

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 25-251				
2							
3	Budget Affected:		CIB Budget	Financial Services		Capital	
4							
5	Total Amount of Transaction:		-				
6							
7	Funding Source:		Multiple				
8							
9	Appropriation already included in budget?					Yes	
10							
11	Charter Citation:		10.09				
12							
13							
14	Fiscal Analysis	New Line items	Changes				
15							
16	To move Green						
17							
18							
19	Detail Accounting Codes:						
20							
21	ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET						
22	Moving budget authority in the Capital Projects Fund.						
23							
24							
25	Spending Changes						
26							
27	Life to Date Activity Budget						
28	Activity Group	Activity	Account Category	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
29	Capital Outlay Green Energy Contingency						
30	C-FMSCAP	C196T04901000	76805	Capital Outlay	868,032.07	\$ (554,882.82)	313,149.25
31	Updating Existing Projects						
32	C-FMSCAP	C196T049110001	76805	Capital Outlay - OFS - (Municipal Garage LED Lighting Project)	99,459.89	\$ 7,981.06	107,440.95
33	C-FMSCAP	C196T049110002	76805	Capital Outlay - OFS - (Multiplr HVAC Units Project)	140,812.00	\$ (21,769.00)	119,043.00
34	C-FMSCAP	C196T049210001	76805	Capital Outlay - Public Works - (Street Maint Office & Garages LED Lighting Project)	127,496.05	\$ (2,562.81)	124,933.24
35	C-FMSCAP	C196T049310001	76805	Capital Outlay - Parks & Rec - Lighting (Wilder Rec Center gym)	5,500.00	\$ (5,500.00)	-
36	C-FMSCAP	C196T049310002	76805	Capital Outlay - Parks & Rec - Lighting (North Dale Rec Center)	55,996.62	\$ (1,599.02)	54,397.60
37	C-FMSCAP	C196T049310003	76805	Capital Outlay - Parks & Rec - Lighting (MLK Community Center)	78,285.55	\$ 3,744.22	82,029.77
38	C-FMSCAP	C196T049310004	76805	Capital Outlay - Parks & Rec - HydroMX (Como Zoo Visitor Ctr & Polar Bear Exhbt)	31,085.00		31,085.00
39	C-FMSCAP	C196T049310005	76805	Capital Outlay - Parks & Rec - (Hillcrest Recreation Center)	42,589.33	\$ (2,129.47)	40,459.86
40	C-FMSCAP	C196T049310006	76805	Capital Outlay - Parks & Rec - (Como-Lakeside Pavilion, Passive Parks?)	154,470.72	\$ (24,846.92)	129,623.80
41	C-FMSCAP	C196T049310007	76805	Capital Outlay - Parks & Rec - (Passive Parks Lighting Project)	158,940.97	\$ (0.05)	158,940.92
42	C-FMSCAP	C196T049310008	76805	Capital Outlay - Parks & Rec - (Arlington Hills Community Center Energy Improvements	20,868.42	\$ (1,345.00)	19,523.42
43	C-FMSCAP	C196T049310009	76805	Capital Outlay - Parks & Rec - (Wellstone Center LED Lighting Project)	80,513.27	\$ 3,244.34	83,757.61
44	C-FMSCAP	C196T049310010	76805	Capital Outlay - Parks & Rec - (Battle Creek Rec Ctr. LED Lighting Project)	30,735.85	\$ 7.21	30,743.06
45	C-FMSCAP	C196T049310011	76805	Capital Outlay - Parks & Rec - (Oxford Community Center)	76,057.66	\$ (854.32)	75,203.34
46	C-FMSCAP	C196T049310012	76805	Capital Outlay - Parks & Rec - (Merriam Park Community Center Center)	10,499.51	\$ (642.42)	9,857.09
47	C-FMSCAP	C196T049310013	76805	Capital Outlay - Parks & Rec - (Battle Creek Community Center Center Exterior Lighting	27,613.46	\$ 1,225.13	28,838.59
48	C-FMSCAP	C196T049310014	76805	Capital Outlay - Parks & Rec - (Daytons Bluff Community Center Interior & Exterior LED	43,456.38	\$ (4,231.91)	39,224.47
49	C-FMSCAP	C196T049310015	76805	Capital Outlay - Parks & Rec - (Highland (hillcrest) Community Center Exterior LED Ligh	3,709.38		3,709.38
50	C-FMSCAP	C196T049310016	76805	Capital Outlay - Parks & Rec - (W Minnehaha Rec. Center Exterior LED Lighting)	26,955.62	\$ (1,613.12)	25,342.50
51	C-FMSCAP	C196T049310017	76805	Capital Outlay - Parks & Rec - (Wilder Community Center Interior & Exterior LED Lightir	3,572.53	\$ (621.31)	2,951.22
