

PDF 10/4/12

UFB - 757,061

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10/4/12

# 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.

Tyson A Miller  
Cheryl A. Gordon

Cheryl A. Gordon

### 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) Melanson Heath & Company (Patrick Mohan)	Signature Melanson, Heath & Co. P.C.
Regular Office Hours	Email address fbiron@melansonheath.com

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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		<b>590,428</b>	<b>0</b>	<b>547,376</b>
4130-4139	Executive	141,025		141,107
4140-4149	Election, Reg. & Vital Statistics	50,348		54,979
4150-4151	Financial Administration	87,110		84,073
4152	Property Assessment	40,000		46,834
4153	Legal Expense	15,000		24,806
4155-4159	Personnel Administration	48,000		46,446
4191-4193	Planning & Zoning	15,878	0	9,580
4194	General Government Buildings	121,804	0	174,233
4195	Cemeteries	14,000		9,825
4196	Insurance	52,300		50,477
4197	Advertising & Regional Assoc.	4,963		5,016
4199	Other General Government			
<b>PUBLIC SAFETY TOTAL =</b> show detail below		<b>507,748</b>	<b>0</b>	<b>499,614</b>
4210-4214	Police	290,318		301,330
4215-4219	Ambulance	35,000		20,000
4220-4229	Fire	173,619		169,628
4240-4249	Building Inspection	8,810		8,656
4290-4298	Emergency Management	1		0
4299	Other (Incl. Communications)			
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below		<b>0</b>		
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below		<b>562,664</b>	<b>0</b>	<b>556,096</b>
4311	Administration	0		
4312	Highways & Streets	346,064		341,081
4313	Bridges	210,000	0	213,197
4316	Street Lighting	5,000		1,818
4319	Other	1,600		
<b>SANITATION TOTAL =</b> show detail below		<b>143,171</b>		<b>123,774</b>
4321	Administration	0		
4323	Solid Waste Collection	103,091		88,331
4324	Solid Waste Disposal	40,080		35,443
4325	Solid Waste Facility Clean-up	0		
4326-4329	Sewage Coll. & Disposal & Other			
<b>Page Sub-Totals</b>		<b>1,804,011</b>	<b>0</b>	<b>1,826,860</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		0	0	0
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b> show detail below		0	0	0
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> show detail below		300	0	0
4411	Administration	100		
4414	Pest Control	200		
4415-4419	Health Agencies & Hosp. & Other			
<b>WELFARE</b> show detail below		16,193	0	19,802
4441-4442	Administration & Direct Asaist.	16,193		19,802
4444	Intergovernmental Welfare Pyrnts	0		
4445-4449	Vendor Payments & Other	0		
<b>CULTURE &amp; RECREATION =</b> show detail below		125,003	(119,100)	123,425
4520-4529	Parks & Recreation	3		
4550-4559	Library	119,100	(119,100)	117,829
4583	Patriotic Purposes	4,750		4,596
4589	Other Culture & Recreation	1,150		1,000
<b>CONSERVATION =</b> show detail below		6,830	0	3,689
4811-4812	Admin. & Purch. of Nat. Resources	6,830		3,689
4819	Other Conservation			
4831-4832	Redevelopment and Housing	150		190
4851-4859	Economic Development			
<b>DEBT SERVICE =</b> show detail below		341,276	0	348,035
4711	Princ.- Long Term Bonds & Notes	228,767		228,767
4721	Interest-Long Term Bonds & Notes	107,509		108,330
4723	Int. on Tax Anticipation Notes	5,000		10,938
4790-4799	Other Debt Service			
<b>Page Sub Totals</b>		<b>489,752</b>	<b>(119,100)</b>	<b>495,441</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> show detail below	<b>40,000</b>	<b>0</b>	<b>159,853</b>
4901	Land			
4902	Machinery, Vehicles & Equipment	15,000	0	155,733
4903	Buildings			
4909	Improvements Other Than Bldgs.	25,000	0	4,120
	<b>OPERATING TRANSFERS OUT</b> show detail below	<b>77,000</b>	<b>174,770</b>	<b>260,734</b>
4912	To Special Revenue Fund		174,770	158,734
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	77,000		102,000
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	Page Sub-Totals	117,000	174,770	420,587
	Total Local Expenditure Sub-Totals	2,410,763	55,670	2,742,588
	<b>PAYMENTS TO OTHER GOVERNMENTS:</b>			
4931	Taxes Assessed for County	744,365		744,365
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	3,113,407		3,113,407
4934	Taxes Assessed for State Educ.	629,026		629,026
4939	Payments to Other Governments			
	Less Proprietary Funds or Capital Project Funds	(143,174)		(241,603)
	<b>EXPENDITURES</b>	<b>6,754,390</b>	<b>55,670</b>	<b>6,987,783</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4912	The sanitation activities applicable to the Town Recycling are reclassified to a major fund for financial statement purposes. In addition when the revenue budget is compared to the expense budget the Town has an implied budget subsidy to cover the shortfall of revenues as compared to expenditures that is raised through the Tax rate. The \$55,670 represents the amount of the budgeted implied subsidy between the General Fund and the Recycling fund.

