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## TOWN OF WESTFORD, MA



### TOWN REVOLVING FUNDS MANUAL

Revolving Fund	Legal Citation	FY26 Annual Limit	Page
Lease of Town Buildings	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$150,000.00	2
East Boston Camps Maintenance	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$80,000.00	3
Community Gardens	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$15,000.00	4
Town Forest Management	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$25,000.00	5
Recycling Revolving	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$40,000.00	6
Board of Health Immunizations/Clinical Services	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$100,000.00	7
COA Programs	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$65,000.00	8
COA Fitness Center	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$25,000.00	9
Recreation Field Maintenance	Massachusetts General Laws Chp 44 Sec. 53 E 1/2	\$150,000.00	10

A revolving fund separately accounts for specific revenues and earmarks them for expenditure by a board or officer without appropriation for particular purposes to support the activity, program or service that generated the revenues. Typically, revolving funds are authorized for programs or services with expenses that (1) fluctuate with demand and (2) can be matched with the fees, charges or other revenues collected during the year. The board or officer with authority to spend from a revolving fund can only incur liabilities and spend from the available, unspent and unencumbered balance of actual collections. Each type of revolving fund has an expenditure limit set at Annual Town Meeting every year that cannot be exceeded.

COMMENTS ARE FROM TOWN ACCOUNTANT - JESSE BEYER

LAST UPDATED 01/05/2026

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**LEASE OF TOWN BUILDINGS**

<b>PURPOSE:</b>	Lease revenue and expense activity for the following Town leased buildings: 65 & 73 Main St and 170 Plain Road (Roudenbush, Frost, Nab Roudenbush Children's Center)
<b>REVENUE SOURCE:</b>	Lease payments and other revenues from leased properties
<b>ALLOWED EXPENSES:</b>	Costs associated with maintenance, repairs, and improvements to the leased properties
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$150,000
<b>SPENDING AUTHORITY</b>	Select Board
<b>ACCOUNT NUMBER</b>	28122122-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	137,448.46	156,464.59	165,872.83	232,006.93	328,338.92	388,187.15	455,562.59
Lease Revenue	40,046.10	26,888.26	72,588.25	96,331.99	59,848.23	83,851.16	52,718.51
Expenses	(21,029.97)	(17,480.02)	(6,454.15)	-	-	(3,475.72)	(21,422.97)
Transfers In (Out)	-	-	-	-	-	(13,000.00)	(13,000.00)
<b>Ending Balance</b>	<b>156,464.59</b>	<b>165,872.83</b>	<b>232,006.93</b>	<b>328,338.92</b>	<b>388,187.15</b>	<b>455,562.59</b>	<b>473,858.13</b>

**NOTES**

\$13K transferred to the general fund to cover a portion of Roudenbush debt service  
 Balance can appear large from year to year, however will be spent quickly if a repair to buildings ever needed  
 Capital Committee should be made aware of this account, if they are not already

**EAST BOSTON CAMPS MAINTENANCE**

<b>PURPOSE:</b>	Costs associated with the operation and maintenance of the East Boston Camps property (Stony Brook Conservation)
<b>REVENUE SOURCE:</b>	Revenue received for the lease, rental or licensing of camp facilities
<b>ALLOWED EXPENSES:</b>	Caretaker services, utilities, contracted services (ex. tree work)
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$80,000
<b>SPENDING AUTHORITY</b>	Conservation Commission
<b>ACCOUNT NUMBER</b>	28171172-524012

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	157,379.61	166,793.94	155,002.30	177,142.06	153,381.70	204,623.29	192,611.12
Lease Revenue	27,210.00	17,610.00	56,445.00	20,130.00	91,165.00	41,083.00	19,730.00
Expenses	(17,795.67)	(29,401.64)	(74,305.24)	(43,890.36)	(39,923.41)	(45,745.17)	(68,023.10)
Transfers In (Out)	-	-	40,000.00	-	-	(7,350.00)	(7,350.00)
<b>Ending Balance</b>	<b>166,793.94</b>	<b>155,002.30</b>	<b>177,142.06</b>	<b>153,381.70</b>	<b>204,623.29</b>	<b>192,611.12</b>	<b>136,968.02</b>

**NOTES**

Contract with JV Property Services thru 12/31/2025 (\$52,500 per year) for caretaker services  
 \$7,350 transferred to general fund to offset a portion of the contracted services EBC caretaker  
 FY22 \$40K transfer in was from ARPA funding

**COMMUNITY GARDENS**

**PURPOSE:** Community Gardens Revolving Fund to track the costs associated with the maintenance, improvements, supplies and tools related to the Community Gardens

