

CPA: Roberts & Greene

WRB #1, 855, 630

MS-5

FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Town of Lancaster

Enter Calendar Reporting Year Here >

2011

(January 1 to December 31)

Enter Optional Reporting Year Here >

n/a

(July 1 to June 30)

DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS?

YES

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)

Roberts & Greene, PLLC

Regular Office Hours

M - F 8AM - 4PM

Signature

[Handwritten Signature]

Email address

troberts@roberts-greene.com

FOR DRA USE ONLY

RECEIVED

OCT 16 2012

NH DEPT OF REV ADMIN
MUNICIPAL SERVICES

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

MS-5

Rev. 01/12

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	79,050		79,472
4140-4149	Election, Reg. & Vital Statistics	45,920		43,485
4150-4151	Financial Administration	257,550	10,500	262,370
4152	Property Assessment			
4153	Legal Expense	30,500		6,862
4155-4159	Personnel Administration	522,993		493,271
4191-4193	Planning & Zoning	11,840		9,228
4194	General Government Buildings	51,806		71,247
4195	Cemeteries	42,155		
4196	Insurance	121,200		133,949
4197	Advertising & Regional Assoc.	18,703		18,703
4199	Other General Government	455		2,225
PUBLIC SAFETY TOTAL =				
show detail below				
4210-4214	Police	511,045		476,660
4215-4219	Ambulance			
4220-4229	Fire	494,925		476,813
4240-4249	Building Inspection			
4290-4298	Emergency Management			
4299	Other (Incl. Communications)			1,268
AIRPORT/AVIATION CENTER TOTAL =				
show detail below				
4301-4309	Airport Operations	2,464		2,464
HIGHWAYS & STREETS TOTAL =				
show detail below				
4311	Administration			
4312	Highways & Streets	749,418		681,061
4313	Bridges			
4316	Street Lighting	35,440		40,628
4319	Other			
SANITATION TOTAL =				
show detail below				
4321	Administration			
4323	Solid Waste Collection	35,100		36,450
4324	Solid Waste Disposal	269,170		253,392
4325	Solid Waste Facility Clean-up			1,831
4326-4329	Sewage Coll. & Disposal & Other	18,500		
Page Sub-Totals		3,298,234	10,500	3,091,379

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4150-4151	Encumbered from prior year

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	1,250		600
4414	Pest Control	600		181
4415-4419	Health Agencies & Hosp. & Other	23,796		23,796
WELFARE =				
show detail below				
4441-4442	Administration & Direct Assist.	50,000		46,609
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other	19,153		17,120
CULTURE & RECREATION =				
show detail below				
4520-4529	Parks & Recreation	321,759	(310,759)	11,649
4550-4559	Library	238,836	(238,836)	
4583	Patriotic Purposes	4,000		2,184
4589	Other Culture & Recreation			7,393
CONSERVATION =				
show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	3,000		
4619	Other Conservation			
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
DEBT SERVICE =				
show detail below				
4711	Princ.- Long Term Bonds & Notes	21,704		12,961
4721	Interest-Long Term Bonds & Notes			8,744
4723	Int. on Tax Anticipation Notes			1,033
4790-4799	Other Debt Service			
Page Sub-Totals		684,098	(549,895)	132,270

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4520-4529	budgeted figure includes budget for other funds
4550-4559	budgeted figure is transfer to library special revenue fund

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
	CAPITAL OUTLAY show detail below			
4901	Land			
4902	Machinery, Vehicles & Equipment	795,000	(128,000)	688,304
4903	Buildings	22,000		21,992
4909	Improvements Other Than Bldgs.		399,753	554,946
	OPERATING TRANSFERS OUT show detail below			
4912	To Special Revenue Fund		303,265	301,931
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer	291,370		
	- Water	492,744		
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	135,000		135,000
4916	To Expend. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>1,736,114</i>	<i>575,018</i>	<i>1,702,173</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>5,718,446</i>	<i>35,923</i>	<i>4,925,822</i>
	PAYMENTS TO OTHER GOVERNMENTS			
4931	Taxes Assessed for County	1,140,784		1,140,784
4932	Taxes Assessed for Village Dist.			
4933	Taxes Assessed for Local Educ.	1,430,213		1,430,213
4934	Taxes Assessed for State Educ.	598,991		598,991
4939	Payments to Other Governments			
	Less Proprietary Funds or Capital Project Funds	784,114		
	TOTAL GENERAL FUND EXPENDITURES	8,104,320	35,923	8,095,810

