

PROPOSED 2023 BUDGET MEETING SCHEDULE
Friday, September 16, 2022

2:30 pm Public Meeting called to order. The Board will address the following budgets in the below listed order unless request is made and granted otherwise.

- Ambulance
- Animal Control
- Auditing Services
- Budget Committee
- Building Inspector
- Cemetery
- Conservation Commission
- Direct Assistance
- Election & Voter Registration
- Election Administration
- Emergency Management
- Fire Department/Forestry
- Health
- Heritage Commission
- Highway Department
- Insurance
- Legal Expenses
- Other Culture & Rec: Summer Rec/Ski Program
- Parks & Rec: Moore Park
- Planning Board
- Police Department
- Property Appraisal
- Solid Waste
- Street Lighting
- Town Building Expenses (includes Smyth Memorial Building)
- Tax Collector
- Town Clerk
- Town Officer's Expenses (includes Trustees of the Trust Funds & Website)
- Treasurer
- Welfare
- Zoning Board

Join Zoom Meeting

<https://us02web.zoom.us/j/6034838101>

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US



James A. Sojka, CPA*

October 28, 2021

Sheryl A. Pratt, CPA***

To the Members of the Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Dear Members of the Board:

Karen M. Lascelle, CPA, CVA, CFE

We have audited the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Town of Candia for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 14, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Ashley Miller Klein, CPA, MSA

Tyler A. Paine, CPA***

Kyle G. Gingras, CPA

Thomas C. Giffen, CPA

Significant Audit Findings

Ryan T. Gibbons, CPA, CFE

Qualitative Aspects of Accounting Practices

Brian P. McDermott, CPA**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Candia are described in Note 1 to the financial statements. We noted no transactions entered into by the Town of Candia during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Justin Larsh, CPA

Patrick J. Mohan, CPA

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town of Candia's financial statements were:

* Also licensed in Maine

** Also licensed in Massachusetts

*** Also licensed in Vermont

Management's estimate of the capital asset useful lives is based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the capital asset useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for uncollectible property taxes are based on historical data and information known concerning the assessment appeals. We evaluated the key factors and assumptions used to develop the uncollectible property taxes in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued landfill postclosure care costs is based on estimates provided by the Town engineer. We evaluated the key factors and assumptions used, by the Town's engineers, to develop the accrued landfill postclosure care costs in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability, deferred outflows and inflows of resources related to pensions are based on assumptions of future events, such as employment, mortality and estimates of value of reported amounts. We evaluated the key

PLODZIK & SANDERSON, P.A.
Certified Public Accountants

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factors and assumptions used to develop the net pension liability, deferred outflows and inflows of resources related to pensions in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the other postemployment benefit liability, deferred outflows and inflows of resources are based on the assumption of future events, such as employment, mortality, and the healthcare cost trend, as well as estimates of the value of reported amounts. We evaluated key factors and assumptions used to develop the other postemployment benefits liability, deferred outflows and inflows of resources related to the other postemployment benefits in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Adjustments proposed and approved were primarily of a routine nature which management expects the independent auditors to record as part of their year-end procedures. A list of these adjustments for the general fund and other governmental funds are attached to this letter.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 27, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Candia's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Candia's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Library Fund General Ledger (repeat comment)

We noted the library fund's general ledger, maintained in QuickBooks, is only used to record activity related to two of the library's four bank accounts. The financial information provided on the library's QuickBooks reports is inadequate for audit and requires additional procedures to capture all activity for all bank accounts.

Adoption and Review of Information Technology Policies and Practices (repeat comment)

The Town has not adopted several key policies related to its information technology (IT) environment and operations. Such policies are important to ensure smooth and continued operation of the Town's programs in the event of a natural disaster, data breach, hardware/software crash, or other IT-related issue, as well as during changes in personnel. Specifically, the key



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policies we recommend the Town develop and adopt include an IT security policy, backup policy, disaster recovery policy, and change in management policy. Adoption of these policies will help to ensure the Town has the proper safeguards in place and will ensure a smooth transition during changes in personnel.

