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NH DEPT OF REVENUE ADM  
MUNICIPAL SERVICES

2010

FORM F-65(MS-5)  
(9-21-2009)

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION



ANNUAL CITY/TOWN  
FINANCIAL REPORT

30 3 009 008 2529  
NEW DURHAM TOWN  
CLERK  
PO BOX 207  
NEW DURHAM, NH 03855

(Please correct any error in name, address, and ZIP Code)

PLEASE  
RETURN  
COMPLETED  
FORM TO

State of New Hampshire  
Department of Revenue Administration  
Community Services Division  
PO Box 487  
Concord, NH 03302-0487  
Telephone: (603) 271-3397

Part I GENERAL FUND - Revenues and expenditures for the period

January 1, 2010 to December 31, 2010

A. REVENUES - Modified Accrual

	Account No. (a)	Amount (b)
<b>1. Revenues from taxes (Including State Education)</b>		
a. Property taxes (commitment less overlay plus Section C, line 6, column (c), page 12)	3110	\$ 8,823,227
b. State and local taxes assessed for school districts	4933	\$ 4,858,920
c. Land use change taxes - General Fund	3120	T01
d. Land use change taxes - Conservation Fund	3121	T01
e. Resident taxes	3180	T01
f. Timber taxes	3185	T01 17,588
g. Payments in lieu of taxes	3186	U89
h. Other taxes (Explain on separate schedule)	3189	T01
i. Interest and penalties on delinquent taxes	3190	T01 102,978
j. Excavation tax (@ \$.02 per cu. yd.)	3187	T99 818
k. TOTAL (Excluding line 1b)		8,944,609
<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	T26 20,543
b. Motor vehicle permit fees	3220	T01 405,413
c. Building permits	3230	T29 25,175

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 11,556
e. TOTAL		\$462,686
4. Revenue from the federal government		B50
a. Housing and urban renewal (HUD)	3311	B89
b. Environmental protection	3312	B89
c. Other federal grants and reimbursements - <i>Specify</i> Fema; Homeland Security	3319	97,440
d. TOTAL		\$97,440
5. Revenue from the State of New Hampshire		C30
a. Shared revenue block grant	3351	-
b. Meals and rooms distribution	3352	C30 114,787
c. Highway block grant	3353	C46 67,798
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 - <i>Specify</i> Enforcement patrols, OHRV, Video	3359	C89 18,052
i. TOTAL		\$198,637
6. Revenue from other governments		D89
Intergovernmental revenue - Other	3379	2,569
7. Revenue from charges for services (Exclude interfund transfers)		A89
a. Income from departments	3401	A81 \$53,834
b. Water supply system charges	3402	A80
c. Sewer user charges	3403	A81
d. Garbage-refuse charges	3404	A82
e. Electric user charges	3405	A01
f. Airport fees	3406	A80
g. Parking		A84
h. Transit or bus system		A81
i. Parks and recreation		A03
j. Cemeteries		A45 1,165
k. Toll highways		A89
l. Other charges	3409	
m. TOTAL		\$54,989

A. REVENUES - Modified Accrual (Continued)	Account No. (a)	Amount (b)
8. Revenue from miscellaneous sources		
a. Special assessments	3500	U01 -
b. Sale of municipal property	3501	U11 4,832
c. Interest on investments	3502	U20 3,204
d. Rents of property	3503	U40
e. Fines and forfeits	3504	U30 5,459
f. Insurance dividends and reimbursements	3506	U88
g. Contributions and donations	3508	U50 1,081
h. Other miscellaneous sources not otherwise classified	3509	U88 7,432
i. TOTAL		\$21,988
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	452,730
e. Transfers from trust and fiduciary funds	3916	
f. Transfers from conservation fund	3917	
g. TOTAL		\$452,730
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		\$10,235,859
12. TOTAL FUND EQUITY (Beginning of year)		
<i>(Should equal line B.2f, column b, page 9)</i>		✓ \$684,147
13. TOTAL OF LINES 11 AND 12		
<i>(Should equal line 21, page 8)</i>		✓ \$10,919,806

