

## NOTICE OF PUBLIC MEETING



### LAFOURCHE PARISH COMMUNICATIONS DISTRICT

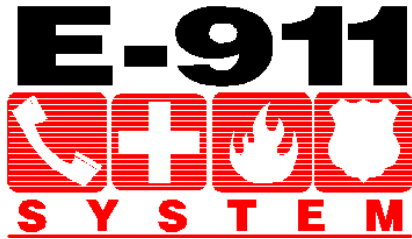
**Date:** December 5, 2019  
**Time:** 1:00 p.m.  
**Location:** **L.P.C.D. PSAP / Conference Room**  
**111 Dunkleman Dr.**  
**Raceland, LA 70394**

## Public Hearing 2020 Proposed Budget

Board meeting will be called to order immediately following the public hearing.

### BOARD MEETING AGENDA

- 1) Meeting called to order by Chairman Pitre
- 2) Pledge of Allegiance to the Flag
- 3) Roll call by Katie Zeringue
- 4) Comments from the Public
- 5) November 13, 2019 Board Meeting Minutes
- 6) Secretary/Treasurer Report
  - a) November 2019 Financial Reports
  - b) Proposed 2019 Amended Budget
  - c) Proposed 2020 Budget
  - d) Louisiana Legislative Auditor Statewide Agreed-Upon Procedures
- 7) Building Report
- 8) New Business
  - a.) 2020 Election of Officers
    - i) Chairman
    - ii) Vice Chairman
    - iii) Secretary
- 9) Old Business
- 10) Chairman's Report
- 11) Administrator's Report
  - a) November 2019 PSAP Reports
  - b) 2020 Meeting Dates
- 12) Comments from Board Members
- 13) Adjourn



Lafourche Parish  
Communications District

P.O. Box 1157, Raceland, LA 70394  
Phone (985) 537-3580 Fax (985) 537-6906

**Lafourche Parish Communications District  
2019 Meeting Dates**

**Meeting Time: 1:00 PM**

**Location:**

**Lafourche Parish Communications District  
111 Dunkleman Drive  
Raceland, LA 70394**

Thursday, January 17, 2019 **Rescheduled January 24, 2019**

Thursday, April 4, 2019 **Rescheduled April 11, 2019**

Thursday, July 11, 2019\*

Thursday, October 3, 2019 **Rescheduled November 13, 2019**

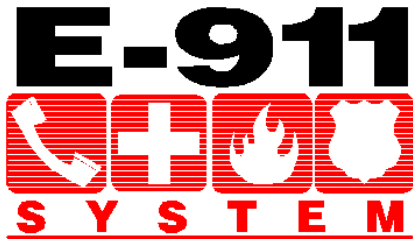
Thursday, December 5, 2019

## Lafourche Parish Communications District Board 2019 Meeting Attendance

Board Member	Jan.	April	July	Nov	Dec
<b>Date of Meeting</b>	<u>1/24/2019</u>	<u>4/4/2019</u>	<u>7/11/2019</u> <u>Canceled</u>	<u>11/13/2019</u>	<u>12/5/2019</u>
<b>Debbie Gautreaux</b> South Lafourche	<b>A</b>	<b>P</b>		<b>P</b>	
<b>Chris Boudreaux</b> Lafourche Parish Council	<b>P</b>	<b>P</b>		<b>P</b>	
<b>Mark Fontenot</b> North Lafourche	<b>P</b>	<b>P</b>		<b>P</b>	
<b>Eric Benoit</b> Central Lafourche	<b>A</b>	<b>A</b>		<b>P</b>	
<b>Reggie Pitre</b> Town of Golden Meadow	<b>P</b>	<b>P</b>		<b>P</b>	
<b>Tom Simons</b> City of Thibodaux	<b>P</b>	<b>P</b>		<b>P</b>	
<b>Zina Sampey</b> Town of Lockport	<b>A</b>	<b>P</b>		<b>A</b>	

P / Present

**A / Absent**



# Lafourche Parish Communications District

P.O. Box 1157, Raceland, LA 70394  
Phone (985) 435-2105 Fax (985) 537-6906

November 13, 2019  
Board Meeting Minutes

**Chairman Reggie Pitre** called the meeting of the Lafourche Parish Communications District to order at 1:00 PM.

**Chairman Pitre led the Pledge of Allegiance.**

**Chairman Pitre** called for **Roll Call by Valerie Adams.**

**Board Members recorded as present:**

Chris Boudreaux	Reggie Pitre
Mark Fontenot	Deborah Gautreaux
Eric Benoit	Tom Simons

**Also Present:** Valerie Adams Katie Zeringue

**Absent:** Zina Sampey

**Chairman Pitre** called for **Comments from the Public.**

**No public comments presented.**

**Chairman Pitre** called for **Approval of the April 11, 2019 Board Meeting Minutes.**

**Vice Chairman Chris Boudreaux** moved for a motion to accept the April 11, 2019 minutes as written. The motion was seconded by **Mr. Eric Benoit.** No discussion. Motion carried with no dissenting votes.

**Chairman Pitre** called for the **Secretary/Treasurer's Report.**

**Ms. Deborah Gautreaux** presented the **April through October 2019 financial reports.**

**Vice Chairman Boudreaux** moved for a motion approving the April through October 2019 financial reports as presented. The motion was seconded by **Mr. Mark Fontenot.** No discussion. Motion carried with no dissenting votes.

**Ms. Katie Zeringue** presented the **proposed 2019 Amended Budget and Proposed 2020 Budget.** **Ms. Zeringue** asked if any board members had suggestions and stated it will be approved at the December 5, 2019 meeting. A public hearing will be held prior to the meeting for the Proposed 2020 Budget.

**Chairman Pitre** called for **Building Report.**

**Ms. Zeringue** stated that the fiber optic lines were finally turned up to LPSO and TPD dispatch.

**Chairman Pitre** called for **New Business.**

**None.**

**Chairman Pitre** called for **New Business.**

**None.**

**Chairman Pitre** called for **Old Business**.

**None.**

**Chairman Pitre** called for **Chairman's Report**.

**Chairman Pitre** asked that everyone stay safe with the upcoming travels for holidays.

**Chairman Pitre** called for **Administrator's Report**.

**Ms. Zeringue** presented the April through October 2019 PSAP Reports.

**Ms. Zeringue presented Street Resolution 2019-11-01.**

**Mr. Boudreaux** moved for a motion approving Street Resolution 2019-11-1. The motion was seconded by **Mr. Fontenot**. No discussion. *Motion carried with no dissenting votes.*

**Chairman Pitre** called for **Comments from Board Members**.

Everyone wished fellow board members Happy Thanksgiving.

**Vice Chairman Boudreaux** moved for a motion to adjourn. The motion was seconded by **Mr. Benoit**. No discussion. *Motion carried with no dissenting votes.* (Meeting adjourned at 1:10 PM).

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Reggie Pitre, - Chairman

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Deborah Gautreaux, Secretary/Treasurer

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Katie Zeringue, Administrator

**Lafourche Parish Communications District**  
**Profit & Loss Prev Year Comparison**  
 January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
<b>Income</b>				
Interest Earnings	4,069.13	4,404.06	-334.93	-7.6%
Miscellaneous Income	13,437.67	10,570.39	2,867.28	27.1%
Service Charge - Wireless	899,167.55	952,150.71	-52,983.16	-5.6%
Service Charge - Wireline	478,667.90	535,583.54	-56,915.64	-10.6%
Service Charge Prepaid Wireless	237,850.81	248,906.77	-11,055.96	-4.4%
Service Charge - Wireline	1.25	0.00	1.25	100.0%
<b>Total Income</b>	<b>1,633,194.31</b>	<b>1,751,615.47</b>	<b>-118,421.16</b>	<b>-6.8%</b>
<b>Expense</b>				
Accounting/Auditing Fees	13,000.00	13,000.00	0.00	0.0%
Advertising	203.10	562.25	-359.15	-63.9%
Bond Debt Interest	36,890.00	42,130.00	-5,240.00	-12.4%
Bond Debt Principal	210,000.00	0.00	210,000.00	100.0%
Building expenditures	62,496.03	0.00	62,496.03	100.0%
Building expense	2,999.40	0.00	2,999.40	100.0%
Building expense/Rental	34.00	77,578.83	-77,544.83	-100.0%
Capital expenditures	0.00	-16,823.70	16,823.70	100.0%
Compensated Absences	0.00	718.00	-718.00	-100.0%
Depreciation Expense	0.00	155,146.00	-155,146.00	-100.0%
Equipment maintenance	80,546.15	80,211.43	334.72	0.4%
Gas/Mile/Auto Maintenance	889.65	1,494.86	-605.21	-40.5%
Health insurance	128,891.85	113,451.35	15,440.50	13.6%
Liability Insurance	68,028.06	59,930.57	8,097.49	13.5%
Maintenance Contracts	130,037.47	182,260.28	-52,222.81	-28.7%
Mapping	55,350.00	16,020.66	39,329.34	245.5%
Medical Expense	145.00	0.00	145.00	100.0%
Memberships/dues/subscriptions	754.80	4,900.38	-4,145.58	-84.6%
Miscellaneous	0.00	1,302.58	-1,302.58	-100.0%
Oper/Clean supply	16,040.05	15,862.94	177.11	1.1%
Payroll Expenses	647,706.40	708,275.53	-60,569.13	-8.6%
Postage and Freight	265.00	298.00	-33.00	-11.1%
Professional Fees	3,716.32	2,927.71	788.61	26.9%
Public Education	1,518.89	2,029.99	-511.10	-25.2%
Reconciliation Discrepancies	0.05	-0.05	0.10	200.0%
Rental Equipment	1,326.62	1,165.72	160.90	13.8%
Telephone Service Charge	357,154.07	334,290.02	22,864.05	6.8%
Travel and training	12,041.56	37,131.17	-25,089.61	-67.6%
Wireless Phase I	38,257.18	17,583.30	20,673.88	117.6%
<b>Total Expense</b>	<b>1,868,291.65</b>	<b>1,851,447.82</b>	<b>16,843.83</b>	<b>0.9%</b>
<b>Net Income</b>	<b>-235,097.34</b>	<b>-99,832.35</b>	<b>-135,264.99</b>	<b>-135.5%</b>

## Lafourche Parish Communications District Deposit Detail July through November 2019

Type	Num	Date	Name	Account	Amount
Deposit		07/11/2019		Capital One Inv...	59,374.90
			Louisiana Dept. ...	Service Charge ...	-59,374.90
TOTAL					-59,374.90
Deposit		07/16/2019		Capital One Inv...	4,247.60
			italk Mobile	Service Charge -...	-3.71
			Ready Wireless,...	Service Charge -...	-2.48
			Altaworx LLC	Service Charge -...	-187.11
			Eatel Advanced ...	Service Charge -...	-3,967.68
			Interface Securit...	Service Charge -...	-65.83
			megapath Corpo...	Service Charge -...	-13.86
			TEC of Jackson	Service Charge -...	-6.93
TOTAL					-4,247.60
Deposit		07/22/2019		Capital One Inv...	15,800.60
			Louisiana Dept. ...	Miscellaneous In...	-330.00
			Bell South	Service Charge -...	-10,411.62
			ACN Communic...	Service Charge -...	-1.25
			AT&T	Service Charge -...	-1,600.83
			bandwidth.com Inc	Service Charge -...	-173.25
			Birch Communic...	Service Charge -...	-289.00
			Comcast Phone ...	Service Charge -...	-659.83
			Cox Communica...	Service Charge -...	-96.28
			Gage Telephone	Service Charge -...	-38.50
			Hunt Telecomm...	Service Charge -...	-570.50
			Granite Telecom...	Service Charge -...	-1,011.78
			icommerce servi...	Service Charge -...	-3.50
			jive Communicat...	Service Charge -...	-13.75
			Level 3 Commun...	Service Charge -...	-346.50
			Matrix Telecom, ...	Service Charge -...	-41.25
			Nextiva, Inc	Service Charge -...	-140.00
			MetTel of Louisi...	Service Charge -...	-72.76
TOTAL					-15,800.60
Deposit		07/22/2019		Capital One Inv...	64,442.24
			Acadiana Cellula...	Service Charge -...	-460.35
			Cause Based Co...	Service Charge -...	-6.25
			Hughes Network...	Service Charge -...	-10.89
			Houma Thiboda...	Service Charge -...	-40,983.90
			GreatCall Inc	Service Charge -...	-262.50
			Globalstar USA ...	Service Charge -...	-6.19
			italk Mobile	Service Charge -...	-2.48
			Lafayette MSA L...	Service Charge -...	-236.36
			Louisiana RSA ...	Service Charge -...	-143.55
			Louisiana RSA ...	Service Charge -...	-249.97
			Locus Telecom...	Service Charge -...	-25.00
			New Cingular Wi...	Service Charge -...	-2,783.14
			Ready Wireless,...	Service Charge -...	-2.48
			republic wireless	Service Charge -...	-12.37
			spectrum Mobile	Service Charge -...	-308.14
			Sprint Communi...	Service Charge -...	-17,411.62
			Sprint Spectrum ...	Service Charge -...	-1,529.55
			TING Inc	Service Charge -...	-7.50
TOTAL					-64,442.24



