

No CPA

UAB \$377,288

PDF 9/28/12

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Acworth

Enter Calendar Reporting Year Here >

2011

(January 1 to December 31)

Enter Optional Reporting Year Here >

n/a

(July 1 to June 30)

**DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS?**

No

Enter Yes or No in box above & see instructions.

Enter town or city name in cell C5 and calendar reporting year for this report in C7 (optional reporting year in cell C9). In cell C12 enter yes if the municipality accounts for some expenditures as proprietary or capital project funds.

State of New Hampshire Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 230-5090

Return Completed Form By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

## GOVERNING BODY (SELECTMEN)

Date Signed: \_\_\_\_\_

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.

\_\_\_\_\_  
Rob DeCalk  
\_\_\_\_\_  
Bretchen Abendschein  
\_\_\_\_\_  
Stuart Holt  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PREPARER

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)	Signature
Scott E. Luther - Houghton	Scott E. Luther Houghton
Regular Office Hours	Email address
by appointment	selhcapa@sover.net

FOR DRA USE ONLY

RECEIVED

SEP 28 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090

Reporting Year = 2011

OP FY Reporting Year = n/a

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4130-4139	Executive	27,750		27,000
4140-4149	Election, Reg. & Vital Statistics	2,000		1,623
4150-4151	Financial Administration	69,764		68,968
4152	Property Assessment	45,400		39,287
4153	Legal Expense	30,000		62,005
4155-4159	Personnel Administration	25,645		17,684
4191-4193	Planning & Zoning	4,700		3,327
4194	General Government Buildings	13,300		9,222
4195	Cemeteries	15,100		12,472
4196	Insurance	14,937		14,973
4197	Advertising & Regional Assoc.	1,082		1,083
4199	Other General Government			
4210-4214	Police	8,000		9,000
4215-4219	Ambulance	9,600		9,600
4220-4229	Fire	34,000		34,000
4240-4249	Building Inspection			
4290-4298	Emergency Management	19,000		9,273
4299	Other (Incl. Communications)			
4301-4309	Airport Operations			
4311	Administration			
4312	Highways & Streets	316,348		309,184
4313	Bridges	1,000		0
4316	Street Lighting	2,000		2,117
4319	Other	98,300		106,472
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal	73,875		81,752
4325	Solid Waste Facility Clean-up	7,000		1,915
4326-4329	Sewage Coll. & Disposal & Other			

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
4411	Administration			
4414	Pest Control	1,000		1,468
4415-4419	Health Agencies & Hosp. & Other	8,000		4,530
4441-4442	Administration & Direct Assist.			
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other	10,000		1,324
4520-4529	Parks & Recreation	2,300		1,532
4550-4559	Library	27,550		27,550
4583	Patriotic Purposes	200		200
4589	Other Culture & Recreation	500		0
4611-4612	Admin. & Purch. of Nat. Resources	700		488
4619	Other Conservation	2,000		2,000
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
4711	Princ.- Long Term Bonds & Notes			
4721	Interest-Long Term Bonds & Notes			
4723	Int. on Tax Anticipation Notes	1,000		0
4790-4799	Other Debt Service			

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)

Financial Report of the Budget - Town/City of Acworth

Reporting Year = 2011

OP FY Reporting Year = n/a

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4901	Land		135,080	135,080
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.	200,275		205,320
4912	To Special Revenue Fund	7,900		14,413
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	30,000		30,000
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
4931	Taxes Assessed for County	302,681		302,681
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	819,498		819,498
4934	Taxes Assessed for State Educ.	234,560		234,560
4939	Payments to Other Governments			
<b>Less Proprietary Funds or Capital Project Funds</b>				
		<b>2,466,965</b>	<b>135,080</b>	<b>2,601,601</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4901	Desbien land purchase for conservation purposes. This amount includes \$46,766 from an unanticipated 2011 LCHIP grant, \$4,999 from an anticipated 2010 Moose Plate Grant and \$60,104 from the the 2010 encumbered fund balance specifically for this purpose and \$23,211 from Conservation Commission funds.

**NOTE:** NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those amounts accounted for in proprietary or other funds are subtracted from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds or capital project funds.

