

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.

J.R. Green
Patricia J. Heath

Robert J. Lemire
Frank A. Byron

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

Regular Office Hours

Email address

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RECEIVED

JUN 13 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
GENERAL GOVERNMENT TOTAL = show detail below				
4130-4139	Executive	122,769		122,171
4140-4149	Election, Reg. & Vital Statistics	92,090		91,126
4150-4151	Financial Administration	352,504		301,923
4152	Property Assessment	0		
4153	Legal Expense	59,200		49,424
4155-4159	Personnel Administration	333,821		356,070
4191-4193	Planning & Zoning	69,237		60,668
4194	General Government Buildings	93,744		80,726
4195	Cemeteries	8,195		10,544
4196	Insurance	72,823		63,888
4197	Advertising & Regional Assoc.	0		0
4199	Other General Government	33,000		
PUBLIC SAFETY TOTAL = show detail below				
4210-4214	Police	1,389,503		1,385,273
4215-4219	Ambulance	38,000		36,752
4220-4229	Fire	523,723		513,452
4240-4249	Building Inspection	74,190		71,417
4290-4298	Emergency Management	13,000		7,731
4299	Other (Incl. Communications)	0		
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations	0		0
HIGHWAYS & STREETS TOTAL = show detail below				
4311	Administration	19,179		43,362
4312	Highways & Streets	410,384		433,836
4313	Bridges	0		0
4316	Street Lighting	14,700		23,766
4319	Other	0		0
SANITATION TOTAL = show detail below				
4321	Administration	95,205		95,564
4323	Solid Waste Collection	0		0
4324	Solid Waste Disposal	316,460		302,573
4325	Solid Waste Facility Clean-up	0		0
4326-4329	Sewage Coll. & Disposal & Other	0		0
Page Sub-Totals		4,131,721	0	4,094,269

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
WATER DISTRIBUTION & TREATMENT - show detail below				
4331	Administration	0		
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other	0		
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	29,096		28,146
4414	Pest Control	19,010		18,580
4415-4419	Health Agencies & Hosp. & Other	6,445		7,117
WELFARE - show detail below				
4441-4442	Administration & Direct Assist.	0		
4444	Intergovernmental Welfare Pymls	0		
4445-4449	Vendor Payments & Other	20,000		15,439
CULTURE & RECREATION - show detail below				
4520-4529	Parks & Recreation	81,066		72,292
4550-4559	Library			2,274
4583	Patriotic Purposes	700		701
4589	Other Culture & Recreation	22,275		22,850
CONSERVATION - show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	2,166		1,165
4619	Other Conservation	0		
4631-4632	Redevelopment and Housing	0		
4651-4659	Economic Development	0		
DEBT SERVICE - show detail below				
4711	Princ.- Long Term Bonds & Notes	0		
4721	Interest-Long Term Bonds & Notes	0		
4723	Int. on Tax Anticipation Notes	1		
4790-4799	Other Debt Service	0		
Page Sub-Totals		180,758	0	166,344

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
CAPITAL OUTLAY show detail below				
4901	Land	0		
4902	Machinery, Vehicles & Equipment	0		
4903	Buildings	0		
4909	Improvements Other Than Bldgs.	69,989		66,256
OPERATING TRANSFERS OUT show detail below				
4912	To Special Revenue Fund	182,496		182,496
4913	To Capital Projects Fund	0		
4914	To Enterprise Fund	0		
	- Sewer	0		
	- Water	0		
	- Electric	0		
	- Airport	0		
4915	To Capital Reserve Fund	0		
4916	To Expend. Trust Fund - not #4917	58,862		58,862
4917	To Health Maint. Trust Funds	0		
4918	To Nonexpendable Trust Funds	0		
4919	To Fiduciary Funds	0		6,028
	<i>Page Sub-Totals</i>	<i>311,347</i>	<i>0</i>	<i>313,422</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>4,523,833</i>	<i>0</i>	<i>4,532,472</i>
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County	887,193		887,193
4932	Taxes Assessed for Village Dist.	0		
4933	Taxes Assessed for Local Educ.	9,006,079		9,006,079
4934	Taxes Assessed for State Educ.	1,749,516		1,749,516
4939	Payments to Other Governments	0		
Less Proprietary Funds or Capital Project Funds				0
TOTAL GENERAL FUND EXPENDITURES		16,266,621	0	16,175,260

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.

