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NH DEPT OF REVENUE ADM  
MUNICIPAL SERVICES

FORM F-65(MS-5)  
(8-21-2009)

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
COMMUNITY SERVICES DIVISION



ANNUAL CITY/TOWN  
FINANCIAL REPORT  
R.S.A. CHAPTER 21-J

UFB- 4/20, 1/30  
59  
9/30/11

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BARNSTEAD TOWN  
CLERK  
PO BOX 11  
108 S. BARNSTEAD RD.  
BARNSTEAD, NH 03218

State of New Hampshire  
Department of Revenue Administration  
Community Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 271-3397

PLEASE  
RETURN  
COMPLETED  
FORM TO

Part I GENERAL FUND - Revenues and expenditures for the period - Specify  
January 1, 2009 to December 31, 2009

OR  
July 1, 2010 to June 30, 2011

A. REVENUES - Modified Accrual		Account No.	Amount
		(a)	(b)
<b>1. Revenue from taxes (Including state education)</b>			
a. Property taxes (commitment less overlay Plus Section C, line 6, column (c), page 12)		3110	\$ 9,760,068
b. State and local taxes assessed for school district \$	7,400,663	4933	
c. Land use change taxes - General Fund		3120	T01 4,300
d. Land use change taxes - Conservation Fund		3121	T01
e. Resident taxes		3180	T01
f. Timber taxes		3185	T01 23,067
g. Payments in lieu of taxes		3186	U99
h. Other taxes (Explain on separate schedule)		3189	T01
i. Interest and penalties on delinquent taxes		3190	T01 139,810
j. Excavation tax (@ \$.02 per cu. Yd.)		3187	T99 2,530
<b>J. TOTAL (Excluding line 1b)</b>			\$ 9,929,775
<b>2. TOTAL revenues for education purposes</b> (This entry should be used by the few municipalities which have dependent school districts only)			
			\$
<b>3. Revenue from licenses, permits, and fees</b>			
a. Business licenses and permits		3210	T01 945
b. Motor vehicle permit fees		3220	T99 639,559
c. Building permits		3230	T99 24,510

Part I GENERAL FUND (Continued)		Account No.	T99	Amount
A. REVENUES - Modified Accrual (Continued)		(a)		(b)
3. Revenue from licenses, permits and fees (Cont'd)			T99	
d. Other licenses, permits, and fees		3290	T99	35,763
e. TOTAL			\$	700,777
4. Revenue from the federal government			B50	
a. Housing and urban renewal (HUD)		3311	\$	
b. Environmental protection		3312	B89	
c. Other federal grants and reimbursements - Specify			B89	
(FEMA; Homeland Security; COPPS)		3319		162,205
d. TOTAL			\$	162,205
5. Revenue from the State of New Hampshire			C30	
a. Shared revenue block grant		3351	\$	
b. Meals and rooms distribution		3352	C30	205,162
c. Highway block grant		3353	C46	165,916
d. Water pollution grants		3354	C89	
e. Housing and community development		3355	C50	
f. State and federal forest land reimbursement		3356	C89	8,901
g. Flood control reimbursement		3357	C89	
h. Other state grants and reimbursements - Specify			C	341
(Highway Safety)		3359		380,320
i. TOTAL			\$	380,320
6. Revenue from other governments			D	
Intergovernmental revenue - Other			\$	
7. Revenue from charges for services			A89	
(Exclude interfund transfers)				
a. Income from departments		3401	\$	129,127
b. Water supply system charges		3402	A91	
c. Sewer user charges		3403	A80	
d. Garbage-refuse charges		3404	A81	
e. Electric user charges		3405	A92	
f. Airport fees		3406	A01	
g. Parking			A60	
h. Transit or bus system			A94	
i. Parks and Recreation			A61	
j. Cemeteries			AO3	
k. Toll highways			A45	
l. Other charges		3409	A89	
m. TOTAL			\$	129,127

