

UFB - 846,586

PDF 10/4/12

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9/27/12

MS-6

FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here > **Town of Gilmanston, NH**

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 MUNICIPALITY ACCOUNT FOR SOME PROPRIETARY 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) 230-6090

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

GOVERNING BODY (SELECTMEN)

Date Signed: **9/24/12**

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.

Rachel M. Franchette Hatch
Brett A. Currier

Rachel M. Franchette Hatch
Brett A. Currier

PREPARER

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. (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) **The Mercier Group, PC**

Signature **See Independent Accountant's Compilation Report**

Regular Office Hours **M-F 8am to 5pm**

Email address **pin@mercier-group.com**

FOR DRA USE ONLY

RECEIVED

SEP 27 2012

**NH DEPT OF REV ADMIN
MUNICIPAL SERVICES**

**MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-6090**

**MS-6
Rev. 01/12**

| 1 | 2 | 3 | 4 | 5 |
|--|-----------------------------------|---------------------------------|-------------------------------------|---------------------|
| Acct. # | EXPENDITURE | Voted Appropriations Final MS-2 | Other Authorizations* Explain Below | Actual Expenditures |
| GENERAL GOVERNMENT TOTAL = | | | | |
| <i>show detail below</i> | | | | |
| 4130-4139 | Executive | 138,603 | | 145,658 |
| 4140-4149 | Election, Reg. & Vital Statistics | 9,400 | | 6,387 |
| 4150-4151 | Financial Administration | 246,029 | | 243,803 |
| 4152 | Property Assessment | 105,322 | | 100,630 |
| 4153 | Legal Expense | 25,000 | | 40,691 |
| 4155-4159 | Personnel Administration | | | |
| 4191-4193 | Planning & Zoning | 55,754 | | 43,540 |
| 4194 | General Government Buildings | 101,050 | | 119,283 |
| 4195 | Cemeteries | 7,600 | | 6,577 |
| 4196 | Insurance | 125,648 | | 133,718 |
| 4197 | Advertising & Regional Assoc. | | | |
| 4199 | Other General Government | | | |
| PUBLIC SAFETY TOTAL = | | | | |
| <i>show detail below</i> | | | | |
| 4210-4214 | Police | 507,920 | | 477,128 |
| 4215-4219 | Ambulance | | | |
| 4220-4229 | Fire | 560,955 | | 526,318 |
| 4240-4249 | Building Inspection | 52,092 | | 49,818 |
| 4290-4298 | Emergency Management | 5,722 | | 5,722 |
| 4299 | Other (Incl. Communications) | | | |
| AIRPORT/AVIATION CENTER TOTAL = | | | | |
| <i>show detail below</i> | | | | |
| 4301-4309 | Airport Operations | | | |
| HIGHWAYS & STREETS TOTAL = | | | | |
| <i>show detail below</i> | | | | |
| 4311 | Administration | 376,578 | | 377,471 |
| 4312 | Highways & Streets | 297,190 | | 282,565 |
| 4313 | Bridges | | | |
| 4316 | Street Lighting | | | |
| 4319 | Other | 276,709 | | 265,490 |
| SANITATION TOTAL = | | | | |
| <i>show detail below</i> | | | | |
| 4321 | Administration | | | |
| 4323 | Solid Waste Collection | | | |
| 4324 | Solid Waste Disposal | 287,921 | | 295,464 |
| 4325 | Solid Waste Facility Clean-up | | | |
| 4326-4329 | Sewage Coll. & Disposal & Other | | | |
| <i>Page Sub-Totals</i> | | 3,172,493 | 0 | 3,172,493 |

| Acct. # | Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers) |
|---------|---|
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| 1 | 2 | 3 | 4 | 5 |
|--|----------------------------------|------------------------------------|--|---------------------|
| Acct. # | EXPENDITURE | Voted Appropriations Final MS-2 | Other Authorizations* Explain Below | Actual Expenditures |
| WATER DISTRIBUTION & TREATMENT * show detail below | | | | |
| 4331 | Administration | | | |
| 4332 | Water Services | | | |
| 4335-4339 | Water Treatment, Conserv.& Other | | | |
| ELECTRIC * show detail below | | | | |
| 4351-4352 | Admin. and Generation | | | |
| 4353 | Purchase Costs | | | |
| 4354 | Electric Equipment Maintenance | | | |
| 4359 | Other Electric Costs | | | |
| HEALTH * show detail below | | | | |
| 4411 | Administration | | | |
| 4414 | Pest Control | 1,000 | | 0 |
| 4415-4419 | Health Agencies & Hosp. & Other | 79,553 | | 7,600 |
| WELFARE * show detail below | | | | |
| 4441-4442 | Administration & Direct Assist. | 100,150 | | 56,677 |
| 4444 | Intergovernmental Welfare Pymts | | | 22,034 |
| 4445-4449 | Vendor Payments & Other | | | |
| CULTURE & RECREATION * show detail below | | | | |
| 4520-4529 | Parks & Recreation | 15,898 | | 16,696 |
| 4550-4559 | Library | 2,907 | | 48,350 |
| 4583 | Patriotic Purposes | 3,850 | | 3,868 |
| 4589 | Other Culture & Recreation | | | 4,690 |
| CONSERVATION * show detail below | | | | |
| 4611-4612 | Admin.& Purch. of Nat. Resources | 5,089 | | 5,636 |
| 4619 | Other Conservation | | | 10,217 |
| 4631-4632 | Redevelopment and Housing | | | |
| 4651-4659 | Economic Development | | | |
| DEBT SERVICE * show detail below | | | | |
| 4711 | Princ.- Long Term Bonds & Notes | 124,826 | | 99,990 |
| 4721 | Interest-Long Term Bonds & Notes | 17,386 | | 18,574 |
| 4723 | Int. on Tax Anticipation Notes | | | |
| 4790-4799 | Other Debt Service | | | |
| <i>Page Sub-Totals</i> | | 360,669 | 0 | 264,332 |

