

New Hampshire Department of Justice Trustee of the Trust Fund Management System

System Overview
January 8, 2018



Principal				
EOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Capital Gains
\$12,000.00	\$0.00	\$560.50	\$0.00	\$0.00
Withdrawals				EOY Fair Value
				\$0.00
				\$12,560.50

Income			
EOY Balance	Income	Expensed	EOY Balance
\$102.45	\$8.11	\$32.58	\$137.98

Expendable Trust (RSA 21:19-4) Town Building	
Discretionary Benefits of the Town	
Capital Reserve (RSA 24:35) Town Shed Fund	\$21,668.79
Discretionary Benefits of the Town	\$1,157.29

David Salzer
Founder & Principal
Axiomatic, LLC
AxiomNH.com
@AxiomNH

HOW TO PARTICIPATE TODAY



- Open and close your Panel
- Submit text questions
- Q&A addressed during today's session

A screenshot of the GoToWebinar interface. The top window is titled "Audio" and contains the following elements: a "File View Help" menu bar; a "Audio Mode:" section with two radio buttons, "Use Telephone" (unselected) and "Use Mic & Speakers" (selected); a "MUTED" status indicator with a microphone icon and a volume level indicator consisting of ten green bars; and a "Send" button. Below the "Audio" window is a "Questions" window, which is highlighted with a red border. It contains a large text input area with the placeholder text "[Enter a question for staff]" and a "Send" button at the bottom right. At the bottom of the screenshot, there is a promotional banner for GoToWebinar with the text "Start Holding your Own Web Events with GoToWebinar" and "Webinar ID: 977-124-241".

Develop an enterprise data management system for municipal trustee of the trust fund information filed on the MS-9 and MS-10 forms

