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FORM F-65(MS-5) NH DEPT OF REVENUE

WB \$ 128,304 2010

MUNICIPAL SERVICE

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
COMMUNITY SERVICES DIVISION



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

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** | --x  
January 1, 2010 to December 31, 2010  
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 f2)		3110	\$ 1,789,919 ✓
b. State and local taxes assessed for school district\$	1,012,995 ✓	4933	
c. Land use change taxes - General Fund		3120	
d. Land use change taxes - Conservation Fund		3121	
e. Resident taxes		3180	
f. Timber taxes		3185	5,112
g. Payments in lieu of taxes		3186	
h. Other taxes (Explain on separate schedule)		3189	
i. Interest and penalties on delinquent taxes		3190	32,747
j. Excavation tax (@ \$.02 per cu. Yd.)		3187	956
<b>j. TOTAL (Excluding line 1b)</b>			\$ 1,828,734
<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	675
b. Motor vehicle permit fees		3220	102,948
c. Building permits		3230	1,196

**Part I GENERAL FUND (Continued)**

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

**3. Revenue from licenses, permits and fees (Cont'd)**

d. Other licenses, permits, and fees			T99	Amount
	3290	(a)	T99	(b)
				2,572
<b>e. TOTAL</b>			\$	107,391

**4. Revenue from the federal government**

a. Housing and urban renewal (HUD)	3311		B50	
b. Environmental protection	3312		B89	
c. Other federal grants and reimbursements - Specify (FEMA; Homeland Security; COPPS)	3319		B89	

**d. TOTAL**

			\$	-
--	--	--	----	---

**5. Revenue from the State of New Hampshire**

a. Shared revenue block grant	3351		C30	
b. Meals and rooms distribution	3352		C30	36,487
c. Highway block grant	3353		C46	28,988
d. Water pollution grants	3354		C89	-
e. Housing and community development	3355		C50	
f. State and federal forest land reimbursement	3356		C89	804
g. Flood control reimbursement	3357		C89	
h. Other state grants and reimbursements - Specify (Highway Safety)	3359		C	5,356
<b>i. TOTAL</b>			\$	71,635

**6. Revenue from other governments**

			D	
--	--	--	---	--

Intergovernmental revenue - Other

**7. Revenue from charges for services**

(Exclude interfund transfers)

a. Income from departments	3401		A89	3,289
b. Water supply system charges	3402		A91	
c. Sewer user charges	3403		A80	
d. Garbage-refuse charges	3404		A81	
e. Electric user charges	3405		A82	
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	
<b>m. TOTAL</b>			\$	3,289

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 \$
b. Sale of municipal property		3501	U11 7,241
c. Interest on investments		3502	U20 185
d. Rents of property		3503	U40 50
e. Fines and forfeits		3504	U99
f. Insurance dividends and reimbursements		3506	U99 9,393
g. Contributions and donations		3508	U99
h. Other miscellaneous sources not otherwise classified		3509	U99 6,437
<b>i. TOTAL</b>			\$ 23,306
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	122,432
e. Transfers from trust and fiduciary funds		3916	
f. Transfers from conservation fund		3917	
<b>g. TOTAL</b>			\$ 122,432
10. Other financial sources			
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>			\$
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			

<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	45,424	G29	F29					
b. Election and registration	4140	27,743	G89	F89					
c. Financial administration	4150	35,269	G23	F23					
d. Revaluation of property	4152	32,234	G23	F23					
e. Legal expense	4153	14,478	G25	F25					
f. Personnel administration	4155	111,581	G29	F29					
g. Planning and zoning	4191	9,254	G29	F29					
h. General government building	4194	32,743	G31	F31					
i. Cemeteries	4195	4,367	G89	F89					
j. Insurance not otherwise allocated	4196	16,155	G89	F89					
k. Advertising and regional association	4197	965	G89	F89					
l. Other general government	4199	-	G89	F89					
<b>m. TOTAL</b>		\$ 330,213	\$	\$					
<b>2. Public safety</b>									
a. Police	4210	92,077	G62	F62					
b. Ambulance	4215	9,601	G32	F32					
c. Fire	4220	28,111	G24	F24					
d. Building inspection (code enforcement)	4240	969	G66	F66					
e. Emergency management	4290	946	G89	F89					
f. Other public safety (including communications)	4298	2,163	G89	F89					
<b>g. TOTAL</b>		\$ 133,867	\$	\$					
<b>3. Airport/Aviation center</b>									
a. Administration	4301	\$	\$	\$					
b. Airport operations	4302								
c. Other	4309								
<b>d. TOTAL</b>		E01 \$	G01 \$	F01 \$					
Remarks									