**REVENUE SOURCE:** Community Gardens annual garden plot registrations

**ALLOWED EXPENSES:** Community Gardens maintenance and garden upkeep (ex. fencing, tools, fertilizer etc.)

**APPLICABLE LAW:** Massachusetts General Laws Chp 44 Sec. 53 E 1/2

**EXPENDITURE LIMIT:** \$15,000

**SPENDING AUTHORITY** Agricultural Commission

**ACCOUNT NUMBER** 28179177-540000/570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	16,681.30	21,203.01	25,899.58	20,620.73	23,926.52	19,942.13	21,644.04
Revenue	5,895.00	5,935.00	6,340.00	6,580.00	6,455.00	6,545.00	-
Expenses	(1,373.29)	(1,238.43)	(11,618.85)	(3,274.21)	(10,439.39)	(4,843.09)	(1,381.12)
Transfers In (Out)	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>21,203.01</b>	<b>25,899.58</b>	<b>20,620.73</b>	<b>23,926.52</b>	<b>19,942.13</b>	<b>21,644.04</b>	<b>20,262.92</b>

**NOTES**

Expenditure limit raised in FY24 from \$10K to \$15K

**TOWN FOREST MANAGEMENT**

<b>PURPOSE:</b>	Town Forest Management
<b>REVENUE SOURCE:</b>	Sale of timber from Town forests
<b>ALLOWED EXPENSES:</b>	Costs associated with the management and maintenance of Town forests
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$25,000
<b>SPENDING AUTHORITY</b>	Town Forest Committee/Tree Warden
<b>ACCOUNT NUMBER</b>	28294494-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	1,075.20	2,515.20	1,595.20	1,595.20	1,595.20	1,595.20	1,595.20
Revenue	1,440.00	-	-	-	-	-	-
Expenses	-	(920.00)	-	-	-	-	-
Transfers In (Out)	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>2,515.20</b>	<b>1,595.20</b>	<b>1,595.20</b>	<b>1,595.20</b>	<b>1,595.20</b>	<b>1,595.20</b>	<b>1,595.20</b>

**NOTES**

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**RECYCLING REVOLVING**

<b>PURPOSE:</b>	Revolving account used to track the purchase and sale of recycling toters and composters
<b>REVENUE SOURCE:</b>	Funds from the sale of composters and recycling toters, occasionally revenue is generated from a Town sponsored recycling event
<b>ALLOWED EXPENSES:</b>	Purchase of composters, toters, and other recycling expenses (i.e. events), not budgeted for in the general fund
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$40,000
<b>SPENDING AUTHORITY</b>	Recycling Commission
<b>ACCOUNT NUMBER</b>	28432432-540000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	11,893.31	14,668.19	18,685.98	21,842.88	22,583.48	29,459.87	32,270.01
Revenue	10,479.00	25,854.00	11,660.00	15,125.00	17,790.00	14,734.00	1,075.00
Expenses	(7,704.12)	(21,836.21)	(8,503.10)	(14,384.40)	(10,913.61)	(11,923.86)	(588.20)
Transfers In (Out)	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>14,668.19</b>	<b>18,685.98</b>	<b>21,842.88</b>	<b>22,583.48</b>	<b>29,459.87</b>	<b>32,270.01</b>	<b>32,756.81</b>

**NOTES**

Balance has doubled in the last 5 years - schedule more recycling events?

**BOARD OF HEALTH IMMUNIZATIONS/CLINICAL SERVICES**

<b>PURPOSE:</b>	Revolving account used by the BOH to provide immunizations, vaccinations, flu shots or other health services to Town residents and employees.
<b>REVENUE SOURCE:</b>	Fees received for immunizations and clinical services (receipts primarily from health insurance reimbursements)
<b>ALLOWED EXPENSES:</b>	Costs of supplies and technical services for immunization and clinical programs (i.e. vaccines, health related supplies for clinics)
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$100,000
<b>SPENDING AUTHORITY</b>	Board of Health
<b>ACCOUNT NUMBER</b>	28510524-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	108,499.35	135,129.04	93,232.07	88,089.05	133,761.86	138,414.91	140,815.24
Revenue	80,840.78	4,115.42	54,617.06	90,705.86	36,460.25	32,344.01	4,036.94
Expenses	(54,211.09)	(46,012.39)	(59,760.08)	(45,033.05)	(31,807.20)	(10,746.68)	(36,319.51)
Transfers In (Out)	-	-	-	-	-	(19,197.00)	(19,197.00)
<b>Ending Balance</b>	<b>135,129.04</b>	<b>93,232.07</b>	<b>88,089.05</b>	<b>133,761.86</b>	<b>138,414.91</b>	<b>140,815.24</b>	<b>89,335.67</b>

**NOTES**

The transfer of \$19,197 in FY25 to the general fund, covers 20% of the nurse's salary to full time (from 30 hours to 37.5 hours)

The transfer amount should be increased every year, as the nurse's salary increases

Do we need expenditure limit so high?

