

Required Information for Annual Town Reports

The following information is required by statute to be included in the Annual Town Report. This is not necessarily an exhaustive list, since there is no one repository of statutory requirements for the Annual Town Report:

- Copy of Municipal Budget (Form MS-6 or MS-7); RSA 32:5, VII
- Final budget and ballot questions in official ballot communities; RSA 40:13, II
- Balance Sheet as of December 31 of the previous year (June 30 in fiscal year municipalities); RSA 41:9, IV and RSA 41:13
- Selectmen's Report; RSA 41:13 and RSA 41:14
- Tax Collector's Report (including summaries of tax warrants and tax lien accounts); RSA 41:35
- Treasurer's Report; RSA 41:29, III
- Report of the highway agent; RSA 231:68
- Summary of report of trustees of trust funds; RSA 31:33
- Report of municipal auditors; RSA 41:31-d
- Report of independent auditor's findings and recommendations; RSA 21-J: 21
- Report of Library Trustees; RSA 202-A: 12
- Report of Conservation Commission; RSA 36-A: 2
- Report of Public Works Commissioners; RSA 38-C: 5
- Report Utility Systems; RSA 38:21
- Expenditures from contingency fund; RSA 31:98-a
- Notice regarding involuntarily merged lots; RSA 674:39-aa,VI (required in annual reports from 2011-2015)