>2014</b>	<b>Proposed 2015</b>
Salaries and Wages			
13	Directors' Salary (110)	87,822	86,125
14	Professional Salaries (115)	582,749	573,880
15	Regular Salaries (120)	1,249,256	1,361,955
16	Part-Time Wages (130)	653,587	717,501
17	<i>Total Salaries and Wages</i>	<u>2,573,414</u>	<u>2,739,461</u>
Employee Benefits and Costs			
18	FICA/Social Security (151)	40,522	44,485
19	Retirement Contributions (152)	307,172	293,184
20	Life/Health Insurance (153)	356,098	398,829
21	Workers Compensation (154)	19,401	20,758
22	Unemployment Insurance (155)	6,434	3,424
23	Medicare Insurance (156)	37,315	39,722
24	Disability insurance (157)	10,551	7,279
25	Retired Employees Insurance (158)	18,000	18,000
26	Dental (160)	4,000	3,000
27	OPEB Contribution (161)	0	51,000
28	Miscellaneous/Drug Testing (199)	1,600	1,600
29	<i>Total Benefits and Costs</i>	<u>801,092</u>	<u>881,283</u>
30	<b>Total Personnel Services (100's)</b>	<u><b>3,374,506</b></u>	<u><b>3,620,744</b></u>
<b><u>OPERATING SERVICES</u></b>			
Advertising, Dues and Subscriptions			
31	Membership Dues (214)	4,000	4,000
32	Advertising (215)	4,000	4,500
33	<i>Total Dues and Advertising</i>	<u>8,000</u>	<u>8,500</u>
Periodicals and Digital Materials			
34	Periodicals (216)	27,000	20,000
35	Digital Books (217)	56,500	62,500
36	<i>Total Periodicals &amp; Digital Materials</i>	<u>83,500</u>	<u>82,500</u>
Printing and Public Program Speakers/Performers			
37	Printing (221)	6,200	24,700
38	Book Binding (222)	0	0
39	Adult Prog Speakers/Perf (22300001)	30,000	9,850
40	Child Prog Speakers/Perf (22300002)		17,500
41	<i>Total Printing &amp; Programming</i>	<u>36,200</u>	<u>52,050</u>
Utilities			
42	Electrical light and Power (231)	170,000	170,000
43	Gas (232)	4,000	2,000
44	Water (233)	7,000	7,000
45	<i>Total Utilities</i>	<u>181,000</u>	<u>179,000</u>
Communications			
46	Postage and Box Rent (241)	6,000	7,800
47	Telephone (242)	75,000	50,000
48	Electronic Services (245)	72,000	90,000
49	<i>Total Communications</i>	<u>153,000</u>	<u>147,800</u>
Rentals			
50	Building Rentals (251)	72,000	9,000
51	Equipment Rentals (252)	40,000	40,000
52	Film rentals (259)	500	0
53	<i>Total Rentals</i>	<u>112,500</u>	<u>49,000</u>

St. Charles Parish Library  
Proposed Budget for 2015  
Expenditures, page 2

		2014	Proposed 2015
	Maintenance		
54	Maintenance of Grounds (261)	56,000	40,000
55	Maintenance of Buildings (262)	110,000	50,000
56	Maintenance of Vehicles (263)	35,000	10,000
57	Maintenance of Equipment (264)	6,000	5,000
	Maintenance of Plumbing		
58	and HVAC (265)	69,000	75,000
	Maintenance of Furniture &		
59	Office Equipment (266)	5,000	3,000
60	Electrical Maintenance (272)	3,000	3,000
61	Pest Control (274)	5,100	5,100
62	Janitorial Maintenance (275)	20,000	38,000
	Maintenance of Automation		
63	Systems (277)	102,150	92,000
64	<i>Total Maintenance</i>	<u>411,250</u>	<u>321,100</u>
	Professional Services		
65	Miscellaneous (280)	70,000	40,000
66	<i>Total Professional Services</i>	<u>70,000</u>	<u>40,000</u>
	Insurance and Surety Bonds		
67	Fire, Casualty, and Liability (291)	135,000	135,000
68	Vehicles (293)	25,000	25,000
69	Employee Liability (294)	2,500	2,500
70	<i>Total Insurance</i>	<u>162,500</u>	<u>162,500</u>
71	<b>Total Operating Services (200's)</b>	<u><b>1,217,950</b></u>	<u><b>1,042,450</b></u>
	<b><u>MATERIALS AND SUPPLIES</u></b>		
	Non-Consumable Office		
72	Supplies (305)	40,000	40,000
73	Technology Supplies (306)	0	120,000
74	Office Supplies (310)	60,000	45,000
75	Adult Program Supplies (32100001)	45,000	26,500
76	Child/YA Progr. Supplies (32100002)		42,000
77	Maint- Buildings/Grounds (326)	43,000	43,000
78	Vehicle Supplies (327)	15,000	10,000
79	Planetarium Supplies (329)	5,000	1,000
80	<b>Total Materials and Supplies (300's)</b>	<u><b>208,000</b></u>	<u><b>327,500</b></u>
81	Travel, Workshops, Expense		
	Reimbursement (410)	75,500	86,000
82	<b>Total Travel and Training (400's)</b>	<u><b>75,500</b></u>	<u><b>86,000</b></u>

St. Charles Parish Library  
Proposed Budget for 2015  
Expenditures, page 3

		2014	Proposed 2015
<b><u>CAPITAL OUTLAY</u></b>			
83	Acquisition of Land (610)	0	0
84	Acquisition of Buildings (620)	0	270,000
85	Improvements Other Than Buildings (630)	1,000	0
86	Acquisitions of Motor Vehicles Cars, Trucks, etc. (641)	0	0
87	Bookmobiles (642)	75,000	0
88	<i>Total Acquisition of Land &amp; Vehicles</i>	<u>76,000</u>	<u>270,000</u>
89	Acquisition of Equipment Educational/Cultural/ Recreational (651)	235,000	115,000
90	Buildings/Grounds/General Plant (652)	1,000	35,000
91	Office Equipment, Furniture & Fixtures (656)	500,000	350,000
92	<i>Total Acquisition of Equipment</i>	<u>736,000</u>	<u>500,000</u>
93	Major Repairs (670)	100,000	100,000
94	Construction in Progress (680)	2,500,000	2,900,000
95	Architectural (681)	175,000	282,000
96	Library Materials Books (691)	290,000	266,800
97	Audio materials (693)	37,500	39,375
98	Video Materials (694)	25,000	29,000
99	<i>Total Library Materials</i>	<u>352,500</u>	<u>335,175</u>
100	Planetarium Materials and Equipment (699)	8,000	8,000
101	<b>Total Capital Outlay (600's)</b>	<u>3,947,500</u>	<u>4,395,175</u>
<b><u>INTERGOVERNMENTAL COSTS</u></b>			
102	Contributions to Retirement Systems (730)	187,000	191,000
103	Cost of AV Tax collection (731)	6,000	6,000
104	Indirect Cost Allocation (857)	160,000	160,000
105	<b>Total Intergovernmental Costs (700's)</b>	<u>353,000</u>	<u>357,000</u>
106	<b>TOTAL EXPENDITURES</b>	<u>9,176,456</u>	<u>9,828,869</u>
107	<b>PROJECTED ENDING FUND BALANCE</b>	<u>626,584</u>	<u>913,698</u>

