

## 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: Res 19-209  
 2  
 3 Budget Affected: Safety and Inspections General Fund  
 4  
 5 Total Amount of Transaction: 4,000.00  
 6  
 7 Funding Source: Donation  
 8  
 9 Appropriation already included in budget? No  
 10  
 11 Charter Citation: City Charter 10.07.1  
 12  
 13

14 Fiscal Analysis

15  
 16 Accepting the gift of \$2,000 from the Saint Paul and Minnesota Foundation and \$2,000 from the Saint Paul Fire Foundation and  
 17 amending the Department of Safety and Inspections budget to provide emergency lodging to individuals involved in a dangerous situation  
 18 with no heat. This lodging shall only take place once a series of conditions are met and there are no other options.  
 19  
 20  
 21  
 22  
 23  
 24  
 25  
 26  
 27  
 28

29 Detail Accounting Codes:

31 **GENERAL LEDGER (GL) - ANNUAL BUDGET**

32  
 33 **Spending Changes**

34 *(Action Accomplished)*

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	10024400	67535	Lodging	0.00	4,000.00	4,000.00

48 TOTAL: 0.00 4,000.00 4,000.00

50 **Financing Changes**

51 *(Action Accomplished)*

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	10024400	55505	Outside Contribution Donations	-	4,000.00	4,000.00

57 TOTAL: - 4,000.00 4,000.00

59 **ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET**

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

62 **Spending Changes**

63 *(Action Accomplished)*

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
		XXXXX	(Item description)			-
		XXXXX	(Item description)			-

69 TOTAL: -

71 **Financing Changes**

72 *(Action Accomplished)*

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
		XXXXX	(Item description)			-
		XXXXX	(Item description)			-

78 TOTAL: -

79