

PDF 9/28/12 UFB - 516, 718

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9/27/12

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.

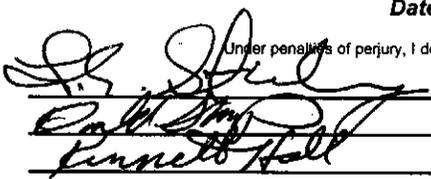
Enter town or city name in cell C5 and calendar reporting year for this report in C7 (optional reporting year in cell C9). In cell C12 enter yes if the municipality accounts for some expenditures as proprietary or capital project funds.

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 Form By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

GOVERNING BODY (SELECTMEN)

Date Signed:



Kenneth Hall

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.

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) Gregory A. Colby	Signature 
Regular Office Hours Monday through Friday, 8am to 5pm	Email address gcolby@plodzik.com

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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

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4130-4139	Executive	103,368		101,831
4140-4149	Election, Reg. & Vital Statistics	6,841		5,520
4150-4151	Financial Administration	105,475		100,614
4152	Property Assessment	43,581		47,398
4153	Legal Expense	21,000		18,084
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	9,458		7,117
4194	General Government Buildings	23,577		26,404
4195	Cemeteries	14,133		13,263
4196	Insurance	20,000		19,002
4197	Advertising & Regional Assoc.	15,658		15,658
4199	Other General Government	2,100		2,850
4210-4214	Police	155,999		199,696
4215-4219	Ambulance	39,546		41,896
4220-4229	Fire	16,727		16,638
4240-4249	Building Inspection	0		0
4290-4298	Emergency Management	2,600		594
4299	Other (Incl. Communications)			0
4301-4309	Airport Operations			
4311	Administration	517,684		525,287
4312	Highways & Streets	0		0
4313	Bridges	16,000		17,952
4316	Street Lighting	3,000		2,708
4319	Other			0
4321	Administration			0
4323	Solid Waste Collection			0
4324	Solid Waste Disposal	136,408		130,342
4325	Solid Waste Facility Clean-up			0
4326-4329	Sewage Coll. & Disposal & Other			0

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
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
4411	Administration	4,314		3,793
4414	Pest Control			0
4415-4419	Health Agencies & Hosp. & Other	18,643		18,643
4441-4442	Administration & Direct Assist.			0
4444	Intergovernmental Welfare Pymts			0
4445-4449	Vendor Payments & Other	19,000		22,314
4520-4529	Parks & Recreation	25,475		25,475
4550-4559	Library			0
4583	Patriotic Purposes	1,000		219
4589	Other Culture & Recreation			0
4611-4612	Admin. & Purch. of Nat. Resources	1,150		696
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
4711	Princ.- Long Term Bonds & Notes	140,900		149,635
4721	Interest-Long Term Bonds & Notes	28,000		31,805
4723	Int. on Tax Anticipation Notes	1		387
4790-4799	Other Debt Service	200		0

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
4901	Land			0
4902	Machinery, Vehicles & Equipment			0
4903	Buildings	40,000		8,181
4909	Improvements Other Than Bldgs.			0
4912	To Special Revenue Fund			0
4913	To Capital Projects Fund			0
4914	To Enterprise Fund			0
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund			0
4916	To Expend. Trust Fund - not #4917			0
4917	To Health Maint. Trust Funds			0
4918	To Nonexpendable Trust Funds			200
4919	To Fiduciary Funds			0
4931	Taxes Assessed for County	301,415		301,415 0
4932	Taxes Assessed for Village Dist.			0
4933	Taxes Assessed for Local Educ.	2,548,480		2,548,480 0
4934	Taxes Assessed for State Educ.	475,977		475,977 0
4939	Payments to Other Governments			0
Less Proprietary Funds or Capital Project Funds				
		4,857,710	0	1,554,202

4,880,074

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.

