

CPA: Crane & Bell  
Audit

PDF 10/10/12

UEB \$286,204

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:

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.

Sgt. J. Ellis  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

|  |   |
|--|---|
| <b>PREPARER</b>  |   |
| 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)<br>Crane & Bell, PLLC  | Signature<br><u>Crane &amp; Bell, PLLC</u>        |
| Regular Office Hours<br>Monday through Friday 8:00 am to 4:30 pm   | Email address<br>kendra.bell@craneandbellcpas.com |

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**RECEIVED**  
SEP 20 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<br>Final MS-2 | Other Authorizations*<br>Explain Below | Actual Expenditures |
| <b>GENERAL GOVERNMENT TOTAL =</b>      |                                   |                                    |  |                     |
| show detail below                      |                                   |                                    |  |                     |
| 4130-4139                              | Executive                         | 70,000                             |  | 65,294              |
| 4140-4149                              | Election, Reg. & Vital Statistics | 25,800                             |  | 22,337              |
| 4150-4151                              | Financial Administration          | 48,500                             |  | 43,457              |
| 4152                                   | Property Assessment               | 41,000                             |  | 34,546              |
| 4153                                   | Legal Expense                     | 6,400                              |  | 1,780               |
| 4155-4159                              | Personnel Administration          | 47,000                             |  | 52,435              |
| 4191-4193                              | Planning & Zoning                 |                                    |  |                     |
| 4194                                   | General Government Buildings      | 20,500                             |  | 23,314              |
| 4195                                   | Cemeteries                        | 16,000                             |  | 12,286              |
| 4196                                   | Insurance                         | 34,860                             |  | 34,057              |
| 4197                                   | Advertising & Regional Assoc.     | 1,750                              |  | 1,750               |
| 4199                                   | Other General Government          | 1,000                              |  | 3,355               |
| <b>PUBLIC SAFETY TOTAL =</b>           |                                   |                                    |  |                     |
| show detail below                      |                                   |                                    |  |                     |
| 4210-4214                              | Police                            | 106,700                            |  | 146,593             |
| 4215-4219                              | Ambulance                         | 41,876                             |  | 41,876              |
| 4220-4229                              | Fire                              | 62,500                             |  | 105,875             |
| 4240-4249                              | Building Inspection               |                                    |  |                     |
| 4290-4298                              | Emergency Management              | 500                                |  | 250                 |
| 4299                                   | Other (Incl. Communications)      | 32,500                             |  | 35,647              |
| <b>AIRPORT/AVIATION CENTER TOTAL =</b> |                                   |                                    |  |                     |
| show detail below                      |                                   |                                    |  |                     |
| 4301-4309                              | Airport Operations                |                                    |  |                     |
| <b>HIGHWAYS &amp; STREETS TOTAL =</b>  |                                   |                                    |  |                     |
| show detail below                      |                                   |                                    |  |                     |
| 4311                                   | Administration                    |                                    |  |                     |
| 4312                                   | Highways & Streets                | 282,000                            | (27,183)                               | 359,418             |
| 4313                                   | Bridges                           | 66,841                             |  |                     |
| 4316                                   | Street Lighting                   | 12,500                             |  | 12,565              |
| 4319                                   | Other                             |                                    |  |                     |
| <b>SANITATION TOTAL =</b>              |                                   |                                    |  |                     |
| show detail below                      |                                   |                                    |  |                     |
| 4321                                   | Administration                    |                                    |  |                     |
| 4323                                   | Solid Waste Collection            |                                    |  |                     |
| 4324                                   | Solid Waste Disposal              | 109,165                            |  | 100,751             |
| 4325                                   | Solid Waste Facility Clean-up     |                                    |  |                     |
| 4326-4329                              | Sewage Coll. & Disposal & Other   | 51,450                             |  | 112,262             |
| <b>Page Sub-Totals</b>                 |                                   | <b>1,076,642</b>                   | <b>(27,183)</b>                        | <b>1,209,649</b>    |