Part I GENERAL FUND (Continued)		Account No.	Amount
A. REVENUES - Modified Accrual (Continued)		(a)	(b)
<b>8. Revenue from miscellaneous sources</b>			
a. Special assessments		3500	U01 \$
b. Sale of municipal property		3501	U11 10,380
c. Interest on investments		3502	U20 7,192
d. Rents of property		3503	U40 -
e. Fines and forfeits		3504	U99 -
f. Insurance dividends and reimbursements		3506	U99 -
g. Contributions and donations		3508	U99 -
h. Other miscellaneous sources not otherwise classified		3509	U99 59,865
<b>i. TOTAL</b>			\$ 77,437
<b>9. Interfund operating transfers in</b>			
a. Transfers from special revenue fund		3912	\$
b. Transfers from capital projects fund		3913	
c. Transfers from proprietary funds		3914	
d. Transfers from capital reserve fund		3915	
e. Transfers from trust and fiduciary funds		3916	
f. Transfers from conservation fund		3917	
<b>g. TOTAL</b>			\$
<b>10. Other financial sources</b>			
a. Proceeds from long-term notes and general obligation bonds		3934	\$
b. Proceeds from all other bonds		3935	
c. Other long-term financial sources		3939	
<b>d. TOTAL</b>			\$
<b>11. TOTAL REVENUES FROM ALL SOURCES</b>			
			\$ 11,379,641
<b>12. TOTAL FUND EQUITY (Beginning of year)</b>			
			\$ 783,584
<b>13. TOTAL OF LINES 11 AND 12</b>			
			\$ 12,163,225
Remarks			

<b>Part I GENERAL FUND (Continued)</b>									
<b>B. EXPENDITURES - Modified Accrual</b>									
<b>1. General government</b>									
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)					
a. Executive	4130	E29 169,226	G29	F29					
b. Election and registration	4140	E89 79,221	G89	F89					
c. Financial administration	4150	E23 106,717	G23	F23					
d. Revaluation of property	4152	E23 35,640	G23	F23					
e. Legal expense	4153	E25 23,897	G25	F25					
f. Personnel administration	4155	E29 7,077	G29	F29					
g. Planning and zoning	4191	E29 31,589	G29	F29					
h. General government building	4194	E31 77,270	G31	F31					
i. Cemeteries	4195	E89 1,308	G89	F89					
j. Insurance not otherwise allocated	4196	E89 50,903	G89	F89					
k. Advertising and regional association	4197	E89 -	G89	F89					
l. Other general government	4199	E89 -	G89	F89					
m. TOTAL		\$ 582,848	\$	\$					
<b>2. Public safety</b>									
a. Police	4210	E62 562,197	G62	F62					
b. Ambulance	4215	E32 516,730	G32	F32					
c. Fire	4220	E24 255,601	G24	F24					
d. Building inspection (code enforcement)	4240	E66 20,479	G66	F66					
e. Emergency management	4290	E89 517	G89	F89					
f. Other public safety (including communications)	4299	E89	G89	F89					
g. TOTAL		\$ 1,355,524	\$	\$					
<b>3. Airport/Aviation center</b>									
a. Administration	4301	\$	\$	\$					
b. Airport operations	4302								
c. Other	4309								
d. TOTAL		E01 \$	G01 \$	F01 \$					
Remarks									