**St. Charles Parish  
Library**

**2015 Budget**

**NOTES**



**NOTES TO THE 2015 BUDGET: REVENUES**

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of August 31, 2014 and projected expenditures through the remainder of 2014. It does not include projected new revenues from the 2014 tax roll. Those are included on Line 02 as new receipts for 2015.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$5,044,919 as of the end of 2013. As of 8/31/2014 the library's expenditures totaled \$2,857,826 and we are estimating expenditures for the remainder of the year to be approximately \$2,200,000 leaving an anticipated ending fund balance of \$5,412,567.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2014 tax roll. These funds will be collected primarily in 2015.

The estimate is based on reports provided by the Finance Department. The reports project that the library should receive \$5,451,019 gross in new ad valorem revenues based on the latest valuation of parish property. The millage rate for the library was set at 4.5 mills in 2010 and was then rolled back to 4.45 where it currently remains. With uncollectible taxes figured at 4%, the net is expected to be approximately \$5,230,000.

Line 03: Typically the state legislature approves a small amount of funding for the **State Aid to Public Libraries** program. These funds are received in October and must be spent by June. The State Library determines the amount given to each library system, based on what is budgeted by the State. This amount has decreased steadily over the past three years, and given the current economic situation of the State, I have chosen not to include any funding from this source.

Line 04: This line includes any **State Library Grant** funding for technology enhancements. Like State Aid to Public Libraries, the funding from this source has been dramatically reduced, and I have chosen not to include any funding from this source this year.

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

Line 06: **Photocopy Receipts** are based on figures for past years.

Line 07: **Miscellaneous Revenues** include library card replacements, planetarium fees and other charges.

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

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

**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – 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 2015.
- Line 12: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

**NOTES TO THE 2015 BUDGET: EXPENDITURES**

- Lines 13-17: The proposed full-time salaries are based on a 2% cost of living increase to the salary scale. We did not give a cost of living increase last year so we recommend that we do so this year.

Wages for part-time employees are based on the scale for hourly employees.

