

**Council Order: 2024-009**

**Introduced By: Councillor Gordon  
February 26, 2024**

**Request for the Town Council to Amend the Town of Randolph General Ordinances To Add a  
New Section 56-2 Concerning Annual Reporting:**

Ordered: The Randolph Finance Department shall report annually on the total revenue received from grants, earmarks, loan forgiveness, revolving funds, and other sources of non-general fund revenue. The annual report shall include a breakdown by:

- A list of received amounts, with a brief description of each;
- The description, for grants exceeding \$1,000,000, shall include a summary of the purpose of the revenue, plus the applying department and relevant notes for future applicants;
- A breakdown by source, indicating state vs. county vs. federal sources vs. other funding sources;
- Applicability to the operating budget, the capital budget, or both;
- The amount received in the current year, and a description of amounts received in past years from this same source, and amounts expected in future years;
- A list of grants applied for but not awarded, with recommendations for re-application.

The annual report shall be presented to the Town Council following the completion of the capital budget, by October 1<sup>st</sup> of each year.

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Existing section: Chapter 56 REPORT, ANNUAL § 56-1. Delivery. The Town Manager shall produce a bound annual report no later than June 1 of each year; these reports shall be available at Town Hall and the Turner Free Library