Review and Reaffirmation of Town Policies (repeat comment)

Through review of the Town's key accounting and financial reporting policies, we noted that a number of policies have not been reviewed or reaffirmed recently. As a best practice, we recommend key accounting and financial reporting policies be reviewed and reaffirmed every three to five years. This helps to ensure that policies remain current with the Town's practices and applicable accounting requirements. In addition, it helps to ensure that employees and management are aware of the Town's policies, particularly when changes in employees or management occurs.

Untimely Transfer Station Deposits (repeat comment)

Transfer station receipts are not being deposited to the bank within one week of the transfer station receiving them. As a best practice, we recommend that all receipts be deposited to the bank within one week of being received. Timely deposits can significantly reduce the risk of loss.

Purchasing Policy

The Town's purchasing policy requires formal approval from the selectmen's liaison for purchases between \$1,000 and \$10,000 and a purchases over \$10,000 to go out for a competitive bid. The Town is not consistently receiving the approval from the selectmen's liaison or going out to bid. We recommend that the Town update the purchasing policy to reflect he actual expectations for approval and the bid process and then implement the policy.

Blank Check Stock

Blank check stock is not consistently stored in a secure, locked location when it is not in use. This increases the risk of misappropriation of assets if the blank check stock is not kept in a secure location. We recommend the black check stock be secured in a secure location that is locked when it is not in use.

Investment Policy

The investment policy was not updated in 2020. Per RSA 41:9 the investment policy should be updated on an annual basis. We recommend that the selectmen review and approve the investment policy on an annual basis.

MS-9

The capital gains are not being reported as increases/decreases to the "Principal" portion of the permanent fund's accounts, two permanent funds that are subject to changes in fair market value are reported on the MS-9 at Fair Market Value rather than cost-basis, and the maintenance fees of \$11,274 were not reported on the MS-9. We recommend that the MS-9 should be revised to comply with State reporting guidelines. All accounts need to be reported on a cash basis. Recognized changes in fair market value due to the sale of assets needs to be added to/deducted from principal balances. Management fees should be reported separately as expenditures rather than being netted against income.

Other Matters

Implementation of New GASB Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

GASB Statement No. 87, Leases, issued in June 2017, will be effective for the Town with its fiscal year ending December 31, 2022. This Statement will improve accounting and financial reporting for leases by governments by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.



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GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, issued June 2018, will be effective for the Town with its fiscal year ending December 31, 2021. This Statement will enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period.

GASB Statement No. 91, *Conduit Debt Obligations*, issued June 2019, will be effective for the Town with its fiscal year ending December 31, 2022. This Statement provides for a single method of reporting conduit debt obligations and clarifies the existing definition of a conduit debt obligation and improves note disclosures.

GASB Statement No. 92, *Omnibus 2020*, issued in January 2020, will be effective for the Town with its fiscal year ended December 31, 2022. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, issued in March 2020, will be effective for the Town with its fiscal year ended December 31, 2021. The objectives of this Statement are address accounting and financial reporting implications that results from the replacement of an IBOR.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued in March 2020, will be effective for the Town with its fiscal year ended December 31, 2023. The objectives of this Statement are to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, issued in May 2020, will be effective for the Town with its fiscal year ended December 31, 2023. The objectives of this Statement are to provide guidance on accounting and financial reporting for subscription-based information technology arrangements for government end users.

GASB Statement No. 97, *Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an Amendment of GASB Statements No. 14 and No. 84 and Supersession of GASB Statement No. 32*, issued in June 2020, will be effective for the Town with its fiscal year ended December 31, 2022. The objectives of this Statement are to increase consistency and comparability related to reporting of fiduciary component units, mitigate costs associated with the reporting of certain defined contribution pension plans, and enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code Section 457 deferred compensation plans.

We applied certain limited procedures to the following, which are required supplementary information (RSI) that supplements the basic financial statements:

- Schedule of the Town's Proportionate Share of Net Pension Liability,
- Schedule of Town Contributions – Pensions
- Schedule of the Town's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of Town Contributions – Other Postemployment Benefits, and
- Notes to the Required Supplementary Information

Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.



