

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

System Overview  
NHGFOA Conference  
May 3, 2018



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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

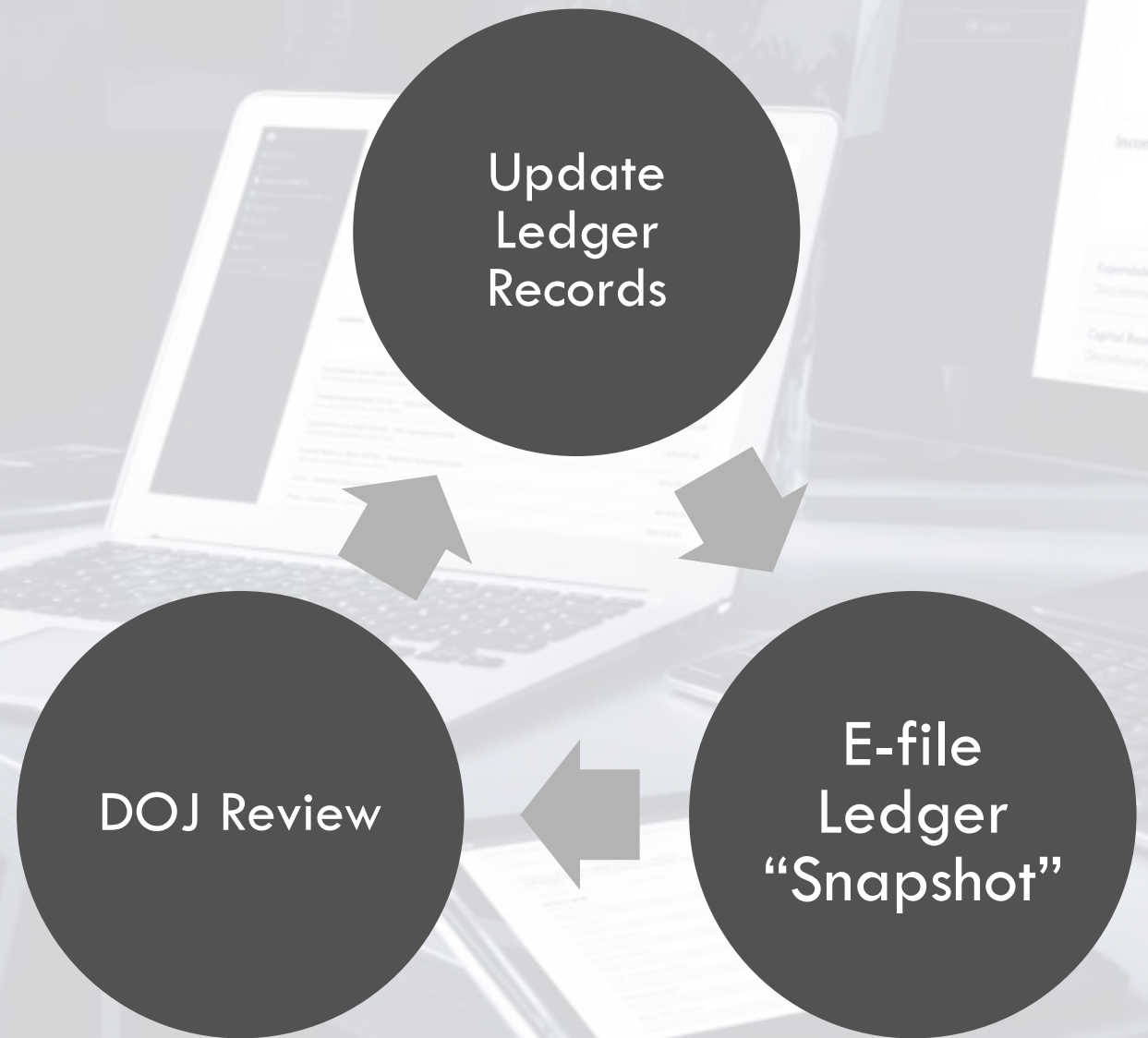
Web application for  
managing MS-9 and MS-10

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)

The image displays three overlapping screenshots of the Axiomatic NHTTF application interface. The interface features a dark sidebar with navigation links: Summary, Home, Trust Funds (MS-9), Common Investments (MS-10), Reports, Utilities, User Profile, and Help. The main content area shows a 'Report of Trust Funds (MS-9)' for 'Acworth (2018)'. It includes filters for 'Fund Type' and 'Fund Purpose', and a search bar. The primary fund displayed is 'Capital Reserve (RSA 34/35) | Town Beautification | Beautification' with a total value of \$18,300.00. Below this, a 'Principal' section lists various financial metrics in a table format. The bottom screenshot shows a 'Ledger' view with buttons for 'Add Fund', 'Submit Ledger', and 'Parameter Test Report'.