<b>Part I GENERAL FUND (Continued)</b>					
<b>B. EXPENDITURES - Modified Accrual (Continued)</b>					
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)	
<b>4. Highways and streets</b>					
a. Administration	4311	E44 116,171	G44 \$	F44 \$	
b. Highways and streets	4312	E44 541,091	G44	F44	
c. Bridges, railroad crossing	4313	E44 200	G44	F44	
d. Street lighting	4316	E44 5,303	G44	F44	
e. Toll highways	4319	E45	G45	F45	
f. Other highway, streets, and bridges	4319	E44 146,866	G44	F44	
<b>f. TOTAL</b>		\$ 809,631	\$	\$	
<b>5. Sanitation</b>					
a. Administration	4321	E80	G80	F80	
b. Solid waste collection	4323	E81	G81	F81	
c. Solid waste disposal	4324	E81 165,191	G81	F81	
d. Solid waste clean-up	4325	E81	G81	F81	
e. Sewage collection and disposal	4326	E80 250	G80	F80	
f. Other sanitation	4329	E80	G80	F80	
<b>g. TOTAL</b>		\$ 165,441	\$	\$	
<b>6. Water distribution and treatment</b>					
a. Administration	4331	\$	\$	\$	
b. Water services	4332				
c. Water treatment	4335				
d. Water conservation	4338				
e. Other water	4339				
<b>f. TOTAL</b>		E91 \$	G91 \$	F91 \$	
<b>7. Electric</b>					
a. Administration	4351	\$	\$	\$	
b. Generation	4352				
c. Purchase costs	4353				
d. Equipment maintenance	4354				
e. Other electric	4359				
<b>f. TOTAL</b>		E92 \$	G92 \$	F92 \$	

Part I GENERAL FUND (Continued)					
B. EXPENDITURES - Modified Accrual (Continued)					
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)	
<b>8. Health</b>					
a. Administration	4411	1,055 \$			\$
b. Pest Control	4414	3,077			
c. Health agencies and hospitals	4415	6,000			
d. Vital Statistics	4140				
e. Other Health	4419				
<b>f. TOTAL</b> →		E32 \$ 10,132	G32 \$	F32	\$
<b>9. TOTAL expenditures for education purposes</b> (This entry should be used by the few municipalities which have dependent school districts only)					
<b>10. Welfare</b>					
a. Administration	4441	27,530	\$		\$
b. Direct assistance	4442				
c. Intergovernmental welfare payments	4444	4,472			
d. Vendor payments	4445				
e. Other welfare	4449				
<b>f. TOTAL</b> →		E79 \$ 32,002	G79 \$	F79	\$
<b>11. Culture and recreation</b>					
a. Parks and recreation	4520	14,797	\$		\$
b. Library	4550				
c. Patriotic purposes	4583	3,500			
d. Other culture and recreation (band concerts)	4589	5,000			
<b>e. TOTAL</b> →		E61 \$ 23,297	G61 \$	F61	\$
<b>12. Conservation</b>					
a. Administration	4611				
b. Purchase of natural resources	4612				
c. Other conservation	4619				
<b>d. TOTAL</b> →		E59 \$	G59 \$	F59	\$
<b>13. Redevelopment and housing</b>					
a. Administration	4631				
b. Redevelopment and housing	4632				
<b>c. TOTAL</b> →		E50 \$	G50 \$	F50	\$

Part I GENERAL FUND (Continued)					
B. EXPENDITURES - Modified Accrual (Continued)					
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)	
<b>14. Economic development</b>					
a. Administration	4651	-	\$	\$	
b. Economic development	4652	-			
c. Other economic development	4659	-			
d. TOTAL		E89	G89	F89	
		\$	\$	\$	
<b>15. Debt service</b>					
a. Principal long term bonds and notes	4711	189	\$	\$	
b. Interest on long term bonds and notes	4721	189			
c. Interest on tax and revenue anticipation notes	4723	17,939			
d. Other debt service charges	4790	E23			
e. TOTAL		\$ 17,939	\$	\$	
			G	F	
<b>16. Capital outlay</b>					
a. Land and improvements	4901		\$		
b. Machinery, vehicles, and equipment	4902		G	29,329	
c. Buildings	4903			F	40,000
d. Improvements other than buildings	4909			F	146,783
e. TOTAL			G	\$ 29,329	\$ 186,783
<b>17. Interfund operating transfers out</b>					
a. Transfers to special revenue funds	4912	111,184			
b. Transfers to capital projects funds	4913				
c. Transfers to proprietary funds	4914				
d. Transfers to capital reserve funds	4915	106,522			
e. Transfers to expendable trust funds	4916				
f. Transfers to nonexpendable trust funds	4918				
f. TOTAL		\$ 217,706	\$		
Remarks					





