

APPENDIX A

CITY OF CONCORD, NEW HAMPSHIRE REAL ESTATE TAX BILL

Collection Office, 41 Green St., Concord, NH 03301

Payment Remittance: P.O. Box 9582, Manchester, NH 03108-9582

TO: [Redacted]

CONCORD, NH 03301

ASSESSMENT INFORMATION	TAX RATE/CALCULATIONS	BILLING INFORMATION (603) 225-8540	MAILED ON: 11/20/2009
Account Number: 100063	City 7.4900 3,526.29	Past Due-Prior Tax Years: **	0.00
Location: 8 SHENANDOAH DR	County 2.6900 1,266.45	Past Due-Current Tax Year: *	0.00
Map, Block, Lot: 98/2/47	Local Ed 9.1400 4,303.11	Total Delinquent Taxes:	0.00
	State Ed 2.3500 1,106.38	Past due amounts do not include interest or costs. For payoff amounts contact the Collection office at 225-8540.	
	Total * 21.6700	2009 Real Estate Tax	
Land Value 137,800.00	Gross Tax 10,202.23	Tax Due 1/02/2010	2,727.36
Building Value 333,000.00	Less Credits 0.00	Less Payments Processed by 11/16/2009	0.00
Total Value 470,800.00	Annual Tax** 10,202.23	Amount Due 1/02/2010	2,727.36
Total Exemptions 0.00	Less:	Tax Due 3/31/2010	2,727.33
Taxable Value 470,800.00	October 2,373.77	Less Payments Processed by 11/16/2009	0.00
	July 2,373.77	Amount Due 3/31/2010	2,727.33
Veteran's Credit* 0.00	*1/2 Last Year's Final Rate May billing only	*Amounts outstanding after the due dates incur 12% interest.	
Exemptions 0.00	**1/2 estimated annual tax May billing only	**Amounts outstanding after lien incur 18% interest.	
Elderly 0.00			
Blind 0.00			
*1/2 vet credit-May billing only			
Total credit amount is shown on November bill			

Detach at perforation above and mail this remittance coupon with your **March** payment.

City of Concord, P.O. Box 9582, Manchester, NH 03108-9582

Coupon

Please verify your mailing address below. If it is incorrect, kindly write your current address and sign your name below.

Street: _____

City, State, Zip: _____

Signature: _____

Location: [Redacted]

CONCORD, NH 03301

Tax Due	3/31/2010	2,727.33
Less payments rec'd by	11/16/2009	0.00
Bill printed	11/20/2009	

Amount Due **3/31/2010** 2,727.33

Account Number: 100063

***Please note that payments are applied to oldest unpaid taxes first. If this is not your intent, you must come in to the office to pay. ***

01 0000100063 7 03312010 2009 0000000000 0000272733 0000272733 4

Detach at perforation above and mail this remittance coupon with your **January** payment.

City of Concord, P.O. Box 9582, Manchester, NH 03108-9582

Coupon

Please verify your mailing address below. If it is incorrect, kindly write your current address and sign your name below.

Street: _____

City, State, Zip: _____

Signature: _____

Location: [Redacted]

CONCORD, NH 03301



Tax Due	1/02/2010	2,727.36
Less payments rec'd by	11/16/2009	0.00
Bill printed	11/20/2009	

Amount Due **1/02/2010** 2,727.36

Account Number: 100063

***Please note that payments are applied to oldest unpaid taxes first. If this is not your intent, you must come in to the office to pay. ***

01 0000100063 7 01022010 2009 0000272736 0000000000 0000272736 0

APPENDIX B

X VOID

X VOID

X VOID

X VOID

X VOID

SECURITY WARNING: THE FACE OF THIS DOCUMENT FEATURES A COLORED BACKGROUND AND MICROPRINT BORDERS. THE REVERSE SIDE FEATURES A WATERMARK.

X VOID

X VOID

X VOID

ENDORSE HERE

X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

ORIGINAL
DOCUMENT

The security features listed below, as well as those not listed, exceed industry guidelines. Absence of these features may indicate attention.

