

Town of Amherst



Recreation Revolving Account Policy

Effective Date: May 21, 2001

Amended: May 22, 2017

Town of Amherst Recreation Revolving Account Policy

Section 1. Purpose

Recreation is an important part of any community, and the Amherst Parks & Recreation Department supports the continued efforts to provide numerous recreational activities to its Citizens but also encourages self-funding activities wherever possible. Fees and expenses related to programs should be reasonable as a way of encouraging community participation. The intent of establishing a recreation revolving account, pursuant to RSA 35-B-2¹, is to provide a mechanism that will encourage self-funding programs while promoting a creative and flexible approach to recreation.

Authority

Article 13. SB2 Vote – March 13, 2001

To see if the Town will vote to create a recreation revolving account in accordance with RSA 35-B:2 II, and to name the Recreation Director as agent of said fund. In accordance with RSA 35-B 2:II, with the creation of this recreation fund, the money received from fees and charges 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 Town of Amherst shall have custody of all monies in the fund, and shall pay out the same only upon order of the Recreation Director, subject to the approval of the Board of Selectmen. These funds may be expended only for direct costs of recreational programs and no expenditure shall be made in such a way as to require the expenditure of, or create liability upon, other Town funds, which have not been appropriated for that purpose. After creation of such recreation fund the monies in such funds shall not need further town meeting approval to be expended. (The Selectmen unanimously recommend a yes vote.)

Vote:	2349 Yes	759 No
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RSA 35-B:2 authorizes towns to create a revolving fund for recreational purposes. The account was established by a vote of the Town on March 13, 2001, and fees and charges for recreational park services and facilities shall be deposited into the account. These funds may be expended only for direct costs of recreational programs and no expenditure shall be made in such a way as to require the expenditure of, or create liability upon, other Town funds, which have not been appropriated for that purpose.

This policy shall be known as the "Amherst Parks & Recreation Revolving Account Policy" and may be cited as such. This policy is subject to provisions in the Town of Amherst Purchasing Policy.

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-434-R – The Department of Revenue Administration 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 recreation budget to pay for the cost of activities prior to the full-implementation of the recreation revolving account that would be expended in lieu of returning revenue generated by participation in recreational programs.

2.3 SELF FUNDING – Recreational activities that charge a fee that covers the cost of providing that activity.

2.4 SUBSIDIZED FUNDING – Recreational 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 recreational activities shall be deposited into the recreation 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:

Baseball

100 participants at \$15.00 per person:	\$1,500.00
T-shirt sales (10 @ \$10.00):	\$100.00

Total baseball revenue:	\$1,600.00
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3.1.3 A detailed revenue report shall be maintained by the town accountant or finance director and submitted to the recreation director, town administrator, treasurer, and board of selectmen on a monthly basis or as requested.

3.1.4 The town accountant or finance director shall reconcile the bank statements each month and submit a report to the recreation director, town administrator, treasurer, and board of selectmen on a monthly basis or as requested.

3.2 EXPENDITURES

3.2.1 All expenditures from the recreation revolving account shall be expended only for direct costs of recreational programs and be subject to the Town of Amherst Purchasing Policy.

3.2.2 The recreation revolving account funds are kept under the custody of the treasurer in accordance with state law.

3.2.3 The recreation director shall approve individual bills to be forwarded to the town accountant or finance director for payment. The manifest shall be forwarded to the Selectmen for approval [RSA 41:29 I (a)] and ratified at their next regular meeting.

3.2.4 Once the board of selectmen sign the manifest, the town treasurer shall sign and mail the checks to the vendors.

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

Total baseball revenue:	\$1,600.00
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30 T-shirts @ \$10.00	\$300.00
baseball equipment	\$1,050.00

Total baseball expenditure:	\$1,350.00
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Baseball Balance:	\$250.00
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3.2.6 A detailed expenditure report shall be maintained by the town accountant or finance director and submitted to the recreation director, town administrator, treasurer, and board of selectmen, upon request, on a monthly basis or as requested.

3.2.7 The town accountant or finance director shall reconcile the bank statements each month and submit a report to the recreation director, town administrator, treasurer, and board of selectmen on a monthly basis.

3.3 BUDGETING

3.3.1 After the first year of budgeting for recreational activities, and the introduction of the recreation revolving account, all self-funding programs should be zeroed out in the Town's operating budget of the recreation department.

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-434-R.

3.3.3 Each year, there shall be a review of the revenue and expenditure by activity to ensure equitable charges; the recreation director 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 the all programing and in an effort to continue some programs that cannot be sustained on its own; the Town is committed to continue subsidized funding through the revolving fund balance.

3.5 UNEXEPENDED PROGRAM BALANCE

Not all registration fees will be totally expended for each program. Accumulated fees may be used for subsidizing (2.4 and 3.5) and to fund purchases, including equipment and vehicles, consistent with the strategic plan.


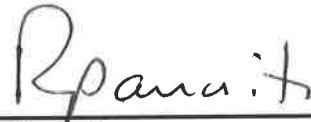
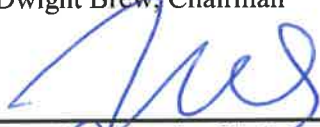
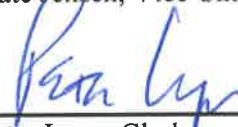
3.6 YEAR-TO-YEAR ACCUMULATION

The money in the recreation revolving account shall be allowed to accumulate from year to year, and shall not be considered part of the Town of Amherst's general fund unassigned fund balance.

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.

Amended by vote of the Board of Selectmen on this date, May 22, 2017.

 6-12-17	 6/12/17
Dwight Brew, Chairman	Reed Panasiti, Selectman
 6-12-17	
Nate Jensen, Vice Chairman	Thomas Grella, Selectman
 6-12-17	
Peter Lyon, Clerk	

Received and Recorded: June 13, 2017

Town/City Clerk

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.