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MS-5

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

TOWN OF BRADFORD

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 Report 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 to the best of my belief, the information contained in this report is true, correct and complete.

*[Handwritten Signature]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PREPARER

Under penalties of perjury, I declare that to the best of my belief, the information contained in this report 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)

CHERYL BEHR

Signature

*[Handwritten Signature]*

Regular Office Hours

8-5 MTWTF Friday 8-12:00

Email address

bradfordnh@iamnow.net

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OCT 03 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

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

MS-5

Rev. 08/12

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
<b>GENERAL GOVERNMENT TOTAL =</b> show detail below				
4130-4139	Executive	113,977		115,129
4140-4149	Election, Reg. & Vital Statistics	6,030		5,996
4150-4151	Financial Administration	89,179		87,185
4152	Property Assessment	25,555		20,217
4153	Legal Expense	17,000		14,472
4155-4159	Personnel Administration	297,442		266,200
4191-4193	Planning & Zoning	8,100		7,257
4194	General Government Buildings	50,400		36,713
4195	Cemeteries	18,065		17,746
4196	Insurance	76,700		76,705
4197	Advertising & Regional Assoc.			
4199	Other General Government	8,800		5,943
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	315,163		297,740
4215-4219	Ambulance	176,940		62,334
4220-4229	Fire	59,250		67,017
4240-4249	Building Inspection	9,325		10,162
4290-4298	Emergency Management	500		
4299	Other (Incl. Communications)			
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration			
4312	Highways & Streets	403,225		460,696
4313	Bridges	22,025		25,264
4316	Street Lighting	4,500		4,689
4319	Other	86,000		
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection	47,850		47,924
4324	Solid Waste Disposal	52,000		36,937
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		1,888,026	0	1,666,326

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
<b>WATER DISTRIBUTION &amp; TREATMENT =</b> show detail below				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b> show detail below				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> show detail below				
4411	Administration			
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other	250		
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	3,914		3,933
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other	31,386		33,282
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	1,725		847
4550-4559	Library	62,525		62,525
4583	Patriotic Purposes	14,500		14,205
4589	Other Culture & Recreation	59,800		56,179
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	740		964
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	35,000		34,203
4721	Interest-Long Term Bonds & Notes	0		
4723	Int. on Tax Anticipation Notes	3,000		
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		212,840	0	206,138

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
<b>CAPITAL OUTLAY</b> show detail below				
4901	Land			
4902	Machinery, Vehicles & Equipment	92,034		92,034
4903	Buildings	20,000		44,907
4909	Improvements Other Than Bldgs.	145,000		41,923
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund	0		56,117
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	25,000		25,000
4916	To Expend.Trust Fund - not #4917	1,000		1,000
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	283,034	0	260,981
	<i>Total Local Expenditure Sub-Totals</i>	2,383,900	0	2,133,445
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County			599,489 ✓
4932	Taxes Assessed for Village Dist.			8,246 ✓
4933	Taxes Assessed for Local Educ.			2,269,449 ✓
4934	Taxes Assessed for State Educ.			539,229 ✓
4939	Payments to Other Governments			
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>2,383,900</b>	<b>0</b>	<b>5,549,858</b>

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

**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 Page 10 for revolving funds and the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

TOWN OF BRADFORD	
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
	<b>TAXES</b>		
3110	Property Taxes (commitment less overlay)		<b>4,899,061</b>
3120	Land Use Change Taxes - General Fund		
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	7,163	7,163
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)	84	87
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	61,000	56,298
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	3,572	3,753
3220	Motor Vehicle Permit Fees	246,000	238,435
3230	Building Permits	800	1,775
3290	Other Licenses, Permits & Fees	10,706	7,101
3311-3319	<b>From Federal Government</b>	<b>32,000</b>	<b>127,447</b>
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	73,707	73,707
3353	Highway Block Grant	94,783	92,242
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	1,074	1,291
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	6,600	8,056
3379	<b>From Other Governments</b>	<b>83,500</b>	
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	33,500	31,669
3409	Other Charges	1,100	
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	43,949	43,599
3502	Interest on Investments	300	
3503-3509	Other	12,033	17,980
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds	8,800	
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds	83,000	118,515
3916	From Trust & Fiduciary Funds	7,200	
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds		
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>810,871</b>	<b>5,728,179</b>

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, special revenue funds, or capital project funds. Also see supplemental schedule on page 10.

General Fund Balance Sheet for Town/City of		TOWN OF BRADFORD	2011
or Optional Reporting Year = n/a			
A. ASSETS	Acct. #	Beginning of Year	End of year
Current assets	(a)	(b)	(c)
a. Cash and equivalents	1010	330,831	1,135,278
b. Investments	1030	191,876	1,899
c. Restricted Assets			
d. Taxes receivable	1080	433,085	405,512
e. Tax liens receivable	1110	145,345	154,546
f. Accounts receivable	1150	10,210	2,173
g. Due from other governments	1260		94,449
h. Due from other funds	1310	67,101	
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>1,178,448</b>	<b>1,793,857</b>
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	57,142	50,144
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	698,815	1,047,454
f. Due to other funds	2080		95,447
g. Deferred revenue	2220	668	668
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>756,625</b>	<b>1,193,713</b>
Fund equity *			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460	95,832	106,000
d. Assigned Fund Balance	2490		71,527
e. Unassigned Fund Balance	2530	325,991	422,617
<b>TOTAL FUND EQUITY</b>		<b>421,823</b>	<b>600,144</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,178,448</b>	<b>1,793,857</b>

✓  
✓

✓

TO MS-4  
528,617

\*Note: To be GASB 54 compliant, the fund balance classifications have changed. See tab called Fund Balance Explanation.

**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, special revenue, or capital project funds.

MS-5	<b>RECONCILIATION</b> (to assist in balance sheet preparation)				
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>					
	Total Revenues From Page 5		5,728,179		
	Less Expenditures From Page 4		5,549,858		
	Increase (decrease)		178321		
	Ending Fund Equity From Balance Sheet		600,144		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		421,823		
	Increase (decrease)		178321		
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075</b>			<b>Amount</b>		
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b )			698,815	
	2. ADD: School district assessment for current year			2,808,678	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			3,507,493	
	4. SUBTRACT: Payments made to school district		<	2,460,039	>
	(To balance sheet Acct # 2075, column c)			1,047,454	
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>			<b>Amount</b>		
	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>					

MS-5 OPTIONAL RECONCILIATION (to assist in balance sheet preparation)			
A. USE OF OVERLAY & ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS	Year of this report	For Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *	-	-	-
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	-	-	-
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, line2)	-	-	-
6. Excess of estimate (Add to revenue on page 5)	-	-	-
<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>			
B. TAXES/LIENS RECEIVABLE WORKSHEET	Acct. #1080	Acct.#1110	
(From pgs 2-3 of tax collector's report) >	Taxes	Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	-	-	-
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)	-	-	-

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



