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AUG 29 2011

NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

CPA Prepared

\$1,377,850

UFB 2011

FORM F-65(MS-5)
(8-21-2010)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
COMMUNITY SERVICES DIVISION



ANNUAL CITY/TOWN
FINANCIAL REPORT
R.S.A. CHAPTER 21-J

30 3 002 015 2530
TOWN OF TAMWORTH
CHR BD SELECTMEN
PO BOX 279
TAMWORTH, NH 03886

(Please correct any error in name, address, and ZIP Code)

PLEASE RETURN COMPLETED FORM TO

State of New Hampshire
Department of Revenue Administration
Community Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 271-3397

Part I **GENERAL FUND -** Revenues and expenditures for the period - Specify
January 1, 2010 to December 31, 2010 | --
OR
July 1, 2009 to June 30, 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	\$ 6,003,622
b. State and local taxes assessed for school district \$ 4,744,404 ✓	4933	
c. Land use change taxes - General Fund	3120	22,193
d. Land use change taxes - Conservation Fund	3121	
e. Resident taxes	3180	
f. Timber taxes	3185	31,718
g. Payments in lieu of taxes	3186	37,089
h. Other taxes (Explain on separate schedule)	3189	
i. Interest and penalties on delinquent taxes	3190	115,340
j. Excavation tax (@ \$.02 per cu. Yd.)	3187	1,660
j. TOTAL (Excluding line 1b) ----- >		\$ 6,211,622
2. TOTAL revenues for education purposes (This entry should be used by the few municipalities which have dependent school districts only)		\$
3. Revenue from licenses, permits, and fees		
a. Business licenses and permits	3210	9,406
b. Motor vehicle permit fees	3220	413,886
c. Building permits	3230	4,800

Part I GENERAL FUND (Continued)			
A. REVENUES - Modified Accrual (Continued)		Account No.	Amount
3. Revenue from licenses, permits and fees (Cont'd)		(a)	T99 (b)
d. Other licenses, permits, and fees	3290	T99	3,385
e. TOTAL ----->		\$	431,477
4. Revenue from the federal government			
a. Housing and urban renewal (HUD)	3311	B50	\$
b. Environmental protection	3312	B89	
c. Other federal grants and reimbursements - Specify (FEMA; Homeland Security; COPPS)	3319	B89	
d. TOTAL ----->		\$	-
5. Revenue from the State of New Hampshire			
a. Shared revenue block grant	3351	C30	\$ -
b. Meals and rooms distribution	3352	C30	118,205
c. Highway block grant	3353	C46	113,026
d. Water pollution grants	3354	C89	14,437
e. Housing and community development	3355	C50	
f. State and federal forest land reimbursement	3356	C89	2,725
g. Flood control reimbursement	3357	C89	
h. Other state grants and reimbursements - Specify (Highway Safety)	3359	C	6,220
i. TOTAL ----->		\$	254,613
6. Revenue from other governments			
Intergovernmental revenue - Other	3379	D	\$
7. Revenue from charges for services (Exclude interfund transfers)			
a. Income from departments	3401	A89	\$ 71,329
b. Water supply system charges	3402	A91	
c. Sewer user charges	3403	A80	
d. Garbage-refuse charges	3404	A81	
e. Electric user charges	3405	A92	
f. Airport fees	3406	A01	
g. Parking		A60	
h. Transit or bus system		A94	
i. Parks and Recreation		A61	
j. Cemeteries		AO3	
k. Toll highways		A45	
l. Other charges	3409	A89	
m. TOTAL ----->		\$	71,329