52	C-FMSCAP	C196T049310018	76805	Capital Outlay - Parks & Rec - (Phalen Recreation Center Interior & Exterior LED Lightir	41,490.79	\$ (336.03)	41,154.76
53	C-FMSCAP	C196T049310019	76805	Capital Outlay - Parks & Rec - (Sacket (Boys and Girls Club) Rec. Center Int. & Ext. LEI	55,513.25	\$ (55,513.25)	-
54	C-FMSCAP	C196T049410001	76805	Capital Outlay - Police - (Griffin Building Energy Improvements)	28,575.00		28,575.00
55	C-FMSCAP	C196T049410002	76805	Capital Outlay - Police - (Lighting: Griffin HQ, Central, Eastern, Western Dists)	763,842.00	\$ (107,841.99)	656,000.01
56	C-FMSCAP	C196T049510001	76805	Capital Outlay - Fire Station Lighting (Group 1 - EPD - PSG, Training, Storage)	35,467.92		35,467.92
57	C-FMSCAP	C196T049510002	76805	Capital Outlay - Fire Station Lighting (Group 2 - FS 7, 9, 17, 24)	82,053.96		82,053.96
58	C-FMSCAP	C196T049510003	76805	Capital Outlay - Fire Station Lighting (Group 3 - FS 6, 8, 18, 22, 51)	117,602.11		117,602.11
59	C-FMSCAP	C196T049510004	76805	Capital Outlay - Fire Station Lighting (Group 4 - FS 5, 14, 20, 23)	82,673.35		82,673.35
60	C-FMSCAP	C196T049700000	63160	General Professional Service - (Energy Consultants/Xcel Energy Audits/Fleet Grant Mat	75,000.00	\$ 30,175.25	105,175.25
61	C-FMSCAP	C196T049810001	76805	Capital Outlay - Rondo Library Lighting	76,918.05		76,918.05
62	C-FMSCAP	C196T049810002	76805	Capital Outlay - Hamline Midway Library Lighting	8,544.13		8,544.13
63	C-FMSCAP	C196T049810003	76805	Capital Outlay - Hayden Heights Library Lighting	37,298.05		37,298.05
64	C-FMSCAP	C196T049810004	76805	Capital Outlay - Highland Park Library Lighting	34,700.70	\$ (821.82)	33,878.88
65	C-FMSCAP	C196T049810005	76805	Capital Outlay - St. Anthony Park Library Lighting	14,940.78		14,940.78
66	C-FMSCAP	C196T049810006	76805	Capital Outlay - Rice Street Library Lighting	33,094.75		33,094.75
67	C-FMSCAP	C196T049810007	76805	Capital Outlay - Sun Ray Library Lighting	18,975.01		18,975.01
68	C-FMSCAP	C196T049810008	76805	Capital Outlay - Merriam Park Library Lighting	47,899.73		47,899.73
69	C-FMSCAP	C196T049810009	76805	Capital Outlay - Riverview Library Lighting	15,746.97		15,746.97
70	C-FMSCAP	C196T049810010	76805	Capital Outlay - Central Library Energy Improvements	757,950.00	\$ 190,734.05	948,684.05
71	C-FMSCAP	C196T049810010	64505	Capital Outlay - Central Library Energy Improvements	150,000.00	\$ (150,000.00)	-
72	C-FMSCAP	C258J00093009	76805	2025 ANIMAL SERVICES BUILDING- Green Energy Funding	400,000.00	\$ -	400,000.00
73	C-FMSCAP	C196T049510005	76805	Fire Station 3 Remodeling Project- Green Energy Funding	800,000.00		800,000.00
74	CREATE NEW PROJECT- Griffin Building HVAC						
75	C-FMSCAP	C196T049410003	76805	Capital Outlay - Police - (Griffin HQ HVAC Improvements)	-	\$ 700,000.00	700,000.00
76							
77	TOTAL:				5,764,936.83	\$ -	5,764,936.83

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.) <u>Transfer Appropriations between Departments</u>			
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 ("unallocated reserve account ")	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>			
a.) Financing source is new money	CIB Committee review and recommendation		
	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		
b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS		
	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> ")	Administrative Code 57.09 (4)
		- 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
7.) Replace an approved project with a new project	1) Declare an approved project abandoned or completed with excess balances (see process above)	- Can accomplish both steps in one resolution	
	2) Add new project after capital improvement budget is adopted (see process above)		

<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					