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FORM F-65(MS-5)

NH DEPT OF REV ADMIN
MUNICIPAL SER

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION

30 3 006 007 1579
FRANCESTOWN TOWN
SELECTMEN
PO BOX 5
FRANCESTOWN, NH 03043 0005



ANNUAL CITY/TOWN
FINANCIAL REPORT

PLEASE
RETURN
COMPLETED
FORM TO

State of New Hampshire
Department of Revenue Administration
Municipal Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 271-3397

Part I GENERAL FUND - Revenues and expenditures for the period - Specify
January 1, 2010 to December 31, 2010

A. REVENUES - Modified Accrual		Account No.	Amount
1. Revenue from taxes (Including state education)		(a)	(b)
a. Property taxes (commitment less overlay Plus Section C, line 6, column (c), page 12)		3110	T01 \$ 4,510,125
b. State and local taxes assessed for school districts	\$ 2,965,388.00	4933	
c. Land use change taxes - General Fund		3120	T01 -
d. Land use change taxes - Conservation Fund		3121	T01 -
e. Resident taxes		3180	T01 -
f. Timber taxes		3185	T01 17,004
g. Payments in lieu of taxes		3186	U99 -
h. Other taxes (Explain on separate schedule)		3189	T01 -
i. Interest and penalties on delinquent taxes		3190	T01 47,652
j. Excavation Tax (@\$.02 per cu. yd.)		3187	T99 13
k. TOTAL (Excluding line 1b)			\$ 4,574,794
2. TOTAL revenues for education purposes (This entry should be used by the few municipalities which have dependent school districts only)			\$ -
3. Revenue from licenses, permits, and fees			
a. Business licenses and permits		3210	T01 -
b. Motor vehicle permit fees		3220	T29 239,855
c. Building permits		3230	2,623

Part I GENERAL FUND (Continued)

A. REVENUES - Modified Accrual (Continued)		Account No.	Amount
		(a)	(b)
3. Revenue from licenses, permits and fees (Cont'd)			
d. Other licenses, permits, and fees		3290	T29 17,133
e. TOTAL			\$ 259,611
4. Revenue from the federal government			
a. Housing and urban renewal (HUD)		3311	B60 \$
b. Environmental protection		3312	B89
c. Other federal grants and reimbursements - Specify			B89
		3319	
d. TOTAL			\$ -
5. Revenue from the State of New Hampshire			
a. Shared revenue block grant		3351	C30 \$
b. Meals and rooms distribution		3352	C30 70,222
c. Highway block grant		3353	C46 89,455
d. Water pollution grants		3354	C89
e. Housing and community development		3355	C50
f. State and federal forest land reimbursement		3356	C89
g. Flood control reimbursement		3357	C89
h. Other state grants and reimbursements - Specify FEMA		3359	C89 20,765
i. TOTAL			\$ 180,442
6. Revenue from other governments			
Intergovernmental revenue - Other		3379	D89 \$
7. Revenue from charges for services (Exclude interfund transfers)			
a. Income from departments		3401	A89 \$ 28,186
b. Water supply system charges		3402	A91
c. Sewer user charges		3403	A80
d. Garbage-refuse charges		3404	A81
e. Electric user charges		3405	A92
f. Airport fees		3406	A01
g. Parking			A60
h. Transit or bus system			A94
i. Parks and Recreation			A61
j. Cemeteries			A03
k. Toll Highways			A45
l. Other charges		3409	A89
Page TOTAL			\$ 28,186

Part I GENERAL FUND (Continued)

