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2011

FORM F-65(MS-5)

NH DEPT OF REVENUE ADMIN
MUNICIPAL SERVICES

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION



ANNUAL CITY/TOWN
FINANCIAL REPORT

30 3 001 009 2869
SANBORNTON TOWN
CHR BD OF SELECTMEN
P. O. BOX 124
SANBORNTON, NH 03269

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, 20__ to December 31, 20__
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	\$ 8,012,094
b. State and local taxes assessed for school districts	\$ 4,864,807	4933	
c. Land use change taxes - General Fund		3120	
d. Land use change taxes - Conservation Fund		3121	
e. Resident taxes		3180	
f. Timber taxes		3185	23,257
g. Payments in lieu of taxes		3186	3,303
h. Other taxes (Explain on separate schedule)		3189	
i. Interest and penalties on delinquent taxes		3190	69,642
j. Excavation Tax (@ \$.02 per cu. yd.)		3187	718
k. TOTAL (Excluding line 1b) ----->			\$ 8,109,014
2. TOTAL revenues for education purposes (This entry should only be used by towns and cities 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	630
b. Motor vehicle permit fees		3220	495,460
c. Building permits		3230	6,947

See accompanying independent accountant's compilation report

Part I GENERAL FUND (Continued)		
A. REVENUES - Modified Accrual (Continued)	Account No.	Amount
3. Revenue from licenses, permits and fees	(a)	(b)
(Continued)		
d. Other licenses, permits, and fees	3290	T29 10,650
e. TOTAL ----- >		\$ 513,687
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 128,947
c. Highway block grant	3353	C46 119,100
d. Water pollution grants	3354	C89 9,267
e. Housing and community development	3355	C50
f. State and federal forest land reimbursement	3356	C89
g. Flood control reimbursement	3357	C89 40,385
h. Other state grants and reimbursements - Specify State highway aid	3359	C89 62,595
i. TOTAL ----- >		\$ 360,294
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 \$ 25,190
b. Water supply system charges	3402	A91
c. Sewer user charges	3403	A80 40,374
d. Garbage-refuse charges	3404	A81 98,967
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 50,000
j. Cemeteries		A03
k. Toll highways		A45
l. Other charges	3409	A89
m. TOTAL ----- >		\$ 214,531

See accompanying independent accountant's compilation report

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 2,302
c. Interest on investments	3502	U20 30,656
d. Rents of property	3503	U40 50
e. Fines and forfeits	3504	U30
f. Insurance dividends and reimbursements	3506	U99 709
g. Contributions and donations	3508	U50
h. Other miscellaneous sources not otherwise classified	3509	U99 58,923
i. TOTAL ----- >		\$ 92,640
9. Interfund operating transfers in		
a. Transfers from special revenue fund	3912	\$ 18,148
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 fund	3917	
g. TOTAL ----- >		\$ 18,148
10. Other financial sources		
a. Proceeds from long-term notes and general obligation bonds	3934	\$ 1,100,000
b. Proceeds from all other bonds	3935	
c. Other long-term financial sources	3939	
d. TOTAL ----- >		\$ 1,100,000
11. TOTAL REVENUES FROM ALL SOURCES ----- >		\$ 10,408,314
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2g, column b, page 9) ----- >		\$ 522,129 ✓
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 10,930,443
Remarks		

See accompanying independent accountant's compilation report

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	\$ 109,193	\$	\$
b. Election and registration	4140	6,214		
c. Financial administration	4150	221,069		
d. Revaluation of property	4152	23,789		
e. Legal expense	4153	35,654		
f. Personnel administration	4155	429,057		
g. Planning and zoning	4191	36,273		
h. General government building	4194	89,981	929	
i. Cemeteries	4195	4,771		
j. Insurance not otherwise allocated	4196	45,878		
k. Advertising and regional association	4197			
l. Other general government	4199	1,380		
m. TOTAL----->		\$ 1,003,259	\$ 929	\$ -
2. Public safety				
a. Police	4210	\$ 457,143	\$ 38,036	\$
b. Ambulance	4215			
c. Fire	4220	308,398		
d. Building inspection	4240			
e. Emergency management	4290	1,351		
f. Other public safety (including communications)	4299			
g. TOTAL----->		\$ 766,892	\$ 38,036	\$ -
3. Airport/Aviation center				
a. Administration	4301	\$	\$	\$
b. Airport operations	4302			
c. Other	4309			
d. TOTAL----->		\$ -	\$ -	\$ -
Remarks				

See accompanying independent accountant's compilation report

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	2,148,051	121,093	1,042,230
c. Bridges, railroad crossing	4313	27		
d. Street lighting	4316	2,444		
e. Toll highways	4316			
f. Other highway, streets, and bridges	4319			
g. TOTAL ----->		\$ 2,150,522	\$ 121,093	\$ 1,042,230
5. Sanitation		E80	G80	F80
a. Administration	4321	\$	\$	\$
b. Solid waste collection	4323			
c. Solid waste disposal	4324	143,112	15,053	
d. Solid waste clean-up	4325	11,735		
e. Sewage collection and disposal	4326	41,412		
f. Other sanitation	4329			
g. TOTAL ----->		\$ 196,259	\$ 15,053	\$ -
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 ----->		\$ -	\$ -	\$ -
7. Electric				
a. Administration	4351	\$	\$	\$
b. Generation	4352			
c. Purchase costs	4353			
d. Equipment maintenance	4354			
e. Other electric	4359			
f. TOTAL ----->		\$ -	\$ -	\$ -