PROJECT MISSION STATEMENT



01

“Rolling” ledger and e-file for MS-9 and MS-10 forms

02

Direct data import for financial institutions

03

Streamlined DOJ review interfaces with advanced reporting

PROJECT GOALS





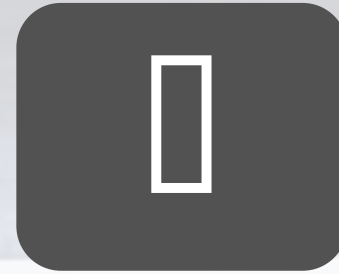
Eliminate excessive data entry



Single e-file for DOJ and DRA



Digital repository for municipalities



Interoperability



Accessibility and responsive design

BENEFITS



NHTTF APPLICATION

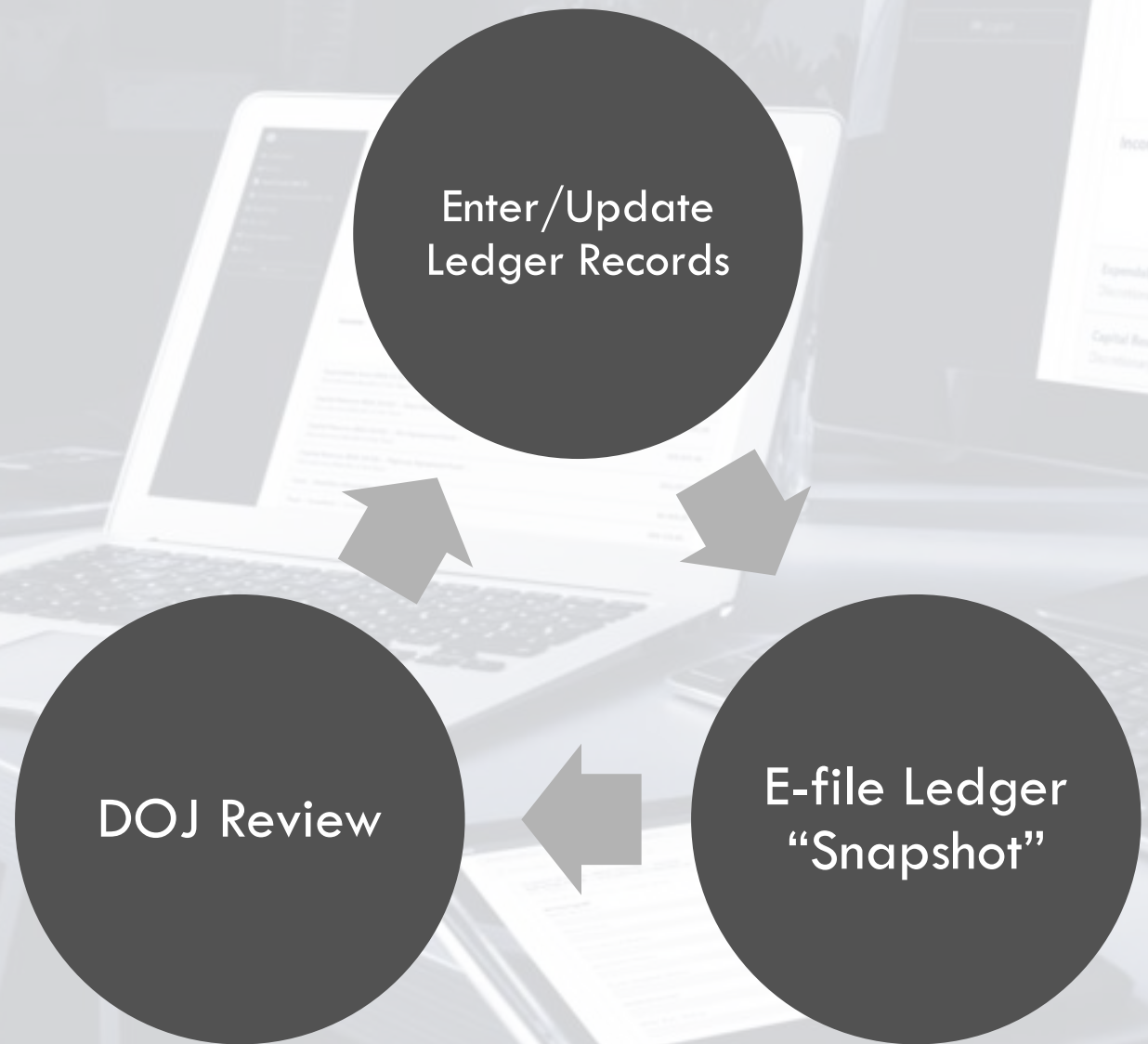
Web application for
managing MS-9 and MS-10

Ledgers for ongoing data
management

Annual “snapshot” filed
electronically

Users only need to provide
information annually (add,
remove, update records)

Data import tools



NHTTF APPLICATION

Ledger is essentially a table of funds (MS-9) or investments (MS-10)

View funds details

Update fund values and meta data

Add funds

Delete funds

Attach instruments (MS-9)

Associate funds (MS-10)

Acworth (2018) / Report of Trust Funds (MS-9)

Fund Type Fund Purpose Search...

Capital Reserve (RSA 34/35) | Town Beautification | Beautification **\$18,300.00**

Instruments Edit Fund Update Values Delete Fund

Principal

BOY Balance	New Funds	Unrealized Gains	Realized Gains	Cash Capital Gains
\$15,000.00	\$1,200.00	\$500.00	\$750.00	\$1,000.00

Withdrawals EOY Fair Value

\$500.00	\$17,950.00
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Expended EOY Balance

\$350.00	\$18,500.00
----------	-------------

Capital Reserve (RSA 34/35) | Town Beautification | Beautification **\$18,300.00**

Instruments Edit Fund Update Values Delete Fund

Principal

BOY Balance \$15,000.00

New Funds \$1,200.00

Unrealized Gains \$500.00

Realized Gains \$750.00

Cash Capital Gains \$1,000.00

Withdrawals \$500.00

EOY Fair Value \$17,950.00

Axiomatic © 2018



NHTTF WORKFLOW

Two (2) ways to enter
information and update
ledger

Direct data entry

File import

Regardless of method, official
submission of MS-9 and MS-10
follow the same workflow



LIVE DEMONSTRATION

Entity Home Page
MS-9 Ledger
MS-10 Ledger



FILE IMPORT OVERVIEW

Import files (3):

MS-9 Report of Funds

MS-10 Report of Investments

MS-10 Brokerage Fees and Expenses

Each follows standard schema (flat) which will be made available

Each vendor has the ability to conduct a test submission process with Axiomatic to ensure compatibility (distributed on 3/15)

