

# Peabody Public Schools



## Revolving Fund Manual

“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 by state law 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.”<sup>1</sup>

For clarification purposes Student Activity funds and Scholarship funds are not revolving funds. Those are Fiduciary Trust Funds that are guided by criteria established when originally established. Student Activity funds are governed by the respective School Principal and the City Treasurer and Scholarships are governed by an established Scholarship Committee.<sup>2</sup>

<u>Revolving Fund</u>	<u>Legal Citation</u>	<u>Annual</u> <sup>3</sup>	<u>Page</u>
Athletics (34640)	M.G.L. Ch. 71 Sect. 47	\$250,000	2
Chrome Books (34629)	M.G.L. Ch. 71 Sect. 47	\$110,000	3
Circuit Breaker (34422)	M.G.L. Ch. 71B, C.M.R. 603 Sect.10.07	\$3,000,000	4
E-Rate (34225)	M.G.L. Ch. 71 Sect. 47	\$175,000	5
Facilities Usage (34634)	M.G.L. Ch. 40, Sect 3, Ch. 71, 71E	\$80,000	6
Food Service (06904)	548 of Acts of 1948, Ch. 650 #1969	\$2,000,000	7
Gifts and Donations	M.G.L. Ch. 71 Sect. 47	\$150,000	8
Integrated Preschool (34602)	M.G.L. Ch. 71 Sect. 47	\$100,000	9
Lost Books (34601)	M.G.L. Chapter 44, Section 531/2	\$10,000	10
Passos Avante (35132)	M.G.L. Ch. 71 Sect. 47	\$900,000	11
R.O.T.C.(34622)	M.G.L. Ch. 71 Sect. 47	\$75,000	12
School Choice (34633)	M.G.L. Ch. 76 Sect. 12B(O)	\$500,000	13
Student Parking Fees (34627)	M.G.L. Ch. 71 Sect. 47	\$20,000	14
Transportation Fee (34626)	M.G.L. Ch. 71 Sect. 47	\$325,000	15
Vocational (34625)	M.G.L. Ch. 71 S. 14B, S. 71A	\$125,000	16

<sup>1</sup> <https://www.mass.gov/files/documents/2017/09/24/revolvingfundchartschool.pdf>

<sup>2</sup> <https://malegislature.gov/laws/generallaws/parti/titleix/chapter60/section3c>

<sup>3</sup> Amounts may be increased or decreased by the School Committee from year to year.

**Peabody Public School  
Revolving Fund Manual**

**ATHLETICS (34640)**

Purpose:	The Athletic Revolving Fund was established to manage financials related to student participation in competitive team sports in adherence to Massachusetts Inter-scholastic Athletic Association (MIAA) rules and School Committee policies. Revenues consist of student athletic participation fees, gate receipts, tournament fees and donations from parent, booster and community groups. Monies in the revolving fund may be used to pay for coaching stipends, officials, equipment, supplies and contract services such as transportation and rental of facilities such as ice rinks.	
Website:	<a href="https://peabody.k12.ma.us/departments/athletics/">https://peabody.k12.ma.us/departments/athletics/</a>	
Coordinator:	Dennis Desroches, Athletics Director, <a href="mailto:desrochesd@peabody.k12.ma.us">desrochesd@peabody.k12.ma.us</a>	
Location(s):	Peabody Veterans Memorial High School (PVMHS)	
User Fees:	\$175 per season, \$350 family cap	
Revenues:	User Fees:	athletic fee payments
	Gate Receipts:	gate receipts
	Other:	payments received for tournaments
Expenses:	Salary/Stipend:	coaches' salaries, game monitors
	Additional/Over Time:	police services
	Supplies:	field supplies, equipment, uniforms, water, first aid,
	Contracted Services:	transportation, presentations, speakers
	Utilities:	prorated share of lighting expense
	Capital Improvements:	goals, goal post, turf field, artificial track surface
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34640-0000-00-00-00-0000	Athletics Revolving Fund Balance	\$252,648	\$253,168	\$211,722
240-34640-42041-0000-00-00-00-0000	Athletic Revolving Revenues	\$240,472	\$220,847	\$230,660
	Total Funds Available	\$493,120	\$474,015	\$442,382
240-34640-51110-3510-10-05-10-0081	Salaries - Full Time	\$205,573	\$220,848	\$213,211
240-34640-53141-3510-10-04-10-0081	Athletics Contract Srvc	\$0	\$7,066	\$3,533
240-34640-54217-3510-10-05-10-0081	Athletics Supplies	\$34,379	\$34,379	\$34,379
	Total Expenditures	\$239,952	\$262,293	\$251,123
	Ending Fund Balance	\$253,168	\$211,722	\$191,259

