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New Hampshire
Department of
Revenue Administration

2016
MS-535

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

Form Due Dates: **April 1, 2016,** if operating on a Calendar Year, reporting from 1/1/15 to 12/31/15,
OR
September 1, 2016, if operating on a Fiscal Year, reporting from 7/1/15 to 6/30/16

Instructions

Cover Page
Account Codes
Balance Sheet
Reconciliation Sheets
Amortization of 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: BERLIN County: COOS

PREPARER'S INFORMATION

First Name	Last Name	Preparer's Entity
Jarad	Vartanian	Vachon Clukay & Company PC

Street No.	Street Name	Phone Number
608	Chestnut Street	(603) 622-7070

Email (optional): jvartanian@vachonclukay.com

EXPENDITURES

GENERAL GOVERNMENT

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4130 - 4139	Executive	$255,269		$389,654
4140 - 4149	Election, Reg. & Vital Statistics	$127,028		$30,610
4150 - 4151	Financial Administration	$554,544		$706,593
4152	Property Assessment	$146,543		$65,908
4153	Legal Expense	$61,500		$123,360
4155 - 4159	Personnel Administration	$349,022	$5,000	$218,482
		Explanation for Authorizations:	Unanticipated Revenue	
4191 - 4193	Planning & Zoning	$103,944		$3,212
4194	General Government Buildings	$55,424		$47,060
4195	Cemeteries	$12,711		$12,165
4196	Insurance	$134,516		$134,516
4197	Advertising & Regional Association	$67,166		$63,477
4199	Other General Government Expense	$265,000		$170,554
General Government Subtotal		**$2,132,667**	**$5,000**	**$1,965,591**

PUBLIC SAFETY

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4210 - 4214	Police	$3,083,270		$3,015,975
4215 - 4219	Ambulance	$323,000		$323,000
4220 - 4229	Fire	$2,034,453		$2,056,704
4240 - 4249	Building Inspection	$109,838		$41,176
4290 - 4298	Emergency Management			

		Voted Appropriations	Other Authorizations	Actual Expenditures
4299	Other (Including Communications)			
Public Safety Subtotal		**$5,550,561**		**$5,436,855**

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			
4312	Highway & Streets	$1,875,726		$1,700,724
4313	Bridges			
4316	Street Lighting	$145,200		$164,859
4319	Other			
Highways and Streets Subtotal		**$2,020,926**		**$1,865,583**

SANITATION

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4321	Administration			
4323	Solid Waste Collection	$555,954		$549,863
4324	Solid Waste Disposal	$282,232		$282,353
4325	Solid Waste Facility Clean-up			
4326 - 4329	Sewage Collection, Disposal, and Other			
Sanitation Subtotal		**$838,186**		**$832,216**

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	$533,442		$569,381
4414	Pest Control			
4415 - 4419	Health Agencies & Hospital & Other			
	Health Subtotal	**$533,442**		**$569,381**

WELFARE

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4441 - 4442	Administration & Direct Assistance	$116,463		$83,285
4444	Intergovernmental Welfare Payments			

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4445 - 4449	Vendor Payments & Other			
Welfare Subtotal		**$116,463**		**$83,285**

CULTURE AND RECREATION

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4520 - 4529	Parks & Recreation	$438,648		$447,773
4550 - 4559	Library	$187,756		$187,881
4583	Patriotic Purposes			
4589	Other Culture & Recreation			
Culture and Recreation Subtotal		**$626,404**		**$635,654**

CONSERVATION AND DEVELOPMENT

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4611 - 4612	Admin. & Purchase of Natural Resources			
4619	Other Conservation			
4631 - 4632	Redevelopment and Housing	$93,697		$81,273
4651 - 4659	Economic Development			
Conservation & Development Subtotal		**$93,697**		**$81,273**

DEBT SERVICE

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4711	Principal - Long Term Bonds & Notes	$294,771		$294,771
4721	Interest - Long Term Bonds & Notes	$176,165		$176,166
4723	Interest on Tax Anticipation Notes			
4790 - 4799	Other Debt Service			
Debt Service Subtotal		**$470,936**		**$470,937**