Initiate

- Select Import Type
- Select File to Upload

Associate

- Record Alignment
- Removed Record Verification

Complete

- Verification of New Records
- Completion of Upload



LIVE DEMONSTRATION

Updating Values
Printing Draft Forms



SUBMISSION

Once ledger is “complete” for the filing period users can submit electronically

Submission is standard E-file

Enter Name

Enter Date

Certification of Information

Ledger will be locked until DOJ review is complete

Trustee information is embedded on the final form



The screenshot shows the Axiomatic web application interface. On the left is a dark sidebar with navigation links: Summary, Home, Trust Funds (MS-9), Common Investments (MS-10), Reports, Utilities, User Profile, and Help. A yellow 'Logout' button is at the bottom of the sidebar. The main content area has a breadcrumb trail: Acworth (2018) / Report of Trust Funds (MS-9) / Submit Ledger. Below this, a message states: 'You have requested to roll your ledger for the following period: 2018. Fund Records: 3. EOY Balance: \$37,300.00'. A blue banner reads: 'By certifying and selecting "Submit" below, you will be rolling your ledger into the following period: 2019'. The form contains three input fields: 'First Name' (Timothy), 'Last Name' (Fake), and 'Date' (04/09/2018). A checkbox is checked with the text: 'Under penalty of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct, and complete.' At the bottom right are 'Cancel' and 'Submit' buttons.

LIVE DEMONSTRATION

Submission
Printing a Final Form



REPORTS

System contains standard reports

MS-9

MS-10

System also contains data exports
(to access information in usable
format)

MS-9 ledger

MS-10 ledger

“Pivot” reports

User reports

Export to common formats



New Hampshire Department of Revenue Administration		2018 MS-9		DRAFT REPORT FOR REVIEW PURPOSES ONLY	
Report of Trust and Capital Reserve Funds					
Fund Name	Date Of Cr				
Cass	3/12/1884				
Type: Trust	Purpose: Cemetery Perp				
Principal	BOY Balance	New Funds	Unreal		
	\$2,901.81	\$0.00			
Income	BOY Balance	Income			
	\$662.87	\$93.44			
Fund Name	Date Of Cr				
Crawford	11/19/1886				
Type: Trust	Purpose: Cemetery Perp				
Principal	BOY Balance	New Funds	Unreal		
	\$53,008.38	\$0.00			
Income	BOY Balance	Income			
	\$11,075.00	\$1,706.86			
Fund Name	Date Of Cr				
Fire Equipment Fund	10/19/2005				
Type: Capital Reserve (RSA	Purpose: Discretionary/B				
34/35)	BOY Balance	New Funds	Unreal		
Principal	\$25,000.00	\$10,000.00			
Income	BOY Balance	Income			
	\$538.80	\$2.66			
Fund Name	Date Of Cr				
Highway Equipment Fund	3/20/1999				
Type: Capital Reserve (RSA	Purpose: Discretionary/B				
34/35)	BOY Balance	New Funds	Unreal		
Principal	\$30,000.00	\$0.00			
Income	BOY Balance	Income			
	\$2,234.79	\$3.19			
Fund Name	Date Of Cr				
Hutchins (Riverside)	12/6/1980				
Type: Trust	Purpose: Cemetery Trust				
Principal	BOY Balance	New Funds	Unreal		
	\$6,349.94	\$0.00			
Income	BOY Balance	Income			
	\$0.00	\$204.47			

