



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

Form Due Date: **April 1, 2014 (If Operating on Calendar Year)**
or September 1, 2014 (If Operating on Fiscal Year)

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

Village District: Hillsborough - Emerald Lake Village

PREPARER'S INFORMATION ?

First Name

Frank

Last Name

Biron

Preparer's Entity

Melanson Heath

Street No.

102

Street Name

Perimeter Rd. Nashua, NH 03063

Phone Number

(603) 882-1111

Email (optional)



EXPENDITURES

GENERAL GOVERNMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4130 - 4139	Executive ?	\$31,369		\$31,511
4150 - 4151	Financial Administration ?	\$9,250		\$9,250
4153	Legal Expense ?	\$2,000		\$8,881
4155 - 4159	Personnel Administration ?			
4194	General Government Buildings ?	\$5,000		
4196	Insurance ?	\$5,576		\$4,713
4197	Advertising & Regional Association ?			
4199	Other General Government Expense ?	\$100		
General Government Subtotal		\$53,295		\$54,355

PUBLIC SAFETY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4210 - 4214	Police ?			
4215 - 4219	Ambulance ?			
4220 - 4229	Fire ?			
4290 - 4298	Emergency Management ?			
4299	Other (Including Communications) ?			
Public Safety Subtotal				

HIGHWAYS AND STREETS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4311	Administration ?	\$91,400		\$79,456
4312	Highway & Streets ?	\$3,000		
4313	Bridges ?			



4316	Street Lighting ?			
4319	Other ?			
Highways and Streets Subtotal		\$94,400		\$79,456

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 ?			
4325	Solid Waste Facility Clean-up ?			
4326 - 4328	Sewage Collection & Disposal ?			
4329	Other ?			
Sanitation Subtotal				

WATER DISTRIBUTION AND TREATMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4331	Administration ?	\$15,200		
4332	Water Services ?	\$20,000		
4335	Water Treatment ?	\$88,150		
4338-4339	Water Conservation & Other ?			
Water Distribution and Treatment Subtotal		\$123,350		

HEALTH ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4411	Administration ?			
4414	Pest Control ?			



4415 - 4419 Health Agencies & Hospital & Other ?			
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Health Subtotal			
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CULTURE AND RECREATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
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4520 - 4529 Parks & Recreation ?		\$7,150		\$3,548
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4589 Other Culture & Recreation ?				
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Culture and Recreation Subtotal		\$7,150		\$3,548
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DEBT SERVICE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
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4711 Principal - Long Term Bonds & Notes ?		\$50,927		\$17,446
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4721 Interest - Long Term Bonds & Notes ?		\$25,798		\$826
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4723 Interest on Tax Anticipation Notes ?		\$1		
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4790 - 4799 Other Debt Service ?				
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Debt Service Subtotal		\$76,726		\$18,272
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CAPITAL OUTLAY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
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4901 Land ?				
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4902 Machinery, Vehicles, & Equipment ?		\$22,000		
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4903 Buildings ?				
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4909 Improvements Other Than Buildings ?		\$15,000		\$32,867
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Capital Outlay Subtotal		\$37,000		\$32,867
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OPERATING TRANSFERS OUT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
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4912 To Special Revenue Fund ?				
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4913	To Capital Projects Fund ?			
4914	To Enterprise Fund ?			
	Sewer			
	Water			
	Electric			
	Other (Offset):			
4915	To Capital Reserve Fund ?	\$30,000		\$5,000
4916	To Expendable Trust Fund - Not #4917 ?			
4917	Health Maintenance Trust Funds ?			
Operating Transfers Out Subtotal		\$30,000		\$5,000
Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds		\$233,900		
TOTAL GENERAL FUND EXPENDITURES		Voted Appropriations	Other Authorizations	Actual Expenditures
TOTAL GENERAL FUND EXPENDITURES		\$188,021		\$193,498



REVENUES

TAXES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3110	Property Taxes ?	\$159,000		\$159,000
3120	Land Use Change Taxes - General Fund ?			
3190	Interest & Penalties on Delinquent Taxes ?	\$1,400		\$173
Taxes Subtotal		\$160,400		\$159,173

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 ?			
3354	Water Pollution Grant ?			
3359	Other (Including Railroad Tax) ?			
3379	From Other Governments ?			
From State Subtotal				

CHARGES FOR SERVICES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3401	Income from Departments ?			
3402	Water Supply Systems Charges ?	\$233,900		
3403	Sewer User Charges ?			
3404	Garbage Refuse Charges ?			



