

# Form to Establish a New Special Revenue Fund

Updated 10/14/2019

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## 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: *Budget and Management Office*

Subject Matter Expert Name and Email: *Stephanie Adams*, [Stephanie.Adams@denvergov.org](mailto:Stephanie.Adams@denvergov.org)

## Fund Information

1. Proposed Name of New Fund: *Stapleton Retained Tax Reserve SRF*
2. Justification for Fund: *This fund would serve as a reserve to allow the General Fund to plan for an estimated \$10M one-year gap in revenue in 2025 as a result of the expiration of the Stapleton TIF.*
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.  
*This fund will be needed through 2025. At that point the General Fund will sweep the fund and this fund can be closed.*
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 a need to isolate reserves for this purpose.*
5. List/Explain Revenues to Fund:  
  
*General Fund transfers that will be appropriated during the budget process.*
  - a. Will transfers from the General Fund be a source of revenue? Yes/No  
*Yes*
  - b. If yes, will 50% or more of the revenue come from the General Fund? Will this change over time? *Yes, this fund will be entirely supported by General Fund transfers for the duration of the fund.*
6. List/Explain Allowable Expenditures from Fund (Note any constraints): *This fund should not have any expenses until all cash is transferred back to the General Fund in 2025.*
7. Expending Authority (agency): *Chief Financial Officer*

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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?  
*Lapsing; since no expenditures will hit this fund until the transfer expense to the GF in 2025, the budget can lapse annually. In 2025, a budget ordinance will appropriate the full cash balance in the fund and authorize the cash transfer to the General Fund. At that point the fund will be closed.*
  - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)?  
N/A.

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## For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 11873
- Cost Center: 2580100