

PDF 9/28/12

UFB = 411,640

SG
9/26/12

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.

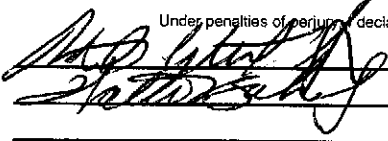
State of New Hampshire Department of Revenue Administration
Municipal Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 230-5090

Return Completed 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.



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) The Mercier Group, pc	Signature  Paul J. Mercier, Jr., cpa
Regular Office Hours M-F, 8am-5pm	Email address pmercier01@comcast.net

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NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

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

MS-5

Financial Report of the Budget - Town/City of Town of Sutton, NH

Reporting Year = 2011

OP FY Reporting Year = n/a

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	108,766		107,760
4140-4149	Election, Reg. & Vital Statistics	3,700	3,600	5,384
4150-4151	Financial Administration	87,636		86,535
4152	Property Assessment	11,000		10,733
4153	Legal Expense	18,000	4,450	22,540
4155-4159	Personnel Administration	102,811		101,639
4191-4193	Planning & Zoning	32,738		30,260
4194	General Government Buildings	29,542		22,997
4195	Cemeteries	14,000		9,660
4196	Insurance	61,614		56,431
4197	Advertising & Regional Assoc.	1,914		1,914
4199	Other General Government			
PUBLIC SAFETY TOTAL =				
show detail below				
4210-4214	Police	336,453		317,854
4215-4219	Ambulance	44,750		44,651
4220-4229	Fire	55,305		54,439
4240-4249	Building Inspection	7,000		5,252
4290-4298	Emergency Management	1,300		1,320
4299	Other (Incl. Communications)	17,599		17,599
AIRPORT/AVIATION CENTER TOTAL =				
show detail below				
4301-4309	Airport Operations			
HIGHWAYS & STREETS TOTAL =				
show detail below				
4311	Administration	675,855		658,425
4312	Highways & Streets	132,000		198,632
4313	Bridges	3,000		13,720
4316	Street Lighting	9,400		9,317
4319	Other			
SANITATION TOTAL =				
show detail below				
4321	Administration	156,387		0
4323	Solid Waste Collection			
4324	Solid Waste Disposal	0		138,833
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
Page Sub-totals		1,917,700	8,050	1,835,855

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)	
4140	Withdrawal from expendable trust - Records Preservation	3600
4153	Withdrawal from expendable trust - Legal Fees	4450

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	2,400		1,262
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other	7,032		5,031
	WELFARE show detail below			
4441-4442	Administration & Direct Assist.	18,896		16,628
4444	Intergovernmental Welfare Pyrmts			
4445-4449	Vendor Payments & Other			
	CULTURE & RECREATION show detail below			
4520-4529	Parks & Recreation	12,313		10,813
4550-4559	Library	27,903		0
4583	Patriotic Purposes	1,000		811
4589	Other Culture & Recreation	8,500		0
	CONSERVATION show detail below			
4611-4612	Admin. & Purch. of Nat. Resources	2,910		2,496
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
	DEBT SERVICE show detail below			
4711	Princ.- Long Term Bonds & Notes	18,288		18,612
4721	Interest-Long Term Bonds & Notes	23,083		22,759
4723	Int. on Tax Anticipation Notes	5,000		0
4790-4799	Other Debt Service	1,000		0
	Page/Sub-totals	25,325		

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

Financial Report of the Budget - Town/City of **Town of Sutton, NH**

Reporting Year = **2011**

OP FY Reporting Year = **n/a**

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
CAPITAL EXPENDITURE				
<i>(non-debt related)</i>				
4901	Land			
4902	Machinery, Vehicles & Equipment	25,000		21,818
4903	Buildings			7,377
4909	Improvements Other Than Bldgs.		12,762	12,357
OPERATING EXPENSES				
<i>(non-debt related)</i>				
4912	To Special Revenue Fund	0		28,054
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	284,750		284,750
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	Page Sub-totals	309,750	12,762	357,856
	Total Local Expenditure Sub-totals	2,348,845	4,178,997	6,506,848
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County		766,703	766,703 ✓
4932	Taxes Assessed for Village Dist.			0
4933	Taxes Assessed for Local Educ.		2,760,261	2,760,261 ✓
4934	Taxes Assessed for State Educ.		631,221	631,221 ✓
4939	Payments to Other Governments			0
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds			
		2,348,845	4,178,997	6,506,848

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)	
4909	Emergency repairs - FEMA Disaster Assistance	12782

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.

