



TRUSTEES OF TRUST FUNDS, NEW DURHAM, NEW HAMPSHIRE

Transfer of Funds Request Policy

I. PREAMBLE:

As the Trustees of Trust Funds for the Town of New Durham have a fiscal responsibility and fiduciary duty to the taxpayers and donors of money regarding the expenditure of funds earmarked for specific purposes. Therefore, the Trustees establish this policy in order to support the performance of their duty.

II. SCOPE:

This Fund Transfer Request policy applies to all funds entrusted to and managed by the Trustees of Trust Funds of New Durham, New Hampshire, i.e., Capital Reserve Funds, Expendable Trust Funds, Charitable Trust Funds, and any other funds lawfully created under these four categories:

- **Taxpayer Funds:** Capital Reserve (RSA 34 / RSA 35)
- **Taxpayer Funds:** Trust (RSA 31:19-a)
- **Donated Funds:** Income-only Trust
- **Donated Funds:** Expendable Trust

III. TRANSFER AUTHORITY:

The release of funds for transfer authority for the monies entrusted to the Trustees of the Trust Funds lies with the duly elected or appointed Trustees.

IV. TRANSFER OBJECTIVES:

The Fund Transfer Request Policy of the Trustees of the Trust Funds for the Town of New Durham is to ensure funds appropriated for named specific or general purposes are used solely for those activities or activities in connection with the stated purposes.

V. PROCESS:

The designated Agents to Expend for any Capital Reserve, Expendable Trust, or Charitable Trust Fund shall submit to the Trustees of Trust Funds a voucher request containing the following information:

- o A completed request form signed by a majority of the agents to expend which contains a record of the vote, i.e., a copy of the minutes of the meeting at which the vote to expend was taken (as applicable), the CRF/ETF (or charitable trust) from which to transfer the funds, the amount requested, and a brief description of the purpose for the funds.
- o A copy of the invoice for materials and/or services provided.
- o Proof of payment, e.g., copies of check stubs or the check register, credit card statements, cash receipts, or printed receipts for online purchases.

Adopted by the New Durham Trustees of Trust Funds following a review conducted at the September 11, 2026, meeting of the Trustees. To the above we agree and affix our signatures.

Trustees of Trust Funds:

David Allyn 9/11/26
Trustee

Paul A. Bookford
Trustee

Angela Butts
Bookkeeper