CAPITAL OUTLAY

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4901	Land			
4902	Machinery, Vehicles, & Equipment	$237,900	$224,000	$198,689
	Explanation for Authorizations:	Non-Lapsing Appropriations		
4903	Buildings		$183,462	$88,922
	Explanation for Authorizations:	Non-Lapsing Appropriations		
4909	Improvements Other Than Buildings	$310,000	$530,859	$620,730
	Explanation for Authorizations:	Non-Lapsing Appropriations		
Capital Outlay Subtotal		**$547,900**	**$938,321**	**$908,341**

OPERATING TRANSFERS OUT

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4912	To Special Revenue Fund	$857,795		$1,546,612
4913	To Capital Projects Fund		$169,002	$169,002
	Explanation for Authorizations:	Transfers/Reclassifications		
4914	To Enterprise Fund	$3,617,874		$3,552,478
	Sewer	$3,090,051		$3,041,471
	Water	$312,148		$312,148
	Electric			
	Airport	$215,675		$198,859
	Other			
4915	To Capital Reserve Fund			
4916	To Expendable Trust Fund - Not #4917			
4917	Health Maintenance Trust Funds			
4918	To Nonexpendable Trust Funds			

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4919	To Fiduciary Funds			
Operating Transfers Out Subtotal		**$4,475,669**	**$169,002**	**$5,268,092**

PAYMENTS TO OTHER GOVERNMENTS

Account #	Purpose of Appropriations (RSA 32:3, V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4931	Taxes Assessed for County	$1,553,959		$1,553,959
4932	Taxes Assessed For Village District			
4933	Taxes Assessed for Local Education	$5,459,593		$5,459,593
4934	Taxes Assessed for State Education	$734,425		$734,425
4939	Payments to Other Governments			
Payments to Other Governments Subtotal		**$7,747,977**		**$7,747,977**
	Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds	$4,125,669		$4,749,091

TOTAL GENERAL FUND EXPENDITURES	Voted Appropriations	Other Authorizations	Actual Expenditures
TOTAL GENERAL FUND EXPENDITURES	**$21,029,159**	**$1,112,323**	**$21,116,094**

REVENUES

TAXES

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3110	Property Taxes	$14,938,904		$14,804,661
3120	Land Use Change Taxes - General Fund	$1,500		$6,550
3121	Land Use Change Taxes - Conservation Fund			
3180	Resident Taxes			
3185	Yield Taxes	$4,000		$6,783
3186	Payment in Lieu of Taxes	$848,964		$1,019,860
3187	Excavation Tax ($0.02 cents per cubic yard)			$233
3189	Other Taxes	$25,000		
3190	Interest & Penalties on Delinquent Taxes	$208,000		$256,224
	Inventory Penalties			
Taxes Subtotal		**$16,026,368**		**$16,094,311**

LICENSES, PERMITS, AND FEES

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3210	Business Licenses & Permits	$58,500		$60,141
3220	Motor Vehicle Permit Fees	$1,156,500		$1,289,824
3230	Building Permits	$4,000		$4,340
3290	Other Licenses, Permits, & Fees	$28,800		$30,710
Licenses, Permits, and Fees Subtotal		**$1,247,800**		**$1,385,015**

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	$511,570		$511,570
3353	Highway Block Grant	$217,183		$237,147
3354	Water Pollution Grant	$287,958		$29,915
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement			
3357	Flood Control Reimbursement			
3359	Other (Including Railroad Tax)	$12,211		$12,211
3379	From Other Governments			
From State Subtotal		**$1,028,922**		**$790,843**

CHARGES FOR SERVICES

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3401 - 3406	Income from Departments	$1,315,878		$1,166,391
3409	Other Charges			
Charges for Services Subtotal		**$1,315,878**		**$1,166,391**

MISCELLANEOUS REVENUES

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3501	Sale of Municipal Property	$50,500		$39,036
3502	Interest on Investments	$13,000		$2,719
3503 - 3509	Other	$168,000		$275,329
Miscellaneous Revenues Subtotal		**$231,500**		**$317,084**

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INTERFUND OPERATING TRANSFERS IN

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3912	From Special Revenue Funds	$819,944		$1,583,405
3913	From Capital Projects Funds			
3914	From Enterprise Funds	$3,329,916		$3,069,975
	Sewer - (Offset)	$2,802,093		$2,589,662
	Water - (Offset)	$312,148		$312,148
	Electric - (Offset)			
	Airport - (Offset)	$215,675		$168,165
	Other - (Offset)			
3915	From Capital Reserve Funds			
3916	From Trust & Fiduciary Funds	$4,500		$6,115
3917	Transfers from Conservation Fund			
	Interfund Operating Transfers Subtotal	**$4,154,360**		**$4,659,495**

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.

