



# 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.

Actions	Number	Category	Type	Purpose	Raise Total	Raise Match	Meeting Status	DRA Status
	01	Non-Monetary	Adopt/Revised SB2	Adopt SB-2	\$0.00	False		
	02	Individual	Equipment Purchase	Purchase Computers	\$7,500.00	False		
	03	Special	Establish CBF, Add Funds & Name Agents	Establish CBF	\$55,000.00	False		
	04	Operating Budget	Operating Budget-Town-MBA	Operating Budget	\$1,650,000.00	False		
	05	Default Budget	Default Budget of the Town	Default Budget	\$1,850,000.00	False		
	06	Individual	Collective Bargaining Agreements	CBA	\$37,000.00	False		

**Warrant Article Information**

Number: 02  
 Category: Individual  
 Type: Equipment Purchase  
 Purpose: Purchase Computers

**Amounts to be Raised**

Raise Amount: \$ 27,500  
 Raise Amount: \$ 0  
 Raise Amount: \$ 0  
 Call Raise Amount: 0

**Article Language**  
 To see if the town will vote to raise and appropriate the sum of \$(AMOUNT) for the purpose of purchasing (PURPOSE). (Majority vote required)

**Vote Counts**

Did the Warrant Article Pass or Fail? - Selected -  
 Was the Warrant Article Amended? - Selected -  
 Was Amendment Financial? - Selected -  
 Explain Amendment or Add Notes:

**Appropriations**

Account Code	Description	Board Recommended	Board Not Recommended	Budget Comm Recommended	Budget Comm Not Recommended	Appr As Voted
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0	\$0
4100-4139	Electric	\$0	\$0	\$0	\$0	\$0
4140-4149	Gasoline	\$0	\$0	\$0	\$0	\$0
4150-4159	Gas/Oil, Registration, and Vital Statistics	\$0	\$0	\$0	\$0	\$0
4160-4169	General Administration	\$0	\$0	\$0	\$0	\$0
4170	Debt Service	\$0	\$0	\$0	\$0	\$0
4180-4189	Capital Outlay	\$0	\$0	\$0	\$0	\$0
4190	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
4200-4209	Legal Expense	\$0	\$0	\$0	\$0	\$0
4210-4219	Personal Administration	\$0	\$0	\$0	\$0	\$0
4220-4229	Planning and Zoning	\$0	\$0	\$0	\$0	\$0
4230	General Government Buildings	\$0	\$0	\$0	\$0	\$0
4240		\$0	\$0	\$0	\$0	\$0

Total Expenditures: \$0

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.

[VIEW/SUBMIT APPROPRIATIONS](#)

Account Code	Description	WA	As Voted	Elementary	Middle	High
1100-1100	Regular Programs	03	995,000	50	50	50
1200-1200	Special Programs	03	995,000	50	50	50
1300-1300	Special Programs	03	995,000	50	50	50
1400-1400	Special Programs	03	995,000	50	50	50
1500-1500	Special Programs	03	995,000	50	50	50
1600-1600	Special Programs	03	995,000	50	50	50
1700-1700	Special Programs	03	995,000	50	50	50
1800-1800	Special Programs	03	995,000	50	50	50
1900-1900	Special Programs	03	995,000	50	50	50
2000-2000	Special Programs	03	995,000	50	50	50
2100-2100	Special Programs	03	995,000	50	50	50
2200-2200	Special Programs	03	995,000	50	50	50
2300-2300	Special Programs	03	995,000	50	50	50
2400-2400	Special Programs	03	995,000	50	50	50
2500-2500	Special Programs	03	995,000	50	50	50
2600-2600	Special Programs	03	995,000	50	50	50
2700-2700	Special Programs	03	995,000	50	50	50
2800-2800	Special Programs	03	995,000	50	50	50
2900-2900	Special Programs	03	995,000	50	50	50
3000-3000	Special Programs	03	995,000	50	50	50

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 finalize 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.

Document	Due Date	Status	Submitted Date	Approval Date	Go To	Notes
Annual Meeting Minutes					<a href="#">Upload Attachment</a>	
Budget As Posted (MS-26)					<a href="#">Upload Attachment</a>	
Report of Appropriations Actually Voted (MS-22)						
School Budget Form (MS-26)		Completed	3/17/2015	3/17/2015	<a href="#">View Report</a>	
School Warrant As Posted					<a href="#">Upload Attachment</a>	

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](#)