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2011

FORM F-65(MS-5)

MAY 19 2011

CPA - Melanson + Heath

NH DEPT OF REVENUE ADM
MUNICIPAL SERVICES

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION



ANNUAL CITY/TOWN
FINANCIAL REPORT

30 3 006 015 0.377 8633
LITCHFIELD TOWN
CHR BD OF SELECTMEN
2 LIBERTY WAY
STE 1
LITCHFIELD, NH 03052

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 \$ 15,202,019
b. State and local taxes assessed for school districts	\$ ✓ 11,943,860	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 493
g. Payments in lieu of taxes		3186	U99 30,597
h. Other taxes (Explain on separate schedule)		3189	T01
i. Interest and penalties on delinquent taxes		3190	T01 83,315
j. Excavation Tax (@\$.02 per cu. yd.)		3187	T99 4,467
k. TOTAL (Excluding line 1b)	----->		\$ 15,320,891
2. TOTAL revenues for education purposes (This entry should only be used by the few 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 115,596
b. Motor vehicle permit fees		3220	T01 1,227,132
c. Building permits		3230	T29 28,060

Part I GENERAL FUND (Continued)		
A. REVENUES - Modified Accrual (Continued)	Account No.	Amount
3. Revenue from licenses, permits and fees (Continued)	(a)	(b)
d. Other licenses, permits, and fees	3290	T29 34,454
e. TOTAL ----->		\$ 1,405,242
4. Revenue from the federal government		B50
a. Housing and urban renewal (HUD)	3311	\$
b. Environmental protection	3312	B89
c. Other federal grants and reimbursements - Specify (FEMA; Homeland Security; COPPS, etc.)	3319	B89 9,922
d. TOTAL ----->		\$ 9,922
5. Revenue from the State of New Hampshire		C30
a. Shared revenue block grant	3351	\$ 378,541
b. Meals and rooms distribution	3352	C30 378,541
c. Highway block grant	3353	C46
d. Water pollution grants	3354	C89
e. Housing and community development	3355	C50
f. State and federal forest land reimbursement	3356	C89 837
g. Flood control reimbursement	3357	C89
h. Other state grants and reimbursements - Specify State grants & State Disaster Relief	3359	C89 117,181
i. TOTAL ----->		\$ 496,559
6. Revenue from other governments		D89
Intergovernmental revenue - Other	3379	\$
7. Revenue from charges for services (Exclude interfund transfers)		A89
a. Income from departments	3401	\$ 27,025
b. Water supply system charges	3402	A91
c. Sewer user charges	3403	A80
d. Garbage-refuse charges	3404	A81 52,870
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 ----->		\$ 79,895