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

St. Charles Parish Library  
Proposed 2015 Payscale

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	
Range 9 Librarian III Director	Hourly Biweekly Annually	30.78 34.91 63951	31.38 36.51 65271	32.01 37.14 66578	32.65 37.78 67908	33.30 38.43 69265	33.97 39.10 70651	34.65 39.78 72064	35.34 40.47 73505	36.05 41.18 75000	36.76 41.89 76547	37.50 42.63 78145	38.25 43.38 79805	39.02 44.15 81526	39.80 44.94 83318	40.59 45.74 85121	41.41 46.55 86936	42.23 47.37 88762	43.08 48.21 90600	43.94 49.06 92450	44.82 49.93 94312	45.71 50.82 96196	46.63 51.73 98102	47.56 52.66 100030	48.51 53.61 101971	49.48 54.58 103925	50.47 55.57 105893	51.48 56.58 107874	52.51 57.61 109878	53.56 58.66 111905	
Range 8 Librarian II Assistant Director	Hourly Biweekly Annually	26.78 2142.61 55708	27.32 2185.46 58822	27.86 2228.17 57959	28.42 2273.76 59118	28.99 2319.23 60300	29.57 2365.62 61506	30.16 2412.93 62735	30.76 2461.19 63991	31.38 2510.41 65271	32.01 2559.62 66578	32.65 2609.62 67908	33.30 2660.28 69265	33.97 2711.65 70651	34.65 2764.84 72064	35.34 2818.83 73505	36.05 2873.62 75000	36.77 2929.20 76547	37.50 2985.59 78145	38.25 3042.88 79805	39.02 3100.57 81526	39.80 3158.75 83318	40.59 3217.42 85121	41.41 3284.83 86936	42.23 3352.20 88762	43.08 3420.83 90600	43.94 3488.58 92450	44.82 3557.17 94312	45.71 3626.00 96196	46.63 3694.47 98102	47.56 3762.88 100030
Range 7 Librarian I	Hourly Biweekly Annually	23.32 1865.27 49487	23.78 1902.58 49487	24.26 1940.63 50456	24.74 1979.44 51466	25.24 2019.03 52495	25.74 2058.41 53545	26.26 2100.60 54616	26.78 2142.61 55708	27.32 2185.46 56822	27.86 2228.17 57959	28.42 2273.76 59118	28.99 2319.23 60300	29.57 2365.62 61506	30.16 2412.93 62735	30.76 2461.19 63991	31.38 2510.41 65271	32.01 2559.62 66578	32.65 2609.62 67908	33.30 2660.28 69265	33.97 2711.65 70651	34.65 2764.84 72064	35.34 2818.83 73505	36.05 2873.62 75000	36.77 2929.20 76547	37.50 2985.59 78145	38.25 3042.88 79805	39.02 3100.57 81526	39.80 3158.75 83318	40.59 3217.42 85121	41.41 3284.83 86936
Range 6 Library Associate	Hourly Biweekly Annually	20.30 1623.63 42220	20.70 1656.31 43084	21.12 1689.31 43925	21.54 1722.22 44804	21.97 1757.69 45700	22.41 1792.84 46614	22.86 1828.70 47546	23.32 1865.27 48497	23.78 1902.58 49487	24.26 1940.63 50456	24.74 1979.44 51466	25.24 2019.03 52495	25.74 2058.41 53545	26.26 2100.60 54616	26.78 2142.61 55708	27.32 2185.46 56822	27.86 2228.17 57959	28.42 2273.76 59118	28.99 2319.23 60300	29.57 2365.62 61506	30.16 2412.93 62735	30.76 2461.19 63991	31.38 2510.41 65271	32.01 2559.62 66578	32.65 2609.62 67908	33.30 2660.28 69265	33.97 2711.65 70651	34.65 2764.84 72064	35.34 2818.83 73505	36.05 2873.62 75000
Range 5 Supervisor II LTA III	Hourly Biweekly Annually	20.30 1623.63 42220	20.70 1656.31 43084	21.12 1689.31 43925	21.54 1722.22 44804	21.97 1757.69 45700	22.41 1792.84 46614	22.86 1828.70 47546	23.32 1865.27 48497	23.78 1902.58 49487	24.26 1940.63 50456	24.74 1979.44 51466	25.24 2019.03 52495	25.74 2058.41 53545	26.26 2100.60 54616	26.78 2142.61 55708	27.32 2185.46 56822	27.86 2228.17 57959	28.42 2273.76 59118	28.99 2319.23 60300	29.57 2365.62 61506	30.16 2412.93 62735	30.76 2461.19 63991	31.38 2510.41 65271	32.01 2559.62 66578	32.65 2609.62 67908	33.30 2660.28 69265	33.97 2711.65 70651	34.65 2764.84 72064	35.34 2818.83 73505	36.05 2873.62 75000
Range 4 Supervisor I LTA II	Hourly Biweekly Annually	17.67 1413.64 35755	18.02 1441.52 37490	18.38 1470.76 38240	18.75 1500.17 39004	19.13 1530.77 40580	19.51 1560.78 42220	19.90 1591.98 43925	20.30 1623.63 45700	20.70 1656.31 47546	21.12 1689.31 49487	21.54 1722.22 51466	21.97 1757.69 53545	22.41 1792.84 55708	22.86 1828.70 57959	23.32 1865.27 60300	23.78 1902.58 62735	24.26 1940.63 65271	24.74 1979.44 67908	25.24 2019.03 70651	25.74 2058.41 73505	26.26 2100.60 76547	26.78 2142.61 79805	27.32 2185.46 83318	27.86 2228.17 86936	28.42 2273.76 90600	28.99 2319.23 94312	29.57 2365.62 98102	30.16 2412.93 102030	30.76 2461.19 106058	31.38 2510.41 110086
Range 3 Library Assistant LTA I	Hourly Biweekly Annually	15.38 1230.66 27855	15.69 1255.28 28881	16.00 1280.38 29960	16.32 1305.99 31075	16.65 1332.11 32200	16.98 1358.53 33357	17.32 1385.93 34635	17.67 1413.64 35958	18.02 1441.92 37490	18.38 1470.76 38240	18.75 1500.17 39004	19.13 1530.77 40580	19.51 1560.78 42220	19.90 1591.98 43925	20.30 1623.63 45700	20.70 1656.31 47546	21.12 1689.31 49487	21.54 1722.22 51466	21.97 1757.69 53545	22.41 1792.84 55708	22.86 1828.70 57959	23.32 1865.27 60300	23.78 1902.58 62735	24.26 1940.63 65271	24.74 1979.44 67908	25.24 2019.03 70651	25.74 2058.41 73505	26.26 2100.60 76547	26.78 2142.61 79805	27.32 2185.46 83318
Range 2 Library Clerk	Hourly Biweekly Annually	13.39 1071.37 27855	13.66 1092.79 28881	13.93 1114.65 29960	14.21 1136.84 31075	14.50 1159.68 32200	14.80 1182.87 33357	15.08 1206.53 34635	15.38 1225.28 35958	15.69 1255.28 37490	16.00 1280.38 39004	16.32 1305.99 40580	16.65 1332.11 42220	16.98 1358.53 43925	17.32 1385.93 45700	17.67 1413.64 47546	18.02 1441.92 49487	18.38 1470.76 51466	18.75 1500.17 53545	19.13 1530.77 55708	19.51 1560.78 57959	19.90 1591.98 60300	20.30 1623.63 62735	20.70 1656.31 65271	21.12 1689.31 67908	21.54 1722.22 70651	21.97 1757.69 73505	22.41 1792.84 76547	22.86 1828.70 79805	23.32 1865.27 83318	
Range 1 Custodian	Hourly Biweekly Annually	11.68 932.69 24250	11.89 951.34 25390	12.13 970.37 26524	12.37 989.78 27744	12.62 1009.57 28981	12.87 1029.76 30249	13.13 1050.36 31527	13.39 1071.37 32837	13.66 1092.79 34162	13.93 1114.65 35502	14.21 1136.84 36847	14.50 1159.68 38200	14.80 1182.87 39560	15.08 1206.53 40925	15.38 1225.28 42600	15.69 1255.28 44300	16.00 1280.38 45975	16.32 1305.99 47600	16.65 1332.11 49275	16.98 1358.53 50950	17.32 1385.93 52675	17.67 1413.64 54400	18.02 1441.92 56150	18.38 1470.76 57900	18.75 1500.17 59650	19.13 1530.77 61400	19.51 1560.78 63150	19.90 1591.98 64900	20.30 1623.63 66650	

**PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2015**

**Pages**

Step 1	\$ 9.91	Beginning page, at least 16 years old.
Step 2	10.11	High school graduate, with significant library experience.

**Part-Time Assistants**

Entry level	\$ 13.25	High school graduate minimum; performs routine tasks under close supervision.
Step 1	13.51	
Step 2	13.79	
Step 3	14.06	this step is normally reached after two to three years of experience, depending upon the amount of time worked, the level of difficulty of tasks performed, and the quality of performance.
Step 4	14.34	Progression to Steps 4-15 depends upon years of experience (including amount of time worked)
Step 5	14.63	the performance of specially assigned tasks of increasing levels of difficulty and responsibility;
Step 6	14.92	and the quality of performance.
Step 7	15.22	
Step 8	15.52	
Step 9	15.83	
Step 10	16.15	
Step 11	16.47	
Step 12	16.80	
Step 13	17.14	
Step 14	17.48	
Step 15	17.83	

Wages for part-time assistants beyond Step 15 are individually negotiated through regular supervisory channels and are based upon experience, tasks, responsibilities, and quality of performance.

