

CPA: Crane & Bell

UFB \$509,118

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Enter Calendar Reporting Year Here >   
(January 1 to December 31)

Enter Optional Reporting Year Here >   
(July 1 to June 30)

DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS?

Enter Yes or No in box above & see instructions.

Enter town or city name in cell C5 and calendar reporting year for this report in C7 (optional reporting year in cell C9). In cell C12 enter yes if the municipality accounts for some expenditures as proprietary or capital project funds.

State of New Hampshire Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 230-5090

**Return Completed Form By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year**

### GOVERNING BODY (SELECTMEN)

Date Signed:

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.

\_\_\_\_\_  
 \_\_\_\_\_  
*Donald J. Gasp*  
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<b>PREPARER</b>	
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) Crane & Bell, PLLC	Signature <i>Crane &amp; Bell, PLLC</i>
Regular Office Hours Monday through Friday 8:00am to 4:30pm	Email address donald.crane@craneandbellcpas.com

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SEP 17 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

**MUNICIPAL SERVICES DIVISION**  
 P.O. BOX 487, CONCORD, NH 03302-0487  
 (603)230-5090

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>GENERAL GOVERNMENT TOTAL =</b> show detail below				
4130-4139	Executive	57,000		55,237
4140-4149	Election, Reg. & Vital Statistics	54,000		49,325
4150-4151	Financial Administration	27,000		22,447
4152	Property Assessment	5,000	37,380	34,970
4153	Legal Expense	5,000		89
4155-4159	Personnel Administration	19,000		16,517
4191-4193	Planning & Zoning	2,200		934
4194	General Government Buildings	20,000		15,564
4195	Cemeteries	12,000		11,866
4196	Insurance	20,000		18,908
4197	Advertising & Regional Assoc.	1,813		1,813
4199	Other General Government	8,500		
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	74,600	(10,866)	51,728
4215-4219	Ambulance	12,500		12,100
4220-4229	Fire	60,000		39,240
4240-4249	Building Inspection	3,000		
4290-4298	Emergency Management	18,875		7,785
4299	Other (Incl. Communications)	13,650		13,458
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration			
4312	Highways & Streets	400,000	(12,331)	427,795
4313	Bridges	4,500		2,598
4316	Street Lighting	11,150		10,415
4319	Other	9,000		9,441
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection	1,350		
4324	Solid Waste Disposal			
4325	Solid Waste Facility Clean-up			1,244
4326-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		840,138	14,183	803,474

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4152	Reclassify warranted revaluation expenses from account 4909 to revaluation of property
4210	Reclassify lease payment from police to long term debt principal and interest
4312	Reclassify lease payment from highway to long term debt principal and interest

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>WATER DISTRIBUTION &amp; TREATMENT =</b> show detail below				
4331	Administration			
4332	Water Services	20,000		21,721
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b> show detail below				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> show detail below				
4411	Administration			
4414	Pest Control	1,000		880
4415-4419	Health Agencies & Hosp. & Other	4,687		4,252
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	7,000		4,543
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	4,650		3,599
4550-4559	Library	39,570		44,939
4583	Patriotic Purposes	1,100		756
4589	Other Culture & Recreation			5,884
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	2,000		515
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	29,533	16,651	46,184
4721	Interest-Long Term Bonds & Notes	4,032	6,546	11,908
4723	Int. on Tax Anticipation Notes	3,000		
4790-4799	Other Debt Service			
<b>Page Sub-Totals</b>		<b>116,572</b>	<b>23,197</b>	<b>145,461</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4711	Reclassify police and highway lease payments from 4210 and 4312 respectively
4721	Reclassify police and highway lease payments from 4210 and 4312 respectively

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>CAPITAL OUTLAY</b> show detail below				
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.	37,380	(37,380)	64,507
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund			90,360
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	40,000		40,000
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>77,380</i>	<i>(37,380)</i>	<i>194,867</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>1,034,090</i>	<i>0</i>	<i>1,143,522</i>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County		182,827	182,827
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.		1,220,222	1,220,222
4934	Taxes Assessed for State Educ.		278,789	278,789
4939	Payments to Other Governments			
	Less Proprietary Funds or Capital Project Funds			113,032
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>1,034,090</b>	<b>1,681,838</b>	<b>2,712,328</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4909	Reclassify revaluation of property warrant article to account 4152

**NOTE:** NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those amounts accounted for in proprietary or other funds are subtracted from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds or capital project funds.

