

## 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 21-40  
 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? No  
 10  
 11 Charter Citation: 10.7.1  
 12  
 13

14 Fiscal Analysis

15  
 16 Reallocate budget to more accurately reflect spending  
 17  
 18  
 19

20 Detail Accounting Codes:

21  
 22 **GENERAL LEDGER (GL) - ANNUAL BUDGET**

23  
 24 **Spending Changes**

25 *(Action Accomplished)*

26 <b>GL Annual Budget</b>					27 <b>CURRENT</b>		28 <b>AMENDED</b>
29 <b>Company</b>	30 <b>Fund-Dept-Cost Center</b>	31 <b>Account</b>	32 <b>Description</b>		33 <b>BUDGET</b>	34 <b>CHANGES</b>	35 <b>BUDGET</b>
1	22523411	72220	LAW ENFORCEMENT SUPPLIES		43,590	(10,000)	33,590
1	22523411	76805	CAPITAL OUTLAY		152,154	10,000	162,154
TOTAL:					195,744	-	195,744

33 **Financing Changes**

34 *(Action Accomplished)*

35 <b>GL Annual Budget</b>					36 <b>CURRENT</b>		37 <b>AMENDED</b>
38 <b>Company</b>	39 <b>Fund-Dept-Cost Center</b>	40 <b>Account</b>	41 <b>Description</b>		42 <b>BUDGET</b>	43 <b>CHANGES</b>	44 <b>BUDGET</b>
TOTAL:					-	-	-

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

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

44 **Spending Changes**

45 *(Action Accomplished)*

46 <b>Life to Date Activity Budget</b>				47 <b>CURRENT</b>		48 <b>AMENDED</b>
49 <b>Activity Group</b>	50 <b>Activity</b>	51 <b>Account Category</b>	52 <b>Description</b>	53 <b>BUDGET</b>	54 <b>CHANGES</b>	55 <b>BUDGET</b>
G-POLICE						-
G-POLICE						-
TOTAL:				-	-	-

52 **Financing Changes**

53 *(Action Accomplished)*

54 <b>Life to Date Activity Budget</b>				55 <b>CURRENT</b>		56 <b>AMENDED</b>
57 <b>Activity Group</b>	58 <b>Activity</b>	59 <b>Account Category</b>	60 <b>Description</b>	61 <b>BUDGET</b>	62 <b>CHANGES</b>	63 <b>BUDGET</b>
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					