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Restriction on Use

This information is intended solely for the information and use of the members of the Board of Selectmen and management of the Town of Candia and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,

Plodzik & Sanderson

PLODZIK & SANDERSON
Professional Association

Attachments:

*General Fund Journal Entries
Fitts Museum Adjusting Journal Entries
Swap Shop Adjusting Journal Entries
Conservation Fund Adjusting Journal Entries
Police Detail Adjusting Journal Entries
Planning Board Escrows Adjusting Journal Entries
Impact Fees Adjusting Journal Entries
Agricultural Commission Adjusting Journal Entries
Road Bond Fund Adjusting Journal Entries
Miscellaneous Custodial Funds Adjusting Journal Entries*



7/9/2021
11:17 AM

Client: 2275 - Town of Candia
 Engagement: 2020 - Town of Candia
 Period Ending: 12/31/2020
 Trial Balance: 001.0000 - Government Fund Trial Balance
 Workpaper: 910.0032 - General Fund Journal Entries
 Fund Level: Fund
 Index: 01

Account	Description	W/P Ref	Debit	Credit
Fund: 01 General Fund				
Adjusting Journal Entries JE # 2		400.4200		
AUDIT ONLY - Beginning fund balance adjustment to record activity in				
01-4210-05-690-00	MISCELLANEOUS		9,237.00	
01-4442-01-890-00	DIRECT ASSISTANCE		2,420.00	
01-2530-01-000-00	UNRESERVED FUND BALANCE			4,630.00
01-3509-05-000-00	Misc - Other			7,027.00
Total			11,657.00	11,657.00
Adjusting Journal Entries JE # 3		400.4200		
Misc beginning fund balance adjustment				
01-2530-01-000-00	UNRESERVED FUND BALANCE		206.00	
01-3509-05-000-00	Misc - Other			206.00
Total			206.00	206.00
Adjusting Journal Entries JE # 5		400.4400		
To adjust assigned fund balance to actual for encumbrances				
01-2440-01-000-00	RESERVED FOR ENCUMBRANCES		4,667.00	
01-2530-01-000-00	UNRESERVED FUND BALANCE			4,667.00
Total			4,667.00	4,667.00
Adjusting Journal Entries JE # 6		400.2500		
To adjust school liability to actual				
01-3110-01-000-00	PROPERTY TAXES REVENUE		244,830.00	
01-2075-01-000-00	DUE TO THE CANDIA SCHOOL DISTR			244,830.00
Total			244,830.00	244,830.00
Adjusting Journal Entries JE # 7		400.4100		
AUDIT ONLY - To adjust nonspendable fund balance to actual				
01-2530-01-000-00	UNRESERVED FUND BALANCE		18,144.00	
01-2440-02-001-00	Nonspendable Fund Balance			18,144.00
Total			18,144.00	18,144.00
Adjusting Journal Entries JE # 8		400.5200		
AUDIT ONLY - To record gross covid revenues and expenditures that were				
01-4130-09-900-00	Covid Expense		5,868.00	
01-4140-01-550-00	Twn Election Ballot / Material		12,324.00	

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01-4150-04-620-00	OFFICE SUPPLIES	3,650.00	
01-4194-01-630-02	BUILDING MAINTENANCE	3,865.00	
01-4210-02-110-00	FULL-TIME OFFICER WAGES	84,640.00	
01-4220-01-110-00	Fire Dept Compensation	12,014.00	
01-4324-03-610-00	SUPPLIES & TOOLS-GENERAL	850.00	
01-3359-24-000-00	STATE GRANTS		118,211.00
01-3359-28-000-00	GRANTS - OTHER SOURCES		5,000.00
Total		123,211.00	123,211.00

Adjusting Journal Entries JE # 22**300.8102**

To record payable owed to the General Fund from the Moore Highway

01-1310-06-000-00	DUE FROM TRUST FUNDS	16,876.00	
01-3916-00-000-00	INCOME FROM TRUST FUNDS		16,876.00
Total		16,876.00	16,876.00

