

**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 35  
INTEREST POLICY**

These Administrative Instructions outline which City funds should be credited for interest income on investments. Specific funds have been listed by name when applicable.

1. The following funds are to be held in non-interest bearing accounts:
  - a. Ohio Department of Transportation Grant Fund (ODOT)
  - b. Downpayment Assistance/Rehabilitation Fund (HOME)
  - c. Community Development Block Grant Fund (CDBG)
  
2. The following funds are to be credited directly for interest earnings:
  - a. Park and Recreation Fund - Bequest funds only
  - b. Municipal Court Capital Improvement Fund
  - c. Revolving Loan Fund
  - d. B.G. Housing Agency Fund
  - e. B.G. Housing Agency Fund Escrow Fund
  - f. Police Block Grant Fund
  - g. Law Enforcement Trust Fund on federally forfeited income only
  
3. Each year an interest calculation will be made on the Street Construction, Maintenance and Repair Fund and the State Highway Improvement Fund based on month end balances from December of the prior year through November of the current year. The calculation will be made on a monthly basis, however there will be only one credit entry annually. This allocation will be made to take into consideration the monthly distribution of intergovernmental tax revenue.

4. Investments designated as Cemetery Trust Fund will have interest earnings credited to the General Fund.
5. All other City funds, including General, Special Revenue, Capital Project, Debt Service, Enterprise (with the exception of Utility funds), Internal Service and Trust fund types, shall have interest earnings credited to the General Fund as specified under Ohio Revised Code Section 135.21.
6. All Utility funds will have interest calculated on a pro-rata basis with each fund receiving its respective share based on cash balances available for investment.
7. In the Utility Division, the Underground Storage Tank Fund and the Underground Storage Tank Guarantee Fund shall have its monthly allocation of interest earnings transferred to the Gasoline Rotary Fund one time each year. The only balance in these two separate UST Funds should be the deductible amount as required by Ohio's underground storage tank regulations. The current deductible amount is \$11,000.
8. Also in the Utility Division, the Natural Gas Rotary Fund shall have its monthly allocation of interest earnings transferred to the Water Revenue Fund one time each year.

  
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John B. Quinn, Mayor

2-1-02  
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Date