**Peabody Public School  
Revolving Fund Manual**

**CHROMEBOOK FEE (34629)**

Purpose:	<p>For every student issued a district-owned Chromebook there is an expectation of proper care and awareness of the responsibilities for the device while at school and when using the device outside of school. Each student must complete a registration process and pay a technology fee each year. Payments are not considered a deposit and fees are not returned at the end of the school year. The Technology Chromebook revolving fund was established to record the collection of fees and to document related expenditures. The revolving fund was originally titled just "Chromebook" but the title has been expanded to allow other aspects to be incorporated in the future.</p> <p>The fee covers most repairs, but intentional damage and lost devices can incur additional fees. If a device is believed to be stolen and a police report is provided, there are no fees for replacement. Loss of Device or Loss of Charger will incur an additional fee. The district Technology Department is an Acer certified repair shop and repairs are either completed in-house or the unit is shipped back to the manufacturer to be fixed. Funds are used for annual lease payments for the District's Chromebook program and for anything required to help maintain &amp; fund technology needs in general.</p>	
Website:	<a href="https://www.familyid.com/programs/1-1-chromebook-program-2020-2021-grades-6-12">https://www.familyid.com/programs/1-1-chromebook-program-2020-2021-grades-6-12</a>	
Coordinator:	Chris Mitchell, Director of Technology, <a href="mailto:mitchellc@peabody.k12.ma.us">mitchellc@peabody.k12.ma.us</a>	
Location(s):	Districtwide Grades K-12	
User Fees:	Annual \$30.00 per student, \$60.00 family cap. Lost Chromebooks is \$75.00 and Lost Charger is \$30.00	
Revenues:	Fee Payment:	fee payments
	Other:	n/a
Expenses:	Supplies & Equipment:	replacement Chromebook
	Contracted Services:	capital lease payments, repair Chromebook
	Capital Improvements:	Chromebook, carts, enterprise systems
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

Account#	Description	FY20 (2019-20)	FY21 (2020-21)	FY22 (PRJ.)
240-00000-34629-0000-00-00-00-0000	Chromebook Fee Fund Balance	\$136,487	\$117,586	\$165,287
240-34629-42041-0000-00-00-00-0000	Chromebook Fee Revenues	\$62,146	\$79,510	\$79,510
	Total Funds Available	\$198,633	\$197,096	\$244,797
240-34629-53141-4110-10-00-10-0024	Chrome Book Contract Svc	\$0	\$644	\$644
240-34629-54217-4110-10-00-10-0024	Chrome Book Supplies	\$81,047	\$31,165	\$31,165
240-34629-57309-2300-10-00-10-0024	Chromebook Other Expenses	\$0	\$0	\$0
	Total Expenditures	\$81,047	\$31,809	\$31,809
	Ending Fund Balance	\$117,586	\$165,287	\$212,988

**Peabody Public School  
Revolving Fund Manual**

**CIRCUIT BREAKER (34422)**

Purpose:	<p>In Massachusetts public school districts are reimbursed for eligible costs associated students receiving specialized services under an Individual Education Plan (IEP). After reviewing applications submitted by the school district the Circuit Breaker (CB) program will reimburse up to 75% of the cost of Special Education students that exceed four times (4x) the state average foundation amount established by the Department of Elementary and Secondary Education (DESE) each year. The annual funding of CB reimbursements is “subject to legislative appropriation” and historically reimbursements range between 70%-75% of qualified costs.</p> <p>In accordance with Commonwealth laws and regulations funds are managed in a separate Revolving Fund and all state reimbursements must be credited to the fund. Funds may only be used to offset high tuition costs for students in outside placements. All reimbursable expenses should be either charged directly to or transferred in to the fund. Reimbursements are made quarterly and the 4<sup>th</sup> quarter reimbursement (often received after July 1<sup>st</sup>) should be accrued as of June 30. If the final reimbursement does not equal the receivable, the difference must be charged to the next fiscal year budget.</p>	
Website:	<a href="http://www.doe.mass.edu/finance/circuitbreaker/">http://www.doe.mass.edu/finance/circuitbreaker/</a> <a href="https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71b/Section5a">https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71b/Section5a</a>	
Coordinator:	Carla Chioda, Special Education Administrator, <a href="mailto:chiodac@peabody.k12.ma.us">chiodac@peabody.k12.ma.us</a> Diane McCormick, Special Education, <a href="mailto:mccormickd@peabody.k12.ma.us">mccormickd@peabody.k12.ma.us</a>	
Location(s):	Districtwide Special Education	
User Fees:	n/a	
Revenues:	Fee Payment:	circuit breaker reimbursement
	Other:	n/a
Expenses:	Salary/Stipend:	n/a
	Supplies:	n/a
	Contracted Services:	tuition-out payments
Related Laws / Policy(s):	M.G.L. Ch. 71B, C.M.R. 603 Sect.10.07	
Fund Balance:	Unspent Circuit Breaker funds can only be carried forward one (1) fiscal year.	

