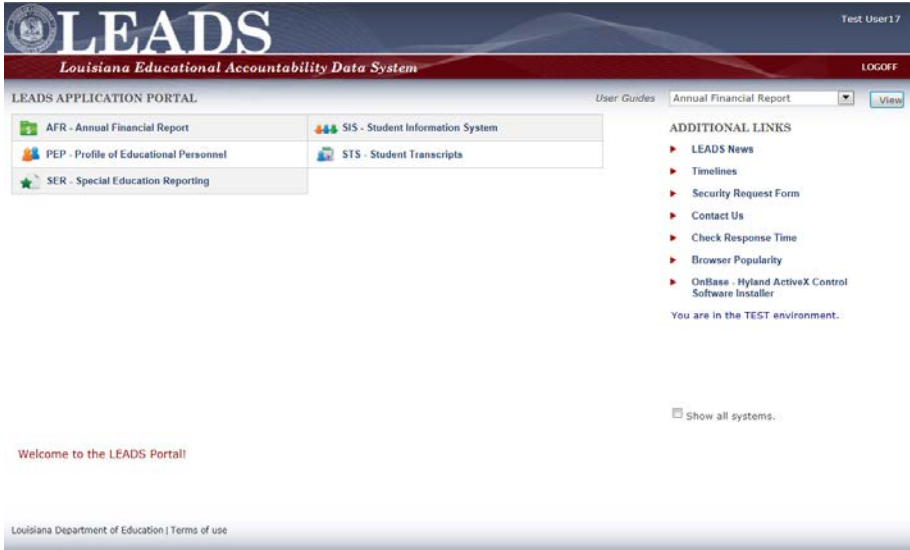


# Projected Revenue and Expenditures Survey – LEA User Guide

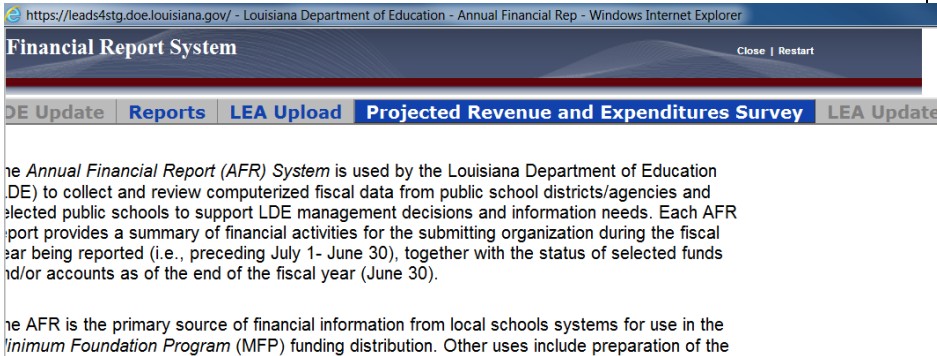
## Screenshot

## LEA User Instructions



Log into LEADS with your credentials:

