

Date Approved 12/10/20

Date Approved with changes \_\_\_\_\_

Town of Effingham  
Trustees of Trust Funds  
Minutes of October 13, 2020

Meeting called to order at 4:10pm.

**Present:** Karen Payne (chair) and Theresa Swanick.

**Minutes:**

December 17, 2019 – Theresa moved, Karen seconded, Karen: Aye, Theresa: Aye.

May 28, 2020 – Karen moved, Theresa seconded, Karen: Aye, Theresa: Aye.

September 22, 2020 – Karen moved, Theresa seconded, Karen: Aye, Theresa: Aye.

**Funds Disbursements:**

May the minutes reflect, on June 16, 2020, Theresa and Carol held a work session to write two checks as previously approved:

Effingham Public Library Equipment

Check #1043, To Effingham Library Trustees, for \$699

It later was discovered that there was a transcription error resulting in overage of \$30.

It should have been \$669.

A check was written to Trustees of the Trust Funds for \$30 from EPL Treasurer.

Karen deposited it to the Library Equipment Trust Fund.

Effingham Falls Cemetery Trustees

Check #1044, To Lyle Thurston, Effingham Falls Cem Trustee for \$800, delivered by Carol

**Follow-up:**

Karen noted that the May minutes note that a CIP form is in google docs for building needs assessment.

**Audit Preparation:** documents assembled for town administrator for audit:

MS9 2019 (can be downloaded via portal, no hard copy in file as submitted online)

Banks statements for 2019 and Jan/Feb 2020

Supporting docs for disbursements.

List any amounts owed 12/31/19: none.

Copies of trust docs for any new trust, minutes from 2019 and 2020.

**Meeting adjourned**

*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.*