

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	<u>File ID Number:</u>	RES PH 21-237
2		
3	<u>Budget Affected:</u>	Operating Budget Public Works Special Fund
4		
5	<u>Total Amount of Transaction:</u>	17,300,747.00
6		
7	<u>Funding Source:</u>	Transfer of Appropriations
8		
9		Appropriation already included in budget? Yes
10		
11	<u>Charter Citation:</u>	City Charter 10.07.4
12		

Fiscal Analysis

Accounting units for the 2021 Sewer Revenue Bonds were not available when the 2021 budget was adopted. Therefore, the 2021 Sewer Adopted Budget needs to be reallocated so the financing and spending of the 2021 bonds can be recorded.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	640959100	78920	General Cost of Issuance Service		120,000	(120,000)	-
1	640652021F	78901	Cost of Issuance		-	721	721
1	640652021F	78905	Cost of Issuance Rating		-	22,563	22,563
1	640652021F	78910	Cost of Issuance Fin Advisor		-	27,500	27,500
1	640652021F	78920	General Cost of Issuance Service		-	5,618	5,618
1	640652021F	78925	Underwriter Discount		-	80,650	80,650
1	640652021F	78960	Bond Council Fee Debt Issuance		-	22,750	22,750
1	640652021F	78980	City Structuring Fee		-	26,770	26,770
1	640652021F	79110	Intra Fund Out Bond Draw		-	8,100,000	8,100,000
1	640652021F	79115	Intra Fund Transfer Out		-	8,660,255	8,660,255
1	64031950	76101	Infrastructure		10,109,084	(7,880,000)	2,229,084
TOTAL:					10,229,084	8,946,827	19,175,911

Financing Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	64031700	57130	Revenue Bond Issued		(8,000,000)	8,000,000	-
1	640652021F	57130	Revenue Bond Issued		-	(7,405,000)	(7,405,000)
1	640652021F	57225	Premium Revenue Bond Issued		-	(793,294)	(793,294)
1	640652021F	57135	Refunding Revenue Bond Issued		-	(7,260,000)	(7,260,000)
1	640652021F	57225	Premium Revenue Bond Issued		-	(1,488,533)	(1,488,533)
TOTAL:					(8,000,000)	(8,946,827)	(16,946,827)

Spending Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	640952011C	78105	Principal On Revenue Bonds		435,000	4,885,000	5,320,000
1	640952011C	78705	Interest On Revenue Bonds		227,589	(14,225)	213,364
TOTAL:					662,589	4,870,775	5,533,364

Financing Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET

68	1	640952011C	56115	Intra Fund Transfer In	(658,364)	(4,875,000)	(5,533,364)	
69					TOTAL:	(658,364)	(4,875,000)	(5,533,364)

70
71 **Spending Changes**
72 *(Action Accomplished)*

73 GL Annual Budget					CURRENT		AMENDED	
74 Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET	
76	1	640952013D	78105	Principal On Revenue Bonds	725,000	5,340,000	6,065,000	
77	1	640952013D	78705	Interest On Revenue Bonds	204,856	(21,749)	183,107	
78					TOTAL:	929,856	5,318,251	6,248,107

79
80 **Financing Changes**
81 *(Action Accomplished)*

82 GL Annual Budget					CURRENT		AMENDED	
83 Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET	
85	1	640952013D	56115	Intra Fund Transfer In	(923,107)	(5,325,000)	(6,248,107)	
86					TOTAL:	(923,107)	(5,325,000)	(6,248,107)

87
88 **Spending Changes**
89 *(Action Accomplished)*

90 GL Annual Budget					CURRENT		AMENDED	
91 Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET	
93	1	640952010D	78105	Principal On Revenue Bonds	435,000	(435,000)	-	
94	1	640952010D	78705	Interest On Revenue Bonds	195,075	(195,075)	-	
95	1	640952012C	78105	Principal On Revenue Bonds	435,000	(435,000)	-	
96	1	640952012C	78705	Interest On Revenue Bonds	205,019	(205,019)	-	
97	1	640952014E	78105	Principal On Revenue Bonds	380,000	10,000	390,000	
98	1	640952014E	78705	Interest On Revenue Bonds	202,325	(15,200)	187,125	
99	1	640952015B	78105	Principal On Revenue Bonds	405,000	5,000	410,000	
100	1	640952015B	78705	Interest On Revenue Bonds	191,262	(8,100)	183,162	
101	1	640952016B	78105	Principal On Revenue Bonds	320,000	15,000	335,000	
102	1	640952016B	78705	Interest On Revenue Bonds	220,038	(16,000)	204,038	
103	1	640952016D	78105	Principal On Revenue Bonds	2,065,000	(465,000)	1,600,000	
104	1	640952016D	78705	Interest On Revenue Bonds	573,275	(82,600)	490,675	
105	1	640952017C	78105	Principal On Revenue Bonds	330,000	10,000	340,000	
106	1	640952017C	78705	Interest On Revenue Bonds	215,144	(9,900)	205,244	
107	1	640952018D	78105	Principal On Revenue Bonds	270,000	10,000	280,000	
108	1	640952018D	78705	Interest On Revenue Bonds	281,513	(13,500)	268,013	
109	1	640952019F	78105	Principal On Revenue Bonds	115,000	135,000	250,000	
110	1	640952019F	78705	Interest On Revenue Bonds	413,468	(134,068)	279,400	
111	1	640952020D	78105	Principal On Revenue Bonds	1,312,613	(272,613)	1,040,000	
112	1	640952020D	78705	Interest On Revenue Bonds	272,612	272,613	545,225	
113	1	640952020E	78105	Principal On Revenue Bonds	500,000	-	500,000	
114	1	640952020E	78705	Interest On Revenue Bonds	200,000	(5,644)	194,356	
115					TOTAL:	9,537,344	(1,835,106)	7,702,238

116
117 **PROJECT LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET**

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

119
120 **Spending Changes**
121 *(Action Accomplished)*

122 Life to Date Project Budget					CURRENT		AMENDED	
123 Project Group	Project	Account Category	Description		BUDGET	CHANGES	BUDGET	
125	B-Sewer	652021F	78901	Debt Issuance Cost	-	186,572	186,572	
126	B-Sewer	652021F	79110	Intra Fund Out Bond Draw	-	8,100,000	8,100,000	
127	B-Sewer	652021F	79115	Intra Fund Transfer Out	-	8,660,255	8,660,255	
128					TOTAL:	-	16,946,827	16,946,827

129
130 **Financing Changes**
131 *(Action Accomplished)*

132 Life to Date Project Budget					CURRENT		AMENDED
133 Project Group	Project	Account Category	Description		BUDGET	CHANGES	BUDGET
135	B-Sewer	652021F	57130	Revenue Bond Issued	-	7,405,000	7,405,000
136	B-Sewer	652021F	57225	Premium Revenue Bond Issued	-	793,294	793,294
137	B-Sewer	652021F	57135	Refunding Revenue Bond Issued	-	7,260,000	7,260,000

138	B-Sewer	652021F	57230	Premium Refunding Revenue Bond Issued	-	1,488,533	1,488,533
139							
140							
				TOTAL:	-	16,946,827	16,946,827

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		
		- Identify project as abandoned	
		-Transfer appropriation for the abandoned project to a separate contingency fund (" <i>unallocated reserve account</i> ")	Administrative Code 57.09 (4)
6.) Declare a project abandoned	Council resolution	- Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	City Charter 10.09
	1) Declare an approved project abandoned or completed with excess balances (see process above)		
7.) Replace an approved project with a new project	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					