A. REVENUES - Modified Accrual (Continued)

	Account No.		Amount (b)
	(a)		
8. Revenue from miscellaneous sources			
a. Special assessments	3500	U01	-
		U11	-
b. Sale of municipal property	3501	U20	-
c. Interest on investments	3502	U40	1,435
d. Rents of property	3503	U30	3,400
e. Fines and forfeits	3504	U99	25
f. Insurance dividends and reimbursements	3506	U50	-
g. Contributions and donations	3508	U99	2,000
h. Other miscellaneous sources not otherwise classified	3509		24,022
1. TOTAL			30,882
9. Interfund operating transfers in			
a. Transfers from special revenue fund	3912		-
b. Transfers from capital projects fund	3913		-
c. Transfers from proprietary funds	3914		-
d. Transfers from capital reserve fund	3915		341,321
e. Transfers from trust and agency funds	3916		-
f. Transfers from conservation funds	3917		-
g. TOTAL			341,321
10. Other financial sources			
a. Proceeds from long-term notes and general obligation bonds	3934		-
b. Proceeds from all other bonds	3935		-
c. Other long-term financial sources	3939		-
d. TOTAL			-
11. TOTAL REVENUES FROM ALL SOURCES			
			5,415,236
12. TOTAL FUND EQUITY (Beginning of year)			
(Should equal line B.2f, column b, page 9)			594,053 ✓
13. TOTAL OF LINES 11 AND 12			
(Should equal line 21, page 8)			6,009,289 ✓

Remarks

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual

	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
1. General government				
a. Executive	4130	E29 54,636	G29	F29
b. Election and registration	4140	E89 38,031	G89	F89
c. Financial administration	4150	E23 35,700	G23	F23
d. Revaluation of property	4152	E23 7,975	G23	F23
e. Legal expense	4153	E25 20,191	G25	F25
f. Personnel administration	4155	E29 133,609	G29	F29
g. Planning and zoning	4191	E29 5,401	G29	F29
h. General government building	4194	E31 44,734	G31	F31
i. Cemeteries	4195	E03 12,954	G03	F03
j. Insurance not otherwise allocated	4196	E03 23,649	G03	F03
k. Advertising and regional association	4197	E89 1,254	G89	F89
l. Other general government	4199	E89 -	G89	F89
m. TOTAL		\$ 378,134	\$ -	\$ -
2. Public safety				
a. Police	4210	E62 131,208	G62	F62
b. Ambulance	4215	E32 19,118	G32	F32
c. Fire	4220	E24 58,628	G24	F24
d. Building inspection	4240	E66 3,070	G66	F66
e. Emergency management	4290	E89 -	G89	F89
f. Other public safety (including communications)	4299	E89 18,610	G89	F89
g. TOTAL		\$ 230,634	\$ -	\$ -
3. Airport/Aviation center				
a. Administration	4301	E01 -	G01	F01
b. Airport operations	4302	E01 -	G01	F01
c. Other	4309	E01 -	G01	F01
d. TOTAL		\$ -	\$ -	\$ -

Remarks

Part I **GENERAL FUND (Continued)**

B. EXPENDITURES - Modified Accrual (Continued)		Account No.	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
		(a)	(b)	(c)	(d)
4. Highways and streets					
a. Administration		4311	E44 268,336	G44 \$	F44 \$
b. Highways and streets		4312	E44 109,628	G44	F44
c. Bridges		4313	E44 -	G44	F44
d. Street lighting		4316	E45 2,850	G45	F45
e. Toll Highways		4316	E44	G44	F44
f. Other highway, streets, and bridges		4319	E44 87,458	G44	F44
g. TOTAL			\$ 468,272	\$	\$
5. Sanitation					
a. Administration		4321	E80	G80	F80
b. Solid waste collection		4323	E81 -	G81	F81
c. Solid waste disposal		4324	E81 111,155	G81	F81
d. Solid waste clean-up		4325	E80 1,482	G80	F80
e. Sewage collection and disposal		4326	E80 -	G80	F80
f. Other sanitation		4329	E80 -	G80	F80
g. TOTAL			\$ 112,637	\$	\$
6. Water distribution and treatment					
a. Administration		4331	-	\$	\$
b. Water services		4332	-		
c. Water treatment		4335	-		
d. Water conservation		4338	-		
e. Other water		4339	-		
f. TOTAL			\$ E91	G91	F91
7. Electric					
a. Administration		4351	\$	\$	\$
b. Generation		4352			
c. Purchase costs		4353			
d. Equipment maintenance		4354			
e. Other electric		4359	E92	G92	F92
f. TOTAL			\$	\$	\$