| Acct. # | Explanation for "Other Authorizations" (Column 4)<br>(Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers) |
|---------|---|
|         | The MS-2 balance for highway and streets included the grader lease payment. It was removed from 4312 and reclassified to 4711 and 4721.                                   |
|         |   |
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| 1  | 2                                 | 3                                  | 4                                      | 5                   |
|--|-----------------------------------|------------------------------------|--|---------------------|
| Acct. #  | EXPENDITURE                       | Voted Appropriations<br>Final MS-2 | Other Authorizations*<br>Explain Below | Actual Expenditures |
| <b>WATER DISTRIBUTION &amp; TREATMENT =</b><br>show detail below |                                   |                                    |  |                     |
| 4331   | Administration                    |                                    |  |                     |
| 4332   | Water Services                    | 17,400                             |  | 9,464               |
| 4335-4339  | Water Treatment, Conserv. & Other |                                    |  |                     |
| <b>ELECTRIC =</b><br>show detail below                           |                                   |                                    |  |                     |
| 4351-4352  | Admin. and Generation             |                                    |  |                     |
| 4353   | Purchase Costs                    |                                    |  |                     |
| 4354   | Electric Equipment Maintenance    |                                    |  |                     |
| 4359   | Other Electric Costs              |                                    |  |                     |
| <b>HEALTH =</b><br>show detail below                             |                                   |                                    |  |                     |
| 4411   | Administration                    | 300                                | (300)                                  |                     |
| 4414   | Pest Control                      |                                    |  |                     |
| 4415-4419  | Health Agencies & Hosp. & Other   | 7,400                              | 300                                    | 7,700               |
| <b>WELFARE =</b><br>show detail below                            |                                   |                                    |  |                     |
| 4441-4442  | Administration & Direct Assist.   | 10,000                             | (10,000)                               |                     |
| 4444   | Intergovernmental Welfare Pymts   |                                    | 13,600                                 | 4,151               |
| 4445-4449  | Vendor Payments & Other           | 3,600                              | (3,600)                                |                     |
| <b>CULTURE &amp; RECREATION =</b><br>show detail below           |                                   |                                    |  |                     |
| 4520-4529  | Parks & Recreation                | 18,800                             |  | 21,031              |
| 4550-4559  | Library                           | 3,000                              |  | 3,001               |
| 4583   | Patriotic Purposes                | 3,000                              | (3,000)                                |                     |
| 4589   | Other Culture & Recreation        | 4,000                              |  | 3,909               |
| <b>CONSERVATION =</b><br>show detail below                       |                                   |                                    |  |                     |
| 4611-4612  | Admin. & Purch. of Nat. Resources |                                    |  |                     |
| 4619   | Other Conservation                |                                    |  |                     |
| 4631-4632  | Redevelopment and Housing         |                                    |  |                     |
| 4651-4659  | Economic Development              |                                    |  |                     |
| <b>DEBT SERVICE =</b><br>show detail below                       |                                   |                                    |  |                     |
| 4711   | Princ.- Long Term Bonds & Notes   |                                    | 25,019                                 | 25,019              |
| 4721   | Interest-Long Term Bonds & Notes  |                                    | 2,164                                  | 2,164               |
| 4723   | Int. on Tax Anticipation Notes    | 1                                  |  |                     |
| 4790-4799  | Other Debt Service                |                                    |  |                     |
| <b>Page Sub-Totals</b>   |                                   | <b>67,601</b>                      | <b>24,183</b>                          | <b>76,439</b>       |

