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2011

FORM F-65(MS-5)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION



**ANNUAL CITY/TOWN
FINANCIAL REPORT**

30 3 005 005 2438
BETHLEHEM TOWN
CLERK
PO BOX 189
BETHLEHEM, NH 03574

**PLEASE
RETURN
COMPLETED
FORM TO**

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

Part I GENERAL FUND -

Revenues and expenditures for the period - Specify

January 1, 2010 to December 31, 2010

OR

July 1, 2010 to June 30, 2011

A. REVENUES - Modified Accrual		Account No.	Amount
1. Revenue from taxes (including state education)		(a)	(b)
a. Property taxes (commitment less overlay Plus Section C, line 6, column (c), page 12)		3110	T01 \$ 6,471,411
b. State and local taxes assessed for school districts	\$ 4,173,484.00	4933	T01
c. Land use change taxes - General Fund		3120	T01 7,330
d. Land use change taxes - Conservation Fund		3121	T01
e. Resident taxes		3160	T01
f. Timber taxes		3185	U99 16,124
g. Payments in lieu of taxes		3186	T01 85,462
h. Other taxes (Explain on separate schedule)		3189	T01
i. Interest and penalties on delinquent taxes		3190	T01 123,144
j. Excavation Tax (@\$.02 per cu. yd.)		3187	T99 126
k. TOTAL (Excluding line 1b)			\$ 6,703,597
2. TOTAL revenues for education purposes (This entry should only be used by the few municipalities which have dependent school districts)			
3. Revenue from licenses, permits, and fees			
a. Business licenses and permits		3210	T28 510
b. Motor vehicle permit fees		3220	T01 345,396
c. Building permits		3230	T29 2,539

Part I GENERAL FUND (Continued)			Account No.	Amount
A. REVENUES - Modified Accrual (Continued)			(a)	(b)
8. Revenue from miscellaneous sources				
a. Special assessments			3500 U01	-
			\$ U11	-
b. Sale of municipal property			3601 U20	756
c. Interest on investments			3602	-
d. Rents of property			3603 U40	-
e. Fines and forfeits			3604 U30	-
f. Insurance dividends and reimbursements			3606 U99	-
g. Contributions and donations			3608 U50	-
h. Other miscellaneous sources not otherwise classified			3609 U99	1,039
i. TOTAL			\$	1,795
9. Interfund operating transfers in				
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 duns			3917	-
g. TOTAL			\$	-
10. Other financial sources				
a. Proceeds from long-term notes and general obligation bonds			3934 \$	153,700
b. Proceeds from all other bonds			3935	-
c. Other long-term financial sources			3939	-
d. TOTAL			\$	153,700 ✓
11. TOTAL REVENUES FROM ALL SOURCES				
12. TOTAL FUND EQUITY (Beginning of year)				
(Should equal line B.2f, column b, page 9)				
13. TOTAL OF LINES 11 AND 12				
(Should equal line 21, page 8)				
Remarks				

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual

1. General government

	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
		E29	G29	F29
a. Executive	4130	245,584	G89	F89
b. Election and registration	4140	47,788	G23	F23
c. Financial administration	4150	56,916	G23	F23
d. Revaluation of property	4152	75,763	G25	F25
e. Legal expense	4153	264,669	G29	F29
f. Personnel administration	4155	-	G29	F29
g. Planning and zoning	4191	51,762	G31	F31
h. General government building	4194	75,651	G03	F03
i. Cemeteries	4195	-	G89	F89
j. Insurance not otherwise allocated	4196	-	G89	F89
k. Advertising and regional association	4197	7,229	G89	F89
l. Other general government	4199	3,930	G89	F89

2. Public safety

	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
		E62	G62	F62
m. TOTAL		829,252		
a. Police	4210	422,563	G32	F32
b. Ambulance	4215	-	G24	F24
c. Fire	4220	110,674	G66	F66
d. Building inspection	4240	9,180	G89	F89
e. Emergency management	4290	-	G89	F89
f. Other public safety (including communications)	4299	-		