Part I GENERAL FUND (Continued)		Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)
B. EXPENDITURES - Modified Accrual (Continued)					
<b>4. Highways and streets</b>					
a. Administration		4311	E44 78,697	G44 \$	F44 \$
b. Highways and streets		4312	E44 56,422	G44	F44
c. Bridges, railroad crossing		4313	E44 -	G44	F44
d. Street lighting		4316	E44 379	G45	F45
e. Toll highways		4319	E44	G44	F44
f. Other highway, streets, and bridges		4319	E44	G44	F44
<b>f. TOTAL</b>			\$ 135,498	\$	\$
<b>5. Sanitation</b>					
a. Administration		4321	E80 -	G80	F80
b. Solid waste collection		4323	E81 -	G81	F81
c. Solid waste disposal		4324	E81 66,267	G81	F81
d. Solid waste clean-up		4325	E81 -	G81	F81
e. Sewage collection and disposal		4326	E80 -	G80	F80
f. Other sanitation		4329	E80 -	G80	F80
<b>g. TOTAL</b>			\$ 66,267	\$	\$
<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	E91	G91	F91
<b>f. TOTAL</b>			\$	\$	\$
<b>7. Electric</b>					
a. Administration		4351	\$	\$	\$
b. Generation		4352			
c. Purchase costs		4353			
d. Equipment maintenance		4354			
e. Other electric		4359	E92	G92	F92
<b>f. TOTAL</b>			\$	\$	\$

Part I GENERAL FUND (Continued)					
B. EXPENDITURES - Modified Accrual (Continued)					
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)	
8. Health					
a. Administration	4411	3,610	\$		\$
b. Pest Control	4414	-			
c. Health agencies and hospitals	4415	6,315			
d. Vital Statistics	4140				
e. Other Health	4419				
f. TOTAL		\$ 9,925	G32 \$	F32	\$
9. TOTAL expenditures for education purposes (This entry should be used by the few municipalities which have dependent school districts only)		\$			\$
10. Welfare					
a. Administration	4441	2,166	\$	G79	F79
b. Direct assistance	4442	41,760			
c. Intergovernmental welfare payments	4444				
d. Vendor payments	4445				
e. Other welfare	4449		G79		F79
f. TOTAL		\$ 43,926	\$		\$
11. Culture and recreation					
a. Parks and recreation	4520		G61	F61	
b. Library	4550		G52	F52	
c. Patriotic purposes	4583	239	G61	F61	
d. Other culture and recreation	4589	700	G61	F61	
e. TOTAL		\$ 939	\$		\$
12. Conservation					
a. Administration	4611	-	\$		\$
b. Purchase of natural resources	4612				
c. Other conservation	4619				
d. TOTAL		\$	G59	F59	\$
13. Redevelopment and housing					
a. Administration	4631	-	\$		\$
b. Redevelopment and housing	4632				
c. TOTAL		\$	G50	F50	\$

