

MOULTONBOROUGH ADVISORY BUDGET COMMITTEE
Meeting Minutes
Tuesday, August 7, 2012

Present: Jean Beadle, Barbara Sheppard, Kathy Garry, Alan Ballard
Absent: Betsey Patten (by prior notice)

Guest: Jordan Prouty, Member, Trustees of the Trust Funds
Public: Nancy Wright

Chairperson Beadle called the meeting to order at 4:35 P.M. in the Moultonborough Town Hall meeting room.

The minutes of the June 19th meeting were approved unanimously following a motion made by Alan and seconded by Kathy. In addition, the minutes of the July 17th meeting were approved unanimously following a motion made by Barbara and seconded by Alan.

The first item on the agenda was Jordan Prouty's review of the functions and procedures of the Trustees of the Trust Funds, Jordan began with an explanation of the funds administered by the committee. The Trust and Capital Reserve Funds which include Capital Reserve Funds, as specified in RSA 35:1, for the acquisition/financing of land, buildings, improvements to buildings, and equipment. Also in these Funds are items such as Cemetery Funds, Library Funds, and Memorial Funds. There are additional types of Trust Funds which are set up by individuals which specify the purpose, payments allowed, and can be perpetual or expendable.

Jordan explained their selection of the "Prudent Investor" investment policy and the fact that they can only invest in instruments approved by the AG's office. Also, the Trustees are required to file annual MS-9 and MS-10 forms to the DRA in Concord.

Operationally, when there are requests for disbursement from a fund specifically approved at Town Meeting, Jordan explained that complete documentation is required before the Trustees cut a check payable to the town. It was pointed out, however, that the town holds the funds approved at Town Meeting until year-end at which time the funds are transferred to the Trustees. For private fund disbursements, the Trustees require proper documentation before issuing a check in accordance with the instructions they have received.

The ABC thanked Jordan for his meeting with us and giving the ABC an explanation of how the Trustees of the Trust Funds operate.

The next items discussed were the Town and Library semi-annual interim financial statements. Several accounts were questioned and Jean will do a draft memo to Carter. It was noted that the explanations provided by Heidi were well done and very informative.

The next ABC meeting is scheduled for August 21st at 4:30 P.M. at Town Hall.

A motion to adjourn was made at 5:55 P.M. by Kathy, seconded by Barbara, and approved unanimously.

Respectively submitted,

Alan Ballard,
ABC Member
August 13, 2012