	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
Other Financing Sources Subtotal			
Less Propriety Funds, Spec. Rev. Funds, or Capital Project Funds	$4,125,669		$4,371,147

	Estimated Revenues to Set Tax Rate	**Unanticipated Revenues**	**Actual Revenues**
TOTAL GENERAL FUND REVENUE	**$19,879,159**		**$20,041,992**

Taxes/Liens Receivable Worksheet

Line Item	Year of this Report	For Prior Levy	TOTAL
Uncollected at End of Year	$3,689	$1,322,558	**$1,326,247**
"Overlay" carried forward as "Allowance for Abatements"		$566,519	**$566,519**
Receivable at End of year *(to Balance Sheet accounts 1080, 1100)*	**$3,689**	**$756,039**	**$759,728**

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	$14,166,707	$18,469,365
1030	Investments	$2,274	$2,281
1080	Tax Receivable	$6,401	$3,689
1110	Tax Liens Receivable	$833,153	$756,039
1150	Accounts Receivable	$85,108	$570,880
1260	Due from Other Governments	$599,951	$656,098
1310	Due from Other Funds	$884,247	$1,175,001
1400	Other Current Assets	$223,995	$223,469
1670	Tax Deeded Property (Subject to Resale)	$492,750	$385,413
	TOTAL ASSETS	**$17,294,586**	**$22,242,235**

Account	Current Liabilities	Beginning of Year	End of Year
2020	Warrants and Accounts Payable	$402,700	$246,650
2030	Compensated Absences Payable	$305,663	$298,910
2050	Contracts Payable		
2070	Due to Other Governments	$2,752	$2,736
2075	Due to School Districts		
2080	Due to Other Funds	$8,848,208	$14,328,526
2220	Deferred Revenue	$3,762,236	$3,728,855
2230	Notes Payable - Current		
2270	Other Payable	$23,310	
	TOTAL LIABILITIES	**$13,344,869**	**$18,605,677**

Account	Fund Equity	Beginning of Year	End of Year
2440	Non-spendable Fund Balance	$716,745	$608,882
2450	Restricted Fund Balance		
2460	Committed Fund Balance		
2490	Assigned Fund Balance	$1,019,189	$958,488
2530	Unassigned Fund Balance	$2,213,783	$2,069,188
	TOTAL FUND EQUITY	**$3,949,717**	**$3,636,558**
	TOTAL LIABILITIES and FUND EQUITY	**$17,294,586**	**$22,242,235**

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	$20,041,992
Dependent School Expenditure Surplus prior to reserve for encumbrances	
Dependent School Revenue Surplus	$760,943
Total Expenditures	$21,116,094
Change (Increase or Decrease)	**($313,159)**
Ending Fund Equity from Balance Sheet	$3,636,558
Less Beginning Fund Equity from Balance Sheet	$3,949,717
Change (Increase or Decrease)	**($313,159)**

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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
1997 Landfill Clo	$1,134,062	General	$56,703	4.48%	2016	$113,406		$56,703	$56,703
1995 Water Bon	$3,000,000	Water - On-beha	$305,000	5.25%-5.625%	2015	$305,000		$305,000	
2013 Refunding	$3,971,500	General	$270,000	4.1% - 5.6%	2025	$3,730,000		$255,000	$3,475,000
2016 Capital Pro	$5,500,000	General	$200,000	2.65%	2037		$5,500,000		$5,500,000
2007 Rural Utilit	$5,000,000	Sewer	$164,923	4.25%	2032	$4,003,079		$158,129	$3,844,950
2014 Rural Utilit	$6,000,000	Sewer	$206,043	2.375%	2037	$5,901,150		$201,235	$5,699,915
2014 Rural Utilit	$6,508,000	Sewer	$223,489	2.375%	2037	$6,400,780		$218,273	$6,182,507
									Add Line
Total	**$31,113,562**					**$20,453,415**	**$5,500,000**	**$1,194,340**	**$24,759,075**

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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	Preparer's Last Name	Date
Jarad	Vartanian	Oct 20, 2016

Preparer's Signature

( ) 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.

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.

City Manager

Governing Body Member's Signature and Title | 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.

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 *Reconciliation Worksheets* 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).