			Bath	
			2011	Reporting Year
			n/a	Op FY Reporting Year
1	2	3	4	
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues	
<b>TAXES</b>				
3110	Property Taxes (commitment less overlay)	2,088,386	2,089,678	
3120	Land Use Change Taxes - General Fund			
3121	Land Use Change Taxes - Conservation Fund		3,870	
3180	Resident Taxes	6,090	5,840	
3185	Timber Taxes	5,752	5,752	
3186	Payment in Lieu of Taxes	165,921	165,224	
3187	Excavation Tax (\$.02 cents per cu yd)	438	563	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	24,000	36,967	
	Inventory Penalties			
<b>LICENSES, PERMITS &amp; FEES</b>				
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	148,000	157,950	
3230	Building Permits			
3290	Other Licenses, Permits & Fees	3,400	1,641	
3311-3319	From Federal Government			
<b>FROM STATE</b>				
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	48,126	48,126	
3353	Highway Block Grant	94,878	92,860	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement			
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)		54,758	
3379	From Other Governments			
<b>CHARGES FOR SERVICES</b>				
3401-3406	Income from Departments	1,500	3,010	
3409	Other Charges	6,775	0	
<b>MISCELLANEOUS REVENUES</b>				
3501	Sale of Municipal Property	1,000	300	
3502	Interest on Investments	600	1,082	
3503-3509	Other	3,500	15,124	
<b>INTERFUND OPERATING TRANSFERS IN</b>				
3912	From Special Revenue Funds		79,570	
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)	15,000	14,800	
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds	30,000	46,920	
3916	From Trust & Fiduciary Funds	62	42	
3917	Transfers from Conservation Fund			
<b>OTHER FINANCING SOURCES</b>				
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds			96,033	
<b>TOTAL GENERAL FUND REVENUE</b>		2,643,428	2,728,044	

General Fund Balance Sheet for Town/City of		Bath	2011	
or Optional Reporting Year = n/a				
A. ASSETS	Acct. #	Beginning of Year	End of year	
Current assets	(a)	(b)	(c)	
a. Cash and equivalents	1010	574,383	635,979	
b. Investments	1030	58,497		
c. Restricted Assets				
d. Taxes receivable	1080	208,302	192,163	
e. Tax liens receivable	1110	128,233	146,973	
f. Accounts receivable	1150			
g. Due from other governments	1260	36,090	90,128	
h. Due from other funds	1310			
i. Other current assets	1400			
j. Tax deeded property (subject to resale)	1670	6,438	6,438	
<b>TOTAL ASSETS</b>		<b>1,011,943</b>	<b>1,071,681</b>	
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year	
Current liabilities	(a)	(b)	(c)	
a. Warrants and accounts payable	2020	16,060	18,585	
b. Compensated absences payable	2030			
c. Contracts payable	2050			
d. Due to other governments	2070			
e. Due to school districts	2075	488,987	526,611	
f. Due to other funds	2080	4,650	8,523	
g. Deferred revenue	2220			
h. Notes payable - Current	2230			
i. Bonds payable - Current	2250			
j. Other payables	2270			
<b>TOTAL CURRENT LIABILITIES</b>		<b>509,697</b>	<b>553,719</b>	
Fund equity *				
a. Nonspendable Fund Balance	2440	6,438	6,438	
b. Restricted Fund Balance	2450			
c. Committed Fund Balance	2460			
d. Assigned Fund Balance	2490	21,735	2,406	
e. <u>Unassigned Fund Balance</u>	2530	474,073	509,118	
<b>TOTAL FUND EQUITY</b>		<b>502,246</b>	<b>517,962</b>	
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,011,943</b>	<b>1,071,681</b>	

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\*Note: To be GASB 54 compliant, the fund balance classifications have changed. See tab called Fund Balance Explanation.

