



FY23

**Revolving Fund
Operational Plans**

Revolving Fund Name:	Senior Transportation	
Department Head:	Elder Affairs Director	
FY23 Spending Limit:	\$ 10,000.00	
Revenues:	\$ 9,200.00	
Transportation Charge		
Total Revenue	\$ 9,200.00	
Expenses:		
Fuel	\$ 5,000.00	
Maintenance & Repairs	\$ 3,000.00	
Total Expenses	\$ 8,000.00	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$ 1,200.00	

Senior Van Transportation has played an essential role in meeting the needs of the senior citizens in Randolph. Whether it be for medical purposes, keeping active or staying social, the van transportation that we provide gives senior citizens a reliable and affordable option. The revenue that we generate from trip fees is used to pay for gas, repairs and maintenance on the 3 vehicles under our ownership.

Revolving Fund Name:	Recycling	
Department Head:	Director of Public Health	
FY23 Spending Limit:	\$ 65,000.00	
Revenues:		
Household Hazardous Waste Collection	\$15,000.00	
Yard Waste Passes	\$17,750.00	
Medical Waste box sale	\$1,500.00	
Medical Waste Collection	\$5,000.00	
CRT Waste Collection	\$16,500.00	
Tire Collection	\$2,500.00	
Propane Cyinder Collection	\$2,500.00	
Avon Household Hazardous Waste	\$3,750.00	
Town Wide Clean up day donations	\$500.00	
Total Revenue	\$65,000.00	
Expenses:		
Household Hazardous Waste	\$18,500.00	
Complete Recycling Solutions, CRT	\$19,000.00	
Supplies, Printing and Advertising	\$850.00	
Bay State Shredding Services, LLC	\$750.00	
United Medical Waste	\$4,200.00	
Leaf and Yard Waste Disposal	\$18,000.00	
Propane Cylinder Disposal	\$1,700.00	
Tire Disposal	\$1,900.00	
Total Expenses	\$64,900.00	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$100.00	

Certain household wastes, such as yard waste, cathode ray tubes, computer monitors, motor vehicle tires, household hazardous waste, medical waste and propane tanks are regulated by the Massachusetts Department of Environmental Protection, (MDEP), and are banned from disposal as solid waste, (310 CMR 19.017). These items are managed as recycled materials under this revolving account. Revenue for this program is derived from the sale of yard waste passes, collection fees for certain medical waste, tires, propane cylinders and reimbursement by service providers. Expenses are related to the direct collection, transportation and recycle cost for each type of material. Public Health Manages these programs and responds to the needs of the residents for the proper management of these Recycled materials.

Revolving Fund Name:	Immunization	
Department Head:	Director of Public Health	
FY23 Spending Limit:	\$ 34,500.00	
Revenues:		
Vaccine Reimbursement, Insurance	\$9,500.00	
Vaccine Reimbursement, Medicare	\$9,500.00	
Vaccine Reimbursement, Comm Mass	\$5,750.00	
Reimbursement from Tri Town municipalities	\$7,750.00	
Donations for clinic services	\$2,000.00	
Total Revenue	\$34,500.00	
Expenses:		
High Dose Influenza Vaccine Purchase	\$18,500.00	
Standard Dose Influenza Vaccine	\$6,500.00	
Vaccination Supplies	\$950.00	
Food for volunteer nurses at clinics	\$1,500.00	
Clinic Advertising / Printing	\$900.00	
Contracted Nurse services	\$6,000.00	
Total Expenses	\$34,350.00	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$150.00	

Randolph Public Health Department participates in an influenza vaccine administration reimbursement program. The program is managed by the Commonwealth of Massachusetts and various medical insurance providers participate in the program. The Vaccine Reimbursement program is designed to refund municipalities for the cost of giving the seasonal influenza vaccine to people of all ages. The reimbursement includes the cost to purchase the vaccine and related supplies that may be needed to support an influenza vaccination clinic. The reimbursement rate varies, depending on the insurance provider and the reimbursement rate is based on each type of vaccine administered. The reimbursement rate fluctuates annually. Medicare also participates in this program.

Funds may be used to support other Public Health promotion and disease prevention activities. Public Health Emergency preparedness to support Emergency Dispensing Site, (EDS) related activities, including support for the Medical Reserve Corp, may also be funded from this reimbursement program.

Revolving Fund Name:	Library Technology	
Department Head:	Library Director	
FY23 Spending Limit:	\$ 13,000.00	
Revenues:		
Copy/Printing	\$ 9,000.00	
Fines	\$ 4,000.00	
Total Revenue	\$ 13,000.00	
Expenses:		
Purchase of Service (leased equipment)	\$ 9,000.00	
Supplies (ink, paper)	\$ 3,000.00	
Total Expenses	\$ 12,000.00	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$ 1,000.00	

The Library Technology Revolving account allows the library to lease a public copier/scanner as well as two public printers and to purchase paper. The public printers and scanners are utilized over 100x per day by the public and monthly by the staff for marketing materials, so maintaining a lease to ensure they are operational and have low-cost ink is vital to productivity for the library's 16,000+ visitors per month. Patrons are charged \$0.15/page for black and white and \$0.50/page for color print outs; scanning to a USB or Email is free of charge. Library fines are minimal due to a "fine free" policy enacted by Library Trustees however more expensive items and equipment do still incur fines.