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

Financial Report of the Budget - Town/City of **Pittsburg**

Reporting Year = **2011**

OP FY Reporting Year = *n/a*

| 1  | 2                                | 3                                  | 4                                      | 5                   |
|--|----------------------------------|------------------------------------|--|---------------------|
| Acct. #  | EXPENDITURE                      | Voted Appropriations<br>Final MS-2 | Other Authorizations*<br>Explain Below | Actual Expenditures |
| <b>CAPITAL OUTLAY</b><br><i>show detail below</i>          |                                  |                                    |  |                     |
| 4901   | Land                             |                                    |  |                     |
| 4902   | Machinery, Vehicles & Equipment  | 23,295                             |  | 30,295              |
| 4903   | Buldings                         |                                    |  |                     |
| 4909   | Improvements Other Than Bldgs.   |                                    |  |                     |
| <b>OPERATING TRANSFERS OUT</b><br><i>show detail below</i> |                                  |                                    |  |                     |
| 4912   | To Special Revenue Fund          |                                    | 3,000                                  | 26,000              |
| 4913   | To Capital Projects Fund         |                                    |  |                     |
| 4914   | To Enterprise Fund               |                                    |  |                     |
|  | - Sewer                          |                                    |  |                     |
|  | - Water                          |                                    |  |                     |
|  | - Electric                       |                                    |  |                     |
|  | - Airport                        |                                    |  |                     |
| 4915   | To Capital Reserve Fund          | 75,000                             |  | 75,000              |
| 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>                                     |                                  | 98,295                             | 3,000                                  | 131,295             |
| <i>Total Local Expenditure Sub-Totals</i>                  |                                  | 1,244,638                          | 0                                      | 1,417,582           |
| <b>PAYMENTS TO OTHER GOVERNMENTS</b>                       |                                  |                                    |  |                     |
| 4931   | Taxes Assessed for County        |                                    | 1,218,929                              | 1,218,929           |
| 4932   | Taxes Assessed for Village Dist. |                                    |  |                     |
| 4933   | Taxes Assessed for Local Educ.   |                                    | 1,608,822                              | 1,608,822           |
| 4934   | Taxes Assessed for State Educ.   |                                    | 636,641                                | 636,641             |
| 4939   | Payments to Other Governments    |                                    |  |                     |
| Less Proprietary Funds or Capital Project Funds            |                                  |                                    |  | 144,727             |
|  |                                  | <b>1,244,638</b>                   | <b>3,464,392</b>                       | <b>4,737,247</b>    |

| Acct. # | Explanation for "Other Authorizations" (Column 4)<br>(Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)               |
|---------|---|
|         | Transfer of \$3,000 to special revenue fund, Old Home Day was reported under patriotic purposes when it should be classified as transfer to special revenue fund, in the budget column. |
|         |   |
|         |   |
|         |   |
|         |   |

