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2010

FORM F-65(MS-5)

NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION

30 3 007 011 0.7878 5063
HENNIKER TOWN
CHR BD OF SELECTMEN
2 DEPOT HILL RD
HENNIKER,NH 03242



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

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	\$ 11,262,201
b. State and local taxes assessed for school districts	4933	\$ 7,402,840
Do Not Enter in This Space		
c. Land use change taxes - General Fund	3120	T01 12,840
d. Land use change taxes - Conservation Fund	3121	T01
e. Resident taxes	3180	
f. Timber taxes	3185	T01 20,272
g. Payments in lieu of taxes	3186	U99 18,379
h. Other taxes (Explain on separate schedule)	3189	T01 5,052
i. Interest and penalties on delinquent taxes	3190	T01 121,147
j. Excavation Tax (@\$.02 per cu. yd.)	3187	T99 4,428
k. TOTAL (Excluding line 1b) ----->		\$ 11,444,319

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 1,215
b. Motor vehicle permit fees	3220	T01 662,380
c. Building permits	3230	T29 2,825

Part I GENERAL FUND (Continued)

A. REVENUES - Modified Accrual (Continued)	Account No. (a)	Amount (b)
3. Revenue from licenses, permits and fees (Continued)		
d. Other licenses, permits, and fees	3290	T29 5,976
e. TOTAL ----->		\$ 672,396
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 45,841
d. TOTAL ----->		\$ 45,841
5. Revenue from the State of New Hampshire		
a. Shared revenue block grant	3351	C30 \$
b. Meals and rental tax distribution	3352	C30 217,324
c. Highway block grant	3353	C46 158,006
d. Water pollution grants	3354	C89
e. Housing and community development	3355	C50
f. State and federal forest land reimbursement	3356	C89 244
g. Flood control reimbursement	3357	C89 93,485
h. Other state grants and reimbursements - Specify	3359	C89 53,506
i. TOTAL ----->		\$ 522,565
6. Revenue from other governments		
Intergovernmental revenue - Other	3379	D89 \$
7. Revenue from charges for services		
<i>(Exclude interfund transfers)</i>		
a. Income from departments	3401	A89 \$ 251,977
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		A03
k. Toll Highways		A45
l. Other charges	3409	A89 2,261
m. TOTAL ----->		\$ 254,238

Part I GENERAL FUND (Continued)

A. REVENUES - Modified Accrual (Continued)	Account No.	Amount
8. Revenue from miscellaneous sources	(a)	(b)
a. Special assessments	3500	U01 \$
b. Sale of municipal property	3501	U11 2,464
c. Interest on investments	3502	U20 1,688
d. Rents of property	3503	U40 7,653
e. Fines and forfeits	3504	U30
f. Insurance dividends and reimbursements	3506	U99 19,507
g. Contributions and donations	3508	U50
h. Other miscellaneous sources not otherwise classified	3509	U99 558
i. TOTAL ----- >		\$ 31,870
9. Interfund operating transfers in		
a. Transfers from special revenue fund	3912	\$ 249,673
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	64,929
f. Transfers from conservation duns	3917	
g. TOTAL ----- >		\$ 314,602
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	-
d. TOTAL ----- >		\$ -
11. TOTAL REVENUES FROM ALL SOURCES ----- >		\$ 13,285,831
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2f, column b, page 9) ----- >		\$ 738,829 ✓
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 14,024,660 ✓
Remarks		

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	E29 20,302	G29	F29
b. Election and registration	4140	E89 75,400	G89	F89
c. Financial administration	4150	E23 559,626	G23	F23
d. Revaluation of property	4152	E23	G23	F23
e. Legal expense	4153	E25 30,534	G25	F25
f. Personnel administration	4155	E29 -	G29	F29
g. Planning and zoning	4191	E29 50,213	G29	F29
h. General government building	4194	E31 -	G31	F31
i. Cemeteries	4195	E03 6,450	G03	F03
j. Insurance not otherwise allocated	4196	E89 108,111	G89	F89
k. Advertising and regional association	4197	E89 3,222	G89	F89
l. Other general government	4199	E89 29,853	G89	F89
m. TOTAL ----- >		\$ 883,711		
2. Public safety				
a. Police	4210	E62 1,015,164	G62	F62
b. Ambulance	4215	E32	G32	F32
c. Fire	4220	E24 465,897	G24	F24
d. Building inspection	4240	E66 11,574	G66	F66
e. Emergency management	4290	E89 1,292	G89	F89
f. Other public safety (including communications)	4299	E89 -	G89	F89
g. TOTAL ----- >		\$ 1,493,927		
3. Airport/Aviation center				
a. Administration	4301			
b. Airport operations	4302			
c. Other	4309			
d. TOTAL ----- >		E01 \$ -	G01	F01

