

Form to Establish a New Special Revenue Fund

Updated 10/14/2019

Criteria for Creating a Special Revenue Fund

This form will be reviewed by the Budget and Management Office to determine if the requested Special Revenue Fund is needed, or if another accommodation can be made. Essential criteria for creating a new SRF include the need to receive a new revenue stream that is generated for a specific purpose and the need to track and account for spending on a new program.

Contact Information

Agency: Office of the Clerk and Recorder

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Fund Information

1. Proposed Name of New Fund: *Fair Elections SRF*
2. Justification for Fund: *In the November 2018 election, Denver voters approved Referred Measure 2E, which created a Fair Elections Fund for administration of public campaign finance, as is now codified in Chapter 15, Article III of the Denver Revised Municipal Code. Creating this fund in the City's financial system of record is a follow-up administrative action.*
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain. *This will be an on-going need for public campaign finance for elections.*
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain. *Yes, no existing SRF exists for this purpose.*
5. List/Explain Revenues to Fund:

General Fund transfers, unspent funds, interest to the fund, and any other revenues allowed per Chapter 15 of the DRMC.
 - a. Will transfers from the General Fund be a source of revenue? **Yes/No**
 - b. If yes, will 50% or more of the revenue come from the General Fund? *Yes, most likely the majority of revenue will originate from the General Fund.* Will this change over time? *No*
6. List/Explain Allowable Expenditures from Fund (Note any constraints):
Per the DRMC, allowable expenditures include public finance contributions for participating candidates as well as administrative costs of city staff related to the Fair Elections public campaign finance program.
7. Expending Authority (agency): *Office of Clerk & Recorder*

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8. Should the fund be appropriated or non-appropriated? Non-appropriated Why? (See MATRIX for important considerations)
- a. If appropriated, should the fund be lapsing or non-lapsing? Why? *Non-lapsing; If budget is not fully expended by candidates in a given year, the authority to expend said funds in the next year should not lapse.*

 - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)? *N/A, appropriated*

For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 11872
- Cost Center: 0701100