

PDF 9/25/12 UFB - 1,030,778

SG
9/27/12

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.

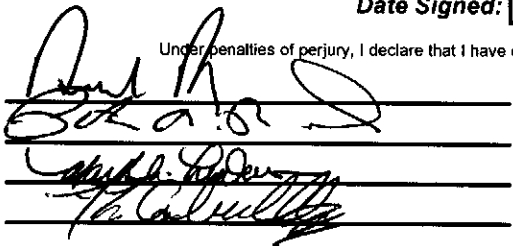
State of New Hampshire Department of Revenue Administration
Municipal Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 230-5090

Return Completed Report 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 report 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 report 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) Melanson Heath & Company, PC	Signature Melanson, Heath + Company P.C.
Regular Office Hours 8 AM - 5 PM, Monday - Friday	Email address sburke@melansonheath.com

FOR DRA USE ONLY

RECEIVED

SEP 27 2012

NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

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

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
GENERAL GOVERNMENT TOTAL = show detail below		2,094,660	2,062	1,945,704
4130-4139	Executive	312,130	(2,500)	254,231
4140-4149	Election, Reg. & Vital Statistics	133,333		123,093
4150-4151	Financial Administration	247,703		242,274
4152	Property Assessment			
4153	Legal Expense	65,000		84,757
4155-4159	Personnel Administration	758,505		727,481
4191-4193	Planning & Zoning	106,021		100,150
4194	General Government Buildings	146,022		144,998
4195	Cemeteries	30,556	4,562	24,302
4196	Insurance	228,266		176,277
4197	Advertising & Regional Assoc.	6,475		6,514
4199	Other General Government	60,649		61,627
PUBLIC SAFETY TOTAL = show detail below		2,698,203	6,055	2,715,742
4210-4214	Police	1,196,988		1,189,748
4215-4219	Ambulance			
4220-4229	Fire	1,392,061	6,055	1,417,431
4240-4249	Building Inspection	101,854		102,416
4290-4298	Emergency Management	7,300		6,147
4299	Other (Incl. Communications)			
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations			
HIGHWAYS & STREETS TOTAL = show detail below		1,493,311	0	1,507,801
4311	Administration	521,834		524,937
4312	Highways & Streets	953,477		964,568
4313	Bridges			
4316	Street Lighting	18,000		18,296
4319	Other			
SANITATION TOTAL = show detail below		422,184	0	407,536
4321	Administration			
4323	Solid Waste Collection	181,752		167,104
4324	Solid Waste Disposal	240,432		240,432
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	Removal of current year encumbrances of \$2,500
4195	Removal of current year encumbrances of \$615
4195	Inclusion of prior year encumbrances of \$5,177
4220	Removal of current year encumbrances of \$26,489
4220	Inclusion of prior year encumbrances of \$32,544

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
WATER DISTRIBUTION & TREATMENT -				
<i>Show detail below</i>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
ELECTRIC -				
<i>Show detail below</i>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
HEALTH -		47,284	0	43,133
<i>Show detail below</i>				
4411	Administration	1,750		1,500
4414	Pest Control	16,044		12,133
4415-4419	Health Agencies & Hosp. & Other	29,500		29,500
WELFARE -		10,900	0	4,901
<i>Show detail below</i>				
4441-4442	Administration & Direct Assist.	10,900		4,901
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
CULTURE & RECREATION -		326,388	0	323,960
<i>Show detail below</i>				
4520-4529	Parks & Recreation	35,421		34,911
4550-4559	Library	282,477		282,477
4583	Patriotic Purposes	8,500		6,562
4589	Other Culture & Recreation			
CONSERVATION -		1	0	0
<i>Show detail below</i>				
4611-4612	Admin. & Purch. of Nat. Resources	1		
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
DEBT SERVICE -		1,023,981	0	1,023,981
<i>Show detail below</i>				
4711	Princ.- Long Term Bonds & Notes	650,000		650,000
4721	Interest-Long Term Bonds & Notes	373,980		373,981
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service	1		

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
CAPITAL OUTLAY show detail below				
4901	Land			
4902	Machinery, Vehicles & Equipment	90,000		
4903	Buildings		129,461	554,631
4909	Improvements Other Than Bldgs.			
4912	To Special Revenue Fund	50,000		
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	57,000		67,749
4917	To Health Maint. Trust Funds	966,531		952,377
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
Total Local Expenditure Sub-Totals		8,200,463	(17,078)	9,547,506
4931	Taxes Assessed for County			1,363,134 ✓
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			14,782,068 ✓
4934	Taxes Assessed for State Educ.			2,879,977 ✓
4939	Payments to Other Governments			
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds				
		28,305,642	137,578	28,572,684

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4903	Removal of current year encumbrances of \$45,000
4903	Inclusion of prior year encumbrances of \$174,461

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.

HOLLIS	
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
TAXES			
3110	Property Taxes (commitment less overlay)		25,790,396
3120	Land Use Change Taxes - General Fund		
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		38
3185	Timber Taxes	5,000	69
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)	100	
3189	Other Taxes		12,272
3190	Interest & Penalties on Delinquent Taxes	86,000	87,384
	Inventory Penalties		
LICENSES, PERMITS & FEES			
3210	Business Licenses & Permits	25	25
3220	Motor Vehicle Permit Fees	1,375,000	1,464,219
3230	Building Permits	45,000	57,624
3290	Other Licenses, Permits & Fees	46,300	64,215
3311-3319	From Federal Government	257,500	264,632
GRANTS			
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	343,221	343,221
3353	Highway Block Grant	222,061	223,120
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	42	41
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	14	106,552
3379	From Other Governments		
CHARGES FOR SERVICES			
3401-3406	Income from Departments	170,750	227,351
3409	Other Charges	105,730	105,730
NET FINANCIAL REVENUES			
3501	Sale of Municipal Property	5,875	6,375
3502	Interest on Investments	10,500	11,457
3503-3509	Other	9,200	21,361
INTERFUND OPERATING TRANSFERS IN			
3912	From Special Revenue Funds	50,000	75,377
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	200	715
3917	Transfers from Conservation Fund		
OTHER FINANCIAL SOURCES			
3934	Proceeds from Long Term Bonds & Notes		
Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds			
		28,305,642	28,862,174

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		HOLLIS	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	8,717,270	6,804,788
b. Investments	1030	1,005,325	1,000,000
c. Restricted Assets			
d. Taxes receivable	1080	1,357,114	751,973 993,507
e. Tax liens receivable	1110		241,534
f. Accounts receivable	1150		
g. Due from other governments	1260	43,736	196,096
h. Due from other funds	1310	51,337	62,235
i. Other current assets	1400	8,833	34,757
j. Tax deeded property (subject to resale)	1670		23,546
		11,183,615	9,114,929
LIABILITIES			
a. Warrants and accounts payable	2020	469,267	388,831
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	51,904	
e. Due to school districts	2075	8,759,150	6,662,045
f. Due to other funds	2080		187
g. Deferred revenue	2220	900,056	692,659
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	162,606	241,085
		10,342,983	7,984,807
FUND BALANCES			
a. Nonspendable Fund Balance	2440		24,740
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	354,286	74,604
e. Unassigned Fund Balance	2530	486,346	1,030,778
		840,632	1,130,122
		11,183,615	9,114,929

MS 61
 ✓ 751,973
 241,534

✓

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	28,862,174		
	Less Expenditures From Page 4	28,572,684		
	Increase (decrease)	289490		
	Ending Fund Equity From Balance Sheet	1,130,122		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	840,632		
	Increase (decrease)	289490		
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075		Amount		
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	8,759,150		✓
	2. ADD: School district assessment for current year	17,662,045		✓
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	26,421,195		
	4. SUBTRACT: Payments made to school district	< 19,759,150 >		
	(To balance sheet Acct # 2075, column c)	To B/S	6,662,045	
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, line 2)	-	-	-
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
	Taxes	Liens	
	(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****

INSTRUCTIONS

INSTRUCTIONS FOR THE NEW MS-5 FINANCIAL REPORT OF THE TOWN OR CITY BUDGET	
The 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 21-J: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 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 later removed from this report for purposes of general fund balance sheet disclosure. NOTE: See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.
The governing body and preparer must sign in ink, date, and mail the report 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, special revenue, and capital project funds are to be netted out for this report, generally in acct.#4914 or #4912).
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, special revenue, and capital project funds are to be netted out for this report at the bottom of the column.
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.	
PAGE 10 Supplemental Schedule	
Provide schedule of revenues, expenditures, and balances of all revolving funds established under RSA 31:95-d.	

AS PREVIOUSLY CLASSIFIED IN PRIOR YEARS

a. Assigned (formerly reserve for encumbrances)	2440
b. Committed (formerly reserve for continuing appropriations)	2450
c. Restricted (formerly reserve for appropriations voted for CRF/ETF)	2460
d. Committed (formerly reserve for appropriations voted)	2460
e. Assigned (formerly reserve for special purposes)	2490
f. Unassigned (formerly unreserved fund balance)	2530

AS REQUIRED UNDER GASB 54

a. Nonspendable Fund Balance	2440
b. Restricted Fund Balance	2450
c. Committed Fund Balance	2460
d. Assigned Fund Balance	2490
e. Unassigned Fund Balance	2530

- = Non-cash items such as inventories or prepaid items.
- = Funds legally restricted, such as a grant or library funds.
- = Can only be used for a specific voted purpose, like a special warrant article.
- = Intended for specific purpose such as an encumbrance.
- = Spendable fund balance (formerly called unreserved or surplus)