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 4,200
c. Interest on investments	3502	U20 9,234
d. Rents of property	3503	U40 1
e. Fines and forfeits	3504	U30 725
f. Insurance dividends and reimbursements	3506	U99 10,969
g. Contributions and donations	3508	U50 234
h. Other miscellaneous sources not otherwise classified	3509	U99 52,913
i. TOTAL ----- >		\$ 78,276
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	\$
b. Proceeds from all other bonds	3935	
c. Other long-term financial sources	3939	
d. TOTAL ----- >		\$
11. TOTAL REVENUES FROM ALL SOURCES ----- >		\$ 17,390,785
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2g, column b, page 9) ----- >		\$ 1,451,922
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 18,842,707
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 199,614	G29	F29
b. Election and registration	4140	91,557	G89 799	F89
c. Financial administration	4150	E23 384,250	G23 2,996	F23
d. Revaluation of property	4152	E23	G23	F23
e. Legal expense	4153	E25 50,101	G25	F25
f. Personnel administration	4155	E29 293,168	G29	F29
g. Planning and zoning	4191	E29 60,633	G29	F29
h. General government building	4194	E31 61,204	G31	F31
i. Cemeteries	4195	E03 2,489	G03	F03
j. Insurance not otherwise allocated	4196	E89 59,425	G89	F89
k. Advertising and regional association	4197	E89	G89	F89
l. Other general government	4199	E89 5,000	G89	F89
m. TOTAL ----- >		\$ 1,207,441	\$ 3,795	\$ -
2. Public safety				
a. Police	4210	E62 1,278,832	G62 37,590	F62
b. Ambulance	4215	E32 34,839	G32	F32
c. Fire	4220	E24 499,314	G24 47,543	F24
d. Building inspection	4240	E66 77,998	G66	F66
e. Emergency management	4290	E89 12,416	G89 3,543	F89
f. Other public safety (including communications)	4299	E89	G89	F89
g. TOTAL ----- >		\$ 1,903,399	\$ 88,676	\$ -
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 11,455	G44 729	F44
b. Highways and streets	4312	E44 372,484	G44 9,423	F44
c. Bridges, railroad crossing	4313	E44	G44	F44
d. Street lighting	4316	E44	G44	F44
e. Toll highways	4316	E45	G45	F45
f. Other highway, streets, and bridges	4319	E44 19,102	G44	F44
g. TOTAL ----- >		\$ 403,041	\$ 10,152	\$ -
5. Sanitation				
a. Administration	4321	E80 90,812	G80	F80
b. Solid waste collection	4323	E81 379,448	G81	F81
c. Solid waste disposal	4324	E81	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 ----- >		\$ 470,260	\$ -	\$ -
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	28,688		
b. Pest Control	4414	21,703	2,413	
c. Health agencies and hospitals	4415	6,784		
d. Other Health	4419			
e. TOTAL ----->		E32 \$ 57,175	G32 \$ 2,413	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		E79	G79	F79
a. Administration	4441			
b. Direct assistance	4442	J67		
c. Intergovernmental welfare payments	4444	M79		
d. Vendor payments	4445	E75 16,520		
e. Other welfare	4449	E79	G79	F79
f. TOTAL ----->		\$ 16,520	\$ -	\$ -
11. Culture and recreation		E61	G61	F61
a. Parks and recreation	4520	75,754	68	
b. Library	4550	E52 173,108	G52 2,437	F52
c. Patriotic purposes	4583	E61 270	G61	F61
d. Other culture and recreation	4589	E61 17,750	G61	F61
e. TOTAL ----->		\$ 266,882	\$ 2,505	\$ -
12. Conservation				
a. Administration	4611	2,564		
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL ----->		E59 \$ 2,564	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	189		
c. Interest on tax and revenue anticipation notes	4723	189		
d. Other debt service charges	4790	E23		
e. TOTAL ----->			\$	\$
16. Capital outlay (not reported above)			G89	F89
a. Land and improvements	4901	\$	\$	
b. Machinery, vehicles, and equipment	4902	\$	G89	\$
c. Buildings	4903	\$	G89 \$	F89
d. Improvements other than buildings	4909	\$	G89 \$	F89
e. TOTAL ----->				
17. Interfund operating transfers out				
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			
e. Transfers to expendable trust funds	4916			
f. Transfers to non-expendable trust funds	4918			
g. TOTAL ----->				
Cumulative Expenditure Totals from pages 4-7.....>		4,327,282.00	107,541.00	-

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	4,315,586	5,553,030
b. Investments		1030		
c. Taxes receivable (From Section D, page 12)		1080	506,766	436,732 460,767 ✓
d. Tax liens receivable (From Section D, page 12)		1110	169,130	148,868 124,833 ✓
e. Accounts receivable		1150		
f. Due from other governments		1260	378,616	2,210
g. Due from other funds		1310	149,172	17,510
h. Other current assets		1400	20,679	66,245
i. Tax deeded property (subject to resale)		1670		
j. TOTAL ASSETS (Should equal line B3) ----- >			5,539,949	6,224,595
B. LIABILITIES AND FUND EQUITY				
1. Current liabilities				
a. Warrants and accounts payable		2020	244,034	90,150
b. Compensated absences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070	295	431
e. Due to school districts		2075	3,799,750	4,120,173 ✓
f. Due to other funds		2080	6,211	224,299
g. Deferred revenue		2220		
h. Notes payable - Current		2230		
i. Bonds payable - Current		2250		
j. Other payables		2270	37,737	60,627
k. TOTAL LIABILITIES ----->			4,088,027	4,495,680
2. Fund equity (Please detail on page 10)				
a. Assigned (formerly reserve for encumbrances)		2440	70,625	179,611
b. Committed (formerly reserve for continuing appropriations)		2450		
c. Restricted (formerly reserve for appropriations voted for CRF/ETF)		2460		
d. Committed (formerly reserve for appropriations voted)		2460		
e. Assigned (formerly reserve for special purposes)		2490		
f. Unassigned (formerly unreserved fund balance)		2530	1,381,297	1,549,304
g. TOTAL FUND EQUITY ----->			1,451,922	\$ 1,728,915
3. TOTAL LIABILITIES AND FUND EQUITY -----> (Should equal line A1j)			5,539,949	\$ 6,224,595