Remarks

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual				
	Account No.	Total expenditure (Includes col. c and d)	Equipment and land purchases	Construction
	(a)	(b)	(c)	(d)
<b>1. General government</b>				
a. Executive	4130	\$ 145,224	G29	F29
b. Election and Registration	4140	72,147	G89	F89
c. Financial administration	4150	76,230	G23	F23
d. Revaluation of property	4152	65,941	G23	F23
e. Legal expense	4153	40,213	G26	F26
f. Personnel administration	4156	497,660	G29	F29
g. Planning and zoning	4191	43,641	G29	F29
h. General government building	4194	123,339	G31	F31
i. Cemeteries	4195	2,526	G03	F03
j. Insurance not otherwise allocated	4196	37,781	G89	F89
k. Advertising and regional association	4197		G89	F89
l. Other general government	4199	4,113	G89	F89
<b>m. TOTAL</b>		\$1,108,714		
<b>2. Public safety</b>				
a. Police	4210	340,474	G82	F82
b. Ambulance	4215		G32	F32
c. Fire	4220	170,588	G24	F24
d. Building inspection	4240	21,721	G66	F66
e. Emergency management	4290	9,029	G89	F89
f. Other public safety (including communications)	4299	42,044	G89	F89
<b>g. TOTAL</b>		\$583,866		
<b>3. Airport/Aviation center</b>				
a. Administration	4301			
b. Airport operations	4302			
c. Other	4309			
<b>d. TOTAL</b>			E01	F01

Remarks

B. EXPENDITURES - Modified Accrual (Continued)	Account No. (a)	Total expenditure (Includes col. c and d) (b)	Equipment and land purchases (c)	Construction (d)
4. Highways and streets				
a. Administration	4311	E44 -	G44	F44
b. Highways and streets	4312	E44 599,608	G44	F44
c. Bridges, railroad crossing	4313	E44	G44	F44
d. Street lighting	4316	E44 6,360	G44	F44
e. Toll highways	4316	E45	G45	F45
f. Other highway, streets and bridges	4319	E44 143,711	G44	F44
g. TOTAL		\$748,680		
5. Sanitation				
a. Administration	4321	E80 -	G80	F80
b. Solid waste collection	4323	E81	G81	F81
c. Solid waste disposal	4324	E81 243,262	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		\$243,262		
6. Water distribution and treatment				
a. Administration	4331			
b. Water services	4332			
c. Water treatment	4335			
d. Water conservation	4336			
e. Other water	4339			
f. TOTAL		E91	G81	F81
7. Electric				
a. Administration	4361			
b. Generation	4362			
c. Purchase costs	4363			
d. Equipment maintenance	4364			
e. Other electric	4369			
f. TOTAL		E92	G92	F92

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)				
	Account No.	Total expenditure (Includes col. c and d)	Equipment and land purchases	Construction
	(a)	(b)	(c)	(d)
8. Health				
a. Administration	4411	1,700		
b. Pest control	4414	1,100		
c. Health agencies and hospitals	4415	4,284		
d. Other health	4419			
e. TOTAL		\$7,084	G32	F32
9. TOTAL expenditures for education purposes <i>(This entry should be used by the few municipalities which have dependent school districts only)</i>				
10. Welfare				
a. Administration	4441	-		
b. Direct assistance	4442	12,043		
c. Intergovernmental welfare payments	4444			
d. Vendor payments	4445			
e. Other welfare	4449		G79	F79
f. TOTAL		\$12,043		
11. Culture and Recreation				
a. Parks and recreation	4520	57,319	G61	F61
b. Library	4550		G52	F52
c. Patriotic purposes	4583	1,986	G61	F61
d. Other culture and recreation	4589		G61	F61
e. TOTAL		\$59,305		
12. Conservation				
a. Administration	4611	1,581		
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL		\$1,581	G59	F59
13. Redevelopment and housing				
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 and 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			E89	F89
<b>15. Debt service</b>				
a. Principal long term bonds and notes	4711	94,883		
b. Interest on long term bonds and notes	4721	41,379		
c. Interest on tax and revenue anticipation notes	4723			
d. Other debt service charges	4790		E23	
e. TOTAL		\$138,261		
<b>16. Capital Outlay (not reported above)</b>			G89	F89
a. Land and improvements	4901		3,842	253,066
b. Machinery, vehicles and equipment	4902		102,579	
c. Buildings	4903			F89
d. Improvements other than buildings	4909			F89
e. TOTAL			106,421	272,186
<b>17. Interfund operating transfers out</b>				
a. Transfers to special revenue funds	4912	133,572		
b. Transfers to capital projects funds	4913			
c. Transfers to proprietary funds	4914			
d. Transfers to capital reserve funds	4915	669,379		
e. Transfers to expendable trust funds	4916	53,500		
f. Transfers to nonexpendable trust funds	4918			
g. TOTAL		\$746,451		
<b>Cumulative Expenditure Totals from pages 4-7.</b>		\$4,025,845		
Remarks				





