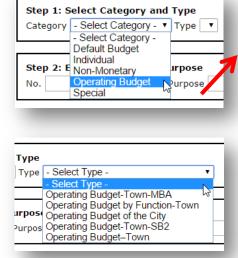


New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Drafting Operating Budget Warrant Articles

To begin select the "Create Article" button on the bottom of the Budget Home screen:

In Step 1 of the Warrant Article Generator select "Operating Budget" under the category pulldown.

Select the appropriate budget type for you entity from the options in the "Type" menu.



Types of Operating Budgets

- **Operating Budget**: This is for entites that are not SB-2 and do not have a municipal budget committee.
- Operating Budget-MBA: Only use this type if your entity has a municipal budget committee.
- Opearting Budget By Function: Only use this type if your entity breaks its operating budget into separate warrant article for annual meeting.
- Operating Budget of the City: Only use this type if your entity is a City or a Charter Town.
- **Operating Budget-SB2:** Use this type if you are an SB-2 entity. This applies to entities with and without municipal budget committee's.
- **Operating Budget Dependent School District**: Only use this type if your entity is a dependent school district.

	Enter the warrant article number and purpose in Step 2.		
Step 2: Enter Numb	er and Purpose		
No.	Purpose		

In Step 3 enter the total amount of proposed Amounts to be Raised appropriations in the "Rase Amount 1" field Raise Amount 2: Total: \$0 Please indicate the amount to be raised in the Warrant Article or Resolution. If more than one raise amount is required please use "Raise Amount 2" field. Amounts of Offsetting Revenue In Step 3 enter the total estimated revenues for Offset Amount 1: the ensuing year in the "Offset Amount 1" field. Offset Amount 2: In the new system this is the **ONLY** location in the Total: \$0 system where you define revenues that are not Please indicate the amount of offsetting revenue in the Warrant or resolution. If more than one offset amount is required please directly associated with a special or individual use "Offset Amount 2" field. warrant article.

In Step 4 you can preveiw DRA template warrant article language that can be inserted into your warrant article tempate. By default the language is included. Do not include language deselect the checkbox on the upper left that reads "Use DRA Template Language".

Step 4: Preview and Select Language Templates

☑ Use DRA Template Language

To see if the school district will vote to raise and appropriate the budget committee's recommended amount of \${AMOUNT} for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

To complete the process select the "Generate" button at the bottom of the screen, and you will land on the Warrant Article page.