Account#	Description	FY20 (2019-20)	FY21 (2020-21)	FY22 (PRJ.)
240-00000-34422-0000-00-00-00-0000	Circuit Breaker Fund Balance	\$370,277	\$424,308	\$424,308
240-34422-42041-0000-00-00-00-0000	Circuit Breaker Reimbursement	\$2,059,685	\$2,485,751	\$2,787,182
	Total Funds Available	\$2,429,962	\$2,910,059	\$3,211,490
240-34422-53203-4110-10-00-10-0024	Circuit Breaker Contract Services	\$2,005,654	\$2,485,751	\$2,514,695
240-34422-53203-9300-20-43-17-0085	Circuit Breaker Tuition	\$0	\$0	\$0
240-34422-53203-9300-20-43-17-0090	Circuit Breaker Tuition	\$0	\$0	\$0
	Total Expenditures	\$2,005,654	\$2,485,751	\$2,514,695
	Ending Fund Balance	\$424,308	\$424,308	\$696,796

**Peabody Public School  
Revolving Fund Manual**

**E-RATE (34225)**

Purpose:	<p>The E-Rate revolving fund is used to record reimbursements received by the District and to track related expenditures. The Federal Schools and Libraries Program known as E-Rate is a Universal Service Fund program designed to help public schools and libraries gain access to affordable telecommunication services and high-speed Internet access issued in two ways.</p> <p>Category 1 services defined by the Universal Service Administrative Company (USAC) as services that provide the basic conduit access to the Internet. The Peabody School District annually receives a check that covers 60% of the cost for local Internet Service provider (ISP) and the District covers the remaining 40%.</p> <p>Category 2 services are those needed to enable high-speed broadband connectivity and broadband internal connections components. The Peabody School District applies these monies toward the Network Infrastructure (Switches, WAPs, etc.) along with wireless access points. The District historically applies the funds for Category 2 and covers the remaining 40% out of either Capital or the IT Department budget.</p>	
Website:	<a href="http://www.doe.mass.edu/odl/planning-funding/e-rate/">http://www.doe.mass.edu/odl/planning-funding/e-rate/</a> <a href="https://www.fcc.gov/general/e-rate-schools-libraries-usf-program">https://www.fcc.gov/general/e-rate-schools-libraries-usf-program</a>	
Coordinator:	Chris Mitchell, Director of Technology, <a href="mailto:mitchellc@peabody.k12.ma.us">mitchellc@peabody.k12.ma.us</a>	
Location(s):	Districtwide	
User Fees:	n/a	
Revenues:	Fee Payment:	n/a
	Other:	E-Rate reimbursements
Expenses:	Technology:	wireless access points
	Contracted Services:	Internet Service Provider (ISP)
	Capital Improvements:	technology equipment
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 71C	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34225-0000-00-00-00-0000	E-Rate Fund Balance	\$135,199	\$65,860	\$35,755
240-34225-42041-0000-00-00-00-0000	E-rate Reimbursement	\$138,661	\$166,632	\$166,632
	Total Funds Available	\$273,860	\$232,492	\$202,388
240-34225-53141-4110-10-00-10-0024	E-Rate Usage Cont. Svcs	\$208,000	\$196,737	\$163,404
	Total Expenditures	\$208,000	\$196,737	\$163,404
	Ending Fund Balance	\$65,860	\$35,755	\$38,984

**Peabody Public School  
Revolving Fund Manual**

**FACILITIES USAGE (34634)**

Purpose:	<p>The Facilities Usage funds are fees collected from any outside group renting a school facility (i.e. gymnasium, library, cafeteria, classroom, etc.). Use of school facilities by community groups (i.e. basketball leagues, etc.) and private organizations (i.e. Boy Scouts, etc.) is allowed as long as the activities do not detract from the educational experience or place an unnecessary burden on ensuring that school facilities are adequately maintained. Funds collected are to be used for the upkeep of property or equipment.</p> <p>Within the District the majority of Facilities Usage funds are received from the For Kids Only (FKO) after-school program (<a href="https://fkoafterschool.org/">https://fkoafterschool.org/</a>).</p>	
Website:	<a href="https://peabody.k12.ma.us/wp-content/uploads/2021/06/Peabody-Facility-Use-Forms-1.pdf">https://peabody.k12.ma.us/wp-content/uploads/2021/06/Peabody-Facility-Use-Forms-1.pdf</a>	
Coordinator:	Holly Fallon, School Business Office, <a href="mailto:hollyf@peabody.k12.ma.us">hollyf@peabody.k12.ma.us</a> James Hafey, Peabody Facilities Director, <a href="mailto:james.hafey@peabody-ma.gov">james.hafey@peabody-ma.gov</a>	
Location(s):	All Schools	
User Fees:	Auditorium (E-MS-HS) \$100, \$125, \$140, Cafeteria (E-MS-HS) \$100, \$125, \$125, Athletics (E-MS-HS) \$100, \$150, \$175, Classrooms \$50, Energy charge \$25-\$50	
Revenues:	Fee Payment:	building use fees (per schedule)
	Other:	n/a
Expenses:	Salary/Stipend:	custodian O.T. or pay if not normally scheduled
	Supplies:	bulbs, cleaning supplies, toilet paper, towels
	Equipment:	vacuum cleaners
	Furniture/Fixtures:	tables, chairs, door hardware, window blinds
	Contracted Services:	services related to space used
	Utilities:	pro-rated share based on a pre-established formula
Related Laws / Policy(s):	M.G.L. Ch. 40, Sect 3, Ch. 71, 71E	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34634-0000-00-00-00-0000	Facilities Use Fund Balance	\$0	\$0	\$55,932
240-34634-42041-0000-00-00-00-0000	Facilities Use Fee	\$71,125	\$55,932	\$114,151
	Total Funds Available	\$71,125	\$55,932	\$170,083
240-34634-51110-0000-00-00-00-0000	Facilities Usage Salaries	\$71,125	\$0	\$11,055
240-34634-53141-4110-10-04-10-0024	Facilities Usage Cont. Svcs	\$0	\$0	\$0
	Total Expenditures	\$71,125	\$0	\$0
	Ending Fund Balance	\$0	\$55,932	\$170,083