Remarks

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
4. Highways and streets				
a. Administration	4311	E44 569,917	G44	F44
b. Highways and streets	4312	E44 269,599	G44	F44
c. Bridges, railroad crossing	4313	E44	G44	F44
d. Street lighting	4316	E44 • 22,219	G44	F44
e. Toll highways	4316	E45	G45	F45
f. Other highway, streets, and bridges	4319	E44	G44	F44
g. TOTAL ----- >		\$ 861,735		
5. Sanitation				
a. Administration	4321	E80	G80	F80
b. Solid waste collection	4323	E81 -	G81	F81
c. Solid waste disposal	4324	E81 584,632	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
g. TOTAL ----- >		\$ 584,632		
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. (a)	Total expenditure <i>includes col c & d</i> (b)	Equipment and land purchases (c)	Construction (d)
8. Health				
a. Administration	4411	-		
b. Pest Control	4414	26,870		
c. Health agencies and hospitals	4415	58,314		
d. Other Health	4419			
e. TOTAL ----->		E32 \$ 85,184	G32	F32
9. TOTAL expenditures for education purposes <i>(This entry should only be used by the few municipalities which have dependent school districts)</i>				
10. Welfare				
a. Administration	4441	-		
b. Direct assistance	4442	75,569		
c. Intergovernmental welfare payments	4444			
d. Vendor payments	4445			
e. Other welfare	4449			
f. TOTAL ----->		E79 \$ 75,569	G79	F79
11. Culture and recreation				
a. Parks and recreation	4520	35,539		
b. Library	4550	183,543		
c. Patriotic purposes	4583	2,139		
d. Other culture and recreation	4589	5,886		
e. TOTAL ----->		E61 \$ 227,107	G61	F61
12. Conservation				
a. Administration	4611	2,406		
b. Purchase of natural resources	4612			
c. Other conservation	4619	-		
d. TOTAL ----->		E52 \$ 2,406	G52	F52
13. Redevelopment and housing				
a. Administration	4631			
b. Redevelopment and housing	4632			
c. TOTAL ----->		E61 \$ -	G61	F61

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)	Account No. (a)	Total expenditure <i>includes col c & d</i> (b)	Equipment and land purchases (c)	Construction (d)
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	64,000	\$	\$
b. Interest on long term bonds and notes	4721	189 25,041		
c. Interest on tax and revenue anticipation notes	4723	189 8,489		
d. Other debt service charges	4790	E23 -		
e. TOTAL ----->		\$ 97,530	\$	\$
16. Capital outlay (not reported above)			G89	F89
a. Land and improvements	4901	151,530	\$	
b. Machinery, vehicles, and equipment	4902	200,488	G89	\$
c. Buildings	4903	34,935	G89 \$	F89
d. Improvements other than buildings	4909	-	G89 \$	F89
e. TOTAL ----->		\$ 386,953		
17. Interfund operating transfers out				
a. Transfers to special revenue funds	4912	8,420		
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 ----->		\$ 8,420		
Cumulative Expenditure Totals from pages 4-7.....>		4,707,174		
Remarks				

