

UFB - 4,226,294

56  
9/25/12

PDF 10/12/12

MS-5

# 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 Report By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

## GOVERNING BODY (SELECTMEN)

Date Signed:

*Gregory A. Colby*  
FINANCE DIRECTOR

Under penalties of perjury, I declare that I have examined the information contained in this report and to the best of my belief it is true, correct and complete.

<b>PREPARER</b>	
<small>Under penalties of perjury, I declare that I have examined the information contained in this report 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.)</small>	
<small>Preparer (Please print or type)</small> <b>GREGORY A. COLBY, CPA</b>	<small>Signature</small> <i>Gregory Colby</i>
<small>Regular Office Hours</small> <b>MONDAY-FRIDAY, 8:00 - 4:00</b>	<small>Email address</small> <b>gcolby@plodzik.com</b>

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SEP 25 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>				
<i>show detail below</i>				
4130-4139	Executive	393,840		397,064
4140-4149	Election, Reg. & Vital Statistics	463,730		438,003
4150-4151	Financial Administration	2,019,700		1,691,712
4152	Property Assessment			
4153	Legal Expense	198,000		235,570
4155-4159	Personnel Administration	293,760		329,953
4191-4193	Planning & Zoning	648,040		490,765
4194	General Government Buildings	317,480		
4195	Cemeteries	10,410		
4196	Insurance	177,250		169,384
4197	Advertising & Regional Assoc.	20,360		156,602
4199	Other General Government	234,320		234,320
<b>PUBLIC SAFETY TOTAL =</b>				
<i>show detail below</i>				
4210-4214	Police	4,472,000		5,174,053
4215-4219	Ambulance			
4220-4229	Fire	3,561,780		3,491,386
4240-4249	Building Inspection	436,290		433,820
4290-4298	Emergency Management	8,000		
4299	Other (Incl. Communications)	872,370		
<b>AIRPORT/AVIATION CENTER TOTAL =</b>				
<i>show detail below</i>				
4301-4309	Airport Operations	977,620		918,230
<b>HIGHWAYS &amp; STREETS TOTAL =</b>				
<i>show detail below</i>				
4311	Administration	569,300		569,643
4312	Highways & Streets	2,235,310		2,762,303
4313	Bridges	4,000		
4316	Street Lighting	120,780		
4319	Other	121,000		
<b>SANITATION TOTAL =</b>				
<i>show detail below</i>				
4321	Administration	289,800		
4323	Solid Waste Collection			
4324	Solid Waste Disposal	2,656,610		1,472,931
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other	3,547,480		2,924,602
<i>Page Sub-Totals</i>		24,640,297	0	21,890,341

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> <i>show detail below</i>				
4331	Administration	96,250		
4332	Water Services	69,370		
4335-4339	Water Treatment, Conserv.& Other	2,343,490		2,095,406
<b>ELECTRIC *</b> <i>show detail below</i>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH *</b> <i>show detail below</i>				
4411	Administration			
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other			
<b>WELFARE *</b> <i>show detail below</i>				
4441-4442	Administration & Direct Assist.	263,540		162,916
4444	Intergovernmental Welfare Pymts	0		
4445-4449	Vendor Payments & Other	282,520		282,520
<b>CULTURE &amp; RECREATION *</b> <i>show detail below</i>				
4520-4529	Parks & Recreation	893,270		866,249
4550-4559	Library	1,130,440		1,117,110
4583	Patriotic Purposes	8,500		9,618
4589	Other Culture & Recreation			
<b>CONSERVATION *</b> <i>show detail below</i>				
4611-4612	Admin.& Purch. of Nat. Resources			
4619	Other Conservation	8,380		3,341
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE *</b> <i>show detail below</i>				
4711	Princ.- Long Term Bonds & Notes	2,519,770		2,519,753
4721	Interest-Long Term Bonds & Notes	1,422,390		1,422,317
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		9,037,920		6,476,230

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

MS-5

Financial Report of the Budget - Town/City of **City of Lebanon**

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> <i>(show detail below)</i>				
4901	Land			
4902	Machinery, Vehicles & Equipment	600,000		
4903	Buildings			
4909	Improvements Other Than Bldgs.	11,910,000		11,074,100
4912	To Special Revenue Fund	483,850		489,991
4913	To Capital Projects Fund	128,750		128,750
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	147,000		147,000
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
<i>Page Sub-Totals</i>		<i>13,269,800</i>	<i>0</i>	<i>11,839,841</i>
<i>Total Local Expenditure Sub-Totals</i>		<i>48,955,750</i>	<i>0</i>	<i>42,239,413</i>
<b>PROPERTY TAXES AND FEES</b>				
4931	Taxes Assessed for County			2,821,398
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			20,738,983
4934	Taxes Assessed for State Educ.			4,087,868
4939	Payments to Other Governments			
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds		12,510,000		18,485,269
		<b>34,446,750</b>	<b>0</b>	<b>51,372,392</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 f

