

Optional Information for Annual Town Reports

The following information is not required by statute to be part of the Annual Town Report. However, most communities choose to include these items in order to present a more comprehensive picture of municipal operations for the previous year:

- List of Municipal Officers
- Copy of town warrant
- Comparative statement of estimated and actual revenues for the previous year
- Comparative statement of appropriations and expenditures for the previous year (budget versus actual expenditures)
- Detailed statement of receipts (by revenue source) and expenses
- Summary of inventory valuation, taxes assessed, and tax rate computation
- Statement of outstanding debt (MS-5 or notes to the audited financial statements)
- Schedule of town owned property (land, buildings, major equipment)
- Report of independent auditor (auditor's opinion letter, management discussion and analysis, financial statements and notes)
- Summary minutes of previous year's annual town meeting, and any special meeting(s)
- Report of the Town Clerk
- Reports of town departments
- Vital statistics
- Report of school district or village district/precinct to their voters (may be a separate report or combined with the town report); RSA 32:5, VII