

PDF 8/3/12

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

SOUTH HAMPTON

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

### GOVERNING BODY (SELECTMEN)

Date Signed: May 29, 2012

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.

*[Handwritten Signature]*  
\_\_\_\_\_

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

### 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)

ANGELA RACINE

Signature

*[Handwritten Signature]*

Regular Office Hours

M 12:30-2:30pm, W9:30-11:30am

Email address

angela@townsh.comcastbiz.net

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RECEIVED

JUN 14 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	31,905		31,805
4140-4149	Election, Reg. & Vital Statistics	6,540		5,922
4150-4151	Financial Administration	52,470		49,752
4152	Property Assessment	8,925		10,110
4153	Legal Expense	30,000		41,893
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	3,915		2,803
4194	General Government Buildings	17,900		24,192
4195	Cemeteries	4,100		3,224
4196	Insurance			
4197	Advertising & Regional Assoc.			
4199	Other General Government			
<b>PUBLIC SAFETY TOTAL =</b>				
show detail below				
4210-4214	Police	248,743		247,045
4215-4219	Ambulance	13,800		12,925
4220-4229	Fire	55,429		55,163
4240-4249	Building Inspection			
4290-4298	Emergency Management	6,200		6,200
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	60,000		63,538
4313	Bridges			
4316	Street Lighting	300		255
4319	Other			
<b>SANITATION TOTAL =</b>				
show detail below				
4321	Administration	1,400		1,050
4323	Solid Waste Collection	47,000		45,239
4324	Solid Waste Disposal	18,500		16,046
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
Page Sub-Totals		607,127	0	617,161

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	50		91
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			
4414	Pest Control	1,100		612
4415-4419	Health Agencies & Hosp. & Other	6,785		4,160
<b>WELFARE =</b>				
show detail below				
4441-4442	Administration & Direct Assist.	3,500		1,890
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b>				
show detail below				
4520-4529	Parks & Recreation	6,100		5,154
4550-4559	Library	35,891		35,891
4583	Patriotic Purposes	500		498
4589	Other Culture & Recreation			
<b>CONSERVATION =</b>				
show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	350		
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b>				
show detail below				
4711	Princ.- Long Term Bonds & Notes			
4721	Interest-Long Term Bonds & Notes			
4723	Int. on Tax Anticipation Notes	5,000		1,989
4790-4799	Other Debt Service			
Page Sub-Totals		59,276	0	50,285

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>				
show detail below				
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.			
<b>OPERATING TRANSFERS OUT</b>				
show detail below				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	23,162		23,162
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>	23,162	0	23,162
	<i>Total Local Expenditure Sub-Totals</i>	689,565	0	690,608
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County	153,639		148,141
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	1,560,933		1,399,539
4934	Taxes Assessed for State Educ.	350,721		350,721
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>2,754,858</b>	<b>0</b>	<b>2,589,009</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.

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)	2,337,839	2,361,164
3120	Land Use Change Taxes - General Fund	0	7,545
3121	Land Use Change Taxes - Conservation Fund	0	7,545
3180	Resident Taxes		
3185	Timber Taxes	400	673
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)		
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	20,000	43,304
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	152,000	159,044
3230	Building Permits	6,500	8,405
3290	Other Licenses, Permits & Fees	600	
3311-3319	From Federal Government	0	609
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	36,340	36,340
3353	Highway Block Grant	25,009	24,339
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	68	68
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	0	5,000
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	6,000	1,075
3409	Other Charges	0	300
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	0	
3502	Interest on Investments	3,000	2,790
3503-3509	Other	800	21,669
	<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>	2,588,556	2,679,871

General Fund Balance Sheet for Town/City of

SOUTH HAMPTON

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	731,772	671,571
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable	1080	188,511	178,800
e. Tax liens receivable	1110	154,099	140,446
f. Accounts receivable	1150		
g. Due from other governments	1260		
h. Due from other funds	1310		
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>1,074,382</b>	<b>990,817</b>
<b>B. LIABILITIES AND FUND EQUITY</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current liabilities</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Warrants and accounts payable	2020		
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	924,894	763,260
f. Due to other funds	2080		
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	28,172	15,415
<b>TOTAL CURRENT LIABILITIES</b>		<b>953,066</b>	<b>778,675</b>
<b>Fund equity</b>			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490		
e. Unassigned Fund Balance	2530	121,316	212,142
<b>TOTAL FUND EQUITY</b>		<b>121,316</b>	<b>212,142</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,074,382</b>	<b>990,817</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)	
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>	
Total Revenues From Page 5	2,679,871
Less Expenditures From Page 4	2,589,009
Increase (decrease)	90862
Ending Fund Equity From Balance Sheet	212,142
Less Beginning Fund Equity From Balance Sheet	121,316
Increase (decrease)	90826
	These cells should be equal
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075</b>	
	Amount
1. School district liability at beg. of year ( From balance sheet Acct # 2075, column b )	924,894
2. ADD: School district assessment for current year	1,750,260
3. TOTAL LIABILITY WITHIN CURRENT YEAR ( Sum of lines 1 and 2 )	2,675,154
4. SUBTRACT: Payments made to school district	< 1,911,894 >
(To balance sheet Acct # 2075, column c)	763,260
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>	
	Amount
1. Short-term (TANS) debt at beginning of year	\$ -
2. ADD: New issues during current year	200,000
3. SUBTRACT: Issues retired during current year	< 200,000 >
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) *	7,017	(21,238)	(14,221)
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	5,599	80	(5,679)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	10,000	10,000	(20,000)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	30,000	5,000	35,000
6. Excess of estimate (Add to revenue on page 5)	(38,582)	(36,318)	(74,900)
<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
(From pgs 2-3 of tax collector's report) >	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	208,800	145,446	354,246
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ 30,000	↓ 5,000	↓ 35,000
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	178,800	140,446	319,246

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