**GENERAL FUND BALANCE SHEET - Please specify the period**  
As of December 31, 2009 OR June 30, 200

A. ASSETS	Account No. (a)	Modified Accrual	
		Beginning of year (b)	End of year (c)
1. Current assets			
a. Cash and equivalents	1010	\$2,324,325	\$ 2,536,343
b. Investments	1030		
c. Taxes receivable (From Section D, page 12)	1090	603,710	560,581
d. Tax liens receivable (From Section D, page 12)	1110	275,614	298,033
e. Accounts receivable	1150	4,006	16,387
f. Due from other governments	1280		
g. Due from other funds	1310	33,886	2,754
h. Other current assets	1400	32,836	40,041
i. Tax deeded property (subject to resale)	1670	1,524	1,624
<b>j. TOTAL ASSETS (Should equal line B3)</b>		\$3,275,900	\$3,455,663
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	\$126,984	\$199,917
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	22,461	22,138
e. Due to school districts	2075	2,440,504	2,286,965
f. Due to other funds	2080		
g. Deferred revenue	2220		64,568
h. Notes payable - Current	2230	1,804	
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>k. TOTAL LIABILITIES</b>		\$2,691,753	\$2,573,577
2. Fund equity			
a. Reserve for encumbrances (Please detail on page 10)	2440	\$14,999	-
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	15,387	214,067
e. Unreserved fund balance	2530	653,761	668,019
<b>f. TOTAL FUND EQUITY</b>		\$684,147	\$882,086
<b>3. TOTAL LIABILITIES AND FUND EQUITY (Should equal line A1)</b>		\$3,275,900	\$3,455,663

200,000  
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 114  
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 Carry over  
 868019  
 MS 4

**Part IV**      **DETAIL**

This page 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)
2490	Reserve for special purposes      Per 2011 Town Meeting Vote Warrant Article 6, 11, 28	200,000

**Part V**      **GENERAL FUND**

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

	Year (e)	Principal (b)	Interest (c)	Total (d)
1.	2011	46,000	33,481	78,481
2.	2012	46,000	31,231	76,231
3.	2013	60,000	28,981	78,981
4.	2014	60,000	26,394	76,394
5.	2015	46,000	23,806	68,806
6. Subtotal (Sum of lines 1-5)		235,000	143,893	378,893
7. Remaining periods of debt		460,000	98,984	568,984
8. TOTAL		\$ 695,000	\$ 242,877	\$ 937,877

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)
Sand & Salt Storage Shed	248,600	General	Variable	4.31%	2024	175,000		15,000	160,000
March's Pond Dam	684,895	General	Variable	4.06%	2024	565,000		30,000	635,000
<b>TOTAL</b>	843,495					740,000		45,000	695,000

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>	\$2,440,504 ✓
2. ADD: School district assessment for current year	4,858,920 ↓
3. TOTAL LIABILITY WITHIN CURRENT YEAR <i>(Sum of lines 1 and 2)</i>	7,299,424
4. SUBTRACT: Payments made to school district	(5,012,459)
5. School district liability at end of year <i>(lines 3 less line 4)</i> <i>(Account number 2075, column c, on page 9)</i>	2,286,965 ✓

**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 <i>(Lines 1 + 2 - 3)</i> <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 <i>(Beginning of year)*</i>	✓ 34,667	✓ 60,000	94,667
2. SUBTRACT: Abatements made <i>(From tax collector's report)</i>	✓ (6,493)	✓ (3,001)	(9,494)
3. SUBTRACT: Discounts ✓			
4. SUBTRACT: Refunds <i>(Cash abatements)</i> ✓			
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR**	(48,000)	(60,000)	(108,000)
6. Excess of estimate <i>(Add to revenue on page 1, line 1a)</i>	(18,826)	(3,001)	(22,827)

\*Use overlay amount for column (a) and 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	608,581	298,033	906,614
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements <i>(from Worksheet C, line 5)</i>	(48,000)		(48,000)
3. Receivable, end of year*	\$560,581	\$298,033	\$858,614