1	2	3	4
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues
	TAXES		
3110	Property Taxes (commitment less overlay)	14,198,211	14,278,190
3120	Land Use Change Taxes - General Fund	2,100	2,100
3121	Land Use Change Taxes - Conservation Fund	0	0
3180	Resident Taxes	0	0
3185	Timber Taxes	6,165	7,708
3186	Payment in Lieu of Taxes	31,000	28,541
3187	Excavation Tax (\$.02 cents per cu yd)	2,716	2,716
3189	Other Taxes	0	0
3190	Interest & Penalties on Delinquent Taxes	69,003	67,451
	Inventory Penalties	0	0
	LICENSES, PERMITS & FEES		
3210	Business Licenses & Permits	119,805	122,326
3220	Motor Vehicle Permit Fees	1,252,706	1,268,277
3230	Building Permits	20,000	23,289
3290	Other Licenses, Permits & Fees	30,071	31,849
3311-3319	From Federal Government	337	337
	FROM STATE		
3351	Shared Revenues	0	
3352	Meals & Rooms Tax Distribution	369,471	369,471
3353	Highway Block Grant		
3354	Water Pollution Grant	0	
3355	Housing & Community Development	0	
3356	State & Federal Forest Land Reimbursement	339	339
3357	Flood Control Reimbursement	0	
3359	Other (Including Railroad Tax)	4,725	4,725
3379	From Other Governments	0	
	CHARGES FOR SERVICES		
3401-3406	Income from Departments	80,474	107,216
3409	Other Charges		
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property	800	810
3502	Interest on Investments	4,596	6,375
3503-3509	Other	15,240	78,212
	INTERFUND OPERATING TRANSFERS IN		
3912	From Special Revenue Funds		
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds		
3916	From Trust & Fiduciary Funds		690
3917	Transfers from Conservation Fund		
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds or Capital Project Funds		
		16,207,759	16,400,622

General Fund Balance Sheet for Town/City of

Litchfield, NH

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	5,553,030	4,616,218
b. Investments	1030	0	0
c. Restricted Assets		0	0
d. Taxes receivable	1080	460,767	413,385
e. Tax liens receivable	1110	124,833	107,373
f. Accounts receivable	1150	0	16,317
g. Due from other governments	1260	2,210	0
h. Due from other funds	1310	17,510	56,052
i. Other current assets	1400	48,731	8,255
j. Tax deeded property (subject to resale)	1670	17,514	20,707
		6,224,595	5,238,307
LIABILITIES			
a. Warrants and accounts payable	2020	90,150	95,473
b. Compensated absences payable	2030	0	0
c. Contracts payable	2050	0	0
d. Due to other governments	2070	431	641
e. Due to school districts	2075	4,120,173	3,128,121
f. Due to other funds	2080	224,299	338
g. Deferred revenue	2220	0	0
h. Notes payable - Current	2230	0	0
i. Bonds payable - Current	2250	0	0
j. Other payables	2270	63,764	62,594
		4,498,817	3,287,167
FUND BALANCES			
a. Nonspendable Fund Balance	2440	179,611	206,076
b. Restricted Fund Balance	2450	0	0
c. Committed Fund Balance	2460	0	0
d. Assigned Fund Balance	2490	0	0
e. Unassigned Fund Balance	2530	1,546,167	1,745,064
		1,725,778	1,951,140
		6,224,595	5,238,307

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)			
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A. GENERAL FUND BALANCE SHEET RECONCILIATION				
	Total Revenues From Page 5		16,400,622	
	Less Expenditures From Page 4		16,175,260	
	Increase (decrease)		225,362.00	
	Ending Fund Equity From Balance Sheet		1,951,140	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		1,725,778	
	Increase (decrease)		225,362.00	

B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075		Amount		
1.	School district liability at beg. of year (From balance sheet Acct # 2075, column b)		4,120,173	
2.	ADD: School district assessment for current year		10,755,595	
3.	TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		14,875,768	
4.	SUBTRACT: Payments made to school district		< 11,747,647 >	
	(To balance sheet Acct # 2075, column c)		3,128,121	

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-6 **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) *	69,030		69,030
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	4,183		(4,183)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	2,787		(2,787)
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)	62,060	-	62,060
<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
<i>(From pgs 2-3 of tax collector's report) ></i>	Taxes	Liens	
	(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****

