

CPA: Melanson & Heath

UPB \$1,841,673

PPF 9/13/12

MS-5

FINANCIAL REPORT OF THE TOWN BUDGET

Enter Town Name Here > **Town of Sunapee, NH**

Enter Calendar Reporting Year Here > **31-Dec-11**
(January 1 to December 31)

Enter Optional Reporting Year Here > **n/a**
(July 1 to June 30)

DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS? **Yes**
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: **8/27/12**

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.

Bridget C. Bullock
John J. ...
...
Suzanne H. ...

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) Matt Sawyer	Signature
Regular Office Hours Monday - Friday (8 - 5)	Email address msawyer@melansonheath.com

FOR DRA USE ONLY
RECEIVED
AUG 30 2012
NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

Financial Report of the Budget - Town of
Reporting Year =

Town of Sunapee, NH

12/31/2011

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	259,547	-	242,068
4140-4149	Election, Reg. & Vital Statistics	189,977	-	178,395
4150-4151	Financial Administration	156,007	-	151,738
4152	Property Assessment	90,000	-	87,157
4153	Legal Expense	18,000	-	18,677
4155-4159	Personnel Administration	2,500	-	210
4191-4193	Planning & Zoning	41,791	-	31,207
4194	General Government Buildings	93,827	-	91,646
4195	Cemeteries	12,718	-	11,910
4196	Insurance	6,700	-	7,455
4197	Advertising & Regional Assoc.	10,672	-	10,714
4199	Other General Government	26,589	-	22,866
PUBLIC SAFETY TOTAL =				
show detail below				
4210-4214	Police	647,514	-	626,769
4215-4219	Ambulance	55,281	1,996	57,277
4220-4229	Fire	127,604	-	123,378
4240-4249	Building Inspection	-	-	-
4290-4298	Emergency Management	200	2,000	2,239
4299	Other (Incl. Communications)	117,105	9,000	117,950
AIRPORT/AVIATION CENTER TOTAL =				
show detail below				
4301-4309	Airport Operations	-	-	-
HIGHWAYS & STREETS TOTAL =				
show detail below				
4311	Administration	1,137,318	(609)	1,143,997
4312	Highways & Streets	-	-	-
4313	Bridges	-	-	-
4316	Street Lighting	35,000	-	33,563
4319	Other	-	-	-
SANITATION TOTAL =				
show detail below				
4321	Administration	-	-	-
4323	Solid Waste Collection	-	-	-
4324	Solid Waste Disposal	-	486,768	455,488
4325	Solid Waste Facility Clean-up	486,768	(486,768)	-
4326-4329	Sewage Coll. & Disposal & Other	-	-	-
Page Sub-Totals		3,515,118	12,387	3,414,704

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4215	\$1,996 - PY encumbrances
4290	\$2,000 - PY encumbrances
4299	\$9,000 - PY encumbrances
4311	\$ (609) - CY encumbrances (\$1,982) in excess of PY encumbrances (\$1,373)
4324	Reclass of appropriation from Line 4325
4325	Reclass of appropriation to Line 4324

Reporting Year =

12/31/2011

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	4,736	-	868
4414	Pest Control	500	-	-
4415-4419	Health Agencies & Hosp. & Other	14,133	-	14,133
WELFARE = show detail below				
4441-4442	Administration & Direct Assist.	54,850	-	37,587
4444	Intergovernmental Welfare Pymts	-	-	-
4445-4449	Vendor Payments & Other	-	-	-
CULTURE & RECREATION = show detail below				
4520-4529	Parks & Recreation	140,934	-	140,970
4550-4559	Library	293,779	(74,473)	219,306
4583	Patriotic Purposes	200	-	36
4589	Other Culture & Recreation	5,000	-	5,000
CONSERVATION = show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	3,150	(206)	2,944
4619	Other Conservation	-	-	-
4631-4632	Redevelopment and Housing	-	-	-
4651-4659	Economic Development	-	-	-
DEBT SERVICE = show detail below				
4711	Princ.- Long Term Bonds & Notes	179,680	100,000	264,928
4721	Interest-Long Term Bonds & Notes	104,441	-	119,137
4723	Int. on Tax Anticipation Notes	1,000	-	-
4790-4799	Other Debt Service	-	-	-
<i>Page Sub-Totals</i>		802,403	25,321	804,909

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4550	Reclass monthly Library allotment transferred to Library SRF - See Line 4912
4611	Reclass unexpended Conservation appropriation transferred to Conservation SRF - See Line 4912
4711	Reclass 2011 ATM Special Warrant Article # 22 - Principal Reduction of Safety Services Building Loan (See offset on Line 4909)

