



FINANCIAL REPORT OF THE TOWN, CITY, OR VILLAGE DISTRICT BUDGET

Form Due Dates: **April 1, 2015**, if operating on a Calendar Year, reporting from 1/1/14 to 12/31/14,
OR
September 1, 2015, if operating on a Fiscal Year, reporting from 7/1/14 to 6/30/15.

Instructions

Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity name from the pull down menu
- Enter the preparer's information

Account Codes

- In the *Expenditures* section, enter the *Other Authorizations*, and *Actual Expenditures* for each applicable account code
- Every instance of an *Other Authorization* requires an explanation on the page preceding the *Revenues* section
- In the *Revenues* section, enter the *Actual Revenues* for each applicable account code

Balance Sheet

- Enter the *End of Year* balance for each applicable account code

Reconciliation Sheets

- Use at will to aid in reconciling discrepancies on the balance sheet

Amortization of Long Term Debt

- Enter all information regarding long term debt

For Assistance Please Contact:

DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Entity Type: ☒ Municipality ☐ Village

Municipality: ALLENTOWN

County: MERRIMACK

PREPARER'S INFORMATION ?

First Name

Sheryl

Last Name

Pratt

Preparer's Entity

Plodzick & Sanderson, P.A.

Street No.

193

Street Name

North Main Street

Phone Number

(603) 225-6996

Email (optional)

Spratt@plodzick.com



EXPENDITURES

GENERAL GOVERNMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4130 - 4139	Executive ?	\$169,294		\$178,729
4140 - 4149	Election, Reg. & Vital Statistics ?	\$54,307		\$47,858
4150 - 4151	Financial Administration ?	\$207,244	(\$97,603)	\$107,999
		Explanation for Authorizations: Transfers/Reclassifications		
4152	Property Assessment ?		\$97,603	\$61,430
		Explanation for Authorizations: Transfers/Reclassifications		
4153	Legal Expense ?	\$20,000		\$78,367
4155 - 4159	Personnel Administration ?	\$740,339		\$610,196
4191 - 4193	Planning & Zoning ?	\$21,502		\$28,136
4194	General Government Buildings ?	\$24,800	(\$1,300)	\$40,369
		Explanation for Authorizations: Transfers/Reclassifications		
4195	Cemeteries ?	\$3		\$110
4196	Insurance ?	\$62,766		\$62,074
4197	Advertising & Regional Association ?	\$4,531		\$4,750
4199	Other General Government Expense ?			
General Government Subtotal		\$1,304,786	(\$1,300)	\$1,220,018

PUBLIC SAFETY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4210 - 4214	Police ?	\$903,740		\$823,317
4215 - 4219	Ambulance ?	\$209,007		\$209,007
4220 - 4229	Fire ?	\$314,737	\$11,544	\$285,753
		Explanation for Authorizations: Transfers/Reclassifications		



New Hampshire
Department of
Revenue Administration

2015
MS-535

4240 - 4249	Building Inspection ?	\$33,593		\$44,982
4290 - 4298	Emergency Management ?	\$73,850		\$41,847
4299	Other (Including Communications) ?			
Public Safety Subtotal		\$1,534,927	\$11,544	\$1,404,906

AIRPORT/AVIATION CENTER ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4301 - 4309	Airport Operations ?			
Airport/Aviation Subtotal				

HIGHWAYS AND STREETS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4311	Administration ?	\$320,894	(\$8,738)	\$335,684
		Explanation for Authorizations: Transfers/Reclassifications		
4312	Highway & Streets ?	\$169,591	(\$1)	\$140,922
		Explanation for Authorizations: Transfers/Reclassifications		
4313	Bridges ?			
4316	Street Lighting ?	\$23,000		\$24,414
4319	Other ?	\$11,544	(\$11,544)	
		Explanation for Authorizations: Transfers/Reclassifications		
Highways and Streets Subtotal		\$525,029	(\$20,283)	\$501,020

SANITATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4321	Administration ?			
4323	Solid Waste Collection ?			
4324	Solid Waste Disposal ?	\$161,540	\$8,739	\$150,985
		Explanation for Authorizations: Transfers/Reclassifications		



New Hampshire
Department of
Revenue Administration

2015
MS-535

4325	Solid Waste Facility Clean-up ?			
4326 - 4329	Sewage Collection, Disposal, and Other ?			
Sanitation Subtotal		\$161,540	\$8,739	\$150,985

WATER DISTRIBUTION AND TREATMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4331	Administration ?			
4332	Water Services ?			
4335	Water Treatment ?			
4338-4339	Water Conservation & Other ?			
Water Distribution and Treatment Subtotal				

ELECTRIC ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4351 - 4352	Administration & Generation ?			
4353	Purchase Costs ?			
4354	Electric Equipment Maintenance ?			
4359	Other Electric Costs ?			
Electric Subtotal				

HEALTH ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4411	Administration ?	\$7,305		\$5,877
4414	Pest Control ?	\$9,970		\$423
4415 - 4419	Health Agencies & Hospital & Other ?	\$20,207		\$18,707
Health Subtotal		\$37,482		\$25,007



WELFARE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4441 - 4442	Administration & Direct Assistance ?	\$63,908		\$55,820
4444	Intergovernmental Welfare Payments ?			
4445 - 4449	Vendor Payments & Other ?			
Welfare Subtotal		\$63,908		\$55,820

CULTURE AND RECREATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4520 - 4529	Parks & Recreation ?	\$31,650		\$34,468
4550 - 4559	Library ?	\$48,180		\$47,425
4583	Patriotic Purposes ?	\$2,351		\$2,000
4589	Other Culture & Recreation ?			
Culture and Recreation Subtotal		\$82,181		\$83,893

CONSERVATION AND DEVELOPMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4611 - 4612	Admin. & Purchase of Natural Resources ?	\$9	\$1,300	\$1,332
		Explanation for Authorizations: Transfers/Reclassifications		
4619	Other Conservation ?			
4631 - 4632	Redevelopment and Housing ?			
4651 - 4659	Economic Development ?	\$1,050		
Conservation & Development Subtotal		\$1,059	\$1,300	\$1,332

DEBT SERVICE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4711	Principal - Long Term Bonds & Notes ?			
4721	Interest - Long Term Bonds & Notes ?			



New Hampshire
Department of
Revenue Administration

2015
MS-535

4723	Interest on Tax Anticipation Notes ?	\$15,000		
4790 - 4799	Other Debt Service ?			
Debt Service Subtotal		\$15,000		

CAPITAL OUTLAY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4901	Land ?			
4902	Machinery, Vehicles, & Equipment ?	\$134,141		\$180,316
4903	Buildings ?	\$1		
4909	Improvements Other Than Buildings ?	\$13,585		\$15,479
Capital Outlay Subtotal		\$147,727		\$195,795

OPERATING TRANSFERS OUT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4912	To Special Revenue Fund ?			
4913	To Capital Projects Fund ?			
4914	To Enterprise Fund ?	\$2,044,892		\$2,248,493
	Sewer	\$2,044,892		\$2,248,493
	Water			
	Electric			
	Airport			
	Other			
4915	To Capital Reserve Fund ?	\$10,000		\$10,000
4916	To Expendable Trust Fund - Not #4917 ?	\$10,000		\$10,000
4917	Health Maintenance Trust Funds ?			
4918	To Nonexpendable Trust Funds ?			



New Hampshire
Department of
Revenue Administration

2015
MS-535

4919	To Fiduciary Funds ?			
Operating Transfers Out Subtotal		\$2,064,892		\$2,268,493
PAYMENTS TO OTHER GOVERNMENTS ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4931	Taxes Assessed for County ?	\$744,843		\$744,843
4932	Taxes Assessed For Village District ?			
4933	Taxes Assessed for Local Education ?	\$4,129,642		\$4,129,642
4934	Taxes Assessed for State Education ?	\$542,535		\$542,535
4939	Payments to Other Governments ?			
Payments to Other Governments Subtotal		\$5,417,020		\$5,417,020
Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds		\$2,044,892		\$2,248,493
TOTAL GENERAL FUND EXPENDITURES		Voted Appropriations	Other Authorizations	Actual Expenditures
TOTAL GENERAL FUND EXPENDITURES		\$9,310,659		\$9,075,796



REVENUES

TAXES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3110	Property Taxes ?	\$8,079,771		\$8,046,840
3120	Land Use Change Taxes - General Fund ?			\$1,453
3121	Land Use Change Taxes - Conservation Fund ?			
3180	Resident Taxes ?			
3185	Yield Taxes ?	\$3,000		\$5,779
3186	Payment in Lieu of Taxes ?	\$5,300		
3187	Excavation Tax (\$0.02 cents per cubic yard) ?	\$1,600		
3189	Other Taxes ?			
3190	Interest & Penalties on Delinquent Taxes ?	\$130,000		\$135,398
	Inventory Penalties			
Taxes Subtotal		\$8,219,671		\$8,189,470

LICENSES, PERMITS, AND FEES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3210	Business Licenses & Permits ?	\$600		\$615
3220	Motor Vehicle Permit Fees ?	\$530,000		\$605,315
3230	Building Permits ?	\$6,500		\$7,645
3290	Other Licenses, Permits, & Fees ?	\$8,000		\$9,622
Licenses, Permits, and Fees Subtotal		\$545,100		\$623,197

FROM FEDERAL GOVERNMENT ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3311 - 3319	From Federal Government ?			
From Federal Government Subtotal				



FROM STATE (?)

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3351	Shared Revenues (?)			
3352	Meals & Rooms Tax Distribution (?)	\$208,560		\$208,560
3353	Highway Block Grant (?)	\$77,416		\$77,694
3354	Water Pollution Grant (?)			
3355	Housing & Community Development (?)			
3356	State & Federal Forest Land Reimbursement (?)	\$2,512		\$2,512
3357	Flood Control Reimbursement (?)			
3359	Other (Including Railroad Tax) (?)	\$35,000		\$42,502
3379	From Other Governments (?)	\$59,200		\$35,663
From State Subtotal		\$382,688		\$366,931

CHARGES FOR SERVICES (?)

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3401 - 3406	Income from Departments (?)	\$125,000		\$130,358
3409	Other Charges (?)			
Charges for Services Subtotal		\$125,000		\$130,358

MISCELLANEOUS REVENUES (?)

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3501	Sale of Municipal Property (?)	\$22,900		\$91,297
3502	Interest on Investments (?)	\$300		\$785
3503 - 3509	Other (?)	\$15,000		\$95,574
Miscellaneous Revenues Subtotal		\$38,200		\$187,656



INTERFUND OPERATING TRANSFERS IN ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3912	From Special Revenue Funds ?			
3913	From Capital Projects Funds ?			
3914	From Enterprise Funds ?	\$2,044,892		\$2,345,343
	Sewer - (Offset)	\$2,044,892		\$2,345,343
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
	Other - (Offset)			
3915	From Capital Reserve Funds ?			\$3,400
3916	From Trust & Fiduciary Funds ?			
3917	Transfers from Conservation Fund ?			
Interfund Operating Transfers Subtotal		\$2,044,892		\$2,348,743

OTHER FINANCING SOURCES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3934	Proceeds from Long Term Bonds & Notes ?			
NOTE: NH law requires all municipalities to gross 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 the 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 the supplemental schedule.				
Other Financing Sources Subtotal				

Less Propriety Funds, Spec. Rev. Funds, or Capital Project Funds	\$2,044,892		\$2,345,343
--	-------------	--	-------------

	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
TOTAL GENERAL FUND REVENUE	\$9,310,659		\$9,501,012



Taxes/Liens Receivable Worksheet

Line Item	Year of this Report	For Prior Levy	TOTAL
Uncollected at End of Year	\$665,095	\$322,248	\$987,343
"Overlay" carried forward as "Allowance for Abatements"		\$33,553	\$33,553
Receivable at End of year (to Balance Sheet accounts 1080, 1100)	\$665,095	\$288,695	\$953,790

Reconciliation of Regional School District Liability

Line Item	Amount
Regional School District Liability at Beginning of Year (To Balance Sheet Account 2075, Beginning of Year)	\$2,215,587
ADD: Regional School District Assessment for Current Year	\$4,672,177
Total Liability Within Current Year (Sum of Lines 1 and 2)	\$6,887,764
SUBTRACT: Payments made to Regional School District	\$4,390,587
Due to School District End of Year (To Balance Sheet Account 2075, End of Year)	\$2,497,177

Reconciliation of Tax Anticipation Notes

Line Item	Amount
Short-Term (TANS) Debt at Beginning of Year (To Balance Sheet Account 2230, Beginning of Year)	
New Issues During Current Year	
Issues Retired During Current Year	
Short-Term (TANS) Debt Outstanding at End of Year (To Balance Sheet Account 2230, End of Year)	



BALANCE SHEET

Account	Current Assets (?)	Beginning of Year	End of Year
1010	Cash and Equivalents (?)	\$2,758,681	\$3,486,953
1030	Investments (?)	\$905	\$905
1080	Tax Receivable (?)	\$730,583	\$665,095
1110	Tax Liens Receivable (?)	\$364,025	\$288,695
1150	Accounts Receivable (?)	\$24,996	\$84,633
1260	Due from Other Governments (?)	\$6,820	
1310	Due from Other Funds (?)		
1400	Other Current Assets (?)	\$1,527	\$4,562
1670	Tax Deeded Property (Subject to Resale) (?)	\$27,929	
TOTAL ASSETS		\$3,915,466	\$4,530,843

Account	Current Liabilities (?)	Beginning of Year	End of Year
2020	Warrants and Accounts Payable (?)	\$205,422	\$139,636
2030	Compensated Absences Payable (?)	\$33,767	\$37,740
2050	Contracts Payable (?)		
2070	Due to Other Governments (?)	\$774	\$828
2075	Due to School Districts (?)	\$2,215,587	\$2,497,177
2080	Due to Other Funds (?)		
2220	Deferred Revenue (?)	\$20,733	
2230	Notes Payable - Current (?)		
2270	Other Payable (?)	\$16,982	\$8,046
TOTAL LIABILITIES		\$2,493,265	\$2,683,427



Account	Fund Equity (?)	Beginning of Year	End of Year
2440	Non-spendable Fund Balance (?)	\$29,456	\$4,562
2450	Restricted Fund Balance (?)		
2460	Committed Fund Balance (?)		
2490	Assigned Fund Balance (?)	\$73,683	\$63,280
2530	Unassigned Fund Balance (?)	\$1,319,061	\$1,779,574
TOTAL FUND EQUITY		\$1,422,200	\$1,847,416
TOTAL LIABILITIES and FUND EQUITY		\$3,915,465	\$4,530,843

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 funds, or capital project funds.

General Fund Balance Sheet Reconciliation

Line Item	Amount
Total Revenues	\$9,501,012
Total Expenditures	\$9,075,796
Change (Increase or Decrease)	\$425,216
Ending Fund Equity from Balance Sheet	\$1,847,416
Less Beginning Fund Equity from Balance Sheet	\$1,422,200
Change (Increase or Decrease)	\$425,216



AMORTIZATION OF LONG-TERM DEBT (including Proprietary and Capital Project Funds)

Description	Original Obligation	Purpose	Annual Installment	Interest Rate (%) or Range (% - %)	Year of Final Payment (YYYY)	Bonds o/s at Beginning of Year	Bonds Issued this Year	Bonds Retired this Year	Bonds o/s at End of year
Total									Add Line



ALLENSTOWN (7)

1. CERTIFY THIS FORM

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.

Preparer's First Name

Sheryl

Preparer's Last Name

Pratt

Date

Aug 30, 2015

☒ Audited ☐ Unaudited ☐ Compilation Report Attached

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Stephanie Derosier: stephanie.derosier@dra.nh.gov

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

GOVERNING BODY CERTIFICATION

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.

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title



INSTRUCTIONS For the MS-535 Financial Report of the Town, City, or Village District Budget

The MS-535 is to be used by every NH town, city, or village district to report the year end financial status of the budget. The report is to be completed at the end of the reporting year and submitted to the NH Department of Revenue Administration (DRA) pursuant to RSA 21-J:34, V.

Cover Sheet

Prior to entering reporting data, please fill out all fields on the cover page.

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 later removed from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more informations on proprietary funds, special revenue funds, or capital project funds.

The governing body and preparer must sign in ink, date, and mail the report to the DRA at the address on the cover by April 1st after a calendar reporting year and by September 1st for optional reporting year.

Budget Expenditures

Voted Appropriations	Enter gross appropriations as voted at the prior year's annual and any special meetings and as approved by DRA on the MS-2. For accounts 4931, 4932, 4933, and 4934 the voted appropriations should match the amounts shown on the tax rate calculation paperwork. In the future, DRA will pre-populate this column.
Other Authorizations	Enter expenditure authorizations in addition to amounts in column 3 and detail in the box at the bottom of the page. Examples: Emergency expenditures under RSA 32:11; grant expenditures under RSA 31:95-b; additional expenditures from capital reserve or trust funds by agents.
Actual Expenditures	Enter actual expenditures (include amounts in column 4). (Proprietary funds, special revenue, and capital project funds are to be netted out for this report, generally in acct. #4914 or #4912). Expenditures for "Payments to Other Governments" on page 4 are set in tax rates. For accounts 4931, 4932, 4933, and 4934 the actual expenditures should match the amounts shown on the tax rate calculation paperwork.

Revenues

Estimated Revenues to Set Tax Rate	Enter estimated revenues from reporting year MS-4 used to set the tax rate.
Actual Revenues	Enter revenues attributable to the reporting year. Proprietary funds, special revenue, and capital project funds are to be netted out for this report at the bottom of the column. In the first row, acct. #3110, add property tax amount from tax collector's warrant, plus any excess overlay. Enter general fund revenue in the last row.

General Fund Balance Sheet

Beginning of Year Column	Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
End of Year Column	Enter the End of Year amounts from your records or as adjusted by your auditors. See <i>Reconciliation Worksheets</i> to help calculate amounts.
To be GASB 54 compliant, the fund balance classifications have changed. See the next sheet for further explanation.	

Reconciliation Worksheet

General Fund Section	This section illustrates how revenues and expenditures flow through to Fund Balance
School District Section	Enter amounts to determine end of year school district liability, or call your SAU for year end amounts.
Tax Anticipation Notes Section	Enter amounts to determine end of year TAN liability amount.



Fund Balance Explanation: Changes from Previous Year's as Necessitated by GASB 54

As Previously Classified in Prior Years

a. Assigned (Formerly Reserve for encumbrances)	2440
b. Committed (Formerly Reserve for Continuing Appropriations)	2450
c. Restricted (Formerly Reserve for Appropriations Voted for CRF/ETF)	2460
d. Committed (Formerly Reserve for Appropriations Voted)	2460
e. Assigned (Formerly Reserve for Special Purposes)	2490
f. Unassigned (Formerly Unreserved Fund Balance)	2530

As Required under GASB 54

a. Nonspendable Fund Balance	2440	= Non-cash items such as inventories or prepaid items.
b. Restricted Fund Balance	2450	= Funds legally restricted, such as a grant or library funds.
c. Committed Fund Balance	2460	= Only used for a specific voted purpose, like a special WA.
d. Assigned Fund Balance	2490	= Intended for specific purpose such as an encumbrance.
e. Unassigned Fund balance	2530	= Spendable fund balance (formerly: unreserved or surplus).