Capital Reserve (RSA 34/35)   Town Beautification   Beautification		\$18,300.00
<a href="#">Instruments</a> <a href="#">Edit Fund</a> <a href="#">Update Values</a> <a href="#">Delete Fund</a>		
<b>Principal</b>		
BOY Balance	New Funds	Unrealized Gains
\$15,000.00	\$1,200.00	\$500.00
		Realized Gains
		\$750.00
		Cash Capital Gains
		\$1,000.00
		Withdrawals
		\$500.00
		EOY Fair Value
		\$17,950.00
Expended		EOY Balance
		\$350.00
		\$500.00
		\$18,500.00
		\$37,300.00

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 \$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

Expended EOY Balance \$350.00

\$500.00

\$18,500.00

\$37,300.00

[Add Fund](#) [Submit Ledger](#) [Parameter Test Report](#)

Axiomatic © 2018





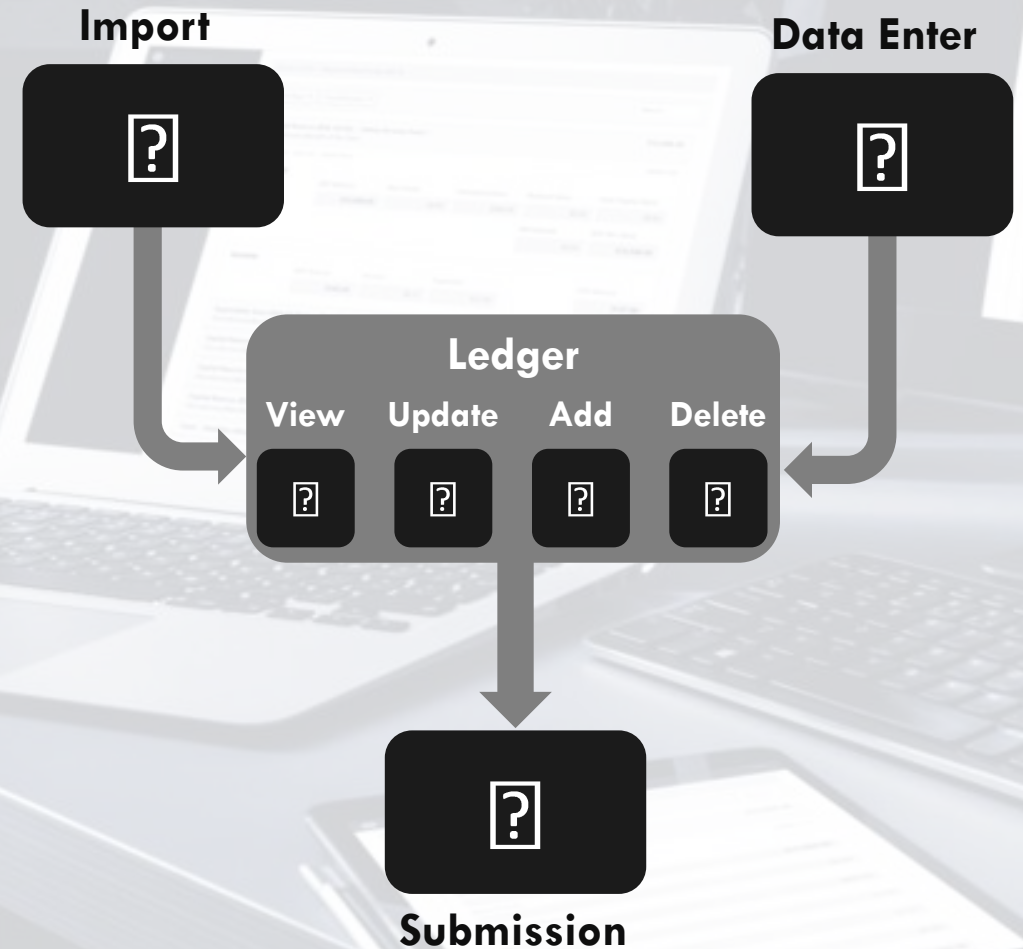
# NHTTF WORKFLOW

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  
Printing Draft Reports





# 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 Reports



# 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 displays 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 shows the breadcrumb '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 indicates: '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). Below these is a checkbox for a declaration: '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, with a mouse cursor clicking on 'Submit'.

