

Town of New Durham, New Hampshire

TRUSTEES OF TRUST FUNDS MEETING

MINUTES of February 13, 2015

Attendees: Bookkeeper Lois Parker, Trustee Angela Pruitt, Trustee David Allyn

The meeting was called to order by Bookkeeper Lois Parker at 6:39 PM.

Agenda Business:

- The minutes of the December 20, 2014, meeting were reviewed and approved as amended with the correction of one typographical error in the first bullet item under New Business. (Move: Allyn. Second: Parker. **Passed unanimously.**) Approved minutes are to be forwarded to the Town Clerk for posting.
- TD Bank has acknowledged an error in fund allocation within the Trust Fund subaccounts. \$550.00 that should have been allocated to the JC Shirley Charity Trust subaccount was inadvertently issued to the JC Shirley Cemetery General Trust Fund. TD Bank is working to reverse the entry and allocate to the proper account.
- At year-end 2014, The Town Finance Officer transferred all funds voted on and passed at Town Meeting from the Town's General Fund to their respective Capital Reserve and Expendable Trust Fund subaccounts. While Bookkeeper Parker was preparing the MS-9 documentation it was discovered that funds for three of the trusts had been transferred in April of 2014, and were, therefore, transferred twice. It was moved and seconded to make the following transfers from the subaccounts of the Expendable Trust Funds listed below to the Town's General Fund in the amounts noted:

Computer and Office Equipment ETF: \$12,250.00

Record Management ETF: \$500.00

Town Buildings Improvement ETF: \$20,000.00

(Move: Parker. Second: Pruitt. **Passed unanimously.**)

In order to avoid the chance of duplicate transfers in the future, Bookkeeper Parker will create a checklist of funds to be transferred after Town Meeting. The Trustees will maintain the list and check off funds as the transfers are executed.

- The Trustees reviewed the MS-9 financial report for the state. The Worksheet for the report and the total of the subaccounts per TD Bank's year-end statement differ by \$0.05 which is attributable to rounding in formulas. The total to be submitted on the MS-9 form to the New Hampshire Department of Revenue Administration (DRA) is \$2,024,164.78. (Move: Parker. Second: Pruitt. **Passed unanimously.**)
- The Trustees reviewed the MS-10 report for the state. The total to be submitted on the form to the New Hampshire DRA is \$30,703.60. (Move: Parker. Second: Pruitt. **Passed unanimously.**)
- Bookkeeper Parker will complete the online electronic forms for both the MS-9 and MS-10 reports and forward them to Trustee Allyn for signature who will then forward to Trustee Pruitt for her signature. Trustee Pruitt will forward the signed pages to the Bookkeeper who will then submit the forms to the DRA.

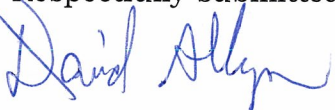
Old Business:

- None

New Business:

- Motion to adjourn at 7:39 PM. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)

Respectfully submitted,



David Allyn,
Trustee of Trust Funds
New Durham, NH