

# 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.

*Ken Ron Raymond*  
*Karen Sheldon*

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

### 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)  
John E. Lyford

Signature *John E. Lyford*

Regular Office Hours

Email address  
jlyford@metrocast.net

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# RECEIVED

APR 13 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

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

MS-5 Financial Report of the Budget - Town/City of **Town of Salisbury**  
 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>GENERAL GOVERNMENT TOTAL =</b> show detail below				
4130-4139	Executive	82,782	0	78,347
4140-4149	Election, Reg. & Vital Statistics	21,600	0	20,735
4150-4151	Financial Administration	76,768	0	75,839
4152	Property Assessment	0	0	0
4153	Legal Expense	16,000	0	3,637
4155-4159	Personnel Administration	29,164	0	23,859
4191-4193	Planning & Zoning	7,500	0	4,792
4194	General Government Buildings	38,200	0	36,361
4195	Cemeteries	9,600	0	8,932
4196	Insurance	20,780	0	16,691
4197	Advertising & Regional Assoc.	3,900	0	3,650
4199	Other General Government	800	0	100
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	56,763	0	12,357
4215-4219	Ambulance	24,027	0	27,790
4220-4229	Fire	24,627	0	23,766
4240-4249	Building Inspection	6,639	0	6,103
4290-4298	Emergency Management	7,277	0	5,159
4299	Other (Incl. Communications)	0	0	0
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations	0	0	0
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration	0	0	0
4312	Highways & Streets	351,325	0	350,654
4313	Bridges	1	0	0
4316	Street Lighting	2,000	0	2,128
4319	Other	0	0	0
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration	0	0	0
4323	Solid Waste Collection	5,900	0	5,309
4324	Solid Waste Disposal	83,054	0	81,711
4325	Solid Waste Facility Clean-up	3,088	0	2,772
4326-4329	Sewage Coll. & Disposal & Other	0	0	0

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	0	0	0
4332	Water Services	0	0	0
4335-4339	Water Treatment, Conserv. & Other	0	0	0
<b>ELECTRIC -</b> show detail below				
4351-4352	Admin. and Generation	0	0	0
4353	Purchase Costs	0	0	0
4354	Electric Equipment Maintenance	0	0	0
4359	Other Electric Costs	0	0	0
<b>HEALTH -</b> show detail below				
4411	Administration	0	0	0
4414	Pest Control	300	0	0
4415-4419	Health Agencies & Hosp. & Other	2,749	0	2,449
<b>WELFARE -</b> show detail below				
4441-4442	Administration & Direct Assist.	31,712	0	20,042
4444	Intergovernmental Welfare Pymts	0	0	0
4445-4449	Vendor Payments & Other	0	0	1,712
<b>CULTURE &amp; RECREATION -</b> show detail below				
4520-4529	Parks & Recreation	2,675	0	1,492
4550-4559	Library	31,358	0	31,358
4583	Patriotic Purposes	2,950	0	2,256
4589	Other Culture & Recreation	0	0	0
<b>CONSERVATION -</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	500	0	200
4619	Other Conservation	0	0	0
4631-4632	Redevelopment and Housing	0	0	0
4651-4659	Economic Development	0	0	0
<b>DEBT SERVICE -</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	61,667	0	36,667
4721	Interest-Long Term Bonds & Notes	21,726	0	11,388
4723	Int. on Tax Anticipation Notes	500	0	0
4790-4799	Other Debt Service	0	0	29,219

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

Financial Report of the Budget - Town/City of **Town of Salisbury**  
 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	0	0	0
4902	Machinery, Vehicles & Equipment	11,500	0	11,470
4903	Buildings	0	0	0
4909	Improvements Other Than Bldgs.	0	0	0
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund	0	0	0
4913	To Capital Projects Fund	0	0	0
4914	To Enterprise Fund		0	0
	- Sewer	0	0	0
	- Water	0	0	0
	- Electric	0	0	0
	- Airport	0	0	0
4915	To Capital Reserve Fund	12,400	0	12,400
4916	To Expend. Trust Fund - not #4917	6,400	0	5,000
4917	To Health Maint. Trust Funds	0	0	0
4918	To Nonexpendable Trust Funds	0	0	1,400
4919	To Fiduciary Funds	0	0	
<b>Total Local Expenditure Sub-Totals</b>		<b>1,058,232</b>	<b>0</b>	<b>997,745</b>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County		0	384,648
4932	Taxes Assessed for Village Dist.	0	0	0
4933	Taxes Assessed for Local Educ.	0		1,998,214
4934	Taxes Assessed for State Educ.	0		0
4939	Payments to Other Governments	0		0
<b>Less Proprietary Funds or Capital Project Funds</b>				
		<b>1,058,232</b>	<b>0</b>	<b>3,340,607</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 the municipality's audited financials for more information on proprietary funds or capital project funds.

