

## 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**

## 14 Fiscal Analysis

15  
16 Authorizing an increase in the Parks and Recreation Grant Fund Budgets in the amount of \$1,795,500 to reflect various grant funding  
17 awarded in 2019 and establish the appropriate Grant activity budgets. These grants include the following: increasing the State of MN  
18 DEED Right Track Grant (\$300,000 to reflect the increased award for State Fiscal Year 2020), Como Shuttle Met Council Grant  
19 (\$200,000 for SFY's 2019/2020), Minnesota State Arts Board Grant for McDonough Recreation Center (\$17,000), Como Friends  
20 (\$391,500 to upgrade heating at the Como Zoo Main Building), Como Zoo DNR Grant (\$380,000 for SFY's 20/21), Great River Passage  
21 Legacy Grant (\$167,000 for SFY's 2019-21 and \$340,000 for SFY's 2020-23)

## 28 29 Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

## 33 Spending Changes

### 33 Spending Changes

GL Annual Budget					CURRENT BUDGET	CHANGES	AMENDED BUDGET
35	Company	Fund-Dept-Cost Center	Account	Description			
36	1	20041810	67530	Transportation	100,000.00	30,000.00	130,000.00
37	1	20041840	63160	General Professional Services	-	17,000.00	17,000.00
38	1	20041815	63160	General Professional Services	-	-	-
39	1	20041815	63160	General Professional Services	988,032.00	30,000.00	1,018,032.00
40	1	20041846	63160	General Professional Services	-	-	-
41	1	20041846	63160	General Professional Services	40,155.00	20,000.00	60,155.00
42	1	20041801	63160	General Professional Services	-	-	-
43	TOTAL:						97,000.00
44							
45							

## 47 Financing Changes

## 11. Financing Changes

GL Annual Budget				CURRENT BUDGET	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description	CHANGES	
1	20041810	43401	State Grants	100,000.00	130,000.00
1	20041840	55550	Private Grants	-	17,000.00
1	20041815	55505	Contributions & Donations	-	-
1	20041815	43401	State Grants	1,280,000.00	1,310,000.00
1	20041846	43401	State Grants	-	-
1	20041846	43401	State Grants	150,000.00	170,000.00
1	20041801	43401	State Grants	-	-
TOTAL:				97,000.00	

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

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

## 64 Spending Changes

## 64 Spending Changes 65 (Action Accomplished)

Life to Date Activity Budget				CURRENT BUDGET	AMENDED BUDGET	
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
	G4118712033000	67530	Transportation	-	200,000.00	200,000.00
	G4119999663000	63160	General Professional Services	-	17,000.00	17,000.00
	G4119999634015	63160	General Professional Services	-	391,500.00	391,500.00
	G4119705032000	63160	General Professional Services	-	380,000.00	380,000.00
	G4119752041000	63160	General Professional Services	-	340,000.00	340,000.00
	G4118752041000	63160	General Professional Services	-	167,000.00	167,000.00
	G4119702073000	63160	General Professional Services	-	300,000.00	300,000.00

75 TOTAL: 1,795,500.00

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## 77 Financing Changes

## 78 *(Action Accomplished)*

Life to Date Activity Budget				CURRENT BUDGET	AMENDED BUDGET
Activity Group	Activity	Account Category	Description	CHANGES	BUDGET
	G4118712033000	43905	Metropolitan Council	-	200,000.00
	G4119999663000	55550	Private Grants	-	17,000.00
	G4119999634015	55505	Contributions & Donations	-	391,500.00
	G4119705032000	43425	MN Dept of Natural Resources	-	380,000.00
	G4119752041000	43905	Metropolitan Council	-	340,000.00
	G4118752041000	43905	Metropolitan Council	-	167,000.00
	G4119702073000	43410	State of MN DEED	400,000.00	300,000.00
TOTAL:					1,795,500.00

