

## 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 20-493  
 2  
 3 Budget Affected: Operating Budget Police Department Special Fund  
 4  
 5 Total Amount of Transaction: 135,000.00  
 6  
 7 Funding Source: Grant  
 8  
 9 Appropriation already included in budget? No  
 10  
 11 Charter Citation: 10.7.1  
 12  
 13

14 Fiscal Analysis

15  
 16 Activity budget to be established for the 2019 State Homeland Security Program (SHSP - Bomb).  
 17  
 18  
 19  
 20

21 Detail Accounting Codes:

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

24  
 25 **Spending Changes**

26 (Action Accomplished)

| GL Annual Budget |                       |         |                            | CURRENT | CHANGES | AMENDED |
|------------------|-----------------------|---------|----------------------------|---------|---------|---------|
| Company          | Fund-Dept-Cost Center | Account | Description                | BUDGET  |         | BUDGET  |
| 1                | 20023894              | 72905   | ADDL SPECIAL MATL SUPPLIES | -       | 15,000  | 15,000  |
| 1                | 20023894              | 76501   | EQUIPMENT                  | -       | 120,000 | 120,000 |
|                  |                       |         |                            | -       |         | -       |
|                  |                       |         |                            | -       |         | -       |
|                  |                       |         |                            | -       |         | -       |
| TOTAL:           |                       |         |                            | -       | 135,000 | 135,000 |

36 **Financing Changes**

37 (Action Accomplished)

| GL Annual Budget |                       |         |                      | CURRENT | CHANGES | AMENDED |
|------------------|-----------------------|---------|----------------------|---------|---------|---------|
| Company          | Fund-Dept-Cost Center | Account | Description          | BUDGET  |         | BUDGET  |
| 1                | 20023894              | 43001   | Federal Direct Grant | -       | 135,000 | 135,000 |
|                  |                       |         |                      | -       | -       | -       |
| TOTAL:           |                       |         |                      | -       | 135,000 | 135,000 |

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

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

48 **Spending Changes**

49 (Action Accomplished)

| Life to Date Activity Budget |                |                  |                            | CURRENT | CHANGES | AMENDED |
|------------------------------|----------------|------------------|----------------------------|---------|---------|---------|
| Activity Group               | Activity       | Account Category | Description                | BUDGET  |         | BUDGET  |
| G-POLICE                     | G2320658034286 | 72905            | ADDL SPECIAL MATL SUPPLIES |         | 15,000  | 15,000  |
| G-POLICE                     | G2320658034286 | 76501            | EQUIPMENT                  |         | 120,000 | 120,000 |
|                              |                |                  |                            |         |         | -       |
|                              |                |                  |                            |         |         | -       |
|                              |                |                  |                            |         |         | -       |
| TOTAL:                       |                |                  |                            | -       | 135,000 | 135,000 |

59 **Financing Changes**

60 (Action Accomplished)

| Life to Date Activity Budget |                |                  |                       | CURRENT | CHANGES | AMENDED |
|------------------------------|----------------|------------------|-----------------------|---------|---------|---------|
| Activity Group               | Activity       | Account Category | Description           | BUDGET  |         | BUDGET  |
| G-POLICE                     | G2320658034286 | 43020            | Department of Justice | -       | 135,000 | 135,000 |
|                              |                |                  |                       | -       | -       | -       |
| TOTAL:                       |                |                  |                       | -       | 135,000 | 135,000 |

