

PDF 10/25/12 \$630,740 COPY

# 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.

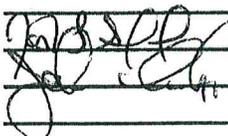
State of New Hampshire Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 230-5090

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

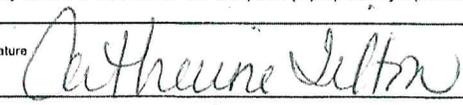
### GOVERNING BODY (SELECTMEN)

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.

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Michael R. Brooks, Chairman \_\_\_\_\_  
Josh L. Shackford, Selectman \_\_\_\_\_  
John Arruda, Selectman \_\_\_\_\_  
\_\_\_\_\_

<b>PREPARER</b>	
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) Catherine Tilton	Signature 
Regular Office Hours	Email address catsbikkpna@roadrunner.com

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JUN 28 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
<b>GENERAL GOVERNMENT TOTAL =</b> show detail below				
4130-4139	Executive	106,618		104,076
4140-4149	Election, Reg. & Vital Statistics	10,050		6,065
4150-4151	Financial Administration	123,317		111,868
4152	Property Assessment	20,761		9,966
4153	Legal Expense	36,200	1,850	19,357
4155-4159	Personnel Administration	365,171		336,779
4191-4193	Planning & Zoning	29,800		21,392
4194	General Government Buildings	60,755	1,140	65,896
4195	Cemeteries		2,500	0
4196	Insurance	62,393		62,014
4197	Advertising & Regional Assoc.			0
4199	Other General Government	20,773		17,954
<b>PUBLIC SAFETY TOTAL =</b> show detail below				
4210-4214	Police	283,973		267,856
4215-4219	Ambulance	27,600		27,600
4220-4229	Fire	123,500	2,017	118,889
4240-4249	Building Inspection	37,566		33,270
4290-4298	Emergency Management	2,900		4,903
4299	Other (Incl. Communications)			0
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below				
4311	Administration			0
4312	Highways & Streets	703,603	10,925	696,621
4313	Bridges			0
4316	Street Lighting	10,185		8,206
4319	Other			0
<b>SANITATION TOTAL =</b> show detail below				
4321	Administration			0
4323	Solid Waste Collection			0
4324	Solid Waste Disposal	197,175		139,030
4325	Solid Waste Facility Clean-up			0
4326-4329	Sewage Coll. & Disposal & Other			0
<i>Page Sub-Totals</i>		2,222,340	18,432	2,051,741

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4153	Encumbrances
4194	Encumbrances
4195	Encumbrances
4220	Encumbrances
4312	Encumbrances

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>WATER DISTRIBUTION &amp; TREATMENT =</b>				
<b>show detail below</b>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b>				
<b>show detail below</b>				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b>				
<b>show detail below</b>				
4411	Administration			
4414	Pest Control	4,175		3,692
4415-4419	Health Agencies & Hosp. & Other	28,136		28,136
<b>WELFARE =</b>				
<b>show detail below</b>				
4441-4442	Administration & Direct Assist.	33,080		17,036
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b>				
<b>show detail below</b>				
4520-4529	Parks & Recreation	59,992	375	53,858
4550-4559	Library	58,289		59,000
4583	Patriotic Purposes	900		883
4589	Other Culture & Recreation			
<b>CONSERVATION =</b>				
<b>show detail below</b>				
4611-4612	Admin. & Purch. of Nat. Resources	3,325		
4619	Other Conservation			3,499
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			
<b>DEBT SERVICE =</b>				
<b>show detail below</b>				
4711	Princ.- Long Term Bonds & Notes	62,584		62,584
4721	Interest-Long Term Bonds & Notes	3,353		3,348
4723	Int. on Tax Anticipation Notes	5,000		
4790-4799	Other Debt Service			
<i>Page Sub-Totals</i>		258,834	375	232,036

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4520	Encumbrances
4711-4721	Budget adjustment

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
<b>CAPITAL OUTLAY</b> show detail below				
4901	Land			
4902	Machinery, Vehicles & Equipment	37,337	2,109	36,239
4903	Buildings			
4909	Improvements Other Than Bldgs.	7,300	4,321	7,300
<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	55,000		55,000
4916	To Expend.Trust Fund - not #4917	35,500		35,500
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>135,137</i>	<i>6,430</i>	<i>134,039</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>2,616,311</i>	<i>25,237</i>	<i>2,417,816</i>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County			454,052
4932	Taxes Assessed for Village Dist.			548,715
4933	Taxes Assessed for Local Educ.			3,826,618
4934	Taxes Assessed for State Educ.			1,088,348
4939	Payments to Other Governments			
Less Proprietary Funds or Capital Project Funds				
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>2,616,311</b>	<b>25,237</b>	<b>8,335,549</b>

OFF by #1 less

OFF by #1

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.

