

City of Saint Paul Financial Analysis Template Instructions

Purpose of the Fiscal Analysis Template:

- Provide summary information of the fiscal impact of financial resolutions that come before the Mayor and City Council
- Provide accurate accounting information (codes, and amounts) so that budget amendments can be reflected in the Infor system.
- Resolutions and administrative orders without this information will not be approved by OFS, and will be returned to the resolution drafter.

Financial Analysis Template

- Provide the requested information in the [Financial Analysis Template \(green tab\)](#) of this file. Pop-up windows will appear throughout the file to provide more details on what information is required.
- Complete the **top section** (line #s 1-27) of the Financial Analysis Template for any finance related resolutions, including:
 - Grants: applying for, accepting, and budgeting
 - Donations: soliciting, accepting, and budgeting
 - Budget amendments: both resolutions and administrative orders
 - All other resolutions with a financial impact
- Required fields are marked with red font or borders.
- **General Ledger (GL) - Annual Budget**
 - Complete the **General Ledger** section for all changes to the annual budget
 - Provide accurate **GL account codes**: Company, Accounting Unit (fund-department-cost center), Account
 - If you need help with GL codes, check the Chart of Accounts crosswalk on the intranet or contact Lori Lee x68822
 - This section is required for all changes to the budget via budget amendment or administrative order
- **Activity Ledger (AC) - Life to Date Activity Budget**
 - Complete the **Activity Ledger** section in addition to the GL section for changes to the following budgets:
 - Grants
 - Capital and Capital Bond Proceeds
 - STAR
 - TIF
 - HRA
 - Provide accurate **AC account codes**: Activity Group, Activity, Account Category
 - If you need help with AC codes, check the Chart of Accounts crosswalk on the intranet or contact Patty Germain x68807

Budget Reference Tabs

- The [Operating Budget Reference](#) and [CIB Budget Reference](#) pages (blue tabs) contain guidance on what kind of Mayoral and/or Council action is required for budget changes to the operating and capital budgets. Charter and administrative code citations for various financial resolutions are also provided.
- If you have questions about what is required to accomplish a particular financial action, please contact your budget analyst.

City of Saint Paul Financial Analysis

1 File ID Number: 23-
 2
 3 Budget Affected: Operating Budget PED Special Fund
 4
 5 Total Amount of Transaction: -
 6
 7 Funding Source: Other Please Specify Funding Source: STAR
 8
 9 Appropriation already included in budget? Yes
 10
 11 Charter Citation: 10.07.4
 12
 13

Fiscal Analysis

16 This resolution allocates Neighborhood STAR funds for the following projects, which, after review and recommendation by the Neighborhood STAR board, have been recommended by
 17 the Neighborhood STAR Board and Mayor for funding in 2023.
 18
 19
 20

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

Company	GL Annual Budget Fund-Dept-Cost Center	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
	star					
1	28551200	73220	STAR NEIGHBORHOOD	-	-	-
(Choose Company)	XXXXXXXX	XXXXX	(Item description)	-	-	-
TOTAL:					-	

Financing Changes

(Action Accomplished)

Company	GL Annual Budget Fund-Dept-Cost Center	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
(Choose Company)				-	-	-
(Choose Company)				-	-	-
TOTAL:					-	

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

Spending Changes

(Action Accomplished)