Part I GENERAL FUND (Continued)		
A. REVENUES - Modified Accrual (Continued)	Account No.	Amount
	(a)	(b)
8. Revenue from miscellaneous sources		
a. Special assessments	3500	U01 \$
b. Sale of municipal property	3501	U11 91,744
c. Interest on investments	3502	U20 4,724
d. Rents of property	3503	U40 500
e. Fines and forfeits	3504	U99
f. Insurance dividends and reimbursements	3506	U99 -
g. Contributions and donations	3508	U99
h. Other miscellaneous sources not otherwise classified	3509	U99 750
i. TOTAL ----- >		\$ 97,718
9. Interfund operating transfers in		
a. Transfers from special revenue fund	3912	\$
b. Transfers from capital projects fund	3913	
c. Transfers from proprietary funds	3914	
d. Transfers from capital reserve fund	3915	15,827
e. Transfers from trust and fiduciary funds	3916	1,100
f. Transfers from conservation fund	3917	
g. TOTAL ----- >		\$ 16,927
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 ----- >		\$ 7,083,686
12. TOTAL FUND EQUITY (Beginning of year) (Should equal line B.2f, column b, page 9) ----- >		\$ 1,631,899
13. TOTAL OF LINES 11 AND 12 (Should equal line 21, page 8) ----- >		\$ 8,715,585
Remarks		

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual				
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)
1. General government				
a. Executive	4130	E29 156,498	G29	F29
b. Election and registration	4140	E89 93,273	G89	F89
c. Financial administration	4150	E23 17,912	G23	F23
d. Revaluation of property	4152	E23 31,495	G23	F23
e. Legal expense	4153	E25 33,101	G25	F25
f. Personnel administration	4155	E29 17,719	G29	F29
g. Planning and zoning	4191	E29 20,520	G29	F29
h. General government building	4194	E31 33,152	G31	F31
i. Cemeteries	4195	E89 27,371	G89	F89
j. Insurance not otherwise allocated	4196	E89 27,144	G89	F89
k. Advertising and regional association	4197	E89 4,717	G89	F89
l. Other general government	4199	E89 -	G89	F89
m. TOTAL ----- >		\$ 462,902	\$ -	\$ -
2. Public safety				
a. Police	4210	E62 209,478	G62	F62
b. Ambulance	4215	E32 39,283	G32	F32
c. Fire	4220	E24 173,237	G24	F24
d. Building inspection (code enforcement)	4240	E66 -	G66	F66
e. Emergency management	4290	E89 -	G89	F89
f. Other public safety (including communications)	4299	E89 -	G89	F89
g. TOTAL ----- >		\$ 421,998	\$ -	\$ -
3. Airport/Aviation center				
a. Administration	4301	\$	\$	\$
b. Airport operations	4302			
c. Other	4309			
d. TOTAL ----- >		E01 \$ -	G01 \$ -	F01 \$ -
Remarks				

Part I		GENERAL FUND (Continued)		
B. EXPENDITURES - Modified Accrual (Continued)				
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)
4. Highways and streets				
a. Administration	4311	E44 -	G44 \$	F44 \$
b. Highways and streets	4312	E44 687,959	G44	F44
c. Bridges, railroad crossing	4313	E44 -	G44	F44
d. Street lighting	4316	E44 11,907	G44	F44
e. Toll highways	4319	E45	G45	F45
f. Other highway, streets, and bridges	4319	E44	G44	F44
f. TOTAL ----- >		\$ 699,866	\$	\$
5. Sanitation				
a. Administration	4321	E80 -	G80 \$	F80 \$
b. Solid waste collection	4323	E81 -	G81	F81
c. Solid waste disposal	4324	E81 -	G81	F81
d. Solid waste clean-up	4325	E81 -	G81	F81
e. Sewage collection and disposal	4326	E80 202,476	G80	F80
f. Other sanitation	4329	E80 -	G80	F80
g. TOTAL ----- >		\$ 202,476	\$ -	\$ -
6. Water distribution and treatment				
a. Administration	4331	\$	\$	\$
b. Water services	4332			
c. Water treatment	4335			
d. Water conservation	4338			
e. Other water	4339			
f. TOTAL ----- >		E91 \$ -	G91 \$ -	F91 \$ -
7. Electric				
a. Administration	4351	\$	\$	\$
b. Generation	4352			
c. Purchase costs	4353			
d. Equipment maintenance	4354			
e. Other electric	4359			
f. TOTAL ----- >		E92 \$ -	G92 \$ -	F92 \$ -

