

## **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

<u>File ID Number:</u>	RES-PH 26-15		
<u>Budget Affected:</u>	Operating Budget	Safety and Inspections	Special Fund
<u>Total Amount of Transaction:</u>	\$75,000		
<u>Funding Source:</u>	Grant		
	Appropriation already included in budget?		No
<u>Charter Citation:</u>	C.C. 10.07.1		

Fiscal Analysis

Authorizing the Department of Safety and Inspections to accept a grant in the amount of \$75,000 from the Minnesota Department of Labor, to participate in the 2026 Building Official Training (BOT) grant program. There is no matching funds requirement to participate in this program.

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	20024800	60415	(intern) trainee wages		-	60,000	60,000
1	20024800	60400	(temp. seasonal) trainee insurance, benefit, and taxes		-	13,450	13,450
1	20024800	67600	(mileage) trainee travel reimbursements		-	750	750
1	20024800	72200	(public safety supplies) training supplies		-	800	800
TOTAL:					-	75,000	75,000

Financing Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	20024800	43401	MN Dept of Labor -BOT funds		-	75,000	75,000
TOTAL:						75,000	75,000

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

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

Spending Changes

(Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
GDSI24	G2426654010001	60415	(intern) trainee wages		-	60,000	60,000
GDSI24	G2426654010001	60400	(temp. seasonal) trainee insurance, benefit, and taxes		-	13,450	13,450
GDSI24	G2426654010001	67600	(mileage) trainee travel reimbursements		-	750	750
GDSI24	G2426654010001	72200	(public safety supplies) training supplies		-	800	800
TOTAL:					-	75,000	75,000

Financing Changes

(Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
GDSI24	G2426654010001	43401	MN Dept of Labor -BOT funds		-	(75,000)	(75,000)
TOTAL:						(75,000)	-