67

**Police Grants - Accounting Unit 20023894 Activity G2315658034286**

| <b>Account</b>           |                                     | <b>CURRENT</b> | <b>CHANGES</b> | <b>AMENDED</b> |
|--------------------------|-------------------------------------|----------------|----------------|----------------|
| <b>Spending Changes</b>  |                                     |                |                |                |
| 67545                    | Travel Training Dues                | 2,500          |                | 2,500          |
| 71805                    | Equipment Parts and Supplies        | 20,500         |                | 20,500         |
| 72905                    | Add; Special Materials and Supplies | 10,000         |                | 10,000         |
| 72910                    | Other Miscellaneous Supplies        | 10,000         | 10,000         | 20,000         |
| 76501                    | Equipment                           | 20,000         | 10,000         | 30,000         |
|                          | <b>TOTAL:</b>                       | <b>63,000</b>  | <b>20,000</b>  | <b>83,000</b>  |
| <b>Financing Changes</b> |                                     |                |                |                |
| 43101                    | Federal Grant State Administered    | 63,000         | 20,000         | 83,000         |
|                          | <b>TOTAL:</b>                       | <b>63,000</b>  | <b>20,000</b>  | <b>83,000</b>  |

G2316652034298

G2316652034298

**Operating Budget Changes Procedures Guide**

2/14/2014

Polic

| In order to:  | Resolution, A.O., or Other Documentation Required?      | Resolution/AO Action  | Charter/Code Citation |
|---|---|---|-----------------------|
| 1.) <b>Recognize additional/unanticipated revenues</b><br>(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<br><br>- Amend spending and financing to recognize new revenue in the appropriate company and activity | C.C. 10.07.1          |
| 2.)   | <b>60180</b> Overtime - Sworn<br>61010 Medicare Regular |   |                       |
|   | 61130 Police Pension                                    |   |                       |
| 3.)   | <b>67530</b> Transportation<br>67535 Lodging            |   |                       |
|   | 67540   | Meals   |                       |

**Operating Budget Changes Procedures Guide**

2/14/2014

Polic

| In order to:   | Resolution, A.O., or Other Documentation Required?   | Resolution/AO Action  | Charter/Code Citation         |
|--|--|---|-------------------------------|
| 4.)  | <b>64705</b> Vehicle Rental<br><b>70525</b> Office Supplies Contract<br><b>70530</b> General Office Supplies<br><b>70130</b> Computer Supplies<br><b>70005</b> Communication Equipment<br><b>70010</b> Communication Supplies<br><b>72220</b> Law Enforcement Supplies<br><b>63370</b> Investigations<br><b>72905</b> Special Materials and Supplies |   |                               |
| 5.) <b>Allow appropriations to lapse (non-capital improvement dollars)</b>   | 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.) <b>Enact Emergency Appropriation</b>   | Emergency is defined as "a sudden or unforeseen situation affecting life, health, property, or the public peace or welfare that requires immediate council action",<br>C.C. 6.06 Emergency Ordinances<br><br>Budget Amendment Resolution   | - Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council                 | C.C. 10.07.2<br><br>C.C. 6.06 |
| 7.) <b>Reduction of Appropriations</b>   | Report by the Mayor of the estimated amount of the deficit<br><br>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)<br>Periodic review by the CIB Committee   | - Amend project financing and spending<br>- Transfer excess appropriation to contingency when applicable | Administrative Code 57.09 (2)<br>City Charter 10.09 - Accomplished projects |
| 2.) Close a completed project with no excess balances, but excess spending authority                        | Administrative Order (completed by OFS)<br>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<br>Mayor recommends via resolution<br>Compliance with City Comprehensive Plan<br>Public hearing | - Amend project financing and spending to recognize new revenue  | Administrative Code 57.09 (1)<br>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<br>-Transfer appropriation for the abandoned project to a separate contingency fund (" <i>unallocated reserve account</i> ")<br>- 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)<br>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)<br>2) Add new project after capital improvement budget is adopted (see process above) | - Can accomplish both steps in one resolution   |   |



| <u>Departments</u><br>(Select Department) | <u>Affected Budgets</u><br>(Choose CIB or Operating) | <u>General vs. Special Fund</u><br>(Choose General, Special or Capital) | <u>Funding Source</u><br>(Select Funding Source) | <u>Already Appropriated?</u><br>(Yes or No?) | <u>Company</u><br>(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                          |  |   |  |  |                                    |