3. Airport/Aviation center

	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
		E01	G01	F01
a. Administration	4301	-		
b. Airport operations	4302	-		
c. Other	4309	-		
d. TOTAL		542,417		

Remarks

Part I GENERAL FUND (Continued)		Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
B. EXPENDITURES - Modified Accrual (Continued)					
4. Highways and streets					
a. Administration	4311	-	E44	G44	F44
b. Highways and streets	4312	487,713	E44	G44	F44
c. Bridges, railroad crossing	4313	-	E44	G44	F44
d. Street lighting	4316	37,384	E44	G44	F44
e. Toll highways	4316	-	E45	G45	F45
f. Other highway, streets, and bridges	4319	-	E44	G44	F44
g. TOTAL		625,097	E80	G80	F80
5. Sanitation					
a. Administration	4321	-	E81	G81	F81
b. Solid waste collection	4323	-	E81	G81	F81
c. Solid waste disposal	4324	-	E81	G81	F81
d. Solid waste clean-up	4325	-	E80	G80	F80
e. Sewage collection and disposal	4326	-	E80	G80	F80
f. Other sanitation	4329	-			
g. TOTAL		-			
6. Water distribution and treatment					
a. Administration	4331	-			
b. Water services	4332	-			
c. Water treatment	4335	-			
d. Water conservation	4338	-			
e. Other water	4339	-	E81	G81	F81
f. TOTAL		-			
7. Electric					
a. Administration	4351	-			
b. Generation	4352	-			
c. Purchase costs	4353	-			
d. Equipment maintenance	4354	-			
e. Other electric	4359	-	E92	G92	F82
f. TOTAL		-			

Part I GENERAL FUND (Continued)		Account No.	Total expenditure includes col c & d (b)	Equipment and land purchases (c)	Construction (d)
B. EXPENDITURES - Modified Accrual (Continued)					
8. Health					
a. Administration	4411	-			
b. Pest Control	4414	5,660			
c. Health agencies and hospitals	4415	30,877			
d. Other Health	4419	-			
e. TOTAL		E32 36,237	G32	F32	
9. TOTAL expenditures for education purposes (This entry should only be used by the few municipalities which have dependent school districts)					
10. Welfare					
a. Administration	4441	-			
b. Direct assistance	4442	40,572			
c. Intergovernmental welfare payments	4444	-			
d. Vendor payments	4445	-			
e. Other welfare	4449	-			
f. TOTAL		J67 40,572	G79	F79	
11. Culture and recreation					
a. Parks and recreation	4520	160,212			
b. Library	4560	-			
c. Patriotic purposes	4563	-			
d. Other culture and recreation	4569	6,660			
e. TOTAL		E61 166,872	G52	F52	
12. Conservation					
a. Administration	4611	-			
b. Purchase of natural resources	4612	-			
c. Other conservation	4619	2,050			
d. TOTAL		E59 2,050	G59	F59	
13. Redevelopment and housing					
a. Administration	4631	-			
b. Redevelopment and housing	4632	-			
c. TOTAL		E60	G50	F50	

Part I GENERAL FUND (Continued)		Account No. (a)	Total expenditure includes col c & d (b)	Equipment and land purchases (c)	Construction (d)
B. EXPENDITURES - Modified Accrual (Continued)					
14. Economic development					
a. Administration		4651	-	-	-
b. Economic development		4652	-	-	-
c. Other economic development		4659	-	-	-
d. TOTAL			E89	G89	F89
15. Debt service					
a. Principal long term bonds and notes		4711	-		
b. Interest on long term bonds and notes		4721	189		
c. Interest on tax and revenue anticipation notes		4723	15,899		
d. Other debt service charges		4790	116,045		
e. TOTAL			131,944	G89	F89
16. Capital outlay (not reported above)					
a. Land and improvements		4801	-	-	-
b. Machinery, vehicles, and equipment		4802	-	-	-
c. Buildings		4903	84,040	G89	F89
d. Improvements other than buildings		4909	206,500	G89	F89
e. TOTAL			280,540	-	290,540
17. Interfund operating transfers out					
a. Transfers to special revenue funds		4912	61,323		
b. Transfers to capital projects funds		4913	-		
c. Transfers to proprietary funds		4914	-		
d. Transfers to capital reserve funds		4915	-		
e. Transfers to expendable trust funds		4916	155,000		
f. Transfers to non-expendable trust funds		4918	-		
g. TOTAL			216,323		
Cumulative Expenditure Totals from pages 4-7			2,781,304.00		

