

UFB-8,437,811

PDF  
9/20/12

SG  
9/17/12

MS-5

# 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.

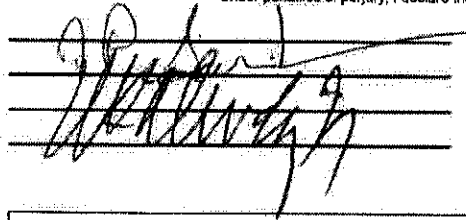
State of New Hampshire Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 230-5090

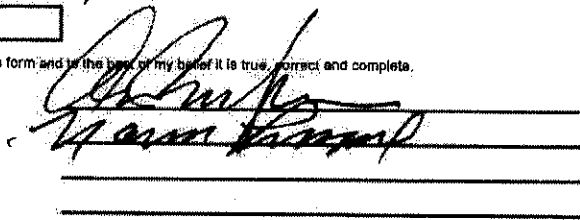
Return Completed Form By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

### GOVERNING BODY (SELECTMEN)

Date Signed:

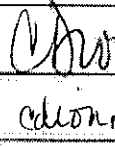
Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.





### PREPARER

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) <i>Crystal Dobbie</i>	Signature 
Regular Office Hours <i>Mon-Fri 8:00-4:30 pm</i>	Email address <i>cdobbie@bedfordnh.org</i>

FOR DRA USE ONLY

**RECEIVED**

SEP 14 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> <i>show detail below</i>		<b>4,837,110</b>	-	<b>4,488,422</b>
4130-4139	Executive	288,737		263,985
4140-4149	Election, Reg. & Vital Statistics	116,166		94,874
4150-4151	Financial Administration	874,561		882,446
4152	Property Assessment	188,310		181,797
4153	Legal Expense	120,000		148,673
4155-4159	Personnel Administration	-		-
4191-4193	Planning & Zoning	339,315		307,566
4194	General Government Buildings	400,159		416,228
4195	Cemeteries	29,480		20,981
4196	Insurance	2,200,575		2,117,505
4197	Advertising & Regional Assoc.	31,207		30,162
4199	Other General Government	348,600		24,205
<b>PUBLIC SAFETY TOTAL =</b> <i>show detail below</i>		<b>7,714,723</b>	-	<b>7,118,016</b>
4210-4214	Police	3,623,237		3,736,649
4215-4219	Ambulance	-		-
4220-4229	Fire	3,323,081		2,908,286
4240-4249	Building Inspection	162,200		157,886
4290-4298	Emergency Management	23,742		22,784
4299	Other (Incl. Communications)	582,463		292,411
<b>AIRPORT/AVIATION CENTER TOTAL =</b> <i>show detail below</i>		-	-	-
4301-4309	Airport Operations	-		-
<b>HIGHWAYS &amp; STREETS TOTAL =</b> <i>show detail below</i>		<b>3,548,788</b>	-	<b>3,923,336</b>
4311	Administration	327,808		309,058
4312	Highways & Streets	3,134,980		3,524,385
4313	Bridges	-		-
4316	Street Lighting	84,000		89,893
4319	Other	1,730,000		-
<b>SANITATION TOTAL =</b> <i>show detail below</i>		<b>2,123,880</b>	-	<b>1,717,446</b>
4321	Administration	-		-
4323	Solid Waste Collection	-		-
4324	Solid Waste Disposal	943,666		889,251
4325	Solid Waste Facility Clean-up	-		-
4328-4329	Sewage Coll. & Disposal & Other	1,180,194		828,195
<b>App. Sub-Totals</b>		<b>18,222,497</b>	-	<b>17,247,220</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)

