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

File ID Number:	RES 26-899	
Budget Affected:	Operating Budget City Attorney's Office	Special Fund
Total Amount of Transaction:	34,941.75	
Funding Source:	Grant	
	Appropriation already included in budget?	No
Charter Citation:	City Charter 10.07.1	

Fiscal Analysis

RES 26-899 will authorize the City Attorney's Office to accept $34,941.75 of additional funds for the Crime Victim Services grant program from the Minnesota Department of Public Safety's Office of Justice Programs and amend the spending and financing plans as indicated below, totaling $34,941.75. The grant deadline also extends through December 31, 2026.

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	20012800	60140	Full Time Appointed		139,970	20,542	160,512
1	20012800	61005	Social Security		5,311	1,274	6,585
1	20012800	61010	Medicare		1,242	298	1,540
1	20012800	61110	PERA Coordinated Pension		6,425	1,541	7,966
1	20012800	61210	Employee Health Insurance		29,652	7,198	36,850
1	20012800	61710	MN Paid Leave		616	90	706
1	20012800	67545	Travel Training and Dues		-	2,500	2,500
1	20012800	69590	Other Services		-	1,500	1,500
				TOTAL:	183,216	34,942	218,158

Financing Changes
(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	20012800	43101	Federal Grant State Admin		137,769	34,942	172,711
				TOTAL:	137,769	34,942	172,711

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

G-GRANTS	G12256520200	60140	Full Time Appointed		99,351	20,542	119,893
	G12256520200	61005	Social Security		6,056	1,274	7,330
	G12256520200	61010	Medicare		1,416	298	1,714
	G12256520200	61110	PERA Coordinated Pension		7,452	1,541	8,993
	G12256520200	61210	Employee Health Insurance		16,430	7,198	23,628
	G12256520200	61710	MN Paid Leave		-	90	90
	G12256520200	67545	Travel Training and Dues		4,000	2,500	6,500
	G12256520200	69590	Other Services		2,000	1,500	3,500
				TOTAL:	136,705	34,942	171,647

Financing Changes

(Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
Activity Group	**Activity**	**Account Category**	**Description**		**BUDGET**	**CHANGES**	**BUDGET**
G-GRANTS	G12256520200	43101	Federal Grant State Admin		137,767	34,942	172,709
				TOTAL:	137,767	34,942	172,709