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*John Form*

NH DEPT OF REVENUE ADM  
MUNICIPAL SERVICES

F-65(MS-5)

*Audit*

2010

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION

30 3 007 007 2528  
CHICHESTER TOWN  
CHR BD OF SELECTMEN  
54 MAIN ST  
CHICHESTER, NH 03258



ANNUAL CITY/TOWN  
FINANCIAL REPORT

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

1. Revenue from taxes (Including state education)

	Account No. (a)	Amount (b)
a. Property taxes (Commitment less overlay Plus Section C, line 6, column (c), page 12)	3110	\$ 5,422,228
b. State and local taxes assessed for school districts	4933	\$ 3,934,219.00
c. Land use change taxes - General Fund	3120	12,305
d. Land use change taxes - Conservation Fund	3121	-
e. Resident taxes	3180	-
f. Timber taxes	3185	11,819
g. Payments in lieu of taxes	3186	-
h. Other taxes (Explain on separate schedule)	3189	-
i. Interest and penalties on delinquent taxes	3190	85,600
j. Excavation Tax (@\$.02 per cu. yd.)	3187	-
<b>k. TOTAL (Excluding line 1b)</b>		<b>\$ 5,531,952</b>

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	870
b. Motor vehicle permit fees	3220	T01	387,156
c. Building permits	3230	T29	14,982

**Part I GENERAL FUND (Continued)**

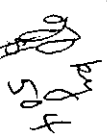
**A. REVENUES - Modified Accrual (Continued)**

	Account No. (a)	Amount (b)
<b>3. Revenue from licenses, permits and fees</b> (Continued)		
d. Other licenses, permits, and fees	3290	5,586
<b>e. TOTAL</b> ----->		\$ 408,574
<b>4. Revenue from the federal government</b>		
a. Housing and urban renewal (HUD)	3311	\$ -
b. Environmental protection	3312	889
c. Other federal grants and reimbursements - Specify		32,869
1. FEMA		
2. (Other List Individually)	3319	-
<b>d. TOTAL</b> ----->		\$ 32,869
<b>5. Revenue from the State of New Hampshire</b>		
a. Shared revenue block grant	3351	\$ -
b. Meals and rooms distribution	3352	112,524
c. Highway block grant	3353	84,382
d. Water pollution grants	3354	-
e. Housing and community development	3355	-
f. State and federal forest land reimbursement	3356	889
g. Flood control reimbursement	3357	-
h. Other state grants and reimbursements - Specify		7,338
1. (Other List Individually)		
2. (Other List Individually)	3359	-
<b>i. TOTAL</b> ----->		\$ 204,244
<b>6. Revenue from other governments</b>		
Intergovernmental revenue - Other	3379	\$ -
<b>7. Revenue from charges for services</b> (Exclude interfund transfers)		
a. Income from departments	3401	\$ 15,753
b. Water supply system charges	3402	-
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		A03
k. Toll Highways		A45
l. Other charges	3409	A89
<b>m. TOTAL</b> ----->		\$ 15,753

**Part I GENERAL FUND (Continued)**

**A. REVENUES - Modified Accrual (Continued)**

	Account No.	Amount
	(a)	(b)
<b>8. Revenue from miscellaneous sources</b>		
a. Special assessments	3500	U01
		\$
b. Sale of municipal property	3501	U11
		4,334
c. Interest on investments	3502	U20
		2,375
d. Rents of property	3503	U40
		-
e. Fines and forfeits	3504	U30
		-
f. Insurance dividends and reimbursements	3506	U99
		-
g. Contributions and donations	3508	U50
		-
h. Other miscellaneous sources not otherwise classified	3509	U99
		19,992
<b>i. TOTAL</b>		\$ 26,701
<b>9. Interfund operating transfers in</b>		
a. Transfers from special revenue fund	3912	\$
		2,541
b. Transfers from capital projects fund	3913	
		-
c. Transfers from proprietary funds	3914	
		-
d. Transfers from capital reserve fund	3915	
		53,418
e. Transfers from trust and fiduciary funds	3916	
		-
f. Transfers from conservation durs	3917	
		-
<b>g. TOTAL</b>		\$ 55,959
<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>		
		\$ 6,276,052
<b>12. TOTAL FUND EQUITY (Beginning of Year)</b>		
		\$ 586,770
<b>13. TOTAL OF LINES 11 AND 12</b>		
		\$ 6,862,822
Remarks		