New Hampshire Department of Revenue Administration		2018 MS-10		DRAFT REPORT FOR REVIEW PURPOSES ONLY		
Report of Common Fund Investments						
Investment Name	Type		Shares	Total EOY Balance		
JP MORGAN MORTGAGE BACKED SEC FD	Alternative Investment		6597.83	\$6,597.83		
Principal	BOY Balance	Purchases	Cash Cap Gains	Sale Proceeds	Sale Gain/Loss	EOY Balance
	\$6,567.83	\$0.00	\$0.00	\$0.00	\$0.00	\$6,567.83
Income	BOY Balance	Income		Expended	EOY Balance	
	\$0.00	\$0.00		\$0.00	\$0.00	
Principal Only	BOY Fair Value	Unrealized Gains		EOY Fair Value		
	\$0.00	\$0.00		\$0.00		
Investment Name	Type		Shares	Total EOY Balance		
CITIZENS BANK NA CASH SWEEP ACCT	Money Market		16533.39	\$16,533.39		
Principal	BOY Balance	Purchases	Cash Cap Gains	Sale Proceeds	Sale Gain/Loss	EOY Balance
	\$16,533.39	\$0.00	\$0.00	\$0.00	\$0.00	\$16,533.39
Income	BOY Balance	Income		Expended	EOY Balance	
	\$0.00	\$0.00		\$0.00	\$0.00	
Principal Only	BOY Fair Value	Unrealized Gains		EOY Fair Value		
	\$0.00	\$0.00		\$0.00		
Investment Name	Type		Shares	Total EOY Balance		
JPMORGAN DISCIPLINED EQUITY INSTL	Mutual Fund/Index Fund/ETF		397.65	\$9,080.46		
Principal	BOY Balance	Purchases	Cash Cap Gains	Sale Proceeds	Sale Gain/Loss	EOY Balance
	\$8,938.30	\$0.00	\$0.00	\$0.00	\$0.00	\$8,938.30
Income	BOY Balance	Income		Expended	EOY Balance	
	\$0.00	\$142.16		\$0.00	\$142.16	
Principal Only	BOY Fair Value	Unrealized Gains		EOY Fair Value		
	\$0.00	\$0.00		\$0.00		
Investment Name	Type		Shares	Total EOY Balance		
VANGUARD 500 INDEX ADMIRAL	Mutual Fund/Index Fund/ETF		40.99	\$8,638.94		
Principal	BOY Balance	Purchases	Cash Cap Gains	Sale Proceeds	Sale Gain/Loss	EOY Balance
	\$8,467.92	\$0.00	\$0.00	\$0.00	\$0.00	\$8,467.92
Income	BOY Balance	Income		Expended	EOY Balance	
	\$0.00	\$171.02		\$0.00	\$171.02	
Principal Only	BOY Fair Value	Unrealized Gains		EOY Fair Value		
	\$0.00	\$0.00		\$0.00		

CREDENTIAL MANAGEMENT

Each municipality will have a single user designated to have initial credentials (municipal administrator)

Municipal Administrator's can create and manage accounts for their entity

Users

Administrators

Technical support team and DOJ can also assist with credential management

Administrator

Submit
Ledger

Manager
Users

User

Manage
Ledger

Upload
Files



EXTERNAL USERS

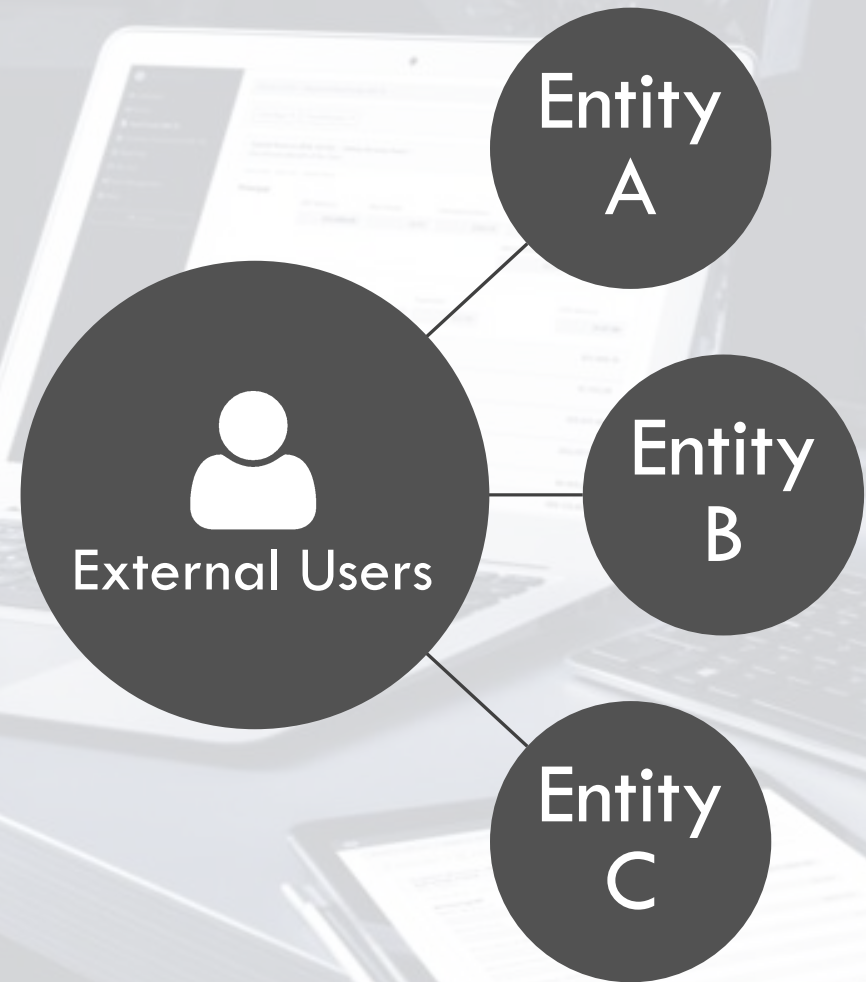
Non-trustee users can be granted access by Municipal Administrators