Security Features:

- Security Screen
- Micro-Printing - "34"
- Chemically Resistant Paper
- Fluorescent Fibers
- Watermarks

Results of document analysis:

- Absence of "Original Document" watermark on back of check
- Serial type under microscope not end mirroring
- Printed security box appears blurred if copied or scanned
- Applied seal is loose and or does have any visible abrasions
- Applied U.S. Bankmark
- Aluminum Metal Intaglio Markings

APPENDIX C

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SECURITY WARNING: THE FACE OF THIS DOCUMENT FEATURES A COLORED BACKGROUND AND MICROPRINT BORDERS. THE REVERSE SIDE FEATURES A WATERMARK.

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X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE*

ORIGINAL
DOCUMENT

The security features listed below, as well as those not listed, exceed industry guidelines. Absence of these features may indicate alteration.

- Security Features:
 - Security Screen
 - Water-Proofing - "MP"
 - Chemically Sensitive Paper
 - Fluorescent Fibers
- Results of document alteration:
 - Absence of "Original Document" markings on back of check
 - Small type under endorsement area not appearing
 - Fronted Security Line supports buried if copied or scanned
 - Irregularly visible support to endorsement area



CITY OF CONCORD
 GENERAL SERVICES DEPT.
 311 N. STATE STREET
 CONCORD, NH 03301
 603-225-8693

ACCOUNT NUMBER 350404-001	SERVICE ADDRESS [REDACTED]
	TOWN Concord CLASS Residential
BILLING DATE 11/30/2009	NAME ON ACCOUNT [REDACTED]

For Customer Service Information,
 Please See Reverse Side.

METER NUMBER(S)	DATE	PREVIOUS		PRESENT		CONSUMPTION IN CCF	DESCRIPTION
		PREVIOUS READING	READ CODE	DATE	PRESENT READING		
78406584	11/03/2009	510	M_Est	11/19/2009	510	AMR	0 5/8 x 3/4 inch

PREVIOUS ACTIVITY

Previous Balance	\$128.27
Late Fee	\$0.91
Payments	-\$68.00
Adjustments	\$0.00

CURRENT ACTIVITY

Water	\$6.15
Availability Fee	\$3.53
Sewer	\$10.86

Balance At Billing \$61.18

Total Current Charges \$20.54

Balance Due \$81.72

SEE REVERSE SIDE FOR
 PAYMENT OPTIONS

TOTAL CHARGES DUE

BY

12/30/2009

\$81.72

PLEASE DETACH STUB AND REMIT WITH PAYMENT



CITY OF CONCORD
 GENERAL SERVICES DEPARTMENT
 311 N. STATE STREET
 CONCORD, NH 03301

BILLING DATE	11/30/2009	TOTAL AMOUNT DUE	\$81.72
DUE DATE	12/30/2009		

UTILITY BILLING

[REDACTED]

2474

CUSTOMER BILLING ADDRESS

CONCORD, NH 03301

AMOUNT REMITTED \$ _____

ACCOUNT NUMBER 350404-001



City of Concord

MOTOR VEHICLE RENEWAL NOTICE

Treasury Office: 41 Green Street • Concord, NH 03301 • Phone: (603) 225-8540
Office Hours: Monday to Friday 8:00 a.m. to 4:15 p.m.

This renewal notice is only valid for Concord or Penacook residents. If you have moved out of Concord/Penacook or sold this vehicle, please discard this renewal notice.

Legal Address: 1 WEST ST APT 2 CONCORD NH 03301

I hereby swear, under penalty of perjury, that my permanent established domicile, according to RSA 21:6-A, is at the above address and that the information above is true to the best of my knowledge and belief.

