

CHAPTER V- a. DEPARTMENTAL REVOLVING FUNDS

Section 1. Purpose. This bylaw establishes and authorizes revolving funds for use by town departments, boards, committees, agencies or 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.

Section 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 by-law 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 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 Board of Selectmen and finance committee.

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

Section 4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody on town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the 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.

Section 5. Authorized Revolving Funds.

5.1 Parks Oversight Revolving Fund.

5.1.1 Fund Name. There shall be a separate fund called the parks Oversight Revolving Fund authorized for use by the Parks Oversight Ad-Hoc Committee.

5.1.2 Revenues. The town accountant shall establish the Inspections Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Parks Oversight Ad-Hoc Committee for committee sponsored programs, park reservations, reservation

security deposits and any public or private contributions related to the operation and maintenance of the town parks.

5.1.3 Purposes and Expenditures. During each fiscal year, the Parks Oversight Ad-Hoc Committee may incur liabilities against and spend monies from the Parks Oversight Revolving Fund for wages, expenses, supplies, contracted services and capital improvements required in connection with the operation and maintenance of the town parks.

5.1.4 Other Requirements/Reports. The Committee shall meet with the Town Administrator and Board of Selectmen annually. The Committee shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.

5.1.5 Fiscal Years. The Parks Oversight Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

5.2 Charter Day Revolving Fund.

5.2.1 Fund Name. There shall be a separate fund called the Charter Day Revolving Fund authorized for use by the Charter Day Ad-Hoc Committee.

5.2.2 Revenues. The town accountant shall establish the Charter Day Revolving Fund as a separate account and credit to the fund all admission fees, parking fees, food concessions and ride commissions, and any public or private contributions received by the Charter Day Ad-Hoc Committee related to the annual Charter Day festivities.

5.2.3 Purposes and Expenditures. During each fiscal year, the Charter Day Ad-Hoc Committee may incur liabilities against and spend monies from the Charter Day Revolving Fund for wages, expenses, supplies and contracted services in connection with the annual Charter Day festivities.

5.2.4 Other Requirements/Reports. Within sixty days of the close of the event, the Charter Day Ad-Hoc Committee shall provide a report regarding the event to the Board of Selectmen. The Committee shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.

5.2.5 Fiscal Years. The Charter Day Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

5.3 Planning Board Revolving Fund.

- 5.3.1 Fund Name. There shall be a separate fund called the Planning Board Revolving Fund authorized for use by the Planning Board.
- 5.3.2 Revenues. The town accountant shall establish the Planning Board Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Planning Board as listed in Appendix B of the By-laws of the Town of Granby Chapter XXII Subdivision Bylaws.
- 5.3.3 Purposes and Expenditures. During each fiscal year, the Planning Board may incur liabilities against and spend monies from the Planning Board Revolving Fund for wages, expenses, supplies and contracted services in connection with the operation of the Planning Board.
- 5.3.4 Other Requirements/Reports. The Planning Board shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.
- 5.3.5 Fiscal Years. The Planning Board Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

5.4 After School Activities Program Revolving Fund.

- 5.4.1 Fund Name. There shall be a separate fund called the After School Activities Program Revolving Fund authorized for use by the Superintendent of Schools.
- 5.4.2 Revenues. The town accountant shall establish the After School Activities Program Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the School Department in connection with any after school activities.
- 5.4.3 Purposes and Expenditures. During each fiscal year, the Superintendent of Schools may incur liabilities against and spend monies from the After School Activities Program Revolving Fund for wages, expenses, supplies and contracted services in connection with the operation of the After School Activities Program.
- 5.4.4 Other Requirements/Reports. The Superintendent of Schools shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.
- 5.4.5 Fiscal Years. The After School Activities Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

5.5 Dog Revolving Fund.

5.5.1 Fund Name. There shall be a separate fund called the Dog Revolving Fund authorized for use by the Police Chief.

5.5.2 Revenues. The town accountant shall establish the Dog Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Town Clerk, Animal Control Officer or Police Chief for licenses, fines and any other charges in connection with the Canine Control By-law and dog pound.

5.5.3 Purposes and Expenditures. During each fiscal year, the Police Chief may incur liabilities against and spend monies from the Dog Revolving Fund for wages, expenses, supplies and contracted services in connection with the operation of the dog pound and requirements of the Canine Control By-law.

5.5.4 Other Requirements/Reports. The Police Chief shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.

5.5.5 Fiscal Years. The Dog Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

5.6 Library Revolving Fund.

5.6.1 Fund Name. There shall be a separate fund called the Library Revolving Fund authorized for use by the Library Department.

5.6.2 Revenues. The town accountant shall establish the Library Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Library Department for building use and fines in connection with rental of library space.

5.6.3 Purposes and Expenditures. During each fiscal year, the Library Department may incur liabilities against and spend monies from the Inspections Revolving Fund for wages, expenses, supplies and contracted services in connection with the operation of the library.

5.6.4 Other Requirements/Reports. The Library shall submit an annual report for inclusion in the Annual Town Report that provides both financial and event activity for the preceding calendar year.

5.6.5 Fiscal Years. The Inspections Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.