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual (Continued)				
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)
8. Health				
a. Administration	4411	589	\$	\$
b. Pest Control	4414	5,358		
c. Health agencies and hospitals	4415	109,258		
d. Vital Statistics	4140			
e. Other Health	4419			
f. TOTAL ----->		E32 \$ 115,205	G32 \$ -	F32 \$ -
9. TOTAL expenditures for education purposes (This entry should be used by the few municipalities which have dependent school districts only)		\$	\$	\$
10. Welfare		E79	G79	F79
a. Administration	4441	9,574	\$	\$
b. Direct assistance	4442	-		
c. Intergovernmental welfare payments	4444	-		
d. Vendor payments	4445	-		
e. Other welfare	4449		G79	F79
f. TOTAL ----->		\$ 9,574	\$ -	\$ -
11. Culture and recreation				
a. Parks and recreation	4520	77,519	G61 \$	F61 \$
b. Library	4550		G52	F52
c. Patriotic purposes	4583	5,976	G61	F61
d. Other culture and recreation	4589	-	G61	F61
e. TOTAL ----->		\$ 83,495	\$ -	\$ -
12. Conservation				
a. Administration	4611	5,574	\$	\$
b. Purchase of natural resources	4612			
c. Other conservation	4619			
d. TOTAL ----->		E59 \$ 5,574	G59 \$ -	F59 \$ -
13. Redevelopment and housing				
a. Administration	4631	-	\$	\$
b. Redevelopment and housing	4632	-		
c. TOTAL ----->		E50 \$ -	G50 \$ -	F50 \$ -

Part I GENERAL FUND (Continued)				
B. EXPENDITURES - Modified Accrual (Continued)				
	Account No. (a)	Total expenditure (b)	Equipment and land purchases (c)	Construction (d)
14. Economic development				
a. Administration	4651	-	\$	\$
b. Economic development	4652	-		
c. Other economic development	4659	-		
d. TOTAL ----->		E89 \$ -	G89 \$	F89 \$
15. Debt service				
a. Principal long term bonds and notes	4711	52,596	\$	\$
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 ----->		\$ 80,047	\$	\$
16. Capital outlay				
a. Land and improvements	4901		\$	
b. Machinery, vehicles, and equipment	4902		G	
c. Buildings	4903			F
d. Improvements other than buildings	4909			F 39,236
e. TOTAL ----->			G \$ -	F \$ 39,236
17. Interfund operating transfers out				
a. Transfers to special revenue funds	4912	115,625		
b. Transfers to capital projects funds	4913			
c. Transfers to proprietary funds	4914			
d. Transfers to capital reserve funds	4915	7,001		
e. Transfers to expendable trust funds	4916			
f. Transfers to nonexpendable trust funds	4918			
f. TOTAL ----->		\$ 122,626		
Remarks				

Part III GENERAL FUND BALANCE SHEET -		Please specify the period --<	
As of December 31, 2010 OR June 30, 2010			
A. ASSETS	Account No. (a)	Beginning of year (b)	End of year (c)
1. Current assets			
a. Cash and equivalents	1010	2,363,709	2,100,098
b. Investments	1030	743,494	652,133
c. Taxes receivable (See worksheet, page 12)	1080	543,245	1,169,730
d. Tax liens receivable (See worksheet, page 12)	1110	315,349	230,317
e. Accounts receivable	1150	6,250	
f. Due from other governments	1260	-	-
g. Due from other funds	1310	963	3,897
h. Other current assets	1400	-	16,059
i. Tax deeded property (subject to resale)	1670		
j. TOTAL ASSETS (Should equal line B3) ----->		\$ 3,973,010	\$ 4,172,234
9. TOTAL expenditures for education purposes			
B. LIABILITIES AND FUND EQUITY			
1. Current liabilities			
a. Warrants and accounts payable	2020	41,955	144,826
b. Compensated absences payable	2030		
c. Contracts payable	2050	-	-
d. Due to other governments	2070	193	154
e. Due to school districts	2075	2,298,905	2,294,404
f. Due to other funds	2080	-	-
g. Deferred revenue	2220	58	355,000
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250	-	-
j. Other payables	2270		
k. TOTAL LIABILITIES ----->		\$ 2,341,111	\$ 2,794,384
2. Fund equity			
a. Reserve for encumbrances (Please detail on page 10)	2440	-	-
b. Reserve for continuing appropriations (Detail on p. 10)	2450		
c. Reserve for appropriations voted from surplus	2460		
d. Reserve for special purposes (Please detail on p. 10)	2490	-	-
e. Unreserved fund balance	2530	1,631,899	1,377,850
f. TOTAL FUND EQUITY ----->		\$ 1,631,899	\$ 1,377,850
3. TOTAL LIABILITIES AND FUND EQUITY ----->			
(Should equal line A1j) ----->			
		\$ 3,973,010	\$ 4,172,234

CLT Prepared

✓

9/26/11 m.c.

