

CITY OF CLAREMONT TRUSTEES OF TRUST FUNDS
3rd Quarter 2016 Minutes
November 2, 2016

Location: Claremont Savings Bank, Claremont, NH

Time: 11:00 AM

Trustees Present: Tawnya Courtemanche, Marilyn Harris and Clay Hawkins

Others Present: Vicki Corliss, Clerk,

1. Trustees signed approved minutes from 2nd Qtr
2. Handed copies of the MS-9 & MS-10's to the Trustees
3. Vicki presented a recap of the Clerk's tasks
 - a. July 19th:
 - Disbursement of \$300 from the Chester D Hansen Fund for a 2016 scholarship recipient. The school forgot to award this scholarship.
 - b. July 20th:
 - \$1,950 was deposited into the City's Cemetery Fund for the perpetual care for fiscal year 2016
 - c. September 21st:
 - Disbursement request of \$24,845.17 from the Tolles Home Building Fund to the Frances Tolles Home
 - Annual disbursement requests were submitted for the checks to be issued and transfers to be done. *Note: Citizens did not send the checks for the annual disbursements with the Tolles check. Had to contact Citizen's to have them issued. Received these in October.*
 - d. October 17th:
 - All annual disbursement checks and letters were mailed
 - e. October 21st:
 - Delivered the annual documents to the City for the auditors to review
 - f. November 2nd:
 - \$100 check to Putnam's & Colonial Florist for cemetery flowers
 1. \$50 from Ainsworth Fund
 2. \$50 from Adams Fund
 - \$580 check to Terra Flora for various cemetery flowers

Other Items:

From Lisa: "The auditors had several questions about the E. Charles Goodwin Recreation Fund. I had to do some research and have a long discussion with the City Attorney to resolve. There is only one fund the E. Charles Goodwin Recreation Fund but the assets need to be separated.

The \$25,000 from funds received by NC3 can only have interest spent. No principal. See motion dated 10-14-2015.


The \$60,000 from the sale of the building can have principal and interest expended. See motion dated 7-9-2014.

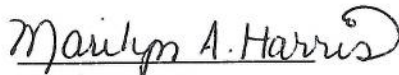
You will want Citizens to adjust their spreadsheet. Also if you have a fund description you will want to change this too".

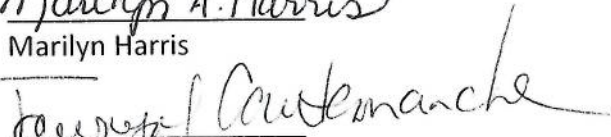
Vicki's response: *Citizens will separate the two for the MS-9 Reporting as an "A" & "B". The fund description does separate the two amounts and the purposes.*

The meeting adjourned at 11:45 a.m. The next meeting is scheduled for January 27, 2017 at Claremont Savings Bank.

Respectfully submitted,


H. Clay Hawkins


Marilyn Harris


Tawnya Courtfemanche