

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.

[Handwritten signatures]

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)
Randall Northrop / Corrette & Associates

Signature *[Handwritten Signature]*

Regular Office Hours
8-5 Monday - Friday

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RECEIVED

JUL 02 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	24,750		25,384
4140-4149	Election, Reg. & Vital Statistics	27,880		23,600
4150-4151	Financial Administration	47,265		44,410
4152	Property Assessment	4,000		3,999
4153	Legal Expense	45,000		3,325
4155-4159	Personnel Administration	35,000		22,659
4191-4193	Planning & Zoning	2,120		375
4194	General Government Buildings	45,450		42,747
4195	Cemeteries	11,163		9,908
4196	Insurance	22,000		18,783
4197	Advertising & Regional Assoc.	4,380		4,379
4199	Other General Government	9,150		18,835
PUBLIC SAFETY TOTAL = show detail below				
4210-4214	Police	13,800		10,875
4215-4219	Ambulance	10,540		10,538
4220-4229	Fire	35,600		37,020
4240-4249	Building Inspection			
4290-4298	Emergency Management			
4299	Other (Incl. Communications)			
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations			
HIGHWAYS & STREETS TOTAL = show detail below				
4311	Administration			
4312	Highways & Streets	261,031		300,450
4313	Bridges			
4316	Street Lighting	17,000		14,744
4319	Other			
SANITATION TOTAL = show detail below				
4321	Administration			
4323	Solid Waste Collection	34,000		28,244
4324	Solid Waste Disposal	55,000		41,372
4325	Solid Waste Facility Clean-up	13,700		52
4326-4329	Sewage Coll. & Disposal & Other			20,128
Page Sub-Totals		778,829	0	881,827

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
WATER DISTRIBUTION & TREATMENT - show detail below				
4331	Administration			
4332	Water Services	100		50
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			750
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other	6,597		5,907
WELFARE - show detail below				
4441-4442	Administration & Direct Assist.	7,500		1,351
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
CULTURE & RECREATION - show detail below				
4520-4529	Parks & Recreation	15,810		13,629
4550-4559	Library	40,860		33,767
4583	Patriotic Purposes	1,000		763
4589	Other Culture & Recreation			
CONSERVATION - show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			2,000
DEBT SERVICE - show detail below				
4711	Princ.- Long Term Bonds & Notes			
4721	Interest-Long Term Bonds & Notes			
4723	Int. on Tax Anticipation Notes			
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		71,667	0	58,217

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			
4903	Buildings			
4909	Improvements Other Than Bldgs.			
OPERATING TRANSFERS OUT show detail below				
4912	To Special Revenue Fund			1,250
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	113,040		129,040.
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds	17,250		
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	130,290	0	130,290
	<i>Total Local Expenditure Sub-Totals</i>	920,986	0	870,334
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County			295,122
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			2,018,781
4934	Taxes Assessed for State Educ.			207,691
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
TOTAL GENERAL FUND EXPENDITURES		920,986	0	3,391,928

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/City Name

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)		3,163,249
3120	Land Use Change Taxes - General Fund	1,000	2,445
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	4,300	4,235
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)		
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	5,000	6,722
	Inventory Penalties		
	LICENSES, PERMITS & FEES		
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	140,000	156,578
3230	Building Permits		
3290	Other Licenses, Permits & Fees	1,500	7,227
3311-3319	From Federal Government		
	FROM STATE		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	35,179	35,179
3353	Highway Block Grant	34,343	34,343
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		
3379	From Other Governments		
	CHARGES FOR SERVICES		
3401-3406	Income from Departments	700	
3409	Other Charges		
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property	2,400	1,955
3502	Interest on Investments	550	928
3503-3509	Other	9,526	18,906
	INTERFUND OPERATING TRANSFERS IN		
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		
3917	Transfers from Conservation Fund		
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes	245,968	
	Less Proprietary Funds or Capital Project Funds		
		480,466	3,431,767

General Fund Balance Sheet for Town/City of

Town/City Name

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	86,193	1,674,110
b. Investments	1030	900,611	
c. Restricted Assets			
d. Taxes receivable	1080	40,947	46,210
e. Tax liens receivable	1110	17,441	12,573
f. Accounts receivable	1150	1,803	
g. Due from other governments	1260		
h. Due from other funds	1310		
i. Other current assets	1400	13,988	13,398
j. Tax deeded property (subject to resale)	1670		
TOTAL ASSETS		1,060,983	1,746,291
B. LIABILITIES AND FUND EQUITY	Acct #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020		921
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	383,099	1,027,647
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		383,099	1,028,568
Fund equity			
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	677,884	717,723
TOTAL FUND EQUITY		677,884	717,723
TOTAL LIABILITIES AND FUND EQUITY		1,060,983	1,746,291

Note: GASB 34 compliant, and 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 (to assist in balance sheet preparation)						
A. GENERAL FUND BALANCE SHEET RECONCILIATION							
	Total Revenues From Page 5		3,431,767				
	Less Expenditures From Page 4		3,391,928				
	Increase (decrease)		39839				
	Ending Fund Equity From Balance Sheet		717,723			These cells should be equal	
	Less Beginning Fund Equity From Balance Sheet		677,884				
	Increase (decrease)		39839				
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075							
						Amount	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)					383,099	
	2. ADD: School district assessment for current year					2,226,472	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)					2,609,571	
	4. SUBTRACT: Payments made to school district					< 1,581,924 >	
		(To balance sheet Acct # 2075, column c)				1,027,647	
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) *	17,209	-	17,209
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	590		(590)
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)	16,619	-	16,619
<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 Taxes	Acct. #1110 Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	46,210	12,573	58,783
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)	46,210	12,573	58,783

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

Reporting Year = 2011 Op FY Reporting Year = n/a

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

Description (e)	Original obligation (b)	Purpose (c)	Annual installment (d)	Interest rate (e)	Date of final payment (f)	Bonds o/s at beginning of year (g)	Bonds issued this year (h)	Bonds retired this year (i)	Bonds o/s at end of year (j)
	\$		\$			\$	\$	\$	\$
TOTAL									

Remarks