Part VI		RECONCILIATIONS		
A. RECONCILIATION OF SCHOOL DISTRICT LIABILITY				Amount
1. School district liability at beginning of year <i>(Account number 2075, column b, on page 9)</i>	<i>= last yr</i>	✓	\$	2,298,905
2. Add: School district assessment for current year		✓		4,744,404
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)				7,043,309
4. SUBTRACT: Payments made to school district		<		4,748,905 >
5. School district liability at end of year (lines 3 less line 4) <i>(Account number 2075, column c, on page 9)</i>	<i>TOB/S</i>	✓		2,294,404
B. RECONCILIATION OF TAX ANTICIPATION NOTES		Amount		
1. Short-term (TANS) debt at beginning of year		61V	\$	-
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) <i>(Be sure to include (TANS) in Account number 2230, column c, page 9)</i>			\$	-
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) *	<i>= last yr</i>	✓ 299,842	666,580 251,605	366,342 551,447
2. SUBTRACT: Abatements made (From tax collector's report)		(61,290)	(14,005)	(75,295)
3. SUBTRACT: Discounts				-
4. SUBTRACT: Refunds (Cash abatements)				-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR **		(20,000)	(38,226)	(58,226)
6. Excess of estimate (Add to revenue on page 1, line 1a)		218,552 218,552	14,269 199,374	232,821 417,926
*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.				
D. TAXES/LIENS RECEIVABLE WORKSHEET		1080 taxes (a)	1110 liens (b)	TOTALS (c)
1. Uncollected, end of year	<i>close to us 6/1</i>	✓ 1,189,730	✓ 268,543	1,458,273
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Worksheet C, line 5)		(20,000)	✓ (38,226)	(58,226)
3. Receivable, end of year *	<i>TOB/S</i>	✓ 1,169,730	230,317	1,400,047
* (These amounts are entered on page 9, account numbers 1080 and 1110, column c)				

Part VII SUMMARY OF REVENUES FOR ALL OTHER FU Please specify the period --L				
January 1, 2010 - December 31, 2010 of July 1, 2009 - June 30, 2010				
REVENUE AND OTHER FINANCING SOURCES	Capital Projects	Special Revenue	Proprietary funds	
	(a)	(b)	Enterprise	Internal service
	T01	T01	(c)	(d)
1. Revenue from taxes	\$ -	\$ 5,000	\$	\$
2. Revenue from licenses, permits, and fees	T99	T99	T99	
3. Revenue from the federal government	B89 -	B89 27,478	B89	
4. Revenue from the State of New Hampshire	C89 -	C89 -	C89	
5. Revenue from other governments	D89	D89	D89	
6. Revenue from charges for services			A91	
(a) Water supply system charges				
(b) Sewer user charges			A80	
(c) Garbage/refuse collection charges			A81	
(d) Electric	A92	A92	A92	
(e) Airport and aviation	A01	A01	A01	
(f) Highway	A44	A44	A44	
(g) Toll facilities	A45	A45	A45	
(h) Parks and recreation	A61	A61	A61	
(i) Parking	A60	A60	A60	
(j) Transit or bus system	A94	A94	A94	
(k) Other - Specify --L	A89	A89	A89	
(1) Library	A89	A89	A89	
(2)	A89	A89	A89	
(3)	A89	A89	A89	
7. Revenue from miscellaneous sources	U20	U20	U20	
(a) Interest on investments		553		
(b) Other miscellaneous sources	U99 -	53,436	U99	
8. Interfund operating transfers in	-	122,719		
9. Other financial sources	U99	U99	U99	
10. TOTAL REVENUE AND OTHER SOURCES ----->	\$ -	\$ 209,186	\$ -	\$ -

