

CPA: John Lyford

\$907,808

PDF 10/10/12

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.

*[Handwritten Signature]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### 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)

Signature *[Handwritten Signature]*

Regular Office Hours

Email address

FOR DRA USE ONLY

RECEIVED

SEP 27 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				
4130-4139	Executive	94,815		90,449
4140-4149	Election, Reg. & Vital Statistics	75,090		66,433
4150-4151	Financial Administration	75,624		75,271
4152	Property Assessment	0		0
4153	Legal Expense	45,000		13,911
4155-4159	Personnel Administration	0		0
4191-4193	Planning & Zoning	6,117		1,538
4194	General Government Buildings	43,000		43,046
4195	Cemeteries	25,000		20,551
4196	Insurance	64,154		63,510
4197	Advertising & Regional Assoc.	1,447		1,447
4199	Other General Government	16,540		16,856
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	399,974		395,005
4215-4219	Ambulance	0		0
4220-4229	Fire	216,155		206,703
4240-4249	Building Inspection			0
4290-4298	Emergency Management	0		0
4299	Other (Incl. Communications)	4,085		3,494
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations	15,000		15,000
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration	0		0
4312	Highways & Streets	596,189		599,001
4313	Bridges	0		0
4316	Street Lighting	21,000		23,392
4319	Other	0		0
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration	0		0
4323	Solid Waste Collection	126,505		110,061
4324	Solid Waste Disposal	0		0
4325	Solid Waste Facility Clean-up	0		0
4326-4329	Sewage Coll. & Disposal & Other	24,000		9,873
<b>Page Sub-Totals</b>		<b>1,846,893</b>		<b>1,755,446</b>

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> show detail below				
4331	Administration	0		0
4332	Water Services	0		0
4335-4339	Water Treatment, Conserv. & Other	0		0
<b>ELECTRIC =</b> show detail below				
4351-4352	Admin. and Generation	0		0
4353	Purchase Costs	0		0
4354	Electric Equipment Maintenance	0		0
4359	Other Electric Costs	0		0
<b>HEALTH =</b> show detail below				
4411	Administration	1,577		1,528
4414	Pest Control	0		0
4415-4419	Health Agencies & Hosp. & Other	22,975		23,032
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.	45,000		49,264
4444	Intergovernmental Welfare Pymts	0		0
4445-4449	Vendor Payments & Other	0		0
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	70,437		43,610
4550-4559	Library	36,900		0
4583	Patriotic Purposes	700		668
4589	Other Culture & Recreation	0		0
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	2,500		501
4619	Other Conservation	0		0
4631-4632	Redevelopment and Housing	0		0
4651-4659	Economic Development	5,000		1,440
<b>DEBT SERVICE =</b> show detail below				
4711	Princ. - Long Term Bonds & Notes	35,622		32,341
4721	Interest-Long Term Bonds & Notes	20,055		15,033
4723	Int. on Tax Anticipation Notes	7,500		0
4790-4799	Other Debt Service	0		0
		Page Sub Totals		167,200

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 Whitefield**

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
<b>CAPITAL OUTLAY</b> show detail below				
4901	Land	0		
4902	Machinery, Vehicles & Equipment	109,000		105,461
4903	Buildings	0		
4909	Improvements Other Than Bldgs.	225,000	138,300	171,501
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund	101,696	5,862	92,067
4913	To Capital Projects Fund	0		
4914	To Enterprise Fund	0		
	- Sewer	125,134		161,626
	- Water	170,000		224,416
	- Electric	0		
	- Airport	0		
4915	To Capital Reserve Fund	120,000		120,000
4916	To Expend. Trust Fund - not #4917	0		
4917	To Health Maint. Trust Funds	0		
4918	To Nonexpendable Trust Funds	0		0
4919	To Fiduciary Funds	30,039		
<b>Page Sub-Totals</b>		<b>880,889</b>	<b>144,162</b>	<b>876,042</b>
<b>Total Local Expenditure Sub-Totals</b>		<b>2,978,830</b>	<b>144,162</b>	<b>2,798,029</b>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County	799,020		799,020
4932	Taxes Assessed for Village Dist.			0
4933	Taxes Assessed for Local Educ.	1,958,220		1,958,220
4934	Taxes Assessed for State Educ.			0
4939	Payments to Other Governments			0
<b>Less Proprietary Funds or Capital Project Funds</b>		<b>295,134</b>		<b>386,042</b>
<b>EXPENDITURES</b>		<b>5,440,936</b>	<b>144,162</b>	<b>5,169,227</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.