Financial Report of the Budget - Town of Town of Sunapee, NH
 Reporting Year = 12/31/2011

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	586,500	147,577	695,271
4903	Buildings	-	12,000	12,000
4909	Improvements Other Than Bldgs.	134,000	(117,376)	16,624
OPERATING TRANSFERS OUT show detail below				
4912	To Special Revenue Fund	-	89,679	89,679
4913	To Capital Projects Fund	15,000	(15,000)	-
4914	To Enterprise Fund	-	-	-
	- Sewer	3,704,502	312,658	1,123,990
	- Water	546,787	-	512,694
	- Electric	87,968	-	44,137
	- Airport	-	-	-
4915	To Capital Reserve Fund	304,300	-	304,300
4916	To Expend. Trust Fund - not #4917	5,600	-	5,600
4917	To Health Maint. Trust Funds	-	-	-
4918	To Nonexpendable Trust Funds	-	-	-
4919	To Fiduciary Funds	-	-	-
	<i>Page Sub-Totals</i>	<i>5,384,657</i>	<i>429,538</i>	<i>2,804,295</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>9,702,178</i>	<i>467,246</i>	<i>7,023,908</i>
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County	3,541,410	-	3,541,410
4932	Taxes Assessed for Village Dist.	-	-	-
4933	Taxes Assessed for Local Educ.	6,646,255	-	6,646,255
4934	Taxes Assessed for State Educ.	2,723,335	-	2,723,335
4939	Payments to Other Governments	-	-	-
Less Proprietary Funds or Capital Project Funds		4,339,257	312,658	1,680,821
TOTAL GENERAL FUND EXPENDITURES		18,273,921	154,588	18,254,087

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4902	\$147,577 - PY encumbrances (\$171,521) in excess of CY encumbrances (\$23,944)
4903	\$12,000 - PY encumbrances
4909	\$(117,376) - \$100,000 Reclass 2011 Special Warrant Article # 22 (Principal Reduction of SSB Loan) to Line 4711 + \$34,000 CY encumbrances - 33,081 5/9/11 BOS vote to transfer from Town Bridges Capital Reserve + \$16,457 carryforward for Town Bridges Capital Reserve
4912	Reclass \$15,000 (see below) + Reclass \$74,473 (Library Allotment - Line 4550) + Reclass \$206 (Unexpended Conservation Approp. Transferred to Conservation Fund - Line 4611)
4912 & 4913	Reclass \$15,000 Transfer to Conservation fund. Reported on MS-2 as a transfer to Capital Projects. Should have been reported as a transfer to Special Revenue
4914 (Sewer)	\$312,658 - PY encumbrances (\$385,002) in excess of CY encumbrances (72,344).

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.

Town of Sunapee, NH	
12/31/2011	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)	15,975,003	15,987,772
3120	Land Use Change Taxes - General Fund	2,000	6,900
3121	Land Use Change Taxes - Conservation Fund	-	-
3180	Resident Taxes	-	-
3185	Timber Taxes	800	5,176
3186	Payment in Lieu of Taxes	-	-
3187	Excavation Tax (\$.02 cents per cu yd)	-	-
3189	Other Taxes	-	-
3190	Interest & Penalties on Delinquent Taxes	76,000	79,085
	Inventory Penalties	-	-
	LICENSES, PERMITS & FEES		
3210	Business Licenses & Permits	-	570
3220	Motor Vehicle Permit Fees	600,000	578,956
3230	Building Permits	20,000	30,433
3290	Other Licenses, Permits & Fees	33,000	36,122
3311-3319	From Federal Government	-	-
	FROM STATE		
3351	Shared Revenues	-	-
3352	Meals & Rooms Tax Distribution	150,315	150,315
3353	Highway Block Grant	121,487	121,487
3354	Water Pollution Grant	-	-
3355	Housing & Community Development	-	-
3356	State & Federal Forest Land Reimbursement	-	-
3357	Flood Control Reimbursement	-	-
3359	Other (Including Railroad Tax)	6,156	23,354
3379	From Other Governments	108,460	97,960
	CHARGES FOR SERVICES		
3401-3406	Income from Departments	90,000	116,842
3409	Other Charges	2,200	-
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property	5,800	5,778
3502	Interest on Investments	24,000	38,884
3503-3509	Other	21,600	10,078
	INTERFUND OPERATING TRANSFERS IN		
3912	From Special Revenue Funds	100,000	200,000
3913	From Capital Projects Funds	-	-
3914	From Enterprise Funds		
	Sewer - (Offset)	904,502	931,694
	Water - (Offset)	546,787	484,162
	Electric - (Offset)	87,958	162,508
	Airport - (Offset)		
3915	From Capital Reserve Funds	636,500	728,352
3916	From Trust & Fiduciary Funds	-	-
3917	Transfers from Conservation Fund	-	-
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes	2,800,000	-
	Less Proprietary Funds or Capital Project Funds	4,339,247	1,578,364
	TOTAL GENERAL FUND REVENUE	17,973,321	18,218,064

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 or capital project funds.