**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.

|   |   |  | Pittsburg       |                      |
|---|---|--|-----------------|----------------------|
|   |   |  | 2011            | Reporting Year       |
|   |   |  | n/a             | Op FY Reporting Year |
| 1   | 2   | 3  | 4               |                      |
| Acct. #   | SOURCE OF REVENUE                         | Estimated Revenues<br>Used to Set Tax Rate | Actual Revenues |                      |
| <b>TAXES</b>                                    |   |  |                 |                      |
| 3110  | Property Taxes (commitment less overlay)  | 3,915,839                                  | 3,953,718       |                      |
| 3120  | Land Use Change Taxes - General Fund      | 10,000                                     | 13,800          |                      |
| 3121  | Land Use Change Taxes - Conservation Fund |  |                 |                      |
| 3180  | Resident Taxes                            |  |                 |                      |
| 3185  | Timber Taxes                              | 101,170                                    | 107,255         |                      |
| 3186  | Payment in Lieu of Taxes                  | 60,562                                     | 60,714          |                      |
| 3187  | Excavation Tax (\$.02 cents per cu yd)    | 579  | 579             |                      |
| 3189  | Other Taxes                               |  |                 |                      |
| 3190  | Interest & Penalties on Delinquent Taxes  | 55,000                                     | 56,561          |                      |
|   | Inventory Penalties                       |  |                 |                      |
| <b>LICENSES, PERMITS &amp; FEES</b>             |   |  |                 |                      |
| 3210  | Business Licenses & Permits               |  |                 |                      |
| 3220  | Motor Vehicle Permit Fees                 | 198,000                                    | 203,844         |                      |
| 3230  | Building Permits                          |  |                 |                      |
| 3290  | Other Licenses, Permits & Fees            | 7,000                                      | 7,075           |                      |
| 3311-3319                                       | From Federal Government                   |  |                 |                      |
| <b>FROM STATE</b>                               |   |  |                 |                      |
| 3351  | Shared Revenues                           |  |                 |                      |
| 3352  | Meals & Rooms Tax Distribution            | 38,795                                     | 38,795          |                      |
| 3353  | Highway Block Grant                       | 64,017                                     | 65,053          |                      |
| 3354  | Water Pollution Grant                     |  |                 |                      |
| 3355  | Housing & Community Development           |  |                 |                      |
| 3356  | State & Federal Forest Land Reimbursement | 1,181                                      | 1,181           |                      |
| 3357  | Flood Control Reimbursement               |  |                 |                      |
| 3359  | Other (Including Railroad Tax)            |  |                 |                      |
| 3379  | From Other Governments                    |  | 72,547          |                      |
| <b>CHARGES FOR SERVICES</b>                     |   |  |                 |                      |
| 3401-3406                                       | Income from Departments                   | 25,000                                     | 16,177          |                      |
| 3409  | Other Charges                             | 25,000                                     | 30,175          |                      |
| <b>MISCELLANEOUS REVENUES</b>                   |   |  |                 |                      |
| 3501  | Sale of Municipal Property                |  | 4,575           |                      |
| 3502  | Interest on Investments                   | 500  | 2,802           |                      |
| 3503-3509                                       | Other                                     |  | 6,172           |                      |
| <b>INTERFUND OPERATING TRANSFERS IN</b>         |   |  |                 |                      |
| 3912  | From Special Revenue Funds                | 3,295                                      | 78,000          |                      |
| 3913  | From Capital Projects Funds               |  |                 |                      |
| 3914  | From Enterprise Funds                     | 51,450                                     |                 |                      |
|   | Sewer - (Offset)                          |  | 39,216          |                      |
|   | Water - (Offset)                          |  | 15,338          |                      |
|   | Electric - (Offset)                       |  |                 |                      |
|   | Airport - (Offset)                        |  |                 |                      |
| 3915  | From Capital Reserve Funds                | 20,000                                     | 20,000          |                      |
| 3916  | From Trust & Fiduciary Funds              | 26,642                                     | 26,642          |                      |
| 3917  | Transfers from Conservation Fund          |  |                 |                      |
| <b>OTHER FINANCING SOURCES</b>                  |   |  |                 |                      |
| 3934  | Proceeds from Long Term Bonds & Notes     |  |                 |                      |
| Less Proprietary Funds or Capital Project Funds |   |  | 132,777         |                      |
|   |   |  | 4,604,030       | 4,687,442            |

| General Fund Balance Sheet for Town/City of <span style="float: right;">Pittsburg</span> <span style="float: right;">2011</span> |         |                   |             |
|--|---------|-------------------|-------------|
| 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    | 307,740           | 206,347     |
| b. Investments   | 1030    | 752,962           | 830,036     |
| c. Restricted Assets   |         |                   |             |
| d. Taxes receivable  | 1080    | 330,996           | 367,934     |
| e. Tax liens receivable  | 1110    | 157,228           | 201,746     |
| f. Accounts receivable   | 1150    | 250               | 3,155       |
| g. Due from other governments  | 1260    | 1,312             | 2,247       |
| h. Due from other funds  | 1310    |                   |             |
| i. Other current assets  | 1400    |                   |             |
| j. Tax deeded property (subject to resale)   | 1670    | 6,258             | 4,333       |
|  |         | 1,556,746         | 1,615,798   |
|  |         |                   |             |
| a. Warrants and accounts payable   | 2020    | 17,821            | 18,094      |
| b. Compensated absences payable  | 2030    |                   |             |
| c. Contracts payable   | 2050    |                   |             |
| d. Due to other governments  | 2070    | 225               | 246         |
| e. Due to school districts   | 2075    | 1,089,850         | 1,195,463   |
| f. Due to other funds  | 2080    | 575               | 2,949       |
| g. Deferred revenue  | 2220    | 10,205            | 10,781      |
| h. Notes payable - Current   | 2230    |                   |             |
| i. Bonds payable - Current   | 2250    |                   |             |
| j. Other payables  | 2270    |                   |             |
|  |         | 1,118,676         | 1,227,533   |
|  |         |                   |             |
| a. Nonspendable Fund Balance   | 2440    | 6,258             | 4,333       |
| b. Restricted Fund Balance   | 2450    | 155,371           | 95,518      |
| c. Committed Fund Balance  | 2460    |                   |             |
| d. Assigned Fund Balance   | 2490    | 1,610             | 2,210       |
| e. Unassigned Fund Balance   | 2530    | 274,831           | 286,204     |
|  |         | 438,070           | 388,265     |
|  |         | 1,556,746         | 1,615,798   |