**NOTE:** NH law requires all municipalities to gross appropriate, but this balance sheet only reflects the general fund. See the municipality's audited financials for more information on proprietary funds or capital project funds.

MS-5	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5		2,728,044	
	Less Expenditures From Page 4		2,712,328	
	Increase (decrease)		15716	
	Ending Fund Equity From Balance Sheet		517,962	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		502,246	
	Increase (decrease)		15716	
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT: #2075</b>			Amount	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		488,987	
	2. ADD: School district assessment for current year		1,499,011	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		1,987,998	
	4. SUBTRACT: Payments made to school district		< 1,461,387 >	
	(To balance sheet Acct # 2075, column c)		526,611	
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>			Amount	
	1. Short-term (TANS) debt at beginning of year	\$	-	
	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) (To balance sheet in Acct # 2230, column c)		-	
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>				

MS-5 **OPTIONAL RECONCILIATION** *(to assist in balance sheet preparation)*

<b>A. USE OF OVERLAY &amp; ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS</b>	Year of this report	For Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements <i>(Beginning of year)</i> *	-	-	-
2. SUBTRACT: Abatements made <i>(From pgs. 2-3 of tax collector's report)</i>	-	-	-
3. SUBTRACT: Discounts <i>(From pg. 2 of tax collector's report)</i>	-	-	-
4. SUBTRACT: Refunds <i>(Cash abatements - from treasurer or bookkeeper)</i>	-	-	-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** <i>(These amounts should be carried down to Section B, line 2)</i>	-	-	-
6. Excess of estimate <i>(Add to revenue on page 5)</i>	-	-	-
<p>*Use overlay amount from tax rate for column (a) and use last year's balance of line 5, Allowance for abatements for column b <i>(see your form from last year)</i>.</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
<b>B. TAXES/LIENS RECEIVABLE WORKSHEET</b>	Acct. #1080	Acct. #1110	TOTALS
<i>(From pgs 2-3 of tax collector's report) &gt;</i>	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	-	-	-
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements <i>(from Section A above, line 5)</i>	↓ -	↓ -	↓ -
3. Receivable, end of year <i>(To Balance Sheet Acct. #1080 and 1110, column c)</i>	-	-	-

**\*\*SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES\*\***



Financial Report of the Budget Bath

Reporting Year = 2011 Op FY Reporting Year = n/a

<b>AMORTIZATION OF LONG-TERM DEBT (including proprietary and capital project funds)</b>									
(a) Description	(b) Original obligation	(c) Purpose	(d) Annual installment	(e) Interest rate	(f) Date of final payment	(g) Bonds o/s at beginning of year	(h) Bonds issued this year	(i) Bonds retired this year	(j) Bonds o/s at end of year
Note payable to bank	\$ 114,430	Grader	\$ 144,430	4.5000%	2013	\$ 61,898		\$ 20,633	\$ 41,265
John Deere Lease	90,000	Backhoe	90,000	6.7500%	2019	79,596		7,178	\$ 72,418
Note payable to bank	44,500	Loader	44,500	3.5000%	2014	35,600		8,900	\$ 26,700
Cruiser lease	19,916	Cruiser	19,619	7.1000%	2012	19,619		9,473	\$ 10,146
Note payable to bank	38,124	Water	38,124	4.2500%	2022	31,503		2,068	\$ 29,435
<b>TOTAL</b>	<b>\$ 306,970</b>					<b>\$ 228,216</b>		<b>\$ 48,252</b>	<b>\$ 179,964</b>

Remarks