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	-	-	-
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	-	-	-
4415-4419	Health Agencies & Hoep. & Other	-	-	-
<b>WELFARE *</b>				
show detail below				
4441-4442	Administration & Direct Assist.	25,000	-	3,958
4444	Intergovernmental Welfare Pymts	-	-	-
4445-4449	Vendor Payments & Other	-	-	-
<b>CULTURE &amp; RECREATION *</b>				
show detail below				
4520-4529	Parks & Recreation	490,955	-	411,869
4550-4559	Library	957,858	-	928,580
4583	Patriotic Purposes	-	-	-
4589	Other Culture & Recreation	295,906	-	289,326
<b>CONSERVATION *</b>				
show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	244,586	-	4,587
4619	Other Conservation	-	-	-
4631-4632	Redevelopment and Housing	-	-	-
4651-4659	Economic Development	-	-	-
<b>DEBT SERVICE *</b>				
show detail below				
4711	Princ.- Long Term Bonds & Notes	2,320,000	-	2,550,000
4721	Interest-Long Term Bonds & Notes	426,914	-	436,919
4723	Int. on Tax Anticipation Notes	-	-	-
4790-4799	Other Debt Service	-	-	-
<b>Page Totals</b>		<b>4,781,219</b>	<b>-</b>	<b>4,625,299</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)

1	2	3	4	5
Acct #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
	<b>CAPITAL OUTLAY</b> <i>show detail below</i>			
4801	Land	-		-
4802	Machinery, Vehicles & Equipment	-		-
4803	Buildings	-		-
4909	Improvements Other Than Bldgs.	-		-
	<b>OPERATING TRANSFERS OUT</b> <i>show detail below</i>	<b>689,600</b>		<b>689,600</b>
4912	To Special Revenue Fund	48,000		45,000
4913	To Capital Projects Fund	-		-
4914	To Enterprise Fund	-		-
	- Sewer	-		-
	- Water	-		-
	- Electric	-		-
	- Airport	-		-
4915	To Capital Reserve Fund	641,500		641,500
4916	To Expend. Trust Fund - not #4917	-		-
4917	To Health Maint. Trust Funds	-		-
4918	To Nonexpendable Trust Funds	-		-
4919	To Fiduciary Funds	-		-
	<b>Total Operating Transfers Out</b>	<b>689,600</b>		<b>689,600</b>
	<b>Total Other Expenditures Sub-Total</b>	<b>23,773,200</b>		<b>23,583,750</b>
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>			
4931	Taxes Assessed for County	3,651,317		3,651,317 ✓
4932	Taxes Assessed for Village Dist.	-		- ✓
4933	Taxes Assessed for Local Educ.	43,357,004		43,357,004 ✓
4934	Taxes Assessed for State Educ.	7,719,577		7,719,577 ✓
4939	Payments to Other Governments	-		-
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds	(2,167,180)		(1,559,562)
		<b>76,333,918</b>		<b>75,727,295</b>

93,633,918

Acct #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)

**NOTE:** NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and of related 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.

Financial Report of the Budget - Town/City of

Town of Bedford, NH	
12/31/2011	Reporting Year
n/a	Op FY Reporting Year

Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues
<b>TAXES</b>			
3110	Property Taxes (commitment less overlay)	68,196,794	68,273,083
3120	Land Use Change Taxes - General Fund	1,000	-
3121	Land Use Change Taxes - Conservation Fund	-	-
3180	Resident Taxes	-	-
3185	Timber Taxes	6,500	8,331
3186	Payment in Lieu of Taxes	-	-
3187	Excavation Tax (\$.02 cents per cu yd)	-	-
3189	Other Taxes	-	-
3190	Interest & Penalties on Delinquent Taxes	174,500	222,333
	Inventory Penalties	-	-
<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits	16,500	14,728
3220	Motor Vehicle Permit Fees	3,992,000	4,115,353
3230	Building Permits	212,500	266,611
3290	Other Licenses, Permits & Fees	78,500	41,095
3311-3319	From Federal Government	504,379	118,901
<b>FROM STATE</b>			
3351	Shared Revenues	-	-
3352	Meals & Rooms Tax Distribution	947,116	947,117
3353	Highway Block Grant	563,839	548,732
3354	Water Pollution Grant	38,054	38,054
3355	Housing & Community Development	-	-
3356	State & Federal Forest Land Reimbursement	133	133
3357	Flood Control Reimbursement	-	-
3359	Other (Including Railroad Tax)	26,515	26,264
3379	From Other Governments	70,574	70,574
<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	1,009,546	1,141,525
3409	Other Charges	625,080	388,791
<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	4,500	9,666
3502	Interest on Investments	110,000	58,408
3503-3509	Other	313,906	342,114
<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds	48,000	45,000
3913	From Capital Projects Funds	-	-
3914	From Enterprise Funds	99,500	99,500
	Sewer - (Offset)	1,142,140	1,007,209
	Water - (Offset)	-	-
	Electric - (Offset)	-	-
	Airport - (Offset)	-	-
3915	From Capital Reserve Funds	78,271	78,271
3916	From Trust & Fiduciary Funds	-	-
3917	Transfers from Conservation Fund	241,251	-
<b>OTHER FINANCING SOURCES</b>			
3534	Proceeds from Long Term Bonds & Notes	-	-
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds		(2,167,180)	(1,776,168)
		<b>76,333,918</b>	<b>76,085,625</b>