Adjusting Journal Entries JE # 23**300.2210**

To adjust accrued payroll to actual

01-2026-01-000-00	ACCRUED PAYROLL	1,721.00	
01-4130-02-110-00	OFFICE WAGES		1,721.00
Total		1,721.00	1,721.00

Adjusting Journal Entries JE # 24**400.6100**

To record transfer in from trust and expenditure that were netted together

01-4902-01-400-00	CAP OUTLAY-MACHINE/VEH/EQUIP	316,639.00	
01-3915-00-000-00	Trans from Capital Resrv Fund		316,639.00
Total		316,639.00	316,639.00

Adjusting Journal Entries JE # 25**400.3000**

To record deferred tax revenue

01-3110-01-000-00	PROPERTY TAXES REVENUE	13,134.00	
01-2220-01-000-00	DEFERRED TAX REVENUE		13,134.00
Total		13,134.00	13,134.00

Adjusting Journal Entries JE # 26**300.2110**

To reclassify interfund with conservation fund from AP to interfund account

01-2020-02-000-00	ACCOUNTS PAYABLE	234.00	
01-2080-01-003-00	Due to Cons. Commission Fund		234.00
Total		234.00	234.00

Adjusting Journal Entries JE # 27**300.2111**

To reclassify intergovernmental payables

01-2020-02-000-00	ACCOUNTS PAYABLE	25,050.00	
01-2270-01-000-00	OTHER ACCOUNTS PAYABLE		25,050.00
Total		25,050.00	25,050.00

Adjusting Journal Entries JE # 28**300.1410**

To bring property tax receivables balances to actual per 300.1410

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01-1080-01-000-00	PROPERTY TAXES RECEIVABLE-CURR	42,840.00	
01-1080-02-000-00	PROPERTY TAXES RECEIVABLE-DELI	4,106.00	
01-1110-01-000-00	TAX LIENS RECEIVABLE	93,754.00	
01-3110-01-000-00	PROPERTY TAXES REVENUE		140,700.00
Total		140,700.00	140,700.00

Adjusting Journal Entries JE # 29**300.1440**

To record 2019 yield taxes committed in 2020

01-1080-04-000-00	LAND USE CHANGE TAX RECEIVABLE	10,940.00	
01-3120-01-000-00	LAND USE CHANGE TAX-CURRENT YE		10,940.00
Total		10,940.00	10,940.00

Adjusting Journal Entries JE # 30**400.5101**

To record expenditure that was charged to a revenue account

01-4220-01-740-01	EMS EQUIPMENT	9,485.00	
01-3351-00-001-00	Municipal Aide Grant		9,485.00
Total		9,485.00	9,485.00

Adjusting Journal Entries JE # 33**300.1310**

To clear out balance carrying forward in accr int receivable

01-1151-01-002-00	ACCR INT RECEIVABLE - LIENS	417.00	
01-3509-05-000-00	Misc - Other		417.00
Total		417.00	417.00

Adjusting Journal Entries JE # 41**300.8202**

Record expenditures in the general fund that have been netted with the

01-4312-02-601-00	PATCHING	16,876.00	
01-3916-00-000-00	INCOME FROM TRUST FUNDS		16,876.00
Total		16,876.00	16,876.00

Adjusting Journal Entries JE # 42**300.1310**

To record an unrecorded receivable

01-1150-02-000-00	DEPARTMENTAL RECEIVABLES	17,858.00	
01-3401-01-010-00	ALUMINUM CANS AND FOIL		17,858.00
Total		17,858.00	17,858.00

Adjusting Journal Entries JE # 44**300.8100**

To record transfer in and expense on the GF side for an expenditure from

01-4220-01-740-02	FIRE EQUIPMENT	4,104.00	
01-3915-00-000-00	Trans from Capital Resrv Fund		4,104.00
Total		4,104.00	4,104.00

Adjusting Journal Entries JE # 46**300.1420**

To adjust allowance for uncollectible taxes to actual

01-3110-01-000-00	PROPERTY TAXES REVENUE	33,605.00	
01-1080-09-000-00	ALLOWANCE FOR UNCOLLECTIBLE		33,605.00
Total		33,605.00	33,605.00

