

Annual Reports Recommended Items for Inclusion

The following is a recommended list of reports/information to be included in the Municipal Annual Report:

- Dedication of the Annual Report
- Town/City Statistics
- Letters from Legislators/Members of Congress
- Letter from Board of Selectmen/Council
- Letter from Town Manager/Administrator/Mayor
- Directory – Contact Information
- List of Public Officials
- Assessor's Report (include Tax Commitment figures and Assessor's
- Notice for taxpayers to provide list of all taxable property)
- Town Clerk's Report
 - Vital Records
 - Marriage Licenses
 - Hunting/Fishing Licenses
 - Dog Licenses
 - Vehicle Registrations
 - Trailer Registrations
 - Boat Registrations
 - ATV Registrations
 - Snowmobile Registrations
- Registrar of Voters Report
- Tax Collector's Report
 - Tax Receipts
 - List of outstanding R.E. Property Tax Liens
 - List of outstanding Personal Property Taxes
 - List of Abatements
 - List of Supplemental Taxes
- Treasurer's Report
 - Revenue Report
 - Expense/Appropriation Report
 - General Ledger Trial Balance
 - Report of any Funds other than the General Fund
 - Cemetery Trust Funds
 - Scholarship Funds
 - Other
 - List of prior year's outstanding R.E. tax liens
 - List of town employee payroll
 - List of town vendors
- Code Officer's Report

- Health Officer's Report
- Planning Department
- Board of Appeals
- Board of Assessment Review
- Fair Hearing Authority
- School Department
 - Superintendent's Report
 - Other
 - Financial Reports
 - Revenue Report
 - Expense Report
 - School Employee Salaries
 - School Vendors
 - Other
- Public Safety
 - Fire Department
 - Rescue Department
 - Police Department/Sheriff's Office
 - EMA Director
 - E911 Coordinator
 - Animal Control Officer
- Public Works
 - Public Works Director/Road Commissioner's Report
 - Solid Waste/ Transfer Station Manager
- Conservation Committee/Commission Report
- Recreation Committee Report
- Library Report
- Other Municipal Officials not listed
- Other Committees/Commissions not listed
- Non-Municipal Organizations that receive municipal funding
- Audit Report
- All Town Meeting Warrants pertaining to that particular year
- including voting results
- Town Meeting Warrant for current year, if the town is still on a Jan1-Dec31 FY