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those revenues 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.

General Fund Balance Sheet for Town/City of

Town of Bedford, NH

12/31/2011

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	30,499,633	32,622,234
b. Investments	1030	-	-
c. Restricted Assets		4,123,267	4,690,238
d. Taxes receivable (See Section D, page 7)	1080	2,367,888	2,473,569
e. Tax liens receivable (See Section D, page 7)	1110	545,776	653,030
f. Accounts receivable	1150	213,515	312,185
g. Due from other governments	1260	567	716
h. Due from other funds	1310	146,100	85,978
i. Other current assets	1400	246,589	161,265
j. Tax dedeed property (subject to resale)	1670	-	-
		38,143,335	40,999,215
<b>LIABILITIES</b>			
a. Warrants and accounts payable	2020	439,795	479,621
b. Compensated absences payable	2030	-	-
c. Contracts payable	2050	12,171	47,897
d. Due to other governments	2070	-	-
e. Due to school districts	2075	23,451,611	25,269,485
f. Due to other funds	2080	26,853	652
g. Deferred revenue	2220	-	-
h. Notes payable - Current	2230	-	-
i. Bonds payable - Current	2250	-	-
j. Other payables	2270	56,900	120,254
		23,987,330	25,917,909
<b>FUND BALANCES</b>			
a. Nonspendable Fund Balance	2440	246,589	161,199
b. Restricted Fund Balance	2450	520,286	280,522
c. Committed Fund Balance	2460	4,123,267	4,690,238
d. Assigned Fund Balance	2490	1,739,826	1,511,530
e. Unassigned Fund Balance	2530	7,526,037	8,437,817
		14,156,005	15,081,306
		38,143,335	40,999,215

**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-6	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5	78,085,625		
	Less Expenditures From Page 4	75,727,295		
	Increase (decrease)	358,330		
	Ending Fund Equity From Balance Sheet	15,081,306	These cells should be equal	
	Less Beginning Fund Equity From Balance Sheet	14,156,005		
	Increase (decrease)	925,301		
<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)		23,461,611	✓
	2. ADD: School district assessment for current year		51,076,561	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		74,528,192	
	4. SUBTRACT: Payments made to school district		< 49,268,707 >	
	(To balance sheet Acct # 2075, column c)	Tobis	25,269,485	
<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)

A. USE OF OVERLAY & ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS	Year of this report	For Prior Year	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year)*	214,211	83,602	297,813
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report) =MS61	4,016	34,820	(38,936)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper) =MS61	115,180		(115,180)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	83,602		83,602
6. Excess of estimate (Add to revenue on page 5)	11,413	48,682	60,095
<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 (see your form from last year).</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
B. TAXPAYER'S RECEIVABLE WORKSHEET	Acct. #1080	Acct. #1110	TOTAL
(From pgs. 2-3 of tax collector's report)	Taxes	Fees	
	(a)	(b)	(c)
1. Uncollected, end of year =MS61	2,557,171	653,030	3,210,201
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	83,602		83,602
3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c) TB B/S	2,473,569	653,030	3,126,599

