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2011

FORM F-65(MS-5)

AUG 10 2011

NH DEPT OF REV ADMIN
MUNICIPAL SER

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION

30 3 008 007 0 2938 4181
DEERFIELD TOWN
CLERK
PO BOX 159
DEERFIELD, NH 03037



ANNUAL CITY/TOWN
FINANCIAL REPORT

PI F 65 (MS-5)
State of New Hampshire
Department of Revenue Administration
Municipal Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 271-3387

Part I GENERAL FUND -

Revenues and expenditures for the period - Specify
January 1, 2010 to December 31, 2010

A. REVENUES - Modified Accrual		Account No.	Amount
1. Revenue from taxes (Including state education)		(a)	(b)
a. Property taxes (commitment less overlay Plus Section C, line 6, column (c), page 12)		3110	\$ [REDACTED]
b. State and local taxes assessed for school districts		4933	\$ 908,951.7
c. Land use change taxes - General Fund		3120	29,045
d. Land use change taxes - Conservation Fund		3121	
e. Resident taxes		3180	
f. Timber taxes		3185	24,310
g. Payments in lieu of taxes		3186	
h. Other taxes (Explain on separate schedule)		3189	
i. Interest and penalties on delinquent taxes		3190	150,790
j. Excavation Tax (@\$.02 per cu. yd.)		3187	163
k. TOTAL (Excluding line 1b)			\$ 11,745,204
Enter Only Department Schedule in This Space			
3. Revenue from licenses, permits, and fees			
a. Business licenses and permits		3210	27,455
b. Motor vehicle permit fees		3220	665,816
c. Building permits		3230	15,904

Part I GENERAL FUND (Continued)		Account No.	Amount
A. REVENUES - Modified Accrual (Continued)		(a)	(b)
3. Revenue from licenses, permits and fees (Continued)			
d. Other licenses, permits, and fees		3290	729
e. TOTAL			32,768
4. Revenue from the federal government			
a. Housing and urban renewal (HUD)		3311	B50
			\$
			B89
b. Environmental protection		3312	B89
c. Other federal grants and reimbursements - Specify			
(FEMA, Homeland Security, Corps, etc.)		3319	
d. TOTAL			\$
5. Revenue from the State of New Hampshire			
a. Shared revenue block grant		3351	C30
			\$
b. Meals and rooms distribution		3352	C30
			195,441
c. Highway block grant		3353	C46
			133,282
d. Water pollution grants		3354	C89
			C50
e. Housing and community development		3355	C89
			3,055
f. State and federal forest land reimbursement		3356	C89
			3,276
g. Flood control reimbursement		3357	C89
h. Other state grants and reimbursements - Specify			
Library Drains & Fire Ward Training		3359	C89
			1,791
i. TOTAL			\$ 333,569
6. Revenue from other governments			
Intergovernmental revenue - Other			
		3379	D89
			\$
7. Revenue from charges for services (Exclude interfund transfers)			3,276
a. Income from departments		3401	A89
			\$
			54,259
b. Water supply system charges		3402	A91
			A80
c. Sewer user charges		3403	A80
			A81
d. Garbage-refuse charges		3404	A92
			A01
e. Electric user charges		3405	A01
			A60
f. Airport fees		3406	A60
			A94
g. Parking			A94
h. Transit or bus system			A61
			A61
i. Parks and Recreation			A03
			A03
			2,409
j. Cemeteries			A45
			A45
k. Toll Highways			A89
			A89
l. Other charges		3409	A89
			38,859
m. TOTAL			\$ 95,547

