

Town of Amherst



Peabody Mill Environmental Center Revolving Account Policy

Effective June 4, 2001

Adopted by vote of Board of Selectmen, June 4, 2001.

Section 2. Definitions

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

2.1 MS-4 – The Department of Revenue Administration (DRA) form Due September 1, each year that reports a Town’s estimated revenue for the ensuing fiscal year.

2.2 SEED MONEY– Budgeted line items in the Peabody Mill Environmental Center budget to pay for the cost of activities prior to the full-implementation of the Peabody Mill Environmental Center Revolving Account that would be expended in lieu of returning revenue generated by participation in Peabody Mill Environmental Center programs.

2.3 SELF FUNDING – Peabody Mill Environmental Center activities that charge a fee that covers the cost of providing that activity.

2.4 SUBSIDIZED FUNDING – Peabody Mill Environmental Center activities that do not generate enough fee revenue to cover the cost of providing that activity.

Section 3. Procedure

3.1 REVENUE

3.1.2 All revenue received in conjunction with Peabody Mill Environmental Center activities shall be deposited into the Peabody Mill Environmental Center Revolving Account and accounted for in the Town’s financial software system.

3.1.2 All revenue shall be tracked according to the source. For example:

Summer Program

100 Participants at \$5.00 per person: \$500.00

Total Summer Program Revenue: \$500.00

3.1.3 A detailed revenue report shall be maintained by the Town Accountant and submitted to the Peabody Mill Environmental Center Director, Conservation Commission, Town Administrator, Treasurer, and Board of Selectmen on a monthly basis.

3.1.4 The Town Accountant shall reconcile the bank statements each month and submitted to the Peabody Mill Environmental Center Director, Conservation Commission, Town Administrator, Treasurer, and Board of Selectmen on a monthly basis.

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3.2 EXPENDITURES

3.2.1 All Expenditures from the Peabody Mill Environmental Center Revolving Account shall be expended only for direct costs of Peabody Mill Environmental Center programs and be subject to the Town of Amherst Purchasing Policy.

3.2.2 The Peabody Mill Environmental Center Revolving Account funds are kept under the custody of the Town Treasurer in accordance with State Law.

3.2.3 The Conservation Commission or their designee shall approve individual bills to be forwarded to the Town Accountant for payment. The manifest shall be forwarded to the Selectmen for review and signature.

3.2.4 Once the Board of Selectmen signs the manifest, the Town Treasurer shall sign the checks to be mailed to approved vendors.

3.2.5 All expenditures shall be tracked according to source and tracked in the Town's financial software system. For example:

Total Summer Program Revenue:	\$500.00
Summer Program Supplies:	\$200.00
Summer Program Equipment:	\$50.00
Total Summer Program Expenditure:	\$250.00
Summer Program Balance:	\$250.00

3.2.6 A detailed expenditure report shall be maintained by the Town Accountant and submitted to the Peabody Mill Environmental Center Director, Conservation Commission, Town Administrator, Treasurer, and Board of Selectmen on a monthly basis.

3.2.7 The Town Accountant shall reconcile the bank statements each month and submitted to the Peabody Mill Environmental Center Director, Conservation Commission, Town Administrator, Treasurer, and Board of Selectmen on a monthly basis.

3.3 BUDGETING

3.3.1 After the first year of budgeting for Peabody Mill Environmental Center activities, and the introduction of the Peabody Mill Environmental Center Revolving Account, all self-funding programs should be zeroed out in the operational budget of the Peabody Mill Environmental Center Department.

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3.3.2 In addition to zeroing out the budget for self-funding activities, all associated revenue estimates should be zeroed out in the Town budget as well as the MS-4.

3.3.3 Each year, there shall be a review of the revenue and expenditure by activities to ensure equitable charges; the Conservation Commission shall present this analysis to the Town Administrator for review and approval of the Board of Selectmen.

3.4 SUBSIDIZED ACTIVITIES

The Town of Amherst recognizes the importance of educational and conservation activities that may not be self-funding. Any program that would require subsidized funding shall be presented to the Town Administrator and Board of Selectmen during the budget season for consideration in the Peabody Mill Environmental Center operational budget.