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Adjusting Journal Entries JE # 51		400.9000		
To adjust out balance that has been carrying for multiple years				
01-2020-03-001-00	DRIVEWAY BONDING-REMI SONS		3,000.00	
01-3509-05-000-00	Misc - Other			3,000.00
Total			3,000.00	3,000.00
Adjusting Journal Entries JE # 52		300.1405		
To adjust out penalties and costs included in liens receivable				
01-3110-01-000-00	PROPERTY TAXES REVENUE		5,375.00	
01-3190-01-020-00	INTEREST AND COSTS AFTER LIEN			5,375.00
Total			5,375.00	5,375.00
Adjusting Journal Entries JE # 53		300.1405		
To adjust to actual interst collected per MS 61				
01-3110-01-000-00	PROPERTY TAXES REVENUE		12,969.00	
01-3190-01-020-00	INTEREST AND COSTS AFTER LIEN			12,969.00
Total			12,969.00	12,969.00
Adjusting Journal Entries JE # 54		300.1405		
AUDIT ONLY - Reclassify Land use change revenue				
01-3110-01-000-00	PROPERTY TAXES REVENUE		6,517.00	
01-3120-01-000-00	LAND USE CHANGE TAX-CURRENT YE			6,517.00
Total			6,517.00	6,517.00
Adjusting Journal Entries JE # 60		512.9000		
To record a clearly trivial adjustment to remove the negative fund balance				
01-3509-05-000-00	Misc - Other		656.00	
01-1310-02-000-00	DUE FROM PLANNING BOARD			656.00
Total			656.00	656.00
Fund: 01	Adjusting Journal Entries		1,038,871.00	1,038,871.00
Fund: 01	Total All Journal Entries		1,038,871.00	1,038,871.00
All Funds	All Journal Entries		1,038,871.00	1,038,871.00

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0033 - Fitts Museum Adjusting Journal Entries
Fund Level: Fund
Index: 23

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 49		300.8200		
To record Fitts Museum current year activity.				
23-1010-01-003-00	CASH - Citizens CD		17.00	
23-4589-01-000-01	Culture & Recreation		5,144.00	
23-1010-01-001-00	CASH - GSCU Savings			52.00
23-1010-01-002-00	CASH - Citizens Checking			871.00
23-3502-01-000-00	INTEREST INCOME - Fitts Museum			18.00
23-3503-01-000-03	MISCELLANEOUS INCOME			220.00
23-3911-01-000-01	TRANSFER FROM GENERAL FUND			4,000.00
Total			<u>5,161.00</u>	<u>5,161.00</u>
Total Adjusting Journal Entries			<u>5,161.00</u>	<u>5,161.00</u>
Total All Journal Entries			<u>5,161.00</u>	<u>5,161.00</u>

Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0034 - Swap Shop Adjusting Journal Entries
Fund Level: Fund
Index: 28

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 13		504.9000		
To record current year activity in the Swap Shop Fund per 504.0011				
28-1010-01-014	Cash - Swap Shop		520.00	
28-4100-01-012	Expenditures - Swap Shop		269.00	
28-3000-01-014	Revenue - Swap Shop			789.00
Total			<u>789.00</u>	<u>789.00</u>
Total Adjusting Journal Entries			<u>789.00</u>	<u>789.00</u>
Total All Journal Entries			<u>789.00</u>	<u>789.00</u>

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0035 - Conservation Fund Adjusting Journal Entries
Fund Level: Fund
Index: 22

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 17			
Journal entry to add back prior year A/R and Interfund balance not recorded by the client in the conservation fund.			
22-1210-04-001-00	Current Use Tax Receivable	2,735.00	
22-1310-04-001-00	Conservation Due From General Fund	1,290.00	
22-2460-04-001-00	Committed Fund Balance - Conservation		4,025.00
Total		4,025.00	4,025.00
Adjusting Journal Entries JE # 18			
Journal entry to record conservation fund activity and to remove prior year receivable, and to adjust interfund collected in the current year.			
22-1010-04-001-00	Cash - Conservation	19,936.00	
22-1010-04-001-00	Cash - Conservation	17.00	
22-1210-04-001-00	Current Use Tax Receivable		2,735.00
22-1310-04-001-00	Conservation Due From General Fund		1,056.00
22-3120-04-001-00	Tax Revenue - Conservation		14,722.00
22-3503-04-001-00	Other Miscellaneous Income - Conservation		17.00
22-3503-04-001-00	Other Miscellaneous Income - Conservation		1,189.00
22-3600-04-001-00	Transfer from General Fund - Balance of Approp		234.00
Total		19,953.00	19,953.00
Total Adjusting Journal Entries		23,978.00	23,978.00
Total All Journal Entries		23,978.00	23,978.00

