



**THE PUBLIC SCHOOLS OF BROOKLINE**  
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**Request for Revolving Fund**  
March 28, 2018

The School Department requires specific authorization for new revolving funds.

School Committee Action Requested: The School Department would like to request that the School Committee authorize the Town Accountant to set up a Revolving Fund, with an organization code for each building, for the following:

- Visual Arts Revolving Fund
  - MGL Ch. 71 Sec. 47- Lab material fees are currently improperly held in the BHS student activities account, as the fees are used for curriculum-driven activities, not student-led clubs. This fund will allow the department to deposit and expend from a fund on the town's books, including the ability to generate a purchase order.
  - In concert with creating the fund, the School Department will work with the Town Treasurer to move funds designated as Visual Arts materials fees, but currently residing in other town bank accounts, to their appropriate revolving fund.
  - Current balances:
    - UA Ceramics - \$2,907
    - UA Jewelry/Metals - \$1,433
    - UA Photography - \$2,820
    - UA Sculpture - \$724

Motion: Approve account creation for "Visual Arts Revolving Fund" per the attached documentation and authorize the transfer of the above amount from the BHS Student Activity Subaccounts into the revolving fund.

## Visual Arts

Fund Number: {Org Number}

Director/Program Coordinator: Alicia Mitchell, Visual Arts Curriculum Coordinator  
MGL Authorization: Ch. 71 § 47  
Year Established: 2019  
Program Description: Ceramics, Metals, Photography, and Sculpture classes collect lab fees from students for consumables. Funds are deposited into the revolving fund and used to purchase the highly consumable materials.

### Program Time Table:

Fee Structure: Materials fee per course  
Photography \$45.00 (Black and White and Digital)  
Ceramics \$40.00 all levels  
Metals \$40.00 all levels  
Sculpture \$20.00 all levels

### Fund Restrictions

### Budget History:

	Projected FY20 {Org # TBD}
<b>Revenue</b>	
Fees	\$-
Prior Year Balance	
Transfers/Adjustments	\$8,885
<b>Total Projected Revenue</b>	<b>\$8,885</b>
<b>Expenses</b>	
Salary & Wages	-
Operating Expenses	
Supplies	\$8,885
<b>Total Operating Expenses</b>	<b>\$8,885</b>
<b>Projected Final Balance</b>	<b>\$0</b>

**Recent Developments:** Creating the fund and bringing materials expenditures onto the town books

**Current Challenges:** Changing practice within the department to deposit and expend from this new fund, rather than in student activities account, as is done now.

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:** Creating the fund.

**On the Horizon:** Increased usage and better insight into program costs.