**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – Page 5**

- Line 18: **Social Security (-151)** contributions for employees not eligible to participate in the Parochial Employees Retirement System. The rate is 6.2%.
- Line 19: Contributions to the **Parochial Employees Retirement System (-152)** are based on projected salaries of full-time employees. The library matches at the rate of 14.5% (decreased from 16% as directed by Finance) of total salaries paid to these employees.
- Line 20: Increased by 12% from previous year in the amount for employee **Health Insurance (-153)**, based on increased costs as directed by Finance.
- Line 21: **Worker's Compensation (-154)** for the bookmobile driver and bookmobile assistant is based on the following formula: salary x 6.55%.
- Worker's Compensation for all other employees is based on the following formula: salary x .58%.
- Line 22: **Unemployment Insurance (-155)** amounts to .125 % of all salaries as directed by Finance.
- Line 23: **Medicare (-156)** payments of 1.45% of all salaries paid to employees hired after April 1, 1986 as directed by Finance.
- Line 24: **Disability Insurance (-157)** based on the following formula: salaries x .36% as directed by Finance.
- Line 25: **Retired Employees Insurance (-158)** provides matching funds on a pro-rata basis for health insurance for retired employees. 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. Decrease based on 2012, 2013 and 2014 usage.
- Line 27: Charges for **OPEB (Other Post-Employment Benefits) Contribution (-161)**. New line added as directed by Finance. Related to retiree health benefits for contribution to the GASB 45 Trust which was started this year to fund the benefits.
- Line 28: Charges for **Drug Testing (-199)** of employees, both new hires and randomly selected current staff. No change.
- Line 29: **Total Benefits and Costs**
- Line 30: **TOTAL PERSONNEL SERVICES (100's)**
- Line 31: The **Membership Dues (-214)** category includes American Library Association dues for library board members, the Director and the Assistant Director; Louisiana Library Association dues for board members and professional librarians; modest dues in other appropriate organizations; and addition software licenses that are considered subscriptions. No change.

**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – Page 6**

- Line 32:      **Advertising (-215)** for job openings and legal advertisements when necessary, as well as advertising of library programs. Slight increase to improve marketing efforts.
- Line 33:      **Total Dues and Advertising**
- Line 34:      **Periodicals (-216).** Previously (-691). Changed to operating expense line per the request of Finance. Decrease based on usage and pending addition of online service for eJournals.
- Line 35:      **Other Materials (-217).** Previously (-696). Changed to operating expense line per the request of Finance. This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music and magazines. Increase based on increasing usage and demand for downloadable materials.
- Line 36:      **Total Periodicals and Digital Materials**
- Line 37:      **Printing (-221)** Increase based on additional professional printing needs in order to increase awareness of library services and programs and improve marketing efforts.
- Line 37:      **Book Binding (-222)** Decrease to 0 as we no longer send items out for professional binding.
- Line 39-40:   **Previously called “Duplication -223”. This has been changed to “Adult Program Speakers and Performers 22300001” and “Children and Young Adult Program Speakers and Performers 22300002”. Used for paying fees associated with bringing in performers and speakers for public programs for activities such as story time, the summer reading program, Children’s Book Week, and National Library Week. Slight decrease from previous year based on 2013 and 2014 usage.**
- Line 41:      **Total Printing and Public Programming**
- Line 42:      **Electrical Light and Power (-231).** No change.
- Line 43:      **Gas (-232).** Decrease based on 2013 and 2014 usage.
- Line 44:      **Water (-233).** No change.
- Line 45:      **Total Utilities**
- Line 46:      Increase for **Postage and Box Rent (-241)** based on plans to increase marketing efforts using targeted direct mailings.
- Line 47:      **Telephone (-242).** Decrease based on 2012, 2013 and 2014 usage.
- Line 48:      The **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Increase due to ever-increasing demand for electronic services and resources.

St. Charles Parish Library  
2015 Budget Notes (rev. 10-20-14) – Page 7

- Line 49: **Total Communications**
- Line 50: The **Building Rentals (-251)** category includes the rental fee for the Norco building. The current rent for the Norco building is \$750 per month. The current 5-year lease went into effect in March 2014. Decreased based on delay of the West Regional renovation project resulting in no need for additional building rentals during renovation.
- Line 51: **Equipment Rentals (-252).** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.
- Line 52: **Film Rentals (-259).** This category includes census reports on microfilm, which are rented for patrons doing genealogical research. Patrons reimburse the library for the actual cost of renting the microfilm. Decrease to zero based on 2011, 2012, 2013 and 2014 usage.
- Line 53: **Total Rentals**
- Line 54: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. Decrease based on 2011, 2012, 2013 and 2014 usage.
- Line 55: **Maintenance of Buildings (-262)** Security systems at all branches, pressure washing exterior of buildings, general maintenance and repair. Decrease based on anticipated resolution of Paradis issues.
- Line 56: **Maintenance of Vehicles (-263).** Decrease based on 2011, 2012, 2013 and 2014 usage.
- Line 57: **Maintenance of Equipment (-264).** Maintenance of Planetarium projector. Decrease.
- Line 58: **Maintenance of Plumbing, Heating, and A/C (-265)** is the category that includes repairs and replacements for the heating and air conditioning systems at West, East, Hahnville, Paradis, and St. Rose. Increase based on 2013 usage.
- Line 59: **Maintenance of Furniture, Office Machines, and Equipment (-266)** for items such as projectors, typewriters, video equipment, postage meter and scale, microfilm readers and computers. Decrease based on 2012, 2013 and 2014 usage.
- Line 60: **Electrical Maintenance (-272).** No change.
- Line 61: **Pest Control (-274).** No change.
- Line 62: **Janitorial Maintenance (-275).** These funds are used to cover the cost of part-time custodians to clean the Paradis, Hahnville, Norco and St. Rose branches as well as additional custodial help for special programs. Increase based on 2014 usage.

