

## 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 PH 21-104

2

3

Budget Affected:

Operating Budget Police Department

Special Fund

4

5

Total Amount of Transaction:

14,332.00

6

7

Funding Source:

Transfer of Appropriations

8

9

Appropriation already included in budget?

No

10

11

Charter Citation:

10.7.1

12

13

Fiscal Analysis

The 2021 technical amendment was not updated in December 2020, therefore balances need to be amended on the 2021 budget.  
These grants were approved on RES PH 19-290

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	20023810	60105	FULL TIME CERTIFIED		75,000	(37,268)	37,732
1	20023810	60110	POLICE SWORN		97,156	(56,489)	40,667
1	20023810	60180	OVERTIME POLICE SWORN		-	51,683	51,683
1	20023810	61005	SOCIAL SECURITY		4,650	(4,650)	-
1	20023810	61010	MEDICARE REGULAR		1,088	(1,088)	-
1	20023810	61015	MEDICARE POLICE		1,409	(1,409)	-
1	20023810	61110	PAERA COORDINATED		5,625	(5,625)	-
1	20023810	61130	PARA POLICE		16,494	(6,587)	9,907
1	20023810	63160	PROFESSIONAL DEVELOPMENT		44,670	33,073	77,743
1	20023810	64215	VEHILE REPAIR		2,816	(2,816)	-
1	20023810	65170	COMMUNICATION SERVICES		5,184	(5,184)	-
1	20023810	67530	TRANSPORTATION		626	(626)	-
1	20023810	67535	LODGING		2,000	(2,000)	-
1	20023810	67540	MEALS		500	(500)	-
1	20023810	70120	COMPUTER HARDWARE		3,000	(3,000)	-
1	20023810	71700	VEHICLE PARTS		1,000	(1,000)	-
1	20023810	72220	LAW ENFORCEMENT SUPPLIES		-	12,516	12,516
1	20023810	76501	EQUIPMENT		18,000	45,302	63,302
TOTAL:					279,218	14,332	293,550

Financing Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	20023810	43401	State Grant		279,218	14,332	293,550
TOTAL:					279,218	14,332	293,550

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	G2319701034290	60105	FULL TIME CERTIFIED		150,000	(112,268)	37,732
G-POLICE	G2319701034290	60110	POLICE SWORN		194,312	(153,645)	40,667
G-POLICE	G2319701034290	60180	OVERTIME POLICE SWORN		-	51,683	51,683
G-POLICE	G2319701034290	61005	SOCIAL SECURITY				-
G-POLICE	G2319701034290	61010	MEDICARE REGULAR		2,175	(2,175)	-
G-POLICE	G2319701034290	61015	MEDICARE POLICE		2,818	(2,818)	-
G-POLICE	G2319701034290	61110	PAERA COORDINATED		20,604	(20,604)	-
G-POLICE	G2319701034290	61130	PARA POLICE		32,936	(23,029)	9,907
G-POLICE	G2319701034290	63160	PROFESSIONAL DEVELOPMENT			77,743	77,743
G-POLICE	G2319701034290	64215	VEHILE REPAIR		5,000		5,000
G-POLICE	G2319701034290	64230	GENERAL EQUIPMENT REPAIR		5,000	(5,000)	-
G-POLICE	G2319701034290	64235	COMPUTER MAINTENANCE		5,000	(5,000)	-

77	G-POLICE	G2319701034290	65160	TELEPHONE NON VOICE SERVICE	5,000	(5,000)	-
78	G-POLICE	G2319701034290	65165	TELEPHONE CELLULAR PHONE	4,000	(4,000)	-
79	G-POLICE	G2319701034290	67505	OUT OF TOWN REGISTRATION	800	(800)	-
80	G-POLICE	G2319701034290	67530	TRANSPORTATION	1,900	(1,900)	-
81	G-POLICE	G2319701034290	67535	LODGING	2,664	(2,664)	-
82	G-POLICE	G2319701034290	67540	MEALS	8,880	(8,880)	-
83	G-POLICE	G2319701034290	74310	CITY CONTRA TO OUTSIDE AGENCY	89,340	(89,340)	-
84	G-POLICE	G2319701034290	72220	LAW ENFORCEMENT SUPPLIES	-	12,516	12,516
85	G-POLICE	G2319701034290	76501	EQUIPMENT	36,000	27,302	63,302
86					TOTAL:	566,429.00	(267,879.00) 298,550.00
87	Financing Changes						
88	(Action Accomplished)						
89	Life to Date Activity Budget				CURRENT		AMENDED
90	Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
91							
92	G-POLICE	G2319701034290	43405	MN Department of Commerce	588,437	(294,887)	293,550
93					TOTAL:	588,437	(294,887) 293,550

<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					