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



Reporting Year = 12/31/2011 Op FY Reporting Year = n/a

**AUTHORIZATIONS OF LONG-TERM DEBT (including preliminary and capital project funds)**

(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
Library	\$ 1,455,000	Building	\$ 120,000	3.00%	03/15/16	\$ 685,000	\$ -	\$ 120,000	\$ 565,000
Safety Complex	1,165,000	Building	100,000	3.00%	07/15/14	385,000	-	100,000	285,000
Landfill Closure	2,000,000	Closure	100,000	4.48%	01/01/19	900,000	-	100,000	800,000
Joyce Hill Land Purchase	2,300,000	Land Acq	230,000	4.35%	07/01/11	230,000	-	230,000	-
Road Reconstruction	8,000,000	hwy & Streets	800,000	3.25%	04/15/13	2,400,000	-	800,000	1,600,000
Road Reconstruction	12,000,000	Hwy & Streets	1,200,000	4.00%	07/01/16	7,200,000	-	1,200,000	6,000,000
Road Reconstruction	6,000,000	Hwy & Streets	670,000	2.00%	02/01/21	-	6,000,000	-	6,000,000
Sewer	2,020,000	Sewer	170,000	4.75%	08/01/12	345,000	-	170,000	175,000
<b>TOTAL</b>	<b>\$ 34,940,000</b>					<b>\$ 12,145,000</b>	<b>\$ 6,000,000</b>	<b>\$ 2,720,000</b>	<b>\$ 15,425,000</b>

Remarks

Town of Bedford, NH  
 Reconciliation of MS-5 to CAFR  
 12/31/2011

BUDGET - EXPENSE/REVENUE

	<u>Expense Budget</u>		<u>Revenue Budget</u>
Per MS-5	76,333,918	Per MS-5	76,333,918
Less: County	(3,651,317)	Less: County	(3,651,317)
Less: Local Ed	(43,357,004)	Less: Local Ed	(43,357,004)
Less: State Ed	<u>(7,719,577)</u>	Less: State Ed	<u>(7,719,577)</u>
Net MS-5 Budget	<u>21,606,020</u>	Net MS-5 Budget	<u>21,606,020</u>
Budget per FS	<u>21,606,020</u>	Budget per FS	<u>21,606,020</u>
Variance	<u>-</u>	Variance	<u>-</u>

ACTUAL - EXPENSE/REVENUE

	<u>Actual Expense</u>		<u>Actual Revenue</u>
Per MS-5	75,727,295	Per MS-5	76,085,625
Less: County	(3,651,317)	Less: County	(3,651,317)
Less: Local Ed	(43,357,004)	Less: Local Ed	(43,357,004)
Less: State Ed	<u>(7,719,577)</u>	Less: State Ed	<u>(7,719,577)</u>
Net MS-5 Expense	20,999,397	Net MS-5 Revenue	21,357,727
Expense per FS (does not include Cap Res)	<u>20,999,397</u>	Revenue per FS (does not include Cap Res)	21,347,678
Variance	<u>-</u>	Less: Prior Year Deferred Revenue	(1,601,897)
		Add: Current Year Deferred Revenue	<u>1,611,946</u>
		Net Revenue per FS	<u>21,357,727</u>
		Variance	<u>-</u>

FUND BALANCE

Reconciliation of Change in Total Fund Balance

Current Year MS-5 Fund Balance	15,081,306	Per MS-5 Actual Revenue	76,085,625
Prior Year MS-5 Fund Balance	<u>14,156,005</u>	Per MS-5 Actual Expense	<u>75,727,295</u>
Current period change	<u>925,301</u>	Current period change	<u>358,330</u>
		Variance	<u>566,971</u>

Changes in Capital Reserves

Current Year Capital Reserve (Committed FB)	4,690,238	<u>Current Year Activity for Capital Reserve</u>	
Prior Year Capital Reserve (Committed FB)	<u>4,123,267</u>	Transfers in	641,500
Variance	<u>566,971</u>	Transfers out	(228,271)
		Contributions	132,336
		Interest	26,702
		Expenses	<u>(5,296)</u>
		Change in Capital Reserve	<u>566,971</u>

Unassigned Fund Balance Reconciliation

Per MS-5	8,437,817	<u>Property Tax Reconciliation</u>	
Per FS	<u>6,825,871</u>	Taxes receivable per MS-5	2,473,569
Variance	<u>1,611,946</u>	Tax Liens receivable per MS-5	<u>653,030</u>
Deferred Revenue per FS	<u>1,611,946</u>	Total Property Tax Receivable per MS-5	<u>3,126,599</u>
Variance	<u>-</u>	Per FS	<u>3,126,599</u>
		Variance	<u>-</u>