██████████
██████████
CONCORD, NH 03301

955

VEHICLE ACCOUNT NUMBER
875



Payment Options

- Option 1** Complete both City and State portion of your registration. To complete this process for both City and State, please return the coupon with a check payable to **City of Concord - M.V. for \$135.20** to P.O. Box 9582, Manchester, NH 03108-9582. Your registration will be renewed and then validated by the City and mailed back to you within 5 business days with your license plate decals.
- Option 2** Complete only the City portion of your registration. If you choose to pay only the City fee at this time and plan on going to the State of New Hampshire Division of Motor Vehicles to complete the registration, please return the coupon with a check payable to City of Concord - M.V. for only the **City of Concord fee of \$59.00** (which does not include the \$3.00 Municipal Agent Fee) to P.O. Box 9582, Manchester, NH 03108-9582. Your registration will be renewed and mailed back to you within 5 business days WITHOUT the State validation and plate decals. You will then need to complete the registration at the State of New Hampshire DMV office.

!!!PLEASE NOTE!!!
Effective July 1, 2009, The Municipal Agent fee is increasing from \$2.50 to \$3.00



VEHICLE ACCOUNT NUMBER	875
City of Concord Fee (Option 2)	\$59.00
Municipal Agent Fee	\$3.00
State of New Hampshire Fee	\$73.20
Total for both City and State Fee (Option 1)	\$135.20

To register by mail, verify the information below, detach the coupon and mail with one check payable to City of Concord.

City of Concord

MOTOR VEHICLE RENEWAL NOTICE

Mail To: City of Concord - M.V., P.O. Box 9582, Manchester, NH 03108-9582

SMITH GEORGE F

Plate Number ██████████	Type of Plate PASS	Expiration Date 12/31/2010	Color GRN
Model Year; Make; Model 1992; MERCURY; COUGAR		Vehicle Account Number 875	
Gross Weight 4064	Body Style 2DSED	Vehicle Identification ██████████	List Price 16500

PAYABLE TO CITY OF CONCORD \$135.20

03 0000000875 5 12312010 2312 0000000000 0000000000 0000013520 2

CITY OF CONCORD

In the year of our Lord two thousand and nine

RESOLUTION

**DESIGNATING DEPOSITORIES FOR THE CITY OF
CONCORD, NEW HAMPSHIRE FOR THE FISCAL
YEAR 2010.**

The City of Concord resolves as follows:

- Section 1: That Bank of America, Centrix Bank, Citizens Bank New Hampshire, Citizens Bank of Rhode Island, First Colebrook Bank, Laconia Savings Bank, Merrimack County Savings Bank, Ocean National Bank, Sovereign Bank, TD BankNorth and US Bank are hereby designated and approved as depositories for City Funds.
- Section 2: That the City Treasurer, is hereby authorized, with the approval of the City Manager to enter into an agreement, in substantially the form previously presented to the City Council, with the above mentioned institutions for the transfer of funds or the purpose of purchasing cash management products and services offered, or for the account of, this municipality in response to telephonic, telegraphic, oral, written or other requests, and pursuant to which each of the officers authorized hereby may designate other officers or employees of the municipality, in their discretion, from time to time, as they determine necessary for the efficient operation of the municipality.
- Section 3: That this resolution shall take effect upon its passage.

CITY OF CONCORD

In the year of our Lord two thousand and nine

RESOLUTION

RELATIVE TO SHORT TERM INVESTMENT OF EXCESS FUNDS

The City of Concord resolves as follows:

- Section 1: In accordance with provisions of RSA 48:16, whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall, with the approval of the mayor and a majority of the city council, invest the same in obligations of the United States government, in participation units in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the state of New Hampshire or in certificates of deposits and repurchase agreements of banks incorporated under the laws of the state of New Hampshire or in banks recognized by the state treasurer. At least yearly, the city council or board of aldermen shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes.
- Section 2: That this resolution shall take effect upon its passage.

