

Capital & Non-Recurring Projects Fund

Purpose

To manage and document funding for the Town of Lebanon for capital expenditures outside the annual operating budget.

Policy

All capital projects, including their appropriations, revenues and expenditures, will be tracked at the project level in the accounting system.

The audited annual financial statement will report appropriations, revenues, expenses and balances of the capital fund at the project level during the preceding year.

The capital & non-recurring projects fund will not maintain its own cash accounts but will rather use the cash balances of the general fund through the use of due to due from accounts and interest earned by the general fund will not be allocated to the Capital Fund as earned.

Procedures

Capital Projects Appropriations

Annual appropriations to the capital fund will be contained within the annual budget proposal as recommended by the Board of Finance for approval at Town Meeting or Referendum.

The annual budget document as recommended by the Board of Finance will contain an itemized listing of projected expenditures for Capital Projects.

The annual budget proposal, including capital requests, shall be posted on the Town's website and available in the Town Clerk's office prior to the budget Public Hearing, Town Meeting, or Referendum.

The final approved budget, including capital requests, shall be posted on the Town's website and available in the Town Clerk's office.

Capital Project Approval Procedure

Budget approval by Referendum or Town Meeting vote shall constitute approval of the itemized projects and amounts. Releasing funds for the specified purpose shall not require additional town meeting approval. Board of Finance approval is required to release funds for capital projects that have accumulated over multiple years.

Unbudgeted capital project requests that arise during the year require approval at Town Meeting or referendum.

Town Meeting approval is required to enter into a new lease agreement for capital projects. See Lease/Purchase Agreements for Capital Projects document.

Reporting

The Board of Finance will receive reports quarterly from the Finance Office summarizing expenditures, appropriations, revenues and current balances of the Capital & Non-Recurring Projects fund and such reports shall be presented at a regular meeting of the Board of Finance.

Discontinuance of Capital Projects Accounts

A project in the Capital & Non-Recurring Projects fund may only be discontinued by vote of the Board of Finance.

Funds remaining in discontinued capital project accounts shall be transferred to the Fund 220 Capital Undedicated Fund Balance and may be re-allocated within Capital by the Board of Finance.