

Instructions for Form MS-42

Statement of County Appropriations and Revenue As Voted

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form, and file as required under RSA 24:24, with the Secretary of State.

The completed form must be submitted to the Department of Revenue Administration by September 1 per RSA 21-J:34 XII for the annual meeting or within 20 days after the vote taken at any supplemental meeting.

PAGE 1 - Provide the general information and signatures of the Clerk and Chairperson of the County Convention.

PAGES 2 – 5 - Columns 1 and 2 are from the county chart of accounts and descriptions as further defined in Rev 2200 rules. Column 3 should reflect the appropriations as voted by the county convention.

PAGES 6 – 8 - Columns 1 and 2 are the county chart of accounts and description for revenue as further defined in Rev 2200 rules. Column 3 should reflect the estimated revenue for the ensuing year. Complete the Budget Summary section on page 8.

PAGE 9 - Provide preparer information and signature.