6,862,822  
  
 504

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual				
	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
1. General government				
a. Executive	4130	106,792	G29	F29
b. Election and registration	4140	41,382	G89	F89
c. Financial administration	4150	48,761	G23	F23
d. Revaluation of property	4152	13,005	G23	F23
e. Legal expense	4153	9,860	G26	F25
f. Personnel administration	4155	179,509	G29	F29
g. Planning and zoning	4191	7,207	G29	F29
h. General government building	4194	18,516	G31	F31
i. Cemeteries	4195	9,659	G03	F03
j. Insurance not otherwise allocated	4196	30,173	G89	F89
k. Advertising and regional association	4197	4,562	G89	F89
l. Other general government	4199	15,035	G89	F89
m. TOTAL		483,461		
2. Public safety				
a. Police	4210	348,684	G62	F62
b. Ambulance	4215	81,272	E32	F32
c. Fire	4220	108,687	E24	F24
d. Building inspection	4240	13,608	E66	F66
e. Emergency management	4290	4,336	E89	F89
f. Other public safety (including communications)	4299	-	G89	F89
g. TOTAL		556,547		
3. Airport/Aviation center				
a. Administration	4301	-		
b. Airport operators	4302	-		
c. Other	4309	-		
d. TOTAL		-	G01	F01
Remarks				

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual				
(Continued)				
4. Highways and streets				
	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
a. Administration	4311	122,834	G44	F44
b. Highways and streets	4312	347,587	G44	F44
c. Bridges, railroad crossing	4313	12,509	G44	F44
d. Street lighting	4316	1,051	G45	F45
e. Toll highways	4316	-	G44	F44
f. Other highway, streets, and bridges	4319	-		
g. TOTAL		483,981		
5. Sanitation				
a. Administration	4321	-	G80	F80
b. Solid waste collection	4323	-	G81	F81
c. Solid waste disposal	4324	90,269	G81	F81
d. Solid waste clean-up	4325	-	G80	F80
e. Sewage collection and disposal	4326	-	G80	F80
f. Other sanitation	4329	-	G80	F80
g. TOTAL		90,269		
6. Water distribution and treatment				
a. Administration	4331	-		
b. Water services	4332	-		
c. Water treatment	4335	-		
d. Water conservation	4338	-		
e. Other water	4339	-		
f. TOTAL		-	G91	F91
7. Electric				
a. Administration	4351	-		
b. Generation	4352	-		
c. Purchase costs	4353	-		
d. Equipment maintenance	4354	-		
e. Other electric	4359	-		
f. TOTAL		-	G92	F92

**Part I GENERAL FUND (Continued)**

**B. EXPENDITURES - Modified Accrual  
(Continued)**

	Account No.	Total expenditure <i>includes col c &amp; d</i>	Equipment and land purchases	Construction
	(a)	(b)	(c)	(d)
<b>8. Health</b>				
a. Administration	4411	30		
b. Pest Control	4414	75		
c. Health agencies and hospitals	4415	2,899		
d. Other Health	4419	-		
e. TOTAL		3,004	G32	F32
<b>9. TOTAL expenditures for education purposes (This entry should only be used by the few municipalities which have dependent school districts)</b>				
<b>10. Welfare</b>				
a. Administration	4441	-		
b. Direct assistance	4442	5,792		
c. Intergovernmental welfare payments	4444	-		
d. Vendor payments	4445	10,550		
e. Other welfare	4449	-		
f. TOTAL		16,342		
<b>11. Culture and recreation</b>				
a. Parks and recreation	4520	4,791	G61	F61
b. Library	4550	-	G52	F52
c. Patriotic purposes	4583	-	G61	F61
d. Other culture and recreation	4589	5,178	G61	F61
e. TOTAL		9,969		
<b>12. Conservation</b>				
a. Administration	4611	-		
b. Purchase of natural resources	4612	-		
c. Other conservation	4619	1,306		
d. TOTAL		1,306	G59	F59
<b>13. Redevelopment and housing</b>				
a. Administration	4631	-		
b. Redevelopment and housing	4632	-		
c. TOTAL		-	G50	F50

**Part I GENERAL FUND (Continued)**

**B. EXPENDITURES - Modified Accrual  
(Continued)**

	Account No.	Total expenditure includes col c & d	Equipment and land purchases	Construction
	(a)	(b)	(c)	(d)
<b>14. Economic development</b>				
a. Administration	4651	-	-	-
b. Economic development	4652	-	-	-
c. Other economic development	4659	-	-	-
d. TOTAL		-	-	-
<b>15. Debt service</b>				
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	189	-	-
d. Other debt service charges	4790	E23	-	-
e. TOTAL		-	-	-
<b>16. Capital outlay (not reported above)</b>				
a. Land and improvements	4901	-	G89	F89
b. Machinery, vehicles, and equipment	4902	45,178	G89	F89
c. Buildings	4903	-	G89	F89
d. Improvements other than buildings	4909	-	-	-
e. TOTAL		45,178	45,178	-
<b>17. Interfund operating transfers out</b>				
a. Transfers to special revenue funds	4912	46,753	-	-
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	-	-	-
f. Transfers to non-expendable trust funds	4918	-	-	-
g. TOTAL		46,753	-	-
<b>Cumulative Expenditure Totals from pages 4-7</b>		1,736,810.00		