**SENIOR CENTER PROGRAMS**

<b>PURPOSE:</b>	Senior Center Programs Revolving Fund used to track COA program revenue and expenses. Examples of COA program offerings can be found in the COA monthly newsletter.
<b>REVENUE SOURCE:</b>	COA program fees
<b>ALLOWED EXPENSES:</b>	Costs associated for the operation of activities for programs at the Cameron Senior Center to include supplies and wages
<b>APPLICABLE LAW:</b>	Massachusetts General Laws Chp 44 Sec. 53 E 1/2
<b>EXPENDITURE LIMIT:</b>	\$65,000
<b>SPENDING AUTHORITY</b>	Council on Aging
<b>ACCOUNT NUMBER</b>	28540546-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	41,780.57	56,341.56	62,180.16	62,569.32	66,287.14	87,595.04	130,730.06
Revenue	30,956.24	6,931.00	38,521.73	51,061.45	51,588.77	92,193.56	39,107.00
Expenses	(16,395.25)	(1,092.40)	(38,132.57)	(47,343.63)	(30,280.87)	(49,058.54)	(34,253.10)
Transfers In (Out)	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>56,341.56</b>	<b>62,180.16</b>	<b>62,569.32</b>	<b>66,287.14</b>	<b>87,595.04</b>	<b>130,730.06</b>	<b>135,583.96</b>

**NOTES**

Town Accountant inquired about growing balance. COA will be making purchases of 80-100 chairs & audio/visual equipment in near future. Expenditure limit increased in FY26 to \$65K, was previously \$50K. In FY25, \$15K of expenditures had to be transferred to COA Formula grant b/c limit was only \$50K. Consider increasing expenditure limit again so COA has the ability to work down balance?

**SENIOR CENTER FITNESS PROGRAMS**

**PURPOSE:**

**REVENUE SOURCE:** Fees received from the use of the COA Fitness Room

**ALLOWED EXPENSES:** Fitness room supplies, equipment upkeep and warranties, replacement of fitness equipment, small portion of custodian salary

**APPLICABLE LAW:** Massachusetts General Laws Chp 44 Sec. 53 E 1/2

**EXPENDITURE LIMIT:** \$25,000

**SPENDING AUTHORITY:** Council on Aging

**ACCOUNT NUMBER:** 28541545-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	43,164.04	44,870.54	35,536.49	34,234.63	34,559.52	27,354.19	24,252.47
Revenue	11,542.00	710.00	3,060.00	6,232.00	6,496.00	8,862.50	3,700.00
Expenses	(6,835.50)	(7,044.05)	(1,361.86)	(2,907.11)	(10,701.33)	(8,964.22)	(309.64)
Transfers In (Out)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)
<b>Ending Balance</b>	<b>44,870.54</b>	<b>35,536.49</b>	<b>34,234.63</b>	<b>34,559.52</b>	<b>27,354.19</b>	<b>24,252.47</b>	<b>24,642.83</b>

**NOTES**

\$3K is transferred to general fund as part of budget to cover COA custodian's time spent on fitness center duties throughout the year

**RECREATION FIELD MAINTENANCE**

**PURPOSE:**

**REVENUE SOURCE:** Field user fees/permits

**ALLOWED EXPENSES:** Field maintenance, necessary consulting services, utilities related to fields

**APPLICABLE LAW:** Massachusetts General Laws Chp 44 Sec. 53 E 1/2

**EXPENDITURE LIMIT:** \$150,000

**SPENDING AUTHORITY:** Parks & Recreation Commission

**ACCOUNT NUMBER:** 28650636-Multiple

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	84,010.71	52,733.49	34,470.70	98,083.63	115,126.88	123,364.33	95,916.82
Revenue	28,957.61	64,824.10	83,935.90	79,023.75	83,295.44	81,843.02	51,108.02
Expenses	(60,234.83)	(83,086.89)	(60,322.97)	(61,980.50)	(75,057.99)	(109,290.53)	(45,023.69)
Transfers In (Out)	-	-	40,000.00	-	-	-	-
<b>Ending Balance</b>	<b>52,733.49</b>	<b>34,470.70</b>	<b>98,083.63</b>	<b>115,126.88</b>	<b>123,364.33</b>	<b>95,916.82</b>	<b>102,001.15</b>

**NOTES**

FinCom has requested a field usage rate study  
 FY22 \$40K transfer in was from ARPA funding

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**TOWN OF WESTFORD, MA**



**OTHER POTENTIAL TOWN BUDGET OFFSET SOURCES**

<b>Account Name</b>	<b>Fund</b>	<b>FY25 End Balance</b>	<b>Page</b>
Cemetery Sale of Lots	Fund 270 - Receipts Reserved for Appropriation	\$161,968.58	12
Cemetery Perpetual Care	Fund 820 - Expendable Trust Fund	\$155,973.40	13
Opioid Settlement Funds	Fund 290 - Special Revenue Gifts & Other	\$245,586.16	14

