

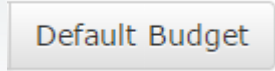
# Default Budget



For Tax Year 2017 all SB-2 Entities will be required to prepare their Default Budget using the NHDR Municipal Tax Rate Setting Portal (MTRSP). The interface will automatically populate your previous year operating budget figures and provide you with the tools to quickly and easily create a Default Budget.

## START DEFAULT BUDGET

To begin preparing your Default Budget, go to the Budget tab in the MTRSP. Below the warrant article table there will be a “Default Budget” button.



## ENTER NEW INFORMATION

The system will automatically populate the “Prior Year Adopted Operating Budget” from information provided during the previous tax year. To make adjustments to the default budget the user can enter “Reductions or Increases” and “One Time Appropriations”. From these inputs the system will automatically calculate the “Default Budget Values”. Explanatory text can be provided for each account code through the “Reason Field”.

Account Code	Purpose	Prior Year Adopted Operating Budget	Reductions or Increases	Less One Time Appropriations	Default Budget	Reason
0000-0000	Collective Bargaining	\$0	\$0	\$0	(\$600)	
4130-4139	Executive	\$0	\$0	\$0	\$0	
4140-4149	Election, Registration, and Vital Statistics	\$0	\$0	\$0	\$0	
4150-4151	Financial Administration	\$0	\$0	\$0	\$0	
4152	Revaluation of Property	\$0	\$0	\$0	\$0	
4153	Legal Expense	\$0	\$0	\$0	\$0	
4155-4159	Personnel Administration	\$0	\$0	\$0	\$0	
4191-4193	Planning and Zoning	\$0	\$0	\$0	\$0	
4194	General Government Buildings	\$0	\$0	\$0	\$0	
4195	Cemeteries	\$0	\$0	\$0	\$0	
<b>Prior Year Adopted Operating Budget</b>						
Total		\$0	\$500	\$0	\$500	

## OPTIONS

At any point you can save your progress and return to the Default Budget interface. You will not be able to submit your current year budget until you have finalized your default budget by selecting the “Submit” button.

Button Options:

- Budget Home: Does not save progress and returns user to Budget Home
- Save and Refresh: Saves progress and recalculates totals
- Save and Budget Home: Saves progress and returns the user to Budget Home
- Submit: Submits the Default Budget as final (this is required to subsequently file your actual budget)
- View Default Budget Report: Allows the user to see a printable version of the Default Budget.

## PRINTING REPORTS

At any point users can print the Default Budget by selecting the “View Default Budget Report” button. Until the Default Budget is finalized the report will contain a “Draft” watermark.

[View Default Budget Report](#)

## SUBMISSION OF DEFAULT BUDGET

Once the Default Budget is fully drafted it can be finalized by selecting the “Submit” button. Once your Default Budget has been submitted the “Raise/Offset” field on the Budget Home will read “True/True” (Prior to finalizing the “Raise/Offset” field will read as “False/False”).

## SUBMISSION OF CURRENT YEAR BUDGET

Once the Default Budget is submitted the Current Year Budget can be submitted following the traditional workflow. Reminder, the Current Year Budget should only be finalized when all current year warrant articles are complete.