Part I GENERAL FUND (Continued)		Account No.	Amount
A. REVENUES - Modified Accrual (Continued)		(a)	(b)
8. Revenue from miscellaneous sources			
a. Special assessments		3500	U01
b. Sale of municipal property		3501	U11
c. Interest on investments		3502	U20
d. Rents of property		3503	U40
e. Fines and forfeits		3504	U30
f. Insurance dividends and reimbursements		3506	U99
g. Contributions and donations		3508	U50
h. Other miscellaneous sources not otherwise classified		3509	U99
1. TOTAL			\$ 48,816
9. Interfund operating transfers in			
a. Transfers from special revenue fund		3912	\$ 28,920
b. Transfers from capital projects fund		3913	
c. Transfers from proprietary funds		3914	
d. Transfers from capital reserve fund		3915	
e. Transfers from trust and fiduciary funds		3916	4,752
f. Transfers from conservation durs		3917	
9. TOTAL			\$ 34,672
10. Other financial sources			
a. Proceeds from long-term notes and general obligation bonds		3934	\$
b. Proceeds from all other bonds		3935	
c. Other long-term financial sources		3939	
d. TOTAL			\$
11. TOTAL REVENUES FROM ALL SOURCES			
12. TOTAL FUND EQUITY (Beginning of year)			
13. TOTAL OF LINES 11 AND 12			
Remarks			\$ 14,532,267

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual				
1. General government	Account No. (a)	Total expenditure (includes col. c&d)	Equipment and land purchases (c)	Construction (d)
a. Executive	4130	E29 283,604	G29	F29
		E89 12,889	G89	F89
b. Election and registration	4140	E23 52,882	G23	F23
c. Financial administration	4150	E23 206,704	G23	F23
d. Revaluation of property	4152	E25 24,842	G25	F25
e. Legal expense	4153	E29 60,841	G29	F29
f. Personnel administration	4155	E29 46,384	G29	F29
g. Planning and zoning	4191	E31 180,453	G31	F31
h. General government building	4194	E03 9,782	G03	F03
i. Cemeteries	4195	E89 319,889	G89	F89
j. Insurance not otherwise allocated	4196	E89 3,181	G89	F89
k. Advertising and regional association	4197	E89 18,883	G89	F89
l. Other general government	4199	E62 1,229,225	G62	F62
m. TOTAL		\$ 16,800	\$ 41,803	\$ -
2. Public safety				
a. Police	4210	E32 597,953	G32	F32
b. Ambulance	4215	E24 8,000	G24	F24
c. Fire	4220	E86 94,638	G86	F66
d. Building inspection	4240	E89 59,932	G89	F89
e. Emergency management	4290	E89 9,195	G89	F89
f. Other public safety (including communications)	4299	E89	G89	F89
g. TOTAL		\$ 769,718	\$ 41,803	\$ -
3. Airport/Aviation center				
a. Administration	4301			
b. Airport operations	4302			
c. Other	4309	E01	G01	F01
d. TOTAL		\$ -	\$ -	\$ -
Remarks				

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual (Continued)				
4. Highways and streets				
	Account No. (a)	Total expenditure (includes col. c&d)	Equipment and land purchases (c)	Construction (d)
a. Administration	4311	E44 180,078	G44	F44
b. Highways and streets	4312	E44 882,874	G44 111,884	F44 286,382
c. Bridges, railroad crossing	4313	E44	G44	F44
d. Street lighting	4316	E45	G45	F45
e. Toll highways	4316	E44	G44	F44
f. Other highway, streets, and bridges	4319	E44 409	G44	F44
g. TOTAL		\$ 863,352	\$ 111,884	\$ 286,382
5. Sanitation				
a. Administration	4321	E81 36,886	G81	F81
b. Solid waste collection	4323	E81 28,495	G81	F81
c. Solid waste disposal	4324	E81 186,025	G81	F81
d. Solid waste clean-up	4325	E80	G80	F80
e. Sewage collection and disposal	4326	E80	G80	F80
f. Other sanitation	4329	E80 11,884	G80	F80
g. TOTAL		\$ 264,653	\$	\$
6. Water distribution and treatment				
a. Administration	4331			
b. Water services	4332			
c. Water treatment	4335			
d. Water conservation	4338			
e. Other water	4339	E91	G91	F91
f. TOTAL		\$	\$	\$
7. Electric				
a. Administration	4351			
b. Generation	4352			
c. Purchase costs	4353			
d. Equipment maintenance	4354			
e. Other electric	4359	E92	G92	F92
f. TOTAL		\$	\$	\$

