



**TREASURER'S REPORT OF BORROWING - RSA 33:14**

**Due within 10 days after the delivery of an issue of bonds or notes.**

Entity Type:  Municipality  Village

Municipality:

County:

**TAX BOND ANTICIPATION NOTES ISSUED - RSA 33:7**

Amount of Tax or Bond Anticipation Note: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Lending Authority: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Date Due: \_\_\_\_\_  
Authorized By: \_\_\_\_\_  
Date Authorized: \_\_\_\_\_

**BONDS OR LONG-TERM NOTES ISSUED - RSA 33:8**

(Complete a form for each issue this year)

Type of Bond / Note: \_\_\_\_\_  
Amount of Bond or Long-Term Note: \_\_\_\_\_  
Purpose of Issue: \_\_\_\_\_  
Authorization Date: \_\_\_\_\_  
Article/Resolution #: \_\_\_\_\_  
Lending Authority: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Date Due: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Principal Payable Dates: \_\_\_\_\_  
Interest Payable Dates: \_\_\_\_\_  
Initial Payment Due: \_\_\_\_\_  
Annual Principal Payment: \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.

Treasurer's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



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## IMPORTANT STATUTES

Pursuant to **RSA 41:6**, the Treasurer shall be bonded.

Pursuant to **RSA 41:9, VII**, the Selectmen shall annually review and adopt an investment policy and shall advise the Treasurer of such.

Pursuant to **RSA 41:29, III**, the Treasurer's records should be available to the Selectmen and Town Auditors for examination upon request. A report must be given to the town on the yearly financial transactions and account balances. This report must also be sent to the Department of Revenue Administration.

Pursuant to **RSA 41:29, VII**, the Treasurer, or their designee, must deposit all funds at least on a weekly basis, or daily whenever funds from all departments collectively total \$1,500 or more.

Pursuant to **RSA 31:94**, the fiscal year of towns and cities must end on December 31, except in those towns, cities, and counties that have adopted the optional fiscal year ending June 30, pursuant to RSA 31:94-a. The books and accounts of all town officers must be closed as of December 31 (June 30). All entries should be completed and accounts balanced so they may be audited as soon as possible after the end of the fiscal year.

## INSTRUCTIONS

### WHO SHALL FILE

Pursuant to **RSA 33:12**, the Treasurer shall keep a detailed record of note and bond issues.

### WHEN TO FILE

Pursuant to **RSA 33:14**, the Treasurer shall within 10 days after the delivery of an issue of bonds or notes, file with the Department of Revenue Administration Form MS-50.

### WHERE TO FILE

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <https://www.proptax.org/>

### FOR ASSISTANCE PLEASE CONTACT:

NH DRA Municipal and Property Division

Phone: (603) 230-5900

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>