**Peabody Public School  
Revolving Fund Manual**

<b>FOOD SERVICE (06904)</b>	
Purpose:	<p>The Food Service revolving fund tracks revenues and expenditures associated with the school breakfast and lunch program. The Department of Elementary and Secondary Education (DESE) administers the USDA School Lunch program. The Bureau of Nutrition Education sets regulations for accounting and auditing the federal School Lunch program and the USDA also provides federal commodities.</p> <p>The Food Service revolving fund tracks all revenues and expenses with the exception of employee benefits which are charged to the general fund. School cafeterias operate point-of-sale (POS) systems which encompass use of cash registers, cash handling, and daily balancing of monies. Meals are prepared at each school and the Cafeteria staff is responsible for maintaining safe stores of new and left-over food product.</p>
Website:	<a href="https://peabody.k12.ma.us/departments/food-service/">https://peabody.k12.ma.us/departments/food-service/</a>
Coordinator:	Maureen Rose, Food Service Director, <a href="mailto:rosem@peabody.k12.ma.us">rosem@peabody.k12.ma.us</a> Christine Flynn, Assistant Food Service Director, <a href="mailto:flynn@peabody.k12.ma.us">flynn@peabody.k12.ma.us</a>
Location(s):	All Schools
User Fees:	See meal prices on District website
Revenues:	Fee Payment: meal prices; student, adult, a la carte, milk
	Other: federal/state reimbursements, interest credited to fund
Expenses:	Salary/Benefits: salaries, health benefits
	Supplies: food supplies, kitchen supplies
	Technology: cash registers, on-line payment system
	Contracted Services: safety service, maintenance contracts
	Capital Improvements: frig/freezer motors, walk-in structural components
Related Laws / Policy(s):	Program: 548 of Acts of 1948, Ch. 650 #1969, Fees: MGL Ch.71 S.72
Fund Balance:	The Food Service deficit due to expenses exceeding revenues and parents not paying for meals. Accumulated parent debt is made whole by the city by June 30 of each year, but fund balance deficits are not corrected through this process.
Fund Balance:	Surplus/deficit balance is rolled forward to the following year.

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
241-00000-35606-0000-00-00-00-0000	School Lunch Revolving Fund	(\$754,307)	(\$838,648)	\$0
241-00000-43701-0000-00-00-00-0000	Student School Lunch Receipts	\$498,506	\$9,494	\$825,000
241-00000-45801-0000-00-00-00-0000	Federal School Lunch Receipts	\$1,023,805	\$977,707	\$1,000,000
241-00000-46501-0000-00-00-00-0000	State School Lunch Receipts	\$4,667	\$20,806	\$20,000
	Total Funds Available	\$772,671	\$169,359	\$1,845,000
241-06904-51110-3430-00-37-32-0075	Food Svc - Salaries	\$1,028,492	\$1,130,099	\$1,100,000
241-06904-53141-3430-00-33-32-0075	Repairs & Maint - Food Service	\$12,559	\$2,700	\$10,000
241-06904-54217-3400-00-51-32-0075	Food Supplies - Food Service	\$462,902	\$232,146	\$300,000
241-06904-54217-3430-00-51-32-0075	Supplies - Food Service	\$107,366	\$50,780	\$100,000
	Total Expenditures	\$1,611,319	\$1,415,725	\$1,510,000
	Ending Fund Balance	(\$838,648)	(\$1,246,366)	\$335,000

**Peabody Public School  
Revolving Fund Manual**

**GIFTS & DONATIONS**

Purpose:	<p>The Gift &amp; Donation Revolving Fund is used when local organizations generously donate funds to provide supplemental support to the schools either for general use or for a specific purpose. Each school and department has their own gift account with all Function Codes starting with "35x". If a gift is donated with a specific purpose stated then the funds can only be used for that purpose (i.e. paying for student field trips, etc.). If funds are donated without any restrictions then the funds may be used without any limitations.</p> <p>The Commonwealth provides guidance on gift giving to public school teachers and staff. A public employee may not accept any gift worth \$50 or more unless it is disclosed in writing. As an example if a Parent-Teacher Organization (PTO) wants to give \$75 gift cards to teachers to buy classroom supplies, teachers may accept the gift cards but must use them to buy classroom supplies and keep receipts. In this example the supplies bought with the gift cards are the property of the school, not the teachers.</p>	
Website:	<a href="https://peabody.k12.ma.us/wp-content/uploads/2022/02/Peabody-Gift-Donation-Form-2-22-22.pdf">https://peabody.k12.ma.us/wp-content/uploads/2022/02/Peabody-Gift-Donation-Form-2-22-22.pdf</a>	
Coordinator:	Respective Building Principal / Department Manager	
Location(s):	All Schools	
User Fees:	n/a	
Revenues:	Fee Payment:	gifts and donations
	Other:	n/a
Expenses:	Supplies:	library books, awards, refreshments
	Furniture/Equipment:	classroom materials, library books
	Technology:	unique or specific technology
	Services:	building-wide safety training
	Capital Improvements:	as specified by gift donation letter
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-35616-0000-00-00-0000	Gift Accounts Starting Balances	\$62,035	\$110,020	\$98,081
240-00000-35616-0000-00-00-0000	Gift Accounts Revenues	\$72,160	\$55,251	\$55,251
	Total Funds Available	\$134,195	\$165,271	\$98,081
240-00000-35616-0000-00-00-0000	Gifts Account Expenditures	\$24,175	\$67,190	\$67,190
	Total Expenditures	\$24,175	\$67,190	\$67,190
	Ending Fund Balance	\$110,020	\$98,081	\$30,891