NOTE: 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 of Sutton, NH	
			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)		5,803,035	
3120	Land Use Change Taxes - General Fund			
3121	Land Use Change Taxes - Conservation Fund		3,000	
3180	Resident Taxes			
3185	Timber Taxes	5,000	6,620	
3186	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)		144	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	50,000	47,513	
	Inventory Penalties			
LICENSES, PERMITS & FEES				
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	290,000	287,023	
3230	Building Permits	2,500	2,740	
3290	Other Licenses, Permits & Fees	4,000	4,175	
3311-3319	From Federal Government			
FROM STATE				
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	82,055	82,055	
3353	Highway Block Grant	109,400	111,259	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	38	38	
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)		3,771	
3379	From Other Governments		12,762	
CHARGES FOR SERVICES				
3401-3406	Income from Departments	52,000	60,662	
3409	Other Charges	25	0	
MISCELLANEOUS REVENUES				
3501	Sale of Municipal Property	385	395	
3502	Interest on Investments		592	
3503-3509	Other	4,225	4,278	
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	23,000	23,000	
3916	From Trust & Fiduciary Funds	2,863	10,913	
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		3,000	
		625,491	6,460,975	

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 of Sutton, NH		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	1,144,843	1,527,764
b. Investments		1030		
c. Restricted Assets				
d. Taxes receivable		1080	390,100	346,707
e. Tax liens receivable		1110	167,073	156,879
f. Accounts receivable		1150		51
g. Due from other governments		1260		
h. Due from other funds		1310		
i. Other current assets		1400		
j. Tax deeded property (subject to resale)		1670		
			1,702,016	2,031,401
B. LIABILITIES				
Current Liabilities				
a. Warrants and accounts payable		2020	11,537	8,604
b. Compensated abs ences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070		
e. Due to school districts		2075	840,862	1,247,853
f. Due to other funds		2080	91	1,291
g. Deferred revenue		2220	280,000	250,000
h. Notes payable - Current		2230		
i. Bonds payable - Current		2250		
j. Other payables		2270		
			1,132,490	1,507,748
C. FUND BALANCES				
a. Nonspendable Fund Balance		2440		
b. Restricted Fund Balance		2450		
c. Committed Fund Balance		2460	180,409	112,013
d. Assigned Fund Balance		2490		
e. Unassigned Fund Balance		2530	389,117	411,640
			569,526	523,653
			1,702,016	2,031,401

Note: Since GASB 34 compliance the fund balance classifications have changed. See attached 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, special revenue, or capital project funds.

MS-5	RECONCILIATION (to assist in balance sheet preparation)						
A. GENERAL FUND BALANCE SHEET RECONCILIATION							
	Total Revenues From Page 5		6,460,975				
	Less Expenditures From Page 4		6,506,848				
	Increase (decrease)		(45873)				
	Ending Fund Equity From Balance Sheet		523,653			These cells should be equal	
	Less Beginning Fund Equity From Balance Sheet		569,526				
	Increase (decrease)		(45873)				
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT # 2075							
						Amount	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		840,862				✓
	2. ADD: School district assessment for current year		3,391,482				✓
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		4,232,344				
	4. SUBTRACT: Payments made to school district		< 2,984,491 >				
	(To balance sheet Acct # 2075, column c)		1,247,853				
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 Final 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. TAXES/LIENS RECEIVABLE WORKSHEET	Acct.#1080	Acct.#1110	TOTALS
(From pgs 2-3 of tax collector's report)	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****