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual (Continued)				
	Account No.	Total expenditure Includes col c & d (b)	Equipment and land purchases (c)	Construction (d)
8. Health				
a. Administration	4411			
b. Pest Control	4414	10,350		
c. Health agencies and hospitals	4415	30,663		
d. Other Health	4419			
e. TOTAL		\$ 41,013	\$ G32	\$ F32
10. Welfare				
a. Administration	4441	66,670		
b. Direct assistance	4442			
c. Intergovernmental welfare payments	4444			
d. Vendor payments	4445			
e. Other welfare	4449			
f. TOTAL		\$ 66,670	\$ G79	\$ F79
11. Culture and recreation				
a. Parks and recreation	4520	72,080		
b. Library	4550	439		
c. Patriotic purposes	4563	300		
d. Other culture and recreation	4589	1,152		
e. TOTAL		\$ 73,941	\$ G61	\$ F61
12. Conservation				
a. Administration	4611			
b. Purchase of natural resources	4612			
c. Other conservation	4619	3,377		
d. TOTAL		\$ 3,377	\$ G59	\$ F59
13. Redevelopment and housing				
a. Administration	4631			
b. Redevelopment and housing	4632			
c. TOTAL		\$ -	\$ G50	\$ F50

Part I GENERAL FUND (Continued)		Account No.	Total expenditure <i>Includes col c & d</i>	Equipment and land purchases	Construction
B. EXPENDITURES - Modified Accrual (Continued)		(a)	(b)	(c)	(d)
14. Economic development					
a. Administration	4851	\$ -	\$ -	\$ -	\$ -
b. Economic development	4652				
c. Other economic development	4659	E89	G89	F89	
d. TOTAL		\$ -	\$ -	\$ -	\$ -
15. Debt service					
a. Principal long term bonds and notes	4711				
b. Interest on long term bonds and notes	4721	189			
c. Interest on tax and revenue anticipation notes	4723	189			
d. Other debt service charges	4790	E23			
e. TOTAL		\$ -	\$ 4,181	\$ -	\$ -
16. Capital outlay (not reported above)					
a. Land and improvements	4901		\$ -	G89	F89
b. Machinery, vehicles, and equipment	4902		G89		
c. Buildings	4903		\$ -	G89	F89
d. Improvements other than buildings	4909		\$ -	G89	F89
e. TOTAL		\$ -	\$ -	\$ -	\$ -
17. Interfund operating transfers out					
a. Transfers to special revenue funds	4912		82,395		
b. Transfers to capital projects funds	4913				
c. Transfers to proprietary funds	4914				
d. Transfers to capital reserve funds	4915		90,000		
e. Transfers to expendable trust funds	4916		3,320		
f. Transfers to non-expendable trust funds	4918				
g. TOTAL		\$ -	\$ 175,716		
Cumulative Expenditure Totals from pages 4-7.....>			\$ 3,491,886	\$ 170,487	\$ 286,392
Remarks					

Part III GENERAL FUND BALANCE SHEET

MODIFIED ACCRUAL

A. ASSETS		Account No.	Beginning of Year	End of Year
1. Current assets		(a)	(b)	(c)
a. Cash and equivalents		1010	5,827,309	6,342,720
b. Investments		1030		
c. Taxes receivable (From Section D, page 12)		1080	836,092	715,878
d. Tax liens receivable (From Section D, page 12)		1110	437,178	373,386
e. Accounts receivable		1150	1,876	3,155
f. Due from other governments		1260		
g. Due from other funds		1310	10,361	4,752
h. Other current assets		1400		7,716
i. Tax decided property (subject to resale)		1670		
j. TOTAL ASSETS (Should equal line B3) ----->			7,112,816	7,447,607
B. LIABILITIES AND FUND EQUITY				
1. Current liabilities				
a. Warrants and accounts payable		2020	63,081	67,625
b. Compensated absences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070	5,861	
e. Due to school districts		2075	5,242,151	5,589,517
f. Due to other funds		2080	250,540	300,457
g. Deferred revenue		2220		
h. Notes payable - Current		2230		
i. Bonds payable - Current		2250		
j. Other payables		2270	21,943	16,830
k. TOTAL LIABILITIES ----->			5,583,576	5,974,429
2. Fund equity (Please detail on page 10)				
a. Assigned (formerly reserve for encumbrances)		2440	30,891	73,568
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	33,422	32,096
f. Unassigned (formerly unreserved fund balances)		2530	1,464,927	1,367,514
g. TOTAL FUND EQUITY ----->			1,529,240	1,473,178
3. TOTAL LIABILITIES AND FUND EQUITY ----->			7,112,816	7,447,607