If you are a financial manager who needs access to multiple entities:

Single account to access multiple entities

Contact support: support@axiomnh.com

Further instructions will be provided



TRAINING

Online training sessions being conducted from December through March

Type	Date	Time
Web Training	1 / 11 / 2019	1:00 PM
Web Training	1 / 16 / 2019	3:00 PM
Web Training	1 / 23 / 2019	3:00 PM
Web Training	1 / 30 / 2019	3:00 PM
Web Training	2 / 5 / 2019	9:00 PM
Web Training	2 / 7 / 2019	3:00 PM
Web Training	2 / 13 / 2019	3:00 PM
Web Training	2 / 20 / 2019	3:00 PM
Web Training	2 / 27 / 2019	3:00 PM
Web Training	3 / 1 / 2019	3:00 PM



TECHNICAL SUPPORT

DOJ-Financial, process questions
Axiomatic-Software, technical
questions

Axiomatic technical support
(603) 413 4978
support@axiomnh.com

Technical support resource page:
<https://support.axiomnh.com/support/solutions/25000018675>



Solution home

Trustee of the Trust Funds Portal (NHTTF)

Getting Started (5)

- Log In - Account Setup
- Home Page
- Navigation
- Adding and Editing Trustees
- Accessing Prior Year Data

Trust Funds (MS-9) (6)

- MS-9 Ledger Home Page
- Importing the MS-9
- Add Fund
- Instruments
- Deleting, Editing, and Updating Values to a Fund
- » See all 6 articles

Common Investments (MS-10) (6)

- MS-10 Ledger Home Page
- Importing the MS-10
- Add Investment
- Deleting, Editing, and Updating Values for an Investment
- Brokerage Fees & Expenses
- » See all 6 articles

Utilities (2)

- Register New User
- User List

FAQ (10)

- Do I have to split MS-9 Capital Reserve funds into principal and interest?
- How should fees be reported on the MS-9?
- How should funds from stock splits be reported?
- How should funds received from class action settlements be reported?
- How should funds that are invested via multiple methods be reported on the MS...
- » See all 10 articles

Home - Solutions Cookie policy

New Hampshire Department of Justice Trustee of the Trust Fund Management System



Discussion



PROD.

COMING ATTRACTIONS

January 9

2019 Legislative Preview

VENUE

www.nhmunicipal.org





PROD.

COMING ATTRACTIONS

January 23

Municipal Trustees Training 101

VENUE

www.nhmunicipal.org



PROD.

COMING ATTRACTIONS

February 13

**Somethings in the Air: Outdoor Wood Boilers
and Open Burning Regulations**

VENUE

www.nhmunicipal.org





*FOR ATTENDING
OUR WEBINAR PRESENTATION
TODAY!*

Mission Statement

The New Hampshire Municipal Association is a non-profit, non-partisan association working to strengthen New Hampshire cities and towns and their ability to serve the public as a member-funded, member-governed and member-driven association since 1941. We serve as a resource for information, education and legal services. NHMA is a strong, clear voice advocating for New Hampshire municipal interests.

25 TRIANGLE PARK DRIVE
CONCORD, NH 03301

WWW.NHMUNICIPAL.ORG OR
LEGALINQUIRIES@NHMUNICIPAL.ORG

603.224.7447

NH TOLL FREE: 800.852.3358