**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – Page 8**

- Line 63: **Maintenance of Automation Systems (-277).** This is the category that includes service and maintenance contracts for the library's central computer system. Included are the servers, computer and peripheral equipment, automation system, the online catalog, and the operating system, filtering devices, anti-malware devices, etc. Decrease based on anticipated costs as provided by Computer Services as well as 2013 and 2014 usage.
- Line 64: **Total Maintenance**
- Line 65: **Miscellaneous (-280)** professional services is the category that includes funding for the deputy detail at the East Regional Library, attorney's fees and other miscellaneous professional fees. Decrease based on anticipated resolution to the Paradis situation.
- Line 66: **Total Professional Services**
- Line 67: **Fire, Casualty, and Liability Insurance (-291)** includes coverage for the West, East, St. Rose, and Hahnville library buildings, the contents of all five libraries, and liability for the system as a whole. No change.
- Line 68: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. No change.
- Line 69: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. No change.
- Line 70: **Total Insurance Costs**
- Line 71: **TOTAL OPERATING SERVICES (200's)**
- Line 72: **Non-Consumable Office Supplies (-305)** includes non-consumable supplies costing under \$5000. No change.
- Line 73: **Technology Supplies (-306)** includes non-consumable technology supplies that generally cost under \$5000. These items were previously purchased under code 651.
- Line 74: **Office Supplies (-310).** Decrease based on 2103 and 2014 usage.
- Line 75-76: Previously called "Educational, Recreational and Cultural Supplies - 321". This has been changed to "**Adult Programming Supplies 32100001**" and "**Children and Young Adult Programming Supplies 32100002**". Used for purchasing supplies for public programs. Increase based on improving and growing our programs for patrons of all ages.
- Line 77: **Maintenance of Buildings and Grounds Supplies (-326).** No change.
- Line 78: **Vehicle Supplies (-327).** Decrease based on 2012, 2013 and 2014 usage.
- Line 79: **Planetarium Supplies (-329).** Decrease based on 2012, 2013 and 204 usage.



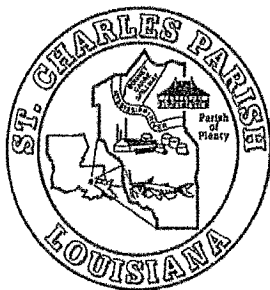
**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – Page 9**

- 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 Assistant Director and Computer Staff necessary to keep them current with technology changes. Increase.
- Line 82: **TOTAL TRAVEL AND TRAINING (400's)**
- Line 83: No funds are proposed for **Acquisition of Land (-610)**, but the category is retained for possible future use.
- Line 84: **Acquisition of Buildings (-620)**, funds budgeted for potential purchase of a building in Norco.
- Line 85: **Improvements Other Than Buildings (-630).** Decrease to zero based on no usage in the past 3 years.
- Line 86: **Acquisition of Cars, Trucks, etc. (-641)** Decrease. There are currently no plans to purchase any new library vehicles.
- Line 87: **Acquisition of Bookmobiles (-642)** Decrease. The library intends to replace the bookmobile in 2014 so no funds will be needed to purchase a new bookmobile in 2015.
- Line 88: **Total Acquisition of Land and Vehicles**
- Line 89: **Educational/Cultural/Recreational Equipment (-651).** Approximately half of the funds typically budgeted in this line have been moved to new budget line 306 (Technology Supplies). This line is intended for capital technology purchases generally costing over \$5000.
- Line 90: **Buildings/Grounds/General Plant (-652).** Increase based on maintenance budget requests.
- Line 91: **Office Equipment, Furniture and Fixtures (-656).** This line is funded for any necessary furnishings for the proposed new Norco Branch Library and the proposed renovation of the West Regional library. Decrease.
- Line 92: **Total Acquisition of Equipment**
- Line 93: **Major Repairs (-670)** No change.
- Line 94: **Construction in Progress (-680)** includes funds for the Norco Branch Library project and the renovation of the West Regional library. Increase.
- Line 95: **Architectural fees (-681)** allocated for the Norco Branch Library project and the renovation of the West Regional library. Increase.

**St. Charles Parish Library**  
**2015 Budget Notes (rev. 10-20-14) – Page 10**

- Line 96:      **Books (-691).** Decrease.
- Line 97:      **Audio Materials (-693)** Increase.
- Line 98:      **Video Materials (-694).** Increase.
- Line 99:      **Total Library Materials**
- Line 100:     **Planetarium Materials and Equipment (-699).** No change.
- Line 101:     **TOTAL CAPITAL OUTLAY (600's)**
- Line 102:     **Contributions to Retirement Systems (-730).** Statutory charges to provide funds for the State's retirement systems. Increase.
- Line 103:     **Cost of AV Tax Collection (-731).** Statutory charges paid to Sheriff's Department. No change.
- Line 104:     **Indirect Cost Allocation (-857).** Finance Department charges to the library for accounting and other services provided for the library. No change.
- Line 105:     **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 106:     **TOTAL EXPENDITURES**
- Line 107:     **PROJECTED ENDING FUND BALANCE**

**911  
COMMUNICATIONS  
DISTRICT**



## St. Charles Parish Communications District

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



### Board of Commissioners

Sam M. Zinna  
*President*

Tommy Barreca  
*Vice-President*

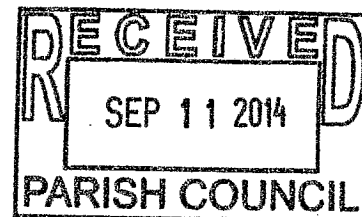
Fred Martinez  
*Secretary/Treasurer*

Joseph Cardella

Reggie Gaubert

Armond Bourque

September 10, 2014



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

Dear Ms. Clark:

Transmitted herewith is a copy of the St. Charles Parish 9-1-1  
Communications District Current 2014 and Requested 2015 Budgets.