Remarks

Part III GENERAL FUND BALANCE SHEET

		MODIFIED ACCRUAL		
		Account No. (a)	Beginning of Year (b)	End of year (c)
A. ASSETS				
1. Current assets				
a. Cash and equivalents		1010	1,252,778	1,643,250
b. Investments		1030	-	-
c. Taxes receivable (From Section D, page 12)		1080	644,339	2,059,241
d. Tax liens receivable (From Section D, page 12)		1110	561,200	661,767
e. Accounts receivable		1150	4,061	-
f. Due from other governments		1260	-	42,875
g. Due from other funds		1310	106,163	194,696
h. Other current assets		1400	6,108	7,347
i. Tax deeded property (subject to resale)		1670	-	-
J. TOTAL ASSETS (Should equal line B3) ----->			2,574,649	4,599,176
B. LIABILITIES AND FUND EQUITY				
1. Current liabilities				
a. Warrants and accounts payable		2020	52,096	1,508,448
b. Compensated absences payable		2030	-	-
c. Contracts payable		2050	-	-
d. Due to other governments		2070	-	-
e. Due to school districts		2075	2,018,527	1,813,615
f. Due to other funds		2080	10,994	2,142
g. Deferred revenue		2220	-	-
h. Notes payable - Current		2230	-	750,000
i. Bonds payable - Current		2250	-	-
j. Other payables		2270	-	-
k. TOTAL LIABILITIES ----->			2,081,617	4,074,205
2. Fund equity				
a. Reserve for encumbrances (Please detail on page 10)		2440	-	-
b. Reserve for continuing appropriations (Detail on page 10)		2450	-	-
c. Reserve for appropriations voted from surplus		2460	-	-
d. Reserve for special purposes (Please detail on page 10)		2490	-	-
e. Unreserved fund balance (as restated see page 10)		2530	493,032	524,971
f. TOTAL FUND EQUITY ----->			493,032	524,971
3. TOTAL LIABILITIES AND FUND EQUITY -----> (Should equal line A f)			2,574,649	4,599,176

Part V GENERAL FUND (Continued)

D. AMORTIZATION OF LONG-TERM DEBT									
Description	Original obligation	Purpose	Annual installment	Interest rate	Date of final payment	Bonds o/s at beginning of year	Bonds issued this year	Bonds retired this year	Bonds o/s at end of year
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Fuel Tanks	70,000	G	11,867	4.13%	2012	34,999	-	11,667	23,332
Cemetery Land	60,000	G	6,025	4.25%	2016	42,175	-	6,025	36,150
Town Building Construction	774,000	G	38,700	4.50%	2027	696,600	-	38,700	657,900
Garage DES Work	153,700	G	15,429	4.13%	2020	-	153,700	-	153,700
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
TOTAL →	1,057,700					773,774	153,700	56,392	871,082
Remarks									

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)	2,018,527
2. ADD: School district assessment for current year	4,173,484
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	6,192,011
4. SUBTRACT: Payments made to school district	(4,378,398) >
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)	1,813,615

B. RECONCILIATION OF TAX ANTICIPATION NOTES

	Amount
1. Short-term (TANS) debt at beginning of year	61V \$ -
2. ADD: New issues during current year	2,100,000
3. SUBTRACT: Issues retired during current year	< 1,350,000 >
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)	64V \$ 750,000

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) *	301,780	145,000	446,780
2. SUBTRACT: Abatements made (From tax collector's report)	(7,998)	(34,538)	(42,534)
3. SUBTRACT: Discounts	-	-	-
4. SUBTRACT: Refunds (Cash abatements)	(5,941)	(30,294)	(36,235)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	164,981	53,019	(218,000)
6. Excess of estimate (Add to revenue on page 1, line 1e)	452,824	133,187	150,011