<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>14. Economic development</b>					
a. Administration	4651	-	\$	\$	
b. Economic development	4652	-			
c. Other economic development	4659	-			
<b>d. TOTAL</b> ----->		E89	G89	F89	
		\$	\$	\$	
<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			
c. Interest on tax and revenue anticipation notes	4723	971			
d. Other debt service charges	4790	E23			
<b>e. TOTAL</b> ----->		\$	\$	\$	
		971	G	F	
<b>16. Capital outlay</b>					
a. Land and improvements	4901		\$		
b. Machinery, vehicles, and equipment	4902		G	33,796	
c. Buildings	4903				F
d. Improvements other than buildings	4909				F
<b>e. TOTAL</b> ----->			G	33,796	F
		21,454	\$	\$	27,480
<b>17. Interfund operating transfers out</b>					
a. Transfers to special revenue funds	4912				
b. Transfers to capital projects funds	4913				
c. Transfers to proprietary funds	4914				
d. Transfers to capital reserve funds	4915	23,500			
e. Transfers to expendable trust funds	4916				
f. Transfers to nonexpendable trust funds	4918				
<b>f. TOTAL</b> ----->		\$			
		44,954			
Remarks					





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Part III GENERAL FUND BALANCE SHEET -		Please specify the period -->		
As of December 31, 2010 OR June 30, 2011				
A. ASSETS		Account No.	Beginning of year (as adjusted) (b)	End of year (c)
<b>1. Current assets</b>				
a. Cash and equivalents		1010	542,618	552,217
b. Investments		1030	-	-
c. Taxes receivable (See worksheet, page 12)		1080	400,026	138,048
d. Tax liens receivable (See worksheet, page 12)		1110	83,815	97,636
e. Accounts receivable		1150	-	-
f. Due from other governments		1260	-	-
g. Due from other funds		1310	1,000	-
h. Other current assets		1400	-	-
i. Tax deeded property (subject to resale)		1670	-	-
j. TOTAL ASSETS (Should equal line B3) ----->			\$ 1,027,459	\$ 787,901
<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	48,887	18,378
b. Compensated absences payable		2030	-	-
c. Contracts payable		2050	-	-
d. Due to other governments		2070	-	-
e. Due to school districts		2075	772,635	479,544
f. Due to other funds		2080	5,175	5,175
g. Deferred revenue		2220	182,000	156,500
h. Notes payable - Current		2230	-	-
i. Bonds payable - Current		2250	-	-
j. Other payables		2270	-	-
k. TOTAL LIABILITIES ----->			\$ 1,008,697	\$ 659,597
<b>2. Fund equity</b>				
a. Reserve for encumbrances (Please detail on page 10)		2440	-	-
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	18,762	128,304
f. TOTAL FUND EQUITY ----->			\$ 18,762	\$ 128,304
3. TOTAL LIABILITIES AND FUND EQUITY ----->			\$ 1,027,459	\$ 787,901
(Should equal line A1j) ----->				

✓

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**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)	772,635
2. Add: School district assessment for current year	1,012,995
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	1,785,630
4. SUBTRACT: Payments made to school district	< 1,306,086 >
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)	479,544

**B. RECONCILIATION OF TAX ANTICIPATION NOTES**

	Amount
1. Short-term (TANS) debt at beginning of year	-
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) (Be sure to include (TANS) in Account number 2230, column c, page 9)	\$ -

**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) *	4,714	9,747	14,461
2. SUBTRACT: Abatements made (From tax collector's report)		(245)	(245)
3. SUBTRACT: Discounts			-
4. SUBTRACT: Refunds (Cash abatements)		(285)	(285)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	(1,400)	(100)	(1,500)
6. Excess of estimate (Add to revenue on page 1, line 1a)	3,314	9,117	12,431

\*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	139,448	97,736	237,184
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	(1,400)	(100)	(1,500)
3. Receivable, end of year *	138,048	97,636	235,684

\* (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 --K  
 January 1, 2010 - December 31, 2010 of July 1, 2010 - June 30, 2011