**Peabody Public School  
Revolving Fund Manual**

**INTEGRATED PRESCHOOL (34602)**

Purpose:	<p>The Peabody Public Schools Integrated Preschool Program serves children ages 3-5 years old in an inclusive early childhood setting. The program was created to provide opportunities for children with disabilities to receive specialized instruction and related services within an environment that includes general education peers with developmentally appropriate social/behavioral, communication, early learning, and motor skills. The early childhood educators utilize a thematic approach to curriculum which is directly aligned to the Massachusetts Guidelines for Preschool Learning Experiences and Common Core Standards.</p> <p>Preschool slots are available on a first-come first-serve basis for half days and full days and a specific number of days attending per week. Tuition is based on the hours and days the child attends and for a full-year. To enroll in the Integrated Preschool program the parent must provide a birth certificate, current health and immunization records, proof of residency, and a copy of the parents' license.</p>	
Website:	<a href="https://peabody.k12.ma.us/wp-content/uploads/2021/03/Preschool_Application.pdf">https://peabody.k12.ma.us/wp-content/uploads/2021/03/Preschool_Application.pdf</a>	
Coordinator:	Nancy Charest, Early Childhood Coordinator, <a href="mailto:charestn@peabody.k12.ma.us">charestn@peabody.k12.ma.us</a>	
Location(s):	McCarthy Elementary School	
User Fees:	Full day \$2,875 per year Half day \$1,440 per year quarterly installments	
Revenues:	User Fees:	payments from families
	Other Sources:	state and private grants, gifts & donations
Expenses:	Salary/Stipend:	salaries for Coordinators and Aides (15+ positions)
	Supplies:	office supplies, instructional supplies
	Contracted Services:	equipment maintenance/repair (as needed)
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
241-00000-35606-0000-00-00-00-0000	Integrated PreK Starting Balance	\$188,315	\$254,646	\$134,428
240-34602-42041-0000-00-00-00-0000	Integrated PreK Fees	\$115,406	\$91,095	\$100,000
	Total Funds Available	\$303,721	\$345,741	\$234,428
240-34602-51110-2305-22-29-05-0002	Integrated PreK Salaries	\$49,075	\$171,207	\$125,000
240-34602-53141-2305-22-29-05-0002	Integrated PreK Contract Svc	\$0	\$925	\$0
240-34602-54217-2305-22-29-05-0002	Integrated PreK Supplies	\$0	\$39,181	\$0
	Total Expenditures	\$49,075	\$211,313	\$125,000
	Ending Fund Balance	\$254,646	\$134,428	\$109,428

**Peabody Public School  
Revolving Fund Manual**

**LOST BOOKS (34601)**

Purpose:	<p>Students are responsible to maintain and return any book or other District property issued to them by any Department (i.e. textbooks, Chromebooks, equipment, etc.). The returned item must be the exact same item that was issued or an item of equal value as determined by the School Principal. Students who lose or damage any school property issued to them must reimburse the school for the full restitution. Students with outstanding obligations will be placed on internal suspension.</p> <p>These revolving funds serve to track revenues received from students and parents who are required to reimburse the schools for any accidental or deliberate damage to school property. These funds are used to buy replacement equipment, or replace lost books or to repair or replace broken windows or other damage caused by one or more students. Corresponding expenditures are made out of this fund to purchase replacement books and/or materials and/or to make necessary repairs.</p>	
Website:	<p>See Example PVMHS Student Handbook, Page 38 Lost, Destroyed or Damaged Property, and Appendix M Vandalism: <a href="https://peabody.k12.ma.us/wp-content/uploads/2021/09/PVMHS-HANDBOOK-21.22-for-website-9.28.21.pdf">https://peabody.k12.ma.us/wp-content/uploads/2021/09/PVMHS-HANDBOOK-21.22-for-website-9.28.21.pdf</a></p>	
Coordinator:	Respective School Principal	
Location(s):	All Schools	
User Fees:	n/a	
Revenues:	Fee Payment:	loss damage fees
	Other:	n/a
Expenses:	Supplies:	replacement textbooks, supplies
	Furniture/Equipment:	replacement furniture, equipment
	Technology:	replacement technology components
Related Laws / Policy(s):	M.G.L.Ch. 44 S.531/2, Ch.71 S.48, Ch. 71 S.71E	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34601-0000-00-00-00-0000	Lost Books Fund Balance	\$0	\$0	\$25
240-34601-42041-0000-00-00-00-0000	Lost Books Reimbursement	\$0	\$25	\$0
	Total Funds Available	\$0	\$25	\$25
240-34601-57309-3530-00-00-00-0000	Lost Books Other Expenses	\$0	\$0	\$0
	Total Expenditures	\$0	\$0	\$0
	Ending Fund Balance	\$0	\$25	\$25