*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	2,224,222	714,786	2,939,008
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	(164,981)	(53,019)	(218,000)
3. Receivable, end of year *	2,059,241	661,767	2,721,008

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

REVENUE AND OTHER FINANCING SOURCES		T01	T29	T01	T29	T01	T29
1. Revenue from taxes		\$	\$	\$	\$		
2. Revenue from licenses, permits, and fees							
3. Revenue directly from the federal government		B89	B89	B89	B89		
4. Revenue from the State of New Hampshire		C89	C89	C89	C89		
5. Revenue from other governments		D89	D89	D89	D89		
6. Revenue from charges for services		A91	A91	A91	A91		
(a) Water supply system charges							
(b) Sewer user charges		A80	A80	A80	A80		
(c) Carriage/refuse collection charges		A81	A81	A81	A81	57,315	
(d) Electric		A92	A92	A92	A92		
(e) Airport and aviation		A01	A01	A01	A01		
(f) Highway		A44	A44	A44	A44		
(g) Toll facilities		A45	A45	A45	A45		
(h) Parks and recreation		A61	A61	A61	A61	327,138	
(i) Parking		A60	A60	A60	A60		
(j) Transit or bus system		A94	A94	A94	A94		
(k) Other - specify		A89	A89	A89	A89	24,820	
(1) Ambulance							
(2)		A89	A89	A89	A89		
(3)		A89	A89	A89	A89		
7. Revenue from miscellaneous sources		U20	U20	U20	U20		
(a) Interest on investments							
(b) Other miscellaneous sources		U99	U99	U99	U99	1,209,099	
8. Interfund operating transfers in						216,323	
9. Other financial sources		U99	U99	U99	U99		
10. TOTAL REVENUE AND OTHER SOURCES		\$	\$	\$	\$	1,925,240	
REVENUE AND OTHER FINANCING SOURCES	1. Revenue from taxes	T01	T29	T01	T29		
	2. Revenue from licenses, permits, and fees						
	3. Revenue directly from the federal government	B89	B89	B89	B89		
	4. Revenue from the State of New Hampshire	C89	C89	C89	C89	90,447	
5. Revenue from other governments	D89	D89	D89	D89			
6. Revenue from charges for services	A91	A91	A91	A91			
(a) Water supply system charges							
(b) Sewer user charges	A80	A80	A80	A80			
(c) Carriage/refuse collection charges	A81	A81	A81	A81	57,315		
(d) Electric	A92	A92	A92	A92			
(e) Airport and aviation	A01	A01	A01	A01			
(f) Highway	A44	A44	A44	A44			
(g) Toll facilities	A45	A45	A45	A45			
(h) Parks and recreation	A61	A61	A61	A61	327,138		
(i) Parking	A60	A60	A60	A60			
(j) Transit or bus system	A94	A94	A94	A94			
(k) Other - specify	A89	A89	A89	A89	24,820		
(1) Ambulance							
(2)	A89	A89	A89	A89			
(3)	A89	A89	A89	A89			
7. Revenue from miscellaneous sources	U20	U20	U20	U20			
(a) Interest on investments							
(b) Other miscellaneous sources	U99	U99	U99	U99	1,209,099		
8. Interfund operating transfers in					216,323		
9. Other financial sources	U99	U99	U99	U99			
10. TOTAL REVENUE AND OTHER SOURCES	\$	\$	\$	\$	1,925,240		
REVENUE AND OTHER FINANCING SOURCES	T01	T29	T01	T29			
Capital Projects	(a)		Special Revenue	(b)	Enterprise	(c)	
Proprietary funds					Internal service	(d)	

