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FORM F-65(MS-5) NOV 07 2011

NH DEPT OF REVENUE ADM
MUNICIPAL SERVICES

30 3 010 009 1 6473
NEWPORT TOWN
CHR BD OF SELECTMEN
15 SUNAPEE ST
NEWPORT, NH 03773

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION



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) 271-3367

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	\$ 11,733,677
b. State and local taxes assessed for school districts	\$ 6,151,818	4933	
c. Land use change taxes - General Fund		3120	8,630
d. Land use change taxes - Conservation Fund		3121	
e. Resident taxes		3180	
f. Timber taxes		3185	22,223
g. Payments in lieu of taxes		3186	63,311
h. Other taxes (Explain on separate schedule)		3189	
i. Interest and penalties on delinquent taxes		3190	175,214
j. Excavation Tax (@\$.02 per cu. yd.)		3187	4,706
k. TOTAL (Excluding line 1b)	----->		\$ 12,007,761
			Enter Only Dependent Schools in This Space
			\$
3. Revenue from licenses, permits, and fees			
a. Business licenses and permits		3210	
b. Motor vehicle permit fees		3220	805,925
c. Building permits		3230	9,723

Part I GENERAL FUND (Continued)		
A. REVENUES - Modified Accrual (Continued)	Account No.	Amount
	(a)	(b)
3. Revenue from licenses, permits and fees (Continued)		
d. Other licenses, permits, and fees	3290	T29 10,320
e. TOTAL ----->		\$ 825,968
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
d. TOTAL ----->		\$
5. Revenue from the State of New Hampshire		
a. Shared revenue block grant	3351	C30 \$
b. Meals and rooms distribution	3352	C30 470,201
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
g. Flood control reimbursement	3357	C89
h. Other state grants and reimbursements - Specify	3359	C89
i. TOTAL ----->		\$ 470,201
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 \$ 566,741
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 10,559
m. TOTAL ----->		\$ 577,300

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 2,373
c. Interest on investments	3502	U20 2,690
d. Rents of property	3503	U40 94,595
e. Fines and forfeits	3504	U30
f. Insurance dividends and reimbursements	3506	U99
g. Contributions and donations	3508	U50
h. Other miscellaneous sources not otherwise classified	3509	U99 66,211
i. TOTAL ----- >		\$ 167,869
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	10,664
f. Transfers from conservation funds	3917	
g. TOTAL ----- >		\$ 10,664
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 ----- >		\$ 14,059,763
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2g, column b, page 9) ----- >		\$ 1,129,367 ✓
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 15,189,130
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 250,516	G29	F29
b. Election and registration	4140	E89 99,596	G89	F89
c. Financial administration	4150	E23 234,154	G23	F23
d. Revaluation of property	4152	E23 117,720	G23	F23
e. Legal expense	4153	E25 29,190	G25	F25
f. Personnel administration	4155	E29 1,344,985	G29	F29
g. Planning and zoning	4191	E29 66,778	G29	F29
h. General government building	4194	E29 466,230	G31	F31
i. Cemeteries	4195	E03 18,839	G03	F03
j. Insurance not otherwise allocated	4196	E88 485	G89	F89
k. Advertising and regional association	4197	E89 27,664	G89	F89
l. Other general government	4199	E89 76,656	G89	F89
m. TOTAL ----->		\$ 2,732,811		
2. Public safety				
a. Police	4210	E62 953,924	G62	F62
b. Ambulance	4215	E32 315,680	G32	F32
c. Fire	4220	E24 348,499	G24	F24
d. Building inspection	4240	E66 40,842	G66	F66
e. Emergency management	4290	E89 5,403	G89	F89
f. Other public safety (including communications)	4299	E89 264,733	G89	F89
g. TOTAL ----->		\$ 1,949,081		
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)**

4. Highways and streets

	Account No. (a)	Total expenditure (includes col.c&d)	Equipment and land purchases (c)	Construction (d)
a. Administration	4311	208,758	G44	F44
b. Highways and streets	4312	713,937	G44	F44
c. Bridges, railroad crossing	4313	6,771	G44	F44
d. Street lighting	4316	76,666	G44	F44
e. Toll highways	4316		G45	F45
f. Other highway, streets, and bridges	4319		G44	F44
g. TOTAL ----->		\$ 1,005,732		
5. Sanitation		E80	G80	F80
a. Administration	4321		G81	F81
b. Solid waste collection	4323	545	G81	F81
c. Solid waste disposal	4324		G81	F81
d. Solid waste clean-up	4325		G81	F81
e. Sewage collection and disposal	4326		G80	F80
f. Other sanitation	4329		G80	F80
g. TOTAL ----->		\$ 545		
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	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	2,275		
b. Pest Control	4414			
c. Health agencies and hospitals	4415	4,225		
d. Other Health	4419			
e. TOTAL ----->		\$ 6,500	G32	F32
10. Welfare			E79	G79
a. Administration	4441	19,758		F79
b. Direct assistance	4442		J67	
c. Intergovernmental welfare payments	4444		M79	
d. Vendor payments	4445	124,654	E75	
e. Other welfare	4449		E79	G79
f. TOTAL ----->		\$ 144,412		
11. Culture and recreation				
a. Parks and recreation	4520	234,144	E61	G61
b. Library	4550	286,424	E52	G52
c. Patriotic purposes	4583	4,875	E61	G61
d. Other culture and recreation	4589		E61	G61
e. TOTAL ----->		\$ 525,243		
12. Conservation				
a. Administration	4611			
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL ----->			E59	G59
13. Redevelopment and housing				
a. Administration	4631			
b. Redevelopment and housing	4632			
c. TOTAL ----->			E50	G50

