

FISCAL ACCOUNTABILITY RULES

RULE 7.2 – FISCAL ACCOUNTABILITY RULE WAIVER

Purpose

The Fiscal Accountability Rules (FARs) set parameters for fiscal activities of the City and County of Denver. The purpose of the FARs are to assist officers and employees in conducting financial activities and in making fiscal decisions. FARs are written to ensure City needs, best business practices, and industry standards and controls are in place. However, FARs cannot be written to account for all possible situations, and sometimes the application of a FAR may create a substantial hardship for an agency/department. When this is the case, a waiver to a FAR may be requested by an Expending Authority if he/she can demonstrate that the application of the FAR would create a substantial hardship.

Definition

Waiver – Agreement between the Manager of Finance, or his/her designee, permitting an agency/department to not comply with a portion or all provisions of a FAR.

Rule

1. A waiver shall only be issued to alleviate hardship, to accommodate unanticipated circumstances, to adhere to foreign protocol, or to minimize harm to the City.
2. An Expending Authority may request a waiver by completing the [Fiscal Accountability Waiver Request Form](#) and submitting the completed form to the Controller's Office. The [Fiscal Accountability Waiver Request Form](#) shall contain the following information:
 - A. FAR to be waived;
 - B. description of circumstance and/or the specific event that make the waiver necessary; and
 - C. benefit to the City if the waiver is granted or justification demonstrating the harm that will be caused if the waiver is not granted.
3. The agency/department shall comply with all provisions of a Fiscal Accountability Rule until the Manager of Finance or his/her designee grant the waiver.

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RULE 7.2 – FISCAL ACCOUNTABILITY RULE WAIVER, CONTINUED

4. A separate [Fiscal Accountability Waiver Request Form](#) shall be required for each individual incident or circumstance.
5. When a waiver applies to an expenditure, a copy of the authorized [Fiscal Accountability Waiver Request Form](#) shall accompany each applicable payment request.

Procedures and Forms

The **Controller's Office** is responsible for any procedures, forms, and guides associated with this rule.