Part IV **DETAIL**

This section may be used to provide the detail requested wherever "Explain" or "Specify" is found. If additional space is needed, please add extra pages using the following format. Please show the detail and the total for each.

Account number (a)	Item (b)	Amount (c)
<i>Please Detail Reserves from page 9 (Balance Sheet)</i>		
2440	Reserve for encumbrances	
	4130: Executive	3,337
	4191: Planning/Zoning	2,310
	4194: General government building	1,200
	4220: Rescue squad	560
	4290: Emergency management (highway safety)	2,000
	4312: Highway	32,600
	4324: Sanitation	12,000
	4810: Special article - Library renovations	19,561
	TOTAL	73,568
2490	Reserve for special purposes	
	Pistol Permits, Cop Cards, Gazebo, Old Home Day, TH Access	23,221
	Flood insurance	8,875
	TOTAL	32,096

Part V **GENERAL FUND**

A. PLEASE LIST THE ANNUAL REQUIREMENTS TO AMORTIZE ALL GENERAL OBLIGATION DEBT
(as of (enter date) _____ for the ensuing five years)

	Year (a)	Principal (b)	Interest (c)	Total (d)
1.				
2.				
3.				
4.				
5.				
6. SUBTOTAL (Sum of lines 1-5)				
7. Remaining periods of debt				
8. TOTAL				

Part V **GENERAL FUND (Continued)**

D. AMORTIZATION OF LONG-TERM DEBT

Description (a)	Original obligation (b)	Purpose (c)	Annual installment (d)	Interest rate (e)	Date of final payment (f)	Bonds o/s at beginning of year (g)	Bonds issued this year (h)	Bonds retired this year (i)	Bonds o/s at end of year (j)
	\$		\$			\$	\$	\$	\$
TOTAL----->									

Remarks

Part VI RECONCILIATIONS

A. RECONCILIATION OF SCHOOL DISTRICT LIABILITY

	Amount
1. School district liability at beginning of year (Account number 2075, column b, on page 9)	\$ 5,242,151 ✓
2. ADD: School district assessment for current year	9,089,517 ✓
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	14,331,668

4. SUBTRACT: Payments made to school district	< 8,742,151 >
5. School district liability at end of year (lines 3 less line 4) (Account number 2075, column c, on page 9)	5,589,517

B. RECONCILIATION OF TAX ANTICIPATION NOTES

1. Short-term (TANS) debt at beginning of year	61V	Amount
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) (Be sure to include (TANS) in Account number 2230, column c, page 9)	64V	\$ -

PLEASE REFER TO THE INSTRUCTIONS TO COMPLETE SECTIONS C AND D

C. ALLOWANCE FOR ABATEMENTS WORKSHEET

	Current year (a)	Prior years (b)	TOTAL (c)
1. Overlay/Allowance for Abatements (Beginning of year) *	82,339 ✓	✓	82,339
2. SUBTRACT: Abatements made (From tax collector's report)	✓ (2,708)	✓ (710)	(3,416)
3. SUBTRACT: Discounts	-	-	-
4. SUBTRACT: Refunds (Cash abatements)	(2,283) ✓	(16,588) ✓	(18,871)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **	-	-	-
6. Excess of estimate (Add to revenue on page 1, line 1a) *Use overlay amount for column (a) and use last year's balance of line 5, Allowance for Abatements for column b (see your form from last year). **The amount in column c will go into line 1(b) for next year's worksheet.	77,350	(17,298)	60,052

