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

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

Actions	Number ▲	Category ⇕	Type ⇕	Purpose ⇕	Raise Amount ⇕	Offset Amount ⇕	Status ⇕	Raise/Offset Match ⇕
				No data available in table				

Show **10** ▼ entries   Search:

Showing 0 to 0 of 0 entries   First Previous Next Last

CREATE ARTICLE

Then follow the four (4) steps required in the warrant article generator

Step One

Select the Category for the Warrant Article from the drop-down menu:

- Individual
- Special
- Operating Budget
- Default Budget
- Non-Monetary

This will enable different options for the "Type" drop-down.

Step Two

Enter the Warrant Article number and the purpose for the Warrant Article. The number can be alpha-numeric and can be changed later, if needed.

Step Three

Enter the Raise and Offset amounts for the Warrant Article. If needed, two separate amounts can be entered for each. At least one Raise Amount is required to proceed (for all but non-monetary articles).

Step Four

The software will use DRA template language by default. Note that this can be disabled and that not all warrant article types have default language.

Step 1: Select Category and Type
Category [Operating Budget ▼] Type [Operating Budget – School District ▼]

Step 2: Enter Number and Purpose
No. [   ]   Purpose [   ]

Step 3: Enter Raise and Offset Amounts

Amounts to be Raised	Amounts of Offsetting Revenue
Raise Amount 1: [ ]	Offset Amount 1: [ ]
Raise Amount 2: [ ]	Offset Amount 2: [ ]
Total: $0	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.	Please indicate the amount of offsetting revenue in the Warrant or resolution. If more than one offset amount is required please use "Offset Amount 2" field.

Step 4: Preview and Select Language Templates
☑ Use DRA Template Language

To see if the district will vote to raise and appropriate the 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)

[Generate] [Cancel]

To complete the process select the "Generate" button at the bottom of the screen

Warrant Screen Overview

Warrant article information →

Warrant article language →

Budget View
Enter Information about Warrant Article   Show/Hide

| Warrant Article Information | Amounts to be Raised | Amounts of Offsetting Revenue |

Raise and Offset Blocks
Red-no match
Green-match

Pre-review comments →

Account code table →

Account code table summary →

- **Warrant Article Information**-Location where the warrant article number (editable), category, type and purpose are displayed
- **Raise and Offset Blocks**-Location where the total raise and offset amounts are defined. Also the location where the calculated raise and offset amounts (as defined in the account code table) are displayed. Once the total raise and offset amounts are justified by account codes in the account code table the background will turn from red to green.
- **Warrant Article Language**-Location where DRA template language will appear if used (step 4 of warrant article generator). Language is editable and text can be copied and pasted into this section.
- **Save/Delete Buttons**-Location of the "Save & Next", "Save & Home" and "Delete" button can be found.
- **Pre-Review Comments**-Location where DRA pre-review comments can be viewed and acknowledged
- **Account Code Table**-Location where total raise and offset amounts must be entered by account code to "tie out" the warrant article.

For more information on drafting warrant articles please watch Video 4 on the DRAMS YouTube channel