

# FISCAL ACCOUNTABILITY RULES

---

## RULE 7.7 – INTERAGENCY SERVICES AND REIMBURSEMENTS

### Purpose

The City and County of Denver provides for a number of services that due to Charter and/or policy requirements are provided by one fund, and are either billed to another fund or a reimbursement is made.

### Definitions

#### **Interagency Services:**

- **Internal Services Fund** – services provided by Internal Service Funds to other city agencies.
  - Central Services
  - Fleet Maintenance
  - Asphalt Plant
- **Non-Internal Service Fund service agencies** – services provided by the following general fund or trust fund agencies to other agencies.
  - Fire Protection (general fund)
  - Police Protection (general fund)
  - Attorney Services (general fund)
  - Worker's Compensation (trust fund)

#### **Interagency Reimbursements:**

- Transactions that are managed by the one agency and reimbursed by the user agency. The following are examples of such transactions:
  - Utilities (general fund)
  - Adds, Moves & Changes (special revenue fund)

# FISCAL ACCOUNTABILITY RULES

---

## RULE 7.7 – INTERAGENCY SERVICES AND REIMBURSEMENTS, CONTINUED

### Rule

#### 1. Interagency Services:

- a. In accordance with GASB 34 112.a (2) these are treated as interfund services.
- b. The service agency shall bill the user agency via an internal service billing (Internal Billing Transfer form).
- c. The income must be reported as revenue in the seller agency's fund and as an expenditure in the user agency's fund.
- d. The general fund interagency services (fire, police and attorney) may only be charged to non-general fund agencies.
- e. The trust fund interagency services (workers compensation) may be charged to all funds.

#### 2. Interagency Reimbursements:

- a. In accordance with GASB 34 112.b (2) these are treated as repayments from the funds responsible for the particular expenditure.
- b. These transactions will be reimbursed via an internal service billing (Internal Billing Transfer form).
- c. The agency managing the transaction will bill the user agency for the transaction.
- d. After all agency entries have been completed a year-end adjustment will be recorded to transfer these transactions to special accounts in order to eliminate the charges for services revenue and the duplicate expenditure.

### Procedures and Forms

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