



Henniker Trustees of Trust Funds Meeting

Monday, October 23, 2023

Town Hall Conference Room

3:00 pm

Attendees:

Lori Marko

Kyle Gingras

Diane Kendall – Town Administrator

Sherry Bradstreet – Finance District

Jim Roberge – Roberge & Co. (Town's auditor) - virtual

Discussion Points:

In performing the Town's annual audit, Mr. Roberge had received two separate MS-9's. One of these is the annual report prepared by the bank. The other was prepared by the Town's previous finance director for use in the annual town report. Neither of these tied to the Town's general ledger, so Mr. Roberge was looking for clarification and corrections to the MS-9 in order to complete the Town audit. It appears these discrepancies affect both the 2021 and 2022 MS-9's. He also identified one deposit to the Capital Reserve/Expendable Trust account that should have gone to the Common Trusts as well as a Common Trust account (Azalea Park) with a negative ending income balance.

Ms. Kendall discussed with the Trustees about centralizing trustee records. The Town will create a secure location at Town Hall to store the records. The Trustees also need to research the establishment of the Azalea Park Common Trust.

Kyle to review the trust fund transactions and identify corrections to the 2021 and 2022 MS-9s.
Lori to reach out to Citizens Bank to determine a future meeting date to review the MS-9, evaluate investment performance, review the investment policy, and update authorized signers.

Date of Next Meeting:

November 8, 2023 at 2:30 pm, Town Grange