

CRA: Crane + Bell

PDF 11/7/12

WAB \$ 519,196

MS-5

# 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 O'Brien*  
*James Wedge*



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

## 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)  
Crane & Bell, PLLC

Signature  
*Crane & Bell, PLLC*

Regular Office Hours  
Monday through Friday, 8:00am to 4:30pm

Email address  
donald.crane@craneandbellcpas.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

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
<b>GENERAL GOVERNMENT TOTAL =</b>				
show detail below				
4130-4139	Executive	8,786		8,330
4140-4149	Election, Reg. & Vital Statistics	97,538		92,271
4150-4151	Financial Administration	150,272	(32,500)	119,859
4152	Property Assessment		32,500	33,076
4153	Legal Expense	14,001		10,893
4155-4159	Personnel Administration			
4191-4193	Planning & Zoning	1,964		1,377
4194	General Government Buildings	95,459		106,515
4195	Cemeteries	14,950		14,812
4196	Insurance	29,917		29,106
4197	Advertising & Regional Assoc.	2,100		1,966
4199	Other General Government	25,447		26,668
<b>PUBLIC SAFETY TOTAL =</b>				
show detail below				
4210-4214	Police	333,308		327,785
4215-4219	Ambulance	243,274		215,640
4220-4229	Fire			
4240-4249	Building Inspection			
4280-4298	Emergency Management	457		538
4299	Other (Incl. Communications)	6,800		6,800
<b>AIRPORT/AVIATION CENTER TOTAL =</b>				
show detail below				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS TOTAL =</b>				
show detail below				
4311	Administration			
4312	Highways & Streets	385,542	(26,261)	331,243
4313	Bridges	300		120
4316	Street Lighting	34,000		35,473
4319	Other			
<b>SANITATION TOTAL =</b>				
show detail below				
4321	Administration			
4323	Solid Waste Collection	67,600		67,600
4324	Solid Waste Disposal	168,550		166,534
4325	Solid Waste Facility Clean-up			
4326-4329	Sewage Coll. & Disposal & Other	308,670		371,615
Page Sub-Totals		1,989,936	(26,261)	1,889,221

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditures; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4150 & 4152	Reclassification of property appraisal budget from financial administration
4312	Reclassification of \$10,000 for the purchase of a new capital asset to 4902 machinery, vehicles & equipment
4312	Reclassification of \$16,261 of long term debt payments to 4711 & 4721 principal and interest on long term notes

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
<b>WATER DISTRIBUTION &amp; TREATMENT =</b> show detail below				
4331	Administration			
4332	Water Services	444,744		375,364
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC =</b> show detail below				
4351-4352	Admin. and Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
<b>HEALTH =</b> show detail below				
4411	Administration	3,242		545
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other	21,139	37,832	36,124
<b>WELFARE =</b> show detail below				
4441-4442	Administration & Direct Assist.			3,997
4444	Intergovernmental Welfare Pymts	37,832	(37,832)	
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION =</b> show detail below				
4520-4529	Parks & Recreation	79,075	(6,500)	68,849
4550-4559	Library	50,315		54,623
4583	Patriotic Purposes	1,000		910
4589	Other Culture & Recreation		6,500	6,500
<b>CONSERVATION =</b> show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	10,000	(10,000)	
4619	Other Conservation		10,000	5,303
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development			431
<b>DEBT SERVICE =</b> show detail below				
4711	Princ.- Long Term Bonds & Notes		14,461	20,297
4721	Interest-Long Term Bonds & Notes		1,800	2,963
4723	Int. on Tax Anticipation Notes	6,000		6,587
4790-4799	Other Debt Service			
<b>Page Sub-Totals</b>		653,347	16,261	382,493

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4415 & 4444	Reclassification of health agency payments
4520 & 4589	Reclassification of other culture & recreation
4611 & 4619	Reclassification of other conservation
4711 & 4721	Reclassification from 4312 highway of long term debt payments

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
	<b>CAPITAL OUTLAY</b> show detail below			
4901	Land			
4902	Machinery, Vehicles & Equipment		10,000	196,003
4903	Buildings			
4909	Improvements Other Than Bldgs.			5,381
	<b>OPERATING TRANSFERS OUT</b> show detail below			
4912	To Special Revenue Fund			105,913
4913	To Capital Projects Fund			
4914	To Enterprise Fund			
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	137,995	(50,000)	88,104
4916	To Expend. Trust Fund - noi #4917	25,000		25,000
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
	<i>Page Sub-Totals</i>	<i>162,995</i>	<i>(50,000)</i>	<i>420,001</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>2,805,277</i>	<i>(50,000)</i>	<i>2,871,116</i>
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>			
4931	Taxes Assessed for County		497,713	497,713
4932	Taxes Assessed for Village Dist.		84,767	84,767
4933	Taxes Assessed for Local Educ.		1,416,354	1,416,354
4934	Taxes Assessed for State Educ.		246,575	246,575
4939	Payments to Other Governments			
	Less Proprietary Funds or Capital Project Funds			870,451
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>2,805,277</b>	<b>2,195,409</b>	<b>4,346,073</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4902	Reclassification from 4912 highway of capital asset
4915	Removal of warrant article 13 from budget as this was forestry to capital reserve and the money was not tax dollars

