

RECEIVED

UFB - 5,059,435 56
10/7/11
2011

OCT 06 2011

CPA - Plodzick

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

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION



ANNUAL CITY/TOWN
FINANCIAL REPORT

30 3 006 014 1 24775
HUDSON TOWN
CHR BD OF SELECTMEN
12 SCHOOL STREET
HUDSON, NH 03051

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

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 \$ 46,013,550
b. State and local taxes assessed for school districts \$ / 28,705,776.00	4933	
c. Land use change taxes - General Fund	3120	T01
d. Land use change taxes - Conservation Fund	3121	T01
e. Resident taxes	3180	
f. Timber taxes	3185	T01 14,730
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 336,594
j. Excavation Tax (@\$.02 per cu. yd.)	3187	T99 6,514
k. TOTAL (Excluding line 1b) ----->		\$ 46,371,388
2. TOTAL revenues for education purposes (This entry should only be used by the tax municipalities which have dependent school districts)		Enter Only Dependent Schools in This Space \$
3. Revenue from licenses, permits, and fees		
a. Business licenses and permits	3210	T28 12,766
b. Motor vehicle permit fees	3220	T01 3,653,362
c. Building permits	3230	T29 145,044

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 133,727
e. TOTAL ----->		\$ 3,944,899
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, etc.)	3319	B89 58,277
d. TOTAL ----->		\$ 58,277
5. Revenue from the State of New Hampshire		
a. Shared revenue block grant	3351	C30 \$
b. Meals and rooms distribution	3352	C30 1,098,917
c. Highway block grant	3353	C46 536,855
d. Water pollution grants	3354	C89
e. Housing and community development	3355	C50
f. State and federal forest land reimbursement	3356	C89
g. Flood control reimbursement	3357	C89
h. Other state grants and reimbursements - Specify	3359	C89
i. TOTAL ----->		\$ 1,633,772
6. Revenue from other governments		
Intergovernmental revenue - Other	3379	D89 \$
7. Revenue from charges for services		
(Exclude interfund transfers)		
a. Income from departments	3401	A89 \$ 1,106,088
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
m. TOTAL ----->		\$ 1,106,088

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 4,288
c. Interest on investments	3502	U20 33,698
d. Rents of property	3503	U40 6,082
e. Fines and forfeits	3504	U30
f. Insurance dividends and reimbursements	3506	U99 29,985
g. Contributions and donations	3508	U50 14,283
h. Other miscellaneous sources not otherwise classified	3509	U99 112,590
I. TOTAL ----- >		\$ 202,926
9. Interfund operating transfers in		
a. Transfers from special revenue fund	3912	\$ 78,914
b. Transfers from capital projects fund	3913	
c. Transfers from proprietary funds	3914	
d. Transfers from capital reserve fund	3915	206,629
e. Transfers from trust and fiduciary funds	3916	
f. Transfers from conservation duns	3917	
g. TOTAL ----- >		\$ 285,543
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 ----- >		\$ 53,602,893
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2g, column b, page 9) ----- >		\$ 6,094,347
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 59,697,240

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	425,930	G29	F29
b. Election and registration	4140	371,828	G89	F89
c. Financial administration	4150	793,142	G23	F23
d. Revaluation of property	4152	282,639	G23	F23
e. Legal expense	4153	196,098	G25	F25
f. Personnel administration	4155		G29	F29
g. Planning and zoning	4191	472,496	G29	F29
h. General government building	4194	155,118	E31	F31
i. Cemeteries	4195	4	G03	F03
j. Insurance not otherwise allocated	4196	381,335	E89	F89
k. Advertising and regional association	4197		G89	F89
l. Other general government:	4199	277,762	G89	F89
m. TOTAL ----->		\$ 3,336,352		
2. Public safety				
a. Police	4210	6,351,818	E62	F62
b. Ambulance	4215	70,364	E32	F32
c. Fire	4220	4,968,122	E24	F24
d. Building inspection	4240	104,623	E66	F66
e. Emergency management	4290	3,819	G89	F89
f. Other public safety (including communications)	4299		E89	F89
g. TOTAL ----->		\$ 11,498,746		
3. Airport/Aviation center				
a. Administration	4301			
b. Airport operations	4302			
c. Other	4309			
d. TOTAL ----->			E01	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		E44	G44	F44
a. Administration	4311			
b. Highways and streets	4312	3,528,803		
c. Bridges, railroad crossing	4313			
d. Street lighting	4316			
e. Toll highways	4316			
f. Other highway, streets, and bridges	4319			
g. TOTAL ----->		\$ 3,528,803		
5. Sanitation		E80	G80	F80
a. Administration	4321			
b. Solid waste collection	4323	1,579,940		
c. Solid waste disposal	4324			
d. Solid waste clean-up	4325			
e. Sewage collection and disposal	4326			
f. Other sanitation	4329			
g. TOTAL ----->		\$ 1,579,940		
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 ----->		E91	G91	F91
7. Electric				
a. Administration	4351			
b. Generation	4352			
c. Purchase costs	4353			
d. Equipment maintenance	4354			
e. Other electric	4359			
f. TOTAL ----->		E92	G92	F92