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0036 - Police Detail Adjusting Journal Entries
Fund Level: Fund
Index: 05

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 1				
		511.0020		
To adjust beginning fund balance for prior year adjustment to receivable not book and a misc clearly trivial plug through revenues.				
05-2530-01-000-00	Unreserved Fund Balance		3,604.00	
05-1100-01-000-00	Police Detail Receivables			2,210.00
05-3401-03-020-00	Charges for Special Detail			1,394.00
Total			<u>3,604.00</u>	<u>3,604.00</u>
Adjusting Journal Entries JE # 32				
		300.1310		
To adjust police detail receivable to actual				
05-3401-03-020-00	Charges for Special Detail		2,501.00	
05-1100-01-000-00	Police Detail Receivables			2,501.00
Total			<u>2,501.00</u>	<u>2,501.00</u>
Total Adjusting Journal Entries			<u>6,105.00</u>	<u>6,105.00</u>
Total All Journal Entries			<u>6,105.00</u>	<u>6,105.00</u>

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0037 - Planning Board Escrows Adjusting Journal Entries
Fund Level: Fund
Index: 02

Account	Description	W/P Ref	Debit	Credit
Fund: 02	Planning Board Escrows (Agency)			
Adjusting Journal Entries JE # 31		512.0020		
Journal entry to record Planning board escrow activity and to agree				
02-4191-00-000	Planning Board Escrow Expenditures		23,916.00	
02-2530-01-000	UNRESERVED FUND BALANCE			22,259.00
02-3401-00-000	Planning Board Revenue			959.00
02-3500-00-000-00	PB Interest earned			698.00
02-2080-01-000-00	DUE TO GENERAL FUND			
02-4551-00-00-00	Transfer to General Fund			
Total			23,916.00	23,916.00
Adjusting Journal Entries JE # 34		512.9000		
To reclassify expenditures in the Planning board escrow fund as a transfer				
02-4551-00-00-00	Transfer to General Fund		6,477.00	
02-4191-00-000	Planning Board Escrow Expenditures			6,477.00
Total			6,477.00	6,477.00
Adjusting Journal Entries JE # 48		300.8100		
To record interfund balance and expenditures in the escrow account				
02-4191-00-000	Planning Board Escrow Expenditures		3,929.00	
02-2080-01-000	DUE TO GENERAL FUND			3,929.00
Total			3,929.00	3,929.00
Adjusting Journal Entries JE # 50		300.8200		
To make a clearly trivial adjustment to tie planning board escrow funds to				
02-4551-00-00-00	Transfer to General Fund		8.00	
02-4191-00-000	Planning Board Escrow Expenditures			8.00
Total			8.00	8.00
Adjusting Journal Entries JE # 60		512.9000		
To record a clearly trivial adjustment to remove the negative fund balance				
02-2080-01-000	DUE TO GENERAL FUND		656.00	
02-4191-00-000	Planning Board Escrow Expenditures			656.00
Total			656.00	656.00
Fund: 02	Adjusting Journal Entries		34,986.00	34,986.00
Fund: 02	Total All Journal Entries		34,986.00	34,986.00
All Funds	All Journal Entries		34,986.00	34,986.00

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0033 - Impact Fees Adjusting Journal Entries
Fund Level: Fund
Index: 27

