

CPA: Plodzic + Sanderson

#760,068 Original mailed to DRA 10/31/12

MS-5

PDF 11/1/12

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Town of Charlestown

Enter Calendar Reporting Year Here >

2011

(January 1 to December 31)

Enter Optional Reporting Year Here >

n/a

(July 1 to June 30)

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

Yes

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 Report By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

## GOVERNING BODY (SELECTMEN)

Date Signed: 10/31/2012

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

*Steven A. Plodzic*  
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## PREPARER

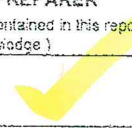
Under penalties of perjury, I declare that to the best of my belief, the information contained in this report is true, correct and complete. (If prepared by a person other than the city/town officials, this declaration is based on all information of which the preparer has knowledge.)

Preparer (Please print or type)  
Gregory A. Colby

Signature  
*Gregory A. Colby*

Regular Office Hours  
M-F 9-5

Email address  
GCOLBY@PLODZIC.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				
4130-4139	Executive	103,782		100,526
4140-4149	Election, Reg & Vital Statistics	4,346		4,243
4150-4151	Financial Administration	261,280		261,180
4152	Property Assessment	65,800		63,612
4153	Legal Expense	7,000		15,298
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	52,315		49,723
4194	General Government Buildings	165,611		156,686
4195	Cemeteries	84,841		73,891
4196	Insurance	50,900		46,242
4197	Advertising & Regional Assoc	14,258		12,595
4199	Other General Government	0		
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	649,979		632,421
4215-4219	Ambulance	95,295		73,125
4220-4229	Fire	143,262		140,392
4240-4249	Building Inspection	13,841		8,455
4290-4295	Emergency Management	1,500		1,540
4299	Other (Incl. Communications)			
<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	982,555		1,033,255
4313	Bridges			
4319	Street Lighting	27,800		26,018
4319	Other	2,031		1,846
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection	145,699		148,755
4324	Solid Waste Disposal	98,500		84,918
4325	Solid Waste Facility Clean-up			
4329-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		2,970,595	0	2,934,721

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-losing 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			
4364	Electric Equipment Maintenance			
4359	Other Electric Costs			
	<b>HEALTH =</b> show detail below			
4411	Administration			
4414	Pest Control	1,000		1,078
4415-4419	Health Agencies & Hosp. & Other	63,365		54,787
	<b>WELFARE =</b> show detail below			
4441-4442	Administration & Direct Assist	68,493		58,917
4444	Intergovernmental Welfare Pyrnits			
4445-4449	Vendor Payments & Other			
	<b>CULTURE &amp; RECREATION =</b> show detail below			
4520-4529	Parks & Recreation	54,000		52,943
4550-4559	Library	113,510		113,295
4583	Patriotic Purposes			
4589	Other Culture & Recreation	5,500		6,963
	<b>CONSERVATION =</b> show detail below			
4611-4612	Admin. & Purch. of Nat. Resources	600		532
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			
4721	Interest-Long Term Bonds & Notes			
4726	Int. on Tax Anticipation Notes	13,000		5,289
4790-4799	Other Debt Service			
	<i>Page Sub-Totals</i>	<i>319,468</i>	<i>0</i>	<i>293,804</i>

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

Financial Report of the Budget - Town/City of **Town of Charlestown**

Reporting Year = **2011**

OP FY Reporting Year = *n/a*

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	168,632		163,408
4903	Buildings			
4909	Improvements Other Than Bldgs.	10,000		7,581
	<b>OPERATING TRANSFERS OUT</b> show detail below			
4912	To Special Revenue Fund			
4913	To Capital Projects Fund	103,160		71,374
4914	To Enterprise Fund			
	- Sewer	273,123		266,100
	- Water	444,302		408,901
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	50,000		50,000
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>	1,049,217	0	867,344
	<i>Total Local Expenditure Sub-Totals</i>	4,339,280	0	4,125,899
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>			
4921	Taxes Assessed for County	843,318		843,318
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	4,121,437		4,121,437
4934	Taxes Assessed for State Educ.	647,286		647,286
4939	Payments to Other Governments			
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds	820,585		746,375
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>9,130,736</b>	<b>0</b>	<b>9,061,535</b>

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 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 Page 10 for revolving funds and the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.