Activity Group	Life to Date Activity Budget Activity	Account Category	Activity Description	WARD	CURRENT BUDGET	CHANGES	AMENDED BUDGET
S-STAR	51 200 10000	73220	N STAR UNDESIGNATED		2,320,167.48	(2,320,162.55)	4.93
S-STAR	5120211111	73220	2023 TKP LLC	2		48,835.00	48,835.00
S-STAR	5120211112	73220	2023 Life Juices	1		27,000.00	27,000.00
S-STAR	5120211113	73220	2023 Latino Econ. Dev. Center	6		150,000.00	150,000.00
S-STAR	5120211114	73220	2023 Udo's African Food Store LLC	4		90,000.00	90,000.00
S-STAR	5120211115	73220	2023 Amani Construction	6		90,968.00	90,968.00
S-STAR	5120211116	73220	2023 East Side Nbhd Dev. Co.	6		50,000.00	50,000.00
S-STAR	5120211117	73220	2023 Yoerg Brewing Company	7		5,000.00	5,000.00
S-STAR	5120211118	73220	2023 Pimento Jamaican Kitchen	2		50,000.00	50,000.00
S-STAR	5120211119	73220	2023 Al's Westside Diner	2		48,000.00	48,000.00
S-STAR	5120211120	73220	2023 The Donut Trap	1		50,000.00	50,000.00
S-STAR	5120211121	73220	2023 Lip Esteem, LLC	1		27,939.55	27,939.55
S-STAR	5120211122	73220	2023 District 6 Planning Council	1&5		44,500.00	44,500.00
S-STAR	5120211123	73220	2023 African Development Center	City-wide		210,000.00	210,000.00
S-STAR	5120211124	73220	2023 Slice Pizza Lowertown LLC	2		50,000.00	50,000.00
S-STAR	5120211125	73220	2023 Rondo Community Land Trust	1		50,000.00	50,000.00
S-STAR	5120211126	73220	2023 Urban Growler Brewing Company	4		49,723.00	49,723.00
S-STAR	5120211127	73220	2023 7th Street Event Center	3		49,900.00	49,900.00
S-STAR	5120211128	73220	2023 Rayz R Cuts, LLC	4		50,000.00	50,000.00
S-STAR	5120211129	73220	2023 Capital Deals	2		50,000.00	50,000.00
S-STAR	5120211130	73220	2023 Day By Day of St. Paul Inc.	2		50,000.00	50,000.00
S-STAR	5120211131	73220	2023 African Econ. Dev. Solutions	4		185,000.00	185,000.00
S-STAR	5120211132	73220	2023 St. Paul Family Medical Center	5		50,000.00	50,000.00
S-STAR	5120211133	73220	2023 TB'z Customz Boutique	1		13,797.00	13,797.00
S-STAR	5120211134	73220	2023 St. Paul Development Corp	1		50,000.00	50,000.00
S-STAR	5120211135	73220	2023 Grand Ole Creamery	2		30,000.00	30,000.00
S-STAR	5120211136	73220	2023 Union Park Management	1		50,000.00	50,000.00
S-STAR	5120211137	73220	2023 The JK Movement	1		50,000.00	50,000.00
S-STAR	5120211138	73220	2023 Wabasha Brewing Company	2		50,000.00	50,000.00
S-STAR	5120211139	73220	2023 Awaken for Wellness	4		50,000.00	50,000.00
S-STAR	5120211140	73220	2023 Bartholomew and Stella Ent.	1		50,000.00	50,000.00
S-STAR	5120211141	73220	2023 Hmong American Partnership	6		50,000.00	50,000.00
S-STAR	5120211142	73220	2023 Rice & Larpenteur Alliance	5		50,000.00	50,000.00
S-STAR	5120211143	73220	2023 CR 89 Inc.	1		50,000.00	50,000.00
S-STAR	5120211144	73220	2023 Doge Pizza LLC	4		50,000.00	50,000.00

85	S-STAR	5120211145	73220	2023 Joan's in the Park	3	50,000.00	50,000.00	
86	S-STAR	5120211146	73220	2023 Premier Management LLC	2	50,000.00	50,000.00	
87	S-STAR	5120211147	73220	2023 Greater E. Side/Dist. 2 CC	6&7	44,500.00	44,500.00	
88	S-STAR	5120211148	73220	2023 Yoni Treats LLC	6	5,000.00	5,000.00	
89	S-STAR	5120211149	73220	2023 Plant Bar Café LLC	2	50,000.00	50,000.00	
90	S-STAR	5120211150	73220	2023 Unique Early Learning Center	1	50,000.00	50,000.00	
91	S-STAR	5120211151	73220	2023 PAIKKA	4	50,000.00	50,000.00	
						2,320,167.48	0.00	2,320,167.48

Operating Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
1.) Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.)	Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize new revenue in the appropriate company and activity	C.C. 10.07.1
2.) Accept a Grant			
a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize the grant in the appropriate company and activity	C.C. 10.07.1 Admin 41.03
b.) Previously established grant budget	Award Letter and/or Grant Agreement Resolution Accepting the Grant Funds (No public hearing needed)	- Accept the awarded grant funds - Include in the resolution that the grant funds were included in the current year's budget	
3.) Transfer Appropriations within Departments:			
a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department - Administrative order is prepared to execute the transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies - Amend spending and financing to recognize transfer	C.C. 10.07.4

