

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: **Department of Finance, Budget and Management Office**

Subject Matter Expert Name and Email: **Stephanie Adams**. Stephanie.Adams@denvergov.org

Fund Information

1. Proposed Name of New Fund: **Planned Capital Equipment SRF**
2. Justification for Fund: **Creating this fund addresses the immediate need to allow agencies to use 2019 year-end savings for capital equipment items without the constraints of year-end purchasing deadlines. Starting in the 2021 budget, this SRF would provide an annual mechanism to more transparently account for and track capital equipment items approved during the budget process.**
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain. **This fund will be used on an annual basis, primarily during the budget process, but also outside the budget calendar for rescind/re-appropriate ordinances, as needed.**
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain. **There is currently no fund that can serve this citywide function for General Fund agencies.**
5. List/Explain Revenues to Fund:
General Fund transfers.
 - 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** Will this change over time? **No**
6. List/Explain Allowable Expenditures from Fund (Note any constraints): **This must be used for capital equipment items.**
7. Expending Authority (agency): **There will be multiple expending authorities to this fund; budget will be established in different cost centers in the fund and the department associated with the cost center will be the expending authority**
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?

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

For BMO Use Only

Fund Approved? **Yes**/No

If not approved, explanation:

If approved:

- Fund Number: **11876**
- Cost Center: **Several, depending on the agency and departments with approved capital equipment items**