**Peabody Public School  
Revolving Fund Manual**

**PASSOS AVANTE (35132)**

Purpose:	<p>Passos Avante (“moving ahead”) is a preschool child care center which provides non-residential programs for children between the ages of 3-5 years old (i.e. toddlers and preschool/Pre-K). Programs are provided for out-of-school time such as before/after school and during the summer The Passos Avante programs operate in two (2) elementary schools in the Peabody Public School District.</p> <p>Passos Avante tuition fees are charged weekly and are based on family size and income. The program accepts Child Care Circuit Vouchers from income eligible parents as offered by numerous programs; Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and the State Supplement Program (SSP). The Passos Avante program doesn’t receive any funding from Peabody Public Schools or the City of Peabody.</p>	
Website:	<a href="https://m.facebook.com/profile.php?id=457135284315361">https://m.facebook.com/profile.php?id=457135284315361</a>	
Coordinator:	Danielle Peacock, Program Director, <a href="mailto:peacock@peabody.k12.ma.us">peacock@peabody.k12.ma.us</a>	
Location(s):	South Elementary School and West Elementary School	
User Fees:	Weekly rates: Full tuition \$200, Scale 3 = \$180, Scale 2 = \$160, Scale 1 = \$150, Scale 1 2nd child = \$102, Scale 2 2nd child = \$150	
Revenues:	User Fees:	weekly payments from families
	Other Sources:	state and private grants, gifts & donations
Expenses:	Salary/Stipend:	coordinator, teacher, aides (20+ positions)
	Employee Costs:	benefits, FICA, insurance
	Supplies:	office supplies, instructional supplies
	Contracted Services:	equipment maintenance/repair (as needed)
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-0000-35132-0000-00-00-00-0000	Passos Avante Starting Balance	\$273,539	\$32,715	\$0
240-35132-42041-0000-00-00-00-0000	Passos Avante Fee	\$579,669	\$316,890	\$349,605
	Total Funds Available	\$853,207	\$349,605	\$349,605
240-35132-51110-2305-22-29-05-0002	Passos Avante Salaries	\$615,581	\$337,093	\$337,093
240-07128-51602-2300-30-42-22-0046	Passos Avante Benefits	\$205,194	\$12,512	\$12,512
240-07128-54217-2300-30-51-22-0046	Passos Avante Supplies	\$0	\$0	\$0
	Total Expenditures	\$820,774	\$349,605	\$349,605
	Ending Fund Balance	\$32,433	\$0	\$0

**Peabody Public School  
Revolving Fund Manual**

**RESERVED OFFICER TRAINING CORP (ROTC) (34622)**

Purpose:	<p>The Reserve Officer Training Corps (ROTC) is a co-curricular (class and club) program offered to high schools that teaches students (Cadets) character education, student achievement, wellness, leadership, and diversity. AFJROTC is not a military recruiting program. The PVMHS Tanner Squadron (MA-951) is committed to the Air Force Core Values of "integrity first," "service before self," and "excellence in all we do."</p> <p>The revolving fund was established to record revenues receives and expenses paid out in relation to the Minimum Instructor Pay (MIP) for an instructor as stipulated by the Defense Finance Accounting Service (DFAS). The pay reflects the difference between active duty pay that a ROTC instructor would receive if ordered to active duty. Schools employing ROTC instructors are reimbursed by the Army for one half of the calculated minimum instructor pay. The total amount paid by the school is taxable income.</p>	
Website:	District: <a href="https://sites.google.com/peabody.k12.ma.us/air-force-junior-rotc-pvmhs/home">https://sites.google.com/peabody.k12.ma.us/air-force-junior-rotc-pvmhs/home</a> Armed Forces: <a href="https://www.afrotc.com/contact/">https://www.afrotc.com/contact/</a>	
Coordinator:	Stephen Magno, PVMHS Principal, <a href="mailto:magnos@peabody.k12.ma.us">magnos@peabody.k12.ma.us</a>	
Location(s):	Peabody Veterans Memorial High School (PVMHS)	
User Fees:	n/a	
Revenues:	Fee Payment:	n/a
	Other:	Minimum Instructor Pay (MIP) Reimbursement
Expenses:	Salary/Stipends	ROTC Instructor Salary
	Other Expenses:	Other related expenses
Related Laws / Policy(s):	M.G.L. Ch. 76 Sect. 12B(O)	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34622-0000-00-00-00-0000	ROTC Fund Balance	\$103,941	\$198,751	\$96,103
240-34622-42041-0000-00-00-00-0000	ROTC Revenues	\$94,810	\$68,655	\$68,655
	Total Funds Available	\$198,751	\$267,406	\$164,759
240-34622-57309-3530-00-00-10-0000	ROTC Other Expenses	\$0	\$171,303	\$128,477
	Total Expenditures	\$0	\$171,303	\$128,477
	Ending Fund Balance	\$198,751	\$96,103	\$36,282