Financial Report of the Budget - Town/City of

City of Lebanon	
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)		43,769,572
3120	Land Use Change Taxes - General Fund		
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	7,000	8,381
3186	Payment in Lieu of Taxes	1,253,230	1,245,755
3187	Excavation Tax (\$.02 cents per cu yd)	6,000	4,975
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	210,000	267,424
	Inventory Penalties		
<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	1,904,100	1,840,563
3230	Building Permits	550,000	644,640
3290	Other Licenses, Permits & Fees	48,600	103,591
3311-3319	From Federal Government	95,000	184,302
<b>FROM STATE</b>			
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	587,422	587,422
3353	Highway Block Grant	332,870	323,978
3354	Water Pollution Grant	32,840	
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	4,239,540	
3379	From Other Governments	422,840	3,644
<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	1,043,340	1,075,537
3409	Other Charges		
<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	4,500	1,376
3502	Interest on Investments	3,000	2,448
3503-3509	Other	893,940	247,896
<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds	465,080	1,498,344
3913	From Capital Projects Funds	128,750	128,750
3914	From Enterprise Funds		
	Sewer - (Offset)	6,493,890	7,266,882
	Water - (Offset)	2,509,110	2,760,864
	Electric - (Offset)		
	Airport - (Offset)	977,620	792,327
3915	From Capital Reserve Funds	1,101,200	1,040,000
3916	From Trust & Fiduciary Funds	20,000	18,790
3917	Transfers from Conservation Fund		
<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes	7,590,450	9,914,062
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds		22,498,620	21,971,378
		24,458,130	51,760,145

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		City of Lebanon	2011
		or Optional Reporting Year = n/a	
A. ASSETS	Account #	Beginning of Year	End of year
Current assets	(a)	(b)	(c)
a. Cash and equivalents	1010	2,231,547	13,387,359
b. Investments	1030	4,893,705	
c. Restricted Assets			
d. Taxes receivable	1080	6,854,244	899,635
e. Tax liens receivable	1110	1,325,359	1,720,847
f. Accounts receivable	1150	36,228	137,448
g. Due from other governments	1260		48,708
h. Due from other funds	1310	715,652	520,115
i. Other current assets	1400	84,358	89,466
j. Tax deeded property (subject to resale)	1670		
		16,141,093	16,803,578
<b>LIABILITIES</b>			
a. Warrants and accounts payable	2020	147,978	163,197
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	1,717	1,688
e. Due to school districts	2075	10,240,794	11,162,068
f. Due to other funds	2080		
g. Deferred revenue	2220	44,030	14,676
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	905,197	272,819
		11,339,716	11,614,448
<b>FUND BALANCES</b>			
a. Nonspendable Fund Balance	2440		89,466
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	431,686	873,370
e. Unassigned Fund Balance	2530	4,369,691	4,226,294
		4,801,377	5,189,130
		16,141,093	16,803,578

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 RECONCILIATION (to assist in balance sheet preparation)				
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
Total Revenues From Page 5		51,760,145		
Less Expenditures From Page 4		51,372,392		
Increase (decrease)		387,753		
Ending Fund Equity From Balance Sheet		5,189,130		These cells should be equal
Less Beginning Fund Equity From Balance Sheet		4,801,377		
Increase (decrease)		387,753		
<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 )		10,240,794		
2. ADD: School district assessment for current year		24,826,851		
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2 )		35,067,645		
4. SUBTRACT: Payments made to school district		< 23,905,577 >		
(To balance sheet Acct # 2075, column c)		TO B/S 11,162,068		✓
<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)			
<b>A. USE OF OVERLAY &amp; ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS</b>			
	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, line 2)	-	-	-
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>B. TAXES/LENS RECEIVABLE WORKSHEET</b>			
	Acct #1080	Acct #1110	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\*\***

Description	Original obligation	Purpose	Annual installment	Interest rate	Date of final payment	Bonds are maturing of year	Bonds issued this year	Bonds retired this year	Bonds at end of year	AMORTIZATION OF BONDS FROM DEBT (Including premiums and capital project financing)	
										2011	2012
Various streets	\$ 50,000	GNWS	Var		2011	\$ 50,000	\$ -	\$ 50,000	\$ -		
Various streets	2,612,305	GNWS	Var		2012	210,000	-	105,000	105,000		
Various projects	3,459,219	GNWS	Var		2015	675,000	-	135,000	540,000		
Various streets	896,223	GNWS	Var		2019	90,000	-	15,000	75,000		
Various streets	1,060,009	GNWS	Var		2012	40,000	-	20,000	20,000		
Various projects	1,283,670	GNWS	Var		2013	30,000	-	10,000	20,000		
Various projects	4,822,062	GNWS	Var		2015	475,000	-	155,000	320,000		
Various projects	5,273,904	GNWS	Var		2020	2,390,000	-	235,000	2,155,000		
Various projects	3,297,962	GNWS	Var		2021	1,700,000	-	190,000	1,510,000		
Various projects	3,099,870	GNWS	Var		2022	1,675,000	-	180,000	1,495,000		
Various projects	2,887,800	GNWS	Var		2023	975,000	-	75,000	900,000		
Various projects	4,788,000	GNWS	Var		2024	3,115,000	-	280,000	2,835,000		
Various streets	5,637,475	GNWS	Var		2035	4,331,500	-	295,000	4,036,500		
Various streets	6,511,879	GNWS	Var		2028	5,235,000	-	395,000	4,840,000		
Various streets	8,947,000	GNWS	Var		2027	7,575,000	-	480,000	7,095,000		
Various streets	4,427,015	GNWS	Var		2028	3,860,000	-	265,000	3,595,000		
Various streets	5,207,000	GNWS	Var		2026	4,770,000	-	440,000	4,330,000		
Various streets	1,576,416	GNWS	Var		2026	1,418,774	-	78,820	1,339,954		
Various projects	7,101,000	GNWS	Var		2030	7,401,000	-	355,000	7,046,000		
Various streets	6,372,500	GNWS	Var		2031	-	8,372,500	-	8,372,500		
Various streets	1,294,062	GNWS	Var		2031	-	1,294,062	-	1,294,062		
TOTAL	\$ 82,785,391					\$ 45,696,274	\$ 9,866,567	\$ 3,866,870	\$ 51,663,016		

Remarks:

