

F.Y PDF 10/10/12

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:

Richard J. Blane

[Signature]

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.

Stephen O. Keenan (Pew)

[Signature]

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) Karen Snow, Melanson Heath & Company, PC	Signature Karen Snow, Melanson Heath & Company, PC
Regular Office Hours Monday - Friday (8 - 5)	Email address ksnow@melansonheath.com

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SEP 28 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
GENERAL GOVERNMENT TOTAL - <i>show detail below</i>		1,317,689	12,870	1,289,415
4130-4139	Executive	121,189	(23,563)	97,918
4140-4149	Election, Reg. & Vital Statistics	64,145	924	57,533
4150-4151	Financial Administration	145,068	1,858	159,783
4152	Property Assessment	64,959	43,711	102,446
4153	Legal Expense	55,000		98,546
4155-4159	Personnel Administration	509,017	(10,000)	434,083
4191-4193	Planning & Zoning	62,179	(31)	58,470
4194	General Government Buildings	189,016	1,271	180,452
4195	Cemeteries	18,700	(1,300)	19,490
4196	Insurance	63,679		69,355
4197	Advertising & Regional Assoc.	6,617		6,399
4199	Other General Government	18,120		4,940
PUBLIC SAFETY TOTAL - <i>show detail below</i>		776,957	12,065	813,398
4210-4214	Police	410,815	7,578	424,862
4215-4219	Ambulance	47,250		51,412
4220-4229	Fire	263,816	3,033	281,440
4240-4249	Building Inspection	47,576	1,454	49,282
4290-4298	Emergency Management	1,500		718
4299	Other (Incl. Communications)	6,000		5,685
AIRPORT/AVIATION CENTER TOTAL - <i>show detail below</i>		0	0	0
4301-4309	Airport Operations			
HIGHWAYS & STREETS TOTAL - <i>show detail below</i>		585,677	(89,776)	500,558
4311	Administration			
4312	Highways & Streets	582,077	(89,776)	496,761
4313	Bridges			
4316	Street Lighting	3,600		3,797
4319	Other			
SANITATION TOTAL - <i>show detail below</i>		155,181	113	180,226
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal	141,961	113	171,437
4325	Solid Waste Facility Clean-up	13,200		8,789
4326-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		2,835,464	(64,729)	2,763,598

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
Various	Net Fiscal Year 2011 Encumbrances Less Fiscal Year 2012 Encumbrances

Reporting Year = N/A

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
	WATER DISTRIBUTION & TREATMENT = show detail below	0	0	0
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
	ELECTRIC = show detail below	0	0	0
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
	HEALTH = show detail below	19,670	0	19,784
4411	Administration			
4414	Pest Control	1		95
4415-4419	Health Agencies & Hosp. & Other	19,669		19,669
	WELFARE = show detail below	40,949	0	20,301
4441-4442	Administration & Direct Assist.	36,610		15,962
4444	Intergovernmental Welfare Pymts	4,339		4,339
4445-4449	Vendor Payments & Other			
	CULTURE & RECREATION = show detail below	185,422	468	175,028
4520-4529	Parks & Recreation	64,951	468	55,574
4550-4559	Library	101,051		101,050
4583	Patriotic Purposes	250		271
4589	Other Culture & Recreation	19,170		19,133
	CONSERVATION = show detail below	1,755	(1,154)	3,501
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	1,755	(1,154)	3,501
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
	DEBT SERVICE = show detail below	660,106	-	660,104
4711	Princ.- Long Term Bonds & Notes	601,016		601,015
4721	Interest-Long Term Bonds & Notes	59,089		59,089
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
	<i>Page Sub-Totals</i>	907,901	(686)	879,988

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
Various	Net Fiscal Year 2011 Encumbrances Less Fiscal Year 2012 Encumbrances

Reporting Year = N/A

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
	CAPITAL OUTLAY show detail below	503,529	10,459	512,290
4901	Land			
4902	Machinery, Vehicles & Equipment	203,529	1,219	203,040
4903	Buildings		4,050	4,050
4909	Improvements Other Than Bldgs.	300,000	5,200	305,200
	OPERATING TRANSFERS OUT show detail below	79,000	1,154	80,154
4912	To Special Revenue Fund		1,154	1,154
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	30,000		30,000
4916	To Expend. Trust Fund - not #4917	49,000		49,000
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>582,529</i>	<i>11,623</i>	<i>592,454</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>4,323,914</i>	<i>(53,791)</i>	<i>4,267,140</i>
	PAYMENTS TO OTHER GOVERNMENTS			
4931	Taxes Assessed for County	494,554		494,554
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	6,832,502		6,832,502
4934	Taxes Assessed for State Educ.	1,205,608		1,205,608
4939	Payments to Other Governments			
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds			
		12,858,578	(53,791)	12,788,404

