

## RULE 7.3 – OFFICIAL FUNCTION EXPENDITURES

Adopted Date: 07/25/2005

Revised Date: 01/01/2014

### PURPOSE

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The City and County of Denver (city) hosts and supports events that carry out the city's mission, promote and achieve department/agency objectives, and build morale. These types of events are deemed official functions since they are not considered routine in the running of daily operations; however, it is critical that all activities and costs associated with the event are evaluated to ensure the expenses are reasonable, necessary, and in conformance with all applicable rules. The purpose of this rule is to govern the appropriate use of city funds for official functions. This rule, and the associated [Official Function Expenditures Guide](#), shall be read in conjunction with the following to ensure compliance and understanding:

- [Fiscal Accountability Rule 2.1 – Expending Authority Delegation](#)
- [Fiscal Accountability Rule 2.4 – Separation and Rotation of Duties](#)
- [Fiscal Accountability Rule 7.1 – Propriety of Expenditures](#)
- [Fiscal Accountability Rule 7.4 – Food and Beverage Expenditures](#)
- [Fiscal Accountability Rule 8.1 – Procurement of Goods and Services Related to Goods](#)
- [Fiscal Accountability Rule 10.12 – Employee Gifts, Prizes, and Awards](#)

An official function expenditure differs from food and beverage expenditures in that food and beverage expenditures aid a department/agency in meeting program objectives and are considered routine in the running of daily operations (refer to [Fiscal Accountability Rule 7.4 – Food and Beverage Expenditures](#)).

### DEFINITIONS

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**Official Function** – An event authorized by an Expending Authority that is not considered routine in the running of daily operations of a department/agency. The event shall provide a benefit to the city such as, promoting good will, recognizing accomplishments, building employee morale, hosting vendors or members of the public, hosting foreign delegates, and/or marketing a new service/facility.

**Expenditure** – For the purpose of this rule, an expenditure includes food for meals or light refreshments, beverages, and related services (e.g. labor charges, room rental, equipment rental, catering, photographers, decorations, flowers, entertainment, and similar expenditures) incurred in connection with official functions.

## RULES

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1. Every official function shall support the city's mission, promote and achieve department/agency objectives, and/or build morale.
2. Every official function shall be authorized by the Expending Authority of the department/agency prior to the event. Employees who have been authorized signature delegation per [Fiscal Accountability Rule 2.1 – Expending Authority Delegation](#) do not have the authority to authorize an official function.
3. Expenditures related to the authorized official function shall involve at least two different employees: a requestor and an approver. The approver shall have sufficient knowledge to evaluate an expense and the authority to challenge or seek further approvals for questionable expenses.
4. The department/agency shall maintain a record of every official function. The record shall include:
  - A. Specific purpose of the event;
  - B. Description of how the event benefits the city and the department/agency;
  - C. Date(s) and location(s) of event;
  - D. Total itemized cost, by payee; and
  - E. Identification of the official city host and names of key attendees.
5. City funds shall not be used to pay for alcohol beverages, tobacco or tobacco products, and/or marijuana or marijuana products.
6. Expenditures shall be charged to the Official Function Expense account code - 691500.
7. Official function expenditures generated in the course of travel on official city business shall accompany the Travel Authorization and Expense Form.

## AUTHORITY AND ACCOUNTABILITY

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The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.