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 14		513.9000		
To reclassify impact fee current year activity				
27-1010-01-008	CASH - Traffic I.F. Zone 1		550.00	
27-1010-01-010	CASH - Traffic I.F. Zone 3		1,593.00	
27-1010-01-011	CASH - Traffic I.F. Zone 4		1,065.00	
27-4100-01-007	Expense - Solid Waste I.F.		11,892.00	
27-4100-01-009	Expense - Traffic I.F. Zone 2		6,348.00	
27-1010-01-007	CASH - Solid Waste Impact Fees			599.00
27-1010-01-009	CASH - Traffic I.F. Zone 2			494.00
27-3000-01-007	Revenue - Solid Waste I.F.			11,294.00
27-3000-01-008	Revenue - Traffic I.F. Zone 1			549.00
27-3000-01-009	Revenue - Traffic I.F. Zone 2			5,854.00
27-3000-01-010	Revenue - Traffic I.F. Zone 3			1,593.00
27-3000-01-011	Revenue - Traffic I.F. Zone 4			1,065.00
Total			<u>21,448.00</u>	<u>21,448.00</u>
Total Adjusting Journal Entries			<u>21,448.00</u>	<u>21,448.00</u>
Total All Journal Entries			<u>21,448.00</u>	<u>21,448.00</u>

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0039 - Agricultural Commission Adjusting Journal Entries
Fund Level: Fund
Index: 26

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 15		514.9000		
To reclassify agricultural commission fund current year activity ran through fund 4 per TB at 514.0010				
26-1010-01-016	Cash - Agricultural Commission		1,003.00	
26-3000-01-016	Revenue - Agricultural Comm			1,003.00
Total			<u>1,003.00</u>	<u>1,003.00</u>
Total Adjusting Journal Entries			<u>1,003.00</u>	<u>1,003.00</u>
Total All Journal Entries			<u>1,003.00</u>	<u>1,003.00</u>

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Client: 2275 - Town of Candia
Engagement: 2020 - Town of Candia
Period Ending: 12/31/2020
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0041 - Miscellaneous Custodial Funds Adjusting Journal Entries
Fund Level: Fund
Index: 29

Account	Description	W/P Ref	Debit	Credit
Fund: 29	Custodial - Misc.			
Adjusting Journal Entries JE # 18		512.9000		
To reclassify miscellaneous Custodial funds current year activity ran through fund				
29-1010-01-004	CASH - Old Home Day Fund		306.00	
29-4000-01-004	Expenditures - Old Home Day Fund		2,490.00	
29-4000-01-005	Expenditures - Food Pantry		12,832.00	
29-1010-01-005	CASH - Food Pantry Fund			1,689.00
29-3000-01-004	Revenue - Old Home Day Fund			2,796.00
29-3000-01-005	Revenue - Food Pantry			11,143.00
Total			15,528.00	15,528.00
Fund: 29	Adjusting Journal Entries		15,528.00	15,528.00
Fund: 29	Total All Journal Entries		15,528.00	15,528.00
All Funds	All Journal Entries		15,528.00	15,528.00

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Client: 2275 - Town of Candia
 Engagement: 2020 - Town of Candia
 Period Ending: 12/31/2020
 Trial Balance: 001.0000 - Government Fund Trial Balance
 Workpaper: 910.0040 - Road Bond Fund Adjusting Journal Entries
 Fund Level: Fund
 Index: 04