See accompanying independent accountant's compilation report

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)	Account No. (a)	Total expenditure (includes col.c&d) (b)	Equipment and land purchases (c)	Construction (d)
8. Health				
a. Administration	4411	\$ 7,768	\$	\$
b. Pest control	4414	4,998		
c. Health agencies and hospitals	4415	8,212		
d. Other health	4419			
e. TOTAL----->		E32 \$ 20,978	G32 \$ -	F32 \$ -
9. TOTAL expenditures for education purposes <i>(All items should only be used by the relevant school districts which have dependent school districts)</i>				
10. Welfare				
a. Administration	4441	\$	\$	\$
b. Direct assistance	4442	J67 96,643		
c. Intergovernmental welfare payments	4444	M79		
d. Vendor payments	4445	E75		
e. Other welfare	4449	E79	G79	F79
f. TOTAL----->		\$ 96,643	\$ -	\$ -
11. Culture and recreation				
a. Parks and recreation	4520	E61 \$ 106,751	G61 \$	F61 \$
b. Library	4550	E52	G52	F52
c. Patriotic purposes	4583	E61 2,954	G61	F61
d. Other culture and recreation	4589	E61	G61	F61
e. TOTAL----->		\$ 109,705	\$ -	\$ -
12. Conservation				
a. Administration	4611	\$ 1,306	\$	\$
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL----->		E59 \$ 1,306	G59 \$ -	F59 \$ -
13. Redevelopment and housing				
a. Administration	4631	\$	\$	\$
b. Redevelopment and housing	4632			
c. TOTAL----->		E50 \$ -	G50 \$ -	F50 \$ -

See accompanying independent accountant's compilation report

Part I GENERAL FUND (Continued)

B. EXPENDITURES - Modified Accrual (Continued)	Account No. (a)	Total expenditure (includes col.c&d) (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	132,051	\$	\$
b. Interest on long term bonds and notes	4721	27,759		
c. Interest on tax and revenue anticipation notes	4723			
d. Other debt service charges	4790			
e. TOTAL ----->		E89 \$ 159,810		
16. Capital outlay (not reported above)				
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	118,440		
b. Transfers to capital projects funds	4913			
c. Transfers to proprietary funds	4914			
d. Transfers to capital reserve funds	4915	190,000		
e. Transfers to expendable trust funds	4916			
f. Transfers to nonexpendable trust funds	4918			
g. TOTAL ----->		\$ 308,440		
Cumulative Expenditure Totals from pages 4-7. ----->		\$ 4,813,814	\$ 175,111	\$ 1,042,230
Remarks				

See accompanying independent accountant's compilation report

Part III GENERAL FUND BALANCE SHEET

MODIFIED ACCRUAL

A. ASSETS	Account No.	Beginning of year (b)	End of year (c)
1. Current assets			
a. Cash and equivalents	1010	\$ 3,342,127	\$ 5,851,121
b. Investments	1030		
c. Taxes receivable (From Section D, page 12)	1080	1,116,991	1,602,123
d. Tax liens receivable (From Section D, page 12)	1110	235,854	247,311
e. Accounts receivable	1150	5,120	10,767
f. Due from other governments	1260	228,862	62,595
g. Due from other funds	1310	4,750	60,393
h. Other current assets	1400		
i. Tax deeded property (subject to resale)	1670		
j. TOTAL ASSETS (Should equal line B3) ----->		\$ 4,933,704	\$ 7,834,310
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	\$ 26,850	\$ 224,561
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	0	0
f. Due to other funds	2080	161,013	2,658,623
g. Deferred revenue	2220	4,223,712	4,277,522
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
k. TOTAL LIABILITIES ----->		\$ 4,411,575	\$ 7,160,706
2. Fund equity (Please detail on page 10)			
a. Assigned (formerly reserve for encumbrances)	2440	\$ 5,309	\$ 16,847
b. Committed (formerly reserve for continuing appropriations)	2450		57,770
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	516,820	598,987
g. TOTAL FUND EQUITY ----->		\$ 522,129	\$ 673,604
3. TOTAL LIABILITIES AND FUND EQUITY -----> (Should equal line A1)) ----->		\$ 4,933,704	\$ 7,834,310