			Acworth	
			2011	Reporting Year
			n/a	Op FY Reporting Year
1	2	3	4	
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues	
3110	Property Taxes (commitment less overlay)		2,004,043	
3120	Land Use Change Taxes - General Fund	4,000	5,537	
3121	Land Use Change Taxes - Conservation Fund		5,537	
3180	Resident Taxes			
3185	Timber Taxes	2,000	10,868	
3186	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)	50	71	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	25,000	25,139	
	Inventory Penalties			
3210	Business Licenses & Permits		30	
3220	Motor Vehicle Permit Fees	127,700	130,342	
3230	Building Permits	600	420	
3290	Other Licenses, Permits & Fees	3,350	4,811	
3311-3319	From Federal Government			
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	39,822	39,822	
3353	Highway Block Grant	145,311	145,311	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	230	230	
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	2,500	51,765	
3379	From Other Governments			
3401-3406	Income from Departments	7,500	10,967	
3409	Other Charges			
3501	Sale of Municipal Property	900	57,675	
3502	Interest on Investments	2,800	2,717	
3503-3509	Other	5,050	16,611	
3912	From Special Revenue Funds			
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds		20,000	
3916	From Trust & Fiduciary Funds	2,400	1,895	
3917	Transfers from Conservation Fund		23,211	
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds				
		369,213	2,557,002	

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those revenues accounted for in proprietary or other funds are subtracted from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds or capital project funds.

General Fund Balance Sheet for Town/City of		Acworth	2011	
or Optional Reporting Year = n/a				
a. Cash and equivalents	1010	638,549	598,921	
b. Investments	1030			
c. Restricted Assets				
d. Taxes receivable (See Section D, page 7)	1080	170,139	183,051	
e. Tax liens receivable (See Section D, page 7)	1110	88,249	98,793	
f. Accounts receivable	1150			
g. Due from other governments	1260			
h. Due from other funds	1310			
i. Other current assets	1400			
j. Tax deeded property (subject to resale)	1670			
		896,937	880,765	
a. Warrants and accounts payable	2020			
b. Compensated absences payable	2030			
c. Contracts payable	2050			
d. Due to other governments	2070			
e. Due to school districts	2075	424,958	446,307	
f. Due to other funds	2080			
g. Deferred revenue	2220	3,614	11,692	
h. Notes payable - Current	2230			
i. Bonds payable - Current	2250			
j. Other payables	2270	2,500	1,500	
		431,072	459,499	
a. Nonspendable Fund Balance	2440			
b. Restricted Fund Balance	2450			
c. Committed Fund Balance	2460			
d. Assigned Fund Balance	2490	133,562	43,578	
e. Unassigned Fund Balance	2530	332,303	377,688	
		465,865	421,266	
		896,937	880,765	

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**NOTE** NH law requires all municipalities to gross appropriate, but this balance sheet only reflects the general fund. See the municipality's audited financials for more information on proprietary funds or capital project funds.

**Explanation for other changes in Fund Equity Amounts for Column C:**

Account 2490: Encumbered balance of \$89,984 for purpose of purchasing and protecting Desbian Land for conservation purposes. \$60,104 was expended in accordance with purpose and the balance of \$29,880 was released from encumbrance.

Account 2490: Encumbered balance of \$43,578 for purpose of matching funds for Crane Brook Road project remains at year-end.

Account 2530: Local property tax commitment was reduced by \$101,000 of fund balance as voted to reduce taxes.

MS-5	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
	Total Revenues From Page 5		2,557,002	
	Less Expenditures From Page 4		2,601,601	
	Increase (decrease)		(44599)	
	Ending Fund Equity From Balance Sheet		421,266	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		465,865	
	Increase (decrease)		(44599)	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		424,958	
	2. ADD: School district assessment for current year		1,054,058	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		1,479,016	
	4. SUBTRACT: Payments made to school district		< 1,032,709 >	
	(To balance sheet Acct # 2075, column c)		446,307	
	1. Short-term (TANS) debt at beginning of year	\$	-	
	2. ADD: New issues during current year		-	
	3. SUBTRACT: Issues retired during current year	<	-	>
	4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)		-	
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>				

<b>MS-5 OPTIONAL RECONCILIATION (to assist in balance sheet preparation)</b>			
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *	50		50
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	(4,176)		(4,176)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)			-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)			-
6. Excess of estimate (Add to revenue on page 5)	(4,126)	-	(4,126)
<p>*Use overlay amount from tax rate for column (a) and use last year's balance of line 5, Allowance for abatements for column b (see your form from last year).</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
	(a)	(b)	(c)
1. Uncollected, end of year	183,051	98,793	281,844
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ -	↓ -	↓ -
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	183,051	98,793	281,844

**\*\*SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES\*\***

