

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Enter Calendar Reporting Year Here >   
(January 1 to December 31)

Enter Optional Reporting Year Here >   
(July 1 to June 30)

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

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.

*[Handwritten signatures]*

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

## 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)

Roberts & Greene, PLLC

Regular Office Hours

M-F 8:00-4:00

Signature

*[Handwritten Signature]*

Email address

rgreene@roberts-greene.com

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RECEIVED

MAR 26 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

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

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	59,568		59,056
4140-4149	Election, Reg. & Vital Statistics	39,735		28,640
4150-4151	Financial Administration	38,149		32,474
4152	Property Assessment	13,300		15,817
4153	Legal Expense	17,000		16,790
4155-4159	Personnel Administration	164,383		143,298
4191-4193	Planning & Zoning	8,789		2,135
4194	General Government Buildings	41,712		58,720
4195	Cemeteries	13,013		13,048
4196	Insurance	24,459		24,459
4197	Advertising & Regional Assoc.	1,319		1,289
4199	Other General Government	0		0
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	136,420		129,931
4215-4219	Ambulance	13,838		13,839
4220-4229	Fire	54,109		54,295
4240-4249	Building Inspection	3,500		2,794
4290-4298	Emergency Management	250	8,514	13
4299	Other (Incl. Communications)	0		8,514
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations	0		0
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration	272,994		280,394
4312	Highways & Streets	96,634		98,457
4313	Bridges	7,000		1,480
4316	Street Lighting	3,000		3,013
4319	Other	91,000		66,000
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration	0		0
4323	Solid Waste Collection	0		0
4324	Solid Waste Disposal	111,323		112,140
4325	Solid Waste Facility Clean-up	2,014		1,807
4326-4329	Sewage Coll. & Disposal & Other	0		0
<b>Page Sub-Totals</b>		<b>1,213,509</b>	<b>8,514</b>	<b>1,168,403</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4290-4298	To increase budget for Hurricane Irene. FEMA grant and expenses.

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	0		0
4332	Water Services	0		0
4335-4339	Water Treatment, Conserv. & Other	0		0
<b>ELECTRIC =</b> show detail below				
4351-4352	Admin. and Generation	0		0
4353	Purchase Costs	0		0
4354	Electric Equipment Maintenance	0		0
4359	Other Electric Costs	0		0
<b>HEALTH =</b> show detail below				
4411	Administration	6,657		5,912
4414	Pest Control	0		0
4415-4419	Health Agencies & Hosp. & Other	0		0
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	36,126		17,115
4444	Intergovernmental Welfare Pymts	0		0
4445-4449	Vendor Payments & Other	0		0
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	27,100		30,064
4550-4559	Library	70,715		69,216
4583	Patriotic Purposes	1,000		998
4589	Other Culture & Recreation	1,300		0
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	1,375		1,046
4619	Other Conservation	0		0
4631-4632	Redevelopment and Housing	0		0
4651-4659	Economic Development	0		0
<b>DEBT SERVICE =</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	50,000		50,000
4721	Interest-Long Term Bonds & Notes	37,328		37,328
4723	Int. on Tax Anticipation Notes	0		0
4790-4799	Other Debt Service	0		0
<i>Page Sub-Totals</i>		<b>231,601</b>	<b>0</b>	<b>211,679</b>

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

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>CAPITAL OUTLAY</b> show detail below				
4901	Land	200,000		199,666
4902	Machinery, Vehicles & Equipment	43,000		39,456
4903	Buildings	2,850		2,850
4909	Improvements Other Than Bldgs.	18,940		18,940
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund	0		0
4913	To Capital Projects Fund	0	30,125	28,249
4914	To Enterprise Fund	0		0
	- Sewer	0		0
	- Water	0		0
	- Electric	0		0
	- Airport	0		0
4915	To Capital Reserve Fund	0		0
4916	To Expend. Trust Fund - not #4917	340,600		340,600
4917	To Health Maint. Trust Funds	0		0
4918	To Nonexpendable Trust Funds	0		0
4919	To Fiduciary Funds	0		0
	<i>Page Sub-Totals</i>	605,390	30,125	629,761
	<i>Total Local Expenditure Sub-Totals</i>	2,050,500	38,639	2,009,843
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County	219,823		219,823
4932	Taxes Assessed for Village Dist.			0
4933	Taxes Assessed for Local Educ.	2,205,233		2,205,233
4934	Taxes Assessed for State Educ.	513,978		513,978
4939	Payments to Other Governments			0
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>4,989,534</b>	<b>38,639</b>	<b>4,948,877</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4914	To increase the budget for unanticipated FEMA reimbursement for prior years events. Used towards bridge overruns.

