

AS APPROVED 2011-09-15

**Trustees of the Trust Funds
Meeting Minutes
August 25, 2011**

PRESENT: Members – Marlene Green, Peter Glenshaw and Blake Allison

Marlene called the meeting to order at 4:40.

The minutes of the August 04, 2011 meeting were approved unanimously.

1. Fund Deposits

- **Marlene** reported two checks were received. They were deposited as follows:
 1. Cemetery General Maintenance TF from Fidelity to Mascoma Savings Bank = \$20.79.
 2. Cemetery Perpetual Care TF to NHPDIP = \$365.09

2. Discontinue Accounts Approved for Closing

- Marlene reported she had received a response from NH Dir. Of Charitable Trusts Barbara Robinson regarding last meeting's query about procedure for documenting the closure of Lyme Center Academy Building Restoration (CRF) and Town Offices (CRF). Dir. Robinson responded, "When we review the town meeting documents, we would record discontinuance of these funds in our perm. (Sic) file. The trustee report for year end 2011 would show that action also." In a related matter, Marlene said she had received from NHPDIP the closing balances for the two accounts and that she would forward the checks to Dina for deposit in the town's General Fund. Lyme Center Academy Building Restoration (CRF) = \$29.67. Town Offices (CRF) = \$874.43

3. Annual Audits

- **Marlene** said she had submitted the required paperwork in conjunction with the annual audit of the school trust accounts. In another audit-related matter, Marlene reported she had returned the requested paperwork to Pricewaterhouse in conjunction with its annual review of the NHPDIP accounts.

4. NH DRA Annual Reports

- **Marlene** said the state notified her that our filing of the required annual MS-9 (Report Trust and Capital Reserve Accounts) MS-10 reports (Report of Common Trust and Capital Reserve Fund Investments) with the DRA is past due. She said she plans to complete and file the MS-9 report this coming weekend. **Peter** said filing the MS-10 report had been delayed by difficulty in scheduling a meeting with Tim Callaghan to discuss the Excel spreadsheet that allocates perpetual care funds to the different plot holders.

The meeting was adjourned at 5:10 p.m. ** Please note the next meeting will be at the Town Offices on Thursday, Sept.15th at 4:30 p.m.

Respectfully submitted, Blake Allison, Secretary