## Financial Report of the Budget - Town/City of

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
	<b>TAXES</b>		
3110	Property Taxes (commitment less overlay)	7,658,812	7,646,296
3120	Land Use Change Taxes - General Fund		
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	4,488	8,188
3186	Payment in Lieu of Taxes	14,126	14,127
3187	Excavation Tax (\$.02 cents per cu yd)	3,747	3,747
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	51,330	56,437
	Inventory Penalties		
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits		
3220	Motor Vehicle Permit Fees	300,964	358,073
3230	Building Permits	15,448	25,469
3290	Other Licenses, Permits & Fees	5,310	5,727
3311-3319	<b>From Federal Government</b>		4,411
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	111,743	111,743
3353	Highway Block Grant	100,600	100,600
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement		
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)		879
3379	<b>From Other Governments</b>		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	31,869	49,744
3409	Other Charges		
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	1,515	1,515
3502	Interest on Investments	319	401
3503-3509	Other/ Cable Franchise Fees	20,773	44,083
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
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		
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		
	Less Proprietary Funds or Capital Project Funds		
	<b>TOTAL GENERAL FUND REVENUE</b>	8,321,044	8,431,440

General Fund Balance Sheet for Town/City of		Town/City Name	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	2,234,039	2,890,267
b. Investments	1030		
c. Restricted Assets			
d. Taxes receivable	1080	374,772	494,390
e. Tax liens receivable	1110	140,134	145,396
f. Accounts receivable	1150	2,726	
g. Due from other governments	1260		
h. Due from other funds	1310		
i. Other current assets	1400	275,487	25,001
j. Tax deeded property (subject to resale)	1670	13,267	14,944
<b>TOTAL ASSETS</b>		<b>3,040,425</b>	<b>3,569,998</b>
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	55,424	68,775
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	138,766	348,682
e. Due to school districts	2075	2,204,377	2,410,966
f. Due to other funds	2080	4,500	
g. Deferred revenue	2220	1,332	6,823
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270	19,037	21,872
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,423,436</b>	<b>2,857,118</b>
Fund equity *			
a. Nonspendable Fund Balance	2440		39,945
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460	25,237	
d. Assigned Fund Balance	2490	13,267	42,195
e. Unassigned Fund Balance	2530	578,485	630,740
<b>TOTAL FUND EQUITY</b>		<b>616,989</b>	<b>712,880</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>3,040,425</b>	<b>3,569,998</b>

*CPA Prepared*

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*YMC*

\*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	<b>RECONCILIATION</b> (to assist in balance sheet preparation)		
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>			
	Total Revenues From Page 5	8,431,440	
	Less Expenditures From Page 4	8,335,549	
	Increase (decrease)	95891	
	Ending Fund Equity From Balance Sheet	712,880	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	616,989	
	Increase (decrease)	95891	
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075</b>			
			Amount
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)	2,204,377	
	2. ADD: School district assessment for current year	4,914,966	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)	7,119,343	
	4. SUBTRACT: Payments made to school district	< 4,708,377 >	
	(To balance sheet Acct # 2075, column c)	2,410,966	
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>			
			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)	-	
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>			

Priority  
Tops

## 2011 Unreserved Fund Balance Worksheet

Prior Year Fund Balance		578,485.00	
Plus Understated Revenues or Minus Overstated Revenues			Amount use to set 2010 Tax Rate (See Attached)
Estimated Non-Property Taxes (MS-4)	662,232.00		
Total Estimated Revenues	<u>662,232.00</u>		
Actual Revenues Non-Property (MS-5)	785,144.00		
Total GF Revenue - Property Taxes on MS-5	<u>785,144.00</u>		
Amount Revenues were understated by	(122,912.00)	<u>122,912.00</u>	
Plus Overstated Expenses or Minus Understated Expenses			
Estimated Expenses (MS-2)	2,641,548.00		
(MS-2 Expenses Plus Prior Yr Encumbrances)		67,692.07	12/31/2010 Account Payables
Actual Expenses (MS-5)	<u>2,460,011.56</u>		
(MS-5 Expenses plus Current Yr Encumbrances)			
Amount Expenses were overstated by	181,536.44	<u>181,536.44</u>	
2011 Unreserved Fund Balances Worksheet Total		<u>630,418.37</u>	MS-5 Unreserved Fund Balance
(This calculation is a double to check for the figure on the MS-5. It will not be exact, but within a reasonable variance)		<u>630,740.00</u>	Variance (321.63) Less than 1%

**Note:** The Deferred Tax Revenue for 2011 is \$398,708. If we incorporated the Deferred Tax Revenue the 2011, the unreserved Fund Balance would be \$238,855 (630,740.00-398,708.00)