CITY OF CONCORD

In the year of our Lord two thousand and nine

RESOLUTION

**AUTHORIZING PREPAYMENT OF 2009 TAXES IN
ACCORDANCE WITH RSA 80:52-a**

The City of Concord resolves as follows:

- Section 1: The City Council authorizes the prepayment of taxes in accordance with the provisions of RSA 80:52-a, and authorizes the Collector of Taxes to accept payments in prepayments of tax.
- Section 2: That this resolution shall take effect upon its passage.



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Michael P. Jache, City Treasurer

DATE: May 21, 2009

SUBJECT: Resolutions Designating 2010 Financial Depositories,
Granting Authority to Invest Excess Funds, and
Accept Prepayment of Taxes

Recommendation

Annually, the Concord City Council has authorized financial depositories, short-term investment of excess funds, and the prepayment of the current real estate levy. Please consider the attached resolutions, which are outlined below.

Background

Authority to Deposit Funds in Financial Institutions

According to the City's adopted Cash Management Policy, in order to qualify as a depository, financial institutions must maintain a total equity capital to asset ratio of at least 6%, or provide collateral. Institutions listed include both those that are currently bidding on city investments and potential institutions and comply with the adopted policy.

Authority to Invest Excess Funds

The City Treasurer is given the authority to deposit city funds per RSA 48:16. To invest these funds, Council authorization is required. This action of the Treasurer is also subject to the aforementioned cash management policy.

Prepayment of Taxes

The passage of the attached resolution will authorize the Tax Collector and Deputy Tax Collector to accept payments from taxpayers who wish to budget their tax bill payments. Without authorization the collection office cannot legally accept these payments before the bill is mailed.



**NOTICE OF
PARKING
VIOLATION**
CITY OF CONCORD, NH

TICKET # 4019585

REGISTRATION: NH 99999999
VEHICLE: BLK CADI SUV

VIOLATION:
Expired Meter
METER/SPACE#:

PENALTY: \$5.00

DUE DATE: 122309

FINE INCREASES AFTER DUE DATE

LOCATION:
N MAIN ST

COMMENTS:
BANK RFP TEST

4019585005008

CHALK TIME:
OFFICER: 529
DATE: 12/16/09

TIME: 12:02 PM

**CITY OF CONCORD
PARKING CONTROL UNIT
P.O. BOX 9582
MANCHESTER, NH 03108-9582
225-8640
** SEE REVERSE SIDE ****

RETURN ADDRESS



PLACE STAMP
HERE
The Post Office
will not deliver
mail without
postage.



CITY OF CONCORD
PO BOX 9582
MANCHESTER, NH 03108-9582



IMPORTANT

1. To properly credit your account and for your convenience, please use this envelope for your payment.
2. Make your check payable to City of Concord, NH
3. Enclose the full payment of your fine as indicated on the ticket - inclusive of any penalties.
4. Please write ticket number(s) on your check.

DO NOT SEND CASH

APPENDIX J

CITY OF CONCORD, NH
INVESTMENT AND CASH MANAGEMENT POLICY

Original adoption: December 1985
Most recent revision: December 2007

INVESTMENT PROGRAM SUMMARY

An investment program is recognized as one aspect of sound public financial management. Interest earned on public funds is just as much public money as the principal invested - both are resources to achieve a public purpose. The investment program aims at matching the structure of the money market and operations of the City to achieve the best possible results for the Concord taxpayer, considering such matters as safety, liquidity, and over-all yield. The following are guidelines established to aid city personnel to more effectively manage cash and investments of the City of Concord, New Hampshire.

This policy does not include the City of Concord Trust Funds. These funds adhere to the Investment Policy for the Trust Assets of the City of Concord, which was adopted by the Trustees of the Trust Funds on March 16, 2000.