## Lafourche Parish Communications District

### Deposit Detail

July through November 2019

Type	Num	Date	Name	Account	Amount
Deposit		07/22/2019		Capital One Inv...	71,445.31
			T Mobile West C...	Service Charge -...	-183.15
			Verizon Wireless	Service Charge -...	-58,381.54
			Mitel Cloud Servi...	Service Charge -...	-10.39
			MCImetro Acces...	Service Charge -...	-258.64
			ooma	Service Charge -...	-37.50
			Reserve Teleco...	Service Charge -...	-811.30
			Spectotel Inc	Service Charge -...	-10.40
			Spectrum Advan...	Service Charge -...	-10,310.11
			Sprint Communi...	Service Charge -...	-30.94
			Vonage America	Service Charge -...	-634.84
			universal Telcom	Service Charge -...	-24.50
			Vonage America	Service Charge -...	-689.50
			wholesale Carrie...	Service Charge -...	-17.50
			ymax Communic...	Service Charge -...	-45.00
TOTAL					-71,445.31
Deposit		07/23/2019		Capital One Inv...	2,049.79
			8x8, Inc	Service Charge -...	-148.99
			Comcast Phone ...	Service Charge -...	-76.72
			T-Mobile Central...	Service Charge -...	-1,824.08
TOTAL					-2,049.79
Deposit		07/30/2019		Capital One Inv...	990.99
			fusion Cloud Ser...	Service Charge -...	-977.13
			megapath Corpo...	Service Charge -...	-13.86
TOTAL					-990.99
Deposit		07/31/2019		Capital One Bo...	10.17
				Interest Earnings	-10.17
TOTAL					-10.17
Deposit		07/31/2019		Iberia Bank Deb...	366.10
				Interest Earnings	-366.10
TOTAL					-366.10
Deposit		08/02/2019		Capital One Inv...	3,871.00
			Special Risk Ins...	Miscellaneous In...	-3,871.00
TOTAL					-3,871.00
Deposit		08/09/2019		Capital One Inv...	4,263.93
			Altaworx LLC	Service Charge -...	-187.11
			East Ascension ...	Service Charge -...	-4,016.19
			Interface Securit...	Service Charge -...	-51.97
			italk Mobile	Service Charge -...	-3.71
			italk Mobile	Service Charge -...	-4.95
TOTAL					-4,263.93



## Lafourche Parish Communications District

### Deposit Detail

July through November 2019

Type	Num	Date	Name	Account	Amount
Deposit		08/19/2019		Capital One Inv...	12,353.71
			Verizon Wireless	Miscellaneous In...	-182.76
			bandwidth.com Inc	Service Charge -...	-180.18
			Comcast Phone ...	Service Charge -...	-675.92
			Gage Telephone	Service Charge -...	-38.50
			Hunt Telecomm...	Service Charge -...	-514.50
			icommerce	Service Charge -...	-3.50
			jive Communicat...	Service Charge -...	-13.75
			Level 3 Commun...	Service Charge -...	-350.00
			megapath Corpo...	Service Charge -...	-13.86
			Nextiva, Inc	Service Charge -...	-140.00
			ooma	Service Charge -...	-41.25
			Spectrum Advan...	Service Charge -...	-10,118.05
			wholesale Carrie...	Service Charge -...	-17.50
			universal Telcom	Service Charge -...	-3.50
			8x8, Inc	Service Charge -...	-55.44
			Cause Based Co...	Service Charge -...	-5.00
TOTAL					-12,353.71
Deposit		08/19/2019		Capital One Inv...	710.85
			Comcast Phone ...	Service Charge -...	-76.72
			Hughes Network...	Service Charge -...	-13.36
			GreatCall Inc	Service Charge -...	-212.50
			Locus Telecom...	Service Charge -...	-28.75
			Ready Wireless,...	Service Charge -...	-2.48
			TEC of Jackson	Service Charge -...	-6.93
			spectrum Mobile	Service Charge -...	-360.11
			TING Inc	Service Charge -...	-10.00
TOTAL					-710.85
Deposit		08/21/2019		Capital One Inv...	70,880.85
			Bell South	Service Charge -...	-10,467.85
			AT&T	Service Charge -...	-1,514.20
			Mitel Cloud Servi...	Service Charge -...	-10.39
			Spectotel Inc	Service Charge -...	-10.40
			Sprint Communi...	Service Charge -...	-30.94
			Acadiana Cellula...	Service Charge -...	-512.32
			Houma Thiboda...	Service Charge -...	-54,157.68
			Lafayette MSA L...	Service Charge -...	-248.74
			Louisiana RSA ...	Service Charge -...	-176.96
			Louisiana RSA ...	Service Charge -...	-308.14
			New Cingular Wi...	Service Charge -...	-3,432.09
			republic wireless	Service Charge -...	-11.14
TOTAL					-70,880.85
Deposit		08/27/2019		Capital One Inv...	33,231.77
			Reserve Teleco...	Service Charge -...	-833.33
			Latelco	Service Charge -...	-32,357.10
			ACN Communic...	Service Charge -...	-1.25
			MCImetro Acces...	Service Charge -...	-27.72
			Globalstar USA ...	Service Charge -...	-12.37
TOTAL					-33,231.77

## Lafourche Parish Communications District Deposit Detail July through November 2019

Type	Num	Date	Name	Account	Amount
General Journal	AJE ...	08/30/2019	West Safety Sol...	Operating Capit...	2,400.00
				Telephone Servi...	-2,400.00
TOTAL					-2,400.00
Deposit		08/31/2019		Capital One Bo...	7.50
				Interest Earnings	-7.50
TOTAL					-7.50
Deposit		08/31/2019		Capital One Inv...	3.56
				Interest Earnings	-3.56
TOTAL					-3.56
Deposit		08/31/2019		Operating Capit...	2.86
				Interest Earnings	-2.86
TOTAL					-2.86
Deposit		08/31/2019		Cash-Payroll xx...	1.04
				Interest Earnings	-1.04
TOTAL					-1.04
Deposit		08/31/2019		Iberia Bank Deb...	360.91
				Interest Earnings	-360.91
TOTAL					-360.91
Deposit		08/31/2019		Capital One Inv...	4,095.89
			East Ascension ...	Service Charge -...	-4,095.89
TOTAL					-4,095.89
Deposit		09/04/2019		Capital One Inv...	1,509.24
			Windstream Cor...	Service Charge -...	-1,509.24
TOTAL					-1,509.24
Deposit		09/16/2019		Capital One Inv...	276.22
			Hughes Network...	Service Charge -...	-17.08
			italk Mobile	Service Charge -...	-3.71
			Ready Wireless,...	Service Charge -...	-2.48
			Altaworx LLC	Service Charge -...	-187.11
			Interface Securit...	Service Charge -...	-55.44
			Spectotel Inc	Service Charge -...	-10.40
TOTAL					-276.22

**Lafourche Parish Communications District**  
**Deposit Detail**  
**July through November 2019**

Type	Num	Date	Name	Account	Amount
Deposit		09/19/2019		Capital One Inv...	1,380.16
			Acadiana Cellula...	Service Charge -...	-490.05
			Cause Based Co...	Service Charge -...	-6.25
			Comcast Phone ...	Service Charge -...	-77.96
			Globalstar USA ...	Service Charge -...	-13.61
			GreatCall Inc	Service Charge -...	-230.00
			Locus Telecom...	Service Charge -...	-36.25
			spectrum Mobile	Service Charge -...	-516.04
			TING Inc	Service Charge -...	-10.00
TOTAL					-1,380.16
Deposit		09/19/2019		Capital One Inv...	12,756.98
			ACN Communic...	Service Charge -...	-1.25
			Comcast Phone ...	Service Charge -...	-687.80
			Gage Telephone	Service Charge -...	-59.50
			Hunt Telecomm...	Service Charge -...	-514.50
			jive Communicat...	Service Charge -...	-13.75
			Level 3 Commun...	Service Charge -...	-346.50
			Nextiva, Inc	Service Charge -...	-143.50
			ooma	Service Charge -...	-47.50
			Spectrum Advan...	Service Charge -...	-10,769.22
			TEC of Jackson	Service Charge -...	-6.93
			universal Telcom	Service Charge -...	-3.50
			wholesale Carrie...	Service Charge -...	-17.50
			8x8, Inc	Service Charge -...	-145.53
TOTAL					-12,756.98
Deposit		09/27/2019		Capital One Inv...	64,097.42
			Bell South	Service Charge -...	-10,174.17
			AT&T	Service Charge -...	-1,652.80
			bandwidth.com Inc	Service Charge -...	-180.18
			megapath Corpo...	Service Charge -...	-13.86
			MCImetro Acces...	Service Charge -...	-24.25
			Mitel Cloud Servi...	Service Charge -...	-10.39
			Reserve Teleco...	Service Charge -...	-862.29
			Sprint Communi...	Service Charge -...	-30.94
			Houma Thiboda...	Service Charge -...	-47,339.53
			Lafayette MSA L...	Service Charge -...	-245.02
			Louisiana RSA ...	Service Charge -...	-158.40
			Louisiana RSA ...	Service Charge -...	-280.91
			New Cingular Wi...	Service Charge -...	-3,112.31
			republic wireless	Service Charge -...	-12.37
TOTAL					-64,097.42
Deposit		09/30/2019		Capital One Bo...	0.89
				Interest Earnings	-0.89
TOTAL					-0.89
Deposit		09/30/2019		Capital One Inv...	1.07
				Interest Earnings	-1.07
TOTAL					-1.07

**Lafourche Parish Communications District**  
**Deposit Detail**  
 July through November 2019

Type	Num	Date	Name	Account	Amount
Deposit		09/30/2019		Cash-Payroll xx...	0.53
				Interest Earnings	-0.53
TOTAL					-0.53
Deposit		09/30/2019		Operating Capit...	0.43
				Interest Earnings	-0.43
TOTAL					-0.43
Deposit		09/30/2019		Iberia Bank Deb...	335.93
				Interest Earnings	-335.93
TOTAL					-335.93
Deposit		10/17/2019		Capital One Inv...	58,857.67
			LA Dept of Reve...	Service Charge ...	-58,857.67
TOTAL					-58,857.67
Deposit		10/17/2019		Capital One Inv...	5,733.78
			Louisiana Worke...	Miscellaneous In...	-1,268.31
			Johnson Controls	Miscellaneous In...	-130.50
			Altaworx LLC	Service Charge -...	-187.11
			Interface Securit...	Service Charge -...	-51.97
			East Ascension ...	Service Charge -...	-4,095.89
TOTAL					-5,733.78
General Journal	AJE ...	10/17/2019	Computer Sale...	Operating Capit...	118.75
				Equipment maint...	-118.75
TOTAL					-118.75
Deposit		10/22/2019		Capital One Inv...	14,980.06
			AT&T	Service Charge -...	-932.08
			Cox Communica...	Service Charge -...	-95.04
			Granite Telecom...	Service Charge -...	-1,029.10
			Level 3 Commun...	Service Charge -...	-336.00
			Spectrum Advan...	Service Charge -...	-9,773.53
			8x8, Inc	Service Charge -...	-100.48
			Acadiana Cellula...	Service Charge -...	-475.20
			T Mobile West C...	Service Charge -...	-195.52
			T-Mobile Central...	Service Charge -...	-2,043.11
TOTAL					-14,980.06

