DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This bylaw establishes and authorizes revolving funds for use by town, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectboard and Finance Committee.

3. Interest. Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

5. Authorized Revolving Funds. The Table establishes:

A. Each revolving fund authorized for use by a town department, board, committee, agency or officer,

B. The department or agency head, board, committee or officer authorized to spend from each fund,

C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,

D. The expenses of the program or activity for which each fund may be used,

E. Any restrictions or conditions on expenditures from each fund;

F. Any reporting or other requirements that apply to each fund, and

G. The fiscal years each fund shall operate under this bylaw.

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| **A**  **Revolving Fund** | **B**  **Department, Board, Agency or Officer Authorized to Spend from Fund** | **C**  **Fees, Charges or Other Receipts Credited to Fund** | **D**  **Program or Activity Expenses Payable from Fund** | **E**  **Restrictions or Conditions on Expenses Payable from Fund** | **F**  **Other Requirements/Reports** | **G**  **Fiscal Years** |
| Inspectional Services | Building Inspector | Fees charged and received by the Building Department for gas, plumbing and electrical services | Salaries or wages of inspectors performing gas, plumbing and electric inspections | Annual Expenditures not to exceed: $20,000 | Fund carryover balance not to exceed: $25,000 | Fiscal Year 2019 and subsequent years |
| Board of Appeals | Zoning Board of Appeals | Fees charged and received by the ZBA for the application process (filing fee, postage and advertising) | Postage to mail notifications to abutters and advertising fees for legal notices | Annual Expenditures not to exceed: $5,000 | Fund carryover balance not to exceed: $3,000 | Fiscal Year 2019 and subsequent years |
| Composting Bins | Transfer Station | Revenue from the sale of compost bins | Purchase of bins and accessories for sale to the public, and related signage and program advertisement | Annual Expenditures not to exceed: $1,000 | Fund carryover balance not to exceed: $1,500 | Fiscal Year 2019 and subsequent years |
| Building & Fire Inspection Education | Building Inspector | Fines received under MGL 248A | Program and educational materials, signage and advertising related to taxpayer information and education | Annual Expenditures not to exceed: $2,500 | Fund carryover balance not to exceed: $5,000 | Fiscal Year 2019 and subsequent years |
| Community Center & Bally Gally | Select Board and Community Center Administration | Rental monies collected from Bally Gally and fees charged by the Community Center for the use of the center | Community Center: Wages of expenses, supplies and contractual services to maintain and operate the Community Center.  Bally Gally: Expenses, supplies and contractual services to maintain and repair Bally Gally | The Community Center may expend up to $11,349 per year for approved expenses. Bally Gally may spend up to $1,500 per year on necessary maintenance and repairs. | Fund carryover balance not to exceed: $50,000 | Fiscal Year 2019 and subsequent years |