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**Cemetery Sale of Lots**

<b>PURPOSE:</b>	The cemetery sale of lots fund is reserved for appropriation to be used for the care, improvements, embellishments, and expansion of the Town's cemeteries
<b>REVENUE SOURCE:</b>	40% of the sale of burial plots
<b>ALLOWED EXPENSES:</b>	Improving, embellishing, expanding Town cemeteries
<b>APPLICABLE LAW:</b>	MGL Chapter 114 Section 15
<b>EXPENDITURE LIMIT:</b>	Requires Town Meeting appropriation and transfer to General Fund
<b>SPENDING AUTHORITY</b>	Cemetery Commission
<b>ACCOUNT NUMBER</b>	27491491-596001

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	180,382.46	158,413.89	31,011.24	52,467.63	90,014.71	122,497.52	161,968.58
Revenue	23,031.43	29,997.35	21,456.39	37,547.08	32,482.81	39,471.06	20,908.11
Expenses	-	(400.00)	-	-	-	-	-
Transfers In (Out)	(45,000.00)	(157,000.00)	-	-	-	-	-
<b>Ending Balance</b>	<b>158,413.89</b>	<b>31,011.24</b>	<b>52,467.63</b>	<b>90,014.71</b>	<b>122,497.52</b>	<b>161,968.58</b>	<b>182,876.69</b>

**NOTES**

Burial plot revenue is deposited 40% to the receipts reserved "Sale of Lots" and 60% is deposited to "Nonexpendable Cemetery Perpetual Care"

Last transfer in FY21 (\$157K) was for expansion of Pine Grove Cemetery

**CEMETERY PERPETUAL CARE**

<b>PURPOSE:</b>	A cemetery perpetual care fund is a trust fund established to ensure the long-term maintenance of a cemetery, including groundskeeping, grave maintenance and other infrastructure.
<b>REVENUE SOURCE:</b>	60% of the sale of burial plots (principal) generates income (interest) and creates funds for "Expendable Cemetery Perpetual Care"
<b>ALLOWED EXPENSES:</b>	Cemetery groundskeeping, gravesite maintenance, other cemetery infrastructure
<b>APPLICABLE LAW:</b>	MGL Chapter 114 Section 25
<b>EXPENDITURE LIMIT:</b>	N/A
<b>SPENDING AUTHORITY</b>	Cemetery Commission
<b>ACCOUNT NUMBER</b>	82491840-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	12,041.90	27,155.75	70,640.48	63,879.63	70,949.62	112,064.98	155,973.40
Lease Revenue	15,136.76	18,708.62	(6,760.85)	30,380.99	41,115.36	53,939.17	31,733.56
Expenses	-	25,376.11	-	-	-	(30.75)	(82,709.30)
Transfers In (Out)	(22.91)	(600.00)	-	(23,311.00)	-	(10,000.00)	(10,000.00)
<b>Ending Balance</b>	<b>27,155.75</b>	<b>70,640.48</b>	<b>63,879.63</b>	<b>70,949.62</b>	<b>112,064.98</b>	<b>155,973.40</b>	<b>94,997.66</b>

**NOTES**

60% of the principal from a burial plot is deposited into this fund as "Non-Expendable" trust fund revenue. The principal balance is not allowed to be spent. However, any income (interest) that the principal balance generates is treated as "Expendable" perpetual care revenue and can be used for cemetery maintenance purposes.

**OPIOID SETTLEMENT FUNDS**

<b>PURPOSE:</b>	Opioid settlement funds from several companies for substance use prevention, harm reduction, treatment, and recovery support
<b>REVENUE SOURCE:</b>	Opioid Settlement funds
<b>ALLOWED EXPENSES:</b>	Prevention, harm reduction, treatment, recovery of opioid related programs
<b>APPLICABLE LAW:</b>	Chapter 44 Section 53
<b>EXPENDITURE LIMIT:</b>	N/A
<b>SPENDING AUTHORITY</b>	Select Board/Town Manager
<b>ACCOUNT NUMBER</b>	29123196-570000

**Account Activity**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Beginning Balance	-	-	-	-	129,997.88	179,295.76	245,586.16
Revenue	-	-	-	129,997.88	150,400.82	71,370.85	59,236.63
Expenses	-	-	-	-	(101,102.94)	(5,080.45)	(3,598.45)
Transfers In (Out)	-	-	-	-	-	-	(25,000.00)
<b>Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>129,997.88</b>	<b>179,295.76</b>	<b>245,586.16</b>	<b>276,224.34</b>

**NOTES**

\$25K transferred in FY26 to partially offset the Wellness Coordinators salary