**Lafourche Parish Communications District**  
**Deposit Detail**  
**July through November 2019**

Type	Num	Date	Name	Account	Amount
Deposit		10/22/2019		Capital One Inv...	59,040.91
			bandwidth.com Inc	Service Charge -...	-200.97
			Cause Based Co...	Service Charge -...	-5.00
			Comcast Phone ...	Service Charge -...	-81.67
			Globalstar USA ...	Service Charge -...	-6.19
			GreatCall Inc	Service Charge -...	-255.00
			Houma Thiboda...	Service Charge -...	-40,753.58
			Hughes Network...	Service Charge -...	-9.65
			italk Mobile	Service Charge -...	-3.71
			Lafayette MSA L...	Service Charge -...	-240.07
			Louisiana RSA ...	Service Charge -...	-143.55
			Louisiana RSA ...	Service Charge -...	-243.79
			Locus Telecom...	Service Charge -...	-33.75
			Ready Wireless,...	Service Charge -...	-2.48
			spectrum Mobile	Service Charge -...	-486.34
			Sprint Spectrum ...	Service Charge -...	-16,566.41
			TING Inc	Service Charge -...	-8.75
TOTAL					-59,040.91
Deposit		10/22/2019		Capital One Inv...	11,630.50
			ACN Communic...	Service Charge -...	-1.25
			Bell South	Service Charge -...	-9,731.28
			Birch Telecom	Service Charge -...	-273.00
			Comcast Phone ...	Service Charge -...	-724.68
			Gage Telephone	Service Charge -...	-56.00
			Hunt Telecomm...	Service Charge -...	-518.00
			icommerce servi...	Service Charge -...	-7.00
			jive Communicat...	Service Charge -...	-13.75
			Matrix Telecom, ...	Service Charge -...	-38.75
			MCImetro Acces...	Service Charge -...	-24.25
			megapath Corpo...	Service Charge -...	-13.86
			Nextiva, Inc	Service Charge -...	-147.00
			ooma	Service Charge -...	-53.75
			TEC of Jackson	Service Charge -...	-6.93
			universal Telcom	Service Charge -...	-3.50
			wholesale Carrie...	Service Charge -...	-17.50
TOTAL					-11,630.50
Deposit		10/31/2019		Capital One Bo...	0.92
				Interest Earnings	-0.92
TOTAL					-0.92
Deposit		10/31/2019		Capital One Inv...	1.00
				Interest Earnings	-1.00
TOTAL					-1.00
Deposit		10/31/2019		Operating Capit...	1.17
				Interest Earnings	-1.17
TOTAL					-1.17



## Lafourche Parish Communications District Deposit Detail July through November 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/31/2019		Cash-Payroll xx...	0.51
				Interest Earnings	-0.51
TOTAL					-0.51
Deposit		10/31/2019		Iberia Bank Deb...	319.03
				Interest Earnings	-319.03
TOTAL					-319.03
Deposit		11/01/2019		Capital One Inv...	66,970.44
			Alabama NENA	Miscellaneous In...	-240.00
			fusion Cloud Ser...	Service Charge -...	-821.20
			Mitel Cloud Servi...	Service Charge -...	-10.39
			MCImetro Acces...	Service Charge -...	-178.94
			Reserve Teleco...	Service Charge -...	-881.35
			Sprint Communi...	Service Charge -...	-30.94
			MetTel of Louisi...	Service Charge -...	-72.76
			Vonage America	Service Charge -...	-598.50
			Vonage America	Service Charge -...	-601.42
			ymax Communic...	Service Charge -...	-45.00
			New Cingular Wi...	Service Charge -...	-2,802.94
			republic wireless	Service Charge -...	-12.37
			Sprint Spectrum ...	Service Charge -...	-1,308.04
			Verizon Wireless	Service Charge -...	-59,366.59
TOTAL					-66,970.44
Deposit		11/12/2019		Capital One Inv...	4,283.00
			Altaworx LLC	Service Charge -...	-187.11
			East Ascension ...	Service Charge -...	-4,082.03
			Spectotel Inc	Service Charge -...	-10.40
			Xfone USA Inc	Service Charge -...	-3.46
TOTAL					-4,283.00
Deposit		11/25/2019		Capital One Inv...	42,590.03
			Bell South	Service Charge -...	-9,847.93
			Latelco	Service Charge -...	-31,727.27
			Affiliate Technol...	Service Charge -...	-3.50
			ACN Communic...	Service Charge -...	-1.25
			Gage Telephone	Service Charge -...	-203.00
			Hunt Telecomm...	Service Charge -...	-500.50
			icommerce servi...	Service Charge -...	-3.50
			jive Communicat...	Service Charge -...	-13.75
			ooma	Service Charge -...	-57.50
			universal Telcom	Service Charge -...	-3.50
			wholesale Carrie...	Service Charge -...	-17.50
			Cause Based Co...	Service Charge -...	-5.00
			GreatCall Inc	Service Charge -...	-188.75
			Hughes Network...	Service Charge -...	-17.08
TOTAL					-42,590.03

**Lafourche Parish Communications District**  
**Deposit Detail**  
**July through November 2019**

Type	Num	Date	Name	Account	Amount
Deposit		11/25/2019		Capital One Inv...	13,828.28
			AT&T	Service Charge -...	-1,507.27
			bandwidth.com Inc	Service Charge -...	-207.90
			Comcast Phone ...	Service Charge -...	-723.94
			Interface Securit...	Service Charge -...	-41.58
			Level 3 Commun...	Service Charge -...	-343.00
			MCImetro Acces...	Service Charge -...	-24.25
			megapath Corpo...	Service Charge -...	-13.86
			Mitel Cloud Servi...	Service Charge -...	-10.39
			Reserve Teleco...	Service Charge -...	-923.42
			Spectotel Inc	Service Charge -...	-10.40
			Spectrum Advan...	Service Charge -...	-9,779.22
			Sprint Communi...	Service Charge -...	-30.94
			Telecom Evoluti...	Service Charge -...	-17.50
			Telecom Evoluti...	Service Charge -...	-3.75
			Telecom Evoluti...	Service Charge -...	-3.75
			8x8, Inc	Service Charge -...	-187.11
TOTAL					-13,828.28
Deposit		11/25/2019		Capital One Inv...	59,382.75
			italk Mobile	Service Charge -...	-3.71
			Locus Telecom...	Service Charge -...	-31.25
			Ready Wireless,...	Service Charge -...	-2.48
			TING Inc	Service Charge -...	-10.00
			Acadiana Cellula...	Service Charge -...	-518.51
			Comcast Phone ...	Service Charge -...	-89.10
			Houma Thiboda...	Service Charge -...	-53,776.78
			Globalstar USA ...	Service Charge -...	-12.37
			Lafayette MSA L...	Service Charge -...	-268.54
			Louisiana RSA ...	Service Charge -...	-170.77
			Louisiana RSA ...	Service Charge -...	-297.00
			New Cingular Wi...	Service Charge -...	-3,518.21
			Nextiva, Inc	Service Charge -...	-168.00
			republic wireless	Service Charge -...	-12.37
			spectrum Mobile	Service Charge -...	-503.66
TOTAL					-59,382.75



11:23 AM  
 12/02/19  
 Cash Basis

**Lafourche Parish Communications District**  
**Profit & Loss Budget vs. Actual**  
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Earnings	4,069.13	2,000.00	2,069.13	203.5%
Miscellaneous Income	13,437.67	0.00	13,437.67	100.0%
Revenue Bond Proceeds	0.00	0.00	0.00	0.0%
Service Charge - Wireless	899,167.55	940,000.00	-40,832.45	95.7%
Service Charge - Wireline	478,667.90	525,000.00	-46,332.10	91.2%
Service Charge Prepaid Wireless	237,850.81	260,000.00	-22,149.19	91.5%
Service Charge - Wireline	1.25			
<b>Total Income</b>	<b>1,633,194.31</b>	<b>1,727,000.00</b>	<b>-93,805.69</b>	<b>94.6%</b>
<b>Expense</b>				
Accounting/Auditing Fees	13,000.00	13,000.00	0.00	100.0%
Advertising	203.10	1,000.00	-796.90	20.3%
Bond Debt Interest	36,890.00	37,215.00	-325.00	99.1%
Bond Debt Principal	210,000.00	210,000.00	0.00	100.0%
Building expenditures	62,496.03	125,000.00	-62,503.97	50.0%
Building expense	2,999.40			
Building expense/Rental	34.00			
Capital expenditures	0.00	542,345.50	-542,345.50	0.0%
Employee Uniforms	0.00	1,000.00	-1,000.00	0.0%
Equipment maintenance	80,546.15	10,000.00	70,546.15	805.5%
Gas/Mile/Auto Maintenance	889.65	2,500.00	-1,610.35	35.6%
Health insurance	128,891.85	110,000.00	18,891.85	117.2%
Legal	0.00	500.00	-500.00	0.0%
Liability Insurance	68,028.06	60,000.00	8,028.06	113.4%
Maintenance Contracts	130,037.47	35,000.00	95,037.47	371.5%
Mapping	55,350.00	20,000.00	35,350.00	276.8%
Medical Expense	145.00	1,000.00	-855.00	14.5%
Memberships/dues/subscriptions	754.80	3,000.00	-2,245.20	25.2%
Miscellaneous	0.00	500.00	-500.00	0.0%
Oper/Clean supply	16,040.05	11,500.00	4,540.05	139.5%
Payroll Expenses	647,706.40	720,000.00	-72,293.60	90.0%
Postage and Freight	265.00	500.00	-235.00	53.0%
Professional Fees	3,716.32	4,000.00	-283.68	92.9%
Public Education	1,518.89	1,000.00	518.89	151.9%
Reconciliation Discrepancies	0.05			
Rental Equipment	1,326.62	2,000.00	-673.38	66.3%
Telephone Service Charge	357,154.07	293,500.00	63,654.07	121.7%
Travel and training	12,041.56	25,000.00	-12,958.44	48.2%
Wireless Phase I	38,257.18	10,000.00	28,257.18	382.6%
<b>Total Expense</b>	<b>1,868,291.65</b>	<b>2,239,560.50</b>	<b>-371,268.85</b>	<b>83.4%</b>
<b>Net Income</b>	<b>-235,097.34</b>	<b>-512,560.50</b>	<b>277,463.16</b>	<b>45.9%</b>

Lafourche Parish Communications District  
2019 Amended Budget Message

Members of the Board of Commissioners:

I have submitted to you the proposed Amended Budget for the calendar year 2019. The budget is fiscally conservative and expenditures are budgeted within anticipated revenues. The budget document attached includes anticipated revenues and expenditures, on a modified accrual basis. There are certain significant aspects of the budget, which are detailed below.

Revenues

Revenues are received from money assessed telephone wireline and wireless subscribers in Lafourche Parish and pre-paid wireless submitted to the Louisiana Department of Revenue and disbursed to the parishes quarterly based on population. In April 2016 the board approved the increase on landline service charge to 5% on residential which is \$ 1.25 and 3.7% on business lines which is \$3.50. In the 2016 Regular Session HB 805 Act 665 and HB 678 Act 590 were approved to increase post paid wireless to \$1.25 and prepaid wireless from 2 % to 4%.

Expenditures

Expected expenditures are mainly made up of telephone service charges, payroll and building maintenance. This is the twenty fifth year we experience a payroll and it's expenses. Normal administrative and operations cost make up the remainder of the expenses.

