

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

File ID Number:	RES PH 18-200	
Budget Affected:	Operating Budget Police Department	Special Fund
Total Amount of Transaction:	147,805.00	
Funding Source:	Grant	Per Contract
Appropriation already included in budget?	Yes	
Charter Citation:	10.7.1	

Fiscal Analysis

Amend the 2018 budget and add activity budget for the 2018 DEED grant which was approved by RES 18-759

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	20023813	60110	POLICE SWORN	0	24,288	24,288
1	20023813	60180	OVERTIME POLICE SWORN	10,000		10,000
1	20023813	60410	NOT CERTIFIED TEMPORARY SEASONAL	0	4,614	4,614
1	20023813	61005	SOCIAL SECURITY	0	67	67
1	20023813	61010	MEDICARE REGULAR	0	310	310
1	20023813	61015	MEDICARE POLICE	145	352	497
1	20023813	61130	POLICE PENSION	1,620	3,934	5,554
1	20023813	61210	EMPLOYEE HEALTH INSURANCE	0	6,500	6,500
1	20023813	63160	GENERAL PROFESSIONAL SERVICE	62,053		62,053
1	20023813	63160	PROFESSIONAL SERVICES	0	90,000	90,000
1	20023813	70510	BOOKS PERIODICAL PICTURE	0	2,500	2,500
1	20023813	72105	UNIFORMS	0	7,740	7,740
1	20023813	72905	ADDITIONAL MAT AND SUPPLIES		7,500	7,500
TOTAL:				73,818	147,805	221,623

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	20023813	43401	STATE GRANT	36,765	147,805	184,570
TOTAL:				36,765	147,805	184,570

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)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
G-POLICE	G2318702034250	60110	POLICE SWORN	-	72,080	72,080
G-POLICE	G2318702034250	61015	MEDICARE POLICE		1,045	1,045
G-POLICE	G2318702034250	61130	POLICE PENSION		11,677	11,677
G-POLICE	G2318702034250	61210	EMPLOYEE HEALTH INSURANCE		10,330	10,330
G-POLICE	G2318702034250	63160	PROFESSIONAL SERVICES		149,005	149,005
G-POLICE	G2318702034250	70510	BOOKS PERIODICAL PICTURE		1,320	1,320
G-POLICE	G2318702034250	72105	UNIFORMS		7,875	7,875
G-POLICE	G2318702034250	72905	ADDITIONAL MAT AND SUPPLIES		15,199	15,199
G-POLICE	G2318702034251	60110	POLICE SWORN		49,090	49,090
G-POLICE	G2318702034251	60410	NOT CERTIFIED TEMPORARY SEASONAL		18,456	18,456
G-POLICE	G2318702034251	61005	SOCIAL SECURITY		268	268
G-POLICE	G2318702034251	61010	MEDICARE REGULAR		1,762	1,762
G-POLICE	G2318702034251	61015	MEDICARE POLICE		712	712
G-POLICE	G2318702034251	61130	POLICE PENSION		7,953	7,953
G-POLICE	G2318702034251	61210	EMPLOYEE HEALTH INSURANCE		7,636	7,636
G-POLICE	G2318702034251	63160	PROFESSIONAL SERVICES		84,995	84,995
G-POLICE	G2318702034251	70510	BOOKS PERIODICAL PICTURE		7,480	7,480
G-POLICE	G2318702034251	72105	UNIFORMS		44,625	44,625
TOTAL:				-	491,508	491,508

Financing Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
G-POLICE	G2318702034250	43410	MN DEPT EMPL & ECON DEV		268,531	268,531
G-POLICE	G2318702034251	43410	MN DEPT EMPL & ECON DEV		222,977	222,977
TOTAL:				-	491,508	491,508

Police Grants - Accounting Unit 20023833

Account		CHANGES		AMENDED
Spending Changes				
60410	NOT CERTIFIED TEMP SEASONAL	0	53,077	53,077
61010	MEDICARE REGULAR	0	3,291	3,291
61005	SOCIAL SECURITY	0	4,751	4,751
TOTAL:		0	61,119	61,119
Financing Changes				
43101	FEDERAL GRANT STATE ADMIN	0	535,508	535,508
TOTAL:		0	535,508	535,508

Activity G2317651634292

Spending Changes				
60410	NOT CERTIFIED TEMP SEASONAL	-	252,600	252,600
61010	MEDICARE REGULAR	-	3,663	3,663
61005	SOCIAL SECURITY	-	14,637	14,637
TOTAL:		0	270,900	270,900
Financing Changes				
43170	CNCS MNSERVE		270,900	270,900
TOTAL:		0	270,900	270,900

Operating Budget Changes Procedures Guide

2/14/2014

Polic

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.)	60180 Overtime - Sworn 61010 Medicare Regular		
	61130 Police Pension		
3.)	67530 Transportation Lodging		
67535			
67540	Meals		

Operating Budget Changes Procedures Guide

2/14/2014

Polic

In order to:		Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.)		64705 Vehicle Rental		
		70525 Office Supplies Contract		
		70530 General Office Supplies		
		70130 Computer Supplies		
		70005 Communication Equipment		
		70010 Communication Supplies		
		72220 Law Enforcement Supplies		
		63370 Investigations		
		72905 Special Materials and Supplies		
5.)	Allow appropriations to lapse (non-capital improvement dollars)	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.)	Enact Emergency Appropriation	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	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council	C.C. 10.07.2
		Budget Amendment Resolution		C.C. 6.06
7.)	Reduction of Appropriations	Report by the Mayor of the estimated amount of the deficit	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3
		Recommendation by the Mayor to the City Council of steps to be taken		

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 ("unallocated reserve account ")	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>			
a.) Financing source is new money	CIB Committee review and recommendation		
	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		
b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS		
	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> ")	Administrative Code 57.09 (4)
		- Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	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)	- Can accomplish both steps in one resolution	
	2) Add new project after capital improvement budget is adopted (see process above)		

<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					