

Computation  
Crane + Bell

WFB \$ 180,760

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)

*[Handwritten Signature]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Signed:  no

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) Ralph Brigida	Signature <i>Ralph Brigida</i>
Regular Office Hours	Email address ncfsbrig@localnet.com

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**RECEIVED**  
MAR 05 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>				
4130-4139	Executive	18,150		15,992
4140-4149	Election, Reg. & Vital Statistics	13,150		11,060
4150-4151	Financial Administration	12,750		11,541
4152	Property Assessment	4,380		4,035
4153	Legal Expense	5,000		1,078
4155-4159	Personnel Administration	1,860		1,860
4191-4193	Planning & Zoning	2,500		2,321
4194	General Government Buildings	10,700		10,150
4195	Cemeteries	2,500	5,000	7,075
4196	Insurance	5,095		4,932
4197	Advertising & Regional Assoc.	1,588		1,100
4199	Other General Government	7,500		1,865
<b>PUBLIC SAFETY TOTAL =</b>				
<i>show detail below</i>				
4210-4214	Police	1,000		364
4215-4219	Ambulance	3,620		500
4220-4229	Fire	17,850		18,091
4240-4249	Building Inspection	300		
4290-4298	Emergency Management	1,300		
4299	Other (Incl. Communications)	1,500	5,000	6,500
<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>				
4311	Administration			
4312	Highways & Streets	42,000		45,449
4313	Bridges			
4316	Street Lighting			
4319	Other			
<b>SANITATION TOTAL =</b>				
<i>show detail below</i>				
4321	Administration	1,000		1,000
4323	Solid Waste Collection	100		
4324	Solid Waste Disposal	18,904		19,904
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		<i>172,747</i>	<i>10,000</i>	<i>164,817</i>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4195	agent spending on EXP> Trust Funds
4299	grant money expended

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>WATER DISTRIBUTION &amp; TREATMENT =</b> <i>show detail below</i>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b> <i>show detail below</i>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> <i>show detail below</i>				
4411	Administration			
4414	Pest Control	300		
4415-4419	Health Agencies & Hosp. & Other	1,670		921
<b>WELFARE =</b> <i>show detail below</i>				
4441-4442	Administration & Direct Assist.			
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other	4,000		700
<b>CULTURE &amp; RECREATION =</b> <i>show detail below</i>				
4520-4529	Parks & Recreation	10,691		9,658
4550-4559	Library	250		256
4583	Patriotic Purposes	100		
4589	Other Culture & Recreation	1,000		1,000
<b>CONSERVATION =</b> <i>show detail below</i>				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	1,880		1,967
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b> <i>show detail below</i>				
4711	Princ.- Long Term Bonds & Notes	6,000		7,473
4721	Interest-Long Term Bonds & Notes	3,064		1,591
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		28,955	0	23,566

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				
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.			
<b>OPERATING TRANSFERS OUT</b>				
show detail below				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund			
4916	To Expend. Trust Fund - not #4917	22,000	11,709	33,709
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	22,000	11,709	33,709
	<i>Total Local Expenditure Sub-Totals</i>	223,702	21,709	222,092
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County	97,384		97,384
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	367,374		367,374
4934	Taxes Assessed for State Educ.	152,539		152,539
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>840,999</b>	<b>21,709</b>	<b>839,389</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4916	Closing of the Town Building Repair CRF to open the Town Building Repair Exp. TF

**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.

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)	707,469	706,820
3120	Land Use Change Taxes - General Fund		
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	8,330	8,850
3186	Payment in Lieu of Taxes	31,771	31,771
3187	Excavation Tax (\$.02 cents per cu yd)		
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	4,750	11,769
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	500	
3220	Motor Vehicle Permit Fees	47,500	51,488
3230	Building Permits	385	385
3290	Other Licenses, Permits & Fees		592
3311-3319	From Federal Government		1,000
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	11,340	11,340
3353	Highway Block Grant	10,751	10,751
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		6,091
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments		2,633
3409	Other Charges		
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property		
3502	Interest on Investments	650	751
3503-3509	Other		51
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds		
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds	10,000	11,709
3916	From Trust & Fiduciary Funds		5,000
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds or Capital Project Funds		
	<b>TOTAL GENERAL FUND REVENUE</b>	833,446	861,001

General Fund Balance Sheet for Town/City of		EASTON		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	102,972	327,182
b. Investments		1030		
c. Restricted Assets				
d. Taxes receivable		1080	170,945	55,017
e. Tax liens receivable		1110	26,780	13,188
f. Accounts receivable		1150		720
g. Due from other governments		1260		
h. Due from other funds		1310		
i. Other current assets		1400		1,195
j. Tax deeded property (subject to resale)		1670		1,443
<b>TOTAL ASSETS</b>			<b>300,697</b>	<b>398,745</b>
B. LIABILITIES AND FUND EQUITY		Acct. #	Beginning of Year	End of year
Current liabilities		(a)	(b)	(c)
a. Warrants and accounts payable		2020	15,543	19,374
b. Compensated absences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070		
e. Due to school districts		2075	122,933	191,264
f. Due to other funds		2080		
g. Deferred revenue		2220		
h. Notes payable - Current		2230		
i. Bonds payable - Current		2250		
j. Other payables		2270		2,831
<b>TOTAL CURRENT LIABILITIES</b>			<b>138,476</b>	<b>213,469</b>
Fund equity *				
a. Nonspendable Fund Balance		2440		
b. Restricted Fund Balance		2450	2,570	3,073
c. Committed Fund Balance		2460		
d. Assigned Fund Balance		2490	1,443	1,443
e. Unassigned Fund Balance		2530	159,651	180,760
<b>TOTAL FUND EQUITY</b>			<b>163,664</b>	<b>185,276</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>			<b>302,140</b>	<b>398,745</b>

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\*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 or capital project funds.

MS-5 RECONCILIATION (to assist in balance sheet preparation)

**A. GENERAL FUND BALANCE SHEET RECONCILIATION**

Total Revenues From Page 5	861,001	
Less Expenditures From Page 4	839,389	
Increase (decrease)	21612	
Ending Fund Equity From Balance Sheet	185,276	These cells should be equal
Less Beginning Fund Equity From Balance Sheet	163,664	
Increase (decrease)	21612	

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

	Amount	
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	122,933	3,000,000
2. ADD: School district assessment for current year	519,913	6,000,000
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	642,846	9,000,000
4. SUBTRACT: Payments made to school district	451,582	4,000,000 >
(To balance sheet Acct # 2075, column c)	191,264	5,000,000

**C. RECONCILIATION OF TAX ANTICIPATION NOTES**

	Amount	
1. Short-term (TANS) debt at beginning of year	\$ 0	10,000
2. ADD: New issues during current year	~	50,000
3. SUBTRACT: Issues retired during current year	< 0	20,000 >
4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)	0	40,000

**\*\*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) *	50,000	20,000	70,000
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	5,000	10,000	(15,000)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	5,000	2,000	(7,000)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	25,000	3,000	28,000
6. Excess of estimate (Add to revenue on page 5)	15,000	5,000	20,000
<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 <i>(From pgs 2-3 of tax collector's report)</i>	Acct. #1080 Taxes	Acct. #1110 Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	1,000,000	550,000	1,550,000
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ 25,000	↓ 3,000	↓ 28,000
3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c)	975,000	547,000	1,522,000

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



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

**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
USDA Rural Dvlpmnt	\$ 120,000	Town Hall Addtn	\$ 9,000	4.75	Dec-21	\$ 66,990	\$ -	\$ 7,473	\$ 59,517
<b>TOTAL</b>	<b>\$ 120,000</b>					<b>\$ 66,990</b>	<b>\$ -</b>	<b>\$ 7,473</b>	<b>\$ 59,517</b>

Remarks