Remarks





**Part III GENERAL FUND BALANCE SHEET**

**MODIFIED ACCRUAL**

A. ASSETS	Account	Beginning of Year (b)	End of year (c)
	No. (a)		
<b>1. Current assets</b>			
a. Cash and equivalents	1010	351,938	1,949,994
b. Investments	1030	1,319,212	-
c. Taxes receivable (From Section D, page 12)	1080	488,465	379,791
d. Tax liens receivable (From Section D, page 12)	1110	243,860	256,458
e. Accounts receivable	1150	18,627	20,416
f. Due from other governments	1260	874	1,523
g. Due from other funds	1310	5,537	4,010
h. Other current assets	1400	354	530
i. Tax deeded property (subject to resale)	1670	-	-
<b>j. TOTAL ASSETS (Should equal line B3) -----&gt;</b>		<b>2,428,867</b>	<b>2,611,722</b>
<b>B. LIABILITIES AND FUND EQUITY</b>			
<b>1. Current liabilities</b>			
a. Warrants and accounts payable	2020	24,102	34,069
b. Compensated absences payable	2030	-	-
c. Contracts payable	2050	1,950	-
d. Due to other governments	2070	830	62
e. Due to school districts	2075	1,812,052	2,084,219
f. Due to other funds	2080	-	728
g. Deferred revenue	2220	2,701	6,748
h. Notes payable - Current	2230	-	-
i. Bonds payable - Current	2250	-	-
j. Other payables	2270	462	1,167
<b>k. TOTAL LIABILITIES -----&gt;</b>		<b>1,842,097</b>	<b>2,126,993</b>
<b>2. Fund equity</b>			
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	2530	✓ 586,770	484,729
<b>f. TOTAL FUND EQUITY -----&gt;</b>		<b>586,770</b>	<b>484,729</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY -----&gt;</b> <i>(Should equal line A1j)</i>		<b>2,428,867</b>	<b>2,611,722</b>

✓ matches assets



**Part V GENERAL FUND (Continued)**

**D. AMORTIZATION OF LONG-TERM DEBT**

Description (a)	Original obligation (b)	Purpose (c)	Annual installment (d)	Interest rate (e)	Date of final payment (f)	Bonds o/s at beginning of year (g)	Bonds issued this year (h)	Bonds retired this year (i)	Bonds o/s at end of year (j)
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	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
0	-		-	0.00%	1900	-	-	-	-
<b>TOTAL-----&gt;</b>	-		-	0.00%	1900	-	-	-	-

Remarks

**Part VI**

**RECONCILIATIONS**

**A. RECONCILIATION OF SCHOOL DISTRICT LIABILITY**

	Amount
1. School district liability at beginning of year <i>(Account number 2075, column b, on page 9)</i>	\$ 1,812,052 ✓
2. ADD: School district assessment for current year	3,934,219 ✓
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	5,746,271
4. SUBTRACT: Payments made to school district	< (3,662,052) >
5. School district liability at end of year (lines 3 less line 4) <i>(Account number 2075, column c, on page 9)</i>	2,084,219 ✓
<b>B. RECONCILIATION OF TAX ANTICIPATION NOTES</b>	
1. Short-term (TANS) debt at beginning of year	61V
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) <i>(Be sure to include (TANS) in Account number 2230, column c, page 9)</i>	64V \$ -

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) *	✓ 21,613	0 -47,614	21,613 -69,224
2. SUBTRACT: Abatements made (From tax collector's report)	✓ (194)	✓ (315)	(509)
3. SUBTRACT: Discounts	✓	-	-
4. SUBTRACT: Refunds (Cash abatements)	✓	-	-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	-	(315)	81,104
6. Excess of estimate (Add to revenue on page 1, line 1a)	21,419	-47,596	-66,246

\*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(d) for next year's worksheet.

**D. TAXES/LIENS RECEIVABLE WORKSHEET**

	1080 taxes (a)	1110 liens (b)	TOTALS (c)
1. Uncollected, end of year	✓ 378,791	✓ 256,458	635,249
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements <i>(from Worksheet C, line 5)</i>	-	-	-
3. Receivable, end of year *	378,791	256,458	635,249