**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 Northumberland	
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)	3,452,814	3,470,538
3120	Land Use Change Taxes - General Fund	2,263	2,263
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes		
3185	Timber Taxes	3,506	3,506
3186	Payment in Lieu of Taxes	11,500	12,404
3187	Excavation Tax (\$0.02 cents per cu yd)		
3189	Other Taxes		
3190	Interest & Penalties on Delinquent Taxes	73,977	86,073
	Inventory Penalties	2,800	
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	450	520
3220	Motor Vehicle Permit Fees	285,000	300,440
3230	Building Permits	750	690
3290	Other Licenses, Permits & Fees	3,000	3,606
3311-3319	From Federal Government		47,683
	<b>FROM STATE</b>		
3351	Shared Revenues		
3352	Meals & Rooms Tax Distribution	102,189	102,189
3353	Highway Block Grant	52,559	51,152
3354	Water Pollution Grant		
3355	Housing & Community Development		
3356	State & Federal Forest Land Reimbursement	3,760	3,760
3357	Flood Control Reimbursement		
3359	Other (Including Railroad Tax)	12,909	16,851
3379	From Other Governments		
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	211,000	212,041
3408	Other Charges		
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property		(730)
3502	Interest on Investments	600	4,508
3503-3509	Other	200	218,890
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds		224,398
3913	From Capital Projects Funds		
3914	From Enterprise Funds		
	Sewer - (Offset)		
	Water - (Offset)	308,670	312,784
	Electric - (Offset)	444,744	267,823
	Airport - (Offset)		
3915	From Capital Reserve Funds		
3916	From Trust & Fiduciary Funds	50,000	
3917	Transfers from Conservation Fund		
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes		1,220
	Less Proprietary Funds or Capital Project Funds		831,370
	<b>TOTAL GENERAL FUND REVENUE</b>	5,022,691	4,511,239

General Fund Balance Sheet for Town/City of

Town of Northumberland

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	135,620	379,385
b. Investments	1030	27,834	27,931
c. Restricted Assets			
d. Taxes receivable	1080	457,074	478,058
e. Tax liens receivable	1110	301,126	412,683
f. Accounts receivable	1150	143,747	119,667
g. Due from other governments	1260		
h. Due from other funds	1310	252,702	249,806
i. Other current assets	1400	4,981	
j. Tax deeded property (subject to resale)	1670	4,632	25,796
<b>TOTAL ASSETS</b>		<b>1,327,716</b>	<b>1,693,326</b>
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	47,543	83,658
b. Compensated absences payable	2030		
c. Contracts payable	2050		
d. Due to other governments	2070	1,088	
e. Due to school districts	2075	828,185	731,354
f. Due to other funds	2080	42,455	51,014
g. Deferred revenue	2220	4,000	7,689
h. Notes payable - Current	2230		250,000
i. Bonds payable - Current	2250		
j. Other payables	2270		
<b>TOTAL CURRENT LIABILITIES</b>		<b>923,271</b>	<b>1,123,715</b>
Fund equity *			
a. Nonspendable Fund Balance	2440	4,632	25,796
b. Restricted Fund Balance	2450		
c. Committed Fund Balance	2460		24,619
d. Assigned Fund Balance	2490	30,000	
e. Unassigned Fund Balance	2530	369,813	519,196
<b>TOTAL FUND EQUITY</b>		<b>404,445</b>	<b>569,611</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>1,327,716</b>	<b>1,693,326</b>

\*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)						
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>							
	Total Revenues From Page 5		4,511,239				
	Less Expenditures From Page 4		4,346,073				
	Increase (decrease)		165166				
	Ending Fund Equity From Balance Sheet		569,811				These cells should be equal
	Less Beginning Fund Equity From Balance Sheet		404,445				
	Increase (decrease)		165166				
<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.)						828,185
	2. ADD: School district assessment for current year						1,662,929
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)						2,491,114
	4. SUBTRACT: Payments made to school district						< 1,759,760 >
							731,354
							(To balance sheet Acct # 2075, column c)
<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						550,000
	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)						250,000
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>							

MS-5.

**OPTIONAL RECONCILIATION (to assist in balance sheet preparation)**

<b>A. USE OF OVERLAY &amp; ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS</b>	<b>Year of this report</b>	<b>For Prior Levy</b>	<b>TOTAL</b>
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
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>			
<b>B. TAXES/LIENS RECEIVABLE WORKSHEET</b>	<b>Acct. #1080</b>	<b>Acct. #1110</b>	
	<b>Taxes</b>	<b>Liens</b>	<b>TOTALS</b>
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
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\*\***





272 Main Street  
Lancaster, NH 03584  
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Fax 603.788.3830  
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## ACCOUNTANTS' COMPILATION REPORT

To the Board of Selectmen,  
Town of Northumberland:

We have compiled the balance sheet of Town of Northumberland as of December 31, 2011, and the related statement of revenues, expenditures, and fund balance for the year then ended, included in the accompanying form MS-5. We have not audited or reviewed the accompanying financial statements included in the accompanying form MS-5 and, accordingly, do not express an opinion or provide any assurance about whether the information contained therein is in accordance with the form prescribed by the New Hampshire Department of Revenue Administration.

Management is responsible for the preparation and fair presentation of the financial statements included in the form prescribed by New Hampshire Department of Revenue Administration and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of form MS-5.

Our responsibility is to conduct the compilation in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The financial information included in the accompanying prescribed form is presented in accordance with the requirements of the New Hampshire Department of Administration, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the New Hampshire Department of Administration and is not intended to be and should not be used by anyone other than this specified party.

November 5, 2012

*Crane & Bell, P.C.*