3.5 YEAR-TO-YEAR ACCUMULATION

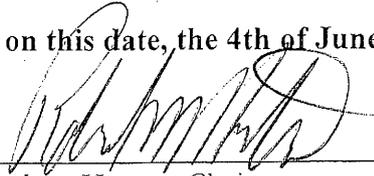
The money in the Peabody Mill Environmental Center Revolving Account shall be allowed to accumulate from year to year, and shall not be considered part of the Town of Amherst's general surplus.

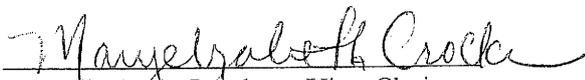
Adopted by vote of Board of Selectmen, June 4, 2001.

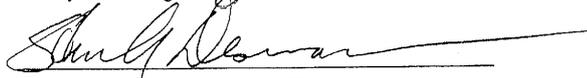
Section 4. Implementation

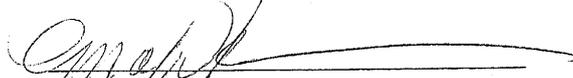
4.1 To Facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Adopted by vote of the Board of Selectmen on this date, the 4th of June, 2001.


Robert Heaton, Chairman

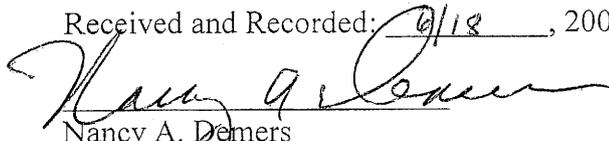

Maryelizabeth Crocker, Vice-Chairman


Steven A. Desmarais, Selectman


Marilyn Peterman, Selectman


Jay Dinkel, Selectman

Received and Recorded: 6/18, 2001


Nancy A. Demers
Town Clerk

ⁱ 31:95-c Special Revenue Funds. – I. Towns may, pursuant to RSA 31:95-d, vote to restrict revenues; or any portion of revenues, from a specific source to expenditures for specific purposes. Such revenues and expenditures shall be accounted for in a special revenue fund separate from the general fund.

II. Notwithstanding paragraph IV, towns may establish, pursuant to RSA 31:95-d, special revenue funds to:

(a) Provide special highway funds from appropriate revenues, such as revenues from block grants from the state highway fund, motor vehicle permit fees collected under RSA 261:165, parking meter fees and fines in accordance with RSA 231:131, and any other highway related revenues not otherwise designated by law. Appropriations from the special highway fund shall be used for highway expenditures.

(b) Provide special capital improvement plan funds from appropriate revenues, which include any portion of town revenues otherwise allotted to the general fund except property taxes, provided that the town has adopted and has in place an up-to-date capital improvement plan as prescribed and developed in accordance with the provisions of RSA 674:5 through 674:8. Any funds from sources includable in subparagraph (a) included in the capital improvement plan shall be used solely for highway purposes. Appropriations from the special capital improvement plan fund shall be used to fund those individual capital projects identified in an up-to-date duly adopted town capital improvement plan.

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III. Any surplus in any fund created under paragraph I or II shall not be deemed part of the general fund accumulated surplus nor shall any surplus be expended for any purpose or transferred to any appropriation until such time as the legislative body shall have voted to appropriate a specific amount from said fund for a specific purpose related to the purpose or source of the revenue.

IV. This section shall not be construed to prohibit the establishment of capital reserve funds pursuant to RSA 35:1 or town created trust funds pursuant to RSA 31:19-a. The provisions of this section shall be limited to those town activities funded primarily through user fees including, but not limited to, municipal airports and solid waste facilities.

Source. 1989, 279:1. 1993, 184:1, eff. Aug. 8, 1993. 1996, 148:1, 2, eff. May 24, 1996.

ⁱⁱ **35-B:2 Tax and Appropriations.** - II. By fees and charges for recreation park services and facilities. All revenue from such fees and charges may be deposited into a special fund established for such purposes pursuant to RSA 31:95-c, or into a recreation revolving fund established by vote of the legislative body. If such a recreation revolving fund is created, the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all moneys in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose.

Source. 1979, 185:1. 1993, 161:1, eff. July 23, 1993.