REVENUE AND OTHER FINANCING SOURCES	Capital Projects (a)			Special Revenue (b)			Proprietary funds	
	T01	T99	T01	T99	T01	T99	Enterprise (c)	Internal service (d)
1. Revenue from taxes	\$		\$		\$			
2. Revenue from licenses, permits, and fees	T99		T99		T99			
3. Revenue from the federal government	B89		B89	21,315	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			
(a) Water supply system charges					A80			
(b) Sewer user charges					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 --K								
(1) Library	A89		A89		A89			
(2)	A89		A89		A89			
(3)	U20		U20		U20			
7. Revenue from miscellaneous sources								
(a) Interest on investments	U99		U99	689	U99			
(b) Other miscellaneous sources				5,086				
8. Interfund operating transfers in				44,954				
9. Other financial sources	U99		U99		U99			
<b>10. TOTAL REVENUE AND OTHER SOURCES</b> →	\$		\$	72,044	\$			\$

**Part VIII SUMMARY OF EXPENDITURES FOR ALL OTE** Please specify the period --a  
 January 1, 2010 - December 31, 2010 of July 1, 2010 - June 30, 2011

EXPENDITURES (BY FUNCTIONS)	Capital Projects (a)		Special Revenue (b)	Proprietary funds	
	Fund	Amount		Enterprise (c)	Internal service (d)
1. General government	F89		E89	E89	
	\$	-	\$	\$	
2. Public Safety	F89		E89	E89	
(a) Police					
(b) ambulance					
@ fire					
3. Airport/Aviation center	F01		E01	E01	
4. Highway and streets	F44		E44	E44	
5. Toll highways	F45		E45	E45	
6. Sanitation	F80		E80	E80	
			1,858		
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	E61	
			22,561		
13. Parking	F60		E60	E60	
14. Transit or bus system	F94		E94	E94	
15. Conservation	F59		E59	E59	
			948		
16. Redevelopment and housing	F50		E50	E50	
17. Economic development	F89		E89	E89	
18. Debt service			E23	E23	
19. Capital outlay	F89		F89	F89	
20. Interfund operating transfers out			122,432		
<b>21. TOTAL EXPENDITURES</b>	\$	-	\$	147,799	\$

Remarks

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

As of December 31, 2010 OR June 30, 2011

	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	\$ -	\$ 94,996	\$	
(b) Investments	1030	-	303,358		
(c) Accounts receivable	1150	-	-		
(d) Due from other governments	1260	-	-		
(e) Due from other funds	1310	-	5,175		
(f) Other - Specify --k					
<b>2. Fixed assets</b>					
(a) Land and improvements	1610	\$	\$	\$	
(b) Buildings	1620				
(c) Machinery, vehicles, and equipr	1640				
(d) Construction in progress	1650				
(e) Improvements other than buildir	1660				
(f) Other - Specify --k					
<b>3. TOTAL ASSETS</b> ----->		\$ -	\$ 403,529	\$ -	\$ -

**Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS (Cont)** Please specify the period -->  
 January 1, 2010 - December 31, 2010 of July 1, 2010 - June 30, 2011

	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
<b>B. LIABILITIES AND FUND EQUITY</b>					
<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		-		
(f) Deferred revenue	2220		-		
(g) Notes and bonds payable					
(h) Other - Specify --L					
<b>(I) TOTAL LIABILITIES</b>		\$ -	\$ -	\$ -	\$ -
<b>2. Fund equity/Capital</b>					
(a) Reserve for encumbrances	2440				
(b) Reserve for special purposes	2490		403,529		
(c) Unreserved fund balance	2530		-		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
<b>(g) TOTAL FUND EQUITY</b>		\$ -	\$ 403,529	\$ -	\$ -
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		\$ -	\$ 403,529	\$ -	\$ -



**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	
	4199	
	4319	
	4831	

**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)	
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.

Total Wages Paid
Z00 222,773.00

**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 Omif cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
All other funds except employee retirement funds	W61 \$ 950,571

**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

Signature of a majority of the governing body:

*Robert Bell*

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**

Signature

**See Independent Accountant's Compilation Report**

Regular Office Hours

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

E-mail Address

**[pjm@mercier-group.com](mailto:pjm@mercier-group.com)**

**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