OBJECTIVES

1. Where circumstances may arise and/or in maintaining compliance with this policy, the security and preservation of principal will take precedent over the derivation of interest.
2. Investments selected shall provide reasonable liquidity as directed by cash flow. No investment will exceed one year in length. (See RSA 48:16)
3. The desired return of investments shall be maximized, subject to #1 and #2 above whenever possible, by obtaining competitive bids. The City Treasurer will endeavor to have 100% of all available funds invested on a day-to-day basis.
4. The overall investment program shall be designed and managed with a degree of professionalism. Any transaction that may impair public confidence shall be avoided. A diversified portfolio will be adhered to. Although a rare loss may occur, it may be considered within the context of the overall portfolio's investment return, provided adequate diversification was implemented.
5. Unless otherwise in the best interest of the City, the City shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

LEGAL AUTHORITY

New Hampshire Statute 48:16 is the legal authority under which the City Treasurer operates. See appendix "A" attached.

Other requirements include: The City of Concord Ordinances 30-2-5 and the City of Concord Charter, effective January 1, 1993, Section 29 *Appointed Officers* and Section 40 *Depository*.

GOVERNING BODY

Annual approval of investment policy which 1) approves depository institutions, 2) authorizes the City Treasurer to invest excess funds (see appendix "B"), and 3) controls the level of bank balances.

ADMINISTRATION

Administration of cash management is by the City Treasurer under the direction of the Deputy City Manager/Finance. The City Treasurer is responsible for setting major investment strategy and conducts the day-to-day execution of policy.

Cash Management procedures fit the legal requirements and organizational structure of the City of Concord and adheres to the commonly accepted "Prudent Man Rule".
(See Appendix C.)

PORTFOLIO DIVERSIFICATION

The City's investment portfolio shall be diversified. Over concentration in a maturity, an instrument, or institution/issuer is to be avoided.

MATURITIES

Investment maturities shall coincide with projected cash flow needs. Maturities shall be generally timed to comply with the following guidelines:

- Under 30 days - 10% minimum
- Under 90 days - 30% minimum
- Under 180 days - 50% minimum
- Under 1 year - 100% minimum

DIVERSIFICATION BY INSTRUMENT

	<u>Maximum Percent of Portfolio</u>
Overnight Investments	100%
U.S. Treasury Obligations	90%
NH Public Deposit Investment Pool	50%
Certificates of Deposit	75%

TYPES OF SECURITIES

1. Direct obligations of the US Treasury or any agency or instrumentality of the US Government.

RSA 48:16 allows the City Treasurer to invest in obligations of the US Government. According to the April 1986 edition of Investing Public Funds, by Girard Miller (Government Finance Officers Association), agencies are defined as obligations issued directly by the US Government. The following investments, which are issued directly by the US Government, may be purchased: Federal National Mortgage Associations (FNMA), Federal Home Loan Banks (FHLB), Small Business Administration Loans (SBA), Agency for International Development Loans, Private Export Funding Corps and Governmental National Mortgage Associations.

2. Repurchase agreements collateralized in accordance with state law.
3. Certificates of Deposit or Money Market account with banks insured through the FDIC or FSLIC.
4. Public Deposit Investment Pool

The City Treasurer/Investment Officer shall recommend new investment products and services for approval to the Deputy City Manager/Finance who shall have the authority between annual adoptions by the City Council, and with due consideration of the herein policy, to alter the types of securities eligible for investment.

SELECTION OF DEPOSITORY AND BROKER/DEALER INSTITUTIONS:

A copy of these investment guidelines shall be delivered to the senior management of any firm, dealer, broker or financial institution seeking to conduct business with the City of Concord, New Hampshire.

Before transactions are initiated:

- 1) The City Treasurer is to be provided with adequate documentation to evaluate:
 - a) Financial History
 - b) Credit-worthiness
 - c) Capitalization
 - d) Reputation
 - e) Economic viability
 - f) Competitiveness
- 2) The City Council must approve the depository or broker/dealer.

QUALIFIED FINANCIAL INSTITUTIONS

- A. Financial institutions bidding on City of Concord investments will provide the City Treasurer with quarterly financial reports for the individual institution, as well as the appropriate holding company. To qualify to bid on investments, reports should be received by the City within forty (40) days from the end of the quarter. The reports shall include the total capital and total assets in order that a determination may be made regarding total investments in each institution.

