

PDF 9/21/12 \$1,327,252 WFB

FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

DEERFIELD, NH

Enter Calendar Reporting Year Here >

2011

(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?

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

GOVERNING BODY (SELECTMEN)

Date Signed: 8-27-12

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.

[Handwritten signatures of selectmen]

[Handwritten signature]

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)

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

FOR DRA USE ONLY

RECEIVED

AUG 30 2012

NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

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

Financial Report of the Budget - Town of DEERFIELD, NH
 Reporting Year = 2011

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4130-4139	Executive	293,935	2,836	285,759
4140-4149	Election, Reg. & Vital Statistics	10,841		8,373
4150-4151	Financial Administration	50,810		49,935
4152	Property Assessment	72,462	(10,503)	52,931
4153	Legal Expense	14,000		29,508
4155-4159	Personnel Administration	76,213		74,838
4191-4193	Planning & Zoning	53,598	(2,000)	42,167
4194	General Government Buildings	215,990	1,200	241,679
4195	Cemeteries	16,452		12,446
4196	Insurance	386,843	(6,000)	324,223
4197	Advertising & Regional Assoc.	3,225		3,177
4199	Other General Government			
4210-4214	Police	578,503		575,734
4215-4219	Ambulance	9,500		9,500
4220-4229	Fire	143,293	(5,968)	134,739
4240-4249	Building Inspection	54,794		44,736
4290-4298	Emergency Management	8,090		5,862
4299	Other (Incl. Communications)			
4301-4309	Airport Operations			
4311	Administration	182,536		182,287
4312	Highways & Streets	535,654	32,600	575,908
4313	Bridges	1		
4316	Street Lighting			
4319	Other	400		400
4321	Administration	61,301		61,491
4323	Solid Waste Collection	56,512	(16,000)	35,044
4324	Solid Waste Disposal	248,395	12,000	206,169
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4130-4139	2010 Encumbrance of \$3,337 expended in 2011 + 2011 Encumbrance of (\$500) to be expended in 2012
4152	2011 Encumbrance to be expended in 2012
4191-4193	2011 Encumbrance to be expended in 2012
4194	2010 Encumbrance expended in 2011
4196	2011 Encumbrance to be expended in 2012
4220-4229	2010 Encumbrance of \$282 expended in 2011 + 2011 Encumbrance of (\$6,250) to be expended in 2012
4312	2010 Encumbrance expended in 2011
4323	2011 Encumbrance to be expended in 2012
4324	2010 Encumbrance expended in 2011

Reporting Year = 2011

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
4411	Administration			
4414	Pest Control	14,676		10,723
4415-4419	Health Agencies & Hosp. & Other	30,499		31,211
4441-4442	Administration & Direct Assit.	68,769		62,758
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
4520-4529	Parks & Recreation	71,171		68,773
4550-4559	Library	84,221	18,711	101,210
4583	Patriotic Purposes	550		300
4589	Other Culture & Recreation			
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	2,407		2,399
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
4711	Princ.- Long Term Bonds & Notes			
4721	Interest-Long Term Bonds & Notes			
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service	2		

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4550-4559	2010 Encumbrance expended in 2011

Reporting Year = 2011

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.			
4912	To Special Revenue Fund		23,221	23,221
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	90,000		90,000
4916	To Expend. Trust Fund - not #4917	3,000		1,500
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
4931	Taxes Assessed for County	500,529		500,529
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	7,739,908		7,739,908
4934	Taxes Assessed for State Educ.	1,074,524		1,074,524
4939	Payments to Other Governments			
		12,753,604	50,097	12,663,962

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4912	Auditor adjustment to record transfer of restricted gift balances to special revenue fund

NOTE:

1	2	3	4
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues
3110	Property Taxes (commitment leas overlay)	11,152,191	11,148,332
3120	Land Use Change Taxes - General Fund	33,000	18,400
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	22,000	26,522
3188	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)	200	173
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	96,000	109,117
	Inventory Penalties		
3210	Business Licenses & Permits	28,000	28,523
3220	Motor Vehicle Permit Fees	665,000	679,255
3230	Building Permits	14,100	17,002
3290	Other Licenses, Permits & Fees	22,000	27,601
3311-3319	From Federal Government		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	191,164	191,164
3353	Highway Block Grant	143,102	145,407
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	2,910	2,910
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		1,104
3379	From Other Governments		3,280
3401-3408	Income from Departments	69,612	66,968
3409	Other Charges		41,360
3501	Sale of Municipal Property	5,380	5,680
3502	Interest on Investments	3,845	4,761
3503-3509	Other	20,400	19,355
3912	From Special Revenue Funds	30,000	23,804
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds		
3916	From Trust & Fiduciary Funds	4,700	7,446
3917	Transfers from Conservation Fund		
3934	Proceeds from Long Term Bonds & Notes		
		12,503,604	12,568,164