MS-5 Financial Report of the Budget - Town/City of

Town of Charlestown	
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)	7,253,243	7,256,975
3120	Land Use Change Taxes - General Fund	800	
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Yield Taxes	15,000	15,280
3186	Payment in Lieu of Taxes	12,200	10,372
3187	Excavation Tax (\$.02 cents per cu yd)	2,236	2,232
3188	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	163,000	168,166
	Inventory Penalties		
<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits	1,500	1,545
3220	Motor Vehicle Permit Fees	640,000	640,830
3230	Building Permits	4,500	5,361
3280	Other Licenses, Permits & Fees	11,000	10,221
3311-3319	From Federal Government		
<b>FROM STATE</b>			
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	228,442	228,442
3353	Highway Block Grant	155,422	155,422
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	2,103	2,103
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	25,840	25,840
3379	From Other Governments		
<b>CHARGES FOR SERVICES</b>			
3401-3408	Income from Departments	260,000	277,388
3409	Other Charges		
<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	26,500	46,278
3502	Interest on Investments	850	1,021
3503-3509	Other	3,000	19,565
<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds		
3913	From Capital Projects Funds	103,160	57,297
3914	From Enterprise Funds		
	Sewer - (Offset)	273,123	297,004
	Water - (Offset)	444,302	344,475
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds		
3916	From Trust & Fiduciary Funds	15,100	8,394
3917	Transfers from Conservation Fund		
<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds, Special Revenue Funds or Capital Project Funds	820,585	698,776
<b>TOTAL GENERAL FUND REVENUE</b>		<b>8,800,736</b>	<b>8,875,435</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, special revenue funds, or capital project funds. Also see supplemental schedule on page 10.



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

*TR*  
*3 classes to bl*

A. ASSETS			
Current assets	Acct. #	Beginning of Year	End of year
	(a)	(b)	(c)
a. Cash and equivalents	1010	2,611,724	1,817,598
b. Investments	1030	10,726	
c. Restricted Assets			
d. Taxes receivable	1080	773,408	682,302
e. Tax liens receivable	1110	501,538	587,469
f. Accounts receivable	1150	66,584	95,432
g. Due from other governments	1260		
h. Due from other funds	1310	257,419	380,814
i. Other current assets	1400	0	
j. Tax deeded property (subject to resale)	1670	34,387	34,387
<b>TOTAL ASSETS</b>		<b>4,255,786</b>	<b>3,598,002</b>
B. LIABILITIES AND FUND EQUITY			
Current liabilities	Acct. #	Beginning of Year	End of year
	(a)	(b)	(c)
a. Warrants and accounts payable	2020	14,226	26,325
b. Compensated absences payable	2030		
c. Contracts payable	2050	614	
d. Due to other governments	2070	2,782	
e. Due to school districts	2075	2,041,750	1,959,577
f. Due to other funds	2080	150,365	2,395
g. Deferred revenue	2220	7,665	7,665
h. Notes payable - Current	2230	1,000,000	750,000
i. Bonds payable - Current	2250		
j. Other payables	2270	11,597	11,353
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,228,999</b>	<b>2,757,315</b>
Fund equity *			
a. Nonspendable Fund Balance	2440	34,387	34,387
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	21,962	37,235
e. Unassigned Fund Balance	2530	970,438	759,065
<b>TOTAL FUND EQUITY</b>		<b>1,026,787</b>	<b>840,687</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>4,255,786</b>	<b>3,598,002</b>

*JD*  
*11/1/12*

\*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, special revenue, or capital project funds.

**RECONCILIATION** (to assist in balance sheet preparation)

**A. GENERAL FUND BALANCE SHEET RECONCILIATION**

Total Revenues From Page 5	8,875,435	
Less Expenditures From Page 4	9,061,535	
Increase (decrease)	(186,100)	
Ending Fund Equity From Balance Sheet	840,887	These cells should be equal
Less Beginning Fund Equity From Balance Sheet	1,026,787	
Increase (decrease)	(186,100)	

**B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075**

	Amount
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	2,041,760
2. ADD: School district assessment for current year	5,612,041
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	7,653,791
4. SUBTRACT: Payments made to school district	< 5,694,214 >
(To balance sheet Acct # 2075, column c)	1,959,577

**C. RECONCILIATION OF TAX ANTICIPATION NOTES**

	Amount
1. Short-term (TANS) debt at beginning of year	\$ 1,000,000
2. ADD: New issues during current year	750,000
3. SUBTRACT: Issues retired during current year	< 1,000,000 >
4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)	750,000

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



