

UFB-652,357 SG  
10/18/12

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

### GOVERNING BODY (SELECTMEN)

Date Signed:

*James W. Hupp*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<b>PREPARER</b>	
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) Gregory A Colby	Signature <i>Gregory A Colby</i>
Regular Office Hours 9:00 AM to 5:00 PM	Email address gcolby@pladzk.com

FOR DRA USE ONLY

**RECEIVED**

OCT 15 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	3,450		3,445
4140-4149	Election, Reg & Vital Statistics	39,913		28,128
4150-4151	Financial Administration	130,049		112,746
4152	Property Assessment	11,000		3,349
4153	Legal Expense	12,950		2,253
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	12,251		7,784
4194	General Government Buildings	80,790		72,942
4195	Cemeteries	4,000		4,554
4196	Insurance	57,022		54,951
4197	Advertising & Regional Assoc.	3,614		3,613
4199	Other General Government			
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	321,553		327,670
4215-4219	Ambulance	17,000		17,000
4220-4229	Fire	56,585		45,095
4240-4249	Building Inspection	14,300		10,564
4290-4298	Emergency Management	600		
4299	Other (Incl Communications)	61,870		61,870
<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	587,481		640,416
4313	Bridges			
4316	Street Lighting	5,800		5,896
4319	Other			
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection	68,992		68,991
4324	Solid Waste Disposal	42,980		38,350
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<b>Page Sub-Totals</b>		<b>1,532,300</b>	<b>0</b>	<b>1,509,617</b>

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> <b>show detail below</b>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv & Other			
<b>ELECTRIC =</b> <b>show detail below</b>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> <b>show detail below</b>				
4411	Administration	455		368
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other			
<b>WELFARE =</b> <b>show detail below</b>				
4441-4442	Administration & Direct Assist.	13,760		10,389
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other	4,800		3,260
<b>CULTURE &amp; RECREATION =</b> <b>show detail below</b>				
4520-4529	Parks & Recreation	17,610		7,568
4550-4559	Library	60,000		58,851
4583	Patriotic Purposes	3,330		2,761
4589	Other Culture & Recreation	600		420
<b>CONSERVATION =</b> <b>show detail below</b>				
4611-4612	Admin. & Purch. of Nat. Resources	9,389		5,823
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b> <b>show detail below</b>				
4711	Princ.- Long Term Bonds & Notes	208,575		208,575
4721	Interest-Long Term Bonds & Notes	89,007		88,931
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
<b>Page Sub-Totals</b>		<b>407,526</b>	<b>0</b>	<b>386,946</b>

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>				
<b>show detail below</b>				
4901	Land			
4902	Machinery, Vehicles & Equipment			1,068
4903	Buildings	40,000	47,309	82,418
4909	Improvements Other Than Bldgs.	83,765	163,395	79,630
<b>OPERATING TRANSFERS OUT</b>				
<b>show detail below</b>				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund			
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>123,765</i>	<i>210,704</i>	<i>163,116</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>2,063,491</i>	<i>210,704</i>	<i>2,059,679</i>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County	284,481		284,481
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	4,611,518		4,611,518
4934	Taxes Assessed for State Educ.	582,517		582,517
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>7,542,007</b>	<b>210,704</b>	<b>7,538,195</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4903	Non-lapsing appropriation
4909	Non-lapsing appropriation

**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.

Mont Vernon	
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)	6,716,802	6,732,626
3120	Land Use Change Taxes - General Fund	10,000	20,957
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	1,000	1,162
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)		
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	40,000	43,741
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	345,000	363,639
3230	Building Permits	12,000	13,355
3290	Other Licenses, Permits & Fees	30,000	33,295
3311-3319	From Federal Government		
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	107,591	107,591
3353	Highway Block Grant	90,807	90,807
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		
3379	From Other Governments		10,210
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	20,000	43,478
3409	Other Charges	250	
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	1,900	1,911
3502	Interest on Investments	1,000	1,514
3503-3509	Other	10,000	8,755
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
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		
3916	From Trust & Fiduciary Funds		
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds or Capital Project Funds		
	<b>TOTAL GENERAL FUND REVENUE</b>	7,386,350	7,473,041

General Fund Balance Sheet for Town/City of <b>Mont Vernon</b> <b>2011</b>			
or Optional Reporting Year = n/a			
<b>A. ASSETS</b>	Acct. #	Beginning of Year	End of year
<b>Current assets</b>	(a)	(b)	(c)
a. Cash and equivalents	1010	2,808,038	2,815,659
b. Investments	1030	64,555	64,602
c. Restricted Assets			
d. Taxes receivable	1080	308,204	394,918
e. Tax liens receivable	1110	201,756	230,230
f. Accounts receivable	1150	800	1,200
g. Due from other governments	1260		10,210
h. Due from other funds	1310		
i. Other current assets	1400	17,235	
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>3,400,588</b>	<b>3,516,819</b>
<b>B. LIABILITIES AND FUND EQUITY</b>	Acct. #	Beginning of Year	End of year
<b>Current liabilities</b>	(a)	(b)	(c)
a. Warrants and accounts payable	2020	7,401	21,000
b. Compensated absences payable	2030	67	9,693
c. Contracts payable	2050		
d. Due to other governments	2070	3,419	130
e. Due to school districts	2075	2,460,628	2,635,033
f. Due to other funds	2080		
g. Deferred revenue	2220	2,086	5,500
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	34,253	17,883
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,507,854</b>	<b>2,689,239</b>
<b>Fund equity *</b>			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450		3,821
c. Committed Fund Balance	2460	210,704	171,402
d. Assigned Fund Balance	2490		
e. Unassigned Fund Balance	2530	682,030	652,357
<b>TOTAL FUND EQUITY</b>		<b>892,734</b>	<b>827,580</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>3,400,588</b>	<b>3,516,819</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)				
	Total Revenues From Page 5		0		
	Less Expenditures From Page 4	7,473,041	0		
	Increase (decrease)	7,538,195 65154	0		
	Ending Fund Equity From Balance Sheet	892,734	0		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	827,580	0		
	Increase (decrease)	65154	0		
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)			2,460,628	
	2. ADD: School district assessment for current year			5,194,035	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			7,654,663	
	4. SUBTRACT: Payments made to school district			< 5,019,630 >	
		(To balance sheet Acct # 2075, column c)		2,635,033	
	1. Short-term (TANS) debt at beginning of year		\$	10,000	
	2. ADD: New issues during current year			50,000	
	3. SUBTRACT: Issues retired during current year		<	20,000 >	
	4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)			40,000	
<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, 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. TAXES/LIENS RECEIVABLE WORKSHEET			
	Acct. #1080	Acct. #1110	TOTALS
	Taxes	Liens	
	(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\*\***