Equity Capital and Total Assets: The quarterly report preferred is the Consolidated Report of Condition (FFIEC 032), the Consolidated Financial Statements for Bank Holding Companies (FR Y-9 C), or another comparable report submitted by approved institutions.

- B. Financial institutions will prepare safekeeping receipts or Certificates of Deposit for each investment made and transmit to the City of Concord that day as proof of purchase.

- C. Special care will be exercised by the Financial Institution's Investment Officer when considering new investment products and services. The financial institution must submit a verifiable record of successful implementation in other public jurisdictions. If a securities dealer presents a new investment strategy or instrument, city staff shall obtain independent opinions regarding the viability and prudence of such proposals before acting.
- D. The transfer of principal and interest to city accounts shall be made daily unless the City Treasurer agrees otherwise.
- E. No City of Concord deposits are to be transferred out of New Hampshire and Massachusetts.

CITY OF CONCORD, NEW HAMPSHIRE

INVESTMENT GUIDELINES

Financial Institution Criteria

Deposits and investments (including monies on deposit as a component of the cash management and banking services contract) in any one bank shall not at any time exceed amounts determined by the computation of the ratio of total equity capital to total assets for any one institution using the following formulae:

1. Limited to an average of \$3,000,000 or 60% of the total capital, whichever is less, for those institutions that have capital to asset ratios of 6.00% to 6.50% unless collateralized.
2. Limited to an average of \$5,000,000 or 60% of the total capital, whichever is less, for those institutions that have a capital to asset ratio in excess of 6.50% unless collateralized.
3. Any investments or deposits in excess of the above limitations must be collateralized.
4. No investment or deposit shall be made in any institution with a capital to asset ratio less than 6%, unless:
 - a) the investment is collateralized; or
 - b) the amount is within FDIC or FSLIC insured limited.
5. If any institution's (within which the City shall have funds invested) debt/equity ratio decreases in two consecutive quarters, the City Treasurer may use his/her discretion in achieving compliance with investment levels. If the institution is requested to collateralize investments, it shall do so immediately.
6. The City Council reserves the right to implement changes to this policy without prior notice to a financial institution /if it is deemed necessary to safeguard its assets.

COLLATERAL OUT-OF-STATE BANKS

Conformance to RSA 48:16 (See appendix "A") is required. Deposits shall be fully collateralized with the delivery of US Government obligations, US Government agency obligations or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral is marked to market at least weekly and daily when appropriate. Collateral maturity should coincide with the investment maturity. Collateral shall be delivered upon the City Treasurer's direction. The City maintains a

joint custody account at the Federal Reserve Bank of Boston. Collateral shall be wired no later than the day cash deposits and/or investments are wired/transacted.

INVESTMENT BIDDING PROCEDURE

Funds are invested in the NH PDIP and in the Financial Institution, which was selected as part of the competitive cash management and banking bid. For other invested funds, bids will be solicited of all qualified financial institutions in amounts of \$100,000 or greater. In the event time does not permit bidding procedure to be implemented, investments may be rolled over once, for not more than sixty (60) days.

A. City staff will contact all qualified institutions on the bid list telling them the maturity and amount on which bids are being solicited.

B. Institutions will call back bids by the time designated, normally 10:30 A.M.

C. The award of investment will be determined as follows:

1. The City could accept bids on both collateralized and uncollateralized investments simultaneously. Collateralized investments may be given the highest priority. Additionally, collateral with the least risk (those held by the city or by the city's agent in the city's name) will be granted consideration over collateral held by the pledging financial institution's trust department or agent. Each category, (i.e., collateral held in the city's name; collateral held in the pledging institution's name or uncollateralized investments) will have awards made to highest percentage (%) bid, provided the financial institution meets all other investment criteria. The City Treasurer has the option of refusing all bids if the bids are lower than the current overnight investment rate the city is earning while maintaining a diversified portfolio. A tie bid will be broken with a coin toss or drawing of lots in the event there are more than two tie bids.
2. A wire transfer of funds will be made to the winning bidder within three (3) hours of request and no later than the same business day.
3. Interest paid shall be from date of bid award to date of maturity.
4. All bidders will be notified by e-mail of the results following the award. If not notified, bidders may call city staff after 1:00 PM on the same day.
5. Financial institutions will prepare safekeeping receipts or Certificates of Deposit for each investment made and transmit the same to the City of Concord by 4:00 PM as proof of purchase.

