

Crane + Bell

WRB \$ 311,332

PDF 10/25/12

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)

Date Signed:

[Handwritten Signature]

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) Crane & Bell, PLLC	Signature <i>Crane & Bell, PLLC</i>
Regular Office Hours Monday through Friday 8:00am to 4:30pm	Email address kendra.bell@craneandbellcpas.com

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OCT 19 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
GENERAL GOVERNMENT TOTAL = show detail below				
4130-4139	Executive	45,000		39,872
4140-4149	Election, Reg. & Vital Statistics	56,000		48,384
4150-4151	Financial Administration	16,000		16,414
4152	Property Assessment	10,000		7,569
4153	Legal Expense	5,000		3,211
4155-4159	Personnel Administration	16,000		13,938
4191-4193	Planning & Zoning	7,000		5,577
4194	General Government Buildings	42,000		34,255
4195	Cemeteries	17,500		15,308
4196	Insurance	7,000		6,904
4197	Advertising & Regional Assoc.	3,000		2,404
4199	Other General Government			
PUBLIC SAFETY TOTAL = show detail below				
4210-4214	Police	47,000		49,719
4215-4219	Ambulance	11,000		19,188
4220-4229	Fire	44,500	(17,000)	24,567
4240-4249	Building Inspection	2,000		1,843
4290-4298	Emergency Management	15,000		7,138
4299	Other (Incl. Communications)	4,000		
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations			
HIGHWAYS & STREETS TOTAL = show detail below				
4311	Administration			
4312	Highways & Streets	277,890	(111,400)	145,803
4313	Bridges	15,000		
4316	Street Lighting	6,000		5,718
4319	Other			
SANITATION TOTAL = show detail below				
4321	Administration			
4323	Solid Waste Collection	97,150		96,982
4324	Solid Waste Disposal	53,000		47,355
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<i>Page Sub-Totals</i>		797,040	(128,400)	592,149

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4220	Reclassify the repayment of long term debt to 4711
4312	Reclassify \$11,400 to 4902 for the purchase of a new sander
4312	Reclassify \$100,000 to 4909 for the complete renovation of a portion of Town owned road

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
WATER DISTRIBUTION & TREATMENT = show detail below				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
ELECTRIC = show detail below				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
HEALTH = show detail below				
4411	Administration	700		625
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other			
WELFARE = show detail below				
4441-4442	Administration & Direct Assist.	5,000		2,763
4444	Intergovernmental Welfare Pymts	3,000		2,600
4445-4449	Vendor Payments & Other			
CULTURE & RECREATION = show detail below				
4520-4529	Parks & Recreation	13,000		9,961
4550-4559	Library	12,833		16,152
4583	Patriotic Purposes	500		395
4589	Other Culture & Recreation			1,213
CONSERVATION = show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	6,000		600
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
DEBT SERVICE = show detail below				
4711	Princ.- Long Term Bonds & Notes		17,000	21,150
4721	Interest-Long Term Bonds & Notes			1,276
4723	Int. on Tax Anticipation Notes	4,000		
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		45,033	17,000	56,735

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4711	Reclassify from 4220 for the repayment of long term debt

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		11,400	22,735
4903	Buildings			
4909	Improvements Other Than Bldgs.		100,000	100,000
OPERATING TRANSFERS OUT show detail below				
4912	To Special Revenue Fund			35,233
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			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	50,000	111,400	207,968
	<i>Total Local Expenditure Sub-Totals</i>	892,073	0	856,852
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County		500,171	500,171
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.		1,071,345	1,071,345
4934	Taxes Assessed for State Educ.		236,811	236,811
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				58,075
TOTAL GENERAL FUND EXPENDITURES		892,073	1,808,327	2,607,104

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4902	Reclassify from 4312 the purchase of a new sander
4909	Reclassify from 4312 the complete renovation of a portion of a Town owned road

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.

			Milan	
			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)	2,101,487	2,125,821	
3120	Land Use Change Taxes - General Fund	8,450	8,450	
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	27,451	29,692	
3186	Payment in Lieu of Taxes	10,400	10,291	
3187	Excavation Tax (\$.02 cents per cu yd)	710	711	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	31,000	34,812	
	Inventory Penalties			
	LICENSES, PERMITS & FEES			
3210	Business Licenses & Permits		465	
3220	Motor Vehicle Permit Fees	240,670	232,291	
3230	Building Permits			
3290	Other Licenses, Permits & Fees	2,700	6,485	
3311-3319	From Federal Government		14,229	
	FROM STATE			
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	59,733	59,733	
3353	Highway Block Grant	42,891	41,743	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement			
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	108	108	
3379	From Other Governments	22,000	27,500	
	CHARGES FOR SERVICES			
3401-3406	Income from Departments	5,200	4,944	
3409	Other Charges		3,720	
	MISCELLANEOUS REVENUES			
3501	Sale of Municipal Property		100	
3502	Interest on Investments	100	269	
3503-3509	Other		2,811	
	INTERFUND OPERATING TRANSFERS IN			
3912	From Special Revenue Funds		73,833	
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds		11,400	
3916	From Trust & Fiduciary Funds		197	
3917	Transfers from Conservation Fund			
	OTHER FINANCING SOURCES			
3934	Proceeds from Long Term Bonds & Notes			
	Less Proprietary Funds or Capital Project Funds		83,060	
	TOTAL GENERAL FUND REVENUE	2,552,900	2,606,545	

General Fund Balance Sheet for Town/City of Milan 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	89,380	165,184
b. Investments	1030	221,119	394,764
c. Restricted Assets		148,821	
d. Taxes receivable	1080	102,687	187,217
e. Tax liens receivable	1110		88,655
f. Accounts receivable	1150		
g. Due from other governments	1260		
h. Due from other funds	1310	3,148	6,887
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670	9,065	9,628
TOTAL ASSETS		574,220	852,335
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	13,034	19,756
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	236,204	508,156
f. Due to other funds	2080		
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
TOTAL CURRENT LIABILITIES		249,238	527,912
Fund equity *			
a. Nonspendable Fund Balance	2440	9,065	9,628
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460	3,461	3,463
d. Assigned Fund Balance	2490		
e. Unassigned Fund Balance	2530	312,456	311,332
TOTAL FUND EQUITY		324,982	324,423
3. TOTAL LIABILITIES AND FUND EQUITY		574,220	852,335

Close to TR 102 = close FMS b1

JP 10/24/10

*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 <i>(to assist in balance sheet preparation)</i>				
A. GENERAL FUND BALANCE SHEET RECONCILIATION					
	Total Revenues From Page 5		2,606,545		
	Less Expenditures From Page 4		2,607,104		
	Increase (decrease)		(559)		
	Ending Fund Equity From Balance Sheet		324,423		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		324,982		
	Increase (decrease)		(559)		
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075			Amount		
	1. School district liability at beg. of year <i>(From balance sheet Acct # 2075, column b)</i>		236,204		
	2. ADD: School district assessment for current year		1,308,156		
	3. TOTAL LIABILITY WITHIN CURRENT YEAR <i>(Sum of lines 1 and 2)</i>		1,544,360		
	4. SUBTRACT: Payments made to school district		< 1,036,204 >		
	<i>(To balance sheet Acct # 2075, column c)</i>		508,156		
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 <i>(Lines 1 + 2 - 3)</i> <i>(To balance sheet in Acct # 2230, column c)</i>		-		
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, line2)	-	-	-
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****