**Peabody Public School  
Revolving Fund Manual**

**SCHOOL CHOICE (34633)**

Purpose:	<p>The Massachusetts School Choice program allows parents to send their children to schools in communities other than the city or town in which they reside. The program is intended to cover costs associated with student's attending classes in the District. Tuition is paid by the sending district to the receiving district. Districts may elect not to enroll school choice students if no space is available.</p> <p>The School Choice revolving fund is used to track revenues received from the state and corresponding expenditures. If funds are not used for direct services they may be used for expenses that enhance current educational programs for students. State regulations do not allow School Choice funds to be transferred to non-educational related areas of the school budget.</p> <p>If a District no longer accepts School Choice students then their tuition-in revenues will continually decrease as existing tuition-in students graduate and are not replaced by new tuition-in students in lower grades. In FY22 Peabody will receive approximately \$370K in School Choice tuition-in revenues and will experience a decrease of approximately <b>-10%</b> in revenues annually and will no longer receive School Choice tuition-in revenues after FY30.</p>	
Website:	<a href="http://www.doe.mass.edu/finance/schoolchoice/">http://www.doe.mass.edu/finance/schoolchoice/</a>	
Coordinator:	Larry Fleming, School Business Manager, <a href="mailto:flemingl@peabody.k12.ma.us">flemingl@peabody.k12.ma.us</a>	
Location(s):	District Business Office	
User Fees:	n/a	
Revenues:	Fee Payment:	n/a
	Other:	school choice tuition-in revenues
Expenses:	Salary/Benefits	salaries, health benefits
	Supplies/Equipment:	supplies, equipment
	Technology:	computers, carts, printers
	Contract Services:	contract services
Related Laws / Policy(s):	M.G.L. Ch. 76 Sect. 12B(O)	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-34633-35901-0000-00-00-0000	School Choice Fund Balance	\$0	\$86,156	\$0
240-34633-42041-0000-00-00-0000	School Choice Tuition In	\$583,390	\$411,831	\$370,858
	Total Funds Available	\$583,390	\$497,987	\$370,858
240-34633-51602-4110-10-00-10-0024	School Choice Employee Benefits	\$497,234	\$497,987	\$370,858
	Total Expenditures	\$497,234	\$497,987	\$370,858
	Ending Fund Balance	\$86,156	\$0	\$0

**Peabody Public School  
Revolving Fund Manual**

**STUDENT PARKING FEES (34627)**

Purpose:	<p>At the Peabody Memorial Veterans High School (PVMHS) students may park in assigned spaces after purchasing a parking permit. The Student Parking Fee revolving fund was established to record the collection of parking fees and to document related expenditures.</p> <p>Student parking is on a first-come first-served basis in the red numbered spots. Only eligible juniors and seniors with valid Massachusetts driver's license will be issued parking permits. The fee will be waived for students on free or reduced lunch. There will be a charge for the replacement of a lost or damaged parking permit. All motorized vehicles, including motorcycles, scooters and mopeds, must be parked in a space with a valid parking pass visibly displayed. All vehicles are subject to searches while on school property and violations are ticketed and students are subject to having their cars towed at their expense and/or losing their parking permits.</p>	
Website:	<a href="https://drive.google.com/drive/folders/1mRvva_2X_3cPoDw0x14QyG0FxEA7KULz">https://drive.google.com/drive/folders/1mRvva_2X_3cPoDw0x14QyG0FxEA7KULz</a>	
Coordinator:	Steven Magno, Principal PVMHS, <a href="mailto:magnos@peabody.k12.ma.us">magnos@peabody.k12.ma.us</a>	
Location(s):	Peabody Veterans Memorial High School (PVMHS)	
User Fees:	Annually \$100 prior to March 1 <sup>st</sup> , \$40 on/after March 1st	
Revenues:	Fee Payment:	parking fees
	Other:	n/a
Expenses:	Salary/OT:	staff labor to repair parking lot
	Supplies:	ice melt, sand, gravel, macadam
	Other Expenses:	parking tags, ice melt, line striping machine
	Technology:	security cameras
	Services:	security guard, parking lot sweeping, line striping
	Utilities:	prorated portion of exterior lighting bill
	Capital Improvements:	patching, seal coating, repaving
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-0000-34627-0000-00-00-0000	Student Parking Acct Fund Balance	\$0	\$12,604	\$12,604
240-34627-42050-0000-00-00-0000	Student Parking Acct Revenue	\$20,770	\$0	\$0
	Total Funds Available	\$20,770	\$12,604	\$12,604
240-34627-53141-4110-10-00-10-0024	Student Parking Repair Maint	\$0	\$0	\$0
240-34627-53556-3300-10-04-20-0024	Student Parking Refund	\$8,166	\$0	\$0
240-34627-54217-4110-10-00-10-0024	Student Parking Supplies	\$0	\$0	\$0
	Total Expenditures	\$8,166	\$0	\$0
	Ending Fund Balance	\$12,604	\$12,604	\$12,604

