

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 Human Resources*

Subject Matter Expert Name and Email: *David Hughes, David.Hughes@denvergov.org*

Fund Information

1. Proposed Name of New Fund: *Medical Self-Insurance Fund*
2. Justification for Fund: *This fund is needed to administer city and employee contributions for medical insurance benefits for self-insured. The City's 2020 contract with United Healthcare will fall under self-insurance.*
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.
Yes, this Fund will be required on an on-going basis to administer medical self-insurance benefits.
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 collect medical contributions from the city and employees and to administer these funds in an isolated Special Trust, similar to the Dental Self-Insured Fund.
5. List/Explain Revenues to Fund:

The primary revenue source will be annual City and employee contributions. Additionally, in 2020, there will be a one-time transfer of surplus reserves from the Dental Self-Insured Fund to assist with this fund's reserves.
 - a. Will transfers from the General Fund be a source of revenue? Yes/No
No
 - b. If yes, will 50% or more of the revenue come from the General Fund? Will this change over time? *N/A.*
6. List/Explain Allowable Expenditures from Fund (Note any constraints): *Medical insurance benefits from the self-insured plan(s), claims, and administrative fees.*

Form to Establish a New Special Revenue Fund

Updated 10/14/2019

7. Expending Authority (agency): *Personnel Director*

 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;

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

For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 59700
- Cost Center: 0601150