Summary

The budget is presented in a manner designed to assist in formulating a financial plan for the coming year. The ending fund balance consists of individual funds set aside for equipment upgrades.

Sincerely,

Katie Zeringue  
Administrator

Lafourche Parish Communications District  
2019 Amended Budget Adoption Instrument

At the scheduled meeting of the Lafourche Parish Communications District on December 5, 2019 on a Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and on a unanimous vote, the proposed amended budget for 2019 was adopted giving the Treasurer and the Administrator authority to adjust amounts within the line items without changing the total expenditures.

The Board of Commissioners may make any changes they deem necessary. If any of these changes increase the proposed spending by an amount greater than five percent (5%), an amended budget must be adopted and forwarded to the proper agencies. These agencies are Lafourche Parish Council, and the State of Louisiana Legislative Auditor.

\_\_\_\_\_ 12/5/2019  
Katie Zeringue, Administrator      Date  
Lafourche Parish Communications District  
Post Office Box 1157  
Raceland, LA 70394  
(985)435-2105

	Amended 2017 Budget	Projected 2018 Budget	Amended 2018 Budget	Projected 2019 Budget	Amended 2019 Budget	Projected 2020 Budget	Projected 2021 Budget	Projected 2022 Budget
<b>Income</b>								
Interest Earnings	\$ 2,000.00	\$ 1,000.00	\$ 3,400.00	\$ 2,000.00	\$ 4,150.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Miscellaneous Income	\$ 3,429.00		\$ 7,793.29		\$ 13,197.67			
Bond Proceeds 2016								
Service Charge- Post Wireless	\$ 937,500.00	\$ 940,000.00	\$ 920,000.00	\$ 940,000.00	\$ 950,000.00	\$ 940,000.00	\$ 940,000.00	\$ 940,000.00
Service Charge- Pre Wireless	\$ 210,000.00	\$ 260,000.00	\$ 255,500.00	\$ 260,000.00	\$ 238,000.00	\$ 260,000.00	\$ 260,000.00	\$ 260,000.00
Service Charge-Wireline	\$ 575,000.00	\$ 535,000.00	\$ 540,000.00	\$ 525,000.00	\$ 507,000.00	\$ 515,000.00	\$ 515,000.00	\$ 515,000.00
<b>Total Income</b>	<b>\$ 1,727,929.00</b>	<b>\$ 1,736,000.00</b>	<b>\$ 1,726,693.29</b>	<b>\$ 1,727,000.00</b>	<b>\$ 1,712,347.67</b>	<b>\$ 1,718,500.00</b>	<b>\$ 1,718,500.00</b>	<b>\$ 1,718,500.00</b>
<b>Expense</b>								
Accounting/Auditing Fees	\$ 8,100.00	\$ 12,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Advertising	\$ 800.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Building Expense & Maintenance	\$ 135,000.00	\$ 125,000.00	\$ 80,000.00	\$ 125,000.00	\$ 75,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
Capital Expenditures	\$ 326,725.03	\$ 582,345.50	\$ 92,253.80	\$ 542,345.50	\$ -	\$ 182,345.50	\$ -	\$ 90,000.00
Employee Uniforms	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Equipment Maintenance	\$ 25,000.00	\$ 10,000.00	\$ 65,000.00	\$ 10,000.00	\$ 70,500.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Gas/Mile/Auto Maintenance	\$ 1,500.00	\$ 2,500.00	\$ 1,200.00	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Health Insurance	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 115,000.00	\$ 115,000.00	\$ 115,000.00	\$ 115,000.00
Legal	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
Liability Insurance	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00	\$ 68,100.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
Long Term Liabilities Bond	\$ 231,023.33	\$ 240,075.00	\$ 240,075.00	\$ 247,215.00	\$ 247,215.00	\$ 243,762.50	\$ 235,095.00	\$ 76,050.00
Maintenance Contracts	\$ 175,000.00	\$ 35,000.00	\$ 125,000.00	\$ 35,000.00	\$ 120,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Mapping / Imagery	\$ 4,000.00	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Medical Expenses	\$ 600.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Memberships/dues/subscriptions	\$ 1,700.00	\$ 1,200.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Miscellaneous	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
Oper/Clean supplies	\$ 11,500.00	\$ 11,500.00	\$ 15,500.00	\$ 11,500.00	\$ 17,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
Payroll Expenses	\$ 608,000.00	\$ 650,000.00	\$ 650,000.00	\$ 720,000.00	\$ 710,000.00	\$ 720,000.00	\$ 725,000.00	\$ 730,000.00
Postage and Freight	\$ 120.00	\$ 500.00	\$ 300.00	\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00
Professional Fees	\$ 15,500.00	\$ 20,000.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Public Education	\$ 1,000.00	\$ 1,000.00	\$ 2,100.00	\$ 1,000.00	\$ 1,550.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Rental Equipment	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Telephone Network Service Charge	\$ 260,000.00	\$ 170,000.00	\$ 176,500.00	\$ 170,000.00	\$ 228,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
Travel and Training	\$ 21,000.00	\$ 15,000.00	\$ 35,000.00	\$ 25,000.00	\$ 14,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Wireless Phase I	\$ 10,000.00	\$ 10,000.00	\$ 15,500.00	\$ 10,000.00	\$ 37,500.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
Intrado/ West Smart 911 & A911	\$ -	\$ 39,004.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00
Intrado / West Txt 2 911	\$ -	\$ 9,600.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00
<b>Total Expenses</b>	<b>\$ 1,990,068.36</b>	<b>\$ 2,120,724.50</b>	<b>\$ 1,832,028.80</b>	<b>\$ 2,239,560.50</b>	<b>\$ 1,911,565.00</b>	<b>\$ 1,925,108.00</b>	<b>\$ 1,739,095.00</b>	<b>\$ 1,675,050.00</b>
<b>Net Income</b>	<b>\$ (262,139.36)</b>	<b>\$ (384,724.50)</b>	<b>\$ (105,335.51)</b>	<b>\$ (512,560.50)</b>	<b>\$ (199,217.33)</b>	<b>\$ (206,608.00)</b>	<b>\$ (20,595.00)</b>	<b>\$ 43,450.00</b>
<b>Unrestricted Beginning Net Assets</b>	<b>\$ 965,009.00</b>	<b>\$ 702,869.64</b>	<b>\$ 1,061,731.00</b>	<b>\$ 956,395.49</b>	<b>\$ 873,537.00</b>	<b>\$ 674,319.67</b>	<b>\$ 467,711.67</b>	<b>\$ 447,116.67</b>
<b>Ending Net Assets</b>	<b>\$ 702,869.64</b>	<b>\$ 318,145.14</b>	<b>\$ 956,395.49</b>	<b>\$ 443,834.99</b>	<b>\$ 674,319.67</b>	<b>\$ 467,711.67</b>	<b>\$ 447,116.67</b>	<b>\$ 490,566.67</b>
	2017	2018	2018	2019	2019	2020	2021	2021
<b>Long Term Liabilities</b>								
Bond Debt Interest 2010	\$ 32,895.00	\$ 26,875.00	\$ 26,875.00	\$ 20,640.00	\$ 20,640.00	\$ 13,975.00	\$ 7,095.00	\$ -
Bond Debt Principal 2010	\$ 140,000.00	\$ 145,000.00	\$ 145,000.00	\$ 155,000.00	\$ 155,000.00	\$ 160,000.00	\$ 155,000.00	\$ -
Bond Debt Interest 2016	\$ 18,128.33	\$ 18,200.00	\$ 18,200.00	\$ 16,575.00	\$ 16,575.00	\$ 14,787.50	\$ 13,000.00	\$ 11,050.00
Bond Debt Principal 2016	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 65,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 231,023.33</b>	<b>\$ 240,075.00</b>	<b>\$ 240,075.00</b>	<b>\$ 247,215.00</b>	<b>\$ 247,215.00</b>	<b>\$ 243,762.50</b>	<b>\$ 235,095.00</b>	<b>\$ 76,050.00</b>
	2017	2018	2018	2019	2019	2020	2021	2020
<b>Capital Outlay</b>								
911 CPE Equipment & Upgrades	\$ 29,254.86	\$ 25,000.00	\$ 2,510.00	\$ 20,000.00	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Building Improvements	\$ -	\$ 400,000.00	\$ 3,892.50	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
Camera System	\$ -	\$ 25,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Computers network tv	\$ 4,047.47	\$ 15,000.00	\$ 2,979.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Office Furniture	\$ -	\$ 10,000.00	\$ 4,465.00	\$ -	\$ -	\$ -	\$ -	\$ -
CAD /	\$ 107,345.50	\$ 107,345.50	\$ 64,407.30	\$ 107,345.50	\$ -	\$ 107,345.50	\$ -	\$ -
Training Videos Radio System	\$ 32,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Radio System & Tower	\$ 154,077.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ 326,725.03</b>	<b>\$ 582,345.50</b>	<b>\$ 92,253.80</b>	<b>\$ 542,345.50</b>	<b>\$ -</b>	<b>\$ 182,345.50</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>

Lafourche Parish Communications District  
Proposed 2019 Amended Budget  
Adopted : December 5, 2019

**Revenue**

Telephone Service Charge (wireline, wireless, interest)	\$ 1,712,347.67	
<b>Total Revenue</b>		<b>\$ 1,712,347.67</b>

**Administrative & Operating Expense**

Accounting/Auditing Fees	\$ 13,000.00	
Advertising	\$ 500.00	
Building Expense / Maintenance	\$ 75,000.00	
Employee Uniforms	\$ -	
Equipment Maintenance	\$ 70,500.00	
Gas/mileage	\$ 1,000.00	
Health Insurance	\$ 115,000.00	
Legal	\$ -	
Liability Insurance	\$ 68,100.00	
Maintenance Contracts	\$ 120,000.00	
Mapping / Imagery	\$ 60,000.00	
Medical Expense	\$ 300.00	
Member/dues/subscriptions	\$ 3,000.00	
Miscellaneous/Professional Fees	\$ 4,000.00	
Oper/Clean Supply	\$ 17,500.00	
Payroll Expense	\$ 710,000.00	
Postage/Freight	\$ 400.00	
Public Education	\$ 1,550.00	
Rental Equipment	\$ 1,500.00	
Telephone Service Charge	\$ 228,000.00	
Travel / Training	\$ 14,000.00	
Wireless Phase I	\$ 37,500.00	
West Smart 911 / A911	\$ 94,500.00	
West Txt 2 911	\$ 29,000.00	
<b>Total Operating Expenses</b>	<b>\$ 1,664,350.00</b>	<b>\$ 1,664,350.00</b>

**NET INCOME 2019** **\$ 47,997.67**

**2019 BEGINNING UNRESTRICTED NET ASSETS** **\$ 873,537.00**

**2019 Operating Funds Available** **\$ 921,534.67**

**Total Funds Available** **\$ 921,534.67**

<b>Less:</b>	<b>Bond Principle 2010 Series</b>	\$ 155,000.00	\$ 155,000.00
<b>Less:</b>	<b>Interest Bond 2010 Series</b>	\$ 20,640.00	\$ 20,640.00
<b>Less:</b>	<b>Capital Expenditures:</b>	\$ -	\$ -
<b>Less:</b>	<b>Bond Principle 2016 Series</b>	\$ 55,000.00	\$ 55,000.00
<b>Less:</b>	<b>Interest Bond 2016 Series</b>	\$ 16,575.00	\$ 16,575.00
		<u>\$ -</u>	

**2019 ENDING NET ASSETS** **\$ 674,319.67**

Lafourche Parish Communications District  
NOTICE OF COMPLETION  
2019 Amended Budget

The adopted amended budget for Fiscal Period January 1, 2019 to December 31, 2019 of the Lafourche Parish Communications District has been prepared in conformance with provisions of Louisiana Local Government Budget Act.