**Part III GENERAL FUND BALANCE SHEET -**

Please specify the period -->

As of December 31, 2009 OR June 30, 2010

	Account No. (a)	Beginning of year (b)	End of year (c)
<b>A. ASSETS</b>			
<b>1. Current assets</b>			
a. Cash and equivalents	1010	2,278,927	2,443,502
b. Investments	1030	429,597	487,372
c. Taxes receivable (See worksheet, page 12)	1080	917,875	837,157
d. Tax liens receivable (See worksheet, page 12)	1110	328,020	395,507
e. Accounts receivable	1150	-	3,591
f. Due from other governments	1260	-	-
g. Due from other funds	1310	723	-
h. Other current assets	1400	12,289	-
i. Tax deemed property (subject to resale)	1670	-	-
<b>j. TOTAL ASSETS (Should equal line B3) -----&gt;</b>		<b>\$ 3,967,431</b>	<b>\$ 4,167,129</b>
<b>9. TOTAL expenditures for education purposes</b>			
<b>B. LIABILITIES AND FUND EQUITY</b>			
<b>1. Current liabilities</b>			
a. Warrants and accounts payable	2020	-	1,137
b. Compensated absences payable	2030	-	-
c. Contracts payable	2050	-	-
d. Due to other governments	2070	-	-
e. Due to school districts	2075	3,094,428	2,944,808
f. Due to other funds	2080	3,500	4,977
g. Deferred revenue	2220	23,908	490,000
h. Notes payable - Current	2230	-	-
i. Bonds payable - Current	2250	-	-
j. Other payables	2270	62,011	88,041
<b>k. TOTAL LIABILITIES -----&gt;</b>		<b>\$ 3,183,847</b>	<b>\$ 3,528,963</b>
<b>2. Fund equity</b>			
a. Reserve for encumbrances (Please detail on page 10)	2440	340,263	218,036
b. Reserve for continuing appropriations (Detail on p. 10)	2450	-	-
c. Reserve for appropriations voted from surplus	2460	-	-
d. Reserve for special purposes (Please detail on p. 10)	2490	-	-
e. Unreserved fund balance	2530	443,321	420,130
<b>f. TOTAL FUND EQUITY -----&gt;</b>		<b>\$ 783,584</b>	<b>\$ 638,166</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY -----&gt;</b> (Should equal line A1j)		<b>\$ 3,967,431</b>	<b>\$ 4,167,129</b>





**Part VI RECONCILIATIONS**

A. RECONCILIATION OF SCHOOL DISTRICT LIABILITY		Amount
1. School district liability at beginning of year (Account number 2075, column b, on page 9)	9141	\$ 3,094,428
2. Add: School district assessment for current year	✓	7,400,683
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		10,495,111
4. SUBTRACT: Payments made to school district	<	7,550,303 >
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)	To B/S	2,944,808

**B. RECONCILIATION OF TAX ANTICIPATION NOTES**

1. Short-term (TANS) debt at beginning of year	61V	\$ -
2. ADD: New issues during current year		900,000
3. SUBTRACT: Issues retired during current year	<	900,000 >
4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (Be sure to include (TANS) in Account number 2230, column c, page 9)	\$	0

**PLEASE REFER TO THE INSTRUCTIONS TO COMPLETE SECTIONS C AND D**

**C. ALLOWANCE FOR ABATEMENTS WORKSHEET**

	Current year (a)	Prior years (b)	TOTAL (c)
1. Overlay/Allowance for Abatements (Beginning of year)*	✓ 27,939	50,000 42,513	77,939 70,452
2. SUBTRACT: Abatements made (From tax collector's report) -MS-61	(6,316)	(29,315)	(35,631)
3. SUBTRACT: Discounts			
4. SUBTRACT: Refunds (Cash abatements) =MS-61	0	0	0
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	5,000	5,000 (40,000)	(10,000)
6. Excess of estimate (Add to revenue on page 1, line 1a)	16,623 21,623	15,685 3,198	32,308 24,821

\*Use overlay amount for column (a) and use last year's balance of line 5, Allowance for Abatements for column b (see your form from last year).

