

# 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: Office of the Clerk and Recorder

Subject Matter Expert Name and Email: Victoria Ortega [Victoria.Ortega@denvergov.org](mailto:Victoria.Ortega@denvergov.org) (Agency); David Hughes [David.hughes@denvergov.org](mailto:David.hughes@denvergov.org) (BMO)

## Fund Information

1. Proposed Name of New Fund: **Elections Equipment and Technology SRF**
2. Justification for Fund: **To establish the Elections Equipment and Technology Special Revenue Fund in the General Government Series to support Denver elections.**
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain. **The SRF is being requested to accommodate the on-going purchase of new and replacement equipment, as well as to fund equipment leases, storage and other space needs, and technology to support 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 exist for this purpose.**
5. List/Explain Revenues to Fund:
  - 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 100% of the revenue will come from a transfer from the General Fund.** Will this change over time?  
**No**
6. List/Explain Allowable Expenditures from Fund (Note any constraints): **Allowable expenses include new and replacement equipment, equipment leases, storage, and other space needs, and technology for elections.**
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**
  
  - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)? **Cash basis**

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## For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 11874
- Cost Center: 0701100