TREASURY/COLLECTION

- A. Establishes a strategy to meet financial needs and improve investment income consistent with this policy and projected interest rate movement.
- B. Implements the strategy via competitive bids, negotiation and necessary transfers of securities and funds.
- C. Reviews banking arrangements to maintain adequate financial and accounting control.
- D. Properly records investments, bank balance changes, and income recognition.
- E. Reviews cash balances in all accounts in comparison to projected cash flow needs.
- F. Daily notes sizable deposits that present investment opportunity by use of accelerated deposit procedure.
- G. Receives original investment confirmation, maintains custody and safekeeping thereof.
- H. Daily records investments to indicate investments held, yield, and maturity on a fund and bank basis.
- I. Reports periodically indicating investments held, income earned, and transactions completed during period.
- J. Cash for all funds will be held invested in total with interest allocated by fund when legally required or when practical.
- K. Annually:
 - 1. Completes current twelve-month cash flow projection.
 - 2. Semi-annually reviews actual to budget cash flow.
 - 3. Reports on average rate bided on by institution.

CONTROLLER'S OFFICE

- A. Makes necessary entries to reflect accruals, as necessary.
- B. Recommends more effective ways to handle investment accounting in accordance with generally accepted accounting principals.
- C. To provide annually for an independent audit of investment activities under this policy.

AUDITORS

- A. Requested to perform at least one financial audit of investment transactions per calendar year, including confirmation and testing compliance with policy.
- B. Offers suggestions to improve policies and procedures.

City Treasurer

48:16 City Treasurer; Duties-

I. The city treasurer shall have custody of all moneys belonging to the city. The treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

II. The city treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the city treasury, and of all notes given by the city, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books, and submit the books and vouchers to them and the city auditors for examination, whenever so requested.

III. Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall invest the same in accordance with the investment policy adopted by the mayor and board of aldermen or city council under RSA 47:6, II. The treasurer may invest in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

IV. The city treasurer shall pay out fees held pursuant to RSA 673:16, II upon the order of the local land use board or its designated agent or in the case of moneys held pursuant to RSA 674:44-d upon order of the heritage commission.

V. The treasurer shall insure that prior to acceptance of any moneys for deposits or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the city. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

Source. 1939, 170:2. RL 65:15. 1949, 207:1. RSA 48:16. 1959, 197:2. 1973, 490:2. 1991, 268:9; 377:7;383:10. 1992,64:4, eff. June 19, 1992. 1996, 209:11. 1997, 208:9. 1998, 40:3, eff. July 4, 1998. 2007, 246:7, eff. Aug. 27, 2007.2008, 120:26,eff. Aug. 2, 2008.

Resolution No. 6739

CITY OF CONCORD

In the year of our Lord one thousand nine hundred and ninety seven

RESOLUTION

RELATIVE TO SHORT TERM INVESTMENT OF EXCESS FUNDS

The City of Concord resolves as follows:

Section 1: In accordance with provisions of RSA 48:16, the City Treasurer is hereby authorized, with the approval of the City Manager, to invest any excess funds, which are not immediately needed for the purpose of expenditure, in obligations of the United States Government, in participation units in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposit of banks incorporated under the laws of the State of New Hampshire, or in national banks located within this state or the State of Massachusetts.

Section 2: That this resolution shall take effect upon its passage.

In City Council
July 14, 1997
Passed

Attest:

Elizabeth Campbell
City Clerk

PRUDENT PERSON RULE

The concept of the *Prudent Person* according to Investing Public Funds is "Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."