\*\*The amount in column c will go into line 1(b) for next year's worksheet.

**D. TAXES/LIENS RECEIVABLE WORKSHEET**

	1080 taxes (a)	1110 liens (b)	TOTALS (c)
1. Uncollected, end of year	842,157	400,507	1,242,664
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	(5,000)	(5,000)	(10,000)
3. Receivable, end of year *	837,157	395,507	1,232,664

\* (These amounts are entered on page 9, account numbers 1080 and 1110, column c)

**Part VII SUMMARY OF REVENUES FOR ALL OTHER FU** Please specify the period --κ  
 January 1, 2009 - December 31, 2009 of July 1, 2009 - June 30, 2010

REVENUE AND OTHER FINANCING SOURCES	Capital Projects (a)			Special Revenue (b)			Proprietary funds	
	T01	T99	\$	T01	T99	\$	Enterprise (c)	Internal service (d)
1. Revenue from taxes				T01		2,150	T01	
2. Revenue from licenses, permits, and fees					T99		T99	
3. Revenue from the federal government				B89			B89	
4. Revenue from the State of New Hampshire				C89			C89	
5. Revenue from other governments				D89			D89	
6. Revenue from charges for services							A91	
(a) Water supply system charges							A80	
(b) Sewer user charges							A81	
(c) Garbage/refuse collection charges				A92			A92	
(d) Electric				A01			A01	
(e) Airport and aviation				A44			A44	
(f) Highway				A45			A45	
(g) Toll facilities				A61			A61	
(h) Parks and recreation				A60			A60	
(i) Parking				A94			A94	
(j) Transit or bus system				A89			A89	
(k) Other - Specify -- <u>κ</u>								
(1) Library				A89			A89	
(2)				A89			A89	
(3)				U20			U20	
7. Revenue from miscellaneous sources								
(a) Interest on investments							U99	
(b) Other miscellaneous sources								
8. Interfund operating transfers in						112,202		
9. Other financial sources				U99		12,038	U99	
<b>10. TOTAL REVENUE AND OTHER SOURCES</b> →						126,390		

**Part VIII SUMMARY OF EXPENDITURES FOR ALL OTH** Please specify the period --a  
 January 1, 2009 - December 31, 2009 of July 1, 2009 - June 30, 2010

EXPENDITURES (BY FUNCTIONS)	Capital Projects (a)		Special Revenue (b)	Proprietary funds	
	F89 \$	E89 \$		Enterprise (c)	Internal service (d)
1. General government	F89	E89			
2. Public Safety	F89	E89			
(a) Police					
(b) ambulance					
© fire					
3. Airport/Aviation center	F01	E01			
4. Highway and streets	F44	E44			
5. Toll highways	F45	E45			
6. Sanitation	F80	E80			
7. Water distribution and treatment	F91	F91			
8. Sewerage	F80	E80			
9. Electric	F92	E92			
10. Health	F32	E32			
11. Welfare	F79	E79			
12. Culture and recreation	F61	E61	117,714		
13. Parking	F60	E60			
14. Transit or bus system	F94	E94			
15. Conservation	F59	E59	200		
16. Redevelopment and housing	F50	E50			
17. Economic development	F89	E89			
18. Debt service		E23			
19. Capital outlay	F89	F89			
20. Interfund operating transfers out					
21. TOTAL EXPENDITURES	\$	\$	117,914	\$	\$
Remarks					

**Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHI** Please specify the period --a

As of December 31, 2009 OR June 30, 2010

	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
<b>A. ASSETS</b>					
<b>1. Current assets</b>					
(a) Cash and equivalents	1010	\$ -	\$ 117,375	\$	
(b) Investments	1030	-	83,537		
(c) Accounts receivable	1150	-	-		
(d) Due from other governments	1260	-	-		
(e) Due from other funds	1310	-	4,977		
(f) Other - Specify --L					
<b>2. Fixed assets</b>					
(a) Land and improvements	1610	\$	\$	\$	
(b) Buildings	1620				
(c) Machinery, vehicles, and equipment	1640				
(d) Construction in progress	1650				
(e) Improvements other than building	1660				
(f) Other - Specify --L					
<b>3. TOTAL ASSETS</b>		\$	\$ 205,889	\$	\$

**Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS ( Cont )** Please specify the period --  
 January 1, 2009 - December 31, 2009 of July 1, 2009 - June 30, 2010

B. LIABILITIES AND FUND EQUITY 1. Liabilities	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
(a) Warrants and accounts payable	2020	\$ -	\$ -	\$ -	\$ -
(b) Compensated absences payable	2030				
(c) Contracts payable	2050	-	-		
(d) Due to other governments	2070	-	-		
(e) Due to other funds	2080	-	-		
(f) Deferred revenue	2220	-	-		
(g) Notes and bonds payable					
(h) Other - Specify --L					
(i) TOTAL LIABILITIES		\$ -	\$ -	\$ -	\$ -
2. Fund equity/Capital					
(a) Reserve for encumbrances	2440				
(b) Reserve for special purposes	2490		205,889		
(c) Unreserved fund balance	2530		-		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY		\$ -	\$ 205,889	\$ -	\$ -
3. TOTAL LIABILITIES AND FUND EQUITY		\$ -	\$ 205,889	\$ -	\$ -



**Part X**

**SUPPLEMENTAL INFORMATION WORKSHEET**

**A. INTERGOVERNMENTAL EXPENDITURES**

Report payments made to the State or other local governments on reimbursement or cost-sharing basis. Do not include these expenditures in part VI.

Purpose (a)	Account No. (b)	Amount (c)
Payments made to other local governments for:		
Schools	M12	
Sewers	M80	
All other - County	M89	
All other - Towns	M89	
Payments made to State for:		
Highways	L44	
All other purposes	L89	

**B. DEBT OUTSTANDING, ISSUED, AND RETIRED**

Long-term debt purpose (a)	Bonds outstanding at the beginning of this fiscal year (b)		Bonds during this fiscal year.		Outstanding at the end of this fiscal year (e)
	Issued (c)	Retired (d)	Issued (c)	Retired (d)	
Industrial revenue	19T	24T	34T	44T	
All other debt	19U	29U	39U	44U	
Interest on water debt	19I				

**D. SALARIES AND WAGES**

Report here the total salaries and wages paid to all employees of your city before deductions for social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of city employees charged to construction projects. These amounts may be taken from the W3 form filed by your government for the year ended December 31.

<b>Total Wages Paid</b>	Z00	1,198,838.00
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**E. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR**

Report separately for each of the three types of funds listed below, the amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets.

Type of fund (a)	Amount at end of fiscal year Omit cents (b)
<b>Bond funds -</b> pending disbursement	
Unexpended proceeds from sale of bond issues held	W31
All other funds except employee retirement funds	W61
	\$ 3,996,806

**CERTIFICATION**

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.

Signatures of a majority of the governing body:

*Robert J. DeRose 9-3-11*

*John Brown 9-3-11*

*Francis Vander 10/14/11*

*Prison Antide 10/14/11*

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 city/town officials, this declaration is based on all information of which the preparer has knowledge)

**See Independent Accountant's Compilation Report**

Preparer (Please print or type)

*The Mercier Group, PC*

Regular Office Hours

**M-F 8am to 5pm**

Signature

**See Independent Accountant's Compilation Report**

E-mail Address

*pim@mercier-group.com*

Date signed

**GENERAL INSTRUCTIONS**

When completed, one copy should be returned to the Department of Revenue Administration and one copy should be placed in your municipal records.

**Please be sure you have completed Part X, items A-D.**

**WHEN TO FILE: (R.S.A. 21-J:34,V)**

For cities/towns reporting on a calendar year basis, this report must be filed on or before April 1.

For cities/towns reporting on an optional fiscal year basis (year ending June 30), this report must be filed on or before September 1.

**WHERE TO FILE**

Department of Revenue Administration  
State of New Hampshire  
Municipal Services Division  
PO Box 487  
Concord, NH 03302-0487