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
14. Economic development	(a)	(b)	(c)	(d)
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	55,127	\$	\$
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 64,884		
e. TOTAL ----->		\$ 150,651	\$	\$
16. Capital outlay (not reported above)			G89	F89
a. Land and improvements	4901	\$	\$	
b. Machinery, vehicles, and equipment	4902	\$	G89	
c. Buildings	4903	\$	\$	F89
d. Improvements other than buildings	4909	\$	G89 155,105	F89
e. TOTAL ----->			\$ 155,105	
17. Interfund operating transfers out				
a. Transfers to special revenue funds	4912	17,746		
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 ----->		\$ 17,746		
Cumulative Expenditure Totals from pages 4-7.....>		6,687,826.00		
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	4,301,193	4,221,382
b. Investments	1030		
c. Taxes receivable (From Section D, page 12)	1080	1,549,410	1,474,894 ✓
d. Tax liens receivable (From Section D, page 12)	1110	738,945	804,094 ✓
e. Accounts receivable	1150	207,951	209,518
f. Due from other governments	1260	33,431	49,181
g. Due from other funds	1310	631,489	667,528
h. Other current assets	1400	57,420	65,405
i. Tax deeded property (subject to resale)	1670	5,998	24,688
j. TOTAL ASSETS (Should equal line B3) ----- >		7,525,837	\$ 7,516,670
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	488,976	378,749
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	780	691
e. Due to school districts	2075		
f. Due to other funds	2080	24,470	71,007
g. Deferred revenue	2220	5,882,244	5,942,605
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
k. TOTAL LIABILITIES ----- >		6,396,470	\$ 6,393,052
2. Fund equity (Please detail on page 10)			
a. Assigned (formerly reserve for encumbrances)	2440	612,715	542,714
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)	2480		
e. Assigned (formerly reserve for special purposes)	2490	5,998	24,688
f. Unassigned (formerly unreserved fund balance)	2530	510,654	556,216
g. TOTAL FUND EQUITY ----- >		1,129,367	\$ 1,123,618
3. TOTAL LIABILITIES AND FUND EQUITY ----- > (Should equal line A1j) ----- >		7,525,837	\$ 7,516,670

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)

Please Detail Reserves from page 9 (Balance Sheet)

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

Part V **GENERAL FUND**

A. PLEASE LIST THE ANNUAL REQUIREMENTS TO AMORTIZE ALL GENERAL OBLIGATION DEBT
 (as of (enter date) 5/30/11 for the ensuing five years)

	Year (a)	Principal (b)	Interest (c)	Total (d)
1.	2,012	\$ 213,624	\$ 64,572	\$ 278,196
2.	2,013	215,977	57,731	\$ 273,708
3.	2,014	218,426	50,790	\$ 269,216
4.	2,015	220,976	43,752	\$ 264,728
5.	2,016	217,680	36,608	\$ 254,288
6. SUBTOTAL (Sum of lines 1-5)		\$ 1,086,683	\$ 253,453	\$ 1,340,136
7. Remaining periods of debt			93,754	701,996
8. TOTAL ----->		\$ 1,745,245	\$ 346,237	\$ 2,091,482

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>	\$	<i>Pr. yr. 0</i>
2. ADD: School district assessment for current year		6,151,818
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		6,151,818
4. SUBTRACT: Payments made to school district		< 6,151,818 >
5. School district liability at end of year (lines 3 less line 4) <i>(Account number 2075, column c, on page 9)</i>		<i>0</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	Prior years	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Abatements (Beginning of year) *	✓ 51,799	✓ 61,311	113,110
2. SUBTRACT: Abatements made (From tax collector's report)	< >	37,161	37,161
3. SUBTRACT: Discounts	< >	< >	< >
4. SUBTRACT: Refunds (Cash abatements)	< >	17,710	17,710
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	< >		61,311
6. Excess of estimate (Add to revenue on page 1, line 1a)			(3,072)