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4902	amount attributed to proprietary funds
4909	encumbered from prior year
4912	budgetary 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 of Lancaster	
			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)	5,198,051	5,211,366	
3120	Land Use Change Taxes - General Fund	5,000	7,200	
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	16,000	20,922	
3186	Payment in Lieu of Taxes	59,890	63,290	
3187	Excavation Tax (\$.02 cents per cu yd)	800	819	
3189	Other Taxes			
3190	Interest & Penalties on Delinquent Taxes	75,000	82,943	
	Inventory Penalties			
LICENSES, PERMITS & FEES				
3210	Business Licenses & Permits	650	1,990	
3220	Motor Vehicle Permit Fees	502,157	479,348	
3230	Building Permits	700		
3290	Other Licenses, Permits & Fees	28,207	29,157	
3311-3319	From Federal Government	475,000	904,508	
FROM STATE				
3351	Shared Revenues			
3352	Meals & Rooms Tax Distribution	156,655	156,655	
3353	Highway Block Grant	105,485	105,485	
3354	Water Pollution Grant			
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement		3,795	
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)		22,604	
3379	From Other Governments		37	
CHARGES FOR SERVICES				
3401-3406	Income from Departments	302,395	856,714	
3409	Other Charges	580,000		
MISCELLANEOUS REVENUES				
3501	Sale of Municipal Property	3,000	9,260	
3502	Interest on Investments	4,000	2,265	
3503-3509	Other	246,330	30,079	
INTERFUND OPERATING TRANSFERS IN				
3912	From Special Revenue Funds	10,000		
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)	419,370		
	Water - (Offset)	492,744		
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds		40,000	
3916	From Trust & Fiduciary Funds			
3917	Transfers from Conservation Fund	3,000		
OTHER FINANCING SOURCES				
3934	Proceeds from Long Term Bonds & Notes			
Less Proprietary Funds or Capital Project Funds		912,114		
TOTAL GENERAL FUND REVENUE		7,772,320	8,028,437	

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 or capital project funds.

General Fund Balance Sheet for Town/City of		Town of Lancaster	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	673,740	999,005
b. Investments	1030	905,502	5,956
c. Restricted Assets			
d. Taxes receivable (See Section D, page 7)	1080	385,288	397,927
e. Tax liens receivable (See Section D, page 7)	1110	267,306	308,136
f. Accounts receivable	1150	74,573	172,039
g. Due from other governments	1260	20,397	740,546
h. Due from other funds	1310	112,484	148,783
i. Other current assets	1400		
j. Tax deeded property (subject to resale)	1670	4,481	4,481
TOTAL ASSETS		2,443,771	2,776,873
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	6,384	4,873
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	848	1,051
e. Due to school districts	2075	311,286	222,204
f. Due to other funds	2080	981	
g. Deferred revenue	2220	134,033	620,132
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	30,196	35,943
TOTAL CURRENT LIABILITIES		483,728	884,203
Fund equity *			
a. Nonspendable Fund Balance	2440	4,481	4,481
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	410,253	32,559
e. Unassigned Fund Balance	2530	1,545,309	1,855,630
TOTAL FUND EQUITY		1,960,043	1,892,670
3. TOTAL LIABILITIES AND FUND EQUITY		2,443,771	2,776,873

*Note: To be GASB 54 compliant, the fund balance classifications have changed. See tab called 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 or capital project funds.

MS-5 RECONCILIATION (to assist in balance sheet preparation)	
A. GENERAL FUND BALANCE SHEET RECONCILIATION	
Total Revenues From Page 5	8,028,437
Less Expenditures From Page 4	8,095,810
Increase (decrease)	(67373)
Ending Fund Equity From Balance Sheet	1,892,670
Less Beginning Fund Equity From Balance Sheet	1,960,043
Increase (decrease)	(67373)
	These cells should be equal
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075	
	Amount
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	311,286
2. ADD: School district assessment for current year	2,029,204
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	2,340,490
4. SUBTRACT: Payments made to school district	< 2,118,286 >
(To balance sheet Acct # 2075, column c)	222,204
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 Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *	21,340	18,000	39,340
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	-	27,977	(27,977)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	5,563	-	(5,563)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	8,000	10,000	18,000
6. Excess of estimate (Add to revenue on page 5)	7,777	(19,977)	(12,200)
<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	
	(a)	(b)	(c)
1. Uncollected, end of year	405,927	318,136	724,063
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓ 8,000	↓ 10,000	↓ 18,000
3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c)	397,927	308,136	706,063

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