Part III GENERAL FUND BALANCE SHEET

MODIFIED ACCRUAL

A. ASSETS	Account No.	Beginning of Year	End of year
1. Current assets	(a)	(b)	(c)
a. Cash and equivalents	1010	2,243,511	2,744,662
b. Investments	1030	-	-
c. Taxes receivable (From Section D, page 12)	1080	801,077	1,151,355
d. Tax liens receivable (From Section D, page 12)	1110	449,511	508,150
e. Accounts receivable	1150	121,450	68,959
f. Due from other governments	1260	200,000	200,000
g. Due from other funds	1310	436,084	347,227
h. Other current assets	1400	34,980	32,142
i. Tax deeded property (subject to resale)	1670		
j. TOTAL ASSETS (Should equal line B3) ----- >		4,286,613	\$ 5,052,495
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	240,682	271,441
b. Compensated absences payable	2030		
c. Contracts payable	2050	1,797	-
d. Due to other governments	2070	-	-
e. Due to school districts	2075	3,226,227	3,902,840
f. Due to other funds	2080	7,450	13,870
g. Deferred revenue	2220	46,341	500
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	25,287	48,737
k. TOTAL LIABILITIES ----->		3,547,784	\$ 4,237,388
2. Fund equity			
a. Reserve for encumbrances (Please detail on page 10)	2440	186,062	319,291
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	552,767	495,816
f. TOTAL FUND EQUITY ----->		✓ 738,829	\$ ✓ 815,107
3. TOTAL LIABILITIES AND FUND EQUITY -----> (Should equal line A1)) ----->		4,286,613	\$ 5,052,495

Part IV	DETAIL
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This section may be used to provide the detail requested wherever "Explain" or "Specify" is found. If additional space is needed, please add extra pages using the following format. Please show the detail and the total for each.

Account number (a)	Item (b)	Amount (c)

Please Detail Reserves from page 9 (Balance Sheet)

Account number (a)	Item (b)	Amount (c)
2440	Western Avenue Bridge	\$ 91,287
2440	Softball Field	5,825
2440	Library Needs Study	750
2440	Road Improvements	6,525
2440	Ambulance	175,000
2440	Safe Routes to School	15,000
2440	Energy Audit	14,000
2440	Property Revaluation	10,904
		\$ 319,291

Part V	GENERAL FUND
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A. PLEASE LIST THE ANNUAL REQUIREMENTS TO AMORTIZE ALL GENERAL OBLIGATION DEBT
 (as of 12/31/2010 for the ensuing five years)

	Year (a)	Principal (b)	Interest (c)	Total (d)
1.	2011	\$ 110,000	\$ 47,310	\$ 157,310
2.	2012	110,000	41,715	\$ 151,715
3.	2013	110,000	36,363	\$ 146,363
4.	2014	110,000	30,787	\$ 140,787
5.	2015	105,000	25,337	\$ 130,337
6. SUBTOTAL (Sum of lines 1-5)		\$ 545,000	\$ 181,512	\$ 726,512
7. Remaining periods of debt		440,000	85,995	\$ 525,995
8. TOTAL ----->		\$ 985,000	\$ 267,507	\$ 1,252,507

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)	\$	3,226,227	✓
2. ADD: School district assessment for current year		7,402,840	✓
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		10,629,067	
4. SUBTRACT: Payments made to school district	<	6,726,227	>
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)		3,902,840	✓
B. RECONCILIATION OF TAX ANTICIPATION NOTES		Amount	
1. Short-term (TANS) debt at beginning of year	61V \$		
2. ADD: New issues during current year		2,400,000	
3. SUBTRACT: Issues retired during current year	<	2,400,000	>
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 \$	-	
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) *	✓	27,519	-
2. SUBTRACT: Abatements made (From tax collector's report)	47076 48,495	< 1419 >	48,495
3. SUBTRACT: Discounts	-	< >	-
4. SUBTRACT: Refunds (Cash abatements) <i>CFA</i>	22,566	< >	22,566
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **		-	-
6. Excess of estimate (Add to revenue on page 1, line 1a)	(42,123)	(1,419)	(43,542)
<p>*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).</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
D. TAXES/LIENS RECEIVABLE WORKSHEET		1080 taxes (a)	1110 liens (b)
			TOTALS (c)
1. Uncollected, end of year <i>CFA</i>	✓	1,151,355	508,150
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)		-	-
3. Receivable, end of year *		1,151,355	508,150
* (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	Proprietary funds			
	Capital Projects (a)	Special Revenue (b)	Enterprise (c)	Internal service (d)
1. Revenue from taxes	T01 \$	T01 \$	T01 \$	T01 \$
2. Revenue from licenses, permits, and fees	T29	T29	T29	T29
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	A80	A80	273,068	A80
(b) Sewer user charges	A81	A81	506,137	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	10,314	A60
(i) Parking	A94	A94		A94
(j) Transit or bus system	A89	A89		A89
(k) Other - Specify ---L	A89	A89	8,566	A89
(1) Other Water Charges	A89	A89	10,107	A89
(2) Other Sewer Charges	A89	A89		A89
(3)	U20	U20		U20
7. Revenue from miscellaneous sources	U99	U99	5,095	U99
(a) Interest on investments			70,298	
(b) Other miscellaneous sources			8,420	
8. Interfund operating transfers in	U99	U99		U99
9. Other financial sources				
10. TOTAL REVENUE AND OTHER SOURCES	\$	\$	908,713	\$