| Acct. # | Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers) |
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| 1 | 2 | 3 | 4 | 5 |
|---|---|---------------------------------|-------------------------------------|---------------------|
| Acct. # | EXPENDITURE | Voted Appropriations Final MS-2 | Other Authorizations* Explain Below | Actual Expenditures |
| CAPITAL OUTLAY <i>show detail below</i> | | | | |
| 4901 | Land | | | |
| 4902 | Machinery, Vehicles & Equipment | 715,000 | | 721,103 |
| 4903 | Buildings | 60,585 | | 24,660 |
| 4909 | Improvements Other Than Bldgs. | 62,791 | | 0 |
| TRANSFERS | | | | |
| 4912 | To Special Revenue Fund | 0 | | 2,907 |
| 4913 | To Capital Projects Fund | | | |
| 4914 | To Enterprise Fund | | | |
| | - Sewer | | | |
| | - Water | | | |
| | - Electric | | | |
| | - Airport | | | |
| 4915 | To Capital Reserve Fund | 357,751 | | 357,751 |
| 4916 | To Expend.Trust Fund - not #4917 | 18,000 | | 19,023 |
| 4917 | To Health Maint. Trust Funds | | | |
| 4918 | To Nonexpendable Trust Funds | | | |
| 4919 | To Fiduciary Funds | | | |
| | <i>Page Sub-Totals</i> | <i>1,214,127</i> | <i>0</i> | <i>1,128,444</i> |
| | <i>Total Local Expenditure Sub-Totals</i> | <i>4,744,279</i> | <i>0</i> | <i>4,440,039</i> |
| PAYMENTS TO OTHER GOVERNMENTS | | | | |
| 4931 | Taxes Assessed for County | | 642,797 | 642,797 |
| 4932 | Taxes Assessed for Village Dist. | | | |
| 4933 | Taxes Assessed for Local Educ. | | 6,484,625 | 6,484,625 |
| 4934 | Taxes Assessed for State Educ. | | 1,128,513 | 1,128,513 |
| 4939 | Payments to Other Governments | | 108,906 | 108,906 |
| Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds | | | | 10,217 |
| | | 4,744,279 | 8,364,841 | 12,894,663 |

| Acct. # | Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers) |
|---------|---|
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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 Gilmanton, NH | |
|---|--|--|-----------------------|----------------------|
| | | | 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 | |
| TAXES | | | | |
| 3110 | Property Taxes (commitment less overlay) | | 11,115,873 | |
| 3120 | Land Use Change Taxes - General Fund | 11,000 | 7,771 | |
| 3121 | Land Use Change Taxes - Conservation Fund | | 8,289 | |
| 3180 | Resident Taxes | | | |
| 3185 | Timber Taxes | 12,000 | 17,892 | |
| 3186 | Payment in Lieu of Taxes | | | |
| 3187 | Excavation Tax (\$.02 cents per cu yd) | 10 | 10 | |
| 3189 | Other Taxes | | | |
| 3190 | Interest & Penalties on Delinquent Taxes | 90,000 | 96,102 | |
| | Inventory Penalties | | | |
| LICENSES, PERMITS & FEES | | | | |
| 3210 | Business Licenses & Permits | 1,500 | 1,902 | |
| 3220 | Motor Vehicle Permit Fees | 550,000 | 583,998 | |
| 3230 | Building Permits | 13,000 | 19,592 | |
| 3290 | Other Licenses, Permits & Fees | 56,000 | 57,175 | |
| 3311-3319 | From Federal Government | | | |
| FROM STATE | | | | |
| 3351 | Shared Revenues | | | |
| 3352 | Meals & Rooms Tax Distribution | 168,709 | 168,709 | |
| 3353 | Highway Block Grant | 157,014 | 152,808 | |
| 3354 | Water Pollution Grant | | | |
| 3355 | Housing & Community Development | | | |
| 3356 | State & Federal Forest Land Reimbursement | 2,663 | 2,663 | |
| 3357 | Flood Control Reimbursement | | | |
| 3359 | Other (Including Railroad Tax) | 84,000 | 85,849 | |
| 3379 | From Other Governments | | | |
| CHARGES FOR SERVICES | | | | |
| 3401-3406 | Income from Departments | 86,900 | 132,576 | |
| 3409 | Other Charges | | | |
| MISCELLANEOUS REVENUES | | | | |
| 3501 | Sale of Municipal Property | 44,500 | 50,327 | |
| 3502 | Interest on Investments | 5,400 | 10,612 | |
| 3503-3509 | Other | 5,840 | 5,313 | |
| INTERFUND OPERATING TRANSFERS IN | | | | |
| 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 | 709,541 | 728,926 | |
| 3916 | From Trust & Fiduciary Funds | | | |
| 3917 | Transfers from Conservation Fund | | | |
| OTHER FINANCING SOURCES | | | | |
| 3934 | Proceeds from Long Term Bonds & Notes | 56,585 | 56,585 | |
| | Less: Proprietary Funds, Special Revenue Funds, or Capital Project Funds | | 8,411 | |
| | | 2,054,662 | 13,294,561 | |