# 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

	<b>New Hampshire</b> Department of Revenue Administration	<b>2018</b> <b>MS-9</b>	<b>DRAFT REPORT</b> FOR REVIEW PURPOSES ONLY
<b>Report of Trust and Capital Reserve Funds</b>			
<b>Fund Name</b>	<b>Date Of Cr</b>		
Cass	3/12/1884		
<b>Type: Trust</b>	<b>Purpose: Cemetery Perp</b>		
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unreal</b>
	\$2,901.81	\$0.00	
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	
	\$662.87	\$93.44	
<b>Fund Name</b>	<b>Date Of Cr</b>		
Crawford	11/19/1886		
<b>Type: Trust</b>	<b>Purpose: Cemetery Perp</b>		
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unreal</b>
	\$53,008.38	\$0.00	
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	
	\$11,075.90	\$1,706.86	
<b>Fund Name</b>	<b>Date Of Cr</b>		
Fire Equipment Fund	10/19/2005		
<b>Type: Capital Reserve (RSA</b>	<b>Purpose: Discretionary/B</b>		
<b>34/35)</b>			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unreal</b>
	\$25,000.00	\$10,000.00	
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	
	\$538.80	\$2.66	
<b>Fund Name</b>	<b>Date Of Cr</b>		
Highway Equipment Fund	3/20/1999		
<b>Type: Capital Reserve (RSA</b>	<b>Purpose: Discretionary/B</b>		
<b>34/35)</b>			
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unreal</b>
	\$30,000.00	\$0.00	
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	
	\$2,234.79	\$3.19	
<b>Fund Name</b>	<b>Date Of Cr</b>		
Hutchins (Riverside)	12/6/1980		
<b>Type: Trust</b>	<b>Purpose: Cemetery Trust</b>		
<b>Principal</b>	<b>BOY Balance</b>	<b>New Funds</b>	<b>Unreal</b>
	\$6,349.94	\$0.00	
<b>Income</b>	<b>BOY Balance</b>	<b>Income</b>	
	\$0.00	\$204.47	

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

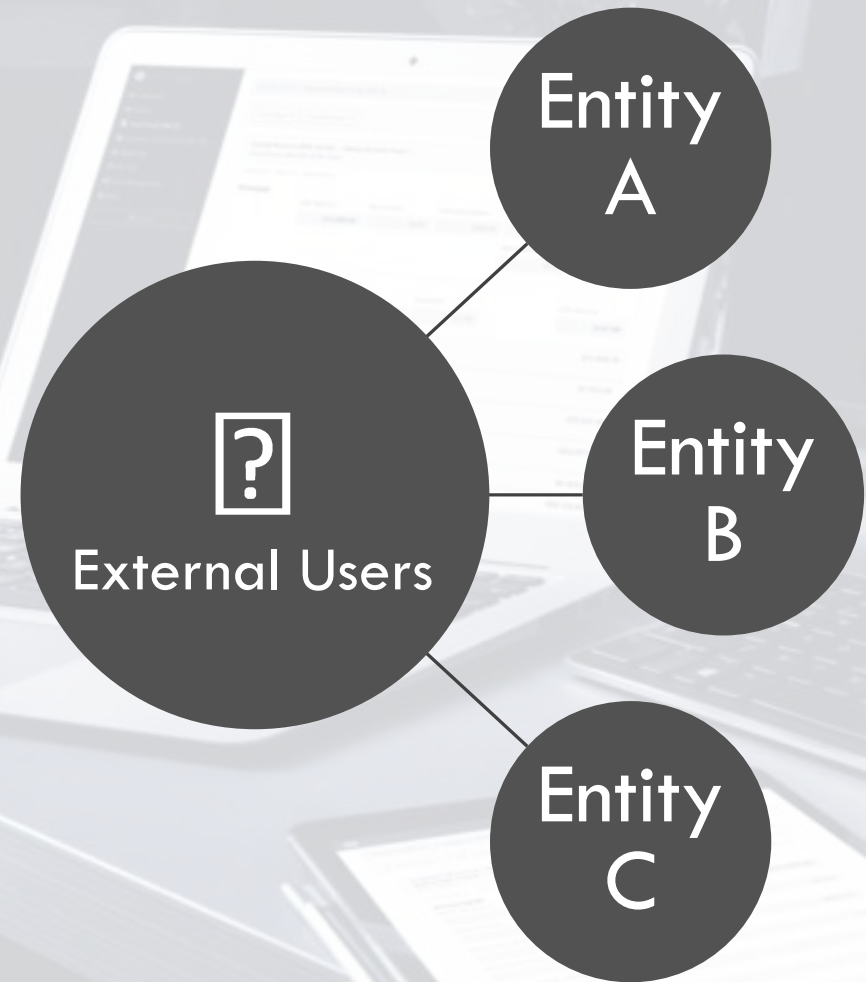
Non-trustee users can be granted access by Municipal Administrators

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

Single account to access multiple entities

Contact support: [support@axiomnh.com](mailto:support@axiomnh.com)

Further instructions will be provided



# SITE LAUNCH TESTING

DOJ is conducting UAT currently  
Axiomatic is seeking participants  
for Qualitative User Testing (QUT)

45 minute guide test process

Provides real-life scenarios for test team

Provide test site access and test  
cases for interested municipal  
personnel

Session 1: 5/11/2018 1:00-3:15

Session 2: 5/14/2018 1:00-3:15

Session 3: 5/17/2018 1:00-3:15

Session 4: 5/25/2018 2:00-4:15



# SITE LAUNCH GO-LIVE

Site will go live in June

Access for all users

Fiscal year entities due date is 9/1

Web based training sessions  
throughout summer and into fall

Axiomatic providing technical  
support

(603) 413 4978

[support@axiomnh.com](mailto:support@axiomnh.com)



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



## Discussion