



**Trustees of the Trust Funds [TTF]**

# **Operating Procedures Handbook**

**Version 1.0**

**12-November 2025**

Record of Revisions

Version	Date	Description of Changes
1.0	12-Nov25	Initial Release

Table of Contents

Record of Revisions	1
Table of Contents	1
1 Introduction	2
2 Applicable Documents	2
3 Fiduciary Management	3
4 Project Expenditures and Distribution of Funds	5
Attachment A – New Ipswich Trust and Capital Reserve Funding Process Flow	7
Attachment B – Project Expenditure Request Form	8

## 1 Introduction

This document defines the New Ipswich Trustees of the Trust Funds (TTFs) operating procedures. TTFs are custodians of taxpayer-funded and privately donated charitable trust funds held by the Town of New Ipswich [TONI] for a specific purpose to benefit the public. TTFs operate in a fiduciary capacity to manage fund investments and make asset allocation decisions with an adopted investment policy updated annually. TTFs make project expenditure decisions from privately donated funds based on the donor's stated wishes and taxpayer funded capital reserve or expendable trust funds based on the voter adopted town warrant articles. Distribution of funds occurs at project completion and receipt of the final billing invoice. TTFs submit the required annual trust fund reports to the New Hampshire [NH] Department of Revenue Administration and the Charitable Trusts Unit.

## 2 Applicable Documents

- NH Revised Statutes Annotated [RSA] encompassing current laws and regulations passed by the New Hampshire General Court applicable to trust and capital reserve
  - RSA-31 – Powers and Duties of Towns
    - 31:19 – Trust Funds
      - a. Trust Funds Created by Town
    - 31:20 – Trust for Cemeteries
    - 31:21 – Funds of Cemetery Associations
    - 31:22 – Trustees
    - 31:24 – Trustees Expenses
    - 31:25 – Investment Custody
    - 31:27 – Collective Investments
    - 31:28 – Exception
    - 31:29 – Contributions and Withdrawals
    - 31:31 – Trust Funds for School Districts
    - 31:32 – Expenditures
    - 31:33 – Audit and Publication of Trustee Reports
    - 31:34 – Records
  - RSA-35: Capital Reserve Funds for Counties, Towns, Village Districts and Water Departments
    - 35:1: Establishment of Reserves Authorized

- a. Reserve Fund in Anticipation of New Fiscal Year
- b. Reserve Fund for Education of Persons with Disabilities
- c. Authorized Non-Capital Reserve Funds

35:2: Custody of School District Reserves

35:3: Meetings

35:4: Exception

35:5: Payment into Fund

35:6: Funds Received in Eminent Domain Proceedings

35:8: Limitations on Appropriations

35:9: Investment

- a. Professional Banking or Brokerage Assistance

35:10: Trustees of Funds

35:11: Payments from Surplus

35:12: Appropriation

35:13: School or Village District

35:14: Penalty

35:15: Expenditures

35:16: Change of Purpose

- a. Discontinuing Fund

35:17: Audit Record

35:18: Disbursements

- RSA 198:20-c, School Trust Funds Administration Created for Specific Purposes and Expenditures
- Town of New Ipswich NH, *Profiles of Town Managed/Invested Funds*, 17-October 2025

### 3 Fiduciary Management

TTFs operate in a fiduciary capacity making investment and expenditure decisions in accordance with the applicable NH RSAs listed in section-2 by considering the specific purpose, terms, distribution requirements, and other circumstances of the fund. TTFs establish and adopt an investment policy for the funds defining the investment goals and objectives including asset allocation, risk tolerance, and liquidity requirements.

The categories of funds managed include the following:

- Taxpayer-funded Capital Reserve Funds (CRFs) created or modified for public purposes specified by voter-approved warrant articles at annual or special town meetings. CRFs provide funding for specific long-term capital expenditures [e.g., vehicle or equipment purchases].
- Taxpayer-funded and privately donated Expendable Trust Funds (ETFs) created or modified for public purposes specified by voter-approved warrant articles at annual or special town meetings. ETFs provide funding for specific designated purposes [e.g., maintenance or special community events].
- Privately donated charitable funds for public purposes in accordance with the conditions specified by the donor in legal trust arrangements [e.g., community activities, historic asset preservation, public park or memorial maintenance, cemetery burial plot perpetual care, or educational initiatives].

TTFs are custodians for 213 taxpayer-funded and privately donated charitable funds. TTFs currently manage the 13 trust funds, 10 town and 4 school capital reserve funds listed in Table 1, plus additional 186 cemetery burial plot perpetual care funds.