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)	Capital projects (a)		Special revenue (b)	Proprietary funds	
	F89	\$		Enterprise (c)	Internal service (d)
1. General government	F89	\$	E89	E89	\$
2. Public Safety	F62		E62	E62	
(a) Police			E32	E32	
(b) Ambulance	F24		E24	E24	
(c) Fire	F01		E01	E01	
3. Airport/Aviation center	F44		E44	E44	
4. Highway and streets	F45		F45	F45	
5. Toll Highways	F81		F81	F81	
6. Sanitation	F91		F91	F91	404,468
7. Water distribution and treatment	F80		E80	E80	222,237
8. Sewerage	F92		E92	E92	
9. Electric	F32		E32	E32	
10. Health	F79		E79	E79	
11. Welfare	F61		E61	E61	
12. Culture and recreation	F60		E60	E60	71,638
13. Parking	F94		E94	E94	
14. Transit or bus system	F59		E59	E59	
15. Conservation	F50		E50	E50	27,152
16. Redevelopment and housing	F89		E89	E89	
17. Economic development			E23	E23	101,310
18. Debt service	F89		F89	F89	3,430
19. Capital outlay - other					265,134
20. Interfund operating transfers out					1,095,359
21. TOTAL EXPENDITURES	\$		\$	\$	\$
Remarks					

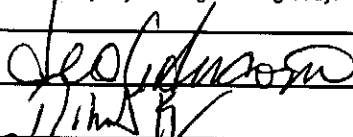


Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS

A. ASSETS	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
1. Current assets					
(a) Cash and equivalents	1010		\$ 1,179,192		
(b) Investments	1030		197,840		
(c) Accounts receivable	1150		122,855		
(d) Due from other governments	1260				
(e) Due from other funds	1310		13,870		
(f) Other - Specify --L					
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 --L					
3. TOTAL ASSETS		\$ -	\$ 1,513,757	\$ -	\$ -
Remarks					

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

	Account No. (a)	Capital projects (b)	Special revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
B. LIABILITIES AND FUND EQUITY					
1. Liabilities					
(a) Warrants and accounts payable	2020	\$	\$	\$	\$
(b) Compensated absences payable	2030				
(c) Contracts payable	2050				
(d) Due to other governments	2070		199,855		
(e) Due to other funds	2080		347,227		
(f) Deferred revenue	2220				
(g) Notes and bonds payable					
(h) Other - Specify --L					
(I) TOTAL LIABILITIES		\$	\$ 547,082	\$	\$
2. Fund Equity/Capital					
(a) Reserve for encumbrances	2440				
(b) Reserve for special purposes	2490				
(c) Unreserved fund balance	2530		966,675		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY		\$	\$ 966,675	\$	\$
3. TOTAL LIABILITIES AND FUND EQUITY		\$	\$ 1,513,757	\$	\$

Part X		SUPPLEMENTAL INFORMATION WORKSHEET		
A. INTERGOVERNMENTAL EXPENDITURES				
Report payments made to the State or other local governments <i>on reimbursement or cost-sharing basis</i> . Do not include these expenditures in part VIII.				
Purpose (a)	Account No. (b)	Amount (c)		
Payments made to <u>other local governments</u> for:				
Schools		M12		
Sewers		M80		
All other - County	4931	M89		
All other - Towns	4199	M89		
Payments made to <u>State</u> 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 this fiscal year (e)
		Issued (c)	Retired (d)	
Industrial revenue	19T	24T	34T	44T
All other debt	19U 1,105,000	29U -	39U 120,000	49U 985,000
Interest on water debt	19I			
C. SALARIES AND WAGES				Total wages paid
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.				Z00
				2,087,266
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			
All other funds except employee retirement funds and nonexpendable trust funds.	W61			
Remarks	4,121,694			

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 9/20/2011
Signatures of a majority of the governing body:	
	
	
	
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) Russell A Roy	Signature Russell A Roy
Regular Office Hours M-F 8-4:30	Email address FINANCE@NEWKIRK.ORG
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