3409	Other Charges ?			
Charges for Services Subtotal		\$233,900		

MISCELLANEOUS REVENUES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3501	Sale of Municipal Property ?			
3502	Interest on Investments ?	\$50		
3503 - 3509	Other ?			
Miscellaneous Revenues Subtotal		\$50		

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 ?			\$46,402
3914	From Enterprise Funds ?			
	Sewer - (Offset)			
	Water - (Offset)			
	Electric - (Offset)			
	Other (Offset):			
3915	From Capital Reserve Funds ?			
3916	From Trust & Fiduciary Funds ?			
Interfund Operating Transfers Subtotal				\$46,402

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	\$233,900		
TOTAL GENERAL FUND REVENUE	\$160,450	Unanticipated Revenues	Actual Revenues \$205,575

Reconciliation of Tax Anticipation Notes

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



VILLAGE BALANCE SHEET			
Account	Current Assets	Beginning of Year	End of Year
1010	Cash and Equivalents	(\$10,356)	\$36,391
1030	Investments		
	Restricted Assets		
1080	Tax Receivable	\$83,365	\$90,315
1081	Municipal Assessments Receivable		
1110	Tax Liens Receivable		
1150	Accounts Receivable	\$200	
1260	Due from Other Governments		\$1,350
1310	Due from Other Funds	\$6,801	
1410	Other Current Assets		
1430	Prepaid Items	\$2,358	\$2,195
TOTAL ASSETS		\$82,368	\$130,251

Account	Current Liabilities	Beginning of Year	End of Year
2020	Warrants and Accounts Payable	\$106	\$106
2030	Compensated Absences Payable		
2050	Contracts Payable		
2070	Due to Other Governments		
2080	Due to Other Funds		\$36,601
2230	Current Notes Payable (from Reconciliation Section)		
2270	Other Payable	\$1,559	\$964
TOTAL LIABILITIES		\$1,665	\$37,671

Account	Fund Equity	Beginning of Year	End of Year
2440	Non-spendable Fund Balance		
2450	Restricted Fund Balance		
2460	Committed Fund Balance		
2490	Assigned Fund Balance	\$5,000	\$15,000



2530	Unassigned Fund Balance	\$75,504	\$77,581
TOTAL FUND EQUITY		\$80,504	\$92,581

TOTAL LIABILITIES and FUND EQUITY		\$82,169	\$130,252
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NOTE: NH law requires all districts to gross appropriate, but this balance sheet only reflects the general fund, however, if the district does not account for appropriations in the general fund, attach the proprietary funds/capital project funds balance sheet and financials as part of the form as required under RSA 21-J:34, V.
See the municipality's audited financials for more information on proprietary funds, special revenue, or capital project funds.

General Fund Balance Sheet Reconciliation	
Line Item	Amount
Total Revenues	\$205,575
Total Expenditures	\$193,498
Change (Increase or Decrease)	\$12,077
Ending Fund Equity from Balance Sheet	\$92,581
Less Beginning Fund Equity from Balance Sheet	\$80,504
Change (Increase or Decrease)	\$12,077



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
Water Bond	\$690,032	Water Bond		4.74	2026	\$480,000		\$35,000	\$445,000
General Obligation	\$80,000	various		4.72	2013	\$17,502		\$17,502	-
Drinking Water	\$1,800,000	Drinking water		2.86	2033		\$1,800,000		\$1,800,000
Total	\$2,570,032					\$497,502	\$1,800,000	\$52,502	\$2,245,000
									Add Line



Hillsborough - Emerald Lake Village (217V1)

PREPARER'S 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.

Preparer's First Name

Frank

Preparer's Last Name

Biron

Frank R Biron, President
Preparer's Signature and Title

Sep 25, 2014
Date

Audited Unaudited

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

Submit
Print

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

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

Governing Body Certification

This is to certify that the information contained in this form was taken from official records and is complete to the best of our knowledge and belief. 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

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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

<i>Beginning of Year</i> Column	Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
<i>End of Year</i> 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

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