On motion by \_\_\_\_\_ the following amended budget for the period January 1, 2019 to December 31, 2019 was adopted on December 5, 2019

Following is a summary of the adopted amended budget for January 1, 2019 to December 31, 2019

**Revenue**

Telephone Service Charge (wireline, wireless, interest)	<u>\$ 1,712,347.67</u>	
<b>Total Revenue</b>		<b>\$ 1,712,347.67</b>

**Administrative & Operating Expense**

Accounting/Auditing Fees	\$ 13,000.00	
Advertising	\$ 500.00	
Building Expense / Maintenance	\$ 75,000.00	
Employee Uniforms	\$ -	
Equipment Maintenance	\$ 70,500.00	
Gas / mileage	\$ 1,000.00	
Health Insurance	\$ 115,000.00	
Legal	\$ -	
Liability Insurance	\$ 68,100.00	
Maintenance Contracts	\$ 120,000.00	
Mapping / Imagery	\$ 60,000.00	
Medical Expense	\$ 300.00	
Member/dues/subscriptions	\$ 3,000.00	
Miscellaneous/Professional Fees	\$ 4,000.00	
Oper/Clean Supply	\$ 17,500.00	
Payroll Expense	\$ 710,000.00	
Postage/Freight	\$ 400.00	
Public Education	\$ 1,550.00	
Rental Equipment	\$ 1,500.00	
Telephone Service Charge	\$ 228,000.00	
Travel / Training	\$ 14,000.00	
Wireless Phase I	\$ 37,500.00	
West Smart 911 / A911	\$ 94,500.00	
West Txt 2 911	<u>\$ 29,000.00</u>	
<b>Total Operating Expenses</b>	<b><u>\$ 1,664,350.00</u></b>	<b><u>\$ 1,664,350.00</u></b>

<b>NET INCOME 2019</b>		<b><u>\$ 47,997.67</u></b>
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<b>2018 BEGINNING UNRESTRICTED NET ASSETS</b>		<b><u>\$ 873,537.00</u></b>
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<b>2019 Operating Funds Available</b>		<b><u>\$ 921,534.67</u></b>
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	<b>Total 2019 Funds Available</b>		<b>\$ 921,534.67</b>
<b>Less:</b>	<b>Bond Principle 2010 Series</b>	\$ 155,000.00	<b>\$ 155,000.00</b>
<b>Less:</b>	<b>Interest 2010 Series Bond</b>	\$ 20,640.00	<b>\$ 20,640.00</b>
<b>Less:</b>	<b>Capital Expenditures:</b>	\$ -	<b>\$ -</b>
<b>Less:</b>	<b>Bond Principle 2016 Series</b>	\$ 55,000.00	<b>\$ 55,000.00</b>
<b>Less:</b>	<b>Interest Bond 2016 Series</b>	\$ 16,575.00	<b>\$ 16,575.00</b>
	<u>\$ -</u>		<u>\$ -</u>

<b>2019 ENDING NET ASSETS</b>		<b><u>\$ 674,319.67</u></b>
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Lafourche Parish Communications District  
2020 Proposed Budget Message

Members of the Board of Commissioners:

I have submitted to you the proposed Budget for the calendar year 2020. The budget is fiscally conservative and expenditures are budgeted within anticipated revenues. The budget document attached includes anticipated revenues and expenditures, on a modified accrual basis. There are certain significant aspects of the budget, which are detailed below.

Revenues

Revenues are received from money assessed telephone wireline and wireless subscribers in Lafourche Parish and pre-paid wireless submitted to the Louisiana Department of Revenue and disbursed to the parishes quarterly based on population. In April 2016 the board approved the increase on landline service charge to 5% on residential which is \$ 1.25 and 3.7% on business lines which is \$3.50. In the 2016 Regular Session HB 805 Act 665 and HB 678 Act 590 were approved to increase post paid wireless to \$1.25 and prepaid wireless from 2 % to 4%.

Expenditures

Expected expenditures are mainly made up of telephone service charges, payroll and building maintenance. This is the twenty six year we experience a payroll and it's expenses. Normal administrative and operations cost make up the remainder of the expenses.

Summary

The budget is presented in a manner designed to assist in formulating a financial plan for the coming year. The ending fund balance consists of individual funds set aside for equipment upgrades.

Sincerely,

Katie Zeringue  
Administrator



Lafourche Parish Communications District  
2020 Budget Adoption Instrument

At the scheduled meeting of the Lafourche Parish Communications District on December 5, 2019 on a Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and on a unanimous vote, the proposed amended budget for 2020 as adopted giving the Treasurer and the Administrator authority to adjust amounts within the line items without changing the total expenditures.

The Board of Commissioners may make any changes they deem necessary. If any of these changes increase the proposed spending by an amount greater than five percent (5%), an amended budget must be adopted and forwarded to the proper agencies. These agencies are Lafourche Parish Council, and the State of Louisiana Legislative Auditor.

\_\_\_\_\_ 12/5/2019  
Katie Zeringue, Administrator      Date  
Lafourche Parish Communications District  
Post Office Box 1157  
Raceland, LA 70394  
(985)435-2105

Lafourche Parish Communications District  
Proposed 2020 Budget  
Adopted : December 5, 2019

**Revenue**

Telephone Service Charge (wireline, wireless, interest)	\$ 1,718,500.00	
<b>Total Revenue</b>		<b>\$ 1,718,500.00</b>

**Administrative & Operating Expense**

Accounting/Auditing Fees	\$ 13,000.00	
Advertising	\$ 1,000.00	
Building Expense / Maintenance	\$ 125,000.00	
Employee Uniforms	\$ 1,000.00	
Equipment Maintenance	\$ 40,000.00	
Gas/mileage	\$ 2,500.00	
Health Insurance	\$ 115,000.00	
Legal	\$ 500.00	
Liability Insurance	\$ 70,000.00	
Maintenance Contracts	\$ 80,000.00	
Mapping / Imagery	\$ 20,000.00	
Medical Expense	\$ 1,000.00	
Member/dues/subscriptions	\$ 3,000.00	
Miscellaneous/Professional Fees	\$ 4,500.00	
Oper/Clean Supply	\$ 11,500.00	
Payroll Expense	\$ 720,000.00	
Postage/Freight	\$ 500.00	
Public Education	\$ 1,000.00	
Rental Equipment	\$ 2,000.00	
Telephone Service Charge	\$ 110,000.00	
Travel / Training	\$ 20,000.00	
Wireless Phase I	\$ 34,000.00	
West Smart 911 / A911	\$ 94,500.00	
West Txt 2 911	\$ 29,000.00	
<b>Total Operating Expenses</b>	<b>\$ 1,499,000.00</b>	<b>\$ 1,499,000.00</b>

**NET INCOME 2020** **\$ 219,500.00**

**2020 BEGINNING UNRESTRICTED NET ASSETS** **\$ 674,319.67**

**2019 Operating Funds Available** **\$ 893,819.67**

**Total Funds Available** **\$ 893,819.67**

<b>Less:</b>	<b>Bond Principle 2010 Series</b>	\$ 160,000.00	\$ 160,000.00
<b>Less:</b>	<b>Interest Bond 2010 Series</b>	\$ 13,975.00	\$ 13,975.00
<b>Less:</b>	<b>Capital Expenditures:</b>	\$ 182,345.50	\$ 182,345.50
<b>Less:</b>	<b>Bond Principle 2016 Series</b>	\$ 55,000.00	\$ 55,000.00
<b>Less:</b>	<b>Interest Bond 2016 Series</b>	\$ 14,787.50	\$ 14,787.50
		\$ -	
		<u>                    </u>	

**2020 ENDING NET ASSETS** **\$ 467,711.67**

	Amended 2017 Budget	Projected 2018 Budget	Amended 2018 Budget	Projected 2019 Budget	Amended 2019 Budget	Projected 2020 Budget	Projected 2021 Budget	Projected 2022 Budget
<b>Income</b>								
Interest Earnings	\$ 2,000.00	\$ 1,000.00	\$ 3,400.00	\$ 2,000.00	\$ 4,150.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Miscellaneous Income	\$ 3,429.00		\$ 7,793.29		\$ 13,197.67			
Bond Proceeds 2016								
Service Charge- Post Wireless	\$ 937,500.00	\$ 940,000.00	\$ 920,000.00	\$ 940,000.00	\$ 950,000.00	\$ 940,000.00	\$ 940,000.00	\$ 940,000.00
Service Charge- Pre Wireless	\$ 210,000.00	\$ 260,000.00	\$ 255,500.00	\$ 260,000.00	\$ 238,000.00	\$ 260,000.00	\$ 260,000.00	\$ 260,000.00
Service Charge-Wireline	\$ 575,000.00	\$ 535,000.00	\$ 540,000.00	\$ 525,000.00	\$ 507,000.00	\$ 515,000.00	\$ 515,000.00	\$ 515,000.00
<b>Total Income</b>	\$ 1,727,929.00	\$ 1,736,000.00	\$ 1,726,693.29	\$ 1,727,000.00	\$ 1,712,347.67	\$ 1,718,500.00	\$ 1,718,500.00	\$ 1,718,500.00
<b>Expense</b>								
Accounting/Auditing Fees	\$ 8,100.00	\$ 12,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Advertising	\$ 800.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Building Expense & Maintenance	\$ 135,000.00	\$ 125,000.00	\$ 80,000.00	\$ 125,000.00	\$ 75,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
Capital Expenditures	\$ 326,725.03	\$ 582,345.50	\$ 92,253.80	\$ 542,345.50	\$ -	\$ 182,345.50	\$ -	\$ 90,000.00
Employee Uniforms	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Equipment Maintenance	\$ 25,000.00	\$ 10,000.00	\$ 65,000.00	\$ 10,000.00	\$ 70,500.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Gas/Mile/Auto Maintenance	\$ 1,500.00	\$ 2,500.00	\$ 1,200.00	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Health Insurance	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 115,000.00	\$ 115,000.00	\$ 115,000.00	\$ 115,000.00
Legal	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
Liability Insurance	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00	\$ 68,100.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
Long Term Liabilities Bond	\$ 231,023.33	\$ 240,075.00	\$ 240,075.00	\$ 247,215.00	\$ 247,215.00	\$ 243,762.50	\$ 235,095.00	\$ 76,050.00
Maintenance Contracts	\$ 175,000.00	\$ 35,000.00	\$ 125,000.00	\$ 35,000.00	\$ 120,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Mapping / Imagery	\$ 4,000.00	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Medical Expenses	\$ 600.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Memberships/dues/subscriptions	\$ 1,700.00	\$ 1,200.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Miscellaneous	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
Oper/Clean supplies	\$ 11,500.00	\$ 11,500.00	\$ 15,500.00	\$ 11,500.00	\$ 17,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
Payroll Expenses	\$ 608,000.00	\$ 650,000.00	\$ 650,000.00	\$ 720,000.00	\$ 710,000.00	\$ 720,000.00	\$ 725,000.00	\$ 730,000.00
Postage and Freight	\$ 120.00	\$ 500.00	\$ 300.00	\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00
Professional Fees	\$ 15,500.00	\$ 20,000.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Public Education	\$ 1,000.00	\$ 1,000.00	\$ 2,100.00	\$ 1,000.00	\$ 1,550.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Rental Equipment	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Telephone Network Service Charge	\$ 260,000.00	\$ 170,000.00	\$ 176,500.00	\$ 170,000.00	\$ 228,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
Travel and Training	\$ 21,000.00	\$ 15,000.00	\$ 35,000.00	\$ 25,000.00	\$ 14,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Wireless Phase I	\$ 10,000.00	\$ 10,000.00	\$ 15,500.00	\$ 10,000.00	\$ 37,500.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
Intrado/ West Smart 911 & A911	\$ -	\$ 39,004.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00
Intrado / West Txt 2 911	\$ -	\$ 9,600.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00
<b>Total Expenses</b>	\$ 1,990,068.36	\$ 2,120,724.50	\$ 1,832,028.80	\$ 2,239,560.50	\$ 1,911,565.00	\$ 1,925,108.00	\$ 1,739,095.00	\$ 1,675,050.00
<b>Net Income</b>	\$ (262,139.36)	\$ (384,724.50)	\$ (105,335.51)	\$ (512,560.50)	\$ (199,217.33)	\$ (206,608.00)	\$ (20,595.00)	\$ 43,450.00
<b>Unrestricted Beginning Net Assets</b>	\$ 965,009.00	\$ 702,869.64	\$ 1,061,731.00	\$ 956,395.49	\$ 873,537.00	\$ 674,319.67	\$ 467,711.67	\$ 447,116.67
<b>Ending Net Assets</b>	\$ 702,869.64	\$ 318,145.14	\$ 956,395.49	\$ 443,834.99	\$ 674,319.67	\$ 467,711.67	\$ 447,116.67	\$ 490,566.67
	2017	2018	2018	2019	2019	2020	2021	2021
<b>Long Term Liabilities</b>								
Bond Debt Interest 2010	\$ 32,895.00	\$ 26,875.00	\$ 26,875.00	\$ 20,640.00	\$ 20,640.00	\$ 13,975.00	\$ 7,095.00	\$ -
Bond Debt Principal 2010	\$ 140,000.00	\$ 145,000.00	\$ 145,000.00	\$ 155,000.00	\$ 155,000.00	\$ 160,000.00	\$ 155,000.00	\$ -
Bond Debt Interest 2016	\$ 18,128.33	\$ 18,200.00	\$ 18,200.00	\$ 16,575.00	\$ 16,575.00	\$ 14,787.50	\$ 13,000.00	\$ 11,050.00
Bond Debt Principal 2016	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 65,000.00
<b>Total Long Term Liabilities</b>	\$ 231,023.33	\$ 240,075.00	\$ 240,075.00	\$ 247,215.00	\$ 247,215.00	\$ 243,762.50	\$ 235,095.00	\$ 76,050.00
	2017	2018	2018	2019	2019	2020	2021	2020
<b>Capital Outlay</b>								
911 CPE Equipment & Upgrades	\$ 29,254.86	\$ 25,000.00	\$ 2,510.00	\$ 20,000.00	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Building Improvements	\$ -	\$ 400,000.00	\$ 3,892.50	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
Camera System	\$ -	\$ 25,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Computers network tv	\$ 4,047.47	\$ 15,000.00	\$ 2,979.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Office Furniture	\$ -	\$ 10,000.00	\$ 4,465.00	\$ -	\$ -	\$ -	\$ -	\$ -
CAD /	\$ 107,345.50	\$ 107,345.50	\$ 64,407.30	\$ 107,345.50	\$ -	\$ 107,345.50	\$ -	\$ -
Training Videos Radio System	\$ 32,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Radio System & Tower	\$ 154,077.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	\$ 326,725.03	\$ 582,345.50	\$ 92,253.80	\$ 542,345.50	\$ -	\$ 182,345.50	\$ -	\$ 90,000.00

