

TOWN OF HOPKINTON  
GENERAL BYLAW

**Chapter 13**

**FINANCES**

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**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

GENERAL REFERENCES

Appropriation Committee -- See Ch. 5, Art. I.

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**ARTICLE I  
Bonds, Notes and Money  
[Adopted 3-6-1944 ATM, Art. 1]**

**~ 13-1. Payment to Treasurer.**

All income, revenue and money belonging to the Town when received or collected by any board, commission or officer shall be promptly paid over to the Town Treasurer.

**~ 13-2. Negotiation and selling by Treasurer; bids.**

All notes and bonds issued by the Town for the purpose of borrowing money shall be negotiated and sold by the Treasurer, who shall in all cases secure by advertisement or otherwise, if possible, at least two bids or offers therefor.

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**ARTICLE II**  
**Procurement**  
[Adopted 10-10-1990 STM, Art. 7]

**~ 13-3. Compliance with statute.**

Every contract for the procurement of supplies, services or real property and for disposing of supplies or real property by the town, with the exception of those matters referred to in MGL c. 30B, ~ 1(b), shall be made in accordance with the procedures set forth in MGL c. 30B.

**~ 13-4. Statutory thresholds. [Amended 5-7-2001 ATM, Art. 46]**

The Town shall comply with the thresholds set forth in MGL c. 30B, as it may be amended from time to time, in all of its procurement activities.

**ARTICLE III**  
**Reversion of Appropriations to General Fund**  
[Adopted 5-3-1994 ATM, Art. 4]

**~ 13-5. Definitions.**

As used in this article, the following words shall have the following meanings:

GENERAL APPROPRIATION -- Any appropriation made by Town Meeting which is not a specific appropriation within the meaning of this article.

SPECIFIC APPROPRIATION -- An appropriation made by Town Meeting which is described in the vote of the Town Meeting to be an appropriation for a specific purpose and is otherwise a specific appropriation under the law.

**~ 13-6. General appropriations.**

General appropriations made by the Town Meeting shall continue to revert to the general fund at the close of the fiscal year for which they are made as provided by law.

**~ 13-7. Specific appropriations.**

- A. Unless otherwise provided in a vote of the Town Meeting making a specific appropriation, or unless a specific appropriation has been encumbered by contractual obligations, a specific appropriation shall remain in existence for a period of two years from the commencement of the fiscal year in which the funds appropriated by the specific appropriation were authorized to be expended. At the end of the second fiscal year, any funds remaining in the specific appropriation shall revert to the general fund of the town. A vote making a specific appropriation may provide that the appropriation shall revert to the general fund at the end of any fiscal year.

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- B. The Appropriation Committee may at any time extend the date on which a specific appropriation would otherwise terminate and revert to the general fund. [**Amended 5-3-2000 ATM, Art. 56**]
- C. The reversion of the balance of the funds in any specific appropriation account shall include any subsequent transfer of funds to that specific appropriation account which remain unexpended on the date of the reversion.

**~ 13-8. Exceptions.**

- A. Nothing in this article shall be construed to affect the right of any creditor of the Town regardless of the reversion of any appropriation to the general fund.
- B. An article appropriating funds utilized by an enterprise fund shall be closed at the end of the above period to the retained earnings of that enterprise fund.
- C. Nothing in this article shall be construed to affect appropriations which require borrowing.
- D. Articles voted prior to the effective date of this article shall be exempt from the provisions hereof.

**ARTICLE IV**  
**Payment of Fees Into Treasury**  
**[Adopted 5-5-1997 ATM, Art. 35]**

**~ 13-9. Payment by Town officers required.**

All Town officers shall be required to pay all fees received by them, by virtue of their office, into the Town Treasury within three business days of receipt any such fee.