Revolving Fund Name:	391 South Street	
Department Head:	Building Commissioner	
FY23 Spending Limit:	\$ 70,000.00	
Revenues:		
Rent	\$ 42,000.00	
Total Revenue	\$ 42,000.00	
Expenses:		
Salary	\$ 17,700.00	
Services	\$ 20,000.00	
Supplies	\$ 1,500.00	
Total Expenses	\$ 39,200.00	
Fringe Benefits:		
Amount to be charged for benefits	\$0.00	
Total Operating Balance	\$ 2,800.00	
Supports veterans housing as a goal of the Town Council and Town Manager and increases our affordability of housing. The annual total operating balance is being accumulated with the anticipation of using it toward the eventual renovation of a 5th unit serving the needs of a handi-capped veteran. The cost of services is based on anticipated costs of utilities, snow removal, ordinary repairs and emergency repairs.		

Revolving Fund Name:	Beautification & Celebration	
Department Head:	Town Manager	
FY23 Spending Limit:	\$ 25,000.00	
Revenues:		
Sponsorship Fees	\$ 18,000.00	
Total Revenue	\$ 18,000.00	
Expenses:		
Plants and signs	\$ 15,000.00	
Items related to Town wide celebrations	\$ 2,500.00	
Total Expenses	\$ 17,500.00	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$ 500.00	
<p>The purpose fo this fund is to beautify the Town by planting flowers and to use decorative signs to identify the sponsorship. The fee also covers other expenses that arise from Town celebrations not otherwise funded.</p>		

Revolving Fund Name:	Transportation	
Department Head:	Town Manager	
FY23 Spending Limit:	\$ 300,000	
Revenues:		
Transportation Fees	\$ 300,000	
Total Revenue	\$ 300,000	
Expenses:		
Unemployment, Workers Comp & Insurance	\$ 300,000	
Total Expenses	\$ 300,000	
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance	\$ -	

The fees generated by the transportation program are used in part to offset the increase in costs related to the Town's motor vehicle insurance policy, unemployment and workers compensation costs for transportation employees.

Revolving Fund Name:	Bingo	
Department Head:	Randolph Community Programs Director	
FY23 Spending Limit:	\$ 1.00	
Revenues:		
Card Sales		
Pulltab Sales		
Supplies Sales		
Expenses:		
Winnings Paid		
Percentage to Lottery		
Total Expenses		
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance		

The Bingo program would supplement budgetary funds allocated for the Intergenerational Community Center and senior programs/events. The purpose of the \$1 authorization is to establish the fund so that receipts can be deposited, but virtually no spending is allowed. Once the fund is ready to be used, the Town Manager and Town Council may vote to increase the spending authorization.

Revolving Fund Name:	Advertisements	
Department Head:	Randolph Community Programs Director	
FY23 Spending Limit:	\$ 1.00	
Revenues:		
Banners		
Electronic Ads		
Other Ads		
Expenses:		
Printing Banners		
Printing Marketing		
Media		
Total Expenses		
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance		
<p>The Advertisement Account would supplement budgetary funds allocated for the Randolph Community Programs Department. The purpose of the \$1 authorization is to establish the fund so that receipts can be deposited, but virtually no spending is allowed. Once the fund is ready to be used, the Town Manager and Town Council may vote to increase the spending authorization.</p>		

Revolving Fund Name:	Before/After School Care	
Department Head:	Randolph Community Programs Director	
FY23 Spending Limit:	\$ 1.00	
Revenues:		
Program Fees		
Expenses:		
Staffing		
Supplies		
Programs		
Total Expenses		
Fringe Benefits:		
Amount to be charged for benefits	\$ -	
Total Operating Balance		

The before and after school program would supplement budgetary funds allocated for the Intergenerational Community Center operations and provide additional options for parents of school age children that may need support outside of the normal school day. The purpose of the \$1 authorization is to establish the fund so that receipts can be deposited, but virtually no spending is allowed. Once the fund is ready to be used, the Town Manager and Town Council may vote to increase the spending authorization.

Revolving Fund	FY21			FY22				FY23
	Beginning Balance	Revenue	Expense	Beginning Balance	Revenue	Expense	Current Balance	Requested Spending Authorization
Senior Transportation	4,407.06	4,363.50	4,954.66	3,815.90	3,995.50	4,311.39	3,500.01	10,000.00
Recycling	1,135.65	44,338.66	43,574.09	1,900.22	31,971.00	22,676.80	11,194.42	65,000.00
Immunization	8,338.38	27,846.98	29,163.85	7,021.51	15,982.08	20,091.11	2,912.48	34,500.00
Zoning Board of Appeals	27,762.59	-	14,442.00	13,320.59	600.00	11,991.30	1,929.29	-
Library Technology	9,353.12	6,696.93	11,752.15	4,297.90	7,664.51	6,045.48	5,916.93	13,000.00
391 South Street	108,870.82	28,757.56	102,786.38	34,842.00	27,500.00	20,789.67	41,552.33	70,000.00
Beautification & Celebrations	7,738.49	5,100.00	10,554.95	2,283.54	1,500.00	-	3,783.54	25,000.00
Transportation	-	-	-	-	-	-	-	300,000.00
Programs	8,711.66	(495.00)	8,216.66	-	-	-	-	
Bingo	-	-	-	-	-	-	-	1.00
Advertisements	-	-	-	-	-	-	-	1.00
Before/After Program	-	-	-	-	-	-	-	1.00