## Financial Report of the Budget - Town/City of

			Town of Salisbury	
			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)	2,837,516	2,855,913	
3120	Land Use Change Taxes - General Fund	11,415	16,910	
3121	Land Use Change Taxes - Conservation Fund		0	
3180	Resident Taxes	0	0	
3185	Timber Taxes	25,000	26,474	
3186	Payment in Lieu of Taxes	6,636	6,636	
3187	Excavation Tax (\$.02 cents per cu yd)	50	50	
3189	Other Taxes	0		
3190	Interest & Penalties on Delinquent Taxes	32,000	29,013	
	Inventory Penalties	0		
	<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits	250	330	
3220	Motor Vehicle Permit Fees	195,000	185,931	
3230	Building Permits	1,200	1,915	
3290	Other Licenses, Permits & Fees	3,000	3,229	
3311-3319	From Federal Government	0	3,526	
	<b>FROM STATE</b>			
3351	Shared Revenues	0	0	
3352	Meals & Rooms Tax Distribution	61,742	61,742	
3353	Highway Block Grant	66,320	66,320	
3354	Water Pollution Grant	0	0	
3355	Housing & Community Development	0	0	
3356	State & Federal Forest Land Reimbursement	887	887	
3357	Flood Control Reimbursement	25,670	25,961	
3359	Other (Including Railroad Tax)	0	37	
3379	From Other Governments	0	0	
	<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	11,000	19,282	
3409	Other Charges	0	0	
	<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	1,500	1,644	
3502	Interest on Investments	1,200	1,063	
3503-3509	Other	1,000	1,084	
	<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds	0		
3913	From Capital Projects Funds	0		
3914	From Enterprise Funds			
	Sewer - (Offset)	0		
	Water - (Offset)	0		
	Electric - (Offset)	0		
	Airport - (Offset)	0		
3915	From Capital Reserve Funds	0		
3916	From Trust & Fiduciary Funds	308	308	
3917	Transfers from Conservation Fund	0		
	<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds				
		3,281,694	3,308,255	

**General Fund Balance Sheet for Town/City of                      Town of Salisbury                      2011**  
**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	966,238	971,700
b. Investments	1030	0	0
c. Restricted Assets		0	0
d. Taxes receivable	1080	239,957	269,422
e. Tax liens receivable	1110	96,063	132,764
f. Accounts receivable	1150	0	0
g. Due from other governments	1260	0	25,670
h. Due from other funds	1310	201,046	0
i. Other current assets	1400	644	542
j. Tax deeded property (subject to resale)	1670	0	0
		<b>1,503,948</b>	<b>1,400,098</b>
<b>LIABILITIES</b>			
a. Warrants and accounts payable	2020	231,331	9,049
b. Compensated absences payable	2030	0	0
c. Contracts payable	2050	0	0
d. Due to other governments	2070	0	0
e. Due to school districts	2075	919,274	1,054,285
f. Due to other funds	2080	1,504	17,478
g. Deferred revenue	2220	0	0
h. Notes payable - Current	2230	0	0
i. Bonds payable - Current	2250	0	0
j. Other payables	2270	6,183	5,982
		<b>1,158,292</b>	<b>1,086,794</b>
<b>FUND BALANCES</b>			
a. Nonspendable Fund Balance	2440	0	0
b. Restricted Fund Balance	2450	0	0
c. Committed Fund Balance	2460	0	0
d. Assigned Fund Balance	2490	950	0
e. Unassigned Fund Balance	2530	344,706	313,304
		<b>345,656</b>	<b>313,304</b>
		<b>1,503,948</b>	<b>1,400,098</b>

**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	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5		3,308,255	
	Less Expenditures From Page 4		3,340,607	
	Increase (decrease)		(32352)	
	Ending Fund Equity From Balance Sheet		313,304	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		345,656	
	Increase (decrease)		(32352)	
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2078</b>			<b>Amount</b>	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		919,274	
	2. ADD: School district assessment for current year		1,998,214	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		2,917,488	
	4. SUBTRACT: Payments made to school district		< 1,863,203 >	
	(To balance sheet Acct # 2075, column c)		1,054,285	
<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) *	-	18,000	18,000
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	(1,898)	-	1,898
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	-	(259)	259
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line2)	-	18,000	18,000
6. Excess of estimate (Add to revenue on page 5)	1,898	259	2,157
<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/LIENS RECEIVABLE WORKSHEET</b>			
	Acct. #1080	Acct.#1110	TOTALS
	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	269,422	150,764	420,186
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ -	↓ 18,000	↓ 18,000
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	269,422	132,764	402,186

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