**Peabody Public School  
Revolving Fund Manual**

**TRANSPORTATION FEE (34626)**

Purpose:	<p>State regulations mandate that the District transport students in grades K-6 who live more than 2.0 miles from the school they attend. The District may provide transportation to students in grades K-6 who live less than 2.0 miles from the school, or those who are enrolled in grades 7-12, but is not under legal mandate to do so. The District may charge for this optional transportation service and transportation revenues and fees are managed through the Transportation revolving fund.</p> <p>The Peabody School District authorized a "Pay to Ride" program for students who live in the "walk zone" (i.e. within 2-miles from school). Bus ridership is granted on a first come, first serve space available basis. Options include round trip or one-way for the entire year starting in October. Fees must be paid in full but financial hardship applications are available. Upon acceptance a bus pass will be mailed to the student's home and must be shown upon entering the bus. Riders will be assigned to an existing bus route and bus stop and no exceptions will be made.</p>	
Website:	<a href="https://peabody.k12.ma.us/departments/transportation/">https://peabody.k12.ma.us/departments/transportation/</a>	
Coordinator:	Lisa Connors, Director of Transportation, <a href="mailto:connorsl@peabody.k12.ma.us">connorsl@peabody.k12.ma.us</a> Dawn Kulakowski, Asst. Supervisor, <a href="mailto:kulakowskid@peabody.k12.ma.us">kulakowskid@peabody.k12.ma.us</a>	
Location(s):	District wide	
User Fees:	Round-trip: \$325/student, \$650/family, One-Way: \$225/student, \$450/family cap	
Revenues:	Fee Payment:	transportation fees
	Other:	n/a
Expenses:	Salary/Benefits	compensate drivers/monitors
	Services:	service repair on district buses
	Supplies:	bus passes and other supplies for the program
Related Laws / Policy(s):	M.G.L. Ch. 71 Sect. 47, Sect 68 Allows levying of bus fees	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34626-0000-00-00-00-0000	Transportation Revolving Balance	\$73,746	\$95,728	\$99,701
240-34626-42041-0000-00-00-00-0000	Transportation Fee	\$329,799	\$112,024	\$312,957
	Total Funds Available	\$403,545	\$207,752	\$412,658
240-34626-53141-3300-10-00-10-0024	Transportation Contract Srvc	\$307,817	\$108,050	\$8,508
240-34626-54217-3300-10-00-10-0024	Transportation Supplies	\$0	\$0	\$1,925
	Total Expenditures	\$307,817	\$108,050	\$10,433
	Ending Fund Balance	\$95,728	\$99,701	\$402,226

**Peabody Public School  
Revolving Fund Manual**

**VOCATIONAL (35901)**

Purpose:	<p>The Career and Technical Education at the Peabody Veterans Memorial High School (PVMHS) offers a number of comprehensive programs in Career Technology Education (CTE) including Cosmetology, Culinary Arts, Early Education, Electronics, Exploratory, Medical Assisting, Construction Craft Laborer and Protective Services. There are approximately 350 students that enroll in CTE courses each year.</p> <p>Each CTE program is approved and monitored by the Massachusetts Department of Elementary and Secondary Education (DESE). All students enter the CTE Exploratory program in 9th grade and rotate through each program which allows the student to choose areas of concentration over the next three (3) years. Students may graduate with a variety of local, state and federal certifications and licenses.</p>	
Website:	<a href="https://peabody.k12.ma.us/programs/career-technical-education/">https://peabody.k12.ma.us/programs/career-technical-education/</a>	
Coordinator:	Shannon Spinosa, CTE/Voc. Dir <a href="mailto:spinosas@peabody.k12.ma.us">spinosas@peabody.k12.ma.us</a> 978-536-4973	
Location(s):	Peabody Veterans Memorial High School (PVMHS)	
User Fees:	Cosmetology students pay \$200-\$250 for a kit they keep and use professionally	
Revenues:	User Fees:	fee payments from families
	Other Charges:	culinary catering events
	Other Sources:	state and private grants, gifts & donations
Expenses:	Salary/Stipend:	salaries for coordinators and aides (15+ positions)
	Supplies:	office supplies, instructional supplies
	Contracted Services:	equipment maintenance/repair
Related Laws / Policy(s):	M.G.L. Ch. 71 S. 14B, S. 71A	
Fund Balance:	Surplus/Deficit balance will roll forward as following year Starting Fund Balance.	

<u>Account#</u>	<u>Description</u>	<u>FY20 (2019-20)</u>	<u>FY21 (2020-21)</u>	<u>FY22 (PRJ.)</u>
240-00000-34625-0000-00-00-00-0000	Vocational Revolving Balance	\$179,036	\$157,773	\$65,996
240-34625-42041-0000-00-00-00-0000	Vocational Revolving Revenues	\$71,479	\$0	\$33,263
	Total Funds Available	\$250,515	\$157,773	\$99,259
240-34625-51110-3300-10-00-10-0024	Vocational Salaries	\$92,742	\$66,176	\$2,500
240-34625-53141-3300-10-00-10-0024	Vocational Contract Services	\$0	\$101	\$0
240-34625-54217-3300-10-00-10-0024	Vocational Supplies	\$0	\$25,499	\$0
	Total Expenditures	\$92,742	\$91,777	\$2,500
	Ending Fund Balance	\$157,773	\$65,996	\$96,759



Peabody Public School  
Revolving Fund Manual