Lafourche Parish Communications District  
NOTICE OF COMPLETION  
2020 Budget

The adopted budget for Fiscal Period January 1, 2020 to December 31, 2020 of the Lafourche Parish Communications District has been prepared in conformance with provisions of Louisiana Local Government Budget Act.

On motion by \_\_\_\_\_ the following budget for the period January 1, 2020 to December 31, 2020

was adopted on December 5, 2019

Following is a summary of the adopted budget for January 1, 2020 to December 31, 2020

**Revenue**

Telephone Service Charge (wireline, wireless, interest)	\$	<u>1,718,500.00</u>	
<b>Total Revenue</b>			<b>\$ 1,718,500.00</b>

**Administrative & Operating Expense**

Accounting/Auditing Fees	\$	13,000.00	
Advertising	\$	1,000.00	
Building Expense / Maintenance	\$	125,000.00	
Employee Uniforms	\$	1,000.00	
Equipment Maintenance	\$	40,000.00	
Gas / mileage	\$	2,500.00	
Health Insurance	\$	115,000.00	
Legal	\$	500.00	
Liability Insurance	\$	70,000.00	
Maintenance Contracts	\$	80,000.00	
Mapping / Imagery	\$	20,000.00	
Medical Expense	\$	1,000.00	
Member/dues/subscriptions	\$	3,000.00	
Miscellaneous/Professional Fees	\$	4,500.00	
Oper/Clean Supply	\$	11,500.00	
Payroll Expense	\$	720,000.00	
Postage/Freight	\$	500.00	
Public Education	\$	1,000.00	
Rental Equipment	\$	2,000.00	
Telephone Service Charge	\$	110,000.00	
Travel / Training	\$	20,000.00	
Wireless Phase I	\$	34,000.00	
West Smart 911 / A911	\$	94,500.00	
West Txt 2 911	\$	<u>29,000.00</u>	
<b>Total Operating Expenses</b>		<b><u>\$ 1,499,000.00</u></b>	<b><u>\$ 1,499,000.00</u></b>

**NET INCOME 2020** **\$ 219,500.00**

**2020 BEGINNING UNRESTRICTED NET ASSETS** **\$ 674,319.67**

**2020 Operating Funds Available** **\$ 893,819.67**

	<b>Total 2020 Funds Available</b>	<b>\$</b>	<b>893,819.67</b>
<b>Less:</b>	<b>Bond Principle 2010 Series</b>	\$	160,000.00
<b>Less:</b>	<b>Interest 2010 Series Bond</b>	\$	13,975.00
<b>Less:</b>	<b>Capital Expenditures:</b>	\$	182,345.50
<b>Less:</b>	<b>Bond Principle 2016 Series</b>	\$	55,000.00
<b>Less:</b>	<b>Interest Bond 2016 Series</b>	\$	14,787.50
		<u>\$</u>	<u>-</u>

**2020 ENDING NET ASSETS** **\$ 467,711.67**



**P.O. Box 1157, Raceland, LA 70394**  
**Phone (985) 435-2105 Fax (985) 537-6906**

## Louisiana Legislative Auditor Statewide Agreed-Upon Procedures

At the meeting of the Board of Commissioners of the Lafourche Parish Communications District held on the 5<sup>th</sup> day of December 2019, pursuant to due notice, at which a quorum of the Board was present, on motion by \_\_\_\_\_, seconded by \_\_\_\_\_, The following Agreed-Upon Procedures was unanimously adopted:

\_\_\_\_\_  
Reggie Pitre, Chairman

\_\_\_\_\_  
Debbie Gautreaux, Secretary/Treasurer

\_\_\_\_\_  
Katie Zeringue, Administrator

## BUDGETING

The administrator will annually submit a budget to the board of commissioners at the October meeting or the next scheduled meeting for review. The Budget will be published in the official journal "Daily Comet" and a public hearing will be scheduled before the December regular meeting. The proposed budget shall be adopted at the December meeting.

The budget is prepared by using estimated figures from the previous year expenses and revenue received.

The budget can be amended by the board of commissioners at any quarterly or special meeting at which a quorum is present and voting.

The Board of Commissioners will be provided at all quarterly meetings a financial report budget vs actual along with other financial reports for review and approval under agenda item financial reports.

## BANKING

### **DEPOSITS & CASH RECEIPTS**

All checks received will be deposited into the LPCD Investment Account with Capital One Bank in a timely manner, if total received is \$10,000.00 or over it will be deposited the day of receipt.

Mail will be picked up at post office by one of the administrative staff members at least twice a week.

All mail is opened by and administrative staff member and stamped received. It is then given to the administrator and either the administrator or administrative assistant will enter into Quick Books.

Deposits will be made by one of the administrative staff and the deposit slip will be initialed.

Cash receipts are mailed monthly, quarterly or annually depending on the telephone company or wireless provider. The Louisiana Department of Revenue does automatic deposit quarterly for prepaid wireless.

All deposits and cash receipts are kept and filed in the cash receipts binder.

## **TRANSFERS**

All transfers will be done by the administrator and the administrative assistant through an online account. Either the administrator or the administrative assistant will enter the transfer online and the other will approve the transfer. Transfers will then be entered into the accounting program by the administrator or administrative assistant.

All revenue is deposited into the investment account. The amount needed for operations will be transferred from the investment account into the operating account, all other transfer will be from the operating account into other accounts. Ex. Payroll, bond sinking

## **RECONCILIATIONS**

Monthly bank statements will be opened and reviewed by a board member or administrative staff and will be initialed by the reviewer. The administrator or administrative assistant will reconcile the account. A copy of the reconciliation form will be attached to the statement. The secretary/treasurer will review the reconciliation upon completion. After review, it will be filed in the bank statement binder.

## **PURCHASING**

Louisiana Public Bid Law will be followed for all major purchases and approved by the Communications District Board. Operations purchases will be made locally if available and cost effective.

Purchasing of items utilized for daily operations of the district is overseen by the administrator and/or pre-approved by the administrator. Large items that exceed \$5000 per purchase will be presented to the Board for approval prior to purchase being completed.

1. Purchases are initiated by the Administrator
2. The Administrator approves all vendors utilized by the district.
3. The Administrative assistant will issue purchase order and document in purchase order binder a copy of the check and invoice will also be attached.
4. Bid law compliance is adhered to by the Communications District for all purchases and/or expenditures that are regulated and exceed the dollar amount for allowed items per the state bid law.
5. All documentation for bids and price quotes are maintained within the districts files per the State Public Records law requirements.

## **DISBURSEMENTS**

Invoices are paid upon receipt and approved by the Communications District Board at the quarterly board meetings. All reoccurring invoices are paid monthly.

Invoices are received and reviewed by an administrative staff member hen given to Administrator or Administrative Assistant for payment. Checks will then be given to another administrative staff member for payment of invoice.



The check stub is then attached to the invoice and filed in the invoice for payment binders. The board is provided with reports of invoices paid.

## PAYROLL/PERSONNEL

### **PAYROLL PROCESSING**

Employees are paid biweekly. Payroll is processed by the Administrator and/or the Administrative Assistant.

### **TIME SHEETS**

Telecommunicator's timesheets are kept by the operations supervisor. Administrative staff keeps their own time sheets. Salaried employees are not required to keep a time sheet. Time sheets are then presented to the employees for their review and signature. The time sheets are then given to the administrative assistant for review and then payroll is processed by the administrator or the administrative assistant.

## CONTRACTING

All new contracts will be approved by the board at a quarterly or special meeting.

## CREDIT CARDS/DEBIT CARDS/Fuel Cards/P-Cards

Employees will be reimbursed for any purchases made for the District upon providing the receipts. The LPCD credit card is left in the Administrators drawer. Any purchases from Walmart is given a PO number and administrative staff will make purchase. Employees use personal credit cards if needed and are reimbursed.

## TRAVEL

Travel expenses (registration, room, mileage or airfare will be paid by the Lafourche Communications District or reimbursed to employee upon providing the receipts. Louisiana State Travel Guide will be used for mileage rate reimbursement and per diem.

1. Expenses that will be covered with prior approval are transportation, lodging, registration and meals.
2. **Transportation** - will be covered based on the location and distance. If air fare is required expenses will be within reason of the basic passenger fare. If an employee or board member chooses to drive verses flying they may receive reimbursement equal to the dollar value of the air fare amount. If travel location is found to be more feasible to drive, mileage will be paid based upon the current rate in the Louisiana State Travel Guide allowance upon utilizing person vehicle.  
**Meal per diem** - will be advanced prior to travel. Such per diems will be based on the Louisiana State Travel Guide allowable amount for the destination of the event.  
**Lodging** - will be covered by one of two means, (1) advance funds on total expense of hotel stay or reimbursed upon obtaining the receipts  
**Registration** – expenses for registration will be covered prior to attendance if possible.

3. Person's traveling will be responsible for submitting receipts for lodging immediately following event.
4. Travel for employees is approved by the Administrator based on each request or event that is directly related to communications operations and or training and if funds are available in the budget.

## ETHICS

Employees and Board of Commissioners will comply with all Louisiana State Ethics Laws.

All employee's and members of the board must annually complete the Louisiana ethics training seminar by means of in person class or online webinar.

1. Prohibition – The Communications District adheres to rulings as defined in the state statute.
2. Action – the Communications District will notify legal counsel Lafourche Parish District Attorney's office if ethic violation takes place
3. System – violations are monitored by the Administrator and Board.
4. Requirement – The Communications District personnel and board of officers complete the online ethics training seminar providing verification copies of certificates of completion.