Operating Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.) <u>Transfer Appropriations between Departments</u>			
a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
5.) <u>Allow appropriations to lapse (non-capital improvement dollars)</u>	None	- No action required.	C.C. 10.08
For Lapse of appropriations - Capital improvements see City Charter 10.09.		-All non-encumbered appropriations will fall to fund balance at the end of the fiscal year.	
For guidance on budget change procedures for accomplished or abandoned projects, see the CIB Project and Budget Changes Procedures Guide, numbers 1, 2, and 6.		- All encumbered appropriations will be re-appropriated in the following fiscal year's budget for the same purposes	
6.) <u>Enact Emergency Appropriation</u>	Emergency is defined as "a sudden or unforeseen situation affecting life, health, property, or the public peace or welfare that requires immediate council action", C.C. 6.06 Emergency Ordinances Budget Amendment Resolution	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council	C.C. 10.07.2 C.C. 6.06
7.) <u>Reduction of Appropriations</u>	Report by the Mayor of the estimated amount of the deficit Recommendation by the Mayor to the City Council of steps to be taken	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
1.) Close a completed project with excess balances	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending - Transfer excess appropriation to contingency when applicable	Administrative Code 57.09 (2) City Charter 10.09 - Accomplished projects
2.) Close a completed project with no excess balances, but excess spending authority	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending	City Charter 10.09 - Accomplished projects
3.) Close a completed project with no excess balances and no excess spending authority	None	- Contact OFS with project budget codes to have the project inactivated in the finance system	N/A
4.) <u>Adding new spending authority to an existing project (without changing the scope of the project)</u>			
a.) Financing source is new money	CIB Committee review and recommendation Mayor recommends via resolution Compliance with City Comprehensive Plan Public hearing	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1) City Charter 10.07.1

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
b.) Financing source is contingency (less than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	Transfers within a department require an Administrative Order (completed by departments; verified and approved by OFS)	- Reduce amount in appropriate contingency fund	Administrative Code 57.09 (3) a
	A.O.s require periodic review by CIB Committee	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Transfers between departments require a resolution (completed by departments; verified and approved by OFS)		
c.) Financing source is contingency (more than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	CIB Committee review and recommendation	- Reduce amount in appropriate contingency fund (" <i>unallocated reserve account</i> ")	Administrative Code 57.09 (3) b
	Mayor recommends via resolution	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Public hearing		

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
<u>Add a new project</u>			
5.) OR			
<u>Expand the scope of an existing project</u>			
	CIB Committee review and recommendation		
a.) Financing source is new money	Mayor recommends via resolution	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1)
	Compliance with City Comprehensive Plan		City Charter 10.07.1
	Public hearing		
	All proposed uses of Contingency funds must first be reviewed by OFS		
b.) Financing source is contingency	CIB Committee review and recommendation	- Transfer dollars from contingency to new project	Administrative Code 57.09 (1)
	Mayor recommends via resolution	- Amend spending and financing to recognize transfer	City Charter 10.07.4
	Public hearing		
6.) Declare a project abandoned	Council resolution	- Identify project as abandoned -Transfer appropriation for the abandoned project to a separate contingency fund (" <i>unallocated reserve account</i> ") - Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	Administrative Code 57.09 (4) City Charter 10.09
7.) Replace an approved project with a new project	1) Declare an approved project abandoned or completed with excess balances (see process above) 2) Add new project after capital improvement budget is adopted (see process above)	- Can accomplish both steps in one resolution	

<u>Departments</u> (Select Department)	<u>Affected Budgets</u> (Choose CIB or Operating)	<u>General vs. Special Fund</u> (Choose General, Special or Capital)	<u>Funding Source</u> (Select Funding Source)	<u>Already Appropriated?</u> (Yes or No?)	<u>Company</u> (Choose Company)
Multiple Departments			Transfer of Appropriations	Yes	1
City Attorney's Office	Both Operating and CIB Budgets	General Fund	Grant	No	3
City Council	Operating Budget	Special Fund	Donation		5
Emergency Management	CIB Budget	Capital	Multiple		8
Financial Services		Multiple Funds	Other		9
Fire and Safety Services					
General Government Accounts					
HRA					
Human Resources					
HREEO					
Mayor's Office					
Parks and Recreation					
PED					
Police Department					
Public Health					
Public Library Agency					
Public Works					
RiverCentre					
Safety and Inspections					
Technology and Communications					
Water Department					