



WINDHAM TRUSTEES OF THE TRUST FUND
TRUSTFUNDS@WINDHAMNH.GOV

OLD VALUES – NEW HORIZONS

Date

July 25, 2023, 3:18 PM

Location

Bartley House, Conference Room, Town Hall, Windham, NH

Attendees

Alberto Chang (Vice-Chair), Jacob Cross (Chair), Tom Earley, Bob Cooley, Deb Padykula (Finance Director)

Prior Meeting Minutes

A motion was made to approve the Minutes of May 18, 2023 by Jake Cross; and seconded by Alberto Chang. Motion passed 2-0. Tom Earley abstained.

Audit Questionnaire

After discussion, Tom Earley agreed to complete audit questionnaire with the same responses from the questionnaire signed on April 20, 2023, and submitted on April 21, 2023 from the recent request from the auditors.

Audit Information Request

Through Deb Padykula, Finance Director, the auditors performing the 2022 audit have requested the following:

1. December 2022 - Bank Statements for all Trust Funds (Including the private trusts and cemetery trusts held with TD Bank's Wealth Group)
2. June 2023 - Bank Statements for all Trust Funds (Including TD's Wealth Group)
3. MS-9 and MS-10 for 2022

The June 2023 bank statements were provided to Deb Padykula by the Trustees who scanned them for the auditors. The December 2022 statements will be requested by Jake Cross from TD. The MS-9 and MS-10 for 2022 are pending filing and can not be provided at this time.



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However, a download from TD with the data for MS-9 and MS-10 can be provided as an alternative if time is of the essence. Deb Padykula will inform us once she speaks to the auditor.

Checks Deposited

Jake Cross transferred amounts into the subaccounts from the master account for the three checks that were recently deposited:

- \$200.00 to the Cemetery Account fbo of John and Kren Golec
- \$2.80 to Armstrong Memorial for Waste Management dividends
- \$17.98 to Stock Dividend account for Comcast dividends

Deposits

The following checks have been received by the Trustees and will be deposited by Alberto Chang over the next few days:

Cemetery Fund

05/15/23	907 Lawrence and Regina Sarkozy #069	\$	200.00
05/31/23	1149 Jennifer and Robert Lawson Block 28	\$	600.00
06/13/23	454 Mark and Ruth Kovacs	\$	400.00
06/30/23	11752 Carrier FH obho Ivas	\$	400.00
		\$	<u>1,600.00</u>

Armstrong Memorial

06/02/23	Waste Management	\$	2.80
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Cemetery Fund

05/01/23	AT&T	\$	28.86
		\$	<u>28.86</u>

Property Maintenance

07/11/23	170840 Town of Windham	\$	75,000.00
	due to Article 4 March 2023 election	\$	<u>75,000.00</u>

Total Deposits		\$	<u>76,631.66</u>
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Disbursements

Four disbursements were requested from the Trustees.

1. An application for payment from the Trust Accounts dated June 2, 2023, requested for \$481,780.00 to be reimbursed the Windham School District for the expenditures of the Windham Center School Loop Renovation from the **Capital Needs and Building & Ground Maintenance Capital Reserve Fund** account. Trustees approved reimbursement 3-0. Check #1002 was made out SAU95 for the aforementioned amount and provided to Bob Coole, the treasurer for the Windham School District.
2. An application for payment from the Trust Accounts June 9, 2023, requested for \$223,628.55 to be reimbursed the Windham School District for the expenditures related to the LED lighting upgrade from the **Capital Needs and Building & Ground Maintenance Capital Reserve Fund** account. Trustees approved reimbursement 3-0. Check #1003 was made out SAU95 for the aforementioned amount and provided to Bob Coole, the treasurer for the Windham School District.
3. A disbursement request dated July 19, 2023, was received and requested for \$86.40 to be reimbursed to the Town from the **Searles Landscaping Trust** account for landscaping materials purchased from Delahunty Nursery and Landscape. Trustees approved reimbursement 3-0. Check #1004 was made out Town of Windham for the aforementioned amount and provided to Deb Padykula, the treasurer for the Town of Windham.
4. A disbursement request dated July 19, 2023, was received and requested for \$2,899.00 to be reimbursed to the Town from the **Town Common Beautification Trust Fund** account for 12x14 Bronze Plaque purchased from North American Heritage Services, Inc. Trustees approved reimbursement 3-0. Check #1005 was made out Town of Windham for the aforementioned amount and provided to Deb Padykula, the treasurer for the Town of Windham.

Unclaimed Assets

Alberto Chang motioned that he will respond to the two correspondences regarding unclaimed assets (one from AT&T and another one from Comcast). Jake Cross seconded motion. Motion passed 3-0.



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Trustee of Trust Funds Email

Alberto Chang requested from Deb Padykula a contact person from Rockport Technologies to set up a Trustee email for himself as well as a status of a general Trustees of Trust Funds email.

Filing of Annual Reports

Jake Cross has updated the TD data into the State's MS-10 reporting website. It has about 10 rows and has no error message when uploaded to the State's website.

The MS-9 upload first shows duplicate field names. Jake Cross has emailed help desk person at the State with the data file to understand why we cannot upload the data provided by TD. The help desk informed Jake Cross that certain names are duplicated and therefore had to be addressed. Jake Cross fixed 3 of these duplicate names by adding a 2 to the duplicate name. It appears the duplicates are from joint husband and wife accounts. Jake Cross added the date of creation as January 1, 2022 as it appears that being blank was not an option.

Jake Cross reported some additional success but many of the names on the system did not match the TD data. A suggestion was made to contact the Help Desk to remove the comparison to last year's data (2021) as the 2022 data has been kept by TD and not the prior bank. Jake Cross suggested to revisit the data at next month's meeting after additional input from the help desk.

Next Meeting

Motion was made to meet on Thursday, August 24, 2023, at 3:00 pm.

Adjournment

Upon a motion duly made and seconded, it was **voted** to adjourn.

Alberto Chang, Trustee