*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	1110 liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	✓ 1,474,894	865,405	2,340,299
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)		(61,311)	(61,311)
3. Receivable, end of year *	<i>Tb B/S</i> 1,474,894	804,094	2,278,988

* (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 \$ T28	T01 \$ T29	\$
2. Revenue from licenses, permits, and fees	B89	B89	B89	
3. Revenue directly from the federal government	C89	C89 5,081	C89	
4. Revenue from the State of New Hampshire	D89	D89 496,874	D89	8,568
5. Revenue from other governments	A91	A91	A91	
6. Revenue from charges for services	A80	A80	A80	685,081
(a) Water supply system charges	A81	A81	A81	897,679
(b) Sewer user charges	A82	A82	A82	
(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 --Z	A89	A89	A89	
(1)				
(2)				
(3)				
7. Revenue from miscellaneous sources	U20	U20	U20	
(a) Interest on investments	U99	U99	U99	479
(b) Other miscellaneous sources				
8. Interfund operating transfers in	U99	U99	U99	
9. Other financial sources				
10. TOTAL REVENUE AND OTHER SOURCES	\$ 853,625	\$ 746,981	\$ 2,374,480	\$

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)	Capital projects (a)		Special revenue (b)	Proprietary funds	
	Fund	Amount		Enterprise (c)	Internal service (d)
1. General government	F89		E89 \$ 32,275	E89	\$
2. Public Safety	F62		E62	E62	
(a) Police			E62	E62	
(b) Ambulance			E32	E32	
(c) Fire	F24		E24	E24	
3. Airport/Aviation center	F01		E01	E01	
4. Highway and streets	F44		E44	E44	
5. Toll Highways	F45		F45	F45	
6. Sanitation	F81		F81	F81	
7. Water distribution and treatment	F91		F91	E91	670,570
8. Sewerage	F80		E80	E80	633,998
9. Electric	F92		E92	E92	
10. Health	F32		E32	E32	
11. Welfare	F79		E79	E79	
12. Culture and recreation	F61		E61	E61	
13. Parking	F80		E60	E60	
14. Transit or bus system	F94		E94	E94	
15. Conservation	F59		E59	E59	
16. Redevelopment and housing	F50		E50	E50	
17. Economic development	F89		E89	E89	
18. Debt service			E23	E23	39,761
19. Capital outlay - other	F89	751,339	F89	F89	449,143
20. Interfund operating transfers out					
21. TOTAL EXPENDITURES	\$	751,339	\$ 727,797	\$	1,344,429

Remarks

PART IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS

	Account No. (e)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
A. ASSETS					
1. Current assets					
(a) Cash and equivalents	1010		\$ 271,571	\$ 1,119,107	
(b) Investments	1030				
(c) Accounts receivable	1150		6,206	712,120	
(d) Due from other governments	1260	279,512	8,830	198,393	
(e) Due from other funds	1310	281,296	54,825	21,954	
(f) Other - Specify --X Gasoline Inventory			11,041		
2. Fixed assets					
(a) Land and improvements	1610			\$ 438,050	
(b) Buildings	1620			6,333,419	
(c) Machinery, vehicles, and equipment	1640			1,582,342	
(d) Construction in progress	1650				
(e) Improvements other than buildings	1660			4,925,358	
(f) Other - Specify --X Accumulated Depreciation				(5,581,142)	
3. TOTAL ASSETS		570,808	352,473	9,728,601	
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	\$	\$	\$	\$
(b) Compensated absences payable	2030			111,563	
(c) Contracts payable	2050				
(d) Due to other governments	2070				
(e) Due to other funds	2080	207,820	134,156	602,318	
(f) Deferred revenue	2220				
(g) Notes and bonds payable				1,083,060	
(h) Other - Specify --L					
(i) TOTAL LIABILITIES ----->		\$ 207,820	\$ 134,156	\$ 1,786,941	
2. Fund Equity/Capital					
(a) Assigned (formerly reserve for encumbrances)	2440				
(b) Assigned (formerly reserve for special purposes)	2490	362,988	218,317		
(c) Unassigned (formerly unreserved fund balance-deficit)	2530				
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790			7,961,660	
(g) TOTAL FUND EQUITY ----->		\$ 362,988	\$ 218,317	\$ 7,961,660	
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ 570,808	\$ 352,473	\$ 9,728,601	

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
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 1,956,609	29U	39U 211,364	49U 1,745,245
Interest on water debt	19I 24,825			

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

3,755,207

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.	W51 5,612,040

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 11/4/11

Signatures of a majority of the governing body:
Jeffrey F. Kestner
Beverly T. Rodenstein
Elizabeth W. Mawle

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)
PAUL J. BROWN

Signature [Signature]

Regular Office Hours
9-5

Email address
finance@newportnh.net

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