These budgets were voted on and approved by the Board of Commissioners  
at their Monday, September 8, 2014 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	2014-BUDGET		2014 CURRENT		2015 REQUESTED	
			FUND BALANCE					
605	259900				\$ (2,275,480)		\$ (2,411,126)	
605	334590	LOCAL COMMUNICATIONS			\$ (1,008,000)		\$ 1,148,196	
605	342090	EMERGENCY TELEPHONE SERVICE CHARGE			\$ (230,000)		\$ 210,000	
605	342091	EMERGENCY TELEPHONE WIRELESS			\$ (365,000)		\$ 375,000	
605	342092	PREPAID WIRELESS FEES			\$ (48,000)		\$ 60,000	
605	361000	INTEREST EARNINGS			\$ (5,000)		\$ 8,000	
605	383000	DONATIONS			\$ -		\$ 400	
605	375000	REFUNDS INSURANCE			\$ -		\$ -	
605	383000	PROCEEDS FROM SALE OF ASSETS			\$ -		\$ -	
605	385002	TRANSFER FROM GOVT BLDG. M & O			\$ -		\$ -	
		<b>TOTAL REVENUES</b>			\$ (1,656,000)		\$ 1,801,596	
605	410165	210 COMM. DIST. - ADVERTISING/DUES/SUBSCRIPTIONS			\$ 5,100		\$ 4,500	
605	410165	220 COMM. DIST. - PRINTING			\$ 500		\$ 250	
605	410165	231 COMM. DIST. - UTILITIES - ELECTRIC			\$ 26,400		\$ 30,000	
605	410165	232 COMM. DIST. - UTILITIES - GAS			\$ 900		\$ 600	
605	410165	233 COMM. DIST. - UTILITIES - WATER			\$ 1,920		\$ 2,400	
605	410165	241 COMM. DIST. - POSTAGE			\$ 100		\$ 100	
605	410165	242 COMM. DIST. - TELEPHONE			\$ 16,800		\$ 12,000	
605	410165	250 COMM. DIST. - RENTALS			\$ 2,000		\$ 500	
605	410165	260 COMM. DIST. - MAINT OF PROPERTY & EQUIPMENT			\$ 36,000		\$ 20,400	
605	410165	270 COMM. DIST. - CONTRACTUAL SERVICES			\$ 250,800		\$ 240,000	
605	410165	280 COMM. DIST. - PROFESSIONAL FEES			\$ 15,000		\$ 20,000	
605	410165	291 COMM. DIST. - PROPERTY INSURANCE			\$ 18,600		\$ 13,000	
605	410165	295 COMM. DIST. - GENERAL LIABILITY			\$ 34,200		\$ 30,000	
605	410165	305 COMM. DIST. - NON-CONSUMABLE OFFICE SUPP			\$ 15,000		\$ 10,000	
605	410165	310 COMM. DIST. - OFFICE SUPPLIES			\$ 12,000		\$ 10,000	
605	410165	321 COMM. DIST. - EDUCATIONAL			\$ 3,000		\$ 3,000	
605	410165	322 COMM DIST - MEDICAL			\$ -		\$ -	
605	410165	325 COMM. DIST. - FOOD/CLOTHING			\$ 10,000		\$ 8,000	
605	410165	326 COMM. DIST. - MAINT OF BUILDINGS & GROUNDS			\$ 10,000		\$ 12,000	
605	410165	329 COMM. DIST. - MISCELLANEOUS			\$ 500		\$ 1,000	
605	410165	340 COMM. DIST. - SMALL TOOLS			\$ -		\$ -	
605	410165	410 COMM. DIST. - TRAVEL			\$ 20,000		\$ 22,000	
605	410165	440 COMM. DIST. - OFFICIAL FEES			\$ 1,000		\$ 1,200	

605	410165	499	COMM. DIST. - MISCELLANEOUS	\$	1,500	\$	1,000	\$	1,500
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	\$	2,000	\$	60,000	\$	10,000
605	410165	656	COMM. DIST. - OFFICE EQUIPMENT	\$	250,000	\$	10,000	\$	10,000
605	410165	658	COMM. DIST. - COMM. EQUIPMENT	\$	5,000	\$	5,000	\$	5,000
605	410165	670	COMM. DIST. - MAJOR REPAIRS	\$	33,000	\$	14,000	\$	5,000
605	410165	690	COMM. DIST. - BOOKS & LIBRARY MATERIALS	\$	-	\$	-	\$	-
605	410165	691	COMM. DIST. - ARCH, ENG. FEES	\$	-	\$	-	\$	-
605	410165	693	COMM. DIST. - OTHER FEES	\$	-	\$	-	\$	-
605	410165	731	COMM. DIST. COST OF AV TAX	\$	2,000	\$	2,000	\$	2,000
605	410165	750	COMM. DIST. - INTERGOVERNMENTAL CHARGES	\$	1,060,000	\$	1,065,000	\$	1,115,000
605	410165	0	INDIRECT COST ALLOCATION	\$	60,000	\$	68,000	\$	68,000
			TOTAL EXPENDITURES	\$	1,893,320	\$	1,665,950	\$	1,666,000
			ENDING FUND BALANCE	\$	(2,038,160)	\$	2,411,126	\$	(2,501,046)
				\$		\$		\$	
				\$	237,320	\$		\$	

<b>BUDGET DETAIL</b>			
Communications District			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>210-Advertising, Dues, Subscriptions</b>			
Account Number - Account Name			
As of 6/14	1,950		
7/14 to 12/14 Estimate:	<u>2,550</u>		
	4,500	4,500	
Subscriptions/Advertising:			
2015 Estimate			
Ads: (\$275 X 12)	3,300		
Dues: (\$150 X 12)	<u>1,800</u>		
APCO & NENA Membership:	5,100		5,100
		4,500	5,100
<b>220 - Printing</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>250</u>		
	250	250	
2015 Estimate:			
	250		250
Total			
		250	250
<b>231 - Electrical</b>			
Account Number - Account Name			
As of 6/14:	10,530		
7/14 to 12/14 Estimate:	<u>19,470</u>		
	30,000	30,000	
2015 Estimate			
12 mos. X \$2,500=	30,000		30,000
Total			
		30,000	30,000

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

<b>BUDGET DETAIL</b>			
Communications District			
<b>Fund #119</b>			
		2014	2015
<b>232 - Natural Gas</b>			
Account Number - Account Name			
As of 6/14:	321		
7/14 to 12/14 Estimate:	<u>279</u>		
	600	600	
2015 Estimate:			
12 mos. X \$75=	900		900
Total		600	900
<b>233 - Water</b>			
Account Number - Account Name			
As of 6/14:	491		
7/14 to 12/14 Estimate:	<u>1,909</u>		
	2,400	2,400	
2015 Estimate:			
12 mos X \$200=	2,400		2,400
Total		2,400	2,400
<b>241 - Postage</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>100</u>		
	100	100	
2015 Estimate:			
	100		100
Total		100	100

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



<b>BUDGET DETAIL</b>			
Communications District			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>242 - Telephone</b>			
Account Number - Account Name			
As of 6/14:	4,037		
7/14 to 12/14 Estimate:	<u>7,963</u>		
	12,000	12,000	
2015 Estimate:			
12 mos. X \$1,000 =	12,000		12,000
Total		12,000	12,000
<b>250 - Rentals</b>			
Account Number - Account Name			
As of 6/14:	151		
7/14 to 12/14 Estimate:	<u>349</u>		
	500	500	
2015 Estimate:			
	500		500
Total		500	500
<b>260 - Maintenance of Property and Equipment</b>			
Account Number - Account Name			
As of 6/14:	849		
7/14 to 12/14 Estimate:	<u>19,551</u>		
	20,400	20,400	
2015 Estimate:			
	20,400		20,400
12 mos. X \$1,700 =			
Total		20,400	20,400