			Town/City Name	
			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	
3110	Property Taxes (commitment less overlay)	4,354,346	4,418,917	
3120	Land Use Change Taxes - General Fund	100	3,375	
3121	Land Use Change Taxes - Conservation Fund		0	
3180	Resident Taxes			
3185	Timber Taxes	7,211	7,704	
3186	Payment in Lieu of Taxes	3,200	6,000	
3187	Excavation Tax (\$.02 cents per cu yd)	50	195	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	55,000	60,810	
	Inventory Penalties			
3210	Business Licenses & Permits	0	0	
3220	Motor Vehicle Permit Fees	225,000	231,325	
3230	Building Permits	500	600	
3290	Other Licenses, Permits & Fees	3,000	8,511	
3311-3319	From Federal Government		63,776	
3351	Shared Revenues		0	
3352	Meals & Rooms Tax Distribution	72,055	72,055	
3353	Highway Block Grant	86,754	84,433	
3354	Water Pollution Grant		0	
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	1,366	1,366	
3357	Flood Control Reimbursement		0	
3359	Other (including Railroad Tax)		22,676	
3379	From Other Governments			
3401-3406	Income from Departments	15,000	28,020	
3409	Other Charges			
3501	Sale of Municipal Property	30,226	33,306	
3502	Interest on Investments		1,230	
3503-3509	Other		2,852	
3912	From Special Revenue Funds		0	
3913	From Capital Projects Funds		0	
3914	From Enterprise Funds		0	
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds		0	
3916	From Trust & Fiduciary Funds	3,882	6,474	
3917	Transfers from Conservation Fund		0	
3934	Proceeds from Long Term Bonds & Notes		0	
		4,857,710	5,053,625	

General Fund Balance Sheet for Town/City of		Town/City Name	2011
		or Optional Reporting Year = n/a	
a. Cash and equivalents	1010	996,074	1,416,379
b. Investments	1030	34,407	34,432
c. Restricted Assets			
d. Taxes receivable (See Section D, page 7)	1080	322,365	450,790
e. Tax liens receivable (See Section D, page 7)	1110	190,418	178,176
f. Accounts receivable	1150		0
g. Due from other governments	1260	166,314	36,617
h. Due from other funds	1310	48,631	6,474
i. Other current assets	1400	14,403	391
j. Tax deeded property (subject to resale)	1670		4,428
		1,772,612	2,127,687
a. Warrants and accounts payable	2020	55,886	81,723
b. Compensated absences payable	2030		0
c. Contracts payable	2050		0
d. Due to other governments	2070		0
e. Due to school districts	2075	1,321,996	1,478,457
f. Due to other funds	2080	11,122	4,018
g. Deferred revenue	2220		9,801
h. Notes payable - Current	2230		0
i. Bonds payable - Current	2250		0
j. Other payables	2270	3,803	332
		1,392,807	1,574,331
a. Nonspendable Fund Balance	2440		4,819
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	10,000	31,819
e. Unassigned Fund Balance	2530	369,805	516,718
		379,805	553,356
		1,772,612	2,127,687

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MS-5	RECONCILIATION (to assist in balance sheet preparation)			
GENERAL FUND BALANCE SHEET RECONCILIATION				
	Total Revenues From Page 5	5,053,625	1,727,753	
	Less Expenditures From Page 4	4,880,074	1,654,202	
	Increase (decrease)		173551	
	Ending Fund Equity From Balance Sheet		(553,356)	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		(379,805)	
	Increase (decrease)		(173551)	
RECONCILIATION OF CURRENT YEAR LIABILITY				
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		1,321,998	-
	2. ADD: School district assessment for current year		3,024,457	-
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		4,346,453	
	4. SUBTRACT: Payments made to school district		< 2,867,996 >	
	(To balance sheet Acct # 2075, column c)	To B/S	1,478,457	
RECONCILIATION OF SHORT-TERM DEBT				
	1. Short-term (TANS) debt at beginning of year	\$		
	2. ADD: New issues during current year		300,000	
	3. SUBTRACT: Issues retired during current year	<	300,000 >	
	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)	(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)			-
6. 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>			
	(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****