*close to TR p.19 = MS.61*

*Spalla 10/11/12*

*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.

|  |   |    |               |                             |
|--|---|----|---------------|-----------------------------|
| <b>MS-5</b>  | <b>RECONCILIATION</b> <i>(to assist in balance sheet preparation)</i>   |    |               |                             |
| <b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>                                    |   |    |               |                             |
|  | Total Revenues From Page 5  |    | 4,687,442     |                             |
|  | Less Expenditures From Page 4   |    | 4,737,247     |                             |
|  | Increase (decrease)   |    | (49805)       |                             |
|  | Ending Fund Equity From Balance Sheet   |    | 388,265       | These cells should be equal |
|  | Less Beginning Fund Equity From Balance Sheet   |    | 438,070       |                             |
|  | Increase (decrease)   |    | (49805)       |                             |
| <b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075</b>                      |   |    | <b>Amount</b> |                             |
|  | 1. School district liability at beg. of year <i>(From balance sheet Acct # 2075, column b)</i>                            |    | 1,089,850     |                             |
|  | 2. ADD: School district assessment for current year   |    | 2,245,463     |                             |
|  | 3. TOTAL LIABILITY WITHIN CURRENT YEAR <i>(Sum of lines 1 and 2)</i>  |    | 3,335,313     |                             |
|  | 4. SUBTRACT: Payments made to school district   |    | < 2,139,850 > |                             |
|  | <i>(To balance sheet Acct # 2075, column c)</i>   |    | 1,195,463     |                             |
| <b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>                                     |   |    | <b>Amount</b> |                             |
|  | 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) (To balance sheet in Acct # 2230, column c)</i> |    | -             |                             |
| <b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b> |   |    |               |                             |

**MS-5 OPTIONAL RECONCILIATION** (to assist in balance sheet preparation)

| <b>A. USE OF OVERLAY &amp; ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS</b>   | 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>B. TAXES/LIENS RECEIVABLE WORKSHEET</b>   | Acct. #1080         | Acct. #1110    | TOTALS |
| <i>(From pgs 2-3 of tax collector's report) &gt;</i>   | Taxes               | Liens          | TOTALS |
|  | (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\*\***







272 Main Street  
Lancaster, NH 03584  
Call 603.788.4928  
Fax 603.788.9830  
craneandbellcpas.com

## ACCOUNTANTS' COMPILATION REPORT

To the Board of Selectmen,  
Town of Pittsburg:

We have compiled the balance sheet of Town of Pittsburg as of December 31, 2011, and the related statement of revenues, expenditures, and fund balance for the year then ended, included in the accompanying form MS-5. We have not audited or reviewed the accompanying financial statements included in the accompanying form MS-5 and, accordingly, do not express an opinion or provide any assurance about whether the information contained therein is in accordance with the form prescribed by the New Hampshire Department of Revenue Administration.

Management is responsible for the preparation and fair presentation of the financial statements included in the form prescribed by New Hampshire Department of Revenue Administration and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of form MS-5.

Our responsibility is to conduct the compilation in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The financial information included in the accompanying prescribed form is presented in accordance with the requirements of the New Hampshire Department of Administration, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the New Hampshire Department of Administration and is not intended to be and should not be used by anyone other than this specified party.

*Crane & Bell, PLLC*

September 11, 2012

RECEIVED

SEP 20 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES