

FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Town of Groton

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?

NO

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: April 17, 2012

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.

Kyle Andrews

Christina Goodwin

Miles Sinclair

[Handwritten signatures]
Christina Goodwin

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)

John E. Lyford

Signature

[Handwritten signature: John E. Lyford]

Regular Office Hours

Email address

FOR DRA USE ONLY

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	45,002	0	44,729
4140-4149	Election, Reg. & Vital Statistics	42,750	0	37,990
4150-4151	Financial Administration	28,635	0	28,008
4152	Property Assessment	0	0	0
4153	Legal Expense	15,500	0	12,383
4155-4159	Personnel Administration	58,600	0	44,136
4191-4193	Planning & Zoning	4,766	0	1,953
4194	General Government Buildings	14,835	0	12,719
4195	Cemeteries	2,510	0	1,446
4196	Insurance	13,900	0	11,553
4197	Advertising & Regional Assoc.	1,790	0	1,538
4199	Other General Government	6,402	0	450
PUBLIC SAFETY TOTAL = show detail below				
4210-4214	Police	79,202	0	71,211
4215-4219	Ambulance	0	0	0
4220-4229	Fire	48,333	0	44,010
4240-4249	Building Inspection	0	0	0
4290-4298	Emergency Management	1,850	0	481
4299	Other (Incl. Communications)	0	0	0
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations	0	0	0
HIGHWAYS & STREETS TOTAL = show detail below				
4311	Administration	43,800	0	46,271
4312	Highways & Streets	44,176	0	78,186
4313	Bridges	0	0	0
4316	Street Lighting	1,100	0	983
4319	Other	0	0	0
SANITATION TOTAL = show detail below				
4321	Administration	5,006	0	5,060
4323	Solid Waste Collection	0	0	0
4324	Solid Waste Disposal	47,000	0	39,932
4325	Solid Waste Facility Clean-up	0	0	0
4326-4329	Sewage Coll. & Disposal & Other	0	0	0
<i>Page Sub-Totals</i>		<i>505,157</i>	<i>0</i>	<i>483,039</i>

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	0	
4332	Water Services	0	0	
4335-4339	Water Treatment, Conserv.& Other	0	0	
ELECTRIC = show detail below				
4351-4352	Admin. and Generation	0	0	
4353	Purchase Costs	0	0	
4354	Electric Equipment Maintenance	0	0	
4359	Other Electric Costs	0	0	
HEALTH = show detail below				
4411	Administration	3,130	0	1,430
4414	Pest Control	0	0	0
4415-4419	Health Agencies & Hosp. & Other	3,514	0	3,514
WELFARE = show detail below				
4441-4442	Administration & Direct Assist.	1,600	0	0
4444	Intergovernmental Welfare Pymts	1,693	0	1,693
4445-4449	Vendor Payments & Other	4,000	0	2,133
CULTURE & RECREATION = show detail below				
4520-4529	Parks & Recreation	4,634	0	3,825
4550-4559	Library	2,500	0	2,500
4583	Patriotic Purposes	100	0	0
4589	Other Culture & Recreation	0	0	0
CONSERVATION = show detail below				
4611-4612	Admin.& Purch. of Nat. Resources	0	0	0
4619	Other Conservation	650	0	11
4631-4632	Redevelopment and Housing	0	0	0
4651-4659	Economic Development	0	0	0
DEBT SERVICE = show detail below				
4711	Princ.- Long Term Bonds & Notes	0	0	0
4721	Interest-Long Term Bonds & Notes	0	0	0
4723	Int. on Tax Anticipation Notes	0	0	0
4790-4799	Other Debt Service	0	0	0
<i>Page Sub-Totals</i>		21,821	0	15,106

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	0	0
4902	Machinery, Vehicles & Equipment	0	0	0
4903	Buildings	2,500	0	1,776
4909	Improvements Other Than Bldgs.	31,291	8,933	33,469
OPERATING TRANSFERS OUT show detail below				
4912	To Special Revenue Fund	0	0	0
4913	To Capital Projects Fund	0	0	0
4914	To Enterprise Fund	0	0	0
	- Sewer	0	0	0
	- Water	0	0	0
	- Electric	0	0	0
	- Airport	0	0	0
4915	To Capital Reserve Fund	30,000	0	30,000
4916	To Expend. Trust Fund - not #4917	950	0	950
4917	To Health Maint. Trust Funds	0		0
4918	To Nonexpendable Trust Funds	0		0
4919	To Fiduciary Funds	0		0
	<i>Page Sub-Totals</i>	64,741	8,933	66,195
	<i>Total Local Expenditure Sub-Totals</i>	591,719	8,933	564,340
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County	92,465		92,465
4932	Taxes Assessed for Village Dist.	0		0
4933	Taxes Assessed for Local Educ.	506,956		506,956
4934	Taxes Assessed for State Educ.	0		0
4939	Payments to Other Governments	0		0
Less Proprietary Funds or Capital Project Funds				
TOTAL GENERAL FUND EXPENDITURES		1,191,140	8,933	1,163,761

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4909	PRIOR YEAR'S ENCUMBRANCES

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)	868,841	867,219
3120	Land Use Change Taxes - General Fund	350	380
3121	Land Use Change Taxes - Conservation Fund		0
3180	Resident Taxes		0
3185	Timber Taxes	28,600	11,190
3186	Payment in Lieu of Taxes		0
3187	Excavation Tax (\$.02 cents per cu yd)		0
3189	Other Taxes		0
3190	Interest & Penalties on Delinquent Taxes	22,600	30,242
	Inventory Penalties		0
	LICENSES, PERMITS & FEES		
3210	Business Licenses & Permits	105	105
3220	Motor Vehicle Permit Fees	80,000	78,950
3230	Building Permits	180	285
3290	Other Licenses, Permits & Fees	4,100	4,862
3311-3319	From Federal Government	576	15,327
	FROM STATE		
3351	Shared Revenues	0	0
3352	Meals & Rooms Tax Distribution	26,474	26,474
3353	Highway Block Grant	25,463	25,463
3354	Water Pollution Grant	0	0
3355	Housing & Community Development	0	0
3356	State & Federal Forest Land Reimbursement	742	742
3357	Flood Control Reimbursement	0	0
3359	Other (Including Railroad Tax)	18,000	20,314
3379	From Other Governments	0	0
	CHARGES FOR SERVICES		
3401-3406	Income from Departments	2,900	5,507
3409	Other Charges	600	53,475
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property	0	0
3502	Interest on Investments	0	203
3503-3509	Other	1,159	0
	INTERFUND OPERATING TRANSFERS IN		
3912	From Special Revenue Funds	0	0
3913	From Capital Projects Funds	0	0
3914	From Enterprise Funds	0	0
	Sewer - (Offset)	0	0
	Water - (Offset)	0	0
	Electric - (Offset)	0	0
	Airport - (Offset)	0	0
3915	From Capital Reserve Funds	0	0
3916	From Trust & Fiduciary Funds	0	0
3917	Transfers from Conservation Fund	0	0
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes	0	0
	Less Proprietary Funds or Capital Project Funds		
	TOTAL GENERAL FUND REVENUE	1,080,690	1,140,738

General Fund Balance Sheet for Town/City of		Town of Groton		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	385,653	381,770	
b. Investments	1030	0	0	
c. Restricted Assets		0	0	
d. Taxes receivable	1080	130,321	112,715	
e. Tax liens receivable	1110	105,175	81,648	
f. Accounts receivable	1150	0	0	
g. Due from other governments	1260	3,313	52,906	
h. Due from other funds	1310	0	0	
i. Other current assets	1400	0	0	
j. Tax deeded property (subject to resale)	1670	23,547	24,926	
TOTAL ASSETS		648,009	653,965	
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year	
Current liabilities	(a)	(b)	(c)	
a. Warrants and accounts payable	2020	0	0	
b. Compensated absences payable	2030	0	0	
c. Contracts payable	2050	0	0	
d. Due to other governments	2070	0	0	
e. Due to school districts	2075	265,105	245,956	
f. Due to other funds	2080	0	0	
g. Deferred revenue	2220	5,812	53,558	
h. Notes payable - Current	2230	0	0	
i. Bonds payable - Current	2250	0	0	
j. Other payables	2270	3,232	3,614	
TOTAL CURRENT LIABILITIES		274,149	303,128	
Fund equity *				
a. Nonspendable Fund Balance	2440	0	0	
b. Restricted Fund Balance	2450	0	0	
c. Committed Fund Balance	2460	0	0	
d. Assigned Fund Balance	2490	8,933	2,500	
e. Unassigned Fund Balance	2530	364,927	348,337	
TOTAL FUND EQUITY		373,860	350,837	
3. TOTAL LIABILITIES AND FUND EQUITY		648,009	653,965	

*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		1,140,738		
Less Expenditures From Page 4		1,163,761		
Increase (decrease)		(23023)		
Ending Fund Equity From Balance Sheet		350,837		These cells should be equal
Less Beginning Fund Equity From Balance Sheet		373,860		
Increase (decrease)		(23023)		
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075				
				Amount
1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)				265,105
2. ADD: School district assessment for current year				509,956
3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)				775,061
4. SUBTRACT: Payments made to school district			<	526,105 >
				(To balance sheet Acct # 2075, column c)
				248,956
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) *	-	-	-
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	-	4,225	(4,225)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	-	400	(400)
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line2)	-	-	-
6. Excess of estimate (Add to revenue on page 5)	-	(4,625)	(4,625)
<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	
	Taxes	Liens	TOTALS
	(a)	(b)	(c)
1. Uncollected, end of year	1,000,000	550,000	1,550,000
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)	1,000,000	550,000	1,550,000

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