

\$ 596,195

PDF 10/19/12

MS-5

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here > **TOWN OF NOTTINGHAM**

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: **10/9/12**

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

*Mary Benson*  
\_\_\_\_\_  
*Mary Benson*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## 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)  
**MARJORIE CARLSON**

Signature  
*Marjorie Carlson*

Regular Office Hours  
**Monday-Thursday 8:30A - 3:30p Friday 8:30A - 12:00PM**

Email address  
**mcarlson@nottingham-nh.gov**

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**OCT 11 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	151,509		128,987
4140-4149	Election, Reg. & Vital Statistics	62,574		65,559
4150-4151	Financial Administration	97,422		93,718
4152	Property Assessment	71,890		59,446
4153	Legal Expense	43,200		43,840
4155-4159	Personnel Administration	387,585		349,272
4191-4193	Planning & Zoning	39,765		31,162
4194	General Government Buildings	124,798		239,012
4195	Cemeteries	5,000		4,278
4196	Insurance	69,100		68,248
4197	Advertising & Regional Assoc.	5,212		5,212
4199	Other General Government	20,000		
<b>PUBLIC SAFETY TOTAL =</b>				
show detail below				
4210-4214	Police	443,335		429,202
4215-4219	Ambulance	15,000		16,772
4220-4229	Fire	238,527		212,803
4240-4249	Building Inspection	50,223		49,360
4290-4298	Emergency Management	4,250		3,500
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	729,401		843,727
4313	Bridges			
4316	Street Lighting			
4319	Other	248,000		219,606
<b>SANITATION TOTAL =</b>				
show detail below				
4321	Administration	220,582		211,022
4323	Solid Waste Collection			
4324	Solid Waste Disposal			
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
Page Sub-Totals		3,027,373	0	3,074,726

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	700		625
4414	Pest Control	4,860		4,731
4415-4419	Health Agencies & Hosp. & Other	24,963		24,963
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	15,870		3,783
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	85,780		77,395
4550-4559	Library	130,057		131,618
4583	Patriotic Purposes			
4589	Other Culture & Recreation			
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	1,865		1,629
4619	Other Conservation	4,000		4,000
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	141,476		136,487
4721	Interest-Long Term Bonds & Notes	83,412		88,485
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		492,983	0	473,716

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

TOWN OF NOTTINGHAM

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			
4902	Machinery, Vehicles & Equipment	96,620		113,114
4903	Buildings			
4909	Improvements Other Than Bldgs.			
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund			22,065
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	100,000		100,000
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>196,620</i>	<i>0</i>	<i>235,179</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>3,716,976</i>	<i>0</i>	<i>3,783,621</i>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County			565,554
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			6,751,927
4934	Taxes Assessed for State Educ.			1,317,731
4939	Payments to Other Governments			
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>3,716,976</b>	<b>0</b>	<b>12,418,833</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 NOTTINGHAM	
			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>10,695,940</b>
3120	Land Use Change Taxes - General Fund			0
3121	Land Use Change Taxes - Conservation Fund			6,250
3180	Resident Taxes			
3185	Timber Taxes	17,624		20,363
3186	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)	77		77
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	110,000		115,526
	Inventory Penalties			
	<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits	41,590		20,553
3220	Motor Vehicle Permit Fees	700,000		693,470
3230	Building Permits	30,000		31,109
3290	Other Licenses, Permits & Fees	35,000		31,669
3311-3319	<b>From Federal Government</b>			
	<b>FROM STATE</b>			
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	213,754		213,754
3353	Highway Block Grant	143,746		143,746
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	8,500		8,500
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)			
3379	<b>From Other Governments</b>	28,712		32,201
	<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	75,000		55,267
3409	Other Charges	23,000		58,677
	<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property			3,885
3502	Interest on Investments	2,000		1,780
3503-3509	Other	25,000		132,779
	<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds	15,000		15,000
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds	49,000		44,428
3916	From Trust & Fiduciary Funds	5,000		5,000
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>1,523,003</b>		<b>12,329,974</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 NOTTINGH	2011
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	3,895,853	4,376,515
b. Investments	1030	120,789	875
c. Restricted Assets			
d. Taxes receivable	1080	1,026,387	830,931
e. Tax liens receivable	1110	599,020	717,205
f. Accounts receivable	1150	45,789	5,912
g. Due from other governments	1260		
h. Due from other funds	1310	0	
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>5,687,838</b>	<b>5,931,438</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		25,521
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	4,931,620	5,279,658
f. Due to other funds	2080	47,425	6,325
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
l. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>4,979,045</b>	<b>5,311,504</b>
<b>Fund equity *</b>			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450		0
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490		23,739
e. Unassigned Fund Balance	2530	708,793	596,195
<b>TOTAL FUND EQUITY</b>		<b>708,793</b>	<b>619,934</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>5,687,838</b>	<b>5,931,438</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, 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		12,329,974		
	Less Expenditures From Page 4		12,418,833		
	Increase (decrease)		(88859)		
	Ending Fund Equity From Balance Sheet		619,934		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		708,793		
	Increase (decrease)		(88859)		
<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)				4,931,620
	2. ADD: School district assessment for current year				8,069,658
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)				13,001,278
	4. SUBTRACT: Payments made to school district		<	7,721,620	>
	(To balance sheet Acct # 2075, column c)				5,279,658
<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	TOTALS
(From pgs 2-3 of tax collector's report) >	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\*\***