**Table 1 – TTF Managed Trust and Capital Reserve Funds**

Trust Funds	Capital Reserve Funds
New Ipswich General	Building Maintenance
New Ipswich 275 <sup>th</sup> Anniversary	Fire Department Apparatus
New Ipswich Cemetery Maintenance	Fire Department Communications
Spalding Perpetual Education Offset	Fire Department Protection Equipment
Burton Public Lectures	Highway Department Equipment
Sterns Public Lectures	Land Conservation
Porter Hill – Town Pound Maintenance	Parks & Recreation Maintenance
Jonas Nutting Post	Police Department Cruisers
Church Ministerial	Pool Maintenance
EM Barrett	Property Revaluation
School Maintenance	SAU-87 School Maintenance
Kangas Developmentally Challenged	SAU-87 Special Education
Smith Cemetery Maintenance	SAU-87 Healthcare
Perpetual Burial Lot Care [186]	SAU-87 Food Services Equipment

TTFs have contracted a relationship with a professional fiduciary advisor [Three Bearings] to provide fee-only certified financial planning services and investment recommendations. The bookkeeping services include preparation of the required

MS-9 and MS-10 reports for the TTFs to review and submit to the NH Department of Revenue Administration by 01-March annually.

- The MS-9 report provides data on each individual fund including the fund's name, purpose, year created, investment assets, principal balance including appreciation, income earned, deposit contributions, and expenditure withdrawals during the reporting monthly and annual period.
- The MS-10 report provides the common investments where individual funds are comingled including the investment name (e.g., bank accounts, certificates of deposits, stocks, bonds, or mutual funds).

Fidelity Investment is an investment broker that maintains custody of the funds providing services for clearing fund deposit contributions and expenditure withdrawals. The following Fidelity Investment accounts maintain custody of the comingled fund's assets.

1. Account # 628-044366: Common Trust Fund
2. Account # 628-044365: Town Capital Reserve Fund
3. Account # 628-044362: SAU-87 Capital Reserve Fund

#### 4 Project Expenditures and Distribution of Funds

TTFs make decisions to authorize expenditures. Any expenditure must be consistent with the specific public purpose of the individual fund. The *Profiles of Town Managed/Invested Funds* document listed in section 2 provides the legally binding public purpose of each taxpayer-funded or privately donated charitable fund.

Attachment A provides a process flow diagram for New Ipswich Trust and Capital Reserves funding employed by the TTFs to manage project expenditures and distribution of funds. The following provides a description of each process step.

- The requester completes and submits a Project Expenditure Request [Attachment B] with supporting supplier bid(s) to the accounting clerk [[clerk@newipswichnh.gov](mailto:clerk@newipswichnh.gov)].
- TTFs evaluate and make decisions on a requested project expenditure request based on the following:
  - a. The availability of sufficient funds in the specific account.
  - b. If the requested project expenditure complies with the authorized purpose of the specific fund account specified by either a voter adopted warrant article, or the stated private donor wishes.
- TTFs record each approved expenditure request into a Pending Transaction Ledger. Table 2 below provides the data fields of the ledger. Monthly

reconciliation with MS-9 and Fidelity reports allows TTFs to track fund balances and pending expenses.

**Table 2 – Pending Transaction Ledger Data Fields**

Ledger Data Field	Description
Name of Trust Fund   Description of Transaction	Trust fund header with a description of each individual transaction
<b>Debit</b> or Credit Amount	The amount of each transaction deposit [credit] or expense withdrawal [debit]
Principal [P] Balance	Fund principal balance after each credit or debit transaction
Income [I] Balance	Fund income balance after each credit or debit transaction
P & I Balance	Trust fund principal plus income balance after each transaction
TTF Approval	Date the TTF approved the expenditure request with supplier bid(s)
Funds Release	Date the TTF approved release of the funds after receipt of final billing Invoice
Funds Transfer	Date the funds are transferred to the town's treasurer
Notes	Year fund established, individual transaction status, investment market value and fees
Investment Income	Interest payments or fees-for-service [e.g., cemetery burials] received
Realized Investment Gain-Loss	Gain or loss from the sale of an investment vehicle at the current market price
Unrealized Investment Gain-Loss	Potential gain or loss of a currently held investment vehicle based on market pricing
Investment Market Value	Fund P & I balance plus the unrealized investment gain-loss

