New Hampshire Department of Revenue Administration
Property Tax Rate Setting Software Quick Help Sheet: Pre-review

Pre-review is an optional service provided by DRA that allows municipal entities to receive feedback on their warrant article language prior to annual meeting.   RSA 21-J:35 II outlines DRA's responsibility with respect to municipal finances:

> *Per RSA 21-J:35 II, the department is responsible for computing and establishing the tax rate of each town, city, and unincorporated place. During our review, we determine whether appropriations have been made in a manner, which is consistent with applicable statutes. Per RSA 21-J:24, the department is also responsible for providing technical assistance in areas of municipal finance and taxation. However, compliance with applicable statutes are the responsibility of the municipality's governing body. Accordingly, we recommend passing the articles by the town's legal counsel as well.*

1   **Once all of your warrant articles have been drafted**, click the "Request Pre-Review" button at the bottom of the Budget home screen. You will be prompted to confirm that you wish to send the pre-review request. The button will be disabled and your advisor will receive an email notifying them of the request.

2   Your advisor will review your drafted warrant articles, entering comments as needed. When they have finished, they will return the pre-review to you and the system will send an email to the address in your account profile notifying you that the pre-review is complete. The pre-review checkbox in the status panel on the home screen will also indicate that pre-review has been completed.

3   On the Budget home page, you will now see icons next to each warrant article, indicating if it has comments and if action needs to be taken. In the image to the right, you can see an icon indicating unread messages (⊠!) and an icon indicating action needs to be taken (🟠).

4   Click on the red arrow icon (🔴) to view the warrant article information.

5   The pre-review comments will be located below the warrant article language. Click the green plus icon (➕) to show individual comments. Clicking the red minus icon (➖) hides the comment.
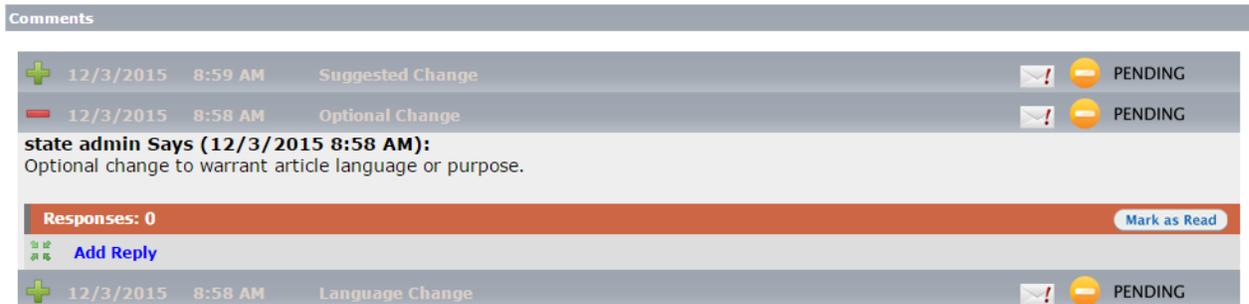
6   You may repy to the comments by clicking "Add Reply", entering your reponse, and then clicking "Save". This will also mark the comment as read. You can mark a comment as read without replying to it by clicking "Mark as Read". **There is no limit to the number of replies on a comment thread.**

7   As you address and respond to comments from your advisor, they will review your replies and the actions you have taken and mark the comments as "Completed" and the yellow "Pending" icon (🟠) will change to a green icon (✅).

> *While you may continue to submit the proposed budget while comments are still pending, it is highly recommended that you wait until all comments have been resolved.*