



FY25

**Revolving Fund
Operational Plans**

TOWN OF RANDOLPH
41 SOUTH MAIN STREET
RANDOLPH, MASSACHUSETTS 02368



JANINE SMITH
FINANCE DIRECTOR/TOWN ACCOUNTANT

The Town Council passed a Resolution that requires an operational plan to be presented for each revolving fund as part of the annual budget process.

Revolving Funds, authorized by Chapter 44 section 53 E1/2, are a great option for the Town to separate certain fees that are directly linked to specific costs out of the operating budget. The funds also allow us more flexibility in addressing financial obligations.

The Town has created a Revolving Fund Ordinance that establishes each fund, identifies the department authorized to spend from the fund, the revenue credited to the fund, and allowable expenses to be charged to the fund. Annually, the Town Council votes to set the spending limit from each fund for the upcoming fiscal year.

Spending from a revolving fund is done without appropriation, but subject to the following limitations:

- At **NO TIME** can the fund be in a deficit position. Invoices/Payroll cannot be charged to the fund if there is not a sufficient balance to cover the expenses.
- Full-time salaries charged to the fund, in whole or partially, must also have fringe benefits charged to the fund by the same percentage as the salary.
- Total spending during a fiscal year shall not exceed the amount authorized by the Town Council for that particular year.

It is possible to increase a spending limit during the year with the Town Manager's and Town Council's approval.

The balances of revolving funds carry from year to year. Although all invoices should be paid timely, revolving funds may pay invoices from a previous fiscal year as long as the balance is sufficient and the spending limit has not been exceeded.

Respectfully submitted,
Janine Smith
Director of Finance/Town Accountant

Revolving Fund Name:	<u>Senior Transportation</u>	
Department Head:	<u>Elder Affairs Director</u>	
FY25 Spending Limit:	\$	<u>10,000.00</u>
Revenues:		
Transportation Charge	\$	5,000.00
Total Revenue	\$	<u>5,000.00</u>
Expenses:		
Fuel	\$	1,500.00
Maintenance & Repairs	\$	3,500.00
Total Expenses	\$	<u>5,000.00</u>
Fringe Benefits:		
Amount to be charged for benefits	\$	-
Total Operating Balance	\$	<u>-</u>

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:	<u>Recycling</u>
Department Head:	<u>Gerard F. Cody</u>
FY25 Spending Limit:	<u>\$ 80,000.00</u>
Revenues:	
Household Hazardous Waste Collection	\$35,000.00
Yard Waste Passes	\$15,000.00
Medical Waste box sale	\$1,500.00
Medical Waste Collection	\$5,000.00
CRT Waste Collection	\$16,500.00
Tire Collection	\$900.00
Propane Cyinder Collection	\$1,200.00
Avon Household Hazardous Waste	\$4,750.00
Town Wide Clean up day donations	\$500.00
Total Revenue	<u>\$80,350.00</u>
Expenses:	
Household Hazardous Waste	\$55,000.00
Complete Recycling Solutions, CRT	\$12,000.00
Supplies, Printing and Advertising	\$500.00
Bay State Shredding Services, LLC	\$500.00
United Medical Waste	\$5,000.00
Leaf and Yard Waste Disposal	\$5,000.00
Propane Cylinder Disposal	\$1,000.00
Tire Disposal	\$1,000.00
Total Expenses	<u>\$80,000.00</u>
Fringe Benefits:	
Amount to be charged for benefits	<u>\$ -</u>
Total Operating Balance	<u>\$350.00</u>
<p>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.</p>	

Revolving Fund Name:	<u>Immunization</u>
Department Head:	<u>Gerard F. Cody</u>
FY25 Spending Limit:	<u>\$ 94,000.00</u>

Revenues:

Vaccine Reimbursement, Insurance	\$34,500.00
Vaccine Reimbursement, Medicare	\$20,500.00
Vaccine Reimbursement, Comm Mass	\$20,000.00
Reimbursement from Tri Town municipalities	\$19,000.00

Total Revenue	<u>\$94,000.00</u>
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Expenses:

High Dose Influenza Vaccine Purchase	\$40,000.00
Standard Dose Influenza Vaccine	\$20,000.00
Covid - 19 Vaccine	\$20,000.00
Vaccination Supplies	\$8,000.00
Food for volunteer nurses at clinics	\$300.00
Randolph Pharmacy Epi Pens	\$900.00
Dr. Kelly Standing Orders	\$4,000.00
Shon's Scientific	\$500.00

Total Expenses	<u>\$93,700.00</u>
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Fringe Benefits:

Amount to be charged for benefits	<u>\$ -</u>
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Total Operating Balance	<u>\$300.00</u>
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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. Covid Vaccine is now included in this vaccination program.