Part I GENERAL FUND (Continued)					
B. EXPENDITURES - Modified Accrual (Continued)					
	Account No. (a)	Total expenditure (includes col. 8&d)	Equipment and land purchases (c)	Construction	
				(d)	
8. Health					
a. Administration	4411	3,592	\$	\$	
b. Pest Control	4414	-			
c. Health agencies and hospitals	4415	-			
d. Vital Statistics	4140				
e. Other Health	4419	-			
f. TOTAL ----->		\$ 3,592	\$ G32	\$ F32	-
9. TOTAL expenditures for education purposes (This entry should be used by the few municipalities which have dependent school districts only)			\$	\$	
10. Welfare					
a. Administration	4441	33,292	\$ G79	\$ F79	
b. Direct assistance	4442	-			
c. Intergovernmental welfare payments	4444	-			
d. Vendor payments	4445	-			
e. Other welfare	4449	-	\$ G79	\$ F79	
f. TOTAL ----->		\$ 33,292	\$	\$	-
11. Culture and recreation					
a. Parks and recreation	4520	22,884	\$ G61	\$ F61	
b. Library	4550	65,435	\$ G52	\$ F52	
c. Patriotic purposes	4583	1,030	\$ G61	\$ F61	
d. Other culture and recreation	4589	390			
e. TOTAL ----->		\$ 89,739	\$	\$	-
12. Conservation					
a. Administration	4611	-	\$	\$	
b. Purchase of natural resources	4612	818			
c. Other conservation	4619	-			
d. TOTAL ----->		\$ 818	\$ G59	\$ F59	-
13. Redevelopment and housing					
a. Administration	4631		\$	\$	
b. Redevelopment and housing	4632		\$ G50	\$ F50	
c. TOTAL ----->		-	\$	\$	-

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)

	Account No. (a)	Total expenditure (includes col. c&d)	Equipment and land purchases (c)	Construction (d)
14. Economic development				
a. Administration	4651	-	\$	\$
b. Economic development	4652	-		
c. Other economic development	4659	-	G89	F89
d. TOTAL		\$	\$	\$
15. Debt service				
a. Principal long term bonds and notes	4711	50,000	\$	\$
b. Interest on long term bonds and notes	4721	39,328		
c. Interest on tax and revenue anticipation notes	4723	-		
d. Other debt service charges	4790	E23		
e. TOTAL		\$ 89,328	\$	\$
16. Capital outlay (not reported above)				
a. Land and improvements	4901	-	\$	F89
b. Machinery, vehicles, and equipment	4902	241,321	G89	\$
c. Buildings	4903	-	\$	F89
d. Improvements other than buildings	4909	184,564	\$	
e. TOTAL		\$ 425,885	\$	\$
17. Interfund operating transfers out				
a. Transfers to special revenue funds	4912	30,000		
b. Transfers to capital projects funds	4913	-		
c. Transfers to proprietary funds	4914			
d. Transfers to capital reserve funds	4915	507,400		
e. Transfers to expendable trust funds	4916			
f. Transfers to non-expendable trust funds	4918	-		
g. TOTAL		\$ 537,400		
CUMMULATIVE TOTALS				
		\$ 2,369,731		