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

<b>BUDGET DETAIL</b>					
<b>Communications District</b>					
<b>Fund #119</b>					
		<b>2014</b>	<b>2015</b>		
<b>270 - Contractual Services</b>					
Account Number - Account Name					
As of 6/14:		44,128			
7/14 to 12/14 Estimate:		<u>195,872</u>			
		240,000	240,000		
2015 Estimate:					
Motorola - VHF Radio System		6,500			
Interact - Telephone		10,000			
Cummins Mid South		1,500			
Allfax		6,000			
BellSouth		50,000			
Interact - CAD		72,000			
Allied Waste Services		6,500			
Quality Janitorial Services		12,500			
Electronic Business Systems		14,000			
Union Services & Maintenance		6,500			
AT&T Wireless		5,500			
Sprint PCS/Nextel		12,000			
Verizon		5,500			
Priority Dispatch		13,000			
Total:		221,500			
X 10%		<u>22,150</u>			
		243,650			243,650
Note: Above vendors are on contract to maintain various pieces of equip.					
Total			240,000		243,650

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<b>BUDGET DETAIL</b>			
Communications District			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>280 - Professional Services</b>			
Account Number - Account Name			
As of 6/14:	14,523		
7/14 to 12/14 Estimate:	<u>5,477</u>		
	20,000	20,000	
2015 Estimate:	10,000		10,000
Total		20,000	10,000
<b>291 - Property</b>			
Account Number - Account Name			
As of 6/14:	7,282		
7/14 to 12/14 Estimate:	<u>5,718</u>		
	13,000	13,000	
2015 Estimate:	13,500		13,500
Total		13,000	13,500
<b>295 - Insurance/General Liability</b>			
Account Number - Account Name			
As of 6/14:	23,057		
7/14 to 12/14 Estimate:	<u>6,943</u>		
	30,000	30,000	
2015 Estimate:	30,500		30,500
Total		30,000	30,500

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.

<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
<b>305 - Office and Comm. Equipment</b>			
Account Number - Account Name			
As of 6/14:	6,488		
7/14 to 12/14 Estimate:	<u>3,512</u>		
	10,000	10,000	
2015 Estimate:	15,000		15,000
Total		10,000	15,000
<b>310 - Office Supplies</b>			
Account Number - Account Name			
As of 6/14:	7,115		
7/14 to 12/14 Estimate:	<u>2,885</u>		
	10,000	10,000	
2015 Estimate:	10,000		10,000
Total		10,000	10,000
<b>321 - Education and Recreation</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>3,000</u>		
	3,000	3,000	
2015 Estimate:	3,000		3,000
Total		3,000	3,000

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

<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>325 - Food &amp; Clothing</b>			
Account Number - Account Name			
As of 6/14:	965		
7/14 to 12/14 Estimate:	<u>7,035</u>		
	8,000	8,000	
2015 Estimate:	10,000		10,000
Total		8,000	10,000
<b>326 - Maintenance of Building &amp; Grounds</b>			
Account Number - Account Name			
As of 6/14:	3,950		
7/14 to 12/14 Estimate:	<u>8,050</u>		
	12,000	12,000	
2015 Estimate:	14,000		14,000
Total		12,000	14,000
<b>329 - Miscellaneous</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>1,000</u>		
	1,000	1,000	
2015 Estimate:	2,000		2,000
Total		1,000	2,000

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<b>BUDGET DETAIL</b>			
Communications District			
<b>Fund #119</b>			
		2014	2015
<b>410 - Travel</b>			
Account Number - Account Name			
As of 6/14:	7,969		
7/14 to 12/14 Estimate:	<u>14,031</u>		
	22,000	22,000	
2015 Estimate:	25,000		25,000
Total		22,000	25,000
<b>440 - Official Fees</b>			
Account Number - Account Name			
As of 6/14:	450		
7/14 to 12/14 Estimate:	<u>750</u>		
	1,200	1,200	
2015 Estimate:	1,200		1,200
Total		1,200	1,200
<b>499 - Miscellaneous</b>			
Account Number - Account Name			
As of 6/14:	336		
7/14 to 12/14 Estimate:	<u>664</u>		
	1,000	1,000	
2015 Estimate:	1,500		1,500
Total		1,000	1,500

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.

<b>BUDGET DETAIL</b>			
<b>Communications District</b>			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>652 - Buildings, Grounds</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>60,000</u>		
	60,000	60,000	
2015 Estimate:	10,000		10,000
Total		60,000	10,000
<b>656 - Office Equipment</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>10,000</u>		
	10,000	10,000	
2015 Estimate:	10,000		10,000
Total		10,000	10,000
<b>658 - Communications Equipment</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate	<u>5,000</u>		
	5,000	5,000	
2015 Estimate	5,000		5,000
Total		5,000	5,000
<b>670 - Major Repairs</b>			
As of 6/14:	8,125		
7/14 to 12/14 Estimate	<u>5,875</u>		
Remodel kitchen, Director's office, Manager's office, and replace ceiling tiles	14,000	14,000	
2015 Estimate:	5,000		5000
Total		14,000	5,000

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

<b>B U D G E T   D E T A I L</b>			
Communications District			
<b>Fund #119</b>			
		<b>2014</b>	<b>2015</b>
<b>700 - Indirect Cost Allocation</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate	<u>68,000</u>	68,000	
2015 Estimate:	68,000		68,000
Total		68,000	68,000
<b>731 - A.V. Tax Collect</b>			
Account Number - Account Name			
As of 6/14:	0		
7/14 to 12/14 Estimate:	<u>2,000</u>		
	2,000	2,000	
2015 Estimate:			
Total		2,000	2,000
<b>750 - Intergovernmental</b>			
Account Number - Account Name			
As of 6/14:	562,268		
7/14 to 12/14 Estimate:	<u>502,732</u>		
Personnel, American Tower Lease, Radio	1,065,000	1,065,000	
Maintenance, Utilities @ Tower (Telephone			
line, Gas & Electric), Administrative Fees			
Indirect Cost (Other Intergovernmental)			
2015 Estimate:			
Personnel:	975,000		
American Tower Lease, Radio Maintenance,	140,000		
Utilities @ Tower (Telephone line, Gas &	1,115,000		1,115,000
Electric), Administrative Fees			
Total		1,065,000	1,115,000

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



# **HOUSING AUTHORITY**



**ST. CHARLES PARISH HOUSING AUTHORITY**

***TYRELL CORNWELL, Interim Executive Director***

*P.O. Box 448, Boutte, LA 70039  
(985) 785-2601 FAX (985) 785-6238*

October 8, 2014

Nicole Breaux  
Council Administrative Aide  
St. Charles Parish Council  
Post Office Box 448  
Hahnville, LA 70057

Dear Ms. Breaux:

Attached you will find the St. Charles Parish Housing Authority's Budget Detail sheets for the fiscal year ending (FYE) 2015.

