

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: AO 21-23
 2
 3 Budget Affected: Operating Budget Police Department Special Fund
 4
 5 Total Amount of Transaction: -
 6
 7 Funding Source: Transfer of Appropriations
 8
 9 Appropriation already included in budget? Yes
 10
 11 Charter Citation: 10.7.4
 12
 13

Fiscal Analysis

16 Reallocate budget to more accurately reflect spending
 17
 18
 19

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 | | 37,732 | (2,098) | 35,634 |
| 1 | 20023810 | 60110 | POLICE SWORN | | 40,667 | (53) | 40,614 |
| 1 | 20023810 | 60180 | OVERTIME POLICE SWORN | | 51,683 | 26,295 | 77,978 |
| 1 | 20023810 | 61130 | PARA POLICE | | 9,907 | 2,743 | 12,650 |
| 1 | 20023810 | 63160 | GENERAL PROFESSIONAL SERVICE | | 77,743 | - | 77,743 |
| 1 | 20023810 | 72220 | LAW ENFORCEMENT SUPPLIES | | 12,516 | - | 12,516 |
| 1 | 20023810 | 76501 | EQUIPMENT | | 63,302 | (26,887) | 36,415 |
| TOTAL: | | | | | 293,550 | - | 293,550 |

Financing Changes

(Action Accomplished)

| GL Annual Budget | | | | | CURRENT | | AMENDED |
|------------------|-----------------------|---------|-------------|--|---------|---------|---------|
| Company | Fund-Dept-Cost Center | Account | Description | | BUDGET | CHANGES | BUDGET |
| 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)

| Life to Date Activity Budget | | | | CURRENT | | AMENDED | |
|------------------------------|----------|------------------|-------------|---------|---------|---------|---|
| Activity Group | Activity | Account Category | Description | BUDGET | CHANGES | BUDGET | |
| G-POLICE | | | | | | | |
| TOTAL: | | | | | - | - | - |

Financing Changes

(Action Accomplished)

| Life to Date Activity Budget | | | | CURRENT | | AMENDED | |
|------------------------------|----------|------------------|-------------|---------|---------|---------|---|
| Activity Group | Activity | Account Category | Description | BUDGET | CHANGES | BUDGET | |
| G-POLICE | | | | | | | |
| TOTAL: | | | | | - | - | - |

| <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 | | | | | |