\* *(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		Special revenue	Proprietary funds	
	(a)	(b)		Enterprise (c)	Internal service (d)
1. Revenue from taxes	T01	T01		T01	
2. Revenue from licenses, permits and fees	T29	\$ 6,600		T29	
3. Revenue directly from the federal government	B89	B89		B89	
4. Revenue from the State of New Hampshire	C89	577,266		C89	
5. Revenue from other governments	D89	D89		D89	
6. Revenue from charges for services					
(a) Water supply system charges	A91	A91		A91	
(b) Sewer user charges	A80	A80		A80	
(c) Garbage/refuse collection charges	A81	A81		A81	
(d) Electric	A92	A92		A92	
(e) Airport and aviation	A01	A01		A01	
(f) Highway	A44	A44		A44	
(g) Toll facilities	A45	A45		A45	
(h) Parks and recreation	A81	A81	81,649	A81	
(i) Parking	A80	A80		A80	
(j) Transit or bus system	A94	A94		A94	
(k) Other - Specify	A89	A89	32,736	A89	
(1) Ambulance					
(2)	A89	A89		A89	
(3)	A89	A89		A89	
7. Revenue from miscellaneous sources	U20	U20		U20	
(a) interest on investments					
(b) Other miscellaneous sources	U89	U89	6,918	U89	
8. Interfund operating transfers in			746,451		
9. Other financial sources	U89	U89		U89	
10. TOTAL REVENUE AND OTHER SOURCES		\$577,266	\$874,353		

**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	E89	
2. Public safety	F82	E82	E82	
(a) Police				
(b) Ambulance				
(c) Fire				
3. Airport/Aviation center	F01	E01	E01	
4. Highways and streets	F44	E44	E44	
5. Toll highways	F45	E45	E45	
6. Sanitation	F81	E81	E81	
7. Water distribution and treatment	F91	E91	E91	
8. Sewerage	F80	E80	E80	
9. Electric	F82	E82	E82	
10. Health	F82	E82	E82	
11. Welfare	F79	E79	E79	
12. Culture and recreation	F81	E81	E81	
13. Parking	F80	E80	E80	
14. Transit or bus system	F84	E84	E84	
15. Conservation	F89	E89	E89	
16. Redevelopment and housing	F80	E80	E80	
17. Economic development	F89	E89	E89	
18. Debt service		E23	E23	
19. Capital outlay - other	F89	E89	E89	
20. Interfund operating transfers out				
<b>21. TOTAL EXPENDITURES</b>	<b>\$577,266</b>	<b>452,730</b>	<b>\$656,830</b>	

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)
<b>A. ASSETS</b>					
1. Current assets					
(a) Cash and equivalents	1010	\$39,572	\$ 1,460,833		
(b) Investments	1030				
(c) Accounts receivable	1150		7,159		
(d) Due from other governments	1260	215,856			
(e) Due from other funds	1310				
(f) Other - Specify Prepaid items Taxes receivable Interest receivable	1340				
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					
<b>3. TOTAL ASSETS</b>		\$255,428	\$1,467,992		
Remarks					

Part IX 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	\$199,192	\$1,325		
(b) Compensated absences payable	2030				
(c) Contracts payable	2050	9,193			
(d) Due to other governments	2070				
(e) Due to other funds	2080		2,504		
(f) Deferred revenue	2220	47,043	621		
(g) Notes and bonds payable					
(h) Other - Specify					
(i) TOTAL LIABILITIES		\$255,428	\$4,450		
2. Fund equity/Capital					
(a) Reserve for encumbrances	2440				
(b) Reserve for special purposes	2490		1,163,624		
(c) Unreserved fund balance	2530		299,917		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY			1,463,541		
3. TOTAL LIABILITIES AND FUND EQUITY		\$255,428	\$1,467,992		



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 VII.

Purpose (a)	Account No. (b)	Amount (c)
Payments made to other local governments for:		
Schools		M12 5,012,459
Sewers		M80
All other - County	4931	M89 1,058,784
All other - Towns	4199	M89
Payments made to State for:		L44
Highways	4319	L89
All other purposes	4199	

**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	18T	24T	34T	44T	
All other debt	19X 740,000	29U	39U 45,000	49U	695,000
Interest on water debt	19F				

**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 1,132,903

**D. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR**

Report separately for each of the three types of funds listed below, the total 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. 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 4,036,748

Remarks

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:

<i>Thomas Davis</i>	8/11/11
<i>David P. Bickel</i>	8/11/11
<i>Jeffrey M. Kerton</i>	8/13/2011

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)

Vickie L. Blackden

Signature

*Vickie L. Blackden*

Regular office hours

Monday thru Friday, 8 am to 5 pm.

Email address

ndfunds@metrocast.net

**GENERAL INSTRUCTIONS**

Three copies of this report are sent to each municipality. Selectmen, treasurer and tax collector are expected to cooperate in making out this report. When completed, one copy should be returned to the Department of Revenue Administration and one copy should be placed in your municipal records. The third copy is for use in preparing the annual printed report for the voters.

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  
Community Services Division  
PO Box 487  
Concord, NH 03302-0487