It is being submitted to the St. Charles Parish Council to be included in the annual budget meeting.

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

Sincerely,

*Leala G. Jackson*

Leala G. Jackson  
Program Manager  
St. Charles Parish Housing Authority

Attachments

BD-1	<b>BUDGET DETAIL</b>	
FUND#001-GENERAL FUND	\$	1.00
<b>HOUSING AUTHORITY 400110- COUNCIL</b>		
	<b>2014</b>	<b>2015</b>
<b>OPERATING RECEIPTS</b>		
Account Number - Account Name		
DWELLING RENT	\$ 211,200.00	\$ 240,100.00
INTEREST	\$ 2,000.00	\$ 1,800.00
OTHER TENANT INCOME	\$ 12,000.00	\$ 15,000.00
MISC INCOME	\$ 3,000.00	\$ 3,000.00
CFP 1406	\$ -	\$ -
HUD CONTRIBUTIONS	\$ 520,470.00	\$ 525,233.00
Total	\$ 748,670.00	\$ 785,133.00
<b>OPERATING EXPENDITURES</b>		
Account Number - Account Name		
ADMINISTRATIVE	\$ 93,600.00	\$ 109,650.00
ACCURED LEAVE	\$ 6,373.00	\$ 10,501.00
LEGAL EXPENSE	\$ 5,000.00	\$ 3,000.00
TRAVEL AND TRAINING	\$ 5,000.00	\$ 6,000.00
ACCOUNTING FEES	\$ 5,750.00	\$ 6,450.00
AUDITING FEES	\$ 12,000.00	\$ 13,000.00
OUTSIDE MGMT FEES	\$ -	\$ -
Total	\$ 127,723.00	\$ 148,601.00
<b>SUNDRY</b>		
Account Number - Account Name		
TELEPHONE/ INTERNET	\$ 6,000.00	\$ 5,000.00
OFFICE SUPPLIES	\$ 5,000.00	\$ 7,500.00
COURT COSTS	\$ 2,000.00	\$ 2,000.00
MEMBERSHIP DUES AND FEES	\$ 2,000.00	\$ 2,000.00
OTHER ADV./ADMIN FEES	\$ 1,000.00	\$ 1,000.00
ALARM MONITORING	\$ 750.00	\$ 400.00
CONTRACT (ANNUAL PLANS, MD&A)	\$ 10,800.00	\$ 5,075.00
COMPUTER SUPPORT SERVICE	\$ 10,500.00	\$ 8,000.00
POSTAGE	\$ 3,000.00	\$ 3,000.00
Total	\$ 41,050.00	\$ 33,975.00

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.

BD2	BUDGET DETAIL	
FUND#001- GENERAL FUND		
HOUSING AUTHORITY 400110-COUNCIL		
	2014	2015
UTILITIES/EXPENSE		
Account Number - Account Name		
WATER	\$ 58,500.00	\$ 64,100.00
ELECTRICITY	\$ 10,850.00	\$ 13,300.00
GAS	\$ 41,300.00	\$ 48,000.00
OTHER/ UTILITY EXPENSE	\$ 69,800.00	\$ 75,800.00
Total	\$ 180,450.00	\$ 201,200.00
ORDINARY MAINTENANCE		
Account Number - Account Name		
LABOR	\$ 89,900.00	\$ 93,430.00
YEARLY ACCURED LEAVE	\$ 6,915.00	\$ 11,998.00
MATERIALS	\$ 70,000.00	\$ 75,000.00
UNIFORMS	\$ 4,000.00	\$ 4,500.00
Total	\$ 170,815.00	\$ 184,928.00
CONTRACT COSTS		
Account Number - Account Name		
GARBAGE AND TRASH REMOVAL	\$ 23,000.00	\$ 24,000.00
LANDSCAPE AND GROUNDS	\$ 1,500.00	\$ -
EXTERMINATION	\$ 12,500.00	\$ 9,000.00
FIRE EXT. INSP./PIPELINE SURVEY	\$ 4,000.00	\$ 4,500.00
HEATING AND COOLINGB	\$ 1,000.00	\$ 6,000.00
ELECTRICAL	\$ 15,000.00	\$ 10,000.00
PLUMBING	\$ 12,000.00	\$ 20,000.00
EQUIPMENT REPAIRS	\$ 6,000.00	\$ 5,000.00
OTHER MAINTENANCE EXPENSE	\$ 11,000.00	\$ 10,500.00
Total	\$ 86,000.00	\$ 89,000.00

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.

B3 BUDGET DETAIL		
FUND#001		
HOUSING AUTHORITY FUND NAME		
	2014	2015
<b>INSURANCE</b>		
Account Number - Account Name		
PROPERTY INSURANCE	\$ 47,500.00	\$ 47,500.00
LIABILITY INSURANCE	\$ 10,000.00	\$ 10,000.00
WORKER'S COMP INSURANCE	\$ 3,410.00	\$ 3,120.00
FIDELITY BOND INSURANCE	\$ 250.00	\$ 250.00
AUTO	\$ 3,000.00	\$ 3,000.00
FLOOD	\$ 13,000.00	\$ 13,000.00
OTHER INSURANCE EXPENSES	\$ 600.00	\$ 600.00
LHC FEE	\$ -	\$ -
Total	\$ 77,760.00	\$ 77,470.00
Account Number - Account Name		
PAYMENTS IN LIEU OF TAXES	\$ 5,965.00	\$ 3,890.00
EMPLOYEE BENEFITS	\$ 40,480.00	\$ 67,360.00
COLLECTION LOSSES	\$ -	\$ 1,000.00
Total	\$ 46,445.00	\$ 72,250.00
Account Number - Account Name		
TOTAL OPERATING EXPENDITURES	\$ 730,243.00	\$ 807,424.00

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.