General Fund Balance Sheet for Town of		Town of Sunapee, NH		12/31/2011
A. ASSETS	Acct. #	Beginning of Year	End of year	
Current assets	(a)	(b)	(c)	
a. Cash and equivalents	1010	5,448,425	5,693,907	
b. Investments	1030	-	-	
c. Restricted Assets		-	-	
d. Taxes receivable (See Section D, page 7)	1080	680,694	667,254	
e. Tax liens receivable (See Section D, page 7)	1110	223,111	263,324	
f. Accounts receivable	1150	-	-	
g. Due from other governments	1260	27,066	21,836	
h. Due from other funds	1310	338,555	223,578	
i. Other current assets	1400	4,393	16,546	
j. Tax deeded property (subject to resale)	1670	-	-	
TOTAL ASSETS		6,722,244	6,886,445	
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year	
Current liabilities	(a)	(b)	(c)	
a. Warrants and accounts payable	2020	24,645	63,868	
b. Compensated absences payable	2030	-	-	
c. Contracts payable	2050	-	-	
d. Due to other governments	2070	-	-	
e. Due to school districts	2075	4,366,430	4,539,685	
f. Due to other funds	2080	305,448	241,810	
g. Deferred revenue	2220	-	-	
h. Notes payable - Current	2230	-	-	
i. Bonds payable - Current	2250	-	-	
j. Other payables	2270	30,096	81,480	
TOTAL CURRENT LIABILITIES		4,726,619	4,926,843	
Fund equity *				
a. Nonspendable Fund Balance	2440	-	16,546.00	
b. Restricted Fund Balance	2450	-	-	
c. Committed Fund Balance	2460	208,521	82,944	
d. Assigned Fund Balance	2490	14,369	18,439	
e. Unassigned Fund Balance	2530	1,772,735	1,841,673	
TOTAL FUND EQUITY		1,995,625	1,959,602	
3. TOTAL LIABILITIES AND FUND EQUITY		6,722,244	6,886,445	

TR p. 28
 54, 69, 132
 close
 MS. 61
 669,632
 8259,583

audit p 32

*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)				
A. GENERAL FUND BALANCE SHEET RECONCILIATION				
Total Revenues From Page 5		18,218,064		
Less Expenditures From Page 4		18,254,087		
Increase (decrease)		36,023		
Ending Fund Equity From Balance Sheet		1,959,602		These cells should be equal
Less Beginning Fund Equity From Balance Sheet		1,995,625		
Increase (decrease)		36,023		
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075		Amount		
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)			4,366,430	
2. ADD: School district assessment for current year			9,369,590	
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)			13,736,020	
4. SUBTRACT: Payments made to school district			< 9,196,335 >	
			4,539,685	
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 <i>(to assist in balance sheet preparation)</i>			
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 <i>(Beginning of year)</i> *	101,990		101,990
2. SUBTRACT: Abatements made <i>(From pgs. 2-3 of tax collector's report)</i>	-		-
3. SUBTRACT: Discounts <i>(From pg. 2 of tax collector's report)</i>	-		-
4. SUBTRACT: Refunds <i>(Cash abatements - from treasurer or bookkeeper)</i>	89,736		(89,736)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** <i>(These amounts should be carried down to Section B, line 2)</i>			-
6. Excess of estimate <i>(Add to revenue on page 5)</i>	12,254	-	12,254
<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 <i>(see your form from last year)</i> .</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	
	Taxes	Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	667,254	263,324	930,578
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements <i>(from Section A above, line 5)</i>	↓ -	↓ -	↓ -
3. Receivable, end of year <i>(To Balance Sheet Acct.#1080 and 1110, column c)</i>	667,254	263,324	930,578