Remarks

From Pages 4-7

Part III GENERAL FUND BALANCE SHEET -
As of December 31, 2010

**Complete Page 12 Prior to Balance Sheet
MODIFIED ACCRUAL**

A. ASSETS	Account No. (a)	Beginning of year (b)	End of year (c)
1. Current assets			
a. Cash and equivalents	1010	924,387	1,120,630
b. Investments	1030	-	5,899
c. Taxes receivable (From Section D, page 12)	1080	460,472	390,291
d. Tax liens receivable (From Section D, page 12)	1110	84,206	206,350
e. Accounts receivable	1150	-	2,141
f. Due from other governments	1260	162,486	71,462
g. Due from other funds	1310	164,140	-
h. Other current assets	1400	-	-
i. Tax decded property (subject to resale)	1670	-	-
j. TOTAL ASSETS (Should equal line B3) ----->		\$ 1,795,691	\$ 1,796,773
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	12,398	23,364
b. Compensated absences payable	2030	-	-
c. Contracts payable	2050	-	-
d. Due to other governments	2070	-	-
e. Due to school districts (From Section A, Page 12)	2075	1,168,045	1,316,126
f. Due to other funds	2080	12,061	8,821
g. Deferred revenue	2220	7,465	-
h. Notes payable - Current	2230	-	-
i. Bonds payable - Current	2250	-	-
j. Other payables	2270	1,669	18,137
k. TOTAL LIABILITIES ----->		\$ 1,201,638	\$ 1,366,448
2. Fund equity			
a. Reserve for encumbrances (Please detail on page 10)	2440	-	15,436
b. Reserve for continuing appropriations (Detail on p. 10)	2450	-	-
c. Reserve for appropriations voted from surplus	2460	-	-
d. Reserve for special purposes (Please detail on p. 10)	2490	-	-
e. Unreserved fund balance	2530	594,053	414,889
f. TOTAL FUND EQUITY ----->		\$ 594,053	\$ 430,325
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ 1,795,691	\$ 1,796,773
(Should equal line A1)			

Part V **GENERAL FUND (Continued)**

D. AMORTIZATION OF LONG-TERM DEBT									
As of December 31, 2010									
Description	Original obligation	Purpose	Annual installment	Interest rate	Date of final payment	Bonds o/s at beginning of year	Bonds issued this year	Bonds retired this year	Bonds o/s at end of year
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(I)	(j)
Land Purchase	\$ 985,745	g	\$ 50,000	4.56%	2026	\$ 835,000	\$ -	\$ 50,000	\$ 785,000
									-
									-
									-
									-
									-
									-
									-
									-
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									-
									-
									-
									-
									-
									-
									-
									-
TOTALS →	\$ 985,745					\$ 835,000	\$ -	\$ 50,000	\$ 785,000
Remarks									

Part VI RECONCILIATIONS

A. RECONCILIATION OF SCHOOL DISTRICT LIABILITY		Amount
1. School district liability at beginning of year (Account number 2075, column b, on page 9)		\$ 1,168,045 ✓
2. Add: School district assessment for current year		2,965,388 ✓
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		4,133,433
4. SUBTRACT: Payments made to school district	<	2,817,307 >
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)		1,316,126 ✓
B. RECONCILIATION OF TAX ANTICIPATION NOTES		
1. Short-term (TRANS) debt at beginning of year	61V	\$ -
2. ADD: New issues during current year		-
3. SUBTRACT: Issues retired during current year	<	- >
4. Short-term (TRANS) debt outstanding at end of year (Lines 1 + 2 - 3) (Be sure to include (TRANS) in Account number 2230, column c, page 9)	64V	\$ -

PLEASE REFER TO THE INSTRUCTIONS TO COMPLETE SECTIONS C AND D

C. ALLOWANCE FOR ABATEMENTS WORKSHEET	Current year	Prior years	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Abatements (Beginning of year) *	✓ 9,551	✓	9,551
2. SUBTRACT: Abatements made (From tax collector's report)	✓ 63	✓ 5,605	5,668
3. SUBTRACT: Discounts	-	-	-
4. SUBTRACT: Refunds (Cash abatements)	✓ 12,667	-	12,667
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	6,541	3,459	10,000
6. Excess of estimate (Add to revenue on page 1, line 1a)	(9,720)	(9,064)	(18,784)

*Use overlay amount for column (a) and use last year's balance of line 5, Allowance for Abatements for column b (See your form from last year).