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)	\$ ✓	3,799,750		
2. ADD: School district assessment for current year	✓	11,943,860		
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		15,743,610		
4. SUBTRACT: Payments made to school district		L < 11,623,437 >		
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)	To B/S	4,120,173 ✓		
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) (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) *	✓	52,849	✓ 0	52,849
2. SUBTRACT: Abatements made (From tax collector's report) =MS-61	✓	(5,534)		(5,534)
3. SUBTRACT: Discounts	<	>	<	>
4. SUBTRACT: Refunds (Cash abatements)	<	>	<	>
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **		(24,035)	<	>
6. Excess of estimate (Add to revenue on page 1, line 1a)		23,280	-	23,280 47,915
*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 =MS-61	✓	460,767	✓ 148,868	609,635
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)		<24,035>	0 (24,035)	(24,035)
3. Receivable, end of year * To B/S		436,732 460,767	148,868 124,833	585,600
* (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	
	T01 \$	T29	T01 \$	T29	Enterprise (c)	Internal service (d)
1. Revenue from taxes			T01 \$ 61,600	T29		\$
2. Revenue from licenses, permits, and fees			B89	B89		
3. Revenue directly from the federal government		15,613	C89	C89		
4. Revenue from the State of New Hampshire		372,897	D89	D89		
5. Revenue from other governments			A91	A91		
6. Revenue from charges for services			A80	A80		
(a) Water supply system charges			A81	A81		
(b) Sewer user charges			A92	A92		
(c) Garbage/refuse collection charges			A01	A01		
(d) Electric			A44	A44		
(e) Airport and aviation			A45	A45		
(f) Highway			A61	A61		
(g) Toll facilities			A60	A60		
(h) Parks and recreation			A94	A94		
(i) Parking			A89	A89		
(j) Transit or bus system			A89	90,522		
(k) Other - Specify --L			A89	45,584		
(1) Police Detail			A89	A89		
(2) Fire Detail			A89	A89		
(3)			U20	U20		
7. Revenue from miscellaneous sources			U99	U99		
(a) Interest on investments		698		20,191		
(b) Other miscellaneous sources				10,227		
8. Interfund operating transfers in			U99	U99		
9. Other financial sources						
10. TOTAL REVENUE AND OTHER SOURCES ----->	\$	389,208	\$	228,124		

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 \$ 4,249	E89 \$	
2. Public Safety			E62 68,829	E62	
(a) Police					
(b) Ambulance			E32	E32	
(c) Fire			E24 19,100	E24	
3. Airport/Aviation center			E01	E01	
4. Highway and streets		489,483	E44	E44	
5. Toll Highways			F45	F45	
6. Sanitation			F81	F81	
7. Water distribution and treatment			F91	E91	
8. Sewerage			F80	E80	
9. Electric			F92	E92	
10. Health			F32	E32	
11. Welfare			F79	E79	
12. Culture and recreation			F61	E61	
13. Parking			F60	E60	
14. Transit or bus system			F94	E94	
15. Conservation			F59	E59	
16. Redevelopment and housing			F50	E50	
17. Economic development			F89	E89	
18. Debt service				E23	
19. Capital outlay - other			F89	F89	
20. Interfund operating transfers out					
21. TOTAL EXPENDITURES	\$	489,483	\$ 103,860		
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	\$ 71,336	\$ 994,770		
(b) Investments	1030				
(c) Accounts receivable	1150		34,356		
(d) Due from other governments	1260				
(e) Due from other funds	1310	224,219	79		
(f) Other - Specify --L			2,319		
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 ----->		295,555	1,031,524		

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	\$	\$ 2,368	\$	\$
(b) Compensated absences payable	2030				
(c) Contracts payable	2050				
(d) Due to other governments	2070				
(e) Due to other funds	2080	862	16,385		
(f) Deferred revenue	2220				
(g) Notes and bonds payable					
(h) Other - Specify --L					
(I) TOTAL LIABILITIES ----->		\$ 862	\$ 18,753		
2. Fund Equity/Capital					
(a) Assigned (formerly reserve for encumbrances)	2440				
(b) Assigned (formerly reserve for special purposes)	2490				
(c) Unassigned (formerly unreserved fund balance-deficit)	2530	294,693	1,012,771		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->		\$ 294,693	\$ 1,012,771		
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ 295,555	\$ 1,031,524		

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 11,943,860
Sewers		M80
All other - County	4931	M89 842,650
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
Z00
1,963,472

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.

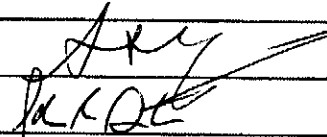
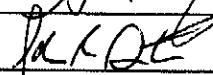
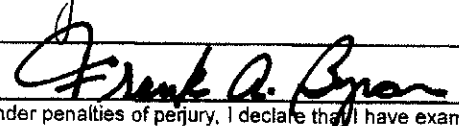
Type of fund (a)	Amount at end of fiscal year Omit cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
All other funds except employee retirement funds and nonexpendable trust funds.	W61 8,456,376

Remarks

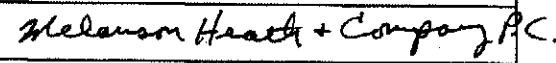
Part XI CERTIFICATION

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:

	Steven Perry
	JOHN R. PRUNEAU
 FRANK A. BYRON	

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) Melanson Heath & Company, P.C.	Signature 
Regular Office Hours Monday - Friday 8:00am - 5:00pm	Email address chiltner@melansonheath.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