Account	Description	W/P Ref	Debit	Credit
Fund: 04 Other SRF (Agency)				
Adjusting Journal Entries JE # 35		510.0010		
To remove conservation fund activity reclassified into its own fund.				
04-2530-01-000	Unreserved Fund Balance		271,446.00	
04-3000-01-001	Revenue - Forest Maint Fund		189.00	
04-3000-01-003	Revenue - Cons. Commission		76,703.00	
04-1010-01-001	CASH - Forest Maint. Fund			4,384.00
04-1010-01-003	CASH - Cons. Commission Fund			329,405.00
04-4100-01-001	Expenses - Forest Maint Fund			4,500.00
04-4100-01-003	Expenses - Cons. Commission			10,049.00
Total			348,338.00	348,338.00
Adjusting Journal Entries JE # 36		514.0000		
To remove activity related to the agricultural commission fund reclassified into a separate fund				
04-3000-01-016	Revenue - Agricultural Comm		1,994.00	
04-1010-01-016	CASH - Agricultural Commission			1,618.00
04-4100-01-016	Expense - Agricultural Comm			376.00
Total			1,994.00	1,994.00
Adjusting Journal Entries JE # 37		513.0000		
To remove amounts related to impact fees reclassified to a separate fund.				
04-2530-01-000	Unreserved Fund Balance		6,211.00	
04-3000-01-007	Revenue - Solid Waste I.F.		27,341.00	
04-3000-01-008	Revenue - Traffic I.F. Zone 1		4,852.00	
04-3000-01-009	Revenue - Traffic I.F. Zone 2		12,882.00	
04-3000-01-010	Revenue - Traffic I.F. Zone 3		1,630.00	
04-3000-01-011	Revenue - Traffic I.F. Zone 4		2,674.00	
04-1010-01-007	CASH - Solid Waste Impact Fees			12,804.00
04-1010-01-008	CASH - Traffic I.F. Zone 1			5,911.00
04-1010-01-009	CASH - Traffic I.F. Zone 2			8,123.00
04-1010-01-010	CASH - Traffic I.F. Zone 3			2,682.00
04-1010-01-011	CASH - Traffic I.F. Zone 4			2,674.00
04-4100-01-007	Expense - Solid Waste I.F.			14,875.00
04-4100-01-009	Expense - Traffic I.F. Zone 2			546.00
04-4100-01-009	Expense - Traffic I.F. Zone 2			6,886.00
04-4100-01-010	Expense - Traffic I.F. Zone 3			1,089.00
Total			55,590.00	55,590.00
Adjusting Journal Entries JE # 38		612.0000		
To remove amounts related to miscellaneous custodial fund reclassified to its separate fund.				
04-2530-01-000	Unreserved Fund Balance		25,736.00	
04-3000-01-004	Revenue - Old Home Day Fund		20,207.00	
04-3000-01-005	Revenue - Food Pantry		30,373.00	
04-1010-01-004	CASH - Old Home Day Fund			4,062.00

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04-1010-01-005	CASH - Food Pantry Fund		17,161.00
04-4100-01-004	Expenses - Old Home Day Fund		16,406.00
04-4100-01-005	Expenses - Food Pantry		38,687.00
Total		<u>76,316.00</u>	<u>76,316.00</u>

Adjusting Journal Entries JE # 39 **504.0000**
To remove amounts in fund 4 related to the Swap shop fund reclassified into its own fund.

04-2530-01-000	Unreserved Fund Balance	745.00	
04-3000-01-014	Revenue - Swap Shop	919.00	
04-1010-01-014	CASH - Swap Shop		752.00
04-4100-01-012	Expense - Swap Shop		912.00
Total		<u>1,664.00</u>	<u>1,664.00</u>

Adjusting Journal Entries JE # 40 **611.0010**
To eliminate beginning balances in revenue accounts that did not close out.

04-3000-01-002	Revenue - New Boston Rd Bridge	898.00	
04-3000-01-006	Revenue - Tower Hill Bond	83.00	
04-3000-01-012	Revenue - 437 Patten Hill Bond	72.00	
04-3000-01-013	Revenue - 26 Old Manchestr Bnd	72.00	
04-2530-01-000	Unreserved Fund Balance		1,125.00
Total		<u>1,125.00</u>	<u>1,125.00</u>

Adjusting Journal Entries JE # 43 **611.9000**
Journal entry to adjust fund 4 beginning fund balance by a clearly trivial amount of \$10

04-2531-01-000	Budgetary Fund Balance	10.00	
04-3000-01-013-00	Revenue - 26 Old Manchestr Bnd		10.00
Total		<u>10.00</u>	<u>10.00</u>

Fund: 04	Adjusting Journal Entries	<u>485,037.00</u>	<u>485,037.00</u>
Fund: 04	Total All Journal Entries	<u>485,037.00</u>	<u>485,037.00</u>
All Funds	All Journal Entries	<u>485,037.00</u>	<u>485,037.00</u>