**The amount in column c will go into line 1(b) for next year's worksheet.

D. TAXES/LIENS RECEIVABLE WORKSHEET	1080 taxes	1110 liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	✓ 396,832	✓ 209,809	606,641
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	✓ 6,541	✓ 3,459	10,000
3. Receivable, end of year *	390,291	206,350	596,641

* (These amounts are entered on page 9, account numbers 1080 and 1110/ column c) ✓

Part VII SUMMARY OF REVENUES FOR ALL OTHER FUNDS -		Please specify the period --K		
As of December 31, 2010				
REVENUE AND OTHER FINANCING SOURCES	Capital Projects	Special Revenue	Proprietary funds	
	(a)	(b)	Enterprise (c)	Internal service (d)
	T01	T01	T01	
1. Revenue from taxes	\$ -	\$ -	\$	\$
2. Revenue from licenses, permits, and fees	T29 -	T29 -	T29	
3. Revenue from the federal government	B89 -	B89 -	B89	
4. Revenue from the State of New Hampshire	C89 -	C89 -	C89	
5. Revenue from other governments	D89 -	D89 48,000	D89	
6. Revenue from charges for services	A91	A91	A91	
(a) Water supply system charges	A80	A80	A80	
(b) Sewer user charges	A81	A81	A81	
(c) Garbage/refuse collection charges	A92	A92	A92	
(d) Electric	A01	A01	A01	
(e) Airport and aviation	A44	A44	A44	
(f) Highway	A45	A45	A45	
(g) Toll Facilities	A61	A61 7,244	A61	
(h) Parks and recreation	A60	A60	A60	
(i) Parking	A94	A94	A94	
(j) Transit or bus system	A89	A89	A89	
(k) Other - Specify --K	A89	A89	A89	
(1)	A89	A89	A89	
(2)	A89	A89	A89	
(3)	A89	A89	A89	
7. Revenue from miscellaneous sources	U20	U20	U20	
(a) Interest on investments	-	6,464		
(b) Other miscellaneous sources	U99 -	15,116	U99	
8. Interfund operating transfers in	-	537,413		
9. Other financial sources	U99 -	-	U99	
10. TOTAL REVENUE AND OTHER SOURCES ----->	\$ -	\$ 614,237	\$ -	\$ -

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS -		Please specify the period --		
As of December 31, 2010				
EXPENDITURES (BY FUNCTIONS)	Capital Projects (a)	Special Revenue (b)	Proprietary funds	
			Enterprise (c)	Internal service (d)
1. General government	F89 \$	E89 \$ 3,579	E89 \$	\$
2. Public Safety	F62	E62	E62	
(a) Police		E32	E32	
(b) Ambulance		E24	E24	
(c) Fire	F01	E01	E01	
3. Airport/Aviation center				
4. Highway and streets	F44	E44	E44	
5. Toll Highways	F45	F45	F45	
6. Sanitation	F81	F81	F81	
7. Water distribution and treatment	F91	F91	E91	
8. Sewerage	F92	E92	E92	
9. Electric	F92	E92	E92	
10. Health	F32	E32	E32	
11. Welfare	F79	E79 913	E79	
12. Culture and recreation	F61	E61 14,255	E61	
13. Parking	F60	E60	E60	
14. Transit or bus system	F94	E94	E94	
15. Conservation	F59	E59 1,915	E59	
16. Redevelopment and housing	F50	E50	E50	
17. Economic development	F89	E89	E89	
18. Debt service		E23	E23	
19. Capital outlay - other	F89 950	F89 149,568	F89	
20. Interfund operating transfers out		341,321		
21. TOTAL EXPENDITURES	\$ 950	\$ 511,551	\$ -	\$ -

Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS - Please specify the period --

As of December 31, 2010

A. ASSETS	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
1. Current assets					
(a) Cash and equivalents	1010	\$ 199,050	\$ 479,568	\$	\$
(b) Investments	1030	-	518,801		
(c) Accounts receivable	1150	-	-		
(d) Due from other governments	1260	-	-		
(e) Due from other funds	1310	-	11,326		
(f) Other - Specify -- Prepays		-	-		
2. Fixed assets					
(a) Land and improvements	1610	\$	\$	\$	\$
(b) Buildings	1620				
(c) Machinery, vehicles, and equipment	1640				
(d) Construction in progress	1650				
(e) Improvements other than buildings	1660				
(f) Other - Specify --					
3. TOTAL ASSETS →		\$ 199,050	\$ 1,009,695	\$ -	\$ -

Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS (Continued) -				Please specify the period -	
As of December 31, 2010					
B. LIABILITIES AND FUND EQUITY	Account No.	Capital Projects	Special Revenue	Proprietary funds	
				Enterprise	Internal service
1. Liabilities	(a)	(b)	(c)	(d)	(e)
(a) Warrants and accounts payable	2020	\$ -	\$ -	\$ -	\$ -
(b) Compensated absences payable	2030				
(c) Contracts payable	2050	-	-		
(d) Due to other governments	2070	-	-		
(e) Due to other funds	2080	-	-		
(f) Deferred revenue	2220	-	-		
(g) Notes and bonds payable					
(h) Other - Specify -- Accrued Payroll			-	-	
(I) TOTAL LIABILITIES ----->		\$ -	\$ -	\$ -	\$ -
2. Fund equity/Capital					
(a) Reserve for encumbrances	2440	\$ -	\$ -		
(b) Reserve for special purposes	2490	-	-		
(c) Unreserved fund balance	2530	199,050	1,009,695		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->		\$ 199,050	\$ 1,009,695	\$ -	\$ -
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ 199,050	\$ 1,009,695	\$ -	\$ -

Part X SUPPLEMENTAL INFORMATION WORKSHEET

A. INTERGOVERNMENTAL EXPENDITURES

Report payments made to the State or other local governments *on reimbursement or cost-sharing basis*. Do not include these expenditures in part VIII.

Purpose (a)	Account No. (b)	Amount (c)
Payments made to other local governments for:		
Schools		M12 2,817,307
Sewers		M80
All other - County	4931	M89 243,845
All other - Towns	4199	M89
Payments made to State for:		
Highways	4319	L44 L89
All other purposes	4199	

C. DEBT OUTSTANDING, ISSUED, AND RETIRED

Long-term debt purpose (a)	Bonds outstanding at the beginning of this fiscal year (b)	Bonds during this fiscal year		Outstanding at the end of this fiscal year (e)
		Issued (c)	Retired (d)	
Industrial revenue	19T	24T	34T	44T
All other debt	19U	29U	39U	49U
Interest on water debt	19I			785,000

C. SALARIES AND WAGES

Report here the total salaries and wages paid to all employees of your city before deductions for social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of city employees charged to construction projects. These amounts may be taken from the W3 form filed by your government for the year ended December 31.

Total wages paid	Z00
------------------	-----

466,618

D. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately for each of the two types of funds listed below, the amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at market value. Exclude accounts receivable, value of real property, and all non-security assets.

Type of fund (a)	Amount at end of fiscal year Omit cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31 W61
All other funds except employee retirement funds and nonexpendable trust funds.	1,799,248

Remarks

Part XI CERTIFICATION

Under penalties 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. Signatures of a majority of the governing body:

Date Signed

8/29/11

Timothy D. Roberts
Timothy D. Roberts
Allyson Arnold

Under penalties 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. (If prepared by a person other than the city/town officials, this declaration is based on all information of which the preparer has knowledge.)

Preparer (Please print or type)

Roberts, Greene & Drolet, PLLC

Regular Office Hours

8:00 - 4:00 m-f

Signature

Roberts, Greene & Drolet, PLLC

Email address

tim@robertsgreenedrolet.com

GENERAL INSTRUCTIONS

When completed, one signed copy should be sent to the Department of Revenue Administration and one copy should be placed in your municipal records.

Please be sure you have completed Part X, items A-D.

WHEN TO FILE: (RSA, 21-J:34, V)

For cities/towns reporting on a calendar year basis, this report must be filed on or before April 1.

For cities/towns reporting on an optional fiscal year basis (year ending June 30), this report must be filed on or before September 1.

WHERE TO FILE

Department of Revenue Administration
State of New Hampshire
Municipal Services Division
PO Box 487
Concord, NH 03302-0487