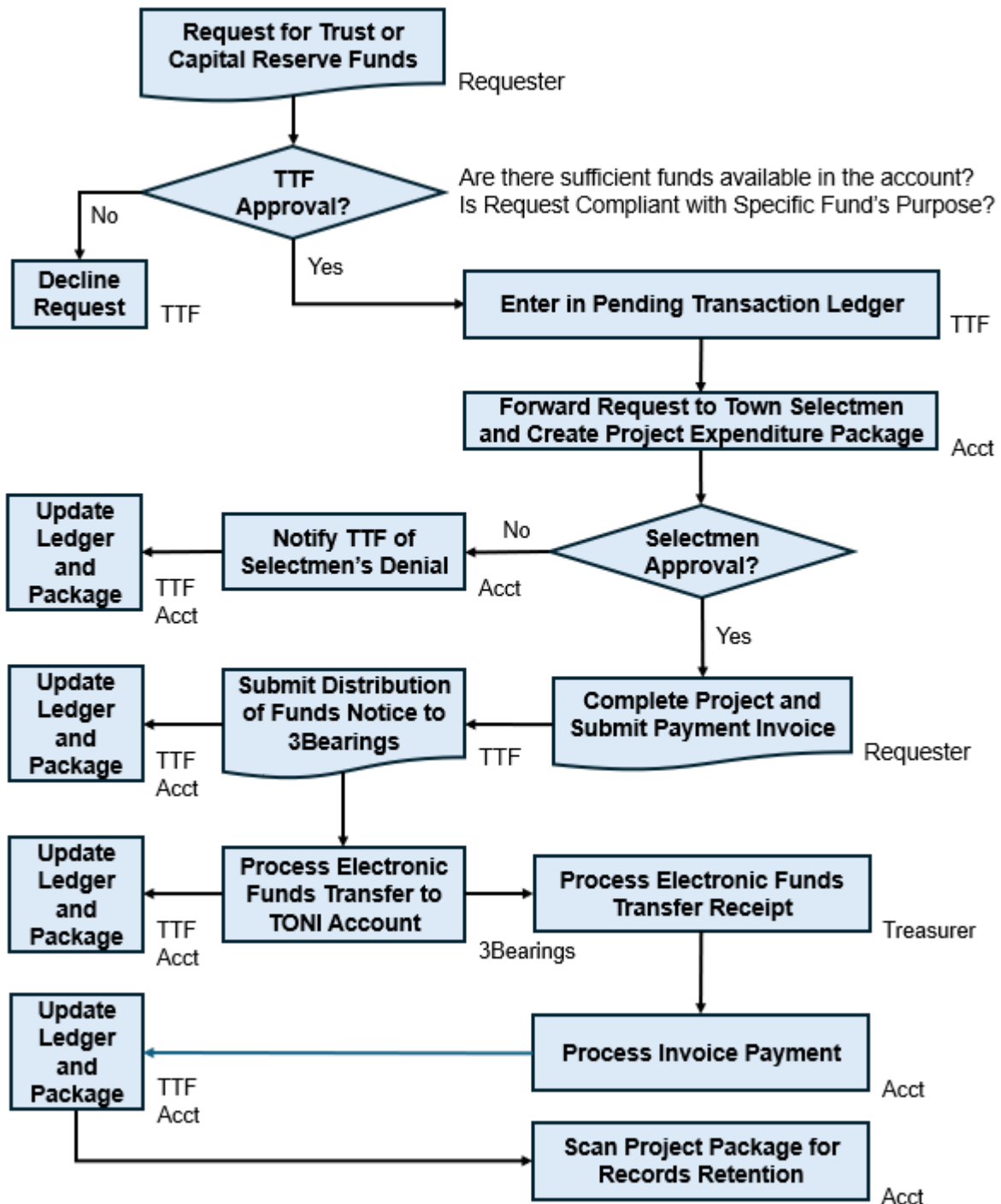
- The accounting clerk submits the request to the town selectmen for consideration and creates a project package for records retention.
- The requester completes the approved project and submits a final billing invoice from the supplier to the accounting clerk [[clerk@newipswichnh.gov](mailto:clerk@newipswichnh.gov)].
- TTFs evaluate and make decisions for a distribution of funds notice once the approved project is complete and receipt of a final billing invoice.

- The treasurer receives an electronic funds transfer receipt for funds deposited into the town's account.
- The accounting clerk processed payment of the supplier's invoice and digitally scans the project package for records retention including the following: project expenditure request with attached supplier bid(s), supplier invoices, fund distribution notice, fund transfer receipts, and copies of payment checks.



Attachment A

New Ipswich Trust and Capital Reserves Funding Process Flow



**Attachment B**  
**Project Expenditure Request Form**



**Trustees of the Trust Funds [TTF]**

Project Expenditure Request

Date:

Fund Name	
Expenditure Description	
Amount Request	\$
Bid(s) Attached Min of 3 if $\geq$ \$5,000	
Requested by [Name and E-mail]	

☐ **Approved**

☐ **Denied**

**Date:**

Comments:
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TTF Signatures	Selectman Signatures

Date Final Invoice Received	Date Funds Distributed	Date of TONI Payment