

Nottingham Trustees of the Trust Funds
Meeting held September 15, 2015 in Conference Room #2

Meeting called to order at 1:25 p.m.

Present: Gail Mills, Chair and Lisa Kennard, Financial
Absent: Vito V., Secretary

1. Lisa input bank escrow interest onto computer/Quicken for July and August. Reconcilliations complete and balanced for all sub-accounts.
 2. Policy and Procedure – Gail and Lisa agree that a copy of the current P & P should be printed out. That each member look over and make additions or changes as needed, and then have typed on computer and printed, and ready for 2015 audit.
 3. File cabinet – Gail will order manilla file folders to replaced most current folders that are torn and/or illegible. To aid in quick recogniton, Lisa suggested using colored highlighter markers to diffentiate groups of folders (ie banking, funds, forms, etc).
 4. Gail said the school asked for copies of bank statments for July 1, 2014 – June 10, 2015. Gail had the bank send fresh/clean copies and she suggests photocopying the statement BEFORE reconcilliations, so as to always have a clean originals.
 5. Lisa filed deposit slips from deposits she made after the last workshop.
 6. Public Pool of Investors sent info to solicitate managing the Trust Funds. Discussion on the topic included Gail explaining to Lisa the pros and cons. Lisa made a motion NOT to go the route of using PPI at this time. Gail seconded the motion. Vote passed.
 7. Three vouchers/warrent articles were submitted for payment to the Town of Nottingham. Checks were written, signed by both Gail & Lisa, copies made and filed. Checks hand delivered to Betsy in town office.
 - a. Revaluation \$47,833.31 check #1001 (reimbersement expense)
 - b. Cemetary Fund \$6,821.20 check #1002 (reimbursement expense)
 - c. Highway Truck \$124,995.00 check #1003 (truck purchase)
- UPDATED ESCROW ACCOUNT BALANCE: \$787,938.84**
8. Lisa and Gail discussed Lisa desire to pursue volunteer work that might stop her from running for a second term on TTF. More discussion to follow.

Meeting adjorned at 2:10 p.m.

Respectfully submitted,
Lisa Kennard

Approved:
Gail Mills
9/14/2016