

Date Approved _____

Date Approved with changes _____

Effingham Trustees of Trust Funds

Work Session Minutes 2/12/18 -10am, recessed at 11:30am, resumed 2/13/18 - 4:45pm

Present: 2/12 - Carol Pfister, Theresa Swanick ;

Present: 2/13 – Karen Payne, Carol Pfister, Theresa Swanick

Carol has continued task of documenting all the Trust Funds. Along with the original language warrant articles stipulating purpose, she has compiled the history of warrant articles for each trust authorizing funds to be deposited into and funds to be expended out of each trust. Also compiled were historical Trustee of Trust Fund Annual Reports to track all trusted funds. This task is ongoing. (There are more file boxes in town office closet storage that could be organized.)

Uncovered by the foregoing task:

1998 – Town warrant approved \$28k from Police Cruiser CRF.

A Citizens Bank check #624135492-4 was written May 6, 1998 in the amount of \$25,236.29, upon letter of request dated 4/21/1998 from the Board of Selectmen. Also found was a Berlin City Bank check #129640 written August 13, 1998 in the amount of \$5,313.81 with memo “police cruiser.”

The total exceeds the amount authorized by the town warrant vote by \$2,550.01.

Records show the \$25,000 was taken from CRF principal and that the \$236.29 and \$5,313.81 were withdrawn from the CRF interest earned.

2011 – Town warrant approved purchase of police cruiser utilizing \$34,000, \$20,500 to come from the CRF and \$13,500 to come from the undesignated fund balance (representing reimbursements received for police officer details in 2010).

Records show a Trustees of Trust Funds memo dated 12/17/11 to Citizens bank directing that \$20,500 to be paid to the town from the Police Cruiser CRF.

Records show a Trustee of Trust Funds memo dated 12/20/12 to Citizens Bank authorizing a check for \$8,318.25 from the Police Cruiser CRF to be paid to the town, in apparent error. This amount should've come from the undesignated fund balance. Further, there was no warrant article in 2012 authorizing any expenditure or disbursement.

The Town Administrator, asked about this 2/12/18, said she would need to seek advice from the auditors on how to repay the \$8,318.45 to the Police Cruiser CRF.

Work Session recessed 11:30 am, Resumed work session 2/13/18 at 4:45 pm

Organized copies of documents to present issue to the Board of Selectmen at 5:30 2/13/18. Trustees presented to Selectmen, explained Trustee discovery of funds owed back to Police Cruiser CRF. We will seek advice from DRA on the proper method/timing for this correction to accounts.

Adjourned work session at 5:45, and we stayed to present the above to the Budget Com. at 6:30pm.

*Minutes are considered DRAFT until approved at a future regular meeting of the Trustees of Trust Funds.
Any changes or corrections will be noted in the next meeting minutes.*