

PDF 9/28/12 uFB-244,233
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9/27/12

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.

Marc J. Falouty
James J. Deering
Patricia M. Feltham

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) Chester Bowles	Signature <i>CS Bowles</i>
Regular Office Hours By appointment	Email address Sharon03458@gmail.com

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APR 10 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				
4130-4139	Executive	20,000		19,311
4140-4149	Election, Reg. & Vital Statistics	10,200		10,782
4150-4151	Financial Administration	30,400		28,580
4152	Property Assessment			
4153	Legal Expense	8,000		12,282
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	10,000		2,862
4194	General Government Buildings	4,000		906
4195	Cemeteries	1,100		1,165
4196	Insurance	4,000		4,083
4197	Advertising & Regional Assoc.			
4199	Other General Government			
PUBLIC SAFETY TOTAL				
4210-4214	Police	75,751		75,654
4215-4219	Ambulance	3,617		3,617
4220-4229	Fire	44,731		44,742
4240-4249	Building Inspection	450		
4290-4298	Emergency Management	1,900		2,270
4299	Other (Incl. Communications)			
AIRPORT/AVIATION CENTER TOTAL				
4301-4309	Airport Operations			
HIGHWAYS/STREETS TOTAL				
4311	Administration	19,115		20,494
4312	Highways & Streets	60,000		55,214
4313	Bridges			
4316	Street Lighting	300		411
4319	Other			
SANITATION TOTAL				
4321	Administration			
4323	Solid Waste Collection	26,340		
4324	Solid Waste Disposal			26,340
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			

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				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
ELECTRICITY				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
HEALTH				
show detail below				
4411	Administration	300		1,236
4414	Pest Control	300		
4415-4419	Health Agencies & Hosp. & Other	999		
WELFARE				
show detail below				
4441-4442	Administration & Direct Assist.	4,000		
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
CULTURE & RECREATION				
show detail below				
4520-4529	Parks & Recreation			
4550-4559	Library	5,644		6,324
4583	Patriotic Purposes			
4589	Other Culture & Recreation			
CONSERVATION				
show detail below				
4611-4612	Admin. & Purch. of Nat. Resources			
4619	Other Conservation	520		10,940
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
DEBT SERVICE				
show detail below				
4711	Princ.- Long Term Bonds & Notes	28,262		28,275
4721	Interest-Long Term Bonds & Notes	6,729		6,717
4723	Int. on Tax Anticipation Notes	300		
4790-4799	Other Debt Service			

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
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs.			
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	26,400		26,400
4916	To Expend.Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	Sub-totals			
4931	Taxes Assessed for County			56,278
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.			533,724
4934	Taxes Assessed for State Educ.			134,244
4939	Payments to Other Governments			
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds			
		393,358	0	1,112,851

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 Page 10 for revolving funds and the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

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)		1,041,150
3120	Land Use Change Taxes - General Fund	7,000	
3121	Land Use Change Taxes - Conservation Fund		6,400
3180	Resident Taxes		
3185	Yield Taxes	1,322	
3186	Payment in Lieu of Taxes		
3187	Excavation Tax (\$.02 cents per cu yd)	66	
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	7,200	7,702
	Inventory Penalties	490	
	LICENSES & PERMITS FEES		
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	53,931	63,516
3230	Building Permits	75	75
3290	Other Licenses, Permits & Fees	4,000	9,949
3311-3319	From Federal Government		
	SHARED REVENUES		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	15,715	32,804
3353	Highway Block Grant	21,199	21,199
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	222	
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		
3379	From Other Governments		202
	CHARGES FOR SERVICES		
3401-3406	Income from Departments		
3409	Other Charges		
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property		
3502	Interest on Investments	400	340
3503-3509	Other		2,500
	INTERFUND CREDIT TRANSFERS		
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		4,281
3916	From Trust & Fiduciary Funds		
3917	Transfers from Conservation Fund		
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds		
		111,620	1,190,118

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those revenues 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, special revenue funds, or capital project funds. Also see supplemental schedule on page 10.

General Fund Balance Sheet for Town/City of Town/City Name 2011
or Optional Reporting Year = n/a

ASSETS	Account Number	Balance at 12/31/2010	Balance at 12/31/2011
LIABILITIES	Account Number	Balance at 12/31/2010	Balance at 12/31/2011
ASSETS			
a. Cash and equivalents	1010	448,757	473,425
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable	1080	44,876	51,358
e. Tax liens receivable	1110	15,045	17,138
f. Accounts receivable	1150		
g. Due from other governments	1260	17,089	8,275
h. Due from other funds	1310		
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670		
Total Assets		525,767	550,196
LIABILITIES			
a. Warrants and accounts payable	2020	10,051	7,400
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	349,042	290,940
f. Due to other funds	2080	7,623	7,623
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
Total Liabilities		366,716	305,963
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	159,051	244,233
Total Liabilities and Fund Balances		525,767	550,196

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p9 16

✓
✓

✓

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, special revenue, or capital project funds...

MS-5	RECONCILIATION (to assist in balance sheet preparation)				
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A. GENERAL FUND BALANCE SHEET RECONCILIATION

	Total Revenues From Page 5	1,190,118		
	Less Expenditures From Page 4	1,112,851		
	Increase (decrease)	77267		
	Ending Fund Equity From Balance Sheet	244,233		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	159,051		
	Increase (decrease)	85182		

B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT # 2075

	Amount	
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	349,042	✓
2. ADD: School district assessment for current year	667,968	✓
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	1,017,010	
4. SUBTRACT: Payments made to school district	< 726,070 >	
(To balance sheet Acct # 2075, column c)	TO B/S 290,940	

C. RECONCILIATION OF TAX ANTICIPATION NOTES

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****

MS5 REVIEW SHEET

Location **SHARON**

Calendar Reporting Yr: **12/31/2011** Optional Reporting Yr:

Proprietary Funds/Capital Project Funds

Signed by governing body **Yes**

Signed by the preparer **Yes**

Name of Preparer **Chester Bowles**

CPA Firm **N/A**

Audit?

Position **Selectmens Assi**

Advisor **SG**

Compilation?



EXPENDITURE REVIEW

MS2 Total Voted Appropriations	393,358		Do Payments to Other Governments Match?		
Total Local Expenditure Sub-total (pg 4 col 5)	388,605		56,278	4931	Yes
MS-2 UNDERSPENT	-4,753	NET DIFFERENCE	0	4932	Yes
Other Authorization Reasons Listed Below:					
Proprietary Funds -	0		533,724	4933	Yes
			134,244	4934	Yes

Comments:

Total GF Expenditures	1,112,851	
Calculated Total GF Expenditures	1,112,851	CALCULATION MATCH
	0	

REVENUE REVIEW

MS4 Subtotal	111,620	
Total GF Revenue Prior to Property Taxes	148,968	
Actual Revenues HIGHER than MS4 Estimates	37,146	NET DIFFERENCE

If ACTUAL Revenues are LOWER than ESTIMATED Revenues - LARGE Variances Below:

Notes:

Property Taxes:	1,041,150	
Total GF Revenue	1,190,118	
Calculated Total GF Revenue	1,190,118	CALCULATIONS MATCH
	0	

GENERAL FUND BALANCE REVIEW