

# 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:

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.

*Thomas Bready*  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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)  
*Corrette Associates*

Signature

Regular Office Hours  
*9am to 5pm Monday - Friday*

Email address  
*randy\_northrop@hotmail.com*

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JUN 18 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>				
show detail below				
4130-4139	Executive	48,000		45,680
4140-4149	Election, Reg. & Vital Statistics	15,000		12,098
4150-4151	Financial Administration	28,000		26,872
4152	Property Assessment	13,200		13,200
4153	Legal Expense	7,000		8,115
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	9,000		4,586
4194	General Government Buildings	14,000		50,038
4195	Cemeteries	15,000		11,687
4196	Insurance	36,000		34,508
4197	Advertising & Regional Assoc.			
4199	Other General Government	8,000		3,039
<b>PUBLIC SAFETY TOTAL =</b>				
show detail below				
4210-4214	Police	6,000		4,224
4215-4219	Ambulance	16,000		16,000
4220-4229	Fire	39,630		37,976
4240-4249	Building Inspection			
4290-4298	Emergency Management	500		299
4299	Other (Incl. Communications)	2,500		654
<b>AIRPORT/AVIATION CENTER TOTAL =</b>				
show detail below				
4301-4309	Airport Operations	756		756
<b>HIGHWAYS &amp; STREETS TOTAL =</b>				
show detail below				
4311	Administration			
4312	Highways & Streets	124,000		137,003
4313	Bridges	5,000		
4316	Street Lighting	6,000		5,283
4319	Other			
<b>SANITATION TOTAL =</b>				
show detail below				
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal	80,000		74,337
4325	Solid Waste Facility Clean-up	9,000		7,910
4326-4329	Sewage Coll. & Disposal & Other	1,000		
<i>Page Sub-Totals</i>		483,566	0	494,265

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>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	500		
4415-4419	Health Agencies & Hosp. & Other	14,000		13,367
<b>WELFARE -</b> show detail below				
4441-4442	Administration & Direct Assist.	5,000		1,407
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION -</b> show detail below				
4520-4529	Parks & Recreation	4,000		6,526
4550-4559	Library	16,000		10,943
4583	Patriotic Purposes	4,000		3,125
4589	Other Culture & Recreation	15,000		1,834
<b>CONSERVATION -</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	400		325
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE -</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	20,000		19,674
4721	Interest-Long Term Bonds & Notes	2,000		1,672
4723	Int. on Tax Anticipation Notes	4,000		2,242
4790-4799	Other Debt Service			
Page Sub-Totals		84,900	0	61,115

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			1,000
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	74,000		58,574
4916	To Expend. Trust Fund - not #4917	30,000		32,754
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	104,000	0	92,328
	<i>Total Local Expenditure Sub-Totals</i>	672,486	0	647,708
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County			606,393
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			1,120,912
4934	Taxes Assessed for State Educ.			308,670
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>672,486</b>	<b>0</b>	<b>2,683,683</b>

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

**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.

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

			Town of Jefferson	
			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)		2,254,231	
3120	Land Use Change Taxes - General Fund	5,836	8,936	
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	4,900	4,734	
3186	Payment in Lieu of Taxes	25,763	35,313	
3187	Excavation Tax (\$.02 cents per cu yd)	100	84	
3189	Other Taxes	15,100		
3190	Interest & Penalties on Delinquent Taxes	28,215	24,532	
	Inventory Penalties			
	<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	190,000	202,369	
3230	Building Permits	30	15	
3290	Other Licenses, Permits & Fees	3,000	3,129	
3311-3319	From Federal Government			
	<b>FROM STATE</b>			
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	49,465	49,465	
3353	Highway Block Grant	46,373	47,124	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement			
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	992	16,340	
3379	From Other Governments			
	<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	1,000	1,178	
3409	Other Charges	5,000	5,421	
	<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	19,200	19,600	
3502	Interest on Investments	2,000	2,098	
3503-3509	Other	10,000	68,774	
	<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			
3916	From Trust & Fiduciary Funds	17,618		
3917	Transfers from Conservation Fund			
	<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds				
		424,592	2,743,343	

General Fund Balance Sheet for Town/City of

Town of Jefferson

2011

or Optional Reporting Year = n/a

<b>A. ASSETS</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current assets</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Cash and equivalents	1010	485,249	526,784
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable	1080	378,331	417,847
e. Tax liens receivable	1110	6,650	12,840
f. Accounts receivable	1150		
g. Due from other governments	1260		
h. Due from other funds	1310		2,087
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>870,230</b>	<b>959,558</b>
<b>B. LIABILITIES AND FUND EQUITY</b>	<b>Acct. #</b>	<b>Beginning of Year</b>	<b>End of year</b>
<b>Current liabilities</b>	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
a. Warrants and accounts payable	2020	182	26
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	471,155	499,082
f. Due to other funds	2080	2,000	3,897
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>473,337</b>	<b>503,005</b>
<b>Fund equity</b>			
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	396,893	456,553
<b>TOTAL FUND EQUITY</b>		<b>396,893</b>	<b>456,553</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>870,230</b>	<b>959,558</b>

\*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	<b>RECONCILIATION</b> (to assist in balance sheet preparation)				
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>					
	Total Revenues From Page 5		2,743,343		
	Less Expenditures From Page 4		2,683,683		
	Increase (decrease)		59660		
	Ending Fund Equity From Balance Sheet		456,553		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		396,893		
	Increase (decrease)		59660		
<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)				471,155
	2. ADD: School district assessment for current year				1,429,582
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)				1,900,737
	4. SUBTRACT: Payments made to school district				< 1,401,655 >
					(To balance sheet Acct # 2075, column c)
					499,082
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>					
					Amount
	1. Short-term (TANS) debt at beginning of year	\$			-
	2. ADD: New issues during current year				478,742
	3. SUBTRACT: Issues retired during current year	<			478,742 >
	4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)				-
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>					

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) *	14,740	-	14,740
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	862	1,038	(1,900)
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)	13,878	(1,038)	12,840
<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 (From pgs 2-3 of tax collector's report) >	Acct. #1080	Acct. #1110	TOTALS
	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	359,083	58,764	417,847
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)	359,083	58,764	417,847

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



**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
2003 Fire Truck Note	\$ 172,000	General	Var	3%	Dec-13	\$ 60,779	\$ -	\$ (19,674)	\$ 41,105
<b>TOTAL</b>	<b>\$ 172,000</b>					<b>\$ 60,779</b>	<b>\$ -</b>	<b>\$ (19,674)</b>	<b>\$ 41,105</b>

Remarks