

MS-6

UFB - 1,189,960

SG  
10/9/12

PDF 10/10/12

# 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 Report By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year**

## GOVERNING BODY (SELECTMEN)

Date Signed:

*George H. Lawrence*  
\_\_\_\_\_  
\_\_\_\_\_

Under penalties of perjury, I declare that I have examined the information contained in this report and to the best of my belief it is true, correct and complete.

*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_

## PREPARER

Under penalties of perjury, I declare that I have examined the information contained in this report 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) Melanson Heath & Company, PC	Signature <i>Melanson, Heath + Company P.C.</i>
Regular Office Hours 8:00 am-5:00 pm - M-F	Email address <i>Sheril Burke</i> sburke@melansonheath.com

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**RECEIVED**

SEP 25 2012

NH DEPT OF REV ADMIN  
MUNICIPAL SERVICES

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

Reporting Year = 2011

OP FY Reporting Year = n/a

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4130-4139	Executive	199,470		196,077
4140-4149	Election, Reg. & Vital Statistics	61,744		62,180
4150-4151	Financial Administration	85,999		81,445
4152	Property Assessment			
4153	Legal Expense	42,500		42,677
4155-4159	Personnel Administration	255,741		236,987
4191-4193	Planning & Zoning	6,545		7,285
4194	General Government Buildings	59,128	16,580	73,732
4195	Cemeteries	19,190		19,277
4196	Insurance	63,699		61,193
4197	Advertising & Regional Assoc.	9,244		9,244
4199	Other General Government			
4210-4214	Police	490,894		481,532
4215-4219	Ambulance	31,330		31,330
4220-4229	Fire	123,363		108,090
4240-4249	Building Inspection	6,858		3,981
4290-4299	Emergency Management	13,475		8,017
4299	Other (Incl. Communications)	85,887	(6,304)	80,246
4301-4309	Airport Operations			
4311	Administration	565,649		
4312	Highways & Streets	190,000		590,062
4313	Bridges			
4316	Street Lighting	22,017		23,348
4319	Other			
4321	Administration	76,822		70,231
4323	Solid Waste Collection			
4324	Solid Waste Disposal			
4325	Solid Waste Facility Clean-up	11,930		14,130
4326-4329	Sewage Coll. & Disposal & Other			

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4194	Inclusion of prior year encumbrances of \$16,580
4299	Removal of current year encumbrances of \$6,304

MS-5

Financial Report of the Budget - Town/City of NEW IPSWICH

Reporting Year = 2011

OP FY Reporting Year = n/a

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			
4364	Electric Equipment Maintenance			
4369	Other Electric Costs			
4411	Administration	1,915		1,700
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other	6,970		6,970
4441-4442	Administration & Direct Assist.	53,000		50,217
4444	Intergovernmental Welfare Pymts			
4445-4449	Vendor Payments & Other			
4520-4529	Parks & Recreation	23,763		24,162
4550-4559	Library	30,000		30,000
4583	Patriotic Purposes	1,000		840
4589	Other Culture & Recreation			
4811-4812	Admin. & Purch. of Nat. Resources	2,125		2,125
4819	Other Conservation			
4831-4832	Redevelopment and Housing			
4851-4859	Economic Development			
4711	Princ.- Long Term Bonds & Notes	35,000		35,000
4721	Interest-Long Term Bonds & Notes	18,071		18,071
4723	Int. on Tax Anticipation Notes	1		
4790-4799	Other Debt Service			

Acct. #	Explanation for "Other Authorizations" (Column 4) (Example: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)

MS-5

Financial Report of the Budget - Town/City of **NEW IPSWICH**Reporting Year = **2011**

OP FY Reporting Year = n/a

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
4901	Land			
4902	Machinery, Vehicles & Equipment			
4903	Buildings	70,000	8,701	45,567
4909	Improvements Other Than Bldgs.	7,800	50,000	243,211
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	163,000		163,000
4916	To Expand. Trust Fund - not #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
4931	Taxes Assessed for County			417,420
4932	Taxes Assessed for Village Dial.			
4933	Taxes Assessed for Local Educ.			5,566,049
4934	Taxes Assessed for State Educ.			946,448
4939	Payments to Other Governments			
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds			
		<b>9,764,047</b>	<b>68,977</b>	<b>9,751,844</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4903	Inclusion of prior year encumbrances of \$8,701
4909	Emergency expenditure for safety renovation for \$50,000
4909	Removal of current year encumbrances for \$10,000

