

TOWN OF CONCORD MASSACHUSETTS

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers, under the direction of the Town Manager, 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 Massachusetts General Laws c. 44, § 53E½.
2. Expenditures Limitations. A department manager, board, committee or officer, under the direction of the Town Manager, may incur liabilities against and spend monies from a revolving fund established and authorized by the 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 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 Select Board 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 Massachusetts General Laws c.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 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.
5. Authorized Revolving Funds. The table below 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.

A Revolving Fund	B Department, Board, Committee, 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 /Conditions on Expenses Payable from Fund	F Other Require- ments/ Reports	G Fiscal Years
Tree Preservation	Department of Planning & Land Management, under the direction of the Town Manager	Fees, charges and money received under the Tree Preservation Bylaw including permit application fees	Buying, planting and maintaining trees within residential neighborhoods in the Town			FY19 and subsequen t years
Regional Housing Services	Regional Housing Services Office, through the Department of Planning & Land Management, under the direction of the Town Manager	Fees paid by member towns	Expenses associated with continuing the operation of a multi- town consortium set up to assist member communities in managing affordable housing resources			FY19 and subsequen t years
Road Repair	Department of Public Works, under the direction of the Town Manager	Fees paid by applicants for permits to dig up, alter, or disturb the public way in accordance with the Motion passed under Article 47 of the 1992 Annual Town Meeting	Repairing, restoring, maintaining and inspecting public ways			FY19 and subsequen t years
Senior Services	Division of Human Services, under the direction of the Town Manager	Fees, charges or monies received for programs, events and trips	Expenses associated with Senior Services/COA trips, events and programs			FY19 and subsequen t years
Visitor's Center & Tourism	Department of Planning & Land Management, under the direction of the Town Manager	Fees, charges, or monies received for programs, events, tours, and trips	Expenses associated with operation and management of the Visitor's Center & other Tourism- related activities			FY23 and subsequen t years

Annual Town Meeting, April 2018
Annual Town Meeting, May 2022