

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 20-71
 2
 3 Budget Affected: Both Operating and CIB Budgets Public Works Multiple Funds
 4
 5 Total Amount of Transaction: 3,616,414.00 New Transfer 897,000
 6
 7 Funding Source: Multiple
 8
 9 Appropriation already included in budget? No
 10
 11 Charter Citation: City Charter 10.07.1
 12 City Charter 10.07.4
 13

14 Fiscal Analysis

15
 16 To adjust project budgets as follows:
 17 - Transfer \$660,000 MSA from Como Phase 1 to Como Phase 3 project.
 18 - Transfer \$237,000 from Mill and Overlay to Como Phase 3 project.
 19 - Add \$1,151,318 of Sewer Revenues and \$2,369,996 of SPRWS Revenues to Griggs/Scheffer project.
 20 - Add \$95,100 of Outside Contribution to Como Phase 3 project.
 21
 22
 23
 24

25 Detail Accounting Codes:

27 **GENERAL LEDGER (GL) - ANNUAL BUDGET**

29 **Spending Changes**

30 (Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	23031552	69590	Other Services		3,407,665	(237,000)	3,170,665
1	23031552		All Other Spending		5,008,375	-	5,008,375
TOTAL:					8,416,040	(237,000)	8,179,040

37 **Financing Changes**

38 (Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	23031552	47520	Street Repair		3,214,304	(118,500)	3,095,804
1	23031552	56220	Transfer From General Fund		3,959,160	(118,500)	3,840,660
1	23031552		All Other Financing		1,242,576	-	1,242,576
TOTAL:					8,416,040	(237,000)	8,179,040

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

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

50 **Spending Changes**

51 (Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
C-FMSCAP	C172L1820000	76105	Streets	Como Phase 1	3,753,380	(660,000)	3,093,380
					3,753,380	(660,000)	3,093,380
C-FMSCAP	C202T27729325	76105	Streets	Griggs Scheffer	8,294,000	2,421,314	10,715,314
C-FMSCAP	C202T27729325	76310	Tree Planting		120,000	-	120,000
C-FMSCAP	C202T27729325	77005	Cap Int Serv Engineering		1,400,000	1,100,000	2,500,000
C-FMSCAP	C202T27729325	77010	Cap Int Serv Traffic		1,275,000	-	1,275,000
C-FMSCAP	C202T27729325	77210	Cap Ext Serv Testing		50,000	-	50,000
C-FMSCAP	C202T27729325	77590	Public Art Capitalized		85,000	-	85,000
					11,224,000	3,521,314	14,745,314
C-FMSCAP	C202T27729326	76105	Streets	Como Phase 3	3,253,000	826,100	4,079,100
C-FMSCAP	C202T27729326	76310	Tree Planting		65,000	-	65,000
C-FMSCAP	C202T27729326	77005	Cap Int Serv Engineering		834,000	166,000	1,000,000
C-FMSCAP	C202T27729326	77010	Cap Int Serv Traffic		665,000	-	665,000
C-FMSCAP	C202T27729326	77210	Cap Ext Serv Testing		50,000	-	50,000
C-FMSCAP	C202T27729326	77590	Public Art Capitalized		60,000	-	60,000
					4,927,000	992,100	5,919,100

73 **Financing Changes**

74 (Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
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76	Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
77								
78	C-FMSCAP	C172L1820000	43651	Muni State Aid Construction	Como Phase 1	3,550,000	(660,000)	2,890,000
79	C-FMSCAP	C172L1820000	51101	Internal Service Revenue		203,380	-	203,380
80						3,753,380	(660,000)	3,093,380
81								
82	C-FMSCAP	C202T27729325	47565	SPRWS Construction Svc	Griggs Scheffer	630,000	2,369,996	2,999,996
83	C-FMSCAP	C202T27729325	55105	Program Income (Sewers)		644,000	1,151,318	1,795,318
84	C-FMSCAP	C202T27729325	56020	SPS Bonds		9,950,000	-	9,950,000
85						11,224,000	3,521,314	14,745,314
86								
87	C-FMSCAP	C202T27729326	43651	Muni State Aid Construction	Como Phase 3	-	660,000	660,000
88	C-FMSCAP	C202T27729326	47565	SPRWS Construction Svc		770,000	-	770,000
89	C-FMSCAP	C202T27729326	55105	Program Income (Sewers)		456,000	-	456,000
90	C-FMSCAP	C202T27729326	55505	Outside Contribution (Lauderdale)		20,000	95,100	115,100
91	C-FMSCAP	C202T27729326	56020	SPS Bonds		3,681,000	-	3,681,000
92	C-FMSCAP	C202T27729326	56220	Transfer From General Fund		-	118,500	118,500
93	C-FMSCAP	C202T27729326	56226	Transfer From Assessment Fund		-	118,500	118,500
94						4,927,000	992,100	5,919,100

Operating Budget Changes Procedures Guide

2/14/2014

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.) Accept a Grant			
a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement 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 the grant in the appropriate company and activity	C.C. 10.07.1 Admin 41.03
b.) Previously established grant budget	Award Letter and/or Grant Agreement Resolution Accepting the Grant Funds (No public hearing needed)	- Accept the awarded grant funds - Include in the resolution that the grant funds were included in the current year's budget	
3.) Transfer Appropriations within Departments:			
a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department - Administrative order is prepared to execute the transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies - Amend spending and financing to recognize transfer	C.C. 10.07.4

Operating Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.) Transfer Appropriations between Departments			
a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
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 Budget Amendment Resolution	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council	C.C. 10.07.2 C.C. 6.06
7.) Reduction of Appropriations	Report by the Mayor of the estimated amount of the deficit Recommendation by the Mayor to the City Council of steps to be taken	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3

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

<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					