**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.

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)	4,245,262	4,236,068
3120	Land Use Change Taxes - General Fund	0	177
3121	Land Use Change Taxes - Conservation Fund	0	0
3180	Resident Taxes	0	0
3185	Timber Taxes	8,000	10,219
3186	Payment in Lieu of Taxes	0	0
3187	Excavation Tax (\$.02 cents per cu yd)	0	58
3189	Other Taxes	0	0
3190	Interest & Penalties on Delinquent Taxes	60,000	66,879
	Inventory Penalties	0	0
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	0	100
3220	Motor Vehicle Permit Fees	215,000	231,671
3230	Building Permits	2,000	3,520
3290	Other Licenses, Permits & Fees	0	12,538
3311-3319	From Federal Government	0	36,510
	<b>FROM STATE</b>		
3351	Shared Revenues	0	0
3352	Meals & Rooms Tax Distribution	69,778	69,778
3353	Highway Block Grant	96,547	96,547
3354	Water Pollution Grant	0	0
3355	Housing & Community Development	0	0
3356	State & Federal Forest Land Reimbursement	0	0
3357	Flood Control Reimbursement	0	0
3359	Other (Including Railroad Tax)	6,359	6,359
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	23,898	32,087
3409	Other Charges	0	0
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	0	2,600
3502	Interest on Investments	0	1,350
3503-3509	Other	0	9,081
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds	3,240	2,436
3913	From Capital Projects Funds	0	0
3914	From Enterprise Funds	0	0
	Sewer - (Offset)	0	0
	Water - (Offset)	0	0
	Electric - (Offset)	0	0
	Airport - (Offset)	0	0
3915	From Capital Reserve Funds	245,850	241,972
3916	From Trust & Fiduciary Funds	0	0
3917	Transfers from Conservation Fund	0	0
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		0
	Less Proprietary Funds or Capital Project Funds		0
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>4,975,934</b>	<b>5,059,950</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 or capital project funds.

General Fund Balance Sheet for Town/City of <b>Fracestown</b> <b>2011</b> or Optional Reporting Year = n/a			
<b>A ASSETS</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current assets</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Cash and equivalents	1010	1,132,141	1,354,040
b. Investments	1030	5,899	5,909
c. Restricted Assets		0	0
d. Taxes receivable (See Section D, page 7)	1080	390,291	272,321
e. Tax liens receivable (See Section D, page 7)	1110	206,350	107,612
f. Accounts receivable	1150	10,024	10,924
g. Due from other governments	1260	71,462	0
h. Due from other funds	1310	0	14,805
i. Other current assets	1400	0	0
j. Tax deeded property (subject to resale)	1670	0	5,167
<b>TOTAL ASSETS</b>		<b>1,816,167</b>	<b>1,770,778</b>
<b>B LIABILITIES AND FUND EQUITY</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current liabilities</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Warrants and accounts payable	2020	23,364	28,018
b. Compensated absences payable	2030	0	0
c. Contracts payable	2050	0	0
d. Due to other governments	2070	0	(137)
e. Due to school districts	2075	1,316,126	1,158,589
f. Due to other funds	2080	8,821	177
g. Deferred revenue	2220	0	8,484
h. Notes payable - Current	2230	0	0
i. Bonds payable - Current	2250	0	0
j. Other payables	2270	18,137	14,855
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,366,448</b>	<b>1,209,986</b>
<b>Fund equity</b>			
a. Nonspendable Fund Balance	2440		5,167
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	15,436	
e. Unassigned Fund Balance	2530	434,283	555,625
<b>TOTAL FUND EQUITY</b>		<b>449,719</b>	<b>560,792</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,816,167</b>	<b>1,770,778</b>

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 or capital project funds.

MS-5 RECONCILIATION (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>			
Total Revenues From Page 5		5,059,950	
Less Expenditures From Page 4		4,948,877	
Increase (decrease)		111073	
Ending Fund Equity From Balance Sheet		560,792	These cells should be equal
Less Beginning Fund Equity From Balance Sheet		449,719	
Increase (decrease)		111073	
<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)		1,316,126	
2. ADD: School district assessment for current year		2,719,211	
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		4,035,337	
4. SUBTRACT: Payments made to school district		< 2,876,748 >	
	(To balance sheet Acct # 2075, column c)	1,158,589	
<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) *	50,571	10,000	60,571
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	15,660	1,052	(16,712)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	-	9,732	(9,732)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line2)	14,335	5,665	20,000
6. Excess of estimate (Add to revenue on page 5)	20,576	(6,449)	14,127
<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	TOTALS
	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	286,656	113,277	399,933
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ 14,335	↓ 5,665	↓ 20,000
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	272,321	107,612	379,933

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

