

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: **Human Rights and Community Partnerships**

Subject Matter Expert Name and Email: **Katherine Pease, Katherine.pease@denvergov.org**

Fund Information

1. Proposed Name of New Fund: **Human Rights and Community Partnership Collaboration Special Revenue Fund**
2. Justification for Fund: **Human Rights and Community Partnerships (HRCP) regularly works with other departments and agencies in a long-term capacity to provide programming and services. This fund will allow for funds to be transferred to HRCP to reduce the amount of journaling between cost centers.**
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.
There is an on-going need for this fund to support partnerships throughout the city.
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.
Yes, there is no fund that exists to allow HRCP to do this.
5. List/Explain Revenues to Fund:

In 2019, there will be a transfer of \$75,000 from Denver Human Services (13813-5583000) to support an FTE to provide financial coaching as well as \$50,000 from the General Fund to support a request from City Council for additional services through the Office on Aging.

- a. Will transfers from the General Fund be a source of revenue? **Yes**
 - b. If yes, will 50% or more of the revenue come from the General Fund? Will this change over time? **No but does have the potential to change depending on needs.**
6. List/Explain Allowable Expenditures from Fund (Note any constraints):
Funds will only be used for specific purposes based on the agreement with another department or agency. This will allow for the unique services of HRCP to reach more populations and aid other agencies in providing new services and programs.

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7. Expending Authority (agency):
Human Rights and Community Partnerships

 8. Should the fund be appropriated or non-appropriated? Why? (See MATRIX for important considerations)
 - a. If appropriated, should the fund be lapsing or non-lapsing? Why?

 - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)?
Cash-basis, this fund will be based on the cash transferred into the fund.
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For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: **11875**
- Cost Center: **0150000**