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
Various	Net Fiscal Year 2011 Encumbrances Less Fiscal Year 2012 Encumbrances

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

			CHESTER, NH	
			N/A	Reporting Year
			6/30/2012	Op FY Reporting Year
1	2	3	4	
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues	
TAXES				
3110	Property Taxes (commitment less overlay)		11,059,420 ✓	
3120	Land Use Change Taxes - General Fund			
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	7,500	12,256	
3186	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)	500	660	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	24,000	76,757	
	Inventory Penalties			
LICENSES, PERMITS & FEES				
3210	Business Licenses & Permits	750	958	
3220	Motor Vehicle Permit Fees	759,600	809,960	
3230	Building Permits	46,280	64,797	
3290	Other Licenses, Permits & Fees	15,294	36,197	
3311-3319	From Federal Government		12,676	
FROM STATE				
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	212,995	212,995	
3353	Highway Block Grant	139,294	134,473	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement			
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	239,272	253,504	
3379	From Other Governments			
CHARGES FOR SERVICES				
3401-3406	Income from Departments	40,900	66,344	
3409	Other Charges	89,740	44,975	
INCIDENTAL REVENUES				
3501	Sale of Municipal Property		3,000	
3502	Interest on Investments		1,389	
3503-3509	Other		13,159	
INTERFUND OPERATING TRANSFERS IN				
3912	From Special Revenue Funds	18,120	6,900	
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds	93,728	125,555	
3916	From Trust & Fiduciary Funds			
3917	Transfers from Conservation Fund			
OTHER FINANCING SOURCES				
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds				
		1,687,973	12,935,975	

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 of		CHESTER, NH	N/A
		or Optional Reporting Year =	6/30/2012
A. ASSETS	Acct. #	Beginning of Year	End of year
Current assets	(a)	(b)	(c)
a. Cash and equivalents	1010	5,856,090	4,226,291
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable (See Section D, page 7)	1080	29,732	34,091
e. Tax liens receivable (See Section D, page 7)	1110	178,485	220,093
f. Accounts receivable	1150	318	318
g. Due from other governments	1260	1,575	235,736
h. Due from other funds	1310	65,400	35,321
i. Other current assets	1400	96,924	68,084
j. Tax deeded property (subject to resale)	1670	19,497	36,173
		6,248,021	4,856,107
a. Warrants and accounts payable	2020	157,114	150,850
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075		
f. Due to other funds	2080	74,966	32,154
g. Deferred revenue	2220	4,631,195	3,139,036
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		1,750
		4,863,275	3,323,790
a. Nonspendable Fund Balance	2440		48,408
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		97,641
d. Assigned Fund Balance	2490	116,417	213,040
e. Unassigned Fund Balance	2530	1,268,329	1,173,228
		1,384,746	1,532,317
		6,248,021	4,856,107

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.

MS-5	RECONCILIATION (to assist in balance sheet preparation)			
A. GENERAL FUND BALANCE SHEET RECONCILIATION				
	Total Revenues From Page 5	12,935,975		
	Less Expenditures From Page 4	12,788,404		
	Increase (decrease)	147,571		
	Ending Fund Equity From Balance Sheet	1,532,317		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	1,384,746		
	Increase (decrease)	147,571		
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. ADD: School district assessment for current year		8,038,110	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		8,038,110	
	4. SUBTRACT: Payments made to school district		< 8,038,110 >	
	(To balance sheet Acct # 2075, column c)		-	
C. RECONCILIATION OF TAX ANTICIPATION NOTES				
				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)		-	
SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES				

MS-5 OPTIONAL RECONCILIATION (to assist in balance sheet preparation)			
A. USE OF OVERLAY & ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS			
	Year of this report	For Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *			-
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)			-
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)			-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line2)			-
6. Excess of estimate (Add to revenue on page 5)	-	-	-
<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. TAXES/LIENS RECEIVABLE WORKSHEET			
	Acct. #1080	Acct.#1110	TOTALS
(From pgs 2-3 of tax collector's report) >	Taxes	Liens	(c)
	(a)	(b)	(c)
1. Uncollected, end of year			-
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ -	↓ -	↓ -
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	-	-	-

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