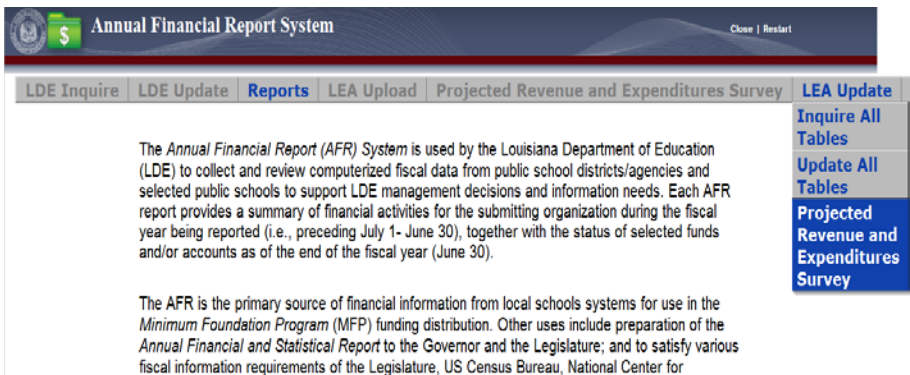
<https://leads3.doe.louisiana.gov/PTL/>




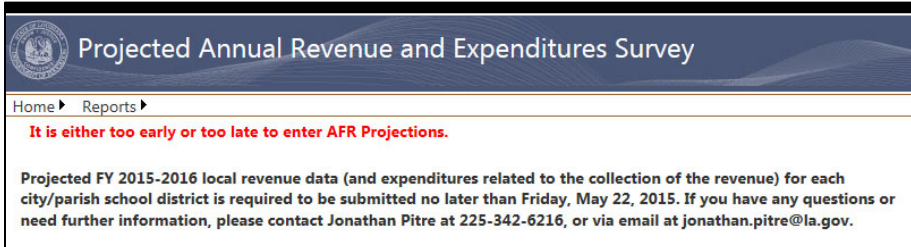
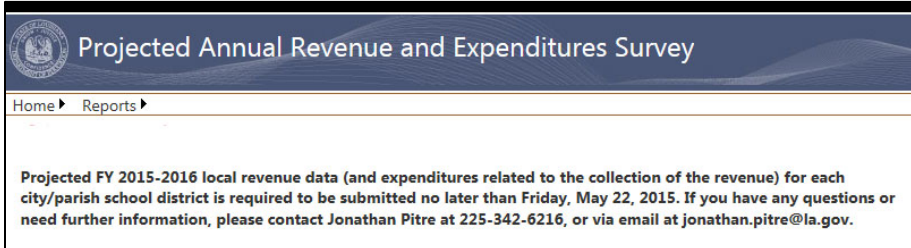

Choose AFR ,  
then access the survey by either:

clicking on the menu item  
“Projected Revenue and Expenditures Survey”

**or**



choosing “LEA Update”, then  
Projected Revenue and  
Expenditures Survey from the  
drop down list

	<p>For this survey period users will be required to login twice.</p>
	<p>If the Survey Period is not open, this screen will appear</p>
	<p>If the Survey is open, this screen will appear.</p>
	<p>Click on the “Home” menu and choose “Projected Revenue and Expenditures Survey”.</p>

# Projected Annual Revenue and Expenditures Survey

Home ▶ Reports ▶

School Year: 2015 Project Code: LR1

LEA Code: St. Tammany Parish

Save - Incomplete Submit Final Version

ITEM (1)	Key Punch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal NCLB Funds (6)	Other Special Funds (7)	Debt Service Funds (8)
<b>I. REVENUES FROM LOCAL SOURCES</b>							
<b>1 Taxation</b>							
<b>a. Ad Valorem Taxes - Gross</b>							
(1) Constitutional Tax	0000300	1111	200,000,000	0	0	0	0
(2) Renewable Taxes	0000350	1112	44,000	0	0	50,000	0
(3) Debt Service Taxes	0000400	1113	0	0	0	0	60,000
(4) Up to 1% Non-School Taxes for TRSL	0000450	1114	55,555	0	0	0	0
(5) Result of Court-Ordered Settlement	0000500	1115	0	0	0	66,666	0
(6) Penalties/Interest	0000550	1116	0	0	0	0	0

Input data, then:

- A) Click "Save – Incomplete" to save entries and return at another time to complete.
- B) Click "Submit Final Version" to save entries/updates and make your final submission of the form.

**NOTE:** The form may be printed at any time after it's been saved or submitted as final via the "Reports" menu on the menu bar.

If you receive a message about installing an "Active X" control when you first try to print, Click OK and install it.

# Projected Annual Revenue and Expenditures Survey

Home ▶ Reports ▶

School Year: 2015 Project Code: LR1

LEA Code: St. Tammany Parish

**Please enter your contact information.**

Username: apptst17

Phone Number: ( ) - Ext.

Email Address:

Last Updated: 3/5/2015 9:24:25 AM

Save - Incomplete Submit Final Version

If "Save- Incomplete" is chosen the following screen will appear.

Fill in your data.

**Note:** You do not need to fill in the "Last Updated" field, it fills automatically.

# Projected Annual Revenue and Expenditures Survey

Home ▶ Reports ▶

**Your projections have been saved. You may update until the final version has been submitted. You may print a copy of your DRAFT projections.**

School Year: 2015 Project Code: LR1

LEA Code: Livingston Parish

Click "Save- Incomplete".

A new screen will appear with instructions for printing a draft copy of the data you saved.

You may begin editing the data again from this screen.