D. TAXES/LIENS RECEIVABLE WORKSHEET

	1080 taxes (a)	1110 liens (b)	TOTALS (c)
1. Uncollected, end of year	✓ 715,878	✓ 373,386	1,089,264
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)	<	<	<
3. Receivable, end of year *	715,878 ✓	373,386 ✓	1,089,264 ✓

* (These amounts are entered on page 9, account numbers 1080 and 1110, column c)

Part VII **SUMMARY OF REVENUES FOR ALL OTHER FUNDS**

REVENUE AND OTHER FINANCING SOURCES	Capital Projects	Special Revenue	Proprietary funds	
	(a)	(b)	Enterprise (c)	Internal service (d)
1. Revenue from taxes	T01	T01	T01	
	\$	\$ 21,348	\$	\$
2. Revenue from licenses, permits, and fees	T29	T29	T29	
3. Revenue directly from the federal government	B89	B89	B89	
4. Revenue from the State of New Hampshire	C89	C89	C89	
		198,511		
5. Revenue from other governments	D89	D89	D89	
6. Revenue from charges for services	A91	A91	A91	
(a) Water supply system charges	A80	A80	A80	
(b) Sewer user charges	A81	A81	A81	
(c) Garbage/refuse collection charges	A92	A92	A92	
(d) Electric	A01	A01	A01	
(e) Airport and aviation	A44	A44	A44	
(f) Highway	A45	A45	A45	
(g) Toll facilities	A61	A61	A61	
(h) Parks and recreation	A60	A60	A60	
(i) Parking	A94	A94	A94	
(j) Transit or bus system	A89	A89	A89	
(k) Other - specify -->	A89	A89	A89	
(1)	A89	A89	A89	
(2)	A89	A89	A89	
(3)	A89	A89	A89	
7. Revenue from miscellaneous sources	U20	U20	U20	
(a) Interest on investments		7,883		
(b) Other miscellaneous sources	U99	U99	U99	
		13,817		
8. Interfund operating transfers in		175,835		
9. Other financial sources	U99	U99	U99	
10. TOTAL REVENUE AND OTHER SOURCES -->		\$ 578,816		

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHER FUNDS

EXPENDITURES (BY FUNCTIONS)	Capital projects (a)	Special revenue (b)	Proprietary funds	
			Enterprise (c)	Internal service (d)
			F89	E89
1. General government	\$	\$ 80,046	\$	\$
2. Public Safety	F82	E82	E82	
(a) Police				
(b) Ambulance		E32	E32	
(c) Fire	F24	E24	E24	
3. Airport/Aviation center	F01	E01	E01	
4. Highway and streets	F44	E44	E44	
5. Toll Highways	F45	F45	F45	
6. Sanitation	F81	F81	F81	
7. Water distribution and treatment	F91	F91	E91	
8. Sewerage	F80	E80	E80	
9. Electric	F92	E92	E92	
10. Health	F32	E32	E32	
11. Welfare	F79	E79	E79	
12. Culture and recreation	F81	E81	E81	
13. Parking	F80	E80	E80	
14. Transit or bus system	F94	E94	E94	
15. Conservation	F59	E59	E59	
16. Redevelopment and housing	F50	E50	E50	
17. Economic development	F89	E89	E89	
18. Debt service		E23	E23	
19. Capital outlay - other	F89	F89	F89	
20. Interfund operating transfers out				
21. TOTAL EXPENDITURES →		\$ 422,849		
Remarks				