Part VII SUMMARY OF REVENUES FOR ALL OTHER FUNDS

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)		(a)	(b)	(c)	(d)
1. General government	F89	E89	Special revenue	Enterprise	Proprietary funds
2. Public Safety	F82	E62			
(a) Police					
(b) Ambulance	F24	E32			
(c) Fire					
3. Airport/Aviation center	F01	E01			
4. Highway and streets	F44	E44			
5. Toll Highways	F45	F45			
6. Sanitation	F81	F81	83,270		
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	364,379		
13. Parking	F60	E60			
14. Transit or bus system	F94	E94			
15. Conservation	F59	E59	947		
16. Redevelopment and housing	F50	E50			
17. Economic development	F89	E89			
18. Debt service	F89	E23			
19. Capital outlay - other	F89	F89	258,118		
20. Interfund operating transfers out					
21. TOTAL EXPENDITURES	\$	\$	830,689		

Remarks

BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS				Part IX	
Account No.		Capital Projects	Special Revenue	Enterprise	Proprietary funds
(a)		(b)	(c)	(d)	(e)
A. ASSETS					
1. Current assets					
(a) Cash and equivalents	1010	\$ -	\$ 1,249,796		
(b) Investments	1030	-	791,810		
(c) Accounts receivable	1150	-	145,200		
(d) Due from other governments	1260	-	27,472		
(e) Due from other funds	1310	-	2,142		
(f) Other - Specify --K			19,540		
Prepaid items			150		
2. Fixed assets					
(a) Land and improvements	1610				
(b) Buildings	1620				
(c) Machinery, vehicles, and equipment	1640				
(d) Construction in progress	1650				
(e) Improvements other than buildings	1660				
(f) Other - Specify --K					
3. TOTAL ASSETS					
		\$ -	\$ 2,176,410		
REMARKS					

Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS (continued)						
Account No.	Capital projects	Special revenue	Enterprise	Proprietary funds	B. LIABILITIES AND FUND EQUITY	
					Internal services	
2020	\$ -	\$ 800	\$ -	\$ -	(a) Warrants and accounts payable	
2030	-	-	-	-	(b) Compensated absences payable	
2050	-	-	-	-	(c) Contracts payable	
2070	-	-	-	-	(d) Due to other governments	
2090	-	184,896	-	-	(e) Due to other funds	
2220	-	-	-	-	(f) Deferred revenue	
	-	-	-	-	(g) Notes and bonds payable	
	-	-	-	-	(h) Other - Specify - R	
	\$ -	\$ -	\$ -	\$ -	(i) TOTAL LIABILITIES	
	2440	-	-	-	(a) Reserve for encumbrances	
	2490	-	-	1,859,889	(b) Reserve for special purposes	
	2530	-	-	130,725	(c) Unreserved fund balance	
	2610	-	-	-	(d) Municipal contributed capital	
	2620	-	-	-	(e) Other contributed capital	
	2790	-	-	-	(f) Retained earnings	
	\$ -	\$ -	\$ -	\$ -	(g) TOTAL FUND EQUITY	
	\$ -	\$ -	\$ -	\$ -	3. TOTAL LIABILITIES AND FUND EQUITY	
				2,176,110		

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 VIII.

Purpose (a)	Account No. (b)	Amount (c)
Payments made to other local governments for:		
Schools		M12
Sewers		M80
All other - County	4931	M89
All other - Towns	4199	M89
Payments made to State for:		
Highways	4319	L44
All other purposes	4199	L89

C. 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)	
Industrial revenue	19T	24T	34T	44T
All other debt	19U	29U	39U	49U
Interest on water debt	19I	153,700	56,367	870,932

C. 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.

D. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately for each of the two 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 market value. Exclude accounts receivable, value of real property, and all non-security assets.

Type of fund (a)	Amount at end of fiscal year Omif cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
All other funds except employee retirement funds and nonexpendable trust funds.	W61
Remarks	3,624,858

1,254,966

Total wages paid
200

Part XI 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.

Date Signed 12/12/14

Michael Blahnik
David Ryan
Gregory A. Colby
Gregory A. Colby

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) Gregory A Colby
Signature *Gregory A Colby*
Regular Office Hours 8:00 am to 4:30 pm
Email address gcolby@plodzik.com

GENERAL INSTRUCTIONS

When completed, one signed copy should be sent 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: (RSA. 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