Projected Annual Revenue and Expenditures Survey

Home ▶ Reports ▶

1 of 1 100% Find | Next

**LEA Projected Annual Revenue and Expenditures Report**  
**DRAFT DRAFT DRAFT**  
 Report Run Date: 3/26/2015 10:14 AM

Projection School Year:  
 LEA: -  
 Project Code: LR1

Item (1)	Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal NCLB Funds (6)	Other Spe Funds (7)
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If the form is printed (via Reports) before the final submission it will have “draft” printed at the top of the report.

Projected Annual Revenue and Expenditures Survey

Home ▶ Reports ▶

School Year: 2015 Project Code: LR1  
 LEA Code: St. Tammany Parish

Please enter your contact information.

I certify, to the best of my knowledge and belief, the data submitted constitutes an accurate report of the projected revenues and expenditures for the fiscal year.

Username: appfst17  
 Phone Number: ( ) - - Ext.   
 Email Address:   
 Last Updated: 3/10/2015 2:08:47 PM

Save - Incomplete Submit Final Version

After final entries/edits are made check your data carefully, then click “Submit Final Version”.

Enter your contact information then click “Submit Final Version” again.

Projected Annual Revenue and Expenditures Survey

Home Reports ▶

**The final version of your Projected Revenue and Expenditures Survey has been submitted. No further updates are permitted.**

You may print a copy of your final report by clicking on the Reports tab which is located on the above menu, then clicking on the LEA Projected Revenue and Expenditures Report link. Use the Save icon to format as Excel, PDF, and Word.

To log out, click on the “X” at the upper right of your screen.

The following screen will appear with instructions for printing a copy of the data you submitted.

Projected Annual Revenue and Expenditures Survey

Home Reports

LEA Projected Annual Revenue and Expenditures Report

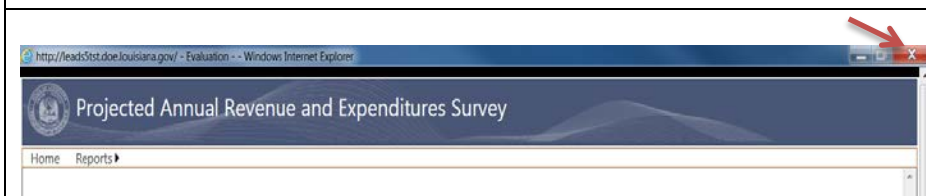
Report Date: 10/10/2015 2:26 PM

Projection School Year: 2015  
LEA: 052 - St. Tammany Parish  
Project Code: LR1

Item (1)	Key Punch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal NCLB Funds (6)	Other Special Funds (7)	Debt Service Funds (8)	Capital Projects Funds (9)
<b>I. REVENUES FROM LOCAL SOURCES</b>								
<b>1 Taxation</b>								
<b>a. Ad Valorem Taxes - Gross</b>								
(1) Constitutional Tax	0000300	1111	1,000,000,000	0	0	10,000	0	33,000
(2) Renewable Taxes	0000350	1112	44,000	0	0	50,000	0	0
(3) Debt Service Taxes	0000400	1113	0	0	0	0	90,000	0
(4) Up to 1% Non-School Taxes for TRSL	0000450	1114	75,000	0	0	25,000	0	100,000
(5) Result of Court-Ordered Settlement	0000500	1115	75,000	0	0	100,000	25,000	800,000
(6) Penalties/Interest on Property Taxes	0000550	1116	1,000,000	0	0	100,000	800,000	100,000
<b>(7) Taxes Collected Due to</b>								
Tax Incremental Financing (TIF)	0000650	1117	700,000	0	0	300,000	500,000	1,500,000
<b>b. Sales and Use Taxes</b>								
(1) Sales and Use Taxes - Gross	0000750	1131	1,000,000	0	0	750,000	250,000	500,000
(2) Sales/Use Taxes - Court Settlement	0000800	1135	5,000	0	0	10,000	10,000	10,000
(3) Penalties/Interest on Sales/Use Taxes	0000850	1136	750,000	0	0	250,000	0	95,000

Choose the file format for printing: Excel, PDF, or Word

**Note:** You may return to this screen as many times as necessary *before a new survey year is opened* to print a copy of your final submission.



Exit the system by clicking on the "X" at the upper right side of the screen.