General Fund Balance Sheet for Town of		DEERFIELD, NH	2011
a. Cash and equivalents	1010	6,342,720	4,560,454
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable (See Section D, page 7)	1080	715,878	581,617
e. Tax liens receivable (See Section D, page 7)	1110	373,386	440,524
f. Accounts receivable	1150	3,155	4,826
g. Due from other governments	1260		
h. Due from other funds	1310	4,752	7,446
i. Other current assets	1400	7,716	12,089
j. Tax deeded property (subject to resale)	1670		
		7,447,607	5,606,956
a. Warrants and accounts payable	2020	67,625	61,395
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	5,589,517	3,814,432
f. Due to other funds	2080	300,457	278,253
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	16,830	75,496
		5,974,429	4,229,576
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450	23,221	
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	82,443	50,128
e. Unassigned Fund Balance	2530	1,367,514	1,327,252
		1,473,178	1,377,380
		7,447,607	5,606,956

NOTE: THESE FIGURES DO NOT INCLUDE THE BALANCE OF THE DEERFIELD FUND BALANCE SHEET.

MS-5	RECONCILIATION (to assist in balance sheet preparation)			
	Total Revenues From Page 5	12,568,164		
	Less Expenditures From Page 4	12,663,962		
	Increase (decrease)	(95,798)		
	Ending Fund Equity From Balance Sheet	1,377,380		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	1,473,178		
	Increase (decrease)	(95,798)		
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		5,588,517	
	2. ADD: School district assessment for current year		8,814,432	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		14,403,949	
	4. SUBTRACT: Payments made to school district		< 10,589,517 >	
		(To balance sheet Acct # 2075, column c)	3,814,432	
	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)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *			89,518
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)			(4,020)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)			(24,367)
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)	61,131	-	61,131
<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>			
1. Uncollected, end of year	581,617	440,524	1,022,141
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)	581,617	440,524	1,022,141

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

INSTRUCTIONS FOR THE NEW MS-6 FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

The Form MS-5 is to be used by every NH town or city to report the year end financial status of the budget. The report is to be completed at the end of the reporting year and submitted to the NH Department of Revenue Administration (DRA) pursuant to RSA 271:34, V.

PAGE 1 COVER SHEET

- Cell C5 Enter the Town or City Name.
- Cell C7 Enter year of the report if a calendar fiscal year end. Example: 2012
- Cell C9 Enter year of the report optional fiscal year end. Example: 06/30/12.
- Cell C12 ENTER "YES" IF THE TOWN/CITY ACCOUNTS FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS



The governing body and preparer must sign in ink, date, and mail the form to DRA at the address on the cover by April 1 after a calendar reporting year and by Sept. 1 for optional reporting year.

PAGES 2-4 EXPENDITURES OF THE BUDGET

- Column 3 Enter gross appropriations as voted at the prior year's annual and any special meetings and as approved by DRA on the MS-2. In the future, DRA will pre-populate this column.
- Column 4 Enter expenditure authorizations in addition to amounts in column 3 and detail in the box at the bottom of the page.
Examples: Emergency expenditures under RSA 32:11; grant expenditures under RSA 31:95-b; additional expenditures from capital reserve or trust by agents.
- Column 5 Enter actual expenditures (sum of columns 3+4). Proprietary funds and capital project funds are to be netted out for this report.

Box on Bottom of Page Provide detail for amounts in column 4.

PAGE 5 REVENUES

- Column 3 Enter estimated revenues from reporting year MS-4 used to set the tax rate. In the first row, acct. #3110, add property tax amount from tax collector's warrant, less overlay.
- Column 4 Enter actual revenues for the reporting year. Proprietary funds and capital project funds are to be netted out for this report.
- Enter general fund revenue amounts in the last row.

PAGE 6 GENERAL FUND BALANCE SHEET

- Column (b) Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
- Column (c) Enter End of Year amounts from your records or as adjusted by your auditors.

See Pages 7-8 for reconciliation worksheets to calculate amounts.

To be GASB 54 compliant, the fund balance classifications have changed. See the next worksheet tab for further explanation.

PAGE 7 RECONCILIATION WORKSHEET

The cells have sample data for illustration.

- Section A This section illustrates how revenues and expenditures flow through to fund balance.
- Section B Enter amounts to determine end of year school district liability, or call your SAU for year end amounts.
- Section C Enter amounts to determine end of year TAN liability amount.

PAGE 8 OPTIONAL RECONCILIATION WORKSHEET

The cells have sample data for illustration.

- Section A Enter amounts and confer with assessors for amount on line 5 to determine estimated Allowance for Uncollectibles/Abatements.
- Section B Enter year end uncollected amounts from tax collector's report, MS-61, and subtract estimated Allowance for Uncollectibles/Abatements from Section C.

PAGE 9 AMORTIZATION OF LONG-TERM DEBT

Enter long-term debt information.