

## **City of Saint Paul Financial Analysis Template Instructions**

### **Purpose of the Fiscal Analysis Template:**

- The purpose of this template is to standardize the information accompanying financial resolutions before the Mayor and City Council. This form will be required to be submitted as an attachment to all resolutions that contain budget changes, related to grants or donations, or otherwise impact the city's
- Resolutions without this information will not be approved by OFS, and will be returned to the drafter.

### **Fiscal Analysis Template Tab**

- Fill out all of the information in [Financial Analysis Template \(green tab\)](#) of this file. Pop-up windows appear throughout the file to provide more details on what information is required.
- The top portion of the file, including the fiscal analysis, will need to be filled out for any finance related action, including:
  - Grants: applying for, accepting and budgeting
  - Donations: soliciting, accepting, and budgeting
  - Budget amendments (both resolutions and administrative orders)
  - Other action with a financial impact
- If the action includes either a CIB or Operating Budget Amendment, the detail accounting codes section must also be filled out.
- If you have further questions, please contact your budget analyst.

### **Budget Reference Tabs**

- The [Operating Budget Reference](#) and [CIB Budget Reference pages \(blue tabs\)](#) are read-only tabs. They contain guidance on what kind of mayoral and/or council action is required for budget adjustments in operating and CIB budgets, and include charter and administrative code citations for these actions.
- If you have questions about what is required to accomplish a particular finance related action, please contact your budget analyst.

### **Drop Down Menus Tab**

- The [Drop Down Menus tab \(grey tab\)](#) is used by OFS only to manage the drop down lists contained in the Financial Analysis template.
- Department staff filling out this form should not attempt to edit this page.

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**City of Saint Paul Financial Analysis**

1	<u>File ID Number:</u>	RES 19-546		
2				
3	<u>Budget Affected:</u>	Operating Budget	City Attorney's Office	General Fund
4				
5	<u>Total Amount of Transaction:</u>	\$22,000		
6				
7	<u>Funding Source:</u>	Other		<u>Please Specify:</u>
8				Tort Liability Fund - 10017405-74205
9	<u>Charter Citation:</u>	Administrative Code 3.02		
10				
11				

**Fiscal Analysis**

12  
13  
14 RESOLVED, that upon execution and delivery of a release in full to the City of Saint Paul, the proper City officers are hereby authorized and  
15 directed to pay out of the Tort Liability Fund 10017405 – 74205 to Jared Sande, Andrew Henderson and their attorney A.L. Brown, the total  
sum of twenty-two thousand dollars and no cents (\$22,000.00) in full and final settlement of Jared Sande, et al v. Todd Axtell and the claims  
for damages and attorneys' fees asserted therein.