Revolving Fund Name:	<u>Library Technology</u>	
Department Head:	<u>Library Director</u>	
FY25 Spending Limit:	\$	<u>13,000.00</u>
Revenues:		
Copy/Printing	\$	8,250.00
Fines	\$	750.00
Total Revenue	\$	<u>9,000.00</u>
Expenses:		
Purchase of Service (leased equipment)	\$	6,000.00
Supplies (ink, paper)	\$	3,000.00
Total Expenses	\$	<u>9,000.00</u>
Fringe Benefits:		
Amount to be charged for benefits	\$	<u>-</u>
Total Operating Balance	\$	<u>-</u>

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

FY25 Spending Limit: \$ 70,000.00

Revenues:

Rental paymment Apt #1	\$	12,000.00
Rental paymment Apt #2	\$	12,000.00
Rental paymment Apt #3	\$	7,200.00
Rental paymment Apt #4	\$	10,800.00

Total Revenue	\$	42,000.00
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Expenses:

Eversource	\$	2,571.11
Nationalgrid	\$	4,388.29
Rocky's Ace	\$	274.48
Town of Randolph (Water & Sewer)	\$	2,358.40
Salaries	\$	15,911.33

Total Expenses	\$	25,503.61
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Fringe Benefits:

Amount to be charged for benefits	\$	-
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Total Operating Balance	\$	16,496.39
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No description provided by department.

Revolving Fund Name:	<u>Beautification & Celebration</u>	
Department Head:	<u>Town Manager</u>	
FY25 Spending Limit:	\$	<u>25,000.00</u>
Revenues:		
Sponsorship fee	\$	18,000.00
Total Revenue	\$	<u>18,000.00</u>
Expenses:		
Plants & Signs	\$	15,000.00
Items related to Town wide celebrations	\$	2,500.00
Total Expenses	\$	<u>17,500.00</u>
Fringe Benefits:		
Amount to be charged for benefits	\$	<u>-</u>
Total Operating Balance	\$	<u><u>500.00</u></u>

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.

Revolving Fund Name:	<u>Transportation</u>	
Department Head:	<u>Town Manager</u>	
FY25 Spending Limit:	\$	<u>300,000</u>
Revenues:		
Transportation Fees	\$	300,000
Total Revenue	\$	<u>300,000</u>
Expenses:		
Unemployment, Workers Comp & Insurance	\$	300,000
Total Expenses	\$	<u>300,000</u>
Fringe Benefits:		
Amount to be charged for benefits	\$	<u>-</u>
Total Operating Balance	\$	<u><u>-</u></u>

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:	<u>Playing Fields/Recreational Facilities</u>	
Department Head:	<u>Community Programs Director</u>	
FY25 Spending Limit:	\$	<u>25,000.00</u>
Revenues:		
Sullivan Complex Field and Facility Rentals	\$	18,000.00
	\$	<u>18,000.00</u>
Expenses:		
Maintenance of Playgrounds	\$	17,000.00
Maintenance of Parks	\$	1,000.00
Total Expenses	\$	<u>18,000.00</u>
Fringe Benefits:		
Amount to be charged for benefits	\$	<u>-</u>
Total Operating Balance	-	<u><u>-</u></u>

A revolving account that allows for the use of rental fees to help with these costs will benefit the town and help us to maintain these important outdoor areas. The Randolph Youth Softball and Baseball Association recently turned the fields at North St. (Sullivan Complex) back over to the Town. These fields will be easy to rent however for the first year we are not sure about the potential revenue (this project was delayed due to an issue with the Deed so we will be renting in FY2025)

Revolving Fund Name:	Community Programs Trips & Tours	
Department Head:	Community Programs Director	
FY25 Spending Limit:	\$	90,000.00
Revenues:		
Bus Registration	\$	90,000.00
Total Revenues		\$ 90,000.00
Expenses:		
Bus Rental with Trip Registration	\$	90,000.00
Total Expenses		\$ 90,000.00
Fringe Benefits:		
Amount to be charged for benefits	\$	-
Total Operating Balance		-
<p>This account will allow us to plan 12 special event bus trips per year (1 per month) - after positive feedback in 2024 we would like to increase it from 5 per year. Each trip will accomodate 55 adults (in the past mostly seniors have participated but it is open to all ages) and will cost an average of \$70-\$140 per participant. Randolph Recreation will collect registration fees and pay the bus company directly for each trip. Registration generally consists of roundtrip bus transportation as well as a restaurant or activity while at the destination.</p>		

Revolving Fund Name:	<u>Bingo</u>
Department Head:	<u>Community Programs Director</u>
FY25 Spending Limit:	<u>\$ 1.00</u>
Revenues:	
<u>Lease agreement with bingo organizer (non-profit)</u>	
	<u></u>
	<u></u>
Expenses:	
<u>Building Maintenance</u>	
<u>Part-Time Staff for after hours operation</u>	
<u>Supplemental Programs for all ages</u>	
	<u></u>
	<u></u>
Total Expenses	<u></u>
	<u></u>
Fringe Benefits:	
<u>Amount to be charged for benefits</u>	<u>\$ -</u>
	<u></u>
Total Operating Balance	<u></u>

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:	<u>Advertisements</u>
Department Head:	<u>Community Programs Director</u>
FY25 Spending Limit:	<u>\$ 1.00</u>

Revenues:	
Banners	
Electronic Ads	
Other Ads	
	<u>\$ -</u>

Expenses:	
Printing Banners	
Printing Marketing	
Media	
Total Expenses	<u>\$ -</u>

Fringe Benefits:	
Amount to be charged for benefits	<u>\$ -</u>
Total Operating Balance	<u><u> </u></u>

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.

Department Head: _____ Director _____

FY25 Spending Limit:	\$	1.00
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Revenues:

Program Fees	\$	-
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Total Revenue	\$ -
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Expenses:

Staffing	\$	-
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Supplies	\$	-
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Programs	\$	-
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Total Expenses	\$	-
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Fringe Benefits:

Amount to be charged for benefits	\$	-
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Total Operating Balance	\$	-
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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.