Lafourche Parish  
Communications District

# E-911



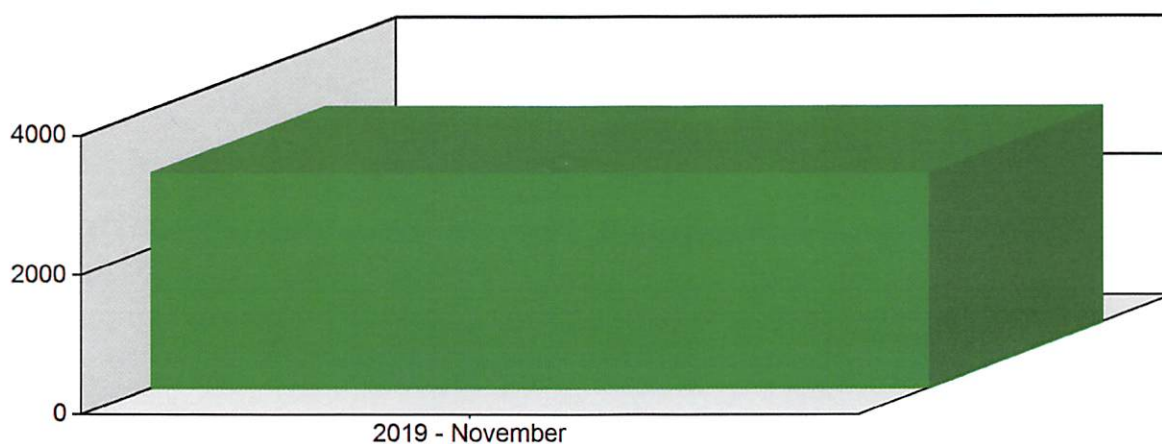
## S Y S T E M

### Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1

To: 11/30/2019 23:59:59

Number of Calls : 3,084



Month	Number of Calls	Percentage (%)	Cumulative (%)
2019 - November	3,084	100.00	100.00
	<b>3,084</b>	<b>100.00</b>	

Lafourche Parish  
Communications District

# E-911



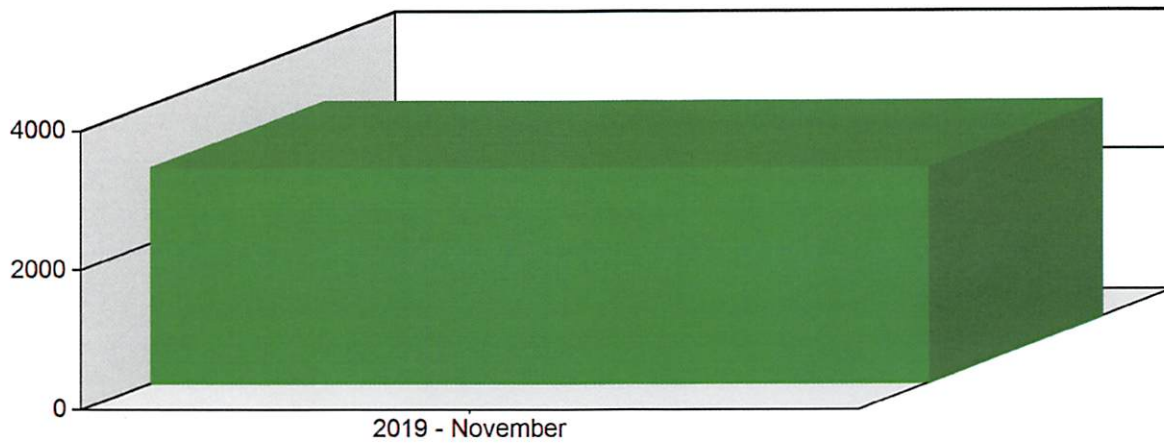
## S Y S T E M

### Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1

To: 11/30/2019 23:59:59

Number of Calls : 3,084



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	3,084	100.00	100.00
	<b>3,084</b>	<b>100.00</b>	

Lafourche Parish  
Communications District

**E-911**

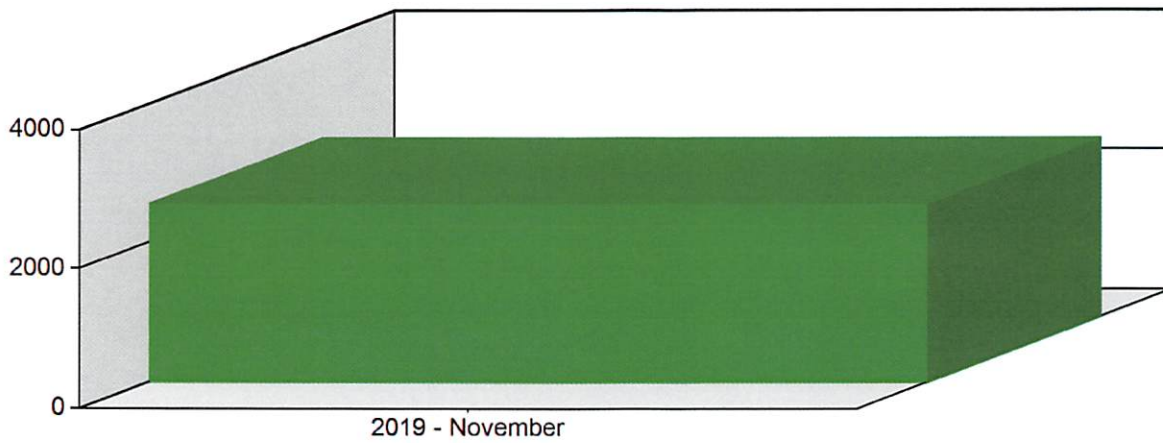


Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1  
 Class of Service: VOIP, WPH1, WPH2, WRLS

To: 11/30/2019 23:59:59

Number of Calls : 2,550



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	2,550	100.00	100.00
	<b>2,550</b>	<b>100.00</b>	

Lafourche Parish  
Communications District

**E-911**



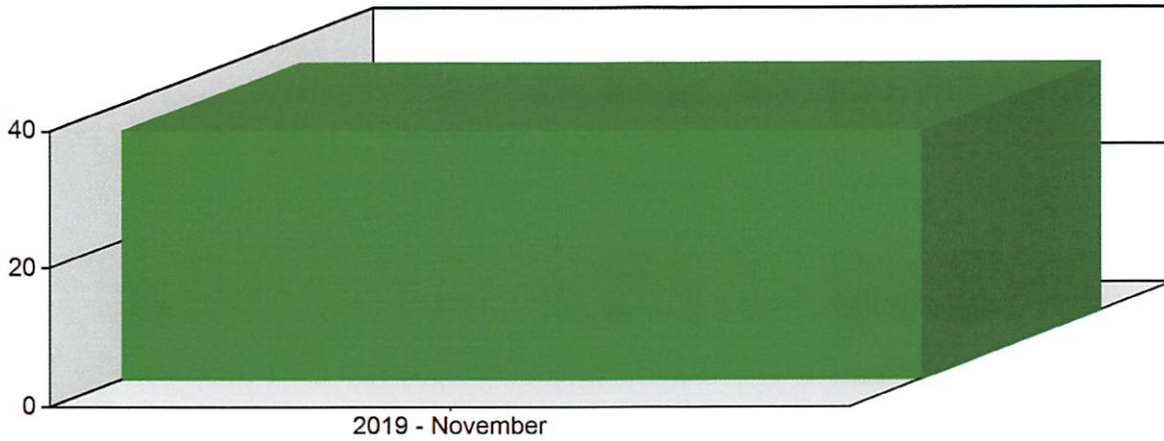
**S Y S T E M**

Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1  
 Class of Service: VOIP

To: 11/30/2019 23:59:59

Number of Calls : 36



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	36	100.00	100.00
	<b>36</b>	<b>100.00</b>	

Lafourche Parish  
Communications District

# E-911

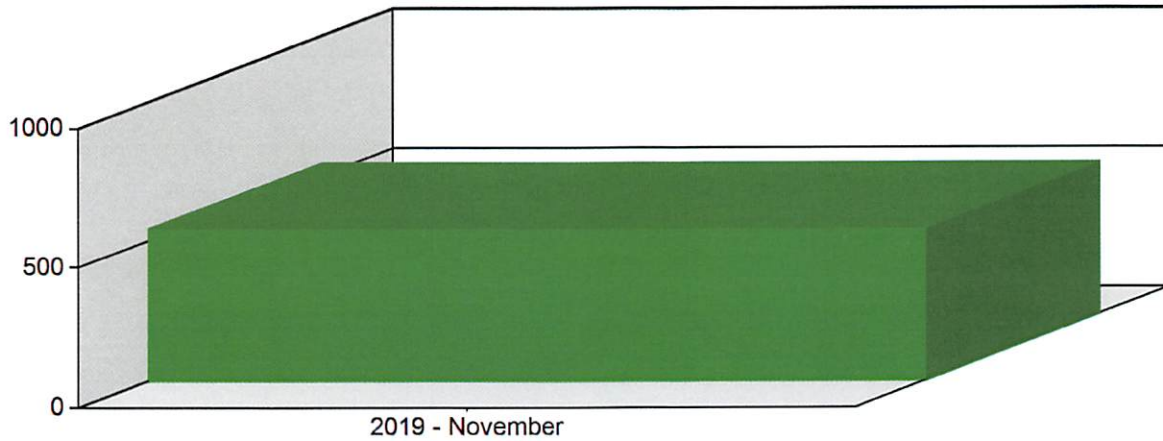


## Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1  
 Class of Service: WPH1

To: 11/30/2019 23:59:59

Number of Calls : 544



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	544	100.00	100.00
	<b>544</b>	<b>100.00</b>	



Lafourche Parish  
Communications District

# E-911



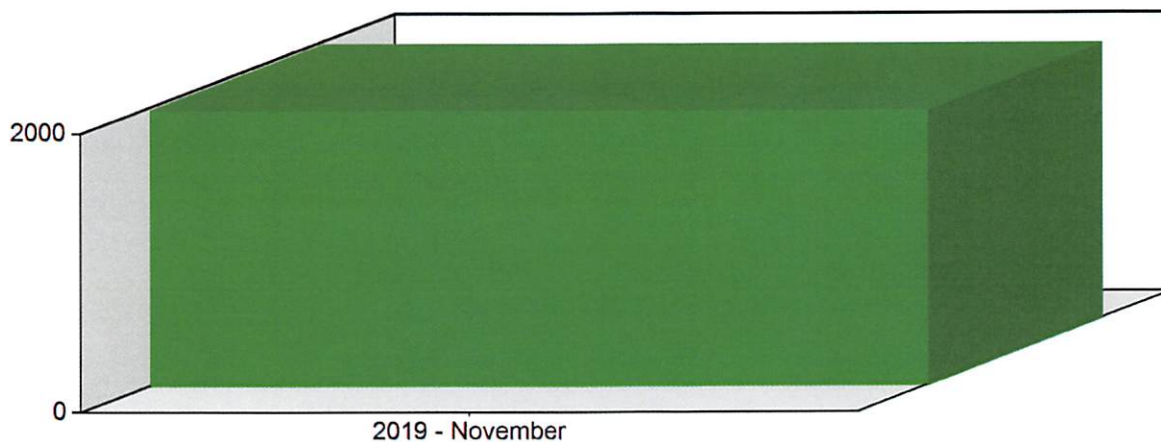
**S Y S T E M**

## Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1  
 Class of Service: WPH2

To: 11/30/2019 23:59:59

Number of Calls : 1,970



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	1,970	100.00	100.00
	<b>1,970</b>	<b>100.00</b>	