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 Gilmanton, N | 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 | 3,386,919 | 4,352,912 |
| b. Investments | 1030 | 907 | |
| c. Restricted Assets | | | |
| d. Taxes receivable | 1080 | 721,071 | 709,737 ✓ |
| e. Tax liens receivable | 1110 | 299,139 | 278,461 ✓ |
| f. Accounts receivable | 1150 | 2,621 | 56,573 |
| g. Due from other governments | 1260 | 2,237 | |
| h. Due from other funds | 1310 | | |
| i. Other current assets | 1400 | | |
| j. Tax deeded property (subject to resale) | 1670 | | |
| | | 4,412,894 | 5,397,683 |
| LIABILITIES | | | |
| a. Warrants and accounts payable | 2020 | 511 | 125,025 |
| b. Compensated absences payable | 2030 | | |
| c. Contracts payable | 2050 | | |
| d. Due to other governments | 2070 | 3,096 | 3,018 |
| e. Due to school districts | 2075 | 3,425,097 | 3,893,138 ✓ |
| f. Due to other funds | 2080 | 20,177 | 8,289 |
| g. Deferred revenue | 2220 | 410,728 | 415,000 |
| h. Notes payable - Current | 2230 | | |
| i. Bonds payable - Current | 2250 | | |
| j. Other payables | 2270 | | |
| | | 3,859,609 | 4,444,470 |
| FUND BALANCES | | | |
| a. Nonspendable Fund Balance | 2440 | | |
| b. Restricted Fund Balance | 2450 | | |
| c. Committed Fund Balance | 2460 | 53,813 | 106,627 |
| d. Assigned Fund Balance | 2490 | | |
| e. Unassigned Fund Balance | 2530 | 499,472 | 846,586 |
| | | 553,285 | 953,213 |
| | | 4,412,894 | 5,397,683 |

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 | RECONCILIATION (to assist in balance sheet preparation) | | | |
|--|--|------------|---------------|-----------------------------|
| A. GENERAL FUND BALANCE SHEET RECONCILIATION | | | | |
| | Total Revenues From Page 5 | 13,294,561 | | |
| | Less Expenditures From Page 4 | 12,894,663 | | |
| | Increase (decrease) | 399898 | | |
| | Ending Fund Equity From Balance Sheet | 953,213 | | These cells should be equal |
| | Less Beginning Fund Equity From Balance Sheet | 553,285 | | |
| | Increase (decrease) | 399928 | | |
| B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075 | | | | |
| | | | Amount | |
| | 1. School district liability at beg. of year (From balance sheet Acct # 2075, column b) | | 3,425,097 | / |
| | 2. ADD: School district assessment for current year | | 7,613,138 | ✓ |
| | 3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2) | | 11,038,235 | |
| | 4. SUBTRACT: Payments made to school district | | < 7,145,097 > | |
| | (To balance sheet Acct # 2075, column c) | 110 B/S | 3,893,138 | 1 |
| C. RECONCILIATION OF TAX ANTICIPATION NOTES | | | | |
| | | | Amount | |
| | 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) | | - | |
| **SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES** | | | | |

MS-6

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) * | 50,581 | 10,000 | 60,581 |
| 2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report) | 33,201 | | (33,201) |
| 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) | 7,000 | 8,000 | 15,000 |
| 6. Excess of estimate (Add to revenue on page 5) | 10,380 | 2,000 | 12,380 |
| <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 <i>(From pgs 2-3 of tax collector's report) ></i> | Acct. #1080 | Acct. #1110 | |
| | Taxes | Liens | TOTALS |
| | (a) | (b) | (c) |
| 1. Uncollected, end of year | 716,737 | 288,461 | 1,003,198 |
| 2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5) | ↓ 7,000 | ↓ 8,000 | ↓ 15,000 |
| 3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c) | 709,737 | 278,461 | 988,198 |

To B/S

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

