

TOWN OF GRANTHAM – TRUSTEES OF THE TRUST FUNDS

MEETING MINUTES

July 9, 2009

This special meeting of the Trustees of Trust Funds (“TTF”) was called to order at 9:08 AM on Thursday, July 9, 2009. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South. Meeting notices were posted on Monday, July 6th at Grantham’s Town Hall, Post Office, Library, and Rum Brook Market.

Present: Trustee Kristina Burgard; Trustee Don Noordsy

Administrative

- Review & Approval of June 25, 2009 Meeting Minutes

Ms. Burgard opened discussion on the draft June 25, 2009 Meeting Minutes, and asked if there were any changes or comments. There were none. Mr. Noordsy moved to approve the June 25, 2009 Meeting Minutes as written; second by Ms. Burgard. There was no further discussion.

Approved by unanimous vote.

- Approved Voucher Form & Preparation of Roll-Out Memorandum

The Trustees discussed the roll-out of the Voucher Form that was approved at the last meeting. It was agreed that Ms. Burgard would draft a memorandum regarding use of the Voucher Form, and include a sample of a completed document.

Ms. Burgard also noted that the Town has agreed to add a Trustees of the Trust Funds page to the Town’s webpage, and it was agreed that a PDF version of the Voucher Form will be posted there as soon as the page is made available to the Trustees.

- Memorandum Received from Town re FY2008-2009 Audit

The Trustees reviewed the June 29, 2009 Memorandum from the Town of Grantham regarding their FY2008-2009 audit scheduled for August 24, 2009. Ms. Burgard noted that all requested materials are in the files, except the MS-9 and MS-10, which are not due until September 1st. It was agreed that the Trustees will work toward completing and filing the MS-9 & MS-10 for FY2008-2009 by August 24th, and Ms. Burgard will advise Ms. White that all materials will be available for the auditor’s review as of the audit date.

- MS-9 & MS-10 Preparation

The Trustees will work together in the coming weeks in order to prepare and file the FY2008-2009 MS-9 and MS-10 Annual Reports prior to the Town’s August 24, 2009 audit.

New Business

- **Grantham School District's Request re Grantham School Construction Fund CRF**

Ms. Burgard opened discussion on the School District's request received July 1, 2009, along with two checks, regarding returning \$24,499.85 and \$6,141.15 (a total of \$30,641.00) to the Grantham School Construction Fund Capital Reserve Fund, and the comments regarding the same from Assistant Director Don Borrer at the Department of Revenue Administration ("DRA"). Ms. Burgard noted that the School District's Staff Accountant, Linda Kosiorek, verbally advised her that even though the original withdrawal requests were supported by the appropriate documentation and within the purpose of the Grantham School Fund Capital Reserve Fund, the School District's auditors are requiring them to return the funds in question due to the timing of the original withdrawal requests. The Trustees then discussed the current request and Mr. Borrer's comments, and agreed that the DRA comments indicate that the funds can be returned to the Grantham School Construction Fund CRF.

Accordingly, Ms. Burgard moved to accept the two checks totaling \$30,641.00 from the Grantham School District, and to deposit the same into the Lake Sunapee Bank Statement Savings account for the Grantham School Construction Fund CRF; second by Mr. Noordsy. There was no further discussion.

Approved by unanimous vote.

Adjournment

There being no further business, Ms. Burgard moved to adjourn, and Mr. Noordsy seconded; **the Trustees voted unanimously to adjourn at 9:47AM.**

The next Trustee of the Trust Funds regular meeting is scheduled for Thursday, July 23, 2009, at 9AM in the Grantham Town Building, Jerry Whitney Memorial Conference Room.

Respectfully submitted,
Kristina Burgard
Trustee