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)	Account No.	Total expenditure <i>includes col c & d</i>	Equipment and land purchases	Construction
8. Health	(a)	(b)	(c)	(d)
a. Administration	4411			
b. Pest Control	4414	93,201		
c. Health agencies and hospitals	4415			
d. Other Health	4419			
e. TOTAL ----->		E32 \$ 93,201	G32	F32
9. Capital expenditures for education purposes This amount should only be used by the town manager for the following categories: (a) school district				
10. Welfare		E79	G79	F79
a. Administration	4441			
b. Direct assistance	4442	J67 90,773		
c. Intergovernmental welfare payments	4444	M79		
d. Vendor payments	4445	E75		
e. Other welfare	4449	E79	G79	F79
f. TOTAL ----->		\$ 90,773		
11. Culture and recreation		E61	G61	F61
a. Parks and recreation	4520	350,633		
b. Library	4550	E52 935,005	G52	F52
c. Patriotic purposes	4583	E61 4,000	G61	F61
d. Other culture and recreation	4589	E61	G61	F61
e. TOTAL ----->		\$ 1,289,638		
12. Conservation				
a. Administration	4611			
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL ----->		E59	G59	F59
13. Redevelopment and housing				
a. Administration	4631			
b. Redevelopment and housing	4632			
c. TOTAL ----->		E50	G50	F50

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual (Continued)				
	Account No.	Total expenditure <i>includes col c & d</i>	Equipment and land purchases	Construction
	(a)	(b)	(c)	(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			
b. Interest on long term bonds and notes	4721	I89		
c. Interest on tax and revenue anticipation notes	4723	I89		
d. Other debt service charges	4790	E23		
e. TOTAL ----->			\$	\$
16. Capital outlay (not reported above)				
a. Land and improvements	4901	15,735	\$	15,735
b. Machinery, vehicles, and equipment	4902	281,796	281,796	
c. Buildings	4903	\$	\$	
d. Improvements other than buildings	4909	59,173	59,173	
e. TOTAL ----->		\$ 356,704	\$ 340,969	\$ 15,735
17. Interfund operating transfers out				
a. Transfers to special revenue funds	4912	17,602		
b. Transfers to capital projects funds	4913			
c. Transfers to proprietary funds	4914			
d. Transfers to capital reserve funds	4915	303,143		
e. Transfers to expendable trust funds	4916			
f. Transfers to non-expendable trust funds	4918			
g. TOTAL ----->		\$ 320,745		
Cumulative Expenditure Totals from pages 4-7.....>		22,094,902.00		
Remarks				

