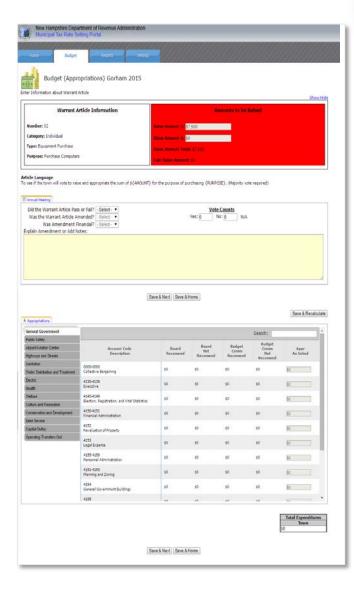


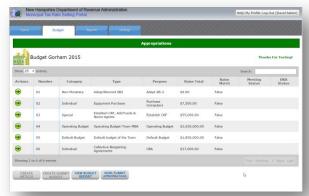
New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Conversion to Appropriations

The appropriations conversion process contains four steps: (1) Convert Warrant Articles, (2) Submit Appropriations as Voted Form, (3) Upload Supplemental Documentation, (4) Print DRA "R" Form

Step 1: Convert Warrant Articles

Warrant article conversion enables the automated population of proposed budget numbers to appropriations as voted. To convert a warrant article select it in the budget tab. This will bring you to the warrant article page.





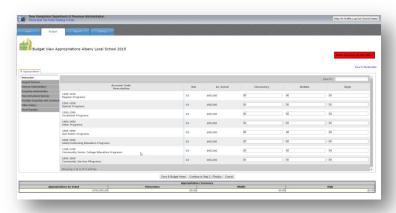
The warrant article page changes slightly in the appropriations phase. The offset amounts are no longer present and there is a new tab below the warrant article language referred to as the "Annual Meeting Block". This section of the page will govern the appropriations conversion process. At the bottom of the page is the account code table with a new column for appropriations as voted. The appropriations as voted column is populated based on the three questions in the Annual Meeting Block.

- 1) Did the Warrant Article Pass or Fail
 - a. Pass: Recommended Values Populated in Appropriations as Voted Column
 - b. Fail: Zero's (0) Populated in Appropriations as Voted Column
- 2) Was the Warrant Article Amended
 - a. Yes: Add Amendment Explanation in "Notes" Section and Answer Question 3
 - b. No: Warrant Article Conversion is Complete
- 3) Was the Amendment Financial
 - a. Yes: Appropriations as Voted Column becomes fully editable
 - b. No: Warrant Article Conversion is Complete

Step 2: Submit Appropriations as Voted Form

Following the conversion of all warrant articles the system can be prompted to aggregate the total appropriations as voted form. To aggregate the information select the "View/Submit Appropriations" button on the Budget Home Page.



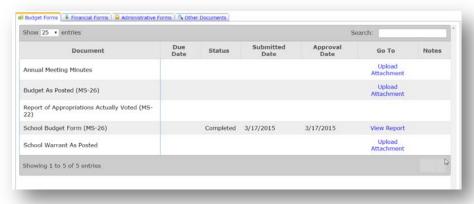


The aggregated appropriations as voted will show the account code values and the warrant article numbers. Note: School districts are required to provide an elementary, middle and high school breakdown for some account codes.

Once you have reviewed the aggregated information you can finzlize by selecting the "Continue to Step 2-Finalize Button"

Step 3: Upload Supplemental Documentation

Following the submission of your appropriations as voted form, supplemental required documentation must be uploaded. Supplemental documents that are required to trigger the DRA appropriations review are listed in the "Budget Forms" tab of the forms and documents table on the homepage.



To upload required documents select the "Upload Attachment" link in the table and follow the prompts. Note that more than one attachment can be loaded per document type. Once all attachments have been completed DRA will be automatically notified to conduct the Appropriations Review for your entity.

Step 4: Print DRA "R" Form

Following the completion of the DRA Appropriations Review you will receive an email indicating that the process is complete and that you should print the final approved appropriations form. To print the form, log into the system, go to the Budget Home Page and select the "View DRA Approved Appropriations" button.

VIEW DRA APPROVED APPROPRIATIONS