## Financial Report of the Budget - Town/City of

			Town of Whitefield	
			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)	4,092,927	4,101,271	
3120	Land Use Change Taxes - General Fund	6,750	2,000	
3121	Land Use Change Taxes - Conservation Fund	0	0	
3180	Resident Taxes	0	0	
3185	Timber Taxes	15,500	34,258	
3186	Payment in Lieu of Taxes	58,000	55,125	
3187	Excavation Tax (\$.02 cents per cu yd)	89	89	
3189	Other Taxes	0		
3190	Interest & Penalties on Delinquent Taxes	67,000	53,025	
	Inventory Penalties	0	0	
	<b>LICENSES, PERMITS &amp; FEES</b>			
3210	Business Licenses & Permits	0	690	
3220	Motor Vehicle Permit Fees	300,000	301,059	
3230	Building Permits	0	0	
3290	Other Licenses, Permits & Fees	7,000	6,235	
3311-3319	From Federal Government	0	0	
	<b>FROM STATE</b>			
3351	Shared Revenues	0	0	
3352	Meals & Rooms Tax Distribution	102,993	102,993	
3353	Highway Block Grant	76,532	76,532	
3354	Water Pollution Grant	9,628	0	
3355	Housing & Community Development	0		
3356	State & Federal Forest Land Reimbursement	0		
3357	Flood Control Reimbursement	0		
3359	Other (Including Railroad Tax)	5,000	3,811	
3379	From Other Governments	26,800	65,516	
	<b>CHARGES FOR SERVICES</b>			
3401-3406	Income from Departments	220,000	223,692	
3409	Other Charges	20,000	18,202	
	<b>MISCELLANEOUS REVENUES</b>			
3501	Sale of Municipal Property	778	778	
3502	Interest on Investments	0	30	
3503-3509	Other	0	10,859	
	<b>INTERFUND OPERATING TRANSFERS IN</b>			
3912	From Special Revenue Funds	0		
3913	From Capital Projects Funds	0		
3914	From Enterprise Funds	0		
	Sewer - (Offset)	125,134	154,845	
	Water - (Offset)	170,000	244,979	
	Electric - (Offset)	0		
	Airport - (Offset)	0		
3915	From Capital Reserve Funds	140,000	140,000	
3916	From Trust & Fiduciary Funds	0		
3917	Transfers from Conservation Fund	0		
	<b>OTHER FINANCING SOURCES</b>			
3934	Proceeds from Long Term Bonds & Notes	0		
	Less Proprietary Funds or Capital Project Funds	295,134	399,824	
		5,148,997	5,196,365	

**General Fund Balance Sheet for Town/City of                      Town of Whitefield                      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	792,611	855,780
b. Investments	1030	0	
c. Restricted Assets		0	
d. Taxes receivable	1080	372,282	399,694
e. Tax liens receivable	1110	227,978	273,680
f. Accounts receivable	1150	50,915	25,587
g. Due from other governments	1260	0	
h. Due from other funds	1310	107,733	147,955
i. Other current assets	1400	0	
j. Tax deeded property (subject to resale)	1670	14,304	15,911
<b>TOTAL ASSETS</b>		<b>1,565,823</b>	<b>1,718,607</b>
<b>B. LIABILITIES AND FUND EQUITY</b>			
<b>Current liabilities</b>			
a. Warrants and accounts payable	2020	129,013	94,029
b. Compensated absences payable	2030	0	
c. Contracts payable	2050	0	
d. Due to other governments	2070	0	
e. Due to school districts	2075	325,949	429,220
f. Due to other funds	2080	30,034	95,699
g. Deferred revenue	2220	16,422	16,081
h. Notes payable - Current	2230	0	0
i. Bonds payable - Current	2250	0	0
j. Other payables	2270	15,401	7,436
<b>TOTAL CURRENT LIABILITIES</b>		<b>516,819</b>	<b>642,465</b>
<b>Fund equity</b>			
a. Nonspendable Fund Balance	2440	0	0
b. Restricted Fund Balance	2450	0	0
c. Committed Fund Balance	2460	0	0
d. Assigned Fund Balance	2490	126,400	168,334
e. Unassigned Fund Balance	2530	922,604	907,808
<b>TOTAL FUND EQUITY</b>		<b>1,049,004</b>	<b>1,076,142</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,565,823</b>	<b>1,718,607</b>

*Close to MS bl*

*JJD 10/10/12*

**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	<b>RECONCILIATION</b> (to assist in balance sheet preparation)						
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>							
	Total Revenues From Page 5		5,196,365				
	Less Expenditures From Page 4		5,169,227				
	Increase (decrease)		27138				
	Ending Fund Equity From Balance Sheet		1,076,142				These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		1,049,004				
	Increase (decrease)		27138				
<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)						325,949
	2. ADD: School district assessment for current year						1,968,220
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)						2,284,169
	4. SUBTRACT: Payments made to school district						< 1,854,949 >
							(To balance sheet Acct # 2075, column c)
							429,220
<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-5 **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) *			-
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	7,683	8,649	(16,332)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	1,679		(1,679)
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)	(9,362)	(8,649)	(18,011)
<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  (From pgs 2-3 of tax collector's report) >	Acct. #1080 Taxes	Acct. #1110 Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	399,694	273,680	673,374
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)	399,694	273,680	673,374

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