**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.

			Town of Canterbury, NH	
			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)	5,932,016	5,962,270	
3120	Land Use Change Taxes - General Fund			
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	25,000	23,546	
3186	Payment in Lieu of Taxes	6,000	7,000	
3187	Excavation Tax (\$.02 cents per cu yd)	0		
3189	Other Taxes	0		
3190	Interest & Penalties on Delinquent Taxes	80,000	75,845	
	Inventory Penalties			
	<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	360,000	363,887	
3230	Building Permits	2,500	4,132	
3290	Other Licenses, Permits & Fees	1,958	1,798	
3311-3319	From Federal Government		71,542	
	<b>FROM STATE</b>			
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	105,047	105,047	
3353	Highway Block Grant	94,152	94,152	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	330	451	
3357	Flood Control Reimbursement			
3359	Other (including Railroad Tax)			
3379	From Other Governments			
	<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	30,000	21,546	
3409	Other Charges	63,000	43,445	
	<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property			
3502	Interest on Investments	1,100	1,371	
3503-3509	Other	51,357	78,875	
	<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds			
3913	From Capital Projects Funds			
3914	From Enterprise Funds	87,500	97,651	
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds	49,600	78,258	
3916	From Trust & Fiduciary Funds	8,000	1,500	
3917	Transfers from Conservation Fund			
	<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes			
	Less Proprietary Funds or Capital Project Funds	(87,500)	(97,651)	
	<b>TOTAL REVENUES FROM OPERATIONS</b>	<b>6,810,060</b>	<b>6,934,665</b>	

**General Fund Balance Sheet for Town/City of                      Town of Canterbury,                      2011**  
**or Optional Reporting Year = n/a**

<b>A. ASSETS</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current assets</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Cash and equivalents	1010	1,906,904	1,864,797
b. Investments	1030		
c. Restricted Assets		400,645	424,860
d. Taxes receivable	1080	566,735	599,848
e. Tax liens receivable	1110	270,115	169,562
f. Accounts receivable	1150	2,326	2,558
g. Due from other governments	1260		
h. Due from other funds	1310	5,195	0
i. Other current assets	1400	3,245	2,894
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>3,155,165</b>	<b>3,064,519</b>
<b>B. LIABILITIES AND FUND EQUITY</b>			
a. Warrants and accounts payable	2020	5,025	19,117
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	1,784,723	1,783,495
f. Due to other funds	2080	42,254	19,337
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	62,339	10,649
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,894,341</b>	<b>1,832,598</b>
<b>FUND EQUITY</b>			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460	400,645	424,860
d. Assigned Fund Balance	2490	210,118	50,000
e. Unassigned Fund Balance	2530	650,061	757,061
<b>TOTAL FUND EQUITY</b>		<b>1,260,824</b>	<b>1,231,921</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>3,155,165</b>	<b>3,064,519</b>

**NOTE: GASB 54 compliance 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	RECONCILIATION (to assist in balance sheet preparation)	Patrick Mohan: Variance is the change in current year capital reserves.		
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5	6,934,665		
	Less Expenditures From Page 4	6,987,783		
	Increase (decrease)	(53,118)		(24,215)
	Ending Fund Equity From Balance Sheet	1,231,921	These cells should be equal	
	Less Beginning Fund Equity From Balance Sheet	1,260,824		
	Increase (decrease)	(28,903)		(24,215)
<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)		1,784,723	✓
	2. ADD: School district assessment for current year		3,742,433	✓
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		5,527,156	
	4. SUBTRACT: Payments made to school district		< 3,743,661 >	
	(To balance sheet Acct # 2075, column c)	b b/s	1,783,495	
<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)		-	

**AMORTIZATION OF LONG-TERM DEBT (including proprietary 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
Municipal Building	\$ 784,900		\$ 40,000	4.01%	8/15/2025	\$ 585,000	\$ -	\$ (40,000)	\$ 525,000
Conservation land	2,305,735		115,000	3.54%	8/15/2023	1,495,000		(115,000)	1,380,000
Hilltop Field	130,500		13,000	4.50%	5/1/2018	104,000		(13,000)	91,000
Culvert	175,000		35,000	3.90%	8/8/2014	140,000		(35,000)	105,000
Pumpout Tanker	128,836		26,767	4.50%	9/22/2015	128,836		(26,767)	103,069
<b>TOTAL</b>	<b>\$ 3,504,971</b>					<b>\$ 2,432,836</b>	<b>\$ -</b>	<b>\$ (226,767)</b>	<b>\$ 2,204,069</b>

Remarks