

# 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.

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

*[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) <i>Barbara L. Milkovits</i>	Signature <i>Barbara L. Milkovits</i>
Regular Office Hours <i>Tuesday-Thursday 11AM-3PM</i>	Email address <i>townofmason@myfairpoint.net</i>

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

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MUNICIPAL SERVICES

**MS-5** Financial Report of the Budget - Town/City of **Mason**  
 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	2,925		2,925
4140-4149	Election, Reg. & Vital Statistics	53,367		52,829
4150-4151	Financial Administration	77,447		75,159
4152	Property Assessment	3,700		2,820
4153	Legal Expense	7,500		5,752
4155-4159	Personnel Administration	200,298		184,436
4191-4193	Planning & Zoning	7,054		7,366
4194	General Government Buildings	49,442		51,664
4195	Cemeteries	13,540		11,618
4196	Insurance	26,325		25,546
4197	Advertising & Regional Assoc.	1,128		1,128
4199	Other General Government	1,046		5,846
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	280,276		286,301
4215-4219	Ambulance	10,513		10,513
4220-4229	Fire	51,188		48,794
4240-4249	Building Inspection	18,176		15,104
4290-4298	Emergency Management	100		100
4299	Other (Incl. Communications)	18,000		15,370
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations	N/A		
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration			
4312	Highways & Streets	546,834		521,110
4313	Bridges			
4316	Street Lighting	1,425		1,535
4319	Other			
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal			
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other	49,479		49,479
<b>Page Sub-Totals</b>		<b>1,419,763</b>	<b>0</b>	<b>1,375,395</b>

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	N/A		
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC -</b> show detail below				
4351-4352	Admin. and Generation	N/A		
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH -</b> show detail below				
4411	Administration	25		0
4414	Pest Control	1,000		1,047
4415-4419	Health Agencies & Hosp. & Other	1,500		1,500
<b>WELFARE -</b> show detail below				
4441-4442	Administration & Direct Assist.	1,000		500
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION -</b> show detail below				
4520-4529	Parks & Recreation	10,680		10,481
4550-4559	Library	49,245		47,555
4583	Patriotic Purposes	600		788
4589	Other Culture & Recreation			
<b>CONSERVATION -</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	2,000		8,170
4619	Other Conservation	1		0
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE -</b> show detail below				
4711	Princ.- Long Term Bonds & Notes	60,436		59,854
4721	Interest-Long Term Bonds & Notes	15,212		15,934
4723	Int. on Tax Anticipation Notes	10,000		9,353
4790-4799	Other Debt Service			
<b>Page Sub-Totals</b>		131,599	0	165,162

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	51,531		43,852
4903	Buildings			
4909	Improvements Other Than Bldgs.	62,000		12,000
<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	16,584		9,478
4916	To Expend.Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds	133		0
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>130,248</i>	<i>0</i>	<i>60,330</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>1,701,710</i>	<i>0</i>	<i>1,595,907</i>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County			178,991
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			2,088,975
4934	Taxes Assessed for State Educ.			397,327
4939	Payments to Other Governments			
<b>Less Proprietary Funds or Capital Project Funds</b>				
<b>GENERAL FUND</b>		<b>1,701,710</b>	<b>0</b>	<b>4,261,200</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.

			Mason	
			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)		3,878,251	
3120	Land Use Change Taxes - General Fund	8,000	8,000	
3121	Land Use Change Taxes - Conservation Fund		2,000	
3180	Resident Taxes			
3185	Timber Taxes	17,500	26,092	
3186	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)			
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	25,000	35,343	
	Inventory Penalties			
<b>LICENSES, PERMITS &amp; FEES</b>				
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	232,261	226,686	
3230	Building Permits	1,500	2,009	
3290	Other Licenses, Permits & Fees	6,000	7,008	
3311-3319	From Federal Government	0	2,167	
<b>FROM STATE</b>				
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	61,742	61,742	
3353	Highway Block Grant	76,404	76,404	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	640	640	
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	4,100	2,184	
3379	From Other Governments			
<b>CHARGES FOR SERVICES</b>				
3401-3406	Income from Departments	600	2,646	
3409	Other Charges			
<b>MISCELLANEOUS REVENUES</b>				
3501	Sale of Municipal Property			
3502	Interest on Investments	750	863	
3503-3509	Other	7,990	18,486	
<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	7,584	7,584	
3916	From Trust & Fiduciary Funds			
3917	Transfers from Conservation Fund	12,000	14,688	
<b>OTHER FINANCING SOURCES</b>				
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds				
		462,071	4,372,793	

**General Fund Balance Sheet for Town/City of Mason 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	774,043	962,701
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable	1080	309,929	271,758
e. Tax liens receivable	1110	99,516	111,110
f. Accounts receivable	1150		
g. Due from other governments	1260		
h. Due from other funds	1310		
i. Other current assets	1400	(1,962)	
j. Tax deeded property (subject to resale)	1670	37,173	40,822
<b>TOTAL ASSETS</b>		<b>1,218,699</b>	<b>1,386,391</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	5	(23)
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	896,240	959,135
f. Due to other funds	2080		
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	6,768	
<b>TOTAL CURRENT LIABILITIES</b>		<b>903,013</b>	<b>959,112</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	315,686	427,279
<b>TOTAL FUND EQUITY</b>		<b>315,686</b>	<b>427,279</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,218,699</b>	<b>1,386,391</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-6	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5		4,372,793	
	Less Expenditures From Page 4		4,261,200	
	Increase (decrease)		111,593	
	Ending Fund Equity From Balance Sheet		427,279	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		315,686	
	Increase (decrease)		111,593	
<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)			896,240
	2. ADD: School district assessment for current year			2,486,302
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			3,382,542
	4. SUBTRACT: Payments made to school district			< 2,423,407 >
	(To balance sheet Acct # 2075, column c)			959,135
<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			580,000
	3. SUBTRACT: Issues retired during current year	<		580,000 >
	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	Year 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	
(From pgs 2-3 of tax collector's report) >	(a)	(b)	(c)
1. Uncollected, end of year	271,758	111,110	382,868
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)	271,758	111,110	382,868

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