**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 Page 10 for revolving funds and the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

			NEW IPSWICH	
			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)		8,270,084	
3120	Land Use Change Taxes - General Fund			
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Timber Taxes	12,000	10,058	
3188	Payment in Lieu of Taxes			
3187	Excavation Tax (\$.02 cents per cu yd)	1,533		
3189	Other Taxes		1,454	
3180	Interest & Penalties on Delinquent Taxes	72,000	75,209	
	Inventory Penalties			
3210	Business Licenses & Permits			
3220	Motor Vehicle Permit Fees	695,000	703,638	
3230	Building Permits	5,000	9,178	
3290	Other Licenses, Permits & Fees	48,000	52,754	
3311-3319	From Federal Government			
3351	Shared Revenues		227,772	
3352	Meals & Rooms Tax Distribution	227,769		
3353	Highway Block Grant	152,869	148,782	
3354	Water Pollution Grant		9,630	
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement	125	3,590	
3357	Flood Control Reimbursement			
3358	Other (Including Railroad Tax)	3,465	50	
3378	From Other Governments			
3401-3406	Income from Departments	86,000	94,178	
3409	Other Charges	5,789		
3501	Sale of Municipal Property	1,621	2,551	
3502	Interest on Investments	2,500	2,195	
3503-3509	Other	440	5,905	
3912	From Special Revenue Funds		62,883	
3913	From Capital Projects Funds			
3914	From Enterprise Funds			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
3915	From Capital Reserve Funds	21,800	18,476	
3916	From Trust & Fiduciary Funds	200	673	
3917	Transfers from Conservation Fund			
3934	Proceeds from Long Term Bonds & Notes	9,817		
	Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds			
		9,590,617	9,699,058	

NOTE: NH law requires all municipalities to give 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, special revenue funds, or capital project funds. Also see supplemental schedule on page 10.

General Fund Balance Sheet for Town/City of <b>NEW IPSWICH</b> 2011			
or Optional Reporting Year = n/a			
a. Cash and equivalents	1010	520,087	428,718
b. Investments	1030	2,746,216	3,117,750
c. Restricted Assets			
d. Taxes receivable	1080	462,149	580,765
e. Tax liens receivable	1110	215,762	211,568
f. Accounts receivable	1150	3,488	4,797
g. Due from other governments	1260		
h. Due from other funds	1310	244,943	272,205
i. Other current assets	1400	8,879	17,217
j. Tax dedeod property (subject to resale)	1670	5,628	28,714
		4,207,152	4,661,734
a. Warrants and accounts payable	2020	118,434	102,844
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070		
e. Due to school districts	2075	2,590,230	3,036,205
f. Due to other funds	2080	191,851	268,834
g. Deferred revenue	2220		
h. Notes payable - Current	2230		
i. Bonds payable - Current	2250		
j. Other payables	2270		
		2,900,515	3,407,883
a. Nonspendable Fund Balance	2440	5,628	45,932
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		
d. Assigned Fund Balance	2490	22,635	17,959
e. Unassigned Fund Balance	2530	1,278,374	1,189,960
		1,306,637	1,253,851
		4,207,152	4,661,734

**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, special revenue, or capital project funds.

MS-5	<b>RECONCILIATION</b> (to assist in balance sheet preparation)			
	Total Revenues From Page 5		9,699,058	
	Less Expenditures From Page 4		9,751,844	
	Increase (decrease)		(52786)	
	Ending Fund Equity From Balance Sheet		1,253,851	These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		1,306,637	
	Increase (decrease)		(52786)	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		2,590,230	
	2. ADD: School district assessment for current year		6,512,497	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		9,102,727	
	4. SUBTRACT: Payments made to school district		< 6,066,522 >	
	(To balance sheet Acct # 2075, column c)		3,036,205	
	1. Short-term (TANS) debt at beginning of year	\$	N/A	
	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)		#VALUE!	
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>				

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)	-	-	-
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)	-	-	-
<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\*\***