Part VIII SUMMARY OF EXPENDITURES FOR ALL OTHERS Please specify the period -->				
January 1, 2010 - December 31, 2010 of July 1, 2009 - June 30, 2010				
EXPENDITURES (BY FUNCTIONS)	Capital Projects (a)	Special Revenue (b)	Proprietary funds	
			Enterprise (c)	Internal service (d)
1. General government	F89 \$ -	E89 \$ 31,375	E89 \$ -	\$ -
2. Public Safety	F89	E89	E89	
(a) Police				
(b) ambulance				
(c) fire				
3. Airport/Aviation center	F01	E01	E01	
4. Highway and streets	F44	E44	E44	
5. Toll highways	F45	E45	E45	
6. Sanitation	F80	E80	E80	
7. Water distribution and treatment	F91	F91	E91	
8. Sewerage	F80	E80	E80	
9. Electric	F92	E92	E92	
10. Health	F32	E32 16	E32	
11. Welfare	F79	E79	E79	
12. Culture and recreation	F61	E61 130,187	E61	
13. Parking	F60	E60	E60	
14. Transit or bus system	F94	E94	E94	
15. Conservation	F59	E59 90,140	E59	
16. Redevelopment and housing	F50	E50	E50	
17. Economic development	F89	E89	E89	
18. Debt service		E23	E23	
19. Capital outlay	F89	F89 60,756	F89	
20. Interfund operating transfers out		17,020		
21. TOTAL EXPENDITURES ----->	\$ -	\$ 329,494	\$ -	\$ -
Remarks				

Part IX **BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS** Please specify the period -->

As of December 31, 2010 OR June 30, 2010

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	\$ -	\$ 196,577	\$	\$
(b) Investments	1030	-	355,846		
(c) Accounts receivable	1150	-	-		
(d) Due from other governments	1260	-	-		
(e) Due from other funds	1310	-	-		
(f) Other - Specify -->					
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 -->					
3. TOTAL ASSETS ----->		\$ -	\$ 552,423	\$ -	\$ -

Part VIII BALANCE SHEET FOR SUMMARY OF ALL OTHER FUNDS (Cont Please specify the period --^ã
 January 1, 2010 - December 31, 2010 of July 1, 2009 - June 30, 2010

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	\$ -	\$ 2,043	\$ -	\$ -
(b) Compensated absences payable	2030				
(c) Contracts payable	2050	-	-		
(d) Due to other governments	2070	-	-		
(e) Due to other funds	2080	-	3,897		
(f) Deferred revenue	2220	-	-		
(g) Notes and bonds payable					
(h) Other - Specify -- ^κ					
(I) TOTAL LIABILITIES ----->		\$ -	\$ 5,940	\$ -	\$ -
2. Fund equity/Capital					
(a) Reserve for encumbrances	2440				
(b) Reserve for special purposes	2490		546,483		
(c) Unreserved fund balance	2530		-		
(d) Municipal contributed capital	2610				
(e) Other contributed capital	2620				
(f) Retained earnings	2790				
(g) TOTAL FUND EQUITY ----->		\$ -	\$ 546,483	\$ -	\$ -
3. TOTAL LIABILITIES AND FUND EQUITY ----->		\$ -	\$ 552,423	\$ -	\$ -

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 VI.

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

B. 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 736,330	29U	39U 52,595	44U 683,735
Interest on water debt	19I			

D. 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
625,796

E. CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately for each of the three 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 par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets.

Type of fund (a)	Amount at end of fiscal year Omit cents (b)
Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement	W31
All other funds except employee retirement funds	W61 \$ 3,304,654

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 8-25-2011

Signatures of a majority of the governing body:

[Handwritten signatures]

~~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 city/town officials, this declaration is based on all information of which the preparer has knowledge)~~ **See Independent Accountant's Compilation Report**

Preparer (Please print or type) The Mercier Group, p c	Signature See Independent Accountant's Compilation Report
--	---

Regular Office Hours M-F 8am to 5pm	E-mail Address <u>pjm@mercier-group.com</u>
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GENERAL INSTRUCTIONS

When completed, one copy should be returned 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: (R.S.A. 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