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

**Part VII SUMMARY OF REVENUES FOR ALL OTHER FUNDS**

REVENUE AND OTHER FINANCING SOURCES	Capital Projects (a)	Special Revenue (b)	Proprietary funds	
			Enterprise (c)	Internal service (d)
1. Revenue from taxes	T01 \$ -	T01 \$ 36,915	T01 \$	T01 \$
2. Revenue from licenses, permits, and fees	T29 -	T29 -	T29	T29
3. Revenue directly from the federal government	B89	B89	B89	
4. Revenue from the State of New Hampshire	C89 -	C89 -	C89	
5. Revenue from other governments	D89	D89	D89	
6. Revenue from charges for services	A91	A91	A91	
(a) Water supply system charges	A80	A80	A80	
(b) Sewer user charges	A81	A81	A81	
(c) Garbage/refuse collection charges	A92	A92	A92	
(d) Electric	A01	A01	A01	
(e) Airport and aviation	A44	A44	A44	
(f) Highway	A45	A45	A45	
(g) Toll facilities	A61	A61	A61	
(h) Parks and recreation	A60	A60	A60	
(i) Parking	A94	A94	A94	
(j) Transit or bus system	A89	A89	A89	
(k) Other - Specify --L				
(1)	-	45,888	A89	
(2)			A89	
(3)			A89	
7. Revenue from miscellaneous sources	U20	U20	U20	
(a) Interest on investments				
(b) Other miscellaneous sources	U99 -	U99 46,036	U99	
8. Interfund operating transfers in		46,753		
9. Other financial sources	U99 -	U99 -	U99	
10. TOTAL REVENUE AND OTHER SOURCES ----->	\$ -	\$ 175,592		

**Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS**

EXPENDITURES (BY FUNCTIONS)	Capital projects (a)	Special revenue (b)	Proprietary funds	
			Enterprise (c)	Internal service (d)
1. General government	F89 \$ -	E89 \$ 15,294	E89 \$	\$
2. Public Safety	F62	E62	E62	
(a) Police	-	14,869		
(b) Ambulance		E32	E32	
(c) Fire	F24	E24	E24	
3. Airport/Aviation center	F01	E01	E01	
4. Highway and streets	F44	E44	E44	
5. Toll Highways	F45	F45	F45	
6. Sanitation	F81	F81	F81	
7. Water distribution and treatment	F91	F91	E91	
8. Sewerage	F80	E80	E80	
9. Electric	F92	E92	E92	
10. Health	F32	E32	E32	
11. Welfare	F79	E79	E79	
12. Culture and recreation	F61	E61 57,463	E61	
13. Parking	F60	E60	E60	
14. Transit or bus system	F94	E94	E94	
15. Conservation	F59	E59 2,510	E59	
16. Redevelopment and housing	F50	E50	E50	
17. Economic development	F89	E89	E89	
18. Debt service		E23	E23	
19. Capital outlay - other	F89	F89	F89	
20. Interfund operating transfers out		2,541		
21. TOTAL EXPENDITURES ----->	\$ -	\$ 92,677		
Remarks				

**Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS**

A. ASSETS	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
<b>1. Current assets</b>					
(a) Cash and equivalents	1010	\$ -	\$ 379,788		
(b) Investments	1030	-	4,757		
(c) Accounts receivable	1150	-	7,737		
(d) Due from other governments	1280	-	-		
(e) Due from other funds	1310	-	728		
(f) Other - Specify --<		-	-		
<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 buildings	1660				
(f) Other - Specify --<					
<b>3. TOTAL ASSETS -----&gt;</b>		\$ -	\$ 393,010		

**Remarks**

**Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS ( Continued)**

B. LIABILITIES AND FUND EQUITY	Account No. (a)	Capital projects (b)	Special revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
<b>1. Liabilities</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 other funds	2080	-	2,541		
(f) Deferred revenue	2220	-	-		
(g) Notes and bonds payable		-	-		
(h) Other - Specify --<		-	-		
<b>(I) TOTAL LIABILITIES -----&gt;</b>		\$ -	\$ 2,541		
<b>2. Fund Equity/Capital</b>					
(a) Reserve for encumbrances	2440	\$ -	\$ -		
(b) Reserve for special purposes	2490	-	-		
(c) Unreserved fund balance	2530	-	390,469		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
<b>(g) TOTAL FUND EQUITY -----&gt;</b>		\$ -	\$ 390,469		
<b>3. TOTAL LIABILITIES AND FUND EQUITY -----&gt;</b>		\$ -	\$ 393,010		



**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			

**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.

Total wages paid  
200

628,759

**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 Omit cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
	W61
All other funds except employee retirement funds and nonexpendable trust funds.	2,334,539

Remarks

**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.

Date Signed  
: 3/15/11

Signatures of a majority of the governing body:

*Richard D. Pratt*  
*Mayor*  
*Sheryl A. Pratt*

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 base on all information of which the preparer has knowledge.)

Preparer (Please print or type) Sheryl A. Pratt	Signature <i>Sheryl A. Pratt</i>
Regular Office Hours 8:00 am to 4:30 pm	Email address spratt@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-I: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