Part IX BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS

A. ASSETS	Account No. (a)	Capital Projects (b)	Special Revenue (c)	Proprietary funds	
				Enterprise (d)	Internal service (e)
1. Current assets					
(a) Cash and equivalents	1010		\$ 486,213		
(b) Investments	1030		143,879		
(c) Accounts receivable	1150				
(d) Due from other governments	1260				
(e) Due from other funds	1310		300,457		
(f) Other - Specify --K					
2. Fixed assets					
(a) Land and Improvements	1610				
(b) Buildings	1620				
(c) Machinery, vehicles, and equipment	1640				
(d) Construction in progress	1650				
(e) Improvements other than buildings	1660				
(f) Other - Specify --K					
3. TOTAL ASSETS ----->			\$ 930,549		
Remarks					

Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS (Continued)

B. LIABILITIES AND FUND EQUITY	Account No.	Capital projects	Special revenue	Proprietary funds	
				Enterprise	Internal service
1. Liabilities	(a)	(b)	(c)	(d)	(e)
(a) Warrants and accounts payable	2020	\$		\$	\$
(b) Compensated absences payable	2030				
(c) Contracts payable	2050				
(d) Due to other governments	2070				
(e) Due to other funds	2080				
(f) Deferred revenue	2220				
(g) Notes and bonds payable					
(h) Other - Specify --K					
(i) TOTAL LIABILITIES ----->			\$		
2. Fund Equity/Capital					
(a) Assigned (formerly reserve for encumbrances)	2440				
(b) Assigned (formerly reserve for special purposes)	2490		930,549		
(c) Unassigned (formerly unreserved fund balance-deficit)	2530				
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->			\$ 930,549		
3. TOTAL LIABILITIES AND FUND EQUITY ----->			\$ 930,549		

Part X SUPPLEMENTAL INFORMATION WORKSHEET

A. INTERGOVERNMENTAL EXPENDITURES

Report payments made to the State or other local governments on reimbursement or cost-sharing basis. Do not include these expenditures in part VIII.

Purpose (a)	Account No. (b)	Amount (c)
Payments made to other local governments for:		
Schools		M12
Sewers		M80
All other - County	4931	M89
All other - Towns	4199	M89
Payments made to State for:		
Highways	4319	L44
All other purposes	4199	L89

C. DEBT OUTSTANDING, ISSUED, AND RETIRED

Long-term debt purpose (a)	Bonds outstanding at the beginning of this fiscal year (b)	Bonds during this fiscal year		Outstanding at the end of this fiscal year (e)
		Issued (c)	Retired (d)	
Industrial revenue	19T	24T	34T	44T
All other debt	19U	29U	39U	49U
Interest on water debt	19I			

C. SALARIES AND WAGES

Report here the total salaries and wages paid to all employees of your city before deductions for social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of city employees charged to construction projects. These amounts may be taken from the W3 form filed by your government for the year ended December 31.

Total wages paid	Z00
	\$ 1,180,993

D. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately for each of the two types of funds listed below, the amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at market value. Exclude accounts receivable, value of real property, and all non-security assets.

Type of fund (a)	Amount at end of fiscal year Orbit cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
All other funds except employee retirement funds and nonexpendable trust funds.	W61

Remarks

6,977,388

Part XI CERTIFICATION

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.

Date Signed
8/1/2011

Signatures of a majority of the governing body:

08-01-2011

8-1-11

William A Brown

8-1-11

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 base on all information of which the preparer has knowledge.)

Preparer (Please print or type)

Signature

Karen Snow, Melanson Health & Company, PC

Regular Office Hours

Email address

Mon-Fri 8am-5pm

ksnow@melansonhealth.com

GENERAL INSTRUCTIONS

When completed, one signed copy should be sent to the Department of Revenue Administration and one copy should be placed in your municipal records.

Please be sure you have completed Part X, Items A-D.

WHEN TO FILE: (RSA. 21-J:34, V)

For cities/towns reporting on a calendar year basis, this report must be filed on or before April 1.

For cities/towns reporting on an optional fiscal year basis (year ending June 30), this report must be filed on or before September 1.

WHERE TO FILE

Department of Revenue Administration
State of New Hampshire
Municipal Services Division
PO Box 487
Concord, NH 03302-0487