

PDF 3/3/12

# 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: 3/26/12

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 signatures]*

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### 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) Jo Anne Carpenter	Signature
Regular Office Hours 10 AM - 5 PM (generally)	Email address townofshelburneh@gmail.com

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MAR 29 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
<b>GENERAL GOVERNMENT TOTAL =</b> show detail below		<b>176,782</b>		<b>168,924</b>
4130-4139	Executive	26,975		26,095
4140-4149	Election, Reg. & Vital Statistics	7,470		5,777
4150-4151	Financial Administration	18,903		20,059
4152	Property Assessment	6,200		4,777
4153	Legal Expense	4,000		1,216
4155-4159	Personnel Administration	48,962		46,924
4191-4193	Planning & Zoning	2,780		1,949
4194	General Government Buildings	43,900		46,312
4195	Cemeteries	4,050		2,993
4196	Insurance	13,000		12,280
4197	Advertising & Regional Assoc.	542		542
4199	Other General Government			
<b>PUBLIC SAFETY TOTAL =</b> show detail below		<b>46,978</b>		<b>36,421</b>
4210-4214	Police	14,000		3,037
4215-4219	Ambulance	10,623		10,622
4220-4229	Fire	14,650		17,296
4240-4249	Building Inspection	2,500		1,406
4290-4298	Emergency Management	2,550		1,405
4299	Other (Incl. Communications)	2,655		2,655
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below		<b>52,000</b>		<b>54,644</b>
4311	Administration			
4312	Highways & Streets	52,000		54,644
4313	Bridges			
4316	Street Lighting			
4319	Other			
<b>SANITATION TOTAL =</b> show detail below		<b>37,300</b>		<b>45,563</b>
4321	Administration			
4323	Solid Waste Collection			
4324	Solid Waste Disposal	37,300		45,563
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
Page Sub-Totals		313,060	0	305,552

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>				
<i>show detail below</i>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b>				
<i>show detail below</i>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b>				
<i>show detail below</i>				
		<b>580</b>		<b>379</b>
4411	Administration			
4414	Pest Control	200		0
4415-4419	Health Agencies & Hosp. & Other	380		379
<b>WELFARE =</b>				
<i>show detail below</i>				
		<b>5,000</b>		<b>1,410</b>
4441-4442	Administration & Direct Assist.	5,000		1,410
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b>				
<i>show detail below</i>				
		<b>6,950</b>		<b>4,236</b>
4520-4529	Parks & Recreation	4,750		2,226
4550-4559	Library	1,800		1,800
4583	Patriotic Purposes			
4589	Other Culture & Recreation	400		210
<b>CONSERVATION =</b>				
<i>show detail below</i>				
		<b>1,000</b>		<b>1,000</b>
4611-4612	Admin. & Purch. of Nat. Resources	1,000		1,000
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b>				
<i>show detail below</i>				
		<b>21,500</b>		<b>20,368</b>
4711	Princ. - Long Term Bonds & Notes	20,000		20,000
4721	Interest-Long Term Bonds & Notes	700		368
4723	Int. on Tax Anticipation Notes	800		0
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		35,030	0	27,393

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	<b>45,500</b>		<b>25,500</b>
4901	Land			
4902	Machinery, Vehicles & Equipment	20,000		0
4903	Buildings			
4909	Improvements Other Than Bldgs.	25,500		25,500
	<b>OPERATING TRANSFERS OUT</b> show detail below	<b>59,000</b>		<b>59,000</b>
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	42,500		42,500
4916	To Expend. Trust Fund - not #4917	16,500		16,500
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>104,500</i>	<i>0</i>	<i>84,500</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>452,590</i>	<i>0</i>	<i>417,445</i>
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>			
4931	Taxes Assessed for County	305,576		305,576
4932	Taxes Assessed for Village Dist.	0		0
4933	Taxes Assessed for Local Educ.	439,691		439,691
4934	Taxes Assessed for State Educ.	109,591		109,591
4939	Payments to Other Governments	0		
	Less Proprietary Funds or Capital Project Funds			
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>1,307,448</b>	<b>0</b>	<b>1,272,303</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.

Shelburne	
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)	1,089,837	1,097,232
3120	Land Use Change Taxes - General Fund	0	14,526
3121	Land Use Change Taxes - Conservation Fund	0	
3180	Resident Taxes	0	
3185	Timber Taxes	7,780	7,780
3186	Payment in Lieu of Taxes	39,584	39,584
3187	Excavation Tax (\$.02 cents per cu yd)	16	16
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	4,550	4,882
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	30	30
3220	Motor Vehicle Permit Fees	58,000	59,317
3230	Building Permits	3,720	3,855
3290	Other Licenses, Permits & Fees	700	812
3311-3319	From Federal Government		2,428
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	16,607	16,607
3353	Highway Block Grant	15,279	15,279
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	130	130
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	6,000	6,405
3409	Other Charges	1,000	1,650
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	2,400	3,000
3502	Interest on Investments	100	85
3503-3509	Other	4,200	4,755
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds	20,000	20,000
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds	17,764	17,764
3916	From Trust & Fiduciary Funds	100	120
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds or Capital Project Funds		
	<b>TOTAL GENERAL FUND REVENUE</b>	1,287,797	1,316,257

General Fund Balance Sheet for Town/City of

Shelburne

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	49,402	65,640
b. Investments	1030	204,788	193,226
c. Restricted Assets			
d. Taxes receivable	1080	15,916	854
e. Tax liens receivable	1110	7,731	767
f. Accounts receivable	1150	50	233
g. Due from other governments	1260		
h. Due from other funds	1310		
i. Other current assets	1400		20,000
j. Tax deeded property (subject to resale)	1670		
<b>TOTAL ASSETS</b>		<b>277,887</b>	<b>280,720</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	15,638	8,364
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	113,332	79,282
f. Due to other funds	2080		13
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>128,970</b>	<b>87,659</b>
<b>Fund equity</b>			
a. Nonspendable Fund Balance	2440	0	0
b. Restricted Fund Balance	2450	2,500	23,627
c. Committed Fund Balance	2460	4,303	22,303
d. Assigned Fund Balance	2490	13,583	5,668
e. Unassigned Fund Balance	2530	128,531	141,463
<b>TOTAL FUND EQUITY</b>		<b>148,917</b>	<b>193,061</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>277,887</b>	<b>280,720</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-5	RECONCILIATION (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5		1,316,257	
	Less Expenditures From Page 4		1,272,303	
	Increase (decrease)		43954	
	Ending Fund Equity From Balance Sheet		193,061	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		148,917	
	Increase (decrease)		44144	
<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)			113,333
	2. ADD: School district assessment for current year			549,282
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			662,615
	4. SUBTRACT: Payments made to school district		<	583,333 >
	(To balance sheet Acct # 2075, column c)			79,282
<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			-
	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)			-
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>				

MS-6

**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) *	27,119	12,427	39,546
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	283	32	(315)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	240	-	(240)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	26,596	5,000	31,596
6. Excess of estimate (Add to revenue on page 5)	-	7,395	7,395
<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 <i>(From pgs 2-3 of tax collector's report) &gt;</i>	Acct. #1080	Acct.#1110	
	Taxes	Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	27,450	5,767	33,217
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ 26,596	↓ 5,000	↓ 31,596
3. Receivable, end of year (To Balance Sheet Acct.#1080 and 1110, column c)	854	767	1,621

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



