

# 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.

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.

	<i>James Swain</i>
	<i>Alan W. Cam</i>
	<i>Brian K. Dreyfus</i>

<b>PREPARER</b>	
<small>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.)</small>	
<small>Preparer (Please print or type)</small> Vachon Clukay & Company PC	<small>Signature</small> <i>Vachon Clukay &amp; Company PC</i>
<small>Regular Office Hours</small> 8:00 am - 5:00 pm Monday - Friday	<small>Email address</small> vachonclukay@vachonclukay.com

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APR 10 2012

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

**NH DEPT OF REV ADMIN**  
**MUNICIPAL SERVICES**  
*See accompanying independent accountant's compilation report*

MS-5

## Financial Report of the Budget - Town/City of Fitzwilliam

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>GENERAL GOVERNMENT TOTAL =</b> show detail below				
4130-4139	Executive	182,439		177,800
4140-4149	Election, Reg. & Vital Statistics	51,738		44,891
4150-4151	Financial Administration	59,197		58,709
4152	Property Assessment	39,492		21,189
4153	Legal Expense	40,000		16,701
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	64,443		69,524
4194	General Government Buildings	59,751		52,425
4195	Cemeteries	34,270		32,556
4196	Insurance	48,873	1,467	50,340
4197	Advertising & Regional Assoc.			
4199	Other General Government			
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	317,831		297,859
4215-4219	Ambulance	23,000	(23,000)	
4220-4229	Fire	36,108		34,139
4240-4249	Building Inspection	1,000	8,000	7,885
4290-4298	Emergency Management	9,000	(6,906)	1,496
4299	Other (Incl. Communications)	2,094	2,106	800
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations	3,200	(3,200)	
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration			
4312	Highways & Streets	364,460	(759)	349,838
4313	Bridges			
4316	Street Lighting	14,350		13,874
4319	Other			
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal	144,940	759	145,699
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
Page Sub-Totals		1,495,204	(21,533)	1,365,505

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4215-4219	The Ambulance Special Revenue Fund is included in the gross appropriations
4196	\$1,467 - Budget transfer from account 4723
4312	\$759 - Budget transfer to account 4324
4324	\$759 - Budget transfer from account 4312
4240-4249	\$8,000 - Budget transfer from account #4290-4298 (\$6,906) and #4299 (\$1,094)
4290-4298	\$6,906 - Budget transfer to account #4240-4249
4299	\$1,094 - Budget transfer to account #4240-4249 and \$3,200 - Budget transfer from account #4301-4309
4301-4309	\$3,200 - Budget transfer to account #4299

See accompanying independent accountant's compilation report

MS-5

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

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>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			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> show detail below				
4411	Administration			
4414	Pest Control	8,675		2,450
4415-4419	Health Agencies & Hosp. & Other	11,975		11,065
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	70,000		52,105
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	42,120		36,583
4550-4559	Library	109,549	(17,660)	91,889
4583	Patriotic Purposes	1,000		897
4589	Other Culture & Recreation	4,000		3,978
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	3,500		2,740
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			
4723	Int. on Tax Anticipation Notes	20,000	(14,063)	
4790-4799	Other Debt Service			
Page Sub-Totals		270,819	(31,723)	201,817

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4723	\$12,596 - Budget transfer to account 4903
4723	\$1,467 - Budget transfer to account 4196
4550-4559	\$17,660 - Budget transfer to account 4912

See accompanying independent accountant's compilation report

MS-6

## Financial Report of the Budget - Town/City of Fitzwilliam

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	58,000		59,607
4902	Machinery, Vehicles & Equipment	36,000		35,498
4903	Buildings	35,000	12,598	47,598
4909	Improvements Other Than Bldgs.			
	<b>OPERATING TRANSFERS OUT</b> show detail below			
4912	To Special Revenue Fund		17,660	17,660
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	50,000		50,000
4916	To Expend. Trust Fund - not #4917	259,000		259,000
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	Page Sub-Totals	438,000	30,256	469,359
	Total Local Expenditure Sub-Totals	2,205,023	(23,000)	2,036,681
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>			
4931	Taxes Assessed for County	878,163		878,163
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	4,603,951		4,603,951
4934	Taxes Assessed for State Educ.	555,834		555,834
4939	Payments to Other Governments			
	Less Proprietary Funds or Capital Project Funds			
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>8,242,771</b>	<b>(23,000)</b>	<b>8,074,429</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4903	\$12,696 - Budget transfer from account 4723
4912	\$17,660 - Budget transfer from account 4650

See accompanying independent accountant's compilation report

MS-5

## Financial Report of the Budget - Town/City of

Fitzwilliam	
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)	7,346,804	7,272,977
3120	Land Use Change Taxes - General Fund	5,000	5,080
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	27,000	35,942
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)	22	22
3189	Other Taxes		
3180	Interest & Penalties on Delinquent Taxes	60,000	69,372
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	465	480
3220	Motor Vehicle Permit Fees	325,000	333,888
3230	Building Permits	4,300	4,430
3290	Other Licenses, Permits & Fees	6,000	5,594
3311-3319	From Federal Government		
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	107,011	107,011
3353	Highway Block Grant	101,329	101,329
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	810	810
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	38,000	44,954
3409	Other Charges	1,000	3,215
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	1,007	1,032
3502	Interest on Investments	1,500	1,533
3503-3509	Other	1,823	12,542
	<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	2,100	2,100
3916	From Trust & Fiduciary Funds	61,600	67,564
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3634	Proceeds from Long Term Bonds & Notes		
Less Proprietary Funds or Capital Project Funds			
<b>GENERAL FUND REVENUE</b>		8,092,771	8,069,845

See accompanying independent accountant's compilation report

General Fund Balance Sheet for Town/City of Fitzwilliam 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	3,231,962	2,846,523
b. Investments	1030	65,518	65,565
c. Restricted Assets			
d. Taxes receivable	1080	576,124	578,980
e. Tax liens receivable	1110	342,128	348,278
f. Accounts receivable	1150	1,961	
g. Due from other governments	1260		
h. Due from other funds	1310	32,548	40,094
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>4,248,241</b>	<b>3,879,440</b>
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	21,471	26,440
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	3,097,750	2,727,001
f. Due to other funds	2080	4,958	5,868
g. Deferred revenue	2220	13,773	13,428
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,137,952</b>	<b>2,772,735</b>
Fund equity			
a. Nonspendable Fund Balance	2440		
b. Restricted Fund Balance	2450	4,197	5,612
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490		18,303
e. Unassigned Fund Balance	2530	1,107,092	1,082,790
<b>TOTAL FUND EQUITY</b>		<b>1,111,289</b>	<b>1,106,705</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>4,249,241</b>	<b>3,879,440</b>

See accompanying independent accountant's compilation report

MS-5 RECONCILIATION (to assist in balance sheet preparation)				
<b>A: GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
Total Revenues From Page 5		8,069,845		
Less Expenditures From Page 4		8,074,429		
Increase (decrease)		(4,584)		
Ending Fund Equity From Balance Sheet		1,108,705		
Less Beginning Fund Equity From Balance Sheet		1,111,289	** See below	
Increase (decrease)		(4,584)		
<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)			3,097,750	
2. ADD: School district assessment for current year			5,159,585	
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			8,257,335	
4. SUBTRACT: Payments made to school district		<	5,530,333	>
	(To balance sheet Acct # 2075, column c)		2,727,002	
<b>C: RECONCILIATION OF TAX ANTICIPATION NOTES</b>				
		Amount		
1. Short-term (TANS) debt at beginning of year	\$		- 0 -	
2. ADD: New issues during current year			None	
3. SUBTRACT: Issues retired during current year	<		None	>
4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)			- 0 -	
<p>** The Conservation Fund is now reported as a separate special revenue fund. The fund balance as of December 31, 2010 of the Conservation Fund was \$94,827</p>				
<p>See accompanying independent accountant's compilation report</p>				

**AMORTIZATION OF LONG-TERM DEBT (including proprietary and capital project funds)**

Description	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
	Original obligation	Purpose	Annual installment	Interest rate	Date of final payment	Bonds of beginning of year	Bonds issued this year	Bonds retired this year	Bonds of end of year	
The Town does not have any long-term debt obligations.										
TOTAL	\$					\$	\$	\$	\$	\$

Remarks