Lafourche Parish  
Communications District

# E-911

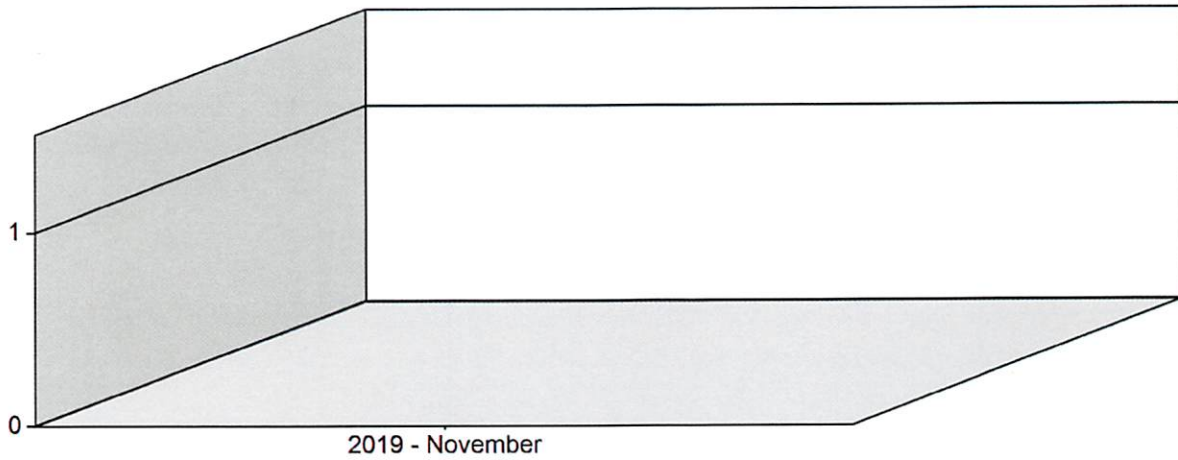


## Call Volume per Month

From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1  
 Class of Service: WRLS

To: 11/30/2019 23:59:59

Number of Calls : 0



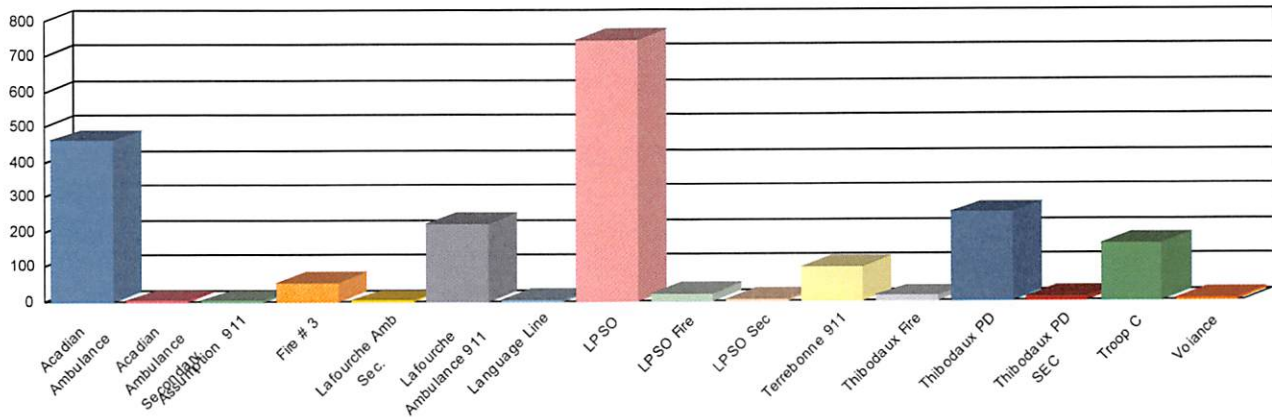
<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2019 - November	0	0.00	0.00
	<u>0</u>	<u>0.00</u>	



## Call Transfer Volume per Agency

**From:** 11/01/2019 00:00:00      **To:** 11/30/2019 23:59:59  
**PSAP:** PowerLocate, Undefined  
**Agency:** Acadian Ambulance, Acadian Ambulance Secondary, Assumption 911, Fire # 3, Fire # 3 - Non Emergency, Fire # 3 - Sec., Lafourche Amb Sec., Lafourche Ambulance 911, Language Line, LPSO, LPSO Fire, LPSO Sec, Port Commission - Harbor, SO Fire, St Charles 911, Terrebonne 911, Thibodaux Fire, Thibodaux Fire SEC, Thibodaux PD, Thibodaux PD SEC, Troop C, Troop C Secondary, Voiance

Number of Transfers : 2,042



<u>Agency</u>	<u>Number of Calls</u>	<u>Transferred</u>	<u>Percentage (%)</u>
Acadian Ambulance	457	460	22.53
Acadian Ambulance Secondary	1	1	0.05
Assumption 911	1	1	0.05
Fire # 3	52	52	2.55
Lafourche Amb Sec.	1	1	0.05
Lafourche Ambulance 911	214	221	10.82
Language Line	2	3	0.15
LPSO	741	743	36.39
LPSO Fire	22	22	1.08
LPSO Sec	6	6	0.29
Terrebonne 911	96	96	4.70
Thibodaux Fire	12	12	0.59
Thibodaux PD	248	250	12.24
Thibodaux PD SEC	9	9	0.44
Troop C	159	162	7.93
Voiance	3	3	0.15
		<b>2,042</b>	

Lafourche Parish  
Communications District

# E-911

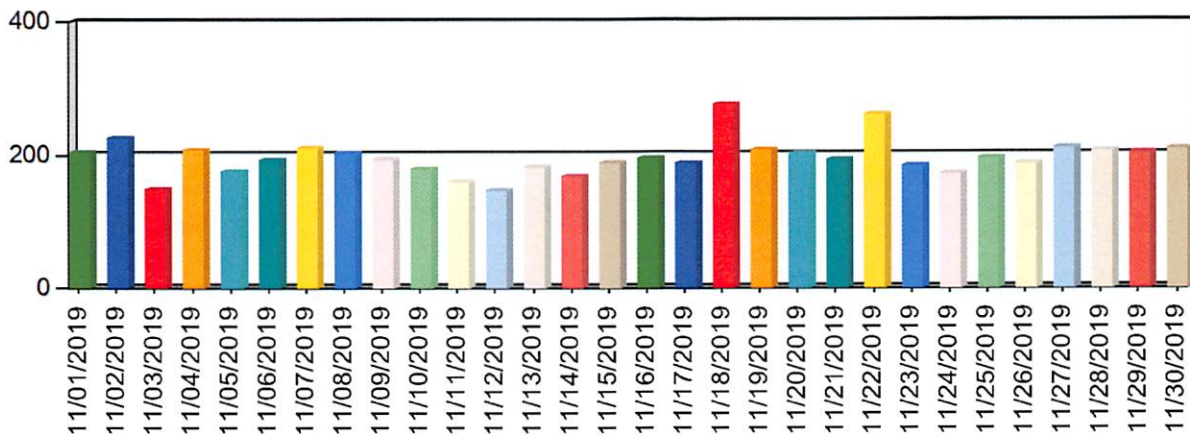


## Call Volume per Day

From: 11/01/2019 00:00:00  
PSAP: PowerLocate, Undefined

To: 11/30/2019 23:59:59

Number of Calls : 5,858



Day	Number of Calls	Percentage (%)	Cumulative (%)
11/01/2019	203	3.47	3.47
11/02/2019	225	3.84	7.31
11/03/2019	148	2.53	9.83
11/04/2019	207	3.53	13.37
11/05/2019	175	2.99	16.35
11/06/2019	192	3.28	19.63
11/07/2019	210	3.58	23.22
11/08/2019	202	3.45	26.66
11/09/2019	193	3.29	29.96
11/10/2019	179	3.06	33.01
11/11/2019	160	2.73	35.75
11/12/2019	147	2.51	38.26
11/13/2019	182	3.11	41.36
11/14/2019	167	2.85	44.21
11/15/2019	188	3.21	47.42
11/16/2019	194	3.31	50.73
11/17/2019	187	3.19	53.93
11/18/2019	275	4.69	58.62
11/19/2019	207	3.53	62.15

\*

<u>Day</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
11/20/2019	200	3.41	65.57
11/21/2019	192	3.28	68.85
11/22/2019	260	4.44	73.28
11/23/2019	183	3.12	76.41
11/24/2019	172	2.94	79.34
11/25/2019	195	3.33	82.67
11/26/2019	187	3.19	85.87
11/27/2019	211	3.60	89.47
11/28/2019	206	3.52	92.98
11/29/2019	202	3.45	96.43
11/30/2019	209	3.57	100.00
	<b>5,858</b>	<b>100.00</b>	



Lafourche Parish  
Communications District

# E-911

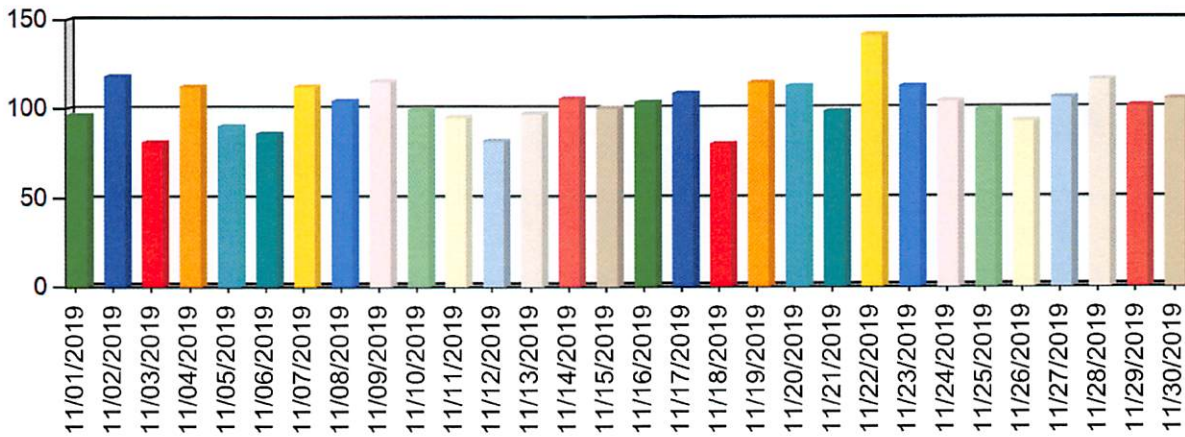


## Call Volume per Day

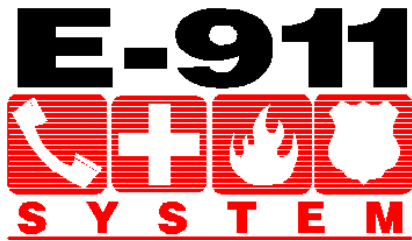
From: 11/01/2019 00:00:00  
 PSAP: PowerLocate, Undefined  
 Line Group/Pool: LG - 9-1-1

To: 11/30/2019 23:59:59

Number of Calls : 3,084



Day	Number of Calls	Percentage (%)	Cumulative (%)
11/01/2019	96	3.11	3.11
11/02/2019	118	3.83	6.94
11/03/2019	81	2.63	9.57
11/04/2019	112	3.63	13.20
11/05/2019	90	2.92	16.12
11/06/2019	86	2.79	18.90
11/07/2019	112	3.63	22.54
11/08/2019	104	3.37	25.91
11/09/2019	115	3.73	29.64
11/10/2019	99	3.21	32.85
11/11/2019	95	3.08	35.93
11/12/2019	82	2.66	38.59
11/13/2019	97	3.15	41.73
11/14/2019	105	3.40	45.14
11/15/2019	100	3.24	48.38
11/16/2019	103	3.34	51.72
11/17/2019	108	3.50	55.22
11/18/2019	80	2.59	57.81



Lafourche Parish  
Communications District

P.O. Box 1157, Raceland, LA 70394  
Phone (985) 537-3580 Fax (985) 537-6906

**Lafourche Parish Communications District  
2020 Meeting Dates**

**Meeting Time: 1:00 PM**

**Location:**

**Lafourche Parish Communications District  
111 Dunkleman Drive  
Raceland, LA 70394**

Thursday, January 2 2020

Thursday, April 2, 2020

Thursday, July 2, 2020

Thursday, October 1, 2020

Thursday, December 3, 2020