## 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.) <b>Recognize additional/unanticipated revenues</b> (Ex. Outperforming revenues, outside donations, etc.)	Budget Amendment Resolution and Public Hearing	<ul style="list-style-type: none"> <li>- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget</li> <li>- Amend spending and financing to recognize new revenue in the appropriate company and activity</li> </ul>	C.C. 10.07.1
2.) <b>Accept a Grant</b>			
a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement  Budget Amendment Resolution and Public Hearing	<ul style="list-style-type: none"> <li>- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget</li> <li>- Amend spending and financing to recognize the grant in the appropriate company and activity</li> </ul>	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)	<ul style="list-style-type: none"> <li>- Accept the awarded grant funds</li> <li>- Include in the resolution that the grant funds were included in the current year's budget</li> </ul>	
3.) <b>Transfer Appropriations within Departments:</b>			
a.) Within the same Fund/Company	Administrative Order (A.O.)	<ul style="list-style-type: none"> <li>- Mayor may transfer any unencumbered appropriation balances within a department</li> <li>- Administrative order is prepared to execute the transfer</li> </ul>	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	<ul style="list-style-type: none"> <li>- Mayor recommends and council approves through resolution to transfer appropriations between companies</li> <li>- Amend spending and financing to recognize transfer</li> </ul>	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
<b>4.) Transfer Appropriations between Departments</b>			
a.) Within the same Fund/Company	Budget Amendment Resolution	<ul style="list-style-type: none"> <li>- Mayor recommends and council approves through resolution to transfer appropriations between departments</li> <li>- Amend spending and financing to recognize transfer</li> </ul>	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	<ul style="list-style-type: none"> <li>- Mayor recommends and council approves through resolution to transfer appropriations between departments</li> <li>- Amend spending and financing to recognize transfer</li> </ul>	C.C. 10.07.4
<b>5.) Allow appropriations to lapse (non-capital improvement dollars)</b>	None	<ul style="list-style-type: none"> <li>- No action required.</li> </ul>	C.C. 10.08
For Lapse of appropriations - Capital improvements see City Charter 10.09.		<ul style="list-style-type: none"> <li>-All non-encumbered appropriations will fall to fund balance at the end of the fiscal year.</li> </ul>	
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.		<ul style="list-style-type: none"> <li>- All encumbered appropriations will be re-appropriated in the following fiscal year's budget for the same purposes</li> </ul>	
<b>6.) Enact Emergency Appropriation</b>	<p>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</p>	<ul style="list-style-type: none"> <li>- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council</li> </ul>	C.C. 10.07.2
	Budget Amendment Resolution		C.C. 6.06
<b>7.) Reduction of Appropriations</b>	<p>Report by the Mayor of the estimated amount of the deficit</p> <p>Recommendation by the Mayor to the City Council of steps to be taken</p>	<ul style="list-style-type: none"> <li>- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit</li> </ul>	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>	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)	<p>All proposed uses of Contingency funds must first be reviewed by OFS</p> <p>Transfers within a department require an Administrative Order (completed by departments; verified and approved by OFS)</p> <p>A.O.s require periodic review by CIB Committee</p> <p>Transfers between departments require a resolution (completed by departments; verified and approved by OFS)</p>	<ul style="list-style-type: none"><li>- Reduce amount in appropriate contingency fund</li><li>- Amend project spending and financing to recognize use of contingency funding</li></ul>	Administrative Code 57.09 (3) a City Charter 10.07.4
c.) Financing source is contingency (more than \$25,000)	<p>All proposed uses of Contingency funds must first be reviewed by OFS</p> <p>CIB Committee review and recommendation</p> <p>Mayor recommends via resolution</p> <p>Public hearing</p>	<ul style="list-style-type: none"><li>- Reduce amount in appropriate contingency fund ("unallocated reserve account ")</li><li>- Amend project spending and financing to recognize use of contingency funding</li></ul>	Administrative Code 57.09 (3) b City Charter 10.07.4

## 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
<hr/>			
<a href="#">Add a new project</a>			
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5.) OR			
<a href="#">Expand the scope of an existing project</a>			
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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
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b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS  CIB Committee review and recommendation  Mayor recommends via resolution  Public hearing	- Transfer dollars from contingency to new project  - Amend spending and financing to recognize transfer	Administrative Code 57.09 (1)  City Charter 10.07.4
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6.) Declare a project abandoned	Council resolution	- Identify project as abandoned  - Transfer appropriation for the abandoned project to a separate contingency fund ("unallocated reserve account")  - 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
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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	
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<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			Grant	No	3
City Council	Both Operating and CIB Budgets	General Fund	Donation		5
Emergency Management	Operating Budget	Special Fund	Multiple		8
Financial Services	CIB Budget	Capital	Other		9
Fire and Safety Services		Multiple Funds			
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					