Part II GENERAL FUND BALANCE SHEET

MODIFIED ACCRUAL

A. ASSETS		Account No.	Beginning of Year	End of year
		(a)	(b)	(c)
1. Current assets				
a. Cash and equivalents		1010	18,816,870.00	24,497,909
b. Investments		1030	5,000,000.00	-
c. Taxes receivable (From Section D, page 12)		1080	3,147,098.00	3,482,136 ✓
d. Tax liens receivable (From Section D, page 12)		1110	1,133,577.00	1,348,435 ✓
e. Accounts receivable		1150	226,562.00	238,195
f. Due from other governments		1260	164,001.00	5,165
g. Due from other funds		1310	2,624.00	265,321
h. Other current assets		1400	1,968.00	26,405
i. Tax deeded property (subject to resale)		1670		25,869
J. TOTAL ASSETS (Should equal line B3) ----- >			28,492,700.00	\$ 29,889,435
B. LIABILITIES AND FUND EQUITY				
1. Current liabilities				
a. Warrants and accounts payable		2020	300,493.00	493,822
b. Compensated absences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070		94,576
e. Due to school districts		2075		Ⓞ ✓
f. Due to other funds		2080	18,597.00	83,684
g. Deferred revenue		2220	21,903,371.00	22,941,522
h. Notes payable - Current		2230		
i. Bonds payable - Current		2250		
j. Other payables		2270	473,571.00	202,144
k. TOTAL LIABILITIES ----->			22,696,032.00	\$ 23,815,748
2. Fund equity (Please detail on page 10)				
a. Assigned (formerly reserve for encumbrances)		2440	374,959.00	443,252
b. Nonspendable		2450		52,274
c. Restricted (formerly reserve for appropriations voted for CRF/ETF)		2460	339,922.00	233,281
d. Committed (formerly reserve for appropriations voted)		2460		50,000
e. Assigned (formerly reserve for special purposes)		2490		285,442
f. Unassigned (formerly unreserved fund balance)		2530	5,081,787.00	5,009,438
g. TOTAL FUND EQUITY ----->			5,796,668.00	\$ 6,073,687
3. TOTAL LIABILITIES AND FUND EQUITY ----->			28,492,700.00	\$ 29,889,435
<i>(Should equal line A1j)</i>				

5,059,438

Part IV **DETAIL**

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)
2460	Restricted Fund Balance	
	Hills Memorial Library Funds	146356
	Donations	86925
	Total Restricted Fund Balance	233281
2460	Committed Fund Balance	
	Fund balance voted for appropriation in 2011-12	50000
2450	Nonspendable Fund Balance	
	Prepaid Items	3768
	Inventory	22637
	Tax deeded property subject to resale	25869
	Total Nonspendable Fund Balance	52274

Please Detail Reserves from page 9 (Balance Sheet)

Account number (a)	Item (b)	Amount (c)
2440	Assigned Fund Balance	
	Encumbrances	
	Executive	4390
	Election & registration	1990
	Financial administration	3700
	Revaluation of property	25500
	Police	105376
	Ambulance	57957
	Capital Outlay	244339
	Total assigned fund balance (encumbrances)	443252
	Contingency	124000
	Hills Memorial Library	161442
	Total Assigned Fund Balance	728694

Part V **GENERAL FUND**

A. PLEASE LIST THE ANNUAL REQUIREMENTS TO AMORTIZE ALL GENERAL OBLIGATION DEBT
(as of June 30, 2011 for the ensuing five years)

	Year (a)	Principal (b)	Interest (c)	Total (d)
1.	2012	\$ 1,080,000	\$ 805,330	\$ 1,885,330
2.	2013	1,080,000	752,330	\$ 1,812,330
3.	2014	1,080,000	699,330	\$ 1,759,330
4.	2015	1,080,000	646,330	\$ 1,706,330
5.	2016	1,085,000	593,330	\$ 1,658,330
6. SUBTOTAL (Sum of lines 1-5)		\$ 5,305,000	\$ 3,486,650	\$ 8,801,650
7. Remaining periods of debt	2017-2026	11,800,000	2,512,070	\$ 15,412,070
Page 10	TOTAL	\$ 17,205,000	\$ 7,008,720	\$ 24,213,720

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>	\$	Pr. Yr. 0
2. ADD: School district assessment for current year	✓	28,705,776
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		0
4. SUBTRACT: Payments made to school district		< 28,705,776 >
5. School district liability at end of year (lines 3 less line 4) <i>(Account number 2075, column c, on page 9)</i>		-
B. RECONCILIATION OF TAX ANTICIPATION NOTES		Amount
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) *	✓ 104,920	87,455	192,375
2. SUBTRACT: Abatements made (From tax collector's report) CPA #	1,158	23,792	24,950
3. SUBTRACT: Discounts	< >	< >	< >
4. SUBTRACT: Refunds (Cash abatements)	< >	< >	< >
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	73,069	29,869	102,938
6. Excess of estimate (Add to revenue on page 1, line 1a)	30,698 170,147	33,794 -524,199	64,487 -703,346