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

AMORTIZATION OF LONG-TERM DEBT (including proprietary and capital project funds)										
(a) Description	(b) Original obligation	(c) Purpose	(d) Annual installment	(e) Interest rate	(f) Date of final payment	(g) Bonds o/s at beginning of year	(h) Bonds issued this year	(i) Bonds retired this year	(j) Bonds o/s at end of year	
Water Filtration (24.21% GF - 75.79% Water)	\$ 783,400	Water	Various	5.00%	2/15/2027	\$ 568,988	\$ -	\$ (22,911)	\$ 546,077	
Water Filtration (24.21% GF - 75.79% Water)	1,300,000	Water	Various	5.00%	2/15/2027	944,204	-	(38,019)	906,185	
Safety Services Building	3,133,625	General Govt	Various	3.97%	7/31/2024	2,173,915	-	(264,928)	1,908,987	
Lake Ave	706,741	Water	45,000	4.25%	5/30/2024	594,241	-	(45,000)	549,241	
TOTAL	\$ 5,923,766					\$ 4,281,348	\$ -	\$ (370,858)	\$ 3,910,490	

Remarks

INSTRUCTIONS FOR THE NEW MS-6 FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

The Form MS-5 is to be used by every NH town or city to report the year end financial status of the budget. The report is to be completed at the end of the reporting year and submitted to the NH Department of Revenue Administration (DRA) pursuant to RSA 21-j:34, V.

PAGE 1 COVER SHEET

- Cell C5 Enter the Town or City Name.
- Cell C7 Enter year of the report if a calendar fiscal year end. Example: 2012
- Cell C8 Enter year of the report optional fiscal year end. Example: 06/30/12.
- Cell C12 ENTER "YES" IF THE TOWN/CITY ACCOUNTS FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS

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 later removed 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.

The governing body and preparer must sign in ink, date, and mail the form to DRA at the address on the cover by April 1 after a calendar reporting year and by Sept. 1 for optional reporting year.

PAGES 2-4 EXPENDITURES OF THE BUDGET

- Column 3 Enter gross appropriations as voted at the prior year's annual and any special meetings and as approved by DRA on the MS-2. In the future, DRA will pre-populate this column.
- Column 4 Enter expenditure authorizations in addition to amounts in column 3 and detail in the box at the bottom of the page.
Examples: Emergency expenditures under RSA 32:11; grant expenditures under RSA 31:95-b; additional expenditures from capital reserve or trust by agents.
- Column 5 Enter actual expenditures (sum of columns 3+4). Proprietary funds and capital project funds are to be netted out for this report.

Box on Bottom of Page Provide detail for amounts in column 4.

PAGE 5 REVENUES

- Column 3 Enter estimated revenues from reporting year MS-4 used to set the tax rate. In the first row, acct. #3110, add property tax amount from tax collector's warrant, less overlay.
 - Column 4 Enter actual revenues for the reporting year. Proprietary funds and capital project funds are to be netted out for this report.
- Enter general fund revenue amounts in the last row.

PAGE 6 GENERAL FUND BALANCE SHEET

- Column (b) Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
- Column (c) Enter End of Year amounts from your records or as adjusted by your auditors.

See Pages 7-8 for reconciliation worksheets to calculate amounts.

To be GASS 54 compliant, the fund balance classifications have changed. See the next worksheet tab for further explanation.

PAGE 7 RECONCILIATION WORKSHEET

The cells have sample data for illustration.

- Section A This section illustrates how revenues and expenditures flow through to fund balance.
- Section B Enter amounts to determine end of year school district liability, or call your SAU for year end amounts.
- Section C Enter amounts to determine end of year TAN liability amount.

PAGE 8 OPTIONAL RECONCILIATION WORKSHEET

The cells have sample data for illustration.

- Section A Enter amounts and confer with assessors for amount on line 5 to determine estimated Allowance for Uncollectibles/Abatements.
- Section B Enter year end uncollected amounts from tax collector's report, MS-6.1, and subtract estimated Allowance for Uncollectibles/Abatements from Section C.

PAGE 9 AMORTIZATION OF LONG-TERM DEBT

Enter long-term debt information.

AS PREVIOUSLY CLASSIFIED IN PRIOR YEARS

a. Assigned (formerly reserve for encumbrances)	2440
b. Committed (formerly reserve for continuing appropriations)	2450
c. Restricted (formerly reserve for appropriations voted for CRF/ETF)	2460
d. Committed (formerly reserve for appropriations voted)	2460
e. Assigned (formerly reserve for special purposes)	2490
f. Unassigned (formerly unreserved fund balance)	2530

AS REQUIRED UNDER GASB 54

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

- = Non-cash items such as inventories or prepaid items.
- = Funds legally restricted, such as a grant or library funds.
- = Can only be used for a specific voted purpose, like a special warrant
- = Intended for specific purpose such as an encumbrance.
- = Spendable fund balance (formerly called unreserved or surplus)

article.