

RECREATION FUND USE POLICY

Whereas, the Town of Millis has created a Recreation Special Revenue Funds which funds a portion of Recreation Department Expenses; and,

Whereas, the fund balance of the Recreation Special Revenue Fund varies from sports season to sports season; and,

Whereas, the fund balance can be affected by external forces including economic conditions, competition from other non-profit and for profit companies, and weather; and,

Whereas, the Board of Selectmen has determined that the financial health of the recreation department is dependent upon having reserves in the Recreation Fund sufficient to pay recreation expenses;

Now Therefore; the Board of Selectmen hereby adopt the following Recreation Fund use policy:

1. The recreation department shall pay all expenses relative to recreation programs from the Recreation Special Revenue Fund.
2. The salary of the Recreation Director, subject to Town Meeting appropriation, shall be paid from the Special Revenue Fund (62%) and the balance from the Town Meeting Appropriation (38%).
3. Small capital projects for recreation facilities, i.e. those costing less than \$5,000.00 may be paid by the Recreation Special Revenue Fund with the approval of the Town Administrator, provided an analysis shows that fund balance is adequate to cover all outstanding department liabilities.
4. Larger capital projects for recreation facilities, i.e. those costing between \$5001-\$10,000 may be paid by the Recreation Special Revenue fund with the approval of the Board of Selectmen provided an analysis shows that fund balance is adequate to cover all outstanding department liabilities.
5. Requests for Capital projects for recreation facilities costing above \$10,000 shall be submitted to Town meeting for funding.
6. The Recreation Committee shall be responsible for setting rates for recreation programming sufficient to pay for programming costs and capital costs below \$10,000.
7. No staff may be hired without being appointed by the Town Administrator pursuant to the provisions of the Millis Personnel Plan. The town administrator shall examine fund balance prior to appointment to determine whether sufficient funds are available to pay the position.
8. The fund shall contain a sufficient balance to pay salaries for the year less the Town Meeting appropriation.

Adopted by the Board of Selectmen this _____ day of February, 2013.