*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	3,555,205	1,378,304	4,933,509
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	(73,069)	(29,869)	(102,938)
3. Receivable, end of year *	3,482,136	1,348,435	4,830,571

* (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 \$	T29	T01 \$ 156,501	T01 \$	T29 \$
2. Revenue from licenses, permits, and fees	B89		B89	B89	
3. Revenue directly from the federal government	C89		C89 21,384	C89	
4. Revenue from the State of New Hampshire	D89		D89	D89	
5. Revenue from other governments	A91		A91 3,784,591	A91	
6. Revenue from charges for services	A80		A80 1,307,556	A80	
(a) Water supply system charges	A81		A81	A81	
(b) Sewer user charges	A92		A92	A92	
(c) Garbage/refuse collection charges	A01		A01	A01	
(d) Electric	A44		A44	A44	
(e) Airport and aviation	A45		A45	A45	
(f) Highway	A61		A61	A61	
(g) Toll facilities	A60		A60	A60	
(h) Parks and recreation	A94		A94	A94	
(i) Parking	A89		A89	A89	
(j) Transit or bus system	A89		A89	A89	
(k) Other - Specify	A89		A89	A89	
(1)					
(2)					
(3)					
7. Revenue from miscellaneous sources	U20		U20	U20	
(a) Interest on investments	U99		U99 41,529	U99	
(b) Other miscellaneous sources	U99		U99 254,990	U99	
8. Interfund operating transfers in	U99		U99	U99	
9. Other financial sources					
10. TOTAL REVENUE AND OTHER SOURCES			\$ 5,546,551		

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)	Capital projects (a)		Special revenue (b)	Proprietary funds	
	F89 \$	F62		Enterprise (c)	Internal service (d)
1. General government			E89 \$		\$
2. Public Safety			E62		
(a) Police			7,092		
(b) Ambulance			E32		
(c) Fire			E24		
3. Airport/Aviation center			E01		
4. Highway and streets			E44		
5. Toll Highways			F45		
6. Sanitation			F81		
7. Water distribution and treatment			F91		
8. Sewerage			E80		
9. Electric			E92		
10. Health			E32		
11. Welfare			E79		
12. Culture and recreation			E61		
13. Parking			E60		
14. Transit or bus system			E94		
15. Conservation			E59		
16. Redevelopment and housing			E50		
17. Economic development			E89		
18. Debt service			E23		
19. Capital outlay - other			F89		
20. Interfund operating transfers out					
21. TOTAL EXPENDITURES			\$		2,549,354

Remarks

Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS

	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
A. ASSETS					
1. Current assets					
(a) Cash and equivalents	1010		\$ 4,917,201		
(b) Investments	1030		109,655		
(c) Accounts receivable	1150		1,671,881		
(d) Due from other governments	1260				
(e) Due from other funds	1310		190,610		
(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 →			\$ 6,899,347		
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)
1. Liabilities					
(a) Warrants and accounts payable	2020	\$	\$ 116,809	\$	\$
(b) Compensated absences payable	2030				
(c) Contracts payable	2050				
(d) Due to other governments	2070				
(e) Due to other funds	2080		420,626		
(f) Deferred revenue	2220		3,068,547		
(g) Notes and bonds payable					
(h) Other - Specify --K					
(i) TOTAL LIABILITIES ----- >			\$ 3,603,982		
2. Fund Equity/Capital					
(a) Assigned (formerly reserve for encumbrances)	2440				
(b) Assigned (formerly reserve for special purposes)	2490		91,434		
(c) Unassigned (formerly unreserved fund balance-deficit)	2530		3,193,931		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->			\$ 3,285,365		
3. TOTAL LIABILITIES AND FUND EQUITY ----->			\$ 6,889,347		

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 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 this fiscal year (e)
		Issued (c)	Retired (d)	
Industrial revenue	19T	24T	34T	44T
All other debt	19U 18,270,000	29U	39U 1,065,000	49U 17,205,000
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.				200
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 41,558,338			
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
--	-------------

Signatures of a majority of the governing body:

[Handwritten signatures]

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) Sheryl A. Pratt	Signature <i>Sheryl A Pratt</i>
Regular Office Hours 8 AM - 4:30 PM	Email address Spratt@plodzick.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