See accompanying independent accountant's compilation report

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)	\$ Pr. Yr. <i>0</i>	
2. Add: School district assessment for current year		4,864,807
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		4,864,807
4. SUBTRACT: Payments made to school district	<	4,864,807 >
5. School district liability at end of year (line 3 less line 4) (Account number 2075, column c, on page 9)	To B/S <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) (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	Prior years	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Abatements (Beginning of year) *	✓ 14,231	✓ 20,000	34,231
2. SUBTRACT: Abatements made (From tax collector's report) CPA #	< 10,633 >	<	< 10,633
3. SUBTRACT: Discounts	<	<	< -
4. SUBTRACT: Refunds (Cash abatements) CPA #	< 11,522 >	<	< 11,522
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	<	< 10,000 >	< 10,000
6. Excess of estimate (Add to revenue on page 1, line 1a)	(7,924)	10,000	2,076

*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	\$ 1,602,123	\$ 257,311	\$ 1,859,434
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	<	< 10,000 >	< 10,000 >
3. Receivable, end of year * To B/S	1,602,123	247,311	1,849,434

*(These amounts are entered on page 9, account numbers 1080 and 1110, column c)

See accompanying independent accountant's compilation report

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 \$		T01 \$ 250		
2. Revenue from licenses, permits, and fees	T29		T29		\$
3. Revenue directly from the federal government	B89		B89		
4. Revenue from the State of New Hampshire	C89	414,798	C89 \$ 3,000		
5. Revenue from other governments	D89		D89		
6. Revenue from charges for services	A91		A91		
(a) Water supply system charges	A80		A80		
(b) Sewer user charges	A81		A81		
(c) Garbage/refuse collection charges	A82		A82		
(d) Electric	A01		A01		
(e) Airport and aviation	A44		A44		
(f) Highway	A45		A45		
(g) Toll facilities	A61		A61 \$ 66,247		
(h) Parks and recreation	A60		A60		
(i) Parking	A84		A84		
(j) Transit or bus system	A89		A89 \$ 38,548		
(k) Other - Specify ---L	A88		A88		
(1) Ambulance fees	A89		A89		
(2)	A88		A88		
(3)	U20		U20 \$ 3,985		
7. Revenue from miscellaneous sources	U96		U96 \$ 15,465		
(a) Interest on investments	U99		U99 \$ 121,130		
(b) Other miscellaneous sources	U99		U99		
8. Interfund operating transfers in	U99	3,071,241	U99		
9. Other financial sources					
10. TOTAL REVENUE AND OTHER SOURCES ----->	\$	3,486,039	\$ 248,625	\$	\$

See accompanying independent accountant's compilation report

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)	Capital Projects (a)		Special Revenue (b)		Proprietary funds	
	F89 \$	F82	E89 \$	E62	Enterprise (c)	Internal service (d)
1. General government						
2. Public Safety						
(a) Police						\$
(b) Ambulance						
(c) Fire						
3. Airport/Aviation center						
4. Highways and streets						
5. Toll highways						
6. Sanitation						
7. Water distribution and treatment						
8. Sewerage						
9. Electric						
10. Health						
11. Welfare						
12. Culture and recreation						
13. Parking						
14. Transit or bus system						
15. Conservation						
16. Redevelopment and housing						
17. Economic development						
18. Debt service						
19. Capital outlay - other		799,447		18,647		
20. Interfund operating transfers out				68,148		
21. TOTAL EXPENDITURES	\$	799,447	\$	223,372	\$	\$
Remarks						

See accompanying independent accountant's compilation report

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	\$	\$ 529,526		\$
(b) Investments	1030				
(c) Accounts receivable	1150		7,756		
(d) Due from other governments	1260	258,759	1,600		
(e) Due from other funds	1310	2,647,348	11,275		
(f) Other - Specify -					
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 -					
3. TOTAL ASSETS ----->		\$ 2,906,107	\$ 550,157	\$ -	\$ -
Remarks					

See accompanying independent accountant's compilation report

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	\$	\$ 7,752		\$
(b) Compensated absences payable	2030				
(c) Contracts payable	2050	14,854			
(d) Due to other governments	2070				
(e) Due to other funds	2080	55,643	4,750		
(f) Deferred revenue	2220				
(g) Notes and bonds payable					
(h) Other - Specify -					
(f) TOTAL LIABILITIES ----->		\$ 70,497	\$ 12,502	\$ -	\$ -
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	2,835,610	537,655		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->		\$ 2,835,610	\$ 537,655	\$ -	\$ -
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ 2,906,107	\$ 550,157	\$ -	\$ -

See accompanying independent accountant's compilation report

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 n/a
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

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	19T	24T	34T	44T
All other debt	19U 874,329	29U 4,100,000	39U 132,051	49U 4,842,278
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 1,237,760

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 2,963,877
All other funds except employee retirement funds and nonexpendable trust funds.	W61 \$ 7,036,503

Remarks

See accompanying independent accountant's compilation report

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:

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)	Signature
Vachon Clukay & Company PC	<i>Vachon Clukay & Company PC</i>
Regular office hours	Email address
8:00 AM - 5:00 PM Monday - Friday	vachonclukay@vachonclukay.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

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
11/09/2011

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) Vachon Clukay & Company PC	Signature <i>Vachon Clukay & Company PC</i>
Regular office hours 8:00 AM - 5:00 PM Monday - Friday	Email address vachonclukay@vachonclukay.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